



LITTLEHAMPTON Town Council

Manor House, Church Street, Littlehampton, West Sussex BN17 5EW
Telephone: 01903 732063 Facsimile: 01903 731690
Web: www.littlehampton-tc.gov.uk Email: ltc@littlehampton-tc.gov.uk



MINUTES of the **COMMUNITY RESOURCES COMMITTEE** held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **THURSDAY 23 JUNE 2011** at **6.30PM**

Present: Cllrs. Bowyer (Chair), Charles, and Long.

Cllrs. Emberson and Squires attended as substitutes for Cllrs. Neno and Northeast respectively.

2011/2012

1. **EVACUATION PROCEDURES**

The evacuation procedures were noted.

2. **MOBILE PHONES**

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

3. **APOLOGIES**

Apologies were received from Cllrs. Caffyn, Neno, Northeast, Dr. Walsh and Weston.

4. **DECLARATIONS OF INTEREST**

Members and Officers were reminded to make any declaration of personal and/or prejudicial interests that they might have in relation to items on the Agenda. Cllrs. Bowyer, Charles, Emberson and Squires declared personal interests as Arun District Councillors with regard to the Item on Southfields Community Centre.

5. **MINUTES**

The Minutes of the meeting held on 17 February 2011 (previously circulated) were confirmed as a true record and signed by the Chair.

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

There were none.

7. **PUBLIC FORUM**

There were no members of the public present.

8. **ALLOTMENTS WORKING GROUP**

8.1 **Appointment of Allotment Working Group**

(Cllrs. Bowyer and Squires declared personal interests as members of LALGA)

The Clerk reported that the Committee needed to agree the Membership, Chair and Vice Chair of its Allotments Working Group. The Membership would also include representatives of each allotment site, generally appointed by the Littlehampton Allotment Leisure Gardens Association and totalling five in number. It was suggested that four Members be appointed and **RESOLVED** that:

The Council's Members be Councillors Bowyer (Chair), Charles, Long and, if he wished, Cllr. Northeast and, if not, Cllr. Squires.

8.2 Allotment Working Group Notes

The Committee received the minutes of the Allotments Working Group held on 10 March 2011. In response to questions raised by Members, the Clerk reported that the waiting list had now reduced to less than fifty and would circulate the allotment rules to Members of the Committee, particularly with regard to non-residents. It was **RESOLVED** that:

The notes be received.

9. **OFFICER'S REPORT**

9.1. **Project 82 Periodic Report**

9.1.1 The Committee considered a report (previously circulated) giving updates on the promotion of Project 82, the development of new projects, the Outreach Team, Neighbourhood Working, the induction of new staff and cover arrangements for maternity leave. The discussions with the West Sussex Youth Service were continuing and the Clerk was meeting the Clerks of other Parishes in the pilot cluster over the next few weeks to see whether there was a way forward. In response to a question the Clerk briefly explained the work that had been undertaken looking at the feasibility of joining the Keystone Centre and Project 82 youth provisions and the linkages with the possible Courtwick development.

9.1.2 It was **RESOLVED** that:

The report be noted.

9.2 **Museum Periodic Report**

9.2.1 The Committee considered a report (previously circulated) which contained information on a new volunteer at the Museum; a new archaeological deposition procedure; the forthcoming volunteer trips; new funds for the Museum; the forthcoming collection valuation; recent events and exhibitions and visitor and outreach figures. The Museum Curator explained the proposed new Archaeological Deposition Procedure, which was supported by Members. The Clerk reported that Cllr Caffyn had asked him to report that she had attended the Schools Art Work exhibition on the previous Saturday, which had been marvellous. She particularly appreciated the work of the Museum Curator and her staff.

9.2.2 The Committee discussed how best to display items not currently available to the public in the galleries. The inclusion of these on the possible new website

was supported as was the idea of including an exhibition of these, particularly the artwork, in the exhibition programme for next year. Members were also pleased to note the liaison between a local person and Cllr. Squires and hoped that their discussions with the Curator would prove fruitful, perhaps leading to another exhibition opportunity. Other than these points, It was **RESOLVED** that:

- 1. The Archaeological Deposition Procedure be approved.**
- 2. The report otherwise be noted.**

9.3 **Community Resources Periodic Report**

9.3.1 The Committee considered a report (previously circulated) which outlined the programme for Wick Week 2011 and SPACE (the Sport and Arts Community Event) 2011, together with applications for South East In Bloom grants and details of the "Open the Door to the Shore" Project on West Beach. The Clerk reported that a further application had been received, which had been previously circulated, from the Littlehampton In Bloom Committee. This was for a contribution towards their efforts to reinstate the Sensory Garden in Marina Gardens (off Irvine Road). The Committee was fully supportive of the events updates and agreed to award the grants as recommended. It was therefore **RESOLVED** to:

- 1. Endorse the confirmed programme of events planned for Wick Week.**
- 2. Endorse the proposed programme of activities planned for SPACE Week.**
- 3. Approve the £200 South East In Bloom grant application from the Town Square Residents Group**
- 4. Approve the £200 South East In Bloom grant application from the Littlehampton In Bloom Committee.**
- 5. Approve the £200 South east in Bloom grant application from the Chilgrove House resident.**
- 6. Note the details of the "Open the Door to the Shore" Project on West Beach.**

9.4 **Grant Aid Applications 2011**

(Cllr. Squires declared a personal and prejudicial interest in the item in view of his close connections with 5th Littlehampton Sea Scouts and left the meeting whilst the item was discussed.)

