



30 August 2011

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 8 SEPTEMBER 2011 at 6.30pm**

Committee: Cllrs Bowyer (Chair), Caffyn, Charles, Long, Neno, Northeast, Dr Walsh and Weston

PETER HERBERT
Town Clerk

AGENDA

2011/2012

1. **EVACUATION PROCEDURES**

2. **MOBILE PHONES**

Members and the public are reminded that the use of mobile phones (other than on silent) is prohibited at Town Council and Committee meetings.

3. **APOLOGIES**

4. **DECLARATIONS OF INTEREST**

Members and Officers are reminded to make any declaration of 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 personal interest and the nature of the interest
- (c) whether it is also a prejudicial interest
- (d) if it is a prejudicial interest, whether you will be exercising your right to speak under PUBLIC FORUM

You then need to re-declare your interest and the nature of the interest at the commencement of the item or when the interest becomes apparent.

5. **MINUTES**

To confirm the Minutes of the meeting held on 23 June 2011, circulated herewith.

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. **ALLOTMENTS WORKING GROUP**

8.1 To receive the Minutes of the Allotments Working Group held on 1 September 2011 – to be available at the meeting.

9. **OFFICER'S REPORT**

9.1 **Project 82 Periodic Report** - attached

9.2 **Museum Periodic Report** - attached

9.3 **Community Resources Periodic Report** - attached

9.4 **Tourism and Events Report** - attached

9.5 **Christmas Lights Working Party** – attached

9.6 **Youth Council and Junior Youth Council** – report attached

9.7 **Wick Week 2011** – report attached

9.8 **Ferry** – oral update by Town Clerk

9.9 **Bandstand** – report attached

10. **BUDGET**

10.1 **Finance Report 2011/12** – attached

11. **MASTERPLAN – NORTH LITTLEHAMPTON**

12. **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.

13. **OFFICERS' REPORTS (CONFIDENTIAL)**

13.1 **Youth Services/Project 82 - report herewith for Members of the Council only.**

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Community Resources Committee

Date: 8th September 2011

Report by: Town Clerk

Subject: Project 82 Periodic Report

1. Summary

- 1.1 This report updates Members on the promotion of Project 82, the development of new projects, the Outreach team, the proposal for a Junior session and cover arrangements for maternity leave.

2. Recommendations

The Committee is RECOMMENDED to:

- (1) Note the update on the promotion of Project 82 (3.1)
- (2) Note the update on the development of projects (3.2)
- (3) Note the update on the Outreach team (3.3)
- (4) Note the update on the staff team (3.4)
- (5) Approve the addition of a Junior session to the Project 82 schedule (3.5)

3. Background

3.1 Promotion of Project 82

- 3.1.1 Project 82 has seen numbers increase for the Inters club and hold steady for Seniors. Promotion continues via inter-agency working and links with local schools. Project 82 will have a stall at the Town Show with information and displays of young people's work as well as staff members handing out promotional material throughout the event.

3.2 Programme Development

- 3.2.1 The garden project is coming to an end and the resulting space will be continually planted and used for a new bike project. Young people will be able to take part in an accredited course where they learn how to repair and build bikes using old parts. The initial cost is £300 for equipment and training and links with the police and local businesses will be used to acquire old bikes and anything else needed.
- 3.2.2 The DJ workshops are to be replaced with lyric writing workshops and peer-led music activities, such as teaching guitar.

3.3 Outreach

3.3.1 The Outreach team have resumed their work within the local community on a Friday evening, visiting parks and delivering youth work to young people who are out and about in the area. They will be present at the Littlehampton Bonfire event.

3.4 Staff Team

3.4.1 Sharon Vickery, who also works at the Keystone Centre, is now on the Project's bank staff and volunteers once a week. Emma Beard's maternity leave is being covered by Hannah Martin until the end of September.

3.5 Junior Session

3.5.1 Project 82 has been running a Junior session during the summer holidays between 4-6pm for young people aged 8-12 years. Approval to continue this throughout term time with a review at Christmas is sought. It would be an opportunity to provide a service for those who used to attend the Keystone Junior session, which has now ceased, as well as other local young people. It also gives P82 the possibility to continue the Young Leader project with young people aged 14+. The session is staffed by Alison Hoodless and Sharon Vickery and staffing hours remain within budget. The possibility of this session being run from the Keystone Centre is being expanded.

4. Financial Implications

4.1 The bike project will be funded from earmarked reserves built up from the young people's subs. There is an initial cost of £300 for the bike stand and toolkit. Parts, such as brake cables, are also needed and these can be funded from the resources budget. However, as aforementioned, Project 82 will be looking to involve local businesses and other agencies to provide some, or all, of this for free or at a discount.

Peter Herbert
Town Clerk

Littlehampton Town Council

Confidential

Committee: Community Resources
Date: 8th September 2011
Report by: Town Clerk
Subject: Museum Periodic Report

1. Summary

- 1.1 The report seeks approval for the 2012 Exhibitions and Events programmes for the Museum; provides an update on a proposed War Memorial for Wick; gives feedback on recent exhibitions and events; proposes changing the names of the Museum exhibition galleries; gives information on the new Peel2save launch, and summarises the ongoing work at the Littlehampton Fort site.

2. Recommendations

- 2.1 The Committee is RECOMMENDED to:

- 1) Approve the 2012 Museum Exhibitions Programme.
- 2) Approve the 2012 Museum Events Programme.
- 3) Authorise Town Council Officers to meet with the Golf Club to discuss the future of the Fort site.
- 4) Approve the potential addition of missing names to the Littlehampton War Memorial.
- 5) Approve the change of name for the Lens Room and the Hearne Room.
- 6) Discuss and determine whether the sale of Peel2save cards should proceed from the LTC reception.
- 7) Note the report.

3. Background

3.1 2012 Exhibitions Programme.

- 3.1.1 Please find attached as Appendix A the 2012 Exhibitions Programme for Member's consideration and approval.

3.2 2012 Events Programme

- 3.2.1 Please find attached as Appendix B the 2012 Events Programme for Member's consideration and approval.

