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### **Minutes of the Community Resources Committee held in The New Millennium Chamber, The Manor House, Church Street, Littlehampton BN17 5EW on Thursday 21 October 2021 at 6.30pm**

#### **Present:**

Councillor Blanchard-Cooper – Chair

Councillor Tandy

Councillor Turner

Councillor Dr Walsh KStJ

Councillor Woodman

#### **2021 to 2022**

#### **31. Evacuation Procedures**

The evacuation procedures were noted.

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

The procedures were noted.

#### **33. Apologies**

There were apologies from Councillor Molloy.

#### **34. 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 Blanchard-Cooper declared a personal interest in Agenda Item 38.2. Museum Periodic Report, regarding the proposed acquisitions as the donor was a close personal acquaintance.

#### **35. Minutes**

The Minutes of the meeting held on 9 September 2021, previously circulated, were confirmed as a true record and signed by the Chair.

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

There were none.

## **37. Public Forum**

- 37.1 There were two Members of the public present and no questions raised.
- 37.2 There was one written question from Mr Chester who asked “Is the Town Council aware of the proposed Festival event Arun agreed to seek an organiser for at last week’s Economy Committee, and given it doesn't feature in the proposed future events report what joint working will be undertaken to avoid clashes and maximise its potential’?”

Thanking Mr Chester for his question, it was reported that the Town Council was aware that Arun District Council was proposing a Sussex by the Sea Festival in Littlehampton. Whilst it was thought that nothing would be in place by 2022, it was noted that the Town Council would link in with them through its work developing the 2022 to 2023 calendar of events.

## **38. Officer’s Reports**

### **38.1. Arun Youth Projects Annual Report on Youth Services**

- 38.1.1. 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 Miss Emma Biffi to the meeting, and she proceeded to update Members on the Service throughout the year. The last year had the seen the service responding to the changes brought about by the ongoing pandemic. The Service had frequently had to adapt to changing circumstances and through the development of initiatives born of the early lockdowns, had remained constructively engaged with local young people. More recently, and with the easing of restrictions, the demand for places at sessions had grown, detached work had increased and take up of the Young Leader and Bursary Programme had improved. Although it had been another challenging year, the Staff had really liked the variety of engagement and would look to continue some online initiatives such as the quizzes which could be enjoyed by family groups as well as individuals.
- 38.1.2. Members then heard from one of the young people about how they and their family had benefitted from the Service. Explaining how she had come to use the Service over the last year she credited it with boosting her self-esteem and giving her the confidence become a Young Leader. She had also taken advantage of the Bursary which had been used to support her in her GCSE studies. In response to questions from Members, Ms Biffi explained the benefits of having a wide range of tools to engage with young people and it was noted that online activities also helped build relationships with parents and carers alongside the young people.
- 38.1.3. Partnership working with the Police, Community Wardens, Social Services, and the Antisocial Behaviour Team had also improved in the last 12 months. Through these networks, intelligence was shared and used to coordinate work to help tackle some of the issues faced by young people relating to drug misuse, crime, and exploitation. Looking to the future new projects were coming forward that would provide wider opportunities for

young people. These included a Monday Night Football Project, Primary School Mentoring, and an Allotment Project. The Service would also be working towards gaining the National Youth Association Quality Mark. Members were inspired by the discussion with the Young Leader and Miss Biffi and thanked them both for coming to the meeting. It was **Resolved** that:

**The Annual Report and update be noted.**

## **38.2. Museum Periodic Report**

38.2.1. The Committee received a report, previously circulated, which contained information on upcoming exhibitions and activities and an update on various projects. The Assistant Town Clerk also updated Members on the staffing situation in the Museum which, following a further resignation and the long-term sickness of another member of the Museum team, would temporarily worsen. This would also mean that until such time as a new curator was appointed, there would be very limited professional resource available to run the service, especially on a Saturday. Whilst the ambition to open on a Saturday remained, further closures could not be ruled out. It was therefore considered prudent in the short term that the Town Clerk be delegated authority, in consultation with the Chair of the Committee, to take the necessary measures to maintain the Service.

