



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 7th March 2013.

58. DEPRIVATION WORKING GROUP

58.1 The Committee received the notes of the Deprivation Working Group meeting held on 7th 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 28th 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 29th 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 5th 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 30th June 2013 or a later date and that the emerging plans be noted.

60.4.8 **Town Show and Family Fun Day (Saturday 14th 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 26th 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.

CHAIR