



How to contact us

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2 September 2022

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

Community Resources Committee

Venue: The Fleming Room, Manor House, Church Street, Littlehampton

BN17 5EW

Date: Thursday 8 September 2022

Time: 6.30pm

Committee:

Councillor Blanchard-Cooper – Chair

Councillor Butcher

Councillor Molloy

Councillor Tandy

Councillor Turner

Councillor Dr Walsh KStJ

Councillor Woodman

Peter Herbert, Town Clerk

Agenda

2022 to 2023

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

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 9 June 2022, circulated herewith, pages 4 to 9. In accordance with the Town Council's 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. Allotments Strategy Task and Finish Group

To receive the notes of the meeting held on 27 June 2022, pages 10 to 12.

9. Sports Forum

To receive the notes of the meetings held on 1 August 2022, pages 13 to 15.

10. Officers Reports

10.1. Events Periodic Report

Attached, pages 16 to 22.

10.2. Museum Periodic Report

Attached, pages 23 to 33.

10.3. Community Resources Periodic Report

Attached, pages 34 to 63.

11. Finance

11.1. Finance Report

Report attached, pages 64 to 66.

12. 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.



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Minutes of the Community Resources Committee held in The New Millennium Chamber, Manor House, Church Street, Littlehampton BN17 5EW on Thursday 9 June 2022 at 6.30 pm

Present:

Councillor Blanchard-Cooper – Chair

Councillor Butcher

Councillor Tandy

Councillor Turner

Councillor Dr Walsh KStJ

2022 to 2023

1. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

3. Apologies

There were apologies from Councillor Woodman.

4. Declarations of Interest

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and or prejudicial interests that they might have in relation to items on the agenda. The standing declarations were noted.

Regarding Agenda item 13.5, Councillor Blanchard-Cooper declared a pecuniary interest as President of the Littlehampton Musical Comedy Society and Councillor Butcher declared a personal and prejudicial interest as a member of the Littlehampton Society. They both confirmed that they would leave the meeting if there was any discussion on the grant applications.

5. Minutes

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

6. Chair's Report and Urgent Items

There were none.

7. Public Forum

There were no public present.

8. Working Groups Memberships

Members were asked to confirm the membership of the Working Groups that reported to this Committee for 2022 to 2023: Allotments Working Group; Allotments Strategy Task and Finish Group; Christmas Lights Working Group. It was proposed that the memberships of the Allotments Working Group and the Allotments Strategy Task and Finish Group remain unchanged. Regarding the Christmas Lights Working Group, it was proposed that Councillor Butcher replace Councillor Tandy and it was also thought that Councillor Molloy may wish to be on this Group.

It was therefore Resolved that:

1. Councillors Blanchard-Cooper, Molloy, Turner and Tandy be re-appointed to the Allotments Working Group.
2. Councillors Molloy, Tandy and Turner be re-appointed to the Allotment Strategy Task and Finish Group.
3. Councillors Blanchard-Cooper, Butcher and Turner be appointed to the Christmas Lights Working Group and Councillor Molloy if she wishes.

9. Allotments Working Group

- 9.1. The Committee received the notes of the meeting, previously circulated, held on 19 May 2022, previously circulated, with no matters arising.

It was Resolved that:

The Notes of the Allotments Working Group meeting held on 19 May 2022 be noted.

10. Allotments Strategy Task and Finish Group

- 10.1. The Committee received the notes of the meetings, previously circulated, held on 12 April and 17 May 2022, with no matters arising.

It was Resolved that:

The minutes of the Allotments Strategy Task and Finish Group meetings held on 12 April and 17 May 2022 be noted.

11. Christmas Lights Working Group

- 11.1. The Committee received the notes of the meetings, previously circulated, held on 20 April and 16 May 2022, with no matters arising.

It was Resolved that:

The minutes of the Christmas Lights Working Group meetings held on 20 April and 16 May 2022 be noted.

12. Sports Forum

The notes of the meeting, previously circulated and held on 9 May 2022 were received. It was noted that nominations had opened for the Sports Awards and information published on the Town Council's website. It was reported that the Norfolk Bowling Club wished to join the Forum. This request was noted and would be taken forward by Officers.

It was Resolved that:

1. The minutes of the Sports Forum meeting held on 9 May 2022 be noted.
2. The request for the Norfolk Bowling Club to join the Sports Forum be taken forward by Officers.

13. Officer Reports

13.1. Standing Orders and Urgent Actions

The Committee received two urgent actions, previously circulated, relating to approval of the layout of the new Southern Allotments site at Holly Drive and changes to the keys for the allotments including increasing the key deposit and replacement fee to £10 to cover the increased cost.

It was Resolved that:

The Urgent Actions be noted.

13.2. Relocation of the Town Centre Christmas Tree

- 13.2.1. The Committee were asked to consider a proposal from the Christmas Lights Working Group to change the permanent position of the Town Centre Christmas tree. Estimated costs had been obtained for this work from the contractors undertaking the public realm improvements and it was noted that a decision was required urgently so that the move could be accommodated within these works. The Assistant Town Clerk cautioned that there was no budget for this and that if approved the project costs, currently estimated at £8,250, would have to be met from the Community Resources Initiatives Budget. It was noted that this would leave very little in this budget should other initiatives come forward later in the year.

- 13.2.2. As the costs could only be estimated and may reach £10,000, Councillors had also been consulted on the proposals in accordance with the Town Council's Standing Orders, Section 13.d. The proposed decision had not been called in and the main observation was that the Council faced a very tight budget. Observing that the tree had been in the same position for many years, the move was considered a priority

that would see the tree re-positioned more centrally in the newly paved High Street and fit in with the launch of a new lighting scheme in 2023. The timing was also considered opportune as it would be more expensive to revisit once the public realm improvement works were completed. In view of the tight timescale it was also considered sensible to delegate authority to the Town Clerk to progress this.

It was therefore Resolved that:

Authority be delegated to the Town Clerk to progress the relocation of the Town Centre Christmas tree.

13.3. Events Periodic Report

- 13.3.1. The Committee received a report, previously circulated, which provided an update on the Easter Out and About sessions and progress with the preparations for the rest of the 2022 to 2023 events programme. Regarding the Platinum Jubilee beacon lighting, feedback had been positive and the event well attended. However there had been criticism regarding the quality of the audio sound which was poor and the catering which appeared overwhelmed. Members were disappointed as this had been highlighted as an issue at events held here in the past. This was in part due the event proving more popular than expected but Members did wish to ensure that the Council's events at the beacon and Stage by the Sea included decent sound support and that this be investigated. In taking this work forward it was also suggested that systems which could be used at the Council's community centres and hired out also be explored.
- 13.3.2. Regarding event catering, it was reported that the availability of pitches had not been publicised using Facebook or the Progress newsletter. This had been identified as part of the actions Councillors wished taken to more widely promote the availability of pitches at the Town Council's events earlier in the year and Members considered this a missed opportunity. Observing that catering provision at the forthcoming Armed Forces Day and the remaining events in the 2022 to 2023 programme were yet to be finalised, it was requested that this be reviewed and initiated immediately so that local businesses in particular were notified of the opportunity to take up catering pitches at the Town Council's events.

It was Resolved that:

1. External audio sound systems be investigated as set out in Minute 13.3.1 and options prepared for consideration by the Committee at the next meeting.
2. Catering pitches at the Town Council's events be publicised on social media and the use of the Progress newsletter also be explored.
3. The contents of the report be otherwise noted.

13.4. Museum Periodic Report

The Committee received a report, previously circulated, which contained updates on the Museum's events programme, including engagement figures and staffing. Members were pleased to note that the museum was now fully staffed and that volunteers were returning. The student placement was also welcomed and considered a valued addition to help with the ongoing Collections Documentation work as outlined in the 2022 Documentation Plan. Members proceeded to approve a number of potential acquisitions comprised of items relating to the social history of Littlehampton.

It was therefore Resolved that:

1. The acquisition of items detailed in Appendix Two, attached to the report, be approved.
2. The Documentation Plan 2022 in Appendix Three, attached to the report, be noted.
3. The contents of the report be otherwise noted.

13.5. Grant Aid Applications

The Committee received a report and recommendations for the award of the 2022 Grant Aid, previously circulated. The report also set out some of the feedback that had been received to date from groups that had benefitted from awards under the 2021 scheme. This year's applications had seen a change in terms of both the funding requested, an all-time high of £65,217, and some new groups and initiatives. The Committee acknowledged the challenges of this high level of demand and considered that the awards would provide much-needed support to tackle issues post pandemic and the cost-of-living crisis that it was thought many in the community would be likely to face in the near future. Assessing the applications had been a difficult task and Members thanked the Community Resources Officer for his work on this. The Committee also considered that the volume and nature of applications was such that the scheme criteria should be reviewed before next year's scheme was launched.

It was therefore Resolved that:

1. The recommendations regarding the award of the 2022 Grant Aid as set out in Appendix A, attached to the report, be approved.
2. The successful projects undertaken last year due to the Town Council Grants scheme be noted.
3. The Grant Aid Criteria be reviewed later in the year and any changes be prepared for consideration by the Committee in the Autumn.

13.6. Community Resources Periodic Report

- 13.6.1. Members received a report, previously circulated, which highlighted work being undertaken by the Community Resources Officer to progress the projects and initiatives within the remit of this Committee. The report comprised updates on the allotments, key contracts, and community facilities. Discussion focussed on the planned Food Network meeting which aimed to deliver a coordinated approach to tackling issues of food poverty, waste and growing in Littlehampton. The strong view was expressed that this was timely as the cost of living was likely to become a bigger crisis.
- 13.6.2. With this in mind it was also suggested that the local Member of Parliament be informed of this important local development and that his support for the initiative be enlisted to promote the need for action in this area. This was noted and would be taken forward at the planned meeting. Finally, observing that the Community Resources Officer would leaving the Town Council at the end of the month, Members thanked him for his hard work and wished him well in the future.

It was therefore Resolved that:

The contents of the report be noted.

14. Finance

14.1. 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.

It was therefore Resolved that:

The report be noted.

15. Exempt Business

There was none.

The meeting closed at 7.10 pm.

Chair



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Notes of the Meeting of the Allotment Strategy Task and Finish Group held online through Microsoft Teams on Monday 27 June 2022 at 2.00 pm

Committee:

Councillor Michelle Molloy – Chair
Councillor Tandy
Councillor Turner

Also Present:

Juliet Harris, Assistant Town Clerk

2022 to 2023

9. Mobile Phones

Members were reminded that the use of mobile phones other than on silent was prohibited.

10. Apologies

There were no apologies.

11. Declarations of Interest

There were none.

12. Notes of the Last Meeting

The Notes of the meeting held on 17 May 2022, previously circulated, were confirmed as a true record and arrangements would be made for these to be signed at a later date.

13. Survey Feedback

Members received the results of the Allotments Questionnaire and the following observations were noted.

- 13.1. Community Pilot Scheme – whilst there was support for this type of initiative, finding enough volunteers would be problematic.

- 13.2. Administration Fee – three quarters of respondents were not in favour of the introduction of this type of fee. Whilst Members understood the burden that an additional cost could bring, this was not considered unreasonable. It was however also felt that the Council could be more transparent in communicating the costs associated with operating the allotment sites and make use of the Newsletter to achieve this.
- 13.3. Surplus Produce – With food waste in mind, Members noted options for splitting plots, buddying and sharing produce to be explored as part of the work developing the Strategy.

14. Draft Allotments Strategy Review

The Group had before it a draft Strategy for consideration. The Assistant Town Clerk explained that this had been formulated taking into consideration the Town Council's Strategic Aims and Objectives and the earlier discussions of the Group. Members were invited to comment on the draft and indicate where further work was required. It was noted that the feedback from the recent survey would be incorporated alongside the Member review of the draft to shape the final document.

- 14.1. The draft document was the culmination of a significant amount of research which Members felt that the aims and objectives would be better communicated if it was ordered under key a handful of main headings:

- **Meeting the need for allotments**
Including rationalising the sites if opportunities arise and consideration of alternative ways to manage sites eg, CICs, Charities, formalised horticultural groups, land swaps.
- **Promoting Allotment Use and Good Husbandry**
- **Improving the Financial Position of the Service**
- **Excellent Administration of the Service**
- **Improving Sustainability**
Including providing an organic site if there is the demand
- **Ensuring the Service is Properly Resourced**
- **Community Horticultural Projects**
- **What Tenants Want**

- 14.2. Within these headings the objectives needed to be assessed in terms of the timescale for achieving them to reflect that this was a five- to ten-year strategy. Members also highlighted areas where further research was required with a view to potentially making additions to the strategy:

14.3. Managing Green Waste

Investigative it was possible for green waste to be collected from sites in the same way that household waste collections operate.

Research composting options. It was noted that this would need to be closely monitored on the sites.