38.2.2. The Committee also considered recommendations regarding three acquisitions, two of which were recommended for approval. The proposed acquisitions were supported, and it was therefore **Resolved** that:

- 1. The Museum Staffing update be noted, and authority be delegated to the Town Clerk, in consultation with the Chair of the Committee, to implement the measures necessary to maintain the Service in the short term.**
- 2. The recommended acquisitions of items listed on Appendix A attached to the report be approved.**
- 3. The contents of the report be otherwise noted.**

## **38.3. Events Periodic Report**

38.3.1. The Committee received a report, previously circulated, which set out feedback on this year's Town Show and Family Fun Day event and progress with plans to deliver the Remembrance Sunday event and the Christmas lights Switch On. Regarding the preparations for Remembrance Sunday, it was requested that the Memorial was cleared of wreaths at the end of the summer season in readiness for the commemorations. Concerns were expressed regarding the catering planned for the Christmas lights Switch On which was viewed as limited and could detract from the local offer. Members therefore considered it prudent that the criteria for the selection of caterers at events be revisited. It was therefore **RESOLVED** that:

**The report be noted and the criteria for the selection of caterers at events be revisited next year.**

## 38.4. 2022 to 2023 Draft Events Programme

38.4.1. The Committee received a report, previously circulated, that set out a draft programme of events and proposals for consideration for 2022 to 2023 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. Alongside the traditional programme Officers had also refined a set of options to celebrate the Queens Platinum Jubilee. The Assistant Town Clerk explained that any additional events would need to be considered against a background of increasing costs and the overall Council budget which was already under extreme pressure. Some contractors had already indicated that their fees were expected to rise by between three and ten percent next year, which would make the decision regarding the events programme even harder. Observing that the contracts would be retendered in January, it was suggested that the terms be reviewed to see if the timings of the renewals could be better aligned to the budget setting process. It was agreed that this would be explored as part of the preparations for next year's programme.

The Committee proceeded to consider the proposals in the order in which they were presented in the report.

### 38.4.2. **Easter Out and About**

It was proposed that the normal sessions be reintroduced at Mewsbrook and Southfields Parks with an unchanged budget of £700. It was **Resolved** that:

**Preparations to deliver the Easter Out and About sessions as set out in the report be supported and included for consideration as part of the 2022 to 2023 budget discussions.**

### 38.4.3. **The Queens Platinum Jubilee**

Several options had been explored to develop a programme focussing on the extended Bank Holiday at the beginning of June. This would begin with a nationwide beacon lighting event on Thursday 2 June 2022 ending with the Big Jubilee Lunch on Sunday 5 June. Reviewing the options there was a strong view that the Town Council's activities should be community orientated and appeal to residents from all walks of life. The Committee therefore supported the Beacon Lighting and Big Jubilee Lunch and favoured approaching the uniform groups to see if they could support the Beacon Lighting rather than paying for entertainment. This would reduce expenditure by £150 and was also considered to be more in keeping with this event.

Turning to the Big Lunch event, Members supported the proposed collaboration with the community groups outlined in the report and preferred a combination of the options. Not only would this ensure that cover was available should the weather be unfavourable, it would also

deliver a broad range of activities across the Town. In supporting further exploration of this approach to this aspect of the Jubilee celebrations, a budget of £1,000 was suggested. It was therefore **Resolved** that:

- 1. The beacon lighting event on Thursday 2 June 2022 and the options for the Big Jubilee Lunch on Sunday 5 June as set out in minute 38.3.4 above be explored as events to celebrate the Queens Platinum Jubilee.**
- 2. That indicative budgets of £1,352 for the beacon lighting and £1,000 for the Jubilee Lunch be included for consideration as part of the 2022 to 2023 budget discussions.**

#### 38.4.4. **Armed Forces Day (AFD)**

This was a popular event to honour those who serve and served in the Armed Forces, and it was proposed that the event be held the East Green with activities and attractions similar to those delivered in previous years. In addition, and as suggested by the Committee, The Queens Platinum Jubilee would also be acknowledged at the event. Members also wished to see options for a military band explored. The budget remained unchanged and additional funding support would be pursued through sponsorship and the Ministry of Defence as it had in the past. It was **Resolved** that:

**Preparations to deliver an Armed Forces Day event on Saturday 25 June 2022 including a military band continue as outlined in the report and the estimated budget of £13,500 be included for consideration as part of the 2022 to 2023 budget discussions.**

#### 38.4.5. **Sandcastle Competition**

It was proposed that this popular event continue in the current format with the budget unchanged at £500. It was **Resolved** that:

**Preparations to deliver the Sandcastle Competition as set out in the report be supported and included for consideration as part of the 2022 to 2023 budget discussions.**

