

MINUTES of the COMMUNITY RESOURCES COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on THURSDAY 17TH MARCH 2016 at 6.30PM

Present: Cllrs Dr Walsh KStJ (Chair),
Blanchard-Cooper, Chester,
Gammon, Squires and Tandy

2015/2016

72. EVACUATION PROCEDURES

The evacuation procedures were noted.

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

The procedures were noted.

74. APOLOGIES

There were apologies from Councillors Calvert and Purchase.

75. 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.

76. MINUTES

The Minutes of the meeting held on 11th February 2016 (previously circulated) were confirmed as a true record and signed by the Chair.

77. CHAIR'S REPORT AND URGENT ITEMS

There were none.

78. PUBLIC FORUM

There were two members of the public present.

78.1 Commenting on the District Council's design focus groups, Mr Ellis of the Littlehampton Civic Society hoped that the suggestions regarding publicising the Town using a broader range of venues such as railway stations would be adopted. On the same subject he again put forward the idea that the Town adopt a strap line for use on road signage. Highlighting the benefits of this as a tool to promote the Town that could be used by traders as well, he also sought a wider debate on the subject.

78.2 The Town Clerk reported that the signage issue was already being investigated with a view to the Council's Policy and Finance Committee formulating a policy and agreeing a way forward. The need for consistency in terms of the presentation and the content of the message in a strapline and

the inclusion of Wick were emphasised. It was also noted that these suggestions had been fed back to the District Council during the Focus Group sessions that took place on 16th March.

- 78.3 Mr Ellis suggested that the Town Council introduced replica Climping style Stater coins for sale in reception. The Town Clerk agreed to investigate this.
- 78.4 Regarding Christmas Lights, Mr Ellis stated that the Town Centre display would be enhanced if more retailers could be encouraged to have Christmas window displays.
- 78.5 In response the Town Clerk explained that he had a meeting scheduled with the Town Centre Manager the following day and that he would raise this with him.
- 78.6 On the question of turning the High Street lights off at an earlier time, Mr Ellis stated that he understood that this would not be taken forward. The Town Clerk confirmed that this was the case and explained that this was because the resultant "dark zones" were not desirable in a Town Centre environment.
- 78.7 Mr Ellis reported that the owner of the Ferry Service was investigating night lights for the Ferry with the Littlehampton Harbour Board.
- 78.8 Mr Richard Jenkins reported incidents where cyclists had been challenged regarding the use of the new river walkway. He stated that in his opinion the cycling signage on the new walkway was inconsistent and asked how this might be addressed.
- 78.9 Although the walkway was the responsibility of the District Council, the Town Clerk agreed to raise this at his meeting with the Town Centre Manager the following day.

79. OFFICER'S REPORTS

79.1 Museum Periodic Report

The Committee considered a report (previously circulated) which contained an update on projects and donations and recent events and exhibitions. Members views were also sought on a proposal concerning the future of the public computer in the museum's reception area. The Town Clerk reported that on the basis that the public computer was rarely used, the Policy and Finance Committee recommended that it was removed from the reception area. Observing that the removal of the computer would allow staff to improve the reception area, Members supported this proposal. The Committee noted the progress in sourcing grant funding to assist with the costs of purchasing the Climping style Stater coin, securing a funded internship and progress with the backlog documentation project. Noting the decline in outreach take up compared with the same time last year, the Town Clerk suggested that this could be a statistical anomaly. It was therefore **RESOLVED** that:

- 1) **That the decision of the Policy and Finance Committee to remove the public PC from the reception area be supported.**
- 2) **The contents of the report be otherwise noted.**

79.2 Events and Tourism Periodic Report

- 79.2.1 The Committee considered a report (previously circulated) which set out information regarding the outcome of the Charity Pancake Olympics event,

proposals to improve the Events guide and an update on the extra event for 2016/17. A wide ranging discussion ensued during which Members debated the frequency of publication for the Events guide and the suggestions for the extra event for 2016/17.

79.2.2 Regarding the Events Guide, Members acknowledged that publication timing was finely balanced to ensure that all events were covered. After careful consideration Members judged it prudent that the guide was published twice, at points earlier and later in the year, with an additional guide issued for Christmas Events at the appropriate time. Members also wished to ensure that activities were widely publicised with local organisations and voluntary groups well in advance of the event. In terms of the recipients of the guide, Members wished to see them more widely distributed and it was suggested that copies be included in the regular distribution of Progress and that a “one stop shop” website for events only be developed. This would have resource implications and it was agreed that these points be incorporated in the paper that would be brought back to the Committee in April.

