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Town Clerk – Laura Chrysostomou

12 April 2024

You are hereby summoned to attend a meeting of the:

Community Resources Committee

Venue: The Fleming Room, The Manor House, Church Street, Littlehampton BN17 5EW

Date: 18 April 2024

Time: 6.30 pm

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 14 March 2024, circulated herewith, pages 4 to 11. 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. Officers Reports

8.1. Events Periodic Report

Report attached, pages 12 to 16.

8.2. Community Resources Officer Periodic Report

Report attached, pages 17 to 37.

8.3. Transfer of Records

Report attached, pages 38 to 42.

8.4. Littlehampton Bonfire Society Proposal

Report attached, pages 43 to 45.

9. 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 Fleming Room, The Manor House, Church Street, Littlehampton BN17 5EW on Thursday 14 March 2024 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
Felix Gillett – Community Resources Officer
Sofia Chittenden – Communications and Marketing Manager
Julia Edge – Museum Curator

Laura Chrysostomou, Town Clerk

2023 to 2024

54. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

56. Apologies

There were no apologies.

57. 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 at this point.

58. Minutes

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

59. Chair's Report and Urgent Items

The Chair welcomed Jemima Crayden who would be joining the Town Council in May as the Event and Town Centre Strategy Manager and would be observing the meeting.

60. Public Forum

There were four members of the public present, and one representation was made.

60.1. Rope Walk Flood Action Group

60.1.1. A member of the public shared his concerns about flooding on the West Bank. Observing that the East Bank of the River Arun had been the focus of flood defence improvements in recent times, he expressed deep concern for the future of tourism and local businesses should significant flooding occur on the West Bank. Observing that Arun District Council had established a Flood Forum which had recently met, and in view of the importance of the River to the Town both in terms of tourism and commerce, he therefore asked if the Town Council would be represented on the Forum.

60.1.2. The Chair thanked the member of the public for his representation. It was thought that most events and tourism activities would have plans in place to mitigate for flooding. Although the Town Council was not represented on the Arun District Flood Forum, it was noted that should the Town Council be invited to attend this Forum, responsibility for nominating a representative would rest with the Town Council's Policy and Finance Committee. It was however, agreed that enquiries would be made, and the outcome reported to that Committee.

61. Officers Reports

61.1. Armed Forces Day 2024 Event Programme

61.1.1. Members had before them a report, previously circulated, which set out an update on the plans for the 2024 Armed Forces Day event. The

Communications and Marketing Manager explained that following the decision not to have an aerial display, officers had focussed on exploring options for the main arena event attraction. This would be in addition to the acts that had already been confirmed as set out in paragraph 3.1.3. of the report. Three options were proposed for the main arena attraction, one featured a vehicle display and two featured animals.

61.1.2. Members proceeded to consider the options in more detail and discussion focussed on cost, popularity, and animal welfare. The Communications and Marketing Manager explained that condensing the programme and changing the start times had been explored. This had however confirmed that they would not deliver significant savings because the infrastructure requirements to deliver a safe and successful event remained. It was also noted that the quality of the event programme was integral to the success of the Town Council's bid for grant funding from the Ministry of Defence (M.O.D).

61.1.3. Acknowledging the complexities of organising the event and that the budget for the event was already under pressure, Members agreed it would be prudent to make £1,000 available from the Community Resources Initiative Earmarked Reserves if required. This also highlighted the importance of securing the grant funding from the M.O.D. It was noted that the outcome of this bid would not be known until April and that officers continued to closely monitor the costs of the event and that when booking activities, would work within the cost ranges set out in the report. This also underlined the importance of the planned review of the Town Council's annual event programme that would be undertaken later in the year.

61.1.3. Turning to consideration of the main attraction, it was noted that the proposed displays were generally based on re-enactment themes or rescue scenarios. The consensus was that a motorised vehicle display act would be the most suitable option. This type of attraction had also proved popular in the past, had a lower risk of cancellation, and overcame concerns about animal welfare especially if it was a hot day.

It was therefore resolved that:

1. A motorised display act be approved as the main arena attraction for this year's Armed Forces Day event and that authority be delegated to the Town Clerk, in consultation with the Committee Chair, to progress this.
2. If required, up to £1,000 to meet the increased costs of infrastructure for the 2024 Armed Forces Day Event be met from the Community Resources Initiatives Earmarked Reserves.
3. The contents of the report be otherwise noted.

61.2. Museum Periodic Report

61.2.1. The Museum Curator presented a report, previously circulated, which provided an update on recent exhibitions and engagement activities. There were also several artefacts recommended for acquisition into the Museum Collection. Regarding Project Time Machine, a community engagement consultant had been appointed and the work to identify the barriers to community participation would start in May. She explained that the outputs from the pilot cataloguing of the Museum's social history collection attached at Appendix C, recently completed by the intern, would be used as a theme for the focus group work that would be undertaken by the consultant.

61.2.2. The exhibition programme continued, and 'Menagerie' had opened attracting a good number of visitors. Observing the ongoing popularity of the 'Wicked Littlehampton' exhibit, Members wished to ensure it remained available. The Curator explained that the exhibit would soon be moved into one of the main galleries and replaced by a display celebrating the 50th anniversary of the Town Council. Although the 'Wicked Littlehampton' exhibit would still be on display elsewhere in the Museum, it was agreed that the display would be added to the Museum website.

61.2.3. Turning to the acquisition of items as set out in Appendix B, Members were content to accept the Curators' recommendations.

It was therefore resolved that:

1. The intern's recommendations for the Project Time Machine cataloguing of the social history collection as set out in Appendix C be noted.
2. The acquisition of items detailed in Appendix B of the report, be approved.
3. The contents of the report be otherwise noted.

61.3. Community Resources Periodic Report

61.3.1. Members had before them a report, previously circulated, which contained an update on the progress with this year's Grant Aid registration process and details of a new initiative by Arun Youth Projects to deliver a youth drop-in service in the Town Centre.

61.3.2. Grant Aid 2024

61.3.2.1. The Assistant Town Clerk explained that following the closure of the registration period, the Grant Aid Panel had met to consider proposals for the tier placement of groups and allocation of this year's Grant Aid. The Panel's recommendations had been circulated to Members, copy attached to the minutes, and it was noted that following this meeting the Community Resources Officer would contact those who had registered inviting them to make an application up to the amount of the tier to which they had been assigned. In addition, the registration process had also generated a request for an extension on a grant awarded in 2023 which required approval.

61.3.2.2. The Committee proceeded to consider the Panel's recommendations.

Members welcomed the increase in the number of local groups expressing an interest in this year's Grant Aid programme. There was also interest from several groups that had not previously received grants from the Town Council which was pleasing to note. The Panel had thoroughly reviewed the registrations and it was considered that starting the grant process earlier had helped raise awareness and widened the reach within the local community. It had also identified that the more objective approach was a good foundation which could be developed and deliver a robust and assured assessment process in subsequent years. The notes of the Panel meeting would be shared with Members at the next meeting and would show that there were also aspects of the new scheme that would need to be reviewed and possibly refined before the launch of next year's round.

It was resolved that:

The Grant Aid Panel's recommendations for the tier placement of registered groups and the allocation of the Grant Aid Budget across the three tiers, copy attached to the minutes, be approved.

Councillor Blanchard-Cooper declared a personal interest in the following matter as a member of the Friends of Mewsbrook Park and did not participate in the discussion.

61.3.3. Friends of Mewsbrook Park Grant Extension Request

The Committee proceeded to consider a request from the Friends of Mewsbrook Park to extend their 2023 grant award by a further year to enable them to install picnic benches with wheelchair access in the park. This was a slight change to their original bid which was now scheduled for completion in the summer. This was supported.

It was resolved that:

A further one-year extension to the terms of the 2023 grant given to the Friends of Mewsbrook Park and the amendment to their use of the grant be approved.

