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Town Clerk – Laura Chrysostomou

13 October 2023

You are hereby summoned to attend a meeting of the:

Community Resources Committee

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

Date: Thursday 19 October 2023

Time: 6.30pm

Committee:

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

Laura Chrysostomou, Town Clerk

Agenda

2023 to 2024

- 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:

- Councillors Blanchard-Cooper, Long, May, O'Neill and Wiltshire are Members of Arun District Council.

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

5. Minutes

To confirm the Minutes of the meeting held on 7 September 2023, circulated herewith, pages 4 to 12. 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. Sports Forum

To receive the notes of the meeting held on 25 September 2023, attached pages 13 to 15.

9. Grant Aid Review Task & Finish Group

To receive the notes of the meeting held on 10 October 2023, attached pages 16 to 18 and consider the recommendations arising.

10. Officers Reports

10.1. Events Periodic Report

Attached, pages 19 to 21.

10.2. Draft Town Council Events Programme 2024 to 2025

Report attached, pages 22 to 30.

10.3. Museum Periodic Report

Attached, pages 31 to 36.

10.4. Community Resources Officer Periodic Report

Report attached, pages 37 to 41.

10.5. Littlehampton Seafront Regeneration

The Committee is asked to consider and comment upon the plans that have been submitted by Arun District Council for the regeneration of Littlehampton Seafront. The planning application can be view on the Planning Portal at [Planning application search | Arun District Council](#), planning application reference LU/246/23/PL.

This will also be considered by the Town Council's Planning and Transportation Committee at their meeting on 6 November 2023 and the comments of both Committees combined to form the Town Council's final response to the plans.

11. Exempt Business

It is Recommended that:

The public and accredited representatives of the press be excluded from the Meeting under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.

Minutes of a Meeting of the Community Resources Committee held in The New Millennium Chamber, The Manor House, Church Street, Littlehampton BN17 5EW on Thursday 7 September 2023 at 6.30 pm.

Present:

Councillor Lee – Chair
Councillor Butcher
Councillor Daws
Councillor Long
Councillor May
Councillor Tandy
Councillor Woodman

In attendance:

Felix Gillett - Community Resources Officer
Julia Edge - Museum Curator
Kieran Gibbins - Events and Town Centre Strategy Manager
Laura Chrysostomou - Town Clerk
Juliet Harris - Assistant Town Clerk

2023 to 2024

12. Evacuation Procedures

The evacuation procedures were noted.

13. Filming of Council Meetings, Use of Social Media and Mobile Phones

The procedures were noted.

14. Apologies

There were apologies from Councillors Blanchard-Cooper, O'Neill and Wiltshire who had other commitments. Councillors Woodman, Tandy and Butcher respectively attended in their place.

15. 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.

In addition, Councillors Woodman, Tandy, and Butcher declared personal interests across the agenda as members of Arun District Council.

16. Minutes

The minutes of the previous meeting incorrectly stated that Councillor Blanchard-Cooper had declared an interest as a volunteer with the Turning Tides charity. This was an error, and it was agreed that it be removed.

It was therefore Resolved that:

Subject to this amendment, the Minutes of the meeting held on 8 June 2023, previously circulated, be confirmed as a true record and signed by the Chair.

17. Chair's Report and Urgent Items

There were none.

18. Public Forum

There were no members of the public present, and no representations were made.

19. Working Groups - Notes

19.1. Sports Forum Notes

The Committee received the notes of the meeting, previously circulated, held on 31 July 2023, with no matters arising.

It was Resolved that:

The notes of the Sports Forum meeting held on 31 July 2023 be noted.

19.2. Allotments Working Group

19.2.1. The Committee received the notes of the meeting, previously circulated, held on 17 August 2023. The Assistant Town Clerk explained that the Working Group was comprised of Councillors, and representatives from the allotment sites including the Littlehampton Allotment and Leisure Gardens Association. Its main objective was to discuss ideas to improve the sites, advise and report on matters relating to the operation of the sites and make recommendations

to the Community Resources Committee based on its discussions. There were two recommendations arising from the August Working Group meeting regarding the level of allotment fee increase for 2025 and the Town Council's pest control policy.

19.2.2. The Committee proceeded to consider the recommendations individually.

The Assistant Town Clerk explained that Allotment legislation required annual fees to be set a year in advance. Understanding that the Allotment Strategy stated that the fees should be increased at a minimum of the rate of inflation, the site representatives had therefore proposed that they be increased by 8% for 2025. Acknowledging that the final decision would be made by this Committee, the proposal formed the first recommendation from the Working Group. Discussion of the proposal focussed on the ongoing maintenance issues, the rate of inflation and the Town Council's strategic objective to reduce the level of subsidy. This led to a brief discussion of the Town Council's Allotment Strategy which had also been debated by the Working Group who felt that the document needed further work. This was acknowledged by the Committee and the engagement with the site representatives in this respect was welcomed. However, conscious of the ongoing pressure on the Town Council's budget, the Committee considered that the rate of increase in fees should be maintained at 10% for a further year. It was therefore proposed that the fees for 2025 increase at 10%. This proposal was duly seconded.

It was therefore Resolved that:

The plot rental fees for 2025 be increased by 10% from £8.56p to £9.42p per rod.

19.2.3. The Committee then went on to consider the second recommendation from the Working Group who wished to see the Town Council embark on a complete review of the Council's policy and approach to managing pests and vermin, including the policy regarding the ban on killing foxes and the use or storage of traps by plot holders. The Assistant Town Clerk explained that this arose from the reported increase in pest issues at the Worthing Road site following the completion of the new road. Although sympathetic to the problems faced by Allotment holders, Members could not support the re-introduction of killing foxes as a means of controlling them. However, observing that the Town Council's current policy and approach to managing pests and vermin on the allotment sites had not been examined since 2018, the Committee did consider that this should be reviewed.

It was therefore Resolved that:

1. The Council's policy and approach to managing pests and vermin be reviewed and the outcome be reported to the October meeting of the Committee.
2. The notes of the Working Group meeting held on 17 August 2023 be noted.

20. Officers Reports

20.1. Events Periodic Report

The Committee received a report, previously circulated, which provided feedback on the Summer 2023 events programme and updates on the preparations for the Town Show and Family Fun Day and the Remembrance Sunday event. Regarding the Screen on the Green event, it was noted that a follow up meeting was being arranged to review event security and options for staging the event in future. Looking ahead at the plans to mark Remembrance Sunday, it was noted that the second parade had been removed following feedback from the uniformed groups. This was considered sensible as the membership of these groups was relatively young.

It was Resolved that:

1. The outcome of the Summer 2023 events programme be noted.
2. The progress on the preparations for the Town Show and Remembrance Sunday events be noted.
3. The contents of the report be otherwise noted.

20.2. 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, attached to the report be approved.
2. The contents of the report be otherwise noted.

