



How to contact us

Write to: Manor House, Church Street,
Littlehampton, West Sussex, BN17 5EW

Email: lrc@littlehampton-tc.gov.uk

Call: 01903 732063

Find us online: www.littlehampton-tc.gov.uk

Minutes of the Community Resources Committee held in the New Millennium Chamber, Manor House, Church Street, Littlehampton on Thursday 6th June 2019 at 6.30pm

Present:

Councillor B Blanchard-Cooper (Chair)
Councillor C Blanchard-Cooper
Councillor Molloy
Councillor Seex
Councillor Squires
Councillor Long substituted for Councillor Turner
Councillor Tandy

2019/20

1. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

3. Apologies

Apologies were received from Councillor Turner.

4. 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. The following additional declarations were made in respect of agenda item 10.6, the Grant Aid Applications.

Councillor B Blanchard-Cooper declared a personal and prejudicial interest and potential disclosable interest as Chairman of the Friends of Mewsbrook Park, a member of the Littlehampton Musical Comedy Society and as an acquaintance of the Virtuoso Dance Company organiser relating to the grant applications.

Councillor C Blanchard-Cooper declared a personal and prejudicial interest and potential disclosable interest as President of the Littlehampton Musical Comedy Society and Membership Secretary of the Friends of Mewsbrook Park regarding the grant applications.

Councillor Chace declared a personal and prejudicial interest as he owned the shed in Mewsbrook Park that housed the Mens Shed – East project who had made a grant application and his business had nominated the 5th Littlehampton Sea Scouts as one of their fund raising charities.

Councillor Long declared a declared a personal and prejudicial interest as Chairman of the 5th Littlehampton Sea Scouts and a Trustee of Safe in Sussex who worked with My Sisters House CIC.

Councillor Squires declared a personal and prejudicial interest as a volunteer with the 5th Littlehampton Sea Scouts.

Councillors B Blanchard-Cooper, C Blanchard-Cooper, Chace, Long and Squires also stated that in view of their interests, they would leave the meeting if there was any discussion regarding the grant applications from these groups when the Committee came to consider the matter later in the meeting.

Councillor Tandy declared a personal interest in agenda item 10.5, Keystone Project Update as the Treasurer and Secretary of the Keystone Centre Management Committee.

5. Minutes

The Minutes of the meeting held on 14th March 2019 (previously circulated) were confirmed as a true record and signed by the Chair.

6. Chair's Report and Urgent Items

6.1. Event Support Request

The Committee was asked to consider an application for funding support, received after the agenda had been published. The application was from a public house in the Town Centre which was planning an event to celebrate Sussex Day. Members proceeded to review the application which was limited in terms of details and costs. Overall, it was considered that a wider event involving traders would be more effective at attracting visitors to the High Street and be of greater benefit to the Town as a whole. The timescale was also extremely short, and the proposals could potentially conflict with the Sussex Day activities already planned in Wick. Members were however supportive of the concept and the need to engage with traders to develop an event focussed on Sussex Day and it was therefore **Resolved** that:

1. **Celebrating Sussex Day be explored, and proposals developed for delivery by traders and others in the Town Centre, possibly with Town Council financial support.**
2. **The application for funding support not be approved.**

7. Public Forum

There was one member of the public present and no questions were asked.

8. Littlehampton Sports Forum

- 8.1 The Committee received the notes of the meeting of the Littlehampton Sports Forum meeting held on 29 April 2019 (previously circulated). It was noted that nominations for the Sports Awards and applications for Sports Excellence Grants were open until 31st July. The Town Clerk would arrange for details of both to be circulated to Members. It was **Resolved** that:

The updates be noted

9. Allotment Working Group

9.1. To appoint the Working Group for 2019/20

The Committee were asked to consider the Town Council's appointments to the Allotments Working Group. It was noted that Councillors B Blanchard-Cooper and Tandy were willing to remain on the Working Group. In addition, Councillor Molloy indicated her willingness to join the Working Group and it was also proposed that Councillor Turner, although not present, be asked to fill the remaining vacancy. It was therefore **Resolved** that:

1. **Councillors B Blanchard-Cooper, and Tandy be re-appointed to the Working Group and that they be re-appointed Chair and Vice Chair respectively of the Working Group for 2019/20.**
2. **Councillors Molloy and Turner, if she was willing, also be appointed as members of the Allotments Working Group for 2019/20.**

10. Officer's Reports

10.1. Standing Orders - Urgent Action – SPACE Grant

The Committee received (previously circulated) an urgent action regarding the allocation of unspent SPACE grant funds from 2018/19. It was **Resolved** that:

The urgent action be noted.

10.2. Museum Periodic Report

- 10.2.1** The Committee received a report (previously circulated) that updated Members on visitor numbers, progress with the Collection Documentation Project and the Museum Action Plan. Progress with the Action Plan had slowed but the new Collection Documentation Project Manager and Curator had started on 28th May and was settling in well. She had already begun familiarising herself with the Collection and brought some much-needed stability to the Museum Team. In future, the Action Plan would provide more clarity on completed tasks and progress with key pieces of work. Regarding the Accreditation, it was noted that the timescale for submission of the relevant documents had been extended to 31st October. A number of Museum policies would need to be reviewed to meet the Accreditation requirements, including the Collections Development Policy. These would be presented to the Committee in September and it was also agreed that this work would include an analysis of the benefits of the Accreditation.
- 10.2.2** It was noted that as part of the work to rationalise the collection, potential donations would be referred to the Committee for approval. The Committee was therefore also asked to consider the potential acquisition of a collection of items from Ockenden's. There were a range of items which had been assessed as falling within the Museum's collecting criteria as set out in the Collections Development Policy. The Committee considered that the collection was an excellent example of the early history of the High Street and would make a good display in the future. It was therefore **Resolved** that:

- 1. The acquisition of the Ockenden's Collection items as set out in paragraphs 3.2.2 and 3.2.3 in the report be approved.**
- 2. The report and updates be otherwise noted.**

10.3. Events Periodic Report

- 10.3.1** The Committee received a report (previously circulated) which provided updates on the Easter Out and About sessions, the plans for Armed Forces Day (AFD) and other events scheduled for the remainder of the year. It was

noted that the Easter Out and About sessions had benefitted from good weather and were as popular as ever. It was **Resolved** that:

The Outcome of the Easter Out and About sessions be noted.

10.3.2. Armed Forces Day (AFD)

Upmost in Member's minds were concerns about the availability and position of toilet facilities and the impact on the seafront greens. The need for prominent and effective signage directing visitors to toilet facilities and maintaining good communication throughout the event was emphasised. Although plans for AFD were advanced, officers were asked to investigate options to provide water but without promoting single use plastic bottles. This included approaching Southern Water and seeking the provision of more recycling bins on the site. Assurances were also sought regarding the timing of the displays in the arena to avoid clashes with the aerial display in the afternoon. It was **Resolved** that:

The suggestions set out in Minute 10.3.2 be explored and the update on the plans for the Armed Forces Day Event be otherwise noted.

10.3.3 Progress with plans for the Screen on the Green, Boat Jumble and Christmas Lights Switch On was noted. The Events programme would be considered when Members came to consider the priorities for the new Council. Observing the considerable crossover with tourism, particularly in relation to advertising, it was agreed that consideration would be given to whether to locate such work within the overall economic regeneration portfolio. It was therefore **Resolved** that:

- 1. The updates on plans for the Screen on the Green, Boat Jumble and Christmas Lights Switch On be noted.**
- 2. The financial implications as set out in paragraph 4 of the report be noted.**

10.4. Arun Youth Projects Update

The Committee received a report (previously circulated) on monthly activity for April 2019 in respect of the delivery of youth services by Arun Youth Projects. It was noted that the report would be circulated to members of the Committee electronically on a monthly basis going forward. It was **Resolved** that:

The update be noted.

10.5. Keystone Project Update

The Committee considered a report (previously circulated) updating Members on the progress of the project to build a new Keystone Centre. The Town Clerk reported that following a recent meeting with District Council officers, the specification for the feasibility study needed further work to improve it. The project remained focussed on re-provisioning the youth centre with scope for outdoor facilities. It was **Resolved** that:

The current position be noted.

10.6. Grant Aid Applications 2019/20

10.6.1 The Committee received a report (previously circulated) which contained feedback on the 2018/19 Grant scheme and recommendations regarding the allocation of Grant Aid for 2019/20. In addition, the Committee was also asked to consider two requests to extend the time limit on expenditure relating to grants awarded in 2018/19 and one to re-allocate the funds awarded.

10.6.2 The Committee began by reviewing the feedback from the previous year's Scheme. This included requests on behalf of the Littlehampton Tea and Chat Club and the Littlehampton Sea Cadets for a one-year extension to the terms of their grants. These were supported. A further request from Jamie's Wish to reallocate the funds awarded last year was not considered appropriate. However, acknowledging the recent upheaval caused by the relocation of their offices, the Committee agreed a one-year extension to allow to the Group to deliver the event they had originally planned. It was therefore **Resolved** that:

- 1. The successful projects undertaken last year due to the Town Council Grants scheme in 2018/19, Appendix A of the report, be noted.**
- 2. The one-year extensions to the 2018/19 grants awarded to the Littlehampton Tea and Chat Club, the Littlehampton Sea Cadets and Jamie's Wish be approved for completion of their projects as originally intended and that if the funds were not spent by 31st March 2020, that they be returned to the Town Council.**

Councillor Seeks declared a personal interest in the following discussion as her brother and sister in law volunteered at the Littlehampton Sea Cadets.

10.6.3 The Committee proceeded to consider the proposals for the allocation of Grant Aid for 2019/20. The Town Clerk explained the process for determining the recommendations and provided further clarification in respect of some of the applications. Regarding the application from the Clymping Petanque Club, although newly formed, the Committee considered that they needed to demonstrate that they could attract Littlehampton residents. It was therefore not considered appropriate to award a Grant to the Club as part of this year's awards.

10.6.4 In considering the applications further, Members also wished to better understand the effectiveness of the Scheme in terms of wider benefits for the community and considered that the criteria should be reviewed in the context of the Town Council's strategic objectives. This was noted for consideration when Members came to consider the priorities for the new Council. The Committee was pleased to note the substantial number of applications from new groups and it was therefore **Resolved** that:

The recommended allocations of Grant Aid for 2019/20, other than that for the Clymping Petanque Club, as set out in Appendix B (attached to the report) be approved.

11. Finance

11.1. Committee Budget Monitor

The Committee considered a report (previously circulated) highlighting any significant variances from budget and income and expenditure relating to the Committee's budget for 2018 to 2019 and also the budget figures for 2019 to 2020. It was therefore **Resolved** that:

The report be noted.

12. Exempt Business

There were none.

The meeting closed at 8:13pm

CHAIR