14.4. Fees and Charges

- Investigate standardisation of deposit fees based on the most common sizes currently offered ie 2.5, 5 and 10 rod, to better reflect the work often required to bring the plot back to a standard for re-letting.
- Investigate fixing fees or changes in fees for more than one year. It was noted that Allotments legislation requires annual rent fees to be set a year in advance.
- When advertising fees and charges put into context by using comparisons eg: fruit and vegetable prices. Look to introduce an admin fee to cover the costs of processing payments, viewing and getting tenancy agreement in place. Twenty-five to thirty pounds was considered to be more representative of the actual cost of administering the waiting list.
- Investigate one-off charges for keeping poultry or bees on the sites to cover additional admin, monitoring, and pest control costs.
- Digitisation – the project being investigated by the Town Council should deliver efficiencies in the administration process – promote changes in a positive light.

14.5. Monitoring and Review

Develop a monitoring tool to measure and review performance of the strategy once it was approved and in operation.

14.6. Discounts

Investigate the possibility of a discount to those in receipt of benefits or a pension. It was noted that the council would need to obtain evidence and that this would be explored as part of the digitisation project.

14.7. Action

It was agreed that these points would be investigated with a view to formulating options for consideration by the Community Resources Committee in the Autumn for inclusion as part of the Budget setting process later in the year. The Strategy would also be updated to reflect the earlier comments of the Task and Finish Group and where appropriate the feedback from the survey.

15. Next Meeting

Agreed for Monday 1 August 2022 at 2.00 pm through Microsoft Teams.

The meeting closed at 2.40 pm.

Chair

**Notes of the Littlehampton Sports Forum held in the New Millennium Chamber,
Littlehampton Town Council on Monday 1 August 2022 at 6 pm**

Present:

Councillor Billy Blanchard-Cooper, Chair of the Sports Forum
Kieran Gibbins, Events and Town Centre Strategy Manager, Littlehampton Town
Council – KG
Sophie Budd, Events and Business Admin Support Apprentice, Littlehampton Town
Council
Tyndall Jones, David O Jones Sports – TJ
Derek Fish, Arun Yacht Club & Arun Runners – DF
Phill Morley, Littlehampton Cricket Club – PM
Celia Fastnedge, Littlehampton Croquet Club – CF

1. Introductions

None.

2. Apologies for absence

Hugh Milner, Phil Tozer and Paula Merridue sent their apologies.

3. Notes of Previous Meeting

The notes of the previous meeting were agreed as a true record.

3.1. Matters Arising

None.

**4. Sports Award Nominations, Sports Excellence Grants Applications and
Sports Awards Ceremony**

KG updated the group that the deadline had passed and they had received a total of 18 nominations for the Sports Awards and two Sports Excellence Grant applications. Both had been advertised on social media and the Town Council website, and in Progress Newsletter and the Littlehampton Gazette. Details had also been emailed to all Sports Forum Members to circulate to their respective members. It had been agreed to reopen the application process for a further two weeks to allow for additional nominations to be submitted.

TJ questioned whether it would be beneficial to move the Sports Awards Ceremony to another time of the year as many sport seasons do not take place over the summer months. KG highlighted that people could be nominated based on achievements in the past 12 months and not just the current season. The Chair of the Sports Forum queried whether the Sports Awards could be combined with the Merit Awards that take place in May moving forwards. A review of the Sports Forum would be discussed internally to improve the functionality moving forwards. The forum agreed collectively that this would be beneficial.

5. Members Update

5.1. Littlehampton Croquet Club

The club's membership had increased to 48 members and 5 social members since the date of the last meeting. Representatives of the club had attended an event hosted by the Rotary Club of Littlehampton and had gained 2 new members.

Due to bad weather, attendance to the club's open day had been minimal. The Croquet Club had a successful day when hosting the Centenary Cup, finishing in third place. The Mayor of Littlehampton Councillor Jill Long had opened the event and presented the trophy to the winning team.

The club had hosted a picnic to celebrate the Platinum Jubilee which members enjoyed. The club had also booked a table at the Town Council's Town Show and Family Fun Day event after recommendation at the previous meeting of the Forum. It had been hoped that this would raise awareness of the club and attract new members.

The club had recently begun renting lawns to the Littlehampton U3A on Monday evenings, offering refreshments, lessons and games. This had experienced a good turnout initially, with 17 people attending. This had dropped to 10 people the following week.

The new irrigation system had been installed and had so far been working well.

The Croquet World Cup was to take place on the week commencing Monday 1 August and was to be held at Southwick.

5.2. Littlehampton Rugby Club

The rugby season had not yet begun and therefore no fixtures or training had taken place. The club had reported good membership and that they had managed to retain the majority of their previous members into the new season.

The club had been due to host their annual 'Tens Tournament', but had not had the same take up as previous years. The tournament had previously attracted around 10 teams but they had only received interest from 4 teams.

Training had been moved to the Angmering School as this had proved to be more financially viable than the Littlehampton Academy.

Representatives of the club had been in contact with Arun District Council and Barrett Homes in regard to the Kingley Gate site. The club hoped to receive the keys to the site soon so fixtures could take place imminently. The key exchange had already been postponed and therefore the Chair of the Sports Forum had offered to help as a District Councillor if this had not been resolved in the next fortnight.

5.3. Littlehampton Badminton and Squash Club

John Chard had been appointed as the new Chairman of the club and membership had increased to 420 members with many renewing their membership with the club. The club would be hosting a Shuffle Board Evening on 17 September. The club could be contacted directly for additional information.

5.4. David O Jones Sports

Littlehampton Town Football Club's success in last season's FA Vase had helped footfall into the shop. It had also lead to a collaboration between the football club and David O Jones for the production of the team's official playing kits moving forward. The shop was now also able to offer various printing services for club memorabilia.

The shop was also looking into installing solar panels to help reduce the impact of rising energy costs and investigating the planning requirements.

6. Any Other Business

None.

7. Date of Next Meeting

Monday 7 November 2022 – To be confirmed.

Littlehampton Town Council

Non-Confidential

Committee: Community Resources

Date: 8 September 2022

Report by: Town Clerk

Subject: Events Periodic Report

1. Summary

- 1.1. The report sets out recent matters of relevance to this Committee including an update of the 2022 to 2023 events programme. The report summarises the outcome of the Platinum Jubilee Celebrations, Armed Forces Day, Sandcastle Competition and Screen on the Green events. The report also provides an update on the Town Show and Family Fun Day, Remembrance Sunday and Christmas Lights Switch-on events as well as plans for a time capsule themed event planned for October 2022.

2. Recommendations

2.1. The Committee is Recommended to:

1. Note the outcome of the Summer 2022 events programme – paragraphs 3.1 to 3.4 refer.
2. Note the update on the preparation of the Autumn–Winter events programme – paragraphs 3.5 to 3.6 refer.
3. Note the update on proposals for the Christmas Lights Switch-on and Christmas themed activities – paragraph 3.6 refers.
4. Otherwise note the report.

3. Summer Events Programme

3.1. Queen's Platinum Jubilee

- 3.1.1. The Town Council celebrated Her Majesty the Queen's Platinum Jubilee by hosting two events: a Beacon Lighting on Thursday 2 June and Big Jubilee Lunch on Sunday 5 June.
- 3.1.2. The Beacon Lighting event took place on Littlehampton Seafront on Thursday 2 June between 9 pm and 10.30 pm. The Littlehampton Sea Cadets Band performed at 9 pm before the Mayor delivered a speech to commemorate the Jubilee and officially open the event. A local bugler played the bugle call 'Majesty' before the Sea Cadets Band returned to play the National Anthem. The seafront beacon was lit at 9.45 pm by the Mayor and

Chairman of Arun District Council. The event was well attended by residents and local veterans and dignitaries. Refreshments were sold by the Barista Bros on Banjo Road.

- 3.1.3. The Big Jubilee Lunch took place on East Green on Sunday 5 June between 12 pm and 3 pm. The event was supported by Turning Tides and Littlehampton Community Fridge – Fare Divide and was also attended by the Littlehampton Bonfire Society, Nautical Training Corps and Littlehampton Armed Forces Veterans Breakfast Club. Lancing Brass of the Royal British Legion performed at the event and the Littlehampton District Lions Club provided visitors with free hot drinks. Councillors Blanchard-Cooper and Woodman worked with local supermarkets to prepare packed lunches for less privileged members of the local community who were able to redeem their lunch with a voucher prepared in-house by Officers.
- 3.1.4. Both events were well received by the majority of the local community, particularly the Big Jubilee Lunch. However, Officers received a couple of complaints regarding the length of the Beacon Lighting event and the quality of the Town Council's Public Address system. The quality of sound was affected by the wind direction. The equipment is only used for speeches at Armistice Day and at the Sports Awards Ceremony and in the Town Show Horticultural Tent, which take place under shelter.
- 3.1.5. Publicity included 4,000 doubled-sided A5 flyers which were distributed to local businesses, information points and primary schools; 4 roadside banners displayed at Norfolk Gardens, Worthing Road and Rosemead Park; advertisement on the official Platinum Jubilee website; dedicated pages on the Town Council and Visit Littlehampton websites; inclusion in Progress Newsletter and Visit Littlehampton What's On guide; and press releases distributed to multiple press outlets. Various posts were also published on the Visit Littlehampton and Town Council social media channels.
- 3.1.6. To further celebrate the Jubilee, 250 metres of Union Jack bunting and two PVC banners were ordered and displayed in the High Street and Beach Road.

3.2. Armed Forces Day

- 3.2.1. The event was held on Saturday 25 June in line with national celebrations. The event was extremely well attended and many members of the public have called it the best Armed Forces Day event to date.
- 3.2.2. A Starlings Aerobatic Aerial display was supplied by R5 Air Displays. Norm Webster was the contracted Flight Display Director who has worked with the Council since 2012. A successful bid was submitted for a Battle of Britain aerial display, which was booked at a very reasonable rate of £1,210. A civilian Spitfire display costs in the region of £5,000. Although a Spitfire was scheduled to display, a mechanical fault before take-off meant it was replaced by a Hawker Hurricane. The support of the Lifeguards, Harbour Board, the Royal National Lifeboat Institution and Foreshore staff was invaluable to the success of the aerial display.
- 3.2.3. Other highlight attractions included the Stannage Stunt Team, an armoured vehicles display, an arena performance from the Gatwick Caledonian Pipe Band, the Cadets Massed Band and a line-up of vintage military vehicles and fire engines. The vehicle owners in attendance expressed their satisfaction

with the event and showed interest in supporting it again in the future. The Museum had a tent with military artefacts and information boards which attracted more than 1,000 people over the course of the day.

- 3.2.4. Officers placed a bid for the attendance of a military band at the end of 2021 and were allocated the Band and Bugles of the Rifles between 12 pm and 5 pm. The arena performance of the Rifles was a highlight for many in attendance and the uniformed groups that took part in the sunset service expressed their joy in being able to play alongside the band. As part of the agreement for the band's attendance, the Town Council provided refreshments sourced from local business Kayla's Kitchen.
- 3.2.5. A total of 16 organisations attended the event with fundraising stalls and the results of a feedback survey indicate that approximately £3,900 was raised by the seven stalls that responded to the financial section of the survey. One group raised over £1,000 on the day. In total, 13 organisations were made up of uniformed groups.
- 3.2.6. Event sponsor, Harbour Park and local uniformed groups including the Nautical Training Corps, the 4th, 5th & 7th Littlehampton Scouts, the Littlehampton Sea Cadets, the Sussex Army Cadets and the Royal British Legion Littlehampton Poppy Appeal, and the Sussex Riders – assisted in the planning of the event once again.
- 3.2.7. This year's event was in aid of the Royal British Legion Poppy Appeal. Commercial stallholder pitch fees and 20% of each caterer's takings totalling £713 were donated to the charity. The donations were made up by three caterers; Potato Box, Dal Fuoco Pizza, Jim Jam's Bakes & Barista Ltd, and three commercial enterprises; Littlehampton Organisation of Community Arts, Select Ceramics, and Time For The Signs. The addition of alternative caterers was agreed with Harbour Park prior to the event taking place and worked well.
- 3.2.8. Publicity included the distribution of 4,000 double-sided A5 flyers and 50 A4 posters; 4 roadside banners displayed at the Worthing Road, Norfolk Gardens and Rosemead Park banner sites; inclusion in Progress Newsletter and the Town Council events guide; a dedicated event page on the Visit Littlehampton website; and listings on the National Armed Forces Day and Harbour Park websites. The event was also publicised extensively on the Visit Littlehampton Facebook page. The various Armed Forces Day posts published between 11 June and 2 July reached 13,941, up 78% on the three-week period prior to 11 June.
- 3.2.9. Feedback from both members of the public and the Charity Fair organisations was extremely positive. Suggestions for 2023 included hiring additional speakers in the charity fair area, to ensure announcements could be heard across the entire site.

