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### **Minutes of the Community Resources Committee held in the New Millennium Chamber, Manor House, Church Street, Littlehampton on Thursday 5<sup>th</sup> September 2019 at 6.30pm**

#### **Present:**

Councillor B Blanchard-Cooper (Chair)  
Councillor Chace  
Councillor Molloy  
Councillor Seex  
Councillor Squires  
Councillor Long  
Councillor Tandy

#### **2019/20**

#### **13. Evacuation Procedures**

The evacuation procedures were noted.

#### **14. Filming of Council Meetings, Use of Social Media and Mobile Phones**

The procedures were noted.

#### **15. Apologies**

There were apologies from Councillors C Blanchard-Cooper and Turner with Councillors Chace and Long attending as substitute.

#### **16. 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. No further declarations were made at this point.

#### **17. Minutes**

The Minutes of the meeting held on 6<sup>th</sup> June 2019 (previously circulated) were confirmed as a true record and signed by the Chair.

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

There were none.

## **19. Public Forum**

There were four Members of the public present.

- 19.1** Ms Jay addressed the Committee and spoke in support of the request by Creative Heart CIC to redirect grant funding. Ms Jay reported that the Group had recently received a donation of a changing bed and hoist to equip the accessible bathroom as part of the new facilities at the Tamarisk Centre. On behalf of the Group, she expressed their gratitude to the Town Council for their generous grant award and explained that, if agreed, the Town Council's grant funding would be used to complete the final fittings for the accessible bathroom. She explained that this was a much-needed facility and sought the support of the Committee for a change of use. The Chairman thanked Ms Jay for her comments which were noted.
- 19.2** Mr Ellis addressed Members on the following matters.
- 19.3** Regarding the tree planting, Mr Ellis sought clarification as to the definition of a 'Mature Tree' and suggested that sponsorship be considered as part of any future tree planting scheme. It was noted that the definition of a mature tree was subjective but was considered to be a young tree capable of surviving on its own. The sponsorship suggestion was noted for consideration later in the meeting.
- 19.4** Regarding metal detecting, Mr Ellis also suggested that the procedure include provision/guidance to "make good". This also was noted.

## **20. Sports Forum**

The Minutes of the meeting held on 5<sup>th</sup> August 2019 were noted. The Assistant Town Clerk Informed Members of the Sports Award Ceremony would be held on Monday 7<sup>th</sup> October 2019 at The Littlehampton Academy. It was **Resolved** that:

**The update be noted.**

## **21. Allotment Working Group**

- 21.1** The Committee received the notes of the meeting held on 27<sup>th</sup> June 2019 and 22<sup>nd</sup> August 2019 (previously circulated) and considered recommendations from the Working Group regarding taps on the Allotment sites, changes to the Tenancy Agreement and the Allotment Fees for 2021.
- 21.2** The Working Group had proposed that a tap be retained on each site as a part of the Town Councils new programme to roll out water troughs on its Allotments. Site Representatives considered that there was a risk of

contamination due to the addition of pesticides to watering cans. The Committee proceeded to debate this issue and it was acknowledged that this would be difficult to control. It was however considered practical that signage warning against the risk of contamination be added to the troughs similar to that which was in place at the Kingley Gate site. It was therefore **Resolved** that:

**Taps be removed from the Town Council's Allotment sites as part of the rolling programme to introduce troughs on its allotment's sites.**

- 21.3** The Committee had before it a revised Tenancy Agreement which had been updated with feedback from the Working Group (previously circulated). The Assistant Town Clerk explained that further amendments had been made to provide clarity on a number of matters. In addition, the Committee was also asked to consider a suggestion from the Working Group who were seeking permission to trap vermin and permit the use of barbeques and incinerators. A lengthy discussion ensued, and it was acknowledged there was little consensus on the effectiveness of any of the pest control methods. Regarding barbeques and incinerators, whilst it was considered that the majority of allotment holders were responsible, the consensus was that they could pose a significant safety risk if left unattended. In view of the difficulties in controlling this type of activity, it was therefore not considered safe to reintroduce either of these on the Allotment sites. It was therefore **Resolved** that:

**The requests to make further changes to the agreement be refused and that the revised Tenancy Agreement attached to the report be adopted with effect from January 2020.**

- 21.4** The Committee considered a proposal from the Working Group to increase the plot rental fees for 2021 to 2%. It was therefore **Resolved** that:

**The plot rental fees for 2021 be increased from £7.25 to £7.40 per rod.**

- 21.5** Regarding the Mill Lane Allotments, it was noted that the developer would be reinstating the boundary fencing shortly. It was **Resolved** that:

**The update be noted.**

## **22. Officer's Reports**

### **22.1. Standing Order / Urgent Action**

The Committee received and noted an urgent action (previously circulated) relating to the approval of reindeer for the Christmas Lights Switch On event on Friday 22<sup>nd</sup> November 2019. It was **Resolved** that:

**The Urgent Action be noted.**

## **22.2. Youth Service Annual Report**

- 22.2.1** The Committee received a report (previously circulated) and presentation from Arun Youth Projects (AYP) regarding the delivery of Youth Services in Littlehampton under the contract with the Town Council. The Chairman welcomed Mr Jon Jolly to the meeting, and he proceeded to update members on the service throughout the year and plans for the future. Mr Jolly thanked the Town Council for their support over the past two years and commented that his Team enjoyed working with the Council. Focusing on their work in Littlehampton, AYP had recently started Detached Youth Work in the area, supported by the Arun Community Safety Partnership and Sussex Police. This was already showing results in terms of making contacts and interaction with young people. It was noted that AYP also operated in partnership with East Preston and Rustington Parish Council's and Littlehampton had become their biggest partnership.
- 22.2.2** Looking forward, Mr Jolly explained how AYP would be refocusing the Youth Sessions and targeting specific age ranges. They had also launched a mentoring project for volunteers which involved working with schools one lesson a week to support students. Mr Jolly reported that the Young Leaders trip to Romania had provided a unique opportunity for those on the programme to work with young people overseas. Other bursaries that AYP were now offering aimed to support young people by providing opportunities to experience sport and the creative arts. Members were supportive of the inclusion of intergenerational activities as part of the programme of work for the forth coming year. It was noted that the current three-year contract expired in September 2020. It was therefore **Resolved** that:

**The report and update be noted.**

## **22.3. Museum Periodic Report**

- 22.3.1** The Committee received a report (previously circulated) which contained a museum update, information on upcoming exhibitions and events and an update on various projects. The Committee was also asked to consider a number of recommendations arising from the ongoing work relating to the Collections Documentation Project (CDP), suggestions for the 2019/20 Exhibitions Programme and acquisitions proposals.
- 22.3.2** The Committee was pleased to note the positive comments from the Reginal Museum Development Officer regarding the focus on the CDP. Regarding the planned exhibitions and events, Members welcomed the introduction of talks in the Programme. The Museum Team continued to update displays and the acquisitions of the Ockenden's artefacts had been added to the Reception display. The museum had also been approached regarding the potential of setting up a "Friend's Group". This was an aspiration that had been highlighted by the Working Group during the previous Council and would be explored as the CDP progressed.

**22.3.3** Reviewing the Museum Action Plan and CDP Progress Report, it was noted that the team planned a relaunch of the Exhibitions Programme to coincide with the completion of the project in Spring 2021. Members were supportive of this proposal which would focus on the hard work involved and would provide an opportunity to display some of the photographic collections. It was proposed that the team progress an Arts Council Grant for this purpose. The Committee was supportive of this proposal.

Councillor Squires declared a personal interest in the following matter as he donated some of the items contained in the report.

