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Town Clerk – Laura Chrysostomou

Minutes of a Meeting of the Community Resources Committee held in The K2 Youth and Community Centre, Eldon Way, Wick, BN17 7HE on Thursday 5 June 2025 at 6.30 pm.

Present:

Councillor Tandy – Chair
Councillor Blanchard-Cooper
Councillor O'Neill
Councillor Daws
Councillor Wiltshire*
Councillor Tilbrook
Councillor Butcher*

In attendance:

Juliet Harris - Assistant Town Clerk
Sofia Chittenden – Communications and Marketing Manager
Felix Gillett – Community Resources Officer
Rachel Marshall – Interim Events Manager
Nathan Ireland – Project Time Machine Officer

2025 to 2026

1 Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

3 Apologies

There were apologies from Councillor Lee, with Councillor Butcher substituting.

4 Declaration 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 Butcher declared a personal interest across the agenda as a member of Arun District Council.

In addition, the following declarations were noted:

Councillor Blanchard-Cooper declared a personal interest in agenda item 8.2. the Community Resources Officer's report on the 2025 Grant Aid awards as a member of the Friends of Mewsbrook Park and the Littlehampton Bonfire Society.

Councillor Butcher declared a prejudicial interest in the same report as Chair of the Littlehampton Shopmobility Board of Trustees and confirmed that he would leave the meeting should there be any discussion of their grant application.

5 Minutes

A concern was raised regarding the accuracy of the minutes from the previous meeting, specifically that not charging the Littlehampton Community Growers an allotment fee did not reflect the decision of the committee. After discussion it was agreed that this be added to the beginning of minute 89.1.3.

It was resolved that:

Subject to the noted amendment, the minutes of the meeting held on 17 April 2025 be approved.

6 Chair's Report and Urgent Items

There were none.

7 Public Forum

There were three members of the public present.

7.1. Worthing Road Community Allotments

In response to a question about how the community plots were managed the Assistant Town Clerk stated that both groups collaborated, sharing resources and helping each other to maintain their plots. She confirmed that each group was subject to the same conditions as other allotment holders having signed the Town Council's tenancy agreement.

8 Officer's Reports

8.1 Project Time Machine Progress Report

8.1.1. The Project Time Machine Officer (PTMO) presented a report, previously circulated, updating the committee on the outcomes of Phase Two of Project Time Machine and and the progress with developing the plans for the next phase of work. Building on the successful completion of Phase One (Community Engagement), the current phase had exceeded its core objectives, including surpassing the target of cataloguing 2,600 objects and implementing a new system for collections assessment.

8.1.2. The presentation highlighted the key achievements from the current phase of work which included improvements to the storage conditions of Social History Store 1 and the cataloguing of its contents, the introduction of a robust classification system using MODES software and enhanced community engagement through interpretive displays, social media, and events, supported by a new Audience Development Plan. Acknowledging the contribution by volunteers, he explained that their ongoing commitment to working with the Museum would be important to the success of the next phase of the Project.

8.1.3. The focus of future work would see the Museum build on the success and changes in processes that had been achieved through the project to date. In the longer term it would help shape the Museum's new Collections Development Policy, by shaping the guidelines for rationalisation and contemporary collecting. In the short-term work was still required to complete the auditing and cataloguing of items from Stores 2 and 3 and it was proposed that the Council match fund the Museum Development Southeast grant and extend the PTMO post up to December to facilitate this work and support the museum as it worked toward the submission of the Heritage Fund grant application.

8.1.4. To maximise the positive changes in the museum's social media profile the PTMO would investigate ways to develop the social media posts into more permanent website displays and increase public interaction. It was noted that the improved cataloguing system had highlighted mismatches in terms of inaccurate or missing information which needed more research to establish if objects were relevant to the collection. This process would be defined in the new Collections Development Policy and would enable informed decisions to be made about what should be removed or acquired.

8.1.5. Acknowledging the advances that had been made in Phases One and Two of the Project, the committee thanked the PTMO for his work. Reviewing the plans for Phase Three, members judged that the continuation of the project would ensure that the Museum was in a good position to build on its achievements and maintain the momentum of this work and reaffirmed their commitment to taking the project forward to the next stage.

It was therefore resolved that:

1. The work completed to date be endorsed.

2. The use of up to £5,000 from the Community Resources Initiatives EMR to continue the Project Time Machine Officer Post be approved.

