



2 October 2012

Notice is hereby given that there will be a meeting of the **COMMUNITY RESOURCES COMMITTEE** held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **THURSDAY 11 OCTOBER 2012** at **6.30pm**

Committee: Cllrs Gammon (Chair), Bowyer, Britton, Caffyn, Long, Neno, Northeast and Dr Walsh

PETER HERBERT
Town Clerk

AGENDA

2012/2013

1. EVACUATION PROCEDURES

2. MOBILE PHONES

Members and the public are reminded that the use of mobile phones (other than on silent) is prohibited at Town Council and Committee meetings.

3. APOLOGIES

4. DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declaration of disclosable pecuniary or personal and/or prejudicial interests that they may have in relation to items on this Agenda.

You should declare your interest by stating:

- (a) the item you have the interest in
- (b) whether it is a disclosable pecuniary interest, whereupon you will be taking no part in the discussions on that matter, or
- (c)
 - (i) whether it is a personal interest and the nature of the interest
 - (ii) whether it is also a prejudicial interest
 - (iii) If it is a prejudicial interest, whether you will be exercising your right to speak under PUBLIC FORUM

You then need to re-declare your interest and the nature of the interest at the commencement of the item or when the interest becomes apparent.

5. **MINUTES**

To confirm the Minutes of the meeting held on 13 September 2012, circulated herewith.

6. **CHAIR'S REPORT AND URGENT ITEMS**

7. **PUBLIC FORUM**

Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this committee. A period of 15 minutes is allocated for this purpose. If possible, notice of intention to address the Committee should be given to the Clerk by noon of the day of the meeting.

8. **ALLOTMENTS WORKING GROUP**

8.1 To receive the notes of the Extraordinary Allotments Working Group meeting held on Thursday 4 October 2012 – to be circulated at the meeting

9. **OFFICER'S REPORT**

9.1 **Project 82 Periodic Report** - attached

9.2 **Museum Periodic Report** - attached

9.3 **Town Show & Family Fun Day** – report attached

9.4 **Events Programme for 2013/14** – report attached

9.5 **Deprivation Working Group** – report attached

10. **MASTERPLAN – NORTH LITTLEHAMPTON**

11. **EXEMPT BUSINESS**

It is **RECOMMENDED** that:

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

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Community Resources Committee

Date: 11th October 2012

Report by: Town Clerk

Subject: Project 82 Periodic Report

1. Summary

1.1 This report sets out recent matters of relevance to the Community Resources Committee:

- (1) A new scheme which aims to reward good positive behaviour at the Project; called Project Superstars.
- (2) Update on the outreach sessions.
- (3) Changes to staffing team.

2. Recommendations

The Committee is RECOMMENDED to:

- (1) Note the introduction of a new reward scheme. (3.1)
- (2) Note the update on the outreach sessions. (3.2)
- (3) Note the update on a new member of staff. (3.3)

3. Background

3.1 Project Superstars

3.1.1 Project 82 has a "strike" system in place to combat any behaviour problems that may occur during the sessions. However, there is nothing in place to reward good positive behaviour. In order to balance this out and encourage the young people to take more responsibility in managing their own behaviour, Project 82 now has a Project Superstar Reward System. Every night the staff will vote on who the superstar(s) of the session has been. They can win points for following and respecting the rules, working as a team, supporting staff, looking after each other, challenging bullying etc. The young people will then win different rewards depending on how many points they gain over a number of sessions. Only one point will be rewarded per session to only one individual and therefore it would take a significant number of sessions and continuous good behaviour for an individual to achieve the certificate of behaviour and gift voucher. For example:

- 2 points = 10p of tuck.
- 4 points = one free session.
- 10 points = second free session.
- 15 points = certificate of behaviour and £5 gift voucher.

3.2 Outreach Session

- 3.2.1 The detached youth work sessions at Project 82 have been really successful since the beginning of August. The team have been consistently going out into the community each Friday night for the last two months. The team have made contact with over 160 young people in 14 different locations in Littlehampton, including Rosemead and Southfields.

3.3 New Worker in Charge

- 3.3.1 Project 82 has welcomed a new Worker in Charge, Kelly Jordan. Kelly has worked at Project 82 in the past, has a vast amount of youth work experience and will be a great asset to the team. She has already made a positive impact with the young people. As a result of this Project 82 are still advertising for one more Worker-In-Charge post for 7 hours a week, covering Alison Hoodless' maternity cover until August 2013.

4. Financial Implications

- 4.1 A budget of £100 from the Friends of Project 82 will be allocated to the Project Superstars Reward System. There will be a slight reduction in subscription income as a result of free sessions being given to individuals as part of the Reward System.

