



11 April 2013

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 18 APRIL 2013** at **6.30pm**

**Committee:** Cllrs Gammon (Chair), Bowyer, Britton, Caffyn, Long, Neno, Northeast and Dr Walsh KStJ

**PETER HERBERT**  
Town Clerk

## **AGENDA**

**2012/2013**

**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 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

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.

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5. **MINUTES**  
To confirm the Minutes of the meeting held on 28 February 2013, 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 notes of the meeting held on 7<sup>th</sup> March 2013 – circulated herewith.
9. **CHRISTMAS DECORATIONS WORKING GROUP**
  - 9.1 To receive a verbal update from the Town Clerk.
10. **OFFICER'S REPORT**
  - 10.1 Project 82 Periodic Report – attached
  - 10.2 Museum Periodic Report - attached
  - 10.3 Music and Arts Festival Report – attached
  - 10.4 Application for South East In Bloom Grant – attached
11. **FINANCE**
  - 11.1 Finance Report 2012/13 - 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.***



**MINUTES of the COMMUNITY RESOURCES COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on THURSDAY 28 FEBRUARY 2013 at 6.30PM**

**Present:** Cllrs Gammon (Chair), Bowyer, Caffyn, Long, Neno & Dr Walsh KStJ  
Cllr Squires attended as a substitute for Cllr Northeast.

**2012/2013**

**50. EVACUATION PROCEDURES**

The evacuation procedures were noted.

**51. MOBILE PHONES**

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

**52. APOLOGIES**

Apologies were received from Councillor Northeast.

**53. 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. Councillor Neno declared a personal interest in agenda item 11.4 as the photographer was a personal friend. Councillor Squires declared a personal interest in agenda item 8 as an allotment holder.

**54. MINUTES**

The Minutes of the meeting held on 6 December 2012 (previously circulated) were confirmed as a true record and signed by the Chair.

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

**55.1 Tree Planting**

The Clerk reported that owing to the need for staff training on highway safety the planting programme had been delayed. The training would not be completed in sufficient time to undertake planting this year and the team would therefore focus on caring for and cultivating the existing stock. Members acknowledged that this would extend the planting programme by a year and highlighted the need to replace trees on Worthing Road and the south side of Berry Lane. It was **RESOLVED** that:

***The deferment of the Tree Planting Scheme for 2012/13 as set out above be approved.***

56. **PUBLIC FORUM**

None were present.

57. **ALLOTMENTS WORKING GROUP**

57.1 The Committee noted that the next meeting of the Working Group was scheduled to take place on 7<sup>th</sup> March 2013.

58. **DEPRIVATION WORKING GROUP**

58.1 The Committee received the notes of the Deprivation Working Group meeting held on 7<sup>th</sup> February 2013 and considered the revised terms of reference (previously circulated). It was **RESOLVED** that:

**The notes be received and that the revised terms of reference be approved.**

59. **SPORTS FORUM**

59.1 The Committee considered the notes of the Sports Forum meeting held on 28<sup>th</sup> January 2013 (previously circulated). Members noted that the Littlehampton Swimming Club had decided to pull out of the Arun Leisure Centre due to changes in hire charges. It was **RESOLVED** that:

**The notes be received.**

60. **OFFICER'S REPORTS**

60.1 **Finance Report 2012/13**

The Committee considered a report (previously circulated) which gave a summary of significant budget variances relating to the budget for 2012/13. It was **RESOLVED** that:

**The report be noted.**

60.2 **Project 82 Periodic Report**

The Committee considered a report (previously circulated) which updated Members on progress with the youth drop in sessions at the Southfields Jubilee Centre and the review of the Wednesday afternoon sessions at Project 82. It was **RESOLVED** that:

**The updates on recent activities at Project 82 be noted.**

60.3 **Museum Periodic Report**

The Committee considered a report (previously circulated) containing information on recent activity within the Museum, including information on the Education Consortium, work with the Sussex Museums Group and progress with the Accreditation Standard. Members were pleased to note the increase in visitor and outreach numbers and asked that the figures for each group were reported separately in the periodic report. Members also sought clarification on Officer attendance at meetings and it was agreed with the Clerk that wherever possible the relevant Section Head confirmed they would

attend to present major reports and where significant decisions were required. It was **RESOLVED** that:

**The report be noted.**

**60.4 Events and Tourism Report**

The Committee considered a report (previously circulated) which gave an update on progress with the 2013 events programme and planned tourism initiatives. A wide ranging debate ensued with detailed comments on each event, as set out below:-

**60.4.1 Gardens and Allotments Competition**

The Clerk reported that Ferring Nurseries had confirmed their intention to sponsor the event and would be providing £500 of vouchers for prizes. In addition a new initiative was planned to encourage schools to participate in the competition. Members discussed the format of the competition and how to broaden its appeal by encouraging more sponsorship and raising the profile of the competition by using the website. Consideration needed to be given to excluding the previous year's winners in future years so as to widen the appeal of the competition. It was **RESOLVED** that:

**The changes to sponsorship and format of the competition be approved and that the dates for the launch (2 April), judging (15 July) and Awards Ceremony (8 August) be noted.**

**60.4.2 Easter Out and About Sessions**

It was **RESOLVED** that:

**The plans for Easter Out and About Sessions be noted.**

**60.4.3 Armed Forces Day (Saturday 29<sup>th</sup> June)**

The Clerk reported that a response to the Town Council's bid for a Royal Navy aircraft display was expected by the beginning of March. In the meantime Officers had also located a Spitfire Aircraft which could be hired should the Royal Navy Aircraft bid fail. The Spitfire was locally based and the cost would be met from within the current budget. Noting that a response from the Royal Navy aircraft display team was imminent, Members agreed that the option of the Spitfire aircraft be held in reserve.

