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Town Clerk – Laura Chrysostomou

Minutes of a Meeting of the Community Resources Committee held in The New Millennium Chamber, The Manor House, Church Street, Littlehampton BN17 5EW on Thursday 8 June 2023 at 6.30 pm.

Present:

Councillor Lee – Chair
Councillor Blanchard-Cooper
Councillor Daws
Councillor Tilbrook
Councillor May
Councillor O'Neill
Councillor Wiltshire

2023 to 2024

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 Long who had another commitment. Councillor Tilbrook attended in her place.

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.

Councillor Blanchard-Cooper declared a personal interest in Item 9.5 as a member of the Friends of Mewsbrook Park.

Councillor O'Neill declared a personal interest in Item 9.5, as his daughter was a member of the Littlehampton Town Football Club.

5. Minutes

The Minutes of the meeting held on 16 March 2023, previously circulated, were confirmed as a true record and signed by the Chair.

6. Chair's Report and Urgent Items

There were none.

7. Public Forum

There were three members of the public present and there were no representations.

8. Working Groups - Memberships and Notes

- 8.1.** The Committee was asked to appoint the membership of the Working Groups that currently reported to this Committee for 2023 to 2024. Regarding the Allotments Working Group it was proposed that Councillors Tilbrook and Worne be appointed as members of the Working Group and that Councillor O'Neill be appointed Chair of the Working Group and Councillor Wiltshire, Vice Chair. Regarding the Christmas Lights Working Group it was proposed that Councillors Lee, Butcher, and Daws be appointed as members of the Working Group and that Councillor Blanchard-Cooper be re-appointed Chair of the Working Group. There were no further nominations.

It was therefore Resolved that:

1. Councillor O'Neill be appointed Chair of the Allotments Working Group, Councillor Wiltshire, Vice Chair, and that Councillors Tilbrook and Worne be appointed to the Working Group for 2023 to 2024.
2. Councillor Blanchard-Cooper be appointed Chair of the Christmas Lights Working Group and that Councillors Lee, Butcher and Daws be appointed to the Christmas Lights Working Group for 2023 to 2024.

8.2. Christmas Lights Working Group Notes

The Committee received the notes of the meeting, previously circulated, held on 14 March 2023, with no matters arising.

It was Resolved that:

The notes of the Christmas Lights Working Group meeting held on 14 March 2023 be noted.

8.3. Sports Forum Notes

The Committee received the notes of the meeting, previously circulated, held on 3 April 2023, with no matters arising.

It was Resolved that:

The notes of the Sports Forum meeting held on 3 April 2023 be noted.

9. Officers Reports

9.1. Youth Services Contract

- 9.1.1.** The Assistant Town Clerk introduced a report, previously circulated, which recommended that the Town Council's contract for youth work provision in Littlehampton remain with Arun Church operating as Arun Youth Projects for a further three years. She explained the tender process and it was noted that the contract had been advertised through a Public Notice, the Town Council's social media and the Government's Contracts Finder Service.
- 9.1.2.** The Chair welcomed Mr Jolly, Executive Leader at Arun Church, to the meeting and invited him to address the Committee. Mr Jolly began with a brief outline of the history and services delivered by Arun Youth Projects (AYP). He explained that The Church had been operating in the community for a number of years and that since 2017, AYP had been working in partnership with both Littlehampton Town Council and Rustington Parish Council and built the successful working relationship that had enabled AYP to grow. It was noted that the Service was not faith based and open to all young people.
- 9.1.3.** In response to questions from the Committee Mr Jolly explained that AYP delivered a range of targeted and universal services offering constructive activities, information, and support to local young people. This included outreach work which complimented the youth sessions and enabled youth workers to engage with young people outside of the traditional youth club environment. It was noted that the outreach service was targeted in areas which were identified from intelligence gathered by the Arun Community Safety Partnership.
- 9.1.4.** The Service was staffed by a team of youth group leaders and volunteers including young people who participated in the Service's Young Leader Programme. The Youth Leaders were trained to identify when young people might be struggling and were experienced in both supporting and sign posting young people to other agencies for more specific help if required. Mr Jolly explained in more detail how AYP worked with members of the Arun Community Safety Partnership locally to tackle specific issues. These were often centred on tackling antisocial behaviour and also involved the Service working closely with the Anti-Social Behaviour Team and the Community Wardens.
- 9.1.5.** Mr Jolly confirmed that the Service would be excited to work with the Town Council to explore options to expand the Service using the new community centre in Hampton Park. He added that the Service would be pleased to host

Councillors and it was agreed that the Team would liaise with the Community Resources Officer to take this forward. The Chair thanked Mr Jolly for his presentation.

It was therefore Resolved that:

The contract for youth work provision in Littlehampton be awarded to Arun Youth Projects for a further three years with a budget of £55,000 per annum, giving a total contract value of £165,000.

