

14 September 2021

Notice is hereby given that there will be a meeting of the:

Policy and Finance Committee

Venue: The New Millennium Chamber, The Manor House, Church Street,
Littlehampton BN17 5EW

Date: Monday 20th September 2021

Time: 6.30pm

Committee:

Councillor Dr Walsh KStJ (Chair)

Councillor Blanchard-Cooper

Councillor Butcher

Councillor Chace

Councillor Long

Councillor Northeast

Peter Herbert, Town Clerk

Agenda 2021 to 2022

- 1. Evacuation Procedures**
- 2. Filming of Council Meetings, Use of Social Media and Mobile Phones**

During this meeting, the public are allowed to film the Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. **Any items in the Exempt Part of an agenda cannot be filmed.** If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

3. Apologies

4. Declarations of interest

Members and Officers are reminded to make any declaration of disclosable pecuniary or personal and or prejudicial interests that they may have in relation to items on this Agenda.

You should declare your interest by stating:

- a. the item you have the interest in
- b. whether it is a disclosable pecuniary interest, whereupon you will be taking no part in the discussions on that matter, or
- c.
 - i. whether it is a personal interest and the nature of the interest
 - ii. whether it is also a prejudicial interest
 - iii. If it is a prejudicial interest, whether you will be exercising your right to speak under PUBLIC FORUM.

It is recorded in the register of interests that:

- Councillor Dr Walsh KStJ is a Member of Arun District Council, West Sussex County Council and a Member of the Littlehampton Harbour Board
- Councillor Blanchard-Cooper is a Member of Arun District Council
- Councillor Chace is a Member of Arun District Council
- Councillor Northeast is a Member of Arun District Council

These interests only need to be declared at the meeting if there is an agenda item to which they relate.

5. Minutes

To confirm the Minutes of the meeting held on 14 June 2021, circulated herewith, pages 4 to 9. In accordance with the Town Councils' Standing Orders, Section 9a, Members are reminded that no discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy.

6. Chair's Report and Urgent Items

7. Public Forum

Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this committee. A period of 15 minutes is allocated for this purpose. If possible, notice of intention to address the Committee should be given to the Clerk by noon of the day of the meeting.

8. Officers Reports

8.1. Standing Orders Urgent Action – to note the attached Urgent Action, pages 10 to 11

8.2. Town Centre Events – report attached, pages 12 to 16

8.3. Pier Road Entertainment – report attached, pages 17 to 18

8.4. Progress Newsletter Review – report attached, pages 19 to 20

8.5. Town Centre Strategy & Manaer – report attached, pages 21 to 22

8.6. Welcome Back Fund Bid – report attached, pages 23 to 37

8.7. Community Wardens – The Committee is asked to note the attached activity reports for the months of July and August 2021, pages 38 to 43

8.8. Mayoral Chain of Office – report attached, page 44

9. Finance

9.1. Committee Finance Update – report attached, pages 45 to 48

10. Exempt Business

It is **Recommended** 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.

Minutes of the Policy and Finance Advisory Group held on Monday 14th June 2021 at 6.30pm

Present:

Councillor Dr Walsh KStJ (Chair)
Councillor Blanchard-Cooper
Councillor Butcher
Councillor Long
Councillor Molloy (substitute for Councillor Chace)
Councillor Northeast

2021/2022

This meeting is available to view using the following link:

<https://www.youtube.com/watch?v=Y6Fkil-UHQ0>

1. Virtual Meeting Protocol and Use of Mobile Devices

The Chair opened the meeting and explained how it would be conducted and the protocol that would be followed, including how any break in the proceedings due to technical difficulties would be managed.

2. Apologies

There were apologies from Councillor Chace.

3. 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 declarations were made.

4. Minutes

The Minutes of the meeting held on 15th March 2021 (previously circulated) were confirmed as a true record and it was noted that arrangements would be made for these to be formally signed at a later date.

5. Chair's Report and Urgent Items

There were none.

6. Public Forum

In accordance with the Remote Meetings Protocol introduced by the Town Council, members of the public who wished to address the Council or any of its committees during a remote meeting should have emailed their representations one clear working day before the meeting. There were none.

7. Officer's Reports

7.1. Flag Flying Guidance

The Government had issued new guidance on the flying of the Union Flag from UK Government buildings in March and was encouraging all local authorities in England to fly the Union Flag more frequently on their principal buildings. Members views were therefore sought on a proposal to fly the Union flag at the Manor House all year round unless another flag was being flown. The consensus was that the flying the Union flag was a sign of national pride and noting that other flags could still be flown on certain other occasions, the proposal was supported. It was therefore **RESOLVED** that:

Full Council be RECOMMENDED to approve a change to the Town Council's Guidelines on Flag Flying allowing the Union flag be flown at the Manor House all year round, unless another flag was being flown.

7.2. Pier Road Entertainment Expenditure

7.2.1 The Advisory Group received a report (previously circulated) which sought approval transfer funds the Community Resources Earmarked Reserves to secure entertainment in support of the Pier Road closure during the summer. Pier Road had been temporarily designated as a pedestrianised area for the summer months and the Town Council has committed to facilitating entertainment at this location, especially during the weekends of July and August. The funding would ensure that a range of acts were secured and might also encourage local businesses to become involved.

7.2.2. The activities proposed focussed on small scale family entertainment such as music, face painting magic and mine. Members welcomed this year's initiative and observing that the closure was already in place were pleased to see that searing and permanent barriers had been introduced. Noting that this had only been possible using regulations introduced during the pandemic Members wished to build on this success. It was therefore considered that if this were to become a permanent seasonal arrangement, work would need to start now. Members still wished to see more attractive signage including banners

and posters that directed visitors to the area as leisure facility and promoted the entertainment and that, planting be introduced. These suggestions were noted and would be taken forward as the scheme became established. It was therefore **RESOLVED that accordance with the decision made by Full Council on 29th April 2021, authority be delegated to the Town Clerk:**

- 1) To vire £8,000 from the Community Resources Committee's Earmarked Reserves for Event Support to fund the entertainment on Pier Road.**
- 2) In consultation with the Chairs and Vice Chairs of this Advisory Group and the Community Resources Advisory Group, to approve the list of acts and make appropriate payments to facilitate this up to a maximum of £8,000.**

7.3. Town Centre, High Street Events and Welcome Back Fund

7.3.1. The Committee received a report (previously circulated) updating Members on the work with Arun District Council (ADC) to develop a Town Centre Strategy and the programme for High Street events over the summer holidays in partnership with Artswork. It was noted that a draft Town Centre Strategy document would soon be shared with Town Councillors inviting Members to contribute through a series of sessions focused at developing the strategy further.

7.3.2. The Love Local Arts High Street Programme was due to be launched on Saturday 31st July 2021. Operating every Saturday of the Summer holidays there would be an array of free high quality, fun arts events suitable for all the family in the High Street. Discussions were being held aimed at expanding this further and the Programme would be backed by a comprehensive marketing campaign.

7.3.3. In addition, ADC had advised the Town Council of a new funding source, the Welcome Back Fund, which was an extension of the European Regional Development Fund that funded activities under the Reopening the High Street Fund initiative introduced in 2020. Parishes were invited to suggest ways in which the funds might be used to support the local economy post COVID-19. Details of the scope of the funding and FAQs were also previously circulated to Members. An initial list of items that were eligible for funding including, light projections, floral displays, and marketing had been made and Members were invited to make further suggestions so that a bid could be progressed. These would be collated by the Town Clerk so that further research could be undertaken. Members wished to be consulted prior to any decision being taken. It was therefore **RESOLVED** that:

- 1) In accordance with the decision made by Full Council on 29th April 2021, authority be delegated to the Town Clerk, in**

consultation with the Chair and Vice Chair of the Advisory Group to agree and progress bids for Welcome Back Funding (following consultation with Members of the Committee*).

- 2) The progress with developing a Town Centre Strategy and Love Local Arts in the High Street entertainment programme be noted.**

* Note by the Town Clerk, if the project expenditure is over £10,000 all Councillors will be consulted in accordance with Standing Order 13d.

7.4. Community Wardens

7.4.1. The Advisory Group received a report (previously circulated) which set out a summary of the work undertaken by the Community Wardens following the start of the scheme on 8th April 2021. Members had also recently had the opportunity to meet the Wardens to understand how they operated and highlight areas of concern. To date feedback had been positive, and Members were reassured with the skills, experience, and knowledge that each member of the team brought to the role. It was noted that the next full report would be presented to the Advisory Group in September which one of the Wardens would attend.

