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Minutes of the Community Resources Committee held in the New Millennium Chamber, Manor House, Church Street, Littlehampton on Thursday 13th February 2020 at 6.30pm

Present:

Councillor B Blanchard-Cooper (Chair)
Councillor Buckland
Councillor Chace
Councillor Molloy
Councillor Tandy
Councillor Turner

2019/20

47. Evacuation Procedures

The evacuation procedures were noted.

48. Filming of Council Meetings, Use of Social Media and Mobile Phones

The procedures were noted.

49. Apologies

There were apologies from Councillors C Blanchard-Cooper, Seex and Squires with Councillors Buckland and Chace attending as substitutes.

50. 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 no further declarations were made at this point.

51. Minutes

The Minutes of the meeting held on 5th December 2019 (previously circulated) were confirmed as a true record and signed by the Chair.

52. Chair's Report and Urgent Items

52.1. Notice of Written Question

Pursuant to Section 8b of the Town Council's Standing Orders the following questions had been submitted to the Committee by Councillor Tandy.

1. What date was the renewed service funding agreement entered into between the Town Council and All Saints Church for the Wick Information Centre (WIC) going forward?

The new SFA for 2020/23 has not yet been signed. It is envisaged this will happen soon now that the service had been relocated.

2. Has the level of service stipulated in the Service Funding Agreement changed in any way from the previous Service Funding Agreement to the renewed Funding Agreement? If so, please can the changes be detailed (if necessary, as an exempt report to Councillors).

Following a review undertaken by the Management Committee, the Service has been adapted and will see the opening hours reduced from 20 hours per week to 8 hours per week spread over the two busiest days (currently Tuesdays and Thursdays).

3. If there have been changes to the level of service to be provided as part of the agreement, who was consulted on the change in the level of service?

The Wick Information Centre (WIC) undertook a major independent review of the service previously provided and this led to the proposed reduced service. This was necessitated by the ending of the Section 106 funds that had been used to support the Service. As previously explained to Members this does mean that the Town Council is paying more for a reduced service opening hours but does mean that the WIC Service does not fold.

It was **Resolved** that:

The update be noted.

52.2. Small Arts Grant Application

The Assistant Town Clerk reported that a late application had been received from Blueprint 22 requesting grant support for an arts project involving vulnerable adults and the elderly in Littlehampton. This was an intergenerational project involving a workshop and visits to isolated and elderly people based in Littlehampton. The group had already raised £200 of the £450 required to fund the project. Members supported the project and it was therefore **Resolved** that:

Authority be delegated to the Town Clerk in consultation with the Chair of the Committee to

approve the Grant application of £250 to meet the costs of running the art session workshop.

53. Public Forum

There were three Members of the Public present.

- 53.1.** Councillor Price addressed the Committee from the public gallery. Regarding the VE Day celebrations, Councillor Price shared her strong support for the nationwide screening of the Royal Albert Hall Concert and urged the Committee to support it being shown in the Windmill Theatre on Friday 8th May 2020.
- 53.2.** Mr Chester addressed the Committee and began by congratulating Councillor Molloy on her recent fundraising efforts. Regarding the Museum Report, he acknowledged the progress that was being made with the Collections Documentation Project. He welcomed the news that the Iron Age Warrior would eventually be homed in the Littlehampton Museum and commented that it would be a real asset to the collection. Lastly, observing the application for events support from the Lions for their annual charity fayre in the High Street, Mr Chester was reminded that the town centre public realm was about to undergo significant change and he looked forward to seeing the final designs for this. The Chairman thanked Mr Chester for his comments which were noted.
- 53.3.** Mr Ellis also addressed the Committee on the matter of the impending Town Centre improvements, the plans for which he hoped were not “set in stone” and he urged Members to monitor this. Referring to the discussion at the last meeting regarding Seafront Shelters, Mr Ellis asked if there had been any progress on this. The Chairman thanked Mr Ellis for his comments which were noted and confirmed that he would follow up the matter of the Seafront Shelters with the District Council.

