



# LITTLEHAMPTON Town Council

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8 February 2011

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 17 FEBRUARY 2011** at **6.30pm**

**Committee:** Cllrs Dr Walsh (Chair),  
Botting, Mrs Caffyn, Gammon,  
Mrs Neno, O'Neill and  
Wiltshire

**PETER HERBERT**  
Town Clerk

## AGENDA

2010/2011

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 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 personal interest and the nature of the interest
- (c) whether it is also a prejudicial interest
- (d) 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 9 December 2010, 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**

9. **OFFICER'S REPORT**

9.1 **Project 82 Periodic Report** - attached

9.2 **Museum Periodic Report** - attached

9.3 **Community Resources Periodic Report** - attached

9.4 **Tourism** – report attached

9.5 **2011 Events** – report attached

9.6 **Manor House Room Hire Charges** – report attached

9.7 **Christmas Illuminations Switch On** – report attached

9.8 **Ferry** – oral report by the Town Clerk

10. **BUDGET**

10.1 **Budget Report 2010/11** – attached

11. **MASTERPLAN – NORTH LITTLEHAMPTON**

12. **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.***

13. **Southfields Community Centre – Oral report by the Town Clerk following the meeting of the Property & Personnel Committee on 14th February 2011 (please see the report on that Committee).**

## **LITTLEHAMPTON TOWN COUNCIL**

### **Non-Confidential**

**Committee:** Community Resources Committee

**Date:** 17<sup>th</sup> February 2011

**Report by:** Town Clerk

**Subject:** Project 82 Periodic Report

### **1. Summary**

- 1.1 Attendance at the evening sessions has remained steady, with an average of 15 - 20 young people attending. New promotional material is being produced reflecting the changes to opening times and active recruitment of young people is happening within the local secondary school. Drop-in has been reduced to one session a week, with an increased focus on targeted work. Funding is in place for the Outreach team to resume going out on Friday evenings when the weather/light improves. Due to changes within the West Sussex Youth Service, the Project will be developing the partnership with a new area manager and P82 are in the process of recruiting new staff members.
- 1.2 This report updates on the promotion of Project 82, development of the Drop-In provision, the Outreach team, neighbourhood working and recruitment of new staff.

### **2. Recommendations**

The Committee is RECOMMENDED to:

- (1) Note the update on the promotion of P82 (3.1)
- (2) Note the update on the Drop In provision (3.2)
- (3) Note the update on the Outreach team (3.3)
- (4) Note the update on the partnership with WSYS (3.4)
- (5) Note the update on the staff changes (3.5)

### **3. Programme Development**

- 3.1 New promotional material is being produced to reflect the changes in opening hours and will be distributed through schools and via other agencies such as Spurgeons and Asphaleia.
- 3.2 The Drop-In session is now running once a week on a Wednesday afternoon. Following increased links with the Wickbourne Centre and consultation with WSYS, it has been established that we should focus our targeted work on young carers and teen pregnancy and there is also the possibility of funding

for a young person/parent project. These projects could run concurrently for six weeks, at the same time as provision for a general drop-in.

- 3.3 Outreach will resume on a Friday evening when the weather/light improves. Funding is in place and a centre of contact will be established if P82 is not staffed during Outreach hours. Provisionally, this will be the Flintstone Centre as previously agreed with the WSYS area manager, but will need to be reviewed depending on possible changes that may occur after the WSYS restructuring has been put in place.
- 3.4 As yet, the Council is not sure who will be replacing Stuart Kingsley, current WSYS area manager. Project 82 would like to thank him for his support of the partnership and look forward to establishing links with his successor.
- 3.5 The Project have been recruiting for two new youth support workers, to be employed on 2.5 hour per week temporary contracts. One position has been filled, pending acceptance of the post by the applicant and another applicant is due for interview.

#### **4. Financial Implications**

There are currently no funding requirements beyond the budget.

Peter Herbert  
Town Clerk

## Littlehampton Town Council

### Non-Confidential

**Committee:** Community Resources

**Date:** 17<sup>th</sup> February 2011

**Report by:** Town Clerk

**Subject:** Museum Periodic Report

#### 1. Summary

- 1.1 The report contains information on the upcoming charity auction, forthcoming exhibitions and events, the upcoming Museum Finds Session, and an update on the new Museum sign.

#### 2. Recommendations

- 2.1 The Committee is RECOMMENDED to:

1) Note the report.

#### 3. Background

##### 3.1 New Museum Sign

- 3.1.1 The construction for the new Museum sign is progressing, and it is hoped to arrange the installation in the early spring.

##### 3.2 Charity Auction

- 3.2.1 On Saturday 19th February Littlehampton Museum will be holding an auction of artwork from the successful 'Women by Women' exhibition, which has been running in the Hearne Room Gallery since the New Year. The display showcases the work of several talented art and crafts women from the local area, and was designed to celebrate the centenary of International Women's Day (IWD). All proceeds from the auction will benefit the Sussex division of the group and go straight towards the annual event hosted by the IWD at Bognor on the 12<sup>th</sup> March.

- 3.2.2 On offer at the auction will be original artwork, knitted winter hats and scarves, stunning hand crafted headbands and brooches, and other small treats produced especially for the auction by the group. There will also be delightful knitted baby gift sets and handy household tidies created by the ladies of the University of the Third Age.

