



How to contact us

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

Email: lrc@littlehampton-tc.gov.uk

Call: 01903 732063

Find us online: www.littlehampton-tc.gov.uk

Minutes of the Community Resources Committee held on Thursday 10th December 2020 at 6.30pm

Present:

Councillor Blanchard-Cooper (Chair)

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=PkAb6dpqoys>

38. 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.

39. Apologies

There were apologies from Councillor Seex.

40. 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 item 10.1, Littlehampton Bonfire Society, Councillor Blanchard-Cooper declared a personal and prejudicial interest due to his close personal connection to the Society and as a member and confirmed that he would leave the meeting when this item was discussed. He thanked Councillor Tandy who would Chair this part of the discussion. Councillor Dr Walsh KStJ also declared a personal interest as Leader of Arun District Council in relation to item 7.5, Visitor Maps.

41. Minutes

The Minutes of the meeting held on 22nd October 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.

42. Chair's Report and Urgent Items

42.1. Avian influenza (bird flu) update

As a result of a directive issued by the Chief Veterinary Officer, stricter controls on the keeping of poultry and captive birds would come into force from 14 December. From this date keepers would be legally required to keep poultry indoors or take appropriate steps to keep them separate from wild birds to help prevent the spread of this highly infectious disease. The Town Council were working with LALGA and taking steps to alert those allotment holders affected, introduce signage, and monitor this activity. The Allotments Working Group would be updated, and the Town Council's website and social media used to communicate the latest guidance. It was **Resolved** that:

The update be noted.

43. Public Forum

- 43.1. 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 were two representations:

Mr Chester asked:

- 43.2. Please provide a clear explanation as to how after both national lockdowns Rustington Museum was able to open with normal hours and without pre booking on the first legal date yet still Littlehampton Museum is only available one day a week by pre booking. Does the Council not realise the contradiction in continually promoting people come here and shop yet the one attraction it is responsible for in the Town Centre remains largely unavailable.

Response:

- 43.3. The Assistant Town Clerk thanked Mr Chester for his question. Following the introduction of the new Tiered Restrictions, the Museum like all in the sector, reviewed its risk assessment prior to reopening as well as consulting the most up to date guidance from the DCMS.

The risk assessment of this activity highlighted that the biggest challenge facing the Town Council had been the configuration of the Museum, visitor dwell time within the Museum, that it shares its entrance with the main

reception area and balancing this with the social distancing rules for a Museum in a Tier 2 area. This review also therefore took into consideration their experience of fully reopening the Manor House reception over the last few months.

The review established that free flow reopening was not appropriate due to the small gallery spaces, multiple pinch points and the lack of a feasible one-way system. A booking system would however ensure that Museum visitors of no more than one household as prescribed in the current restrictions were able to visit and that there were no problems or clashes with arrivals in the reception area.

Therefore, considering the safety of both visitors and staff within the resources available to the Town Council, the booking system provided the best way of regulating visitor numbers whilst maintaining an open reception under the current restrictions. This risk assessment was approved by the Town Clerk as the Town Council's designated Health and Safety Officer and the Museum had reopened for one day a week with prebooked visits for the period leading up to Christmas. The Town Council were ready and keen to re-open full time once the restrictions permitted and would continue to keep this under review.

Ms Crosley stated:

- 43.4. Please could you consult local artists, gallery owners, and schools if any new artwork is to be considered anywhere in Littlehampton. Certainly, it would be considerably better than the horrid sticky pictures, and value for money. Also, as local people they would do work that is relevant, appropriate, and beautiful.

Response:

- 43.5. The Assistant Town Clerk thanked Mrs Crosley for her comments which she was sure the Committee would bear in mind when they came to the relevant Item on the agenda.

44. Officer's Reports

44.1. Events Periodic Report

- 44.1.1 The Committee received a report (previously circulated) which updated Members on the Remembrance Sunday and Christmas lights virtual events. Looking forward to the 2021 to 2022 Events Programme the report also set out some proposed changes to the programme and the parameters for delivering the programme should restrictions on public gatherings continue. With this in mind, an early decision was required as to whether the 2021 Pancake Olympics should proceed. Acknowledging the uncertainty about restrictions on live events in the early part of the year, the Committee

reluctantly agreed that the event should be cancelled. Members were more optimistic that the nationwide situation would be improved by the Spring and were therefore pleased to support the proposals for an additional Easter Out and About Event at Rosemead Park, making use of the new play area.

