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Town Clerk – Laura Chrysostomou

## **Minutes of a meeting of the Community Resources Committee held in The New Millennium Chamber, The Manor House, Church Street, Littlehampton BN17 5EW on Thursday 15 February 2024 at 6.30pm**

### **Present:**

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

### **In attendance:**

Juliet Harris - Assistant Town Clerk  
Felix Gillett – Community Resources Officer

**Laura Chrysostomou, Town Clerk**

### **2023 to 2024**

#### **44. Evacuation Procedures**

The evacuation procedures were noted.

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

The procedures were noted.

#### **46. Apologies**

There were no apologies.

#### **47. 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 no further declarations were made.

#### **48. Minutes**

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

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

The Chair was pleased to report that he had recently attended a poetry evening at Pier Road Coffee and Art and given a reading. He expressed his thanks for the positive reception he had received.

#### **50. Public Forum**

There were nine members of the public present, and two representations were made.

- 50.1. A plot holder from the Fort Road allotment site addressed the Committee on a number of matters concerning the management of the Town Council's allotments, the implementation of the Allotment Strategy and membership of the Allotments Working Group. Emphasising a willingness to help the work of the Town Council in moving forward with the Strategy, several suggestions were also put forward. These included widening the membership of the Allotments Working Group, better engagement with allotment holders, seeking meaningful data to inform the development of the Strategy and looking at models to enable the self-management of the Town Council's allotments, beginning with the Fort Road site.

The Chair thanked them for their representation. Observing that the next meeting of the Working Group was in May, the representative agreed to provide more information relating to their suggestions to Officers. It was agreed that these would be shared with the Committee for information and reviewed by the Working Group at its next meeting.

- 50.2. Representatives from Turning Tides and the Arun and Chichester Food Partnership were also present. Expressing support for the Community Growing Proposal, which was to be discussed later in the meeting, they stated that they were also willing to answer any questions members may have about the proposal.

This was noted and the Chair thanked them for attending.

#### **51. Working Groups - Notes**

##### **51.1. Allotments Working Group**

The Committee received the notes of the meeting, previously circulated, held 18 January 2024, with no matters arising.

**It was resolved that:**

The notes of the meeting held on 18 January 2024 be noted.

## **52. Officers Reports**

### **52.1. Events Periodic Report**

52.1.1. Members had before them a report, previously circulated, which set out an update of the 2024 to 2025 Town Council events programme. Regarding the Armed Forces Day event, it was noted that the Ministry of Defence Grant application process was imminent and that it may take some time before the outcome was known. Members emphasised the importance of keeping the event within budget and it was noted that an update on plans for the event would be reported at the next meeting.

52.1.2. Turning to the Screen on the Green event, Members had questions regarding the availability of toilet facilities. Whilst it was thought that the public toilets at the Norfolk Gardens and Coastguard sites would be left open, Members were conscious that the regeneration works might have an impact on their availability. Members felt that it would be beneficial to investigate whether the public toilets at Mewsbrook Park could also be kept open as it was thought this could be a useful option to have available. This was noted for consideration as the plans for the event were being made. The proposal to change the date of the event to Saturday 17 August 2024 was also approved alongside the recommendation for the purchase of the inflatable screen.

52.1.3. The Committee noted the progress with the plans for the Easter Out and About activities and approved the date for the Sandcastle Competition.

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

1. The update on the plans for the Armed Forces Day Event be noted.
2. The date for the Screen on the Green Event be moved to Saturday 17 August 2024 and the scope for opening the Mewsbrook Park public toilet facility be explored.
3. The hiring of an inflatable screen for Screen on the Green at a cost of £3,995 be approved.
4. The date of the Sandcastle Competition be set for Tuesday 13 August 2024.
5. The contents of the report be otherwise noted.

### **52.2. Museum Periodic Report**

Members received a report, previously circulated, which provided an update on recent exhibitions and engagement activities. It was noted that the exhibition programme for the coming year would be lighter to enable the Team to focus on delivering 'Project Time Machine.' It was suggested that the Butterworth Gallery be brought into use during this time to facilitate activities with community groups and talks. It was agreed that this would be investigated. Members were pleased to note the positive feedback relating to the 'Wicked Littlehampton' exhibit and half term activities. It was also noted

that 'Chips' the seagull, the statue created by Artswork with the help of the community, would be returning to Littlehampton and joining the Museum as part of the forthcoming Menagerie Exhibition.