### 3.3 Forthcoming Exhibitions

3.3.1 In the Hearne Room from the 5<sup>th</sup> March – 21<sup>st</sup> April is the much anticipated 'Discovering Fossils' exhibition, which will focus on the history of fossil hunting, where different types of fossils come from, and will feature a huge variety of locally found fossils.

3.3.2 The next exhibition to show in the Lens Room is from Littlehampton artist Christine Carpenter, titled 'Flora, Fauna and Fantasy' and should provide an injection of spring time colour with a mix of vibrant watercolours and oil paintings, inspired by the local natural habitat and her imagination.

### 3.4 Events

3.4.1 This February half term the Museum will be hosting a 'Toys and Games' Week aimed at engaging young families in the area during the school holidays. There will be a series of three free workshops where visitors will be making old fashioned toys of yesteryear, and discussing how toys and games have changed over the past 100 years. There will also be a special toys and games themed quiz allowing our young visitors to explore the galleries and search for the toys and games on display.

3.4.2 To complement the 'Discovering Fossils' exhibition in the Hearne Room, the Museum will be running guided 'Fossil Hunter' walks along the Littlehampton beachfront for all ages. There will also be a fun fossil hunt in the Museum galleries aimed at engaging young people.

### 3.5 Finds Session

3.5.1 The first Finds Session of 2011 sees the arrival of a new Finds Liaison Officer for the County. Stephanie Smith has recently been appointed as Laura Burnett's successor, and she will be visiting the Museum on the 17<sup>th</sup> February to meet with local metal detectorists and archaeology enthusiasts. The Curator is pleased to see this mutually beneficial arrangement continue, with the support of the Sussex Archaeological Society.

### 3.6 Museum Visitor and Outreach Figures

3.6.1	<u>Visitors</u>		<u>Outreach</u>		
	December	January	December	January	
	<b>280</b>	<b>473</b>	<b>20</b>	<b>225</b>	
	2009/10	155	284	105	338

#### **4. Financial Implications**

- 4.1 The budget for the new external sign for the Museum is £1,500. The quote from David Ogilvie for the final design and installation was £1,600, £100 over the budget. The over spend will be covered by the Museum's building maintenance budget, which is set at £1,250 for 2010/11.
- 4.2 The total cost for the 'Toys and Games Week', along with the 'Fossil Hunter' trails will be less than £150, and be met from the education and outreach budget, which is set at £1,000 for 2010/11.
- 4.3 The total cost for the two spring exhibitions will be less than £600, and be met by the exhibitions budget for 2010/11, which is set at £1,500.

Peter Herbert  
**Town Clerk**

# LITTLEHAMPTON TOWN COUNCIL

**Non-Confidential**

**Committee: Community Resources**

**Date: 17<sup>th</sup> February 2011**

**Report by: Town Clerk**

**Subject: Community Resources Periodic Report**

## **1. Summary**

The report sets out recent matters of relevance to the Community Resources Committee including:

- 1.1 An outline of the Littlehampton Children Can Do funding programme.
- 1.2 An update on developments within the Council for Voluntary Service-Arunwide.
- 1.3 An update on the B-Heard project.

## **2. Recommendations**

The Committee is RECOMMENDED to:

- 1) Note the details regarding the Littlehampton Children Can Do funding programme (3.1-3.1.6)
- 2) Note the developments regarding the Council for Voluntary Service-Arunwide (3.2-3.2.7)
- 3) Note the update on the B-Heard project (3.3-3.3.5)

## **3. Background**

### **3.1 Littlehampton Children Can Do**

- 3.1.1 Littlehampton Children Can Do is a new funding scheme accessible to groups of children in Littlehampton. Grants of up to £1000 are available for children aged between 5 and 13 who want to do something positive in their community that would make the most difference for them.
- 3.1.2 The aims of Littlehampton Children Can Do include empowering children to plan their own projects and play a central role in the fund application process, as well as providing funding for a range of activities and experiences for groups of children who need it most.
- 3.1.3 Littlehampton Children Can Do is now accepting applications from groups of children wishing to apply for funds, and a panel of children from the Keystone Centre will review every grant application before making the final decision on how the money is spent.
- 3.1.4 Littlehampton Children Can Do is guided by a multi-agency steering group and funded by the Novas Scarman group, with support from Littlehampton Town Council and Arun Wellbeing.
- 3.1.5 The Community Resources Officer has been an active member of the steering group and alongside a representative from the Littlehampton Academy has taken on the role of "funding friend". This role involves visiting community groups who would like to apply for funding to assist the children in making their application.



3.1.6 Similar schemes have been successfully implemented in Brighton and Horsham. The Littlehampton group has received great support and guidance from the West Sussex Council for Voluntary Youth Services in replicating the scheme in Littlehampton.

### 3.2 Council for Voluntary Service-Arunwide

3.2.1 A Council for Voluntary Service (CVS) is a voluntary organisation which is set up, owned and run by local groups to support, promote and develop local voluntary and community action. CVS support their members by providing them with a range of services and by acting as a voice for the local voluntary and community sector.

3.2.2 The Council for Voluntary Service - Arunwide (CVSA) is a registered Charity and a Company Limited by Guarantee. CVSA promotes and supports voluntary action in the community. The service identifies and responds to community needs by establishing new organisations or by working with existing organisations to meet emerging need.

3.2.3 Approximately eight years ago Littlehampton CVS and Bognor CVS merged to form the Arunwide service which exists today. During this time an office base has been maintained in both Towns. The arrangement has worked well with support being made available to community groups across the District.