61.3.4. AYP Connect – Youth Drop In Project

61.3.4.1. The Assistant Town Clerk updated Members on plans by Arun Youth Projects (AYP) to open a hub in the Town Centre that would function as a drop-in centre for local young people. Having been successful in securing National Lottery Grant funding, AYP were in the process of finalising an agreement for the use of a location in the High Street which they hoped to convert with the help of further funding from Arun District Council's Community Asset Fund.

61.3.4.2. Members viewed this project as a very positive move which would make up for the lost town centre facility previously delivered from the Flintstone Centre

and compliment the current youth service provision. It was also hoped that collaboration with local businesses would provide opportunities for young people to make a positive contribution to the Town. The AYP Community Asset fund bid also included proposals to improve the offer at the new K2 Youth and Community Centre in Wick which Members were very happy to support.

It was therefore resolved that:

1. The Town Council send a letter to Arun District Council supporting Arun Youth Project's Community Asset Fund bid signed by the Mayor and the Chair of the Committee.
2. Arun District Council River Ward Members also write to Arun District Council supporting Arun Youth Projects Community Asset Fund bid.
3. The update and progress regarding the Arun Youth Projects Connect youth hub be noted.

62. Finance

62.1. Committee Budget Monitor

The Committee received a report, previously circulated, which highlighted significant variances from budget in income and expenditure related to the Community Resources Committee budget for 2023 to 2024. The Community Resources Officer explained in detail the process for managing vacant allotment plots. This was complex and it was noted that there were many factors which could delay the handover of plots and that some people on the waiting list were also waiting for plots on specific sites. In terms of the income from venue hire, it was noted that as community facilities the balance between income and expenditure was always challenging but that the aim was to recover as much of the operating costs as possible through hiring them out.

It was resolved that:

The report be noted.

- 63.** The chair proposed that the Committee adjourn for a brief period for the comfort of Members. This was supported.

It was resolved that:

The Committee adjourn for a period of five minutes.

The Committee adjourned at 7:49 pm and reconvened at 7:54 pm.

64. Littlehampton Harbour Ferry Proposal

- 64.1. The Committee considered a report, previously circulated, which set out a proposal from the Harbour Board to re-instate the seasonal Ferry service on the river Arun. This included financial assumptions that had been prepared by the Harbour Master and were previously circulated as a confidential appendix to Members only. This proposal had also been considered by the Policy and Finance Committee at their meeting earlier that week and the Assistant Town Clerk updated the Committee on the outcome of that discussion. She also tabled further information that had been provided by the Board's Chief Executive Officer in response to the questions raised by the Policy and Finance Committee to assist members' deliberations. These related to the indicative costs of running the service, the timetable and publicity.
- 64.2. Whilst acknowledging the rapid response, the initial view of the Committee was that the additional information was not what Members had hoped for. Members also thought that other than the reduced operation times, it was unclear what would be different from how the service had previously operated. In addition, Members highlighted other aspects of the proposal which raised further questions about the concept for the new service. At this point, the Committee moved into exempt business to enable Members to discuss in more detail the financial aspects of the proposal.
- 64.3. **It was resolved 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. This item was confidential for Members of the Council only in accordance with Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, being information relating to the financial or business affairs of any particular person.
- 64.4. The Committee proceeded to discuss the information that had been provided by the Board's Chief Executive Officer in more detail. Members were disappointed that the Town Council's suggestions about varying the pricing structure, introducing a timetable and publicity were viewed as being outside the scope of the proposal. Members believed that these were missed opportunities and considered that a well-advertised ferry with a regular timetable were essential if the service were to succeed. Members also felt that the proposal had been rushed particularly as there appeared to be no scope for negotiation around some of the main costs.
- 64.5. Members still held the view that this was an opportunity but felt unable to support the proposal as it stood. The Committee did however remain open to the Town Council continuing to explore options with the Board to bring the ferry back into service should more information become available.

The Committee therefore resolved:

1. Not to support the Littlehampton Harbour Board with a trial to re-instate the Littlehampton Harbour Ferry in 2024.

2. Should further information become available, that authority be delegated to the Town Clerk in consultation with the Chair, to explore options and bring forward a further report and recommendations if appropriate.

The meeting closed at 8:39 pm.

Chair

UNAPPROVED

Littlehampton Town Council

Non-Confidential

Committee: Community Resources

Date: 18 April 2024

Report by: Town Clerk

Subject: Events Periodic Report

1. Summary

- 1.1. The report sets out an update on the recent Easter Out and About session and plans for the Beacon Lighting and Armed Forces Day events.

2. Recommendations

The Committee is recommended to:

1. Note the outcome of the Easter Out and About session – paragraph 3.1 refers.
2. Note the update on plans for the 80th Anniversary of D-Day Beacon Lighting event – paragraph 3.2 refers.
3. Note the update on the outcome of the Ministry of Defence Grant Application and plans for the Armed Forces Day event – paragraph 3.3 refers.
4. Otherwise note the report.

3. Background

3.1. Easter Out and About

- 3.1.1 One session was held at Mewsbrook Park on Wednesday 3 April. The weather was inclement, and officers had to adapt the event to suit the conditions. With kind permission of the Café, the team set up a registration table under the canopy of the Café. The Freedom Leisure team were unable to set up inflatables due to the high winds and the ground was too muddy to set up outdoors games. A total of 200 children took part in the bunny hunt regardless of the bad weather. The magician was able to perform outside the café and the crowds enjoyed the entertainment.
- 3.1.2 A total of 156 activity sheets were handed in for the over five's hunt and 44 for the under-five's one. Postcodes were collected during registration and the largest number of attendees were from Littlehampton followed by Rustington and Worthing. The event attracted attendees from further afield including Wisborough Green, Barnham, Sompting and Eastergate.

3.1.3 The K2 Easter event organised by Artswork and Arun Youth Project did not go ahead due to the delayed building completion and handover. Artswork are working with their contractors to deliver a version of the event later in the year.

3.2 D-Day Beacon Lighting

3.2.1 The Beacon Lighting event will take place on Thursday 6 June in line with national commemorative events. The beacon will have to be lit at 21:15 at the same time as hundreds of others across the UK.

3.2.2 Similar to previous beacon lighting events there will be a performance by the Sea Cadets band and a reading by the Mayor prior to the lighting of the beacon.

3.2.3 Due to the imminent regeneration project on the seafront the area surrounding the Stage by the Sea will be restricted to public use, mainly the access via Banjo Road and the two footpaths running alongside it. This means that the north side of the stage cannot be used safely, and the main pedestrian access is via the path that runs along the side of the West Green car park. A safe zone must also be implemented in the area around the actual Beacon, limiting locations for the Sea Cadets band.

3.2.4 Officers have liaised with Harbour Park and have arranged for the band to play on the decking situated on the pebbles in front of the seafront concessions. Harbour Park will open their hot drinks and doughnut concession during the period of the event – a coffee and tea street vendor has attended the beacon lighting events in the past.

3.3 Armed Forces Day

3.3.1 Officers have secured a main arena attraction for the event – the IMPS Motorcycle Display Team who attended the event in 2018. They will do arena shows and cost £2,540.

3.3.2 A bid for grant funding from the Ministry of Defence (MOD) was successful and a total of £2,552 has been awarded. This will offset the cost of delivering the event and can only be used towards the costs associated with advertising, promotional materials, event support, medical provision, security and sound and production provision. The grant cannot be used to fund the cost of military assets, entertainment, hospitality, or transport.

3.3.3 Each year officers apply for military bands to attend and this year the bid was successful, and the Band and Bugles of The Rifles have been assigned to attend the event from 13:00. An additional marquee will need to be booked as a rest area for the guards and refreshments are being sourced – a requirement for their attendance. The Band and Bugles of The Rifles is a military band serving as the regimental band for The Rifles, the sole rifle regiment and the largest in the British Army. It is the senior most of three bands in the regiment and is the only one that is part of the regular army. Appendix 1 shows the draft programme for the day.

