



How to contact us

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12th March 2021

Notice is hereby given that there will be a meeting of the:

Community Resources Committee

Date: **Thursday 18th March 2021**

Time: **6.30pm**

Committee:

Councillor Blanchard-Cooper (Chair)

Councillor Molloy

Councillor Tandy

Councillor Turner

Councillor Dr Walsh KStJ

Peter Herbert, Town Clerk

Agenda

VIRTUAL MEETING PROTOCOL

2020/21

The provisions of the Coronavirus Act 2020 allow local authorities to put in place different meeting arrangements for the period from 4 April 2020 to 7 May 2021. This meeting will be a 'virtual meeting' and any member of the press and public may listen-in and view the proceedings via a weblink which will be publicised on the Town Council website at least 24 hours before the meeting.

The Town Council's Protocol and Procedures for 'virtual meetings' can be viewed at <https://www.littlehampton-tc.gov.uk/committee-meetings>

Any members of the public wishing to address the Council or any of its Committees during the Public Forum or seeking further information on the items to be discussed, will need to email lrc@littlehampton-tc.gov.uk one clear working day before the meeting and provide details of their question.

1. Mobile Phones

Members are requested to switch their mobile devices to silent for the duration of the meeting and are asked to note the previously approved protocol for remote meetings which is in place for the duration of this meeting.

2. Apologies

3. Declarations of interest

Members and Officers are reminded to make any declaration of disclosable pecuniary or personal and/or prejudicial interests that they may have in relation to items on this Agenda.

You should declare your interest by stating:

- (a) the item you have the interest in
- (b) whether it is a disclosable pecuniary interest, whereupon you will be taking no part in the discussions on that matter, or
- (c)
 - (i) whether it is a personal interest and the nature of the interest
 - (ii) whether it is also a prejudicial interest
 - (iii) If it is a prejudicial interest, whether you will be exercising your right to speak under PUBLIC FORUM

It is recorded in the register of interests that:

- Councillor Blanchard-Cooper is a Member of Arun District Council
- Councillor Dr Walsh KStJ is the Leader of Arun District Council and a Member of West Sussex County Council

These interests only need to be declared at the meeting if there is an agenda item to which they relate.

4. Minutes

To confirm the Minutes of the meeting held on 18th February 2021, circulated herewith (pages 4 - 11). In accordance with the Town Councils' Standing Orders, Section 9 (a), Members are reminded that no discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy.

5. Chair's Report and Urgent Items

6. Public Forum

Any members of the public wishing to address the Council or any of its Committees during remote meetings should email lrc@littlehampton-tc.gov.uk one clear working day before the meeting with their submission. These will be read out by the Chair or a supporting officer at the meeting. During this period, and to enable the Council to answer as many questions as possible at the

meeting, the submission should not exceed 200 words. The Clerk, in consultation with the Chair of the meeting, reserves the right to summarise written questions. All written questions and responses will be made available on the Town Council web site alongside the meeting minutes.

7. Officers Reports

7.1. Council Priorities – Report attached (Pages 12 – 30)

7.2. Events Periodic Report - Attached (Pages 31 – 36)

7.3. Visit Littlehampton – Report attached (Pages 37 – 40)

7.4. Community Resources Officer Report - Attached (Pages 41 – 45)

7.5. Museum Periodic Report- Attached (Pages 46 – 56)

8. Finance

8.1. Committee Budget Monitor – Report attached (Pages 57 – 60)

9. Exempt Business

It is **Recommended** that:

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



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Minutes of the Community Resources Committee held on Thursday 18th February 2021 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=Md543cAqBJs>

48. 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.

49. Apologies

There were no apologies.

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 10th December 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.

52. Chair's Report and Urgent Items

There were none.

53. Public Forum

53.1. 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:

53.2. Mr Chester asked:

With regard to the proposals for the felling of trees at Rosemead Park and replacement planting scheme can I strongly urge that a period of public consultation is built into this process. It's vital to get community buy in into this. We are losing many mature trees in the Town, with seemingly inadequate replacement, and it's a very live issue.

With regard to the suggestion of a drive-in cinema event may I express my strong opposition. It is directly contrary to our climate ambitions and discriminatory to a large proportion of the population who do not have a car. Let us hope restrictions enable the proper screen on the green event to take place and the Town can come together as one and enjoy a sociable event in the fresh air.

53.3. Response:

The Town Clerk thanked Mr Chester for his comments which Members would take into consideration when they came to the appropriate items on the agenda. Regarding the trees at Rosemead Park, they were protected by Tree Preservation Orders and as such no work would be undertaken without the local planning authority's consent. This would be obtained through a planning application that would detail the nature of the work, mitigation and be subject to public consultation. If consent were given, it could also be subject to conditions which had to be followed.

54. Officer's Reports

54.1. Beach Patrol Officers

The Committee had before it an information update from Arun District Council regarding the Beach Patrol service (previously circulated). Councillor Dr Walsh KStJ in his role as Leader of Arun District Council, confirmed that the District Council intended to continue providing this seasonal service but that this year's recruitment would be delayed due the COVID19 restrictions. He re-assured Members that this was an annual recruitment that could be quickly implemented once the restrictions allowed. Members paid tribute to both the

RNLI and the Foreshore Officers for their work in protecting the public and keeping local beaches safe. It was therefore **Resolved** that:

The notice and update from the Leader of Arun District Council be noted.

54.2. Museum Periodic Report

The Committee received a report (previously circulated) which set out an update on the Museum work, progress with grant funding opportunities and the Collections Documentation Project (CDP). Acknowledging the progress that was being made with the CDP Members commended the Museum team for their work. The Committee also considered and supported three recommendations regarding proposed acquisitions, and 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 as set out in Appendix B be approved.**
- 3. The update on the grant funding opportunities be noted.**
- 4. The final implications and contents of the report be otherwise noted.**

54.3. Events Periodic Report

54.3.1. The Committee received a report (previously circulated) which outlined the research and outcome of discussions that had been held with Arun District Council regarding options to deliver the Town Council's 2021 Events Programme. Due to the ongoing restrictions and uncertainty that remained regarding when and how they might be lifted, it had been confirmed that the Town Council's existing annual events programme could not be altered. It was also noted that early event licensing applications were sought and that events would be subject to stringent risk assessment analysis that took into consideration additional measures to support social distancing and track and tracing. In view of this update, the Committee was asked to review the Town Council's events calendar.

54.3.2. The Committee proceeded to consider the events programme in more detail and light of the stricter licensing regime. Regarding the Easter Out and About event, due to the likelihood that restrictions on mixing outdoors would still be

in place it was recommended that it be cancelled. Members reluctantly supported this and were content that options be explored to facilitate activities to replace this event within the constraints applicable at the time.

54.3.3. Turning to the options for Armed Forces Day, it was noted that whilst track and trace was possible, the difficulties of enforcing social distancing in such an open format made it impossible for the event to be held whilst adhering to the restrictions. Reviewing the options and acknowledging the difficulties in controlling such a large-scale event, Members again reluctantly agreed that this year's event was not viable under current circumstances. It was agreed that although there was a presumption to cancel the event, this decision should wait until the Government announcement on the road map out of lockdown on Monday. The Clerk would liaise with the Chair and Vice -Chair in making a final decision as to whether to proceed.

54.3.4. Regarding the later events in the calendar, it was noted that decisions on whether they should proceed could be deferred for consideration until such time as more information on the easing of restrictions was available. With this in mind, clarification was requested regarding the aspiration to hold an event to celebrate the work of key workers during the pandemic. It had been suggested that this could be incorporated within the Town Show. Members were invited to email ideas to the Town Clerk so that this and any other suggestions could be explored further. Finally, regarding the Drive in Cinema, it was noted that having researched venues, whilst carparks in the town were an option, they would not attract visitors in the way that events such as the Screen on the Green did. Acknowledging the value of tourism to the Town's economy and that restrictions are more likely to be relaxed later in the year, it was considered prudent that this not be pursued and the preparations for this year's Screen on the Green event be progressed. It was therefore

Resolved that:

- 1. The Easter Out and About sessions, budget £800, be cancelled and that options be explored to facilitate activities to replace this event within the constraints applicable at the time and the budget allocated.**
- 2. The presumption of cancelling Armed Forces Day 2021 be approved as set out in Minute 54.3.3 and other decisions regarding the 2021 and 2022 Events Programme be deferred for consideration when the timetable for lifting restrictions is known.**
- 3. The costs, should Armed Forces Day proceed, for the full event are estimated to be approximately £14,666.95 and would be met**

from the Community Resources budget allocation for 2021 to 2022 of £13,500 in addition to £3,000 from Harbour Park. The costs, should a limited event proceed are estimated to be in the region of £8,824.20, with a virtual event estimated to cost £2,133.20 which includes three bookings postponed to 2021 and requiring the balance to be to be paid, including £200 to run virtual activities.

4. The launch date of 1st April be approved to announce the Screen on the Green film vote.
5. The costs should Screen on the Green proceed for the full event are estimated to be approximately £13,765.23 and would be met from the 2021 to 2022 Community Budget which has £15,000 allocated for this event. Should the event proceed at an alternative venue with restricted capacity the costs are estimated to be approximately £9,720.23 and a virtual alternative is estimated to cost in the region of £100.
6. Members email suggestions regarding an event to celebrate the work of Keyworkers to the Town Clerk.
7. The contents of the report be otherwise noted.

54.4. Community Resources Officer Report

54.4.1. The Committee had before it a report (previously circulated) informing Members on activity at the Council's allotment sites, the Holiday Activity Scheme (HAS) activities and delivery of the Service Funding Agreements (SFAs). There were also updates regarding the re-tendering of the Floral and Christmas Lights contracts. Regarding the Christmas Lights, it was proposed that the Working Group be reconvened to develop the tender specification. The need for the Working Group to meet swiftly was acknowledged and Councillors Blanchard-Cooper, Molloy, Turner and Tandy indicated their willingness to participate in it. It was therefore **Resolved** that:

1. **Councillors Blanchard-Cooper, Molloy, Turner and Tandy be appointed to the Christmas Lights Working Group.**

- 2. Councillor Blanchard-Cooper be appointed Chair of the Christmas Lights Working Group.**
- 3. These appointments would cross-over into the new Municipal Year.**

Councillor Blanchard-Cooper declared a personal interest in the following discussion as Chairman of The Friends of Mewsbrook Park.