3.3. Sandcastle Competition

- 3.3.1. The popular Sandcastle Competition was held on Tuesday 9 August between 11 am and 12 pm to fit in with the optimum tide. The event took place on East Beach near the Stage by the Sea, with the support of Harbour Park. Prizes were also donated by Bah Humbug Sweets, East Beach Café, Mewsbrook Park Café and Morrisons. Members of the Morrisons Community

Champion Team attended the event to provide participants with free refreshments.

- 3.3.2. Figure 1 below shows the total number of entries for 2022 in comparison to 2021. The figures show that there was a significant increase in participant numbers for this year. This is likely due to a combination of the recent sunny weather which brought an increase in tourism and the relaxation of COVID-19 restrictions. This year the competition attracted only three participants from London, which is a significant decrease from the 27 children that attended in 2019. Additionally, Bognor Regis hosted some small events on the same day which may have impacted attendance from neighbouring towns.

	2021	2022
Total Number of Participants	171	320
Top 5 Towns	Littlehampton: 83 Rustington: 15 Worthing: 13 Bognor: 8 Angmering: 7	Littlehampton: 197 Bognor: 20 Rustington: 15 Worthing: 14 Yapton, Ford: 11

Figure 1: Sandcastle Competition statistics 2022

- 3.3.3. The event was very well received on the Visit Littlehampton Facebook page with the most popular post reaching over 11,300 people. The same post had 189 reactions, comments and shares. The most popular demographic was women aged 25 to 54. In terms of location, over 50% of the people that saw the post were based between Littlehampton and Brighton. The insights from the figures correlate with the data highlighted in the table above.
- 3.3.4. The competition was divided into three age categories; five and under; over five and ten and over. There was also a separate category for 2022 to celebrate Her Majesty the Queen's Platinum Jubilee. The most popular category was the over 5's with 143 participants. 98 children entered the 10+ category and 79 children registered in the 5 and under category. In total, families attended from 20 different towns across Sussex. There were also visitors from London, Bristol, Hereford, Bracknell and Toronto. The four separate categories were judged by the Littlehampton Organisation of Community Arts Team, The Mayor and the Morrisons Community Champion Team. Councillor Blanchard-Cooper acted as compere on the day.

3.4. Screen on the Green

- 3.4.1. The event was held on Saturday 20 August on East Green. The film shown was 2021 Disney musical fantasy comedy film, Encanto. Officers booked a silent disco, which families and friends enjoyed for free from 6.30 pm until the film started. The entire event offering was very well received, with various attendees, contractors and caterers of the event commenting on how well organised and managed the event was.
- 3.4.2. Caterers included Potato Box, The Littlehampton District Lions, Nic and Ben's Entertainment, Dal Fuoco, and the Vegan Street Food Company. All vendors were visited throughout the evening and reported good takings,

with three of the caterers selling out entirely. The caterers were all situated on East Green by Beach Crescent.

- 3.4.3. It is estimated that a mixed demographic of around 3,000 people attended the event. The crowd was larger in comparison to the previous two Screen on the Green events. There are number of factors which may have affected attendance include the weather, time of the event and the film selection. The audience was a mix of families and mature adults. Hundreds of families appreciated the free silent disco and many stated this as a contributing factor in attending the event.
- 3.4.4. Approximately £459 was collected by Tyndall Jones for the Mayor's charity – the Arundel & Littlehampton District Scouts.
- 3.4.5. The event was publicised on the Visit Littlehampton and Town Council Facebook pages and websites. Roadside banners were developed and displayed at the Worthing Road, Norfolk Gardens and Rosemead Park banner sites. 4,000 double-sided A5 flyers were printed which also advertised the Waterfront Festival and Thundercat Racing events which took place over the weekend of 13 and 14 August. The flyers were distributed to local businesses and primary schools.

3.5. Town Show and Family Fun Day

- 3.5.1. The event will take place on Saturday 10 September between 12 pm and 5 pm at Rosemead Park. A total of 47 organisations will attend the event and be part of the Community Marquee. Additional doors and windows will be left open in the marquee to allow for better ventilation as a couple of organisations have expressed their concern at the possibility of large crowds.
- 3.5.2. 12,000 double-sided A5 flyers have been printed and distributed to a combination of local residents and businesses. Flyers will be delivered to local primary schools when they have reopened for the new term.
- 3.5.3. The 'Elephant in the Room' band and the local 'Regis Jazz Band' will perform at the event. The Sussex Tornados Cheerleading Group and the Dog Show will take place in the arena in front of the stage at the beginning of the event. Arun Youth Projects will provide a free silent disco and Littlehampton Organisation of Community Arts will both provide a free 'chill out zone' for local children to take part in. Officers have also booked a laser tag zone, inflatables. and rides courtesy of Nic and Ben's Entertainment and a tie dye work shop run by Brighton-based artist, Amy Kelly-Miller.
- 3.5.4. Local caterers; KB's Burgers & Bites, Charlotte's Kitchen, Passione Napoletana, Potato Box, the Littlehampton District Lions Club, Nic & Ben's Entertainments, and Carnival Ices will provide food and refreshments at the event. A further three local traders had been expected to attend but have had to pull out due to unforeseen circumstances. Replacements have been found and will be confirmed shortly.

3.6. Remembrance Sunday

- 3.6.1. The event will take place on Sunday 13 November in line with national celebrations throughout the United Kingdom. The parade will muster in the High Street and march down Beach Road before disbanding at the War

Memorial. The parade will be made up of local uniformed groups and dignitaries. Officers will liaise with the project manager of the High Street works to ensure access is not an issue on the day of the event.

- 3.6.2. Starting at 11 am, the service will honour the service and sacrifice of our Armed Forces community, the British and Commonwealth veterans, the Allies that fought alongside us and the civilian servicemen and women involved in the two World Wars and later conflicts.
- 3.6.3. Officers will submit a road closure application and the necessary documentation to Arun District Council.
- 3.6.4. A service will take place in St Mary's Church, read by Father Williams after the Memorial Service at the War Memorial.
- 3.6.5. A copy of the parade orders will be downloadable from the Littlehampton Town Council website and paper copies will be available from the Manor House reception.

3.7. Christmas Lights Switch-on

- 3.7.1. The event will take place on Saturday 19 November in Littlehampton High Street. For the first time, the event will take place on a Saturday and will run from 3 pm and 8 pm. The event has been moved from a Friday to avoid a clash with the High Street market. This allows contractors to set up in plenty of time for the event and also mitigates the risk of any vehicle collisions with market traders and contractors exiting and entering the site simultaneously.
- 3.7.2. The event will follow a similar format to previous years and will feature live performances on the main stage outside Boots and further non amplified performances outside Sainsbury's. Other attractions include children's rides in Clifton Road and Duke Street, festive stalls and food stalls, Santa's Grotto and Christmas storytelling and live reindeer in Clifton Road.
- 3.7.3. As part of the Joint Town Centre Events Programme Initiative a high quality trail entitled the '12 days of Christmas' is planned with Artsworks. The proposals, if approved by the Policy and Finance Committee, will include a trail similar to the EGGstravaganza delivered at Easter which will see artists working with schoolchildren to create decorations for the town's Christmas tree and the windows of 12 participating businesses. The public will also be able to get involved by attending a drop-in session to create pieces for the tree and trail during the October half-term break. A prize draw will form part of the trail with completed entries going into the draw to win one high value prize or one of the 11 smaller prizes. Businesses will be asked to donate items for the draw. Members will recall that in previous years the Town Council has run an Advent Calendar competition with local businesses providing prizes. It should be noted that if the "12 Days of Christmas" festive trail proposal is approved by the Policy and Finance Committee this will replace the advent calendar event reducing the burden on local businesses to fund multiple prizes but still encouraging customers to visit the Town Centre and shop locally in the run up to Christmas.
- 3.7.4. In addition to the trail, Officers will deliver two festive events in the High Street as part of the Joint Programme; one on 26 November and another on 10 December. Each event will feature free entertainment, activities and attractions and will follow a similar format to the Welcome Back Fund events

from December 2021 and those of the recent Love Local Arts Summer 2022 event programme. Officers will approach Applause, the Arts Council agency that links performers and artists with community events programmes, to provide entertainment once again as the acts booked for the Love Local Arts summer programme proved popular with local families. Officers will liaise with Applause to determine the available acts from their winter programme. The dates were selected to fit in with other community activities including two artisan markets; Small Business Saturday on 3 December, and Christmas Special 17 December.

- 3.7.5. In previous years the winner of the name an elf competition has been invited to assist the Mayor in switching on the Christmas lights. The competition has had minimal uptake for several years and does not have the desired engagement. Officers will liaise with the Mayor to devise a replacement competition. The winner will switch on the lights with the Mayor at the event.

4. Financial Implications

- 4.1. A combined budget of £2,352 was allocated to the Platinum Jubilee Celebrations from the 2022 to 2023 Community Budget. Expenditure was within the allocated budget.
- 4.2. A budget of £13,500 was allocated to the Armed Forces Day event from the 2022 to 2023 Community Budget. Harbour Park contributed £1,500 and a grant of £2,593.84 was awarded by the Ministry of Defence. This brought the total budget to £17,593.84. Expenditure was within the allocated budget.
- 4.3. A budget of £500 was allocated to the Sandcastle Competition event from the 2022 to 2023 Community Budget. Expenditure was within the allocated budget. £85.00 of income was generated from Harbour Park to contribute towards the cost of the buckets.
- 4.4. A budget of £13,500 has been allocated to the Screen on the Green event from the 2022 to 2023 Community Budget. Expenditure is expected to be within budget.
- 4.5. A budget of £19,200 has been allocated to the Town Show and Family Fun Day event from the 2022 to 2023 Community Budget. MyLife West Sussex have sponsored the event at a cost of £2,000 bringing the total budget to £21,200. Expenditure is expected to be within budget.
- 4.6. A budget of £1,900 has been allocated to the Remembrance Sunday event from the 2022 to 2023 Community Budget. Expenditure is expected to be within budget.
- 4.7. A budget of £5,800 has been allocated to the Christmas Lights Switch-on event from the 2022 to 2023 Community Budget. Expenditure is expected to be within budget.

Peter Herbert
Town Clerk

Littlehampton Town Council

Non-Confidential

Committee: **Community Resources Committee**

Date: **8 September 2022**

Report by: **Town Clerk**

Subject: **Museum Periodic Report**

1. Summary

1.1. The Report Contains:

- Museum Update
- Engagement Figures
- Collections Care and Conservation Plan 2022
- Museum Acquisitions
- Financial Implications

2. Recommendations

2.1. The Committee is Recommended to:

1. Consider the recommended acquisition of items detailed in Appendix A.
2. Otherwise note the report.

3. Museum Update

3.1. Staffing

3.1.1. Volunteers

The Museum now has an almost full quota of volunteers coming to the Manor House to work, mainly on the Documentation Project. We are still looking for remote volunteers to tackle tasks such as the transcribing of the accession registers. About half of the 34 registers have been transcribed to date.

3.2. Exhibitions

The Oh Mr McGill! Exhibition, featuring the comic postcards of Donald McGill has now closed, but was a success, with many visitors coming specifically to view the exhibition.

The exhibition by local artist David Webb has finished in the Butterworth Gallery. David was selling his work, with all proceeds to the Disasters Emergency Committee Ukraine Humanitarian Appeal and made £1,400 for this cause. The exhibition was also part of the Littlehampton Arts Trail and Arts Festival.

Artwork by Richard Kemp was also on display in the Museum as part of the Littlehampton Arts Trail until the end of July.

We are accepting entries for the Open Art exhibition on the theme “Hope”, due to be installed in the Hearne and the Butterworth Galleries from 24 September to 23 November.

3.3. Events

The Museum attended the Armed Forces Day event on 25 June, which was very successful with 1015 visitors to the Museum tent during the day and shop sales of £121.

The Museum organised some free outreach events over the Summer to complement the “Oh Mr McGill!” exhibition, involving postcard printing and Punch and Judy shows. These include two on the High Street – in association with Littlehampton’s Organisation of Community Arts and the Fedora Group – on Saturday 9 and 23 July, one at the Wickbourne Centre on Wednesday August 17 – Fedora Group, and one outside the Museum on 20 August – Fedora Group.