60.4.4 Noting the programme of events planned for the day, Members were keen to ensure that all efforts were focussed on delivering a well organised event with a variety of attractions including as many local organisations as possible. Members noted that a number of organisations had committed to attend the celebrations and it was suggested that the Littlehampton Concert Band be approached to see if they were available. The possible over-reliance on motorbike displays should also be looked at. It was **RESOLVED** that:

**The plans for Armed Forces Day be noted.**

**60.4.5 Freedom of the Town (Saturday 5<sup>th</sup> October)**

The Clerk reported that a date had been agreed with the 30 Commando Information Exploitation Group Royal Marines Unit. The event was now scheduled to take place on Saturday 5 October 2013 and Officers were currently exploring the level of requirements for the ceremony. Members noted that a venue larger than the Council Chamber would be required. The Academy would be approached as potential venue to hold the ceremony.

60.4.6 Members discussed the format of the day and favoured a military March through the Town from the sea front, including the band playing at the Stage by the Sea, before moving on to the ceremony venue. It was also noted that at some point during the day there would be a requirement to take the Salute. Members recognised that there would be a high level of security and wanted to ensure that the administrative requirements were thoroughly assessed. In addition Members were also keen that veterans of the 30AU be invited to attend the event and be offered support such as wheel chairs and buggies to help them do so. It was **RESOLVED** that:

***The progress with plans for the Freedom of the Town event be noted.***

**60.4.7 Jubilee Stage by the Sea**

The Clerk reported that the planning application had been delayed and that he was not confident that the event could be organised in sufficient time to meet the 2 June deadline. He suggested that the event be put back to a later date. Members were disappointed at the delay and noting that time was of the essence, discussed options for future dates. It was suggest that the Sunday immediately following the Armed Forces Day celebrations or a later date be used and this was duly seconded. It was therefore **RESOLVED** that:

***The Jubilee Stage by the Sea launch event be held on Sunday 30<sup>th</sup> June 2013 or a later date and that the emerging plans be noted.***

**60.4.8 Town Show and Family Fun Day (Saturday 14<sup>th</sup> September)**

The Committee considered the proposals outlined in the report and noted that through a publicity campaign in March, the Town Council would be inviting the public to select a headline act for the event. It was therefore **RESOLVED** that:

***The proposals for the Town Show and Family Fun Day as set out in the report be approved.***

**60.4.9 Littlehampton Railway Anniversary Event (August)**

The Clerk reported that whilst it had not been possible to bring a steam train service to Littlehampton for this event, Officers had secured the use of a locomotive engine from the Bluebell Railway. It was envisaged that the engine would be transported to the town and form a static display and focal point in the High Street during the event. The costs were estimated at £3500, but could not be met from the budget allocated to the event. Members were asked to consider further options to deliver a successful event including

postponing the delivery of the Outdoor Cinema and using those funds to meet the cost of the engine.

- 60.4.10 Members noted that the Outdoor Cinema was proving to be logistically challenging to deliver and went on to discuss the other arrangements for the railway event including those planned at the station. Members favoured hiring the engine but, mindful that events were planned at other railway stations in the District, wanted to ensure there was no clash with the Town Council's event. The Clerk confirmed that Officers would also continue to explore avenues of sponsorship for the event including Southern Rail. It was therefore **RESOLVED** that:

**The plans for the Railway event be noted and that the budget allocated to the Outdoor Cinema be redirected to the Railway event to support the hire of a locomotive engine from the Bluebell Railway.**

60.4.11 **Music and Arts Festival (20 July)**

The Committee noted that Inspire Leisure was no longer in a position to adhere to the terms of the Service Funding Agreement and that proposals for a community-led Music and Arts Festival were being discussed. It was **RESOLVED** that:

**The changes for the Music and Arts Festival be noted.**

60.4.12 **Tourism Initiatives for 2013**

It was **RESOLVED** that:

**The plans for Tourism Initiatives as set out in the report be noted.**

60.4.13 **Commissioning a Photographer**

The Committee noted that the Policy and Finance Committee, having oversight of the Publicity budget, had subject to the approval of this Committee, approved the commissioning of a Photographer on an annual basis for event photography and Progress if it continued. The Committee supported this decision and wished to convey it's thanks to Councillor Northeast for his past work in this area. It was **RESOLVED** that:

**The plans for the commissioning of a photographer and that the financial implications as set in paragraph 4 of the report be noted.**

60.5 **Southfields Jubilee Centre Hire Charges**

The Committee considered a report (previously circulated) reviewing the existing room charges for the two halls in the Southfields Jubilee Centre. The Committee considered it appropriate that the charges were in line with comparable facilities and agreed that they should remain static for 2013/14. It was **RESOLVED** that:

*The hire charges as set out in Appendix 1 of the report be approved.*

60.6 **Project 82 Room Hire Charges**

The Committee considered a report (previously circulated) reviewing the existing room charges for the New Millennium Chamber, Gladden Room and Fleming Room in the Manor House and the room at Project 82. The Clerk explained that as Project 82 fell within the remit of the Committee, Members were being asked to approve the proposed room charges for this area only. It was **RESOLVED** that:

*The Project 82 room hire charges set out in the report be approved.*

60.7 **Merit Awards**

The Committee received and considered the minutes of the Merit Awards Panel held on 26<sup>th</sup> February 2013 which contained recommendations for Individual and Group Awards for 2013. It was **RESOLVED** that:

*The recommendations of the Merit Awards Panel be endorsed.*

61. **CHRISTMAS DECORATIONS WORKING GROUP**

The Town Clerk reported that having extended the current contract for a further year, the Town Council needed to review the arrangements for Christmas lighting. The Chairman proposed that a Working Group be formed to urgently develop proposals for the Committee to consider at its next meeting. The Committee discussed the membership of the Working Group and it was thought appropriate that it be chaired by the Committee Chair, with either the Mayor or Deputy Mayor joining him, together with the Chairman of the Policy and Finance Committee. It was therefore **RESOLVED** that:

*A Working be formed comprising the Committee Chair, the Chairman of the Policy and Finance Committee and the Deputy Mayor to develop proposals for Christmas Lighting in the Town and report back to the April meeting of the Committee.*

62. **MASTERPLAN – NORTH LITTLEHAMPTON**

Nothing further to report.

The meeting closed at 7.54pm.

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CHAIR

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**NOTES of the MEETING of the ALLOTMENT WORKING GROUP held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on THURSDAY 7 MARCH 2013 at 6.30pm**

**COMMITTEE:** Cllrs Gammon (Chair),  
Buckland, Long and Squires

**CO-OPTED MEMBERS:** Messrs Allen, Feist,  
Humphrey and Farquhar

**2012/2013**

**24. EVACUATION PROCEDURES**

The evacuation procedures were noted.

**25. MOBILE PHONES**

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

**26. APOLOGIES**

Apologies were received from Councillor Bowyer.

**27. NOTES OF THE LAST MEETING**

The Notes of the meeting held on 8 November 2012, previously circulated, were confirmed as a true record subject to the correction of the spelling of Councillor Bowyer's name at point 20.

**28. REPORT OF THE CLERK AND REPORTS OF ALLOTMENT SITES**

28.1 Members were advised that Lyn Tees would retire on 31<sup>st</sup> March and Lynn Davis was leaving the Town Council on 20<sup>th</sup> March. Members expressed their appreciation for the support that they had received from both members of staff and wished them well in the future.

28.2 Members welcomed Councillor Buckland and discussed the number of elected members now represented on the Group. The Assistant Town Clerk agreed to investigate this and report back.

**Action: Assistant Town Clerk to check the Working Group's terms of reference.**

**28.2 Worthing Road**

The Assistant Town Clerk reported that work had been undertaken to repair the potholes in the main roadway and that the entranceway grass had been cut back. Some damage to the road verges by vehicles had taken place and plot holders reminded to keep to the main road when bringing vehicles on to the site.

**Action: On-going monitoring.**

**28.3 Mill Lane**

The RSPCA had visited the site and investigated issues relating to the welfare of some chickens. It was reported that whilst the RSPCA had no concerns, they were working with the plot holder on animal husbandry. The Assistant

Town Clerk reported that a letter had been sent to a plot holder expressing some concerns about the conditions of a plot.

**Action: On-going monitoring.**

28.4 **Fort Road**

There were no issues to report. It was reported that the on-site hut was well used by plot holders and required exterior decoration.

28.5 **Trinidad**

Fly tipping remained an ongoing concern and the site representative reported that there had been some improvement in the situation regarding the gates being left opened. Notices had been erected on the gates. The Town Council had written to HomeLink and a meeting with the Town Clerk had been arranged on 19<sup>th</sup> March to discuss the matter. The Assistant Town Clerk agreed to keep Members updated on the outcome of the meeting.

**Action: On-going monitoring. Assistant Town Clerk to report outcome of the meeting with HomeLink.**

28.6 **Howard Road**

The Assistant Town Clerk reported that work to repair the fencing had recently been completed.

