

MINUTES of the COMMUNITY RESOURCES COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on THURSDAY 17 FEBRUARY 2011 at 6.30PM

Present: Cllrs Dr Walsh (Chair), Mrs Caffyn, Gammon, Mrs Neno, O'Neill and Wiltshire (part meeting – Ferry onwards)

2010/2011

52. EVACUATION PROCEDURES

The evacuation procedures were noted.

53. 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.

54. APOLOGIES

Apologies were received from Councillors Wiltshire (who hoped to be able to attend the latter part of the meeting) and the Town Mayor.

55. 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. No declarations were made at this stage of the meeting.

56. MINUTES

The Minutes of the meeting held on 9 December 2010 (previously circulated) were confirmed as a true record and signed by the Chair.

57. CHAIR'S REPORT AND URGENT ITEMS

There were none.

58. PUBLIC FORUM

There were no members of the public present.

59. ALLOTMENTS WORKING GROUP

The Allotments Working Group had not met since the last meeting of the Committee.

60. OFFICER'S REPORT

60.1 Project 82 Periodic Report

The Committee considered a report (previously circulated) which updated Members on recent work at Project 82. Members were impressed with the ongoing work and the Chair and Councillor Caffyn asked the Town Clerk to arrange a visit for them to the Project. The Clerk would also circulate details as to the work of Asphaleia. It was therefore **RESOLVED** that:

Subject to the Clerk arranging a visit for the Chair and Councillor Caffyn to Project 82, and circulation of details of Asphaleia, the report otherwise be noted.

60.2 Museum Periodic Report

The Committee considered a report (previously circulated) which contained information on the upcoming charity auction; forthcoming exhibitions and events; the upcoming Museum Finds Session and an update on the new Museum sign. The question of publicity for Museum events was raised. Given that there was already a very good take-up for these events and there were only limited spaces, it was not thought appropriate to circulate widely flyers, but good advance notice of these events would in future be included in the Progress newsletter. It was therefore **RESOLVED** that:

Subject to the comment regarding the publicity of events in the Museum, the report otherwise be noted.

60.3 Community Resources Periodic Report

The Committee considered a report (previously circulated) which included details of the Littlehampton Children Can Do funding programme and updates on developments within the Council for Voluntary Service-Arunwide and the B-Heard Project. Members had concerns with regard to the possible merger of the Arunwide and Chichester CVS. It was thought that the national drive towards a localism agenda was not reflected in the merging of local organisations, although the financial reasons were understood. The Clerk was asked to write to the Trustees of the existing Arunwide CVS seeking their thoughts on what the merger might mean for Littlehampton and asking them to evidence any positive steps they would take to mitigate any negative impact. It was therefore **RESOLVED** that:

- 1. The details regarding the Littlehampton Children Can Do funding programme be noted.**
- 2. The developments regarding the Council for Voluntary Service-Arunwide be noted and that the Town Clerk write to the Trustees as set out in Minute 60.3 above.**
- 3. The update on the B-Heard project be noted.**

60.4 Tourism

The Committee considered a report (previously circulated) which focused on the development of the Visit Littlehampton website and its marketing. Members considered two quotes to deliver the Visit Littlehampton website. It was thought that the New Mind option was best both in terms of likely quality and in terms of costs. In terms of marketing, the use of the Essentially Worthing magazine was supported. However little was known of the Raring 2 Go! publication. Those with young children had not seen this brought home in book bags. Councillor Mrs Neno had spoken with the Primary Times and understood that potentially the Town Council could receive an editorial and a

link through this publication. The Town Clerk was therefore asked to investigate this rather than the Raring 2 Go! publication and Members agreed to delegate to the Town Clerk, in consultation with the Chair and Vice-Chair, the decision of which publication to use in addition to the Essentially Worthing magazine. The branded crowd barrier covers proposal was supported. It was therefore **RESOLVED** that:

1. New Mind be appointed as the website development and management company for a minimum period of two years, as set out in the report.

2. Coverage be incorporated in the Essentially Worthing magazine and the purchase of branded crowd barriers covers be approved.

3. The Town Clerk be given delegated authority, in consultation with the Chair and Vice-Chair to agree whether to progress further coverage in the Primary Times or Raring 2 Go! publications.

60.5 2011 Events

60.5.1 The Committee considered a report (previously circulated) which sought approval to progress a number of elements of key events during the year. These included the Gardens and Allotments competition; Armed Forces Day and the Town Show and Family Fun Day.

60.5.2 With regard to the Gardens and Allotments competition, Members asked if the nomination forms could be downloaded and submitted from the website. The Town Clerk explained that the new website which would work from the new Arun District Council site would be able to provide this facility, but that it was not known whether this would be in place in time to allow this. Currently the nomination form could be printed off from the Town Council's website.