3.3 Recent Exhibitions and Events

- 3.3.1 The ever popular annual 'Schools' Art' exhibition attracted over 100 people to the opening preview, and generated many glowing reports during the course of its run. The big summer exhibition 'The World of Punch & Judy', the Museum's first touring exhibition, has also proved a hit, especially with visiting young families who enjoyed the interactive elements in the exhibition.
- 3.3.2 The 'Horrible Histories' themed 'Get Crafty!' workshops during the summer holidays were fully booked yet again this year, with 120 people attending the sessions free of charge. Local re-enactment groups were used to bring the sessions to life and due to the popularity of the theme this year, further 'horrible histories' sessions are included in the 2012 events programme.
- 3.3.3 The Museum also hosted two Punch & Judy shows on the 13th and 20th of August, which were free to drop by and watch by the public. These too were well attended, due to the promotion of the shows during the complementary exhibition in the Hearne Room running through the summer season.

3.4 Naming of the Museum exhibition galleries.

- 3.4.1 Since the completion of the first refurbishment of the Museum in 1999/2000, the two temporary exhibition areas have been titled the 'Hearne Room', and the 'Lens Room'. The name Hearne is a reference to the first Curator of Littlehampton Museum, who was also the town Librarian at the same time, when both services were located at the library. The Lens Room was so named as a camera collection loaned to the Museum on a long term basis was housed in the space. This collection has no longer been on display for some time, and the name has become irrelevant.
- 3.4.2 It is proposed to change the name of the 'Hearne Room' to the 'Hearne Gallery', to better reflect its year round purpose for displaying historical and artistic temporary exhibitions. It is also proposed to change the name of the 'Lens Room' to 'The Community Gallery', to reflect its use as both an exhibition gallery, an education area and film viewing space.

3.5 Littlehampton Fort

- 3.5.1 A Littlehampton voluntary group, headed by their Chairman Andy Orpin, have been recruiting volunteers and making headway as regards the future protection and maintenance of Littlehampton Fort.
- 3.5.2 The Curator will be making a short presentation at the Committee meeting outlining the progress made, and explaining the options for potential future work on the Fort site. Member's opinions will be sought, along with permission to meet with Littlehampton Golf Club representatives to talk through possible options.

3.6 Wick War Memorial

- 3.6.1 Designs and plans for a potential new Wick War Memorial have been brought to the attention of Cllr June Caffyn and Town Council Officers. Mr. Nick Ward, who has been heading the campaign for a new Memorial to replace the old wooden one, has been quoted in the region of £25,000 for the work. He is being encouraged to obtain further quotes. It is thought that in the near future the project will be presented to the community, and a public appeal to raise funds begun.
- 3.6.2 It was ascertained by the Curator that there are 19 missing names from the old Wick memorial, and it is intended that they will be added to any future memorial. Most of these names do appear on the Littlehampton War Memorial, with the exception of 4. These 4 names are of men who were enlisted elsewhere, but were either born in Wick, or had parents who resided in Wick or Littlehampton. It may be that these men are commemorated on Memorials local to their previous residences, which will be investigated. Should Members decide that these names are now to be included on the Littlehampton War Memorial, it is proposed that the names are added in time for Armistice Day on the 11th of November 2011.

3.7 Peel2save Launch

- 3.7.1 Peel2Save is a new local business initiative, a card which offers discounts at local businesses whilst raising money for charitable causes. It was launched in August 2011, and they are aiming to raise £50,000 for local charities in Littlehampton in just 1 year. The credit-card sized cards each contain 64 peel-off coupons, each one promoting a local business. The cards typically contain over £300 of discount value in vouchers, and cost £10 each, with £5 going to the charity of the seller's choice. In this case it could be the Mayor's Charity Fund. The cards are valid for 12 months, and businesses do not pay to be included in the promotion.
- 3.7.2 The Museum and Town Council reception could be an outlet for selling these cards, and Members are asked to discuss the premise of selling them from the public reception. A copy of one of the cards and related promotional material will be available at the meeting for Member's perusal. It is hoped that they can attract more business for local firms and also generate funds for the Mayor's Charity.

3.8 Museum Visitor and Outreach Figures

- 3.8.1 Visitor figures denote visitors to the Museum galleries, visitors to Town Council events that Museum staff provide a service at (e.g The Town Show), and visitors to events at the Museum. Outreach figures denote the number of participants using the loan box service, visiting school groups, schoolchildren benefiting from Museum

staff visiting schools, and visitors attending public talks given by Museum staff in the local area.

3.8.2	<u>Visitors</u>		<u>Outreach</u>	
	June	July	June	July
2011	720	599	34	290
2010	699	692	128	147

4. Financial Implications

- 4.1 The exhibitions budget for the Museum is set at £1,500 for the financial year 2011/12.
- 4.2 Museum events are funded by the education and outreach budget, which is set at £800 for the financial year 2011/12.
- 4.3 The two Punch & Judy shows were delivered free of charge, courtesy of Mr. Glyn Edwards.
- 4.4 £800 has been allocated from the Ward Budget for Wick with Toddington for the proposed new War Memorial.
- 4.5 The Peel2save cards retail at £10, with £5 going directly to the nominated charity of the seller's choice. The remaining £5 goes towards the production costs of the cards, along with publicity and other overheads.

Peter Herbert
Town Clerk

Appendix A

Hearne Room

Exhibitions 2012

Saturday 13th January – Friday 24th February

The Society of Sussex Painters, Engravers and Sculptors.
(Title to be confirmed.)

An impressive exhibition to begin the New Year, showcasing the recent work of this highly prestigious Sussex based art group.

Saturday 3rd March – Friday 13th April

Robert Pledger.
(Title to be confirmed)

A series of large scale triptychs, featuring local landscapes and dramatic seascapes, by Rustington Artist Robert Pledger.

Saturday 21st April – Friday 8th June

Littlehampton Open
'The Spirit of Spring'
(title to be confirmed).

An exhibition featuring the response to an open call asking for the public to submit art work based on a springtime theme. The public call will be open to all ages, with one remit: how would you represent spring in your town?
(Part of the Littlehampton Art Trail).