29. **WAITING LIST AND VACANT PLOTS**

| Site          | No. Vacant Plots | Size                                       |
|---------------|------------------|--|
| Worthing Road | 24               | 6 x 10 rods<br>15 x 5 rods<br>1 x 2.5 rods |
| Mill Lane     | 3                | 3 x 5 rods                                 |
| Fort Road     | 2                | 2 x 10 rods                                |
| Trinidad      | -                | -  |
| Howard Road   | 1                | 1 x 3.5 rods                               |

29.1 There were 11 on the waiting list and steps were being taken to allocate the vacant plots. Members noted that the allotments were advertised in the most recent issue of Progress, on the Town Council's website and a press release was planned for next week's Gazette followed by an advertisement if required.

30. **ADMINISTRATION OF ALLOTMENTS**

30.1 It was reported that the agreements had recently been inspected by the Internal Auditor as part of the Town Council's Audit regime. The outcome of review would be discussed with the Chairman and Vice Chairman of the Working Group. This would be on the agenda at the next meeting.

**Action: Committee Assistant to add item to the agenda for the next meeting.**

31. **DATE OF NEXT MEETING**

The following meeting dates were agreed for 2013:

**Thursday 20<sup>th</sup> June at 6.30pm**

**Thursday 29<sup>th</sup> August at 6.30pm**

**Thursday 7<sup>th</sup> November at 6.30pm**

The meeting closed at 7.02pm.

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CHAIR

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# LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

**Committee:** Community Resources Committee

**Date:** 18<sup>th</sup> April 2013

**Report by:** Town Clerk

**Subject:** Project 82

## 1. Summary

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

- (1) Project 82 off site trip to The London Dungeons.
- (2) The Arun Youth Community Awards.

## 2. Recommendations

The Committee is RECOMMENDED to:

- (1) Note the report, including financial implications.

## 3. Background

### 3.1 Project 82 off site Trip

3.1.1 Project 82 staff members will be taking a group of young people on a trip to the London Dungeons on Saturday 27<sup>th</sup> April 2013. The trip is open to the senior members aged 14 and above. There are 12 spaces available for the young people with four members of staff also going. The staff and young people will be travelling by train to London and walking to and from The London Dungeons in Westminster.

### 3.2 The Arun Community Awards

3.2.1 Project Manager Emma Biffi nominated all five of the young leaders for this year Arun Youth Community Awards. This year five young people were nominated as a group. Chelsea – aged 16, Cassy– aged 16, Maddie – aged 16, Bradley – aged 17 and Aaron – aged 13. These 5 young people represent the young leaders at Project 82. Together they have recorded over 250 hours of volunteering at Project 82 in the last year. They are a dedicated group of individuals who are keen to give something back to their local community and the centre in which they all attend as senior members. During the sessions that they work, they come up with new ideas for each session and facilitate them, such as talent shows, team building exercises, cooking and sports. Each young person has overcome some kind of personal battle that including bereavement, family issues and school problems but the special thing about these young people is their ability to put all this to one side

and focus on the young people they are working with no matter what else might be happening in their lives. These five individuals are role models to their peers and have built positive rapport and relationships. They all demonstrate caring and understanding attitudes towards the young people and they are equally as effective in boundary setting. The five young leaders were runners up in the group category and were presented with the award on stage. An award they thoroughly deserve and can be proud of.

3.2.2 Aaron was also nominated as an individual in the 11-13 year old category. Aaron has been attending sessions since July 2012 and has quickly become very popular with the young people and staff. Aaron is the newest and youngest member of the young leader's team at Project 82. So far he has volunteered for a total of 30 hours and is always willing to do extra each week. Aaron is consistent in his attendance and time keeping. He is enthusiastic in his approach to every session and uses his humour to build rapport with the young people. Aaron has a quiet and calm nature about him, but also has a fun side that he uses to encourage the young people to participate in activities. Aaron is one of the most mature 13 year olds you are likely to meet which makes him a great young leader at such a young age. He is very articulate and intelligent and it is an absolute pleasure working with him. Aaron has faced some very challenging personal times over the last 14 months throughout which he has shown great resilience. His ability to manage a host of life changing events and his ongoing commitment to Project 82 secured the winner's award in the 11-13 year old category.

3.2.4 The Rotary Club of Littlehampton were next to present their awards and also recognised the good work of all the young leaders at Project 82. First Aaron was called onto the stage again and presented with a certificate of achievement for service to the community. The other young leaders also received certificates. Overall the Arun Youth Community Awards were a very busy and successful night for the young leaders of Project 82, capturing and highlighting the excellent work our young people have achieved over the last 12 months for everyone to see.

#### **4. Financial Implications**

4.1 The London Dungeons tickets cost £259 for 6 adult tickets and 10 child tickets. The train tickets cost approximately £100. Total cost of the trip will not exceed £360. This can be met from the offsite activities budget (£300) and earmarked reserves.

Peter Herbert  
**Town Clerk**

# Littlehampton Town Council

## Non-confidential

**Committee:** Community Resources

**Date:** 18<sup>th</sup> April 2013

**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 Education Consortium.
- iii. Information on the recent 30 AU publicity.
- iv. Information on the recent work experience placement.
- v. An update on the North Littlehampton Archaeological Excavations.
- vi. The Museum Visitor & Outreach figures.