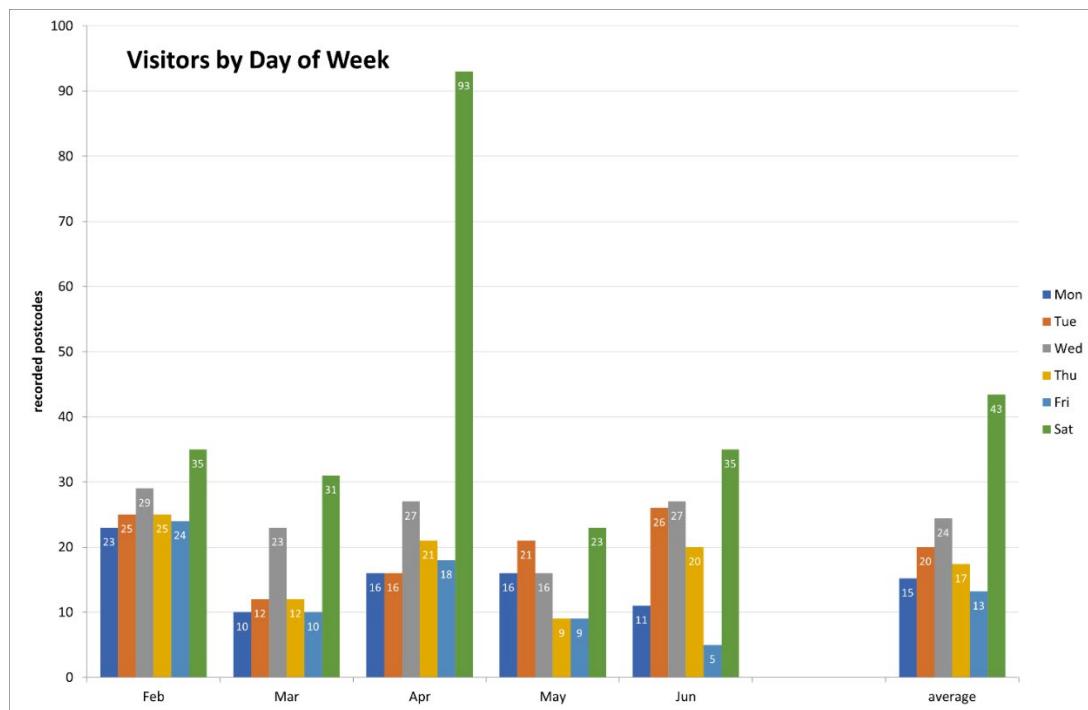
In addition, we launched some new activities in the Museum for the school summer holidays. These include a new children’s reading area in the Butterworth Gallery and a children’s table in the Maritime Gallery for maritime related colouring and craft. A Lego ship building activity is planned for the October half term.

3.4. Visitor Engagement

3.4.1. Visitor Figures

2022	Number of Visitors
January	122
February	492
March	277
April	946
May	280
June	339
July	514
Total:	2,970

3.4.2. Days of the Week Visitor Analysis



3.4.3. Enquiries

2022	Number of Completed Enquiries
January	7
February	12
March	7
April	6
May	10
June	4
July	7
Total:	53

3.4.4. Website Engagement Figures

2022	April	May	June	July
Views	4014	3101	2761	2877
Number of users	1258	971	880	878
Pages per session	2.54	2.53	2.57	2.62

3.4.5. Museum Outreach

Loan Boxes

	April	May	June	July
Number of students or group members engaged	30	0	90	60
Number of loan boxes booked	2	0	1	1
Number of Schools or groups participating	1	0	1	1

School Visits

	April	May	June	July
Number of schools	0	0	2	2
Number of children	0	0	96	34

Outreach Events

	April	May	June	July
Number of Events	0	0	1 – Armed Forces Day	1
Number of Visitors	0	0	1015	60

3.4.6. External Talks

	April	May	June	July
Number of talks given	0	0	1	0
Number of attendees	0	0	15	0

3.4.7. Visitor Feedback

The Museum continues to generate lots of positive feedback as a selection from the comment cards shows:

“Keep up the good work. One of the last things to visit still free in the World!”

“Great place to bring Grandchildren during half term and spot the dragons and corgis”

“A well thought out exhibition with interesting events to recall and some children’s ideas on the jubilee”

“Thank you for providing a free fun activity for us to do as a family””

“Loved the exhibition, very funny. Different era” – Oh Mr McGill!

“Excellent Museum. Good variety of exhibits, well displayed”

“I am a childminder and we always love visiting your museum. The kids will love these additions, thank you” – re the new children’s book area and maritime activity table.

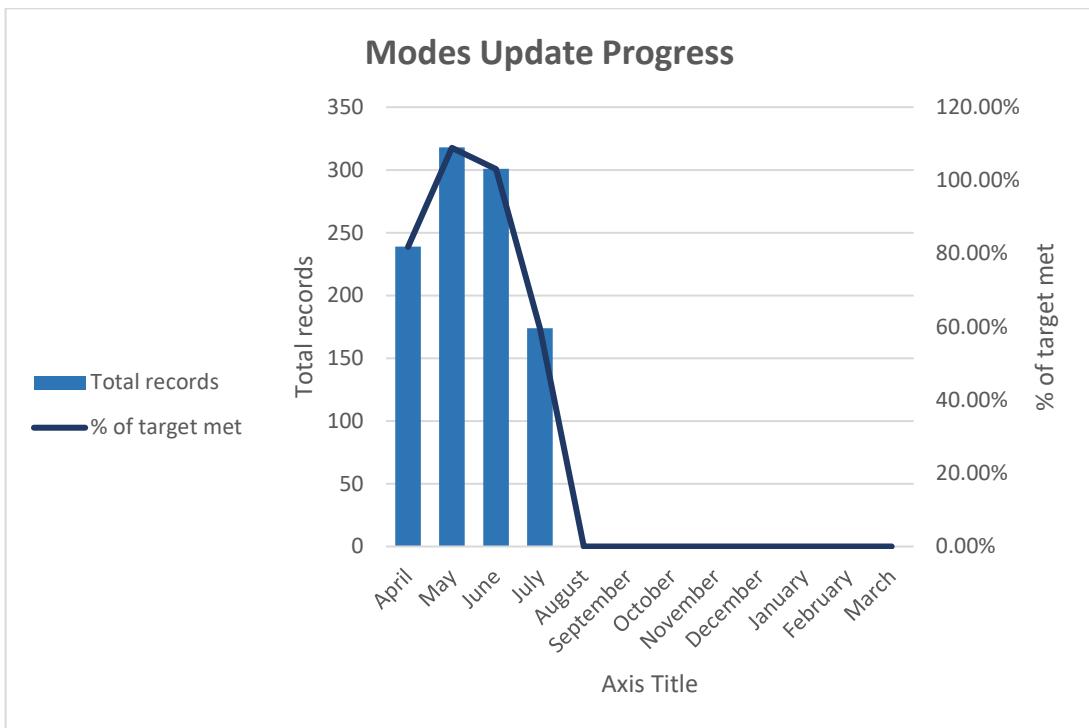
3.5. Documentation Project

3.5.1. Documentation Statistics Running From April 2022

	April	May	June	July	Total
Records created	122	194	107	171	594
Records edited to reach Spectrum standards	117	124	194	3	438
Total	239	318	301	174	1032

Monthly target: 292 records

Annual target: 3504 records



Analysis: The monthly target was exceeded in May and June. The target was not met in July due to staff and volunteer illness and holidays. Overall, we are slightly off target for the year, but hope to make this up as more volunteers and our placement student join us in September.

3.6. Collections Care

3.6.1. Preventive Conservation Survey

In April a free preventive conservation survey of the Collection was undertaken by a firm of conservators working for South East Museum Development. They have produced a report with recommendations, and this is being used to update the Museum's Collections Care and Conservation Plan – this will be presented to the Committee in October.

3.6.2. Conservation of Damaged Oil Painting

P105, an oil painting by Reginald Bottomley, was damaged as it was taken off display from the Archive Art exhibition. The painting has suffered a small dent and longer scratch. The insurance claim has been agreed and work will start to repair the damage imminently.

3.7. Social Media Engagement Figures

Table 1: Facebook 2022

	Average Post Reach	Page Views	Post engagement
January	445	75	200
February	2460	167	543
March	3572	83	292
April	2088	107	461
May	9357	156	1486
June	5473	84	334
July	3054	98	783

Table 2: Instagram 2022

	Accounts Reached	Accounts engaged	Total Followers
January	918	61	936
February	1380	161	944
March	1231	117	959
April	983	53	978
May	1808	48	986
June	1591	50	994
July	988	62	989

Table 3: Twitter 2022

	Number of tweets	Tweet impressions	Profile visits	New followers
January	9	2242	797	16
February	26	5117	1333	20
March	11	1962	395	8
April	23	4369	855	7
May	8	4371	775	9
June	12	2252	543	-1
July	2	1536	522	5

4. Potential New Acquisitions

- 4.1. Please see Appendix A for a list of recommended acquisitions.
- 4.2. Due to a lack of suitable storage space we have had to defer several offers of depositions of archaeological archives from the area. Rather than refusing them at this stage, they have been deferred for one year to 18 months when our placement student has completed his work. We are hoping that we will then be able to create some more space in the Archaeology Store by transferring some material to other Museums. We will still have to accept future depositions on a priority basis, rather than accepting everything we are offered.

5. Financial Implications

- 5.1. The cost of the “Oh Mr McGill!” exhibition and associated outreach has been met in full by Arts Council and Heritage Lottery funding awarded to The Fedora group for this project.
- 5.2. The cost of putting on the “Open Art” exhibition is expected to be £330 and will be met within the existing Museum budget. This year we are charging £5 or £4 concessions to enter a piece of art. These funds will be used to offset the costs of the installation.
- 5.3. The cost of participating in the Littlehampton Arts Trail was zero.
- 5.4. The cost of the summer holiday activities in the Museum was £372 – for materials – from existing budgets. The items purchased will continue to be used in the Museum past the summer holidays.

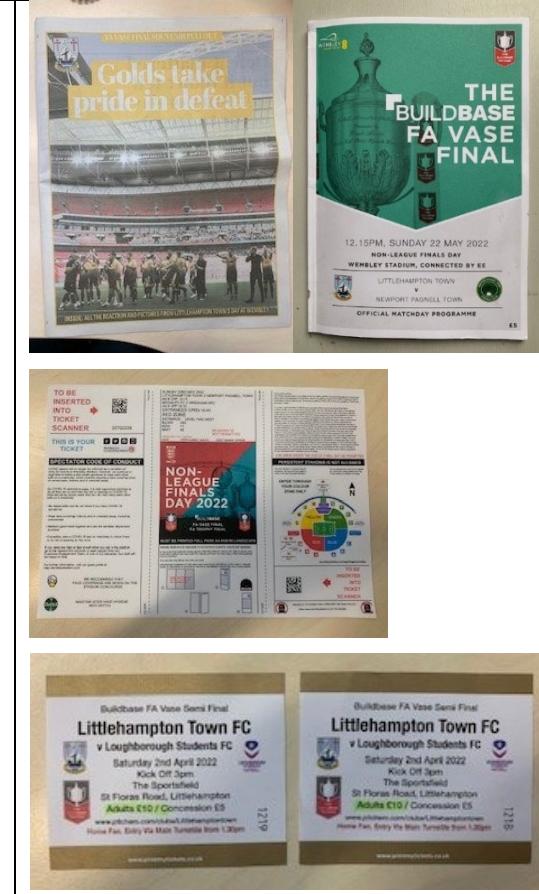
- 5.5. The cost of the Maritime Lego activity for October half term is expected to be no more than £50. We have already received donations of Lego towards this project but may need to purchase a few base boards and some specific boat Lego pieces i.e. hulls. This Lego can then be used for other similar activities in the Museum. This cost will be met from existing budgets.
- 5.6. The cost of the Littlehampton Musical Comedy exhibition is expected to be £450, which will cover the re-painting of the Hearne Gallery, the print work and lettering and the display props. This is a similar amount to the Golden Summers Exhibition, which required a re-paint and a similar amount of exhibition features. The cost will be met from the existing Museum budget. Many of the exhibits, including set scenery and costumes will be loaned to the Museum by the Society.

Peter Herbert
Town Clerk

Appendix A Potential Acquisitions

Object Name and information	Photograph	Curator Recommendation	Link to Collecting Policy
Four Beach Hotel egg cups		Accept The Museum already holds two of these, but it would be helpful to have a full set for display purposes	Relates to: CDP section 4.4.1 The Museum will continue to collect social history items which relate to the history of Littlehampton and the surrounding area. These will include items associated with local businesses, domestic life and all other aspects of local history.
Two Littlehampton bus gathering day brass plaques		Accept The Museum has a few documents relating to these shows and these two items would fit well with what we already hold	4.4.1 The Museum will continue to collect social history items which relate to the history of Littlehampton and the surrounding area. These will include items associated with local businesses, domestic life and all other aspects of local history. 4.3.1 The Museum will continue to collect ephemera items which relate to the history of Littlehampton and the surrounding area, particularly with focus towards aspects which are less represented within these collections.