Peter Herbert
Town Clerk

Littlehampton Town Council

Non-confidential

Committee: Community Resources

Date: 11th October 2012

Report by: Town Clerk

Subject: Museum Periodic Report

1. Summary

1.1 The report contains:

- i. Information on the recent Museum events and exhibitions.
- ii. The Museum's proposed 2013 exhibition programme.
- iii. Information on the recent grant success of the Sussex Museums Group.
- iv. Information about the new Education Consortium.
- v. An update on the Wick Memorial Project.
- vi. A proposal to remove the ban on photography in the Museum.
- vii. The Museum Visitor & Outreach figures.

2. Recommendations

2.1 The Committee is RECOMMENDED to:

- 1) Note the report.
- 2) Approve the 2013 events programme.
- 3) Remove the ban on photography in the Museum.

3. Background

3.1 Family Matters Exhibition and Events

3.1.1 The Museum began their themed family history autumn with a large temporary exhibition titled 'Family Matters' in the Hearne Gallery. This has attracted a great deal of interest from the public, and the first linked event, an 'Ask the Experts' session at the Museum, on the 22nd September attracted over 40 visitors to the Museum for family history advice, despite being overlooked by the local press. The 13th October session is anticipated to be much busier due to better press coverage. Museum staff are also holding 'Make your own family tree' activity workshops with local children during the October half term.

3.2 2013 Events Programme

3.2.1 Please find attached as Appendix A the 2013 Events Programme for Member's consideration and approval. All Museum events are free of

charge and offer a variety of activities designed to cater for all ages in the local community.

3.3 Sussex Museums Group Grant Success

3.3.1 In August this year the Curator, who is a member of the Executive Committee for Sussex Museums Group (SMG), worked as an integral member of the Committee to submit an application for the 2012-2013 round of Strategic Funding provided by Arts Council England (ACE). The bid was for a staffed conservation service that could be used by museums from Sussex, Kent and Surrey. The aim of the service is to evaluate and map the remedial conservation needs for museums of all sizes across the two sub-regions, and follow up with site specific practical advice and intervention. The project will also aim to establish a long-term support network for collections care so that the skills and expertise developed by the project can be retained and shared.

3.3.2 The application was a success and SMG have been awarded £75,000 to pay for two conservators, one based at Fishbourne and one at Chatham for 6 months. A conservation post at Brighton & Hove Museums that is already part of their core funded major project work will also contribute to the service. The Curator, as part of her role on the Executive Committee for SMG, will act as an advisor for this project. Littlehampton Museum will benefit from a survey of the collections, and any remedial work that may come out of this survey. SMG are also considering submitting a bid for a second stage for the project in time for the new budget cycle for ACE Strategic Funding in March 2013.

3.4 Education Consortium

3.4.1 The Museum Curator has joined other local heritage providers in the Arun/Adur District to form a new Education Consortium. The Curator will act as a lead partner on the project, along with the Worthing Museum & Art Gallery Manager and the Rustington Museum Curator. The formation of the Education Consortium for the Arun and Adur District was the result of a meeting with the new Museums Relationship Manager for Arts Council England (ACE), Michael Cooke. He suggested that the formation of a consortium would facilitate a funding application to improve education provision in museums in the region.

3.4.2 A Project Initiation Document (PID) will be submitted by the end of October, for consideration for Strategic Funding from ACE. The strategic aims and objectives for the consortium are to research, develop, and establish a sustainable museum education delivery system, which meets the identified different needs of the partner museums and the users of those services within Adur, Arun, and Worthing. The full project outcomes involve tailoring services for school districts, increasing the use of the collections of participating museums in schools, providing increased training and experience opportunities for museum personnel, and designing and delivering high quality and cost-effective education

services. Full details of the project outcomes and exit strategy will be included in the PID.

- 3.4.3 If the bid is successful, then the first phase of the project will begin at the start of the 2013 financial year. There will be no immediate financial implications for the Town Council, but as the Curator will act as a lead partner in the project, part of the match funding contributed to the project will include Officer time. Further details will be reported to the Chair of the CRC prior to the December meeting, and to the rest of the Committee at the next meeting in the form of the PID.

3.5 Wick Memorial Project Update

- 3.5.1 The original Wick Memorial Plaque is now with the conservator, who is carrying out remedial conservation on the Plaque ready for its rededication in November. The new addendum that will be hung alongside the aforementioned Plaque is being created locally by Gary Boxall, at Artists in Stone. The Memorial Plaque and addendum plaque will be hung for public display inside Wick Hall, and the unveiling will take place as part of a rededication ceremony in early November.