54.4.2. The Committee proceeded to consider requests from the Littlehampton Badminton and Squash Club and Treasure Basket Group for extensions in respect of the HAS Grants awarded to them in 2020. Both Groups had been unable to produce their planned activities due to the pandemic but remained committed to delivering them when the circumstances allowed. It was noted that without the extensions the funding would be returned to the Council's general reserves. Observing that the 2021 scheme had also now been launched, it was hoped that in supporting these requests, there would be more opportunities than usual for local clubs and groups to reach out to young people and encourage them to try something new. It was therefore **Resolved** that:

- 1. An extension of one year on the 2020 HAS Grants awarded to the Littlehampton Badminton and Squash Club and Treasure Basket Group to allow them to deliver their activities be approved.**
- 2. The updates on the HAS Grants Scheme and delivery of the Town Councils Service Funding Agreements be noted.**
- 3. The Christmas Lights contract annual budget over three years running from 2021 to 2022 to 2023 to 2024 set at £25,000 pa be noted.**
- 4. The Floral Contract annual budget over three years running from 2021 to 2022 to 2023 to 2024 set at £ 25,985 pa be noted.**
- 5. The contents of the report be otherwise noted.**

54.5. Rosemead Park Replacement Trees

54.5.1. The Committee received a report (previously circulated) which set out proposals for a tree replanting scheme to replace the trees on the western boundary at Rosemead Park. If approved this would fulfil a long-held Priority of the Council to replace the existing Leylandii trees with mature quality native trees and create an attractive environment along the Fitzalan Link Road boundary. It was acknowledged that expertise was required to develop a replanting scheme that would address both the Tree Protection Orders that were in place and the Town Council's specifications in terms of species and the environment. Members were therefore broadly supportive of the scheme and putting the project out to tender as this would provide a framework to judge prospective contractors in terms of their knowledge, experience and cost. Members were also keen to explore the potential to reuse the wood within the existing Park through the use of wood sculptures. It was noted that once work commenced the boundary would be temporarily fenced to protect the site. It was therefore **Resolved** that:

- 1. The broad principles of a tree planting scheme incorporating native trees and hedging be progressed within the £30, 000 budget identified for the project.**
- 2. Authority be delegated to the Town Clerk in consultation with the Chair to approve the final scheme and that the Committee receive updates as the scheme develops.**

54.6. Proposed New Allotments at Holly Drive, Littlehampton

54.6.1 The Committee had before its proposals for the layout and design of the new allotment site off Holly Drive (previously circulated). The would be provided by Persimmon Homes as part of their obligations under the North Littlehampton (Hampton Park) Development. Members were invited to consider the proposal and provide feedback as part of the development of the site. The plans provided for 35 allotments that would be supported by a trough system to deliver water and landscaping to protect the site from the adjacent southern section of the Lyminster Bypass. Limited parking was also proposed together with accessible plots. In the period since the Section 106 Agreement had been signed, the plans for the site had altered and the developer proposed introducing a footpath/cycleway route through the site to provide an access link to the southern section of the Lyminster bypass.

54.6.2 In reviewing the proposal, a number of concerns raised about this particular element of the plans which were unclear. These included how vehicle access to the site would be accommodated, whether the route would be level or

elevated, if lighting had been considered and who would be responsible for maintaining the route in the long term. Members wished to see the plans progress, however, overall, it was considered that the proposals had not been properly thought through in terms the impact of this access on the general operation and maintenance requirements of an allotment site, the safety and security of users, allotment holders, pedestrians and cyclists and the impact on the neighbouring residential properties. It was thought that the County Council should be responsible for the footpath maintenance and lighting. It was **Resolved** that:

The Committee's concerns be relayed to the developer seeking a revised proposal to address these issues.

55. Exempt Business

There was none.

The meeting closed at 8:15pm.

CHAIR

Littlehampton Town Council

Non- Confidential

Committee: Community Resources Committee

Date: 18th March 2021

Report by: Town Clerk

Subject: Town Council Priorities

1. Summary and Background

- 1.1.** During summer 2019 Members identified a number of priorities which range from major capital projects to small location-specific initiatives in addition to the Council's core functions for the 2019/23 Administration. These were approved at Full Council in November 2019 and the Town Council's Strategic Polices, Aims and Objectives reviewed and realigned in June 2020. In the intervening period and where possible, work has continued to progress these initiatives, and some have also been completed. Members now need to review the work undertaken to date and decide which of the remaining projects should be prioritized.
- 1.2.** During the March cycle of meetings, each Committee is being asked to review the Priorities that fall within their remit and consider if the areas of work should be retained and if so, to provide clarity regarding the continuation of the work. The Priorities that relate to this Committee are therefore set out in Section 3 of this report which also contains an update and recommended way forward. Also included are the financial implications, section 4, showing where budget provision has been made and, where appropriate, highlighting how funding will be addressed in future years' budgets.

2. Recommendations

- 2.1** The Committee is Recommended to:
 - 1) Consider the Priorities that fall within the remit of the Committee and make recommendations to Full Council regarding the continuation of work or confirm that they are completed as appropriate.
 - 2) Note the budget provision for the Priorities that fall within the remit of the Committee as set out in section 4 of this report. Namely:
 - a) **North Littlehampton Community Centre** – Revenue budget provision has been approved at £20, 000 for 2021 to 2022, £40,000 for 2022 to 2023 and £60,000 for 2023 to 2024 when the centre should be open.
 - b) **Museum Collection Documentation Project** -The Collections Management budget is £1,500 for 2021 to 2022 reducing to £1,000 for 2022 to 2023 and 2023 to 2024.

- c) **Rosemead Park Trees** - £30,000 has been allocated in the Council's Capital Programme from the Converted Capital Receipt EMR for this project.
- d) **Wildflower Meadow Planting Scheme** – Budget provision of £1,000 for 2021 to 2022 and 2022 to 2023. This is supplemented by £4,000 earmarked from 2020 to 2021 for a Tree Planting Scheme on the new road between the Academy and North Littlehampton.
- e) **Town Council Events** – funded by £7,000 in Earmarked Reserves.
- f) **Pier Road pedestrianisation entertainment scheme** – If approved, the expenditure of £5,000 would be met from the Event Support Earmarked Reserves.
- g) **Wick Information Centre** - Three-year Service Funding Agreement for 2020 to 2023 at £2,500 pa. In addition, £4,000 is also available in the Wick Initiatives budget which could be used to facilitate other projects to support Wick.

3. Priorities

3.1. Allotments

Council has identified three main priorities in respect of this service:

- 1) Delivering three new sites gained from the North Littlehampton development at Worthing Road west of the existing site, Holly Drive (North Littlehampton Southern) and North Littlehampton Northern
- 2) Improving Environmental Controls on Allotments
- 3) Investigate Organic Allotment Site at Holly Drive

Provision for the three new sites that will be gained from the North Littlehampton development has been secured through the Section 106 Developer Agreement and land transfer to expand the existing Worthing Road site. Following the adoption of an Environment Policy in October 2019 it is also a key objective for this Council to introduce as many environmentally friendly initiatives as it can within its services. For example, the project to install water troughs across all allotment sites is underway, with work at Mill Lane imminent. The ambition for an organic allotment site will be explored as the new sites come forward but it should be noted that this has not been specified in the Section 106 and is in any case very difficult to achieve.

It is proposed that these three priorities are amalgamated into one Priority of Improving Environmental Controls on Allotments for the duration of this Council.

3.2. North Littlehampton Community Centre & Youth Facility (Joint Priority with Property & Personnel Committee)

There is provision for a new Community Centre (including youth facility) at North Littlehampton which has been secured through the Section 106 Developer Agreement. The site has been allocated and amalgamating the community and youth centre facilities meets the long-held ambition to provide a joint facility in this part of the parish. Delivery is not expected before 2023 and proposals will be brought to Members in due course.

This is a large community centre incorporating rooms for the use by other organisations or groups and a possible anchor tenant. It is recommended that this priority be retained.

3.3. Museum Collection Documentation Project

This is a major piece of work to address a large backlog in the documentation/recording of the Museum artefacts. The main project will come to an end on 31st March 2021. The completion of this work will see collections management integrated into the routine operation of the service as business as usual, Museum policy reviews, defined storage needs and the rationalisation of the Collection focussing on returning items that do not meet the Collection criteria. An end of project review will be conducted, and the outcome reported to this Committee in June 2021.

It is recommended that subject to the outcome of the end of project review, this priority be marked as completed.

3.4. Tree Planting and Wildflower Meadow (Joint Priority with Property & Personnel Committee where it impacts on Town Council owned land)

Council has identified two main priorities in this respect:

- 1) Rosemead Park Trees
- 2) Wildflower Verges

At the February meeting of this Committee Members approved the broad concept for a scheme to replace the trees on the western boundary of Rosemead Park. This will be going out tender and progress will be reported to the Committee. Council has also identified an aspiration to see managed wildflower planting along the Fitzalan Link Road corridor which will become a major access route and gateway into the Town. The Town Council is dependent on West Sussex Highways to realise this ambition as they are responsible for designing the landscaping element of the major road scheme. Officers will engage with the County Council when these proposals come forward.

A further proposal has also come forward from the Mayor which envisages a trial of a wildflower planting scheme at the Manor House and a roundabout. This is set out in Appendix 1 attached to this report. Members are invited to consider whether this scheme is what is wanted on the roundabouts and Manor House. If so, further research will be required to establish whether it can be included in the Council's floral contract options and if not, undertaken in house and the potential staffing commitment. It should also be noted that because of the timing, a scheme may not be achievable this year. An alternative trial option could be to use Rosemead Park.

It is recommended that this priority be retained and Members consider and comment upon the planting proposal set out in Appendix 1.

3.5. Town Council Events

It has been an ambition of the Town Council to introduce a wider range of events through the use of external providers. This remains the case however it should be noted that the ability to deliver this ambition heavily relies on the support of others and the easing of restrictions on public gatherings. As such, it is unlikely to progress further before 2022.

It is recommended that this priority be retained.

3.6. Pier Road Entertainment Scheme

Arun District Council have confirmed they envisage that there will be an opportunity to implement a temporary road closure of the southern section of Pier Road again this summer. The Town Council has been given the opportunity to coordinate a programme of entertainment for the duration of the scheme. The scheme ran in 2020 in response to concerns about the safety of pedestrians and customers who were having to walk into the road to maintain social distancing as shops, restaurants and cafes adhered to Covid-19 guidelines. Despite some issues with the traffic flow, the scheme was well received by residents and visitors.

The Town Council proposes that a programme of entertainment for the area be developed involving local artists and support be sought from the businesses on this stretch of the road. The programme could be linked to the emerging Town Centre events programme through the use of the same entertainers.

It is recommended that this priority be adopted and a budget of £5,000 from the Event Support budget be allocated to the programme to cover expenditure for acts, equipment and marketing. If approved, it is also proposed that authority be delegated to the Town Clerk in consultation with the Chair and Vice-Chair of this Committee to progress the proposal.

3.7. Secure Future of Wick Information Centre (WIC)

The WIC was relocated to new premises at rear of All Saints Church in Wick last Spring. The pandemic has prevented the service from fully reopening although it has managed to continue to provide a limited service to the community in line with restrictions. The WIC Management Committee have a three-year Service Funding Agreement (SFA) with the council covering 2020 to 2023 and did not draw on last year's funding. The Service is however preparing to re-open fully as soon as restrictions allow in 2021. This includes recruiting a part time supervisor to manage the service as envisaged in the SFA.

It is recommended that this priority be retained.

3.8. Boules/Petanque at Mewsbrook Park; Splash Pads; Outdoor Leisure Equipment

Council has previously identified an ambition to see improvements to facilities on the seafront and local parks.

Members are asked to consider whether these should remain a Priority given the current pressures. It should also be noted that the ability to deliver some of these initiatives is heavily reliant on the support of Arun District Council as the landowner. Significant work would also be required in order to research cost and maintenance liabilities. Funding has not been specifically identified for these initiatives and would have to be taken from the Converted Capital receipt Reserve.