<p>Child's handmade Coronation Outfit 1953, worn by a Littlehampton child at celebrations in the town.</p> <p>Includes a trumpet and a photo of the named child wearing the outfit</p>	  	<p>Accept</p> <p>These will be good for future Royal exhibitions – could be displayed when we get a new Monarch or to celebrate jubilees etc.</p> <p>Good context and local relevance.</p>	<p>4.9.1 The Museum will collect costume items which relate to the history of Littlehampton, with focus on underrepresented areas of the collection.</p> <p>4.9.2 Due to the space requirements for storing these collections, attention will be paid to ensure that suitable care and conservation standards can be maintained.</p> <p>The tunic will fit onto the costume rack in the Art Store.</p>
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<p>Football programme and tickets to the final of the FA Vase Cup Final at Wembley in May, with a newspaper insert about the game. Littlehampton versus Newport Pagnell Town.</p> <p>Also tickets to the semi-final of the Cup.</p>		<p>Accept</p>	<p>4.4.1 The Museum will continue to collect social history items which relate to the history of Littlehampton and the surrounding area. These will include items associated with local businesses, domestic life and all other aspects of local history.</p>
<p>Souvenir Littlehampton coffee pot</p>		<p>Accept</p> <p>We don't have this particular item in the collections – it fits in well with our other souvenir china items – very good for display purposes.</p>	<p>4.4.1 The Museum will continue to collect social history items which relate to the history of Littlehampton and the surrounding area. These will include items associated with local businesses, domestic life and all other aspects of local history.</p>

<p>Oil on board painting 1930s? Littlehampton.</p> <p>Owned by Donor's grandmother who lived in Lyminster. Signed RB.</p>		<p>Accept</p> <p>There is space in the Art Store to hang this painting on the mobile racking. Very good painting for display, shows swing bridge.</p>	<p>4.2.1 The Museum will continue to collect relevant pieces to the collection, providing that they are in keeping with the collecting area, and that it is felt that suitable care and conservation standards can be maintained, particularly with framed items.</p>
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Littlehampton Town Council

Non-Confidential

Community Resources Committee

Date: **8 September 2022**

Report by: **Town Clerk**

Subject: **Community Resources Periodic Report**

1. Summary

- 1.1. The purpose of the report is to highlight work being undertaken by the Community Resources Officer to progress the projects and initiatives that are within the remit of this Committee. The report comprises updates on the allotments, key contracts, and community facilities.

2. Recommendations

2.1. The Committee is Recommended to:

1. Consider and comment upon the draft Allotment Strategy and endorse the Action Plan.
2. Delegate authority to the Town Clerk, to take forward negotiations with the existing contractor with a view to renewing the floral contract for a further three years and that the budget implications be included for consideration as part of the budget setting discussions in October. The budget provision for the Floral Contract for 2022 is currently set at £25,985.
3. Consider and provide a steer on potential future activities at Rosemead Park as set out in paragraph 3.7.2. of the report.
4. Otherwise note the contents of the report.

3. Services and Facilities Update

3.1. Allotments

3.1.1. Allotment Strategy

The Member Task and Finish Group has developed a draft ten-year strategy which the Committee is invited to formally consider and comment upon, attached, Appendix B. Once in place this will guide the future development of the Town Council's provision, how the anticipated growth in the sites and plots will be managed and set a target regarding the extent to which the Town Council subsidises the service in the coming years. The Strategy includes an

Action Plan highlighting key pieces of work and objectives for the first five years of the Strategy with a timeframe. The Committee is also asked to endorse this as it will guide future work and provide a framework to monitor progress.

The Strategy has been informed by feedback from the allotment holders following a survey undertaken in June and will also be shared with Members and the Littlehampton Allotment and Leisure Gardens Association. The aim is to have the Strategy formally approved by the Committee at the October meeting as it will have implications for the annual fees from 2024 onwards. The implications are set out in detail in section nine of the Strategy and will inform the forthcoming budget setting process.

3.1.2. Holly Drive Allotments

This new allotment site will be delivered by Persimmon Homes as part of their obligations under the North Littlehampton – Hampton Park – Development. This site will deliver 36 plots, parking, and accessible provision, and is expected to proceed to planning shortly. Confirmation of the timeframe for delivery is awaited.

3.1.3. Howard Road

The leak in the water supply at this site that was reported in June was successfully repaired. Members will recall that excavations of part of the pipework around one of the standpipes that had failed showed the pipes to be in a poor condition. The subsequent inspection concluded that the condition of most of the pipework, whilst old, was not at immediate risk of failing. This will be noted and the potential for further work planned in the Strategy but may need to be revisited sooner if there are further problems.

3.2. Christmas Illuminations

- 3.2.1. Preparations are underway for this year's display. This will deliver a smaller display running from Surrey Street, through the High Street and Beech Road, the tree, and motifs at Franciscan Way with the display in Wick unchanged. The work to facilitate the repositioning of the Christmas tree in the High Street was completed in July. The electrical fixings for the illuminations in the High Street have been tested and two minor faults highlighted. The repairs will be carried out in advance of this year's display. A date for the works and quote is awaited.
- 3.2.2. The Christmas Lights Working Group will soon start to look at the specification for the new contract. The specification will need to be reviewed in light of the new public realm and the outcome of the forthcoming budget discussions which will determine the level of funding that will be available for the three-year contract.

3.3. Service Funding Agreements Review 2022 to 2023

- 3.3.1. All Service Funding Agreements are due to expire on 31 March 2023 and are subject to review. The Council currently holds a total of 11 Service Funding

Agreements with local organisations and the total allocated budget for 2022 to 2023 for these Agreements stands at £34,650 – see Appendix A, attached.

- 3.3.2. The review process is underway, and all those organisations currently receiving funding have been contacted and requested to provide their most recent annual reports, business plans and an indication of their plans including their financial position. This information will be collated for consideration by this Committee at the October meeting with a view to making a recommendation as part of the 2023 to 2024 budget discussions.
- 3.3.3. As part of the review, the Committee will also be considering a recommendation from the Policy and Finance Committee meeting held on 13th June 2022, regarding the possible creation of a Service Funding Agreement to support a group that would lead on the creation of a hub building on the idea of the uniform exchange in Wick. This relates to a proposal put forward by the Town Council Labour Group as part of the Town Council's response to the District Council's call for ideas as part of their bid for funding from the UK Shared Prosperity Fund.

3.4. Grant Aid Criteria Review

Following the success of the 2022 Grant Aid Scheme, the Committee had considered that the criteria needed to be reviewed. In view of the current considerable budgetary pressures that the Council is facing it is proposed that this review is deferred until after the outcome of the forthcoming budget discussions which will determine the level of funding that will be available for 2023 to 2024.

3.5. Littlehampton Time Capsule

- 3.5.1. As part of the ongoing commemoration of the Queen's Platinum Jubilee, a Time Capsule is planned and will be buried in the Royal Garden to the North of the Manor House. The project is progressing well and is being led by the Events Apprentice as part of their end of course assignment. Publicity has been released to appeal for members of the public to offer items for inclusion in the capsule. Items that meet storage criteria include photographs, maps, drawings, stamps, coins and cotton textiles. All items must be representative of the Queen's Jubilee.
- 3.5.2. Members of the public have until the 16 September to offer items for consideration. A shortlist will be conducted to ensure that there is a good selection of items and to make the project more interesting, a special appeal has been made for items from people born in the Jubilee years 1977, 2002, 2012 and 2022. A date for the burying Capsule, including plinth and plaque, has yet to be agreed and will be aligned with the planting of the trial wildflower bulb meadow this Autumn.

3.6. Floral Contract

- 3.6.1. The Floral contract is due for renewal and must be in place in time for the Spring planting session at the start of 2023. The current contract was agreed on a one-year basis as previous attempts to re-tender the arrangement had

failed to attract interest. The Town Council's existing contractor retained the contract, and a reduced planting scheme was agreed to accommodate the loss of the hanging baskets in and around the Town Centre, modest changes to some of the gateway displays and a trial of a wildflower bulb meadow in the Royal Garden to the north of the Manor House.

- 3.6.2. This has worked extremely well, and the quality of planting maintained to a high standard. Although the reduced scheme is expected to deliver savings, these will be diminished by the recent dramatic increase in inflation. Officers have started a conversation with the contractor with a view to renewing the current contract. In view of the difficulties attracting interest when the contract was re-tendered last year, it is recommended that the contract be renewed for a further three years and that authority be delegated to the Town Clerk to take the action necessary to progress this. The Committee will receive an update on progress with re-negotiating the contract together with the budget implications for consideration as part of the budget setting discussions in October.

3.7. Rosemead Park

- 3.7.1. In the last two years the Town Council has undertaken two projects that have delivered significant improvements to the facilities at the park, namely a new play area and replanting the avenue of trees on the western boundary of the site. These were both funded from the Town Council's reserves as the anticipated developer funding did not materialise. Since then, two planning applications have been approved with Section 106 Agreements that will deliver funding for further improvements. In August the Town Council received £125,849.86p following the completion of the new development on the land south Cornfield Close. Further funding is expected and when the budgetary implications are known Officers will begin putting together options for the Committee to consider that will help to identify a clear set of priorities for improvements.
- 3.7.2. During the summer the Town Council received an approach by a fast-food vendor enquiring about the possibility of having a pitch and being able to sell refreshments at the park. As the landowner, it is for the Council to decide if it wishes to allow this type of activity at the site taking into consideration the Bylaws which govern how the Park can be used. Members initial views are sought on this proposal prior to developing future plans for the park.

4. Community Engagement

4.1. Littlehampton Food Network Initiative

Following an initial meeting in June, this Group will be meeting again on 22 September in the New Millennium Chamber when one of the main topics will be how voluntary groups and local authorities can work together to help those in the community struggling during the current cost of living crisis. This will also be an opportunity to introduce the new Community Resources Officer to the Group. As the Town Council's primary point of contact with the Group he will explore and hopefully deliver a community based growing project.

5. Community Facilities

5.1. Key 2 – New Youth Centre in Eldon Way

Following the approval by Full Council of additional funding and the appointment of the contractor in July, the construction contract has been signed and detailed design work has begun. A Pre-Start meeting is planned for early September when Officers and the Town Council's Agent will meet with the construction team to agree the project programme and other details to enable construction to begin. The project programme has been extended to allow time for completion and sign off by the planners of the pre- construction conditions in accordance with the planning approval. Following this meeting the Project Board will be convened to oversee the construction with the Community Centre's Sub-Committee receiving progress reports.

5.2. North Littlehampton Community Centre

The final design is expected from the developer by mid-September when it is hoped that the issues around parking provision in the vicinity of the community hub will have also been resolved. This would allow a planning application to proceed although a timeframe for this has yet to be confirmed. It is expected that the Section 106 provision will not be sufficient to deliver the Town Council's ambitions for this Community Centre. If additional funding is required, Council has agreed that the preferred way forward would be to borrow, and that budgetary provision be made to include this if required. Progress is being overseen by the Community Centres Sub-Committee.

6. Financial Implications

- 6.1. The annual budget for Christmas Illuminations for 2022 to 2023 is £15,000. The 2022 reduced display is expected to cost £12,500 and the electrical testing was completed at a cost of £860. The cost of repairs to the electrical fixings is awaited but it is anticipated that this can be met from the remaining budget.

The final cost of the permanent repositioning of the Christmas tree in the High Street was £6,290 which will be met from the Community Resources Initiatives Budget which is £9,500 for 2022 to 2023.

- 6.2. The time capsule will cost between £280 to £320 and will be purchased once the items have been donated to ensure it accommodates everything. There will be an additional cost for the plinth to mark the burial site. It is envisaged the whole project will cost in the region of £600 with the expenditure being met from the Town Centre initiatives budget.
- 6.3. The budget for the Floral Contract for 2022 to 2023 was set at £25,985 and the final expenditure is expected to be within budget.

6.4. Key 2 – New Youth Centre in Eldon Way

The total budget the project has been increased to £1,846194. This includes a contribution of £250,000 capital from Arun District Council and circa £263,000 Section 106 developer contributions from Kingley Gate.

6.5. North Littlehampton – New Community Centre

The North Littlehampton Section 106 Agreement includes £1,000,000 for the construction of a community centre and a further £250,000 for a youth facility.

