

**MINUTES of the COMMUNITY RESOURCES COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on THURSDAY 13 SEPTEMBER 2012 at 6.30PM**

**Present:** Cllrs Gammon (Chair), Caffyn, Long, Northeast and Dr Walsh.  
Cllrs Emberson, Scrivener and Weston attended as substitutes for Cllrs Britton, Bowyer and Neno respectively.

**2012/2013**

**14. EVACUATION PROCEDURES**

The evacuation procedures were noted.

**15. 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.

**16. APOLOGIES**

Apologies were received from Councillors Bowyer, Britton and Neno.

**17. 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 made at this stage of the meeting.

**18. MINUTES**

It was **RESOLVED** that:

***The Minutes of the meeting held on 31 May 2012 be confirmed as a true record and signed by the Chair, subject to the amendment of a small typographical error on the first line of Resolution 1 of Minute 9.3.2.***

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

**19.1 South and South East In Bloom**

19.1.1 The Town Clerk was delighted to report that, earlier in the day, Littlehampton had achieved a Gold Award in this year's South and South East In Bloom. He reported some of the feedback from judges which included references to the attractive, colourful and well-maintained floral displays in the town centre; the enthusiasm and involvement of the railway station, banks and businesses; the

introduction of sustainable planting at the Library Memorial Garden; the cleanliness of the whole town and the photo blinds in vacant shop windows; the excellent management of the street furniture of an appropriate design for a maritime town and the very strong community support at Mewsbrook Park.

- 19.1.2 Members were thrilled with the award and praised the fantastic efforts of all those involved in the town and particularly the Littlehampton In Bloom Committee, chaired by Margaret Boulton and the Council's Community Resources Manager, Rosie Parfitt. The Clerk commented that it was also pleasing to note that the Town Council's investment in a number of initiatives had been well-received. He would ensure that appropriate press releases reflecting the wide community involvement were circulated following the meeting.

## **20. PUBLIC FORUM**

- 20.1 Councillor Squires congratulated everybody on the Gold Award from South and South East In Bloom. He then referred to the Town Show and Family Fun Day, explaining that this Show was an exceptionally positive thing for Littlehampton and that there was a need to encourage the positive. He was also concerned that the debate to date had not reflected what the town wanted. He thought that it was obvious that the Southfields Jubilee Centre was not big enough for the Town Show. He had received much feedback during the Town Show and Family Fun Day from the general public, who he believed wanted to keep the two elements of the Day together. He hoped that tonight Councillors would reflect on this and decide to retain the existing format.
- 20.2 Councillor Belchamber MBE also referred to the Town Show and Family Fun Day. He reflected on the wide range of people enjoying the Town Show and also the very minimal sums that would be saved by moving to the Southfields Jubilee Centre. He commented on proposed staffing changes and the interest saved this year on Southfields Jubilee Centre which would easily cover the cost of the Town Show for the next five years. He stated that a rethink was needed, with a view to putting a bad decision right. He also referred to the petition which had more than 2,000 signatures and was still rising.
- 20.3 Mr Humphrey explained that the Town Show operated through a similar arrangement to that of the Littlehampton In Bloom Committee, who had achieved a tremendous Gold result. Principally this was a group of volunteers undertaking a huge amount of work for the town and the Town Council.
- 20.4 Mrs Humphrey referred to the cost of the event and the population of the town, which meant that the Town Show represented a cost of 10p per person per year.

## **21. ALLOTMENTS WORKING GROUP**

- 21.1 The Committee received the notes of the Allotments Working Group held on Thursday 30 August 2012 (previously circulated), with one matter arising:-  
**Allotment Rental Fees for 2014**  
The cost of the allotments were raised, both in terms of the figures quoted in the Finance Report 2012/13 enclosed elsewhere on the agenda and the overall budget figure. The Clerk explained that the figures in the Finance Report did not include recharges from Central Admin, the Amenity Team or

the Manor House. However, it was questioned whether the subsidising of the allotments was value for money for the Council. An alternative argument was also put forward that allotments should be subsidised and that they were not there to make a profit. It was noted that the Chair and Vice-Chair would shortly be meeting with the Clerk and RFO prior to an Extraordinary Meeting of the Working Group on 4 October to discuss the 2014 fee increase further.

## **22. OFFICER'S REPORT**

### **22.1 Town Show**

22.1.1 The Committee considered a report (previously circulated) which explained that on 28 June Council had considered a recommendation from this Committee to split the two elements of the Town Show and Family Fun Day, with the former being held at Southfields Jubilee Centre on the second Saturday of September and the latter on the third Saturday of August. This had been approved, subject to the completion and suitability of the Southfields Jubilee Centre. The Clerk explained that the Chair, Vice-Chair and Councillors Scrivener and Hulmes had met with Town Show representatives, who had stated that the Centre was not large enough to accommodate the Town Show. He therefore sought the direction of the Committee as to a way forward, with a view to making a recommendation to Council.

