

Friday 6th April 2018

Notice is hereby given that there will be a meeting of the **COMMUNITY RESOURCES COMMITTEE** held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **THURSDAY 12th APRIL 2018** at **6.30pm**

Committee: Cllrs Buckland (Chair), Baker, C Blanchard-Cooper, Purchase, Tandy and Warren QVRM

PETER HERBERT
Town Clerk

AGENDA

2017/2018

1. EVACUATION PROCEDURES

2. FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES

During this meeting the public are allowed to film the Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. Any items in the Exempt Part of an agenda cannot be filmed. If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

3. APOLOGIES

4. DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declaration of disclosable pecuniary or personal and/or prejudicial interests that they may have in relation to items on this Agenda.

You should declare your interest by stating:

- (a) the item you have the interest in
- (b) whether it is a disclosable pecuniary interest, whereupon you will be taking no part in the discussions on that matter, or
- (c)
 - (i) whether it is a personal interest and the nature of the interest
 - (ii) whether it is also a prejudicial interest
 - (iii) If it is a prejudicial interest, whether you will be exercising your right to speak under PUBLIC FORUM

It is recorded in the register of interests that:

- Cllr Buckland is a Member of Arun District Council and West Sussex County Council
- Cllr Purchase is a Member of Arun District Council and West Sussex County Council
- Cllr Warren QVRM is a Member of Arun District Council

These interests only need to be declared at the meeting if there is an agenda item to which they relate

5. **MINUTES**

To confirm the Minutes of the meeting held on Thursday 15th March 2018, circulated herewith (pages 3 – 9).

6. **CHAIR'S REPORT AND URGENT ITEMS**

7. **PUBLIC FORUM**

Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this committee. A period of 15 minutes is allocated for this purpose. If possible, notice of intention to address the Committee should be given to the Clerk by noon of the day of the meeting.

8. **OFFICER'S REPORT**

8.1 **Museum Periodic Report** – attached (pages 10 - 16).

8.2 **Events Periodic Report** – attached (pages 17 - 19).

8.3 **Commemoration of the End of WW1** – attached (pages 20 - 26).

8.4 **Youth Service** – oral update

8.5 **Keystone Centre** – oral update

9. **MASTERPLAN – NORTH LITTLEHAMPTON**

10. **EXEMPT BUSINESS**

It is RECOMMENDED that:

The public and accredited representatives of the press be excluded from the Meeting under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.

MINUTES of the COMMUNITY RESOURCES COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on THURSDAY 15 MARCH 2018 at 6.30PM

Present: Cllrs Buckland (Chair), Baker, C Blanchard-Cooper, Purchase and Tandy. The Mayor and Deputy Mayor attended Ex-Officio.

2017/2018

65. EVACUATION PROCEDURES

The evacuation procedures were noted.

66. FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES

The procedures were noted.

67. APOLOGIES

There were apologies from Councillor Warren QVRM.

68. 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.

In addition, Councillor Dr Walsh KStJ declared a personal and prejudicial interest as a member of the Littlehampton Harbour Board regarding the confidential report relating to the Littlehampton Ferry. He confirmed that he would leave the meeting should there be any discussion on sensitive matters relating to the commercial activities of the Harbour Board.

Councillors C Blanchard-Cooper and B Blanchard-Cooper declared disclosable pecuniary interests in matters regarding the Littlehampton Bonfire Society as members of the Society and confirmed that they would leave the meeting when the Committee came to consider this matter.

69. MINUTES

69.1 It was noted that there was an error in Minute 62.4.3 which referenced “the best new allotment” category. This was incorrect and was the best allotment category.

69.2 It was therefore **RESOLVED** that:

Subject to the removal of the word “new” in the second line of Minute 62.4.3, the minutes of the meeting held on Thursday 15 February 2018

(previously circulated) were confirmed as a true record and signed by the Chair.

70. CHAIR'S REPORT AND URGENT ITEMS

70.1 Littlehampton Ferry

70.1.1 The Committee had before it a confidential report (previously circulated to Members of the Council only) which contained an outline of proposals for the introduction of discretionary annual Charter Harbour Dues or Dues per passenger for ferries operating in the Harbour. These were to be considered by the Littlehampton Harbour Board at their forthcoming Board meeting on Monday 19th March 2018.

70.1.2 The Committee proceeded to consider these proposals in the context of the Town Council's Service Level Agreement which provided support for the ferry service on the river. There was no indication of the rate that would be applied, only that annual Charter Harbour Dues or Dues per passenger may be introduced at the discretion of the Board and at a rate agreed in advance by the Board. Members were very disappointed that there had been no consultation with the Town Council or the ferry operator in connection with these proposals. Furthermore, it was observed that the rationale for introduction of these charges was not clear and Members considered that if implemented these proposals could have a detrimental impact on the long-term viability of the ferry service and implications for other river users. Overall Members judged that the impact on the river economy of the introduction of these fees had not been fully considered by the Board and that implementation should be paused to allow time for consultation with stakeholders. It was therefore **RESOLVED** that:

A letter be sent to the Board in advance of their Board Meeting expressing the Committee's views as set out in Minute 70.1.2 above.