3.3.4 Officers are currently exploring the possibility of booking a replica static spitfire as an additional arena side attraction.

4. Financial Implications

4.1 A budget of £800 was allocated to the Easter Out and About events from the 2024 to 2025 Community Budget. A total of £770 was spent.

4.2 A budget of £1,500 has been allocated to the Beacon Lighting event from the 2024 to 2025 Community Budget. Expenditure is expected to be within budget.

4.3 A total 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. The MOD grant of £2,552 will offset costs. Expenditure is estimated to be £14,943. A breakdown of costs can be found in Appendix 2.

Laura Chrysostomou
Town Clerk

Draft Programme for Armed Forces Day March 2024

10:15 – Parade Muster (East Beach Café/Sea Road)

10:45 – Parade (South Terrace)

11:00 – Service

11:45 – 12:10 - RAFA 381 Choir (25)

12:20 – 12:50 - IMPS Motorcycle Display Team (30)

13:00 – 13:25 - Rose and Thistle Pipe Band (25)

13:35 – 14:05 - Armoured Vehicles Display (30)

14:15 – 14:35 - The Band and Bugles of Rifles (20)

14:45 – 15:20 - The Silhouette Show (35)

15:30 – 15:50 - Cadets Massed Band (20)

16:00 – 16:30 - IMPS Motorcycle Display Team (30)

16:40 – Sunset Service

ARMED FORCES DAY	2024 Current Estimated Cost
Attractions	
Main Attraction - IMPS	£2,540.00
Armoured Vehicles	£450.00
Vintage Trio Performance	£375.00
Pipe Band	£600.00
Static Spitfire	£1,100.00
Total:	£5,065.00
Staffing and Contractor Costs	
Event Support	£2,093.50
Medical Provision	£903.00
Overnight Security	£504.00
Sound and Production	£1,697.00
Generator Hire	£660.00
Marquee Hire	£831.60
Amenity Team	£756.00 *
Total:	£7,445.10
Publicity	
Flyer Design and Print	£425.00 *
Roadside Banner Design and Print	£139.00 *
Advanced Warning Road Closure Signage	£55.00 *
Service Sheet Print	£60.00 *
Total:	£679.00
Miscellaneous	
Fuel	£165.00 *
Event Equipment	£110.00 *
Skip Hire	£495.00 *
Total:	£770.00
Military Band Costs	
Water	£80.00 *
Food	£300.00 *
Marquee and Chair Hire	£604.00
Total:	£984.00
Total Estimated Expenditure	£14,943.10

not booked

Armed Forces Day Budget 2024 to 2025	£13,500.00
Harbour Park Sponsorship	£1,500.00
MOD Grant	£2,252.00
Total Funding Available	£17,252.00
	£2,308.90

* unconfirmed costs

Littlehampton Town Council

Non-Confidential

Community Resources Committee

Date: 18 April 2024

Report by: Town Clerk

Subject: Community Resources Officer Periodic 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. This report provides updates on the progress with this year's Grant Aid application process, allotments and community growing, Sports Awards and Sports Excellence Grants, and an update on the new initiative by Arun Youth Projects aimed at providing a dedicated space for young people in the Town.

2. Recommendations

The Committee is recommended to:

1. Note the Grant Aid Panel notes.
2. Note the Grant Aid 2023 Feedback Report.
3. Note the update from Arun Youth Projects as set out in section 4 of the report.
4. Note the minutes of the Sports Forum meeting held on 4 March 2024
5. Otherwise note the contents of the report.

3. Grant Aid

- 3.1. The Grant Aid Panel met on Friday 8 March 2024 to look at tier placements and funding allocation for each tier. These recommendations were discussed and approved at the last Community Resources Committee meeting. The notes of the Grant Aid Panel meeting are in Appendix A.
- 3.2. Applications are open for Grant Aid and will close on Monday 29 April 2024. Out of the 47 groups that registered interest, 18 have made applications and four are not proceeding with the application. Two groups have not provided

sufficient documents to support their registration. These two groups have been contacted for the additional supporting documentation to ensure they do not miss this opportunity. This leaves 23 registered groups to make applications before the deadline.

- 3.3. Some of the applicants have not asked for the full amount allocated to their tier. If the remaining groups all applied for the maximum amount of funding in their tier, there would still be £2,704 remaining in the Grant Aid budget at the end of the process.
- 3.4. When the application stage closes each will be reviewed by the Grant Aid Panel and recommendations made to the Community Resources Committee meeting on Thursday 6 June 2024.
- 3.5. Feedback has been received from 22 of the 27 recipients of Grant Aid 2023, and one recipient of Grant Aid 2022 that was granted an extension. See Appendix C for this report.

4. AYP Connect – Youth Drop-in

- 4.1. “AYP Connect” is a new initiative by Arun Youth Projects (AYP) aimed at providing a dedicated space for young people in Littlehampton to connect, receive support and engage in positive activities. AYP has been awarded a National Lottery Grant to enable them to establish this project over a two-year period which will run from March 2024 to March 2026. Since the last report, AYP have confirmed that they have completed a tenancy agreement to secure the premises and have recruited staff to run the hub. They have now begun the process of fitting out the hub and carrying out staff induction. Their bid for funding from the District Council through the Community Asset Fund is progressing and a decision awaited. AYP have been fortunate to secure donations and support from local firms and individuals which has helped provide some of the furniture and equipment to get the hub up and running.
- 4.2. The hub will complement the existing youth services provided by AYP by offering additional opportunities for engagement and support, ultimately enhancing the overall impact of their youth work. Once opened, the hub will also provide opportunities for collaboration with local stakeholders, including schools, community groups, and statutory agencies, to better meet the needs of young people in the area. The hub available as a ‘pop-up’ space for partners to use when sessions are not running.

5. K2 Community Room

- 5.1. Designs have been completed which have allowed the builder to submit an accurate quote for fitting out the Community Room. Input from the young people and leaders at Arun Youth Projects has been invaluable in shaping the requirements of the space, not only for them but also for other potential service providers and hirers. The young people will also be allocated a budget to purchase small items such as soft furnishings and crockery for use in the

space. The builder has been flexible in working around our timeframes, pending handover of the building.

6. Allotments and Community Growing

- 6.1. Following the public representation at the previous Community Resources Meeting, and meeting with the Chair of the Allotments Working Group, the questions raised will be taken to the next Allotments Working Group meeting on Thursday 30 May 2024 for further discussion. Any recommendations following this will come back to the Community Resources Committee.
- 6.2. The Food Partnership has been sent the tenancy agreement and payment terms for the allotment designated for community growing. As this is a joint venture an agreement is in process to ensure the objectives and outcomes are clear for the Town Council and Citizens Advice with a defined timeline for ongoing review.

7. Sports Forum

- 7.1. The Sports Forum met on Monday 4 March 2024. Their discussions centred around the proposed playing fields on the new Hampton Park development and local events. See Appendix B.
- 7.2. Nominations for the Sports Awards and applications for the Sports Excellence Grants closed on Monday 11 March 2024. The Selection Panel met on Thursday 14 March 2024 to make decisions about the awards and grants.
- 7.3. Even though every club with which we have contact was notified of the Sports Awards and it was promoted on our website, Facebook and the town noticeboards, nominations were few. But the age range and variety of local sports and healthy activities within the nominations was good; these included swimming, cricket, bowls, junior rugby, gymnastics, disabled swimming, lifesaving, running, skateboarding, football, and a cross-fit gym.
- 7.4. The Sports Awards seek to recognise the achievements and contributions made by local sports people and off-pitch community champions through ten sporting categories, sponsored by local businesses and organisations.
- 7.5. 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.
- 7.6. The Sports Awards and Sports Excellence Grants will be presented at the Annual Town Meeting on Thursday 25 April 2024, 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.

7.7. Ten individuals and clubs will receive a Sports Award, and four will receive a Commendation. Two young people competing at county and national level in gymnastics will be presented with Sports Excellence Grants.