22.1.2 Councillor Dr Walsh stated that in view of the unsuitability of the Southfields Jubilee Centre; the overwhelming evidence of public opinion and the very minimal costs involved, it was appropriate now to bring the two events back together. He therefore proposed that Council be recommended to agree that the Town Show and Family Fun Day should stay together in one place, with the marquee and should not be split. This was duly seconded by Councillor Northeast.

22.1.3 A wide-ranging discussion ensued, where the following key points were made:-

- In response to a question, the Town Clerk reported that the 2012 Town Show and Family Fun Day had been delivered at an underspend of circa £3,000.
- It was commented that the Jubilee Centre would be a better venue than a marquee in a field.
- There was a need to make economies.
- It was stated that, despite the comments of the Town Show Committee, arrangements could be achieved to allow the Town Show to be held in the Centre.
- Perhaps the Stage By The Sea site could be an excellent area to hold the Family Fun Day.
- The question of not supporting the will of the people was highlighted.
- The need to support volunteers and volunteer organisations in keeping with the Big Society ideology was highlighted.
- It was commented that exhibitors from outside the town displayed at the Town Show. If they did not, the number of tables would be reduced, giving better value for money.
- A contrary argument to this was that the Town Show brought many people into the town, boosting the local economy.

- The Town Show this year, as previously, was absolutely brilliant and attended by a wide cross-section of the community.
- It was noted that the marquees were an excellent refuge if the weather turned but also, it was pointed out that the Town Show marquee was only available for some of the day whilst setting up and judging took place.
- It was suggested that the Events Working Group be reconvened to look at the potentially congested calendar in future years, whilst retaining the existing Town Show and Family Fun Day in view of neither there being significant savings nor any popular support. The Working Party should be cross-party.
- It was suggested that smaller marquees could be used around the Jubilee Centre to extend the capacity, although the additional costs were noted.
- It was also suggested that perhaps the Town Show could be held at the Jubilee Centre, at the same time as the Family Fun Day, to encourage people to move between the two sites. It was commented, however, that the land around the Centre was owned by the District Council, which might prove problematic.
- It was suggested that Southfields Jubilee Centre had been created to house events such as the Town Show, although a counter point was made that the Centre was heavily booked already.
- It was stated that the original proposal was not a saving, but a cut.
- It was thought that there was little evidence to support the original proposal to separate and relocate the Town Show. However, the petition and other public fora had demonstrated a strong opposition from the public.
- It was emphasised that the Town Show involved far more than purely plants, including crafts, arts, etc.
- It was stated that the reason that the Town Show and Family Fun Day was so successful was that it brought everyone from the community together to celebrate the town.

22.1.4 On request, the motion was put to a recorded vote, thus:-

<b>For</b>	<b>Against</b>
Emberson	Caffyn
Gammon	Scrivener
Long	
Northeast	
Dr Walsh	
Weston	

It was therefore **RESOLVED** that:

**Council be RECOMMENDED to agree that the Town Show and Family Fun Day should stay together in one place, with the marquee and should not be split.**

(The meeting was adjourned for five minutes to allow members of the public present to leave if they so wished – the meeting recommenced at 7.45pm)

## 22.2 **Project 82 Staffing Report**

22.2.1 The Committee considered a report (previously circulated) detailing recent staffing changes, cover arrangements and the implications that these had on the day-to-day running of Project 82. Members were delighted with the way that the new Project Manager had settled in and the positive changes that were being progressed. They were also pleased to record their best wishes for Alison Bond, following the birth of her daughter in August. It was also noted that Kelly Jordan would be taking up the vacant Worker-in-Charge position shortly.

22.2.2 It was also noted that Mr Steve Bailey had joined Project 82. He was known at the Keystone Centre and was closely involved with the Boxing Club. It was hoped that this activity would be forthcoming at the Keystone Centre and was seen to be a good way of channelling energy and discipline for young people.

