



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 BN17 5EW on Thursday 17 March 2022 at 6.30 pm

Present:

Councillor Blanchard-Cooper – Chair
Councillor Molloy
Councillor Tandy
Councillor Turner
Councillor Dr Walsh KStJ

2021 to 2022

59. Evacuation Procedures

The evacuation procedures were noted.

60. Filming of Council Meetings, Use of social media and Mobile Phones

The procedures were noted.

61. Apologies

There were apologies from Councillor Woodman.

62. 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 no further declaration made.

63. Minutes

Regarding minute 54,1, the new proposed new beach hut locations proposals, Councillor Turner read out a statement setting out her opposition to the plans on the grounds that they had no accessible provision. It was the view of those present that whilst accurate, the last line of the minute should be amended to convey the Committee's strong objection to the plans without the provision of wheelchair access.

It was Resolved that:

The minutes of the meeting held on 17 February 2022 be approved as amended and signed by the Chair.

64. Chair's Report and Urgent Items

There were none.

65. Public Forum

There were no public present.

66. Allotments Working Group

- 66.1. The Committee had before it the notes of the meeting held on 3 March 2022, previously circulated and draft terms of reference for the planned Allotment Strategy Members Group. This would be termed a Task and Finish Group as it was expected to complete its work by the Autumn. In view of the recent trespass, Members also considered it prudent that the draft terms of reference include reference to boundary security. Councillors Turner, Molloy, and Tandy confirmed their willingness to participate in the review.

It was therefore Resolved that:

1. The Terms of Reference be updated as set out in Minute 66.1. above and approved.
2. Councillors Turner, Molloy, and Tandy be appointed as the Members of the Allotment Strategy Member Task and Finish Group.
3. The minutes of the Allotments Working Group meeting held on the 3 March 2022 be noted.

67. Christmas Lights Working Group

- 67.1. The Committee received the notes of the meeting, previously circulated, and held on 11 March 2022. It was observed that work had already begun to explore alternatives to the traditional switch on should the public realm improvement works prevent the event proceeding in the usual format. Members emphasised the importance of clarity in terms of communications regarding changes to the event and liaising with traders nearer the time. The proposed changes to the event considering the budget limitations were also noted and it was planned that the Working Group would meet again before Easter to assess progress with developing plans for 2022 lighting scheme.

The Committee therefore Resolved to:

1. Endorse the proposals for changes to the 2022 Christmas Illuminations and Switch on Event.
2. The minutes of the Christmas Lights Working Group meeting held on 11 March 2022 be noted.

68. Events Forum

The Notes of the meeting, previously circulated and held on 12 January 2022 were received. It was reported that Councillor Woodman was liaising organisers and suppliers with the aim of securing support for the planned Jubilee picnic initiative in June.

It was Resolved that:

The minutes of the Events Forum meeting held on the 12 January 2022 be noted.

69. Officer Reports

69.1. Standing Orders and Urgent Actions

The Committee received two urgent actions, previously circulated, relating to the change of date for the Screen on the Green and securing toilet provision for the event.

It was Resolved that:

The Urgent Actions be noted.

69.2. Events Periodic Report

The Committee received a report, previously circulated, which provided an update on the recent Charity Pancake Olympics event and an update of the 2022 to 2023 events programme. Members were pleased to note that gold sponsorship had been secured for the Town Show and Family Fun Day.

It was Resolved that:

The report be noted.

69.3. Visit Littlehampton

The Committee received a report, previously circulated, which contained analysis of the website following for the Visit Littlehampton Website. The Committee was asked to endorse the 2022 marketing campaign and consider proposals provide environmentally friendly branded products to staff for use at events. Regarding this latter point, Members wished to have a better understanding as to whether this was the best value for money particularly as once purchased it was likely ongoing provision for replacements would be required. It was therefore agreed that further research be undertaken and brought back to the Committee for consideration.

It was therefore Resolved that:

1. The web analytics from the previous 12 months be noted.
2. The 2022 marketing campaign at an estimated total cost of £2,063.49 funded from the Town Tourism Budget 2022 to 2023 of £3,666 be approved.
3. A decision regarding the purchase of environmentally friendly branded products for staff for use at events be deferred and a report on options be brought back to the next meeting of the Committee.
4. The contents of the report otherwise be noted.

69.4. Community Resources Periodic Report

69.4.1. Members considered a report, previously circulated, which highlighted work being undertaken by the Community Resources Officer to progress the projects and initiatives that were within the remit of this Committee. In addition, Members were asked to consider and approve the proposed awards of the 2022 Holiday Activities Support Grants. Regarding the allotments, the Assistant Town Clerk updated Members on the action being taken to address the recent trespass issue at Worthing Road. Turning to the pest control contract, she explained that it had been extremely difficult to obtain competitive quotes for the pest control contract. The recent Working Group meeting had also highlighted the importance of having flexibility to address immediate rodent problems and better align this activity with the priorities of the emerging strategy. These updates were noted, and it was considered prudent that authority be delegated to the Town Clerk to progress this.

69.4.2. The Committee proceeded to consider the proposals for awarding the 2022 Holiday Activities Support Grants. The last two years had been difficult in terms of delivering the scheme but in 2021 the easing of restrictions had shown a gradual return to normal for the sports activities that had been supported. The Committee was pleased to support the awards as recommended.

It was therefore Resolved that:

1. The update regarding the Allotments Review, pest control and vandalism be noted, and authority be delegated to the Town Clerk to approve the pest control contract for 2022 to 2023.
2. The Holiday Activities Support Grant awards for activities to take place in the school holidays of 2022 be agreed.
3. The contents of the report be otherwise noted.

70. Committee Budget Monitor

Members considered a report, previously circulated, highlighting significant variances from budget in Income and Expenditure relating to the Community Resources Committee budget for 2021 to 2022. Observing the slight underspend in the Museum budget it was suggested that Jubilee badges be purchased to sell in the Museum shop to compliment the Royal Littlehampton exhibition. This proposal was supported, and it was noted that this would be taken forward by Officers.

It was therefore Resolved that:

The report be noted.

71. Exempt Business

There was none.

The meeting closed at 7.14 pm.

Chair