3.6 Photography in the Museum

- 3.6.1 Historically the Museum has banned photography in the galleries, a decision which has been handed down by previous Museum staff members. The topic of photography in museums has been much debated by museum professionals recently, and the Curator is of the opinion that the ban should be lifted.
- 3.6.2 The reasons for the historical ban of photography in the galleries were centred around the issue of copyright and conservation concerns. Littlehampton Town Council holds the copyright to any item that is formally accessioned into the collection, unless this has been stipulated as a condition of the donation. The vast majority of the Museum collection falls into this category, and the items that don't are usually part of temporary exhibitions or loans. It is proposed that a note be included in the contracts made with exhibiting artists and in loan agreements that visitors to the Museum will be free to take photographs of the items/artwork during their visit.
- 3.6.3 A blanket ban on photography in the Museum is now irrelevant and unwelcoming to visitors. In cases where the use of flash could be detrimental to an object on display, localised signage could instruct visitors not to use a flash when taking a photograph. There are billions of photos uploaded onto websites such as Facebook every month, as people want to record and share their good experiences, and it would be a shame if Littlehampton Museum were not a part of that.

3.7 Museum Visitor and Outreach Figures

3.7.1	Q.1	Q.2	Q.3	Q.4
2012/13	2595	2438	-	-
2011/12	2098	2729	1509	2052
2010/11	1878	3121	1385	1972

4. **Financial Implications**

- 4.1 All Museum events are covered by the events budget, which is set at £800 for 2012/13.
- 4.2 There are no financial implications for Littlehampton Town Council connected with the SMG Conservation Project.
- 4.3 There are currently no financial implications for Littlehampton Town Council connected with the Education Consortium, apart from some commitment of Officer time.
- 4.4 The breakdown of the Wick Memorial Project costs has been previously reported.

Peter Herbert
Town Clerk

Appendix A

DRAFT 2013 Museum Events Programme

'All At Sea'

(February half term)

'Setting Sail' workshop:	11am-12pm	Tuesday 19 th February
'Creatures of the Deep' workshop:	2-3pm	Wednesday 20 th February
'Pirates!' workshop:	10-11am	Thursday 21 st February

Littlehampton Museum is 'all at sea' this half term, with a week of workshops where local children can explore what life at sea was like in Georgian/Victorian Littlehampton. The Museum itself will also take on the theme for the week, with a special treasure hunt and quiz to complete as our wannabe seafarers explore the galleries.

Fossil Hunters

(Easter school holidays)

Beach Walk:	10 – 11am,	Tuesday 2 nd April
Beach Walk:	12-1pm,	Thursday 4 th April
Beach Walk:	3-4pm,	Wednesday 10 th April
Beach Walk:	4-5pm,	Friday 12 th April

Become fossils hunters this Easter break! Come along to the Museum to take part in a fossil hunt around the galleries and learn more about your fossils. Or why not join us for some fossil hunting on the Littlehampton beaches? Booking is essential, and open to all ages.

Easter Craft

(Easter Saturday)

Saturday 30th March 2-4pm

Just drop in to the Museum to create some beautiful Easter craft with us.

'All Aboard!'

(Summer half term)

'Train-craft' workshop:	10-11:30am	Tuesday 28 th May
'Train-craft' workshop:	2-3:30pm	Wednesday 29 th May
'Train-craft' workshop:	11-12:30pm	Thursday 30 th May

Littlehampton Museum are asking local children to help them with their BIG summer exhibition, celebrating 150 years of Littlehampton Railway Station. Visitors to the three sessions during the summer half term will be invited to create colourful and unique miniature trains, which will be proudly displayed in the exhibition during summer 2013.

Railway Event Weekend

Date TBC – July/August

In 2013 Littlehampton Railway Station will be celebrating its 150th Birthday, and Littlehampton Town Council are working with Southern Railway and other local tourism providers to ensure that it will be celebrated in style! A wide variety of events are being planned across the town, all with a Railway heritage theme, planned for a weekend in the summer season.

Get Crafty! 2013: Kingdoms

(Summer school holidays)

The Museum Team will be focusing on a 'Kingdoms' theme during the popular annual summer activities, and highlighting the fantastic indoor and outdoor facilities that Littlehampton offers. The first session will take place outside, to encourage local families to explore Littlehampton and to enjoy the outdoors. Visitors to the session will be encouraged to picnic and explore Mewsbrook as well as enjoying the Museum activity.

The second session will appeal to local children who usually enjoy our craft based sessions, where they will receive instruction from a reenactment expert on creating their very own Royal colours, and learn how local battles were won, with a particular focus on the Fitzalan lineage.

The final session, to be held at the Southfields Jubilee Centre, will be an action packed session learning about ancient warfare, and how kingdoms were forged. Participants will be able to learn some real combat skills, and combine healthy exercise with historical lessons from days gone by.

Kingdoms 1: Kings & Queens.

