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Town Clerk – Laura Chrysostomou

8 February 2024

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 15 February 2024

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 December 2023, circulated herewith, pages 4 to 14. 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. Working Groups - Notes

8.1. Allotments Working Group

To receive the notes of the meeting held on 18 January 2024, attached pages 15 to 17.

9. Officers Reports

9.1. Events Periodic Report

Report attached, pages 18 to 21.

9.2. Museum Periodic Report

Report attached, pages 22 to 30.

9.3. Community Resources Officer Periodic Report

Report attached, pages 31 to 37.

9.4. K2 Community Centre Hire Charges

Report attached, pages 38 to 39.

10. Exempt Business

It is Recommended that:

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

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

Present:

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

In attendance:

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

2023 to 2024

33. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

35. Apologies

There were no apologies.

36. Declarations of Interest

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in

relation to items on the Agenda. The standing declarations were noted, and the following additional declarations were recorded.

Councillor Blanchard-Cooper declared a personal and prejudicial interest in the Annual Service Funding Agreement Review as he had close family ties with the Bonfire Society and confirmed that he would leave the meeting if there was any discussion on this item. He also declared a personal interest in the Museum Periodic Report, as he had donated the brass plaques proposed for acquisition.

37. Minutes

The Minutes of the meeting held on 19 October 2023, previously circulated, were confirmed as a true record and signed by the Chair.

38. Chair's Report and Urgent Items

Councillor Lee wished to pay his respects to the British poet, the late Benjamin Zephaniah who had passed away the same day. The Committee paused for a moments reflection and a poem was read out.

39. Public Forum

There were seven members of the public present.

39.1. There were two written representations. The Assistant Town Clerk read out the submissions which related to the Grant Aid Review.

39.1.1. The first was from a resident who asked:

“Having read the papers for this meeting with regards to Grant Aid Review, I object wholeheartedly to this evening's proposal.

It is not clear what the system would be, in fact it is no clearer than a glass of cloudy lemonade. I do not understand the process or the tiers. It seems very long winded and certainly needs further explanation and clarification. It should go back to the working party to simplify it and make it much more understandable. Thursday's meeting of CRC should return the issue to the working party for their next meeting. This seems to be rushed to get this done at this meeting instead of working through it properly and then presented to the full CRC. There should then be a recorded vote by the members of the committee. Approval should not take place at Thursdays meeting. It has not been thought through properly.”

In response:

The resident was thanked for their comments which were noted and would be considered by the Committee when it came to discuss the matter later in the meeting. The report setting out the proposals for the operation of the new

system included an overarching policy, details of the process and application forms for the Committee to consider. It was noted that if a proposal for a recorded vote on the matter was made and seconded it would be recorded in the minutes.

39.1.2. The second written representation was by a Trustee of the Littlehampton Miniature Railway who asked.

“I see that there is a meeting to discuss the procedure for applying for a grant. Why on earth would have to pre-register for a grant? What’s wrong with the current procedure which funny enough works so why try and fix something that is not broken? The process at present is you apply for a grant putting in the relevant information and you may be successful or successful but not for the full amount or you get rejected. I do not support your proposal to change unless you can give me good reasons for the change.”

In response:

The representative was thanked for their comments which were noted and would be considered by the Committee when it came to discuss the matter later in the meeting. The Town Council’s main Grant Scheme was always oversubscribed, and the new Council identified the review of the current criteria as a priority. The aim was to find a better and more simplified way to develop community initiatives which were more aligned to the new Council’s objectives. If agreed, the new scheme would see the application process split into two parts, pre-registration followed by an application. The intention was that once registered, only updates on a groups’ status would be needed to qualify for a grant in the future. This would allow a relationship between the Town Council and community groups to develop where the objectives of both were aligned. The Council would be supporting local community groups to navigate the new system, should the scheme be approved.

39.2. Turning to the public gallery, the Chair invited members of the public to address the Committee.

39.2.1. The Committee heard from the Secretary of the Littlehampton Bonfire Society who also passed on apologies from the Chairman of the Society who had been unable to attend the Committee meeting. Thanking the Town Council for its support in the past, she stated that the last-minute cancellation of this year’s event, had been unavoidable and that consequently they had returned this year’s grant in full. Whilst the Society had honoured the Service Funding Agreement, this had left their resources depleted as they had also been liable for costs incurred in setting up the event of at least £10,000. This severely impacted the Society’s ability to stage the annual event in the future and they really needed help going forward. Highlighting the importance of the Society as both part of the

Town's heritage and as a visitor attraction, she hoped that the tradition could continue and that the Town Council would maintain its support.

For the record, Councillor Blanchard-Cooper redeclared his personal and prejudicial interest in the Littlehampton Bonfire Society Service Funding Agreement Review but remained in the room as there was no further discussion on the matter.

The Chair thanked the Society for their representation which was noted and would be taken into consideration when the Committee came to review the Service Funding Agreement later in the meeting.

40. Sports Forum

The Committee received the notes of the meeting, previously circulated, held on 13 November 2023. Regarding the facilities at the Academy, it was noted that it was the cost of hiring their facilities that was placing them out of the reach of local clubs.

It was resolved that:

The notes of the Sports Forum meeting held on 13 November 2023 be noted.

41. Officers Reports

41.1. Arun Youth Projects Annual Report and Presentation

41.1.1 Members received a report, previously circulated, and presentation from Arun Youth Projects regarding the delivery of Youth Services in Littlehampton under the contract with the Town Council. The Chair welcomed the Service Manager Matt Pollard and a Youth Leader to the meeting, and they proceeded to update Members on the Service throughout the year.

41.1.2 Matt introduced himself and explained that he had recently taken over the role of Youth Service Manager from Emma Biffi. He outlined his experience and explained that he had been employed in different roles all focussed on supporting young people for several years and was also a volunteer at Arun Church. He shared his excitement for the completion of the K2 Centre and looked forward to seeing how this new centre could further the important work that Arun Youth Projects (AYP) were doing in the area.

41.2.3. He proceeded to explain in more detail how AYP operate in the area and outlined the targeted work they do in Littlehampton and the neighbouring parishes. This included regular youth group sessions as well as detached youth work to reach young people who did not attend organised sessions with the aim of offering support outside of the formal youth session environment. The Service was always looking at ways of adapting and with successful

lottery funding, was hoping to set up a hub in the High Street where they could connect with more young people, especially those who only engaged with the Service through detached work. They were also hoping to start utilising VR (Virtual Reality) technology in youth sessions to educate young people about the dangers and consequences of knife crime.

41.1.3 .The Committee then heard from a Youth Leader who shared their experience of the Service and how it had helped them. They highlighted how important it was for young people to have a space of their own, where they could be heard and understood. They explained that they had attended sessions since they were eleven years old and had progressed into Youth Leadership with Arun Youth Projects, whilst attending college and working.