54. Sports Forum

The notes of the meeting held on 27th January 2020 were noted and no questions were raised.

55. Community Events Forum

The notes of the meeting held on 4th December 2019 were noted and no questions were raised.

56. Allotment Working Group

The notes of the meeting held on 16th January 2020 were noted and no questions were raised.

57. Officer's Reports

57.1. Museum Periodic Report

57.1.1.The Committee received a report (previously circulated) that provided information on the visitor figures, an update on Museum activity and progress with the Collections Documentation Project. In addition, the Committee was asked to consider a proposal to create the Friends of Littlehampton Museum. It was noted that the group aimed to provide support to the Museum, ranging from promotion to assisting with events and research. The Committee was broadly supportive of the principle of establishing a Friends group for the Museum and considered it prudent to set out the terms of engagement by way of a Memorandum of Understanding.

57.1.2.The Committee proceeded to consider recommendations regarding the acquisition of two items for the collection. These were supported and it was also agreed that the recommendation to decline the collection of coins be approved. Finally, Members were content to approve the closure of the Museum for the annual Armed Forces Day and Town Show events as the Museum team would be present at both. It was therefore **Resolved** that:

- 1. The Museum update and progress with the Collections Documentation Project be noted.**
- 2. The Museum Action Plan be noted.**
- 3. The recommended acquisitions of items be approved.**
- 4. The Friends of Littlehampton Museum proposal be approved, and authority be delegated to the Town Clerk to negotiate a mutually agreeable Memorandum of Understanding.**
- 5. The closure of the Museum for the 2020 Armed Forces Day and Town Show be approved.**
- 6. The contents of the report be otherwise noted.**

57.2. Events Periodic Report

57.2.1 The Committee considered a report (previously circulated) which set out proposals for various upcoming events for Members to consider and updates on the progress of the 2020 events' programme. The Committee proceeded to consider the recommendations as presented in the report.

57.2.2.Charity Pancake Olympics

Councillors Chace and Molloy declared personal and prejudicial interests as they were both participating in and had entered teams into the event and they both left the meeting at 6:47pm while this item was discussed.

Observing the progress with plans for the event and its popularity, Members considered it important that the prizes awarded were maintained as in previous years. Noting that efforts to source sponsorship for the prizes would continue, it was therefore **Resolved** that:

The prizes package for the Pancake Olympics event 2020 be set and prizes awarded for first, second and third places in the amount of £100, £75 and £25 respectively.

Councillors Chace and Molloy re-joined the meeting at 6:50pm.

57.2.3.VE Day

The Committee noted progress with the activities planned to commemorate VE Day. Whilst some disappointment was expressed that a specific event was not planned for the day, it was acknowledged that nationwide celebrations were focused on street party activities and independent initiatives were emerging. It was noted that the Town Council was publicising information and guidance, and that further support was available through the Community Resources Initiatives and the Events Support budgets. The Committee was very supportive of the Windmill Theatre screening the Concert that was planned at the Royal Albert Hall and agreed in principle to provide additional support through the Community Resources and/or Events support budgets if required. It was therefore **Resolved** that:

- 1. The progress with the plans to commemorate VE Day be noted.**
- 2. Officers continue to work with the Windmill Cinema to secure a screening of the Royal Albert Hall Concert at the cinema on Friday 8th May 2020.**

57.2.4.Screen on the Green

It was noted that VJ day fell on the same day as Screen on the Green this year and Members were keen to explore any pre-screening entertainment which could celebrate this. It was suggested that Officers work with LOCA to investigate options for pre-screening entertainment using the Stage by the Sea venue. Regarding the screen, in view of the potential size of the audience, the larger size display was considered. It was **Resolved** that:

- 1. Officers investigate pre-screening entertainment for Screen on the Green to tie into VJ Day celebrations.**

- 2. Quote 1 for the Screen for Screen on the Green (Paragraph 3.4.3 of the report) be approved.**

