

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

**Present:**

Councillor Tandy – Chair  
\*Councillor Lee  
Councillor Long  
Councillor Blanchard-Cooper  
Councillor O'Neill  
Councillor Tilbrook  
Councillor Wiltshire  
Councillor Daws

**In attendance:**

Laura Chrysostomou – Town Clerk  
Jon Short – Deputy Town Clerk  
Juliet Harris - Assistant Town Clerk  
Felix Gillett – Community Resources Officer  
Jemima Crayden – Events and Town Centre Strategy Manager

**2024 to 2025**

**21. Evacuation Procedures**

The evacuation procedures were noted.

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

The procedures were noted.

**23. Apologies**

There were none.

**24. 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.

## **25. Minutes**

The Minutes of the meeting held on 25 July 2024 were confirmed as a true record and signed by the Chair.

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

There were none.

## **27. Public Forum**

27.1. There were no written representations. One member of the public, an allotment holder, was present in the gallery who asked whether the potential orchard project, envisaged at the Town Council's Worthing Road allotment site, would require consultation. Thanking the member of the public for their question, the Assistant Town Clerk explained that the final decision on this would depend on the plans and that the Town Council as the landowner, would wish to be assured that it was not detrimental to other users. She added that discussions at the recent Working Group meeting had highlighted that further feedback may be sought from allotment holders as the review of the Town Council's Allotment Strategy progressed, and that a lot would depend upon the scale of the orchard scheme.

It was also noted that the beehive project had been postponed in favor of working up the orchard scheme. This was noted by the Chair who welcomed the enthusiasm with which the orchard project was being pursued and he thanked the representative for coming to the meeting.

## **28. Allotments Working Group**

28.1. Members had before them the minutes, previously circulated, of the previous two Allotment Working Group meetings held on 30 May and 22 August 2024. In addition, the committee was asked to consider a recommendation from the Working Group regarding the 2026 allotment fees which proposed an uplift of 2.3% to £9.64p per rod.

28.2. The Committee proceeded to consider this recommendation and discussion focused on ongoing maintenance and the Town Council's strategic objective to reduce the level of subsidy. It was also noted that the whole parish bore the burden of the costs of running the allotments through the Town Council's portion of the Council Tax. Taking these factors into account, it was felt that the allotment fees were fair and represented good value for money. It was also considered that whilst inflation was not as high as it had been in recent years, the fee increases had been marginal for many years and costs had not fallen. It was therefore considered reasonable to keep the level of increase at 10 per cent for a further year. This would make the annual fee per rod £10.36 with effect from 1 January 2026.

**It was therefore resolved that:**

1. The plot rental fees be increased to £10.36p per rod with effect from 1 January 2026.
2. The minutes of the Working Group meetings held on 30 May and 22 August 2024 be noted.

**29. Sports Forum**

Members had before them minutes, previously circulated, of the Sports Forum meeting held on 8 July 2024. It was reported that the car parking issue at the Norfolk Bowling Club had now been resolved.

**It was resolved that:**

The minutes of the Sports Forum meeting held on 8 July 2024 and the update be noted.

**30. Officers Reports**

**30.1 Community Resource Officer Periodic Report**

Members had before them a report, previously circulated, which provided updates on contracts, allotments, community growing projects, Grant Aid, the Sports Forum and the Town Council's Youth Services contract. The committee were enthusiastic about the level of engagement and success of the Out and About summer sessions which had a service funding agreement with the Town Council. Observing and endorsing the support provided to the Men's Shed West Bank defibrillator project, Members wished to ensure that the provision and access to defibrillators was investigated for all Town Council venues. This was noted and would be raised with the Property and Personnel Committee to explore the practicalities.

**It was resolved that:**

1. The Property and Personnel Committee be requested to investigate installing defibrillators at Town Council venues.
2. The contents of the report be otherwise noted.

**30.2 Community Centres Draft Business Plan**

- 30.2.1. Members had before them a report, previously circulated, which set out draft action plans for each of the Council's venues for hire. The Deputy Town Clerk explained that these were drafted in response to the Town Council's Business Plan objective and aimed to set out how each site would be managed to deliver the vision. This would also steer the work plans of officers. Members' views were sought on the strategies that had been drafted and the committee was invited to give feedback on the example objectives.

30.2.2. Members welcomed this information and the clarity it provided in terms of the resources required to finance, maintain and market the venues. The committee agreed that these should be renamed Action Plans rather than Business Plans to reflect this. Members emphasised their primary objective was to ensure that the venues were available to serve the town and strengthen the local community through the provision of functional and accessible spaces. In providing this valuable service to the community, it should be the aim of the Town Council to ensure best value is achieved in the use of the Precept to support the running costs of the centres. In making this commitment, Members maintained the view that the Town Council should also strive to cover the costs of running the centres and in furthering this objective monitor the balance between income and expenditure. Overall, the Committee believed that these aims were reflected in the plans and that it was prudent that the Town Clerk had the latitude to negotiate special arrangements to further these aims.

**It was therefore resolved that:**

1. The draft Community Centre Action Plans be approved.
2. Authority be delegated to the Town Clerk to apply discounts and offers on an individual basis and as appropriate to further the Action Plan objectives.
3. The contents of the report and financial implications be noted.