3.2.4 The current economic climate has had a fundamental impact on many of the funding sources relied upon by the voluntary sector. CVSA currently receives the majority of its core funding from a range of statutory organisations through service level agreements. To date the CVSA has been notified that it will be facing, at best, a 15% cut in funding.

3.2.5 In order to try and maximise resources and secure a service for Littlehampton and the wider District the CVS have entered discussions with Chichester CVS regarding a merger. Representatives from both Trustee Boards have been meeting and initial discussions have appeared positive. The group are currently drawing up a list of the risks and measures for each individual organisation if a merger were to proceed. Both organisations are committed to keeping a office presence in Littlehampton, Bognor and Chichester.

3.2.6 A joint statement is expected to be made in April and the opportunity for a local Councillor briefing session to take place in June/July following the elections.

3.2.7 Members are asked to note that Littlehampton Town Council does not contribute to the core funding of the CVSA. The Service Level Agreement held by the Town Council is for the Volunteer Centre who's service would be unaffected by a merger.

### 3.3 B-Heard Project –Bringing Help, Empowerment and Resource Delivery

3.3.1 Following a successful project proposal to Littlehampton 20:20 in May 2010 a community development worker post has been employed by the Council for Voluntary Service Arunwide for a two year period. Eileen Rogers has been appointed and in post since September 2010.

3.3.2 A multi-agency project board has been established to oversee the project and Ward Member Councillor Northeast has been elected as

Chair of this board and the Community Resources Officer is also a member.

- 3.3.3 Since taking up the role Eileen has been working hard to establish relationships with the residents of the estate. This has, as expected, been challenging but progress is being made as a result of support from other community groups, such as LA:UK, who have already gained the trust of the local community. Eileen is now available to residents on Wednesday afternoon and all day Thursday and Friday. A weekly drop in session is now in place on a Friday morning. The base for the project is the community rooms within Chilgrove House.
- 3.3.4 The community rooms are currently being redecorated with the help and support of the Youth Offending Service and Arun District Council.
- 3.3.5 Once all of the renovations have been completed additional services will begin to run on a regular basis from the site. The Children and Family Centre are planning to run at least one parent and toddler drop in from the venue and it is hoped that a baby clinic will also take place. Other community groups are also interested in running outreach sessions from this venue. It is hoped that a regular programme of events and activities reflecting the community's need will develop.

#### **4. Financial Implications**

- 4.1 Littlehampton Children Can Do received £500 from the Town Council's 2010 Grant Aid programme.
- 4.2 CVSA receive an annual payment of £1,500 for the Volunteer Centre through a Town Council Service Level Agreement.

Peter Herbert  
Town Clerk

## LITTLEHAMPTON TOWN COUNCIL

### Non Confidential

**Committee:** Community Resources

**Date:** 17<sup>th</sup> February 2011

**Report by:** Town Clerk

**Subject:** Tourism

### 1. Summary

1.1.1 The Report summarises the options available to Members with regard to the development of the Visit Littlehampton website and its marketing.

### 2. Recommendations

2.1 The Committee is RECOMMENDED to:

- 1) Appoint New Mind as the website development and management company for a minimum period of two years (paragraphs 3.1 to 3.1.8 refer).
- 2) Approve the marketing campaign for the new website (paragraphs 3.2 to 3.2.6 refer).
- 3) Note the financial implications.

### 3. Background

#### 3.1 Visit Littlehampton Website

3.1.1 At the November Committee meeting Members agreed to the development of a website that would improve the Visit Littlehampton brand and increase the Council's interaction with a wider audience.

3.1.2 The aim of the website is to enable the Council to promote the Town in an improved and effective way giving residents and visitors a recognisable point of information.

3.1.3 The current Visit Littlehampton domain was set up by the Town Centre Action Group to promote the Town's retail offer. Since the end of the TCAG the website has not been significantly updated.

3.1.4 The Town Council and Arun District Council Officers have discussed the best way forward with a view to taking on the Visit Littlehampton ([www.visitlittlehampton.info](http://www.visitlittlehampton.info)). In parallel to this the '.co.uk' domain which was available has been purchased on a two year license at a cost of £5.50.

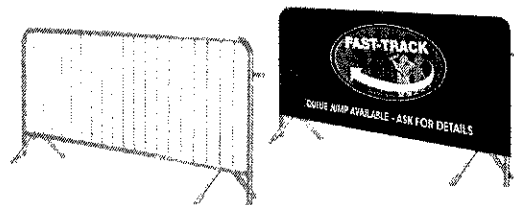
- 3.1.5 It has now been agreed with the District Council that the content of their website (.info) would be made available to the Town Council and that once the new website was established they would close this down thus avoiding potential confusion. This website domain would pass to the Town Council.
- 3.1.6 Considering that the aim of the website is to promote the Town as a visitor destination it is felt that it would be best to approach companies that specialise in developing tourism websites.
- 3.1.7 Officers have researched a long list of tourist destination websites up and down the country and spoke with Tourism Officers at a number of locations. Two companies lead the market. One is New Mind the creators of [Sussexbythesea.com](http://Sussexbythesea.com) and the other New Vision the creators of websites such as [discoverfolkestone.com](http://discoverfolkestone.com) and [experiencewakefield.com](http://experiencewakefield.com)
- 3.1.8 There are significant cost differences between the two companies despite the service level offered being the same. Therefore it is recommended that New Mind is selected as the website developing company. Below is a comparison between the two companies:

	<b>New Mind</b>	<b>New Vision</b>
<b>Website Template (inc training)</b>	£5,300 (one – off cost)	£9,796 Year 1 £4,500 for Year 2 & 3 on a 3yr contract
<b>License</b>	£1,200	Included above
<b>newsletter Template</b>	£1,050	£800
<b>newsletter License</b>	£600	£2,600
<b>Email Allowance</b>	£312.50 for up to 25,000	£200 for up to 20,000
<b>Minimum Term</b>	2 years	3 years
<b>Total Cost (1<sup>st</sup> year)</b>	<b>£8,462.50</b>	<b>£13,396</b>
<b>Annual Fees Consecutive years</b>	<b>£2,112.50</b>	<b>£7,300</b>
Optional microsite i.e. Museum	£3,200 set up	£2,300 set up
Portfolio	Visit Brighton Visit Bournemouth	Go Lakes Visit Eastbourne

### 3.2 Marketing Campaign

- 3.2.1 In the past the Town Council has taken out adverts in publications that cover Littlehampton and the surrounding areas to encourage visitors to the Town during the summer months.
- 3.2.2 It is important that this website is promoted well. Therefore it is recommended that a marketing campaign is implemented.

- 3.2.3 There are two magazines that would provide the coverage required:
- a) Essentially Worthing is free to the public and has a print run of 20,000. The distribution includes shops, visitor centres and GP surgeries across Littlehampton, Steyning, Storrington, Findon, Shoreham, Southwick, Arundel, Pulborough, Lancing and Worthing. This publication is aimed at the general public.
  - b) Raring2go! is a publication targeted at families and is provided free of charge to over 20 schools in the Littlehampton and Worthing area to be sent home in book bags. It is also distributed to local libraries, tourist information centres and GP surgeries.
- 3.2.4 It is recommended that adverts are taken in the summer editions of the Essentially Worthing at a cost of £585 and Raring2go! at a cost of £207.
- 3.2.5 An innovative way of promoting the new website would be to purchase branded crowd barrier covers (see picture below). The covers are made of durable and washable polyester and are easily slipped into place. These would be very effective at events especially on arena barriers.



- 3.2.6 It is recommended that six barriers covers are purchased at a cost of £98 each, a multiple discount of 5% would apply giving a total cost of £558.60.

#### 4. **Budget and Financial Implications**

- 4.1 The 2010/11 budget for the Visitor Guide was £8,000 of which £5,473 was spent on the production and delivery of a new guide for the year. A total of £2,527 remains.
- 4.2 If Members select New Mind for the development of a new website the additional costs of £5,935 could be met initially from CRC Initiatives under spends for 2010/11 and then if necessary from the Tourism Earmarked Reserves (£12,900).
- 4.3 It is recommended that Members agree a budget for contingencies of £1,000 which may be needed to obtain essential resources for the website i.e. acquirement of images.
- 4.4 If Members agree to the marketing campaign outlined in the report the total cost of £1,335.60 would be met from the 11/12 Tourism Initiatives budget.

Peter Herbert  
Town Clerk

# LITTLEHAMPTON TOWN COUNCIL

## Non-Confidential

**Committee:** Community Resources

**Date:** 17<sup>th</sup> February 2011

**Report by:** Town Clerk

**Subject:** 2011 Events

### 1. Summary

1.1 The report updates the Committee on the progress of this year's events.

### 2. Recommendations

The Committee is recommended to:

- (1) Note the sponsors of the 2011 Gardens and Allotments Competition (paragraph 3.1.1 refers).
- (2) Approve the dates for the Gardens and Allotments Competition launch, judging and Ceremony (paragraphs 3.1.3 to 3.1.5 refer).
- (3) Note the plans for Armed Forces Day and approve the booking of the major attractions as set in paragraphs 3.2 to 3.2.6.
- (4) Consider the options outlined for stage and arena performances at the Town Show & Family Fun Day on Saturday 10<sup>th</sup> September 2011 and select the preferred option (paragraphs 3.3.3 and 3.3.5 refer).
- (5) Approve the additional attractions and charges as set out in paragraphs 3.3.6 to 3.3.7.
- (6) Instruct Officers to book the required quantity and sizes of marquees (paragraph 3.3.8 refers).
- (7) Note the financial implications as set in paragraph 4.

### 3. Background

#### 3.1 Gardens & Allotments Competition

3.1.1 The main sponsors of the Competition are Fairhaven Plants who contribute with a number of vouchers for the winners in addition to other sponsors Towing Spare and FA Holland & Son.

3.1.2 There are twelve categories in the competition including Best Front and Back Garden (small and large), Best Communal Garden, Best Commercial, Best Patio Garden, Best Balcony, Best Allotment, Best New Entrant, Best Crop and Best Infant/Junior School.

3.1.3 It is recommended that the competition runs from 8<sup>th</sup> April through to the 1<sup>st</sup> July. Nominations can be made via the completion of a form available from the Town Council Offices and website and Fairhaven Nurseries.

- 3.1.4 The recommended date for judging is one that falls during term time so that judges can be shown around schools by the pupils involved in gardening. Therefore the suggested date is Friday 15<sup>th</sup> July.
- 3.1.5 It is recommended that the Awards Ceremony be held on Thursday 4<sup>th</sup> August at the usual time of 6.30pm in the New Millennium Chamber. All entrants, judges and sponsors are invited.