Members thanked the Youth Leader for sharing their experience and remarked on how beneficial it was to have a first-hand account of the positive and important work that is being done in the area.

41.1.4.Matt took questions on various aspects of the Service. Commenting on the pandemic and impact of the prolonged lock downs on young people, this had been difficult and most noticeable in terms of changes in behaviour. He explained that the Service had changed by undertaking more targeted detached work and supporting their workforce as it adapted to the changing patterns of behaviour. More recently in 2022 there had been a drop in attendance at the Southfields session which was due to anti-social behaviour. Having implemented some of the techniques learnt during the pandemic and targeted intervention, attendance at this session was returning to a healthy number. The Service monitored this with the aim of keeping young people on track. The Service also aimed to attract young people of all abilities by ensuring that sessions were held in accessible venues, providing social interaction and being inclusive.

41.1.5. Matt continued his report by talking about the detached youth work the Service provided. Youth workers were always looking at different ways to engage with young people and this was a great way of achieving it. He explained that whilst the Service focussed its work on the areas of the parish identified as high need predominantly River, Wick, Courtwick. and Brookfield, detached work helped the Service connect with groups of young people that would not typically attend the regular sessions. Highlighting that the detached work was not limited to known areas of high activity, this could include areas where there was currently no interaction, for example Beach Ward. The Service also had a presence in the neighbouring parishes which accounted for the out of town attendance figures in the statistics.

41.1.5. The Chair thanked Matt and the Young Leader for attending the meeting. The Committee also wished to put on record their thanks to Emma Biffi and acknowledge her contribution to the development of the Service.

It was therefore resolved that:

1. The Mayor send a letter of thanks to Emma Biffi.
2. The Annual Report and update be noted.

41.2. Events Periodic Report and Town Council Events Programme 2024 to 2025

41.2.1. The Committee received a report, previously circulated, which contained an update on the plans for 2024 to 2025 events programme and feedback following the Remembrance Sunday event. Members proceeded to consider the update on the plans for Town Council led events for 2024 to 2025. Regarding the Easter Out and About sessions it was noted that following a site visit, Officers would be liaising with Freedom Leisure to design an activity session at the K2 Community Centre. Should this not be possible it was considered prudent that authority be delegated to the Town Clerk in consultation with the Chair of the Committee to finalise the programme for this aspect of the 2024 Easter Out and About Events. It was also noted that the Town Centre could provide an Easter event as part of the Town Centre Event Programme.

41.2.2. Discussion turned to the Armed Forces Day event, the format of which the Committee wished to review to see if it could be rationalised and delivered within the current budget of £13,500. The Committee proceeded to consider the current programme and associated costs. The Events Manager provided clarification on several points including the timetable for the Ministry of Defence grant and the air display requirements. It was observed that the latter were becoming increasingly prone to mechanical failures and weather dependant. It was noted there were very few venues where aerial displays could now be safely held, and that this aspect of the programme was a prominent feature of the event. It was proposed that reserves could be used to support the 2024 event, but most of the Committee were not comfortable with the Town Council's reserves being used in this way and instead favoured condensing the programme.

It was therefore resolved that:

1. The aerial display be removed from the Armed Forces Day Event in 2024 and the programme for the event be condensed to bring the costs within the current budget of £13,500.
2. Authority be delegated to the Town Clerk, in consultation with the Chair of the Committee, to finalise the programme for the 2024 Easter Out and About Event including alternative arrangements if it is not feasible to use K2.
3. The contents of the report be otherwise noted.

Councillor Blanchard-Cooper redeclared his personal and prejudicial interest in the following matter as he had close family ties with the Bonfire Society and left the meeting at 7.32pm.

41.3. Service Funding Agreements Annual Review

41.3.1. The Committee considered a report, previously circulated, which summarised all the Town Council's current Service Funding Agreements and gave an update on how each group was delivering their services. Having noted the updates, the Committee proceeded to formally consider a request from the Bonfire Society to retain the Service Funding Agreement and return this year's funding. This included a breakdown of their current financial position, which was shared with Members of the Committee only for information. Having assessed the information received from the Society it was evident that although the annual event was popular, the lateness of the cancellation was questionable. It was also considered that the funding was disproportionately high compared to the other Service Funding Agreements and could be better used to meet the wider needs of the community.

41.3.2. The annual parade, bonfire and fireworks were clearly very dependent on the weather, and it was acknowledged the Society had incurred some unavoidable costs. It was however also noted that the Council had limited resources, and the budget was under significant pressure. It was therefore proposed that half of this year's funding be returned to the Society and that the remaining £3,750 be added to the Town Council's Main Grant Aid budget enabling more local groups to benefit from the Scheme. It was noted that in not renewing the Service Funding Agreement, the Society would also be eligible to apply to this scheme. The proposals having been made and seconded, the Committee proceeded to a vote.

It was therefore resolved that:

1. The Littlehampton Bonfire Society receive a payment of £3,750 towards the costs of the cancelled 2023 annual event and that the current Service Funding Agreement is not renewed.
2. The remaining £3,750 from the Littlehampton Bonfire Society Service Funding Agreement for 2023 to 2024 be added to the Main Grant Aid Scheme budget for 2024 to 2025.
3. The contents of the report be otherwise noted.

Councillor Blanchard-Cooper rejoined the meeting at 7.58pm.

41.4. Grant Aid Review

41.4.1. The Committee had before it a report, previously circulated, which contained a proposal to introduce a new system for the Town Council's Annual Grant Aid Scheme. The Assistant Town Clerk explained that the proposal was based on a system of tiers of applicants and underpinned by a new Policy

setting out the Town Council's objectives and how the new system would work including the initial support that would be provided to help guide applicants through the new process, if approved. Speaking in support of the proposed new system, the Chair explained how he saw the new system evolving and how it aimed to more widely share the Town Council's grant funding throughout the community, bring more groups on board and enabling them to build a relationship with the Council. Whilst there would be more work initially in terms of establishing and publicising the new system it was thought this would lessen as time went on.

41.4.2. Councillor Blanchard-Cooper expressed his disappointment that the new scheme was coming forward now. He explained that as he had understood from the Task and Finish Group meeting that only the pre-application process would be coming forward at this time and that he did not believe the minutes to be a true record of what was agreed at the meeting. He did however feel that the scheme could work well in the longer term, but considered that there were still unanswered questions and that he had expected the Task and Finish Group to reconvene and continue its work. Under the circumstances he requested a recorded vote on whether to approve the new policy.

41.4.3. It was noted that an analysis of last year's grant application had also taken place and informed the development of the Policy. In bringing the new scheme forward it was expected that it may still need some refining and that it would be important to consider feedback on how it performed. A timetable outlining the process also showed that the Committee would receive regular reports on the how the Policy was being implemented. It was suggested rather than using named staff emails addresses, that a generic "Grants" email address be introduced as part of the application process and that it reference staff by title. This was noted and would be taken forward as part of the implementation of the Policy by officers.

