

**MINUTES of the COMMUNITY RESOURCES COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on THURSDAY 14<sup>th</sup> April 2016 at 6.30PM**

**Present:** Cllrs Dr Walsh KStJ (Chair),  
Blanchard-Cooper, Chester,  
Gammon, Purchase\* and Squires.

The Mayor was also in attendance.

**2015/2016**

**85. EVACUATION PROCEDURES**

The evacuation procedures were noted.

**86. FILMING OF COUNCIL MEETINGS, USE OF SOCIAL MEDIA AND MOBILE PHONES**

The procedures were noted.

**87. APOLOGIES**

There were apologies from Councillors Calvert and Tandy.

**88. DECLARATIONS OF INTEREST**

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the Agenda. None were declared at this point.

**89. MINUTES**

The Minutes of the meeting held on 17<sup>th</sup> March 2016 (previously circulated) were confirmed as a true record and signed by the Chair.

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

**90.1 Rosemead Park Trees**

The Town Clerk reported that following bad weather at the end of March, two trees in the Park had been identified as dangerous. Tree surgeons had subsequently been called in to carry out urgent work at a cost of £900. An inspection would be carried out shortly to assess the condition of the remaining trees and assess the need for replacements. Members would therefore receive a full report on the outcome of the inspection and the way forward at the next meeting. It was **RESOLVED** that:

**The action taken by the Town Clerk be noted.**

**91. PUBLIC FORUM**

There was one member of the public present.

**92. OFFICER'S REPORTS**

**92.1 Project 82**

The Committee considered a report (previously circulated) which contained an update on the Find It Out service, progress on the exploratory discussions with Arun Community Church (ACC) and updated service user statistics. Regarding the discussion with the ACC, it was noted that the Town Council had been working in partnership with the ACC for several years providing youth sessions at the Keystone and Southfields Jubilee Centres. The Town Clerk explained that the current discussion focussed on how this relationship could be developed to provide enhanced youth services. It was agreed that clarification regarding the temporary break in the Inters Sessions in March at the Keystone would be circulated to the Committee. It was therefore **RESOLVED** that:

1. *1. The update on the Find It Out Service as set out in paragraphs 3.1.1 and 3.1.2 in the report be noted.*
2. *2. The update on the exploratory discussions with Arun Community Church regarding closer joint working as set out in paragraphs 3.2 to 3.2.5 in the report be noted.*
3. *3. The Outreach programme statistics for the Autumn term and attendance figures across the Project 82 service be noted.*

**92.2 Museum Periodic Report**

The Committee considered a report (previously circulated) which contained an update on projects and donations and recent events and exhibitions. It was noted that the introduction of replica Climping Stater coins as part of the range of gifts had been discounted on the grounds that they were not considered good value. Regarding the development of activity sessions for the Scouts, it was suggested that the Curator contact the District Commander. It was **RESOLVED** that:

*The report be noted.*

**92.3 Events and Tourism Periodic Report**

**92.3.1** The Events and Publicity Manager presented a report (previously circulated) which set out information regarding the preparations for the Armed Forces Day (AFD) activities, the outcome of the Easter Out and About Sessions, an update on the seafront BBQ units and options for future Event Guide publications. It was noted that the preparations for AFD were more rigorous this year as a result of the Shoreham air disaster. The Flight Display Director was however very experienced and the Events and Publicity Manager confirmed that following the Safety Advisory Group meeting on 11<sup>th</sup> April, the CAA Aerial Display paperwork had been submitted. Noting the programme of attractions that had been secured for the event, Members commended her on

the plans for the day which were considered in keeping with the nature of the event.

