



How to contact us

Write to: Manor House, Church Street,
Littlehampton, West Sussex, BN17 5EW

Email: lrc@littlehampton-tc.gov.uk

Call: 01903 732063

Find us online: www.littlehampton-tc.gov.uk

Town Clerk – Laura Chrysostomou

29 August 2025

You are hereby summoned to attend a meeting of the:

Community Resources Committee

Venue: The New Millennium Chamber, The Manor House, Church Street,
Littlehampton BN17 5EW

Date: 4 September 2025

Time: 6.30 pm

Committee:

Councillor Freddie Tandy (Chair)
Councillor Sean Lee (Vice Chair)
Councillor Billy Blanchard-Cooper
Councillor Jeffrey Daws
Councillor George O'Neill
Councillor David Tilbrook
Councillor Christine Wiltshire

Laura Chrysostomou, Town Clerk

Agenda 2025 to 2026

1 Evacuation Procedures

2 Filming of Council Meetings, Use of Social Media and Mobile Phones.

During this meeting, the public are allowed to film the Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. Any items in the Exempt Part of an agenda cannot be filmed. If another member of the public objects to being recorded, the person or persons filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

3 Apologies

4 Declaration of Interest

Members and Officers are reminded to make any declaration of disclosable pecuniary or personal and/or prejudicial interests that they may have in relation to items on this Agenda.

You should declare your interest by stating:

- a. the item you have the interest in
- b. whether it is a disclosable pecuniary interest, whereupon you will be taking no part in the discussions on that matter, or
- c.
 - i. Whether it is a personal interest and the nature of the interest
 - ii. Whether it is also a prejudicial interest
 - iii. If it is a prejudicial interest, whether you will be exercising your right to speak under Public Forum.

It is recorded in the register of interests that:

- Councillors Blanchard-Cooper, O'Neill, Tandy and Wiltshire are Members of Arun District Council.

These interests only need to be declared at the meeting if there is an agenda item to which they relate.

5 Minutes

To confirm the Minutes of the meeting held on 5 June 2025, circulated herewith, pages 4 to 12. In accordance with the Town Council's Standing Orders, Section 9a, Members are reminded that no discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy.

6 Chair's Report and Urgent Items

7 Public Forum

Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this committee. A period of 15 minutes is allocated for this purpose. If possible, notice of intention to address the Committee should be given to the Clerk by noon of the day of the meeting.

8 Officer's Reports

8.1 Standing Orders / Urgent Actions

To note the attached Urgent Actions, pages 13 to 18

8.2 Community Resources Officer Periodic Report

Attached, pages 19 to 26.

8.3 Service Funding Agreements Review

Report attached, pages 27 to 47.

8.4 Allotments Working Group Recommendations

Report attached, pages 48 to 61.

8.5 Events Periodic Report

Attached, pages 62 to 68.

8.6 Events Forum Update

Update attached, pages 69 to 70.

8.7 Christmas Illuminations

Report attached, pages 71 to 76.

8.8 Museum Periodic Report

Attached, pages 77 to 87

8.9 Quarterly Business Plan Progress Report

Attached, pages 88 to 93

9 Exempt Business

It is **Recommended** that:

The public and accredited representatives of the press be excluded from the Meeting under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.

**Minutes of a Meeting of the Community Resources Committee held in The K2
Youth and Community Centre, Eldon Way, Wick, BN17 7HE on Thursday 5
June 2025 at 6.30 pm.**

Present:

Councillor Tandy – Chair
Councillor Blanchard-Cooper
Councillor O'Neill
Councillor Daws
Councillor Wiltshire*
Councillor Tilbrook
Councillor Butcher*

In attendance:

Juliet Harris - Assistant Town Clerk
Sofia Chittenden – Communications and Marketing Manager
Felix Gillett – Community Resources Officer
Rachel Marshall – Interim Events Manager
Nathan Ireland – Project Time Machine Officer

2025 to 2026

1 Evacuation Procedures

The evacuation procedures were noted.

2 Filming of Council Meetings, Use of Social Media, and Mobile Phones.

The procedures were noted.

3 Apologies

There were apologies from Councillor Lee, with Councillor Butcher substituting.

4 Declaration 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. The standing declarations were noted, and Councillor Butcher declared a personal interest across the agenda as a member of Arun District Council.

In addition, the following declarations were noted:

Councillor Blanchard-Cooper declared a personal interest in agenda item 8.2. the Community Resources Officer's report on the 2025 Grant Aid awards as a member of the Friends of Mewsbrook Park and the Littlehampton Bonfire Society.

Councillor Butcher declared a prejudicial interest in the same report as Chair of the Littlehampton Shopmobility Board of Trustees and confirmed that he would leave the meeting should there be any discussion of their grant application.

5 Minutes

A concern was raised regarding the accuracy of the minutes from the previous meeting, specifically that not charging the Littlehampton Community Growers an allotment fee did not reflect the decision of the committee. After discussion it was agreed that this be added to the beginning of minute 89.1.3.

It was resolved that:

Subject to the noted amendment, the minutes of the meeting held on 17 April 2025 be approved.

6 Chair's Report and Urgent Items

There were none.

7 Public Forum

There were three members of the public present.

7.1. Worthing Road Community Allotments

In response to a question about how the community plots were managed the Assistant Town Clerk stated that both groups collaborated, sharing resources and helping each other to maintain their plots. She confirmed that each group was subject to the same conditions as other allotment holders having signed the Town Council's tenancy agreement.

8 Officer's Reports

8.1 Project Time Machine Progress Report

- 8.1.1. The Project Time Machine Officer (PTMO) presented a report, previously circulated, updating the committee on the outcomes of Phase Two of Project Time Machine and the progress with developing the plans for the next

phase of work. Building on the successful completion of Phase One (Community Engagement), the current phase had exceeded its core objectives, including surpassing the target of cataloguing 2,600 objects and implementing a new system for collections assessment.