70.2 Complaints Panel Hearing – Outcome

The Committee received a report (previously circulated) which contained a summary of the Complaints Panel decision following a hearing conducted on Tuesday 13 March 2018. In reaching its decision the Panel had also recommended that a review of the Tenancy Agreement be undertaken to take into consideration the advice of the Pest Control Officer regarding the use of animal carcasses as part of the composting process and the use of bait on the Town Council's Allotments. Observing that the Committee would be considering further recommendations regarding the Allotments later in the meeting, it was **RESOLVED** that:

- 1) The Complaints Panel decision be noted.**
- 2) The issues of the use of animal carcasses as part of the composting process and the use of bait on the Town Council's Allotments be included as part of the consultation with LALGA proposed elsewhere on the agenda.**

70.3 Allotment Working Group Membership

Members were informed that Councillor Tandy had indicated his willingness to fill the Member vacancy on the Working Group. This proposal was duly seconded, and it was therefore **RESOLVED** that:

Councillor Tandy be appointed as a Member representative on the Allotments Working Group.

71. PUBLIC FORUM

There was one member of the public present.

71.1 Mr Terry Ellis stated that he has been informed of the existence of the “Arun Song”. This was noted.

71.2 Regarding the Bethlehem Bazaar proposal, Mr Ellis also expressed reservations regarding the use of biblical terms to brand food and beverages contained in the proposals. The Chair thanked Mr Ellis for his comments and stated that they would be taken into consideration by the Committee when it came to consider this matter later in the meeting.

72. OFFICER’S REPORTS

72.1 Museum Periodic Report

The Committee considered a report (previously circulated) which contained and outlined the museum’s recent activities. It was pleasing to note that the “Vote! Littlehampton and the Suffragettes” exhibition had been well received by the community and that visitor figures had increased. It was also noted that one of the new display cases had been installed in the reception to display more of the Museums artefacts. An update on Museum staffing had recently been circulated to Members. The Assistant Town Clerk reported that interviews for the Archives and Exhibition Officer post would be held on 22nd March and that the Museum had recently provided a work experience placement to a Littlehampton Academy student. Members commended the Museum staff on the quality and popularity of the recent exhibitions and it was **RESOLVED** that:

The report be noted.

Councillor Purchase declared a personal interest in the following matter as an attendee of the Littlehampton Baptist Church.

72.2 Events Periodic Report

The Committee considered a report (previously circulated) which outlined outcome of the Charity Pancake Olympics Event and an update in the proposals or the Christmas Light Switch On. Although slightly over budget, this years’ Pancake Olympics had proved popular and was well attended. Members proceeded to consider proposals from the Littlehampton Baptist Church for a themed Christmas event based on the Bethlehem Bazaar concept. Officers had reviewed the proposal in terms of the combining this concept with the existing switch on theme and the potential for two separate events. Mindful of previous decision of the Committee to retain the elf theme for this years Christmas lights switch on, Members considered that combining

the two events could cause confusion. Based on popularity of last year's Christmas lights switch on Members were also of the view that the two events, although very different, were equally capable of attracting large numbers of visitors to the town centre. Recalling the comments made earlier during the public forum session, Members also cautioned against the use of biblical terms to brand food and beverages. Acknowledging the additional financial provision in the 2018/19 Events Budget, the Committee considered that there was the scope to expand the range of Christmas events and it was therefore **RESOLVED** that:

- 1) ***1) The outcome of the Charity Pancake Olympics as set out in paragraphs 3.1.1 to 3.1.4 in the report be noted.***
- 2) ***2) The current position regarding the Christmas Light Switch On as set out in paragraphs 3.21. to 3.2.3 in the report be noted.***
- 3) ***3) The further exploration of an additional new Christmas event with a Bethlehem theme in partnership with Littlehampton Churches Together and the Town Centre Regeneration Officer be endorsed.***

72.3 Sport and the Arts Community Event (SPACE) Grants 2017/18

The Assistant Town Clerk presented a report (previously circulated) which set out proposals for the allocations in respect of the SPACE grants programme for 2017/8. Members considered that the proposed allocations were well-judged, and it was therefore **RESOLVED** that:

The awards for activities to take place in the school holidays of 2018 as set out in Appendix A attached to the report be approved.

72.4 Hen Coops on Allotments

The Committee considered a report (previously circulated) which set information relating to a decision to refuse a recent request for an additional hen coop on a plot on the one of the Town Council's allotment sites. The decision had highlighted aspects of the Allotment Agreement which required clarification. These related to the number of coops permissible, if the size of the plot should be a factor and the percentage of the plot used. Overall, Members considered that the primary purpose of the allotments was to provide an area for the cultivation of crops and that a five-rod plot was the minimum size to house a hen coop. It was **RESOLVED** that:

- 1) ***1) The decision of the Town Clerk in refusing an application for an additional hen coop be endorsed.***
- 2) ***2) LALGA be consulted regarding hen coops on the Town Council's Allotment sites and that the outcome, together with the Committee's***

views, be discussed at the next meeting of the Allotment Working Group with a view to making a recommendation for consideration by this Committee.

- 3) An interim position on hen coops per household of one and a minimum plot size of five rods for such facilities be implemented with immediate effect as an interim measure pending the outcome of the above-mentioned consultation.

72.5 Ways of Marking the Centenary of the End of World War 1 (WW1)

72.5.1 The Assistant Town Clerk presented a broad outline of a number options to commemorate of the end of WW1 for Members consideration. Members wished to ensure that the ideas reflected the national mood of thanks and reflection. Members proceeded to consider the options in terms of the potential to link in with other activities planned around the Town, the Town's Roll of Honour and utilising the Museum displays and records. Referencing the national campaign "There but Not There", it was noted that these displays were being used in a number of ways. Members considered that this could be replicated locally by placing a temporary commemorative structure chosen from the "There but Not There" catalogue. Regarding the War Memorial itself, Members cautioned against exploring options to improve the lighting as the timescales were very tight and costs unknown.