20.3. Museum Heritage Lottery Project Report

The Committee received a report, previously circulated, which set out the background to the Project, the aims, and objectives together with the work plan and budget. The Curator explained how the Museum Team would work with community partners to develop audience engagement using a range of communication channels including talks and focus groups. Members were also asked to note the Urgent Action that authorised the acceptance of the National Grant funding. The Assistant Town Clerk explained the Heritage Lottery Grant process and the need to demonstrate the Town Council's

contribution in terms of resources including the allocation of earmarked reserves and staff and volunteer time. It was noted that going forward, project progress would be included in the service periodic report.

It was therefore resolved that:

1. The Urgent Action authorising the acceptance of the National Grant funding of £37,468 be noted.
2. The aims, work plan and budget of Project Time Machine be noted.

Councillor Tandy declared a personal interest in the following item as the secretary and treasurer for the Keystone Centre Management Committee which has a Service Funding agreement with the Council.

20.4. Community Resources Officer Periodic Report

20.4.1. 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, service funding agreements, and community engagement. In addition, the Committee was asked to consider appointing a Task and Finish Group to carry out a review of the Grant Aid Criteria. This had been highlighted as a priority for the new Council and, following a meeting with the Chair of the Committee, terms of reference had been drafted and were tabled (copy attached to the Minutes) for Members consideration.

20.4.2. The Chair explained that the main objectives of the Group would be to explore alternatives to the current criteria and application procedure with a view to simplifying the whole process. Examples had been researched to help guide this work which it was hoped would deliver a mechanism for groups to develop community initiatives more aligned to need and the Town Council's objectives. It was proposed that the Chair lead the Task and Finish Group which would formulate proposals for the Committee to consider in October. Members were supportive of this way forward and alongside the Chair, Councillors Butcher and Long expressed an interest in participating in the Group. It was also thought that Councillor Blanchard-Cooper wished to be involved.

It was therefore Resolved that:

1. Councillor Lee be appointed as Chair of the Grant Aid Task and Finish Group, alongside Councillors Butcher and Long and Councillor Blanchard-Cooper if he wishes.
2. The Draft Terms of Reference be endorsed, and recommendations be brought back to the Committee for consideration in October 2023.

20.4.3. Turning to the remainder of the report, Members noted that the Sports Forum was going through an intense period of change. The annual Sports Awards would in future be aligned to the Sports Excellence Grants which was considered practical and it was suggested that the Southfields Jubilee Centre would be an ideal venue to host the event. This was noted and Members also hoped to see a wider range of sports represented on the forum in the future.

It was Resolved that:

1. The Assistant Town Clerk add a question to the survey being undertaken at the Town Show regarding the sports forum.
2. The contents of the report be noted.

20.5. Town Council Business Plan 2023 to 2027

20.5.1. The Committee received a report which contained feedback from the business planning workshops to identify priorities for inclusion in the Town Council's proposed Business Plan for 2023 to 2027. The Town Clerk explained the process for finalising the Business Plan. It was also noted that further detailed work would be undertaken to determine the level of resources and delivery time scales for consideration by Full Council in November. Feedback received to date had highlighted that the overarching strategy statements could be more clearly defined, and that presentation be orientated towards the public.

20.5.2. The Committee proceeded to discuss the emerging proposals in more detail and agreed that further work could be done to make the document more accessible. They highlighted the need to replace some of the terminology with plain English, making a clearer distinction between aspirations and procedure and focussing on developing key priority statements. Members also considered that a summary of the objectives would help to support their engagement with residents, generating a sense of involvement which would encourage them to interact more with the Council. These observations were noted and would be taken forward as part of the ongoing work to develop the final Business Plan. The Committee was otherwise content that the list of goals identified as being within the remit of the Committee were accurate. It was noted that it is useful to have the whole Action Plan for reference.

It was therefore Resolved that:

1. The Committee's comments regarding improvements to the Strategy be noted and taken forward as part of the ongoing work to develop the final Business Plan.
2. The list of goals in the Action Plan identified as being within the remit of the Committee, Appendix B be endorsed and recommended to the Policy and Finance Committee for progression.
3. The contents of the report be otherwise noted.

21. Finance

21.1. Committee Budget Monitor

21.1.1. 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. The Town Clerk and Assistant Town Clerk provided clarification on a number of points relating to the allotments and museum budgets and outlined some of the factors which impacted the level of income from room hire at the Southfields Jubilee Centre. It was noted that the figures contained in the budget monitor sometimes differed to those stated in the financial implications of the periodic service reports which aimed to show the anticipated final position regarding a particular event or service. Overall Members welcomed the detail that the new style of presentation provided and thanked the Finance Team for delivering this in the report.

It was therefore Resolved that:

The report be noted.

22. Exempt Business

There was none.

The meeting closed at 7:50 pm.

CHAIR

Task & Finish Group: DRAFT Terms of Reference

Name of Group	Grant Aid Criteria Review Task & Finish Group (T&FG) – Sept 2023
Decision making body to whom it will report	Community Resources Committee (CRC)
Remit/Purpose	<p>To review the grant aid criteria, application and review process and make recommendations based on its findings to CRC in October 2023.</p> <p>To give Members the opportunity to undertake a more detailed piece of work to explore alternatives and review other practices, enabling a tangible input into the decision-making process required at CRC.</p> <p>The group itself will not make decisions; these will always be made by the Community Resources Committee.</p>
Structure	The Standing Orders of Council will generally apply but at the discretion of the Chair, greater latitude will be permitted to allow members to fully discuss issues in a less formal or prescriptive manner.
Objectives (and how group will work to achieve them)	<ul style="list-style-type: none"> • Define the purpose for Grant Aid: Improving Littlehampton, strengthening and empowering the community • Consider the criteria and application process and explore alternatives: e.g. whether to implement different categories and what these might be (e.g. Sports, Community, Arts + 1 other); a very simplified process with the total sum available divided equally among all applicants; a tiered process with a basic criteria and different levels of award within that e.g. capped at a minor sum (£500/£1,000), a second level that has a medium sum, a CRC Champion major award for that year and the rest gets split simply amongst 4 categories. Points based scoring? • Explore how we can broaden the applications received: Including how the criteria is defined to encourage wider participation. • Define how they will be monitored, evaluated, and actively encouraged to promote the partnership: E.g., presentations at meetings?

	<ul style="list-style-type: none"> • Consider the link between Grant Aid and the Service Funding Agreements
Reporting to	This Task and Finish Group will function as an advisory group reporting to the Community Resources Committee.
Key timescales and duration	This is an ad hoc group established for a limited time, which is proposed to complete its work by the October 2023 CRC.
Group Membership	<p>4 Members to be part of the group.</p> <p>Membership of the T&FG shall consist of four councillors from the Community Resources Committee. Substitutes for the above members of the group may attend as and when required.</p>
Group Chair	Chair to be selected by CRC
Meeting dates	The timing and number of meetings will be dictated by the volume of business for the T&FG. The group could arrange thematic meetings to ensure that it addresses all relevant issues in a focused and manageable way.
Scope of work (detail work areas in and out of scope)	<ul style="list-style-type: none"> • Scope is in line with the remit of the Community Resources Committee when considering Grant Aid. • Scope of work will explore criteria, application, and review processes. • Setting a budget is outside the scope of this group. • Scope of work includes considering the link to Service Funding Agreements but excludes reviewing the SFAs as this will come towards the end of the current SFA three-year agreements.
Resources	Time and commitment from Councillors Research and policy checking by Officers.
Lead officer(s)	The Community Resources Officer is appointed to support the group
Key stakeholders / interested parties and engagement process	N/A

Notes of the **Littlehampton Sports Forum** held in the **New Millennium Chamber, Littlehampton Town Council** on **Monday 25 September 2023** at **6pm**.