3.9. Youth Market

More recently, it was suggested that the Council might want to investigate a scheme to support local young people looking for employment or who want to develop a new business via a "youth market". This may also require the support of the District Council (availability of land / premises) and other stakeholders e.g., the County Council (education and skills). Details of a format for this can be found in Appendix 2 attached to this report.

Again, Members are asked to consider whether should be adopted as a Priority given the current pressures. It should also be noted that the ability to deliver this type of initiative is heavily reliant on the support of other agencies and could also be better provided by them. Funding has not been specifically identified for this priority should it be adopted.

3.10. Branding/ Marketing

Council has identified the need to progress a strong brand that can be used to market the town. Members are asked to consider whether this should remain a Priority given the current pressures and it should also be noted that funding has not been specifically identified for this work.

4. Financial Implications

4.1. North Littlehampton Community Centre

Revenue costs of £20,000 for the new North Littlehampton Community Centre have been introduced to the revenue budget for 2021 to 2022 and will be earmarked. £40,000 has been added to the revenue budget for 2022 to 2023 and will be earmarked. There is a £60,000 budget in 2023 to 2024 when the centre should be open. As it is unlikely to have tenants generating income when it first opens, the money in earmarked reserves will therefore support revenue costs to begin with. These figures are very much an estimate.

4.2. Museum Collection Documentation Project

The Collections Management budget was previously increased to support the Documentation Project. As this project reaches completion the budget has been reduced to £1,500 in 2021 to 2022 and then £1,000 in 2022 to 2023 and 2023 to 2024. This allows for a rolling programme of collections management (e.g. replacement storage boxes, traps etc).

4.3. Rosemead Park Trees

£30,000 has been allocated in the Council's Capital Programme from the Converted

Capital Receipt EMR for this project.

4.4. Wildflower Meadow

A Wildflower Planting Scheme budget of £1,000 has been added for 2021 to 2022 and 2022 to 2023. In addition, a £4,000 budget was created in 2020 to 2021 for a Tree Planting Scheme on the new road between the Academy and North Littlehampton, reflecting the Council's priorities. This will be earmarked at the end of the financial year.

4.5. Town Council Events

Event Support funding of £7,000 has been made available from Earmarked Reserves.

4.6. Pier Road Entertainment Scheme

The proposed budget of £5,000 could be met from the Event Support Earmarked Reserves.

4.7. Wick Information Centre

There is a three-year Service Funding Agreement for the Wick Information Centre which runs from 2020 to 2023 at £2,500 pa. A total of £4,000 is also available in the Wick Initiatives budget which could be used to facilitate other projects to support Wick.

Peter Herbert

Town Clerk

Appendix A

Littlehampton Town Council

Wildflower Trial Sites & Maintenance Guidelines Proposal

2021/22

Maltraver's Roundabout



1) Low Growing Wildflower Meadow Seed BS12P 100% - 30sq/m (4x 7.5sq/m elliptical beds)

1	Bedstraw, Lady's	Galium verum	7.5%	Jun - Sep	50 - 80cm	Perennial
2	Black Medick	Medicago lupulina	6%	May - Oct	15 - 80cm	Annual
3	Burnet, Salad	Sanguisorba minor	10%	Jun - Sep	15 - 50cm	Perennial
4	Campion, Bladder	Silene vulgaris	4%	May - Sep	25 - 60cm	Perennial
5	Carrot, Wild	Daucus carota	5%	Jun - Oct	30 - 100cm	Perennial
6	Cat's-ear, Common	Hypochaeris radicata	4%	Jun - Oct	15 - 50cm	Perennial
7	Cornflower	Centaurea cyanus	10%	Jun - Oct	20 - 80cm	Annual
8	Cowslip	Primula veris	2%	Apr - May	15 - 30cm	Perennial
9	Forget-me-not, Field	Myosotis arvensis	5%	May - Jul	20 - 40cm	Annual
10	Hawkbit, Autumn	Leontodon autumnalis	6%	Aug - Oct	15 - 20cm	Perennial
11	Hawkbit, Rough	Leontodon hispidus	6.5%	Jun - Oct	15 - 35cm	Perennial
12	Plantain, Hoary	Plantago media	4%	May - Sep	15 - 45cm	Perennial
13	Ragged Robin	Lychnis flos-cuculi	1%	May - Aug	30 - 90cm	Perennial
14	Self-heal	Prunella vulgaris	5%	Jun - Sep	15 - 30cm	Perennial
15	Sorrel, Sheep's	Rumex acetosella	2%	May - Jul	20 - 40cm	Perennial
16	Toadflax, Common	Linaria vulgaris	1%	Jun - Oct	30 - 90cm	Perennial
17	Trefoil, Bird's-foot	Lotus corniculatus	5%	Jun - Aug	10 - 40cm	Perennial
18	Vetch, Kidney	Anthyllis vulneraria	5%	May - Oct	15 - 50cm	Perennial
19	Yarrow	Achillea millefolium	1%	Jun - Oct	20 - 100cm	Perennial
20	Yellow-rattle	Rhinanthus minor	10%	Jun - Sep	25 - 50cm	Annual



2) ColourMax 4 - Magic Roundabout - 30sq/m (4x 7.5sq/m elliptical beds)

Magic Roundabout Annual Flower Seed Mix contains twenty four annual flower species and is ideal for creating a splash of colour and a food source for Bees, butterflies and other pollinators.

The species included in this mixture create an attractive display from May to October and is suitable for creating habitats across a diverse range of soil types. It is ideal for use in areas containing a range of micro climates or where there are no particular conditions to overcome.

Magic Roundabout supports bees, butterflies and other pollinators as it contains 78% of species recommended by the Royal Horticultural Society (RHS) as 'Perfect for Pollinators'.



Mixture Contents:

Common Name	Latin Name	Quantity	Flowers	Height	Type
1 Baby Blue Eyes	Nemophila	2.8%	Jun - Oct	10 - 15cm	Annual
2 Campion, Mixed	Silene	5.3%	Apr - Oct	35 - 50cm	Perennial
3 Chinese Aster	Callistephus	2.8%	Aug - Sep	20 - 80cm	Annual
4 Convolvulus	Convolvulus	2.8%	Jul - Oct	25 - 35cm	Annual
5 Cornflower	Centaurea cyanus	5.3%	Jun - Oct	20 - 80cm	Annual
6 Cynoglossum	Cynoglossum	7.9%	Jun - Sep	35 - 45cm	Annual
7 Flame Flower	Tropaeolum	13%	Jun - Oct	15 - 35cm	Annual
8 Gilia	Gilia	5.3%	Jun - Sep	50 - 70cm	Annual
9 Godetia	Godetia	3.9%	Jun - Sep	35 - 50cm	Annual
10 Helichrysum	Helichrysum	3.9%	Jun - Sep	70 - 90 cm	Annual
11 Livingstone Daisy	Dorotheanthus	5.5%	Jun - Sep	35 - 50cm	Annual
12 Marigold, Common	Calendula officinalis	5.3%	Jul - Oct	30 - 50cm	Annual
13 Petunia	Petunia	1.3%	Jun - Oct	35 - 50cm	Annual
14 Poppy, Californian	Eschscholzia californica	15%	Jun - Sep	30 - 70cm	Annual
15 Poppy, Common	Papaver rhoeas	1.3%	May - Jul	50 - 70cm	Annual
16 Reseda	Reseda	5.3%	Jun - Sep	35 - 50cm	Annual
17 Sweet Alyssum	Lobularia	2.8%	Jun - Oct	20 - 30cm	Annual
18 Wallflower	Cheiranthus	6.6%	May - Nov	30 - 45cm	Annual
19 Zinnia	Zinnia	3.9%	Jul - Oct	30 - 60cm	Annual

Contains:



Manor House – back lawn



1) ColourMax 5 - BumbleBird Bonanza – 30sq/m (2x 15sq/m quarter circle borders

BumbleBird Bonanza Annual Flower Seed Mix contains twenty four annual flower species and is ideal for creating a splash of colour and a food source for Bees, butterflies and other pollinators.

The species included in this mixture create an attractive display from May to October and is suitable for creating habitats across a diverse range of soil types. It is ideal for use in areas containing a range of micro climates or where there are no particular conditions to overcome.

BumbleBird Bonanza supports bees, butterflies and other pollinators as it contains 19 species recommended by the Royal Horticultural Society (RHS) as 'Perfect for Pollinators'.



Mixture Contents:

Common Name	Latin Name	Quantity	Flowers	Height	Type
1 Agastache	Hyssop	1.3%	Jul - Oct	40 - 60cm	Annual
2 Bee Balm	Monarda	0.5%	Jun - Sep	70 - 90cm	Annual
3 Black Eyed Susan	Rudbeckia	1.5%	Jun - Sep	60 - 120cm	Perennial
4 Blanket Flower	Gaillardia	2.6%	Jun - Sep	40 - 60cm	Perennial
5 Borage	Borago officinalis	3%	Aug-Sep	60 - 80cm	Annual
6 Coneflower	Echinacea	3%	Jun - Sep	80 - 100cm	Annual
7 Cornflower	Centaurea cyanus	12%	Jun - Oct	20 - 80cm	Annual
8 Cosmos	Cosmos	4%	Jul - Oct	50 - 75cm	Annual
9 Dill	Anethum	2.6%	Jun - Sep	40 - 60cm	Annual
10 Larkspur	Delphinium	6.3%	Jun - Oct	80 - 130cm	Annual
11 Layia	Layia	2.6%	Jun - Sep	40 - 60cm	Annual
12 Love in a Mist	Nigella	6%	May - Sep	30 - 40cm	Annual
13 Lupin	Lupinus	9%	Jun - Jul	50 - 70cm	Annual
14 Malva	Malva	2.6%	Jul - Sep	40 - 50cm	Perennial
15 Marigold, Common	Calendula officinalis	6.3%	Jul - Oct	30 - 50cm	Annual
16 Mirabilis	Mirabilis	8.4%	Jul - Oct	40 - 60cm	Annual
17 Phacelia	Phacelia tanacetifolia	6%	Sep - Nov	60 - 90cm	Annual
18 Poached Egg Plant	Limnanthes	1.3%	Jun - Sep	15 - 20cm	Annual
19 Poppy, Common	Papaver rhoeas	1.5%	May - Jul	50 - 70cm	Annual
20 Safflower	Carthamus	3%	Jun - Sep	30 - 150cm	Annual
21 Sunflower, Dwarf	Helianthus annuus	3%	Jun - Aug	100 - 150cm	Annual
22 Tree Mallow	Lavatera	3.9%	Jun - Oct	50 - 65cm	Annual
23 Verbena	Vervian	3%	Jun - Oct	50 - 120cm	Perennial
24 Yarrow	Achillea millefolium	1.3%	Jun - Oct	20 - 100cm	Perennial
25 Zinnia	Zinnia	5.3%	Jul - Oct	50 - 70cm	Annual

Contains:



2) Bees and Butterfly Wildflower Seed BSBP 100% - 30sq/m (2x 15sq/m quarter circle borders)