72.5.2 Members agreed to explore a temporary horticultural display of poppies and some new commemorative benches to replace others that were deteriorating in the area around the War Memorial. Members were supportive of the proposal to create a book inspired by the 1918 commemorations that would reveal something of Littlehampton's WW1 experience and the production of a supplement for inclusion in the Autumn edition of Progress. Regarding the book it was suggested that the proceeds be donated to a forces charity. Proposals to deprovision the lighting in the WW1 Display cabinet in the Museum were also supported and Members favoured replacing them with an LED system. The creation of a commemorative theme for use on the Town Council's website at the appropriate time was also welcomed. It was therefore **RESOLVED** that:

The options to commemorate of the end of WW1 as set out above be explored further and progress be reported to the Committee at the next meeting.

72.6 Keystone Centre

An initial meeting with the Chairs of the relevant Committees had been held and it had been agreed that an informal Council meeting be arranged to brief Members on options for the future delivery of youth services in the area. It was proposed that this be held in April with a view a formal decision on the way forward being agreed by Full Council in May 2018. It was **RESOLVED** that:

The update be noted.

73. FINANCE

73.1 Committee Finance Report

The Committee considered a report (previously circulated) that highlighted significant variance in Income and Expenditure relating to the Community Resources Committee budget for 2017/18. Clarification was provided regarding the over spend on the allotments budget which had been due to the need for repairs to security gates at one of the sites. It was **RESOLVED** that:

The report be noted.

74. MASTERPLAN – NORTH LITTLEHAMPTON

It was noted that the public meeting about the North Littlehampton development would take place on Wednesday 21st March at 6:00pm at The Loft, Body Shop, Watersmead Business Park, Littlehampton.

75. EXEMPT BUSINESS

It was **RESOLVED** that:

Members of the public and accredited representatives of the press be excluded under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.

The following item is confidential for Members of the Council only in accordance with Paragraph 3, Part 1 of Schedule 12A of the Local Government Act 1972, being information relating to relating to the financial or business affairs of any particular person (including the authority holding that information).

76. OFFICERS EXEMPT REPORTS

76.1 Merit Awards

The Assistant Town Clerk reported that the Panel had agreed awards for 2017 to two groups and three individuals. Clarification was provided on the process for agreeing the granting of the awards. It was **RESOLVED** that:

The update be noted.

Councillors C Blanchard-Cooper and B Blanchard-Cooper left the meeting at 7.45pm

76.2 Littlehampton Bonfire Society

The Committee considered a confidential report (previously circulated to Members of the Council only) which a summary of discussions between the Town Council and the Society regarding future support. The costs of staging the event were escalating and a review of options included promotional assistance to help with the search for volunteers and additional funding under the current service level agreement. Members were of the view that this would

also require further work by the Society in terms of making budget savings and a gradual increase in the percentage of the street collection that was retained to build up reserves. Observing that the annual bonfire was a popular local event which raised significant funds for local good causes, Members wished to support the Society to secure its future. It was **RESOLVED** that:

- 1) **Officers continue to explore the opportunities to provide promotional assistance, with the exception of sponsorship, to the Society.**
- 2) **Additional funding as recommended in the report for the remaining two years of the Service Funding Agreement be agreed and that Officers continue discussions with the Society to secure a long term sustainable budget.**

The meeting closed at 8:00pm

CHAIR

Littlehampton Town Council

Non-confidential

Committee: Community Resources

Date: 12th April 2018

Report by: Town Clerk

Subject: Museum Periodic Report

1. Summary

1.1 The report contains:

- i. Information on the recent Museum events and exhibitions.
- ii. Information on the Museum website and social media statistics.
- iii. The Museum Visitor & Enquiry figures.
- iv. An update on the Museum galleries
- v. An update on the Museum Team.
- vi. An update on the Museum collections.

2. Recommendations

2.1 The Committee is RECOMMENDED to:

- 1) Note the report.

3. Background

3.1 Exhibitions and Events

3.1.1 On 7th March, the "Littlehampton from Above" exhibition opened. This has been an opportunity for the Museum Team to display as many maps, plans and aerial views as was possible in the Community Gallery. "Generations and Journeys: Sussex Rediscovered", an art exhibition by Cat McLelland opened on the 10th March, in the Hearne Gallery.

3.1.2 On 8th March the Sussex International Women's Day Group held their meeting and craft session in the Community Gallery. Also, on 8th March, a talk was given to the University of the Third Age. The topic, written for the occasion, was the representation of Folklore in the Collections. This was held at the Girl Guide Hall, with a PowerPoint presentation and objects taken for handling.

On 17th March, a public talk was held to accompany the Littlehampton From Above exhibition. Attendance was greater than expected, and as a result it was relocated to the Fleming Room. Further plans and maps were brought from storage for the attendees to study.

On 24th March, Cat McLelland conducted a Meet the Artist session. All places were filled, with further booking requests being rejected due to the limited spaces.

On 31st March, craft activities for children were held in the Community Gallery. This was far more popular than expected and the Museum Team were incredibly busy during its two hour duration. 48 children visited, which almost equalled the total number of children who visited during the rest of the month.

3.2 Museum website and Social Media pages.

3.2.1 The following statistics are for www.littlehamptonmuseum.co.uk from the period, 6th March – 2nd April 2018 compared with the same period in 2017. 89.91% (91.27% in the previous report) of visitors to the website are from the UK. Two groups, 45-54 and 65+ years (45-54 previously), shared first place for the age demographic. 82.1% (79.9% previously) of visits were by new visitors.