### 2. Recommendations

2.1 The Committee is RECOMMENDED to:

- 1) Note the report.

### 3. Background

#### 3.1 Exhibitions and Events

3.1.1 Two new exhibitions opened in the Museum galleries in mid March, the vibrant exhibition 'Flowers That Dance' by local artist Lucienne Sharp, and 'It's all about painting!', a superb quality display from a Littlehampton based art collective.

3.1.2 Museum Staff held three maritime themed workshops during the February half term, collectively termed 'All At Sea'. 45 young visitors attended with their families, and enjoyed making pirate hats, swords and eye patches, sailing ships and creatures of the deep. On Easter Saturday, the 30<sup>th</sup> March, over 80 visitors dropped in to create free seasonal craft as part of the Easter weekend celebrations, which had been featured in National, Regional and local press.

3.1.3 The two week Easter school break saw the return of the popular 'Fossil Hunters' theme, with the Museum Curator leading groups of budding palaeontologists around West Beach on the hunt for marine fossils. The Curator was accompanied by local geology expert Angela Tester, who the Curator would like to thank for all of her assistance over the years to

make these events a success. All of the 'Fossil Hunters' beach walk sessions were fully booked and over subscribed. Larger group sizes will be incorporated for 2014. During the Easter break there was also a special fossil quiz and treasure hunt around the Museum available for young people to complete and explore, which proved very popular with visitors.

### 3.2 Education Consortium

3.2.1 The Museum Curator joined other local heritage providers in the Arun/Adur District to form a new Education Consortium in December 2012. The Curator will act as a lead partner on the project, along with the Worthing Museum & Art Gallery Manager and the Rustington Museum Curator. £20,000 has been pledged to the first stage of the Project by Arts Council England, which will run from April to October 2013, with the funds being administered by Adur & Worthing Borough Council.

3.2.2 The recruitment stage for the Project Manager has now been completed, and former Learning Officer at the River and Rowing Museum in Henley Lisa Hann will start work in mid April, employed on a 6 month contract. The Project Manager will work closely with the Project Partners to ensure that the aims and objectives of the Education Consortium are met. The Project Manager will be responsible for making a second stage funding application to ACE for the next stage of the Project in October 2013.

### 3.3 30 AU Publicity

3.3.1 The Museum Curator was contacted by the BBC'S One Show team in January, to request access to the archives and to make a short two part film about the experiences of the 30 AU in Littlehampton during WWII. A presenter on the BBC One flagship programme had discovered that his Grandfather was recruited as a Naval Intelligence Officer to the 30 AU in the run up to D-Day, and he was based in Littlehampton for his Marine training. The Curator spent the day with the crew, and the two part film was screened on the 6<sup>th</sup> and 7<sup>th</sup> March. A copy of the two films has been donated to the Littlehampton Museum archive.

3.3.2 Since the airing of the two films, the renewed interest in the 30 AU has resulted in a number of public enquiries, and the Museum team have been happy to provide private access to the archives on the 30 AU to various family members who have travelled from across the UK. Littlehampton Gazette also advertised the Museum's involvement with the programme on their website and in a subsequent edition of the paper, and the programme was featured on Spirit FM on the days that it aired. The Museum team has also received material from various sources that have come forward with further information on the 30 AU, which will be added to the archive.

### 3.4 Work Experience Placement

3.4.1 Sophia Langley, a student from St. Phillip Howard Catholic School in nearby Barnham, joined the Museum team as a work experience student from Tuesday 12<sup>th</sup> March to Friday 15<sup>th</sup> March. Sophia, who lives in Littlehampton, was an excellent addition to the team, assisting with the set up of a new exhibition, designing promotional material, delving into the archives and drafting press releases. Sophia has pledged to become a volunteer at the Museum as soon as she completes her High School education.

### 3.5 North Littlehampton Archaeological Excavation.

3.5.1 Archaeological excavations began in the Courtwick Lane area on the 2<sup>nd</sup> April 2013. Thames Valley Archaeological Services (TVAS) have been commissioned by CgMs Consulting to carry out the archaeological investigation and recording for the access roads to the site. During a trial trench investigation in 2010, of the 320 trenches excavated, 111 revealed certain or probable archaeological features, dating mainly from the Bronze Age, Late Iron Age and Roman periods, but with several Saxon and Medieval features also present. This archaeological context could provide a fascinating historical narrative to the site, and the Curator is working closely with John Mills, the County Archaeologist, and Mark Taylor, Principal Archaeologist, to explore the opportunities for community engagement. This could potentially involve the Museum working with local schools and community groups to promote and encourage interest in the unique archaeological heritage of the area.

