

MINUTES of the COMMUNITY RESOURCES COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on THURSDAY 14 FEBRUARY 2019 at 6.30PM

Present: Cllrs Buckland (Chair),
C Blanchard-Cooper,
Tandy and Warren
QVRM. The Mayor
attended Ex-Officio.

2018/2019

47. EVACUATION PROCEDURES

The evacuation procedures were noted.

48. FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES

The procedures were noted.

49. APOLOGIES

There were apologies from Councillor Purchase.

50. 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. The standing declarations were noted. Councillor Warren declared a personal and prejudicial interest relating to agenda item 9, Allotments Working Group, as an allotment plot holder and he confirmed that he would leave the meeting when the Committee came to discuss agenda item 9.2, Installation of Water Troughs on allotment sites.

51. MINUTES

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

52. CHAIR'S REPORT AND URGENT ITEMS

52.1 Littlehampton Ferry

The Assistant Town Clerk reported that there was an urgent item regarding the Littlehampton Ferry. As the matter related to an individuals' business, the report would be deferred to exempt business.

53. PUBLIC FORUM

There was one member of the public present and no matters were raised.

54. SPORTS FORUM

54.1 The Committee received the notes of the Littlehampton Sports Forum meeting held on 21st January 2019 (previously circulated). It was noted that Members of the Forum were keen to meet with Arun District Council to discuss the management of the sports pitches at Kingley Gate. Regarding the Littlehampton Swimming Club, it was noted that should they decide to merge with other clubs and subject to meeting the Town Council's grant criteria, they could still apply for funding. It was **RESOLVED** that:

The notes be noted.

55. ALLOTMENTS WORKING GROUP

55.1 The Committee received the notes of the Allotments Working Group held on 17th January 2019 (previously circulated) which also sought Members approval on the draft Site Representatives and Responsibilities document. The Assistant Town Clerk reported that she would be meeting with developers the following day to discuss infrastructure works as they affected the Mill Lane and Worthing Road Allotment sites. Regarding the Site Representatives and Responsibilities, Members were pleased to see a positive way forward to engage with allotment plot holders who might not be members of LALGA. It was also suggested that details of the site stop cocks also be included with information given to the Site Representatives. It was therefore **RESOLVED** that:

- 1) *The notes of the Allotment Working be noted.***
- 2) *The draft Site Representatives and Responsibilities be approved.***

55.2 Installation of Water Troughs on allotment sites

55.2.1 Councillor Warren QVRM redeclaring his personal and prejudicial interest, proceeded to address the Committee on the following matter as an allotment holder. Regarding the proposals to install water troughs at the Town Council allotment sites, he stated that in his view it was a shame the Town Council had had to resort to this measure. Observing that access to troughs could be problematic for less able allotment holders, he urged the Committee to bear this in mind when considering installation.

Councillor Warren QVRM left the meeting at 6:45pm.

55.2.2 The Committee received a report (previously circulated) that set out the programme for the installation of water troughs across the Town Council allotment sites to improve water conversation. Members were strongly supportive of the proposal but were keen to ensure that they remained fully accessible to all plot holders. The Assistant Town Clerk emphasised the Town Council's willingness to explore solutions on a case by case basis where plot holders had concerns.

- 1) *1) The purchase and installation of water troughs at Mill Lane and Howard Road sites during the 2019/20 financial year be approved.*
- 2) *2) The installation of water troughs at Trinidad and Fort Road sites during the 2020/21 financial year be approved.*

Councillor Warren QVRM joined the meeting at 6:50pm.

56. OFFICER'S REPORTS

56.1 Museum Periodic Report

The Committee received a report (previously circulated) which outlined the Museums' events and exhibitions and set out the social media statistics and visitor figures. The Committee was also asked to consider a further reduction in the exhibitions programme and proposal for the acquisition of several artefacts. The Committee supported the reduction of the exhibitions programme to keep up the momentum of the Collections Documentation Project. Regarding the potential for new acquisitions, Members considered that the small collection relating to the Beach Hotel was unique and a welcome addition to the Museum's current archive of Hotel artefacts. The Museum already had a collection of silver gilt rings and without further evidence, Members did not consider there was any need to expand this. Regarding the large jug which belonged to former residents', Members sought additional information regarding the relevance of the item to the collection. It was therefore **RESOLVED** that:

- 1) *1) The reduction of the Exhibitions Programme in line with the Museum Working Group's report, as set out in paragraph 3.1.3 of the report, be approved.*
- 2) *2) The acquisition items for Beach Hotel be approved.*
- 3) *3) The silver gilt ring not be acquisitioned, subject to there being no additional compelling evidence to do so.*
- 4) *4) Further information regarding the large jug acquisition item be presented for consideration at the next Committee meeting.*
- 5) *5) The report be noted.*

56.2 Museum Action Plan

The Committee received a report (previously circulated) that set out the Action Plan for the Museum Service based upon the recommendations of the Museum Working Group. It was noted that this format of

reporting was proposed to replace the current style of the Museum periodic report going forward. It was therefore **RESOLVED** that:

- 1) **The Action Plan, which will be updated and brought to each meeting of the Community Resources Committee be approved.**
- 2) **The progress to date be noted.**

56.3 Events Periodic Report

The Committee received a report (previously circulated) that provided updates on the 2018 Christmas Lights Switch On and the progress of the 2019 events' programme.