- 8.1.2. The presentation highlighted the key achievements from the current phase of work which included improvements to the storage conditions of Social History Store 1 and the cataloguing of its contents, the introduction of a robust classification system using MODES software and enhanced community engagement through interpretive displays, social media, and events, supported by a new Audience Development Plan. Acknowledging the contribution by volunteers, he explained that their ongoing commitment to working with the Museum would be important to the success of the next phase of the Project.
- 8.1.3. The focus of future work would see the Museum build on the success and changes in processes that had been achieved through the project to date. In the longer term it would help shape the Museum's new Collections Development Policy, by shaping the guidelines for rationalisation and contemporary collecting. In the short-term work was still required to complete the auditing and cataloguing of items from Stores 2 and 3 and it was proposed that the Council match fund the Museum Development Southeast grant and extend the PTMO post up to December to facilitate this work and support the museum as it worked toward the submission of the Heritage Fund grant application.
- 8.1.4. To maximise the positive changes in the museum's social media profile the PTMO would investigate ways to develop the social media posts into more permanent website displays and increase public interaction. It was noted that the improved cataloguing system had highlighted mismatches in terms of inaccurate or missing information which needed more research to establish if objects were relevant to the collection. This process would be defined in the new Collections Development Policy and would enable informed decisions to be made about what should be removed or acquired.
- 8.1.5. Acknowledging the advances that had been made in Phases One and Two of the Project, the committee thanked the PTMO for his work. Reviewing the plans for Phase Three, members judged that the continuation of the project would ensure that the Museum was in a good position to build on its achievements and maintain the momentum of this work and reaffirmed their commitment to taking the project forward to the next stage.

It was therefore resolved that:

- 1. The work completed to date be endorsed.

2. The use of up to £5,000 from the Community Resources Initiatives EMR to continue the Project Time Machine Officer Post be approved.
3. The timetable and next steps be noted and endorsed.
4. The financial implications and contents of the report be otherwise noted.

8.2 Museum Periodic Report

- 8.2.1. Members had before them a report, previously circulated, which contained updates on recent activities and engagements with the museum, including proposals for the acquisition of a small number of items.

It was resolved that:

1. The recommended acquisition of items as set out in Appendix A be approved.
2. The contents of the report be otherwise noted.

8.3 Working Group Memberships

- 8.3.1. Members were asked to confirm the membership of the Working Groups that reported to this committee; the Allotments Working Group and the Christmas Lights Working Group. The committee was content that the membership of both working groups was unchanged for the forthcoming year.

It was therefore resolved that:

1. Councillor O'Neill continue as Chair of the Allotments Working Group, Councillor Wiltshire continue as Vice Chair, and that Councillors Tilbrook and Worne continue as members of the Working Group for 2025 – 2026.
2. Councillor Blanchard-Cooper continue as Chair of the Christmas Lights Working Group, and that Councillors Lee, Butcher, and Daws continue as members of the Working Group for 2025 – 2026.

8.4 Community Resources Periodic Report

- 8.4.1 The Community Resource Officer (CRO) presented a report, previously circulated, which highlighted the work being undertaken to progress the projects and initiatives that were within the remit of the committee. In addition, the committee was asked to approve the 2025 Grant Aid awards, allotment infrastructure priority projects and note updates on the Sports Forum, Rosemead Park, and the K2 defibrillator installation.

8.4.2 Grant Aid Awards 2025

The Grant Aid Panel met on 21 May 2025 to review the allocation of the Grant Aid budget and to consider options for distributing the remaining unallocated sum of £753. Following a detailed review, the Panel had increased funding for several applications where a clear need for additional support had been identified, for Tier 1 and where applicable to Tier 2 and Tier 3 applications, the additional amount requested had to be under £100. This left £419 unallocated. Since publication, a request had been received from the 5th Littlehampton Sea Scouts for an additional £17 to enable them to cover the entire cost of some of the new equipment detailed in their application. In line with the Panel's decision to increase funding for Tier 1 applicants, this was supported. The committee also noted the additional feedback from the 2024 awards. The panel had also discussed the potential transition of Tier 3 groups to Tier 4, Service Funding Agreements (SFA) and it was noted that this would be reviewed as part of the main SFA review later in the year.

It was therefore resolved that:

1. The proposed Tiers 1, 2 and 3 Grant Aid Awards as set out in Appendices A and B be approved.
2. A further £17 be awarded to the 5th Littlehampton Sea Scouts to enable them to cover the entire cost of some of the new equipment detailed in their application.
3. The additional Grant Aid 2024 feedback report be noted.

8.4.3 Allotment Infrastructure Priorities

The committee was asked to approve the proposed priority projects, Appendix D, for infrastructure works on the allotment sites, as reviewed and recommended by the Allotments Working Group on 29 May 2025. The projects identified had been prioritised following a survey by the CRO and review with the allotment site representatives and if approved they would form the Allotment Strategy Action Plan. It was noted that the Allotment Infrastructure Reserve Fund would be used to action these with the first priorities being enhancements to the South and Southeast boundary fences at the Trinidad site, followed by improvements to the central track on Worthing Road.

It was resolved that:

The allotment infrastructure project proposals as set out in Appendix D be approved and included in the Allotment Strategy Action Plan.

8.4.4 Rosemead Park

The Committee noted the update. Looking ahead, there were other areas that members wished to see included in the future. These included replacing the sensory path in the play area, the introduction of a wildflower path, more

seating and bike racks. These were noted for investigation following work to secure the parks boundaries which was being prioritised.

It was resolved that:

The update and the contents of the report be otherwise noted.

8.5 Events Periodic Report

- 8.5.1 The Interim Events Manager presented a report, previously circulated, and updated members on recent and upcoming events. Following the successful Beacon Lighting on 8 May 2025 for the VE Day 80th Anniversary, officers were focusing on Armed Forces Day which had gained sponsorship from Harbour Park and a grant from the Kingston and East Preston Royal British Legion. She also reported that the Red Devils Parachute Display Team had been secured for Armed Forces Day.