7.4.2. It was noted that the Wardens were engaged with other agencies through the Community Safety Team at Arun District Council enabling them to share intelligence and understand local issues. It was emphasised that whilst the Wardens could not replace the Police, they did provide a uniformed presence which reassured residents. Members did not wish to lose sight of the overall lack of Police presence in the Town and questioned the absence of PCSO's which had been promised to cover the Town. The Town Clerk reported that he would be meeting the Chief Inspector for the area later that week and would raise this with him. It was **Resolved** that:

The report be noted.

7.5. Town Centre Manager

7.5.1. The Advisory Group had before it information drawn from a confidential questionnaire seeking direction on the development of the Town Centre Manager role. Members were asked to review this information alongside feedback from the Traders (previously circulated) to agree how to progress the creation of a Town Council post of Town Centre Manager and make a recommendation to Full Council. It was noted that the new role could have TUPE (Transfer of Undertakings (Protection of Employment) Regulations 2006) implications.

7.5.2. Members proceeded to consider the scope of the role, responsibilities

and accountability. The suggestions put forward by the Traders Partnership were considered a good starting point but there was also a strong view that the Town Council should take a leadership role in terms of supporting the Town Centre and directing the post. Members favoured a role that would coordinate marketing, advertising, and social media to promote the Town Centre with the ability to respond to and provide wide ranging support for Town Traders. In this respect the post would need to have a detailed knowledge of each trader and be able to provide administration support to the Partnership. It was however also commented that the post was more than administrative and needed to be able to function as an advocate for Traders with the ability to lead a steering group of all relevant agencies, local authorities and stakeholders and deliver the new Town Centre strategy. Members also wished to see the post include Wick Parade and its environs and considered that it should be based in the Manor House.

7.5.3. Whilst Members had previously been clear that they wished to see a post that was very different from the current arrangement, it was evident from the discussion that a role that could perform both administrative and strategic functions was envisaged. This raised the issue of potential crossover with the existing role which could have implications for the Town Council under the TUPE employment regulations that would in all likelihood require the Council to obtain legal advice. This would also need to be considered by the Property and Personal Committee. It was also noted that whilst there was funding available to meet the costs of continuing with the current arrangements until the end of the current financial year, any future costs would have to be met from the precept as the Town Council did not benefit from Business Rates. Acknowledging these factors, the Advisory Group considered that further work was required. However, this was also a priority for the Council, and it was therefore considered important that Members have the opportunity to review and comment upon the emerging proposals. It was therefore **RESOLVED** that:

A report be taken to Council inviting their comments and direction on how to proceed.

7.6. Policy Recommendation

The Advisory Group was asked to consider endorsing a proposal that the Town Council adopt the following policy: That Littlehampton Town Council supports the provision of access to all facilities in the Town for people of all abilities. The proposal had also received the unanimous support of the Community Resources Advisory Group and it was therefore **RESOLVED** that:

Full Council be RECOMMENDED to adopt the policy that Littlehampton Town Council supports the provision of access to all

facilities in the Town for people of all abilities.

8. Finance

8.1. Committee Budget Monitor

8.1.1. The Advisory Group received a report (previously circulated) which highlighted any significant variances from budget in income and expenditure for year ended 31st March 2021 and the first quarter of 2021 to 2022. It was **Resolved** that:

The report be noted.

8.1.2. Vote of thanks

Members were sad to note that this was the last report that Laura Chrysostomou, the Deputy Town Clerk and Responsible Financial Officer, would prepare for this Advisory Group. Members formally recorded their thanks for her extraordinarily diligent work and maintaining such high standards of reporting. Ms Chrysostomou was also commended for the clarity of presentation in her reports, her patience in dealing with Member's enquiries and they wished her well in her new role.

9. Exempt Business

There was none.

The meeting closed at 7.56pm.

CHAIR

STANDING ORDER 36 – URGENT ACTION

Standing Order 36 states that “**Where an urgent decision is required and it is not possible to call a meeting under either Standing Order 1 or 17**” (which provide for calling extraordinary meetings of Council or Committees), **or the matter is of minor importance, but not previously delegated, the Town Clerk is authorised to make that decision having consulted the respective Chair of the Council or appropriate Committee. Any Urgent Actions shall be reported to the next meeting of Council or the appropriate Committee.**”

WHEN COMPLETING THE CHECKLIST BELOW, THE FOLLOWING ISSUES MUST BE BORNE IN MIND:

- STANDING ORDERS AND FINANCIAL REGULATIONS REMAIN IN FORCE AND MUST BE COMPLIED WITH.
- IN THE ABSENCE OF THE TOWN CLERK, THE DEPUTY TOWN CLERK OR THE SERVICES MANAGER SHALL PROGRESS URGENT ACTIONS. NO OTHER OFFICERS MAY COMMENCE OR UNDERTAKE AN URGENT DECISION PROCEDURE.

1	WHAT DECISION IS REQUIRED?	To approve the extension of RWP’s contract for the design and print of Progress Newsletter for one year starting July 2021 to June 2022.
2	WHY IS THIS DECISION URGENT? ➤ WHY SHOULD IT NOT WAIT UNTIL THE NEXT PROGRAMMED MEETING OF COUNCIL OR COMMITTEE? ➤ WHY SHOULD IT NOT WAIT UNTIL AN EXTRAORDINARY MEETING OF COUNCIL OR COMMITTEE IS CALLED?	The extension will allow the Council time to draw a brief and run a tender process for the contract in 2022. It cannot wait as a tender process would affect the production of the newsletter.
3a	WHAT ARE THE FINANCIAL IMPLICATIONS?	The total cost for designing and printing the Autumn 2021, Winter 2021, Spring 2022 and Summer 2022 issues is £8,363.
3b	HAS A BUDGET BEEN APPROVED?	N/a.
3c	WHICH BUDGET ARE YOU RECOMMENDING THE EXPENDITURE TO COME FROM? PLEASE CHECK THAT SUFFICIENT FUNDS ARE AVAILABLE.	The Progress Newsletter budget 2021 to 2022.
3d	IS A SUPPLEMENTARY ESTIMATE REQUIRED? (NOTE: IF SO, THIS COULD NECESSITATE A FURTHER URGENT DECISION)	N/a.
3e	IF ANY OF THE FOLLOWING APPLY: 1. A SUPPLEMENTARY ESTIMATE 2. THE USE OF EMR 3. EXPENDITURE OVER £500* APPROVAL OF THE RFO IS REQUIRED. IN THE ABSENCE OF THE RFO THE TOWN CLERK IS THE DEPUTY RFO. *FOR THIS POINT ONLY, IN THE ABSENCE OF THE RFO AND TOWN CLERK, THE ATC CAN GIVE APPROVAL.	Expenditure over £500.

4	IS THE DECISION CONSISTANT WITH COUNCIL POLICIES?	Yes.
5a	<i>(COMMITTEE DECISIONS ONLY)</i> IS THIS DECISION A MATTER DELEGATED SOLELY TO ONE COMMITTEE?	Yes – Policy and Finance.
5b	IF NOT, WHICH OTHER COMMITTEES HAVE BEEN OR WILL BE CONSULTED?	
5c	WAS THIS, OR WILL THIS BE THROUGH THE URGENT ACTION PROCEDURE (PLEASE DETAIL)?	
6	HAS THE MATTER BEEN DISCUSSED WITH AGREED CONSULTEES (WARD COUNCILLORS, OTHER LOCAL AUTHORITIES ETC.)? IF NOT, IS THE MATTER SO URGENT THAT THIS IS IMPRACTICAL? IF SO, WHY?	No.
7	WHAT ALTERNATIVE OPTIONS HAVE BEEN CONSIDERED (BOTH PRACTICAL AND FINANCIAL?)	None.
8	HAS THE PROCUREMENT STRATEGY BEEN FOLLOWED, WHERE EXPENDITURE IS INVOLVED?	N/a.
9	BRIEFLY OUTLINE ANY IMPLICATIONS RELATING TO: ➤ CRIME AND DISORDER ➤ DISABILITY DISCRIMINATION ➤ HUMAN RIGHTS ACT ➤ FREEDOM OF INFORMATION ➤ DATA PROTECTION ➤ ENVIRONMENTAL IMPACT	N/a.
10	HAVE APPROPRIATE RISK ASSESSMENTS BEEN UNDERTAKEN?	N/a.
11	DATE OF CONSULTATION WITH THE CHAIR	20/07/2021
12	SIGNATURE OF THE CHAIR	20/07/2021
13	DATE OF DECISION	20/07/2021
14	SIGNATURE OF TOWN CLERK	20/07/2021
15	SIGNATURE OF RFO (If required under 3e)	20/07/2021
16	DATE REPORTED TO COUNCIL/ COMMITTEE	Next P&F 20/9/2021

Littlehampton Town Council

Non-Confidential

Committee: Policy and Finance

Date: 20th September 2021

Report by: Town Clerk

Subject: Town Centre Events

1. Summary

This report summarises the outcome of the Town Centre Events Programme delivered through the Love Local Arts: High Street Family Events Programme which took place over the course of the summer.