3. The timetable and next steps be noted and endorsed.

4. The financial implications and contents of the report be otherwise noted.

8.2 Museum Periodic Report

8.2.1. Members had before them a report, previously circulated, which contained updates on recent activities and engagements with the museum, including proposals for the acquisition of a small number of items.

It was resolved that:

1. The recommended acquisition of items as set out in Appendix A be approved.

2. The contents of the report be otherwise noted.

8.3 Working Group Memberships

8.3.1. Members were asked to confirm the membership of the Working Groups that reported to this committee; the Allotments Working Group and the Christmas Lights Working Group. The committee was content that the membership of both working groups was unchanged for the forthcoming year.

It was therefore resolved that:

1. Councillor O'Neill continue as Chair of the Allotments Working Group, Councillor Wiltshire continue as Vice Chair, and that Councillors Tilbrook and Worne continue as members of the Working Group for 2025 – 2026.

2. Councillor Blanchard-Cooper continue as Chair of the Christmas Lights Working Group, and that Councillors Lee, Butcher, and Daws continue as members of the Working Group for 2025 – 2026.

8.4 Community Resources Periodic Report

8.4.1 The Community Resource Officer (CRO) presented a report, previously circulated, which highlighted the work being undertaken to progress the projects and initiatives that were within the remit of the committee. In addition, the committee was asked to approve the 2025 Grant Aid awards, allotment infrastructure priority projects and note updates on the Sports Forum, Rosemead Park, and the K2 defibrillator installation.

8.4.2 **Grant Aid Awards 2025**

The Grant Aid Panel met on 21 May 2025 to review the allocation of the Grant Aid budget and to consider options for distributing the remaining unallocated sum of £753. Following a detailed review, the Panel had increased funding for several applications where a clear need for additional support had been identified, for Tier 1 and where applicable to Tier 2 and Tier 3 applications, the additional amount requested had to be under £100. This left £419 unallocated. Since publication, a request had been received from the 5th Littlehampton Sea Scouts for an additional £17 to enable them to cover the entire cost of some of the new equipment detailed in their application. In line with the Panel's decision to increase funding for Tier 1 applicants, this was supported. The committee also noted the additional feedback from the 2024 awards. The panel had also discussed the potential transition of Tier 3 groups to Tier 4, Service Funding Agreements (SFA) and it was noted that this would be reviewed as part of the main SFA review later in the year.

It was therefore resolved that:

1. The proposed Tiers 1, 2 and 3 Grant Aid Awards as set out in Appendices A and B be approved.

2. A further £17 be awarded to the 5th Littlehampton Sea Scouts to enable them to cover the entire cost of some of the new equipment detailed in their application.

3. The additional Grant Aid 2024 feedback report be noted.

8.4.3 **Allotment Infrastructure Priorities**

The committee was asked to approve the proposed priority projects, Appendix D, for infrastructure works on the allotment sites, as reviewed and recommended by the Allotments Working Group on 29 May 2025. The projects identified had been prioritised following a survey by the CRO and review with the allotment site representatives and if approved they would form the Allotment Strategy Action Plan. It was noted that the Allotment Infrastructure Reserve Fund would be used to action these with the first priorities being enhancements to the South and Southeast boundary fences at the Trinidad site, followed by improvements to the central track on Worthing Road.

It was resolved that:

The allotment infrastructure project proposals as set out in Appendix D be approved and included in the Allotment Strategy Action Plan.

8.4.4 **Rosemead Park**

The Committee noted the update. Looking ahead, there were other areas that members wished to see included in the future. These included replacing the sensory path in the play area, the introduction of a wildflower path, more seating and bike racks. These were noted for investigation following work to secure the parks boundaries which was being prioritised.

It was resolved that:

The update and the contents of the report be otherwise noted.

8.5 Events Periodic Report

8.5.1 The Interim Events Manager presented a report, previously circulated, and updated members on recent and upcoming events. Following the successful Beacon Lighting on 8 May 2025 for the VE Day 80th Anniversary, officers were focusing on Armed Forces Day which had gained sponsorship from Harbour Park and a grant from the Kingston and East Preston Royal British Legion. She also reported that the Red Devils Parachute Display Team had been secured for Armed Forces Day.

It was resolved that:

The report and update be noted.