Present:

The following groups were represented at the meeting:

Littlehampton Cricket Club (two members)
Littlehampton Croquet Club
Norfolk Bowls Club
Littlehampton Town Football Club
Littlehampton Wave Life Saving Club
Howard Lawn Tennis Club
Littlehampton Badminton and Squash Club
Littlehampton Sportsfield (two members)
Littlehampton Rugby Club
David O Jones Sports

In attendance:

Councillor Sean Lee – Chair of the Sports Forum
Felix Gillett – Community Resources Officer

1. Introductions

1.2. Members of the Forum introduced themselves and their clubs.

2. Apologies for Absence

2.1. Apologies were received from Littlehampton Golf Club and another member of the Norfolk Bowls Club.

3. Notes of Previous Meeting

The notes of the previous meeting from 31 July 2023 were agreed as a true record.

3.1. Matters Arising

No matters arising.

4. Items for Discussion

4.1. Sports Excellence Grants

The Community Resources Officer reported that there were three applications and the Selection Panel decided to fund all three applicants using the full allocation of £2,000. The three sports represented were gymnastics, skateboarding and tennis. The grants will be awarded at the Full Council meeting on Thursday 12 October 2023.

4.2. Hampton Park Development and Facilities

- 4.2.1. Members viewed plans for playing fields on the new Hampton Park development for changing rooms and three football pitches, which will also incorporate a cricket field.
- 4.2.2. The size of the cricket field was questioned and whether it would be big enough, as well as the practicalities of maintaining a cricket square on a football pitch.
- 4.2.3. The Cricket Club highlighted that some local teams had to play out of the area due to lack of facilities, so it was important to ensure this provision was adequate.
- 4.2.4. Priority should be given to local clubs and different size football pitches for children should also be accommodated in the plan.
- 4.2.5. This highlighted the need for decision makers to consult with local sports clubs when developer funding became available for local sports provision.

5. Members' Updates

- 5.1. Littlehampton Croquet Club
Their building has had a new roof fitted. They are still experiencing problems with their sprinklers. They had some new members. On the whole, the shared site is working well.
- 5.2. Norfolk Bowls Club
They have teams competing in different leagues, though two are in the same league. They have 17 new members. They took part in the Bowls England Weekend. They are keen to link up with young people.

ACTION: Community Resources Officer to introduce Norfolk Bowls Club to Arun Youth Projects.

- 5.3. Littlehampton Badminton and Squash Club
The Chair of the club is now Richard Jones. They are running youth coaching sessions.
- 5.4. Sportsfield
They are reviewing a proposal from Paddle4All to set up a paddle ball club. This would replace the current area used by Howard Lawn Tennis Club. An initial enquiry was made to Arun District Council about whether the tennis club could use the unused courts at Maltravers Tennis Courts. It's recognised this is not an easy decision.
- 5.5. Littlehampton Cricket Club
The last game of the season was on Saturday. The First Team avoided relegation. The Second Team was promoted to Division 10. It's been a successful season for the club.

- 5.6. Littlehampton Town Football Club
The season has just started, with three games so far. They're waiting to hear about funding for a new stand. If received this will be 150 seats and delivered in May 2024.
- 5.7. Howard Lawn Tennis Club
The Lawn Tennis Association won't give grant to grass court tennis as it's considered too risky. But they do give money to Arun District Council for accessible courts. This means people can use the facilities without the need for a kiosk. The club is celebrating its 114 years anniversary this year. Community tennis at Maltravers is going well. This is for all ages and creates good crossover with Howard Lawn Tennis.
- 5.8. Littlehampton Town Football Club
The season has just started. They ran a well-attended summer campaign to encourage young kids to participate in rugby. They're looking to apply for the Holiday Activity Fund. The maintenance agreement with Tivoli is good. They have a new coach, John Mills and have gone up a league. They're looking to establish a second team.
- 5.9. Littlehampton Wave Life Saving Club
Knowledge about safety around water is important as 400 people die each year in the UK from drowning. The club work with the Royal Life Saving syllabus, for safety and rescue qualifications. They also participate in competitions. When their members reach 16 years old they are encouraged to become life guards.
- 5.10. David O Jones
The customisation side of the business is increasing with printed shirts and similar. They're looking to improve the shopfront. With their solar panels they are now running 'green'.

6. **Any Other Business**

- 6.1. Decisions about Section 106 and other developer funding was the sort of subject that could be looked at by the Executive Committee, to report back to the Forum. Investment is needed in leisure facilities and development, and it's vital to ensure these funding agreements benefit the community.
- 6.2. Some members raised concerns about issues in dealing with the contractor who manages Arun District Council's facilities. The District Council is aware.

7. **Dates of Next Meetings:**
Monday 13 November 2023, 6pm

Closed at 7.00pm

Notes of a Meeting of the **Grant Aid Criteria Review Task & Finish Group** held in **The Gladden Room, The Manor House, Church Street, Littlehampton BN17 5EW** on Tuesday 10 October 2023 at 6pm

Present:

Councillor Alan Butcher (Chair)

Councillor Billy Blanchard-Cooper

Councillor Jill Long

Councillor Maralyn May (substituting Councillor Sean Lee)

In attendance:

Juliet Harris – Assistant Town Clerk

Felix Gillett – Community Resources Officer

2023 to 2024

1. Apologies & Election of Chair

Councillor Lee had sent his apologies, and, in his absence, it was proposed and agreed that Councillor Butcher be appointed Chair for the meeting.

- 2.** The Assistant Town Clerk outlined current process for launching the Town Council's Annual Grant Aid, how the scheme was promoted, applications assessed, and the final awards made. It was noted that the Group had been formed in response to the wish to review the current criteria and overall process with a view to making recommendations on these to the Community Resources Committee. It was noted that the current budget for Grant Aid was set at £15,000 and that this year 30 groups applied, requesting £45,000. Of these, 27 groups received awards ranging from £75-£1,260. In addition, Councillor Lee had drafted proposal regarding the allocation process which were also tabled for consideration.

- 3.** The Group began by looking at the current criteria and the Community Resources Officer presented some examples research gleaned from other local authorities who ran similar schemes. This showed that they were very similar to the Town Council in terms of process, application format and criteria with only one having more specific criteria. There was limited information about how the applications were assessed and the process although an

example of how applications could be weighted and assessed had been sourced.