Peter Herbert
Town Clerk

Appendix A

Organisation	Service	Annual Sum
Arun & Chichester Citizens Advice Bureau	The CAB Service is an independent nationwide organisation and provides free, confidential, and impartial advice to everybody regardless of race, gender, disability, sexual orientation, or nationality.	£3,000
Arun Community Transport	To provide a volunteer community transport scheme available in Arun to residents of Littlehampton who would normally have difficulty traveling by public transport through disability or frailty.	£2,000
Freedom Leisure	The service will provide Out & About play sessions in Wick, Littlehampton over the school summer holidays for 5- to 12-year-olds.	£2,000
The Keystone Centre Management Committee	To help and educate young people through their leisure-time activities.	£3,000
Littlehampton Bonfire Society Limited	To provide an annual bonfire, firework display and procession for the Town of Littlehampton	£5,500
Littlehampton Sportsfield Management Committee	To provide an independent facility for sporting activities for the benefit and use of local residents.	£4,500
Littlehampton's Organisation of Community Arts	LOCA will deliver the Littlehampton Arts Trail, Arts Festival and Love festival and events or performances at the Stage by the Sea venue.	£2,500
Voluntary Action Arun & Chichester	To provide support and development services to the local voluntary sector.	£1,650
Wick Information Centre	The Wick Information Centre provides a free, impartial support and signposting service to the community.	£2,500
	Sub total	£26,650
Littlehampton Town Traders Partnership	To support the delivery of administration support for the Partnership – currently in the remit of the Policy and Finance Committee and funded from Town Centre Initiatives.	£500
The Ferry	Service Level Agreement to provide a Tourist ferry service during the holiday season – currently in the remit of the Policy and Finance Committee, to be reviewed in September.	£5,500 £2,000
	Total Commitment	£34,650



Littlehampton Town Council

DRAFT

Allotment Strategy 2023 to 2033



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This document was developed with input from:

Organisation	Position and Name
Littlehampton Town Council	Community Resources Officer
Littlehampton Town Council	Assistant Town Clerk
Littlehampton Town Council	Responsible Financial Officer
Littlehampton Allotments and Leisure Gardens Association	Chairperson
Littlehampton Allotments and Leisure Gardens Association	Site Representatives

Alongside this document an engagement exercise was also undertaken using a questionnaire that was available to all current allotment holders and has been used to further shape this document. Details of the questionnaire and responses are set out in Appendix 2.

Introduction

This strategy aims to make allotments enjoyable, inclusive, sustainable and affordable for the residents of Littlehampton.

It is produced by Littlehampton Town Council who work collaboratively with the Littlehampton Allotments and Leisure Gardens Association to deliver allotments and support the town's community.

The strategy is informed and will be guided by evidence from an engagement exercise undertaken in Spring 2022 and sets down current practices and future ambitions.

Progress with delivering the Strategy will be reviewed annually through an Action Plan, Appendix 1, and monitored by the Town Council's Community Resources Committee.

Littlehampton's allotment community consists of approximately 350 food growers with 396 plots as at 31 July 2022* on 6 sites. The strategy emphasises increasing the number of people growing high quality local food by ensuring the availability of good quality land. It promotes a self-sustaining and efficient service, encourages site participation, while fostering biodiversity, organic practices, good food and healthy living. It encourages a co-operative approach.

1. Littlehampton Town Council Policy Aims and Objectives

1.1. Mission Statement

The Town Council is committed to providing, maintaining and developing services and local initiatives which will improve the quality of life of the residents of Littlehampton and Wick. The strategy will offer plans on:

- allotments and biodiversity
- allotments and good health
- allotments and disability
- allotments as community areas of cultivation
- energy and climate change
- healthy eating and sustainable food supplies
- multilingual communication
- organic allotments

*This number will change as more sites become available and plots are divided.

1.2. Principal Aims

The Town Council will serve the community by:

- Providing and maintaining a range of public services and seeking to develop effectively other services, either directly or by supporting local organisations and other providers
- Actively pursuing our representative role.

1.3. Allotment-specific Aims and Objectives

Meeting the Need for Allotments

- To meet, where practical and reasonable, demand from the community for allotments.
- To seek new provision for additional allotments as a result of new housing developments.
- To work with the developer to deliver new allotment sites derived from the “North Littlehampton” development.
- Rationalising the sites if opportunities arise and consideration of alternative ways to manage sites e.g., Community Interest Companies, Charities, formalised horticultural groups, land swaps.

Promoting Allotment Use and Good Husbandry

- Promote the benefits of allotments to residents and encourage all sectors of the community to take up plots.
- Maintain and keep in a neat and tidy manner all open spaces and empty plots.
- Ensure that plot holders are aware of the need to report the occurrence of notifiable weeds such as ragwort.
- Seek to improve accessibility and environmental practice by the Council and plot holders across the sites.
- Provide a pest control service with an appropriately qualified organisation or individual.
- Encourage plot holders to report crime and anti-social behaviour to the Police and Town Council.
- Act on poorly or non-cultivated plots in line with the Tenancy Agreement.

Improving the Financial Position of the Service

- To seek to improve the gap between income and expenditure.
- Seek to let all available plots, with the exception of “landlocked” plots, which will either be the subject of short term lets or held vacant until a suitable opportunity becomes available to realign neighbouring plots with full access.
- Look to the Littlehampton Allotments and Leisure Gardens Association to apply for funding and work on initiatives to benefit the allotment sites.

Excellent Administration of the Service

- Seek to let a plot within four weeks of it becoming vacant.
- Target 98% occupancy rate.
- To keep plot holders up to date and informed of changes through the periodic publication of a newsletter and through liaison with site representatives.
- Hold at least three meetings of the Allotment Working Group each year.
- Review the allotment Tenancy Agreement at least once during the period of the Strategy.

Improving Sustainability

- Including the possibility of creating an “organic” allotment site in North Littlehampton if there is the demand.
- Investigate potential green waste collection.
- Research composting options.

Ensuring the Service is Properly Resourced

- Inspect sites at least monthly – open to members.

Community Horticultural Projects

- Support, where possible and reasonable, people in the community with disabilities to work an allotment.
- To let plots predominantly to residents of Littlehampton. Should local community initiatives come forward looking to utilise the accessible plots, consideration may be given to extend beyond Littlehampton but only in exceptional circumstances.

What Tenants Want

- To work closely with the Littlehampton Allotments and Leisure Gardens Association and site representatives through the Allotments Working Group to ensure that the needs and views of the plot holders are considered.

2. Allotment Sites*

Worthing Road

This is our largest site and has recently undertaken development to improve accessibility of allotment plots. Sited near the main road, it is easily accessible and has several sections for parking. It is important to note the new Holly Drive allotments will be near to this allotment site.

Number of plots: 213

Fort Road

This is a medium site offering allotments in a well-developed residential and industrial area. Parking is limited at site due to the nature of the location.

Number of plots: 40

Howard Road

This is our smallest site with a few plots in a residential area. Parking is available and the site is easily accessed by foot from the town.

Number of plots: 14

Kingley Gate

This site came on board in 2018 as part of the development of Kingley Gate by Barratt Homes. There are a mix of plots and also offers accessible plots. Parking is available on site.

Number of plots: 22

*Plot numbers will vary due to splitting

Mill Lane

This is our second largest site located by the Viridor waste centre. It has a mixture of plot sizing and limited parking on site. The road directly outside the allotments offers alternative parking arrangements.

Number of plots: 73

Trinidad

This is a medium site located near Lymminster Road. This site is currently bordered by vacant properties, creating issues in relation to pest control. Parking is limited but adequate.

Number of plots: 34

3. Engagement

Allotment holders were invited to participate in an engagement exercise in Spring 2022 to obtain views and opinions on the service and provide a forum for ideas for improvements that can be made.

Information from the engagement exercise is within this report and a summary of the findings has been compiled in Appendix 1.

4. Littlehampton Allotments and Leisure Gardens Association – LALGA

Site Associations are official groups that bring together the allotment community on a voluntary basis. They may oversee the smooth running of an allotment site, undertake minor repairs, offer members opportunities to buy seeds or compost at a discount and represent the views of its members to others. A Site Association can also provide a point of focus to help create community spirit. Site Associations can join the national society which gives access to legal advice and wholesale supplies. They can also apply for grant funding for onsite activity. LALGA are the site association that is currently operating on the Town Council's allotment sites and membership is voluntary.

5. The Pandemic and our Allotment Sites

In light of the recent pandemic, it is important to highlight the impact on our allotment service and review what these sites delivered to our community. Throughout the pandemic we managed to keep our allotments open due to them being in an open environment and forming part of people's daily exercise.

In terms of provision of service, the pandemic highlighted issues around distancing and close working. We developed a Risk Assessment to ensure staff safety and that also enabled us to deliver continuation of service. Should further restrictions come into force we would be able to maintain the service with little disruption.

The pandemic brought issues with the cultivation of plots as plot holders went through their own issues, ill health, bereavement and long periods of isolation all made plot holders reluctant to return to normal activity. It also became evident that prospective plot holders need alternative options to view plots and guidance on expectations when taking on a plot.

The pandemic has seen Littlehampton Town Council change the communication methods it has in place and move to a newsletter via email. This has allowed Littlehampton Town Council to continue providing information in relation to the allotments when face to face meetings or conversations had not been possible.

It is important to note the pandemic has brought a significant shift in the need within Littlehampton for open space. This has been further exacerbated with the current cost of living crisis and as such demand for our allotments continues to grow. In 2018 we had no residents on the waiting list and at its peak in 2021 we had 220 on the list. This trend looks set to continue.

6. Current and Prospective Plot Holders

The allotment sites in Littlehampton have a wide-ranging demographic and are truly representative of the community they serve. In the main the survey feedback showed plot holders felt a sense of community at allotments and the benefits attributed to running an allotment in terms of mental health and physical health was very evident.

Allotments come with challenges around individual life impact, and this is a tricky balance to strike. We have seen more than ever during the pandemic how sickness, injury, family issues and work stress can lead to allotment holders falling behind on general management of an allotment. This can lead to the plot becoming overgrown with weeds. During the growing season this could happen in as little as two weeks and can result in increased complaints.

Once a plot becomes overgrown following a life trauma it is often very hard to bring the plot back and leads to failed inspections and significant admin time trying to resolve issues. This issue can be better managed with more significant input from the Littlehampton Allotments and Leisure Gardens Association and creating a support network plot holders can sign up to. Supporting plot holders going through life issues are one of the most time-consuming aspects of managing allotments and this strategy will look at ways to lessen the impact this can have on managing the sites.

Alongside this is new plot holders who take on a plot without fully understanding the work involved and experience the reality that it can sometime take a year or more before they can realise their ambitions. Roughly 30% of plot holders take up a plot and do not manage to the required standard in the first three months. The expense involved in these plots is significant and leads to us getting plots back outside of the growing season that have not yielded any crops.

The Tenancy Agreement needs re-focussing to emphasise the work involved, manage expectations and to consider changes in personal circumstances. E.g. historic arrangements where some plot holders have multiple plots, what happens when a plot holder dies, tenancies in joint names.

Future Work

- Develop a handbook to give out to all new plot holders giving further insight into managing an allotment and Littlehampton Town Council expectations. This would be in a far more customer friendly format and can be made in different languages to meet the needs of the diverse allotment community.
- Look to improve the method of reporting issues and highlight this process within the handbook.

- Review the Tenancy Agreement to provide a framework for probationary reviews, joint tenancies, consider allowing a close relative to inherit a plot if they are also a resident, not allowing individual tenants or tenants of the same family to have more than one plot while there is a waiting list.
- Look to improve communications with Littlehampton Allotments and Leisure Gardens Association and site Reps. in relation to known plot holder issues at sites.
- Add allotments to any council wide business continuity plan.

7. Community Plots

Community allotments can be used by organisations for their own projects which benefit local people through reducing isolation, developing new skills, encouraging physical activity, improving mental health and promoting healthy eating, among many other benefits. Community plots need to be properly managed and focused on core aims and objectives. Some of these are summarised below:

- Improve physical wellbeing by engaging in physical skills graded and adapted to their abilities.
- Prevent risk of falls and social isolation by helping build a sense of community and gentle activity in a meaningful way.
- Improve sense of purpose and meaning by learning skills and sharing knowledge in horticulture – e.g., planting, and growing fruit and vegetables, basic tool maintenance.
- For people to feel connected to their community.
- To build resilience and healthy coping strategies by engaging in a positive and meaningful activity and community.
- Set aspirational goals and work hard to achieve them.
- To provide a step-down approach for current allotment owners who no longer feel able to manage their allotment alone or without adaptation.
- To provide an opportunity for people to gain skills that can help them manage their health condition.
- To provide opportunity to gain skills that can support individuals as part of returning to a work environment.

It is Littlehampton Town Council's intention to engage with local community groups and develop initiatives to ensure these plots are best utilised to meet the Town Council's core aims and objectives. Schools, Youth Groups, doctors' surgeries and charity organisations who require outside space will be approached to engage in community projects.

Community plots can be a stepping-stone to residents undertaking a plot of their own or just an opportunity to learn new skills and meet new people.

This project can link into the newly formed Food Network and open up a forum for Littlehampton Town Council to show its commitment to tackling food poverty and food awareness.

Future Work

- Engage with Littlehampton Allotments and Leisure Gardens Association to support, promote and develop community plots.

- Engage with local groups and develop a recognised community programme at the allotments.
- Develop the aims and objectives and report on achievements.
- Look at new allotment sites and how this initiative can be put into further sites.
- Look at available space at sites and other uses like a community growing space to improve biodiversity and offer alternatives like herb gardens.
- Run open day events to allow the community at large access to the allotments for a small fee that helps sustain the community projects.
- Support a Littlehampton Food Network initiative.