8. Financial Implications

8.1. The 2024 to 2025 budget for Grant Aid is £24,750.

8.2. The 2024 to 2025 budget for the Sports Excellence Grants is £2,000 and the full amount has been awarded.

Laura Chrysostomou

Town Clerk

Notes of a meeting of the **Grant Aid Panel** held online on Friday 8 March 2024 at 4pm

Present:

Councillor Sean Lee (Chair)

Councillor Billy Blanchard-Cooper

In Attendance:

Felix Gillett – Community Resources Officer

Following the closing of the registration phase the Grant Aid Panel met to review recommendations for tier allocation of 47 registered groups and how much funding was to be distributed to each of the three tiers from a total amount of £24,750.

The Community Resources Officer highlighted that one of the groups was unlikely to have spent their funding from last year's Grant Aid scheme, therefore they would be ineligible to apply this year. This took the number of registered groups to 46.

The Panel proceeded to review the registrations and the following points were noted.

Allocation of Groups to Tiers

Tier 1 was more clearly defined as it is for new groups or groups that have not received any Town Council funding in the previous five years.

Tier 2 and Tier 3 had scope to be more flexible, as the difference between them was focused on how much funding each group had previously received.

The objective was to give as much as possible to as many groups delivering community support as possible. As long as they met the criteria, no one would be disregarded, and in view of the healthy number of registrations the grant fund would be widely spread.

The tier placements for 2024 would provide a strong indication of the tier placements for the following year.

Once tier placements were confirmed, the Community Resources Officer would contact all groups to inform them of their Tier and the maximum amount for which they could apply, triggering the formal applications phase.

The correct allocation of groups in tiers would become clearer as the process continued, therefore it needed to be adaptable, particularly if it became apparent that a group needed more money than was available in the tier to which they were assigned. There may also be room for groups to make a case for going up a tier. But both of these approaches could create complications if all the funding had already been allocated.

There was a question on the Application form that asked if the applicant needed additional funding and if so, how much. This implied there would be some money held in reserve from which to increase a group's funding. The Panel agreed it would be good to do this and that it should be clarified that rather than drawing on reserves, the extra funding would only be available if applications were under subscribed.

It is likely the Panel would need to reconvene to consider changes to allocations arising from groups deciding not to apply, needing more money, or needing to be moved into a different tier.

There may be questions from the applicants about the tier structure so further explanation and support may be necessary from the Community Resources Officer.

Methodology for Decision Making

The Panel discussed various ways of working out the average amount a group had received over the last five years.

The Panel agreed the method for calculating a group's tier placement would be the arithmetic mean average, which took the total amount over five years and divided this by the number of times the group received funding. Recognising this resulted in some groups placed in a lower tier, after discussion, three groups were moved from Tier 2 to Tier 3. These groups were only in Tier 2 because they had received a lower amount than £500 at one point, which unfairly skewed their average.

Review of Policy and Procedure

At the end of Grant Aid 2024 the process would be reviewed and any changes considered. If agreed these would be implemented in time for the launch of the 2025 scheme.

The potential for a five-year average to skew a group's placement led the Panel to consider whether there should be a rule that if a group had received £500 or more in any one year, they are automatically assigned to Tier 3.

When the time comes for reviewing the process, the following could be added to the policy: "For the first five years, if a group does not have five years' worth of funding history, the largest amount will be used to judge their tier placement."

Service Funding Agreements

Tier 4 would not be looked at in 2024 as the current Service Funding Agreements were in the second year of their three-year terms. Therefore, the Panel was not looking to enter into any new Service Funding Agreements.

It was noted that decisions regarding Tier 4 and Service Funding Agreements would need to be looked at case by case and invariably need to link with the Town Council's priorities and goals as detailed in the Town Council's Business Plan.

Summary and Recommendations

Overall, the system was seen as positive and viable, though a bit rushed. It was recognised that any new system can't be assessed and developed until it's running. There would always be an element of review.

After reviewing various calculations, the following amounts of groups and amounts of funding were allocated to each tier.

Tier 1 x 9 at £150
Tier 2 x 13 at £350
Tier 3 x 24 at £750

Total of £23,900, with the remaining £850 held in reserve.

Once approved at the Community Resources Committee the registered groups that had provided sufficient supporting documentation would be informed of their tier and maximum amount, ready for applications from Monday 19 March 2024 with a closing date of Monday 29 April 2024.

Notes of the **Littlehampton Sports Forum** held in the **New Millennium Chamber, Littlehampton Town Council** on **Monday 4 March 2024** at **6pm**.

Present:

The following groups were represented at the meeting:

Littlehampton Wave Life Saving Club
Littlehampton Town Football Club
Littlehampton Golf Club
Littlehampton Croquet Club
Norfolk Bowls Club
Littlehampton Badminton and Squash Club
Littlehampton Sportsfield
Littlehampton Rugby Club
David O Jones Sports

In attendance:

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

1. Introductions

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

2. Apologies for Absence

2.1. Apologies were received from representatives of Howard Lawn Tennis, Littlehampton Sportsfield and Norfolk Bowls Club.

3. Notes of Previous Meeting

The notes of the previous meeting from 13 November 2023 were agreed as a true record.

3.1. Matters Arising

Norfolk Bowls Club were looking to draft a letter detailing their thoughts about the impact Arun District Council's car parking charges have on the bowls club. The Sports Forum Executive would then review this and provide support as a Forum in submitting it.

ACTION: Community Resources Officer to follow up with the representative at Norfolk Bowls Club.

4. Items for Discussion

4.1. Sports Awards and Sports Excellence Grants

4.1.1. The Community Resources Officer gave an update regarding the Awards and Grants. This was the final week for making applications and nominations. The

number of nominations for the Sports Awards was low with some categories having received none. Clubs were encouraged to make nominations before the deadline.

4.1.2. Three applications had been made for Sports Excellence Grants.

4.1.3. The closing date for both Awards and Grants was Monday 11 March. The Selection Panel for both would then meet on Thursday 14 March. Awards and Grants would be presented at the Annual Town Meeting on Thursday 25 April to which everyone was welcome to attend

4.2. Hampton Park Development and Facilities

4.2.1. The Sports Executive Committee previously met to discuss this subject, to bring a proposal to the Sports Forum for a way forward. Initially the plan was to draft a letter stating local clubs' aspirations for the new playing fields to be sufficient and adequate for local sporting needs, and the details of what this could look like.

4.2.2. Since the last Sports Forum meeting Arun District Council reported that it would be at least another five years before this phase of the development came forward. Therefore, it was considered that this was not a priority as the local sporting needs might be different in five years' time. The recommendation was to hold back for now.

4.2.3. The Rugby Club shared their experience when securing the site on Kingley Gate, noting that having a Councillor or Officer within Arun District Council, representing your cause, would make a big difference.

5. Members' Updates

5.1. Littlehampton Wave Life Saving Club

The club recently held their Annual General Meeting. Membership stands at 60 people. Their Annual Report was shared showing 2023 had been a successful year. Wednesday 13 March was their Red Nose event with Cllr Lee in attendance. They have participated in training for dog lifesaving and several swimming competitions during which they finished second in the pairs and top in life saving. Recruitment is challenging.

5.2. Littlehampton Rugby Club

They should finish the season top of the Sussex Three League; Midhurst are their main rivals. They are in the semi-final of the cup. Though there still some difficulties with the management company, overall, the facilities are good. They're experiencing a problem with a lack of fixtures due to cancellations. Phill Morley will be stepping down as Chairman, the new Chairman will be Ben Best. Attendance for their Minis and Juniors groups have dramatically increased thanks to the commitment and determination of key members at the club. They have between 35-40 children on a Sunday, mainly from Kingley Gate.