### 3.6 Museum Visitor and Outreach Figures

| 3.6.1 | <u>Visitors</u> |             | <u>Outreach</u> |             |
|-------|-----------------|-------------|-----------------|-------------|
|       | Feb             | Mar         | Feb             | Mar         |
|       | <b>503</b>      | <b>643</b>  | <b>470</b>      | <b>100</b>  |
|       | 539             | 678         | 75              | 176         |
|       | Q.1             | Q.2         | Q.3             | Q.4         |
|       | <b>2595</b>     | <b>2438</b> | <b>1923</b>     | <b>2112</b> |
|       | 2098            | 2729        | 1509            | 2052        |
|       | 1878            | 3121        | 1385            | 1972        |
|       | <b>2012/13</b>  |             |                 |             |
|       | 2011/12         |             |                 |             |
|       | 2010/11         |             |                 |             |

## 4. **Financial Implications**

4.1 All Museum events are covered by the events budget, which is set at £800 for 2012/13.

4.2 All Museum exhibitions are covered by the exhibitions budget, which is set at £1,500 for 2012/13.

4.3 The financial implications for Littlehampton Town Council connected with the Education Consortium are a maximum of 10 days of the Museum Curator's time over a 6 month period, as required for a contribution in kind to the Project.

Peter Herbert  
**Town Clerk**



## LITTLEHAMPTON TOWN COUNCIL

Non Confidential

**Committee:** Community Resources

**Date:** 18<sup>th</sup> April 2013

**Report by:** Town Clerk

**Subject:** Music & Arts Festival

### 1. **Summary**

1.1 The report updates the Committee on the progress of the Music & Arts Festival.

### 2. **Recommendations**

2.1 The Committee is RECOMMENDED to:

- 1) Approve the allocation of funding towards a range of arts and music events as per paragraphs 3.1 to 3.1.7.
- 2) Note the financial implications.

### 3. **Background**

3.1 The Town Council had entered into a two year Service Funding Agreement with Inspire Leisure to deliver a Music & Arts Festival through its Arts in Action project (2012 & 2013).

3.1.1 Due to the outcome of the revised funding arrangements between ADC and Inspire Leisure the post of the Arts in Action Coordinator was made redundant and as a consequence the Service Level Agreement between the Town Council and Inspire Leisure for the provision of a Music & Arts Festival for the current year (2013/14) was terminated.

3.1.2 Officers have met with a group of local artists to discuss their plans and commitment to host a community-led Music and Arts Festival, based on previous festivals funded by the Town Council, entitled 'Love Littlehampton'. The group of artists have called themselves the Littlehampton Organisation for Contemporary Arts (LOCA). The emerging proposals are for a week-long festival with a launch event on Caffyn's Field on the 20<sup>th</sup> July.

3.1.3 Officers were of the opinion that the event on Caffyn's Field would not meet the remit of the Music & Arts Festival that the Council had originally hoped to fund in 2013 but some elements of the festival could potentially be relevant to the Town Council's aims and therefore funded by the Council.

- 3.1.4 LOCA have requested financial assistance from the Town Council for the delivery of an arts trail, 'art at the beach' project and activities at the Jubilee Stage by the Sea, to be held between the 20<sup>th</sup> and 27<sup>th</sup> July. The Stage by the Sea activities may link to other events planned for the opening of the facility and bring focus onto the new structure.
- 3.1.5 One of the core aims of a Town Council funded festival is the promotion of local artists through an 'arts trail'. For the 2013 arts trail LOCA have over 30 local artists interested in displaying their art across over 20 town centre venues that have committed to host it. The 'art at the beach' will incorporate the use of a beach hut (used in 2012) and using the hut as a base there will be sand and beach sculptures created. The Jubilee Stage by the Sea would be a key venue and used for music performances and art displays/workshops during the week.
- 3.1.6 The financial assistance requested from the Town Council would cover the costs associated with coordinating and delivering an arts trail, the beach art project and programme of activities on the Stage by the Sea plus marketing through a dedicated brochure. The total cost would be £2,390.
- 3.1.7 The main aims of previous Music & Arts Festivals would be met, on a slightly smaller scale to 2012, through the arts trail, the activities at the beach hut and the programme to be delivered at the Stage by the Sea. The aims of the festival are to promote and celebrate local artists and musicians and to increase visitors to venues around the town.
- 3.1.8 Other events planned by LOCA as part of Love Littlehampton include arts at Harbour Park, an arts market at Evans Gardens and public art on the prom; these events are being organised and delivered by volunteers from organisations such as Raydar and supported by local businesses including Way Out There & Back. It is estimated that the 'in-kind' support will amount to approximately £2,000.
- 3.1.9 Members are recommended to support the coordination of activities detailed above in paragraphs 3.1.4 to 3.1.6 at a cost of £2,390.

#### **4. Financial Implications**

- 4.1 The Council will be retaining the £3,000 SFA funds that would have been paid to Inspire Leisure for the delivery of the Music and Arts Festival. Should the Council wish to support the LOCA proposals the £2,390 expenditure will be met from this.

Peter Herbert  
**Town Clerk**

## LITTLEHAMPTON TOWN COUNCIL

### Non-Confidential

**Committee:** Community Resources

**Date:** 18<sup>th</sup> April 2013

**Report of:** The Town Clerk

**Subject:** Application for a South East in Bloom Grant

#### 1. Summary

The report sets out details of an application from the Marden House residents group for a South East in Bloom grant.

#### 2. Recommendations

The Committee is RECOMMENDED to:

- (1) Approve the £200 South East in Bloom grant application from the Marden House residents group.