	9th February – 5th March 2018	6th March – 2nd April 2018	6th March – 2nd April 2017
Page views	2,448	3,243	2,511
Users	573	643	618
Avg. session duration	00:01:44	00:02:01	00:01:49

3.2.2 On the Museum’s Facebook page, total page ‘likes’ are currently at 858 (836 in the previous report). The Museum’s Twitter page has so far attracted 668 ‘followers’ (654 in the previous report).

	9th February – 5th March 2018	6 th March – 2 nd April 2018	6th March – 2nd April 2017
Twitter Impressions	24.1k (964 per day)	35.3k (1261 per day)	6.3k (225 per day)
Facebook post reach	11,475 (459 per day)	18,060 (645 per day)	5,572 (199 per day)

3.2.3 The Museum team also circulate an e-newsletter, keeping its subscribers up to date and promoting events. Since establishing this in August 2016, it has gained 146 (144 in the previous report) subscribers.

3.2.4 Since its first post on the 24th February 2018, the Instagram account has attracted 40 followers.

3.2.5 Attached as Appendix A are the Museum’s Twitter and Facebook audience demographics.

3.3 Visitor and Enquiry Figures.

3.3.1 Please see below the latest figures showing visitors to the Museum (footfall, plus visitors to events). These figures are displayed comparably with the previous year’s totals.

2018	Visitors		Enquiries
	Children	Adults	
February	121	454	9
March	98	471	8

2017	Visitors		Enquiries
	Children	Adults	
February	66	266	12
March	17	344	6

3.4 Gallery Updates.

3.4.1 The reception display cases have been updated with a display concerning Littlehampton Great War veteran, Sgt Grey. During his many years of service he frequently wrote home. For the benefit of his children, these letters contained comical drawings of animal characters and it is this correspondence that is now on display. This is part of the 1918 commemoration programme and coincides with celebrating centenary of the RAF's founding. For several years these cases had displayed model ships from the Fletcher collection. These will not be placed into storage, as many of the model ships have been relocated to various other cases, creating a trail to follow to the Maritime Gallery

3.4.2 The RAF display commemorating the 1918 founding of the RAF, installed in the object highlights case in the first gallery of the museum, is now complete. This has been possible due to loans by LTC colleagues, the work of a long standing volunteer and our Norwich academy work placement.

3.5 Update on the Museum Team

3.6.1 To cover Jonathon Parrett's secondment from his Archives and Exhibition Officer post, Alexandra Foster was successfully recruited and commences on 13th April 2018. Alexandra currently works at the Novium.

3.6.2 Alice Millard has resigned from the Archives and Exhibition Officer maternity cover post as the result of gaining a new position at the West Sussex Records Office. Her final day is the 20th April. Lucy Ashby's maternity leave finishes in early May, although she is not expected to return until June, as she will be taking accrued annual leave.

3.6.3 Adam Newman, an Exeter University student, commenced his course placement on 3rd April. He will be completing the cataloguing of the maps and plans collections.

3.6.4 Renzo Luis Sapin, of The Littlehampton Academy, completed his week long work placement on 24th March. He experienced various aspects of our work, but we particularly appreciate his effort with the World War One collections.

3.7 Museum Collections

3.7.1 The Museum has joined the Art UK Sculpture Project. This is a national inventory of the sculptures held by heritage institutions. Participation will aid in promoting the collections.

3.8 Update on the Backlog Documentation Project: Performance Indicators

Key Performance Indicator	Target	Measures	Update April 2018
Inventory	All objects marked with accession number or temporary number by December 2018.	<ul style="list-style-type: none"> • Number of objects recorded in MODES • Number of temporary numbers created 	<ul style="list-style-type: none"> • 10,111 (approx. 33% of total target of c.30,000 collection objects) entries on MODES – an increase of 194 objects (a 2% increase in objects catalogued on the database since March 2018). This is a 0.6% increase of the overall collection. • The amount of objects found with no identifying label or markings is 581, 26 more than the previous CRC. These objects have been catalogued using temporary 'T' numbers.
	All objects correctly located	<ul style="list-style-type: none"> • Number of locations updated in MODES 	<ul style="list-style-type: none"> • All Art Store and Loan Box collections correctly located on MODES (1515 Art Store objects, 526 Loan Box items) • Work has begun on Social History store with 1112 objects catalogued and located, 47 more than the previous CRC.
	All objects photographed/scanned (with the exception of individual archaeological deposits, photographic and document collections which are too numerous to digitise within the scope of this project).	<ul style="list-style-type: none"> • Number of image files added to MODES 	<ul style="list-style-type: none"> • 8485 records on MODES have photographs attached – this includes records where MODES has a file path but cannot locate the image (i.e. because the image was moved or hasn't been updated to the server yet) Correcting this is a

			further piece of work to take into account. This is an increase of 209 .
Discrepancy check	To reconcile inventory with existing manual records	<ul style="list-style-type: none"> Number of temporary 'T' numbers reconciled with existing records 	<ul style="list-style-type: none"> This work will be done once inventory completed.
Sharing our work	Object of the month on website	<ul style="list-style-type: none"> Content uploaded to website for each month starting from March 2016. Page views for website. 	<ul style="list-style-type: none"> Total page views for all 3 blog posts published in 2018: 111
	Engage people with the project through social media	<ul style="list-style-type: none"> Engagement figures for posts on twitter and facebook relating to the project. 	<ul style="list-style-type: none"> The top 7 tweets are focussed on objects: Fossils, African thumb piano, lobster pot, map, Sgt Grey drawing. Objects posts are the most popular type of posts on the Facebook and twitter accounts.
	Display objects highlighted by the project in a new showcase display and use in temporary exhibitions programme	<ul style="list-style-type: none"> Number of objects displayed as a result of the project 	<ul style="list-style-type: none"> 10 items displayed as part of a small display celebrating 100 years of the RAF. 18 items as part of the Sgt Grey display.

