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Minutes of the Community Resources Committee held in the New Millennium Chamber, Manor House, Church Street, Littlehampton on Thursday 12th March 2020 at 6.30pm

Present:

Councillor B Blanchard-Cooper (Chair)

Councillor Buckland

Councillor Molloy

Councillor Price

Councillor Tandy

Councillor Turner

The Deputy Mayor, Councillor Chace was also in attendance.

2019/20

59. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

61. Apologies

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

62. 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 Councillor B Blanchard-Cooper declared a personal and prejudicial interest in item 8.5 relating to the HAS Grants as a member of the Friends of Mewsbrook Park. He confirmed he would leave the meeting when the Committee came to consider this matter.

63. Minutes

The Minutes of the meeting held on 13th February 2020 (previously circulated) were confirmed as a true record and signed by the Chair.

64. Chair's Report and Urgent Items

64.1. Pest Control Contract

The Assistant Town Clerk reported that notification had been received from Arun District Council regarding the current contract. The District Council were outsourcing this service and users were asked whether they wished to transfer their existing contract to the new arrangement. To ensure continuity it was agreed that the Town Council's existing one year rolling contract be transferred to the new arrangement and performance be monitored for the next year. It was therefore **Resolved** that:

The Council's existing pest control contract be transferred over to the new arrangement.

65. Public Forum

There was one Member of the Public present.

- 65.1.** Mr Ellis addressed the Committee on the following matters. Regarding the museum he suggested more prominent signposting via the Council's main website and that online access to the Collection be promoted. It was noted that work on the new website for the Museum was progressing and that online access to the Collection was a priority. and how this could be better linked to the main website.
- 65.2.** Observing the Visit Littlehampton marketing strategy, Mr Ellis urged the Council to consider adopting a brand for the Town to promote it as a unique seaside holiday destination. The Chairman thanked Mr Ellis for his comments which were noted.

66. Officer's Reports

66.1. Standing Order / Urgent Action

The Committee received an urgent action (previously circulated) relating to the approval of expenditure regarding Public Notice for the retendering of the Town Council's Youth Services contract. It was **Resolved** that:

The Urgent Action be noted.

66.2. Museum Periodic Report

66.2.1.The Committee received a report (previously circulated) which set out a museum update, visitor figures, a website update, acquisition report and an update on the Collections Documentation Project. The Assistant Town Clerk was pleased to report that the Museum had that day received confirmation that it had achieved Full Accreditation. Members were delighted to hear this and thanked the Museum Curator and her team for all their hard work.

66.2.2.The Committee was also asked to consider recommendations regarding five potential new accessions. The items consisted of a large collection of postcards cataloguing the history of Littlehampton as a popular holiday resort and a selection of certificates, plaques and crests that had been discovered in the Manor House. The postcards were considered unique and would enhance the Collection. However, the certificates had no historic relevance and it was thought that more research might yield more detail about the provenance of the plaques and crests. It was also suggested that social media could be deployed to generate interest in the items and uncover more information about them. It was therefore **Resolved** that:

- 1. The Museum update, Action Plan and progress with the Collection Documentation Project be noted.**
- 2. The acquisition of the certificates be declined.**
- 3. The acquisition of the postcard collection be approved.**
- 4. The decision regarding the acquisition of the crests and plaques be deferred for six months pending further research and a recommendation be brought back to the Committee.**
- 5. The content of the report be otherwise noted.**

66.3. Events Periodic Report

66.3.1.The Committee received a report (previously circulated) which set out a review of the Pancake Olympics and updates on the plans for the Armed Forces Day (AFD), Screen on the Green (SOTG) and VE Day commemorations.

66.3.2.In addition the Committee was also asked to consider an application for event support funding for the “Vibrant East Street Day” event on VE Day and a draft set of terms and conditions in relation to pitch hiring at Town Council events. The latter were considered practical and supported. Regarding the request for event support grant application, whilst the concept was supported, there were concerns about whether the event could be organised in such a short amount

of time. Members expressed particular concerns about the road closure gaining approval because of the scope and importance of East Street as a gateway to the Highstreet and Town Centre. They also felt that it would be more attractive if it was held on a different day and didn't clash with the Friday street market, which it was thought was still going ahead, and could be staged in the High Street at the weekend. The application also lacked detail regarding how widely publicised the event promotion would be. Members acknowledged that more events might come forward for support and therefore agreed to award a grant of £1,000 subject to confirmation of the road closure and clarity regarding the promotion planned to advertise the event.

66.3.3.The Committee proceeded to consider the updated plans for this year's AFD and SOTG events. The revised catering proposals for AFD and additional toilet provision for SOTG were both approved. Observing that SOTG fell on the same day as VE Day, Members also wished to see pre-screening activities surrounding a VJ day theme explored. It was therefore **Resolved** that:

- 1. The outcome of the Charity Pancake Olympics be noted.**
- 2. Subject to the road closure being agreed by WSCC Highways and receipt of further information regarding the planned promotional activities, a grant of £1,000 be approved in respect of the Vibrant East Street Day event.**
- 3. The Armed Forces Day Event plans update be noted, and the provision of light refreshments as set out in the report be approved.**
- 4. Quote 1 for the provision of toilets at Screen on the Green be approved and Officers further investigate pre-screening activities.**
- 5. The terms and conditions for catering pitch provision at events be approved.**
- 6. The contents of the report be otherwise noted.**

66.4. Visit Littlehampton

The Committee received a report (previously circulated) with an update on the planned marketing strategy for 2020 using the Visit Littlehampton sub-brand of the Town Council. Members welcomed the innovative way that social media was now being deployed by the Town Council for marketing and supported the continuation of research into the use of environmentally friendly branded products. They also wished to see the introduction of social media

“check-in” for events through different initiatives and using sponsorship. It was **Resolved** that:

1. **The 2020 marketing campaign be approved.**
2. **Authority be delegated to the Town Clerk in consultation with the Chair of the Committee to take forward the work on providing environmentally friendly branded products to distribute at events.**
3. **Officers investigate social media “check-in” ideas.**
4. **The financial implications and contents of the report be otherwise noted.**

66.5. Holiday Activity Support (HAS) Grants

Councillor B Blanchard-Cooper redeclared his personal and prejudicial interest in the following matter as a member of the Friends of Mewsbrook Park and left the meeting at 7:42pm.

The Committee received a report (previously circulated) which set out applications for the HAS grants programme 2019/20 received from groups and organisations. Members proceeded to consider the applications and it was noted that the total awards recommended was £978.20. It was therefore **Resolved** that:

All Grant applications received (Appendix A of the report) and awards for activities to take place in the school holidays of 2020 be approved.

Councillor B Blanchard-Cooper re-joined the meeting at 7:45pm.

66.6. Keystone Centre

The Assistant Town Clerk reported that the consultant to carry out the feasibility study had been appointed and work was progressing. 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.

67. Finance

67.1. Committee Budget Monitor 2019/20

The Committee received a report (previously circulated) which highlighted significant variances from budget in Income and Expenditure relating to the Community Resources Committee budget for 2019/20. In addition, the Committee was asked to consider a request from Arun Church Playcentre Nursery to extend the timescale for expenditure of the grant awarded as part of the 2019/20 Programme. It was **Resolved** that:

- 1. A further extension of the terms of the Arun Church Playcentre Nursery grant be agreed on the understanding that they will be excluded from making an application to the 2020/21 Grant Aid programme.**
- 2. The report be otherwise noted.**

68. Exempt Business

There was none.

The meeting closed at 7:50pm.

CHAIR