



MINUTES of the COMMUNITY RESOURCES COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on THURSDAY 20 OCTOBER 2011 at 6.30PM

Present: Cllrs Bowyer (Chair), Britton, Long, Neno, Northeast and Dr Walsh

2011/2012

28. EVACUATION PROCEDURES

The evacuation procedures were noted.

29. 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.

30. APOLOGIES

No apologies were received.

31. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declaration of personal and/or prejudicial interests that they might have in relation to items on the Agenda. Councillors Dr Walsh and Britton declared a personal interest with regard to the item on Youth Services/Project 82 as they were Members of West Sussex County Council.

Councillors Bowyer, Britton, Neno, Northeast and Dr Walsh declared personal interests on the item regarding the Arun District Leisure Strategy Survey as Members of Arun District Council.

Councillor Dr Walsh declared a personal interest regard to the item on the Littlehampton Ferry as a member of Littlehampton Harbour Board.

32. MINUTES

The Minutes of the meeting held on 8 September 2011 (previously circulated) were confirmed as a true record and signed by the Chair.

33. CHAIR'S REPORT AND URGENT ITEMS

33.1 Enable Me Youth Club Project

The Clerk reported that he had received a letter from the Enable Me project seeking the Town Council's support (non-financial) to a funding bid to deliver projects that enhanced and improved activities and opportunities for disabled children and young people and their parents/carers in West Sussex. The outline of the project was for a youth club, sited at the Flintstone Centre, to provide short breaks for disabled children and young people and their parents/carers. It was **RESOLVED** that:

Enable Me be informed of the Town Council's support for this initiative.

33.2 Wick War Memorial

The Clerk reported that following correspondence between a local resident and a Ward Councillor, the Town Clerk had written explaining the Town Council's position with regard to a proposal for a War Memorial in Wick. The Museum Curator was currently undertaking some further work which would ensure that any missing names were also included on the War Memorial at Caffyns Field. The resident had been informed that the Town Council intended to reinstate the original Wick Memorial plaque along with the additional names identified by that person, as an addendum, at a suitable site in Wick. It had been suggested to the resident that the funds identified from the Councillors for the Wick with Toddington Ward could be directed towards this project. The resident had now responded to that letter and appeared to be supportive of the use of the Wick with Toddington Ward budget funds to ensure the Wick Memorial plaque, and addendum, were installed in a suitable place.

34. PUBLIC FORUM

Mrs Carol Humphrey briefly explained the importance and continued success of the Littlehampton Town Show and implored the Committee to retain it. This was supported by Councillor Squires who also referred to the item regarding the bandstand. He supported this proposal but emphasised the need to ensure that the bandstand was large enough to cope with a wide range of bands and suggested that consultation with those local groups be undertaken.

35. ALLOTMENTS WORKING GROUP

The Committee considered the vacancy that had arisen and **RESOLVED** that:

The vacancy remain, pending the election of a new Councillor towards the end of the year.

36. OFFICER'S REPORT

36.1 Museum Periodic Report

The Committee considered a report (previously circulated) which sought approval for a new Education Policy and provided updates on the Wick Memorial, the Arts Council England and the Littlehampton Local History Society. Members were supportive of the Education Policy. They also asked that an Annual Report be prepared for the Museum briefly summarising some of the key issues including the number of loan boxes lent during the year. It was therefore **RESOLVED** that:

- 1. The Education Policy be approved.**
- 2. An annual report be prepared in 2012 and henceforth.**
- 3. The report otherwise be noted.**

36.2 **Project 82 Periodic Report**

The Committee considered the latest periodic report for Project 82 (previously circulated) which sought funding for a garden roof shelter to accommodate the bicycle project. Members were supportive of the need for the shelter and agreed that the funds should be met from the building maintenance budget or subscriptions. Members were also pleased to receive the Annual Report and **RESOLVED** that:

- 1. The Annual Report / Review of the past year at Project 82 be noted.**
- 2. The funding of a roof to part of the garden area to assist with the bicycle project at a cost not exceeding £420, plus planning permission if required, be agreed.**

36.3 **Grant Aid Applications 2011 – Round 2**

(Councillor Dr Walsh declared a personal interest with regard to the St John Ambulance and Littlehampton Cricket Club applications in view of his close involvement with those organisations. Councillor Neno declared a personal interest with regard to the Grovers Kids Club application as her children attended that facility).

