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## Minutes of the Community Resources Committee held on Thursday 18<sup>th</sup> March 2021 at 6.30pm

### Present:

Councillor Blanchard-Cooper (Chair)  
Councillor Molloy  
Councillor Tandy  
Councillor Turner  
Councillor Dr Walsh KStJ  
The Mayor, Councillor Chace attended Ex Officio

### 2020/2021

This meeting is available to view using the following link:

<https://www.youtube.com/watch?v=n3bBb2DLbDQ>

### 56. 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.

### 57. Apologies

There were no apologies.

### 58. Declarations of Interest

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the Agenda. The standing declarations were noted, and Councillor Dr Walsh KStJ declared a personal interest as a Member of the Littlehampton Harbour Board.

### 59. Minutes

The Minutes of the meeting held on 18<sup>th</sup> February 2021 (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.

## **60. Chair's Report and Urgent Items**

There were none.

## **61. Public Forum**

In accordance with the Remote Meetings Protocol introduced by the Town Council, members of the public who wished to address the Council or any of its Committees during a remote meeting should have emailed their representations one clear working day before the meeting. There were none.

## **62. Officers Reports**

### **62.1. Council Priorities**

**62.1.1.** Members received a report (previously circulated) which set out progress with a number of previously agreed priorities as they related to the remit of the Committee. Work had been ongoing to progress these initiatives, and some have also been completed. Members were asked to review the work undertaken to date, decide which of the remaining projects should be prioritised and where appropriate how the remaining work should be progressed. These proposals would be recommended for adoption by Full Council at the end of March.

The Committee proceeded to review the priorities in the context of the current policies of the Council and consider further refinements. In cases where the Committee judged that the Priority could not be delivered, Members also considered if they could be accommodated within existing or through the development of policy and made recommendations accordingly.

### **62.1.2. Improving Environmental Controls on Allotments**

The Council's network of allotments would be expanding in the coming years through gains negotiated as part of the Section 106 Developer Agreement relating to North Littlehampton. It was also a key objective for this Council to introduce environmentally friendly initiatives across its services. This ambition was set out in the Environment Policy and it was therefore considered prudent to amalgamate the Council's priorities in respect of its allotments under one heading.

**It was therefore Resolved that Council be recommended to combine the three priorities relating its allotments and form a new Priority of**

**Improving Environmental Controls on Allotments for the duration of this Council.**

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

The new Community Centre (including youth facility) at North Littlehampton will be delivered through the Section 106 Developer Agreement by the developer and in consultation with the Town Council. Progress will be overseen by the Council's Community Centres Sub Committee and proposals brought to Members in due course.

**It was Resolved that Council be recommended to retain this priority and to note that revenue budget provision at £20,000 for 2021 to 2022, £40,000 for 2022 to 2023 and £60,000 for 2023 to 2024 has been made to provide initial support until the centre is established.**

**62.1.4. Museum Collection Documentation Project**

This project was due to come to an end on 31<sup>st</sup> March 2021 and the Museum Service would move to business as usual using the principles established during the Project. Acknowledging the breadth of the Project and the Committee commended the Museum team for their diligence and hard work and looked forward to seeing the final report.

**It was therefore Resolved that, subject to the outcome of the end of project review, Council be recommended to mark this priority as completed in June 2021.**

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

**62.1.5.1.** The two priorities under this heading were ongoing and would see a scheme to replace the trees on the western boundary of Rosemead Park and if possible managed wildflower planting along the new Fitzalan Link Road. The latter would be subject to the support of West Sussex Highways who would-be adopting the new road.

**It was Resolved that Council be recommended to retain this priority and to note that £30,000 has been allocated in the Council's Capital Programme to complete the replanting of the trees at Rosemead Park and budget provision of £1,000 for 2021 to 2022 and 2022 to 2023 supplemented by £4,000 earmarked from 2020 to 2021 for a Tree Planting Scheme on the new road.**

**62.1.5.2.** The Committee proceeded to consider a further proposal which if

approved would see a trial wildflower planting scheme utilising the garden at the back of the Manor House and the Maltravers roundabout. Members were supportive of this proposal which was in-keeping with the Council's Environmental Policy. It was also viewed as an opportunity to test the viability of the wildflower meadow concept as a planting scheme that the Council might wish to adopt in the future across the estate. In taking this forward, Members noted that the Town Clerk had been invited to a meeting with the County Council to discuss roundabouts and that he did not know which direction this might take. The roundabouts were managed under license from the County Council. In taking this aspect of the trial forward, it was noted that if it were not possible to use the roundabout, a further scheme at Rosemead Pak could be explored.

**It was Resolved that Officers investigate options for a trial wildflower meadow planning scheme as set out in Minute 62.1.5.2 and report back to the next meeting of the Committee.**

#### **62.1.6. Town Council Events**

The Committee supported the retention of this priority to introduce a wider range of events through the use of external providers.