### 3.2 Armed Forces Day

- 3.2.1 The 2010 event was organised in partnership with Harbour Park and local uniformed groups and after its success it was agreed to make it part of the Town Council's events calendar.
- 3.2.2 The event will be held on Saturday 25<sup>th</sup> June in line with national celebrations. The tides on this day are not suitable for water activities and both the Harbour Board and the RNLi are planning riverside events to coincide with the Oyster Pond Celebrations on the 5<sup>th</sup> June.
- 3.2.3 The 'wash up' meeting identified the need for the event to have major attraction that provided a 'wow' factor similar to that of the Red Devils Display.
- 3.2.4 Officers have found a helicopter display team from the Royal Navy called the Black Cats who have been part of many air shows for the past ten years. The display consists of two helicopters performing a series of breathtaking stunts. A bid was submitted to the team in early October as they tend to be booked well in advance. A response is expected at the end of January. The cost would be between £1,000 and £1,700.
- 3.2.5 On the ground it is proposed that a WWII re-enactment display is selected. The Garrison Display is a group of volunteers whose passion is the Royal Artillery Regiment and they offer a full re-enactment with over 25 people dressed in period uniform using equipment such as Gun Tractors, Limbers, Howitzer guns. They also bring their vehicle collection for static display (some attended in previous events) including Bedford trucks and Jeeps. The cost for the full display is £2,850.
- 3.2.6 In addition to the Drumhead Service other attractions would include a Pipe Band, Face Painting, a Charity Fayre, a Climbing Wall and a Kitkar Display.

### 3.3 Town Show & Family Fun Day

- 3.3.1 This will be the 9<sup>th</sup> Town Show & Family Fun Day organised jointly between the Town Council and the Town Show Committee.
- 3.3.2 The current layout of the event works well for both the participants and the visitors. Therefore it is envisaged that the 2011 event will follow a similar format to previous years.
- 3.3.3 The stage performances, in particular the tribute acts, are key to ensuring that visitors across all age groups are captivated. Officers have researched the type of tribute acts that could meet the event's needs and would be popular. There are three options available:
  - a) A Blondie tribute band costing around £1,200.
  - b) An 80s Tribute band (covering the greatest hits of the decade) would cost in the region of £1,100.

- c) A Glee Tribute Act. Glee is a popular American TV series that focuses on a high school choir. The tribute act would perform a fully choreographed song and dance routine for a cost of £950.
- 3.3.4 The involvement of community groups is important to the show's success therefore groups such as Razzamataz, Sussex Tornados, Dance Industry and Bodys shock would be suitable options.
- 3.3.5 In addition to the performances of a tribute act and community groups Members may wish to book another arena show to fill the programme. Three options including a small and large scale show are presented for consideration:
- a) A team of racing terrier dogs that provides great entertainment for all the family. The terriers race on the flat and over their purpose-built jumps, sometimes ridden by little jockeys. The cost for this act would be around £750.
  - b) A Dog Display Team would be an entertaining and informative show. The Team features a wide variety of dogs of all shapes and sizes including rescue dogs and pet dogs. The Display includes high speed agility races, fire jumping and police dog action. This type of show would restrict the use of the special arena due to the level of equipment it needs. The cost for this act would be around £1,000.
  - c) The third option be to finish the event earlier and not book an additional arena act thus making a saving. The event programme could look like this:
 

12.15	Sussex Tornados
12.50	Pet Show
1.15	Community Display (Dance Industry or Bodys shock)
1.40	Tribute Band Part 1
2.30	Community Display (Dance Industry or Bodys shock)
2.55	Razzamataz
3.20	Tribute Band Part 2
4.15	Finish
- 3.3.6 The climbing wall has always been a popular attraction but the company is not able to take money on the Council's behalf. It is proposed that a new (yet similar) attraction is booked for the show. The Spider Mountain Climb is a new type of climbing activity at 24' high it provides participants of all ages with a challenge as they climb through multi-levels of criss-cross webbing. It takes up to 10 participants at one time. The cost of hiring the attraction would be £750 and it's recommended that a charge of £1 per go is applied.
- 3.3.7 Other activities recommended include the popular pet farm and the segway experience. The cost for the pet farm would be £575 and the segway experience would cost £600. It is recommended that a charge of £1 per go is applied a per previous years with the income being returned to the Council.
- 3.3.8 In addition to the regular quantity of marquees it is recommended that an additional marquee is used as a replacement for the inflatable bandstand. The additional cost is between £420-£600. The usual



contractor has not increased the costs for the fourth year running and still provides the most competitive quote.

#### **4. Financial Implications**

- 4.1 The annual budget for the Garden Competition is £700 met from the Community Arts, Events and Tourism budget. Total expenditure in 2010 was £667 it is expected the costs will be below this for 2011.
- 4.2 The Armed Forces Day budget for 2011 has been set at £6,000 from the Community Arts, Events and Tourism Budget. Harbour Park has agreed to contribute 50% towards certain costs. The delivery of the event including the options outlined within this report is expected to be well within the set budget.
- 4.3 The 2011 budget for the Town Show & Family Fun Day is £18,000. If Members select all the options outlined within this report including the selection of the most expensive tribute act (Blondie) and the Dog Display Team there will be a small saving on the 2010 expenditure. Further savings can be made if Members opt for the least expensive stage act, the Glee Tribute and decide not to book additional acts.