2. Recommendations

The Committee is Recommended to:

1. Note the outcome of the Love Local Arts: High Street Family Events Programme paragraphs 3.3 to 3.3.9 and Appendix 1 refer.
2. Consider moving the large scale event/attraction to Spring 2023 as explained in paragraph 3.3.10.
3. Otherwise note the report.

3. Background

- 3.1 Littlehampton Town and Arun District Councils have each committed £25,000 per year, over at least a 2-year period to deliver activities that uplift the Town Centre and increase the footfall in the High Street. This is part of a much wider cohesive investment, which includes the Public Realm scheme; preparing a Town Centre Strategy; continuing to support the Town Centre disc parking scheme; the securing of the Town Centre Regeneration Officer post and a Community Warden pilot scheme for 2 years. The aim is to deliver a series of events and marketing opportunities to be launched in Littlehampton that will encourage local residents to spend more in the High Street and create a positive experience for neighbouring town residents, visitors from further afield and potential investors. Due to the number of setbacks caused by the pandemic plans have had to adapt and change to reflect the ever changing situation. The first project to be delivered was the Love Local Prize Draw which ran September to December 2020.
- 3.2 The Town Council worked with Artsworld, a 3-year programme, initiated by the District Council, to support and develop the arts and cultural offer for children and young people across Arun. In addition to their contacts with regional artists, Artsworld has a growing network of local artists, all of whom were keen to work in Littlehampton.

3.3 Love Local Arts Programme

- 3.3.1 The programme was coordinated by the Arun Inspires Programme Manager, Beccy East, who's role is aimed at supporting the development of local groups by offering cultural opportunities to children and young people. It consisted of a summer long photography project entitled 'Step into Colour', a community photography challenge and four pop events aimed at attracting people to the High Street and to stay longer in the town.
- 3.3.2 The programme was launched in the High Street on the 31st July with the support of Artsworld and performances from the Chichester Festival Youth Theatre which attracted 250 people. Following the launch there were four pop events every Saturday in August which included live music performances from Jukeboxes, Steel Band (youth and adult groups) and giant interactive bell chimes in addition to creative fun with the support of Littlehampton's Organisation of Community Arts (LOCA), UCanSpray and Creative Heart.
- 3.3.3 The Step into Colour project was delivered in the form of an exhibition showcasing the imaginative photography by A-level students from The Littlehampton Academy. The exhibition, supported by arts organisation Corridor, explored ways of making the High Street feel surprising and colourful through creative photography interventions. The exhibition was located on the windows of the old Hartley's shop in the High Street. Arun District Council supported Artsworld in negotiating terms with the landlord and funded £1,000 towards the rental from a separate budget. One of the panels from the exhibition will be featured in an upcoming Museum exhibition showcasing the winning entries of the Community Photography Challenge. The remaining panels will be hung in a communal space at the Littlehampton Academy to further inspire other young people.
- 3.3.4 The Community Photography Challenge #PictureLittlehampton was coordinated by Steyning-based Corridor who deliver participatory projects that connect artists and communities. It ran from the 31st July to the 10th September and attracted over 80 entries. There were three winning categories – most inventive, most colourful and most surprising. Corridor are in the process of selecting the winners, with their work to be exhibited in Littlehampton Museum in October and November.
- 3.3.5 The programme supported and promoted 3 local organisations - Sussex Steel, LOCA and Creative Heart. There were 3 youth arts groups showcased: photography students from The Littlehampton Academy, youth theatre students from across the District in Chichester Youth Theatre and local teenagers in the Sussex Steel Youth Band. Also involved in the programme were 4 high quality regional arts companies – Bootworks Theatre, Fedora Arts (Punch and Judy), Beautiful Creatures Theatre and UCanSpray.
- 3.3.6 It is estimated that a total of 2,500 people attended the events across the whole programme with a gradual increase seen over each week and the highest attendance (700) being on the 21st August when the steel band performed and the UCanSpray mural was being created. Nearly 200 children and young people contributed to two new spray art murals for the Town and more than 350 participants attended the drop in arts, crafts and live music at

new local charitable venue Creative Heart. The total cost of delivering the activities was £10,750 and the overheads was £5,720 which included stewarding and A-team costs.

- 3.3.7 Arun District Council assisted in creating a logo for the programme which featured in all the materials which included a poster, an A6 flyer, road side banners, feather flags, bunting and a Facebook advert. The total marketing expenditure was £935.19. A videographer attended some of the sessions to capture the atmosphere for a promotional video which will be used for part of the programme in 2022. The Littlehampton Gazette really engaged with the activities, sending a photographer to most sessions and printing weekly coverage.
- 3.3.8 Officers have spoken with representatives of the Littlehampton Traders' Partnership who have provided positive feedback about the programme and the general consensus on social media was positive too.
- 3.3.9 Officers are working with Artswork to explore ideas for part 2 of the project to be delivered in 2022. The public realm improvement work is due to start in January and any activities on the High Street will have to fit in around those. A report with ideas will be brought to the October Committee meeting.
- 3.3.10 The plan to host a large-scale event/attraction in 2022 to celebrate the new public realm will have to be delayed to 2023 as the works are due for completion by the end of next year. It is recommended that this is postponed to Summer 2023 which would allow Officers more time to secure a high quality attraction/event and would allow sufficient time for any delay with the works.

4. Financial Implications

- 4.1 A total of £100,000 (over a 2-year period) has been allocated from the Town Centre Events Match Funding budget, of which £50,000 will be contributed by Arun District Council.
- 4.2 The Town Council allocated a total of £15,000 to the programme from the Town Centre Events Match Funding budget which was match funded by Artswork with a total £12,500 for a two-year period.
- 4.3 The total cost of the 2021 programme is expected to be £17,406 which include a contribution of £7,500 from the Town Centre Events Match Funding budget, £8,900 from Artswork and £1,000 from Arun District Council for the shop rental.

Peter Herbert

Town Clerk



LOVE LOCAL: FAMILY HIGH STREET EVENTS PROGRAMME

Feedback from organisations:

Corridor:

Corridor has enjoyed the opportunity to engage with a vast range of local residents of all ages through a multi-faceted programme including workshops, a public art exhibition and a community photography challenge. This work opened up new conversations with young people, passers-by on the high and digital audiences about how art can make a difference and have a positive impact to feed into ideas for longer term projects.

The Littlehampton Academy:

Students at TLA thoroughly enjoyed working towards the 'Step into Colour' exhibition, and have benefited greatly from the first hand engagement with practicing photographers and artists. They were really proud of their work, and the experience has had a really positive impact on their ideas and working practices for their current A-level work, both in terms of how to develop ideas, how to plan and engage in photographic interventions in public spaces; as well as how to thoughtfully select and curate their own work ready for exhibition. They are immensely grateful for the experience and we look forward to being able to display their work prominently at TLA for future generations of artists and photographers to be inspired by.

LOCA:

What a lovely time was had by our volunteers during the Love Local Littlehampton Summer Sessions on the Littlehampton High Street host by the ever inspiring Beccy East and her creative team at Artswork/Arun Inspires.

In the current climate, it was a much needed break for creative purposes, the children were taking part with the parents/carers with big happy smiles and lots of curiosity questions, essentially creative learning.

UCanSpray:

All of us at U CAN Spray were delighted to be able to share our inclusive street art methodology with so many families and residents of all ages, at (Official Event Title).

It was wonderful to see people's confidence grow and for them to be proud of creating work in a medium most had never tried before. We love it when people learn that spray painting can be positive and beautiful!

We hope that the collaborative mural everyone created together brings continues to joy and colour to the local community.

Feedback from individuals :

'I've never seen anything like it.'

'The best thing to happen here for...ages!'

'Brilliant, just brilliant!'