4. Financial Implications

4.1 The Museum events will be covered by the Museum Events budget which is set at £1,200 for 2017/18.

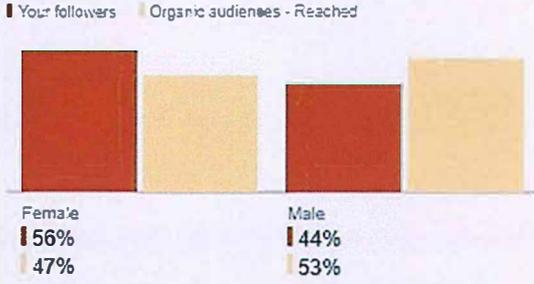
4.2 All Museum exhibitions will be covered by the Museum Exhibitions budget, which is set at £1,500 for 2017/18.

Peter Herbert
Town Clerk

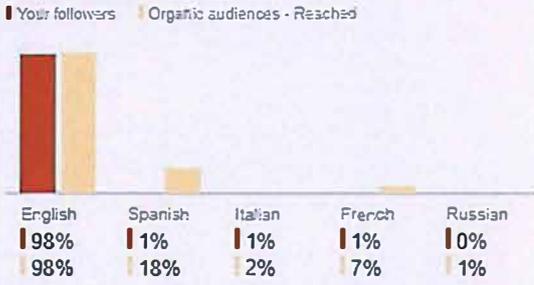
Appendix A

Twitter account demographics for the period ending 02/04/2018 (Please consult 3.2.2).

Gender



Languages



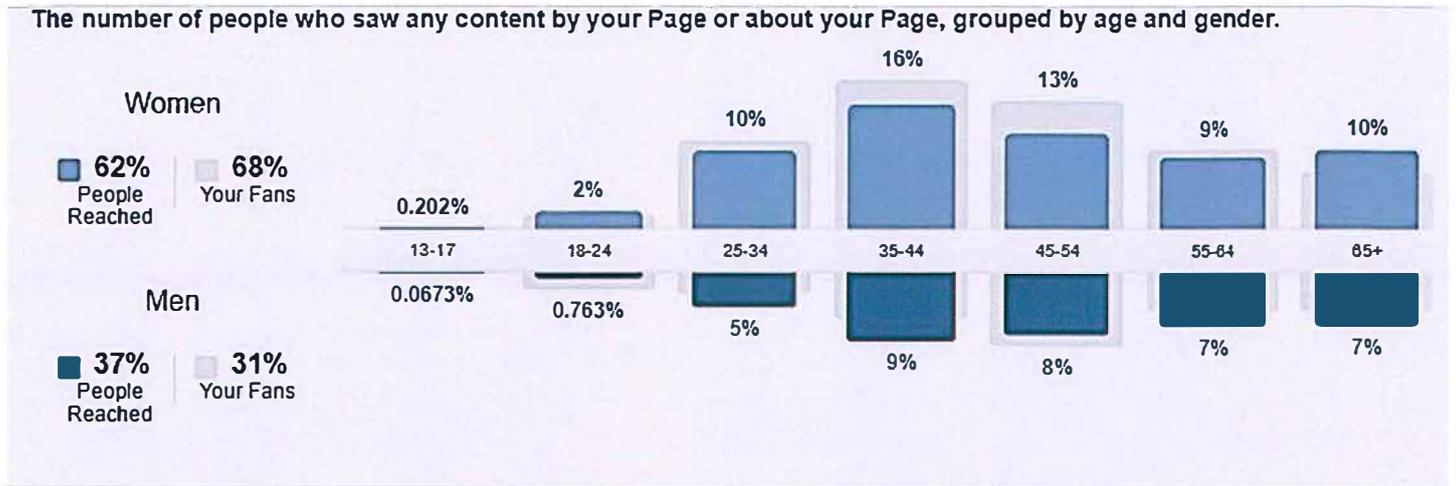
Country

Country name	Comparison	Difference
United Kingdom	89% 54%	35% more
United States	5% 16%	11% less
Italy	1% 1%	Equal
Spain	1% 2%	1% less
Turkey	1% 1%	Equal
Germany	0% 1%	1% less
Mexico	0% 0%	Equal
Venezuela	0% 0%	Equal
France	0% 1%	1% less
Brazil	0% 0%	Equal

Region

State or region	Comparison	Difference
England, GB	87% 50%	37% more
South East England, GB	80% 23%	37% more
Greater London, GB	12% 12%	Equal
East England, GB	4% 2%	2% more
South West England, GB	2% 3%	1% less
North West England, GB	2% 2%	Equal
Yorkshire and The Humber, GB	2% 1%	1% more
West Midlands, GB	1% 2%	1% less
Wales, GB	1% 1%	Equal
California, US	1% 2%	1% less

Facebook account demographics for the period ending 03/04/2018 (Please consult 3.2.2).