4. In all cases it was clear that local authorities looked to fund initiatives that matched their own priorities for their areas. In this respect the Group felt that the wording in the Town Council's criteria should be strengthened so that this was clearer for applicants. This led to a thorough review of the criteria. The Group discussed whether repeat applications should be allowed, and if the ban on 'marketing only' applications was practical. Whilst the Group did not believe that the criteria should at this stage be themed or too restrictive the following suggested changes were also proposed.
 - Addition of a clear statement that a grant cannot be used for commercial benefit.
 - Addition of a statement that a grant was both reflective of and would support a community need and clearly demonstrated how the grant would address this.
 - The criteria should explicitly state that tangible evidence of how the grant had been used should be provided by way of feedback to the Town Council.
 - Regarding acknowledging LTC as funders, it should state that 'where practical' the logo is used.
 - Addition of wording about the protection of assets to state that they will be returned or passed on to a similar charity if the group dissolved within certain time.

These changes were recommended to the Community Resources Committee for approval.

5. The Group went on to discuss how the Grant Aid Scheme was promoted and how best to encourage applications. Currently, the Town Council deployed all its social media and publicity mechanisms to launch the scheme. This included Members contacts, the Community Resources Officer's contacts and press releases as well as contacts established through the work of the Town Mayor. In doing this it was emphasised that whilst Councillors and the Community Resources Officer could help with applications, this was purely in an advisory capacity.
6. Discussion turned to whether the Grants programme should be restricted to a theme or focussed on one topic. It was observed that as the Town Council's Business Plan and priorities became clearer the focus of Grant Aid could be changed. For example, it was noted that biodiversity was becoming an important topic and concern for people. In response to questions about the Sports Excellence Grants the Community Resources Officer explained how it differed to Grant Aid. It was noted that the criteria focused on individual sporting achievement and promotion of Littlehampton sport. The Group did however feel that the panel which the Sports Forum formed to consider applications was a good idea and one which they would like to see implemented for the Town Council's Grants. It was also noted that The Sportsfield had a Service Funding Agreement with the Town Council which supported many other local sports.

7. Turning to the proposals regarding the allocation process which were had been tabled for consideration by Councillor Lee, the Group considered that more time was needed to consider them. It was therefore proposed that the terms of reference be extended, and a further meeting be arranged to give this proper consideration.

It was therefore resolved that:

The Community Resources Committee be recommended to:

1. Approve the changes to the Town Council's Grant Aid Criteria as set out in Minute 4 above.
2. Note the that the Task and Finish Group would be meeting again to consider the proposal regarding the grant allocation process tabled by Councillor Lee.

The meeting closed at 6.55 pm.

CHAIR

Littlehampton Town Council

Non-Confidential

Committee: Community Resources

Date: 19 October 2023

Report by: Town Clerk

Subject: Events Periodic Report

1. Summary

- 1.1. The report sets out an update of the 2023 to 2024 events programme. It includes a summary of the twentieth Town Show and Family Fun Day event and provides an update on plans for the Remembrance Sunday event.

2. Recommendations

2.1. The Committee is recommended to:

1. Note the outcome of the Town Show and Family Fun Day event – paragraphs 3.1.1 to 3.1.5 refer.
2. Note the update on the Remembrance Sunday event – paragraphs 3.2.1 to 3.2.5 refer.
3. Otherwise note the report.

3. Events Programme

3.1. Town Show and Family Fun Day

- 3.1.1. The twentieth Town Show and Family Fun Day was held on Saturday 9 September 2023 at Rosemead Park. An estimated 4,000 people attended throughout the day. The date allocated for 2024 is Saturday 10 September.
- 3.1.2. A total of 63 community groups attended this year's event with information and fundraising stalls which was a significant increase from the 44 groups who had registered for the event in 2022 prior to the cancellation. Two more organisations that were due to attend had to pull out at short notice due to a lack of volunteer availability.

- 3.1.3. The Horticultural Craft Show and the Town Show Committee attracted many entries and reported that their marquee was busy all day with no reported issues. The Town Show Committee ran an auction at the end of the event, raising over £100. The Town Show Committee also sold their 2023 calendars which featured a collection of photos captured in Littlehampton. It has been agreed that the Town Show Committee will once again attend the Christmas Lights Switch on event in November to sell their calendars and raise funds for future shows.
- 3.1.4. Other attractions included activities in the Arun Youth Projects Youth Tent, children's rides, and inflatables, art workshops courtesy of Artsworld and the Way Out There and Back team, meet and greets with children's TV characters and an interactive dinosaur show and walkabouts. Catering was provided by the Lions Club, Nic and Ben's Entertainments, Jim Jams, Hey Amigo, Kayla's Kitchen, The Sausage Roll Kitchen, Howie's Coffee and Coffees and Creams. Entertainment included live performances by the Sussex Tornados, Nolan Davis, Nick Clark, the Kelly Collab and the Shake Out. The Dog Show was cancelled due to the extreme hot weather. An inflatable laser tag arena was also booked for the event, but due to the hot weather the attraction was never opened due to concerns over the welfare of children using the attraction in an enclosed space.
- 3.1.5. Due to a contractor staffing issue, the generator that provides power to the caterers, stage and PA system was late to the event. This was rectified as Officers were able to utilise the Town Council's generator to provide power to two of the caterers and the contractor that supplies the stage was able to provide a generator for the earlier stage performances. The generator provided was considerably smaller than the one on hire and therefore the sound and production team were required to minimise output by controlling the volume of the speakers. Thankfully the larger generator on hire arrived in time for the band performances. Due to the inconvenience, no payment was made to the generator contractor. The caterers who required power were offered a half price pitch fee as a gesture of good will for their patience and understanding on the day.

3.2. Remembrance Sunday

- 3.2.1. The event will be held on Sunday 12 November in line with national celebrations throughout the United Kingdom.
- 3.2.2. Starting at 11am, at the War Memorial, 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.
- 3.2.3. Russell Hayler of the 1087 (Arun Valley) Squadron, Air Training Corps will act as Parade Marshal once again and has approved the parade orders.
- 3.2.4. A local veteran will recite the exhortation and Father Williams of St Mary's Church will lead the service. A bugler has been sourced to sound the Last Post and Reveille.

3.2.5. A service will take place in St Mary's Church read by Father Mark Williams after the Memorial Service at the War Memorial. Members and dignitaries will also be invited to a reception at the New Millennium Chamber after the Church Service and hosted by the Mayor.

4. Financial Implications

- 4.1. A budget of £20,000 was allocated to the Town Show and Family Fun Day event from the 2023 to 2024 Community Budget. Expenditure on the event was £20,782.35 excluding Amenity Team staffing costs, with a net of £18,082.35 due to the income of £2,000 generated by the gold sponsorship package sold to BoKlok and £700 generated through commercial stallholder and caterer fees.
- 4.2. A budget of £2,000 has been allocated to the Remembrance Sunday event from the 2023 to 2024 Community Budget. Expenditure is expected to be within budget.