**22.3.4** The Committee proceeded to consider proposals regarding 12 items which had been donated by the general public and offered to the Museum. Members approved the recommendations as stated in the report and highlighted the use of social media to promote some of the documentation when it was put on display. It was therefore **Resolved** that:

1. **A Friends Group be explored as set out in point 3.1.5 in the report.**
2. **The Events and Exhibition Programme for 2019/20 (appendix A) be approved.**
3. **The Exhibition relaunch and opportunity for Arts Council funding be planned and progressed alongside the Collection Document Project as set out in point 3.2.5 of the report.**
4. **The Collection Document Project update be noted**
5. **The recommended acquisitions as set out in appendix D, attached to the report, be approved.**
6. **The contents of the report be otherwise noted.**

#### **22.4. Museum Accreditation Report**

The Curator presented a report (previously circulated) which explained the Museum Accreditation and the process of re-accreditation. The Museum was required to submit a return for Accreditation by the 31<sup>st</sup> October 2019.

Consequently, the Museum's plans and policies had been updated to reflect current practice regarding collections care and management. Acknowledging the importance of the Accreditation and the benefits for the Museum, it was therefore **Resolved** that:

1. **The Forward Plan (Appendix B) be approved**
2. **The Collections Development Policy (Appendix C) be approved**
3. **The Documentation Policy (Appendix D) be approved**
4. **The Access Policy (Appendix E) be approved**
5. **The Care and Conservation Policy (Appendix F) be approved**

## **22.5. Tree Planting**

22.5.1 The Committee received and considered a report (previously circulated) regarding Tree Planting and options for future Schemes. It was noted that a good quality Planting Scheme would require significant investment to initiate and maintain and would have to be investigated with the Highways Authority. In considering a Scheme for planting along the Fitzalan Road extension, it was noted that landscaping proposals had already been approved as part of the planning process. The new road was however a gateway into the Town and Members considered that any future planting needed to have a good visual impact. It was observed that grant funding could be available for schemes of a significant size and should also be explored alongside sponsorship.

22.5.2 Members were supportive of pursuing opportunities for planting as part of the infrastructure programme to develop the Fitzalan Link Road/ Lyminster Bypass. Whilst the Town Council would continue to maintain its existing stock, no new planting schemes would be taken forward. It was **Resolved** that:

- 1. Options for a major Tree Planting Scheme be investigated.**
- 2. No new tree planting schemes be progressed and the Town Council continue with the maintenance programme for its stock of trees.**

## **22.6. Events Periodic Report**

22.6.1 The Committee received a report (previously circulated) which set out feedback regarding the Summer Events Programme and proposals for this years Christmas Lights Switch on Event. Reviewing the feedback, Members made a number of suggestions for consideration as part of next years Events Programme.

22.6.2 Regarding the use of the grassed area adjacent to the Harvester car park as an overflow used during Armed Forces Day, it was suggested that parking controls be explored. Members wished to have a better understanding of the impact of the Events Programme and asked officers to explore ways of measuring this. Further suggestions to promote events, including a 'check-in' facility and incentive to attract visitors were noted. Whilst every effort was made to avoid clashes, it was suggested that when making pre-event checks, the dates of other events were spread out and the calendar of events was widely promoted. In terms of suggesting alternative events, it was noted that a draft 2020 Events Programme would be presented to the Committee at the October meeting and Members were requested to email Officers with any event ideas.

**22.6.3** The Sandcastle Competition had been well attended again this year and Members asked that accessibility to the beach for wheelchair users be investigated. Regarding Screen on the Green, officers were also asked to re-examine the timing of the pre-screening entertainment and whether the film selection could be delayed giving more scope to use new film releases. It was therefore **Resolved** that:

- 1) **The outcome of the Summer Events Programme be noted**
- 2) **The points set out in Minutes 22.6.2 and 22.6.3 be explored as part of the preparations for the 2020 Events Programme.**

#### **22.6.4. Christmas Lights Switch On**

The Committee proceeded to consider proposals for this year's Christmas Lights Switch on and Late-Night Shopping Event in the Town Centre. Members were supportive of the planned Reindeer Treasure Hunt and Name the Elf concepts. Observing that Spirit FM continued to support and meet the requirements of promoting this event, it was therefore **Resolved** that:

**Spirit FM be booked to assist with promoting the Christmas Lights Switch on Event and that the other activities, as set out in paragraph 3.4 of the report, be approved.**

#### **22.7. Grants Update**

**22.7.1** Members received a report (previously circulated) which outlined the process for reviewing the current Service Level Agreements and the re-evaluation of the Grant Aid criteria. In addition, the Committee was also asked to consider requests from two community groups who had been awarded Grants as part of the 2019/20 Grant Aid Programme and were seeking to change their use.