Saturday 16th June – Friday 20th July

'Schools' Art.'

The ever popular annual Schools' Art exhibition (theme to be confirmed).

Saturday 28th July – Friday 7th September

'A Clean Break!'

Follow the fictional River family as they enjoy a healthy and happy holiday in Littlehampton, whilst learning how to be kind to their environment. Feel inspired to take part in some of their activities and learn more about going green this summer.

Saturday 15th September – Saturday 3rd November

'Family Matters.'

Learn how to research your family tree and trace your ancestors in this interactive exhibition full of useful advice and hands on sources from the Museum's collection.
(A collaboration with the West Sussex Records Office and the Sussex Family History Group.)

Saturday 10th November – Saturday 22nd December

TBC.

Lens Room

Exhibitions 2012

Wednesday 11th January – Friday 24th February

'Lens Eye View.'

(Title to be confirmed.)

A photography exhibition blending historic scenes of Littlehampton with their present day counterparts. The concept is simple: take a picture of an old photo held up in front of the place it was originally taken. The result is a magical doorway to the past, combining the old and the new. The public will be invited to submit their views alongside those taken by the Museum team.

Wednesday 29th February – Friday 13th April

Michael Moore

'Animal Kingdom'

(Title to be confirmed)

A selection of stunning acrylic animal paintings by the highly skilled local artist, Michael Moore.

Wednesday 18th April – Friday 8th June

Dairy Art Group

(Title to be confirmed).

A colourful and varied exhibition featuring the work of the Littlehampton based Dairy Art Group.

Wednesday 13th June – Friday 20th July

'Our Sporting Life.'

In the run up to the London Olympics we look back at Littlehampton's sporting past. Featuring archive images of sports teams in days gone by, and a look at the more unusual and traditional activities such as bottle fishing and maypole dancing.

Wednesday 25th July – Friday 7th September

Gloria Crook

(Title to be confirmed).

A fresh and vibrant collection of paintings with a summer theme, by local artist Gloria Crook.

Wednesday 12th September – Saturday 3rd November

Littlehampton and District Camera Club

(Title to be confirmed)

The return of the ever popular photography exhibition, featuring winners from the Camera Club's 2012 year of events.

Wednesday 10th November – Saturday 22nd December

'Archive Art.'

Once again we delve into our stores and showcase the hidden gems within our art collection.

Appendix B

2012 Events Programme

Event	Date(s)	Description
<i>Fossil Hunters</i>	February Half Term (13-17 th February 2012) Beach Walks: Wednesday 16th Feb Friday 18th Feb West Beach.	Become fossil hunters this half term! Come along to the Museum to learn more about your fossils, and take part in a fossil hunt around the galleries. Or you can join us for some fossil hunting expeditions to the local beaches.
<i>Sketch your Pet</i> (To compliment the 'Animal Kingdom' exhibition in the Lens Room.)	Easter Holidays (2nd April – 13th April 2012) Wed 4th 2-3:30pm Wed 11th 2-3:30pm Littlehampton Museum.	Local artist Michael Moore will be creating an animal kingdom in the Museum galleries this Spring, and he is running free classes teaching you how to sketch your pet during the school holidays. Just bring along a photo of your pet, and try your hand!
<i>Easter Craft</i>	Easter Saturday 7th April 2-4pm Littlehampton Museum. (Easter Holidays 2 nd April – 13 th April 2012)	Pop along to the Museum between 2-4pm to create some beautiful Easter craft during the festival weekend. Free to enjoy for all!
<i>Jubilee Tea Party</i>	Summer half term 4 th - 8 th June 2012 (Mon BH) (Tues BH) Wed 6th: Bunting Thur 7th: Union Jack Flag Fri 8th: Party hats Sat 9th: Tea Party Dairy/L'ton Museum.	To celebrate the Queen's Jubilee the Museum is hosting a traditional tea party, with the chance for children to create their own party hats, bunting and union jack flags to bring along on the day.
<i>Get Crafty 1: Ghastly Greeks</i>	Wednesday 1st August 2012 1-4pm Littlehampton Museum.	A Horrible Histories themed afternoon learning all about the ghastly Ancient Greeks, with a little help from local re-enactment groups.

<i>Get Crafty 2: Gross Georgians</i>	Wednesday 8th August 2012 1-4pm Wickbourne Centre	A Horrible Histories themed afternoon learning all about the Gross Royal Georgians, with a little help from local re-enactment groups.
<i>Get Crafty 3: Woeful Wartime</i>	Wednesday 15th August 2012 1-4pm Littlehampton Museum	A Horrible Histories themed afternoon learning all about Wartime Britain, with a little help from local re-enactment groups.
<i>Town Show</i>	Saturday 8th September 2012 Rosemead Open Space	<i>Pop along to say hello at the Museum stall and see what exciting things we have on show...</i>
<i>Family History Events</i> (To compliment the Family History Exhibition in the Hearne Room)	Ask the Experts Drop-in sessions: Sat 22nd September Sat 13th October	Pop along to the Museum to put your genealogy questions to local experts from the Sussex Family History Society. Free to just drop by!
<i>Family History Events</i> (For children/young families) (To compliment the Family History Exhibition in the Hearne Room)	October Half term (29 th Oct – 2 nd Nov 2012) Tues 30th/Wed 31st: Make your own family tree. Littlehampton Museum. Sat 3rd Nov: Historical portrait studio Southfields Community Centre (part of the launch week celebrations).	As part of our Family History themed Autumn at the Museum there will be a chance to create your own family tree, and get a historical portrait taken at our especially created historic photographic studio.
<i>Christmas Capers</i>	Drop-in craft session. Saturday 8th December 2-4pm. Littlehampton Museum.	Littlehampton Museum is hosting exciting drop in activities for all the family. Visitors young and old will be able to join the Museum team in making beautiful Christmas cards and dazzling decorations to give to their loved ones this festive season.