22.2.3 It was **RESOLVED** that:

**1. The updates on new members of staff; staff departures and Worker-in-Charge cover for August be noted.**

**2. The proposal for seven hours Worker-in-Charge cover for September, as set out in paragraph 3.3 of the report, be approved.**

## 22.3 **Museum Periodic Report**

The Committee considered a report (previously circulated) updating Members on recent developments related to the Museum and setting out a proposed Exhibition Programme for 2013. Members were pleased to note the excellent work that had been undertaken during recent months, although the Town Clerk undertook to produce more meaningful statistics on visitor and outreach figures to future meetings. The Exhibitions Programme was supported and it was therefore **RESOLVED** that:

**1. The 2013 Exhibition Programme be approved.**

**2. The report otherwise be noted.**

## 22.4 **Grant Aid Applications 2012**

The Committee considered a report (previously circulated) setting out applications for the remaining funds of Grant Aid 2012/13. Responding to a question, the Clerk confirmed that feedback from grant recipients was sought and reported as part of the Annual Grant Report in June/July. The Committee was supportive of the recommendations aligned to the applications and it was **RESOLVED** that the following grants be made:-

**(a) £250 to the Littlehampton Ward and District Neighbourhood Watch Association to cover the cost of two editions of their quarterly newsletter.**

**(b) £250 to the Littlehampton Freestyle Wrestling Club to provide for coaching for families who are**

**unable to access the Wrestling Club on financial grounds.**

**(c) £250 to Cruise Bereavement Care for funding towards the running of the telephone helpline, leaflet and stationery costs and volunteer travel costs.**

**(d) £180 to Littlehampton Civic Society to cover the cost of the room hire of the New Millennium Chamber for the Society's 2012/13 AGM.**

## 22.5 Ferry Update

22.5.1 The Committee considered a report (previously circulated) which gave information regarding the first year of the two-year trial of the Littlehampton Ferry. The Town Clerk highlighted the variances in usage and explained some of the reasons. He added that a further report for looking at the lessons learnt for year two of the pilot would be written for the next Committee meeting.

22.5.2 Councillor Northeast explained that the Editorial Board had identified a need to improve signage and branding for the West Beach, which would hopefully help for next year. He circulated copies of some literature/notices/leaflets which were strongly supported by the Committee. It was thought that having a good notice board, including a map and a description of the West Bank, on the West Bank would be an excellent addition and Councillor Scrivener hoped that the River Ward budget could be used towards this. It was also thought that the leaflet might include reference to the fantastic fossil hunting that could be undertaken on the West Beach.

22.5.3 It was therefore **RESOLVED** that:

**In noting the report, the Town Clerk progress Councillor Northeast's proposed literature to enhance knowledge of and interest in the West Bank.**

## 22.6 Standing Orders: Urgent Actions

The following Urgent Actions were noted:-

- (a) The provision of replacement Christmas decorations for the town for 2012.
- (b) The waiving of Standing Order 78a – Tendering Procedures for the provision of security services at the Town Show and Family Fun Day.
- (c) The earmarking of £1,100 from the Wick Initiatives budget and £500 from Museum donations towards the Wick Memorial Project.

## 22.7 Tourism & Events

The Committee considered a report (previously circulated) feeding back on a number of summer events, which were the Diamond Jubilee Weekend Celebration; The Boat Jumble; Armed Forces Day; The Garden and Allotments Competition; The Sandcastle Competition and the Jubilee Concert. Members were delighted with the overall range and quality of the events and wished to record their thanks to Sofia Chittenden and Rosie Parfitt for their work on this. A number of comments were raised but were made, including:-

- Praise for the wide range of events, for their organisation and variety.

- The tremendous public response to Armed Forces Day.
- The tremendous progress that had been made and needed to continue to be made to deliver ever better events.
- The success of the fireworks at the Jubilee Concert.
- The vindication of the decision not to hold the Concert on the Jubilee weekend.

It was **RESOLVED** that:

**The report and the financial implications be noted.**

**22.8 Application for a South-East In Bloom Grant**

The Committee considered a report (previously circulated) and **RESOLVED** that:

**A South East in Bloom grant of £200 be made to the Mewsbrook Park Community Support Group.**

**22.9 Sport and the Arts Community Event (SPACE) 2012**

The Committee considered a report (previously circulated) reviewing the SPACE event for 2012. Members were exceptionally pleased with the event, which also aligned itself with the Olympic legacy theme of 2012. Members thanked Rosie Parfitt for her work with the event and it was **RESOLVED** that:

**1. In principle, a budget of £3,500 be included for SPACE 2013 in the draft 2013/14 budget.**  
**2. Officer time at SPACE 2013 to manage activities where necessary be approved.**

**23. FINANCE**

**23.1 Finance Report 2012/13**

(Councillor Northeast declared a personal interest on this item as he was the Chair of the Keystone Centre Management Committee.)

The Committee considered the latest Finance report (previously circulated) and asked the Town Clerk to clarify in future reports the use of asterisks, etc depicting where budgets were shared with other Committees. It was **RESOLVED** that:

**The report be noted.**

**24. MASTERPLAN – NORTH LITTLEHAMPTON**

The Town Clerk had nothing further to report to Members.

**25. EXEMPT BUSINESS**

There was none.

The meeting closed at 8.12pm

---

**CHAIR**