11am-1pm Wednesday 31st July 2013

Local families can take part in a treasure hunt around Mewsbrook Park led by Museum Staff, to discover the Kings & Queens of England and they affected people who lived in our area.

Kingdoms 2: Raising the Colours.

2-4pm Wednesday 14th August

Children can create their own Royal colours with the help of a reenactment expert, and learn about how Kingdoms were forged and battles were won, and how they changed the landscape of the surrounding area.

Kingdoms 3: Battle Royale

1-4pm Wednesday 21st or 28th August

(SPACE Week – shared event with Events Team)

A grand battle will be fought at Southfields Jubilee Centre this summer, as local children learn about the art of warfare medieval style, and pick up new skills and an understanding of how to win a kingdom.

Family Fun Day & the 11th Town Show

Saturday 7th September

It's time for the annual Family Fun Day & Town Show at Rosemead Open Space! Pop along and see what we have going on at the Museum stall.

Adult Art Classes

2-3:30pm Saturday 28th September

11-12:30pm Saturday 12th October

(Held during the 'OPEN' Exhibition, Saturday 14th September – Friday 1st November.)

To link in with the 2013 OPEN exhibition theme 'Harvest', the Museum will be holding a series of professional art workshops for adults, to learn new skills and gain confidence in creating works of art.

Pumpkin Carving

(Autumn half term – shared event with Events Team)

11am-12:30pm Pumpkin carving workshop Tuesday 29th October
2-3:30pm Pumpkin carving workshop Thursday 31st October

Local children can join Museum staff for some seasonal pumpkin carving during the October Half Term, as the Museum will be celebrating the Harvest festival as part of the 'OPEN' exhibition.

Christmas Capers

Saturday 7th December 2-4pm

This Christmas we are hosting our popular annual drop in activities for all the family. Visitors young and old will be able to join the Museum team in making beautiful Christmas cards and dazzling decorations to give to their loved ones this festive season.

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Community Resources

Date: 11th October 2012

Report by: Town Clerk

Subject: Town Show & Family Fun Day

1. Summary

- 1.1 The report updates the Committee on the outcome of the Town Show & Family Fun Day held on Saturday 8th September 2012.

2. Recommendations

The Committee is recommended to:

- (1) Note the report.

3. Background

3.1 Build Up

- 3.1.1 The build up started on Thursday 6th September with the marquees being erected by a new company. The level of service provided was very good and the equipment supplied was newer.
- 3.1.2 All the other equipment was delivered on Friday 7th September by other contractors and the A-team. Most equipment was able to be put in place for the event, saving significant time and reducing pressure on the day. The Town Show Committee set up their tables in their marquee.

3.2 Town Show Marquee

- 3.2.1 The Town Show Marquee was very well attended by both visitors and exhibitors, with a record number of entries in the children's categories but slightly down on overall entries. The reduction in entries may have been due to the poor weather conditions that gardeners have faced this year and some confusion as to whether the Town Show was happening this year.
- 3.2.2 The Town Show Committee was able to pack down the tables in their marquee which helped with the overall pack down schedule.
- 3.2.3 The "wash up" meeting identified the need for the Town Show Horticultural & Craft schedule (programme) to be uploaded onto the Town Council and LALGA websites.

3.3 Community Marquee

- 3.3.1 Following instructions from Members at the beginning of the year, Officers consulted with community groups on whether they would be able to bring their own gazebos to the event so that the community marquee could be reduced in size and savings be made. The response was very low and at the February meeting of this Committee, Members decided that the regular size marquee (minus 9 metres for the pet farm) should be booked for the event.
- 3.3.2 A total of 46 very diverse community groups had a stall in the community marquee; these included sports clubs, the Citizen's Advice Bureau, Neighbourhood Watch, Carnival and Bonfire, to name a few.
- 3.3.3 A total of 11 community groups had an outdoor pitch with their own gazebos adjacent to the community marquee. This created a good and busy atmosphere in an otherwise redundant area.
- 3.3.4 Feedback indicated that community groups achieved their objectives in attending, with a number reporting to have raised a significant amount of funds (average £200 per stall). They also had a lot of interest from the public about the services they offer.

3.4 Attractions

- 3.4.1 Attractions included the popular inflatables, the Spider Mountain Climb which this year had a slide, Billy the Owl (Harry Potter Movies) and a mobile Pet Farm.
- 3.4.3 Originally the community marquee housed the Pet Farm but this year the operator brought their own gazebos, at no extra cost to the Council, and it worked well.
- 3.4.4 The children's Arts & Crafts tent was absent. It was planned to use one of the Town Council's gazebos, but this was not possible as they had been damaged earlier in the year. Officers did not experience any negative feedback regarding the lack of the activity, but have already been approached by a community group who would like to run their own arts & crafts tent in the future.
- 3.4.5 The Wick 50 Up Club Bingo marquee proved to be extremely popular as usual and achieved the objective of attracting an older generation to the Show. The group was able to run two sessions both being very well attended (total of 150 people). The group raised £400 which they gave to the Mayor's Charities (Home-Start Arun and CancerWise).
- 3.4.6 A total of £790 income for the Town Council was generated from the attractions.