41.4.3.1 The Committee proceeded to a recorded vote on whether the Policy be introduced for awarding the Town Council's Annual Grant Aid from 2024.

For:
Councillor Daws
Councillor Lee
Councillor May
Councillor O'Neill
Councillor Wiltshire

Against:
Councillor Blanchard-Cooper
Councillor Long

It was therefore resolved that:

1. The system of tiers be introduced for awarding the Town Council's Annual Grant Aid from 2024.
2. Authority be delegated to the Town Clerk in consultation with the Chair of the Committee to finalise the Grant Policy for implementation from 2024 onwards.
3. The minutes of the Grant Aid Task and Finish Group held on 8 November 2023, be noted. Councillor Blanchard-Cooper requested that it be noted in the minutes that he abstained from this decision.

41.5. Museum Periodic Report

Members received a report, previously circulated, which contained an update on the Museum, including engagement figures. In addition, the Committee was also asked to approve the acquisition of several artifacts relating to the social history of Littlehampton. It was observed that an event was planned on Friday 15 December to thank the Museum volunteers for their support and agreed that Members be invited to attend.

It was resolved that:

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

41.6. Hire Terms and Conditions Review and Fee Charge Proposals 2024-2025

41.6.1. The Committee considered a report previously circulated setting out proposals for room hire charges for the forthcoming financial year. In addition, a review of the Town Council venue hire terms and conditions had also been undertaken by Officers and the Committee was asked to approve the revisions. Regarding the latter, the Town Clerk explained that the last review was in 2019 and the main changes related to Performing Rights Society (PRS) and Phonographic Rights Licencing (PRL). As many regular hirers held these licences it was proposed that acquiring the licence became the responsibility of all hirers going forward.

41.6.2. Turning to the fees, it was noted that officers have undertaken a review and comparison of fees with neighbouring authorities and venues. This had shown that the proposed five per cent increase was comparable.

It was resolved that:

1. The revised Terms and Conditions for Venue Hire including the changes to the administration of the PRS and PRL Licences for all venues be approved.
2. The level of room hire charges be increased by five percent for 2024 to 2025.
3. Authority be delegated to the Town Clerk to apply a discount to long hours and or multiple bookings.

42. Finance

42.1. Committee Budget Monitor

Members considered a report, previously circulated, highlighting significant

variances from the budget in Income and Expenditure relating to the Community Resources Committee budget for 2023 to 2024. Regarding the allotments it was noted that the level of fee increases would be 10 percent in 2024 and 2025 and that the draft budget included a proposal to create earmarked reserves for future planned maintenance. In response to questions regarding recharges, the Town Clerk explained that these were reviewed annually and aimed to reflect the actual cost of housing and resourcing the services provided by the Town Council. Members wished to have a better understanding of how this worked, and it was agreed that an informal session with Members be arranged to do this.

It was resolved that:

The report be noted.

Councillors Daws and O'Neill left the meeting at 8.45pm

42.2. Committee Budget Proposals 2024 to 2025 and Projections for 2025 to 2026 and 2026 to 2027

42.2.1. The Committee considered a report, previously circulated, setting out proposals for this Committee's Budget for the next three years. The Town Clerk explained the budget for the Committee had been drafted based on estimated increases in costs for the coming year and projected forward to 2027. Overall, the current level of increase in the precept was higher than in previous years and this had not been helped by the slight drop in the number of households in the parish paying council tax.

42.2.2 The Committee proceeded to consider the budget proposals in more detail and taking into consideration the earlier discussions, the following were therefore noted:

- Armed Forces Day – the 2024 to 2025 budget for the event remained unchanged as the aerial display would be removed to keep the event within the proposed £13,500 budget.
- The Bonfire Society Service Funding Agreement (SFA) – giving the Society half, £3,750, of the 2023 to 2024 SFA was cost neutral as it had been returned to reserves. To minimise the impact on the precept, it was agreed that it would be prudent that the remaining £3,750 from the returned payment be earmarked and added to the 2024 to 2025 general grant budget. This would increase the total Grant Aid budget for 2024 to 2025 from £21,000 to £24,750.
- It was also agreed that it would be prudent to use the General Grant EMR of £3,680 in 2025 to 2026 to offset the increase of the Grant Aid budget to £24,750 and to provisionally set the 2026 to 2027 General Grant budget at £24,750.

42.2.3. It was also noted that the 2023 to 2024 budget included £20,000 to be earmarked at year end for the North Littlehampton Community Centre. A further £20,000 per annum was proposed to be earmarked for the project

each year between 2024 to 2027. Turning to other aspects of the budget and following a brief discussion regarding options for a Christmas tree inside Manor House, the Committee concluded that it had minimal impact and that the £200 budget should be removed altogether.

It was therefore resolved that:

1. The draft Committee budget for 2024 to 2025 and the projected budgets for 2025 to 2026 and 2026 to 2027 be updated to reflect the changes set out in Minutes 42.2.2. and 42.2.3. above and that the revised Community Resources Committee Budget be recommended to the Policy and Finance Committee.
2. The Committee's Earmarked Reserve Position be noted.

43. Exempt Business

There was none.

The meeting closed at 9:05 pm.

Chair



How to contact us

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Town Clerk – Laura Chrysostomou

Notes of the Meeting of the Allotments Working Group meeting held in The Fleming Room,
The Manor House, Church Street, Littlehampton on Thursday 18 January 2024 at 6.30pm

Working Group:

Councillor O'Neill - Chair

Councillor Wiltshire

Co-Opted Members:

Mr Farquhar

Mr Lovegrove

Mr Simmons

Mr and Mrs Oliver

2023 to 2024

11. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

13. Apologies

There were apologies from Councillor Tilbrook.

14. Declarations Of Interest

There were none.

15. Notes of the Last Meeting

The Notes of the meeting held on 17 August 2023, were confirmed as a true record and signed by the Chair.

16. Allotments Handbook

The working group received the Allotments Handbook, previously circulated. They were told that the admin team had been working on this handbook for a while in order to make allotments easier for new tenants. Much of the information in the handbook was part of the tenancy agreement, but it was thought that reformatting it like this would make the information more accessible.

Members of the working group agreed that it was a good, straightforward and concise way to educate new tenants who may lack the experience and knowledge around maintaining a plot and being part of an allotment site.

There were questions surrounding the wording of rules regarding usage of hosepipes, water collection and compost bins. Although Members agreed that common sense was the best way to handle these issues, it was thought that the current wording could be misinterpreted and lead to confusion. It was agreed that this wording would be reviewed to clarify the intention of these rules and guidelines.