9.2. Christmas Lights Contract

- 9.2.1.** The Committee received a report, previously circulated, which set out the specification and tender process regarding the Town Council's contract for the delivery of the Christmas lighting scheme in Littlehampton. This was a three-year contract, and the Committee was recommended to approve quote one which having been assessed against the bid criteria offered the best value for money.
- 9.2.2.** Members proceeded to consider the quotations in more detail. It was noted that the inclusion of a large lit bauble as a focal point for the illuminations aimed to deliver a unique feature to the display and the positioning of the desired illuminated welcome signage, if it went ahead, would need to be agreed. Regarding the bauble, Members felt that should this aspect of the scheme proceed, further work would be required to ensure that the object was both secure and protected against vandalism. Observing that the illuminated welcome signage was a desirable requirement, the advice of the contractor would be important in determining the practicalities of the installation.
- 9.2.3.** In terms of visualising the final scheme it was noted that the recommended contractor had demonstrated ability to make changes and expressed a willingness to work with the Town Council in finalising the details of the scheme. It was important that an appointment was made promptly to ensure that the necessary licenses and permissions required for the display were in place. In selecting quote one, it was therefore noted that the detailed aspects of the bid highlighted by Members above would be taken forward by the Working Group when it met with the supplier following the award of the contract.

It was therefore Resolved that:

1. Quote one be approved as the Town Council's contractor to provide Christmas lighting for a three-year period at a sum not exceeding £20,000 per year giving a total contract value of £60,000.
2. The Christmas Lights Working Group meet with the contractor promptly to address the points raised by the Committee and finalise the lighting scheme.

9.3. Events Periodic Report

The Committee received a report, previously circulated, which provided an update on the outcome of the Easter Out and About sessions and progress on the preparations for the rest of the events set out in the 2023 to 2024 events programme. Remarking on the ever-growing popularity of the Easter Out and About session at Mewsbrook Park, Councillor Blanchard-Cooper placed on record his thanks to the Events Team for organising such a successful event. This was noted and would be shared with the Team.

It was Resolved that:

1. The outcome of the Easter Out and About sessions be noted.
2. The progress on the preparations for the remaining events in the 2023 to 2024 events programme be noted.
3. The contents of the report be otherwise noted.

9.4. Museum Periodic Report

The Committee received a report, previously circulated, which contained an update on Museum activities, engagement, and proposals for acquisitions.

It was Resolved that:

1. The acquisition of the items detailed in Appendix A be approved.
2. The contents of the report be otherwise noted.

9.5. Grant Aid Applications 2023

9.5.1. The Committee received a report and recommendations for the award of 2023 Grant Aid, previously circulated. The report also set out feedback from groups who had benefitted from grants awarded the previous year. The annual Grant Aid budget for 2023 to 2024 was £15,000 and the amount requested totalled £39,000. It had therefore been necessary to scale back many of the applications to ensure as many initiatives as possible could benefit from the scheme. Assessing the applications had been a difficult task and Members thanked the Community Resources Officer for his work on this. Additionally, the Committee was asked to agree a further one-year extension of the terms of the 2022 grants given to The Littlehampton Society and The Juno Project.

9.5.2. The Committee proceeded to review the applications in more detail. The Community Resources Officer provided clarification regarding several bids, and it was evident that the recommended allocations would enable most applicants to deliver some elements of their planned projects. Members considered that all the applications were deserving of support and in reviewing them the following points were noted:

Littlehampton Croquet Club – Agreeing that this was an essential piece of equipment the Committee wished to highlight the importance of the defibrillator being accessible to as many people as possible.

Littlehampton Town Football Club – In awarding the funding the Committee wished to ensure that the Town Council's logo was included on the kit that would be being funded.

Armed Forces Family Peer Support UK - In awarding the funding the Committee wished to ensure that provision was made for the laptop to be passed on to another suitable group should this newly formed organisation be unable to continue or returned to the Town Council.

9.5.3. It was also agreed that the unallocated balance of £105 from this year's scheme be awarded to 4sight Vision Support. Reflecting on the process, the Committee considered that a review of the Town Council's Grant Aid Criteria was needed and that this should be included within the overall review of strategic aims and priorities that would be undertaken by the new Council. Members also wished to visit all the organisations in receipt of a grant, and it was agreed that the Community Resources Officer would work with the Chair and Mayor to facilitate this.

It was therefore Resolved that:

1. The recommendations regarding the award of the 2023 Grant Aid be approved and the clarifications highlighted in Minute 9.5.2. above be taken forward with the relevant groups.
2. The unallocated balance of the 2023 Grant Aid Budget £105 be awarded to 4sight Vision Support.
3. The successful projects undertaken from the previous year due to the Town Council Grants scheme be noted.
4. A further one-year extension of the terms of the 2022 grants given to The Littlehampton Society and The Juno Project be approved.

10. Finance

10.1. Committee Budget Monitor

The Committee received a report, previously circulated, which highlighted significant variances from budget in income and expenditure related to the Community Resources Committee budget for 2022 to 2023.

It was therefore Resolved that:

The report be noted.

11. Exempt Business

There was none.

The meeting closed at 8:10pm.

CHAIR