Country	People Reached	City	People Reached	Language	People Reached
United Kingdom	4,012	Littlehampton, England	1,588	English (UK)	2,891
United States of America	119	London, England	353	English (US)	1,440
Australia	52	Worthing, England	302	Japanese	28
Canada	37	Rustington, England	178	Polish	18
Japan	27	Brighton, England	157	French (France)	7
Hong Kong	21	Bognor Regis, Wales	150	German	7
Spain	20	Chichester, England	74	Italian	6

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Community Resources

Date: 12th April 2018

Report by: Town Clerk

Subject: Events

1. Summary

1.1 The report sets out recent matters of relevance to the Community Resources Committee:

- (1) Proposal for tourism advertising
- (2) Update on the meeting of Community Event Organisers

2. Recommendations

The Committee is RECOMMENDED to:

- (1) Approve the proposal for advertising Visit Littlehampton in local magazines (3.1.2) and the financial implications (4.1.2).
- (2) Note the update on the recent meeting of community event organisers.

3. Background

3.1 Visit Littlehampton Advertising

3.1.1 At the February meeting of this committee members requested more information on advertising company Seaside Creative, a Brighton based company, who source advertising in a variety of local magazines. After exploring this option further officers learned that there would be no advantage to using the company to source advertising and have decided to source advertising directly.

3.1.2 Officers seek approval for the following adverts, costs are detailed in financial implications;

- Sussex Local: Visit Littlehampton advert in June, July and August targeted in the Barnham Edition (5,200 homes, covers Tangmere, Eastergate, Westergate, Aldingbourne and Oving) and Chichester edition (7,800 homes). These are areas not targeted by our other campaigns and are close enough for people to consider regular visits to Littlehampton as a destination or to attend our events.
- Worthing Journal: An advert in the June, July & August editions. (5,000 subscribers and 3,000 to shops and other outlets). This

will target the area to the East of Littlehampton, many people from this area attend our family events.

3.1.3 Other advertising approved at the February meeting of this committee include;

- Primary Times May and Summer editions. (West Sussex, 44,000 and South London 46,000 editions). Distributed to schools and other outlets.
- Raring to Go! 13,000 to local schools between Littlehampton and Worthing
- Facebook Campaign for July/August
- Lamppost Banners around the town

3.2 Community Events meeting

3.2.1 A third meeting of community event organisers was held in the millennium chamber on Thursday 22nd March. The meeting was attended by local event organisers including LOCA, the Littlehampton Lions, Scouts, The Littlehampton Academy, Arun Yacht Club, Littlehampton Bonfire Society and the Musical Comedy Society.

3.2.2 Organisers shared information on their various events and were able to share resources and knowledge. Opportunities for training were discussed, in particular Social Media and GDPR. Event organisers hold personal data from a variety of sources and it was suggested the opportunity to ask questions and get some specific advice on the subject would be beneficial.

3.2.3 Officers liaised with John Edjvet the Town Centre Manager and have arranged for the group to join the GDPR session that VAAC are providing for the Littlehampton Traders. A link to sign up has been sent to all on the Community Events Mailing List. Officers will explore opportunities for social media training to benefit the group.

3.2.4 A second meeting for 2018 will be held towards the end of the year.

4. **Financial Implications**

4.1 Visit Littlehampton Advertising

Publication	Cost per advert	Total cost
Sussex local Half Page Advert	Option 1: 3 months £85 per month per ad	June/July/Aug x 2 editions = £510
	Other options: 1 month £89 per month per ad	July/Aug x 2 editions = £356 One month x 2 editions = £178
Worthing Journal Half Page Advert	2018 prices to be confirmed 2017 price £55 per ad	June/July/August = £165

4.1.2 A budget of £3,500 was allocated to Tourism Initiatives. The planned advertising for 2018 along with the photography contribution and purchase of flags is expected to be circa £3,928. The 2017/18 budget has an underspend of £500, which can be earmarked to meet the additional costs in 18/19.

4.2 A budget of £5,000 was allocated to support community event organisers.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Community Resources

Date: 12th April 2018

Report by: Town Clerk

Subject: Commemoration of the end of WW1

1. Summary

Following an oral report to the March meeting of this Committee Officers were instructed to explore options to commemorate the end of WW1. The report sets out these options which include:

- 1) A themed horticultural display of poppies (3.2).
- 2) The installation of commemorative benches at the site of the War Memorial (3.3-3.3.3).
- 3) The production of a commemorative book collated and edited by the Museum using archive material (3.4-3.4.6).
- 4) The upgrade of lighting to the Littlehampton at War themed display cabinet (3.5-3.5.3).
- 5) The creation of a dedicated button and page on the Town Council's website (3.6).
- 6) The production and delivery of a commemorative insert for the Autumn edition of Progress (3.7).
- 7) The participation in the "There but Not There" national campaign (3.8-3.8.7)

2. Recommendations

The Committee is RECOMMENDED to:

- (1) Agree which of the options should be progressed and agree how the budget should be allocated.
- (2) Delegate the delivery of the chosen projects back to the Town Clerk in consultation with the Mayor and the Chair of this Committee.
- (3) If Members wish to create the commemorative insert for the Autumn edition of Progress this should be referred to the Policy & Finance Committee for approval.

3. Background

- 3.1 The Assistant Town Clerk verbally presented a broad outline of a number of options to commemorate the end of WW1 for Members consideration at the March meeting of this Committee.

3.1.1 Taking into consideration the Council's wish to ensure that the ideas reflected the national mood of thanks and reflection several options were identified as ones which Members requested were given further exploration for final consideration at the April meeting of this Committee.