The working group went on to discuss the use of pesticides and herbicides on plots. It was suggested that the handbook should recommend the use of organic solutions instead of harsher chemicals. Members agreed that organic solutions were always preferable to harsh chemicals, but unfortunately some more difficult plots required the use of pesticides and herbicides at an initial stage to bring the plot back into good use, with organic solutions being used in the future. It was agreed that the handbook would recommend the use of organic solutions for plot maintenance unless the use of chemicals was strictly necessary.

There were also concerns regarding the presence of dogs on the sites. It was thought that generally there were no issues with dogs provided they were well behaved and on leads, however there had been reports of dog waste on plots which raised concerns surrounding unsupervised dogs causing problems for plot holders. Members wished for there to be stricter rules around the presence of dogs on sites to prevent any potential issues between plot holders.

There were questions surrounding the cost of producing the handbook. The Community Resources Officer had no exact figures to share, but as it currently stood, the production of this document was being mainly driven by one member of the admin team, so current costs were minimal.

Following this discussion, the Community Resources Officer thanked Members for sharing their thoughts and agreed to review the handbook with these comments in mind.

ACTION: Community Resources Officer will review the feedback and make amendments to the handbooks to bring back to the next Allotments Working Group.

17. Reports of Allotment Sites

Before moving onto the reports from the site representatives, the Community Resources Officer gave a brief update on activity to Members. He shared that funding had been secured to flail the hedges on three of the allotment sites, and is looking for this to be completed before the start of the nesting season in March.

He also informed Members of the Citizen Advice Bureau's community growing initiative. They would like to use a plot on Worthing Road to provide a space for community groups to get involved with allotments as structured sessions and workshops. The identified plot has been challenging to let out to people on the waiting list, so has remained vacant for a long period of time. This scheme would bring it back into use. It is also an accessible plot so could be used by any participants whatever

their level of mobility. This was not only thought to be a positive idea but also met important aspirations outlined in the allotment strategy.

17.1. Fort Road

There was nothing to report.

17.2. Howard Road

There was nothing to report.

17.3. Kingley Gate

There was nothing to report.

17.4. Mill Lane

There was nothing to report.

17.5. Trinidad

There was nothing to report.

17.6. Worthing Road

The Site Representative was concerned about security of the site and wished to know if there were plans to replace or install fencing at vulnerable points on the site.

The Community Resources Officer reported that a newly installed north gate on Worthing Road now protected what had been considered a vulnerable access point to the site. There were plans to erect more fencing, from discarded Heras fencing panels that had been taken from the K2 Community Centre construction site. A solution had previously been discussed for the southern boundary hedge, but progress had been constrained by budget availability.

The Community Resources Officer was also aware that the padlock on the new north gate was proving difficult to access for some plot holders. There is not a simple solution, but he will continue to investigate options.

Counsellor Wiltshire offered to visit the site to look at the fencing and boundaries.

ACTION: Community Resources Officer to continue looking at solutions and opportunities for increasing security for the site.

18. North Littlehampton

The Community Resources Officer informed the Working Group that the planning permission for the Holly Drive allotment site had been approved.

19. Date of Next Meeting

It was agreed that the date of the next meeting would be Thursday 30 May 2024.

Littlehampton Town Council

Non-Confidential

Committee: Community Resources

Date: 15 February 2024

Report by: Town Clerk

Subject: Town Council Events Periodic Report

1. Summary

- 1.1. The report sets out an update of the 2024 to 2025 Town Council events programme.

2. Recommendations

The Committee is recommended to:

1. Note the plans for the Easter Out and About sessions – paragraph 3.1 refers.
2. Note the update for the Armed Forces Day event – paragraph 3.2 refers.
3. Approve the proposed date for the Sandcastle Competition – paragraph 3.3 refers.
4. Approve the revised date for the Screen on the Green event and the recommendation for the provision of an inflatable screen at a cost of £3,995 – paragraph 3.4 refers.
5. Otherwise note the report.

3. Events Programme

3.1. Easter Out and About

3.1.1 This event is normally planned as two small scale activities held over the course of the Easter Holidays; one at Mewsbrook Park and another at Southfields Park. However, it was previously agreed by this committee that the Southfields session would not be hosted in future due to its unpopularity. In its place, it was suggested that if feasible, a session be held at the K2 Community Centre.

3.1.2 The Mewsbrook Park session will take place on Wednesday 3 April and will consist of a bunny hunt for children aged 5 to 11. A local children's entertainer will perform at the event and Freedom Leisure will provide free inflatables and activities as part of their Service Funding Agreement with the Town Council.

3.1.3 The K2 Easter Out and About session will take place on Wednesday 10 April. Freedom Leisure will deliver their out and about activities on the

grounds as part of their Service Funding Agreement with the Town Council. Officers will support the event on the day.

3.1.4 In addition, Officers are working with Artsworld to support their project bringing arts to young people. They are currently working with Arun Youth Project on an initiative that will support the transition from the old Keystone Centre to K2 through a celebratory event. The event will be organised by Artsworld in partnership with Arun Youth Projects, the Town Council and Freedom Leisure and will also take place on Wednesday 10 April. The event is aimed at families and young people offering DJ workshops, art workshops, games and more.

3.1.5 The Easter activities will be promoted via a flyer which will include listings for High Street events being delivered during the second week of the school holidays as part of the Town Centre Events programme overseen by the Policy and Finance Committee.

3.2. Armed Forces Day

3.2.1 The event will be held on Saturday 29 June in line with national celebrations. Harbour Park has agreed to be a partner once again and maintain their sponsorship at £1,500.

3.2.2 Local uniformed groups have confirmed their attendance for the event again including local Scouting groups, the Sea Cadets, Army Cadets, and Nautical Training Corps.

3.2.3 In line with the decision made by the Committee at the December meeting, Officers are currently exploring options to keep the cost of the event with the agreed budget of £13,500. Proposals will be presented at the next committee meeting. Confirmed attractions for the event currently include the Army Cadets kit car display, an armoured vehicle display, the parade and service and the Cadets Massed Band.

3.2.4 Officers will again apply for the Ministry of Defence Armed Forces Day funding as soon as the application process is opened. The MOD grant can be spent on road closures to allow for parades and marches, decorations, publicity, marshalling, security and first aid, insurance, and communication systems, it cannot be spent on hospitality or entertainment. If the bid is successful this will free up funds from the budget for additional attractions

3.2.5 An application for a military band to attend the event was made earlier this month and the outcome will be known at a later date.

3.2.6 Officers have launched stallholder applications for the charity fair and will also invite military enthusiasts to display their vehicles at the event.

3.3. Sandcastle Competition

3.3.1 The Sandcastle Competition is aimed at local children and families across three age group categories, with winners in each category receiving prizes donated by local businesses. Each year around 300 children take part in

the event, building castles and sand sculptures. Officers have liaised with the Harbour Board and after reviewing the tide times a date of Tuesday 13 August is recommended to be approved by Members.