#### 3. Background

##### 3.1 Littlehampton in Bloom Grants Initiative – Marden House, Wick.

- 3.1.1 An application for £200 has been received from the Marden House residents group. Marden House is a block of privately owned flats which are home to sixty seven residents in the Highfields area of Wick. The residents are actively involved with the maintenance of the community garden and contribute through their own donations as well as time.
- 3.1.2 The grant will fund the ongoing development of the garden and the replacement of herbaceous plants and trees. In order to plan a successful ongoing display the residents need to purchase the plants as soon as possible.
- 3.1.3 The residents are keen to engage the younger residents in the planting and maintenance of the garden with the aim that all generations will have pride in their local environment.
- 3.1.4 Members are asked to approve a grant of £200 towards the cost of plants to be utilised by the Marden House residents. The grant criteria for the Littlehampton in Bloom scheme is attached as Appendix 1.

#### 4. Financial Implications

- 4.1 If Members wish to support the application from the Marden House residents group the total cost would be £200. The grant could be made from the 2013/14 South East in Bloom Grants budget of £1,000.

Peter Herbert  
Town Clerk



## POLICY CRITERIA GRANT AID APPLICATIONS

The following criteria are applicable when considering grant applications:

### Littlehampton applications

1. Grant applications will only be considered from residents, clubs, societies and organisations that are Littlehampton based OR who operate a service in Littlehampton that brings significant benefit to the Town.
2. Clubs, societies or organisations must demonstrate the level of benefit that their service will bring to Littlehampton and its residents.

### One application per year rule

3. Only one grant application will be considered for any resident, club, society or organisation in any one year. Organisations in receipt of a Service Funding Agreement from the Council will not be considered for additional grants.

### Supporting documentation we require:

4. Clubs, societies and organisations must submit constitutions, rules or other governing documents, names of officers and annual accounts.
5. On completion of your project, invoices and receipts may be requested as evidence of all expenditure of the grant for the intended use for which it was awarded.
6. Upon request recipients of grant funding shall inform the Council of the benefits or achievements accomplished as a result of the award.

### Intended use of grant:

7. The applicant must declare the intended use of the grant and clearly define the wider community benefits derived from the funding.
8. There shall be no change to the intended use of the grant without express written authority of the Town Council.
9. Failure to achieve the specified purpose of the grant within 12 months or undertaking an unauthorised variation, shall require the recipient to return all of the grant funding to the Town Council.

### General criteria

10. The recipient shall acknowledge the Littlehampton Town Council as funders on all correspondence and publicity material or display the Town Council's logo on any item purchased in recognition of the grant funding from the Town Council.
11. No grant will be considered for private, commercial or closed clubs, societies or organisations.
12. All other sources of funding must be declared at the time of the application.
13. No grant shall exceed 20% of the total grants budget allocated annually by the Town Council.
14. Grants will not be awarded retrospectively. All grants must be spent within 12 months of being awarded.
15. Where funding is given for an event the organiser must indemnify the Town Council against any claim from any party as a result of any incident or accident with side event. Where funding is awarded for any other purpose the Town Council cannot be held responsible or liable in any capacity.
16. Littlehampton Town Council reserves the right to purchase items requested within the application for grant aid on behalf of any club, society or organisation.
17. The Town Council make grants to voluntary, cultural, charitable and sporting activities for the benefit of the local community. The Town Council will take into account the objectives of an association and the wider community benefit for Littlehampton arising from the grant when assessing its priorities.
18. Grants will normally only be made to non-profit making organisation supported by unpaid volunteers.
19. Grants will not be made towards salaries or payment of staff.

# LITTLEHAMPTON TOWN COUNCIL

## Non-Confidential

**Committee:** Community Resources

**Date:** 18<sup>th</sup> April 2013

**Report by:** Town Clerk

**Subject:** Finance Report 2012/13

### 1. Summary

- 1.1 The report highlights any significant variances from budget in Income and Expenditure relating to the Community Resources Committee budget for 2012/13.
- 1.2 Actual figures are shown in Appendix 1.
- 1.3 Variances that have been the subject of individual periodic reports are not reported on.

### 2. Recommendations

- 2.1 The Committee is RECOMMENDED to 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.
- 3.2 Dairy Community Centre
  - 3.2.1 Expenditure is in line with expectations.
  - 3.2.2 Eleven months income from room hire is £7,225 against a budget of £12,000.
- 3.3 Community
  - 3.3.1 Expenditure is in line with expectations.
  - 3.3.2 It has been agreed to earmark £2,000 of under spends from Armed Forces Day for Freedom of the Town in 2013/14 and £1,000 from bandstand concerts.
- 3.4 Southfield's Jubilee Centre
  - 3.4.1 Expenditure is in line with expectations.
  - 3.4.2 £6,322 has been spent to rectify defects at Southfields Jubilee Centre. This should be met from the retention payable.
- 3.5 Parks and Open Spaces
  - 3.5.1 The following sums have been received towards the Bandstand
    - £3,500 - New homes bonus - JEAAC.