It was resolved that:

The report and update be noted.

8.6 Events Review Update

- 8.6.1 Members had before them a previously circulated report, which summarised progress on the work of the Events Review Task and Finish Group and newly formed Events Forum. It sought approval on a three-year programme of core events which matched the 2025 programme.
- 8.6.2 This was supported and it was evident from the recent meetings of the Events Review Task and Finish Group and the Events Forum that there was a strong wish for more collaborative working on events with the community. This proposal therefore aimed to provide flexibility to enable the Council to support test events provided they met the event assessment criteria outlined in the adopted Event Strategy. The Communications and Marketing Manager highlighted some of the suggestions that had been discussed by the Task and Finish Group to deliver a broader range of events as well as expanding existing such as using the Town Show and Family Fun Day infrastructure on the Sunday and extending Screen on the Green. It was noted that there might be limitations to what could be achieved due to restrictions on sites not owned by the Town Council.
- 8.6.3 The development of a sustainable and independent Events Forum would take time and require additional Council resources, which would need to be considered by the committee. In the interim, officers had developed other ideas which aimed to attract a wider audience and at the same time promote the town centre through a voucher scheme supported by local businesses. The Council would also look to collaborate again with community partners that had supported previous events and deliver the core programme.

It was therefore resolved:

1. That the core set of events, namely, all High Street Events (Easter and Summer), Armed Forces Day, Sandcastle Competition, Screen on the Green, Town Show and Family Fun Day, Christmas Light Switch-On – be approved to form the three-year community event programme and that the financial implications required to do this be considered by the relevant Committees as part of the 2025 to 2026 budget setting process.
2. To support in principle the proposal that the Council continues to work with the Events Forum offering support to build skills and capacity to research, develop, and trial initiatives to expand the Town Council's three-year community events programme and that the financial implications to do this, namely staffing, and estimated at £35,000, be considered by the relevant committees.
3. To receive the notes of the Task and Finish Group meeting held on 1 May 2025.
4. That the contents of the report be otherwise noted.

*Councillors Butcher and Wiltshire left the meeting at 7.38pm.

8.7 Visit Littlehampton Website

8.7.1. Members had before them a report, previously circulated, which sought approval to adapt and extend the functionality and purpose of the Visit Littlehampton Website. Council had previously agreed to undertake a redesign of the existing website and recent developments in community initiatives had demonstrated a need to adopt a different approach to how this was achieved. An opportunity had also arisen to work with a local company that was engaged in similar work with Arun District Council and had experience in developing websites for tourism and Business Improvement Districts. If approved the new web platform would deliver a dual-purpose site, supporting both tourism and local community engagement. This resonated with the Town Council's events review work and Town Centre Strategy and would require additional investment. Therefore, the proposals were also due to be considered by the Policy and Finance Committee at its meeting on 9 June 2025.

8.7.2. The Communications and Marketing Manager proceeded to explain the differences in both the look and functionality of the new web platform. The Visit Littlehampton name would not change but content relating to local

businesses and community group activities would be published in different formats for different audiences enabling cross-posting to both sections of the website if appropriate. External users from the business and local community would be able to make submissions, which once vetted by officers, would be shared better serving residents and visitors and promoting tourism.

- 8.7.3. Similar work undertaken by the recommended company had shown that a website built on their platform could provide a more user friendly and better designed format that delivered more reach. This would also deliver benefits in terms of speed and efficiency. The committee proceeded to vote on the proposals from which Councillor Blanchard-Cooper abstained.

It was resolved that:

Subject to the outcome of the Policy and Finance Committee meeting on Monday 9 June 2025,

1. The proposal to adapt the purpose of the Visit Littlehampton website including the appointment of the preferred supplier be approved.
2. £8,000 from the Community Resources Committee Initiatives Budget and earmarked reserves be approved towards the costs to adapt and extend the functionality of the website as set out in section four of the report.

8.8 Quarterly Business Plan Progress Report

- 8.8.1 Members considered a previously circulated report providing an update on the progress made towards achieving the business plan goals reviewed and agreed by the Council in May, as they related to the committee's work.

It was resolved that:

The report be noted.

9 Finance

9.1 Committee Budget Monitor

- 9.1.1 Members had before them a report, previously circulated, which summarised the committee budget year-end position for 2024–2025 and highlighted variances from the budget in Income and Expenditure for the first quarter of 2025–2026.

It was resolved that:

The report be noted.

10 Exempt Business

There was none.

The meeting closed at 7.58pm.

Chair

UNAPPROVED

Standing Order 36 – Urgent Action

Standing Order 36 states that **“Where an urgent decision is required and it is not possible to call a meeting under either Standing Order 1 or 17”** – which provide for calling extraordinary meetings of Council or Committees – **or the matter is of minor importance, but not previously delegated, the Town Clerk is authorised to make that decision having consulted the respective Chair of the Council or appropriate Committee. Any Urgent Actions shall be reported to the next meeting of Council or the appropriate Committee.”**

When completing the checklist below, the following issues must be borne in mind:

- Standing orders and financial regulations remain in force and must be complied with.
- In the absence of the Town Clerk, the Deputy Town Clerk or the Assistant Town Clerk shall progress urgent actions. No other officers may commence or undertake an urgent decision procedure.