44.1.2 The Committee proceeded to consider the Events Options Proposals table which proposed parameters to guide the delivery of next years' programme. It was observed that even if restrictions on public gatherings were relaxed, it was likely that capacity would still be limited. Members wished to see ticketing options explored alongside research into venues where public entry could be more easily controlled as a means of enabling some of the events to be delivered as planned. Acknowledging that this might require new mechanisms and additional resources, Members were clear that should a lockdown be reimposed, virtual events would have to be delivered in the most cost-effective way and agreed that this should be expressed within the parameters. Lastly, Members thanked the Events Team for all their hard work in delivering the virtual events which had taken place this year. It was therefore **Resolved** that:

- 1. The cancelation of the Charity Pancake Olympics 2021 event be approved.**
- 2. The allocation of additional funds to the Easter Out and About budget to enable the delivery of a third Easter session at Rosemead Park be approved and included in the Committee budget for consideration later on in the Agenda.**
- 3. The Events Option Proposals in respect of the 2021 to 2022 Events programme be approved subject to the amendments outlined in Minute 44.1.2, above.**
- 4. The outcome of Remembrance Sunday and Virtual Christmas Lights Switch On events be noted.**
- 5. The financial implications be noted.**

44.2. Museum Periodic Report

44.2.1 The Committee received a report (previously circulated) which set out an update on the Museum Action Plan and Collections Documentation Project, and the outcome of the Art Fund Respond and Reimagine grant application. Whilst it was disappointing that the grant application was unsuccessful, other opportunities were being explored. The Museum's first virtual exhibition had just gone live and was well received, and it was encouraging that a number of new volunteers had come forward. The Assistant Town Clerk emphasised that the Museum would re-open fully as soon restrictions allowed. The virtual

engagement and outreach figures had shown how popular these activities were, and future work would focus on developing these and other virtual engagement activities further.

44.2.2 The Committee welcomed the progress with the Collections Documentation Project and thanked the Museum Team and Volunteers for all their hard work. Regarding the planned changes to and temporary closure of the Butterworth Gallery, Members considered the opportunity being taken to display a significant element of the Collection an exciting proposition. Making the Museum's reference books available to the public, when the circumstances allow, was viewed as both an appropriate use of the space and something that would be popular especially with local historians and heritage groups. Members also considered and supported two recommendations regarding proposed acquisitions, and it was therefore **Resolved** that:

- 1. The proposal for the change of use and temporary closure of the Butterworth Gallery during January and February 2021 be approved.**
- 2. The museum update, progress with the Collections Documentation Project and updated Action Plan be noted.**
- 3. The recommended acquisitions of items be approved.**
- 4. The report be otherwise noted.**

44.3. Museum Staffing Review

44.3.1 The Committee received a report (previously circulated) which set out the recent review of Museum staffing arrangements. The review had been initiated following the recommendation of the Member Working Group which had highlighted the need to ensure that Museum staff were both able and trained to cover a wide variety of work. The Committee was invited to consider the outcome of the review and recommend the revised structure to the Property and Personnel Committee for approval.

44.3.2 The Assistant Town Clerk proceeded to explain the review process and it was noted that an informal consultation had been carried out with staff regarding the proposed realignment of the job descriptions of the Curator and Archives and Exhibitions Officer roles. These aimed to deliver a structure of trained staff experienced in Museum Accreditation Standards and able to meet the Strategic Aims of the Council. In supporting the outcome of the review, it was also noted that the proposed changes were budget neutral and would deliver a structure with the flexibility to adapt in the future. It was therefore **Resolved** that:

- 1. The outcome of the review be noted.**

2. The updated staff structure be supported and recommended to the Property and Personnel Committee for approval.

44.4. Community Resources Report

- 44.4.1 The Committee received a report (previously circulated) which highlighted work being undertaken by the Community Resources Officer to progress the projects and initiatives within the remit of the Committee. It was noted that the opening of the new play facilities at Rosemead had been postponed for a further week due to delays in the supply of the new fencing. Had the opening proceeded as planned it would have been conducted in line with the Tier 2 restrictions. This would mean a change to the Town Council's protocol as explained in the Urgent Action attached to the report. This would be reviewed again in accordance with the restrictions that were in place at the time and once a new date was confirmed.
- 44.4.2 Regarding the planned tree works it was noted that a report with recommendations on replacement trees for Rosemead park had been delayed and would be brought to the next meeting of the Committee. The importance of the site as a gateway that should be enhanced by future planting was emphasised.
- 44.4.3 Going forward and once the Rosemead Park project was completed, it was noted that work exploring opportunities to deliver some of the small location specific initiatives that had been identified by Members. In relation to splashpads, it was noted that a time frame could not be given and that delivery of this project, like some of the other initiatives identified in the priorities would require the support of the District Council as the landowner. It was **Resolved** that:

The updates and contents of the report be noted.

