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Minutes of the Community Resources Committee held in the New Millennium Chamber, Manor House, Church Street, Littlehampton on Thursday 24th October 2019 at 6.30pm

Present:

Councillor B Blanchard-Cooper (Chair)
Councillor Chace, attended as Deputy Mayor
Councillor Molloy
Councillor Seex
Councillor Tandy
Councillor Turner

2019/20

26. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

28. Apologies

There were apologies from Councillors C Blanchard-Cooper and Squires.

29. 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 the following declarations made:

Councillor Tandy declared a personal and prejudicial interest in agenda item 10.2, Service Funding Agreements Review as the Treasurer and Secretary of the Keystone Management Committee.

Councillor B Blanchard-Cooper declared a personal and prejudicial interest in agenda item 10.2, Service Funding Agreements (SFAs) Review as his family were involved in the running of the Bonfire Society and his husband was a Trustee of Shopmobility. Councillors B Blanchard-Cooper and Tandy

confirmed that they would leave the room when the Committee came to discuss the SFAs relating to these groups.

30. Minutes

The Minutes of the meeting held on 5th September 2019 (previously circulated) were confirmed as a true record and signed by the Chair.

31. Chair's Report and Urgent Items

There were none.

32. Public Forum

There were two Members of the public present.

- 32.1** Mr Ellis addressed the Committee regarding the Fireworks display. He suggested that if this year's event was cancelled due to bad weather, the funding be redirected to the VE Day celebrations next year. It was noted that the funding was required to meet infrastructure costs and was probably not recoverable.

33. Officer's Reports

33.1. Museum Periodic Report

- 33.1.1** The Committee received a report (previously circulated) that provided information on the recent museum events and exhibitions and an update on the backlog Documentation Project. Members views were also sought on plans to overhaul and develop a policy and procedure for the shop and the preparation of a brief to explore options regarding hosting the Museum's website. Regarding the shop, it was noted that this work would run in tandem with the reconfiguration of the reception area and provide the basis for better management of stock in the future. Observing that there was a long-standing issue with the Museum website being outside the Town Council's current hosting arrangements, the review was considered timely. Updates on both pieces of work would be reported to the Committee as they progressed. Reflecting on the slight downturn in visitor numbers it was noted that this was a general trend in the museum world.
- 33.1.2** The Committee proceeded to consider proposals regarding five items which had been donated by the general public and offered to the Museum. Members approved the recommendations as stated in the Report and it was therefore **Resolved** that:

1. **The recommended acquisitions as set out in appendix C, attached to the report, be approved.**
2. **The shop update be noted and next steps as set out in paragraph 3.1.4 of the report be approved.**
3. **The Website update be noted and next steps as set out in paragraph 3.3.1 of the report be approved.**
4. **The contents of the report and progress with the Collections Documentation Project be noted.**

33.2. Museum Accreditation

The Curator presented an update on the progress with the Re-Accreditation work (previously circulated). As part of the ongoing work, further changes to some of the existing policies relating to the Forward Plan, the Documentation Plan and Emergency Plan were required. Owing to their confidential nature, changes to some aspects of the Emergency Plan were set out an Exempt Item on the agenda. It was noted that the Deputy Mayor was incorrectly referenced in the Emergency Plan. The proposed changes were otherwise considered practical and reflected the operation of the Museum. It was therefore **Resolved** that:

Subject to minor alterations to correct typographical errors:

1. **The Forward Plan (Appendix B) be approved.**
2. **The Documentation Plan (Appendix C) be approved.**
3. **The reference to the Deputy Mayor be removed from the Emergency Plan (Appendix D) and it be approved**
4. **The contents of the report be otherwise noted.**

33.3. Events Periodic Report

The Committee received a report (previously circulated) which set out the outcome of the Town Show and Family Fun Day, customer feedback from this and an update on the preparations for the Remembrance Sunday Service. It was noted that publicity for the Christmas name the elf competition would soon be starting and agreed that the elf design be circulated to Members. It was **Resolved** that:

1. **The provisional date of 12th September 2020 be approved for the Town Show and Family Fun Day.**

2. The report and updates be noted.

33.4. Events Programme 2020-21

33.4.1 The Committee received a report (previously circulated) that set out a draft programme of events and proposals for consideration for 2020/21 and an indicative budget schedule. Members views were sought on a variety of matters relating to the draft programme to guide Officers in exploring options for events and preparing the budgets for consideration in the next Committee cycle. It was noted that the District Council had agreed to fund Town Centre events in 2020/21 if the Town Council match fund this and that a proposal would be considered by the Policy and Finance Committee on 28th October for inclusion in next year's budget. The Committee proceeded to consider the proposals in the order in which they were presented in the report.

33.4.2. Easter Out and About

Three sessions were proposed one each at Mewsbrook, Southfields and Rosemead Parks. It was **Resolved** that:

The proposed sessions and funding as set out in paragraph 3.2.1 of the report be supported.

33.4.3. Boat Jumble

It was originally hoped that the event would attract a significant number of visitors in addition to those purely buying and selling boat jumble. This had not happened, and it was therefore **Resolved** that:

The funding recommendation not be supported and that in future A Team support for the event should be charged at the usual commercial rate.

33.4.4. Armed Forces Day

This was a popular event that the Committee remained committed to supporting on the basis that it brought in visitors and was good for local economy. Owing to the availability of the public toilets, it was not considered necessary to deploy additional toilets and Members supported retention of the catering on the East Green. The Committee did however wish to see better control and / or marshalling of the overflow parking area on the West Green. It was agreed that this be taken forward with the District Council. Members also wished to have a better understanding of the events' aims and sponsorship opportunities which should be included in the report that would be presented to the Committee in December. It was therefore **Resolved** that:

1. **Officers Liaise with the District Council regarding parking controls on the West Green.**
2. **Additional toilets should not be provided for the event.**
3. **The event and catering should remain on the East Green, utilising the West Green as the area for event parking as long as agreement is given by Harbour Park.**
4. **The Event aims and objectives and sponsorship opportunities be investigated, and a report be prepared for the December meeting.**

33.4.5. Wick Week

The Committee was supportive of this initiative and acknowledged the growing independent nature of the event. It was therefore considered appropriate that future support to be taken forward as part of the Service Funding Agreement Review.

33.4.6. Sandcastle Competition

The success of this year's event had highlighted the popularity of the competition. Discussion focussed on the additional entertainment, communication throughout the event and the recommendation to change the system of judging. It was considered that changes should focus on reducing queues and that pre event registration options be further investigated. Additional entertainment was not thought necessary. It was also considered prudent to invest in an improved PA system and that once the event detail was settled to select the best judging system accordingly. It was therefore **Resolved** that:

Pre event registration options be investigated and the budget for the event should be increased to £500 to cover the cost of the improved PA system.

33.4.7. Screen on the Green

The 2019 screening had moved to the West Green to tie in with other activities, the catering on Banjo Road and extended opening hours at Harbour Park. Whilst the screening itself worked well; it was considered that a larger audience could present a problem with overcrowding. It was therefore proposed that the event be moved back the East Green. The impact of the pre-screening live entertainment had been limited and it was also proposed

that this be replaced with recorded music as the PA system was much improved. These proposals were supported, and it was suggested that the music be accompanied by video/DVD. The continued provision of additional toilet facilities at this event was supported.

33.4.8 The timing of the event was also discussed at some length in terms of the availability of new film releases and the timing of the screening. It was agreed that the details of the previous investigation of daytime screening options be circulated to the Committee for information and that the timeframe for screening new releases be checked. Members proceeded to discuss the method of film selection. After much debate it was agreed to revert to the process of inviting nominations from Councillors with a shortlist for final selection being prepared in consultation with the Chair and Vice chair of the Committee and the Mayor. Members were also supportive of continuing the dialogue with organisers of other events on the greens in the same time frame to maximise benefits. It was therefore **Resolved** that:

- 1. The screening should revert to East Green, without pre-screening live entertainment and with music through the PA system supported by video/DVD if possible.**
- 2. One film only be screened and that the method of selection as set out in Minute 33.4.8 above be approved.**
- 3. Additional toilets be provided at the event in the same way as they were in 2019.**
- 4. Officers continue the dialogue with organisers of other events on the greens in the same time frame to maximise benefits.**

33.4.8. Town Show and Family Fun Day

The Committee considered the recommendation to increase the budget for the event in the context of the marquee costs and how they were utilised. It was **Resolved** that:

The budget for event should be increased to £18,000 and included for consideration as part of the 2020/21 budget discussions.

33.4.9. Sports Awards

It was noted that the Sports Forum would be reviewing the Awards in 2020. It was **Resolved** that:

The budget for event should be unchanged from the previous year and included for consideration as part of the 2020/21 budget discussions.

33.4.10. Remembrance Sunday

The Committee was asked to consider a proposal to slightly increase the budget for this event to £1,800. Members also wished to ensure that the positioning and number of speakers were adequate for the event. It was therefore **Resolved** that:

The budget for the Remembrance Day event should be increased to £1,800 and included for consideration as part of the 2020/21 budget discussions.

33.4.11. Christmas Lights Switch On

Members wished to ensure that the nearby public toilets were in use for the event and that emergency contact details were readily available to the Events Team if there were issues on the night. It was therefore **Resolved** that:

The budget for the event should be unchanged from the previous year and included for consideration as part of the 2020/21 budget discussions.

33.4.12. Pancake Olympics

The Committee was asked to consider a proposal to slightly increase the budget for this event to £700 to meet the costs of the PA system. It was **Resolved** that:

The budget for this event should be increased to £700 and included for consideration as part of the 2020/21 budget discussions.

33.4.13. Stage by the Sea

It was observed that events at this venue were delivered on behalf of the Town Council by Littlehampton Organisation of Community Arts (LOCA) who also had a Service Funding Agreement (SFA). It was therefore considered appropriate that future support to be taken forward as part of the SFA Review.

33.4.14. Events and Exhibitions Guide

Following changes made to the frequency of this publication, the guide could now be more efficiently produced, and it was proposed that the budget be reduced. Members also wished to have a better understanding of the effectiveness of banners on lampposts. It was therefore **Resolved** that:

The budget for the guide should be reduced to £1,100 and included for consideration as part of the 2020/21 budget discussions.

33.4.15. Sussex Day

Members considered that there was scope for another event to celebrate “Sussex” that would not impinge upon the successful Wick event. It was therefore **Resolved** that:

Officers to investigate options and present a report to the December Committee.

33.4.16. VE Day Celebrations

The Committee received details of the proposals for the national commemoration in 2020. It was **Resolved** that:

The update be noted.

33.4.17. Support for Externally provided Events

Members views were sought on a proposal to increase the Budget available to support external providers of events to £7,000. Acknowledging the discussions that had also taken place with the District Council regarding Town Centre events, Members favoured directing the funds towards activities that would promote Littlehampton as a viable venue for events. A further report would be brought to the Committee looking at options to support external providers. It was therefore **Resolved** that:

This budget should be increased to £7,000 and included for consideration as part of the 2020/21 budget discussions.

33.5. Grant Aid Update

33.5.1 The Committee received a report (previously circulated) which set out information regarding two Grant Aid updates. The Maritime Volunteer Service had provided additional information regarding the Powerboat training they wished to introduce. Members were supportive of their request to redirect their grant and requested feedback on the training provided.