3.2 A themed horticultural display of poppies

Following discussions with Ferring Nurseries it has been established that it would not be possible to have a display of poppies. Officers have been advised that poppies only flower for a period of two weeks in July. However, if Members wished to suggest a particular colour of planting for the Autumn period then Ferring Nurseries would do their best to accommodate the request.

3.3 Installation of commemorative benches at the War Memorial

3.3.1 Arun District Council officers have given their support in principle for the replacement of benches at the War Memorial. There are currently 4 wooden seats in situ of which 2 are broken. There is also a large area in the centre of the site where there are no benches so Members may wish to consider adding to rather than replacing the existing number of seats.



Potential location of new benches

3.3.2 Any final proposal from the Town Council which may include the removal of benches will have to be agreed with Arun District Council.

3.3.3 If Members wish to purchase commemorative benches there are three options available:

- 1) Lest we forget - £695 each



- 2) WW1 Bench seat - £695 each
(This is the same as the one at the Manor House)



- 3) The Soldiers Bench - £775 (slightly higher in cost as is 20cm bigger)



The delivery of one bench is an additional £125 and £40 per bench thereafter. All options are manufactured from steel, hot dipped galvanized for weather and corrosion protection, then painted in 2 pack acrylic paint.

3.4 Commemorative Book

- 3.4.1 It is proposed that a book inspired by the 1918 commemorations could reveal something of Littlehampton's experience of 1918 be created.
 - 3.4.2 The book would be of the genre that brings together 'vintage' photographs that aim to reveal the forgotten history of a location. This book will provide a snapshot of Littlehampton from approximately 1918 to the unveiling of the Town's memorial.
 - 3.4.3 Research for the project has begun and is being led by two volunteers with the support of the Museum staff team. The project team have scoured the Museum's image library for anything of relevance and gathered almost 200 pictures. They have also consulted all known publications on the topic, which are limited in number, and delved into primary sources, such as newspapers.
 - 3.4.4 Chapters proposed for inclusion in the Littlehampton commemorative book are the military presence, individuals and their portraits, urban landscape, businesses and commerce.
 - 3.4.5 Printing of 500 copies of a 64-page booklet with full colour cover on thicker paper and black and white on inside pages would cost approximately £1,800. This is assuming a page size of about 8" x 5" and `design of a full colour cover. The average cost of each booklet would come down appreciably with a print run of more than 500.
 - 3.4.6 Members are asked to consider that any income made from sales of this booklet is donated to the Royal British Legion.
- ### 3.5 The upgrade of lighting to the Museum's "Littlehampton at War" themed display cabinet.
- 3.5.1 This cabinet is currently lit by a number of 30-50w halogen spotlights. Unfortunately, such a system has a number of drawbacks. The fittings produce an intensity of light that is detrimental to artefacts, the heat they generate is also detrimental and causes the fittings to perish. At present the majority of the fittings have failed and need to be replaced.
 - 3.5.2 Rather than repair the existing system, Members are asked to consider replacing the lighting with an LED system. This will be better for the artefacts on display and will profile the items relating to the 1918 commemorations far more effectively.
 - 3.5.3 The cost for the replacement of the lighting system is estimated to be £200.

3.6 The Town Council's website

- 3.6.1 Officers can add relevant artwork to the image on the homepage of the Town Council's website. In addition, one of the existing buttons on homepage can be changed temporarily for a WWI Commemoration button that would take you to a page dedicated to summarising all that the Town Council is doing to mark the centenary.
- 3.6.2 Changing a button and creating a new page would be very straightforward. The page could link to relevant Museum pages, Visit Littlehampton events including those led by the Town Council.

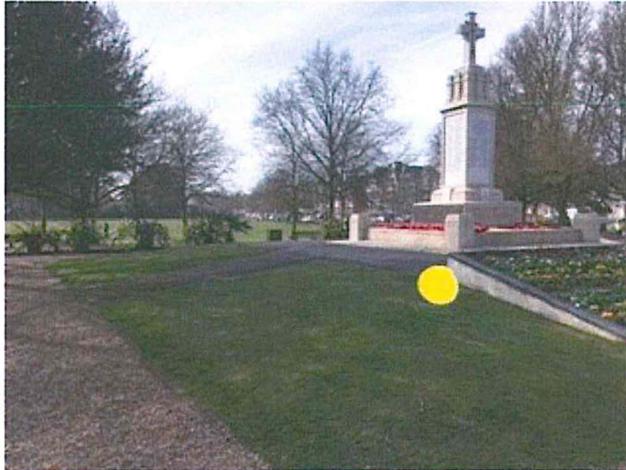
3.7 Progress Newsletter

- 3.7.1 The Autumn issue will be published on the 10th August covering the period up to end of November. WWI themed events organised by the Town Council and those organised by community groups will be featured in the What's on section of the publication.
- 3.7.2 The Editorial Board instructed Officers to explore the cost of producing an insert for the Autumn issue including a 6-page publication and an 8 page (like the Winter issue with the picture special insert). The design and print company has indicated that the cost of a 6-page publication would be greater than a 'double issue'. The total cost of producing an 8-page issue, to include copy-writing, design and print and distribution would be £1,743.
- 3.7.3 The insert could be used to highlight Littlehampton stories, promote the Museum book and give extensive coverage for the events. However most of these items could be available on the dedicated Council page and instead of a special insert being produced, Members may wish to ask the Editorial Board to consider allocating one page of the existing publication for the WWI commemorations. One page of the publication would be sufficient to give readers a taster of the activities and the Council's projects while directing them to the website for more details, therefore reducing the expenditure.
- 3.7.4 Should Members wish to proceed with the special insert, a recommendation will need to be made to the Policy and Finance Committee for approval.