'I normally rush down the High Street with. My family because it can feel a bit///edgy. But this makes us want to come and spend time here!'

“Brilliant + inclusive to all”

“Excellent concept”

“Great fun! Thanks”

“Made me express my art, happy, express my style”

“I feel proud and like I have achieved something”

“Thank you so much for doing this. Very valuable for all ages.”

Littlehampton Town Council

Non-Confidential

Committee: Policy and Finance

Date: 20th September 2021

Report by: Town Clerk

Subject: Pier Road Entertainment

1. Summary

This report summarises the outcome of the Pier Road entertainment programme which took place over the course of the summer.

2. Recommendations

The Committee is Recommended to:

1. Note the outcome of the Pier Road Entertainment paragraphs 3.3 to 3.3.5 refer.
2. Otherwise note the report.

3. Background

3.1 The District Council obtained the necessary approvals to open Pier Road as a pedestrianised area for the summer months and provided the Town Council with the opportunity to facilitate entertainment in the area during the summer period.

3.2 The area was available for buskers as well as paid performers and through a 'call out' on the Town Council's Facebook page a number of local artists expressed an interest in being part of the programme.

3.3 Pier Road Entertainment Programme

3.3.1 The programme was coordinated by the Town Council and included a total of 15 paid performances featuring 13 different artists ranging from jazz to rat pack music and balloon modelling to a family magic show.

3.3.2 In addition to the paid performances there were busking sessions but as the space was available on a first come first served basis and performers only needed to inform the Council if they wished to advertise their set on social media, only a total of 5 known busking sessions took place. The Council has been advised that the busking spot was used more times than that amount.

- 3.3.3 Due to the space being outdoors and subject to the elements, two performances in the early part of the summer were cancelled but the arrangement with all paid performers was that payment was only due if the performance went ahead. The performances were also restricted to those with public liability insurance and a battery powered system.
- 3.3.4 The programme focused mainly on lunchtimes, afternoons and early evenings at the weekends with some weekday sessions too. All performers reported a good vibrant atmosphere and Officers who were able to see some of the acts also had positive feedback. Representatives of the Littlehampton Traders' Partnership have also given good feedback.
- 3.3.5 The programme was agreed in consultation with the Chair and Vice-Chair of this committee and the Chair of the Community Resources Committee. Advertising took shape in the form of an in-house poster which was distributed to businesses in Pier Road and the Council's notice boards. In addition each performance was advertised on the Council social media with the various posts reaching over 17,000 people across the period.

3.4 Plans for 2022

This matter was raised at the Arun District Council and Littlehampton Town Council Liaison Meeting where it was agreed that if the closure of Pier Road was to happen in 2022 an onwards, the District Council would not be able to use the pandemic as a criterion. Therefore, effective consultation and working with the County Council was required and all options should be considered in terms of duration and providing alternatives for things such as quick collection of fish and chips etc. The District Council have taken this away, but it is thought that the Town Council would be best placed to deliver the entertainment. This would be considered as part of the budget round.

4. Financial Implications

- 4.1 A total of £8,000 was vired from the Community Resources Committee Earmarked Reserves for Event Support. The total programme cost £2,170.

Peter Herbert

Town Clerk

Littlehampton Town Council

Non-Confidential

Committee: Policy and Finance

Date: 20th September 2021

Report by: Town Clerk

Subject: Progress Newsletter Review

1. Summary

This report summarises recent discussions had by the Progress Newsletter Editorial Board in reference to a review of the publication.

2. Recommendations

The Committee is **Recommended** to:

1. Note the work being undertaken by the Editorial Board to review the newsletter as set out in paragraphs 3.1 to 3.6.
2. Otherwise note the report.

3. Background

- 3.1 The Editorial Board met on 9th September to discuss possible changes to the style of the newsletter. The discussion led to a wider assessment of the publication, its aim and reach.
- 3.2 The Board considered how the demand for digital news has grown in recent years and how the pandemic has accelerated the shift from physical to virtual in all aspects of people's lives. The question about the newsletter effectiveness in today's world was raised.
- 3.3 The last review of the newsletter took place in summer 2018 through newsletter cut-outs, face to face and online surveys with a total of 65 respondents completing the questionnaires. The report at the time highlighted that most people read the newsletter to obtain information on events and was mostly read by over 50s.
- 3.4 The Board considered all the methods in which the Council communicates which include social media, eProgress and the website. Other local publications were also considered in the discussion. There are many ways (measurable) in which the Council informs the public of its work and provides the public with opportunities to have a dialogue. Around 98% of the information within the newsletter is published on the website, social media and eProgress.

- 3.5 Council Members will have received an email from the Communications and Marketing Manager asking for views. In addition to Member feedback a face to face survey took place during the Town Show and Family Fun Day which will be extended to readers in the Winter issue out on the 29th October and via Facebook. The aim is to gather feedback to put together recommendations for the October Committee meeting. Included in the October report will be figures for website hits, Facebook statistics and data on eProgress subscribers which will help put all the information into context and inform Members' decisions.
- 3.6 The design and print contract expires with the Summer 2022 issue which means that a tender process would have to be carried out in the Spring should the Council decide to continue producing the publication.

4. Financial Implications

- 4.1 A total of £15,600 was allocated towards the cost of producing the newsletter in 2021 to 2022, the expenditure will be within budget.

Peter Herbert

Town Clerk

Littlehampton Town Council

Non-Confidential

Committee: Policy & Finance Committee

Date: 20th September 2020

Report by: Town Clerk

Subject: Town Centre Strategy & Manager

1. Summary

- 1.1 This report explains that the Town Centre Strategy (TCS) is being advanced before looking to agree the role of the Town Centre Manager (TCM) as this will form a significant element of the job description for that post.
- 1.2 The report also updates on the drafting of the Strategy and next steps and proposes a small Service Funding Agreement for the Traders Partnership to facilitate their operations and to separate out this role from the Town Centre Manager post.

2. Recommendations

- 2.1 The Committee is Recommended to:
 1. Approve the continuation of the Working Group to assist in the creation of the Town Centre Strategy and post of the Town Centre Manager.
 2. Note the update regarding the TSC and Town Centre Manager.
 3. Approve the creation of a Service Funding Agreement (SFA) 2021 to 2022 to the Town Traders Partnership for £500 per annum, for 2021 to 2022 (part year) and 2022 to 2023, with a pro-rate sum being payable in this financial year.

3. Background

- 3.1 The Policy & Finance Committee has met as an informal Working Group to help progress the appointment of a Town Centre Manager, following the cessation of the Town Council's support for the previous Arun District Council position and this Council's wish to appoint its own post. The Working Group has been a helpful arrangement which should continue, although any decisions will remain with this Committee.
- 3.2 From these discussions, a much clearer understanding of the expected role of the Town Centre Manager has been obtained. However, a key part will be delivering or assisting the delivery of the Town Centre Strategy. Therefore, resources have switched to prepare the Town Centre Strategy to a stage that

it can be agreed by this Committee for wider consultation. It is this document that will also largely determine whether the post will receive financial support from the District Council.

- 3.3 The Town Clerk has looked at options for assisting in drafting this Town Centre Strategy, including former members of staff. An update will be made to the meeting. It is hoped that a draft Town Centre Strategy will be taken to the Working Group in early October and then to this Committee's meeting later in the month. Hopefully wider consultation will follow.
- 3.4 Given the budget pressures, the funding for the Town Centre Manager in future years will be a key part of this year's Budget deliberations.
- 3.5 The Town Clerk will continue to meet with the Chair of the Traders Partnership regularly (fortnightly). They understand that this with Town Centre Manager post will be there to provide strategic support to the Partnership. However, to provide administrative support to the traders, a small SFA of £500 per year is proposed. This would be pro-rata for 2021 to 2022 and reviewed during 2022 to 2023 at the end of which all SFA's will expire. This proposal has been well received by the Chair of the Traders Partnership.

4. Financial Implications

- 4.1 The issue of funding the Town Centre Manager have previously been reported. Any funding for 2022 to 2023 onwards is not budgeted for.
- 4.2 The costs of support in drafting the Town Centre Strategy can be met from the Town Centre Plan Budget, identified for this exact purpose (£9,000).
- 4.3 The SFA for the Town Traders Partnership can be met from Town Centre Initiatives Budget in this year and picked up in the budget discussions for 2022 to 2023. The SFA will be to contribute towards the costs of running to Partnership.