- £15,000 –Big Society Funding-WSCC
- £30,000 – Regeneration funding- ADC

3.5.2 Expenditure looks low because of the following £60,120 under spends

- Tree Planting - budget £6,000 will not be spent this year but was already earmarked and agreed that it will be spent over the next 2 years.
- CRC Initiatives - budget £10,000, £388 spent
- Rosemead - budget £12,000, budgeted to earmark for future liability, £1,200 spent.
- Stage by the Sea - budget £40,000, £6,293 spent

### 3.6 Project 82

3.6.1 Income from subs is £855 (budget £1,000) this just below target. The tuck shop income of £244 has been received against an annual budget of £220.

3.6.2 £800 has been received for the football project, to run from the Keystone Centre.

3.6.3 Income from room hire is £1,474 against a budget of £1,500.

3.6.4 £1,940 has been received from Friends of Project 82.

### 3.7 Museum

3.7.1 Expenditure is in line with expectations.

3.7.2 Museum sales of £783 are below the target to achieve the budget of £1,100 by the yearend.

3.7.3 Donations of £949 (£500 from WSCC, towards the War Memorial project) and £48 in Exhibition Commission have been received.

### 3.8 Allotments

3.8.1 Grounds maintenance includes £2,100 for asbestos removal and has gone over budget by £3,076 in total.

3.8.2 Only £1,586 has been spent on allotment water compared to a budget of £3,600. This is not the year end

3.8.3 Allotments rental income is now fully invoiced (£12,208) for the year, and has fallen short of the £12,990 budgeted.

### 3.9 Grants and Partnership Initiatives

3.9.1 Expenditure is in line with expectations. Most Grants are allocated at the beginning of the year. The following amounts remain in the budgets

- General grants £845
- South East in Bloom Grants £600
- Small Arts Grants £500

### 3.10 Christmas Lighting

3.10.1 Expenditure is in line with expectations.

Peter Herbert  
Town Clerk

## LITTLEHAMPTON TOWN COUNCIL

## BUDGET REPORT 2012/13

## COMMUNITY RESOURCES COMMITTEE MEETING 18th April 2013

| SERVICE                       |             | Actual                     | Budget   | Projected         | Variance                    |
|-------------------------------|-------------|----------------------------|----------|-------------------|-----------------------------|
|                               |             | I & E<br>as at<br>10/03/13 | 2012/13  | budget<br>2012/13 | from<br>Projected<br>Budget |
|                               |             | £                          | £        | £                 | £                           |
| DAIRY*                        | Expenditure | 12,296                     | 13,020   | 12,478            | (182)                       |
|                               | Income      | 7,267                      | 12,050   | 11,046            | (3,779)                     |
| COMMUNITY                     | Expenditure | 63,477                     | 73,200   | 70,150            | (6,673)                     |
|                               | Income      | 5,077                      | -        | -                 | 5,077                       |
| SOUTHFIELDS JUBILEE<br>CENTRE | Expenditure | 34,917                     | 29,890   | 28,645            | 6,272                       |
|                               | Income      | 13,308                     | 3,000    | 2,875             | 10,433                      |
| PARKS & OPEN SPACES           | Expenditure | 22,371                     | 83,200   | 79,733            | (57,362)                    |
|                               | Income      | 54,184                     | 5,600    | 5,367             | 48,817                      |
| PROJECT 82*                   | Expenditure | 11,280                     | 14,065   | 13,479            | (2,199)                     |
|                               | Income      | 4,513                      | 2,720    | 2,607             | 1,906                       |
| MUSEUM                        | Expenditure | 6,094                      | 8,630    | 8,270             | (2,176)                     |
|                               | Income      | 2,524                      | 1,100    | 1,008             | 1,516                       |
| ALLOTMENTS                    | Expenditure | 9,482                      | 8,700    | 8,338             | 1,145                       |
|                               | Income      | 12,208                     | 12,990   | 12,449            | (241)                       |
| GRANTS & PARTNERSHIP INITIS*  | Expenditure | 50,359                     | 54,000   | 51,750            | (1,391)                     |
|                               | Income      | -                          | -        | -                 | -                           |
| CHRISTMAS LIGHTING            | Expenditure | 17,185                     | 18,000   | 17,250            | (65)                        |
|                               | Income      | -                          | -        | -                 | -                           |
| Total Expenditure             |             | 227,461                    | 302,705  | 290,092           | (62,631)                    |
| Total Income                  |             | (99,081)                   | (37,460) | (35,351)          | (63,730)                    |
| Net Expenditure               |             | 128,380                    | 265,245  | 254,741           | (126,361)                   |

\*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

|                            |               |
|----------------------------|---------------|
|                            | £             |
| Easter Out and about       | 1,000         |
| Dairy Building Maintenance | 7,690         |
| Town Show                  | 5,800         |
| Southfields JC - Revenue   | 6,449         |
| allotment asbestos removal | 2,100         |
| Dairy asbestos removal     | 580           |
| Wick memorial              | 800           |
|                            | <u>24,419</u> |