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Community Resources

Date: 8th September 2011

Report of: The Town Clerk

Subject: Community Resources Periodic Report

1. Summary

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

- (1) An update on the second round of Littlehampton Town Council Grant Aid 2011.
- (2) An update on the B-Heard project.

2. Recommendations

The Committee is RECOMMENDED to:

- (1) Note the update on the second round of Grant Aid 2011 (3.1- 3.1.3).
- (2) Note the update on the B-Heard project (3.2 – 3.2.6).

3. Background

3.1 Town Council Grant Aid programme 2011 – Second Round

3.1.1 The first round of Grant Aid applications were considered by Members and awarded at the June meeting of the Community Resources Committee. Not all of the entire Grant Aid budget was allocated and Members decided to invite applications for a second round of grants in the Autumn.

3.1.2 Application packs for the second round of grant funding have been available since 1st September. The closing date is Friday 30th September with recommendations to be considered at the October meeting of the Community Resources Committee.

3.1.3 Publicity for the grants has been circulated throughout the CVS's membership, the Sports Forum and ADC's database of local groups as well as the Littlehampton Gazette. Groups are also able to download applications from the website.

3.2 B-Heard Project –Bringing Help, Empowerment and Resource Delivery

3.2.1 Following a successful project proposal to Littlehampton 20:20 in May 2010 a community development worker post has been employed by the Council for Voluntary Service Arunwide for a two year period. Eileen Rogers has been appointed and in post since September 2010.

3.2.2 A multi-agency project board has been established to oversee the project and Ward Member Councillor Northeast has been elected as Chair of this group. The Community Resources Officer is also a member of this group.

3.2.3 Since taking up the role Eileen has been working hard to establish relationships with the residents of the estate. This has, as had been expected, been challenging but progress is being made as a result of support from other community groups, such as LA:UK, who have already gained the trust of the local community.

- 3.2.4 B-Heard is based within the community rooms at Chilgrove House in Wick. These rooms were redecorated with the help and support of the Youth Offending Service and Arun District Council.
- 3.2.5 Following the completion of the renovations additional services have begun to run on a regular basis from the site including a drug and alcohol family support group. Other community groups are also interested in running outreach sessions from this venue. It is hoped that a regular programme of events and activities reflecting the community's need will develop.
- 3.2.6 Members are asked to note that a Residents Group has been formed and a Committee structure established. This is a great success for the B-Heard project and it is hoped that the group will now be formally constituted and grant funds sought in order to deliver additional community development initiatives for this area of Littlehampton.

4. Financial Implications

- 4.1 The annual Grant Aid budget is currently £15,000. Funding awarded in Round 1 totalled £9,934.65 with a remainder of £5,065.35 available for Round 2 applications.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Community Resources

Date: 8th September 2011

Report by: Town Clerk

Subject: Tourism & Events

1. Summary

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

- 1) The progress made on the development of the Visit Littlehampton website and its promotion.
- 2) Note developments on general marketing.
- 3) The outcome of the Boat Jumble held in June.
- 4) Feedback on the success of the Sports Awards.
- 5) Feedback on the success of Armed Forces Day.
- 6) The outcome of the Gardens & Allotments Competition.
- 7) Feedback on the success of the Sandcastle Competition.
- 8) Plans for the October Half Term Workshops.

2. Recommendations

The Committee is recommended to:

- (1) Instruct Officers to develop the marketing proposal for Visit Littlehampton for 2012/13 as set out in paragraphs 3.1 to 3.1.4.
- (2) Incorporate the Boat Jumble in the 2012 events programme as set out in paragraphs 3.3 to 3.3.5.
- (3) Approve in principle that the Sports Awards Ceremony be held in the same format but on a different date recommended by the Sports Forum as set out in paragraphs 3.4 to 3.4.5.
- (4) Note that the Events Working Group is reviewing the Gardens & Allotments Competition as set out in paragraphs 3.6 to 3.6.5.
- (5) Otherwise note the report.
- (6) Note the financial implications as outlined in paragraphs 4.1 to 4.7.

3. Background

3.1 Visit Littlehampton

3.1.1 Officers have been working on the Visit Littlehampton website for a number of weeks. The deadline for completion had to be moved as work priorities were refocused onto the delivery of summer events. A soft launch was scheduled on the 1st September 2011.

3.1.2 The website is a work in progress and some topics such as food and drink and shopping still need to be developed further. Officers will be

writing to local traders once again asking that they complete a 'business listing form' in order for their establishment to be featured on the site. It is believed that businesses will be more forthcoming once they can visit the site and relate to it.

- 3.1.3 The marketing of the website will be done through press releases as well as being featured on all future events promotion. Branded cotton shopping bags and sports water bottles have been purchased as giveaways. Some of these have already been given to visitors during the Sandcastle Competition in August with the remaining ones to be handed out at appropriate events.
- 3.1.4 It is recommended that Members instruct Officers to put together a marketing campaign proposal to include the use of an e-Newsletter for 2012 once the Tourism Initiatives budget for 2012/13 has been set by the Committee.

3.2 General Marketing

- 3.2.1 Southern Railway has promoted some of Littlehampton's largest events in their summer guide at no cost to the organisers. Officers were able to obtain coverage for the Armed Forces Day Celebrations. The guides were available at all stations on the Southern Railway Line.
- 3.2.2 Officers have supplied the company with images and text for their destinations section online (www.southernrailway.com). Their marketing team have also requested information for their Autumn/Winter new guide.
- 3.2.3 Officers will continue to nurture this relationship especially as recently published reports suggest that the increase in "staycations" has had a huge impact on the popularity of train travel. Among the train lines showing most growth, the Arun Valley line in Sussex had the most passengers - with nearly three million during the last year, a 53% rise on 2007-08.