*\*Councillor Purchase joined the meeting at 6.40pm.*

- 92.3.2** Regarding the seafront BBQs, Members discussed the resilience and security of the units. It was noted that they were robust and locked down during the winter months. Observing that they were popular with visitors, the importance of ensuring that the replacements were back in operation by the May Bank Holiday was emphasised.
- 92.3.3** The Committee went on to consider options regarding the format, distribution and publication timetable for Event Guide publications. A discussion ensued during which Members examined samples of different leaflet formats and explored publicity options. In view of the number of events and seasonal variations, the Committee favoured the DL style guide because it was both versatile and convenient. Members also wished to explore the possibility of creating posters to compliment the leaflets and, observing that the DL format was widely used, they also sought more information regarding distribution beyond the area covered by the Progress Newsletter. It was noted that the current budget would not be sufficient to meet the costs of this and it was agreed that funding options be prepared for consideration at the next meeting.
- 92.3.4** It was reported that the recently introduced Town Trail had been well received, generating an interest in the Town and its history. Members therefore wished to build on this success and the Committee proceeded to examine the effectiveness of the Town Council's promotional activities. Whilst the Visit Littlehampton website provided a forum to promote local events, it was acknowledged that branding could be stronger. The website was complimented by a Facebook page and it was noted that an online information form would be developed for use by local organisations to provide information about events. It was noted that branding would be considered in more detail in the Members workshop after the meeting. It was therefore **RESOLVED** that:

- (1) *The update on attractions and displays for the 2016 Armed Forces Day Event as set out in section 3.1 of the report be noted.*
- (2) *The overview of the 2016 Easter Out and About Sessions as set out in paragraph 3.2 of the report be noted.*
- (3) *The update regarding the renovation of the BBQ units as set out in paragraph 3.1 of the report be noted.*
- (4) *Officers research future Event Guide publications in line with the comments set out in Minute 92.3.3 above and prepare a report including funding options for consideration at the next meeting.*
- (5) *The financial implications as set out in section 4 of the report be noted.*



## 92.4 New Event Proposal

92.4.1 The Committee had before it a report (previously circulated) which set out details of a festival that was being developed to celebrate British engineering, culture and design. The Council had been approached to see if it could fund some of the costs of staging the event, the proceeds of which would be donated to the 2016/17 Mayoral Charity. The Town Clerk explained that it was unusual for the Council to fund such an event, however plans were well underway and £2,000 was required safeguard it for the Town. The Committee went on to consider the proposal in more detail and discussion focussed on the benefit to the Town, support achieved to date and the impact on other events already planned for the season. Members observed that the event was scheduled to take place on the same day as the Town Council's Screen on the Green showing and there were also concerns that the format was very similar to Armed Forces Day (AFD) and might not reflect the cultural diversity of the own. The Committee also felt that the promotional activity surrounding the festival could be improved to highlight the distinctive nature of the event.

92.4.2 It was noted that some confirmed support and sponsorship had already been achieved including a grant from the Joint Eastern Arun Area Committee. An exploratory meeting had been held with the organisers and it was understood that the festival would partly focus on the way in which engineering techniques had advanced during the Second World War. Although scheduled for the same day as the Screen on the Green, it was also noted that the event would be finished well before the film started. In view of the advanced nature of the plans and the tight timescale, it was acknowledged that it would be too late for a Grant Aid application. Options for funding were therefore limited and the Committee considered it was appropriate that the funds came from the Events Budget where £15,000 had been earmarked for an extra event in 2016/17. Whilst it was noted that Officers were broadly satisfied with the setup, Members also considered it prudent that further assurances be sought from the organisers regarding Health and Safety and the Management Plan for the event. Members also wished the organisers to be made of their concerns regarding the name of the festival, inclusivity and the overlap with AFD. The Committee expressed support for the event and **RESOLVED** that:

**The sum of £2,000 be made available from the Events Budget 2016/17 to support the festival as an extra event in the 2016/17 programme and that general guidance be given to the organisers to ensure that the event met the required standards.**

## 92.5 Keystone Centre

The Town Clerk reported that discussions with the District Council regarding the future of youth services provision in North Littlehampton were progressing positively. It was noted that discussions would be picked up at the next meeting of the ADC/LTC Liaison Group on 26<sup>th</sup> April 2016.

**93. MASTERPLAN – NORTH LITTLEHAMPTON**

The next meeting of the Steering Group was scheduled to take place on 26<sup>th</sup> April 2016. It was hoped that updates on the set backs to the road projects would be forthcoming. The District Council's action in respect of the deterioration of the Enterprise Hub at Toddington Lane was also noted.

**94. EXEMPT BUSINESS**

There was none.

The meeting closed at 7.29pm.

---

**CHAIR**