1	What decision is required?	Under Financial Regulation 15 (exceptions to tendering procedures) appoint the Town Council's tree contractor to undertake work to reinforce northern boundary through the introduction of logging in gaps along the northern edge at Rosemead Park. FR 15 – Tendering Procedures: Section 15.8 – Exemptions: on the grounds that: (iii) Specialist contractor & (v) matter of urgency
2	Why is this decision urgent? <ul style="list-style-type: none"> • Why should it not wait until the next programmed meeting of council or committee? • Why should it not wait until an extraordinary meeting of council or committee is called? 	<ul style="list-style-type: none"> • Following the unauthorised encampment at the Park in April, work to secure the boundaries is being prioritised. As reported to the Community Resources Committee (5 June 2025) options to secure this section of the boundary were being explored because the development of the adjacent land had exposed security weaknesses at this point. • There continues to be a lot of unauthorised encampment activity in the area. • Replacing them is the second in the phased approach being adopted to secure the boundary of the park.
3a	What are the financial implications?	Total cost £5,950

3b	Has a budget been approved?	No
3c	Which budget are you recommending the expenditure to come from? Please check that sufficient funds are available.	<ul style="list-style-type: none"> The costs including current commitments to date have exhausted the 2025 to 2026 Rosemead Park Maintenance budget. It is therefore recommended that the cost of this work be met from the Town Council's General Reserve.
3d	Is a supplementary estimate required? Note: if so, this could necessitate a further urgent decision	Yes.
3e	If any of the following apply: 1. A supplementary estimate 2. The use of earmarked reserves 3. Expenditure over £500* Approval of the Responsible Financial Officer is required. In the absence of the Responsible Financial Officer the town clerk is the deputy Responsible Financial Officer. *For this point only, in the absence of the Responsible Financial Officer and Town Clerk, the Assistant Town Clerk can give approval.	1& 3 apply
4	Is the decision consistent with Council policies?	Yes
5a 5b 5c	Committee decisions only Is this decision a matter delegated solely to one Committee? If not, which other Committees have been or will be consulted? Was this, or will this be through the urgent action procedure? Please detail	CRC – responsibility for parks & open spaces P&F – Supplementary Estimate
6	Has the matter been discussed with agreed consultees – ward councillors, other local authorities etc? If not, is the matter so urgent that this is impractical? If so, why?	See Section 2.
7	Record of any conflict of interest declared by a Member consulted on the decision	None.

8	What alternative options have been considered – both practical and financial?	The following options were considered: ditch, stone boulders, earth bund. A ditch and bund were discounted as they would require too much land and were not appropriate as the boundary abuts a foot and cycle path. Boulders could cause the spoil to compact around the tree roots. The advice of the Town Council's arborist was that logs constructed sensitively would cause less soil compaction and can be secured to prevent removal. The Financial Regulations require that a minimum of 3 quotes be obtained however, the Town Council tree work contractor has been able to respond promptly, has experience, provided the best response to the need for security and can install the logging promptly minimising the time it takes to complete this phase of work and the liability for the temporary concrete boulders.
9	Has the procurement strategy been followed, where expenditure is involved?	See above
10	Briefly outline any implications relating to: <ul style="list-style-type: none"> • Crime and disorder • Disability discrimination • Human rights act • Freedom of information • Data protection • Environmental impact 	This is a security measure to prevent illegal trespass on Council property.
11	Have appropriate risk assessments been undertaken?	N/a.
12	Date of consultation with Committee Chairs	12/8/25
13	Signature of Chair - CRC	12/8/25
	Signature if Chair – P&F	12/8/25
14	Date of decision	12/8/25
15	Signature of Town Clerk	12/8/25
16	Signature of Responsible Financial Officer – if required under 3e	12/8/25
17	Date reported to Council or Committee	P&F and CRC September 2025

Standing Order 36 – Urgent Action

Standing Order 36 states that **“Where an urgent decision is required and it is not possible to call a meeting under either Standing Order 1 or 17”** – which provide for calling extraordinary meetings of Council or Committees – **or the matter is of minor importance, but not previously delegated, the Town Clerk is authorised to make that decision having consulted the respective Chair of the Council or appropriate Committee. Any Urgent Actions shall be reported to the next meeting of Council or the appropriate Committee.”**

When completing the checklist below, the following issues must be borne in mind:

- Standing orders and financial regulations remain in force and must be complied with.
- In the absence of the Town Clerk, the Deputy Town Clerk or the Assistant Town Clerk shall progress urgent actions. No other officers may commence or undertake an urgent decision procedure.

1	What decision is required?	Replacing rotting wooden gates (vehicular & pedestrian) and fencing on either side of the gates at the southern boundary entrance to Rosemead Park.
2	Why is this decision urgent? <ul style="list-style-type: none"> • Why should it not wait until the next programmed meeting of council or committee? • Why should it not wait until an extraordinary meeting of council or committee is called? 	<ul style="list-style-type: none"> • Following the unauthorised encampment at the Park in April, work to secure the boundaries has is being prioritised. As reported to the Community Resources Committee at their June meeting, an inspection of the gates (vehicular & pedestrian) and fencing on either side of the gates at the southern boundary entrance were rotting and no longer secure. • There is currently a lot of unauthorised encampment activity in the area. • Replacing them is the first in the phased approach being adopted to secure the boundary of the park.
3a	What are the financial implications?	Total cost £6,950
3b	Has a budget been approved?	Yes
3c	Which budget are you recommending the expenditure to come from? Please check that sufficient funds are available.	<ul style="list-style-type: none"> • If approved, the costs including current commitments to date would exhaust the 2025 to 2026 Rosemead Park Maintenance budget. • It is therefore recommended that the cost of this work be met from the Town Council's General Reserve.