The Committee considered a report (previously circulated) which outlined the recommendations for grant applications and also gave feedback on the grants awarded in 2010. The Clerk reported that the recommendations had been discussed with the Chair and the Vice-Chair of the Committee. The Committee considered the applications and agreed the recommendations as set out in the report and that a second round of grant applications would be sought in the Autumn. It was therefore **RESOLVED** that:

1. Grant awards be made for 2011 as set out in the report.
2. The successful projects undertaken last year due to the Town Council's grant scheme be noted.
3. A second round of grant applications be sought in the Autumn.

9.5 **Establishment of an Events Working Group**

The Committee considered a report (previously circulated) which proposed the establishment of an Events Working Group to draw up a costed and prioritised programme to form a base for the next two to three years. Members supported the proposal and it was **RESOLVED** that:

1. A Working Group of four Members (comprising Cllrs. Bowyer (Chair), Charles, Neno and Dr Walsh) supported by the Community Resources Team and the Town Clerk be formed to draw up a prioritised and fully-costed events programme to be presented to the Committee at its meeting on 20 October 2011.
2. The ideas of all Members regarding any events they might like to see or would like to change, be sought prior to the first meeting of the Group.

9.6 **Tourism and Events**

The Committee considered a report (previously circulated) updating Members on the development of the Visit Littlehampton website; feedback on the Charity Pancake Olympics; Easter Holiday sessions and May Half-Term workshops; a summary of the Folk, Roots & Arts Festival and an update on the programme for the Armed Forces Day at the weekend. Members were delighted with the success of the events and wished to record their thanks to Sofia Teixeira and Rosie Parfitt. It was **RESOLVED** that:

1. The Committee's thanks to Sofia Teixeira and Rosie Parfitt be recorded
2. The report be noted.
3. The financial implications, as outlined in paragraphs 4.1 to 4.6 of the report be noted.

9.7 **Freedom of the Town**

The Committee considered a report (previously circulated) which explained that following a request earlier in the year by this Committee, the Clerk had investigated further the power for the Town Council to award Freedom of the Town. The concerns that he had were now resolved and Members supported the idea of giving the 30 Commando Freedom of the Town. It was therefore **RESOLVED** that:

- The Town Clerk be instructed to progress this piece of work, with a view to a formal resolution

being sought from Council later in the municipal year.

9.8 Urgent Actions

The Committee **RESOLVED** that:

The Urgent Actions with regard to Visit Littlehampton; Small Arts Grant and Flags and Banners (all previously circulated) be noted.

9.9 Ferry

The Town Clerk reported orally that he was disappointed that he had been unable to progress the introduction of the new Ferry. Only one matter remained outstanding and that was the provision of a boat itself. One had been identified, but unfortunately the owner had been slow to respond and when he did, only a few days ago, he had explained that the boat had now been sold. One of the Town Council's partners had found an alternative in the USA and was obtaining a quote for importing it. He was further investigating the question of Import Tax. The delay was very frustrating and there now would be serious question marks about whether the Ferry could be introduced this year. However, should this be possible, the Town Clerk would need to progress this at some pace and it was therefore **RESOLVED** that:

In noting the current position, delegated authority be given to the Town Clerk in consultation with the Chair of the Committee to progress the Ferry should it be possible to deliver it during July and August.

9.10 Merit Awards

The Committee noted that the Chair would be delivering one of the Awards next week and **RESOLVED** that:

The notes of the Merit Awards Panel meeting held on 2 March 2011 be received.

10. BUDGET

10.1 Budget Report 2010/11

The Committee considered a report (previously circulated) which highlighted significant variances from budget in income and expenditure for the year-end figures for this Committee's budget for 2010/11. It was **RESOLVED** that:

The report be noted.

10.2 Budget Report 2011/12

The Committee considered a report (previously circulated) which was the first of the periodic reports updating Members on income and expenditure throughout the financial year. It was **RESOLVED** that:

The report be noted.

11. **MASTERPLAN – NORTH LITTLEHAMPTON**

The Clerk reported that the Planning and Transportation Committee had now completed their observations on the planning application for the North Littlehampton development. The Courtwick application would be considered in July by the District Council's Development Control Committee. The Littlehampton Town and District Council Members on the North Littlehampton Steering Group had met with i-transport to discuss how the proposals for the Courtwick development with regard to buses could be linked to the Town Council's existing bus provision and other developments in the Town. These had been constructive talks which appeared to provide the level of flexibility that would be required for the Town Council to deliver both to the development and to the Town as a whole. It was **RESOLVED** that:

The update be noted.

12. **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.

13. **Southfields Community Centre/Changing Rooms**

The Committee considered a report (previously circulated to Members of the Council only), which had previously been considered by the Property & Personnel Committee. The Members viewed a brief presentation on the proposed Community Centre and changing rooms and the Clerk explained that a report for seeking authority to borrow and to progress the project was to be considered by Council at its meeting on 30 June 2011. Members were enthused by the proposals and **RESOLVED** that:

The report be noted.

14. **Youth Services/Project 82**

The Committee considered a report (previously circulated to Members of the Council only) which had previously been considered by the Property & Personnel Committee at its meeting on 6 June. The Clerk highlighted that the report now included a response from the County Council with regard to whether they would support the Town Council's proposal for a shared Youth Service provision in the Town and potential extension to the pilot cluster of parishes. The report also set out the interim staffing arrangements, both for potential changes as a result of the West Sussex Youth Service Review and Community Action Pilot and also to cover maternity leave. The Clerk reported that he had conducted interviews earlier in the day for the Temporary Worker-in-Charge post and was pleased to report that, subject to references, an appointment had been made. It was **RESOLVED** that:

The report be noted, (including the update regarding the Community Action Pilot and the recommendations approved by the Property & Personnel Committee on 6 June).

The meeting closed at 7.45pm

CHAIR