- 3.3.2 Officers will be approaching local businesses to donate prizes and as requested by this Committee, will ensure that runner up prizes are awarded for all three age categories.

3.4. Screen on the Green

- 3.4.1 The date previously suggested at the October Committee meeting was Saturday 24 August which unfortunately clashes with the late summer Bank Holiday. Attendance would most likely be lower due to the number of people taking breaks during the long weekend and it is therefore, recommended that the event to be held on Saturday 17 August.
- 3.4.2 As agreed by the Committee at the October meeting, the event will be situated near Norfolk Gardens as was the case in 2023 and there will be no portable toilets provided. Officers will request that the public toilets at the Norfolk Gardens and Coastguard sites which are maintained by the District Council, are left open for the duration of the event. The public toilets are not well lit and have posed a safety concern before. Temporary lighting towers will be situated around the event site.
- 3.4.3 In order to ensure spectator safety, Officers will liaise with the local policing team to request that there is a police presence for the duration of the event. Contracted stewards will also be in attendance. Any incidents will be reported back to the Event Manager. A comprehensive risk assessment will be undertaken, including road crossings and lighting.
- 3.4.4. Members of the public will be asked to submit family friendly film suggestions that hold a certificate of PG or below via the Town Council's Facebook page before the closing date of 10 March. Three films will be shortlisted by the Chair and Vice Chair of this Committee along with the Mayor. The three films shortlisted will then be promoted on the Town Council's Facebook page for the public to vote on. The vote will run for two weeks in April and will be advertised via social media, the Council's website and through press releases. The winning film will be announced on all the Town Council media channels.
- 3.4.5. Quotes have been sought for the provision of a 40-foot cinema screen, however there is only one company that now provides a screen of that size that has availability on the date required. It is recommended that a quote of £3,995 to provide a 40-foot Cinema Screen for the event is approved on the basis that it is suitable for a larger audience of up to 5,000 people and the contractor has provided an excellent service to the Council for several years. The quote includes collection and delivery, on site technicians, visual equipment and the film license.
- 3.4.6. Officers have approached local street food vendors to attend the event in line with the seafront covenants agreement and adhering to previous requests of Members around catering for different requirements. Events that take place on the Seafront Greens are restricted to five catering units per event and cannot clash with the seafront concession offerings. This includes fish and chips, burgers, hot dogs and ice creams as well as any products which include ice cream, such as milkshakes.

4. Financial Implications

- 4.1 A budget of £800 has been allocated to the Easter Out and About sessions from the 2024 to 2025 Community Budget. Expenditure is expected to be within budget.
- 4.2 A budget of £13,500 has been allocated to the Armed Forces Day event from the 2024 to 2025 Community Budget. Harbour Park have agreed to provide £1,500 in sponsorship taking the total budget to £15,000.
- 4.3 A budget of £600 has been allocated to the Sandcastle Competition event from the 2024 to 2025 Community Budget. Expenditure is expected to be within budget.
- 4.4 A budget of £12,500 has been allocated to the Screen on the Green event from the 2024 to 2025 Community Budget. Expenditure is expected to be within budget.

Laura Chrysostomou
Town Clerk

Littlehampton Town Council

Non-Confidential

Committee: Community Resources Committee

Date: February 2024

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. Note the Museum Engagement Analysis, Appendix A attached to the report.
2. Otherwise note the contents of the report.

3. Museum Activity Update

3.1. Project Time Machine

3.1.1. Recruitment for Museum Community Engagement Professional

The advert has been posted for this consultant opportunity, seeking an experienced professional to plan, create, manage and present the results of:

1. A community survey: To be circulated to as many of our residents as possible via our community partners, the town council's e-magazine, social media, and advertising. This will be made available in paper form, online and in accessible formats.
2. Up to ten focus groups: Participants will be identified and invited from our 21 confirmed community partner groups.

The aims of this consultation are to:

- identify barriers to community participation and produce plans on how to remove or reduce these.
- inform how best to use our social history collections as effective community resources, allowing for greater connection and engagement.
- allow for the representation of invisible histories/exploration of identities that are currently 'hidden' within our collections.
- embed an interest, pride and ownership in the history and culture of Littlehampton.

The results of this survey will also inform the Museum's Audience Development Plan and the Collections Development Policy, both of which are required for Accreditation.

The community consultation forms the first part of Project Time Machine and will run from May to August 2024.

3.1.2. First Steps Intern (funded by Southeast Museum Development grant)

This element of the Project started on 16 December and will finish by 15 February 2024. It involves carrying out a cataloguing pilot project in preparation for the second phase of "Project Time Machine", when we will be cataloguing our social history collections. The aims are:

- To trial new draft cataloguing procedure, by creating at least 20 detailed catalogue records, including object photographs.
- To undertake some object specific research using the Museum's library and collections. To identify context, meanings and links within the collections.
- To contribute to the refining of the cataloguing procedure and to help to scope out timings and set targets for the main project.
- To network with at least two other museums to explore different approaches to cataloguing.

60 records have been completed using the draft procedures and the intern visited Arundel and Worthing Museums to explore how they use volunteers to catalogue their collections. He is now writing a final report and tweaking the draft procedures so that they are ready for use by our new volunteers who will carry out the second part of Project Time Machine which will run from October 2024 to June 2025.

The aims of the second part of Project Time Machine are to:

- Create detailed catalogue records for our social history collections - adding context, links, photos and unlocking 'hidden' histories.
- Undertake a collections review: highlighting key items, recording condition, and checking the relevance to our collecting policy, with a view to rationalisation.
- New mobile racking will be installed in Social History Store 1 in the basement, improving collections care, physical access and creating more space for future collecting.
- New dehumidifier for Social History Store 1 to improve collections environment (already purchased, see 3.4.1)

This work will feed into the Collections Development Policy, plans to rationalise the existing collections and plans to inspire more contemporary collecting and community co-curation work.

3.2. Accreditation

The Museum is accredited with the Arts Council. The Accreditation scheme is designed to make sure that museums manage their collections properly, engage with visitors and are governed appropriately. It encourages all museums to meet an agreed standard in:

- How they are run
- How they manage their collections
- How they engage with their users

Museums are asked to reapply every 3 to 4 years. With our next return due in March 2025, the Museum needs to make sure that it has various policies, procedures and plans in place and that these meet industry standards. Our inventory records, for example, need to meet professional museum documentation standards, (known as Spectrum standards) to maintain our Accreditation. Some of our key documents are due to be reviewed for our March return including the Collections Development Policy and the Audience Development Plan.

3.3. Exhibitions

3.3.1. Open Art “Plastic”, to 16 February 2024.

This exhibition has had some good reviews from artists and visitors alike.

