
MINUTES of the COMMUNITY RESOURCES COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on THURSDAY 12 MARCH 2015 at 6.30PM

Present: Cllrs Neno, (Vice Chair in the Chair),
Ayres, Emberson, Millam and
Northeast. Cllr Hulmes substituted
for Cllr Caffyn.

2014/2015

88. EVACUATION PROCEDURES

The evacuation procedures were noted.

89. FILMING OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA

The procedures were noted.

90. 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.

91. APOLOGIES

There were apologies from Cllrs Belchamber MBE, Caffyn and Dr Walsh KStJ. Councillor Hulmes substituted for Councillor Caffyn.

92. 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 Northeast declared a personal interest in agenda item 10.7, the Keystone Centre as a Trustee and Chairman of the Centre's Management Committee.

93. MINUTES

The Minutes of the meeting held on 5th February 2015 (previously circulated) were confirmed as a true record and signed by the Chair.

94. CHAIR'S REPORT AND URGENT ITEMS

94.1 Grant Aid & SPACE grants

The Committee received a report (tabled at the meeting) regarding proposals to change the operational arrangements for the Grant Aid and SPACE grant schemes. Recalling the earlier decision of the Committee to use the SPACE budget to support local voluntary groups via the Council's annual Grant Aid process, the Town Clerk explained that Officers had been preparing to merge the SPACE budget within the Town Council's overall Grant Aid Budget. Consultation with the Sports Forum had however highlighted that local clubs would find it easier to plan activities for the summer season if funding was

agreed earlier in the year. It was therefore proposed that the two programmes were separated to facilitate this. The Committee agreed with the principle behind this proposal and it was therefore **RESOLVED** that:

The Grant Aid and SPACE grants be run as two separate programmes.

95. PUBLIC FORUM

There were no members of the public present.

96. LITTLEHAMPTON SPORTS FORUM

96.1 The Committee received the minutes of the meeting held on 26th January 2015 (previously circulated). It was **RESOLVED** that:

The minutes be noted.

97. OFFICER'S REPORT

97.1 Museum Periodic Report

The Committee considered a report (previously circulated) which gave a summary of recent Museum events and exhibitions, projects and donations and visitor and outreach figures. Regarding the CoastEd service, it was noted that funding from Arts Council England was scheduled to end on the 31st March 2015. Discussions were currently taking place between the project partners regarding the future of the project and proposals for the future of the service would therefore be presented to the Committee for consideration at the June meeting. It was **RESOLVED** that:

The report be noted.

97.2 Events and Tourism Periodic Report

97.2.1 The Committee considered a report (previously circulated) which set out information regarding the outcome of the Charity Pancake Olympics event and also provided an update on the preparations for the Armed Forces Day activities. Regarding the Pancake Olympics, Members commented on the variety and level of local participation and expressed their thanks to Officers for organising a successful event. The Committee noted that the Harbour Board had introduced a fee in respect of the maritime arrangements required to support Armed Forces Day (AFD).

97.2.2 The Committee went on to review the AFD programme. The absence of representation from the Navy was discussed and in view of the fact that the East Bank flood defence works were nearing completion, it was suggested that a maritime themed event be included in a future programme. The Assistant Town Clerk explained that booking Forces representation was problematic as Armed Forces service requirements took precedence. It was however agreed that this be taken forward for consideration as part of the events planning in future years. It was therefore **RESOLVED** that:

1. The outcome of the Charity Pancake Olympics as set out in paragraphs 3.1.1 to 3.1.4 of the report be noted.

2. *The unexpected Harbour Board fees for the support of Armed Forces Day as set out in paragraph 3.2.3 of the report be noted.*
3. *The financial implications as set out in Paragraph 4 of the report be noted.*

97.2.1 Voluntary Action Arun and Chichester (VAAC) Service Funding Agreement

The Committee considered a report (previously circulated) regarding changes that were proposed by VAAC regarding service delivery in the Town. The views of Members were sought on the implications of the proposals in terms of the delivery of the current Service Funding Agreement (SFA) with the Town Council. The Assistant Town Clerk explained that the agreement specified that support services were delivered from a Littlehampton office base. These included a fundraising hub, the Connecting Communities project and a range of Volunteer support services. Under the proposals, the hub would disappear and be replaced by one-off events designed to encourage volunteers to come forward. The Committee was apprehensive about the proposals and the impact they would have on the availability and accessibility of VAAC services to Littlehampton residents in the future. The Committee therefore sought reassurances that the proposals would not compromise service delivery in Littlehampton and it was agreed that the changes be closely monitored. It was therefore **RESOLVED** that:

1. *Subject to the receipt of assurances regarding future services provision, the continuation of the Service Funding Agreement held between the Town Council and VAAC until 31st March 2017 be approved, subject to a review in December 2016.*
2. *The changes to the delivery of VAAC services within Littlehampton be noted.*

97.4 Gardens and Allotments Competition

The Committee considered a report (previously circulated) which contained proposals for the future organisation of the annual competition. The Town Clerk explained that a review had been undertaken with the aim of refreshing the event and increasing the level of participation. The review recommended that two categories be dropped and that first place winners who had won for two consecutive years should wait a year before re-entering the competition. In addition it was suggested that the judging panel contain a representative from the sponsor and that the Awards ceremony be held on Thursday 20th August. The Committee were supportive of the proposals and **RESOLVED** that:

1. *The changes to the organisation of the annual Gardens and Allotments Competition as set out in paragraphs 3.2 and 3.3 of the report be approved.*

2. *The date for the Awards Ceremony, Thursday 20th August 2015 be noted.*
3. *The financial implications as set out in paragraph 4 of the report be noted.*

97.5 Lamp Post Banner Sites

The Committee considered a report (previously circulated) which set out proposals for the reinstatement of lamp post banner sites in the Town. Having recently undertaken a review of the current arrangements, Officers had concluded that revising the site locations and reducing the number of banners per site from three to two would be more effective. It was however noted that SSE, the lamp post maintenance contractors, required the Town Council to ensure that a new type of bracket system was installed if permission was to be granted for the use of the sites. It was noted that the Town Council also made its sites available for local groups and businesses to use under a separate system introduced in 2012. The Town Clerk reported that the process of obtaining the necessary consent from SSE had become protracted and that the service was now urgently required to fulfil an advertisement for an Easter event. This was frustrating however, the Committee acknowledged the need for the SSE approval and it was therefore **RESOLVED** that:

1. *Subject to receipt of the necessary approval from SSE, the lamp post banner site proposals as set out in paragraph 3.1.4 of the report be approved.*
2. *The financial implications as set out in paragraph 4 in the report be noted.*

97.6 Occupation of Meadview

The Town Clerk reported that the situation regarding the unauthorised occupation of the site had been resolved. It was noted that the District Council had arranged for the site to be secured until such time as the new tenants moved in and that the water supply to the Trinidad allotments had been restored. It was **RESOLVED** that:

The update be noted.

97.7 Keystone Centre

The Town Clerk reported that at the recent Liaison meeting with the District Council, the Chief Executive had stated that he hoped that funding provision for youth facilities in North Littlehampton would be included in the District Council's 2016/17 Capital Programme. In the intervening period proposals were being developed and grant aid was being pursued to fund this work. It was **RESOLVED** that:

The update be noted.

98. MASTERPLAN – NORTH LITTLEHAMPTON

There was nothing further to report.

99. 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, Schedule 12A, due to the confidential nature of the business to be conducted as it contained proposals to change the contract of an employee.

100. OFFICER'S REPORTS (EXEMPT)

100.1 Project 82 Service Review

100.1.1 The Committee received a report (previously circulated to Members of the Council only) which outlined proposals for the future delivery of youth services in Littlehampton by the Town Council. The Town Clerk explained that the following the feedback from the last meeting, the proposals envisaged the delivery of facilities to young people in different parts of the Town, evolving as new developments in the area came on line.

100.1.2 The Committee went on to consider the proposals in more detail in terms of the overall provision of facilities for young people in the area and the impact on the community. It was acknowledged that the needs of young people in the area had changed and that the service needed to focus on expanding its reach and securing better facilities for young people in the future. The Committee recognised that once fully operational the Find It Out service would offer an extensive range of support services for young people and that the proposals contained the flexibility that would be needed to adapt to the changes that this would bring. It was noted that the Service was already moving forward in this respect and Members wished to ensure that every effort was made to maximise the day time use of the existing building when it was not required by the Project. The Committee considered it was prudent to develop a forward plan to progress the proposals as set out in the report. Members also wanted to deliver outreach services where possible and sought further information as to how this might be achieved. It was therefore **RESOLVED** that:

- 1. The implementation of the proposed strategic approach for the delivery of Littlehampton Town Council's Youth Service as set out in paragraphs 3.1-3.2.7 in the report be approved.*
- 2. Full Council be RECOMMENDED to approve the changes to staff hours as set out in paragraphs 3.3 and 3.4 of the report.*
- 3. The financial implications of the proposal for service delivery be approved.*
- 4. The Town Clerk be instructed to develop a Forward Plan in order to progress the proposals contained within the report.*

5. *A report on the future of provision of outreach facilities be presented to the June meeting of the Committee.*

The meeting closed at 7.10pm. _____ **CHAIR**