**It was Resolved that Council be recommended to retain this priority and to note that funding of £7,000 had been earmarked in the Council's reserves for this work.**

#### **62.1.7. Pier Road Entertainment Scheme**

This Priority was closely linked to the long-standing commitment of the Town Council to the benefits of the pedestrianisation of the southern section of Pier Road to support the tourist economy. Recent discussion at the Policy and Finance Committee had also highlighted the potential to utilise activities planned as part of the Love Local Arts initiative to provide the basis of an entertainment scheme in this area. The Committee was very supportive of this initiative and acknowledging the tight timescale, agreed that authority be delegated to the Town Clerk in consultation with the Chair and Vice-Chair of the Committee to take this forward.

**It was therefore Resolved that:**

- 1. Council be recommended to adopt the Pier Road Entertainment Scheme as a priority and that a budget of £5,000 from the Event**

**Support budget be allocated to the programme to cover expenditure for acts, equipment, and marketing.**

- 2. Authority be delegated to the Town Clerk in consultation with the Chair and Vice-Chair of this Committee to progress the proposal.**

#### **62.1.8. Secure Future of Wick Information Centre (WIC)**

The Committee endorsed the retention of this priority which was a long-standing commitment of the Town Council to support Wick.

**It was therefore Resolved that Council be recommended to retain this priority and to note that in addition to the three-year Service Funding Agreement for 2020 to 2023 at £2,500 pa, £4,000 was also available in the Wick Initiatives budget to facilitate other projects to support Wick.**

#### **62.1.9. Boules/Petanque at Mewsbrook Park; Splash Pads; Outdoor Leisure Equipment**

Council had previously identified an ambition to see improvements to facilities on the seafront and local parks. This could also include Rickshaws which were becoming popular in tourist areas. The ability to deliver most of these initiatives was heavily reliant on the support of Arun District Council as both the landowner and licensing authority and would require significant research if they were to progress. The availability of resources to take this forward was limited and likely to become even more constrained as the District Council was about to embark on work to support the area as it began to recover from the impact of the pandemic. The Committee did not want to lose sight of this ambition and it was therefore considered prudent that it be adopted as a policy and that further research be undertaken when circumstances allow.

**It was therefore Resolved that Council be recommended to adopt a Policy supporting improvements to the outdoor leisure facilities on the seafront and in local parks in Littlehampton. This could include but was not limited to the following: Boules/Petanque at Mewsbrook Park; Splash Pads in the seafront and Outdoor Leisure Equipment. A report on the possible options for rickshaws would be brought to a future meeting of the Committee and until then would remain on the list of priorities.**

#### **62.1.10. Youth Market**

The Committee reviewed a proposal to support local young people looking for employment or who want to develop a new business via a "youth market". The Committee acknowledged that the events of the last year had had a

significant impact on young people and wished to support initiatives aimed at developing their skills. Whilst the Council had access to the Community Stall in the weekly market, it was unclear when this might be available again. There was also caution regarding this particular aspect of the concept and whether it was the right format. Acknowledging that the Council lacked the expertise in this area, Members discussed how the Council's contacts at the Littlehampton Academy and Arun Youth Projects might be engaged to help develop a local initiative. Again, the Committee did not wish to lose sight of this ambition and judged that further research was required. It was therefore considered prudent that it be adopted as an overarching policy and progressed through engagement with the Council's contacts.

**It was therefore Resolved that Council be recommended to adopt a Policy supporting local young people looking for employment or who want to develop entrepreneurial skills through engaging with local authorities, schools, and youth service providers in Littlehampton.**

#### **62.1.11. Branding/ Marketing**

A discussion of this priority at the recent Policy and Finance Committee meeting had highlighted the changes that were occurring in the area generally as a result of the housing development at North Littlehampton. It had been acknowledged that these could provide opportunities to introduce new and more impactful signage. It was observed that the Committee had also previously discussed a possible town map initiative which had been paused as it was not an immediate priority and was heavily reliant on the support of the District Council to deliver. This remained the case and was not viewed as a priority for delivery at this time. The Committee supported the recommendation of the Policy and Finance Committee.

**It was therefore Resolved that Council be recommended to adopt a new priority to support initiatives to introduce new and more impactful gateway signage, particularly pertaining to the new development to the North of the Town.**

#### **62.2. Events Periodic Report**

- 62.2.1** The Committee received a report (previously circulated) which set out progress with the plans for the revised 2021 Events Programme. These had been progressed following the decisions made at the last meeting and in line with the guidelines issued following the announcement by the Government of the Road Map for lifting restrictions. The plans for the Easter OurJt and About and Sandcastle competition were noted. Regarding Armed Forces Day, noting that the event would not now be proceeding members were invited to email their suggestions before 30<sup>th</sup> April to enable sufficient time to put plans for the virtual display in place. Members views were sought on plans to hold a

nationwide beacon lighting to celebrate the centenary of the Royal British Legion and proposals for the Screen on the Green.

**62.2.2** The Committee supported the recommendation in respect of the cinema screen for this year's Screen on the Green. It was suggested that there might be economies of scale if the contractor was also able to supply the toilet facilities. It was agreed that this be explored, and that authority be delegated to the Clerk, in consultation with the Chair of the Committee to take this forward. Members were also supportive of the Town Council talking part in the proposed beacon lighting to celebrate the centenary of the Royal British Legion and asked that progress with the plans be reported to the next meeting of the Committee.