3.3.2. Wicked Little Hampton (20 Jan to 26 March 2024)

A new micro-exhibition in the Museum Reception, exploring the true story behind the **Wicked Little Letters** film.

The falling out of two friends living in Western Road, Littlehampton in the 1920s led to a fascinating and bizarre series of events, involving libellous letters, false accusations, and prison sentences. Curated by one of the Museum volunteers, this exhibit includes a free trail for visitors to pick up from the Museum and walk around the town exploring the locations behind the events.

3.3.3. 200 years of RNLI (1 March to 10 May 2024)

In celebration of the 200-year anniversary of the founding of the RNLI, this small exhibition in the Butterworth Gallery explores the history of the Littlehampton lifeboats.

3.3.4. Menagerie Exhibition (2 March to 28 June 2024)

The Museum team is getting ready to install this exhibition in the Hearne Gallery.

A fun, family friendly exhibition, featuring animals from the Museum's Collections, including:

- Wildlife artwork from Sir Henry Hamilton Johnston, English explorer and first Westerner to scientifically describe the Okapi (Johnston lived the last part of his life in Poling).
- donkey postcards, and a 'pin the tail on the donkey' interactive.
- drawings of bunnies, Marmaduke and Bunty by Sergeant James Nelson Gray in letters home to his daughter Kathleen in Littlehampton during WW1.
- drawers of butterflies and other insects in a "Creepy Crawly" section.
- Ladybird reading area.

This exhibition topic has been chosen to minimise staff preparation time, as the team is preparing for the consultation phase of Project Time Machine during this period.

3.3.5 School Art Exhibition "Water Safety" theme (13 July to 17 September)

Including artwork from Littlehampton Primary schools, co-ordinated by the Littlehampton Locality Co-ordinator for school art. Again, this exhibition will not require much preparation time from the Museum team, apart from two weeks of installation and time liaising with the school staff. Most of the preparation work will be done by school staff.

3.4 Documentation

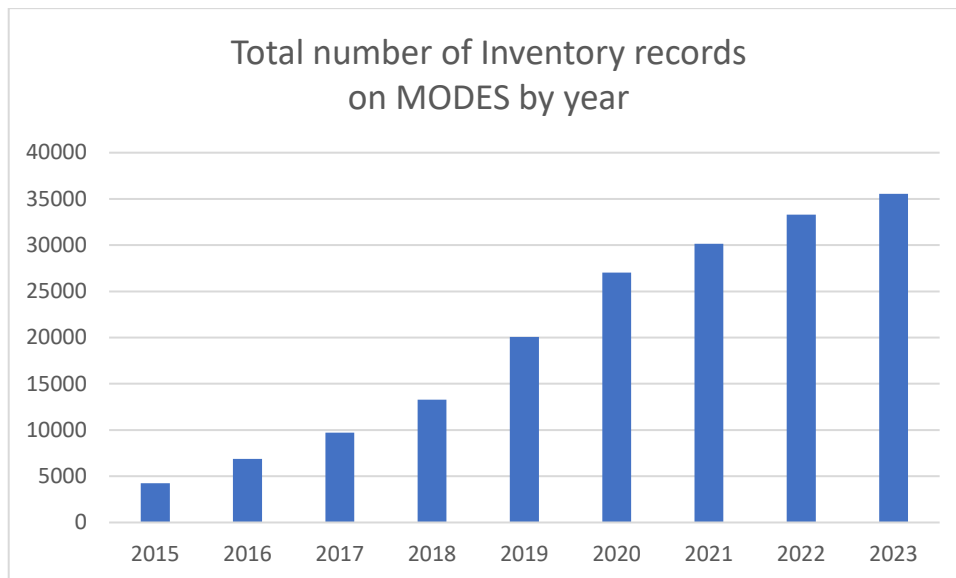
3.4.1. General

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.

3.4.2. Documentation figures

The Museum has met or exceeded its target every month this year. The current target is 300 records a month to be created or amended to reach Spectrum standards.

3.4.2.1 Inventory records on MODES by year



The current total number of records on our collections database (MODES) is 36,220, out of an estimated total of 50,000. We are on track to eliminate this backlog within the next five years.

3.5. Collections Care

3.5.1. Preventive Conservation

We have purchased a new dehumidifier for the social history 1 store, using a Southeast Museum Development Collections Care grant (part of Project Time

Machine) and this has been installed. We are currently monitoring the temperature and humidity in this area weekly to assess and if necessary, tweak the controls of the new machine.

The storage areas were deep cleaned in January.

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

3.6. Museum Engagement

For museum visitor engagement figures please refer to Appendix A.

3.7. Potential new acquisitions

There are no outstanding potential new acquisitions for approval.

4. Financial Implications

4.1. 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. The Menagerie exhibition will cost approximately £350 to install, including the paint. The Wicked Little Hampton exhibit has had minimal costs (in-house printing and some mountboard, met from existing budgets). The RNLI exhibit will also have minimal costs (in-house printing and some mountboard, met from existing budgets).

Laura Chrysostomou
Town Clerk

Appendix A. Museum Visitor Engagement

1. Visitor Numbers by year



2014 – 2016

The museum was focussed on exhibitions and events and so had less time to spend on collection documentation and care.

2017 onwards

The museum decided to schedule less exhibitions per year to spend more time on the collections inventory project, important for Museum

2020 to 2021

covid

2023

Highest number of visitors since 2016, largely due to the Romans exhibition.

2. Visitor Feedback (comment cards)

“Truly, it’s a rich historical experience”.

“Very well curated in terms of information”

“Excellent display, welcoming safe space”

“Great exhibition, very enjoyable – Great Museum!”

“Excellent layout and facilities. Clear, well-lit exhibits and signage. A surprising little gem!”

3. Social Media

Table 1: Facebook Top Posts

Month	content	post reach	engagement
December	Christmas closure dates and beach hotel menus	211	-
January	Wicked Little Hampton poster (the true story behind the Wicked Little Letters film)	4010	291

Table 2: Twitter Top Tweets

Month	content	impressions	engagements
December	(No posts)		
January	Wicked Little Hampton exhibition poster	97	5

Table 3: Instagram Top Posts

Month	content	Engagements (likes, comments, shares)
December	Children’s seascapes in Plastic Open Art exhibition	16
January	Wicked Little Hampton exhibition poster	15

4. Museum Outreach

4.1 School Loan Boxes

	Number of Boxes	Number of schools	Number of pupils
December	0	0	0
January	2	1	90

5. 2024 to 2025

In the next two years there are likely to be less visitors to the Museum than in 2023. This is because the Museum will be producing fewer exhibitions, concentrating on Project Time Machine, which will take up the Hearne Gallery for 9 months, October 2024 to June 2025. Visitors will be able to see volunteers at work cataloguing the social history collections, and there will be a small display advertising Project Time Machine and why it is important. Staff and volunteer time will be directed into the project and into refurbishing some of the permanent displays. We will plan and advertise events in the school holidays to encourage families to continue to visit, including a Summer Trail Challenge over the summer in 2024.