3.3 Boat Jumble

- 3.3.1 This event was previously held at the Arun Leisure Centre but the organiser needed to expand and sought the assistance of the Town Council. Officers assisted Alan Hide of Sussex Boat Jumbles in securing Caffyns Field in Beach Road for the jumble and the Manor House Car Park for visitors.
- 3.3.2 The Council had little involvement in this event but it was very well received by local traders who saw it as a great addition to the Town's annual event programme. The Council supported the event by providing the B-team to erect and pack down barriers.
- 3.3.3 All profits from the show were donated to the Jubilee Sailing Trust. The Trust is a charity whose mission is to promote the integration of people of all physical abilities through the challenge of and adventure of sailing tall ships on the open sea. They own the only two tall ships in the world that have been built to enable people of all physical abilities to sail side-by-side as equals.
- 3.3.4 Despite the wet weather the event attracted a large number of visitors and regular jumble exhibitors selling a good mix of used and new boat

chandlery. Arun Yacht Club was in attendance as well as other local charter boat representatives.

- 3.3.5 The Event Organiser would like to hold the event again in 2012 and has proposed the 17th June. It is recommended that the Town Council supports this event again in a similar way to this year. Proposals will be included in the Committee's October report.

3.4 Sports Awards

- 3.4.1 The seventh annual Littlehampton Sports Awards were held on the 13th June 2011, at the Coco Lounge, to recognise the achievements of sports people from Littlehampton and those who gave up their time to help sports teams/organisations in the Town. The trophies were sponsored by local businesses who have agreed to a five year sponsorship deal, starting in 2010.
- 3.4.2 The event was organised through the Littlehampton Sports Forum and feedback from the Forum, Officers, Members and press has been very positive and supportive.
- 3.4.3 The nominations this year were very few and slow coming in, despite several articles in the Littlehampton Gazette. The Sports Forum have decided to review the way the initiative is promoted in 2012.
- 3.4.4 Identifying a guest speaker was somewhat difficult within the set budget of £1,000. Officers unsuccessfully pursued the possibility of having Brighton & Hove FC Manager, Gus Poyet but in the end the guest speaker, was Grand National winner, Bob Champion.
- 3.4.5 It is recommended that the Awards Ceremony be held in the same format in 2012 but later in the year as the current date clashes with Jubilee Celebrations and many Committee meetings. The Sports Forum has suggested mid/late September.

3.5 Armed Forces Day

- 3.5.1 The event was held on Saturday 25th June, in partnership with Harbour Park, in line with the national celebrations. The Sussex High Sheriff, the Town Mayor and other dignitaries were in attendance along with a number of veterans.
- 3.5.2 The highlights of the event included a helicopter display from the Royal Navy. The Lynx Helicopter display was co-ordinated by a professional Flying Display Director who was contracted by Harbour Park following discussions with the Ministry of Defence as our event was considered tricky due to the tides on that particular day. The Director's presence was essential to make sure that the landing on the green and the display over the sea went smoothly. The display was slightly delayed because kite surfers disrespected the display line marked by buoys. The promenade and the beach were full of crowds who cheered on the display.
- 3.5.3 The other highlight was a WWII artillery re-enactment display with over 25 people dressed in period uniform using equipment such as Gun Tractors, Limbers and Howitzer guns. They also brought their vehicle collection for a static display including Bedford trucks and Jeeps. Other groups of vintage military vehicle enthusiasts were in attendance at no cost to the Council.

- 3.5.4 The Drumhead Service was organised by volunteers from local uniformed groups. The procession was well marshalled but the Service had a few glitches which could be easily overcome in future years. A veteran who was in the audience and has extensive experience in organising Services has volunteered to help the existing organisers in future years. The minute silence was marked with the firing of a gun and this added a special touch to the service.
- 3.5.5 Other attractions included a Pipe Band, a replica Spitfire, an assault course, a Kitkar competition by the Sussex Army Cadets and a Charity Fair showcasing over 20 forces-related organisations. The 47 Artillery Regiment from Thorney Island returned with their Land Rovers along with a recruitment stand by the Territorial Army based at Aldershot.
- 3.5.6 Having two arenas, one on West Green and the other on East Green, worked really well as members of the public floated between the two and had a chance to see all the stalls.
- 3.5.7 The "wash up" identified a need for future events to have a high profile attraction just like the Royal Navy Lynx Helicopter Display. At the suggestion of the MOD, Officers have already submitted a request for all their display items for 2012. This means that the Council would be considered but would not be obliged to accept any offers. The Freedom of the Town is being pursued by Officers.

3.6 Gardens & Allotments Competition

- 3.6.1 The Littlehampton Town Council's Gardens and Allotments Competition runs annually from April through to the beginning of July and it includes twelve categories; Best Front and Back Garden (small and large), Best Communal Garden, Best Commercial, Best Patio Garden, Best Balcony, Best Allotment, Best New Entrant, Best Crop and Best Infant/Junior School.
- 3.6.2 There were a total of 23 entries in 2011 including 4 commercial and 7 new entrants. Many of the schools who normally enter were not able to do so this year due to the fact that they are undergoing major construction projects in preparation for merges in September. There were no entries in the Best Balcony category.
- 3.6.3 The main sponsors of the Competition were, once again, Fairhaven Plants who contribute with vouchers for the winners in addition to Towing Spare and FA Holland & Son.
- 3.6.4 The Award ceremony took place at the Millennium Chamber at the beginning of August. All entrants were invited to the event where the Mayor presented the trophies and prizes to the winners.
- 3.6.5 The Events Working Group has agreed to review the competition to try and improve participation.

3.7 Sandcastle Competition

- 3.7.1 The sandcastle competition was held on the 8th August on East Beach in partnership with Spirit FM who was in attendance and broadcasted live from location.
- 3.7.2 The competition was broken down into three age categories; under fives; under elevens and over elevens. The most popular category was under elevens.

- 3.7.3 All entrants received a free bucket courtesy of Spirit FM. The Town Mayor, Sandy the Mascot and the Carnival Queen judged the entries which were of excellent standards. The winners of each category won prize packs with goodies/vouchers donated by Action Boat, Miniature Railway, Inspire Leisure and Harbour Park.
- 3.7.4 This small budget annual event has proved to be very popular with local residents as well as visitors who travel especially to attend it. There were approximately 270 children taking part with 50% coming from Littlehampton, 14% from other Towns in Arun and the remaining from places such as Worthing, Horsham, Petworth and further afield.

