



## How to contact us

Write to: Manor House, Church Street,  
Littlehampton, West Sussex, BN17 5EW

Email: [luc@littlehampton-tc.gov.uk](mailto:luc@littlehampton-tc.gov.uk)

Call: 01903 732063

Find us online: [www.littlehampton-tc.gov.uk](http://www.littlehampton-tc.gov.uk)

### **Minutes of the Community Resources Committee held on Thursday 22<sup>nd</sup> October 2020 at 6.30pm**

#### **Present:**

Councillor Blanchard-Cooper (Chair)

Councillor Long

Councillor Molloy

Councillor Tandy

Councillor Turner

Councillor Dr Walsh KStJ

The Mayor, Councillor Chace was also in attendance.

#### **2020/2021**

**This meeting is available to view using the following link:**

[https://www.youtube.com/watch?v=DlijlxsT\\_Mc](https://www.youtube.com/watch?v=DlijlxsT_Mc)

### **30. Virtual Meeting Protocol and Use of Mobile Devices**

The Chair opened the meeting and explained how it would be conducted and the protocol that would be followed, including how any break in the proceedings due to technical difficulties would be managed.

### **31. Apologies**

There were apologies from Councillor Seex and Councillor Long attended as a substitute.

### **32. Declarations of Interest**

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the Agenda. The standing declarations were noted, and regarding items 7.3, The Events Periodic report and 7.5, the Community Resources Periodic Report, Councillor Blanchard-Cooper declared personal interests as a member of the Bonfire Society and the president of the Musical Comedy Society respectively. Regarding item 7.6, the Strategic Review of

Arun District Council's Tourism, Councillor Dr Walsh KStJ declared a personal interest as the Leader of Arun District Council.

### **33. Minutes**

The Minutes of the meeting held on 10<sup>th</sup> September 2020 (previously circulated) were confirmed as a true record and it was noted that arrangements would be made for these to be signed at a later date.

### **34. Chair's Report and Urgent Items**

There were none.

### **35. Public Forum**

- 35.1.** In accordance with the Remote Meetings Protocol introduced by the Town Council, members of the public who wished to address the Council or any of its Committees during a remote meeting should have emailed their representations one clear working day before the meeting. There was one:

Mr Chester asked:

- 35.2.** In considering the events programme for next year is there any evidence that we will be in a different situation with regard to Covid than we are now? Would it not be better to work on an adapted programme of events that can take place with Covid restrictions in place rather than revert back to the normal programme which attracts large numbers of people into the same space at the same time until we know for certain tangible progress has been made on quickfire testing, treatments and a vaccine?

Response:

- 35.3.** In thanking Mr Chester for his question, the Assistant Town Clerk explained the priority had been to make sure sites, funding and the services of contractors were in place so that the events programme could proceed if conditions permit. If restrictions on public gatherings remained in place, the Council would look to build on their experience this year in delivering events in alternative formats online and using social media in 2021.

### **36. Officer's Reports**

#### **36.1. Museum Periodic Report**

The Committee received a report (previously circulated) which set out an update of Museum activities including details of progress on the Collections Documentation Project (CDP) and an updated Action Plan. The Assistant Town Clerk highlighted the positive response to the reopening of the Museum.

The availability of prebooked visits would be increased to three days over half term and thereafter, time slots adjusted to capture after school visitors. Engagement via the website and social media had been improving and the Museum had also participated in the Town Council's online events programme. The CDP had continued to progress, and additional volunteers were being trained and their work would be focussed on the Project. The grant application to ArtsFund had been submitted and a decision was expected at the end of November. Members also considered and supported two recommendations regarding proposed acquisitions. It was therefore **Resolved** that:

1. **The Museum update, progress with the Collections Documentation Project and updated Action Plan be noted.**
2. **The recommended acquisitions of items listed in item 5 attached to the report be approved.**
3. **The report be otherwise noted.**

### **36.2. Arun Youth Projects Annual Report on Youth Services**

**36.2.1.** The Committee received a report (previously circulated) and presentation from Arun Youth Projects (AYP) regarding the delivery of Youth Services in Littlehampton under the contract with the Town Council. The Chairman welcomed Miss Emma Biffi to the meeting, and she proceeded to update members on the service throughout the year. She firstly thanked the Town Council for their support and funding throughout the last three years and went on to describe the highlights of the past year, including a silent disco and air arena trip. The Service now had 16 members of staff and 10 volunteers who helped run their many activities, with the Youth Club being the centre of this. Other services they offered included their detached work around Littlehampton to offer support as well as the Soccer School.