Peter Herbert  
**Town Clerk**

## LITTLEHAMPTON TOWN COUNCIL

### Non-Confidential

**Committee:** Property & Personnel and Community Resources

**Date:** 14<sup>th</sup> February and 17<sup>th</sup> February 2011 respectively

**Report by:** Town Clerk

**Subject:** Manor House Room Hire Charges

#### 1. Summary

1.1 The purpose of this report is to review the existing charges for the New Millennium Chamber, Gladden and Fleming Rooms in the Manor House and the rooms at The Dairy Community Centre and Project 82 and propose that they remain static in 2011/12 to keep them in line with comparable facilities.

#### 2. Recommendations

The Committee is **RECOMMENDED** to maintain all room hire, refreshments and equipment hire charges at the current levels as set out in Appendix 1 and 2.

#### 3. Background

3.1 A comparison survey has been carried out within the Arun area and due to the economic climate most charges are remaining static.

3.2 It is recommended that the room hire, refreshments and equipment hire charges for the Manor House, The Dairy Community Centre and Project 82 stay at the existing rate (excluding VAT) allowing the Council to remain competitive in the local market.

3.3 The proposed 2011/12 rates for the Manor House are as set out in Appendix 1 and for The Dairy Community Centre and Project 82 in Appendix 2.

#### 4. VAT

4.1 The new VAT rate of 20% came into force on the 1<sup>st</sup> January 2011. All room hire within the Manor House will have 20% VAT added to the charges.

4.2 Wedding hire is quoted as a VAT inclusive price and it is therefore proposed to keep the charges the same for 2011/12.

Peter Herbert  
Town Clerk

<b>LITTLEHAMPTON TOWN COUNCIL - MANOR HOUSE ROOM HIRE 2011/12</b>
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	COMMERCIAL/PUBLIC SECTOR USERS		CHARITY/VOLUNTARY GROUPS	
	EXC VAT	INC VAT 20.0%	EXC VAT	INC VAT 20.0%
<b><u>NEW MILLENNIUM CHAMBER</u></b>				
<b>Weekdays</b>				
09:00-17:00 hrs per hour	£30.00	£36.00	£23.00	£27.60
after 17:00hrs per hour	£50.00	£60.00	£40.50	£48.60
maximum charge (excl refreshments)	<b>£250.00</b>	<b>£300.00</b>	<b>£200.00</b>	<b>£240.00</b>
<b>Saturday</b>				
09:00-17:00 hrs per hour	£40.00	£48.00	£30.00	£36.00
after 17:00hrs per hour	£60.00	£72.00	£50.00	£60.00
maximum charge (excl refreshments)	<b>£300.00</b>	<b>£360.00</b>	<b>£250.00</b>	<b>£300.00</b>
<b>Sunday/Bank Hols</b>				
09:00-17:00 hrs per hour	£50.00	£60.00	£30.00	£36.00
after 17:00hrs per hour	£80.00	£96.00	£50.00	£60.00
maximum charge (excl refreshments)	<b>£400.00</b>	<b>£480.00</b>	<b>£350.00</b>	<b>£420.00</b>
<b>Minimum Hire</b>	<b>2hrs.</b>		<b>2hrs</b>	
<b><u>FLEMING &amp; GLADDEN ROOMS</u></b>				
09:00-17:00 hrs per hour	£15.50	£18.60	£12.50	£15.00
after 17:00hrs per hour	£22.00	£26.40	£18.00	£21.60
<b><u>Refreshments</u></b>				
tea /coffee per cup	£1.80	£2.16	£1.80	£2.16
<b><u>Weddings</u></b>				
Weekdays & Saturdays	£250.00	£300.00		
Sundays/Bank holidays	£291.67	£350.00		
<b><u>Equipment</u></b>				
OHP & Screen	£7.00	£8.40	£7.00	£8.40
TV/Video/DVD/Screen	£10.00	£12.00	£10.00	£12.00
Powerpoint Projector/Screen	£15.00	£18.00	£15.00	£18.00
Flip Chart (pens & paper)	£5.00	£6.00	£5.00	£6.00
Laptop	£15.00	£18.00	£15.00	£18.00
All Equipment	£30.00	£36.00	£30.00	£36.00

<b>Fees from 4th January 2011-31st March 2012</b>
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Charges 2011/12

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<b>LITTLEHAMPTON TOWN COUNCIL - DAIRY COMMUNITY CENTRE AND PROJECT 82 ROOM HIRE 2011/12</b>
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	CHARGE PER HOUR		
	THE DAIRY	PROJECT 82	
	Buttercup/ Clarence Room	Room Hire	Additional Computer Room Hire
COMMERCIAL	£23.50	£23.50	£11.25
PUBLIC SECTOR / LOCAL COMMERCIAL ARTS & SPORTS GROUPS/ CHILDRENS PARTIES	£11.75	£11.75	£5.60
VOLUNTARY/ LOCAL GROUPS/ LOCAL CHARITIES/ NON COMMERCIAL	£8.10	£8.10	£2.35

# LITTLEHAMPTON TOWN COUNCIL

**Non-Confidential**

**Committee: Community Resources**

**Date: 17<sup>th</sup> February 2011**

**Report by: Town Clerk**

**Subject: Christmas Illuminations Switch On**

## **1. Summary**

1.1 The report summarises the outcome of the Christmas Illuminations Switch on event held on Friday 26<sup>th</sup> November 2010. The comments from traders are also incorporated in the report.