	Common Name	Latin Name	Quantity	Flowers	Height	Type
1	Agrimony, Common	Agrimonia eupatoria	1%	Jun - Sep	50-150cm	Perennial
2	Borage	Borago officinalis	7%	Aug-Sep	60-80cm	Annual
3	Clary, Wild	Salvia verbenaca	4%	May-Aug	30-40cm	Perennial
4	Clover, Red	Trifolium pratense	3%	May-Sep	20-60cm	Perennial
5	Clover, White	Trifolium repens	1%	Jun-Sep	15-20cm	Perennial
6	Corn Cockle	Agrostemma githago	8%	May-Aug	50-70cm	Annual
7	Cornflower	Centaurea cyanus	6%	Jun-Oct	20-80cm	Annual
8	Daisy, Ox-eye	Leucanthemum vulgare	5%	May-Sep	20-100cm	Perennial
9	Foxglove, Wild	Digitalis purpurea	3%	Jun-Aug	50-100cm	Biennial
10	Knapweed, Common	Centaurea nigra	6%	Jun-Sep	30-80cm	Perennial
11	Knapweed, Greater	Centaurea scabiosa	5%	Jun-Sep	50-90cm	Perennial
12	Loosestrife, Purple	Lythrum salicaria	1%	Jun-Sep	100-200cm	Perennial
13	Marjoram, Wild	Origanum vulgare	1%	Jul-Oct	20-50cm	Perennial
14	Meadow Cranesbil	Geranium pratense	1%	May-Aug	40-60cm	Perennial
15	Musk Mallow	Malva moschata	5%	May-Sep	20-150cm	Perennial
16	Poppy, Common	Papaver rhoeas	5%	May-Jul	50-70cm	Annual
17	Ragged Robin	Lychnis flos-cuculi	2%	May-Aug	30-90cm	Perennial
18	Sainfoin	Onobrychis viciifolia	7%	Jul-Sep	30-40cm	Perennial
19	Scabious, Field	Knautia arvensis	7%	Jul-Sep	30-200cm	Perennial
20	Scabious, Small	Scabiosa columbaria	3%	Jul-Aug	20-60cm	Perennial
21	Teasel	Dipsacus fullonum	1%	Jul-Aug	100-200cm	Biennial
22	Trefoil, Bird's-foot	Lotus corniculatus	2%	Jun-Aug	10-40cm	Perennial
23	Vetch, Kidney	Anthyllis vulneraria	2%	May-Oct	15-50cm	Perennial
24	Viper's Bugloss	Echium vulgare	2%	May-Oct	50-100cm	Biennial
25	Yarrow	Achillea millefolium	5%	Jun-Oct	20-100cm	Perennial
26	Yellow Rattle	Rhinanthus minor	7%	Jun-Sep	20-50cm	Annual



Annual Wildflower Guidance

Annual mixes are designed to create a traditional wildflower meadow but with a much wider range of cultivars providing colour from late spring into mid-autumn.

Strong annual mixes overcome many of the problems associated with traditional wildflower meadows such as unreliable/poor germination, short flowering period, loss of colour after mid-summer and the need to sow on low-fertile soil.

Select annual mixes which are formulated so that as one cultivar dies back it is replaced by another to give continuous display through to late autumn.

Sow annual seed mixes in the spring – March, April, May - they will produce floral displays within approximately 8 weeks.

The suggested sowing rate is usually 2.5 - 5 grams per square metre.

Cultivation

1. In late autumn/early spring remove any grass and weeds by applying Flazasulfuron/Glyphosate. Leave for a week. Alternatively use a turf cutter to remove the first few inches of topsoil which will remove most grass/weeds.
2. Rotovate the area to a depth of 20cm in new areas or 10cm in existing areas.
3. Use a rake to create a fine tilth, wait a few weeks and hand weed area.
4. Fertilise the ground as required, but this is not absolutely necessary.

Sowing the Seeds

1. Mix the seeds with a little kiln dried sand and scatter evenly over the area. This helps to show where you've already sown.
2. Gently rake over soil, but this is not absolutely necessary.

Annual Management

Cut and clear areas between December and February. Then follow cultivation procedures above.

Annual mixes are designed to last for only 1 year but if the area sown is left uncut some flowers may emerge in the following season from self-sown seed.



YOUTH ENTREPRENEURS

ACTIVE LEARNING THROUGH BUSINESS

PROBLEM: YOUTH UNEMPLOYMENT

It's a tough time for everyone looking for work. Gaining work experience and confidence are essential to future success.

Answer: Create your own job and work experience.

It could be great for your CV and future job search or it could be the start of your own business empire.

IDEAS

THE TEENAGE MARKET

- www.thetenagemarket.co.uk
- Nationwide network of teen markets
- Free pitches
- £50 start up grant to be re-invested to grow.
- Regular dates
- Online and offline sales

YOUTH ENTERPRISE TRAINING

- www.young-enterprise.org.uk
- Business short course to obtain grant
- Write a business plan
- Work with schools, colleges and youth services
- Work with business mentors
- Capture people who didn't do well at school.

By combining a real world opportunity to start your own business, with supported learning programme, young people will gain a unrivalled understanding of how business works.

SKILLS

Business planning

Marketing

Sales

Customer service

Accounts

Networking

Ethics in business

Products and services

PRACTICALITIES

Set up fund for 100 young people £5000

Set up Market. License, location, dates, stands.

Set up learning programme to help them select products/services, margins, marketing etc.

Could be with existing charity, college or put together for this trial (I'm happy to put together material).



Littlehampton Town Council

Non-Confidential

Committee: Community Resources

Date: 18th March 2021

Report by: Town Clerk

Subject: Events Periodic Report

1. Summary

1.1.1 The report sets out recent matters of relevance to this Committee including an update of the 2021 to 2022 events programme following the Government's announcement that it intends to relax restrictions on public gatherings by 21st June 2021. The report sets out options to deliver virtual and alternative format events following the cancellation of the Easter Out and About and Armed Forces Day events. It also includes an update on plans for the Screen on the Green and Town Show and Family Fun Day events which will be dependent on the lifting of restrictions on public gatherings.

2. Recommendations

The Committee is Recommended to:

- (1) Consider suggestions for a virtual Armed Forces Day event (Paragraph 3.2.3 refers).
- (2) Approve the date for the Sandcastle Competition (paragraph 3.3.3 refers).
- (3) Approve Quote 1 for screen hire at the Screen on the Green event (paragraph 3.4.1 refers).
- (4) Decide whether to participate in a Royal British Legion Centenary Beacon Lighting event and note the estimated unbudgeted costs of £1,800 (paragraph 3.5.1 refers).
- (5) Offer suggestions for a Keyworkers event (paragraph 3.6.5 refers).
- (6) Otherwise note the report.

3. Background

3.1 Easter Out and About

3.1.1 In the last meeting of this Committee Members supported the decision to cancel the Easter Out and About sessions, due to the fact that the restrictions on mixing outdoors would still be in place by the event dates. Members requested that options be explored to facilitate activities to replace this event within the constraints applicable at the time.

3.1.2 Officers have devised a virtual, cost-effective alternative to the Out and About sessions. Separate trails have been created in Mewsbrook Park, Southfields and Rosemead Park for families to participate in over the Easter period. The trail would task families with finding multiple printed Easter eggs with each having a question attached to it. The answers then reveal a word or a phrase. There would be no prize for taking part, but it would encourage elements of health and wellbeing.

3.2 Armed Forces Day

3.2.1 Acknowledging the complexities of enforcing restrictions on social distancing for the event, the Committee reluctantly agreed that this year's event was not viable. Members agreed that although there was a presumption to cancel the event, this decision should wait until the. Following the Government announcement of the road map out of lockdown on Monday 22nd February the decision has been made to cancel this years' event. This also is supported by Harbour Park, who sponsor the event, as well as the uniformed groups and contractors who contribute to the event.

3.2.2 The payments due for each event scenario were highlighted in the last meeting of this Committee. Each contractor has been informed of the decision to cancel the event. Contrary to the figures given to Members at the last meeting, the contractor for the Stunt Display Team has confirmed that no payment will be due this calendar year for the booking. The booking and payment of the outstanding £1,327.50 fee have been deferred to 2022. The contractor for the Static Spitfire has been contacted, but it is not yet known whether the remaining £605.70 will need to be paid this year or if the booking can be deferred by a further year. Officers will report back to Committee at the next meeting.

3.2.3 A virtual programme is being developed to compliment previous events and a budget of £200 has been agreed. Members are reminded to submit any suggestions to Officers by Friday 30th April 2021 at the latest, so a programme of virtual activities can be coordinated and reported back to this Committee at the next meeting on 10th June.

3.3 Sandcastle Competition

3.3.1 The event will follow the same format as similar years, offering 3 age group categories, with winners in each category receiving prizes donated by local businesses. Harbour Park have supported the event for many years by contributing to the cost of the buckets given to participants on the day. Harbour Park have confirmed that they will once again contribute to the cost of the buckets and donate some prizes to the winners.

3.3.2 Officers will submit an event application with supporting documentation to the District Council in due course which will demonstrate confidence

in ensuring participants socially distance. A track and trace system will also be put in place for parents to ‘check in’ as they register their children. Officers can use the GOV.UK service to create a QR code to display at the event venue. Visitors can scan the QR code when they arrive, using the NHS COVID-19 app to help stop the spread of coronavirus. It should be noted that any plans to deliver an event would need to be discussed with and approved by Arun District Council.

3.3.3 Officers have consulted with the Harbour Board regarding tide times and a date of Thursday 12th August is recommended as that date has a later high tide time of 13:42. It is recommended that the competition begins at 10.30am and ends at 11.30am, to allow judges the chance to see each entry by 12pm.

3.4 Screen on the Green

3.4.1 Quotes have been sought for the provision of a 40ft cinema screen which has been used at the event for the past 5 years. To our knowledge there are only 2 companies that hire a 40ft Screen; below are the quotes from both. It is recommended that Quote 1 to provide the Cinema Screen for the event be accepted. A suitable Sound system will be booked separately and is included in the current Sound and Production tender.

Company	Quote	Film License
Quote 1	£3,550	Included
Quote 2	£4,095	Not included

3.4.2 Event Support, Medical Provision, Overnight Security and Sound and Production are already secured for the event as they are included in the current tender process which was extended to cover the 2021 to 2022 Events Programme. Officers will source quotes for toilets, lighting towers and generators.

3.4.3 Officers are currently sourcing quotations for the provision of good quality toilets similar to those at the event in 2019. Four companies have been approached but so far only two have responded. Based on previous events, it is estimated that the toilets will cost in the region of £4,500. The companies have quoted for luxury disabled toilets that match the quality of their standard toilets. It is important that disabled guests have an equal experience as non-disabled guests. The accessible trailer toilets are fitted with a panic alarm, handrails and a baby change facility. Officers have also asked companies to quote for an onsite technician to keep the toilets clean and stocked to assist with COVID-19 mitigation. It is recommended that delegated authority is given to the Town Clerk in consultation with the Chair of this Committee once more companies have quoted, as a booking will need to be confirmed before the next meeting of this Committee.