3.5 Arena/Stage Events

- 3.5.1 The events in the arena are meant to offer community groups a chance to showcase their skills with the dance groups being particularly popular as they have a large following.
- 3.5.2 The arena performances were all from local groups who donated their time free of charge. The Sussex Tornados, Dance Industry, Sampson Fitness and Razzamataz gave performances which were well received.
- 3.5.3 The pet show was as popular as ever with a record number of entries and a variety of animals including rats, dogs and tortoises. The

Littlehampton Dog Training Club organised the show and gave rosettes to the winners on behalf of the Council.

- 3.6.4 The headline act was tribute band "The Rhythm & Blues Brothers" who performed two sets of 45 minutes each covering Blues Brothers hits. The band was of good standard and although it interacted well with the crowd, it did not seem to gather as large an audience as in previous years. It was suggested at the "wash up" meeting that the multi tribute band option be revisited in the future.

3.6 Caterers

- 3.6.1 Once again the catering was provided by local businesses. The Thai Kitchen returned with their popular delicacies and the Lions Club with their beer tent and BBQ. The Arun View no longer operate outdoor catering so a replacement 'hog roast' company was sought; the Armed Forces Day hog roast company was used. The Littlehampton 4th Scouts were given a catering pitch for the first time and it worked well. The same ice cream company as in previous years attended the show.
- 3.6.2 The Lions Club were let down by volunteers at the last minute and were unable to run a Tea Bar on the west side of the green, this was greatly missed and a replacement would need to be identified for the future.
- 3.6.3 A total of £375 income for the Town Council was generated from catering pitches.

3.7 Other Facilities

- 3.7.1 A total of 8 portable toilets were provided and this worked well. The toilet provision and site litter picking was maintained by the newly appointed Jubilee Centre cleaner. Two skips were provided by Rabbit free of charge.
- 3.7.2 The PA system was provided by GB Hire, a professional sound management company that has worked with the Town Council on the Town Show for a number of years. There were no issues with the sound management and the company worked well with the tribute band.
- 3.7.3 On-site parking was, as usual, restricted to essential staff, Members, contractors, the Town Show Committee, performers and exhibitors with disabilities. The Littlehampton Academy provided the Hill Road car park free of charge to the Council. Attempts were made to use the Academy's new car park but it had not been completed in time. The facilities would be reviewed in the future.
- 3.7.4 The security company contracted for the event was the same local company used for most of the Town Council's events. Security Guards were on site from Thursday afternoon through to Sunday morning, providing two guards during the first night to four on Friday night and Saturday daytime.
- 3.7.5 There were two major incidents that required first aid response and ambulance support. The first incident involved a child injured in the playground, making it difficult for the ambulance to reach the casualty. The second incident involved a member of the public suffering from severe chest pain inside the community marquee. The incidents and

the way they were dealt with were discussed at the “wash up” meeting and areas for improvement were identified.

- 3.7.6 The event publicity included the distribution of flyers to 5,000 households in Littlehampton, 8,000 flyers in the Worthing Advertiser and 2,000 in selected town centre venues. Cuff Miller offered £400 sponsorship towards publicity costs. A large banner was displayed at the East Street roundabout. The Town Council and Visit Littlehampton websites were also used for promotion along with the Council’s facebook page.
- 3.7.7 The Cuff Miller sponsorship covered a free prize draw which saw the winner receive a cheque for £100. The prize draw enabled the Council to gather visitor information (Appendix A).
- 3.7.8 Free Shopmobility scooters were available for hire on site on a first come first served basis but were not used.

3.8 Staffing

- 3.8.1 Three members of the A-team completed all jobs on the morning of the event with an additional B-team member supporting the pack down.
- 3.8.2 Two Officers worked at the event. The overall Member involvement in the event has been key, particularly with the compering, supported by the Chair and Cllr Dr Walsh.
- 3.8.3 The Museum staff had a stall in the community marquee and helped take photographs of the event. Project 82 also had an information stall in the marquee.

4. **Financial Implications**

- 4.1 The Town Show & Family Fun Day budget was £18,000. The main items of income and expenditure are attached in Appendix 1.
- 4.2 The anticipated net cost is £14,668.50 (£17,477.15 in 2011).