44.5. Visitor Maps

The Committee received a report (previously circulated) which sought direction from the Committee on the proposal for a visitor town map on the seafront. Members proceeded to consider key aspects of the scheme, bearing in mind both the lessons learnt from the 3D artwork and the impending public realm improvement works planned for the High Street. These works, when completed, aimed to improve the visitor experience and increase footfall. These objectives were shared by Councillors and it was considered important that any future initiative embraced the improvements that these works would bring. In particular Members viewed this as an opportunity to revisit the Town Branding initiative which had been identified as a priority. In this respect it was considered prudent that the questions raised in the report be circulated to

Members outside of the meeting and feedback collated. An update would then be brought back to the Committee as part of the Priorities Review in the Spring. It was therefore **Resolved** that:

- 1. Consideration of the Visitor Maps initiative be temporarily deferred and**
- 2. The questions raised in sections 3.3 and 3.4 of the report be circulated to Members, the feedback collated, and a report be brought back to the Committee for consideration as part of the Priorities Review in the Spring.**

44.6. Community Centre's

An urgent meeting of the Sub-Committee was held on 3rd December 2020 to consider an update on the costs relating to the project to provide a new youth centre in Wick, replacing the Keystone Centre in Eldon Way. It was noted that the minutes of that meeting would be published shortly, and that a further update would be reported to Council in January. It was **Resolved** that:

The update be noted.

45. Finance

45.1. Committee Finance Report 2020 to 2021

The Committee received a report (previously circulated) which highlighted any significant variances from budget in income and expenditure relating to the Committee budget for 2020 to 2021. Members thanked the Finance Team for their hard work in preparing the update and forecasts. It was **Resolved** that:

The report be noted.

45.2. Committee Budget Proposals 2021 to 2024

The Committee received a report (previously circulated) which set out the draft Committee budget for 2021 to 2022 and the projected budgets for 2022 to 2024. The Town Clerk explained the budget process to Members and explained that having researched the market, hire charges were recommended to remain unchanged for 2021 to 2022 to encourage people back. This was supported and it was therefore **Resolved** that:

- 1. The draft Committee budget for 2021 to 2022 and the projected budgets for 2022 to 2023 and 2023 to 2024 be approved and the proposals be**

recommended to the Policy and Finance Committee.

- 2. The Committee's Earmarked Reserve Position be noted.**
- 3. The current charges for the Southfields Jubilee Centre room hire fees for 2021 to 2022 be retained and approved.**
- 4. Authority be delegated to the Town Clerk to apply a discount to long hours/ multiple bookings.**

46. Exempt Business

It was **Resolved** that:

Members of the public and accredited representatives of the press be excluded under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.

This item was a confidential report for Members of the Council only in accordance with Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, being information relating to the financial or business affairs of any particular person.

Councillor Blanchard-Cooper redeclared his interest and left the meeting at 7:47pm.

47. Officers Exempt Report

47.1. Littlehampton Bonfire Society

- 47.1.1.** The Annual Bonfire and Fireworks event had been cancelled this year due to the restrictions imposed by the Government as a result of the COVID-19 pandemic and the Town Council's Service Funding Agreement (SFA) payment for 2020 returned. The Society had subsequently requested assistance with the purchase of some equipment for their fund-raising stall (new folding tables and a flatbed trolley).
- 47.1.2.** At the meeting on 22nd October, the Committee had agreed in principle to support the request. However, the Society's accounts showed that whilst staging the event was extremely costly, they had also accumulated significant reserves. This was in part due to the fact that the annual bonfire and parade had been cancelled in 2019 and again this year. It was also

noted that the nationwide restrictions had also prevented the Society from carrying out their usual fund-raising activities.

47.1.3. It was observed that many other voluntary groups were in a similar position and Members therefore did not consider it appropriate, given the level of the Society's reserves, to accede to this request. It was also noted that the Town Council had a supply of folding tables which could be made available to local voluntary groups including the Society for use at local fund-raising events when the circumstances permitted. It was therefore **Resolved** that:

The Bonfire Society's request be declined.

The meeting closed at 7:54pm.

CHAIR