#### 33.4.6. **Screen on the Green**

It was proposed that this popular event continue in the current format using the East Green on the seafront and with the provision of toilet facilities. This was considered to work well however feedback regarding the selection of the film strongly suggested that a return to the public being able to select the initial film choices for shortlisting by Members would be more engaging. Members proceeded to consider this proposal alongside a proposed reduced budget for the event which if agreed would support proposed increases in the budgets allocated for other core events in the Programme. Both suggestions were supported as well as the continued

provision of toilet facilities and it was therefore **RESOLVED** that:

1. **The budget for the event be reduced to £13,500 and that the remaining £1,500 be redistributed and allocated to the Town Show and Family Fun Day, Remembrance Sunday and Christmas Lights Switch on events as set out in paragraph 3.2.7.b. of the report.**
2. **Preparations to deliver the event including the provision of trailer toilets and the introduction of the selection of the initial film choices by public vote as set out in paragraph 3.2.7.a. of the report, continue and be included for consideration as part of the 2022 to 2023 budget discussions.**

#### 38.4.7. **Town Show and Family Fun Day**

It was proposed that the event be held on Saturday 10 September 2022. It was noted that due to unforeseen circumstances the event had cost more to deliver in 2021 and that whilst Officers were exploring options to reduce expenditure, there was still likely to be an increase in costs in 2022. Therefore, the proposals to supplement the budget for the event by the reallocation of the Screen on the Green budget as set out in minute 38.4.6 above would help. In preparing for the 2022 event, it was also suggested that options to reduce the size of the marquees and investigate how they were utilised, including more use of gazebos, and the level of pitch fees also be explored. It was therefore **Resolved** that:

1. **Preparations to deliver the event including exploring options around the use of marquees as explained in minute 38.4.7. above continue.**
2. **The budget for event be increased to £19,200 and included for consideration as part of the 2022 to 2023 budget discussions.**

#### 38.4.8. **Sports Awards**

It was proposed that the event continue as part of the Programme with an unchanged budget of £3,000. It was **Resolved** that:

**Preparations to deliver the event as set out in the report be supported and included for consideration as part of the 2022 to 2023 budget discussions.**

#### 38.4.9. **Remembrance Sunday**

It was proposed that the event continue as part of the Programme with a slightly increased budget of £1,900, supplemented by the reallocation of the Screen on the Green budget as set out in minute 38.4.6 above. It was **Resolved** that:

**Preparations to deliver the event as set out in the report at a budget of £1,900 be supported and included for consideration as part of the 2022 to 2023 budget discussions.**

#### 38.4.10. Christmas Lights Switch On

It was proposed that the event continue as part of the Programme with a slightly increased budget of £5,800. This was due to increased contractor costs and if approved would be supplemented by the reallocation of the Screen on the Green budget as set out in minute 38.4.6 above. It was noted that Members wished to see the theme refreshed as part of the preparations. It was **Resolved** that:

**Preparations to deliver the event as set out in the report at a budget of £5,800 be supported and included for consideration as part of the 2022 to 2023 budget discussions.**

#### 38.4.11. 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 2022 to 2023 budget discussions.**

#### 38.4.12. Events and Exhibitions Guide

No changes were proposed to the format and frequency of the Guide. It was therefore **Resolved** that:

**The budget for the guide should be reduced to £1,100 and included for consideration as part of the 2022 to 2023 budget discussions.**

#### 38.4.13. Sussex Day

It was proposed that the popular photography competition be reintroduced with no changes to the budget, £50 which represented the prize money award. Members also wished to see the possibility of displaying the photos in the Museum explored as part of the event. It was therefore **Resolved** that:

**Preparations to deliver the competition as set out in the report together with a possible exhibition in the Museum be supported and included for consideration as part of the 2022 to 2023 budget discussions.**

### 38.5. Sports Excellence Grants Proposal

The Committee received a report, previously circulated, which outlined a proposal to utilise the underspends in the 2021 to 2022 Sports Excellence budget to increase the 2022 award to £3,000. In view of the popularity of the grants in the past Members considered it would be more beneficial if the underspend were spread over two years covering the awards in 2022 and 2023. It was therefore **Resolved** that:

**The Sports Excellence Grants Awards be increased to £2,500 in 2022 and 2023 utilising the unspent 2021 grant and that a proposal to increase the budgets for 2022 to 2023 and 2023 and 2024 be included for consideration as part of the forthcoming budget discussion.**