8. Support Network

Support networks are crucial to develop the community feel of the sites and ensure plot holders are supported during challenging times. The engagement exercise asked our allotment holders about our sites and options for improving support and the ideas below are drawn from these findings.

Future Work

- Introducing a buddy system for allotments allows plot holders another avenue to manage their plot. It is inevitable during the course of life people will have extended time frames they can't visit a plot and a plot buddy could assist with this.
- This buddy would not be the named lead and ultimately not accountable for the terms and conditions of the Tenancy Agreement. They would however be offered preferential rights to take the plot on should the plot holder no longer want the plot. We could extend the offering to preferential rights to a plot at that site after a set period of time.
- Look to the Littlehampton Allotments and Leisure Gardens Association for volunteers to offer support for plot holders and formulate groups that can undertake general maintenance tasks.
- Collaborate with the Littlehampton Allotments and Leisure Gardens Association to arrange meet the expert sessions for plot holders to ask questions and get advice from experienced plot holders.

9. Finance

The allotments come at significant financial cost to the Council and this strategy aspires to better manage the extent of the subsidy. It is always appropriate that the Council looks at innovative ways of running its services and reducing costs. The proposed objective of this strategy is that by the end of year five, fees will cover two thirds of the overall running costs. This comes at a time when the UK economy is experiencing a severe cost of living crisis and a period of rapidly increasing inflation. In recent years the increase in fees for the allotments has not kept pace with the increase in costs and if this continues the gap between income and expenditure will continue to grow. The scale of the problem can be seen from the figures in the tables that follow.

9.1. Allotments Income and Expenditure

	Actual Budget 2021 to 2022	Projected Budget 2022 to 2023	Projected Budget 2023 to 2024	Projected Budget 2024 to 2025
Total Expenditure	£84,428	£91,780	£92,131	£94,247
Allotment rent income	£17,701	£18,155	£19,064	£20,017
Expenditure less income – net deficit	-£66,727	-£73,625	-£73,067	-£74,230
Cost per household – based on 10,072 households @Dec.2021	£6.63	£7.31	£7.25	£7.37

The projections above were calculated assuming a 5% increase from 2022 to 2023 onwards and show the gap between income and expenditure is widening without taking into consideration the current level of inflation which at the time of writing – August 2022 – is 10% and rising. The 2022 to 2023 agreed fee increase of 2.5% will not come close to meeting the increases in costs now faced by the Town Council and the situation therefore needs to be addressed.

The anticipated growth in the number of plots which are due to be delivered as part of the new development in North Littlehampton will not generate sufficient additional income to help bridge this gap and will need additional resources to manage. It is also likely that only one site will be delivered within the first five years of the Strategy. Projecting the costs going forward without taking the new sites into account highlights the scale of the problem which is not sustainable long term.

9.2. Current Allotment Fees

Plot Size	2022 Price Per Rod £7.59	2023 Price Per Rod £7.78
Small Size Plot 62.5M ² =2.5-Rod	£18.98	£19.45
Medium Size Plot 125M ² =5-Rod	£37.95	£38.90
Large Size Plot 250M ² =10-Rod	£75.90	£77.80

Alongside these fees is the current deposit of £50 per new let and £5 deposit for the key to the sites. The 2022 to 2023 agreed increase of 2.5% equates a projected increase in income of £454. Increases in staffing, materials and utilities costs at the time the budget for 2022 to 2023 was set were estimated at £3,080 and are now expected to be much higher.

9.3. Common Issues

One main reason plots are handed back to us is as a result of the plot becoming overwhelming and the plot deteriorates. Whilst we retain the £50 deposit this invariably does not cover the cost of returning the plot to a condition it can be re-let. The average cost for getting a 5-rod plot back from overgrown to a suitable condition is £100. Removing waste from a plot adds to this cost.

Larger 10-rod plots can reach £500 in costs with poor structures and accumulation of materials.

The process for managing renewals and terminations is hugely time consuming and involves several officers in different departments to process. Also, the process of monitoring plot holders in relation to managing plots and working with them to resolve has a significant time element attributed to it.

The waiting list currently stands at 130 as at August 2022 and to process letting out new plots and update the waiting list again takes up significant officer time.

The number of sites is increasing, and each site brought in will bring a financial burden. If significant changes do not come out of the strategy allotment costs may bring challenges on budgets in other council areas.

We currently take a key deposit that is returnable once we have the key back. It is both practical and less time constraining to get keys cut in steel. The cost of the deposit needs to be in line with the cost of the key to be cut.

Locks at the sites are heavily used and vital for the protection of the sites so we make sure these are of good quality.

Future Work

- To keep pace with increases in costs and meet the stated objective of reducing the gap between expenditure and income, the level of fees for the first five years of the strategy should be increased by approximately 20% per year. Going forward, this can be re-assessed in light of increased letting opportunities and the growth in households, with the caveat that future increases in fees must be pegged to the Retail Price Index as a minimum. It should be noted that Allotments legislation requires annual rent fees to be set a year in advance so if approved, this would take effect from January 2024.
- In 2022 the Town Council embarked on a Digitisation Project which it is hoped will see our systems updated to allow online renewals and payments, offer direct debit options and possibly further discount if this option is taken up. Rather than a full year payment we will explore monthly payments, and this would mean the process for cancellation is far smoother.
- Look to introduce a waiting list admin fee to cover the costs of processing payments, viewing and getting tenancy agreements in place, covered by residents on the waiting list. This was not supported by the majority who participated in the engagement exercise. An alternative would be to look at introducing a higher first year fee for new plot holders e.g. £100 with a refund of 50% at the end of the first year if the allotment is in good condition i.e. meeting the standard level of cultivation as per the Tenancy Agreement.
- Twenty-five to thirty pounds was considered to be representative of the actual cost of administering the waiting list. This list should also be set up through a computer-based system, reducing staff time. The digitisation project being investigated by the Town Council should deliver efficiencies in the administration process – promoting changes in a positive light.
- Review the deposit fee structure so that it better reflects the size of plots and the probationary period. This could take the form of staggered payments or standardised deposit fees based on the most common plot sizes of 2.5, 5 and 10 rods to £10 per rod with a minimum of £30. This could be investigated alongside the Digitisation Project work.

- We can offer plots that are in a poor condition with no deposit effectively sold as seen. This would mean the new plot holder would have a big initial job but allows a plot to become available if the deposit amount is too high. This would also reduce the financial burden on Littlehampton Town Council.
- Remove the option for a rotavation. This reduces time impact for officers, and it is well documented that rotavation leads to weeds being bedded into the ground and creating issues further down the line. If removed plot holders have a far more sustainable and manageable plot.
- Reserves – This is a common approach to budgeting for larger items over a longer time period. For example, if the condition of an item gives it three years estimated life span, apportion three payments over three years to cover the cost of this item. This reduces the financial burden in one year.
- With the renewals process add in an element to include proof of address. This allows a checking process to ensure plot holders meet the Terms and Conditions of the tenancy. Investigate the possibility of a discount to those in receipt of benefits or a pension. The Council would need to obtain evidence, and this would be explored as part of the digitisation project.
- Look to introduce one-off charges for keeping poultry or bees on the sites to cover additional admin, monitoring, and pest control costs.
- Increase Key deposit to £10.
- When advertising fees put into context by using comparisons e.g.: fruit and vegetable prices.
- If any new sites are offered in the future a viability report needs to be undertaken to understand if they are required and what cost this would come at.

10. Site Condition Reports

Fort Road
Howard Road
Kingley Gate
Mill Lane
Trinidad
Worthing Road

- The condition report highlights boundary issues in terms of establishing ownership and maintenance.
- We have limited budget set aside for boundary repair. We could pursue an alternate option of introducing double hedge rows at sites. This would take some time to establish but allows us to improve habitat with a natural barrier. These hedgerows would be a thorny variety to provide the protection we need. This option has to be balanced with the increase in the maintenance workload for the Amenity Team.
- We have a large number of trees at our allotment sites, and these will all require a degree of maintenance. Whilst there are controls within the tenancy agreement regarding the introduction of trees, there are number that have seeded impacting on maintenance responsibilities. As the new sites become available the Council is moving away from introducing too many trees because of the problems caused by root systems favouring better fencing and hedging for boundaries.

- We have recently seen failure in the water system at Howard Road and with the age of most of our sites it may be the case that the incoming water services are not plastic. It is suggested further investigation is made into the water services allowing us to be more proactive and plan future maintenance requirements.
- Put in place a plan of action to improve equipment to better meet the needs of the allotment sites and improve efficiencies. Better equipment could also be used to process waste like a chipper, and go towards reducing green waste costs.
- Build relationships with local colleges to offer work areas for horticulture qualifications where the students are also Littlehampton residents. In effect building employability for residents whilst tackling site maintenance issues.
- Survey water systems at sites.

11. Pest Control

The current pest control contract services cost has increased and is likely to grow further as more sites come online.

We have yearly additional costs with the allotments from dealing with moles, wasp nests and rabbits. The cost of this fluctuates but runs between £1,000 and £2,000 a year.

Future Work

- Extend the contract period for pest control looking at a potential cost saving on a long contract.
- Consider removing hens from sites. The biggest issue we have with rats at sites is partly due to the draw of food from the coops. If we look to remove poultry at site, we could significantly reduce the costs attributed to pest control. Alternatively, we would seek to recoup known costs from allotment holders with chickens and charge for housing of chickens. The suggested cost would be £25 per annum.

12. Administration

- Renewals
- Daily checking of payments
- Cancellation or Terminations
- Offering and Letting a plot
- Inspection
- General enquiries. Responding to general enquiries, waiting list, etc.

The current system for processing payments and refunds is very antiquated and resource heavy. This is being reviewed as part of the Digitisation Project.

Currently renewals commence in October. This means that processing generally completes in January. It is better in terms of plot turnover that the end date for renewals is 31 March – links with end of year and could lead to Littlehampton Town Council getting back plots that are in better condition and where it is easier for new tenants to commence with allotment preparation and planting.

The engagement survey asked plot holders their view on adding an administration charge to cover costs, but this met resistance.

Future Work

- Invest in a new financial management system that improves all elements of financing in relation to allotments.
- Move the renewals date to fit with end of year processing and better allow for plot turnover at the right time of year.
- Set up a digitisation of the system to field enquiries and renewals as a self-service, reducing administration time.
- Tighten up the tenancy agreement to provide more clarity on process.
- A more transparent reporting method is suggested, and this could be investigated through the Digitisation Project work. This in turn could be used to provide information for the newsletter, leading to a better understanding by residents of both the process and investment required to maintain the sites.

13. Participation and Self-Management

With the increased pressures on budget and the expanding portfolio of allotments, improving self-management could be considered. Below details the different options around this.

- **Dependence** – neither plot holders nor associations play any practical part in site management beyond exchange of information, perhaps through a site representative.
- **Participation** – plot holders informally accept responsibility for minor maintenance works, and some mechanism may exist – such as an allotments forum – for the views of plot holders or site representatives to be canvassed on capital expenditure and repairs.
- **Delegation** – a properly constituted allotment association accepts formal responsibility for a range of duties under licence from the local authority, under financial arrangements that release a proportion of rental income for this purpose. For example, the association may arrange tenancies, collect rents and carry out regular maintenance duties, but leave the local authority to carry out repairs, pay for overheads such as water, and undertake all legal formalities.
- **Semi-autonomy** – the allotment association leases the site from the council, arranges tenancy agreements and reinvests revenue, which it manages on maintenance, repair and capital items. The council retains the right to review the lease at periodic intervals and has defined oversight and strategic functions. Associations which have implemented fully accountable schemes for devolved management straddle the boundary between the allotment and community gardening movements.

The greater the degree of self-management, the more potential there could be to achieve savings. The appropriate level of devolution will depend on the ability and willingness of plot holders and their associations to manage their sites.

14. Incentives

Should shared management become an option, the Council could look to compensate Littlehampton Allotments and Leisure Gardens Association representatives with discounted or free allotment fees on their designated plot.

Future Work

- Littlehampton Allotments and Leisure Gardens Association support – Work with the Association to launch allotment working days, three full days a year. We would support this group with collection of waste material. They would focus on general maintenance and utilise skills within the Littlehampton Allotments and Leisure Gardens Association membership base.
- Grant funding could be a significant boost to sites but the process of applying is time consuming. Local authorities are not always eligible and therefore where appropriate the Town Council could look to work with Littlehampton Allotments and Leisure Gardens Association to access grants.

15. Land, Plot Size and Plot Splitting

The size of the plot is changeable and as new plots come on board further micro plots are being introduced as starter plots for new plot holders.

As 10-rod plots become vacant, we have been splitting plots into 5 rods to offer further availability. The same process can take place for 5-rod plots.

Pre-existing agreements are in place which mean some plot holders have more than one plot.

Larger sites like Worthing Road have large areas of unused land. This land could be offered to community groups to enable other activities such as art, nature clubs or scented gardens.