Peter Herbert

Town Clerk

Littlehampton Town Council

Non-Confidential

Committee: Policy and Finance

Date: 20th September 2021

Report by: Town Clerk

Subject: Welcome Back Fund

1. Summary

This report summarises a proposal for the delivery of festive fun activities in the High Street and possibly Wick during the lead up to Christmas. The activities could take place if funding was secured from the Welcome Back Fund.

2. Recommendations

The Committee is Recommended to:

1. Consider the outline proposal for a series of fun festive days in the High Street to be supported through the Welcome Back Fund (paragraphs 3.5 to 3.5.7 refer).
2. Delegate authority to the Town Clerk to progress the programme in consultation with the Chair and Vice-Chair of the Committee.
3. Otherwise note the report.

3. Background

- 3.1 The Welcome Back Fund, is an extension of the European Regional Development Fund that funded activities under the Reopening the High Street Fund introduced in 2020.
- 3.2 ADC is encouraging parishes to think of ways the funds can be used to support the local economy post COVID-19. The fund allows local authorities in England to put in place additional measures to create and promote a safe environment for local trade and tourism, particularly in high streets as their economies reopen. Appendix 1 outlines the scope of the funding and includes FAQs as further guidance.
- 3.3 In summary the fund can also be used by local authorities to:
 - Boost the look and feel of their high streets by investing in street planting, parks, green spaces, and seating areas to make high streets welcoming.

- Run publicity campaigns and prepare to hold events that will boost footfall and encourage people back into the high streets and thereby supporting local businesses.
- Install and refresh signage and floor markings to encourage social distancing and safety.
- Improve green spaces on high streets and town centres by planting flowers or removing graffiti.

The funding cannot be used for existing projects and permanent features. The measures must be temporary. Temporary measures mean interventions that are;

- revenue expenditure only;
- items/activity that are moveable; and
- directly or indirectly connected to the purpose of making high streets, neighbourhood shopping areas and public spaces more COVID secure.

3.4 Members made suggestions earlier in the year for a variety of projects of which only the lights projection, flower displays in Wick and a marketing campaign were eligible. The lights projection is still being explored but finding a suitable building is proving difficult, the flower displays will be explored further with a view to have something in place for Spring and the marketing campaign will be linked to the proposal in this report.

3.5 Proposal

3.5.1 Officers have explored ways in which the funds could be utilised to increase footfall in the High Street during the winter months and the immediate solution is to host festive activities that will enhance the shopper experience in the lead up to Christmas.

3.5.2 It is proposed that a programme of festive family fun is delivered over the course of four Saturdays following the Christmas Lights Switch on event on the 19th November and Littlehampton Organisation of Community Arts (LOCA) festive Artisan market on the 18th December.

3.5.3 The programme would see children's rides such as small carousels and inflatables, festive catering such as mulled wine and roasted chestnuts, music (using musicians from the Pier Road programme), walkabout acts (using performers from the Love Local Arts programme) and local artisan stalls. Officers have meetings planned with the Traders' partnership, LOCA and other key organisations to discuss ways to develop the programme with their involvement.

3.5.4 The activities would have to be self-managed on the day as the Town Council does not have the resources to event manage and would be selected from those who have worked with the Council before. However, there would be stewards and medical provision.

- 3.5.5 The programme would be advertised through an extensive marketing campaign to include radio, bus stop advertising, printed materials and social media adverts. In addition a photographer would be booked to cover the events and obtain editorial imagery to be shared with the local press.
- 3.5.6 Officers are having discussions with organisations in Wick including All Saints Wick to find ways in which they can benefit from similar activities.
- 3.5.7 Arun District Council has indicated that the proposal could be suitable for funding but would require a formal application to be made along with the signing of a Service Funding Agreement (See Appendix 1). It should be noted that the funding is not provided in advance and that there is always a risk that the claim is not successful.
- 3.5.8 Members are asked to support the proposal in principle and instruct Officers to draft a programme with costings to be approved by the Town Clerk in consultation with the Chair and Vice-Chair of the committee in accordance with the decision made by Full Council on 29th April 2021.

4. Financial Implications

- 4.1 There is no budget allocated towards the cost of delivering a festive programme. Funding for the activities, estimated at £12,000, would be sought from the Welcome Back Fund initiative. The projects would involve Officer time.

Peter Herbert

Town Clerk

ARUN DISTRICT COUNCIL
Welcome Back Fund Agreement

T H I S FUNDING AGREEMENT grant is made the _____ day of
 2021

B E T W E E N

(1) **THE RECIPIENT** of the first part

AND

(2) **THE ARUN DISTRICT COUNCIL** of the Civic Centre (hereinafter called "The Council) of the second part

Definitions

<i>Authorised Officer</i>	the Officer to whom the functions rights and powers given to the Council by this Agreement have been delegated wholly or in part.
<i>Funding Recipient/Recipient</i>	Littlehampton Town Council (also referred to as “You” or “you” and includes anyone engaged by you to provide the Funded Activities including any sub-contractor, volunteer, licensee or employee.)
Funding Recipient Representative	Insert name who shall be responsible for the Funded Activities and who has the authority to speak on behalf of the Funding Recipient on a day-to-day basis
<i>Grant</i>	The sum of INSERT PROPOSED SPEND TOTAL (ex VAT)
<i>The Location</i>	The High Street (and Neighbourhood Shopping Areas) and locations that is intended to be supported with the Project Activity as agreed.

<i>The Project Activity</i>	Welcome Back Fund Activity as set out in Schedule I The Works.
<i>The Payment Schedule</i>	WBF Claim instalment periods are: 21Q3 July 2021 – September 2021 21Q4 October 2021 – December 2021 22Q1 January 2022 – March 2022
<i>Funded Activities</i>	Insert here - the strands of activity as detailed in Schedule I (see page 8) you are going to deliver against.

W H E R E A S:

- A The Council is the Local Authority in receipt of the Welcome Back Fund (WBF) grant amount from Central Government
- B The Recipient is the delivery partner chosen by the Council to deliver the WBF Project Activity in the Location
- C The Recipient has applied to the Council for a WBF grant to carry out a Project Activity from the Works and the Council has agreed the application
- D The Grant is exclusively to support the safe reopening of high streets and other areas and designed to cover immediate additional measures to establish a safe trading environment for businesses and customers.
- E The Council and the Funding Recipient are both committed to supporting the aims and outcomes identified in the grant application form. The Council recognises and respects the independence of the Recipient but also has a responsibility to ensure that organisations which receive funding use the funding they receive for the purposes it was granted. The Conditions of Grant Funding set out these requirements and what may happen if they are not met.

- F This document does not constitute a contract and there is no intention to create a legal relationship between us.

1. Funding Recipients' Obligations

2. The Funding Recipients' Obligations to the Council in relation to the Funding are to: -
 - (a) Use the Funding effectively and as set out in your grant application for the Funded Activities;
 - (b) Comply with these Conditions of Grant Funding;
 - (c) Comply with any Legislation or Council Rules which are relevant to the management, provision and delivery of the Funded Activities.
 - (d) Ensure that you are properly managed, staffed, operated and/or equipped to provide the Funded Activities as set out in Schedule One
 - (e) Ensure that you have and keep in place effective monitoring and information systems as set out in Schedule Two
 - (f) Primarily base your Funded Activities within the boundaries of your Parish and to directly or indirectly benefit the people who live or work in the District

3. The Recipient shall not use the Grant for
 - a) Capital expenditure.
 - b) As direct support to businesses/traders to make adaptations to premises, purchase PPE, purchase goods or equipment or offset wages or other operating costs.
 - c) Replacing the source for already committed expenditure
 - d) To cover lost income.
 - e) Anything that in the opinion of the Authorised Officer does not meet the safe reopening criteria or scope of the funding.

4. The appointment and selection of the works contractor shall be made by the Recipient taking into account the Council's contract standing orders on the financial thresholds for tendering and quotations

Council's Obligations

5. Subject to compliance with these Conditions of Grant Funding, the Council will:
 - (a) pay the Grant to the Recipient
 - (b) ensure reasonably prompt payment of the Funding
 - (c) endeavour to maintain clear communication
 - (d) give you reasonable notice of any matter which affects or may affect the provision of the Funding

6. The Council hereby agrees with the Recipient that it shall release the Grant, provided that the Recipient complies with all of the following: -
 - a. that all the Recipient's expenditure for the Funded Activities falls within the headings and limits set out in the Application for Grant, and the expenditure is wholly and necessarily attributable to the Recipient carrying out the Funded, and it does not include any expenditure for which remuneration is being claimed by the Recipient from any other body or individual or from within the terms of another agreement, unless otherwise agreed.