Laura Chrysostomou
Town Clerk

Littlehampton Town Council

Non-Confidential

Committee: Community Resources

Date: 19 October 2023

Report by: Town Clerk

Subject: Draft Events Programme for 2024 to 2025

1. Summary

- 1.1. This report sets out a draft programme of Town Council led events and initiatives for 2024 to 2025. The 2024 to 2025 Community Events programme is being put together with consideration for the financial constraints faced by the Council. Consideration must be given to determine how savings can be made without compromising on the quality of each event.

2. Recommendations

2.1. The Committee is recommended to:

1. Consider and agree in principle the draft programme of events and initiatives for consideration as part of the 2024 to 2025 budget discussions.
2. Approve extending the current Event Service Contracts that are due to expire in March 2024 by 12 months – paragraph 3.2.6 refers.
3. Consider a budget allocation for the 80th anniversary D-Day Beacon Lighting Event in June 2024 – paragraph 3.2.7 refers.
4. Approve production of the events guide in the existing format at a cost of £1,100 – paragraph 3.4.1 refers.
5. Approve the recommendation to allocate no funds to the 2024 to 2025 Event Support Fund – paragraph 3.5.1 refers.
6. Otherwise note the report.

3. Background

- 3.1. Town Council events bring the community together, strengthen community relationships, provide opportunities for local organisations to network and fundraise, boost the local economy, and attract tourists to the town during the summer season. They create a tangible and visible

link for the local community to the Town Council and support a positive corporate image and reputation.

3.2. Proposed Events Programme 2024 to 2025

- 3.2.1. The 2023 to 2024 summer programme of events was extremely successful. The Armed Forces Day and Town Show and Family Fun Day events in particular were very well attended, with the latter celebrating 20 years as an event in the Littlehampton calendar. Residents and tourists alike continue to attend the Sandcastle Competition and Screen on the Green events with their families during the school summer holidays.
- 3.2.2. The combination of soaring inflation, utility costs and salaries are putting considerable strain on the Town Council's budget for 2024 to 2025 and potentially onwards. It is therefore sensible to start looking at the Events Programme to identify potential savings now while the budget position is still fluid. Members views are sought on these proposals so that Officers can continue the work to refine the programme of events for 2024 to 2025 for inclusion in the Budget paper in December. It should be noted that any decision taken at this point will be subject to the outcome of the Council's Budget discussions in December to January.
- 3.2.3. Members views are sought as to whether the Screen on the Green event is postponed for 2024. The event is relatively well attended but does not particularly meet the aims of the Town Council event programme in the way that other events such as Armed Forces Day and the Town Show and Family Fun Day do.
- 3.2.4. It is proposed that the Southfields Easter Out and About session is not delivered due to minimal uptake over the past two years. Budget resources should instead be focussed on other events in the Town Council's events programme. No changes to the remainder of the events programme are considered necessary at this time, excluding budgets.
- 3.2.5. In deciding the programme, it should be noted that the budgets proposed are based on expenditure during the 2023 to 2024 budget cycle. Officers have spoken to tendered contractors and it is anticipated that their costs will rise an average of 8% for the next financial year. The pay award for staff salaries still hasn't been confirmed for 2023 to 2024 and it is likely there will be an increase in 2024 to 2025. These increases should be considered when setting the budget.
- 3.2.6. Members are due to review the current event programme in summer 2024, to come into fruition in the 2025 to 2026 financial year. The event services tenders which include Event Support, Medical Provision, Security, Marquee Hire, Sound and Production and Power and Lighting are due to expire in March 2024. Tenders are currently awarded on a two-year basis. If new contracts are awarded in 2024, certain events or services could be void after the first year once the existing events programme is reviewed. For this reason, it is recommended to consider extending the current tenders by an additional 12 months. Extending the existing tenders would ensure fluidity of the current event programme as all contractors have worked with the Town Council for a minimum of four years and are familiar with the existing set up and processes.

- 3.2.7. Members are also asked to consider an event to commemorate the 80th anniversary of the D-Day landings which will be remembered with beacon lightings nationwide in June 2024. Funds would have to be allocated to the event.

April

- 3.3.1. Easter Out and About – Wednesday 3 April 2024

Current Budget: £800

Background: The Town Council deliver two Easter sessions during the School Holidays. These have taken place on consecutive Wednesdays in Mewsbrook Park and Southfields. The Easter sessions comprise of a free bunny hunt and children's entertainment courtesy of a local entertainer. The Freedom Leisure Team attend the sessions with their outdoor games and inflatables as part of their existing Service Funding Agreement. The sessions are a chance for young families to get 'out and about' and enjoy a variety of outdoor activities at two local parks. The 2023 Mewsbrook session was very well attended and attracted a record 592 children. In comparison, the Southfields session was attended by just 62 children. The limited attendance was likely due to the poor weather on the day, but the limited interest in the Southfields session has been evidenced at the last three events. The 2019, 2022 and 2023 Southfields sessions were attended by a combined 325 children. In comparison, the last three Mewsbrook sessions were attended by 1209 children. The 2020 and 2021 events were cancelled due to the pandemic. Members are asked to consider the following options for the event:

- 1) Deliver the Mewsbrook Park Easter session only at a cost of £600
- 2) In addition to the existing Mewsbrook Park Easter session, deliver a summer children's session in Mewsbrook Park to replace the Southfields Easter session at a cost of £800.00. This would include repurposing Freedom Leisure's Service Funding Agreement as they would be asked to attend the summer session with their inflatables and activities.

June

- 3.3.2. D-Day 80 Beacon Lighting – Thursday 6 June 2024

Background: The 6th of June 2024 marks the 80th anniversary of D-Day when Allied forces mounted the largest amphibious invasion the world has ever witnessed.

To celebrate the peace and freedom given to us through the bravery and sacrifice of those involved in D-Day, beacons will be lit across the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories. Guidance suggests that the lighting of the beacon should take place at 9.45pm on 6th June 2024, followed by an event to commemorate one of the most momentous achievements in living memory. It is expected that the event will cost in the region of £1,500 to deliver. It is proposed that the Beacon Lighting follows the format of previous events, to include local uniformed and scouting groups, entertainment, and refreshments.

Members are asked to consider the proposal above and advise Officers on how to proceed.

3.3.3. Armed Forces Day – Saturday 29 June 2024

Current Budget: £13,500

Funding breakdown

LTC Budget	£13,500	
Sponsorship	£1,500	Not confirmed
MOD Grant	£3,000-£4,500	Not guaranteed

*Harbour Park have contributed to the event annually since its inception. Officers will meet with representatives of Harbour Park at the end of the 2023 event season to discuss the event and their contribution.

**If a grant for the MOD is successful there is no way to guarantee the amount awarded. A grant of £4,529.77 was awarded in 2023. Officers will reapply for a grant in 2024 but it cannot be assumed that the application will be successful.