Future Work

- Look to continue splitting plots, offering more availability for residents and more plots for less experienced growers.

16. Sustainability and Utilities

Littlehampton Town Council need to ensure that all council facilities continually improve to better meet sustainability, improve biodiversity and offset carbon emissions in line with the Environment Policy. Working with sustainability experts where possible, we should look to review how processes are completed at sites and better use of the environment.

Future Work

- Composting solutions – We generate a lot of green waste and could look at new innovative solutions to process this green waste in a manner that it could be sold on as compost once suitably processed.
- Look at other sustainable options for water supply at the allotments. This would need specialist advice, but rainwater harvesting and something we can put forward as part of any shed agreement.
- Work with local students who are looking to gain skills in sustainability offering our sites as a project.

17. Tenancy Agreement

The tenancy agreement sets out the contractual arrangements for the landowner Littlehampton Town Council and the tenant. This document sets out the requirements for managing an allotment and protocol Littlehampton Town Council take in relation managing the allotment in line with conditions set out within it.

One weakness in the information we provide is the languages this document is set up in. We have a diverse range of allotment holders and for many English is not their first language. It should be an ambition to get documents translated into several languages to enable a clear and concise information to all.

Some of the document needs review or rationalisation to ensure it follows good practice and does not by its own wording add additional burden to Littlehampton Town Council or plot holders that is unnecessary. For example, to not allow keeping bees at site as the potential for cost in staff time dealing with complaints, managing and calling the beekeeper if a situation arises is a greater risk than allowing this practice to occur.

Future Work

- Create all documents in the language of the plot holder taking on the plot.

18. Future Growth

With developments in Littlehampton continuing to grow as part of some developer agreements allotments will continue to be delivered alongside the new developments. We have two known developments happening in North Littlehampton. It is important that this document is reviewed alongside any new sites to ensure they meet the aims and objectives of the council and offer the best facility for the community they serve.

As sites increase the net deficit could potentially increase making it even more important to get new sites set up with a long-term approach. E.g., fencing is constructed from a long-lasting material that is suited to prevent pest access.

Develop a monitoring tool to measure and review performance of the strategy once it was approved and in operation.

19. Allotment Legislation and Modern Interpretation

What is an Allotment?

Section 22 of the Allotments Act 1922 defines an allotment garden as: "An allotment not exceeding forty poles in extent which is wholly or mainly cultivated by the occupier for the production of vegetables or fruit crops for consumption by himself or his family".

This description remains important because it defines the permitted use of an allotment plot. Provided it is used mainly for growing vegetables or fruit part of the plot can be used for growing flowers, as a leisure area or for keeping small livestock and surplus produce can be shared with others.

Littlehampton Town Council's allotment rules define the permitted use of an allotment as follows: "The allotment is rented to the tenant for the purpose of recreational gardening and or the cultivation of herb, flower, fruit and vegetable crops".

Littlehampton Town Council's rules define how much of the allotment needs to be cultivated further as per section 2 of the Tenancy Agreement.

The Law on Allotments Section 8 of the Allotments Act of 1925 gives protection to land acquired specifically for use as allotments, so-called statutory allotment sites, by the requirement for consent of the Secretary of State in the event of sale or disposal. However, land which was originally acquired for other purposes, and which has been used for allotments in the interim – temporary allotments – is not protected in this way.

Local Context and Other Local Plans and Policies

Arun District Council Leisure and Cultural Strategy

[Leisure Cultural Strategy for Publication April 14](#) – arun.gov.uk

West Sussex County Council Prevention Assessment Teams

[Health and wellbeing | Living independently | West Sussex Connect to Support](#)

Sussex Community NHS Health 4 Families Programme

[Health4Families Programme \(West Sussex\)](#) – sussexcommunity.nhs.uk

The National Allotment Society

Social interaction on sites – [NAS-110-Policy-Document-110-SOCIAL-INTERACTION-ON-ALLOTMENT-SITES.pdf](#) – nsalg.org.uk

Community Access and Security – [NAS-Policy-Document-104-COMMUNITY-ACCESS-AND-SECURITY.pdf](#) – nsalg.org.uk

Use of land designated for allotments for other forms of gardening – [NAS-107-Policy-Document-USE-OF-LAND-DESIGNATED-ALLOTMENTS-FOR-OTHER-FORMS-OF-GARDENING.pdf](#) – nsalg.org.uk

Allotment facilities in Growing in the community: a good practice guide for the management of allotments. [growing-community-second--8f5.pdf](#) – local.gov.uk

Appendix 1 – Five Year Action Plan

No.	Action	By Whom	Time frame
1	Approval of the Strategy	Community Resources Committee	October 2022
2	Fees and Charges by the end of year five, fees will cover two thirds of the overall running costs.	Allotments Working Group and Recommendation to the Community Resources Committee	2028 to 2029
3	Ensure Allotments are included as part of the Town Council's formal Business Continuity Plan	Council Policy Review	To be aligned to review
4	Investigate and introduce more efficient invoicing, tenant records, the renewals process, introduction of scaled fees for deposits and concessions	Via Town Council Digitisation Project	2023 to 2024
5	Review the Tenancy Agreement	Allotments Working Group and Recommendation to the Community Resources Committee	Summer 2023
6	Sustainability – improve measures through investigation of green waste initiatives, composting, biodiversity	Officer investigation and implementation	2023 to 2024
7	Trial and if successful implement “Buddy” system	Officer investigation and implementation	As part of 2024 renewals
8	Develop Allotment Handbook	Officer & Allotments Working Group investigation and implementation	Spring 2023
9	Develop Community Growing Initiative including an Open Day	Officer investigation and implementation	Spring 2023
10	Annual Review of Strategy and Progress with Action Plan	Community Resources Committee	October 2023 onwards

Appendix 2 – Consultation Questionnaire Feedback

Allotment Survey Results

How often do you visit your plot?

Daily	22	21%
Five or six days a week	18	17%
Three or four days a week	46	43%
One or two days a week	21	20%
Less	0	0%

What size is your plot?

10 Rod	44	41%
5 Rod	49	46%
2.5 Rod	6	6%
Other	8	7%

Averaging out over the year what proportion of your fruit and vegetable consumption comes from your plot?

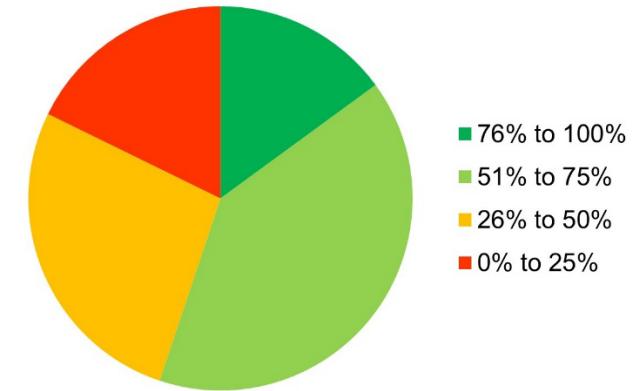
76% to 100%	16	15%
51% to 75%	43	40%
26% to 50%	29	27%
0% to 25%	19	18%

Rate the benefits of having an allotment against the following areas: 1 – Most important to 5 – Least important

I am able to eat healthy food

1	46	43%
2	17	16%
3	8	7%
4	14	13%
5	22	21%

Proportion of Annual Fruit & Veg Consumption from Plot



My food is grown with low environmental impact

1	47	44%
2	11	10%
3	12	11%
4	11	10%
5	26	24%

It saves me money on my food bill

1	37	35%
2	15	14%
3	18	17%
4	14	13%
5	23	21%

I am more aware of nature and the environment

1	42	39%
2	15	14%
3	14	13%
4	10	9%
5	26	24%

I can meet and socialise with people of different ages and backgrounds

1	26	24%
2	15	14%
3	35	33%
4	14	13%
5	17	16%

To improve mental health or provide stress relief

1	38	36%
2	15	14%
3	15	14%
4	12	11%
5	27	25%

General exercise

1	43	40%
2	9	8%
3	16	15%
4	17	16%
5	22	21%

Do you feel a sense of community when visiting the allotments?

Strongly agree	31	29%
Agree	54	50%
Neither	19	18%
Disagree	2	2%
Strongly disagree	1	1%

Would you like to see a pairing programme in which experienced growers spend time with new inexperienced growers for advice?

Strongly agree	16	15%
Agree	36	34%
Neither	49	46%
Disagree	6	6%
Strongly disagree	0	0%

Would you like to see a buddy system in place that offers cover when you are on holiday or sick? This buddy would be associated with your plot but not the key lead. The buddy will then have preferential rights to take on your plot if you no longer need it.

Strongly agree	13	12%
Agree	29	27%
Neither	42	39%
Disagree	16	15%
Strongly disagree	7	7%

Do you feel the site safety and security is adequate?

Strongly agree	9	8%
Agree	40	37%
Neither	13	12%
Disagree	28	26%
Strongly disagree	17	16%

We will be increasing community plots that allow for larger group of Littlehampton residents access to an individual plot. These groups will have a focus around youth engagement, residents in financial hardship and wellbeing activities. Do you think this is a good idea?

Strongly agree	30	28%
Agree	32	30%
Neither	37	35%
Disagree	6	6%
Strongly disagree	2	2%

In order for us to deliver improved initiatives at our allotments we would look for volunteers to assist in the delivery or programmes. Would this be of interest to you?

Yes	31	29%
No	76	71%

Do you think the allotments are accessible and inclusive?

Yes	89	83.18%
No	18	16.82%

We are looking to add a charge to residents on the waiting list. This would cover the administration cost to Littlehampton Town Council. Do you think this is a good idea?

Yes	32	30%
No	75	70%

Do you subscribe to the email newsletter?

Yes	59	55%
No	48	45%

DRAFT

Littlehampton Town Council

Non-Confidential

Committee: **Community Resources**

Date: **8 September 2022**

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 Community Resources Committee budget for 2022 to 2023. 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. Note the report.

3. Budget Monitor 2022 to 2023

- 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. Grants and Partnership Initiatives

- 3.2.1. Expenditure is in line with expectations. The Service Funding Agreements were issued in May and June.
- 3.2.2. A total of £21,000 for the General Grants budget was issued in June.

3.3. Community

- 3.3.1. £2,262 has been spent from the Event Support budget of £2,000 on the Platinum Jubilee event. The overspend was to hire a cherry picker for the beacon lighting. Underspends from last financial year were earmarked to cover any overspends on the current reduced budget.
- 3.3.2. £967 has been spent on advertising from the Town Tourism budget.

3.4. Southfields Jubilee Centre

- 3.4.1. Expenditure is in line with expectations – there are no significant variances to report.
- 3.4.2. £7,782 in income has been received for hall hire. The income target is budgeted at £26,058 so a shortfall to that figure is expected.

3.5. Parks and Open Spaces

- 3.5.1. Expenditure is in line with expectations. Please note the income of £125,850.00 is from the Section 106 payment to be used at Rosemead Park.

3.6. Project 82 and Youth Services

- 3.6.1. Expenditure is in line with expectations and includes a £25,000 half year payment to Arun Community Church. This cost code will be used for the new K2 project works.

3.7. Museum

- 3.7.1. Expenditure is in line with expectations.
- 3.7.2. £1,832 income has been received for the Museum so far this year through museum sales and exhibition commission. This figure has already exceeded the annual budget of £1,325.

Museum Income

	Budget	Income
Sales	£900	£848
Sale or Return Income	-	
Donations	£200	£127
Exhibition Commission/Sales	£75	£544
Centenary Book Income	£0	£0
Loan Box Income	£150	£313
Reproduction	-	£0
Charges for services	-	£0
Grants Received	-	£0
	£1,325	£1,832

3.8. Allotments

- 3.8.1. Expenditure is in line with expectations – there are no significant variances to report. Annual allotment rents will be collected later in the year.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL**BUDGET REPORT 2022/23****COMMUNITY RESOURCES COMMITTEE MEETING 8th September 2022**

SERVICE		Actual I & E as at 01/09/22	Budget 2022/23
		£	£
GRANTS & PARTNERSHIP INITS	Expenditure	56,449	58,670
	Income		-
COMMUNITY	Expenditure	50,391	232,609
	Income	5,904	100
SOUTHFIELDS JUBILEE CENTRE	Expenditure	5,521	20,926
	Income	8,026	26,933
PARKS & OPEN SPACES	Expenditure	14,006	38,985
	Income	125,850	-
PROJECT 82	Expenditure	23,992	88,721
	Income	-	-
MUSEUM	Expenditure	1,947	8,767
	Income	1,832	1,325
ALLOTMENTS	Expenditure	8,060	15,230
	Income	662	18,155
Total Expenditure		160,366	463,908
Total Income		(142,274)	(46,513)
Net Expenditure		18,092	417,395

Only the part of the budget that CRC is responsible for is shown

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