3d	Is a supplementary estimate required? Note: if so, this could necessitate a further urgent decision	See above.
3e	<p>If any of the following apply:</p> <p>1. A supplementary estimate</p> <p>2. The use of earmarked reserves</p> <p>3. Expenditure over £500*</p> <p>Approval of the Responsible Financial Officer is required. In the absence of the Responsible Financial Officer the town clerk is the deputy Responsible Financial Officer.</p> <p>*For this point only, in the absence of the Responsible Financial Officer and Town Clerk, the Assistant Town Clerk can give approval.</p>	
4	Is the decision consistent with Council policies?	Yes
5a 5b 5c	<p>Committee decisions only</p> <p>Is this decision a matter delegated solely to one Committee?</p> <p>If not, which other Committees have been or will be consulted?</p> <p>Was this, or will this be through the urgent action procedure?</p> <p>Please detail</p>	<p>CRC – responsibility for parks & open spaces</p> <p>P&F – Supplementary Estimate</p>
6	<p>Has the matter been discussed with agreed consultees – ward councillors, other local authorities etc?</p> <p>If not, is the matter so urgent that this is impractical? If so, why?</p>	See Section 2.
7	Record of any conflict of interest declared by a Member consulted on the decision	None.
8	What alternative options have been considered – both practical and financial?	Three quotes were obtained offering different solutions. The recommended contractor was prompt, is experienced and provided the best response to the need for security.
9	Has the procurement strategy been followed, where expenditure is involved?	Yes
10	Briefly outline any implications relating to:	This is a security measure to prevent illegal trespass on Council property.

	<ul style="list-style-type: none"> • Crime and disorder • Disability discrimination • Human rights act • Freedom of information • Data protection • Environmental impact 	
11	Have appropriate risk assessments been undertaken?	N/a.
12	Date of consultation with Committee Chairs	27/6/2025
13	Signature of Chair - CRC	30/6/2025
	Signature if Chair – P&F	30/6/2025
14	Date of decision	27/6/2025
15	Signature of Town Clerk	27/6/2025
16	Signature of Responsible Financial Officer – if required under 3e	27/6/2025
17	Date reported to Council or Committee	P&F and CRC September 2025

Littlehampton Town Council

Non-Confidential

Community Resources Committee

Date: 4 September 2025

Report by: Town Clerk

Subject: Community Resources Officer Periodic Report

1. Summary

- 1.1. The purpose of the report is to highlight work being undertaken by the Community Resources Officer (CRO) to progress the projects and initiatives that are within the remit of this Committee. This report provides updates and recommendations regarding Grants, the Sports Funding, Rosemead Park, Arun Youth Projects and Floral Contract.

2. Recommendations

The Committee is recommended to:

1. Receive the Sports Forum notes from the meeting held on 7 July 2025 attached as Appendix A.
2. Approve that the existing floral contract be extended for a further year as set out in Section 7 of the report alongside an agreed timetable and scope for the floral contract service review.
3. Otherwise note the contents of the report.

3. Grant Aid

- 3.1. Following final decisions at the June Community Resources Committee meeting, the 47 successful applicants received their funding awards with a total of £24,348 being awarded. Thanks have already been received from several recipients who expressed their appreciation for the funding, emphasising the benefits it will bring to their clients and the wider community in Littlehampton.

4. Sports Forum and Sports Funding

- 4.1. The Sports Forum met on Monday 7 July and received an update on the progress of the new Sports Funding scheme. The 2025 to 2026 Sports Funding Programme will prioritise widening participation in sports and healthy activities in the most inclusive way. A policy is being developed setting out eligibility criteria, and the application and evaluation processes. This will be brought to the Committee in October for approval. Although slightly later than

anticipated, this will still enable awards to be made by the end of the year as envisaged.

5. Rosemead Park

- 5.1. The Committee will have noted the Urgent Actions which enabled the removal of the old wooden gates and fencing on the southern boundary to be replaced with metal alternatives and logs placed along the northern edge of the park. The logs have been positioned in their final location and are bedding in. This approach was recommended by a qualified tree specialist because it preserves the roots of the existing trees and allows for enhanced biodiversity and habitat creation within the park. It should be noted that the adjacent footpath and cycleway are managed by West Sussex County Council, while the new housing development is the responsibility of the developer, and that neither intended to install fencing on their land.
- 5.2. These boundary works are the first step in improvements to Rosemead Park as a whole. A public engagement exercise is planned asking residents for their views on further improvements to the park, including repairs to the play area for better accessibility and landscaping enhancements. This will be launched in the run up to the Town Show and Family Fun Day event on Saturday 13 September, with the engagement exercise being promoted through a leaflet drop to the surrounding residents and on social media. Staff will be talking to residents at the Town Show and gathering information to inform this work. A bid will be submitted to the District Council to release the Section 106 developer funding derived from the new Elm Grove Road development.
- 5.3. Following the completion of the urgent boundary works, other horticultural work is required to remove two holly trees highlighted in the 2024 tree survey as starting to fail, and to undertake maintenance of the canopy tree line and native hedge. A joint working day with the contractor and the Town Council's Amenity Team is being explored to get this work done.

6. Arun Youth Projects (AYP)

- 6.1. Officers meet with the Youth Leaders once a month to maintain communication, offer support and review the service. AYP will be presenting their Annual Report to the Committee in October which will include a review of the current service provision and, if appropriate, suggestions for changes to the service which could form part of the review of this contract which is scheduled for 2026.

7. Floral Contract

- 7.1. The floral display contractor supplies and maintains the Town Council's planting in several locations across the town as two programmes covering the summer and winter. Previous tenders had attracted minimal interest and last year the current contract was extended for a further year until 31 March 2026, to allow an evaluation of the requirements.

7.2. The contract covers a complex and varied estate including highways planting on roundabouts, gateways and railings, and the Manor House gardens. The planned full evaluation of the contract has been delayed due to other work streams taking priority. Officers have however identified through committee discussion and the aspirations of the Business Plan that consideration should also be given to separating the contract into two sections, delivering:

- Highways Planting – through the current bi-annual planting model.
- Manor House Planting – by adopting a more biodiversity-based model.

This would also enable the concept of volunteer support to be explored taking into consideration training, organisation, and how this is balanced with expectations.

7.3. It is unlikely that the contract review, new model development, and tendering will be completed before the December budget decisions. It is therefore recommended that the existing contract be extended for a further year with a timetable for the review. This will enable the Council to explore alternative delivery models, biodiversity-focused methods that could also be deployed at other Town Council sites and opportunities for volunteer and community involvement aligned to the Town Council's Business Plan objectives agreed by this Committee.