Peter Herbert
Town Clerk

TOWN SHOW PRIZE DRAW SURVEY

ENTRIES = 200

ATTENDED BEFORE	NO	48
	YES	140

POSTCODES

BN12 - 3
BN15 - 1
BN16 - 12
BN17 - 168
BN18 - 1
BN42 - 1
BN43 - 1
PO20 - 1
PO21 - 4
PO22 - 3
RH20 - 1
KT19 - 1

LEAFLET PICKUP

TOWN SHOW - 122
MADEIRA DANCING SINGING GROUP - 30
THROUGH DOOR - 18
CUFF MILLER - 3
FRIEND - 3
SHOP - 3
ARUN DOLPHINS - 1
INSIDE NEWSPAPER - 1
ROSE GREEN - 1
LOOK & SEA - 1
SCHOOL - 1

TOWN SHOW & FAMILY FUN DAY

INCOME

Ice Cream Van		150.00
Bouncy Castles		150.00
SW catering	Catering	75.00
Thai Kitchen	Catering	75.00
Lions	Catering	75.00
Climbing wall		600.00
Owl		40.00
Cuff Miller Sponsorship		400.00
	TOTAL INCOME	1565.00

EXPENDITURE**Publicity**

Flyer design & print	550.00
Flyer Distribution	351.00
Large banner	105.50

Equipment

Tables (220)	880.00
Chairs (250) & PATIO SETS (4)	290.00
Town Show Marquee	2,250.00
Community Marquee	2,750.00
Bingo Marquee	540.00
Stage Marquee	540.00
PA Marquee	250.00
Toilets	400.00
Electrics	300.00
Generators	670.00
Fire extinguishers	50.00
PA Equipment	865.00

Acts/Attractions

STAGE ACT	1,200.00
Cuddle Me Farm	575.00
Prize Draw	100.00
Climbing wall	800.00

Staffing/Security

First Aid	FOC
Security	1,600.00
A-team/B-team/Officers	860.00

Licenses/Misc.

PPL License	70.00
Town Show Insurance	237.00
Contingencies	0.00

TOTAL EXPENDITURE	16,233.50
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Balance	14,668.50
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LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Community Resources

Date: 11th October 2012

Report of: Town Clerk

Subject: Events Programme for 2013/14

1. Summary

This reports sets out a draft programme of events and initiatives for 2013/14. It includes:

- 1) Regular Council led events.
- 2) Events supported by the Council.
- 3) Events proposed by the Events Working Group in 2011.
- 4) Other emerging key town events.
- 5) Museum led events (detailed in full in a separate report).

2. Recommendations

The Committee is RECOMMENDED to:

- 1) Comment and agree in principle on the draft programme of events and initiatives as set out in Paragraph 3 for consideration as part of the 2013/14 budget discussions.

3. Background

3.1 Members are asked to consider the following draft programme of activities for next year. Officers have produced an extensive programme featuring a wide range of activities including new and refreshed events. The programme aims not only to attract tourism to Littlehampton but also encourages local participation in a variety of events aimed at different interests throughout the year. Please refer to Appendix 1 for the provisional calendar.

3.2 The Pancake Olympics will be held on 9th February 2012 with the expenditure met from the current financial year.

3.3 The proposed Railway event may happen in either July or August so members are asked to note that it will only occur once in the final events programme.

3.4 Events Programme 2013/14

April

- **Littlehampton Allotment and Gardens Competition Launch**
Cost to LTC would be approximately £700 from the Community Arts, Events & Tourism budget.

- **Easter Holiday activities**

Members are asked to support the continuation of these excellent sessions which promote community involvement and the use of the Town's parks. A budget of £450 is recommended.

Museum events

Four Beach Walks and one Easter Craft session during the Easter Holidays.

May

Museum events

Three train craft workshops during the half term break.

June

- **Bandstand Launch/HM Queen's Coronation Anniversary – NEW**

The Bandstand Working Group has suggested that the launch of the new facility takes place on the 2nd June 2013 to coincide with the 60th anniversary of Her Majesty the Queen's Coronation Anniversary. The architects have been given the target date but the planning application has not been submitted yet.

The event would most likely involve band performances but the Committee would need to make further recommendations before detailed costs can be presented. The budget for such an event would depend on the type of band(s) chosen and the level of publicity implemented. The expenditure could range between £2,000 and £4,000.

Should the completion of the bandstand be delayed, another opportunity for the launch would be the Armed Forces Day on the 30th June 2013.

- **Boat Jumble**

The Town Council helped establish this event in 2011 and although the Council's involvement is minimal it is essential to the success of the event. The expenditure could be met from the Town Centre Initiatives budget. It cost £40 in 2012.

