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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 reassured 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