### **38.6. Visit Littlehampton**

- 38.6.1. The Committee received a report, previously circulated, which set out a proposal to redesign the existing Visit Littlehampton website. If approved the redesign would see the format and presentation of the site aligned with that of the Town Council in a similar way to the work on the Museum website that had been undertaken last year. The redesign would also make the website more compatible with other tourism websites and enable the content to be refreshed. Whilst some of the costs could be met from in year underspends the annual budget would need to be increased to meet the new hosting costs currently estimated at £650. Members proceeded to consider this proposal and the budget implications.
- 38.6.2. Whilst there would be benefits in terms of streamlining the technical support, Members were sceptical about both the need and the long-term benefits of the proposed redesign. It was considered that the appearance of the website was satisfactory, and it was unclear whether the ability of the current platform to support some of the changes envisaged in the near future had been thoroughly explored. Overall, Members were reluctant to commit to the redesign without having a better understanding of what it would achieve and greater clarity regarding the likely costs and how these would be met. The Committee therefore **RESOLVED** to:

**Defer a decision on the Visit Littlehampton website redesign proposal pending consideration of a further reporting setting out the benefits and costs of the project that would be presented to the December meeting.**

### **38.7. Community Resources Officer Report**

- 38.7.1. The Committee received a report, previously circulated, which highlighted the progress with the projects and initiatives that were within the remit of this Committee. This included updates on preparations for the annual allotment

renewals, enhancements to this year's Christmas lights display and the project to build the new youth centre in Wick. In addition, the Members views were sought on a proposal to change the specification of the trees for the Rosemead Park project and transfer the balance of a redundant budget to increase the allotment maintenance budget.

#### **38.7.2. Allotments**

The costs of maintaining the allotments were coming under increasing pressure due to the amount of maintenance required and anticipated

increases in utilities costs in the near future. The budget for allotment maintenance in 2022 to 2023 was almost expended and it was therefore proposed that funds were vired from an obsolete budget to cover the remainder of the year. A review had recently commenced looking at how the sites were managed and would include preparations for the expanding estate and setting a target in terms of the level of subsidy in the future. It was **RESOLVED** that:

- 1. The progress with the Allotments Annual Renewals and the planned allotment site management review be noted.**
- 2. The proposal to vire the £2,561 West Sussex Skate Park Grant Funding to the allotment maintenance budget for the 2021 to 2022 financial year be approved.**

### 38.7.3. Rosemead Park Trees

During discussions with the contractor about the additional requirements, the option to increase the size of the new trees was highlighted. The Committee was invited to consider whether to change the specification of the trees and select trees at a height of 3m to 4m as part of the scheme. This also included a guarantee from the contractor to replace any trees that failed once planted. If approved this would bring the total costs of the scheme to £29,258 leaving very little in budget as a contingency. This proposal was welcomed, and it was therefore **RESOLVED** that:

- 1. The proposal to increase the size of the trees from 1.75–2m to 3m–4m be approved.**
- 2. The contents of the report be otherwise noted.**

## 38.8. Floral Contract Options

- 38.8.1. The Committee had before it a report, previously circulated, which contained an update on the tender process relating to the Floral Contract and options to deliver the planting. The Assistant Town Clerk explained that the tender had been issued twice and, on both occasions, had failed to attract any interest. It was therefore imperative that arrangements were in place for the upcoming Spring planting and that the floral planting contract going forward was covered. It was also understood that the existing contractor may be interested in part of the contract and that if this potential existed it would be practical to explore other options, including bringing part of the contract back in house. Members views were therefore sought on options to deliver the contract going forward.
- 38.8.2. Regarding the arrangements for next year, the planting required would be impacted by the Littlehampton Public Realm Improvement works that were scheduled to begin in the High Street in January 2022. The planting had been inspected and temporary changes to the current scheme were proposed which it was also thought would make the contract more attractive as well as provide flexibility in the future. The Committee proceeded to consider these proposals in more detail and having reviewed each site supported the changes proposed to the gateway planting at the Tesco main entrance, Bridge Road and Franciscan Way. Observing that

hanging baskets would no longer be a feature in the High Street and that some of the hanging baskets were no longer required at the gateway sites, Members wished to see these retained and stored for future use. It was also noted that the changes agreed would be trialled in 2022 during which time their effectiveness would be assessed and the tender re-evaluated. It was therefore **RESOLVED** that:

- 1. The temporary changes to the floral displays as set out in paragraph 3.3. of the report be approved.**
- 2. The proposals to explore further options regarding the floral Contract as set out in paragraph 3.4. of the report be approved and the financial implications included for consideration as part of the Budget Setting process.**

### **39. Exempt Business**

There was none.

The meeting closed at 8.50pm.

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**CHAIR**