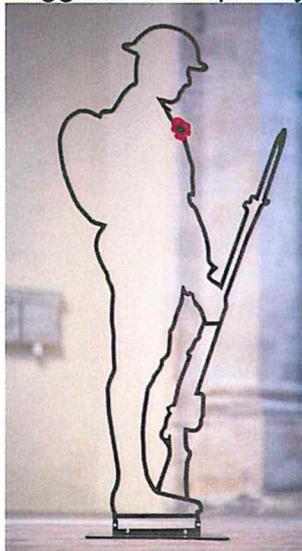
3.8 The "There But Not There" Campaign

- 3.8.1 Cllr Northeast has highlighted the "**There but Not There**" campaign as a national initiative with which the Town Council may wish to participate.
- 3.8.2 Ghostly figures of First World War soldiers are starting to appear across the UK as part of an art installation marking the centenary of the end of the First World War. The campaign aims to raise at least £15 million for armed forces and mental health charities.
- 3.8.3 One option for participating in the nationwide art installation called "There But Not There" is through the purchase of one (or more) six-foot high "Tommies". The campaign is run by the charity Remembered, which aims to educate all generations about why so many made the ultimate sacrifice, and to raise funds to help heal those suffering from the hidden wounds of war.

3.8.4 Each Tommy is 6ft in height, weighs 11 kg and is 6mm thick. It is not thought that the structures would be robust enough to remain on public display but if Members wished to purchase a Tommy they could be located temporarily on public display over the weekend of the 10th/11th November. Officers at Arun District Council are supportive in principle of the structures being located at the War Memorial. Each Tommy costs £750.

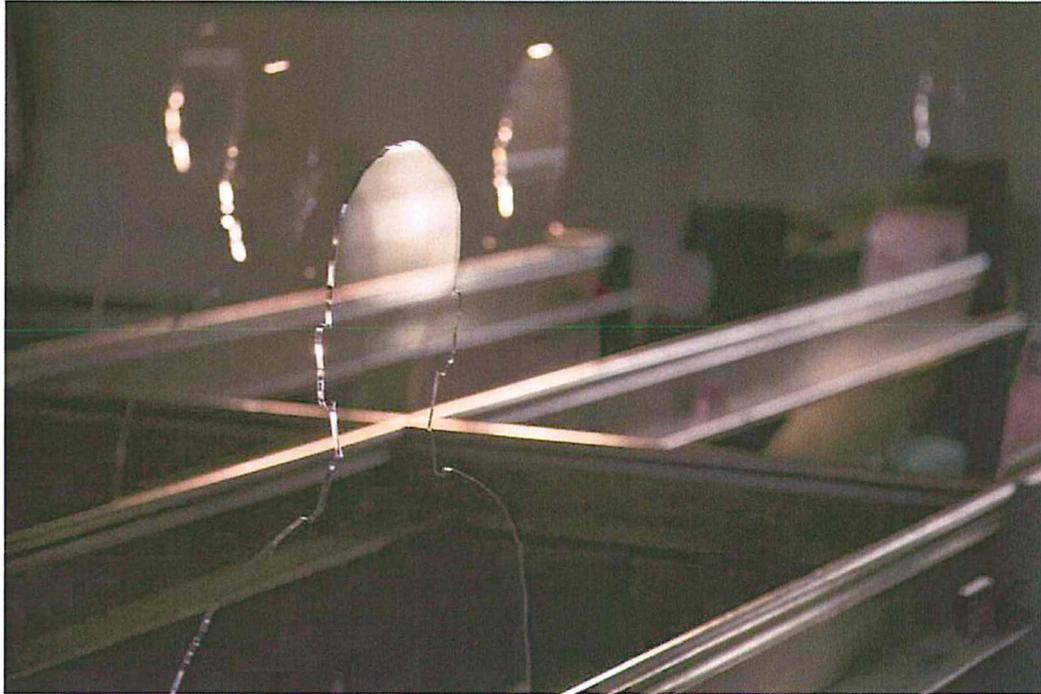


Suggested temporary location of a "Tommy"



3.8.5 The "There But Not There" campaign also includes the alternative option of transparent seated military figures which are suitable for inside building use. If Members felt that the 6ft Tommy as an outdoor installation was too vulnerable to vandalism the option for creating a poignant display within St Mary's Church where the official commemorative service will take place on the 11th November could be further explored. A single pew at the front of the Church could be filled with the transparent figures symbolising those that are missing. Alternatively, distribute the figures throughout the church to give a feeling of those who are absent.

3.8.6 The transparent figures are made from durable Perspex and the option to perhaps leave one in situ following the end of the commemoration weekend with a commemorative plaque to accompany it could be further explored.



3.8.7 The cost of each transparent seated figure is £42.

4. Financial Implications

4.1 A £5,000 budget has been included within the 2018/19 budget for projects which would contribute to the commemoration.

4.2 The summary breakdown of costs for the projects contained within this report are as follows:

Item	Cost
Commemorative Bench	£695-£675 per bench £125 for delivery of first bench £40 for each additional bench E.g. 2 x benches plus delivery = £1,555
Commemorative Book	£1,800 (500 copies)
Lighting improvements to Museum display case	£200
Progress Newsletter	Total £1,743
There But Not There campaign – 6ft Tommy	£750 each plus delivery
There But Not There campaign – Perspex seated figures	£42 each plus delivery

Peter Herbert
Town Clerk