**It was resolved that:**

The report be noted.

**52.3. Community Resources Officer Periodic Report**

52.3.1. Members had before them a report, previously circulated, which highlighted the work that had been undertaken by the Community Resources Officer to progress the projects and initiatives that related to the Committee. The report contained updates on the allotments, Sports Forum, Grant Aid, and proposals for a community growing initiative. The Committee proceeded to consider the recommendations in the order in which they were presented in the report.

52.3.2. The Committee was content to approve the proposal to vire £972 from the Tree Maintenance budget to cover the hedge works at the allotments. The Assistant Town Clerk confirmed that going forward sufficient provision would be made in the Allotments Ground Maintenance budget to accommodate these works.

52.3.3. Members went on to discuss the Community Growing Proposal. The Arun and Chichester Food Partnership was working with Turning Tides, Homelessness, and other local groups to deliver a weekly 'grow club' which aimed to deliver regular workshops and sessions to support community growing. The proposal was for the Town Council to provide a plot at the Worthing Road site that would be managed by the Food Partnership and overseen by their community gardener and a session leader from Turning Tides. If approved, the Food Partnership would take up an allotment tenancy, paying the usual deposits but not be charged the annual plot rental fees.

Members welcomed the proposal and considered that it would be highly beneficial for the community whilst also fulfilling one of the aims of the Town Council's Allotment Strategy. It was also thought that this could help promote interest in allotments and if successful could lead to an expansion of the community growing project.

52.3.4. Noting the update from the Sports Forum, the Chair highlighted that the nominations for the Sports Awards were open and encouraged Members and the public to put forward nominations.

52.3.4. The Committee proceeded to consider the update on the Grant Aid Registration process and consider the draft terms of reference for the Grant Aid Panel. Discussion focussed on progress to date in terms of registration and the main purpose of the Panel. The Community Resources Officer reported that in the period since the papers were published the number of registrations had increased to 32. The registration period would close the

following Monday and further applications were expected. Members were pleased to hear this, as the aim of the tiered system was to widen the scope and appeal of grants for community groups in Littlehampton and thanked the Community Resources Officer for his work.

52.3.5. Turning to the terms of reference, Members discussed the role of the Panel. Initially, the focus of the Panels' work would be to review and oversee the provisional assignment of applicants into Tiers one and two and make a recommendation regarding the amount of the Grant Aid Budget that should be allocated to these two Tiers. In future years it was expected that the Panel's involvement in this stage would lessen, and it would focus more on detailed consideration and evaluation of bids for Tiers three and four. This reflected the evolutionary nature of the new scheme which aimed to attract interest from new organisations, enable the Town Council to improve its knowledge of community support groups and shape the scheme going forward. Recommendations from the Panel regarding the distribution of funds to the Tiers would then be brought to the Committee.

52.3.6. With this in mind, and for clarity and consistency, the following amendments to the draft terms of reference were agreed:

- The Panel be referred to as The Grant Aid Panel.
- The Panel membership mirror the Community Resources Committee and was comprised of the Chair and Vice Chair of the Committee together with the Community Resources Officer.
- That the Panel will report and make recommendations to the Community Resources Committee.

**It was therefore resolved that:**

1. Subject to the amendments set out in Minute 52.3.6. above the terms of reference for the Grant Aid Panel be approved and the Grant Aid Policy be updated accordingly.
2. £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 at the allotment sites.
3. The community growing proposal with Arun and Chichester Food Partnership as set out in section 3.2. of the report, including waiving rental fees, be approved.
4. The contents of the report be otherwise noted.

**52.4. K2 Community Centre Hire Charges**

Members received a report, previously circulated, regarding the venue hire charges for the new K2 Community Centre which was nearing completion. The Assistant Town Clerk explained that the K2 Consultancy Meeting Room charges were not included in the annual review and as the building was nearing completion, needed to be set. In view of the timeframe, it was proposed that the charges were implemented with immediate effect. Given the imminent completion of the building, this was considered sensible.

**It was therefore resolved that:**

1. The proposed charges for the Consultancy Meeting Room for 2024 to 2025 as set out in section 3.1. of the report be approved and implemented with immediate effect.
2. Authority be delegated to the Town Clerk to apply a discount to long hours and or multiple bookings.

**53. Exempt Business**

There was none.

The meeting closed at 7:09 pm.

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**Chair**