## **2. Recommendations**

The Committee is recommended to:

- (1) Note the report.
- (2) Approve Friday 25<sup>th</sup> November 2011 as the provisional date for the event.

## **3. Background**

3.1.1 The aim of the event was to celebrate the Council's continued investment in Christmas lights and encourage visitors to the Town by working in partnership with traders and local groups.

3.1.2 It was important that the switch on event didn't duplicate the activities planned for the Carnival's Christmas celebrations on the 11<sup>th</sup> December. Therefore a different range of entertainment and attractions were identified for the switch on.

3.1.3 Feedback received after the 2009 event identified the need for the event to start later and for activities to carry on for as long as the Late Night Shopping (5-8pm). A total of 30 shops took part in the Late Night Shopping.

### **3.2 Attractions**

3.2.1 A Horse Drawn Carriage, dressed in a Christmas theme, operated rides for families and individuals from the High Street around the Town. This attraction was a big draw for families. The hire cost was £450 and an income of £384 was returned to the Town Council. An Officer was responsible for taking money for the rides as the handlers did not have the capacity.

3.2.2 In addition to the horse carriage there were two face painters located in Sainsbury's Cafe, a themed Puppet Show performing at regular intervals in the High Street and musical performances from Edwin James Choir and Littlehampton Concert Band.

- 3.2.3 Hunnies Cafe hosted free Children's Arts & Crafts in their restaurant. Approximately 100 children took part in the Christmas themed arts activity. The session was delivered by Arun Community Church at a cost of £250.
- 3.2.4 Spirit FM's roadshow was in attendance and provided music in the Western part of the High Street. They ran a short competition on the Town Council's behalf, where the audience had to correctly answer questions related to Christmas in order to win Beauty Vouchers from Hilton at Avisford (these were donated to the Town Council). Spirit's PA system was used for the switch on countdown.
- 3.2.5 The official switch on took place outside Sainsbury's half way through the event and was done by Town Mayor, Cllr Mrs Bowyer with the support of Sam Attwater, Aladdin at Worthing Theatres and Snow White. Sam who was an actor in Eastenders was very popular with the crowds. There was no charge for the celebrities attendance.
- 3.2.6 To add to the festive atmosphere, snow machines were placed at strategic points in the High Street. Once again the addition was well received by the public.

### 3.3 Staffing

- 3.3.1 Two Officers were involved in the delivery of the event alongside three members of the A/B-team.

### 3.4 Traders Involvement

- 3.4.1 The Traders Forum identified the need to encourage shops to stay open late during the celebrations. Members of the Traders Partnership assisted Town Council Officers in seeking participants.
- 3.4.2 The Dolphin Pub, Baguette me Not, The Crown Pub and Hunnies Cafe had outdoor stalls selling a range of food including hot dogs, soup and pork stuffing rolls. They all reported a good response and were keen to repeat the experience in the future.
- 3.4.3 A few shops offered mince pies and non-alcoholic punch to their customers and some put on special offers such as 10% off all purchases made after 5pm.
- 3.4.4 A survey of the traders was carried out post event. In general the traders had become involved in the event to try and bring more shoppers to the town. Some of the comments included:
- Improvement on last year
  - No improvement on trade despite the event being very good.
  - Fantastic this year
- 3.4.5 Some businesses indicated that they would not be taking part again in the future as it didn't pay off but the majority stated that they would support the event and late night shopping initiative again. Friday was the preferred day for the event.

### 3.5 Publicity

- 3.5.1 The event was advertised through 5,000 flyers distributed to schools in Littlehampton, Rustington and East Preston in addition to Visitor Centres and Libraries in the local area. All shops received bundles of flyers to hand out to customers together with posters.
- 3.5.2 An advert was included in the Friday Ad's Yuletide Guide and in the Herald Series the week of the event.
- 3.5.3 Online advertising included the Town and District Council's websites in addition to Spirit FM.

### 3.6 Suggestions for 2011

- 3.6.1 It has been suggested that the switch on event be merged with the Carnival's Christmas Celebrations to maximise resources. However the switch on cannot be held any later than the end of November as the illuminations need to be maximised and it is felt that the Town benefits from having two events that bring people to visit on separate occasions.
- 3.6.2 It is recommended that the event is held on the last Friday of November and that it follows a similar format to 2010.

## **4. Financial Implications**

- 4.1 A sum of £2,200 was allocated for the Christmas Lights Switch On from the Community Arts & Events Budget.
- 4.2 The total event expenditure was £2,512.54 with an income of £384 from the carriage rides. Therefore the net expenditure was £2,128.54.
- 4.3 The sum of £3,000 has been allocated for the event from the 2011/12 Community Arts & Events Budget.

Peter Herbert  
**Town Clerk**

# LITTLEHAMPTON TOWN COUNCIL

## Non-Confidential

**Committee:** Community Resources

**Date:** 17<sup>th</sup> February 2011

**Report by:** Town Clerk

**Subject:** Budget Report 2010/11

### 1. Summary

- 1.1 The report highlights any significant variances from budget in Income and Expenditure relating to the Community Resources Committee budget for 2010/11.
- 1.2 Actual figures are shown in Appendix 1. Expenditure from earmarked reserves is shown in Appendix 2.
- 1.3 Variances that have been the subject of individual periodic reports are not reported on.

