### How to contact us



Write to: Manor House, Church Street, Littlehampton, West Sussex, BN17 5EW Email: <a href="mailto:ltc@littlehampton-tc.gov.uk">ltc@littlehampton-tc.gov.uk</a>

Call: 01903 732063

Find us online: www.littlehampton-tc.gov.uk
Town Clerk – Laura Chrysostomou

Minutes of a meeting of the Community Resources Committee held in The Fleming Room, The Manor House, Church Street, Littlehampton, BN17 5EW on 24 October at 6.30pm.

#### Present:

Councillor Tandy – Chair Councillor Butcher Councillor Daws Councillor Tilbrook Councillor Dr Walsh KStJ Councillor Wiltshire Councillor Worne

#### In attendance:

Laura Chrysostomou – Town Clerk
Juliet Harris – Assistant Town Clerk
Felix Gillet – Community Resource Officer
Sofia Chittenden – Communication and Marketing Manager

### 2024 to 2025

### 42. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

### 44. Apologies

There were apologies from Councillors Blanchard–Cooper, Long and Lee, Councillor Worne and Councillor Butcher attended as substitutes.

#### 45. 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 Councillors Butcher and Worne declared a personal interests across the agenda as members of Arun District Council.

#### 46. Minutes

The Minutes of the meeting held on Thursday 2 October 2024 were confirmed as a true record and signed by the Chair.

# 47. Chair's Report and Urgent Items

There were none.

### 48. Public Forum

There were six members of the public present and no representations made.

## 49. Officers Reports

# 49.1. Arun Youth Projects (AYP) Annual Reports and Presentation

- 49.1.1. The Committee received a report, previously circulated, and presentation from Arun Youth Projects regarding the delivery of Youth Services in Littlehampton under the contract with the Town Council. The Chair welcomed the Service Manager Matt Pollard and two Youth Leaders to the meeting, and Matt proceeded to update Members on the Service.
- 49.1.2. This was Matt's first full year in post and he began by highlighting some of the key changes that the service had observed over the last 12 months. The number of young people accessing the service had dropped slightly but this was balanced by more regular attendance. Feedback from young people strongly indicated that they were more willing to engage and viewed AYP as a safe and respectful service representing a force for change in how youth services were delivered in the area. This was evident from the popularity of the Connect Hub in the High Street and the welcome engagement with young people on the development of the K2 youth and community centre and in particular their input into the design of the Community Hall within the centre.
- 49.1.3. Expanding further on this point Matt spoke about how the service was now represented on the Town Centre Action Group. This not only provided a

platform for the service but also presented opportunities to portray a positive view of young people in the Town and enable them to contribute to and input into the work going on behind the scenes to deliver the Town Centre Strategy. The service was also working with partners to re-introduce the Friday Night project at the Wave and was expanding through working with the neighbouring parishes of Rustington and Angmering. The service had also witnessed an increase in demand for support in the junior age range. This cohort appeared to have struggled more since the pandemic and this had prompted AYP to make minor changes to cope better with the growth in numbers at both the Keystone and Southfields sessions. It was clear that the service continued to provide a welcoming, supportive and safe environment, and that the consistency of dedicated youth sessions was a stabilizing factor for many young people.

49.1.4. On behalf of the Committee the Chair thanked Matt for his presentation and acknowledging his passion and commitment asked for his view on what would make a difference to the service in the coming year. Looking ahead Matt believed that the Connect Hub that had been established in the High Street would be the focus of AYP's work in the coming year and provide a model for changes to how AYP worked. He added that the hub was not always in use and could provide a venue for other community led activities. Acknowledging that in the coming year the contract would be reviewed he looked forward to working with the Town Council in the future and thanked the council for its support.

## It was resolved that:

The Annual Report and presentation be noted.

### 49.2. Community Resource Officer Periodic Report

49.2.1. The Community Resources Officer presented a report, previously circulated, which contained updates on the projects and initiatives within the remit of the committee. In addition, the committee was asked to consider recommendations relating to the floral contract, a 2024 grant award, extending the Community Garden Project gardening project at Worthing Road allotment site and the installation of a new defibrillator at one of the Town Council's venues. Members proceeded to consider the recommendations in the order that they were presented.