3.8 October Half Term Workshops

- 3.8.1 A series of seasonally themed creative workshops are planned for half term week Monday 24th to Friday 28th October. These include costume making, pumpkin carving and decorations.
- 3.8.2 The activities are being delivered in partnership with the Museum, Inspire Leisure, the Dairy Arts Group and Littlehampton Library. As in previous years 2,500 leaflets will be distributed across the District. Places will be pre-booked.

4. **Financial Implications**

- 4.1 The Visit Littlehampton website costs were met from the Tourism Initiatives Budget. The expenditure of £945 for the purchase of promotional items were met from this budget too.
- 4.2 A sum of £500 was allocated to the Boat Jumble from the Town Centre Initiatives Budget to cover B-Team costs. A total of £109 was spent from the budget.
- 4.3 A sum of £1,500 was allocated to the Sports Awards Ceremony. Sainsbury's contributed with £50 sponsorship towards the buffet so the total expenditure was £1,285.
- 4.4 A total of £6,000 was allocated to the Armed Forces Day event from the Tourism Initiatives budget with a total expenditure of £5,423. Harbour Park contributed with 50% of the costs for most of the attractions. The total event cost, after Harbour Park's contribution, was approximately £8,000.
- 4.5 A sum of £700 was allocated to the Gardens & Allotments Competition. The expenditure for the initiative was £928 with a total sponsorship of £425. Therefore the net expenditure was £503.

- 4.6 A sum of £800 was allocated for the Sandcastle Competition from the Community Arts, Events & Tourism budget. A total of £165 was spent.
- 4.7 A sum of £1,000 was allocated to the October half-term workshops from the Community Arts, Events & Tourism budget. It is envisaged that expenditure will be well within budget.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Community Resources

Date: 8th September 2011

Report of: The Town Clerk

Subject: Christmas Lights Working Party

1. Background and Summary

2011/12 is the last of the three years of the leasing agreement for Christmas lights in the Town Centre and Wick Parade. Two decisions are required. The first is whether to extend the current lease for the existing lights. The second emerges if it is decided to acquire new lights. The options will need to be considered with recommendations brought to Committee. This should inform the budget setting process that will be ongoing during the autumn and will come before Committee in December.

2. Recommendation

The Committee is RECOMMENDED to:

Form a Working Party of three Members to address the issues identified above to report to the December meeting of the Committee.

3. Financial Implications

There are no financial implications for this financial year but the outcomes of the Working Party's work will impact on the 2012/13 and future years' budgets.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Community Resources

Date: 8th September 2011

Report of: The Town Clerk

Subject: Youth Council and Junior Youth Council

1. Summary

The report summarises the current arrangements for the Arun Youth and Junior Youth Councils and the potential involvement of young people from the Littlehampton community in matters affecting the Town.

2. Recommendations

The Committee is RECOMMENDED to:

- (1) Give their views regarding a way forward for the involvement of young people from Littlehampton in developments pertinent to the Town.

3. Background

- 3.1 Officers have been asked to explore ways of increasing the involvement and the consultation of young people in relation to the major projects being proposed for Littlehampton e.g. the Neighbourhood Plan, North of Littlehampton developments.
- 3.2 One suggestion to facilitate this is the development of a Littlehampton Youth Council.
- 3.3 The Community Resources Officer has met with the Arun District Council Officer who co-ordinates the Arun Youth Council to establish the current status of the Youth Council and to explore ways in which this already established body could achieve the increased involvement of young people sought by the Town Council.
- 3.4 The Arun Youth Council was established fourteen years ago and continues to meet on a quarterly basis. In addition to the quarterly meetings there is also an annual conference. The Youth Council has approximately twelve elected representatives aged 11-18 years. Currently nine of these representatives are from Littlehampton although not all attend the Littlehampton Academy. The Chair and Vice-Chair are both Littlehampton residents.
- 3.5 The current Arun Youth Council is reported to be very proactive and have formed a Management Group who has taken responsibility for setting agendas and presentations to outside bodies. The Management Group are also meeting in between quarterly full Youth Council meetings in order to develop projects and ideas. Current pieces of work being undertaken by the Youth Council include intergenerational projects, education on finance and trust & confidence in the Police.
- 3.6 The Junior Youth Council is co-ordinated by a member of staff from River Beach School (formerly Connaught Junior School) and the Council meets once per term. There is also an annual Junior Citizenship Debate Day which is led by the Senior Youth Councillor in a mentoring capacity. Recent work undertaken as part of a

Junior Citizenship Debate Day has included input into Arun District Council's "Raise the Roof" strategy.

- 3.7 In order to engage Littlehampton children and young people in the desired consultation regarding the Neighbourhood Plan and the potential housing/ infrastructure developments it is proposed that the Town Council could utilise the existing and well established mechanisms of the Arun Senior and Junior Youth Councils.
- 3.8 It is suggested that Members could meet with the Management group of the senior Youth Council to discuss ways of consulting with young people over issues pertinent to Littlehampton and the Town Council. The current pro-active nature of the Youth Council could be very beneficial to the Town Council.
- 3.9 In addition, a Junior Citizenship Debate Day could be organised at which new housing and infrastructure developments could be discussed. A range of topics around housing development and infrastructure plans could be debated and the Senior Youth Councillors would lead the debate.
- 3.10 Junior Citizenship Debate Days normally take place in the summer term but it may be possible to arrange a one off special debate for all of the Littlehampton schools in either the Autumn or Spring term. The Community Resources Officer would liaise with the Community Liaison Manager from the Littlehampton Academy in order to make arrangements for representatives of the Primary schools to be present.
- 3.11 Members are also asked to note that the Littlehampton Academy also has its own School Council which may also be able to feed into any consultations.

4. Financial Implications

- 4.1 There are no financial implications.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Community Resources

Date: 8th September 2011

Report by: Town Clerk

Subject: Wick Week 2011

1. Summary

- 1.1 The report reviews this year's Wick Week and proposes a similar initiative next year. This follows opportunity for all partners involved in the delivery of the week's events to provide feedback.
- 1.2 Members will read that the week was successful and the local community responded positively.