- 3.4.4 Officers have asked members of the public to submit film suggestions for this years' Screen on the Green event on the Town Council and Visit Littlehampton Facebook pages. All suggestions must hold a PG certification and be submitted by Friday 12th March. After this date, three films will be shortlisted by the Chair and Vice-Chair of this Committee and the Deputy Mayor, as they will be Mayor by the date of the event. The public will then be asked to vote for their favourite of the three films shortlisted from the 1st April via the Town Council and Visit Littlehampton Facebook pages. The vote will stay open for 14 days.
- 3.4.5 Officers will design roadside banners to display at the various banner sites in Littlehampton in the build-up to the event. Officers will also source quotes for the design and print of 7,000 A5 flyers and 50 posters to distribute to and display at various businesses, primary schools and noticeboards. In the past the Town Council have worked with the organiser of the 'Dubs by the Beach' event to develop a promotional flyer for both events, splitting the cost in the process. At this stage it is still unknown whether the 'Dubs by the Beach' event will take place. Officers will contact the event organiser for confirmation. Officers will also develop a paid promotion for social media, with the aim of attracting more tourists to the Town for the event.

3.5 The Royal British Legion Centenary

- 3.5.1 Officers were recently contacted by the Remembrance Lead for the Sussex Royal British Legion concerning the centenary year of the Legion. To celebrate the centenary, the Royal British Legion are in the preliminary stages of organising a Torch of Remembrance to pass around selected branches within the county. This will start at the Rye Branch and end at the Wittering branch. As a climax to the event, the organisers are asking if towns and villages within the County would participate by lighting a Beacon on the final evening. A date of Saturday 28th August has been highlighted as a possibility but is not yet set. Member's opinions are sought on the Beacon lighting and whether they would like the Town Council to take part in the celebration.
- 3.5.2 On the assumption that the event follows a similar format to previous Beacon Lighting events organised by the Town Council, an event support team, medical provision and a PA system will be required at the event. An event application and supporting documentation including a risk assessment emphasising COVID-19 mitigation will be required by the District Council. Officers had previously been informed by the Events Officer at the District Council that applications for new events on land owned by the District Council will not be accepted this calendar year. Officers have contacted representatives at the District Council to seek clarification on whether this would apply to this particular event, as the event will take place on the promenade. It is estimated that the event will cost in the region of £1,800.

3.6 Town Show and Family Fun Day

- 3.6.1 The 18th Town Show and Family Fun Day is due to take place at Rosemead Park on Saturday 11th September. The event is usually attended by over 50 local community groups annually and provides a platform for local groups and individuals to showcase their work and talent.
- 3.6.2 Online webworms were opened to community and non-for-profit organisations at the beginning of March and will close on Monday 31st May. Both indoor and outdoor pitches are available at the event and will be allocated on a first come first serve basis.
- 3.6.3 Event Support, Medical Provision, Overnight Security, Sound and Production and Marquee and Toilet Hire are already secured for the event as they are included in the current tender process which was extended to cover the 2021 to 2022 Events Programme. Following feedback from the wash up meeting and from community groups in 2019, Officers have considered decreasing the size of the Community Marquee for 2021 if restrictions allow. The lack of community groups that attended the event in 2019 meant that part of the larger marquee was unused. Any potential expenditure saved will be used to fund other parts of the event. Officers still need to source quotes for generators, staging and attractions for the event. However, in light of potential track and trace and social distancing requirements, this may not be the best time to reduce the size of the marquee. Officers will report back to Members with any updates at the next meeting of this Committee.
- 3.6.4 Officers will source suppliers for the design and print of 12,000 A5 flyers. 7,000 will be delivered to selected households in Littlehampton and the remaining 5,000 will be distributed to local businesses. Roadside banners will also be designed to be displayed at the various banner sites in Littlehampton leading up to the event. Social Media and the Visit Littlehampton website will also be utilised to promote the event

3.7 Keyworkers Event

- 3.7.1 There is strong support from Members to investigate an event to celebrate the hard work and dedication of keyworkers throughout the pandemic. Due to uncertainty regarding when the restrictions on social distancing could be relaxed and in what ways, Arun District Council, is not accepting applications for new events that are not currently part of the Town's Event programme. However, as Rosemead Park is owned by the Town Council, there could be flexibility to plan an event using the Park. Members are asked to elaborate their requirements for an event so that Officers can research options. This could include incorporating the keyworkers' event into an existing event such as the Town Show & Family Fun Day in order to maximise resources and ensure success.

- 3.7.2 Things Members may wish to consider include:

- Definition of Keyworker
- Involvement of Keyworker in the event – will keyworkers be available to attend? Will they be at work?
- Alternatives to an event which may generate more interest – i.e. local sponsorship offering discount in participating shopping outlets, free coffee and cake vouchers to use in local cafes, discount at a family attraction i.e. Harbour Park, free entry to the cinema.
- Free coffee and cake at the Town Show & Family Fun Day

4. Financial Implications

- 4.1 A budget of £800 has been allocated to the Easter Out and About sessions from the 2021 to 2022 Community Budget. There will be no expenditure as the event was cancelled.
- 4.2 A budget of £13,500 has been allocated to the Armed Forces Day event from the 2021 to 2022 Community Budget in addition to the £3,000 from Harbour Park. Expenditure is estimated to be in the region of £805.70 to cover the cost of the virtual activities as well as the remaining payment for the Static Spitfire booking from 2019.
- 4.3 A budget of £500 has been allocated to the Sandcastle Competition event from the 2021 to 2022 Community Budget. Expenditure is expected to be within budget.
- 4.4 A budget of £15,000 has been allocated to the Screen on the Green event from the 2021 to 2022 Community Budget. Expenditure is expected to be within budget.
- 4.5 A budget of £18,000 has been allocated to the Town Show and Family Fun Day event from the 2021 to 2022 Community Budget. Expenditure is expected to be within budget.
- 4.6 The Keyworker and Royal British Legion Centenary events have not been budgeted for.

Peter Herbert
Town Clerk

Littlehampton Town Council

Non-Confidential

Committee: Community Resources

Date: 18th March 2021

Report by: Town Clerk

Subject: Visit Littlehampton

1. Summary

- 1.1 The report updates the Committee on the Visit Littlehampton sub-brand of the Town Council.

2. Recommendations

The Committee is Recommended to:

- (1) Note the web analytics from the previous 12 months (paragraph 3.2 to 3.2.4 refer)
- (2) Approve the 2021 Marketing Campaign in principle (paragraph 3.3 to 3.3.5 refer) at an estimated total cost of £1,500 which will be funded from the Town Tourism Budget 2021 to 2022 (£3,161)
- (3) Otherwise note the report.

3. Background

- 3.1 Visit Littlehampton is a sub-brand of the Town Council aimed at encouraging visits to the Town and providing information about events and activities. The brand is used mostly for digital marketing using dedicated website and social media accounts. It is also used for printed advertising in tourism focused campaigns.
- 3.1.2 One of the main publications published under the brand is the 'What's On' guide. The 'March – October 2021'. The guide was due to be published in February and distributed to local schools and businesses. However, due to the ongoing COVID-19 pandemic, the majority of events that would be featured in the guide have been cancelled through until mid-summer. As a result, printing the guide has been suspended.
- 3.1.3 Historically the Town Council has promoted the Visit Littlehampton brand in the Primary Times and Raring 2 Go publications in the West Sussex and South London areas. In 2020 Officers had also planned a full page inside advert in Here and Now magazine. The magazine is distributed door to door monthly in Worthing and further copies are

distributed to Supermarkets and outlets between Ferring and Shoreham.

3.1.4 Officers previously purchased a paid advertising campaign via Facebook to boost the tourism focus of the brand during the Summer Holidays. The campaign was targeted at people aged 25-65 and cost £160 over a 40-day period and reached 9,960 people. The page also gained 394 new likes from the campaign.

3.2 Web Analytics

3.2.1 Over the past 12 months, Officers have adopted a more coordinated approach to online activity which has resulted in an increase in followers across social media platforms (see the table below).

Platform	Followers March 2020	Followers February 2021	Growth
Facebook	2,970	3,507	537
Twitter	404	472	68
Instagram	547	1,147	600

3.2.2. Analytics taken from the Visit Littlehampton Facebook page show that posts uploaded on a Thursday have the best reach (28%). This is followed by both Friday and Saturday which each shared 18%. 49% of posts were viewed between 1pm and 5pm. These figures are based on 2020 posts since March that reached over 1,000 people. These statistics also resonate with those recorded from the Visit Littlehampton Instagram page. Statistics recorded from the Visit Littlehampton Instagram page over the past 12 months show that posts published on Thursday receive the most interaction, followed by Friday. On average, followers of the page were most active on the page between 3pm and 6pm. Similarly, the Visit Littlehampton Twitter page is engaged with most between the hours of 12pm and 5pm.

3.2.3 The demographic of followers on both the Visit Littlehampton Facebook and Instagram pages is predominantly female and made up of young to middle aged adults. 73% of the followers on Instagram are female, whilst the female Facebook following is made up of 81%. Instagram is proven to be more popular with younger adults, as 59% of followers are aged between 25 and 44. Contrastingly, Facebook has proven more popular with mature adults, as 47% of followers were aged between 35 and 54.

3.2.4 The Visit Littlehampton website has been viewed over 8,900 times in the past 12 months via organic traffic sources. Organic traffic is defined as traffic coming from a search engine, such as Google and is earned not paid. The vast majority of visits came from people searching for Littlehampton via Google as it appears second on searches behind the Wikipedia page for Littlehampton.

3.3 2021 Marketing Campaign

- 3.3.1 It is evident from Social Media analytics, customer surveys and the online behaviour that digital marketing needs to be increased in order to reach a wider audience. As of January 2021, Instagram has around 30.36 million users in the UK. The largest share of Instagram users were individuals aged between 25 and 34 years old, at 30.6 percent (Statista.com). Additionally, there are 50.36 million Facebook users in the UK as of January 2021. This is 5.69 million more than the number of Facebook users a year prior. The following on the Visit Littlehampton Instagram page continues to rise steadily and with the correct photo content, investing in cost per click advertising through post platforms could significantly raise awareness of Littlehampton as a tourism destination.
- 3.3.2 Officers propose that a 30-day visually appealing advert campaign is launched via Instagram on 1st May to last until the 30th May. This allows people to plan their trips to Littlehampton before the restrictions end on 21st June. Spending in the region of £300 would fund a visual advert on the platforms at a cost of approximately £10 per day. Adverts can be created to reach specific people based on location, demographics and interests. Officers will focus on the age 25 to 44 market as this is relevant to 59% of our audience based on analytics recorded from the Visit Littlehampton Instagram page. A 30-day campaign on a budget of £300 is estimated to reach between 71,000 and 190,000 people.
- 3.3.3 Officers also propose that a promotional tourism video is produced to appeal to families looking for a 'staycation' this Summer. Video content is statistically engaged with more than any other content. Officers propose that a video is filmed one day in May that showcases the Town's best assets. This includes the promenade, East and West Beach, riverside and Town centre. The video would tell the story of a day in Littlehampton and would focus on families. Officers would promote an advert on the Littlehampton Town Council Facebook page to ask for a local family to take part in filming. The video will incorporate drone and ground footage to create a walkthrough of the Town. The family being filmed will take part in various activities to showcase Littlehampton's hotspots. The Town Council currently has 41 hours of video time and 37 images left to use from the existing photography contract that could be used to film and edit any footage. Drone footage would have to be recorded by an external company. A quotation of £400 has been sourced from the same company that produced the popular Christmas Lights switch on video in 2020. It should be noted that the quote covers two hours of filming time in two separate locations and travel for the pilot and spotter. The quote does not include editing as this task would fall under the remit of the existing photography contract. The contractor has the relevant licensing to fly and film in the District. Officers would be required to submit an application to the District Council at least 30 days before filming took place.