8.6 Events Review Update

8.6.1 Members had before them a previously circulated report, which summarised progress on the work of the Events Review Task and Finish Group and newly formed Events Forum. It sought approval on a three-year programme of core events which matched the 2025 programme.

8.6.2 This was supported and it was evident from the recent meetings of the Events Review Task and Finish Group and the Events Forum that there was a strong wish for more collaborative working on events with the community. This proposal therefore aimed to provide flexibility to enable the Council to support test events provided they met the event assessment criteria outlined in the adopted Event Strategy. The Communications and Marketing Manager highlighted some of the suggestions that had been discussed by the Task and Finish Group to deliver a broader range of events as well as expanding existing such as using the Town Show and Family Fun Day infrastructure on the Sunday and extending Screen on the Green. It was noted that there might be limitations to what could be achieved due to restrictions on sites not owned by the Town Council.

8.6.3 The development of a sustainable and independent Events Forum would take time and require additional Council resources, which would need to be considered by the committee. In the interim, officers had developed other ideas which aimed to attract a wider audience and at the same time promote the town centre through a voucher scheme supported by local businesses. The Council would also look to collaborate again with community partners that had supported previous events and deliver the core programme.

It was therefore resolved:

1. That the core set of events, namely, all High Street Events (Easter and Summer), Armed Forces Day, Sandcastle Competition, Screen on the Green, Town Show and Family Fun Day, Christmas Light Switch-On – be approved to form the three-year community event programme and that the financial implications required to do this be considered by the relevant Committees as part of the 2025 to 2026 budget setting process.

2. To support in principle the proposal that the Council continues to work with the Events Forum offering support to build skills and capacity to research, develop, and trial initiatives to expand the Town Council's three-year community events programme and that the financial implications to do this, namely staffing, and estimated at £35,000, be considered by the relevant committees.

3. To receive the notes of the Task and Finish Group meeting held on 1 May 2025.

4. That the contents of the report be otherwise noted.

*Councillors Butcher and Wiltshire left the meeting at 7.38pm.

8.7 Visit Littlehampton Website

8.7.1. Members had before them a report, previously circulated, which sought approval to adapt and extend the functionality and purpose of the Visit Littlehampton Website. Council had previously agreed to undertake a redesign of the existing website and recent developments in community initiatives had demonstrated a need to adopt a different approach to how this was achieved. An opportunity had also arisen to work with a local company that was engaged in similar work with Arun District Council and had experience in developing websites for tourism and Business Improvement Districts. If approved the new web platform would deliver a dual-purpose site, supporting both tourism and local community engagement. This resonated with the Town Council's events review work and Town Centre Strategy and would require additional investment. Therefore, the proposals were also due to be considered by the Policy and Finance Committee at its meeting on 9 June 2025.

8.7.2. The Communications and Marketing Manager proceeded to explain the differences in both the look and functionality of the new web platform. The Visit Littlehampton name would not change but content relating to local businesses and community group activities would be published in different formats for different audiences enabling cross-posting to both sections of the website if appropriate. External users from the business and local community would be able to make submissions, which once vetted by officers, would be shared better serving residents and visitors and promoting tourism.

8.7.3. Similar work undertaken by the recommended company had shown that a website built on their platform could provide a more user friendly and better designed format that delivered more reach. This would also deliver benefits in terms of speed and efficiency. The committee proceeded to vote on the proposals from which Councillor Blanchard-Cooper abstained.

It was resolved that:

Subject to the outcome of the Policy and Finance Committee meeting on Monday 9 June 2025,

1. The proposal to adapt the purpose of the Visit Littlehampton website including the appointment of the preferred supplier be approved.
2. £8,000 from the Community Resources Committee Initiatives Budget and earmarked reserves be approved towards the costs to adapt and extend the functionality of the website as set out in section four of the report.

8.8 Quarterly Business Plan Progress Report

8.8.1 Members considered a previously circulated report providing an update on the progress made towards achieving the business plan goals reviewed and agreed by the Council in May, as they related to the committee's work.

It was resolved that:

The report be noted.

9 Finance

9.1 Committee Budget Monitor

9.1.1 Members had before them a report, previously circulated, which summarised the committee budget year-end position for 2024–2025 and highlighted variances from the budget in Income and Expenditure for the first quarter of 2025–2026.

It was resolved that:

The report be noted.

10 Exempt Business

There was none.

The meeting closed at 7.58pm.

Chair