60.5.3 Members were very supportive of the proposals for Armed Forces Day, particularly the headlining Royal Navy helicopter display team, the Black Cats. The Chair reported that he had been in correspondence with the 30 Commando of the Royal Marines that had been so named to reflect the links to the 30AU. The Commando had intimated to the Chair that the 30 Commando would very much like to march through Littlehampton to link into this day. They would be otherwise engaged in Afghanistan in 2011, but would hope to be available in 2012. Members discussed the possibility of perhaps recognising the connections with the 30AU by seeking to grant the 30 Commando freedom of the town. The Town Clerk agreed to investigate the procedures further and report to Council accordingly.

60.5.4 With regard to the Town Show and Family Fun Day, Members had a lengthy debate as to the type of headline band for the day. A Glee tribute band would be ideal in many ways, but it was thought that its style would be repetitive given the nature of the other events being held that day. It was therefore thought that an 80's tribute band at a cost in the region of £1,100 was the appropriate way forward and the Clerk was given delegated authority to proceed with this booking.

60.5.5 Members also considered the arena events and were not convinced that the dog options were the best way forward. Officers were asked to look at the

possibility of a falconry display, for which there was a local provider and pony rides. The Clerk was asked to agree this in consultation with the Chair of the Committee. It was therefore **RESOLVED** that:

- 1. The sponsors of the 2011 Gardens and Allotments competition be noted.**
- 2. The dates for the Gardens and Allotments Competition launch, judging and ceremony be approved.**
- 3. The plans for the Armed Forces Day be noted and the booking of major attractions as set out in the report be approved.**
- 4. The Town Clerk prepare a report for Council on how to progress a freedom of the town award to 30 Commando.**
- 5. The Town Clerk be given delegated authority to book an 80's tribute band for the Town Show and Family Fun Day.**
- 6. Officers investigate alternative arena events including falconry displays and pony rides and that the Town Clerk be given delegated authority to progress this in consultation with the Chair and Vice-Chair.**
- 7. The additional attractions and charges for the Town Show and Family Fun Day as set out in the report be approved.**
- 8. Officers be instructed to book the required quantity and sizes of marquees as set out in the report.**
- 9. The financial implications as set out in paragraph 4 of the report be noted.**

60.6 Dairy Community Centre and Project 82 Room Hire Charges

The Committee considered a report (previously circulated) which had also been considered by the Property and Personnel Committee with regard to their area of responsibility. The Community Resources Committee was responsible for the Dairy and Project 82 and was supportive of a proposal to retain charges at the same level, but with the commensurate higher VAT from the 1st January 2011. It was noted that charges might well need to increase in future years. It was therefore **RESOLVED** that:

Room hire, refreshments and equipment hire charges at Project 82 and the Dairy be maintained at 201/11 levels, with the exception of VAT which had increased to 20%.

60.7 Christmas Illuminations Switch On

The Committee considered a report (previously circulated) summarising the outcome of the Christmas illuminations switch on event held on Friday 26th November 2010. Members were delighted with the positive response and

excellent turn out for the event. It was particularly good that so many traders and shops had involved themselves. Following a suggestion, the Clerk would investigate whether it was possible in future years for the Mayor to perhaps arrive in style in a horse drawn carriage. He would also risk assess this. It was therefore **RESOLVED** that:

1. The report be noted.

2. A provisional date of Friday 25th November 2011 for the Christmas illuminations switch on be approved.

60.8 Ferry

The Town Clerk was pleased to report that he now had positive progress both with regard to a potential landing site on the West Bank and a potential operator for a trial ferry operation. This was unlikely to be in the traditional ferry. It was hoped that a link could be agreed with the RIBS and powerboat concession operating from the East Bank to run this over seven months to determine whether there was a demand for this service. The costs would also be significantly reduced as a result of this pilot scheme. The Clerk hoped that this could be in operation within the next two months. Members were very supportive of this proposal and delegated authority to the Town Clerk to progress this in consultation with the Chair and **RESOLVED** that:

The Town Clerk be given delegated authority to progress this in consultation with the Chair.

61. BUDGET

61.1 Budget Report 2010/11

The Committee considered the latest periodic budget report for the financial year 2010/11 and **RESOLVED** that:

The report be noted.

62. MASTERPLAN – NORTH LITTLEHAMPTON

The Clerk reported that there would be a meeting of the North Littlehampton Steering Group on 18th February which would involve the local MP. The Clerk also confirmed that a meeting had been arranged with the representatives of the Courtwick Lane Opposition Group (CLOG) for 24th February 2011. However, he was concerned that the resolution of Council to hold a public meeting on this matter would be difficult to deliver. This was because the Town Council would have made its comments on the planning application prior to any public meeting being held and also as it was unlikely that either of the principal authorities or the developers would be present. Members noted this and were supportive of not proceeding with the public meeting given these circumstances.

63. **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.

64. **Southfields Community Centre**

The Town Clerk reported on the outcome of the Property and Personnel Committee earlier in the week. Since then, some errors had been identified with regard to the one tender that was within the budget of the Town and District Councils. Therefore urgent discussions would be undertaken with that tenderer to see whether these could be resolved. It was **RESOLVED** that:

The position be noted.

The meeting closed at 7.38pm

CHAIR