2. Recommendations

The Committee is recommended to:

- (1) Agree that the Town Council will take on a supporting role for 2012.
- (2) Agree in principle to propose a budget (for approval during the budget discussions for 2012/13) of £2,500 for Wick Week 2012.
- (3) Approve Officer input at Wick Week 2012 to deliver selected activities.

3. Background

- 3.1 Wick Week 2011 took place from Monday 25th August – Saturday 30th July 2011.
- 3.2 The principal aim of running Wick Week is to provide a celebration of the community through the delivery of a range of activities for all ages.
- 3.3 The partnership working to deliver the week was extensive and included the Wick Information Centre, Wick Traders Association, Arun Community Church, the Littlehampton Academy, Project 82, the Littlehampton Children & Family Centre, Keystone Centre, Inspire Leisure, Arun Play Rangers, CVS-A and Age UK. All of the partners added value with many hours of In Kind contributions.
- 3.4 The Community Resources Officer (CRO) co-ordinated the week's activities and with the committee put together a programme of sixty events and sessions, fourteen more than in 2010. Press and promotional literature were also co-ordinated by the Town Council. The Wickbourne Centre formed the hub of the week's evening

- activities. An evening event was offered over four nights including a quiz, Wick's Got Talent and family film evening.
- 3.5 Inspire Leisure ran free play sessions each week day afternoon of the holidays on the Water Lane recreation ground. Inspire staff have reported that this was the busiest week of the summer.
 - 3.6 Other venues were utilised including the Wick Hall, the Keystone Centre, Flora McDonald School and Wick Football Club. The events provided a great opportunity to profile additional venues in Littlehampton.
 - 3.7 External sponsorship from the Cooperative Membership scheme has enabled investment in durable promotional items such as banners and bunting which have been printed with the Wick Week logo. This has been beneficial in highlighting the various community venues being used for the delivery of Wick Week activities and is a resource which could not have been funded through the Town Council contribution.
 - 3.8 Littlehampton Town Council were seen as having a vital role to play, both financially and with Officer input, in the success of the week by other partner organisations. It has been requested that the Council consider continuing their support at next years' event.
 - 3.9 Following suggestions after the 2010 event the provision of additional activities for the older generation were incorporated into the 2011 programme, these included a Tea Dance organised by Age UK and the B-Heard project as well as several workshops themed around the use of computers and mobile phones.
 - 3.10 The return of a large scale junior play scheme, led by Arun Community Church, had a positive knock on effect for attendance at other activities. It is through the play scheme that the week as a whole gathers momentum and many of the other activities are promoted. The dates for Wick Week were moved to coincide with the play scheme. Wick Week had traditionally been held in August but the change of date to the first week of the summer holidays brought benefits including the promotion of Wick Week through the schools at the end of term. Officers are seeking further feedback to establish the preferred dates for the 2012 event.
 - 3.11 It remains important that Wick Week is run by the community and supported by the Town Council rather than becoming a Town Council event. There are many partners involved in its delivery who although willing to put in an incredible amount of work are unable to provide finance. It is unlikely that a community such as Wick will be able to run the event independently without substantial input from a key statutory or voluntary sector agency.

4. Financial Implications

- 4.1 A £2,500 budget was set from the Community Arts and Events Budget for the Wick Week celebrations. Total spending for 2011 was £1968.79 with an income of £783.65

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Community Resources

Date: 8th September 2011

Report of: The Town Clerk

Subject: Bandstand

1. Summary

The report outlines a proposal made to the Town Clerk to purchase and install a bandstand on the seafront. The Committee's authority is sought to progress this.

2. Recommendation

The Committee is RECOMMENDED to:

- (1) Instruct the Town Clerk to prepare a fully-costed paper for consideration prior to Budget setting in December for a bandstand on the seafront.
- (2) Instruct the Town Clerk to liaise with Arun District Council with regard to the location of this bandstand.

3. Background

- 3.1 In conjunction with the work of the Events Working Group, it has been suggested to the Town Clerk that a bandstand should be acquired. A possible site for such a structure would be on the land to the south of Banjo Road. This is close to the location of the former bandstand and associated buildings that previously stood in the Town.
- 3.2 The Clerk has undertaken some initial enquiries, looking at potential costs of bandstands, both of a traditional and of a contemporary design. A 6.5 metre diameter bandstand with an octagonal base would allow a standard 22 person plus two percussion members band to perform in comfort. Any larger bandstands would incur hugely escalated costs.
- 3.3 Bandstands can be mounted on base plinths at any height but with disability requirements, it is now more common to have a base of 300mm which allows a ramp to access the floor area, via a short curving ramp which complements the overall design. Two steps can be included around the other seven sides if no balustrades are fitted or removable rails are requested.
- 3.4 The base floor, ramp and steps are finished with a covering block or stone of choice. The base is the mounting platform for the decorative support columns and spandrels which support the roof structure. The final roof design is decided prior to ordering. All rainwater is extracted from integral guttering via the internals of the support columns.
- 3.5 It has been suggested that an outer roof covering should be made of felt slate tiles, which have been used by one contractor for over fifteen years, without failure, in many seaside locations.

- 3.6 The internal ceiling, being in a salt air environment, is recommended as an all-steel decorative covering. This can be supplied with a special wood-effect paint for finish and quality.
- 3.7 Flush-fitting down lights can be inserted into the roof. Electrical boxes are built into the support columns and these allow 240v 13A or 31A output. All electrical fittings and wiring are certified.
- 3.8 All steelwork would be hot dipped, galvanised and painted in the colour of choice.
- 3.9 An indicative cost to supply, deliver and erect on site a 6.5 metre bandstand, without electrics, but including all installation materials is circa £54,000 + VAT. An average electrical package (including anti-vandal lights, sockets, distribution board, RCD unit and circuit breakers, but not including power line to the bandstand and final connection) would cost circa £5,500 + VAT. In giving these costings, it is assumed that access for planted equipment is good to the site and that the base area exists, with no ground works required. However, site visits would be required.
- 3.10 The most appropriate site is thought to be the land to the south of Banjo Road, currently a sunken garden. Informal discussions have taken place with Arun officers, who were not opposed to this proposal.
- 3.11 The Committee will need to instruct the Clerk to undertake further work prior to the budget meeting in December so that a decision to progress can be made. Planning permission would also need to be obtained for this proposal.