**36.2.2.** Reflecting on the impact of Covid 19, Miss Biffi explained the quick response they had in the period when the usual service had had to stop during lockdown and moved over to a mechanism of virtual activities. The challenge they faced was to continue providing support to young people in lockdown through two virtual sessions a week ns to continue their mentoring and young leader programme. Everyone had acquired invaluable skills through helping plan sessions and improved communication. These new experiences would also improve young people's skills base and knowledge particularly in communications and safeguarding. Members thanked Miss Biffi and the team for all their hard work in these challenging times and it was **Resolved** that:

**The report and update be noted.**

### **36.3. Events Periodic Report**

The Committee received a report (previously circulated) which set out a summary of how the summer events programme was delivered and the impact of the changed format. The Committee was also asked to approve the provisional date for next year's Town Show and note the progress with plans to deliver this year's Remembrance Sunday event and the Christmas lights virtual Switch On. It was suggested that the programme of Christmas interactive sessions be expanded by inviting traders to record "how to" events, possibly with Councillors helping. It was thought that this would encourage people to get involved and visit businesses in the run up to Christmas and Members agreed that enhancing the programme further in this way should be investigated. It was therefore **Resolved** that:

- 1. Saturday 11<sup>th</sup> September 2021 be approved as the provisional date for next year's Town Show and Family Fun Day.**
- 2. The Virtual Christmas Lights Switch on activities proposal be noted and the enhancements to the virtual Christmas programme be investigated as set out in Minute 36.3, above.**
- 3. The report be otherwise noted.**

### **36.4. Events Programme for 2021/22**

**36.4.1.** The Committee received a report (previously circulated) which set out a draft programme of events and initiatives for 2021/22. The Assistant Town Clerk explained that although largely unchanged, the programme for 2021/22 aimed to ensure that if circumstances allowed, sites, funding, and the services of contractors were in place. If not, the Town Council would look to build on their experience this year in delivering events in alternative formats online and using social media in 2021.

**36.4.2.** The Committee proceeded to consider the programme and discussion focussed on the extent to which the programme could still be delivered should restrictions on public gatherings continue. A proposal was put forward that a three tiered plan be formulated; The first tier would be delivering a traditional programme of events as outlined in the report, tier two would be to provide a socially distanced option of live events which could be adapted to meet specifications of legislation and finally, a third tier with a virtual option for the delivery of events should lockdown measures be reintroduced. Drawing on the experience gained from this year's activities, this was considered a practical way forward that would also aid budgeting and ensure that contingencies were in place and could be publicised well in advance. It was therefore **Resolved** that:

1. **The draft programme of events for 2021/2022 be approved in principle and that a three-tiered plan be formulated for consideration at the next meeting and included as part of the 2021/2022 budget discussions**
2. **The production of the events guide in the existing format, with contingency plans for 2021 be approved.**
3. **The contents of the report be otherwise noted.**

### **36.5. Community Resources Periodic Report**

- 36.5.1.** The Committee received a report (previously circulated) which highlighted the progress with the projects and initiatives that were within the remit of this Committee. There was also an update on planned tree works, the allotments and request form the Littlehampton Bonfire Society. Drawing Members attention to a compliment which had been received from Pointe Rocks, Members were pleased to note how well the changes to operations at the Southfields Jubilee Centre had been received since it re-opened and that this had also enabled providers to deliver activities supported by the Town Council's Holiday Activity Support scheme.
- 36.5.2.** The progress with the projects to deliver the new youth centre in Wick and the works to replace the play equipment at Rosemead Park were noted. Regarding the Sensory Path at Rosemead Park, Members had before them a proposal to include a five-metre pathway as part of the current project. This would see a dedicated pathway fitted with materials of varying colours and textures introduced in the area that contained most of the sensory equipment. This proposal was unanimously welcomed by Members as a valuable addition that would enhance the inclusivity of the scheme. Observing the extra costs if the pathway were to be added at a later date, the Committee also considered it prudent that the pathway be installed immediately as part of the planned works. It was therefore **Resolved** that:

**The design of the sensory path be approved for inclusion in the scheme to replace the play equipment and that additional funding required for this aspect of the scheme be met from the Capital Receipts Reserve.**

- 36.5.3.** The Committee proceeded to consider a request for support from the Littlehampton Bonfire Society. This year's Bonfire event had been cancelled and the Town Council's funding returned, however, the Society still needed to raise funds in order to stage next year's event and if circumstances allowed. Like many other community groups, their fund-raising activities had been severely impacted by the restrictions on public gatherings and they had requested £300 to purchase some equipment for their fund-raising stall. The

Society and the annual Bonfire event were much valued, and in principle, Members wished to support the Society in their endeavours. It was therefore **Resolved** that:

**The request from the Littlehampton Bonfire Society be supported and authority be delegated to the Town Clerk to progress this.**

**36.5.4.** Regarding the Planned tree works it was noted that a report with recommendations on replacement trees for Rosemead park would be brought to the next meeting of the Committee. It was **Resolved** that:

**The tree survey update and contents of the main report be otherwise be noted.**

### **36.6. Strategic Review of Arun District Council's Tourism**

The Committee received a report (previously circulated) which contained details of the District Council's consultant's report into all aspects of their tourism support functions. It was **Resolved** that:

**The report be noted.**

### **37. Exempt Business**

There was none.

The meeting closed at 7:42pm.

---

**CHAIR**