3.3.4 No guide was printed for Spring-Autumn 2021 due to the uncertainty surrounding the restrictions on public gatherings. Officers propose designing a half page advert in the South London Primary Times magazine for inclusion in bookbags in South London schools over May half term. The advert costs £800 and covers the London Boroughs of Croydon, Lambeth, Lewisham and Southwark with a circulation of 46,410 copies and readership of over 139,000. It should be noted that these are Visit Littlehampton specific adverts and that the advertising of events online and offline will be monitored and the impact reported in the periodic Event Reports.

3.3.5 The overall 2021 Visit Littlehampton campaign would look like this:

Media	Print	Social Media	Website
	Primary Times half page advert (May Half Term)	30-day campaign (1 st May to 30 th May)	Tourism video
Cost	£800	£300	£400
Total £1,500			

4. Financial Implications

- 4.1 A budget of £600 is allocated to the Visit Littlehampton website to cover annual hosting and maintenance.
- 4.2 A budget of £3,161 has been allocated to Town Tourism for 2021 to 2022.

Peter Herbert
Town Clerk

Littlehampton Town Council

Non- Confidential

Committee: Community Resources Committee

Date: 18th March 2021

Report by: Town Clerk

Subject: Community Resources Officer Report

1. Summary

- 1.1 The purpose of the report is to highlight work being undertaken by the Community Resources Officer (CRO) to progress the projects and initiatives that are within the remit of this Committee. The report comprises updates on the allotments, key contracts, Grant initiatives and community facilities.

2. Recommendations

- 2.1 The Committee is Recommended to:
- 1) Approve the proposed Holiday Activity Support grant awards 2021 totalling £415 and that the remaining budget of £585 be held for applications later in the year should they come forward.
 - 2) Approve extensions to the grants awarded under the 2020 main scheme as set out in paragraph 3.3 of the report on the condition that these groups would be unable to apply for this year's grant scheme.
 - 3) Extend the existing Christmas lighting contract for a further year, annual budget £25,000, and note the plans for taking the review of this contract forward as set out in paragraph 3.5 of the report.
 - 4) Otherwise note the contents of the report.

3. Services and Facilities Update

3.1 Allotments

Last year Arun District Council (ADC) notified the Town Council of its intention to outsource their pest control service. This Committee approved retaining the service under the new arrangement for a further year. In February we received notice that following ADC's decision to appoint an outside contractor for these services, our contract with them would end at the beginning of March. This may result in an increase in costs in the longer term as we will be moving from a discounted local authority rate to a commercial rate. Officers

are therefore sourcing quotes for this service, within the budget available and a revised service arrangement imminently and the outcome reported to the Committee in due course.

Installation of the new water troughs at Mill Lane has been delayed due to issues with delivery of the troughs. It is anticipated that work will start by the end of March. Allotment holders are being kept informed of progress.

3.2 Holiday Activity Schemes 2020

The holiday activity schemes for 2021 to 2022 is now closed for applications and this year's scheme brought in two applications which are listed in Table 1 below.

Table 1

Group:	Activity:	Grant requested	Narrative:
Howard Lawn Tennis	Try Tennis for free sessions.	£315	This will provide Tennis balls £100 16 x racquets £200 Leaflets £15. There will be two sessions each for 10 children to try tennis for free.
Pointe Rocks	Free dance taster sessions	£100	Cost will cover 4 Hours Main Hall hire at the Southfields Jubilee Centre. This project aims to deliver sessions for 120 children over 6 sessions.

These are recommended for approval. The annual budget for HAS grants is £1000. If approved, this will leave a remaining budget of £585. In view of the recent announcement by Government of the Road Map out of lockdown, it is likely that there will be scope for events later in the year. It is therefore proposed that the remaining funds are retained for other community initiatives, that promote free holiday activities, should these come forward.

3.3 Grant Aid 2020 Update

This year's 2021 Grant Aid Programme will be launched later in March. Recent liaison with Groups who were awarded funding in 2020 has shown that some activities have not been delivered due to the impact of Covid-19 on the individual clubs/organisations concerned.

A number have already stated that they have been unable to deliver their schemes and are seeking an extension to their grant funding. These are set out in Table 2 below. In view of the exceptional circumstances that have prevailed in the last year, it is recommended that these be approved. Should these requests be approved, it would be on the understanding that they would be unable to apply for this year's grant scheme.

Table 2

Group:	Activity:	Grant awarded in 2020
Littlehampton Blind Club	Bringing together blind and partially sighted people to give them a social afternoon or guided outing	£628
Sussex Tornado's Cheerleaders	Participation in regional cheerleading event.	£1,025
Littlehampton Baptist Church	Delivery of Christmas production for the community.	£347
The Dairy Arts Drop in Group	Delivery of two sessions with an external provider.	£150
Littlehampton District Lions	Support with marketing and promotion of service.	£400
West Sussex Mind	Build a sensory garden to deliver sessions and music equipment for sessions.	£952
Total		£3,502

3.4 Floral Contract

The tender for the Town Council's floral planting contract was launched in accordance with the Town Council's Financial Regulations on 5th February and closed on 5th March 2021. No tenders were received, and the current contractor has also confirmed that they are unable to continue once the existing contract expires. Officers are therefore exploring a number of options with a view to ensuring alternative arrangements are in place at the start of 2022. Updates will be reported to the Committee.

3.5 Christmas Lights Contract

The Christmas Lights Working Group met on 10th March to review the existing festive lighting scheme and discuss ideas for future designs. Foremost in members minds were the impending public realm works planned for the High Street and the desire to ensure that the festive lighting complimented the new environment. The works were imminent, and it was thought that they would cause upheaval in the High Street and impact this year's display. Overall, it

was therefore considered prudent to continue with the existing scheme for a further year with minor changes to refresh some of the design elements. The Working Group will then proceed to review the tender when the plans for the High Street were known and begin planning for a display to celebrate the re-opening of the High Street the following year as part of the new contract. The Committee will continue to receive updates as this work progresses.

The Committee is therefore recommended to extend the existing contract for a further year and note the planned way forward.

3.6 Southfields Jubilee Centre

Following the announcement by Government of the Road Map out of lockdown, Southfields Jubilee Centre will reopen to the public from the 12th of April 2021. Officers will be reviewing the Risk Assessment, taking into consideration the updated Government Guidance, and are liaising with hirers regarding bookings.

3.7 Rosemead Park Trees

Following the decision of the Committee at the February meeting, Officers are in the process of drawing up the tender document to create a new tree planting scheme for the trees on the western boundary of Rosemead Park. The tender will seek expressions of interest for the work including a detailed scheme and timetable for implementation. Updates will be reported to the Committee.

3.8 Barbeques

The barbeques were removed for refurbishment in Autumn last year and will be returned to site on 12th of April 2021 in line with the Government Guidance and Road Map for coming out of lockdown.

4. Financial Implications

4.1 The Holiday Activity scheme budget is £1000.

4.2 The Grant Aid budget for 2020 to 2021 was £21,000.

4.3 £30,000 has been allocated in the Council's Capital Programme from the Converted Capital Receipt EMR for the removal and replacement of the conifers at Rosemead Park.

4.4 Cost of installing troughs is £4,424 and will be taken from Allotments grounds maintenance budget 2020 to 2021 and EMR.

4.5 Floral Contract - The budget for 2022 to 2024 is set at £25,985 pa.

4.6 The annual budget for Christmas Illuminations is £25,000 pa and includes £1,750 for the Wick illuminations. The contract is due for renewal in 2021, so the proposed budget is an estimate. £3,000 is to be met from EMR.

- 4.7 Barbeques – The costs of the repairs and maintenance to the BBQ units was estimated to be £2,800. The final invoice is awaited. This will be met from the CRC Initiatives budget.

Peter Herbert

Town Clerk

Littlehampton Town Council

Non-confidential

Committee: Community Resources Committee

Date: 18th March 2021

Report by: Town Clerk

Subject: Museum Periodic Report

1. Summary

1.1 The report contains:

- i. Museum Update
- ii. Visitor engagement figures
- iii. Update on the Collections Documentation Project
- iv. Disposal's update
- v. Volunteering update

2. Recommendations

2.1 The Committee is Recommended to:

- 1) Note the museum update, progress with the Collections Documentation Project and updated Action Plan.
- 2) Consider the recommended object for disposal listed in item 6.
- 3) Otherwise note the report.

3. Museum Update

3.1 **Museum Opening Plans.** The Museum team are currently looking at opening the Museum on the week commencing 17th May in accordance with the current roadmap laid out by the Government. The Museum will initially return to prebooked visits, following industry specific guidance to ensure it remains COVID-19 secure until such time as it can be reopened safely. Currently the Museum continues to produce digital content, which will become more frequent once the Collections Documentation Project comes to an end.

3.2 **Changes to the Butterworth Gallery.** Changes to the Butterworth gallery will commence in April as restrictions start to ease. New materials for storing local magazines and research material have been ordered and it is hoped that the room will be ready to open alongside the Museum when national restrictions on museums are lifted.

3.3 **Easter activities.** The Museum has several online easter craft activities planned, which will be uploaded to the Museum website and social media accounts to replace the normal on-site family activities.

4. Visitor Engagement Figures

4.1 Pre-booked visit figures.

Since the Museum closed for the first Lockdown in 2020 it has opened for prebooked visits when it was safe to do so. Since March 2020 105 visitors have visited the Museum.

4.2 Facebook Engagement figures

These figures represent the Museum’s Facebook page from the most recent month (February-March).

Table 1: Facebook Engagement Figures

	Average Post Reach	Page Views	Post engagement (Average)
Facebook	3345	101	527

Twitter and Instagram Analytics are unavailable at present.

4.3 Website engagement figures

The Museum began collecting Website Analytics for the new site on the 9th July 2020. The figures below represent the period from 9th July 2020 to 8th March 2021.

Table 2: Museum website engagement figures

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March (up to 8 th)	Total
Views	1415	2194	2086	2303	1390	1683	1321	1107	345	13844
Number of Users	427	597	448	595	325	449	529	449	105	3924
Pages per session	2.86	3.14	3.47	3.21	3.26	2.85	2.17	2.17	3.03	n/a

4.4 Museum Outreach (Loan Boxes etc)

Table 3: Museum Outreach figures

(Placeholder1)	Winter Term (Sept-Dec)
Number of students engaged	423
Number of loan boxes booked	6
Number of Schools participating	4

5. Update on the Collections Documentation Project:

- 5.1 **Inventory Progress:** The current total number of records on the Museum's collections management system (Modes) is: 28678. The project is due to finish at the end of March 2021. The Museum staff and volunteers are working hard to get as close to the project target as possible. Currently projected output for the project is expected to be 29,500 items documented by the end of March.

Full figures can be found in Appendix A.