The Committee considered a report (previously circulated) which set out a summary of the applications for funding under the second round of grant aid 2011/2012. Members supported the recommendations set out in the report and agreed that the remainder of the funding should be made available should any late applications occur during the rest of the municipal year. It was therefore **RESOLVED** that:

- 1. The recommendations as set out in the report be approved.**
- 2. The residual amount of the grants budget be held should there be any urgent late grant applications later in the year.**

36.4 **Sport and the Arts Community Event (SPACE) 2011**

The Committee considered a report (previously circulated) which reviewed the SPACE 2011. Members were pleased with the overall event but sought information with regard to how many individual children had actually participated in the event. They also thought it appropriate to investigate whether a mechanism was needed that would stop block bookings of spaces which possibly might prohibit other children from taking part. Other than this, it was **RESOLVED** that:

- 1. It be agreed, in principle, to run a similar programme next year with a reduction in Pi:21 (Performance Indicator) - Involvement of young people in SPACE from 1,000 to 800 on condition that approval is granted by the Performance and Publicity Overview Committee.**

2. A proposed budget of £3,500 be included in the draft 2012/2013 budget for SPACE 2012.

3. Officer time be approved to manage activities where necessary at SPACE 2012.

36.5 Town Show and Family Fun Day

The Committee considered a report (previously circulated) setting out the review of the Town Show and Family Fun Day held on Saturday 10 September 2011. Members wished to record their appreciation of the work of all staff involved and also their pleasure that the event had been well supported by the public and also by new Members of the Council. Feedback from the event had been excellent and it was **RESOLVED** that:

The report be noted.

36.6 Events Programme Review

The Committee considered a report by the Events Working Group (previously circulated) setting out proposals for the 2012/2013 events programme and also proposing to support Littlehampton community groups during the Jubilee weekend through the provision of event equipment. Members were broadly supportive of the proposals, subject to the following points:-

- Members wished to investigate what the guidance from the Government was with regard to street parties and the way that it was suggested that public liability insurance should be addressed. Should this not be helpful, the Committee wished to consider whether it would be in a position to offer an overarching insurance arrangement. The Clerk was asked to report back on this.
- The Clerk was investigating whether the beacon could be lit with a gas flame.
- The moving of the Littlehampton Sports Awards from June to September had been supported by the Sports Forum.
- It was noted that the Littlehampton Olympic concluding event, that was to be held at the Sportsfield, was now going to be held at the Academy. Members hoped that the Olympic torch would be brought to Littlehampton. The possibility of a local torch carrier was noted.
- Members were strongly supportive of the Jubilee concert.
- There was support for the reductions in the 2012 Town Show and Family Fun Day budget in view of the need to accommodate the Jubilee concert. However Members expressed some concerns with regard to need for the Town Show and Family Fun Day to continue to grow and to retain its high profile in the events calendar. It was therefore agreed that the budget for the 2013 Town Show would be reviewed after the 2012 event.
- The proposal to move the 2013 Town Show and Family Fun Day to the third week in August in 2013 and beyond was supported.

Subject to the comments detailed above, it was **RESOLVED** that:

1. The 2012/2013 Events Programme be approved, subject to budgetary approval at the December meeting of the Committee, (as set out

in paragraphs 3.6 to 3.8 and Appendices 1 and 2A-C).

2. The proposed change of date for the Town Show and Family Fun Day to the third weekend in August be supported.

3. The budget for the 2013 event be reviewed after the 2012 Town Show and Family Fun Day.

4. The support proposed for the Littlehampton community groups during the Jubilee Weekend through the provision of event equipment as set out in paragraph 3.6 of the report be approved.

5. A report be brought to the next meeting of Committee setting out the Government guidance on street parties so as to assess whether the Town Council providing public liability insurance needed to be investigated further.