- **Armed Forces Day**

This is one of the most important signature events of the Town. Further investment is required to refresh it further. Officers have attempted for the last two years to link the Freedom of the Town award to this date. It is hoped that this can be achieved and it is recommended that the budget for the Armed Forces Day be increased from £6,000 to £7,000 to allow flexibility in booking a highlight attraction. It is recommended that the unspent £4,000 for the Freedom from the 2012/13 budget is made available for 2013/14.

July

- **Littlehampton Allotment and Gardens Competition Judging**
- **Littlehampton Carnival**
The Carnival is supported by the Town Council through a Service Funding Agreement of £3,000 which includes £500 for the Christmas event. This agreement expires in March 2014.
- **Wick Week**
This is a key event in the Town, where the Town Council offers both financial and Officer support. It continues to thrive and therefore it is recommended that no changes are made to the £2,500 budget.
- **Railway Event – NEW**
Littlehampton Railway Station will be celebrating its 150th Birthday in 2013. Officers and Museum staff have been working with Southern Railway and other local organisations to develop a programme of events that could potentially be held over two days and attract hundreds of visitors to the Town. Two dates have been proposed but further discussions need to be held.
Suggestions for the event include a steam railway service between London and Littlehampton, a model railway exhibition and a themed fair in the station car park.
The Museum is working with schools to centre the summer school's art exhibition on the railway theme.
Should Members wish to support the event it is proposed that Officers provide a co-ordinating role and that the Council funds the main attraction which are likely to be the steam train and elements of publicity.
It is recommended that an estimated budget of £5,000 be allocated for this event.

Museum events

Get Crafty! Session.

August

- **Allotment and Garden Competition Awards Ceremony**
- **Sandcastle Competition**
The competition continues to grow and no changes are proposed to the event and the budget of £400.
- **Railway Event – NEW**
See above.

- **SPACE**
SPACE continues to be a popular event with a wide cross section of the community. The budget for this event was reduced in 2012 without impact to the standard and range of activities it is therefore proposed that the same budget as 2012 of £3,500 is allocated.

Museum events

Two Get Crafty! Sessions. One session to be incorporated into SPACE.

September

- **I LOVE LITTLEHAMPTON – Music & Arts Festival**
This event is organised by Inspire Leisure's Arts in Action Network under a Service Level Agreement of £3,000 between Littlehampton Town Council and Inspire Leisure. The agreement is in place until March 2014.
- **Town Show & Family Fun Day**
Following the Council's decision at the Full Council meeting on 27th September this event is to be held on the same weekend, location and format as in 2012. Therefore a budget of £16,000 is recommended to allow for inflation rises.

Museum events

Adult Art Classes.

October

- **Littlehampton Sports Forum Sports Awards**
A budget of £1,500 from the Community Grants & Partnership Initiatives is allocated to this initiative.
- **Littlehampton Bonfire Celebrations**
The Bonfire Celebrations are supported by the Town Council through a Service Funding Agreement of £3,000. The agreement is in place until March 2014.

Museum events

Adult Art Classes and Pumpkin Carving sessions.

November

- **Christmas Lights Switch On and Christmas 'What's on' Brochure**
This event continues to grow, both in attendance and Traders support. The Council will continue to encourage participation from the business community and voluntary groups. It is recommended that no changes are made to the 2012 budget of £3,000.

December

- **Carnival Association Christmas Fun Day**

The Carnival Association event is part of the festive calendar of events in the Town Centre and attracts large amounts of visitors and support from the business community. The Town Council supports the event through the provision of £500 within the Carnival's Service Funding Agreement.

Museum events

Christmas Capers.

February

Museum events

Half term workshops.

March

- **Charity Pancake Olympics**

This small-budget but high profile event continues to be popular with community groups who use it as a fun opportunity to increase their profile and fundraise. It also generates good publicity for the town and the retail area. Its continuation is proposed and no change to the budget of £500.

3.5 Bandstand Concerts

3.5.1 It is proposed that the Town Council offers the space to local musicians for performances on a weekend basis throughout the summer. It is therefore recommended that the budget of £1,000 that was allocated for this initiative in 2012 be earmarked for 2013/14. This would enable the printing of a programme for Bandstand Concerts and to cover any potential A/B-team costs.

3.6 Outdoor Cinema

3.6.1 The Events Working Group in 2011 identified an open air cinema as an option for a summer weekend event. The cost to show one film free to the community would be approximately £4,000. Potential sites include the seafront greens and Brookfield Park. Members are asked to explore potential dates for the event when it would not add pressure to the draft events programme. A possible date could be the Saturday of Wick Week when the cinema could be held at White Meadows School which can easily be closed off and a charge made for film goers.