33.5.2 Members were saddened to receive the update regarding Jamie's Wish Trust closing. It was noted that the funding had been returned to the Town Council. It was therefore **Resolved** that:

- 1. The request to redirect the grant awarded Maritime Volunteer Service be approved.**
- 2. The update regarding the refund of the grant to Jamie's Wish be noted.**

33.6. Grants Programme Review

33.6.1 The Committee received a report which set out details of the Town Council's Grants Programme with proposals regarding changes to the criteria and allocation of funding for consideration as part of the budget setting process (previously circulated). The Committee proceeded to consider the current arrangements in terms of the composition and criteria of general grant budget. Regarding the General Grant Aid Programme, it was considered that some changes were required in terms strengthening the criteria to restrict the ability to re-direct grant expenditure once awarded. Changes to the remaining grants were also proposed as follows:

- **Small Arts Grant & SE in Bloom** – to be absorbed into general grants.
- **SPACE** – to be relaunched as "Holiday Activities Support" still aimed at activities for young people age 8-17 but linked to the priorities of the Council.
- **Mayors Discretionary Fund** – Policy and Finance Committee be recommended to strengthen criteria, no longer a grant round but ability "to address very specific issues" identified by the Mayor throughout the year.

33.6.2 After lengthy discussion it was not thought appropriate or necessary to introduce arrangements to allow the grant monies to be more focussed and that the existing arrangements should continue. It was therefore **Resolved** that:

The changes to the Town Council's Grants as set out in Minute 33.6 above be progressed and that no changes be made to the forms of the awarding of general grants.

33.7. Rosemead Park

33.7.1 The Committee received a report which set out feedback from the community engagement exercise regarding replacing the play equipment at the Park (previously circulated). Members were asked to consider priorities for improvements to the existing facilities and to approve the next phase of work. It was noted that a budget ranging from £100,000 to £150,000 had been identified for this project.

33.7.2 The Committee proceeded to consider the scope of priorities that had been identified from the feedback as set out in section 4.3 of the report. These were supported as the basis for replacing the current play equipment with the emphasis on providing facilities to suit all abilities. Members also wished to see features included that would deter antisocial behaviour and take into consideration the proximity of Link Road. It was noted that lighting was not part of the project. Members also wished to investigate existing locally successful new play areas with a view to the providers being invited to bid for this work. It was therefore **Resolved** that:

- 1. Standing Orders be waived to allow the procurement to proceed to tender.**
- 2. The Town Clerk in consultation with the Chair and Vice Chair of the Committee be authorised to agree a shortlist of proposals.**
- 3. The budget for the project as set out in paragraph 5.2 of the report be approved.**

33.8. Keystone Centre

It was hoped that the scope of the feasibility study would be commissioned shortly enabling the procurement of the study to proceed. It was **Resolved** that:

The update be noted.

34. Exempt Business

It was **Resolved** 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.

The following items are confidential for Members of the Council only in accordance with Paragraph 3, Part 1 of Schedule 12A of the Local Government Act 1972, being information relating to relating to the

financial or business affairs of any particular person (including the authority holding that information).

Councillor Tandy re-declared his personal and prejudicial interest in the following matter as the Treasurer and Secretary of the Keystone Management Committee and left the meeting while this application was discussed.

Councillor B Blanchard-Cooper re-declared his personal and prejudicial interest in the following matter as his family were involved in the running of the Bonfire Society and his husband was a Trustee of Shopmobility and left the meeting while these applications were discussed.

35. Officer's Exempt Reports

35.1. Service Funding Agreements (SFA) Review

35.1.1 The Committee considered a report (previously circulated) which contained a summary of all of the Town Council's current SFAs and set out initial proposals for consideration as part of the 2020/ 2021 budget recommendations. These were based on feedback from the existing SFA providers which had been reviewed with a group of Members as agreed at the September meeting. There was one new application, and the remaining were renewals.

35.1.2 The Committee proceeded to review the proposals individually in terms of value for money and the emerging priorities of the new Council. This included the recommendations that were linked to the Committee's earlier conclusions relating to the 2020/2021 Events Programme. Regarding the Littlehampton Ferry, it was noted that responsibility for the budget for this service lay with the Policy and Finance Committee. A number of further actions were identified which required research and could lead to changes in the distribution of funds. It was therefore **Resolved** that:

Further research be undertaken and a report with options for future Service Funding Agreements be brought to the December meeting of the Committee and included for consideration as part of the 2020/21 budget discussions.

The meeting closed at 10:04pm

CHAIR