Background: Organised in line with national celebrations to honour those who serve and have served in the Armed Forces. 2024 will be the fifteenth year of Littlehampton Armed Forces Day. The current format of the event works well on East Green with activities and attractions taking place throughout the day. Officers will meet with representatives of local uniformed groups and Harbour Park in December to discuss how the event can be improved with cost-effective attractions and entertainment. In 2023, the Town Council were required to pay for aviation insurance and PPL and PRS music licensing, neither of which had been paid for previously and were not considered as part of the 2023 to 2024 budget discussions. These extras totalled a combined £2,715.08 and will need to be considered in future budget discussions.

Matters for Consideration: Amenity Team staffing costs and contractor costs will be increased for 2024 and additional funds will also be required to cover the cost of flight display insurance and music licensing, both of which are essential and cannot be ignored. It is recommended that the budget is increased to £18,500, a £5,000 increase, excluding potential sponsorship costs from Harbour Park and a MOD grant which cannot be guaranteed. Members should also be mindful that the Seafront Regeneration works are also scheduled to begin in summer 2024. It should be noted that this is not expected to drastically affect plans for the event but could affect parking and access to Banjo Road.

August

3.3.4. Sandcastle Competition – early August, date is tide-dependent.

Current Budget: £500

Background: A small budget event aimed at children and families. Each year a mixture of local families and tourists take part in building castles and sand sculptures. 201 children entered the competition this year. There are 3 age group categories, with winners in each category receiving prizes donated by local businesses. Harbour Park contribute £85 towards the cost of the buckets as well as a variety of prizes.

Officers approach local businesses to donate prizes for each age category. This year prizes were also donated by Bah Humbug Sweets, East Beach Café, Morrisons and Out of Bounds. A PA system is provided by the Town Council's Sound and Production contractor. It is recommended that the budget is increased to £600, a £100 increase, to cover the increased contractor fees and the costs of the buckets

3.3.5. Screen on the Green – 24 August 2024

Current Budget: £10,500

Background: The 2023 Screen on the Green event was the tenth instalment of its kind. The event is popular and is a highly anticipated event in the town's calendar. This year Roald Dahl's Matilda the Musical was shown on the big screen, and it is estimated that roughly 1,500 people attended the event, which is slightly lower than previous years. Attendances are affected considerably by the film choice. Due to the budget constraints faced by the Town Council, no trailer toilets were hired for the event in 2023. This was negatively received by members of the public at the event, and various complaints were put forward to officers and councillors. This was further evidenced in the survey feedback. The trailer toilets at previous events provided a safe and convenient alternative to the Coastguard and Norfolk Gardens public toilets and were welcomed by eventgoers, particularly those with young children and residents with additional needs. Anti-social behaviour has also become a considerable issue at the event in recent years, with the police having to be called twice this year. To combat this, a budget increase would be required to fund additional stewarding and/or security teams, as the attendance of local policing teams cannot be guaranteed. Although the event is popular with the local community, it does not attract many spending visitors. The vast majority are local residents who bring their own picnics so in terms of benefitting the local economy it has very low impact, although local caterers attend each year. It is one of three high budget events: the other two being Armed Forces Day and the Town Show and Family Fun Day both with different aims but successful in attracting visitors, showcasing local talent and supporting voluntary organisations.

Matters for consideration: Amenity Team staffing costs and contractor costs will be increased for 2024. The budget would need to be increased to £12,500, a £2,000 increase. The addition of on-site trailer toilets would cost in the region of £4,000. Shelving the event would ease financial pressures across the Council, in particular to fund inflationary budget increases across all events and plans to coordinate a Beacon Lighting for the 80th anniversary of D-Day. If shelved the event could be revisited in 2025 to 2026 events programme review and budget discussions for the following financial year. Members should also be mindful that the Seafront Regeneration works are also scheduled to begin in summer 2024. It should be noted that this is not expected to drastically affect plans for the event but could affect parking and access to Banjo Road.

September

3.3.6. Town Show and Family Fun Day – Saturday 14 September 2024

Current Budget: £20,000

Background: A community focused event. 2024 will be the twenty first Town Show and Family Fun Day. The event is built around the Town Show and Community Marquees. Other key features of the event are the main stage, catering provision and activities for children which are provided by local organisations. Officers approached sponsors for the event in 2023 and were able to sell the gold package to BoKlok for £2,000. To decrease expenditure in 2023 Officers removed the 9m x 15m Youth Tent and combined this space with the Community Marquee. Although this worked well, the group using the tent did not require the full allocation of space and therefore alternative plans will be looked at for the 2024 to ensure the Town Council is being resourceful.

Matters for consideration: Amenity Team staffing costs and contractor costs will be increased for 2024. It is recommended that the budget is increased to £20,700, a £700 increase.

November

3.3.7. Remembrance Sunday – Sunday 10 November 2024

Current Budget: £2,000

Background: The Town Council have co-ordinated the Remembrance Sunday event since 2013. The Events Team works in conjunction with the Royal British Legion Poppy Appeal and local cadet groups to facilitate the War Memorial Service and Return Parade. A Church Service takes place at St Mary's Church after the War Memorial Service. Following feedback, the second parade that takes place after the Church Service has been removed for 2023, which means staffing costs decrease for the 2024 to 2025 financial year. However, as Amenity Team staffing costs and contractor costs will be increased for 2024, costs will be relatively unchanged. No change to the budget is therefore recommended.

3.4. Events and Exhibitions Guide 2024

- 3.4.1. The current format for the March to October events guide works well, despite a decrease in the number of events in the programme following the pandemic. Local organisers are asked to submit their listings by the end of January for inclusion in the guide and the Visit Littlehampton website. Any events submitted after the deadline are included on the website. No changes to the format are recommended for 2024. Events are compiled into a 12 or 16-page guide, an example of which can be seen below in figure 1. £1,100 was allocated in 2023 to 2024. No changes to the current budget are recommended.



Figure 1 – What’s on Events Guide March to November 2023

3.5. Event Support Fund

Current Budget: £2,000 from earmarked reserves

3.5.1. Background: The Event Support Fund has previously been used to enable external organisations to develop events to supplement the town’s event programme and benefit the local community. Funds were allocated to groups on the basis that the events would return each year. The Town Council received no applications for event support this year. It is recommended that no budget is allocated to Event Support in 2024 to 2025.

4. Financial Implications

4.1. The costs of the proposed 2024 to 2025 Events Programme are listed as Appendix 1.

4.2. These suggestions will need to be considered against other priorities in the December and January budget cycle. These priorities are both those of this Committee and the Council overall.

- 4.3 There is £14,456.81 in earmarked reserves for Event Support and Community Event.
- 4.4 There is £1,161.50 in earmarked reserves for Events contingency.
- 4.5 There is £50,715.21 in earmarked reserves for Community Resources Initiatives, of which £6,000 is committed to support the budget for 2023 to 2024, 2024 to 2025 and 2025 to 2026. There is £6,500 in the 2023 to 2024 budget that remains unspent so far.