5.3. Littlehampton Croquet Club

The season has been extended. Recruitment has increased through U3A hiring the facilities. Membership stands at 54 members, though the newer members do require additional coaching. Recruitment of key positions within the club is challenging. This means there will be no league participation next season due to lack of an administrator to organise it. The defibrillator is in place on the outside of the building for all to access on site. This was part funded by the Town Council's Grant Aid fund in 2023.

5.4. Norfolk Bowls Club

The club has an Open Day Saturday 25 May. They are in contact with Arun Youth Projects about holding some sessions in the summer.

5.5. Littlehampton Sportsfield

Consideration is being given for what would be the most beneficial use of the fields shared between cricket and football. The General Manager is continuing talks with Arun District Council about changes that could enable the establishment of Padel Tennis at the Sportsfield.

5.6. Littlehampton Town Football Club

Construction of the new stand is starting with a completion date of June, ready for the 2024 to 2025 season. The current stand is 110 years old and is due to be demolished at the end of April. On average 320 supporters are attending each week, and the team are confident of staying in the Isthmian League for next season.

5.7. Littlehampton Badminton and Squash Club

The Badminton Team is anticipating a mid-table finish this year. The club is trying out Pickleball to ascertain if they can host this sport in their venue. They are running several events and courses over the next few months including juniors badminton, Easter craft fair, shuffleboard evening, Sri Lankan food night and their quiz night, which is the last Friday of every month. They're also looking to reintroduce short mat bowling.

5.8. David O Jones

The shop is ticking over at what is traditionally a downtime for trade in February and March.

5.9. Littlehampton Golf Club

Despite all the rain the course is has been maintained through the winter. Sadly, the club had five of their buggies damaged due to vandalism. The demand for funeral receptions has increased, which is probably because of the new crematorium in Yapton. Revisions to the World Handicap System have come into play this year. The club held a new members information evening in February. The club's financial situation has improved following changes in their management and processes.

6. Any Other Business

- 6.1. The Community Resources Officer thanks all the clubs that have provided feedback following their Grant Aid funding last year.

6.2.1. Cllr Lee Sean informed the group that councillors will shortly be reviewing the events programme. He is keen to incorporate sports into this, which led to a discussion about promoting clubs and local facilities.

6.2.2 Various ideas were put forward including a sports trail, which would be a weekend of taster sessions across the town or a river and beach festival, which would link together the harbour, recreational activities and water sports. This led to a discussion about use of the harbour and its annual riverside festival.

6.3.1. Cllr Lee reported that as Mayor Elect he expected the coming year to be busy and that he may have to step down as Chair of the Sports Forum.

6.3.2. The Forum wished Cllr Lee all the best in his upcoming mayorship.

7. Dates of Next Meetings:


Monday 8 July 2024, 6pm


Monday 23 September 2024, 6pm



Monday 11 November 2024, 6pm


Closed at 7pm



Appendix C – Grant Aid Feedback report 2023 to 2024

Organisation	Grant Allocated	Feedback Report
4Sight Vision Support	£690	<ul style="list-style-type: none"> • <u>Newsletters and Vision Support for Littlehampton Clients</u> • In addition to the newsletters for 123 Littlehampton residents the group has also provided support services for 22 local people since July 2023. This relates to benefit support, education and employment, information advice and guidance and low vision assessments. • Feedback received: “The newsletter informed me of talking books and enabled me to access services to which I am entitled.” • Feedback received from a client who received a low vision assessment: “I am so delighted with my new magnifier, it’s fabulous and I can now read my post, thank you so much, it has made a 100% difference to my life.”
4th Littlehampton Scout Group	£600	<ul style="list-style-type: none"> • <u>New Archery Equipment</u> • The group has benefited from the new equipment as they can now hold more sessions for members of the cubs and scouts, giving them an opportunity to experience a sport that is not normally available to them. • It’s also enabled the younger members in beavers to participate in soft archery. 
Age UK West Sussex Brighton and Hove	£200	<ul style="list-style-type: none"> • <u>Silver Bullet Men’s Group – Providing Christmas Dinner</u> • For some of the men this was the only meal out they had been on that year and many were spending the actual Christmas holiday alone. • There was much chatter and hilarity during the meal. One gentleman said it had been a long time since he had enjoyed a meal out and laughed so much.

<p>Arun Church</p>	<p>£820</p>	<ul style="list-style-type: none"> • <u>30 Subsidised Tickets for Space Camp - Children's Holiday Playscheme</u> • This was a large-scale, high-quality activity to promote social connection and engagement for children, young people and families who might otherwise be isolated during the school holidays with 320 children attending. • It was a lot of fun with sports, games, stories, drama, dance, craft and more! • In addition, they had over 130 volunteers working with the children, providing refreshments etc. Around 40 of these were local young people, including some who attend Arun Youth Projects, setting good role model examples to the younger children. • Feedback from parents was overwhelmingly positive with 90% of respondents awarding it 5 out of 5 stars and likely to recommend it to friends. 
<p>Arun Counselling Centre</p>	<p>£1,260</p>	<ul style="list-style-type: none"> • <u>Providing Free Individual Counselling/Psychological Therapy for Adults in Littlehampton</u> • Clients have benefitted from the one-to-one support of our counsellors, allowing them to explore their issues in a safe space. There are many benefits to our local Littlehampton community in improved mental health and wellbeing, improved resilience of local people, decreased suicide risk in the community and in many cases improved wellbeing of families. • Feedback included: "What I valued was my counsellor's patience with me whilst I opened up about my difficult past. Her ability to help me find logic and calm in a chaotic place of mind." • "What I have learned has been invaluable and life changing for me. I will go on to keep these changes in my life."


		<ul style="list-style-type: none"> • “Counselling doesn’t solve all of the problems, obviously, they don’t go away, but I just think it makes you feel more rounded, just more insightful, I think it helped my confidence as well.”
Arun Dolphins	£500	<ul style="list-style-type: none"> • <u>Swimming Pool Hire</u> • This is a safe and friendly environment for people of any age or disability to swim for therapy or enjoyment. • They have continued operating on a weekly basis for the benefit of their members. • This funding helped towards their hire costs at the Littlehampton Wave enabling them to have exclusive use of both pools. 
Arun Pickleball Club	£250	<ul style="list-style-type: none"> • <u>First Aid Training</u> • The funding has given the club two fully qualified First Aiders thereby increasing safety, and ensured members receive appropriate and timely treatment. • The training was recently put to good use when a member suffered a significant cut to their forearm that required 10 stitches. The First Aiders stemmed the blood flow, dressed the wound and arranged for them to attend the local A & E. 
Cruse Bereavement Support	£699	<ul style="list-style-type: none"> • <u>Volunteer Training with Online Support</u> • Many of their clients report additional mental health concerns at initial assessment as well as all of the usual difficult physical and emotional responses to grief. Many feel isolated and cut off from their usual support networks, requiring longer support to achieve positives outcomes. • Bereavement Volunteers (BV) use a person-centred approach to helping bereaved people navigate complex feelings associated with loss, develop coping strategies, and resilience and identify additional support networks. Prompt support can help to reduce the negative



		<p>effects of grief and reduce the risk of developing severe mental health problems such as anxiety, depression and post-traumatic stress.</p> <ul style="list-style-type: none"> • Feedback includes: “My BV was fantastic throughout. I don't know how I would have coped without her support and being able to work through my grief and thought process. She was incredibly patient as I found things difficult to talk to start with. She was the only person I felt able to talk to about what happened.” • “My BV was excellent thoughtful, compassionate, and understanding. She was very contained and showed confidence in her practice.”
<p>Dairy Art Drop-In Group</p>	<p>£75</p>	<ul style="list-style-type: none"> • <u>External professional art demonstration</u> • This funding gave the group an opportunity to learn new skills and practice fresh approaches to art through a face-to-face session with an established and professional artist. • Membership includes several carers who appreciate the ‘drop in’ aspect as they may not be able to attend every week due to commitments at home. 
<p>Family Support Work</p>	<p>£750</p>	<ul style="list-style-type: none"> • <u>Weekly Food Bank Deliveries and Volunteer Training</u> • Funding has enabled 163 food parcels to be provided to Littlehampton families facing food insecurity. They are seeing more complex difficulties and greater needs in the families they’re working with. Many are already at crisis point. • Training has meant that volunteers have helped with a range of activities including driving families to appointments, attending appointments and providing activities for children. • Feedback includes: “I cannot thank you enough, not only for food and family items that we get, but you have also been a real godsend at a very difficult time.” • “Just wanted to thank you for our food delivery. This has been a very hard month for us as a family, so our food shop was very limited. The food we got today has helped my family a great deal. Thank you again and please thank the lovely young man who delivered the food. He is always so cheerful.”