4. Financial Implications

- 4.1 No budget has been identified for the indicative costs of £59,500 for this project. A full financial feasibility investigation needs to be undertaken in conjunction with the budget setting round this autumn. Where possible, any underspends from this year's budget could be directed at the project. However, until further quotes and site visits have been undertaken, no definitive costs can be given at this stage.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Community Resources

Date: 8th September 2011

Report by: Town Clerk

Subject: Finance Report 2011/12

1. Summary

- 1.1 The report highlights any significant variances from budget in Income and Expenditure relating to the Community Resources Committee budget for 2011/12.
- 1.2 Actual figures are shown in Appendix 1. Expenditure from Earmarked Reserves is shown in Appendix 2.
- 1.3 Variances that have been the subject of individual periodic reports are not reported on.
- 1.4 The layout of the budget report has been changed and includes a projected (proportional to the time of year) budget and how expenditure to date varies from this projected budget.
- 1.5 Comments from the Internal Audit Report relevant to this committee are included in section 3.11.

2. Recommendations

- 2.1 The Committee is RECOMMENDED to
 - (1) Comment on the revised layout of the budget report
 - (2) otherwise, note the report.

3. Background

- 3.1 Members are reminded that Income and Expenditure is not always received, or paid out, evenly throughout the year. Therefore fluctuations will occur as to the percentage of the budget used even when the Income or Expenditure is expected to be in line with the budget by the end of the financial year. This will also affect the value of some of the projected budgets.
- 3.2 Dairy Community Centre
 - 3.2.1 Amounts spent on utilities are low due to bill timings and electricity and water refunds.
- 3.3 Community Arts, Events and Tourism
 - 3.3.1 No expenditure variances to report. All events expenditure is the subject of other individual reports.

3.4 Southfield's Community Centre

3.4.1 £3,130 has been spent from earmarked reserves on site surveys prior to building.

3.5 Parks and Open Spaces

3.5.1 Most of this budget will be spent in the latter part of the financial year.

3.6 Project 82

3.6.1 Income from subs is £300 (budget £1,000) this is lower than expected for the time of year. The tuck shop has been actively promoted and £83 has been received against an annual budget of £100.

3.6.2 The WSCC Grant of £500 has still not yet been received from 2010/11. A WSCC grant was not included in the 2011/12 budget.

3.7 Museum

3.7.1 There are no significant expenditure variances to report

3.7.2 Museum sales are on target; £374 (4 months) has been received against an annual budget of £1,000.

3.7.3 Donations of £162 and £12 in Exhibition Commission have been received.

3.8 Allotments

3.8.1 There are no significant expenditure variances to report. Allotment rental income will be received in December & January.

3.9 Grants and Partnership Initiatives

3.9.1 Most of the grants are allocated in one main block in June. A further round of grants will be awarded later in the year.

3.10 Christmas Lighting

3.10.1 There are no significant expenditure variances to report

3.11 Internal Audit

3.11.1 As part of the Strategic Internal Audit Plan the Museum has been audited.

3.11.2 The Auditor found *"Juliet to be very knowledgeable and enthusiastic about the museum. I could see that she puts in a lot of effort to make the museum entertaining for the younger generation, and to make it accessible and useful for other members of the public.*

There appear to be sufficient internal controls in place over the recording and collection of income, and over the recording of purchases and other items of expenditure (e.g. payment to artists / exhibitors).

The museum operates at high standards thanks to Juliet and her team."

3.11.3 Performance Indicators will be covered by Internal Audit in 2011/12. Allotments and Events & Tourism will be covered in 2012/13.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

BUDGET REPORT 2011/12

COMMUNITY RESOURCES COMMITTEE MEETING 8th September 2011

SERVICE		Actual I & E as at 22/08/11	Budget 2011/12	Projected budget 2011/12	Variance from Projected Budget
		£	£	£	£
DAIRY*	Expenditure	3,308	12,790	5,329	(2,021)
	Income	4,633	14,100	5,875	(1,242)
COMMUNITY ARTS, EVENTS & TOURISM	Expenditure	34,615	97,800	40,750	(6,135)
	Income	1,350	250	104	1,246
SOUTHFIELDS COMMUNITY CENTRE	Expenditure	-	30,000	12,500	(12,500)
	Income	-	-	-	-
PARKS & OPEN SPACES	Expenditure	4,972	47,950	19,979	(15,007)
	Income	5,000	5,600	2,333	2,667
PROJECT 82*	Expenditure	5,258	14,785	6,160	(902)
	Income	934	2,600	1,083	(149)
MUSEUM	Expenditure	3,037	9,845	4,102	(1,065)
	Income	548	1,100	458	90
ALLOTMENTS	Expenditure	3,416	11,600	4,833	(1,417)
	Income	182	15,815	6,590	(6,408)
GRANTS & PARTNERSHIP INITS*	Expenditure	38,416	52,820	22,008	16,408
	Income	-	-	-	-
CHRISTMAS LIGHTING	Expenditure	7,267	16,500	6,875	392
	Income	-	-	-	-
Total Expenditure		100,289	294,090	122,538	(22,249)
Total Income		(12,647)	(39,465)	(16,444)	3,797
Net Expenditure		87,642	254,625	106,094	(18,452)

*ONLY THE PART OF THE BUDGET THAT CRC IS RESPONSIBLE FOR IS SHOWN
 FIGURES DO NOT INCLUDE SALARIES OR RECHARGES FROM CENTRAL ADMIN, A TEAM
 OR MANOR HOUSE.

In addition to the above budgeted expenditure the following has been spent from Earmarked Reserves

	£
Visit Littlehampton	2,913
Community Centre Feasibility Study	3,130
General Grants	350
	<hr/>
	6,393
	<hr/> <hr/>