Littlehampton Town Council

Non-Confidential

Community Resources Committee

Date: 15 February 2024

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, community growing on allotments, sports awards, Grant Aid and community engagement.

2. Recommendations

- 2.1. The Committee is recommended to:
 1. Approve that £972 be vired from the Parks and Open Spaces Tree Maintenance budget to the Allotments Grounds Maintenance budget to meet the cost of hedge work on Mill Lane, Worthing Road and Fort Road allotment sites in accordance with section 4.3. of the Town Council's Financial Regulations.
 2. Approve the community growing proposal with Arun & Chichester Food Partnership as set out in the report, including waiving rental fees.
 3. Approve and agree the terms of reference for the Grant Aid Selection Panel to be included in the Policy.
 4. Otherwise note the contents of the report.

3. Services and Facilities Update

3.1. Allotments

Renewals have taken place since the last Community Resources meeting. This was a smoother process than in previous years due to increased software capability and the majority of tenants paying by BACS transfer or with card.

As several plots are returned at the end of the year, viewings are now taking place for new plot holders, which will bring the waiting list down. This currently sits at 118, with a waiting time of about six to seven months. About 40 vacant plots across the six sites are available for reletting.

Roadside hedges on three of the allotment sites have not been trimmed in recent years and require cutting, ideally before the nesting season at the start of March. The Amenity Team and Community Resources Officer assessed the necessary work required to ensure a cost-effective solution. The conclusion was to use a contractor to flail the hedges in question, as this work and subsequent clearance of waste could be carried out in two days, whereas the same job would take the Amenity Team several weeks to achieve the same result with strimmers. Whilst this option represents the best value for money, the extent of the work required was not anticipated when the allotment grounds maintenance budget for 2023 to 2024 was set. The cost of the work will be £972. The Parks and Open Spaces cost centre includes a budget of £4,000 for tree maintenance. £972 will be vired to the Allotments Grounds Maintenance Budget having been authorised by the Town Clerk in accordance with section 4.3. of the Town Council's Financial Regulations. This also requires the approval of the appropriate Committee.

The new allotments on Holly Drive have been given planning permission. Currently the plan is for this site to accommodate 34 plots with parking provision. The start date for work is yet to be confirmed. The Committee will be kept informed of progress.

3.2. Community Growing Proposal

In line with the Council's aspirations as detailed in the Allotments Strategy Action Plan to provide community growing space the Community Resources Officer has been exploring this with Arun & Chichester Food Partnership, which is part of Arun Chichester Citizens Advice (CAB). See Appendix 1.

A similar scheme at the Body Shop site is currently on hold and includes a funded 'community gardener'. Several local groups have shown interest in getting involved, such as Mind, Sage House (dementia support), Veterans Breakfast Club, My Sisters House (women in crisis) and Arun Youth Projects. The Food Partnership put a structure in place that allowed local groups to participate, under the oversight of the CAB community gardener, through workshops and other organised sessions.

Recognising the plan and participants that are in place, the Community Resources Officer has shown CAB an unused plot on Worthing Road allotment site that could work as a prototype for this scheme and meet the Council's aspirations. The recent meeting of the Allotments Working Group viewed the proposal as a positive step and would support this initiative.

If this is to move forward the Committee are recommended to offer the Worthing Road plot to The Food Partnership, rent free with deposits for the plot and site key only being taken, for a one year trial with reviews at six

months and twelve months. If the trial is successful, the project could be extended. The parameters for success would be decided in advance based on the Town Council's aspirations as set out in the Allotment Strategy and CAB's expectations. If approved, the Food Partnership would be required to sign a tenancy agreement.

4. Sports Forum

Nominations for this year's Sports Awards opened on Monday 22 January and applications for the Sports Excellence Grants opened on Monday 29 January. Both have a closing date of Monday 11 March. The Selection Panel will meet on Thursday 14 March.

The Sports Awards seek to recognise the achievements and contributions made by local sportspeople and off-pitch community champions through ten sporting categories, sponsored by local businesses and organisations. The Sports Excellence Grants are for Littlehampton residents who require additional financial support towards training, competition fees, transport, accommodation and equipment. Aimed at those already playing at county level, the fund enables such individuals to develop their potential and to progress further in their chosen sport. Individual applications can be made for a maximum of £1,000.

The Sports Awards and Sports Excellence Grants will be presented at the Annual Town Meeting on Thursday 25 April, alongside the Town Merit Awards. This places all the town's annual awards under the same banner whilst giving local sports a much wider audience and greater exposure.

5. Grant Aid

The registration process opened on Tuesday 16 January and will close on Monday 19 February. This has been widely promoted through Facebook, Littlehampton Gazette, Voluntary Action Arun Chichester and direct contact with over 80 local service providers. Fifteen have responded so far.

The Policy is in place and once registration has closed, this will be used to assess the groups for matching criteria and placement within the funding tiers. Qualifying groups will then be contacted to inform them of which tier they are in, the maximum amount of funding available to them and invited to make an application. The Policy can be found online at: [GRANT AID Policy and Procedure Final.pdf \(littlehampton-tc.gov.uk\)](#)

In accordance with the Policy a Grant Aid Selection Panel now needs to be convened. A draft Terms of Reference has been prepared for the Committee's approval. Once approved the policy will be updated accordingly to include the Terms of Reference. See Appendix 2.

6. Financial Implications

- 6.1.** The Allotments Maintenance budget for 2023 to 2024 is £10,595 of which £8,910 is spent to date. The Budget is currently projected to be exhausted by the end of the financial year hence the Committee is requested to approve the virement of £972 from the Parks and Open Spaces Tree Maintenance budget which is £4,000 and remains unspent so far this year, to the Allotments Grounds Maintenance budget to meet the cost of the hedge works as explained in Section 3.1. of this Report.
- 6.2.** If the community growing proposal is approved the Council would not collect the normal twelve-month tenancy fee for the allotment plot at Worthing Road, which equates to £21.40. This could be met from the Allotment Project Support budget. The plot deposit of £50, would be collected and retained as it is for all other tenancies and held to cover any costs of plot clearance should the trial be unsuccessful, together with the key deposit of £10.
- 6.3.** The 2024 to 2025 budget for the Sports Excellence Grants it is £2,000.
- 6.4.** The 2024 to 2025 budget for Grant Aid is £24,750.