- 5.2 **Accession Registers:** The Museum team are continuing to work on transcribing the Accession registers. There are 34 Registers in total and 19 have been digitised to date. Additional resources have been allocated to this work which runs in parallel with recording items on the MODES database, over 288.5 hours have been spent so far on digitising the accession registers.
- 5.3 **Final report and new Forward Plan:** The Curator will produce an end of project report which will include recommendations for storage improvements going forward. Alongside this a new Forward Plan will be written, and the documentation plan will updated.

The Documentation plan will outline the Museum's documentation aims, how these will become part of business as usual and will be updated annually. Documentation planning is an integral part of a Museums Collections Management activity and forms part of the Museum's Collections Management framework as required by the Museum Accreditation.

The Forward Plan envisages work maintaining the Museum's accreditation status, rationalisation of the collection, getting the collection online, exhibitions and programming and improvements to the education service.

6. Disposals

- 6.1 **Duke and Ockenden Historic Pump.** In 2018 the Town Council acquired a Duke and Ockenden pump from a Museum in Swindon. The Curator has assessed the pump and believes that it would be difficult and costly to make the pump safe for outdoor public display and could be better interpreted within a Museum context. Unfortunately, the pump is also too large to be displayed inside the Museum and is currently in storage. The Curator is therefore seeking approval to rehouse the pump at another Museum who may be better

placed to care for it. Initial enquiries have therefore been made with Amberley Museum and a response is awaited. If Amberley is unable to take it the Museum would follow the disposal procedures and list the item within the Museum Associations Find an Object register. A full report can be found in Appendix B.

7. Volunteering

- 7.1 **Remote volunteers.** Four additional volunteers have been inducted this month to assist with remote cataloguing of the photography collection. This role will continue in this format to ensure that volunteers are still able to contribute to Museum work through documenting items and the transcription of older documents and objects in the future.
- 7.2 **New Volunteer Roles.** With the new Museum staff structure in place from 1st April 2021 the Museum team are exploring new volunteer roles to help provide the best service for visitors to the Museum when it reopens. With this in mind a volunteer role description is being developed which will focus on providing customer service, facilitating events, answering public enquiries as well as helping to manage the new local studies library within the Butterworth Gallery.

8. Financial Implications

- 8.2 The cost of changes to the Butterworth Gallery will be minimal but will be met by the Museum Exhibitions Budget.
- 8.3 The cost of storage for the New Acquisitions would be met by the Museum Collections Management Budget.

Peter Herbert
Town Clerk

Appendix A: Collections Documentation Project Statistics

Modes Figures up to date at time of writing – 10th March 2021.

Total Now on Modes = 28678 which represents 95.59% of the 30,000 target for the project

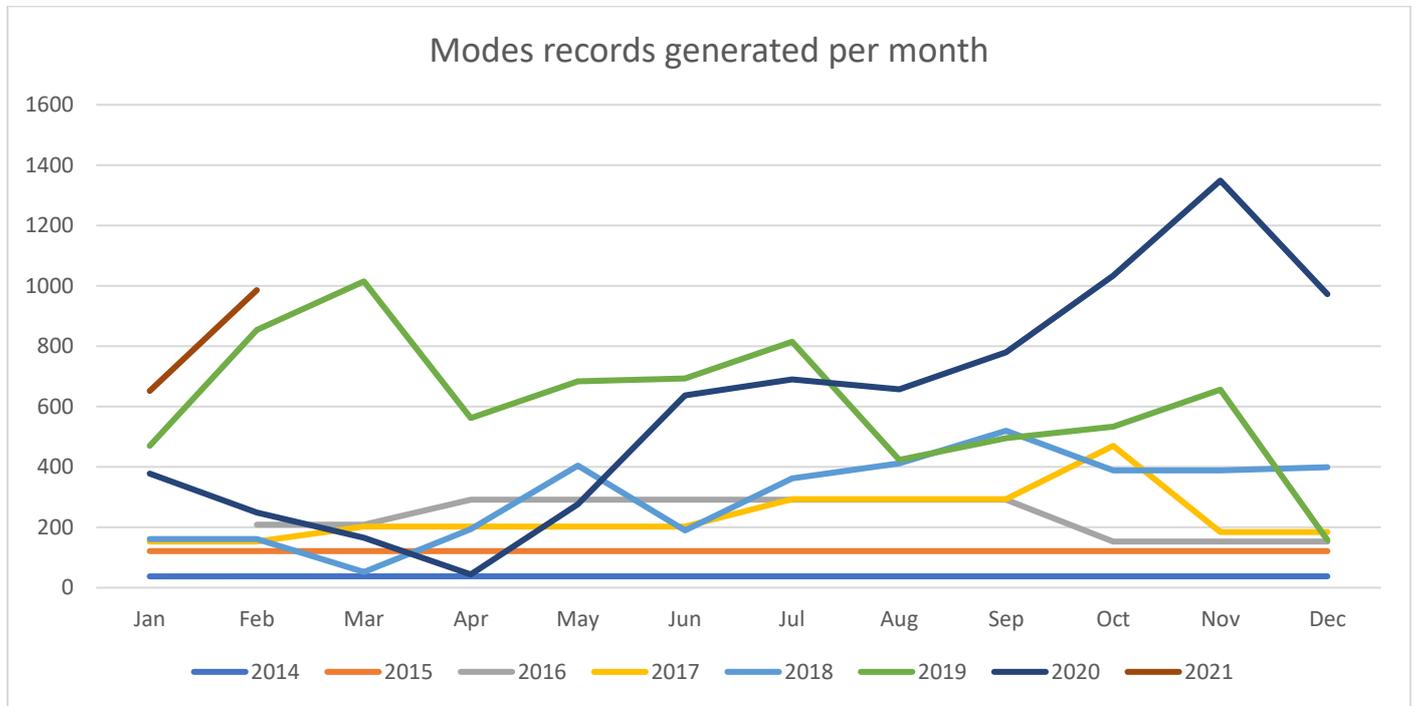


Figure 1: Modes Records Generated Per Month

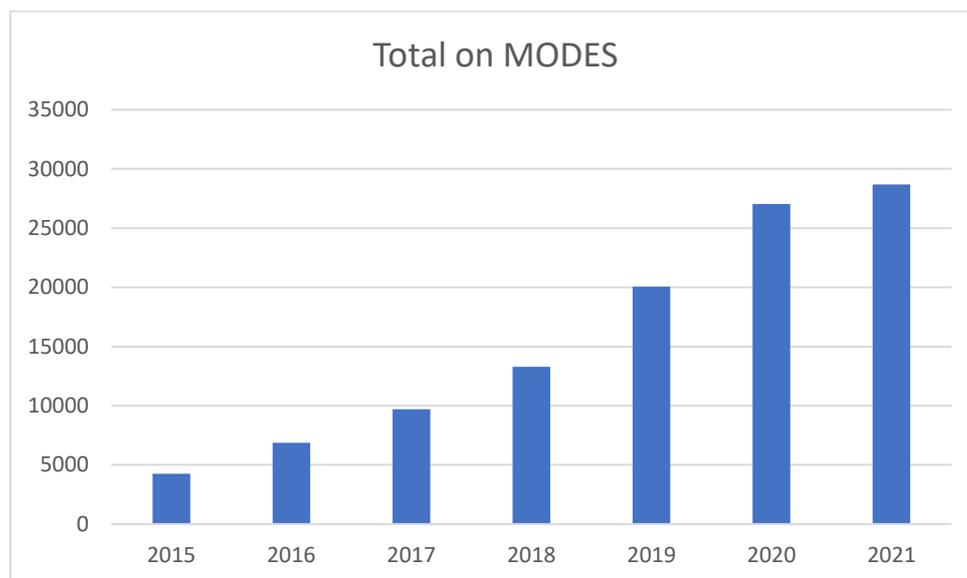


Figure 2: Total Number of Records on Modes, Progress by year

Appendix B: Disposals Report

Object	Photograph	Reason for proposed disposal	Curator Recommendation
<p>DANDO Historic Pump (Duke and Ockenden)</p>		<p>The pump was acquired in 2018, as it was being disposed of by a Museum in Swindon. It has remained in storage since.</p> <p>The pump is too large to be accessioned into the Museum Collection. Its condition is also poor with a large amount of corrosion visible on the object. The Collections Development Policy states that the Museum should avoid acquiring large objects and those in poor condition due to storage and budget constraints.</p>	<p>Despite the object not being an accessioned item, the Curator recommends that normal Museum disposal procedure is followed as if the item had been accessioned and that the pump is offered to other Museums to ensure that it can still be enjoyed in an appropriate environment by the public.</p>

Table 5: Documentation Project Action Plan

Action Plan	RESPONSIBLE	STATUS	START	END	NOTES
Completed Actions					
Audit collection on MODES to create new project timeline and new action plan	CDO/Curator	Complete	May 2019	August 2019	Action Complete
Newly accessioned items to be recorded within 6 weeks	Museum Team	Complete	May 2019	December 2019	Action Complete
Create plan and Budget for use of £10,000 collections management budget	CDO/Curator	Complete	July 2019	September 2019	Action complete
Art Storage to be reviewed in 2019/20	Curator	Complete	May 2019	February 2020	Action complete – storage has been reviewed and new storage introduced in this space which has made it much more usable and workable space.
Museum staff and volunteers trained to use MODES	CDO	Complete	2018	May 2019	<ul style="list-style-type: none"> Action Complete -All Staff and volunteers trained. Training needs to be assessed by the Curator as part of 1:1s and appraisals. Staff and Volunteers are trained to use MODES as part of their induction. Periodic spot checks to be made by the Curator and the Collections Documentation Officer to ensure records are to Spectrum standards. Curator to keep up to date with any additional training that may be needed, specifically where this relates to MODES software updates.
Museum Staff trained in good practice of packaging items.	Curator	Complete	2018	January 2020	<ul style="list-style-type: none"> Action Complete – training completed. Training needs to be assessed by the Curator as part of 1:1s and appraisals. Staff and Volunteers are trained in collections care as part of their induction. Periodic spot checks to be made by the Curator to ensure that objects are housed correctly. Curator to keep up to date with any additional training to keep up with any changing industry standards in regard to collections care.
Museum staff trained to inventory mark objects	Curator	Complete	2018	April 2019	Action complete -Instructions saved G drive for future reference and Curator/CDO doing regular checks.
New volunteer pack created	CDO	Complete	2019	August 2019	Action Complete – New volunteer Journey in place and Policies updated.