8. Financial Implications

8.1. Sports Funding is budgeted at £2,000 for 2025 to 2026.

8.2. There is £7,714 in EMR for Tree Maintenance, £4,000 of which was earmarked at the end of 2024 to 2025 for the contract. There is £6,000 in the 2025 to 2026 budget for tree maintenance.

8.3. For Rosemead Park, the Town Council currently holds £125,849 in EMRs which represents the Section 106 derived from the Daisyfields development and is allocated for play equipment and pathways improvements only. A further £193,794 Section 106 is available on application to Arun District Council as the Local Planning Authority. This is derived from the BokLok development and is for "general application towards the Rosemead off site play area."

8.4. The floral contract budget is currently £24,664.25 per annum. This is a one-year contract that is due for renewal on 31 March 2026.

8.5. The youth service contract budget is currently £55,000 per annum. This is a three-year contract from 2023 to 2026.

Laura Chrysostomou

Town Clerk

Notes of the **Littlehampton Sports Forum** held in the **New Millennium Chamber**, **Littlehampton Town Council** on **Monday 7 July 2025** at **6pm**.

Present:

The following groups were represented at the meeting:

Littlehampton Badminton and Squash Club (two members)
Littlehampton Town Football Club
Littlehampton Cricket Club
Norfolk Bowls Club
Littlehampton Rugby Club
Sussex Tornados Cheerleaders
Littlehampton Wave Life Saving Club
Littlehampton Sportsfield
Arun Youth Aqua Centre
David O Jones Sports

In attendance:

Councillor Freddie Tandy – Chair of the Sports Forum
Felix Gillett – Community Resources Officer

1. Introductions

Members of the Forum introduced themselves and their clubs.

2. Apologies for Absence

There were apologies from members of Norfolk Bowls Club, Howard Lawn Tennis Club and Littlehampton Croquet Club.

3. Notes of Previous Meeting

The notes of the previous meeting from 31 March 2025 were agreed as a true record.

3.1. Matters Arising

Everyone was thanked who attended the Annual Town Meeting on Thursday 24 April 2025, during which the Sports Awards were presented. It was a well-attended event and a good opportunity to hear and celebrate the achievements and successes of local sports clubs and individuals.

4. Sports Funding

- 4.1. Members received an update regarding the status of the Sports Funding scheme. The Sports Forum Executive Committee met on Monday 9 June 2025 to plan the next steps in establishing this new opportunity for local sports clubs and providers of healthy activities to receive financial support.

- 4.2. It was noted that the Sports Funding scheme was derived from the former Sports Excellence Grants, aiming to support a wider demographic through local clubs and activity providers.
- 4.3. Each year the Sports Funding will have an Annual Focus. The annual focus for 2025/26 is intentionally broad: "To widen participation in sports and healthy activities in the most inclusive way."
- 4.4. A draft Sports Funding Policy has been developed, outlining eligibility criteria, application process, and evaluation requirements. It is currently under review by the Executive Committee.
- 4.5. The anticipated timeline will be:
- Applications Open: Mid-September 2025
 - Applications Close: Mid-October 2025
 - Decision Notification: End of October / Early November 2025
- 4.3. A Selection Panel, made up of Executive Committee and co-opted Forum members, will determine awards. The successful applicants will be required to submit a year-end report, demonstrating how the funding was used and the impact on participation.
- 4.4. Clubs were strongly encouraged to apply to help demonstrate the community's need for financial support and to strengthen the case for future funding.

5. Members' Updates

5.1. Littlehampton Badminton and Squash Club

The club is organising a Sports Fair on Friday 5 September 2025, 4-8pm to promote local clubs and activities. It will be free entry. If anyone is interested in having a stall, please contact admin@lbosc.org.uk

The current season has now finished with the club placed second in both the Men's and Mixed teams in the Brighton Badminton League. The team playing in the Bognor League was not so successful. The Club is anticipating expanding into five further badminton leagues next season.

The recent pickleball sessions are going very well, with additional sessions planned. The club's Annual General Meeting will be held on Thursday 10 July. The popular Shuffleboard evening returns on Saturday 19 July.

5.2. David O Jones

They are picking up good trade on the website and remain upbeat even with understandable concerns about the current economic climate. The shop is approaching its 79th year in business!

5.3. Littlehampton Wave Life Saving Club

The club is delighted that five of their young people achieved Academy Stars with the National Lifesaving Academy.

The last month has been busy with outreach in Yapton, a float in the East Preston parade, Armed Forces Day and Drowning Prevention Week at Littlehampton Wave. They are anticipating a visit from the new Mayor soon.

This weekend they will be attending an event at St Oscar Romero Catholic School, followed by a visit and demonstration from Newfoundland Rescue Dogs on the beach this Sunday 13 July, 10am-12 midday. The Bognor Sea Cadets are visting for a taster session.

During the summer the club has a break from sessions at Littlehampton Wave to focus their sessions on the beach and Southwater Lake, as these provide good training in real life environments. Two members are keen to train as instructors.

The club thanked the Town Council for their recent Grant Aid award of £346 for new equipment, resources and manuals.

5.4. Littlehampton Cricket Club

They are halfway through season with mixed performances mixed for the adult teams. The Colts have struggled, partly due to their fixtures clashing with exam time and the need for young players to prioritise accordingly.

Under 14s are doing well. Numbers are light for the Under 12s, but these have been bolstered by the Under 10s.

The club thanked the Town Council for their recent Grant Aid award of £600 towards the cost of professional coaching for the girls and women's cricket team. This is due to happen in November 2025 or early 2026. Attendance is increasing with 7 girls playing regularly.

5.5. Norfolk Bowls Club

They signed up 6 new members from their Open Day on Saturday 24 May. The teams are divided into Green and Yellow, and the Green team is recognised as the best in the local area.