 - b. that the Recipient will send the invoices and all other relevant documents required by the Authorised Officer in accordance with a timetable specified by the Authorised Officer.

Financial Records

7. The Recipient shall maintain full and accurate records of all dealings. All accounts and records shall be retained by the Recipient for at least 7 years after the end of the financial year during which this Agreement ends. The Recipient shall give all reasonable assistance during the currency of this Agreement for the purpose of carrying out an audit of the Recipient's compliance with this Agreement.

Monitoring

8. The Recipient shall produce and submit to the Authorised Officer in accordance with its requirements as notified and agreed with the Recipient from time to time appropriate financial monitoring reports and

reports of delivery of the Activities against agreed Performance Standards.

Warranties

9. The Recipient warrants and represents that:-
- a. it has full capacity and authority and all necessary statutory and legal licences, permits and consents to enter into and perform this Agreement.
 - b. this Agreement is executed by a duly authorised representative of the Recipient.
 - c. the provision of the Services shall not infringe any intellectual Property Rights of any third party.
 - d. the Services shall be supplied and rendered by properly experienced, qualified and trained personnel with all responsible skill and care.
 - e. all statements and representations made to the Authorised Officer are to the best of your knowledge, information and belief, true and accurate and that You will advise the Authorised Officer of any material fact, matter of circumstance of which it may become aware which would render any such statement or presentation false or misleading.

Financial management

10. You are responsible for ensuring you comply with all relevant legal requirements in respect of your operations, including the way you conduct your business with third parties. You must establish and maintain proper financial management and accounting systems and practices, including proper arrangements for the payment of tax, national insurance and VAT, where appropriate.

11. You must, upon request, be able to demonstrate to the Council that you have proper financial accounting systems and practices in place, including proper arrangements for paying all relevant taxes and national insurance contributions.
12. You shall keep proper records and accounts that show how the Funding has been used. You shall ensure that there are adequate and effective internal financial controls to protect your income and assets from misuse, abuse, waste, fraud or potential fraud. It is your duty to be aware of the Council's policies and codes of conduct to combat fraud and corruption. You can seek advice from your Authorised Officer regarding this.

Suspension, Termination and Recovery of Funding.

13. Funding may be temporarily or permanently reduced, withheld, recovered and/or discontinued by the Council in the Council's sole discretion at any time on the occurrence of any one or more of the following events:
 - (a) you or any person acting on your behalf are in material or repeated breach of any one or more of your Obligations;
 - (b) you cease to operate or to provide the Funded Activities;
 - (c) the Council decides for financial or other reasons not to continue the Funding.
14. Where the Council intends to exercise its right to reduce, withhold, recover or discontinue Funding, we will give you as much prior written notice as reasonable in the circumstances setting out a summary of the reasons for the proposed action. You may then, if appropriate, be given the opportunity to make representations to the relevant Council decision-maker as to why the Council should not take the proposed action and to present any information which you consider relevant

Notice

15. Any notice to be served on the Council pursuant to this Deed shall be delivered or posted by recorded delivery to the Council at the Civic Centre and any notices to be served on the Recipient may be delivered or posted to the Parish office or to their last known address and shall be deemed to have been received 5 working days after posting

IN WITNESS whereof the parties have caused their respective signatures to be hereunto affixed the day and year first before written

SIGNED BY
Authorised Officer on Behalf of
ARUN DISTRICT COUNCIL
affixed to this Deed in the
presence of:

Signature:

Name:

Position:

SIGNED xxx

by the said insert name
on Behalf of Littlehampton Town Council
in the presence of:

SIGNATURE

Name

Address

Description or Occupation

SCHEDULE I – THE WORKS

Strand 1	Support to develop an action plan for how the local authority may begin to safely reopen their local economies.
Strand 2	Communications and public information activity to ensure that reopening of local economies can be managed successfully and safely
Strand 3	Business-facing awareness raising activities to ensure that reopening of local economies can be managed successfully and safely.
Strand 4	Temporary public realm changes to ensure that reopening of local economies can be managed successfully and safely.
Strand 5	Support to promote a public environment for a local area's visitor economy.
Strand 6	Support local authorities to develop plans for responding to the medium-term impact of Covid-19 including trailing new ideas particularly where these relate to the High Street.

SCHEDULE 2 – PROJECT ACTIVITIES

Please outline your proposed activities – with cost breakdowns (ex VAT).

SCHEDULE THREE – MONITORING AND INFORMATION

The Funding Recipient must ensure that you have and keep in place effective monitoring and information systems. Minimum requirements and assistance in meeting this obligation are set out in this Schedule.

1 Written Report

1.1 You must provide the Authorised Officer with a written report regarding the Funded Activities. These reports shall be provided by the time(s) specified by the Authorised Officer and should include:

- a) a summary description of the Funded Activities provided by you;
- b) summary information regarding the numbers and types of users;
- c) summary information regarding the full costs of providing the Funded Activities;
- d) evidence of the benefits users gain from the Funded Activities; and
- e) a summary of any problems or issues that you have come across in delivering the Funded Activities.

2 Monitoring

2.1 The Council is accountable to Central Government for the money that it awards in funding. Monitoring is therefore an integral requirement of the Conditions of Grant Funding. You shall comply with all monitoring and evaluation procedures that are required by the Authorised Officer.

2.2 The Council has to ensure the Funded Activities meet the needs of local businesses and are continually improving. The Council expects you to share this responsibility. You shall therefore provide upon request evidence of sustained improvement against agreed performance indicators. You must be able to demonstrate to the Council that you are meeting the strands in Schedule 1 effectively and that you provide high quality Funded Activities that offer good value for money.

2.3 You must give the Authorised Officer reasonable opportunities to observe how you deliver the Funded Activities and how users participate or respond to them.

3 Inspection

3.1 You will give to the Authorised Officer, the Council, the Council's auditors, and the Local Government Ombudsman such information, explanations and access to and copies of any documents as may reasonably be required to satisfy

themselves as to your compliance with these Conditions of Grant Funding. Direct reasonable costs of any inspection will be met by the Council except where the information is requested as a result of complaints of poor performance or non-compliance.

4 Co-operation

4.1 You will, in performing your obligations under these Conditions of Grant Funding, liaise with and co-operate with the Authorised Officer and all officers of the Council and other organisations undertaking duties on behalf of the Council. You shall comply with all reasonable instructions issued by the Authorised Officer.

5 Copyright

5.1 All copyright or other intellectual property rights in all work created or produced by you in relation to the Funded Activities shall be your property. You hereby grant the Council, and/or any third party which performs services on behalf of the Council, a non-exclusive, perpetual, transferable, royalty free licence to use such work for Council business that is reasonably related to the Funded Activities. You also warrant that any document or design produced by you is your original work which does not infringe the copyright, design right, moral right or any other rights of any third party, and that no claims of such infringement have been made or are the subject of litigation actual or threatened.

6 Data Protection

6.1 The Council and the Funding Recipient will comply with our respective obligations under the General Data Protection Regulations (GDPR), the Data Protection Act 2018 and all applicable law about the processing of personal data and privacy as and when the same are applicable to the Funded Activities.

6.2 Where the Funded Activities include the processing by you of any personal data controlled by the Council, you must enter into a separate data processing contract to be provided to you by the Council. Failure to enter into this contract will amount to a breach of your Core Obligations and will lead to the termination of your funding.

7 Information Requests

7.1 You accept that the Council is obliged to comply with information legislation including the Freedom of Information Act 2000 and Code of Practice, Environmental Information Regulations 2004, Aarhus Convention and Audit

Commission Act 1998. You will assist the Council to comply with our obligations under this information legislation. This includes helping the Council comply with its obligation to respond to requests for information within statutory deadlines and providing information to the Council where the Council requests.

7.2 The Council is entitled to disclose information unless we believe that the information is exempt or excluded under the legislation or the legislation does not apply. For example, where information is provided in confidence, the information is a trade secret or where release is likely to prejudice commercial interests. The Council will decide, acting reasonably, whether information requested is to be disclosed or not. The Council will where reasonably practicable, consult you and will consider any representations made by you. The Council shall not be liable for any loss or other detriment caused by the disclosure of any information.