6. The information regarding the covenants on the seafront greens be noted.

7. The financial implications as outlined in paragraphs 4.1 and 4.2 of the report be noted.

36.7 Jubilee Bandstand

The Committee considered a report (previously circulated) which presented a range of options to deliver a bandstand or equivalent structure on the seafront. Firstly, the Committee asked that the bandstand henceforth be called the Jubilee Bandstand. Members discussed alternative locations but noted that funding from the District Council would be linked to the Banjo Road site and also that this had been where a bandstand had been previously located. The idea of an innovative design, particularly given the proximity of the East Beach Café and long bench, was also supported. Reference was made to the wish to have storage facilities on the bandstand and Councillor Northeast would circulate photographs of bandstands that he had recently observed in France. The support of the District Council was welcomed and it was noted that should the Jubilee Bandstand be located on their land, their approval would also be needed. It was therefore **RESOLVED** that:

1. The principle of setting aside a maximum of £40,000 from earmarked reserves and the 2012/2013 budget for the delivery of a jubilee bandstand or similar structure (subject to budget approval) be approved.

2. The Town Clerk be instructed to liaise with Arun District Council with regard to:

(A) Agreement for the use of the site at Banjo Road.

(B) Any contribution the District Council might make to the project for landscaping and seating.

(C) Agreeing a design that is acceptable to both parties, after approval by the Town Council.

36.8 Ferry

The Committee considered a report (previously circulated) explaining progress towards the delivery of a ferry service between April/Easter and the October half term. Members discussed the possibility of extending this through the winter months, but it was noted that whilst the operator might operate such a service, at the current time, this was not the priority for the pilot. Members were strongly supportive of the work to date and looked forward to the ferry service being introduced in 2012. It was therefore **RESOLVED** that:

The actions of the Town Clerk, in consultation with the Chair, in agreeing funding to provide a Ferry Service as itemised in paragraph 4 of the report be endorsed.

36.9 South East in Bloom

It was **RESOLVED** that:

A grant in the sum of £200 be made to the Norfolk Gardens (East) Residents Association to enhance the communal gardens for the enjoyment of residents and the public at that location.

36.10 Arun District Leisure Strategy Survey

The Committee noted that Arun District Council were undertaking a consultation on their Leisure Strategy and that the Town Clerk and Tourism and Events Officer had attended a meeting with the consultants on 18 October 2011.

37. BUDGET

37.1 Finance Report 2011/12

The Committee considered a report (previously circulated) highlighting any significant variances from budget and income and expenditure relating to this Committee's budget for 2011/2012. Members also considered a recommendation to reallocate £1,000 currently held in earmarked reserves for a barbeque unit for the Highfield area of Wick. It was now proposed, following consultation with the newly formed Highfields Residents Association and the B-Heard project, that the funding be used to purchase furniture equipment for the garden area at Chilgrove House. It was **RESOLVED** that:

The reallocation of £1,000, currently in earmarked reserves, for a fixed barbeque unit at the Highfields area be reallocated so as to fund the purchase of outdoor furniture.

38. MASTERPLAN – NORTH LITTLEHAMPTON

The Clerk and Chair reported on the meeting of the North Littlehampton Steering Group earlier in the day, explaining that the main areas of discussion had been the North Littlehampton draft Section 106 Agreement and that also

there had been updates with regard to the Morrisons planning application and the Village Green decision by the County Council with regards to the land north of the Academy. It was **RESOLVED** that:

The current position be noted.

39. **EXEMPT BUSINESS**

It was **RESOLVED** that:

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

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

40.1 **Youth Services/Project 82**

(Councillor Northeast declared a personal interest as a District Council representative on and Chair of the Keystone Centre Management Committee).

The Committee considered a report (previously circulated for Members of the Council only) which brought together the comments from Members at the previous round of meetings where a direction for the future work of the Town Council for youth services had been sought. A variety of recommendations were to be considered by three of the Committees of the Council, but this Committee considered the service delivery model and potential partnership work. It was noted with disappointment the lack of progress with the County Council's Community Action Pilot and therefore it was **RESOLVED** that:

The core service delivery model set out within the report be approved, including a revised staffing structure, increased partnership work (notably with the Keystone Centre Management Committee and Arun Community Church) and the use of more than one location to deliver these services.

The meeting closed at 8.17pm

CHAIR