### 49.2.2. The Floral Contract

The Committee was asked to consider extending this contract for a further year to allow more time and capacity for an evaluation. It was reported that

there was a limited pool of local contractors and the tender exercises in recent years had not yielded much interest. This was in part thought to be due to the varied estate which included the roundabouts at entry points to the town, the railings on Franciscan Way and the Manor House gardens. Each area came with its limitations such as specific training and insurance requirements for working on highways and constant maintenance demands relating to sponsorship contracts and venue hire, which also meant that it would be difficult to operate with a volunteer force. It was noted that other smaller contracts in the portfolio would continue to be reviewed as normal.

### It was therefore resolved that:

The existing floral contract with Ferring Nurseries be extended for a further year.

### 49.2.3. Grant Aid

The committee proceeded to consider a request from The Juno Project to redirect their grant award towards delivering well-being sessions for young people. The grant they received had been awarded to facilitate domestic abuse prevention workshops. Having successfully secured funding from another source for this, they had also become aware of a growing need for support services for young people in the area struggling with mental health issues. The Community Resources Officer clarified that if approved the funding would be used to secure session resources and the services of a contracted provider qualified in this area of work.

### It was therefore resolved that:

The request by the Juno Project to repurpose their Grant Aid funding to deliver well-being sessions for young people be approved.

# **49.2.4. The Community Growing Project**

The committee was asked to consider a request by the Food Partnership to extend the Community Garden Project at the Worthing Road allotment site. The Group had identified a vacant plot which contained dwarf fruit trees and was proving difficult to re-let. If permitted to take on this additional plot, the Group considered this could also be a useful step towards creating a community orchard. This was considered sensible as it would also bring an otherwise vacant plot into use and return it to a good state of cultivation.

### It was therefore resolved that:

The terms and conditions of the allotment tenancy agreement with Arun and Chichester Food Partnership be extended to include an additional plot to deliver the project as set out in paragraph 5 of the report.

# 49.2.5. Defibrillators

It was noted that the British Heart Foundation had opened its application process for free defibrillators for community use. In supporting local groups to apply the Community Resources Officer had identified that the Town Council might be better able to support an installation through one of its venues. Members were supportive of an application being made on behalf of the Town Council and favoured the Southfields Jubilee Centre due to proximity to the recreation ground, which was well used by local sports clubs and residents. This site would also lend itself to an external installation making it readily accessible when the Centre was closed.

Members were supportive of progressing any grant opportunities that would support the realisation of this aspiration. Acknowledging that this was equally true of the new K2 Youth and Community Centre, it was suggested that Arun District Council also be approached to see if they would apply because applications were limited to one per organisation. Noting that a local community group was struggling to find a suitable location on the West Bank for a defibrillator it was suggested that the Harbour Board be approached to see if the Footbridge Tower could be used. This was noted and would be investigated.

### It was therefore resolved that:

An application for a defibrillator grant be progressed on behalf of the Town Council, enquiries made with Arun District Council regarding working together on a further application and if unsuccessful, future grant opportunities be explored as they arise.

### 49.2.6. The K2 Youth and Community Centre

The internal fit out was progressing well and plans for the opening event on 30 November were beginning to come together. Transition plans for the youth sessions to begin operating out of the centre were on track and the young people eager to help with the opening. Artswork continued to work alongside the Town Council and Arun Youth Projects on the opening event plans and it was noted that the Wick Christmas Light Switch on event would now be held on Saturday 14 December 2024 and not the same day as originally reported.

### It was resolved that:

The update be noted.

## 49.3. Events Periodic Report

49.3.1. Members had before them a report, previously circulated, which detailed the outcome of the Town Show and Family Fun Day event and also provided an update on plans for Remembrance Sunday. It was noted that the Remembrance Day Parade orders would be shared with members before the event and would also be available on the Town Council's website.

### It was resolved that:

- 1. The outcome of the Town Show and Family Fun Day be noted.
- 2. The plans for the Remembrance Sunday event be noted.
- 3. The contents of the report be otherwise noted.