4. Financial Implications

- 4.1 The costs of the proposed events are listed as Appendix 2.
- 4.2 The overall cost of the programme is £53,100 compared to £59,900 in 2012/13. This will need to be considered as part of the budget discussions in December/January.

Peter Herbert
Town Clerk

	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Mon		1 Easter			1					
Tues		2 Museum			2			1		
Wed		3 Out & About	1		3			2		
Thur		4 Museum	2		4	1 WW		3		
Fri	1	5	3		5	2 WW		4	1	
Sat	2	6	4	1	6	3 Cinema?		5	2	
Sun	3	7	5	2 Bandstand	7	4	1	6	3	1
Mon	4	8	6 BH	3	8	5	2	7	4	2
Tue	5	9	7	4	9	6	3	8	5	3
Wed	6	10 Out & About	8	5	10	7	4	9	6	4
Thu	7	11	9	6	11	8	5	10	7	5
Fri	8	12 Museum	10	7	12	9	6	11	8	6
Sat	9	13	11	8	13 Carnival	10 Railway?	7 Town Show	12 Museum	9	7 Museum
Sun	10	14	12	9	14	11	8	13	10	8
Mon	11	15	13	10	15	12	9	14	11	9
Tue	12	16	14	11	16	13	10	15	12	10
Wed	13	17	15	12	17	14 Museum	11	16	13	11
Thu	14	18	16	13	18	15 Sandcastle	12	17	14	12
Fri	15	19	17	14	19	16	13	18	15	13
Sat	16	20	18	15	20 Railway?	17	14	19	16	14 Carnival
Sun	17	21	19	16 Boat Jumble	21	18	15	20	17	15
Mon	18	22	20	17	22	19 S	16	21	18	16
Tue	19	23	21	18	23	20 P	17	22	19	17
Wed	20	24	22	19	24	21 A	18	23	20	18
Thu	21	25	23	20	25	22 C	19	24	21	19
Fri	22	26	24	21	26	23 E	20	25	22	20
Sat	23	27	25	22	27	24	21	26 Bonfire	23	21
Sun	24	28	26	23	28	25	22	27	24	22
Mon	25	29	27 BH	24	29 Wick Wk	26 BH	23	28	25	23
Tue	26	30	28 Museum	25	30 WW	27	24	29 Museum	26	24
Wed	27		29 Museum	26	31 WW	28	25	30	27	25
Thu	28		30 Museum	27		29	26	31 Museum	28	26
Fri	29		BH	28		30	27	29 Xmas Lights	28	27
Sat	30		Museum	29 AFD		31	28	Museum	30	28
Sun	31			30			29			29
							30			30
										31

	Budget 2012/13	Proposed budget 2013/14
Jubilee Beacon event	£1,000	-
Jubilee Concert	£15,000	-
Jubilee Community Support	£800	-
Olympics	£1,000	-
Event Sponsorship	£1,000	-
Coronation Anniversary	-	£4,000
Railway Event	-	£5,000
Outdoor Cinema	-	£4,000
Pancake Olympics	£500	£500
Garden Competition	£700	£700
Armed Forces Day	£6,000	£7,000
Freedom of the Town	£4,000	£4,000
Wick week	£2,500	£2,500
SPACE	£3,500	£3,500
Sandcastle Competition	£400	£400
Town Show	£18,000	£16,000
Sports Awards	£1,500	£1,500
Xmas Celebration	£3,000	£3,000
Bandstand Concerts	£1,000	£1,000
	<u>£59,900</u>	<u>£53,100</u>
Budget Increase/(Decrease)		-£6,800
Less		

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Community Resources
Date: 11th October 2012
Report by: Town Clerk
Subject: Deprivation Working Group

1. Summary and Background

- 1.1 The Chair of the Committee wishes to form a time-limited Working Group to:
- 1) Clarify and prioritise the key causes of deprivation in Littlehampton and
 - 2) Identify where and how the Town Council can best focus its resources and support to address these priorities whilst bearing in mind value for money, achievability and the resources of the Town Council.
- 1.2 He has suggested a cross-party Working Group of 4 to 5 Members, with at least one representative from each of Ham and River Wards.
- 1.3 The first part of this work should be able to be completed by May 2013, with the remainder by the Autumn of 2013. This would allow the outcomes to feed into the Review of Town Council Aims and Objectives timetabled for next year and the budget discussions for 2013/14.

2. Recommendations

The Committee is RECOMMENDED to:

- (1) Form a Working Group with the terms of reference and time frame as set out in paragraphs 1.1 and 1.3 above.
- (2) Appoint Members and a Chair and Vice-Chair as outlined in paragraph 1.2 above.

3. Financial Implications

There are no direct financial implications arising from the formation of the Working Group.

Peter Herbert
Town Clerk