Julie Potter, winner of the Sports Award for Sportsperson of the Year 2024, is in a national final for over sixties.

5.6. Littlehampton Town Football Club

The team reached the final of the Sussex Transport Senior Cup, playing Horsham Football Club at the Amex Community Stadium in Brighton on Thursday 8 May. 3,500 attended with Horsham winning 1-0 with a goal in injury time.

Pre-season has started, with league fixtures released on Friday. The Isthmian League reassigned the club to the Central League, based on its location to other teams. This will mean more matches in the London area.

5.7. Littlehampton Rugby Club

The men's team won the league and were promoted. Pre-season has started slowly. Touch Rugby on a Monday evening is growing with 20 players regularly attending. The ladies' team and Colts will be starting in the league next season. The club is looking for an assistant coach to work alongside their head coach who is stepping down at the end of 2026.

Following permission being granted, they have a licensing meeting on Monday to progress the installation of training lights at the ground.

The club thanked the Town Council for their recent Grant Aid award of £800 towards the cost of new equipment for the minis and women's teams.

5.8. Sussex Tornados Cheerleaders

Though the current season has finished, the club will be travelling to Portugal in June and Canada in July to participate in competitions. The new season starts in August with eight to nine competitions planned. Their upcoming Showcase is an opportunity for parents and others to see their performances, but the event does require the hire of an arena. They are fundraising for this along with new equipment and travel costs.

5.9. Littlehampton Sportsfield

The Sportsfield Trustees have welcomed two new trustees to replace two recently retired trustees. Sadly, plans for establishing Padel Tennis on site have fallen through, partly due to two padel tennis venues already opening in the local area and delays with developers.

This leaves the land vacant with the departure of Howard Lawn Tennis. The Sportsfield is considering its options with valued input from Arun District Council. They're looking to formulate some ideas within the next two to three months.

There may be additional expectations from the Isthmian League for football to continue operating on the site, but overall, they remain positive.

5.10. Arun Youth Aqua Centre

It has been a slow rebuild since COVID as the club effectively lost two years of members over that time. Last year four of their members took a dinghy instructors course which will benefit the centre. They've received funding from Rampion and other sources for boats and facilities.

The club thanked the Town Council for their recent Grant Aid award of £350 for two new boat covers.

6. Any Other Business

- 6.1. The Town Council is organising several events in the High Street on each Wednesday in August, 11am-4pm, under the banner 'Love Local'. The focus for Wednesday 27 August will be 'Sports, Fitness and Health'. Officers recently emailed information to all Sports Forum members to encourage their involvement as this will be an opportunity to promote their clubs and activities.

ACTION: CRO will resend the initial email to all members.

- 6.2. The Town Show and Family Fun Day, taking place on Saturday 13 September 12-5pm at Rosemead Park, still has space for any groups that would like to have a stall. If interested, contact events@littlehampton-tc.gov.uk
- 6.3. A new manager is in place at Littlehampton Wave. The forum wishes them all the best in their new role.

ACTION: CRO to invite the new manager to attend the Sports Forum.

- 6.4. The Chair congratulated David Slade of the Littlehampton Wave Life Saving Club on receiving a British Empire Medal in the King's Birthday Honours List 2025 for his dedicated service to the community, having been involved with the Royal Life Saving Society since 1957.

- 7. **Date of Next Meetings**
Monday 13 October 2025, 6pm

The meeting closed at 6.36pm

Littlehampton Town Council

Non-Confidential

Committee: Community Resources

Date: 4 September 2025

Report by: Town Clerk

Subject: Service Funding Agreements Review

1. Summary

- 1.1. The report summarises the Town Council's current Service Funding Agreements (SFA) including the outcome of the review and recommendations on a policy and procedure for approving future agreements.

2. Recommendations

The Committee is recommended to:

- 1. Approve the draft Policy and Procedure, Appendix B.
- 2. Appoint a Task and Finish Group as set out in paragraph 3.5 of the report.
- 3. Agree the proposed timetable leading to implementation of new SFAs from 1 April 2026, as set out in paragraph 4.1.

3. Background

- 3.1. There are four Service Funding Agreements (SFAs) which were awarded on 1 April 2023 and end on 31 March 2026 (see Appendix A). As set out in the Town Council's Business Plan, the SFAs are now due to be reviewed.
- 3.2. In December 2023 the new Grant Aid Policy was adopted and introduced a new tiered process. A natural progression of the tiered grant policy is that it will identify service providers whose objectives closely align with the Town Council's aims and objectives and with whom the Council could develop closer ties potentially through a SFA. As with the existing SFAs, this would be realised through the provision of a guaranteed amount of annual funding for an agreed length of time, commonly three years, with a review process at the end of this period as well as annual updates.
- 3.3. Following completion of the 2025 Grant Awards the Grant Aid Panel met twice in the summer to discuss the SFAs. The key findings of the panel were that to ensure transparency and consistency in the selection of service providers, a policy was needed. The panel discussed how this should look in terms of

objectives, procedure, criteria, and an application process, taking into consideration the successful operation of the new Grant Aid Policy and Procedures.

- 3.4. The panel recognised that these funding agreements should clearly align with the Town Council's aspirations for the local community as set out in its Business Plan and that any framework should ensure that services being delivered under the SFA are considered vital to residents and those whose absence would be significantly detrimental to the town. The application process would be open to current holders of SFAs alongside new applicants, including those identified from the Tier Three Grant recipients.
- 3.5. As part of the process the Grant Aid Panel recommends that applications be shortlisted by the panel, and a Task and Finish Group is appointed to carry out interviews with the shortlisted applicants to make final recommendations to the Community Resources Committee, as detailed in the draft Policy and Procedure.
- 3.6. The Grant Aid Panel's discussion also highlighted that the current Freedom Leisure SFA could be more effectively linked to the Town Council's events programme enabling a strong strategic partnership which might be better framed in a new Service Level Agreement.
- 3.7. The draft Policy and Procedure is provided in Appendix B for the Committee to consider and approve.