**22.7.2** Feedback from the Member led exercise to identify priorities for this Council indicated that Members wished to review the focus of the Annual Grants Programme. It was therefore proposed that Officers work with a small group of Members to take this forward and present proposals to the Committee at the October meeting. Councillors Seex and Long indicated their willingness to support this work and it was therefore **Resolved** that:

**The review of the Annual Grants Programme be progressed as set out above and a report**

**containing options be presented at the October meeting.**

**22.7.3** The Committee proceeded to consider a request from Creative Heart CIC to redirect their grant award. Having benefited from donations of a changing bed and hoist, the Group wished to use their grant to cover the costs of installing the hoist and to complete work on the accessible bathroom project which formed part of their original grant request. It was therefore **Resolved** that:

**The request to redirect the grant awarded to Creative Heart Littlehampton CIC be approved.**

**22.7.4** The Committee considered a request from the Maritime Volunteer Service who wished to redirect their grant award towards the costs of training Boat Handlers to Power Boat level 2. Whilst the Committee was supportive of the project, they wished to have a better understanding of the benefits of this type of training. It was therefore **Resolved** that:

- 1. The Maritime Volunteer Service be requested to provide additional information regarding the Power Boat training.**
- 2. A decision on this request be deferred for consideration by the Committee at the next meeting.**

## **22.8. Rosemead Park**

The Committee received a report (previously circulated) which outlined plans for Rosemead Park. Members sought an ambitious project to consider potentially equipment designed for those with learning or physical difficulties, re-siting the play area within the park as well as the removal of the Trees on the western boundary. The Assistant Town Clerk outlined the timetable for community engagement and preparing options for consideration. It was therefore **Resolved** that:

**The replacement of the existing play equipment at Rosemead Park be approved.**

## **22.9. Metal Detecting Procedure**

The Committee had before it (previously circulated) a draft procedure to deal with requests seeking permission to carry out metal detecting on land owned, leased or managed by the Town Council. It was noted that only Rosemead

Park was appropriate for this type of activity and that metal detecting was not covered by the current bylaw. Regarding the distribution of treasure, it was considered appropriate that this be on a 50/50 basis as this would encourage good practice. It was also agreed that the procedure be updated to reference the Federation of Independent Detectorists as a recognised authority. It was therefore **Resolved** that:

**Subject to the inclusion of the comments above,  
the draft procedure be approved.**

#### **22.10. Visitor Information Points**

The Committee received a report (previously circulated) which set out proposals for an agreement with Arun District Council for hosting a Visitor Information Point in the Manor House. Members were supportive of this proposal and it was suggested that the facility be appropriately sign posted for tourists. It was therefore **Resolved** that:

**The Town Clerk be delegated authority to sign  
the Agreement on behalf of the Town Council.**

#### **22.11. Keystone Centre**

A revised specification for the feasibility study had been completed over the summer and was awaiting the comments of the District Council. This would lead to tenders being sought for the feasibility study to take the project forward. It was **Resolved** that:

**The update be noted.**

### **23. Town Council Priorities**

The Town Clerk presented a table which contained feedback from the member led exercise to identify priorities for the Council. The Committee proceeded to review the priorities that were within their remit and the Town Clerk provided clarification on a number of points. Members were broadly content with the priorities and it was noted that further detailed work would be undertaken to determine the level of resources and delivery time scales for consideration by Full Council in November. It was therefore **Resolved** that:

**The priorities identified within the remit of the  
Committee be endorsed and recommended to**

**the Policy and Finance Committee for  
progression.**

**24. Finance**

The Committee received a report (previously circulated) highlighting significant variances from Budget in terms of income and expenditure relating to this Committee's Budget. It was **Resolved** that:

**The report be noted.**

**25. Exempt Business**

There were none.

The meeting closed at 8:50pm

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**CHAIR**