# 49.4. Events Review Update and Draft Events Strategy

- 49.4.1. The Communications and Marketing Manager presented a report, previously circulated, which contained an update on progress with the events review. Following the decision to reprioritise the work of the task and finish group, the Group had focused on finalising the new Events Strategy and using the feedback from the public survey, councillor workshops and meetings of this Committee.
- 49.4.2. The Committee proceeded to review the draft strategy document. It was noted that once approved, the work of the task and finish group would focus on developing an action plan to underpin the strategy, establishing an events forum and developing a three-year events programme. It would also see the responsibility for the Town Council's entire events programme transfer to this committee. This was supported and members also noted that the recruitment process for an Interim Events Manager would be launched the following day.

#### It was resolved that:

- 1. The Draft Events Strategy be approved.
- 2. The minutes of the Task and Finish Group held on 15 October 2024 be noted.
- Responsibility for the Town Council's Town Events Programme would be solely within the remit of the Community Resources Committee going forward.
- 4. The contents of the report be otherwise noted.

## 49.5. Draft Events Programme for 2025 – 2026

- 49.5.1. The Communications and Marketing Manager presented a report, previously circulated, which set out a draft programme of events for 2025 to 2026. The programme covered all Town Council events including lighting the beacon to mark the 80<sup>th</sup> anniversary of the end of World War Two in Europe. The Committee was asked to comment on the proposals and in particular consider whether to make changes regarding the annual Pancake Olympics and Easter Out and About events and public toilet provision at the Screen on the Green event. It was noted that any changes agreed at this meeting would be costed and brought back to the Committee for consideration as part of the December budget setting process.
- 49.5.2. The Committee proceeded to review the programme and discussion focused on the main priorities identified. It was noted that participation and attendance at Pancake Olympics had declined over recent years and that a similar and very popular Easter event was also held at Mewsbrook Park in addition to that of the Town Council's. Members agreed that where local groups had the drive and capacity, there was value in exploring the feasibility of working closely with them to retain these events, with support from the Town Council. Turning to the Screen on the Green event, toilet provision was considered essential. Acknowledging that it was not yet certain when the new facilities planned as part of the seafront regeneration works would be open, it was considered prudent that provision for this be included in the budget for 2025 to 2026 and that the Community Resources Initiatives earmarked reserves be used if required.
- 49.5.3. Acknowledging that the 2025 to 2026 events programme remained largely unchanged, it was considered prudent that the current event service contracts which were due to expire in March 2025 be extended. This would also ensure that they could be reviewed in line with the requirements of the new three-year events programme from 2026 to 2027 onwards. Similarly, it was also considered sensible that the format of the Events Guide remained unchanged for 2025. Members noted that every effort was made to capture and include other local events, and that notification of events received after the publication deadline were added to the online version published on the Visit Littlehampton website.

### It was therefore resolved that:

1. The programme of events for 2025 to 2026 be developed taking into consideration the points discussed at this meeting, and an updated

- programme and costings be presented to the Committee for consideration as part of the December budget setting process.
- 2. The current Event Service Contracts that are due to expire in March 2025 be extended by 12 months.
- 3. The production of the events guide in the existing format be approved.
- 4. The contents of the report be otherwise noted.

## 49.6. Museum Periodic Report

- 49.6.1. The Committee received a report, previously circulated, which contained an update on recent activities and engagement with the Museum, including proposals for the acquisition of a small number of artefacts. Clarification was also provided regarding the school visit data which was incorrectly stated in the report and should have recorded one school visit by 60 pupils in October. The recommended acquisitions were approved.
- 49.6.2. Observing that the next phase of 'Project Time Machine' was well underway, it was noted that this work would also inform the development of the policies that underpinned the Accreditation. The Committee welcomed the positive report of progress with the project work and recorded its thanks to the volunteers and staff for their hard work.

#### It was resolved that:

- 1. The recommended acquisition of items as set out in Appendix B be approved.
- 2. The contents of the report be otherwise noted.

### 50. Exempt Business

There was none.

The meeting was closed at 7.36pm.	
	Chair