

Minutes of a meeting of the Community Resources Committee held in The Fleming Room, The Manor House, Church Street, Littlehampton, BN17 5EW on 25 July 2024 at 6.30pm.

Present:

Councillor Tandy – Chair
Councillor Daws
Councillor Long
Councillor Lee
Councillor O'Neill
Councillor Tilbrook
Councillor Wiltshire

In attendance:

Juliet Harris - Assistant Town Clerk
Jemima Crayden – Events and Town Centre Strategy Manager

2024 to 2025

12. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

14. Apologies

There were apologies from Councillor Blanchard-Cooper

15. 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.

16. Minutes

The Minutes of the meeting held on 6 June 2024 were confirmed as a true record and signed by the Chair.

17. Chair's Report and Urgent Items

- 17.1. The Chair reminded everyone that the Town Council's Summer High Street Events programme would be launched next Wednesday 31 July. This was the beginning of a weekly events programme of free family activities, and he encouraged members to support them.
- 17.2. The Committee was asked to consider a request from Turning Tides who had been awarded a Grant as part of the 2024 Grant Aid Scheme and wished to use part of their grant to purchase a bike shelter instead of a smoking shelter. The Group had been awarded funding to purchase gardening materials and equipment to support the Selbourne Road Gardening Project. Many of the participants in the project had bikes and needed a place to store them that was safe and not exposed to the weather. This request was unanimously supported.

It was therefore resolved that:

The request to repurpose part of the 2024 Grant awarded Turning Tides be approved.

18. Public Forum

There was one member of the public present, and no representations were made.

- 18.1. A member of the Littlehampton Allotment and Leisure Garden Association (LALGA) addressed the Committee and gave an update regarding the progress with developing proposals to introduce beehives at the Town Council's Worthing Road allotment site. She explained that following site meetings with the Community Resources Officer and with advice from the Brighton Permaculture Trust, a plan had been drafted which would be reviewed by LALGA shortly. Once formalised it was intended that this would be shared with the Town Council's Allotments Working Group to take forward.

This was welcomed and the Chair thanked the representative for the update which was noted.

19.1. Events Review

- 19.1.1. The Events and Town Centre Strategy Manager presented a report, previously circulated, which contained a summary of the main points from the first meeting of the councillor led Task and Finish Group which had been established to carry out this review. The Committee was also asked to consider and comment upon a draft questionnaire which would form the basis of the first round of public consultation. This would be launched at the first of the summer High Street events on 31 July and run until 15 September 2024.

- 19.1.2. She explained that whilst the immediate priority was to launch the questionnaire, the Taks and Finish Group had also discussed the objectives of the Strategy. It was noted that the Group would meet again shortly to begin work on developing the strategy that would underpin the Town Council's events in the future. To ensure that all Councillors had the opportunity to be involved in in this, two workshops were planned, the first focussing on the strategy and the second to examine the findings from the survey and how they might be included in the strategy. Proposed dates for the workshops had been circulated and the meeting schedule would be confirmed in the coming days.
- 19.1.3. The Committee proceeded to consider the draft questionnaire and discussion focussed on the outputs and how some of the questions might be interpreted. This was regarding the questions around the value and cost of events which were viewed as important because of the proportion of the Town Council's annual budget that was allocated to the events programme. Recognising that responses could be quite subjective Members discussed ways in which some the questions about the current events programme could be reworded to generate more meaningful responses. It was also agreed it would be helpful to include examples of how the value could be measured, for example, economic benefit, wellbeing and enjoyment and that the proposed Strategy Mission Statement objectives be included. Regarding the specific question about costs, it was acknowledged that the aim was to understand people's perceptions of the value for money of Town Council's events by asking what they might be willing to pay if they were not free.
- 19.1.4. The release of the questionnaire had been timed to capture a wide audience and encourage participation during the peak summer events season. It was thought that the events themselves might influence the responses. Acknowledging this, the Events and Town Centre Strategy Manager explained that the survey would also be made available using all the Town Council's website, social media channels and eProgress and that data collated would include the source and dates so that this could be monitored. Members were also keen to ensure that views of young people were captured, and it was noted that the questionnaire would be tailored for different audiences such as businesses and youth groups. These would be shared through links that the Town Council had established with local voluntary and community groups and partnership organisations where permission was in place.

It was therefore resolved that:

1. Subject to the inclusion of changes to reflect the points recorded in Minutes 19.1.3. and 19.1.4. above, the public consultation questionnaire be approved.
2. The work to date be endorsed and the minutes of the Events Review Task and Finish Group held on 2 July 2024 be noted.

3. The contents of the report be otherwise noted.

20. Exempt Business

There was none.

The meeting was closed at 6.56 pm.

Chair