

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 17 April 2025 at 6.30pm.

Present:

Councillor Tandy - Chair
Councillor Blanchard-Cooper
Councillor Daws
Councillor Long
Councillor May
Councillor Tilbrook
Councillor Wiltshire

In attendance:

Juliet Harris – Assistant Town Clerk
Felix Gillett – Community Resources Officer
Julia Edge – Museum Curator

2024 to 2025

82. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

84. Apologies

There were apologies from Councillors Lee and O'Neill. Councillor May substituted for Councillor Lee.

85. 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 Councillor May declared a personal interest across the agenda in matters relating to Arun District Council as a District Councillor.

86. Minutes

The minutes of the meeting held on 13 March 2025, previously circulated, were confirmed as a true record and signed by the Chair.

87. Chair's Report and Urgent Items

87.1. The Events Forum

The Chair was pleased to report that the inaugural meeting of the Events Forum had gone well. Held on 27 March 2025, there was a good level of representation from a wide range of community groups who were both positive and enthusiastic about working with the Town Council on an events programme. It was noted that the minutes of the meeting would be reported to the Committee at the next meeting.

88. Public Forum

88.1. There were three members of the public present, and one written representation concerning maintenance at all the Town Council's allotment sites. In response the Assistant Town Clerk referred to the Community Resources Officer's report which outlined the recent maintenance work at the allotment sites. In addition, the Amenity Team had recently completed grass cutting at Worthing Road, Mill Lane and Kingley Gate and would be returning to mow Worthing Road again in a couple of weeks. In terms of the boundaries and as previously reported, following completion of the allotment's sites survey, estimates were being sought for the work that had been identified. This information would be shared with the Allotments Working Group at their next meeting in May when the Group would be looking at prioritising projects in the Allotments Strategy Action Plan using the Allotment Infrastructure Reserve Fund.

88.2. There was a further question regarding the agreement reached allowing the Orchard Project to proceed. The Assistant Town Clerk confirmed that the Littlehampton Community Growers had been allocated a plot the same size as that which has been given to other community initiatives at no cost other than the normal allotment deposit. The Group had also signed an allotment tenancy agreement committing them to the same terms and conditions as other allotment holders.

89. Officers Reports

89.1. Community Resources Officer Periodic Report

89.1.1. The Community Resources Officer presented a report, previously circulated, highlighting recent work undertaken to progress the projects and initiatives that relate to the Committee. This included feedback from recipients of the Town Council's 2024 Grant Aid Scheme, an update on applications for this year's Scheme, and details of recent activity at the council's allotment sites and Rosemead Park.

89.1.2. Grant Aid

Regarding the grants, a handful of groups had yet to provide feedback on last year's awards as their projects ran till May 2025, therefore these would be reported to the Committee at the next meeting. These were welcomed and it was suggested that feedback be used in future to promote the Town Council's Grant Aid Scheme. It was noted that the closing date for the receipt of applications for the 2025 Scheme was Monday 28 April and that the number of completed applications received to date had risen to nineteen. Once the awards of this year's fund had been made, the panel would start to consider the link to the current Service Funding Agreements which would be reviewed in the Autumn.

89.1.3. Community Orchard

The Assistant Town Clerk provided clarification regarding the process and nature of the agreement that been reached allowing the community orchard project to proceed. It was noted that following the Committee's decision in February, the Littlehampton Community Growers (LCG) had come back to the Town Council with a smaller scheme. The reduced scheme required an allocation of land the same size (7.5 rods) as that which had been allocated to other community allotment projects. Therefore, in consultation with the Chairs of the Committee and the Allotment Working Group, the LCG had been allocated a smaller plot at no cost other than the allotment deposit, as it was the same size as the other community allotment projects. The LCG had also provided an additional agreement which sat alongside the Tenancy Agreement setting out the aims and objectives for the project including a timeline for ongoing review.

At the launch event on Saturday 12 April 2025 eleven trees were planted and watering pipes installed. It was noted that the scheme would be delivered in line with the guidance issued by the Brighton Permaculture Trust.

89.1.4. Rosemead Park

The Committee thanked staff for their prompt communication and management of the recent unauthorised encampment. It was noted that the concrete boulders which had been installed immediately following the unauthorised encampment would remain in place until a permanent solution was found.



It was resolved that:

1. The Grant Aid 2024 Feedback Report and update be noted.
2. The contents of the report be otherwise noted.

89.2. Museum Project Time Machine Update

89.2.1. The Museum Curator presented a report, previously circulated, and updated members on progress with the Project. As work continued the team were focussed on updating policies and scoping the work needed to continue the Project. The committee was therefore asked to approve the updated Audience Development Plan, Appendix A attached to the report and consider a proposal that would enable the project to move to a third phase through a Heritage Grant.

89.2.2. She explained that the updated Audience Development Plan had been informed by the findings of the community engagement work undertaken last Autumn in phase one of the Project. Since that time, the Museum had made significant progress with phase two of the Project, documenting the collection. The next steps would be to update the Collecting Policy, start work on rationalising the Collection and carry out more contemporary collecting through digitisation and oral histories. This formed the basis of the Expression of Interest (EoI) which had been submitted to the Heritage Fund. It was noted that the cash element of the match funding could be met from the Museum's earmarked reserves.

89.2.3. Initial feedback on the EoI received that day from the Heritage Grant Engagement Manager indicated that there was scope to develop a grant bid. It had also provided some useful pointers in terms of how to present a full grant application which would help inform drafting a bid that would meet the demands of what was acknowledged to be a very competitive process. The Committee supported the continuation of work to develop a Heritage Grant application.

It was therefore resolved that:

1. The updated Audience Development Plan be approved.
 2. The Heritage Fund Expression of Interest seeking funding estimated to be in the region of £114,905 be noted and that the Town Council continues working towards a full Grant Application for Phase Three of the Museum Project Time Machine.
 3. The Financial Implications be noted.
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90. Exempt Business

There was none.

The meeting was closed at 7.05 pm.

Chair