Littlehampton Town Council

Manor House • Church Street • Littlehampton • West Sussex BN17 5EW
Telephone: 01903 732063 • Facsimile: 01903 731690
ltc@littlehampton-tc.gov.uk • www.littlehampton-tc.gov.uk

Town Clerk – Peter Herbert

MINUTES of the **COMMUNITY RESOURCES COMMITTEE** held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **THURSDAY 10 APRIL 2014** at **6.30PM**

Present: Cllrs Belchamber MBE (Chair), Ayres, Long, Neno & Dr Walsh KStJ. Cllr Hulmes substituted for Cllr Caffyn and Cllr Squires substituted for Cllr Northeast.

2013/2014

80. EVACUATION PROCEDURES

The evacuation procedures were noted.

81. 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.

82. APOLOGIES

There were apologies from Councillors Caffyn and Emberson.

83. 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. There were none.

84. MINUTES

The Minutes of the meeting held on 27 February 2014 (previously circulated) were confirmed as a true record and signed by the Chair.

85. CHAIR'S REPORT AND URGENT ITEMS

85.1 Small Arts Grants Applications

The Assistant Town Clerk tabled two applications for Small Arts Grants from Duncan Thrussell, a freelance artist and youth worker and Graeme Telford Photography.

85.1.1 Regarding the application by Graeme Telford Photography, £250 was sought to facilitate participation at the "Special Little Things" Art and Craft Market as part of the Littlehampton Arts Festival. The Assistant Town Clerk stated that whilst applications from individuals were acceptable, based on the limited information provided, the application was not considered suitable for funding. In considering the application further, it was the view of the Committee that based on the information available the benefits of the project to the community were unclear. The Assistant Town Clerk undertook to approach the applicant for further information about the project and the Committee **RESOLVED** to:

Defer a decision on the application pending receipt of further information from the applicant.

85.1.2 Turning to the application by Duncan Thrussell, £250 was sought to fund an interactive photographic/artistic session aimed at students of all abilities from the 13+ age group. The Assistant Town Clerk reported that having evaluated the application, the Committee was asked to consider awarding a grant of £150 towards the cost of prints and blog development. Members felt that the project offered a good opportunity for local residents to improve their skills in this respect and was supportive of the application. It was therefore **RESOLVED** that:

As this was a financial matter brought to the Committee at late notice, authority be delegated to the Town Clerk to approve the small arts grant of £150 for Duncan Thrussell, noting the Committee's support.

86. PUBLIC FORUM

There were no members of the public present.

87. ALLOTMENT WORKING GROUP

87.1 The Committee received the notes of the Allotments Working Group held on 6 March 2014 (previously circulated). Regarding Minute 37, vacant plots, the Assistant Town Clerk reported that the waiting list for plots currently stood at 13. Members were reminded of the dates for the site visits and encouraged to attend. It was **RESOLVED** that:

The minutes be noted.

88. OFFICER'S REPORT

88.1 Project 82 Periodic Report

The Committee considered a report (previously circulated) which contained an update on progress with the new Lamplight Database, staff recruitment, the Think Family "Wick Easter Fest" and Wick Week events. The Assistant Town Clerk reported that attendance levels at the sessions were currently between 20 and 30 young people and that the sessions based at Southfields were becoming increasingly popular. The Committee noted that the newly appointed support workers would allow the Project to improve the provision of outreach support and that the recent recruitment of a Worker in Charge would prove beneficial. Members congratulated the Project Manager on the progress that had been made and it was **RESOLVED** that:

The report be noted.

88.2 Museum Periodic Report

88.2.1 The Committee considered a report (previously circulated) which gave a summary of recent Museum events and exhibitions, an update on the progress of various projects and visitor and outreach figures. The Assistant Town Clerk reported that the Town Council had recently received formal

notification that the Museum was being recommended for Full Accreditation and that the final decision would be taken by the Accreditation Panel on 24th April. Regarding forthcoming events, it was reported that as part of the activities to commemorate World War One, steps were being taken to research the service records of those whose names were recorded on the Town's war memorial. It was also noted that the Town Council had been approached by relatives of two servicemen that came from the Town to have their names added to the memorial. A wreath including the names of the servicemen recorded on the Town's war memorial would be laid at the World War One memorial in Verdun later in the year during a visit organised by the Twinning Association.

88.2.2 The Committee went on to consider a recommendation regarding the potential appointment of intern at the Museum. The Committee welcomed the recognition that this brought to the Museum and Members were supportive of the proposal. It was therefore **RESOLVED** that:

1. ***The Property and Personnel Committee be RECOMMENDED to approve the potential appointment of an intern to the Museum.***
2. ***That the contents of the report be otherwise noted.***

88.3 Events Periodic Report

The Committee considered a report which set out details of the review of the Charity Pancake Olympics event, a draft stallholder policy for the Town Show and Family Fun Day event and proposals for the 2015 Armed Forces Day event (previously circulated).