<p>Home-Start</p>	<p>£500</p>	<ul style="list-style-type: none"> • <u>Supporting Families in Littlehampton</u> • Home-Start supported 39 vulnerable families in Littlehampton in either a Family Group or with 1-2-1 support in the family home with a volunteer. All but one of these had complex needs requiring more intensive and often lengthier support from volunteers and staff. • At the end of support, 97% of all supported parents felt more able to manage their child's behaviour and 86% felt more involved in their learning and development. 92% were coping better with their own mental health and 94% felt less isolated. 95% could better manage their household budget. 78% were making better use of other support services. 	
<p>Howard Lawn Tennis</p>	<p>£200</p>	<ul style="list-style-type: none"> • <u>Free Tennis Lessons for Children in Littlehampton</u> • An average of 20 children aged 4-14 years olds attended each day over 3 days. • It was a great success and very enjoyable for the participants. 	
<p>Lifecentre</p>	<p>£460</p>	<ul style="list-style-type: none"> • <u>Support Sessions for Male Survivors in Littlehampton</u> • Lifecentre reports that many who attend find that counselling allows them to reconnect with family, re-enter the workplace and have much more confidence in their abilities. • Where previously, even the smallest of tasks would have been impossible, survivors feel able to tackle everyday life, overcoming the effects of their abuse such as anxiety, eating disorders, depression, and suicidal ideation. • Feedback includes: "Life centre has helped turn my life around, very appreciative of all the help and support!" 	


Littlehampton Cricket Club	£950	<ul style="list-style-type: none"> • <u>Towards the cost of a bowling machine (total £3,038)</u> • Both experienced players and those in their early stages have seen increased development in their batting and bowling skills. • This has benefited the range of coaching activities and made best use of the practice facilities.
Littlehampton Croquet Club	£500	<ul style="list-style-type: none"> • <u>Towards the Cost of a Defibrillator</u> • The Automated External Defibrillator is registered with Circuit and is on the mapped AED devices for the local area. • Located on the outside of the clubhouse it is available for all members of the public using the Sportsfield; this includes the large football crowd, stoolball, cricket players and spectators, as well as their own members.
Littlehampton District Mens Sheds West	£500	<ul style="list-style-type: none"> • <u>Two Heat Detectors, Emergency Lighting, Dust Extractors and Air Filters</u> • The installation of this equipment has created a far safer and cleaner working environment for their members. • The emergency lighting is in process, as this part of the project required rewiring of the first floor before installation of the lighting could proceed.



<p>Littlehampton Town Football Club</p>	<p>£800</p>	<ul style="list-style-type: none"> • <u>New U18 Girls Football Team - New Playing Kit</u> • This newly formed team were able to purchase a brand-new kit with the Town Council logo displayed on the sleeve. • Eighteen girls have regularly represented the team this year and they've received enquiries from other girls and local teams who would like to get involved. With the increased interest the club is considering how they can expand and grow their offering. 	
<p>My Sisters' House</p>	<p>£700</p>	<ul style="list-style-type: none"> • <u>An Anxiety Course (Face to Face Sessions) for Women in Littlehampton</u> • The course covered different 'toolkits' for understanding and coping with anxiety in different environments, reducing the impact it has on someone's life. • Some feedback from the course included: <i>"I would definitely recommend this group to anyone who is experiencing anxiety. The welcoming and approachable group leader delivers informative sessions about anxiety and its complexities and how you can help yourself to understand and deal with your anxiety."</i> • <i>"Very informative group to be able to learn about the deeper emotions and complexity of anxiety and how to deal with anxiety. Also good to meet other people experiencing similar issues."</i> 	
<p>Outlaws Allstars Cheerleaders</p>	<p>£450</p>	<ul style="list-style-type: none"> • <u>BGU Coaching Qualifications for Littlehampton Residents</u> 	

		<ul style="list-style-type: none"> • This training and qualifications provided the participants with confidence and knowledge, in being able to support senior coaches. This funding has been a life-changer for the group as this also provides the ability to give one-to-one attention for those with disabilities within the class. • Feedback includes: “I didn’t do very well in my exams. To be able to do a coaching course has made me feel like I’ve achieved something for myself. No matter how young or old you are, anything is possible. Thank you for this opportunity. • Becoming a cheer has always been dream of mine. I was so excited when I got the opportunity to coach, but also quite nervous about it. There have been many ups and down when coaching – sadness, joy and frustration. But also inspiring other athletes to become the best they can be, has been amazing and I can’t wait for the future as a coach.” 	
<p>Shopmobility</p>	<p>£405</p>	<ul style="list-style-type: none"> • <u>Annual Service of Mobility Scooters</u> • Though the scooters and wheelchairs are regularly checked after every hire it is important for the annual checks to be done independently. • This was carried out in November 2023 during the quieter winter period. 	

<p>Sussex Steel</p>	<p>£750</p>	<ul style="list-style-type: none"> • <u>Steelpan Tuning</u> • The group were able to get a significant proportion of their steelpans tuned. Many had not been tuned since the pandemic and were very out of tune. • This allowed them to give some great performances for the general public over the summer, as well as the social and mental health benefits for their members playing together. 	
<p>The Juno Project - Funding extended from Grant Aid 2022</p>	<p>£2,400</p>	<ul style="list-style-type: none"> • <u>To provide two schools-based programmes of support for vulnerable young women aged 14 in Littlehampton to support well-being, school attendance and engagement.</u> • On completion of the course 100% said they had found it useful; 75% reported increased aspiration and improved relationships; 50% reported positive changes to their confidence, self-esteem, taking responsibility, contributing at school and community. • Feedback received: "I am kinder to myself. I have found peace." • "I have started counselling." • 'I have learned that social media makes you not love the way you look, but you don't realise until you start talking about it.' • "I feel like I have got closer with my friendship group, and I like myself a little more." • The school reported an improvement in attendance for four of the students and commented: "They will be more resilient and have some other transferable skills to help them bridge the gap between school and their post 16 option." 	

<p>Turning Tides Homelessness</p>	<p>£925</p>	<ul style="list-style-type: none"> • <u>Gardening Tools and Three Raised Planters</u> • The raised beds particularly benefited those with physical difficulties and increased inclusivity, along with the purchasing of telescopic tools. • Clients were able to harvest and take fresh vegetables and herbs home to eat giving them access to foods that are not widely available to them due to cost implications. • The garden has created an inclusive space where clients are able to just be themselves and it is not about being a homeless service user. • It has also offered an alternative activity which had helped service users engage in meaningful ways of spending their time that benefit their health and wellbeing. • There have been several comments made after attending a gardening session that include “I really enjoyed that”, “I didn’t know I’d be good at this”, “I’ve managed to grow a tomato plant at home with what I’ve learned”. 	
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Littlehampton Town Council

Non-Confidential

Committee: Community Resources Committee

Date: 18 April 2024

Report by: Town Clerk

Subject: Transfer of Records

1. Summary

1.1. The Committee is asked to consider and approve proposals to transfer the Littlehampton Urban District Council records currently held in the Museum Collection to the West Sussex Records Office in Chichester.

2. Recommendations

2.1. The Committee is recommended to:

1. Approve the de-accession of the records of the Littlehampton Urban District Council as listed in Appendix A and that they be transferred to the West Sussex Records Office.
2. Otherwise note the contents of the report.

