

**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 19 October 2023 at 6.30pm**

**Present:**

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

**In attendance:**

Felix Gillett – Community Resources Officer  
Kieran Gibbins - Events and Town Centre Strategy Manager  
Laura Chrysostomou - Town Clerk

**2023 to 2024**

**23. Evacuation Procedures**

The evacuation procedures were noted.

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

The procedures were noted.

**25. Apologies**

There were no apologies.

**26. 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. There were no further declarations.

## **27. Minutes**

The Minutes of the meeting held on 7 September 2023, previously circulated, were confirmed as a true record and signed by the Chair.

## **28. Chair's Report and Urgent Items**

There was one urgent item. It was agreed that Item 9, Grant Aid Review Task and Finish Group, be moved to the end of the agenda.

## **29. Public Forum**

There was one member of the public present. No representations were made.

## **30. Sports Forum**

The Committee received the notes of the meeting, previously circulated, held 25 September 2023, with no matters arising.

### **It was resolved that:**

The notes of the Sports Forum meeting held on 25 September 2023 be noted.

## **31. Officers Reports**

### **31.1. Events Periodic Report**

Members received a report, previously circulated, which provided a summary of the twentieth Town Show and Family Fun Day event and provided an update on plans for the Remembrance Sunday event.

31.1.1. Members wished to discuss the update to the Remembrance Sunday event. It was clarified that the first parade was to go ahead and would muster from 10am at the clock tower in the High Street. As previously agreed, the second parade had been removed following feedback from the uniformed groups.

31.1.2. Members thanked the officers for their hard work on the Town Show. They understood that it was not an easy task and highlighted how smoothly it ran despite some complications that were faced on the day. It was suggested that the marquee used for the horticultural and craft show may have been too big for the scale of the exhibits which made it appear smaller than it was. Members asked that a smaller marquee be investigated for next year's Town Show. It was noted that the marquee did get busier after the judging had finished, so this should be considered if the size of the marquee was to be reduced.

Members also thought that there should have been more seating available outside as the heat had posed a significant challenge for many on the day. It was noted that Rosemead Park was a very open site with little protection from

the sun and that predicting the requirements based on the weather was challenging.

**It was resolved that:**

1. The outcome of the Town Show and Family Fun Day event be noted.
2. The update on the Remembrance Sunday event be noted.
3. The report be otherwise noted.

### **31.2. Draft Town Council Events Programme 2024 to 2025**

Members had before them a report, previously circulated, which set out the draft programme of Town Council led events and initiatives for 2024 to 2025. The 2024 to 2025 Community Events programme was being put together with consideration for the financial constraints faced by the Council. Members were asked to consider how savings could be made without compromising on the quality of the event.

- 31.2.1. It was proposed that the Southfields Easter Out and About Session would not be delivered due to minimal uptake over the past two years and that the money saved from doing this would be repurposed for another Town Council event. Members felt it would be a shame to cut one of the events as free family events during the school holidays were valued by residents and instead proposed that the new K2 Community Centre be used as a venue for the event. Members agreed that this would be beneficial as it was not only accessible to more of the Town's wards, but it would also promote the new community centre.

Members asked officers if this was a feasible option. It was felt to be feasible, but it was noted that the under-five's playground area would not be completed.

- 31.2.2. Members discussed the proposed D-Day 80 Beacon Lighting Event and agreed the event which would see the Town's beacon lit along with other beacons across the United Kingdom.

- 31.2.3 Members discussed at length the Armed Forces Day event and the rising cost of the event. The event cost £19,000 this year, met from the Town Council's £13,500 budget, a grant of £4,529.77 from the Ministry of Defence and sponsorship of £1,500 from Harbour Park. The proposed budget increase to cover increased costs, and excluding potential sponsorship and grants, which could not be guaranteed was £18,500. It was agreed that the budget remain at £13,500 and that a more condensed programme be explored to achieve the event within this budget. Officers were asked to explore options with the uniformed groups and a wraparound of events as well as sponsorship and alternative funds.