Littlehampton Community Wardens Report

Month of July 2021

- A total of 249-man hours (the sum of both wardens individual patrolling times) have been spent engaged in both patrolling and various group engagement activities within the town centre area and the surrounding Littlehampton wards during the month of July.
- In the Wick and Wickbourne wards, particularly in the areas of Hellyer's Green and Westway, wardens have engaged with local residents who had voiced complaints that the area was generally always messy with discarded rubbish due to the individual bin stores to the flats and housing were broken and in a poor state disrepair. A subsequent check of the area in question, highlighted that a large number of communal bin stores were broken and in various states of disrepair. Most appeared to be suffering from rotten fixings with warped and rotten doors as well as numerous cases of dropped hinges, etc. Allegedly there are also not enough public bins for public use in the area. The information was passed to Arun District Council Housing and is subject to further investigation and action.
- During a late shift in the Hellyer's Green, and Westway grassed areas, one warden engaged with local young people around Wick, taking part in an adhoc football match with about twenty local youngsters, the match ended without incident or high score, and was received very enthusiastically by the local youths.
- Wardens engaged with local dogwalkers in the Brookfield Park, Courtwick, Toddington and Wick areas, who readily and regularly offer the wardens their observations of local activities and occurrences. The Wardens are well received within the areas and they continue to engage with local residents and community providing a high visibility presence whilst carrying out patrolling activities around the area.
- Wardens continue to patrol the Town Centre area addressing and engaging with street drinkers, most of whom are known to the team. In turn, the individual wardens are known by name to this community who, to date, they have a very good rapport with. The group are often a source of information and intelligence, an example of this being information being gained from conversations with one particular member of the group which related to a suspected cuckooing incident involving a vulnerable person from the street drinkers group which was occurring at a local address in Littlehampton. This information was relayed to the relevant agencies within Arun District Council and other stakeholder groups. The Wardens continue to work closely and effectively with Turning Tides, CGL, HARP and ADC partner agencies as well as Sussex Police in dealing with the street community. Links with all of the

partner agencies have been reinforced and strengthened as the warden scheme progresses and becomes more established.

- High Visibility patrols around the area of the St Martin toilets in the town centre, have shown a marked decrease in the number of reported incidents of drug related activities and a significant fall in the reported occurrences of discarded drug related paraphernalia being discovered by the public.
- A number of cyclists in the precinct area of the High Street (a designated and signed no cycling zone) have been stopped and were required to dismount. This action has generally been met with little or no opposition from offending cyclists, who are given a polite verbal warning at the time of being stopped.
- The wardens were involved with a minor issue of street a preacher outside the premises of 'BETFRED' in the high street. The preacher in question, although not breaching any Public Order, PSPO or ASB legislation, were physically obstructing the entrance to the premises disrupting the lawful business. Words of advice were given, and the preacher, albeit reluctantly, moved to the disused doorway of an adjacent property without any further issue where he continued his activities without incident. The regular visible presence of the wardens in and around the Town centre as they conduct high visibility patrolling continues to provide a reassuring presence for the community.
- Recent incidents at the Mewsbrook park area have seen wardens engaging with the local skateboarding community in an effort to identify a small group of youths responsible for causing minor damage and disruption to the operation of the miniature railway attraction located in the park. Enquiries are still ongoing, and all information obtained to date is being fed back to our partner agencies and stakeholders for further action.
- The wardens continue to find instances of fly tipping and damage around the areas of the town wards and parks, and these matters are all passed to the relevant Arun District agencies as promptly as possible as they are discovered. This ensures that the council cleansing and parks teams can engage in remedial action as soon as possible on each occasion. The early intervention helps remove the perception of neglect felt by some local residents and reinforces the local authority commitment to ensure a quality of life for the community.
- Wardens have now engaged in putting together individual 'one off' and regular community-based projects designed to expand and progress the involvement of sections of the community and other outside bodies with the assistance and input from the Warden team. The first 'drop in' session was held at the local library, which was moderately received, with some residents attending purely to speak to the wardens directly. More of these 'drop in' sessions are being planned, with specific events also in the planning. A further update to these

events will be the subject of a further update in next month's Community Wardens report.

- Wardens have undergone CSAS (Community Safety Accreditation Scheme) training and have all successfully been trained. This confers minor Police powers upon the wardens, who will be lawfully empowered as accredited persons, under the Police Reform Act of 2002, to enforce the town PSPO (Public Spaces Protection Order) and CPN's (Community Protection Notices) where applicable and required. At the time of writing, the scheme is currently awaiting confirmation from Sussex Police of the District Council corporate accreditation under the CSDAS scheme, allowing the wardens to put the powers to effective use.
- The Wardens continue to disrupt the street level drug dealing by regularly identifying, following, recording, and deterring their activities wherever it is possible. There was a case in the Marina Gardens area where suspected offenders were observed engaged in low level street drug dealing. They made off from the area when the wardens were seen to be observing their activity. As is regular practice, all details noted and obtained are passed to Sussex Police for inclusion within their own databases and for their relevant action.
- Wardens continue to work alongside partners and stakeholders as part of their role, feeding back observations and intelligence relating to identified individuals of interest. During this period as before reported, the wardens continue to be proactive and highly visible, engaging with a variety of groups within the community effectively and confidently.
- The continued efforts of the Wardens to date supports the ongoing success of the scheme, and further planned events and further direct engagement with the Littlehampton community as a whole will reinforce this hard work.

Mick Kendall

Senior Community warden



LITTLEHAMPTON COMMUNITY WARDENS MONTHLY REPORT AUGUST 2021

HIGH VISIBILITY PATROLS		POLICE REPORTS TOTAL:	26
Total combined foot patrol hours	223	Phone (101 and 999)	1
WARNINGS AND NOTICES TOTAL:	9	Email	25
PSPO warnings (verbal and written)	3	Online	0
Removal of alcohol incidents	0	Intelligence submissions	3
PSPO Fixed Penalty Notices	0	Verbal	5
Obstructive parking advisory notices	1	E-CINS logs (multi-agency platform)	4
Cycling (verbal)	5	ENVIRONMENTAL REPORTS TOTAL:	8
ASB INCIDENTS TOTAL:	1	Drug litter	0
Noise	0	Graffiti	2
Public order	0	Fly-tipping	4
Neighbours	0	Dog fouling	0
Other	1	Litter	0
Referrals to ADC ASB team	0	Hazards	2
COMMUNITY EVENTS ATTENDED:	9	SAFEGUARDING REFERALS TOTAL:	2
SCHOOLS CONTACTS/ENGAGEMENT:	0	Adult	2
REPORTS TO OPERATION CRACKDOWN:	2	Child	0
SIGNPOSTING ADVICE:	11	MULTI AGENCY MEETINGS ATTENDED:	3
VISITS TO VULNERABLE PEOPLE:	2		

ADDITIONAL COMMENTARY AND KEY HIGHLIGHTS:

02/08/21

Wickbourne – wallet found by a Warden containing cash and cards, owner located, and the wallet returned without issue.

Mewsbrook - Checks on previously reported graffiti in the skate park and follow up calls made to effect cleansing and removal.

03/08

Age UK – Digital inclusion drop-in session held with several attendees given basic IT advice and guidance.
Highfields, Wick – Several incidents of fly-tipping found and reported for removal.

04/08

Maltravers – Several cyclists riding on the footpath asked to dismount. They complied, no problems.

Checks on areas previously reported re: graffiti – confirmed removal.

Ruby Gardens – Reported homeless person self-erected shelter removed at Wardens request. Camp no longer occupied.

Linden Park – Travellers reported at Linden Park, details recorded and forwarded to Traveller Liaison and local Police for attention.

05/08

Town Centre and St Martins Car Park areas – pedal cyclist in High street asked to dismount which they did.

Brookfields Cemetery – local homeless person engaged with, assistance given regarding his circumstances, contacted his keyworker at Turning Tides on his behalf.

Town Centre – Information given to a Warden regarding alleged drug dealing in Bayford Road and Arcade Road. They were advised to report any further details should the incidents continue.

06/08

Mewsbrook Skate Park – Engagement with local skaters following allegations that they were responsible for recent ASB behaviour, advice given.

09/08

Mewsbrook - Security and safety advice at the Mewsbrook miniature railway

10/08

Highfields Park – criminal damage advice to group of 9 year olds regarding ongoing damage to the soft play area. Advice to two youths regarding the use of 'E' scooters on public roads.

11/08

Wheatcroft, Wick, polite parking notice issued to vehicle inconsiderately parked blocking footpath.

Beach area, known homeless female who required help was signposted to the Turning Tides service for further assistance.