Laura Chrysostomou
Town Clerk

Events Programme: Appendix 1

Budget Projection 2024 to 2025

Events Programme

	2023 to 2024	2024 to 2025 Projected Programme
Easter Out and About	£ 800.00	£ 600.00
Armed Forces Day*	£ 13,500.00	£ 18,500.00
Sandcastle Competition	£ 500.00	£ 600.00
Screen on the Green**	£ 10,500.00	£ 16,500.00
Town Show	£ 20,000.00	£ 20,700.00
Remembrance Sunday	£ 2,000.00	£ 2,000.00
D-Day 80 Beacon Lighting		£ 1,500.00
Events Guide	£ 1,100.00	£ 1,100.00
Total	£ 48,400.00	£ 61,500.00
Variance 2023 to 2024 to 2024 to 2025		-£13,100

*Armed Forces Day not including Sponsor contribution

**Includes toilet provision at a cost of £4,000

Littlehampton Town Council

Non-Confidential

Committee: Community Resources Committee

Date: 19 October 2023

Report by: Town Clerk

Subject: Museum Periodic Report

1. Summary

- 1.1. The Museum is responsible for the conservation and safeguarding of the Collection, and delivering an education and outreach service that aims to promote and preserve Littlehampton's cultural heritage. This periodic report contains an update for Members on recent activities and engagement and seeks approval of the acquisition of a small number of artefacts.

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 Activity Update

3.1. Exhibitions

3.2.1. Romans, 5 June to 28 October.

Feedback and visitor numbers have been very good, with many visitors coming to see this specific exhibition.

3.2.2. From Rope Walk to West Beach, 1 September to 19 October

This exhibition showcases work by Diana Hector, illustrating a walk along a local footpath from Rope Walk to West Beach. On show in the Butterworth Gallery, we have extended this exhibition for a couple of weeks longer than had been previously advertised until just before ½ term. Some visitors have visited specifically to see this exhibition.

3.2.3. Open Art "Plastic", 11 November to 16 February.

People have been making submissions for this art exhibition, under the theme of "plastic". The selected artworks are due to be installed in the exhibition, opening November 11.

3.2. Events

3.2.1 Town Show, 9, September.

572 people visited the Museum's stall at the Town Show, engaging with the interactive game and talking to the Museum team.

3.2.2 October ½ term, 'Plastic Fantastic Creatures'

The Museum will be holding a pop-in craft workshop for children to create sculptures out of old plastic bottles and bottle tops. These will then be displayed in our Open Art exhibition in November.

3.2.3 Object Handling Session for People Living with Dementia

This has been re-scheduled to Thursday November 23. We will be advertising this locally, including with some local care homes and hope to entice some participants.

2.2. Visitor Engagement

3.3.1. Visitor Numbers



These numbers include visitors to the Museum, to events and outreach activities. Although numbers were down January to May, visitor figures for June, July and August this year have been excellent, a large increase on last year's numbers. September numbers have also been an increase on last year. We anticipate that the Romans exhibition will continue to attract increased visitor numbers until the end of October. Overall, the annual amount this year is on track at least meet last year's figures.

2.2.2. Visitor Feedback (comment cards)

“Absolutely amazing – can’t believe we’ve never been and will definitely return!”

“I enjoy all the different exhibitions very much – very interesting, keep up the good work!”

“Really lovely to see more about the Roman settlements locally.”

“Very impressed. Learnt lots. Used loads to take back to my Rainbow brownies”

2.2.3. Social Media

Table 1: Facebook Top Posts

Month	content	post reach	engagement
September	One month to go to end of Romans exhibition	893	72

Table 3: Twitter Top Tweets

Month	content	impressions	engagements
September	The Museum is closed – see you at the Town Show!	110	2

Table 4: Instagram Top Posts

Month	content	Engagements (likes, comments, shares)
September	The clock is ticking for your Open Art submissions	307

2.2.4. Museum Outreach

2.2.4.1. School Loan Boxes

	Number of Boxes	Number of schools	Number of pupils
September	4	3	176
October	2	2	80

2.2.4.2. School Visits

There have been no school visits to the Museum since the last report.

2.2.4.3. External Talks

One talk was given by the Curator in September, to the U3A Arun group attended by 26 people.

2.3. Documentation

3.4.1. General

Museum documentation is the development and use of information about the objects within a museum collection and the procedures which support the management of the collection. Documentation is therefore crucial to making a collection accessible and essential to identify the importance of objects within the collection. Following a Council led review in 2019, this work started in earnest and addressing the remainder of the documentation backlog is a key priority for the team. A Document Plan is in place and progress is also reported to the Committee.

2.3.2. Documentation figures

The Museum has met or exceeded its target every month this year. The current target is 300 records to be created or amended to reach Spectrum standards. The current total number of records on our collections database (MODES) is 35,212.

2.4. Collections Care

3.5.1. Preventive Conservation

The Museum butterfly collection has recently suffered some damage from insect pests (*Anthrenus sp.* beetle larvae). The affected drawers have sent to the Booth Museum of Natural History in Brighton to be frozen (to kill the larvae). The cost of this will be met from the Collections Management budget.

All other conservation activities are continuing as part of the Collections Care and Conservation Plan.

3. Potential new acquisitions

Please see these listed in Appendix A

4. Financial Implications

5.1. Exhibitions

The cost of putting on the planned exhibitions this year will be met from existing budgets. The exhibition budget for 2023 to 2024 is £1,300 and the advertising budget is £2,218. It is estimated that the Open Art “plastic” exhibition will cost approximately £150 to install. The cost of installing the Diana Hector exhibition has been minimal (inhouse printing of posters and price lists).

5.2. Events

The cost of all event and activities this year will be met from the existing event budget, which for 2023 to 2024 is £1,000.

The cost of the attending the Town Show was minimal (small cost for printing and laminating and for buying sweets as prizes)

5.3. Grants

5.3.1 Project Time Machine

Preparations for starting this project in January 2024 are on track.

In addition, the Museum has recently applied for the following related grants:

5.3.1.1 First Steps grant from Southeast Museum Development

The Museum team has been successful in obtaining this grant which will be used to fund the employment of a temporary intern from December 2023 to February 2024. The intern will carry out a pilot project to trial the draft Cataloguing Procedure on selected items in the Social History Collection, to scope out timings and set targets for the main project.


5.3.1.2 Collections Care grant from Southeast Museum Development

If successful, this grant will fund the purchase of a commercial quality dehumidifier with a humidistat for Social History Store 1, ensuring greater control of the environment in this area.

Laura Chrysostomou

Town Clerk

Appendix A Potential Acquisitions

Object Name and information	Photograph	Curator Recommendation	Link to Collecting Policy
<p>Uniform buttons (British Railways and S.R.) and 'gold' watch "British Railways in appreciation of 45 service' belonging to a named Littlehampton resident (1900-1968), who was signalman at Lyminster Railway station.</p> <p>We have also been offered a copy of a photo of the signalman in his uniform with his colleagues, and a newspaper article about his long service.</p>		<p>Accept</p> <p>These items have good context – a named person and associated information about their life. These items will not take up much space and can be stored in existing storage boxes.</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>

Littlehampton Town Council

Non-Confidential

Community Resources Committee

Date: 19 October 2023

Report by: Town Clerk

Subject: Community Resources Officer 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, service funding agreements and community engagement.