- 31.2.4 The sandcastle competition held in summer 2023 was discussed and feedback from councillors attending was given. It was suggested that a second prize for each category was considered. The recommended increase to £600 was agreed, although it was noted that adding prizes may increase costs and officers would report on this to the December Committee.
- 31.2.5 The Committee discussed the Screen on the Green event, the feedback received regarding toilet provision and the anti-social behaviour. It was agreed to keep this event and increase the budget from £10,500 to £12,500 to cover inflationary costs and to include the use of security teams. After further discussion it was agreed that toilets would not be provided as the cost implications were significant being in the region of £4,000 but that information about toilet facilities including distance and accessibility be provided during event promotion. Members also discussed whether Arts Council Funding could be obtained although it was noted that this was limited and would require resources to seek funding.
- 31.2.6 The Town Show and Family Fun Day was agreed with a request as discussed earlier in the meeting to investigate a smaller marquee for the horticultural and crafts show and some seating outside.
- 31.2.7 No change was proposed to the Remembrance Sunday event budget, with the inflationary increases being offset by a reduction in costs due to removing the second parade and the resulting road closures.
- 31.2.8 Turning to the Event Service Contracts the Committee asked what the inflation increase was. Officers confirmed that the contractors had indicated it would be around 8%. Given that the Town Council would be reviewing its 2025 to 2026 event programme during 2024, and that this would likely impact upon the Event Service Contracts which were awarded on a two-year basis, it made sense to extend the current contracts for 12 months.
- 31.2.9 The committee discussed the Event Support Fund and its purpose. It was agreed to keep £2,000 committed in earmarked reserves to support this fund in 2024 to 2025. The remainder of the Event Support and Community Event earmarked reserve could be repurposed to support other events.

**It was resolved that:**

1. Subject to the amendments discussed and outlined above, the draft programme of events and initiatives for consideration as part of the 2024 to 2025 budget discussions be approved.
2. The current Event Service Contracts that are due to expire in March 2024 be extended by 12 months.
3. A budget of £1,500 for the 80th anniversary D-Day Beacon Lighting Event in June 2024 be approved.
4. The production of the events guide in the existing format at a cost of £1,100 be approved.

5. The £2,000 in earmarked reserves that was not used in 2023 to 2024 be held in earmarked reserves and used to provide the 2024 to 2025 Event Support Fund.
6. The contents of the report be otherwise noted.

### **31.3. Museum Periodic Report**

Members noted the report, previously circulated, and went on to discuss the promotional activities of the Museum. Members wondered if it was possible to get promotional posters in place at the train station, advertising the museum and the activities they are holding. The Town Clerk explained that together with Arun District Council, the Town Council was working with the station manager to get a notice board in place.

#### **It was resolved that:**

1. The recommended acquisition of items be approved.
2. The report be otherwise noted.

### **31.4. Community Resources Officer Periodic Report**

Members had before them a report, previously circulated, regarding the Community Resources Officer's work.

31.4.1. The Community Resources Officer presented the report and elaborated on the allotments fox policy. Having contacted six parish councils that provided allotments, none of them had a policy that allowed the killing of foxes. The Community Resources Officer had also discussed the matter with a professional that handled pest control on the Town Council's allotment sites. They had explained that the only time an intervention was considered necessary was if a den was established on one of the sites. However due to the high level of human activity on all the allotment sites, this was unlikely. Members thanked the Community Resources Officer for their work on this.

31.4.2 Members were informed that the gate and fence at the Worthing Road allotment site had been installed. This made the site far more secure; it was understood that the site would always hold certain security risks due to its size, but this new gate and fence would minimise the threats posed at the most vulnerable part of the site. It was raised that planting was needed at Worthing Road to fill the gaps in the boundary hedging, which would help deter potential intruders, however there was nothing left in the budget to do this at the time. The Committee asked officers to explore costs for inclusion in the budget deliberations in December.