79.2.3 Turning to the extra event for 2016/17, the Town Clerk explained that the workshop would provide a forum for Members to explore all options and refine their thinking in terms of the nature of the event. A number of additional suggestions were noted including using the new stone seating area at the entrance to the Pier, encouraging more street entertainers and distributing the budget to alternative providers. It was agreed that these would be discussed in more detail at the workshop event alongside publicity and promotion. Members felt that all Councillors should have the opportunity to participate in the workshop and it was suggested that this be held immediately after the next Committee meeting on 14th April. It was therefore **RESOLVED** that:

- 1) ***1) The outcome of the Charity Pancake Olympics as set out in paragraphs 3.1.1 to 3.1.4 of the report be noted.***
- 2) ***2) The proposals for the Summer Events 2016 guide as detailed in paragraph 3.3.2 of the report be noted***
- 3) ***3) Officers take forward the revised proposals for the future publication of the Events Guide as set out in Minute 79.2.2 above and report back to the Committee at the next meeting.***
- 4) ***4) The options for the money earmarked for the Extra Event in paragraphs 3.2.1 to 3.2.3 of the report be noted together with the suggestions set out in Minute 79.2.3 above and that they be taken forward for discussion at the workshop for all Members.***
- 5) ***5) The financial implications as set out in paragraph 4 of the report be noted.***
- 6) ***6) That the Workshop be held immediately on the rising of the Committee on 14th April and that all Councillors be invited.***

79.3 **Keystone Centre**

The Town Clerk reported that exploratory discussions were taking place with the Arun Community Church regarding the provision of sessions at the centre. Ensuring consistency of provision was a key part of the discussions with the Church and a report with formal proposals would be brought back to the Committee in due course. It was **RESOLVED** that:

The update be noted.

80. **TOWN COUNCIL PRIORITIES**

The Committee received a report which identified the priorities for this Council that would be monitored by the Community Resources Committee (previously circulated). Similar reports had been prepared for all the Town Council's Committees, identifying any future actions that would be required by the respective Committee to take each priority forward. Regarding improvements to the facilities at Rosemead, it was noted that options would be brought to the Committee in September. The importance of monitoring progress with development proposals for the Elm Grove Road site and contributions that this might generate towards a scheme for the site was emphasised. Members also wished to involve young people in the design of a scheme for this area. Turning to the Town Council's objective to enhance the River / Sea activities, the Committee was concerned that a Public Space Protection Order (PSPO) could inhibit public enjoyment of these areas. Noting that a public consultation was expected shortly, Members again emphasised that care would need to be exercised over the boundary and the nature of the proposals in terms of the impact on cafes and other licenced premises in the vicinity. Observing progress on a number of priorities, it was **RESOLVED** that:

The update be noted.

81. **MASTERPLAN – NORTH LITTLEHAMPTON**

The Town Clerk reported that he had met with representatives from Persimmon Homes to discuss both the route of the Fitzalan Road extension across the edge of the allotments and also road naming on the estate.

Councillor Dr Walsh, KSt.J left the meeting at 7.15pm.

82. **PROJECT 82 SERVICE REVIEW**

The Committee had before it a report (previously circulated to members of the Council only) which contained the outcome of the service review and proposals for the future delivery of youth services in Littlehampton by the Town Council. The Town Clerk explained that the key changes proposed as a result of the review would see modifications to the provision of the Inters sessions at the Keystone and Flintstone Centres facilitated by a rotation in staff. In view of the proposal to introduce a monthly targeted session at the Flintstone Centre, the Committee emphasised the importance of providing access to phones and the internet as part of the service. Members considered that the Service was crucial to supporting young people in the area and it was agreed that information regarding the level of engagement with the satellite service would be circulated to Members. The Committee expressed

overwhelming support for the Service and considered it would be well placed to meet the needs of young people in the Town going forward. It was therefore **RESOLVED** that:

- 1) *The Youth Service Review for 2015/16 be noted.*
- 2) *The changes to the Youth Service as set out in Section 4 of the report be approved.*

83. **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, Schedule 12A, due to the confidential nature of the business to be conducted.

84. **MERIT AWARDS**

(Councillor Blanchard-Cooper declared a personal and prejudicial interest and took no part in the discussion).

The Committee received the recommendations of the Merit Awards Panel for 2016 (circulated to Members of the Committee only). A brief discussion regarding the nomination criteria ensued and it was agreed that it would be prudent to undertake a review of the guidelines. The Committee therefore **RESOLVED**:

- 1) *To endorse the recommendations of the Merits Awards Panel for one Group Award and three Individual Awards for 2016.*
- 2) *That the Policy and Finance Committee be recommended to undertake a review the Merit Award Criteria.*

The meeting closed at 7.25pm.

CHAIR