Laura Chrysostomou

Town Clerk

Community Allotment Proposal

1. The Arun and Chichester Food Partnership work closely with organisations such as West Sussex Mind, MenWalkTalk, Arun Wellbeing, My Sisters' House, social prescribing teams and Age UK, and now are delivering a weekly 'grow club' in partnership with Turning Tides. Whilst the project is open to anyone, by promoting via these agencies, they can ensure that it reaches people that could most benefit.
2. Evidence shows that community food growing brings multiple benefits, both for the individuals involved and the wider community – including improvements to physical and mental health, reduction in social isolation, improved education and skills around food growing and access to low cost healthy produce. *
3. The Food Partnership are leading a project to increase access to community food growing in Arun, starting in the Littlehampton area. They also have the full support of Turning Tides who are currently recruiting and volunteering with the aim of delivering more inclusive access within the wider community for their clients.
4. Following consultation and mapping it was identified that there is a lack of opportunities to get involved in community food growing in Arun, so alongside working with the existing spaces of Angmering Community Allotment, the Turning Tides Garden and the Maltravers Orchard, they have been exploring options to set up a new space.

The Worthing Road allotment site has been identified as an area that could be reached by many residents and is in a Ward with significant health inequality, as identified by the Local Community Neighbourhood Network (LCNN) who have funded this project to date.

5. The proposal is for space that could be accessed by the Food Partnership contracted community gardener and the session leader, from Turning Tides. These two individuals would be the keyholders and only during agreed times would group sessions run. They intend to hold workshops to demonstrate and teach food growing skills which would also be open to current allotment holders and could be particularly beneficial to newer inexperienced plot holders with the long-term benefit of helping them sustain their own plot. It could also enable individuals on the waiting list to get involved and learn skills while they wait for a plot and potentially reduce the waiting list if people prefer working as part of a group or decide it is not for them.

*https://www.sustainweb.org/reports/the_benefits_of_gardening_and_food_growing/

Grant Aid Selection Panel: Terms of Reference

Name of Panel/Group	Grant Aid Selection Panel
Decision making body to whom it will report	Community Resources Committee (CRC)
Remit/Purpose	<p>The Grant Aid budget will be approved by Full Council in January each year. Subsequently the Grant Aid Selection Panel will be appointed by the Community Resources Committee to undertake the following remit:</p> <p>Once the registration process is complete, the Panel will assign the amount of funding available for each tier, which will be shared equally by each successful individual organisation in that tier.</p> <p>Following closure of the application process, the Grant Panel will consider the recommendations produced by officers and confirm organisations' tier placement and whether any could be eligible for Service Funding Agreements. Prepare recommendations for the Community Resources Committee.</p>
Structure	<p>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.</p>
Objectives (and how panel will work to achieve them)	<p>The Grant Panel will ensure that the aims, objectives and criteria of the grant aid policy are delivered.</p> <p>Attendance:</p> <p>Attend and participate in all scheduled panel meetings. Send apologies or provide a substitution on occasions where this is not possible.</p> <p>Prepare for each panel meeting by reading and considering the registration and application assessments provided by the applicant and the recommendations of the Community Resources Officer.</p> <p>Remain impartial:</p> <p>Ensure that comments, opinions and decisions are made on the basis of objective assessment and respect for all groups and individuals and in accordance with Town Council policies and regulations.</p> <p>Provide constructive feedback on applications that are not successful.</p> <p>Declare any potential conflicts of interest in accordance with the provisions of the Town Council's Code of Members' Conduct. The Chair will ask panel members to declare interests before any</p>

Appendix 2

	<p>discussions take place. This information will be recorded and kept with the notes of the meeting.</p> <p>Maintain confidentiality:</p> <p>Treat all information received as a panel member as confidential. Panel members must not disclose any sensitive information relating to panel discussions, grant recipients, to anyone outside the panel.</p> <p>Not disclose the outcomes of panel meetings prior to applicants being informed of the funding decision.</p>
Reporting to	The Selection Panel will report to the Community Resources Committee.
Key timescales and duration	This Panel is in place for the duration of the annual Grant Aid Policy and will conclude its work in June each year with recommendations to the CRC
Panel Membership	The Panel will be comprised of the Chair and Vice Chair of the Community Resources Committee and the Community Resources Officer.
Panel 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 Panel.
Scope of work (detail work areas in and out of scope)	<p>Scope is in line with the remit of the Community Resources Committee when considering Grant Aid registrations and applications.</p> <p>Scope is in accordance with the Grant Aid Policy and Procedure 2024.</p> <p>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.</p> <p>Out of scope:</p> <p>The panel will not hear appeals.</p> <p>Complaints will be managed via the Town Council's Feedback Procedure.</p>
Resources	Time and commitment from Councillors Research and policy checking by Officers.
Lead officer(s)	The Community Resources Officer
Key stakeholders / interested parties and engagement process	N/A

Littlehampton Town Council

Non-Confidential

Committee: Community Resources Committee

Date: 15 February 2024

Report by: Town Clerk

Subject: K2 Community Centre Venue Hire Charges

1. Summary

- 1.1. The room hire fees charged at the LTC venues were reviewed in December 2023. The K2 Consultancy Meeting Room charges were not listed on the schedule of prices for the committee to review at that time. Research has been undertaken of fees and charges at a variety of venues locally and in neighbouring authorities and this report sets out proposals of these charges for 2024 to 2025.
- 1.2 The completion date for K2 Community Centre is imminent, for simplicity it is suggested to charge hirers the incoming charges for April 2024 to March 2025 and implement the revised Terms & Conditions as soon as the centre can be hired.

2. Recommendations

- 2.1. The Committee is recommended to:
 1. Consider and agree the proposed charges for the Consultancy Meeting Room for 2024 to 2025.
 2. Charge hirers the April 2024 price tariff once the centre is ready to hire.
 3. Delegate authority to the Town Clerk to apply a discount to long hours and or multiple bookings

3. Background

- 3.1. The fees have been reviewed against other comparable facilities in the area and the table below sets out the proposed charges.

	VOLUNTARY, LOCAL GROUPS, LOCAL CHARITIES, NON COMMERCIAL		PUBLIC SECTOR, LOCAL COMMERCIAL ARTS & SPORTS GROUPS		COMMERCIAL	
	Excl VAT	Incl VAT 20%	Excl VAT	Incl VAT 20%	Excl VAT	Incl VAT 20%
Consultancy Room – Minimum 1 hr Rental						
Weekdays						
per hour	£6.00	£7.20	£7.00	£8.40	£9.00	£10.80
Weekends						
per hour	£8.00	£9.60	£9.00	£10.80	£11.00	£13.20

3.2 The Committee is therefore asked to approve the proposed fees above for the Consultancy Meeting Room for 2024 to 2025.

3.3 The Community Centre will be completed and ready to hire imminently and officers are currently in discussion with the hirers on the waiting list regarding availability. It is proposed to charge hirers the April 2024 prices from opening to assist a smooth and consistent hiring process for both officers and hirers. This will also allow the agreed Terms and Conditions agreed in December 2023 to be implemented.

4. Financial Implications

There are none.

Laura Chrysostomou
Town Clerk