**62.2.3** The Committee went on to consider how best to recognise the hard work and dedication of key workers throughout the pandemic. Members wished to engage with the organisations who had coordinated this work to develop a photo collage of local heroes that could be developed into a video presentation. It was envisaged that this would be retained for the archives and displayed using the Council's social media with a thank you message aimed at the NHS and all key workers. If possible, Members wished to see the video display at the beginning of the Screen on the Green Event. It was therefore **Resolved** that:

- 1. Members forward suggestions for the Virtual Armed Forces Day event and send it ideas by Friday 30<sup>th</sup> April 2021. To the Events Team by 30<sup>th</sup> April 2021.**
- 2. The date of Thursday 12<sup>th</sup> August 2021 be approved for the Sandcastle Competition.**
- 3. Quote 1 for screen hire at the Screen on the Green event at a cost of £3,550 be approved, Officers investigate options for the provision of toilet facilities for the event as set out in Minute 62.2.2 and that authority be delegated to the Clerk, in consultation with the Chair of the Committee take this forward.**
- 4. The Town Council prepare to participate in the Royal British Legion Centenary Beacon Lighting event and the estimated unbudgeted costs of £1,800 be noted.**

**5. A photo collage of local heroes as set out in Minute 62.2.3 be explored to celebrate the hard work and dedication of key workers throughout the pandemic and that it be ready for showing at the Screen on the Green.**

**6. The contents of the report be otherwise noted.**

Councillor Dr Walsh KStJ left the meeting at 7:45pm.

### **62.3. Visit Littlehampton**

The Committee received a report (previously circulated) which updated Members on the publicity and branding of the Town Council and outlined proposals for the 2021 marketing campaign. The dominance and increased value of the use of social media was noted and it was **Resolved** that:

- 1. The web analytics from the previous 12 months be noted.**
- 2. The 2021 Marketing Campaign in principle be approved at an estimated total cost of £1,500.**
- 3. The report be otherwise noted.**

### **62.4. Community Resources Officer Report**

**62.4.1** The Committee received a report (previously circulated) which set out updates on the allotments, key contracts, Grant initiatives and community facilities. Regarding the Allotments it was noted that the work to install water troughs at the Mill Lane site had been delayed due to manufacturing supply issues.

**62.4.2** Regarding the Council's Floral Contract, in view of the lack of response to the call for tenders, Officers were exploring other options to deliver the service. This included bringing the contract back in house. It was also noted that the current contractor had confirmed that they were able to continue to supply plants. Members would be kept informed of progress with this work. Noting the summary of the outcome of the recent meeting of the Christmas Lights Working Group, the Committee supported the recommendation to extend the current Christmas lights contract for a further year.

**62.4.3** Turning to the Grants, the Committee noted the updates regarding the delivery of the 2020 main grant scheme and considered two Holiday Activities Support grant applications. These were approved and it was considered sensible to retain the balance of the fund to support applications later in the

year should they come forward. The Committee went on to consider requests for six community groups who sought extensions to deliver the activities planned for 2020. In view of the exceptional circumstances over the past year, Members supported these requests. Finally, it was noted that Southfields Jubilee Centre planned to re-open on 12<sup>th</sup> April 2021, subject to the restrictions being lifted and risk assessments being in place. It was **Resolved** that:

- 1. The proposed Holiday Activity Support grant awards for 2021 totalling £415 be approved and that the remaining budget of £585 be held for applications later in the year should they come forward.**
- 2. The extensions to the grants awarded under the 2020 main scheme as set out Table 2 of the report be approved on the condition that these groups would be unable to apply for this year's grant scheme.**
- 3. The existing Christmas lighting contract be extended for a further year, annual budget £25,000, and that the plans for taking the review of this contract forward be noted.**
- 4. The contents of the report be otherwise noted.**

#### **62.5. Museum Periodic Report**

The Committee received a report (previously circulated) which set out an update on the Museum, visitor engagement figures, the Collections Documentation Project, volunteering, and disposals. The Committee also considered and supported a recommendation regarding the disposal of a historic pump. The Assistant Town Clerk explained the Museum Disposal procedure and it was noted that local Museums were being contacted with a view to ensuring that the pump could be displayed in a more appropriate local setting. It was therefore **Resolved** that:

- 1. The Museum update, progress with the Collections Documentation project and updated Action Plan be noted.**
- 2. The disposal of the Historic Pump to a recognised Museum be approved.**

**3. The report be otherwise noted.**

**63. Finance**

**63.1. Committee Budget Monitor 2020 to 2021**

The Committee received a report (previously circulated) which highlighted any significant variances from budget in income and expenditure relating to the Committee budget for 2020 to 2021. It was **Resolved** that:

**The report be noted.**

**64. Exempt Business**

There was none.

The meeting closed at 8:15pm.

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**CHAIR**