31.4.3. The Community Resources Officer informed Members that the new Youth Service Manager would like to attend a future Committee meeting, to meet Members and discuss the work of the youth service and this was welcomed by members.

31.4.4 Regarding the K2 community centre, the Community Resources Officer had spoken with youth leaders and met the people using the current Keystone Centre to discuss how the space within K2 could be utilised. The main point raised was that blank spaces needed to become purpose driven spaces, and able to serve various needs so that the site could cater for as many people as possible.

**It was resolved that:**

1. The current policy be maintained in relation to the control of foxes. The trapping, killing or removal of foxes from the Town Council's allotments sites would not be permitted and any plot holder found to be doing so would have their tenancy terminated with immediate effect.
2. The report be otherwise noted.

**31.5. Littlehampton Seafront Regeneration**

Councillors Blanchard-Cooper and Long declared a prejudicial interest as members of Arun District Council's Planning Committee. They left the room at 8.07pm.

Members were asked to consider and comment upon the plans that had been submitted by Arun District Council for the regeneration of Littlehampton Seafront.

31.5.1. Members were supportive of the plans but wished to see disability access to the sea included in the plans. It was highlighted that wheelchair access to the sea could be achieved with a ramp which is either permanently or temporarily implemented. If the temporary ramp was to be used, then members mentioned that the coastguard station would be ideal for storing it although members ultimately agreed that a permanent solution would be better. Members also discussed improving the facilities on the seafront and agreed that a wheelchair cleaning station should also be included in the plans. Some members believed that Arun District Council already had plans to implement wheelchair access to the sea near Norfolk Road, and officers were asked to seek clarification on this.

31.5.2. Members discussed improvement in other parts of the town and wondered why other areas were not receiving the same attention. It was clarified that the funding for this regeneration project had been secured from external sources and was for the specific use of seafront regeneration. It was highlighted that a regenerated seafront would help boost tourism in Littlehampton and with the rise of water sport activities in the area, would help solidify Littlehampton as a hotspot for water sports. Members also discussed the lack of any real evening or night-time economy and how this regeneration should create opportunities for this to improve.

**It was resolved that:**

1. Members comments on the Seafront Regeneration would be noted and combined with those from the Planning and Transportation Committee and forwarded to Arun District Council.

2. Clarification would be sought on Arun District Council's plans for a disabled access ramp on the seafront near Norfolk Road.

Councillors Blanchard-Cooper and Long returned to the room at 8:27pm.

### **31.6. Grant Aid Review Task & Finish Group**

31.6.1. The Committee received the notes of the meeting, previously circulated, held 10 October 2023. The Chair expressed concern that the Terms of Reference did not represent the intention behind the thinking of the review, which had a purpose of streamlining the process, making it less of an administrative burden and fit for purpose. The Chair asked if the Committee was happy for the task and finish group to continue as is to review the process. Referring to the Chair's proposed process, it was noted that the proposed tiered system aimed to simplify the process which the Chair explained. The Chair sought clarification from the Committee that they were happy with that being the next stage for the task and finish group and offered members the opportunity to join to the group. Members also discussed the value in a smaller group working through the options and reporting back to the Committee.

#### **It was resolved that:**

1. The changes to the Grant Aid Criteria as set out in Minute 4 of the notes from the Grant Aid Review Task and Finish Group held on 10 October 2023 be approved.
2. The notes of the Group be otherwise noted.
3. Councillor Lee's proposals be circulated by the Community Resources Officer to the Committee who can send any questions and thoughts to the Officer ahead of the next task and finish group meeting.
4. The Community Resources Officer set up the next meeting of the Task and Finish Group meeting as soon as it was convenient.

### **32. Exempt Business**

There was none.

The meeting closed at 8:46pm.

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**Chair**