2. Recommendations

- 2.1. The Committee is recommended to:
 1. Maintain the current policy in relation to the control of foxes, and that the trapping, killing or removal of foxes from the Town Council's allotments sites is not permitted and any plot holder found to be doing so will have their tenancy terminated with immediate effect.
 2. Otherwise note the contents of the report.

3. Services and Facilities Update

3.1. Allotments

Through the Allotments Working Group plot holders recently raised concerns about fox activity on the sites, particularly on Worthing Road and requested a review of the Town Council's policy and approach to managing pests and vermin. In view of the reported increase in fox activity at the Worthing Road site, research has focussed on re-evaluating Council's current position on fox control alongside any new legislation and current thinking on this subject. See Appendix A. No changes are recommended to the Town Council's policy and approach to managing foxes at this time.

The Community Resources Officer was also tasked with reviewing the current Pest Control provision and will bring this report to the next meeting of the

Allotments Working Group. Any recommendations arising from this review will be brought back to the Committee for consideration.

In terms of general maintenance activity, a new gate and fence were installed on the north boundary of the Worthing Road site to provide increased security and accessibility. The clearance and prepping of plots for relet has continued and the waiting list reduced to 112 with the waiting time remaining at about seven months.

Some Members visited the Worthing Road and Trinidad allotments site to view the allotments and converse with the site representatives. The Community Resources Officer will arrange further visits for those who couldn't attend on this occasion.

3.2. Youth Service

The new three-year contract with Arun Youth Projects has begun with a new Youth Service Manager in place from mid-September. This individual has worked with Arun Youth Projects for the last ten years and comes with significant additional experience having also worked with and supported young people whilst employed at West Sussex County Council. Members will have the opportunity to meet them at the next meeting of the Committee when Arun Youth Projects will present their annual report.

The Community Resources Officer has sought the input of the youth leaders regarding the internal design for K2 Community Centre, to ensure the facilities meet the needs of the young people who will be using it. With an Arun Youth Projects leader, the Community Resources Officer visited a youth facility in Worthing who have set up a youth space to, to see how they have done it.

In response to recent activity, Arun Youth Projects continues to carry out detached work in key areas of the town focussing on the Town Centre.

3.3. Community Safety

The Community Resources Officer is attending the meetings of Arun District Council's Littlehampton Local Action Team (LAT), which is linked to the Town Council's Town Centre Action Group. These meetings include Police Community Support Officers, Community Wardens, Anti-Social Behaviour team and Safeguarding team. The intention is to identify key areas of negative activity in the town and provide clear actions for tackling these issues, as well as communication.

3.4. Floral Displays

As we move into the coming season our contractor has initiated the seasonal aspect of their contract, by planting appropriately for the winter and removing and storing the fourteen barrier baskets on Franciscan Way.

4. Grant Aid and Service Funding Agreements

4.1. Grant Aid Criteria

The Grant Aid Criteria Task and Finish Group met on 10 October to review the current criteria and make recommendations for the Community Resources Committee. The notes of this meeting and recommendations arising are the subject of a separate item on this agenda.

4.2. Service Funding Agreements

As these three-year agreements approach their first year, the Community Resources Officer is receiving updates from the various organisations. These will be presented at the next Community Resources Committee meeting. The one-year agreement with Littlehampton Bonfire Society will be reviewed after their event at the end of October 2023.

5. The Sports Forum

The Forum has recently awarded the Sports Excellence Grants to three young people who are all performing at county level or higher in the fields of gymnastics, skateboarding, and tennis. The full amount of £2,000 was awarded. A presentation and acknowledgement of their achievements was made at the recent Full Council Meeting. The Sports Excellence Grants will now be aligned with the Sports Awards and presented at the Annual Town Meeting in April 2024, alongside the Town Merit Awards.

The Sports Forum continues to have concerns about the lack of provision of local facilities and have been reviewing the proposed plans for playing fields on the Hampton Park development in north Littlehampton. The developer advised the playing fields would comprise changing rooms and three football pitches with an incorporated cricket field, but these would be one of the last aspects of the development to be delivered.

6. Financial Implications

There are none arising from this report.

Laura Chrysostomou

Town Clerk

Fox Control

1. Council resolved on 15 February 2018 that the trapping, killing or removal of foxes from the allotments sites is not permitted, and any plot holder found to be doing so would have their tenancy terminated with immediate effect.
2. The research and reasoning at the time was that whilst it was acknowledged that urban foxes were more prevalent, it was evident that attempts to control the fox population were both difficult to implement and generally unsuccessful. It was also difficult to measure the extent of the problems caused by foxes as there was no formal reporting system. Members were sympathetic to the problems faced by plot holders, who regarded them as unhygienic and a disruption to crops, however the methods used to control them were not considered acceptable.
3. Legislation has not changed since 2018. Although viewed as a pest by some, Foxes are not categorised as vermin according to DEFRA (Department for Environment, Food and Rural Affairs). Foxes have limited protection under the Wildlife and Countryside Act 1981 but are protected from abuse and ill treatment by the Wild Mammals (Protection) Act 1996 and, if captured, by the Animal Welfare Act 2006.
4. The Government provides guidance and legal methods for controlling foxes for the owner or occupier of the affected property. Securing food sources and fencing livestock are the first ways to discourage fox activity, and repellents and deterrents approved for use against foxes can be used. Cage traps and snares are permissible for catching foxes but there are strict rules for utilising these and for the destruction of any captured foxes.
5. The Town Council's Pest Control contractor can provide fox control for £472.47 +VAT per fox. They estimate there may be 3-4 foxes active on the Worthing Road site and their behaviour on the plots suggests they're mainly maintaining territorial boundaries. In consultation they advised that while the fox population is self-regulating, a critical point for considering control by trapping would be if a fox den was discovered on site, for example under a shed. This would see increased activity and destabilise the shed's foundations. If it was considered necessary, a programme could be put in place to remove the foxes, outside of the breeding season, and to fill in the den.
6. In consulting with six local councils and other allotment providers, all of them advised that they do not trap or kill foxes.
7. It is therefore recommended that the current policy remains in place. The Town Council will continue to be guided by the advice of its pest control contractor to manage issues arising and allotment holders are encouraged to use other deterrents as recommended on many fox advice websites to control / deter activity.
8. Useful websites with information and advice on fox control:

www.foxproject.org.uk/foxes-and-the-law

www.gov.uk/guidance/foxes-moles-and-mink-how-to-protect-your-property-from-damage

www.fox-a-gon.co.uk/foxproblemsfaq

www.foxrepellentexpert.com/digging

www.rspca.org.uk/adviceandwelfare/wildlife/foxes/garden