57.2.5. Armed Forces Day

The Committee received information regarding the plans for Armed Forces Day on Saturday 27th June 2020. Members were asked to consider options regarding hospitality for VE Day Veterans on the day. These ranged from utilising the Town Council's dedicated marquee with refreshments supplied by the Scouts, to acquiring a bigger marquee and arranging a catering service. Members proceeded to discuss the options and considered it important that ground cover was provided as protection against the elements with reasonable catering, sufficient to support both the Veterans and visiting dignitaries on the day. In this respect, Members considered it appropriate that the catering included light refreshments (tea and coffee served in china and biscuits/pastries) and that the larger marquee be provided. In all other respects, the progress with the plans for the event were supported, including the booking of the Stunt Display Team and the Static Spitfire MK I/II Replica. Members also requested that Officers explore options to provide water refill stations at the event with Southern Water. It was therefore **Resolved** that:

- 1. Hospitality for Armed Forces Day be explored as set out in paragraph 57.2.5 above.**
- 2. Officers to explore options to provide water refill stations with Southern Water.**
- 3. R5 Air displays be approved as Flying Director for Armed Forces Day.**
- 4. The stunt display team and static spitfire be approved and booked for the event.**

57.2.6. Events Forum

The Committee received an application from the Littlehampton District Lions Club to stage a Charity Street Fayre in the Town Centre in May 2020. Funding in the sum of £750 was requested to provide entertainment at the event and produce publicity. It was noted that if approved, the funding would be made available from the Event Support Budget. Members supported the application, and it was therefore **Resolved** that:

The application by the Littlehampton District Lions Club for Event Support for the Spring Charity fayre 2020 in the sum of £750 be approved.

57.3. Christmas Lights Contract

The Committee considered a report (previously circulated) regarding the Christmas Lighting contract which ended after the 2019 display. The contract was due for re-tendering however, in view of the regeneration proposals planned for the Town Centre, it was proposed that the contract be extended for a further year. Members considered this was a sensible course of action and it was therefore **Resolved** that:

The Christmas lighting contract with Event Power Engineering be extended for a further year.

57.4. Youth Service Contract

Councillor Tandy declared a personal interest in the following item as an employee of the Littlehampton Academy and as Treasurer/ Secretary of the Keystone Centre Management Committee as both organisations were referenced in the report relating to this item.

57.4.1.The Committee considered a report (previously circulated) which set out the basis of the contract with Arun Community Church who operated the Town Council's youth service. The current contract was for three years and was due to come to an end in September 2020. The Committee was asked to consider any changes to future service provision for inclusion in the exercise to re-tender the contract. Members were very pleased with how the outsourcing of this service had worked. However, in view of the value of the contract and importance of the service it was considered prudent to test the market. Members also acknowledged that re-tendering the contract would provide the opportunity to explore more options in terms of service provision. In particular, Members were keen to investigate opportunities for increased outreach work and weekend sessions.

57.4.2.It was noted that the Town Council received a monthly report on activities which was shared with Members of the Committee. Members wished to have a better understanding of the impact of the service and sought the inclusion of information regarding retention/dropout rates and the use and take up of the bursaries schemes. The Committee also considered it would be beneficial for the monthly reports be shared with all Members of the Council in future. It was therefore **Resolved** that:

- 1. The criteria for the Town Councils Youth Services contract be expanded as set out in paragraph 57.4.1 above.**
- 2. The monthly reports from AYP be revised to include the information as set out in**

**paragraph 57.4.2 above and circulated to all
Members of the Council going forward.**

57.5. Keystone Centre

The Assistant Town Clerk reported that the consultant to carry out feasibility study would be appointed at the beginning of March. It was envisaged that design options for the new centre would be presented to Members in the June 2020 Committee cycle. It was **Resolved** that:

The update be noted.

58. Exempt Business

There was none.

The meeting closed at 7:48pm.

CHAIR