56.3.1 Christmas Light Switch On

The Committee received information on the 2018 event, and it was proposed that due to the growing popularity of the event and the clash with the Friday market that the day be changed. It was noted that this would allow for more time to set up for the event and reduce the restrictions for attractions and activities that could be provided. Members supported the move to change the day and time of the event and asked that these be explored further in consultation with the Town Traders Partnership. It was therefore **RESOLVED** that:

The day and time of the Christmas Lights Switch On 2019 be explored with the Town Traders Partnership (paragraph 3.1.8 of the report)

56.3.2 Screen on the Green

The Committee considered a recommendation for the provision of a 40ft cinema screen. Observing that Quote 1 included the film licence Members supported the recommendation. It was noted that the date for voting on the film in the report was incorrect and would run from February 15th to 11th April 2019.

Quote 1 for the Screen for Screen on the Green (Paragraph 3.2.3 of the report) be approved.

Councillor Tandy joined the meeting at 7:10pm.

56.3.3 Events Forum

Members considered two applications for funding from the Events Support Budget. Whilst Members were supportive of the introduction of more events, they wished to have a fuller understanding of the benefits that these would bring to the Town. Members also wished to have a better understanding of the value achieved through funding. It was therefore **RESOLVED** that:

The applications be investigated further, and recommendations be brought to the Committee at the March meeting.

56.3.4 Contracts for Events Services

It was proposed that contracts for events support services be awarded on a two-year contract. Members judged that this was a more efficient way of working rather than having contracts procured on an event by event basis. It was therefore **RESOLVED** that:

The offer of a 2-year contract for some event services (Paragraph 3.4.1 refers of the report) be approved.

56.3.5 Events Publicity

Members received quotations for the design and print of event publicity that would cover the event flyers, posters and What's On guide. It was **RESOLVED** that:

The contract be awarded to option two to provide design and print services for event publicity (Paragraph 3.5.1 of the report).

56.3.6 Stallholders Policy

Members received the 'Town Show and Family Fun Day Stallholder Policy' (previously circulated) and were asked to consider a way forward regarding the inclusion of acts of worship at this event. In 2018 the Council received a stall request from a local church, seeking to provide prayer and faith healing at their stall. Members confirmed that faith-based groups were welcome to participate as they were part of the Littlehampton community but that they were to be requested not to provide any organised acts of worship such as prayer. It was therefore **RESOLVED** that:

As Members wished the event to remain secular, the Town Show and Family Fun Day Stallholder Policy be revised in line with Minute 56.3.6 above.

56.4 Rosemead Park

The Committee received a report (previously circulated) that outlined the recent removal of the youth shelter and the bench located on the south side of the park due to anti-social behaviour. It was noted that since the removal of the bench reports of anti-social behaviour had diminished. Observing the improvement since the removal of the shelter, Members considered that the situation should continue to be monitored before the bench was reinstated. It was therefore **RESOLVED** that:

The bench not be reinstated at this time and the level of anti-social behaviour continue to be monitored.

56.5 Community Transport

The Committee received a report (previously circulated) that provided an overview of the development of a new community transport scheme named Arun Community Transport (ACT), and a proposed service funding agreement to support it. Members were pleased to note the success of the ACT and that the service was continuing to grow. It was noted that ACT were exploring the possibility of reinstating a shopping service. The Assistant Town Clerk Informed Members that the proposed Service Funding Agreement (SFA) would run for a year to bring it in line with other Littlehampton Town Council SFAs. The £3,200 would be in four equal instalments on a quarterly basis. Members were supportive of this proposal and it was therefore **RESOLVED** that:

- 1) **The creation of a one-year service funding agreement with Arun Community Transport to be paid on a quarterly basis be approved.**
- 2) **The remainder of the report be noted.**

56.6 Review and Redesign of the Integrated Prevention and Earliest Help (IPEH) Service

The Committee received an update from West Sussex County Council (previously circulated) that outlined the proposed review of the IPEH service. It was noted that this was to commence from April 2019. It was **RESOLVED** that:

The update be noted.

56.7 Keystone Centre Project Update

The Committee had before it a report which set out the first phase of community engagement regarding the proposed re-siting of the youth centre (previously circulated). The first stage of the exercise engaging with young people had finished that day and the response had been positive. This would be followed by community events on the 19th, 20th and 21st February at the Centre aimed at businesses and residents. The closing date for comments was 8th March and the feedback would be reported to Full Council later that month when approval would also be sought regarding the scope of the feasibility study. It was **RESOLVED** that

The update be noted.

57. 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.

The following item is confidential for Members of the Council only in accordance with Paragraph 3, Part 1 of Schedule 12A of the Local Government Act 1972, being information relating to relating to the financial or business affairs of any particular person (including the authority holding that information).

58. OFFICERS EXEMPT REPORTS

58.1 Littlehampton Ferry

The Committee received an update regarding the Littlehampton Ferry service and cost implications for Summer 2019. It was **RESOLVED** that:

Officers continue to explore options with the operator and a report be brought back to the next Committee meeting.

58.2 Merit Awards

The Assistant Town Clerk reported that the Panel had agreed awards for 2018 to three groups and two individuals. It was **RESOLVED** that:

The update be noted.

The meeting closed at 8:03pm.

CHAIR