3. Background and Update

- 3.1. The Museum is responsible for the management, conservation and safeguarding of the Collection. The Collection Documentation Project (CDP) is a crucial part of this work as it identifies information not previously recorded that enables decisions to be made regarding the importance of objects within the collection.
- 3.2. The ongoing work of the CDP has identified a collection of bound minutes and other paperwork that relate to the Littlehampton Urban District Council. The Urban District Council was the forerunner to the creation of the Town Council and disbanded as part of the local government reorganisation in 1974. The records, as listed in Appendix A, include the minutes of the various Committee and Council meetings, Accounts and Standing Orders, and date back to 1930. These records were catalogued and accessioned into the Museums' archives in 2003 for safe keeping.
- 3.3. The minutes must be retained in perpetuity as they are the formal record of the decisions of Council and Committee meetings. The Littlehampton Urban District Council records form a significant part of the Town Council's Minutes records, which at present are stored throughout the Manor House including in the Museum.

- 3.4. It is therefore proposed that the Littlehampton Urban District Council records are transferred to the West Sussex Records Office alongside the minutes of the Town Council from 1974 to 2019 which are indexed and bound, ready for storage. It should be noted that electronic copies are also stored on the Town Council's central IT system, and that the agendas and minutes of both the current and previous administration can be viewed on the Town Council's website.
- 3.5. The Records Office hold minutes of other local government organisations in a secure store and the records will be catalogued, the details of which can be viewed online or in person ensuring they remain accessible. The Records Office acts as a research facility and the original records can be retrieved and viewed at any time if required. As the Urban District Council records currently form part of the Collection, they must also be deaccessioned in accordance with the Museum's Collection Development Policy before they can be transferred.
- 3.6. This is part of a wider project to develop a formal policy and procedure for binding and storing the Town Council's minutes which is being led by the Committee and Business Administration Support Apprentice as part of their end of course assignment. If approved, the records will be transferred in May 2024 in a process that will be overseen by the Museum Curator and will see the Mayor formally hand them over to the Records Office as part of the activities to celebrate the Town Council's 50th anniversary.

4. Financial Implications

- 4.1. The Records Office make no charge for housing these records other than any fees that might be incurred for conservation. The only cost will be transport which will be nominal and handled by the Town Council's Amenity Team.

Laura Chrysostomou
Town Clerk

Appendix A – items for transfer to West Sussex Records Office

Number	Title	description
B331	Abstract of Accounts	Abstract of Accounts for Littlehampton U.D.C, year ending 31.3. 1966.
BT493.1, BT493.2.1, BT493.2.2, BT493.3, BT493.4, BT493.5, BT493.6 BT493.7, BT493.8, BT493.9, BT493.10 BT493.11, BT493.12, BT493.13, BT493.14, BT493.15, BT493.16, BT493.17, BT493.18, BT493.19 BT493.20, BT493.21, BT493.22 BT493.22.1, BT493.23, BT493.24 BT493.25, BT493.26, BT493.27 BT493.28, BT493.33, BT493.34 BT493.35, BT493.36, BT493.37 BT493.38, BT493.40, BT493.41 BT493.42, BT493.43, BT493.44 BT493.45, BT493.46, BT493.47 BT493.48, BT493.49, BT493.50 BT493.51, BT493.52, BT493.53 BT493.54, BT493.55, BT493.56	Littlehampton Urban District Council, Proceedings of Council & Committees 1930 to 1962	
BT494.1 to.4	Register of electors 1949-1971	
BT494.6 and .7	UDC minutes for 30.9.1971 and for 6.7.1972	
D1785, D1786, D1787, D1788 D1789, D1790, D1791, D1792, D1793 D1794, D1795, D1796, D1797, D1798 D1799, D1800, D1801, D1803, D1804 D1805, D1806, D1807, D1808, D1809, D1810, D1811, D1812, D1813, D1814 D1815, D1816, D1817, D1818, D1819 D1820, D1821	Abstracts of the Accounts of the Littlehampton U.D.C. for years ending 31 March, 1904 to 1939	Copies of 'Abstracts of accounts of the receipts and payments of the Littlehampton U.D.C. for the year ending at 31st March, 1904 to 1939
D1921	Two copies of 'Regulations for conducting the proceedings and business of the Littlehampton U.D.C. "	Two copies of 'Regulations for conducting the proceedings and business of the Littlehampton U.D.C. in the county of Sussex and the duties of their officers'. Published 1898

D2011, D2012, D2013, D2014, D2015 D2016, D2017		Copies of 'Littlehampton U.D.C. Abstracts of Accounts. Year ended 31st March, 1949 to 1953, 1955 and 1956
D2027, D2028, D2029, D2030, D2031 D2032, D2033, D2034, D2035, D2036 D2037, D2038, DT2956.Q.1, DT2956.Q.3, DT2956.Q.4, DT2956.Q.5, DT2956.Q.6, DT2956Q.2	Urban District of Littlehampton Abstract of Accounts	Booklets entitled Urban District of Littlehampton. Abstract of Accounts of the Income and Expenditure of the Littlehampton U.D.C. for the Years ended at 31 st March, 1927 to 1928, 1930, 1932 to 1939, and 1949
D2040, D2041, D2042, D2043, D2044 D2045, D2046, D2047, D2048, D2049 D2050, D2051, D2052, D2055	Littlehampton Urban District Abstracts of Accounts	Booklets entitled Littlehampton UDC Abstract of Accounts of Income Year ended at 31 st March, 1974, 1972, 1957, 1959, 1960, 1962, 1958, 1963-66, 1969-1971
DT2955.A.E		Report of the meeting of the West Sussex (Infestation Control) No.2 Workable Area Committee. Meeting held at Littlehampton 4th June 1959
DT2955.AP.1	Report of Meeting with the Parliamentary Under Secretary of State	A report of the meeting between the Parliamentary Under Secretary of State and representatives of Littlehampton U.D.C. ; FORD COMMITTEE held on 28th January 1960
DT2955.C.1	Finance Committee	a report from the Finance Committee dated 9th October 1958 giving details of the appointment of Deputy Engineer and Surveyor
DT2955.C.2	Rate Estimate 1959-60	Rate estimate report for prepared for the Finance Committee of Littlehampton U.D.C. dated 9th February 1959.
DT2955.F.2	Littlehampton U.D.C. General Rate Estimate 1959-1960 Pleasure Grounds and Foreshore Committee	A report from the Pleasure Grounds and Foreshore Committee giving General Rates Estimates for 1959-1960. Dated Thursday 29th October 1959
DT2955.J	Town Planning, Housing and Buildings Committee	A report of the recommendations and decisions of the Town Planning, Housing and Buildings Committee meeting held on 4th February 1960
DT2955.J.2	Town Planning, Housing and Buildings Committee - 4th June, 1959	An errata slip amending the minutes of the Town Planning, Housing and Buildings Committee meeting of 4th June 1959
DT2955.J.4	Town Planning, Housing and Buildings Committee	A report of the recommendations and decisions of the Town Planning, Housing and Buildings Committee meeting held on 7th April 1960
DT2955.P	Development In Coastal Areas	Report of a Meeting to discuss The Development in Coastal Areas - between Littlehampton and Southwick
DT2955.Y	Rate Estimate 1959-60	Rate estimate report for Littlehampton U.D.C. dated 20th February 1959
DT2955.Z	Annual Meeting Procedure	A typed procedure for the Annual Meeting of Littlehampton U.D.C. held on Thursday 21st May 1959
DT2956.H	Abstract of Accounts	Booklet containing the Abstract of Accounts for Littlehampton U.D.C. for the year ending 31st March 1959