### 2. Recommendations

- 2.1 The Committee is RECOMMENDED  
(1) to note the report.

### 3. Background

- 3.1 Members are reminded that Income and Expenditure is not always received or paid out, evenly throughout the year. Therefore fluctuations will occur as to the percentage of the budget used even though the Income or Expenditure is expected to be in line with the budget by the year end.
- 3.2 Dairy Community Centre
  - 3.2.1 The figures include nine months income for hire of the Community Centre. It is looking like this will fall short of the budget of £15,000 by the year end.
  - 3.2.2 There is a water leak at the Dairy. Southern Water have suspended the account until this has been investigated. Expenditure to date is £3,264 compared to an annual budget of £1,200. This is artificially inflating the expenditure against budget.
- 3.3 Community Arts, Events and Tourism
  - 3.3.1 The main under spend is £7,000 remaining in the Armed Forces Day (previously Regatta budget).



3.4 Parks and Open Spaces

- 3.4.1 The budget of £5,400 for grass cutting has not been spent. This sum will be earmarked for 2011/12 so that if required it does not impact on the precept.
- 3.4.2 Only £1,300 of the tree planting program has been spent (budget £6,000) as the tree planting has just begun.
- 3.4.3 £9,797 remains in the Community Resources initiatives budget.
- 3.4.4 Grounds Maintenance expenditure will be incurred nearer the year end.

3.5 Project 82

- 3.5.1 Project 82 income includes a £1,000 YOF (Youth Opportunities Fund) grant for a music project. £891 of this has now been spent.
- 3.5.2 Income from subs is £695 (budget £1,500) and tuck shop £55 (budget £100) are lower than budgeted, although these have proportionately increased since the last report due to additional members and tuck being actively promoted.
- 3.5.3 The WSCC Grant of £500 has not yet been received.

3.6 Museum

- 3.6.1 There are no significant expenditure variances to report
- 3.6.2 Museum sales the last couple of months have been a little disappointing £617 having been received in 9 months against an annual budget of £1,000.
- 3.6.3 Donations of £297, Royalties of £27 and £89 in Exhibition Commission have been received.
- 3.6.4 As per the museum periodic report the notice board budget of £1,500 will be spent shortly.

3.7 Allotments

- 3.7.1 There are no significant expenditure variances to report

3.8 Grants and Partnership Initiatives

- 3.8.1 The Kite Surfing SFA of £500 will not be spent and there is £1,775 left in the General Grants budget, some of which has been allocated to groups when they have met the desired criteria.

3.9 Other Projects

- 3.9.1 £14,683 of the Christmas lights budget (£16,000) has been spent.
- 3.9.2 The Ferry project budget (£38,900), which was to be spent from earmarked reserves, will not be spent before the year end. This will be budgeted for 2011/12 to be spent from Earmarked Reserves.

Peter Herbert  
Town Clerk

# LITTLEHAMPTON TOWN COUNCIL

## BUDGET REPORT 2010/11

### COMMUNITY RESOURCES COMMITTEE MEETING 17th February 2011

		Actual I & E as at 08/02/11	Budget 2010/11
		£	£
<b>DAIRY*</b>	Expenditure	12,018	12,890
	Income	9,253	15,000
<b>COMMUNITY ARTS, EVENTS &amp; TOURISM</b>	Expenditure	53,535	62,790
	Income	4,946	1,700
<b>PARKS &amp; OPEN SPACES</b>	Expenditure	15,689	45,745
	Income	5,820	6,000
<b>PROJECT 82*</b>	Expenditure	12,512	17,455
	Income	3,885	3,400
<b>MUSEUM</b>	Expenditure	7,496	13,590
	Income	1,031	1,050
<b>ALLOTMENTS</b>	Expenditure	6,774	8,720
	Income	10,451	10,850
<b>GRANTS &amp; PARTNERSHIP INITS*</b>	Expenditure	33,915	36,990
	Income	730	730
<b>OTHER PROJECTS</b>	Expenditure	14,683	55,800
	Income	-	-
<b>NAT. HERITAGE MEM FUND</b>	Expenditure	3,433	-
	Income	2,175	-
<b>Total Expenditure</b>		<b>160,055</b>	<b>253,980</b>
<b>Total Income</b>		<b>(38,291)</b>	<b>(38,730)</b>
<b>Net Expenditure</b>		<b>121,764</b>	<b>215,250</b>

\*ONLY THE PART OF THE BUDGET THAT CRC IS RESPONSIBLE FOR IS SHOWN

FIGURES DO NOT INCLUDE SALARIES OR RECHARGES FROM CENTRAL ADMIN, A TEAM OR MANOR HOUSE.

**In addition to the above budgeted expenditure the following has been spent from Earmarked Reserves**

	£
<b>Keystone Centre</b>	<b>3,800</b>
<b>Community Centre Feasibility Study</b>	<b>5,200</b>
<b>Drop In- Project 82</b>	<b>861</b>
<b>Detached Project- Project 82</b>	<b>3,016</b>
<b>Tourism Initiatives</b>	<b>2,976</b>
<b>Oyster Pond Art</b>	<b>970</b>
<b>NHMF Lobster Project</b>	<b>2,118</b>
<b>Activity Resources P 82</b>	<b>525</b>
	<hr/>
	<b>19,466</b>
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