Update and improve volunteer management policies	Curator	Complete	July 2019	September 2019	Action Complete -All policies updated.
New volunteer recruitment for Documentation Project.	Curator	Complete	May 2019	December 2019	<ul style="list-style-type: none"> Action Completed – new volunteer team recruited to help with documentation and with collections management needs of the project.
Submit new Plans and Policies to CRC ahead of Museum Accreditation.	Curator	Complete	May 2019	September 2019	<ul style="list-style-type: none"> Action Complete – Accreditation awarded. Next renewal date March 2025.
CRC to supply resources needed to complete the project	CRC	Complete	2018	April 2019	<ul style="list-style-type: none"> Earmarked reserves for collections management (£4,256.77). Budget 2020/2021 (£3,895 remaining).
MODES to be upgraded	CDO	Complete	June 2019	June 2019	<ul style="list-style-type: none"> Action Completed – regular updates scheduled for September each year, facilitated by CDO and Curator.
Work in front of the public and organise opportunities for engagement	Museum Team	Complete	2016	Feb 2020	<ul style="list-style-type: none"> Before Covid-19 the team had created new object, handling sessions and had been cataloguing in front of the public. With new restrictions engagement has now moved online please see new goal below.
Tidy and reorganise Storage in Document Store and Record Card store. **	Curator	Complete	January 2020	December 2020	<ul style="list-style-type: none"> A lot of work has taken place to move documents out of inappropriate boxes into smaller boxes which take up less space. A small selection has been completed so far to allow the Curator to cost the remainder of the work so that it can be factored into the next forward plan. The Record Card store has been transformed into a documentation and collections management hub. This space is now organised and makes it easier and more enjoyable for staff to use.
Volunteering at home – create procedures and policies for new volunteering at home role for digitisation away from Manor House. **	Curator	Complete	May 2020	November 2020	<ul style="list-style-type: none"> The team have now run the 4th induction for volunteers and volunteers are successfully working from home to add to the project.
Goal #1: Documentation of Collections					

All Items in the collection accessioned and correctly entered into MODES to SPRECTRUM 5.0 standards.	Museum Team	In progress	2016	Spring 2021	<ul style="list-style-type: none"> • Aim to Complete 30,000 records by March 2021. • Individual staff targets monitored weekly. • Weekly spot checks undertaken of records made to ensure high standards. • Regular review of Action Plan progress at CRC. • Currently at 28678 recorded on modes.
Digitisation of Accession Registers **	CDO/Curator	In Progress	March 2020	March 2021	<ul style="list-style-type: none"> • To provide an accurate representation of the number of items in the collection a process should be started to digitise the Accession Registers. This was started during the Covid lockdown and will be continued by volunteers. • This number should then be used to inform actions for the forward plan to address any documentation backlog beyond the 30,000 objects to be completed as part of the CDP. • Report to CRC a new estimate of backlog remaining in June 2021. • Further resources now in place to help tackle this – 288.5 hours so far has been dedicated to digitising the accession registers.
Quality Checking of old pre-existing records to ensure a consistent approach **	CDO	In progress	Jan 2020	March 2021	<ul style="list-style-type: none"> • Regularly inspect and update old records ensuring that data regarding spectrum standard data is consistent such as Donor information, item location and where appropriate adding the review. • The CDO started this work during lockdown and continues to edit hundreds of records each month. • Figures for edits to start being included in CRC stats.
Goal #2: Collections Management and Storage					
Make use of temporary storage space - Gladden Room	Curator	In progress	May 2019	March 2021	<ul style="list-style-type: none"> • Items to be moved out of the Gladden room in April 2021. • Book collection being moved to the Butterworth Gallery to be accessible to the public and any books no longer relevant will be deaccessioned.
Goal #3: Museum Staff and Volunteers					

Staff team training requirements monitored	Curator	In progress	May 2019	Ongoing	<ul style="list-style-type: none"> • Museum Staff Team to be assessed by the Curator as part of 1:1s and appraisals. • New induction documentation on correct methods of working with the collection to be provided to new Staff & Volunteers. • Periodic spot checks to be made of Volunteer's work to ensure the integrity of the collection. • Team have taken advantage of many virtual training sessions created as a result of the pandemic.
Goal #4: Plans and Policies					
Create a rolling action plan and submit to CRC	Curator	In progress	May 2019	On going	<ul style="list-style-type: none"> • Action plan is updated regularly and submitted to CRC at each meeting.
Goal #5: Budget and resources – all actions complete					
Goal #6: Sharing our work					
Share work online via Social media and website	Museum Team	Ongoing	2016	2021	<ul style="list-style-type: none"> • Regularly update website with information on the project. • Update subject areas with more information when possible. • Regular social media posts relating to the project.
Temporary displays of new objects/CDP discoveries	Museum Team	On going	2016	2021	<ul style="list-style-type: none"> • Regular exhibitions and displays have been created over the past year featuring the results of the documentation project. This has included online exhibitions featured on the website during lockdown. • Other exhibitions were reduced as per Working Group recommendations. Exhibitions have reduced from 12 per year to a maximum of 4. Similarly, Events have been brought to a much lower level with the Museum Team attending Town Events, creating low key children's activities that do not require staff to run them and running a small programme of talks.

Collections pages on website – start to upload collection to website. **	Museum Team	On going	2020	2021	<ul style="list-style-type: none"> • Upload collections to the website to enrich the new collections area of the website and make more of the collection accessible to the public.
Online Programming **	Museum Team	On going	May 2020	March 2021	<ul style="list-style-type: none"> • Create a programme of online learning, events, exhibitions, and engagement including videos to ensure that the project is still visible to the public during the Covid-19 Pandemic.

** = new action added July 2020 in response to COVID-19

Littlehampton Town Council

Non-Confidential

Committee: Community Resources

Date: 18th March 2021

Report by: Town Clerk

Subject: Committee Finance Report

1. Summary

- 1.1 The report highlights significant variances from budget in Income and Expenditure relating to the Community Resources Committee (CRC) budget for 2020 to 2021. Actual figures are shown in Appendix 1.
- 1.2 Variances that have been the subject of individual periodic reports are not reported on.

2. Recommendations

- 2.1 The Committee is Recommended to:
 - 1) note the report

3. Budget Monitor 2020 to 2021

- 3.1 Members are reminded that Income and Expenditure is not always received, or paid out, evenly throughout the year. Therefore, fluctuations will occur as to the percentage of the budget used even when the Income or Expenditure is expected to be in line with the budget by the end of the financial year.

3.2 Grants and Partnership Initiatives

- 3.2.1 Expenditure is in line with expectations.
- 3.2.2 As part of the Grant Aid 2020 to 2021 £650 was awarded to the Littlehampton Fort Restoration Project subject to conditions but has not yet been paid. Confirmation is awaited from them regarding whether an extension will be needed and, if it is, then it is proposed to earmark the £650.
- 3.2.3 The following budgets remain unspent and will be earmarked at year end:
 - Wick Information Centre Service Funding Agreement (SFA) £2,500 unspent
 - Wick Initiatives and Wick Week £4,000 unspent
 - Holiday Activities Support £1,000 unspent

3.3 Community

- 3.3.1 Expenditure is significantly underspent due to cancellation or changes to the events programme due to COVID-19.
- 3.3.2 The £7,000 Event Support budget is unspent. £4,000 of this was being met from Earmarked Reserves and it is proposed that the £3,000 from the revenue budget is also earmarked.
- 3.3.3 £2,996 of the £10,000 CRC Initiatives budget was spent on the Rosemead Park sensory path and this will be converted from the Capital Receipt at year end. The remaining unspent budget will be transferred to Earmarked Reserves for future projects.

3.4 Southfield's Jubilee Centre

- 3.4.1 Expenditure is in line with expectations.
- 3.4.2 Only £4,020 income has been received so far this year as the Centre has either been closed or had restricted use due to COVID-19. The centre is currently closed as part of the national lockdown and it is hoped it will reopen from 12th April 2021 in accordance with the Government Guidance when it is issued. The income target was set at £27,145.
- 3.4.3 The security budget is overspent by just over £443. In addition to the previously reported large cost of replacing emergency light fittings there has also been a replacement of the fire alarm battery. This can be met from underspend in other budgets within this cost centre.
- 3.4.4 The Furniture and Equipment and Equipment Maintenance budgets are both underspent by £763. Any remaining budget will be transferred to Earmarked Reserves at year end.
- 3.4.5 The IT budget of £300 remains unspent and will be transferred to Earmarked Reserves.
- 3.4.6 The Health and Safety budget is overspent by £328. This was largely due to COVID related expenditure and can be met from within the overall cost centre.

3.5 Parks and Open Spaces

- 3.5.1 Expenditure is in line with expectations. £85,459.96 was spent from EMR and Capital Receipts Reserve on Rosemead Park new playground.
- 3.5.2 There has been no income from sponsorship due to COVID. The income target was set at £1,000.
- 3.5.3 The Rosemead Park budget is set to spread the cost of future purchases, £7,448 remains in the budget and any underspend will be earmarked for future liabilities.
- 3.5.4 £4,000 was put into a Tree Planting Scheme budget for the new road between the Academy and North Littlehampton. This will be transferred to EMR.
- 3.5.5 An underspend of £1,000 is projected for Tree Planting, which is used for ongoing tree maintenance and will be transferred to EMR for future liabilities.

3.6 Project 82 & Youth Services

- 3.6.1 Expenditure is in line with expectations.
- 3.6.2 £20,000 for the new Keystone Centre was added to the budget and this will be earmarked at year end.

3.7 Museum

- 3.7.1 Expenditure is underspent in budgets such as advertising, exhibitions and events due to COVID-19.
- 3.7.2 Only £115 income has been received for the Museum so far this year due to the Museum being closed. The income target was £1,025.
- 3.7.3 £3,895 remains unspent in the Collections Management budget and any remaining budget will be earmarked.

Museum Income

	Budget	Income
Sales	£900	£0
Sale or Return Income	-	
Donations	£0	£0
Exhibition Commission/Sales	£75	£0
Centenary Book Income	£0	£0
Loan Box Income	£50	£115
Reproduction	-	£0
Charges for services	-	£0
Grants Received	-	£0
	£1,025	£115

3.8 Allotments

- 3.8.1 The Water budget is overspent by £1,424. There has been an ongoing issue with a water leak at one of the sites which Officers are trying to resolve with the water company. Usage has been higher than the previous year and water charges have increased. The overspend can be met from underspends within this cost centre.
- 3.8.2 £4,321 remains in the Grounds Maintenance budget. This includes £3,000 for water troughs which will be earmarked at year end.
- 3.8.3 Most of the income has now been received for allotment renewals and the income is £2,182 under the income target.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

BUDGET REPORT 2020/21

COMMUNITY RESOURCES COMMITTEE MEETING 18th March 2021

SERVICE		Actual I & E as at 03/03/21 £	Budget 2020/21 £
GRANTS & PARTNERSHIP INITIS	Expenditure	39,680	57,650
	Income		-
COMMUNITY	Expenditure	31,986	112,405
	Income	100	100
SOUTHFIELDS JUBILEE CENTRE	Expenditure	8,355	18,005
	Income	4,020	27,145
PARKS & OPEN SPACES	Expenditure	22,149	40,848
	Income	-	1,000
PROJECT 82	Expenditure	51,213	74,225
	Income	-	2,040
MUSEUM	Expenditure	2,073	11,218
	Income	115	1,025
ALLOTMENTS	Expenditure	10,974	14,535
	Income	15,320	17,502
Total Expenditure		166,430	328,886
Total Income		(19,555)	(48,812)
Net Expenditure		146,875	280,074

Only the part of the budget that CRC is responsible for is shown

Figures do not include salaries or overhead recharges from Central Admin, A Team or Manor House.

In addition to the above budgeted expenditure the following has been spent from Earmarked Reserves

	£
Rosemead Park new playground	85,459.96
	<u>85,460</u>