DT2956.J	BYELAWS with respect to Parking Places	A listing of Byelaws made by Littlehampton U.D.C. dealing with Parking Places
DT2956.R.1, DT2956.R.2, DT2956.R.3	Annual Reports	Annual reports of the Medical Officer of Health for the years 1935, 1946 and 1938
DT2956.S	BYELAWS with respect to Tents, Vans, Shed and Similar Structures, Used for human habitation	A listing of Byelaws made by Littlehampton U.D.C. Tents, Vans, Shed and Similar Structures, Used for human habitation
DT2956.U	BYELAWS with respect to New Streets and Buildings in the Urban District of Littlehampton	A listing of Byelaws made by Littlehampton U.D.C. dealing with New Streets and Buildings
DT2956P.1, DT2956P.2, DT2956P.3 DT2956P.4, DT2956P.5, DT2956P.6 DT2956P.7, DT2956P.8, DT2956P.9 DT2956P.10, DT2956P.11, DT2956P.12 DT2956P.13, DT2956P.14, DT2956P.15 DT2956P.16, DT2956P.17, DT2956P.18 DT2956P.19, DT2956P.20, DT2956P.21 DT2956P.22	Agendas	Booklet containing the Agenda for the Littlehampton U.D.C. meeting to be held in the Council Chamber of the Manor House, Littlehampton on the 12th of December 1957, 9th of October 1958, 13th of November 1958, 11th of December 1958, 12th of March 1959, 9th of April 1959, 14th May 1959, 21st May 1959, 11th June 1959, 9th July 1959, 13th August 1959, 12th October 1959, 11th February 1960, 14th April 1960, 20th May 1960, 9th May 1960, 14th July 1960, 13th August 1964, 12th August 1948, 12th April 1944
DT2957.2		Typed Agenda for a forthcoming meeting of the 'Public Health Committee' at LUDC (1955)
DT2957.3.4		'Page 5', of a document likely to be DT2957.3.3, comprising a report to Committee Members of the Public Health Committee at LUDC
DT2957.5		Typed copy of a meeting request and an agenda for the Finance Committee of LUDC on the 30th November 1948.
DT2957.6		Typed minutes from a meeting of the Town Planning, Housing and Buildings Committee of the Littlehampton U.D.C. held on the 4th November 1960.
DT2957.28		Typed minutes from a meeting of the Publicity Committee of LUDC held on the 4th August 1960.
DT2958.10		An Agenda for the meeting of the Highways and Works Committee 26th September 1949
DT4181		A 2 page, 4 sided document from Littlehampton U.D.C. Public Health Department, dated 22nd December 1960. Report for the period 17th November to 20th December
MR124		Littlehampton UDC Meeting 12th March 1931. Presentation of H.M.S Chameleon.
RT460	Standing Orders of the Council	Standing Orders of the Council, Littlehampton U.D.C. 1967

Littlehampton Town Council

Non-Confidential

Committee: Community Resources Committee

Date: 18 April 2024

Report by: Town Clerk

Subject: Littlehampton Bonfire Society Proposal

1. Summary

- 1.1. This report sets out details of a new proposal from the Littlehampton Bonfire Society seeking financial support from the Town Council of £5,000 annually to pay for over 50% of the fireworks display which forms part of the Society's annual event.
- 1.2. It should be noted that a request for financial support has also been made to Arun District Council.
- 1.3. The Committee is therefore asked to consider and comment upon the proposal and if approved, agree the terms of a Service Funding Agreement that will be put in place to govern the arrangement.

2. Recommendation

- 2.1. The Committee is recommended to consider whether to provide £5,000 annually to the Littlehampton Bonfire Society to pay for over 50% of the fireworks display and agree the terms of the Service Funding Agreement.

3. Background

- 3.1 Since 1952 the Littlehampton Bonfire Society has provided a popular annual night of free entertainment comprising a torchlight procession, bonfire and fireworks, and the payable attraction of Coles Funfair. The event attracts an audience of thousands attracting visitors to the town and benefitting the local economy. Through this event the town is promoted in a positive way, particularly encouraging tourism during an out-of-season time of the year.
- 3.2. The Society is part of the Sussex Association of Bonfire Societies, which means Littlehampton is promoted across the rest of the county, whilst encouraging greater connectivity with other towns when they join the Society's procession each year. Looking ahead, the Society is planning to celebrate

their 75th year in two years' time and they continue to explore new avenues of income and pursue sponsorship from local businesses.

- 3.3. The Littlehampton Bonfire Society had a Service Funding Agreement with the Town Council for many years which supported the Society to deliver an annual event including a parade, bonfire and fireworks display. At the review in 2022 it was agreed to increase their funding to £7,500 for one year with a review. This reflected the changes that the Society was implementing in terms of its structure and funding which included retaining the street collection and looking at ways of increasing the level of sponsorship and fundraising activities.
- 3.4. Last year's event was cancelled due to extreme weather and the Town Council's funding of £7,500 was returned. After returning their funding for 2023 the Society approached the Town Council with a request seeking to have the £7,500 returned to offset some of the costs that had been incurred and could not be refunded due to the lateness of the cancellation. Furthermore, the Society requested another year's funding agreement of £7,500 for the 2024 event. The Community Resources Committee agreed to return £3,750 in December 2023 and, as the Society no longer had a Service Funding Agreement, they were informed that they could apply for Grant Aid funding in 2024.
- 3.5. In January 2024 officers met with the Chairman of the Society to explore ways to increase efficiency, save costs and consider other options for delivering all or part of the event. The following proposal has now been received from the Society.

4. The Bonfire Society Proposal

- 4.1. The Society faces challenges from increasing costs as well as covering the expense of last year's cancellation. They estimate this year's event will cost between £31,000 and £33,000. The estimated main costs and sources of funding are set out in the table below:

LBS - Estimated funding for 2024			
Costs:		Funding:	
		£ 14,000.00	sponsorship & fundraising
Medical	£ 5,600.00	£ 6,000.00	street collection
Security	£ 6,000.00	£ 6,000.00	shop
Fireworks	£ 8,000.00	£ 800.00	donations
Barriers	£ 2,800.00	£ 1,000.00	memberships
	<u>£ 22,400.00</u>	<u>£ 27,800.00</u>	

- 4.2. Medical provision, security and barriers are essential aspects that can't be cut as they would compromise event safety, and the fireworks are a key and popular feature of the event. The Society has made efforts to cut costs and increase income, from sponsorships, fundraising events and a pop-up shop in the town centre. This is in addition to seeking grants. Whilst all these efforts have made a difference the Society feels it is very likely that 2024 could be the final event unless they are able to secure ongoing financial support. If early next year the Society conclude that they will no longer be holding an event they have stated that any money received will be returned.
- 4.3. The Society has given Littlehampton a traditional event for over 70 years which is free for all to enjoy, well attended, brings money into the town for shops, increases visitors, puts the town on the map and brings people together.
- 4.4. The Society is requesting that Arun District Council contributes £5,600 to cover the medical costs, and Littlehampton Town Council contributes £5,000 annually to pay for over 50% of the fireworks display. At the time of writing, the outcome of their request made to Arun District Council is not known.
- 4.5. The Society's accounts for the financial year to 31 December 2023 show that the Society holds £35,320 in reserve. Deposits are already being paid in anticipation of the 2024 event, which are drawn from this amount. The Society has provided the Town Council with the detailed accounts which have been circulated to the Members of this Committee only in accordance with Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, being information relating to the financial or business affairs of any particular person.

5. Financial Implications

- 5.1. There is no provision in the Town Council's 2024 to 2025 revenue budget which was approved by Council on 29 January 2024. Section 4.4. of the Town Council's Financial Regulations state that "Expenditure may not be incurred which cannot be met from the amount provided within the net revenue budget or when it is likely to result in an overspend in the year unless a request for a supplementary estimate has been approved by the Policy and Finance Committee. This regulation shall apply where such an event would result in an increase in net cost within the financial year".
- 5.2. If supported, the cost would have to be met from the Town Council's General Reserve, the balance of which at the end of the 2023 to 2024 financial year was circa £300,000.

Laura Chrysostomou
Town Clerk