In Caffyns field, Wardens were approached by a known local street drinker who alerted them to a male who was suffering from a self-induced drug overdose. The male had lost consciousness and was unresponsive. Wardens attended to the individual, called for an Ambulance, and assisted paramedics when they arrived on the scene. The male was eventually revived, but refused to attend hospital.

12/08

Beach area, team attended the Sandcastle on the Beach event, well attended, positive response from the public to the warden's presence.

Attended Netley Court, Town Centre, regarding reported ASB behaviour by local youths, nothing seen.

13/08

Local media reporter spent the morning with the Warden team, including accompanying them on patrols. Positive and supportive article published via Littlehampton Gazette social media and print.

14/08

Evening attendance at the 'Screen on the Green' event. Event well attended; area patrolled, and several groups of youths were engaged with.

Young people found near the slipway, apparently recently swimming in the River. Dangers around cold-water shock and 'tombstoning' explained to the group.

Words of advice given regarding PSPO behaviour given to small group of males drinking at Caffyns Field.

16/08

Maltravers and Marina Gardens area, two males asked to dismount pedal cycles on the promenade. Both complied with no issues.

17/08

Town Centre – Joint patrol with local PCSO. Two local homeless persons given warning as to behaviour at St Martins Toilet block.

18/08

Highfields Wick – Local litter pick event conducted with local residents. Well attended, large amount of litter collected, and raffle prizes given out to local children. Event conducted in conjunction with ADC Housing team and local Morrisons Community Champion.

19/08

Caffyns Field - PSPO and CPW warnings given regarding behaviour to local homeless street drinkers who had set up tents within the field.

20/08

Creative Heart (Tamarisk Centre) - Warden and local Fire and Rescue Service attended to engage with public and offer advice and engage about local issues.

23/08

Town Centre – Joint patrol with Arun District Council ASB team and local PCSO's.

Caffyns Field – Wardens present when notice served by ADC staff to the tented homeless in order to ensure that they vacate the area in a timely manner.

25/08

Mewsbrook Skate Park – Skate Jam event, Wardens provided a presence, engaging with young people participating and spectating the event. Really positive event that highlighted the positive role that young people have in our community and engaged some hard to reach young people in the community.

26/08

Morrisons, Wick – Community Warden 'drop-in surgery' sign posting to local agencies, giving advice and information as well as listening to the concerns of the community on both local and council related issues.

27/08

Warden assisted Safer Sussex to provide support session to female victims of domestic abuse.

31/08

Highfields Wick – Fencing around the soft play park found to be damaged and presenting a danger to local residents and children. Contractors contacted in order to effect repairs.

Engaged with local known drug users in the town centre area, signposted them to local agencies, advice and encouragement given.

Littlehampton Town Council

Non-Confidential

Committee: Policy and Finance

Date: 20th September 2021

Report by: Town Clerk

Subject: Mayoral Chain

1. Summary

The Mayor has suggested that the Chain be restored to its original silver look. This would require further investigation in terms of costs and options for repairs, maintenance, or replacement. It is therefore recommended that this matter be included for consideration as part of the forthcoming Budget Setting process.

2. Recommendations

The Committee is **Recommended** to:

Refer consideration of this matter for further consideration through the Budget Setting process.

3. Financial Implications

There is £2000 in Earmarked Reserves for this purpose.

Peter Herbert

Town Clerk

Littlehampton Town Council

Non-Confidential

Committee: Policy and Finance

Date: 20th September 2021

Report by: Town Clerk

Subject: Finance Report

1. Summary

- 1.1 The report highlights significant variances from budget in Income and Expenditure relating to the Policy and Finance Committee's budget for 2021 to 2022. Actual figures are shown in Appendix 1.
- 1.2 Variances that have been the subject of individual periodic reports are not reported on.

2. Recommendations

- 2.1 The Committee is Recommended to:
 1. Endorse the advice of the Town Clerk as set out on Paragraph 4 of the report and;
 2. Otherwise note the report.

3. Budget monitor 2021 to 2022

- 3.1 Members are reminded that Income and Expenditure is not always received, or paid out, evenly throughout the year. Therefore, fluctuations will occur as to the percentage of the budget used even when the Income or Expenditure is expected to be in line with the budget by the end of the financial year.
- 3.2 Central Admin & Support Services
 - 3.2.1 All expenditure is in line with expectations
 - 3.2.2 The 2021 to 2022 insurance has been paid for the year. It was £7,608 from a budget of £7,975. This is the second year of a three-year agreement with the Town Council's insurance provider.
- 3.3 Democratic Representation & Management
 - 3.3.1 £1,387 has been spent from Earmarked Reserves (EMR) on Councillors Laptops.
- 3.4 Town Management

3.4.1 £10,000 has been spent from Earmarked Reserves as part of the contribution to the Town Centre Regeneration Officer – using the Earmarked Reserves for Public Conveniences as previously agreed during budget setting.

3.4.2 £28,250 has been paid as part of the Town Centre Partnership Initiatives towards the parking scheme.

3.4.3 £1,974 has been paid for the mooring at the Pier Road berthing. Three of the five instalments of the Ferry Service Level Agreement have been paid.

3.4.4 £2,528 has been spent on Town Centre Event Match Funding.

3.5 Corporate Management

3.5.1 All expenditure is in line with expectations.

3.5.2 As at 30th June 2021 the Council had £1,956,416 in medium term investments and £500,000 in long term investments. See table below for the breakdown of current deposits.

Medium Term Investments as at 30/06/2021						
Bank	Date placed	Period of Investment	Amount Invested £	Interest rate %	Maturity Date	Total Investment £
Lloyds Fixed Interest	16/04/2021	1 year	£250,000	0.05%	19/04/2022	
	28/05/2021	95 day notice	£1,000,000	0.05%	N/A	
	07/06/2021	1 year	£250,000	0.05%	07/06/2022	
	04/06/2021	95 day notice	£250,000	0.05%	N/A	
						£1,750,000
CCLA Public Sector Deposit Fund	11/07/2013	N/A	£100,000	variable	instant access	
	19/08/2013	N/A	£100,000	variable		
		total interest rec'd	£6,455			
CCLA Local Authority Property fund	30/04/2015	N/A	£500,000	Variable	instant access	£500,000
TOTAL INVESTMENTS						£2,456,416

3.5.3 A dividend of £4,853.97 for the 3-month period April to June, has been received from the Local Authority Property Fund from a £500,000 investment.

3.5.4 The total balance of both bank accounts at 30th June 2021 was £1,049,808. The balance of investments was £2,456,416.

4. Town Council Budget 2022 to 2023

- 4.1 A report will be brought to the October meeting of this Committee setting out in detail the pressures that are growing on the budget for the next and future years. In summary there are likely to be increased costs for utilities services; a higher pay award than budgeted for this year; the new increases in National Insurance or the Social Care Levy and unbudgeted items such as the Town Centre Manager and Community Wardens. In addition, should Members decide they wish to expand the offer from the North Littlehampton Community Centre, this will also have potential revenue costs implications should borrowing be required.
- 4.2 Pending this report, the Town Clerk and Responsible Financial Officer will not be recommending any new items of significant expenditure to Committees where they impact next year's or future years' budgets. Furthermore, they will be exploring all areas where potential savings or efficiencies can be made for consideration as part of the budget round at the end of the year. Income streams will be considered similarly.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

BUDGET REPORT 2021/22

POLICY & FINANCE COMMITTEE MEETING 20th Sept 2021

SERVICE		Actual I & E as at 31/08/2021 £	Budget 2021/22 £
CENTRAL ADMINISTRATION & SUPPORT SERVICES*	Expenditure Income	10,719 -	22,318 25
DEMOCRATIC REPRESENTATION & MANAGEMENT	Expenditure Income	7,848 ✓	38,876
TOWN CENTRE MANAGEMENT*	Expenditure Income	45,535 -	127,530 -
CORPORATE MANAGEMENT	Expenditure Income	4,295 5,127 ✓	23,795 20,000 ✓
Total Expenditure		68,397	212,519
Total Income		5,127	20,025
Net Expenditure		63,270	192,494

*Only the part of the budget that P&F is responsible for is shown

Figures do not include salaries or overhead recharges from Central Admin, A Team or Manor House.

In addition to the above budgeted expenditure the following has been spent from Earmarked Reserves

Councillor Laptops	£
	1,387.00
Littlehampton Regeneration Officer Contribution	10,000.00
	<u>11,387</u>