88.3.1 **Charity Pancake Olympics**

The Assistant Town Clerk reported that as a result of a review of the Events Programme, a number of activities were to be refreshed and Members were asked to consider whether they wished to retain the Charity Pancake Olympics. It was noted that the Committee had previously agreed to replace the event with an alternative fundraising event in the future and that as such, no budget had been allocated for 2015. The Committee considered that the success of this year's Charity Pancake Olympics had demonstrated that it appealed to a wide range of community groups whose support confirmed that it was firmly established as a Town event. In view of this, Members felt that the Charity Pancake Olympics should be retained in the 2014/15 Events Programme and indicated a willingness to utilise under spends from the 2014/15 Events Budget to fund the event. The Committee therefore **RESOLVED** to:

Retain the Charity Pancake Olympics in the 2014/15 Events Programme and review the funding arrangements in the autumn.

88.3.2 **Town Show and Family Fun Day Stallholder Policy**

The Assistant Town Clerk explained that the criteria for stall holders at this event was lacking and there was a need to formalise arrangements for the allocation of pitches. The Committee went on to consider a draft policy set

out in Appendix 1 attached to the report, which set out a criteria for the allocation of pitches. The Committee recognised the need to formalise the current arrangements and welcomed the straight forward approach that had been adopted in putting the policy together. Members wished to ensure that activities undertaken by individuals for national charities were supported and noted that the flexibility to do this was incorporated within the policy. The Committee also expressed its support for a request under this exemption from an individual to book a pitch to fundraise for the "Women V Cancer" Cycle Africa Challenge. The Committee therefore **RESOLVED** to:

Adopt the Town Show and Family Fun Day stallholder policy as set out in Appendix 1 attached to the report.

88.3.3 **Armed Forces Day 2015**

The Committee considered the proposals for the 2015 event and in view of the high demand for themed displays, recognised the importance of securing bookings early. It was therefore **RESOLVED** that:

1. ***Officers be authorised to book the Garrison re-enactment group for the 2015 Armed Forces Day as set out in paragraph 3.3.2 of the report.***
2. ***The financial implications as set in paragraph 4 of the report be noted.***

88.4 Christmas Lighting Scheme

The Assistant Town Clerk presented a report which set out proposals to adjust the Christmas lighting scheme for Surrey Street and Wick Parade (previously circulated). She explained that a review of the first year of the new contract had highlighted the need to make some adjustments to the positioning and nature of the lights in different parts of the Town. Consequently, the Committee was asked to consider proposals that would enhance the displays in Wick Parade and change the wall mounted motifs used in Surrey Street. The Committee was very supportive of the plans to enhance the displays in Wick Parade. Members also noted that additional costs may arise for the 2014 scheme once the costs of temporary lamp columns on the Town Centre roundabout were established. A further report outlining any additional costs would be presented to a future meeting of this Committee. Members also noted the significant costs attached to the installation of the icicle lights in Wick Parade. The Committee therefore **RESOLVED**:

1. ***To approve the additional £1,392.50 per annum for the two years remaining of the contract held with Gala Lights to enhance the Christmas lighting scheme for both Surrey Street and Wick Street.***
2. ***That the report be otherwise noted.***

88.5 Keystone Centre

The Assistant Town Clerk reported that a meeting between the Town Clerk and the Chief Executive of ADC was scheduled next week to discuss the District Council's proposals for the Centre. It was **RESOLVED** that:

The Update be noted.

89. MASTERPLAN – NORTH LITTLEHAMPTON

Regarding the Courtwick development, the Assistant Town Clerk reported that work on drafting the "welcome packs" had begun. An initial draft containing proposals regarding the layout of the allotments had been rejected and a revised draft was awaited. It was **RESOLVED** that:

The Update be noted.

90. EXEMPT BUSINESS

It was **RESOLVED** that:

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

91. MINUTES – (EXEMPT)

91.1 Regarding Littlehampton Shopmobility, the Assistant Town Clerk reported that a further meeting between the Town Council and the Trustees was scheduled to take place on 24th April. In readiness for this, it was agreed that the Assistant Town Clerk would contact the Trustees to remind them of the items to be discussed at this meeting. It was therefore **RESOLVED** that:

1. ***The update be noted.***
2. ***The Exempt Minutes of the meeting held on 27 February 2014, (circulated to Members of the Council only) be confirmed as a true record and signed by the Chair.***

92. OFFICER'S REPORT

92.1 Trees at Rosemead Park

The Committee considered a report which set out details of work required to the Town Council's trees at Rosemead Park as a result of the tree survey which carried out last November (previously circulated to Members of the Council only). In addition quotations had been sought to undertake the necessary work and the Committee was asked to approve the appointment of a contractor. It was **RESOLVED** that:

South Coast Tree Care be appointed to undertake the arboricultural works required to the trees at Rosemead Park.

The meeting closed at 7.08pm. _____ **CHAIR**