### **30.3 Events Review**

30.3.1. The Events and Town Centre Strategy Manager presented a report, previously circulated, which set out the progress with this review. This included the notes of the member led Task and Finish Group held on 30 July which had reviewed the final draft of the events survey and provided insight for members on the key considerations in developing an events programme. It also included the notes from a workshop for councillors on 19 August 2024. Thanking members for their input she went on to explain that a further workshop was planned for 17 September to look in more detail at the implications of changes to the current programme, how they might be managed and the shape of the future strategy.

30.3.2. It was noted that feedback from the survey would also be presented to members at the second workshop. This would include views around the number of events, charges, themes and timetables. The survey period was due to come to an end on 15 September and officers aimed to promote participation at the forthcoming Town Show and Family Funday. Officers also hoped to share the survey with Arun Youth Projects to get the views of young people.

**It was resolved that:**

1. The work to date be endorsed and the minutes of the Task and Finish Group held on 30 July be noted.

2. The contents of the report be otherwise noted.

### **30.4 Events Periodic Report**

- 30.4.1. Members had before them a report, previously circulated, which set out an update on the 2024 to 2025 events programme including feedback on the main summer events. Regarding Armed Forces Day, members considered the collaboration with the Royal British Legion East Preston and Kingston Branch had been beneficial and that they would like to see this repeated. The Committee was very complimentary about this year's Sandcastle Competition which was considered an excellent family orientated event. Several suggestions were made about further improvements regarding music, communications, and managing attendance. These were noted and the Events and Town Centre Strategy Manager confirmed that pre-registration was being considered for future events.
- 30.4.2. Turning to the Screen on the Green event, it was disappointing that there had again been problems regarding communications about the opening of the public toilets. This was considered unacceptable, especially as the event was very family focused and the public relied on these facilities being available. Acknowledging the efforts by officers to prevent this happening, members who were also District Councillors were urged to support the Town Council's stance on this at every opportunity. Whilst it had been a struggle to get local catering in place, the introduction of a deckchair hire service had been popular and it was considered that the event could be improved by extending the day.
- 30.4.3. It was observed that difficulties in securing sponsorship for the Town Show and Family Funday, meant that the Town Council would have to rely on underspends on other events to meet the increased costs of this year's show. It was noted that details of the Town Council's sponsorship packages were available on the website and publicised via social media, the Progress newsletter and as part of the events publicity generally. Members were encouraged to share this information, and it was also agreed that updates on sponsorship activity would be included in the periodic reporting going forward.

On behalf of the Committee, the chair expressed his thanks to the Events Team for the delivery of an excellent programme of summer events.

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

1. The outcome of the Summer 2024 events programme be noted.
2. The progress on the preparations for the Town Show and Remembrance Sunday events be noted.
3. The contents of the report be otherwise noted.

\*Councillor Lee Left the meeting at 7.26pm.

### **30.5 Museum Periodic Report**

30.5.1. Members had before them a report, previously circulated, containing updates on conservation work, exhibitions, education and outreach activities and progress with Project Time Machine. In addition, the Committee was asked to approve the acquisition of several artifacts and the permanent transfer of two objects to Rustington Museum. It was noted that the Project Officer taking charge of the next phase of the Project Time Machine would be starting on 1 October and that the outcomes from the recent community engagement exercise would be presented at the extraordinary meeting on 2 October 2024.

30.5.2. The Committee proceeded to consider the proposed acquisition of items and the permanent transfer of two objects to Rustington Museum. Regarding the latter request, clarification was sought on what would happen to the artefacts if something happened to another museum after a transfer had been made. Members wished to ensure that if disposal was considered, the objects should be offered back to Littlehampton Museum in the first instance. Whilst it was thought that other organisations of a similar ethos would be offered items, this would be confirmed.

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

1. The transfer of items to Rustington Museum as set out in paragraph 3.8. of the report be approved.
2. The acquisition of items outlined in Appendix B, attached to the report, be approved.
3. The contents of the report be otherwise noted.

### **30.6 Quarterly Business Plan Update Report**

30.6.1. Members had before them a report, previously circulated, which provided updates regarding delivering the Business Plan goals as they related to the work of this Committee. These updates would be reported to each committee quarterly and it was acknowledged that some of the language and terminology would need refining. There was a discussion around how updates were presented, particularly the use of the traffic light system which was felt could be misinterpreted. It was noted that this report was not a risk register but a means of assessing progression with achieving objectives. The Town Council maintained a separate Business Plan Risk Register to identify and mitigate any risks to the business that might be associated with these objectives and this would be reviewed by the Governance and Audit Committee and updated if necessary following completion of the September meeting cycle.

30.6.2. Reviewing the objectives for this Committee, Councillor Wiltshire agreed to contact West Sussex County Council to seek further information regarding their tree warden scheme and its application in the town and it was agreed that the Business Plan be updated accordingly.

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

The Committee's observations be recorded for future reference and that the current progress with the Business Plan objectives as they related to the Committee be noted.

## **31. Finance**

### **31.1 Committee Budget Monitor**

Members had before them a report previously circulated highlighting significant variances from budget in income and expenditure relating to the Community Resource Committee budget for 2024 to 2025. It was noted that museum income could be variable and in part dependant on visitor numbers.

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

The report be noted.

## **32. Exempt Business**

There was none.

The meeting was closed at 7:50pm.

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**Chair**