4. Timeline and next steps

- 4.1. If approved, it is proposed that applications expressing an interest in future SFAs will be launched in September, with the Task and Finish Group making recommendations for future agreements to the Committee in October. These recommendations will outline the proposed partners, funding amounts, and terms. The Committee's decision will then be incorporated into the draft budget proposals to be considered in December. Final recommendations will subsequently be reflected in the draft full Council budget, which will be reviewed by the Policy and Finance Committee in December and confirmed by full Council in January. Following this process, providers will be notified of the Council's decision, and the new agreements will be formalised to commence on 1 April 2026.

See the timeline below:

- **September 2025** – Launch of applications for expressions of interest in future SFAs.
- **September / October 2025** – Task and Finish Group carry out evaluation of applications.
- **October 2025** – Recommendations on proposed partners, funding amounts, and terms presented to the Committee.
- **December 2025** – Committee considers draft budget proposals, incorporating SFA recommendations.

- **December 2025** – Policy and Finance Committee considers the draft full Council budget, including final SFA recommendations.
- **January 2026** – Full Council confirms the budget and associated SFA decisions.
- **February–March 2026** – Providers formally advised of the Council’s decision and agreements prepared.
- **1 April 2026** – New SFA agreements come into effect.

5. Financial Implications

- 5.1. The Service Funding Agreement Budget for 2025 to 2026 is £12,000. Details of the current Service Funding Agreements for 2023 to 2026 are set out in Appendix A.
- 5.2. Future SFAs will represent a continuing financial commitment from the Council and future funding levels will be considered as part of the budget setting process later in the year.

Laura Chrysostomou,
Town Clerk.

Appendix A – Current holders of Service Funding Agreements

Organisation	Agreement Term	Amount per Year
Arun and Chichester Citizens Advice Bureau	3 years	£1,000
Arun Community Transport	3 years	£2,000
Freedom Leisure (Wealden Leisure Ltd)	3 years	£3,000
Littlehampton Sportsfield	3 years	£6,000
	Annual Total	£12,000



Littlehampton Town Council

Service Funding Agreement Policy

Date	4 September 2025
Edition No and Date	1 / 04.09.2025
Replaces	N/A
Policy Maker	Community Resources Officer
Responsibility	Community Resources Committee
Resolution Number	
Review Cycle	Every three years

This information pack contains:

Main Objectives
General Conditions
Process
Application
Assessment
Reporting and Acknowledgement
Definition of the Tiers
Timeline
Appendix A – Criteria
Appendix B – Application Form



Littlehampton Town Council

Littlehampton Town Council is committed to improving, strengthening, and empowering the community.

The Local Government's Act 1972, Section 137 states:

"A local authority may incur expenditure which in their opinion is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants..."

One way of facilitating this is through grant funding local groups that make a positive difference in Littlehampton.

This document outlines the vision and intent of the Town Council's scheme for Service Funding Agreements, with clear criteria and requirements for those making an application.

Main Objectives

Service Funding Agreements are typically three-year arrangements that aspire to support those groups and non-commercial organisations that closely align with the Council's vision for developing and providing long-term benefits for the residents of Littlehampton; as well as actively exploring opportunities for working in partnership with these groups.

This scheme is intended for those services that are imperative and vital for residents, and whose absence would be significantly detrimental to the town.

Providers are generally derived from those who participate in the Town Council's Grant Aid Scheme which uses a four-tiered system for apportioning grant funding. The Town Council's Service Funding Agreements are classed as Tier 4. These are groups that have demonstrated consistent involvement in the community and whose objectives closely align with those of the Town Council, encouraging long-term engagement. As such, the Council will consider the objectives of an organisation and the wider community benefit for Littlehampton arising from the funding when assessing its priorities.

To help in achieving their goals the Council, in its Business Plan, has identified **five key areas** as strategic priorities:

Place

*A multi-centred sustainable town with **safe vibrant places** for people to come together*

People

*An **engaged community** that supports and helps everyone*

Provision

***Accessible environmentally friendly services** reaching the broadest spectrum of people*

Partners



Littlehampton Town Council

*Working with public, professional, community and voluntary organisations to ensure **better outcomes** for all*

Progress

*Clear evidence of aspirational **transformative actions** being taken to **improve the town and the quality of life***

As well as acknowledging the **five keys areas** above, applications must also demonstrate the following:

- A service that supports an identified need in the community, providing clear parameters on how the project addresses that need.
- A defined benefit directly to Littlehampton residents with clear aims and objectives.
- Evidence for how deliverables will be reported and evidence to show how core aims and objectives have been met.
- Identify opportunities for growing Community Capacity, drawing on residents' skills, knowledge, and experience to encourage greater engagement and investment from the community itself for creating positive change.
- Support for equality, diversity, and inclusion; specifically disadvantaged and under-represented groups.

It is important that applicants demonstrate how they align with the Council's aspirations and goals for the local area and its residents as set out in the Business Plan. **The main criteria can be found in Appendix A** and all potential applicants should ensure they have read this before making an application.

General Conditions

1. Organisations must demonstrate the level of benefit that their service brings to Littlehampton and its residents.
2. The applicant must declare the intended use of the funding and clearly define the wider community benefits derived from the funding.
3. Clubs, societies, and organisations must submit constitutions, rules or other governing documents, names of officers and annual accounts where available.
4. Organisations in receipt of a Service Funding Agreement from the Council will not be considered for new and additional grants within the period of their agreement.
5. Grants will only be made to non-profit making organisations supported by unpaid volunteers or not-for-profit schemes.
6. All other sources of funding must be declared at the time of the application.
7. No application shall exceed an annual amount of £5,000.



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8. Where funding is given for a service that includes events, the organiser must indemnify the Town Council against any claim from any party as a result of any incident or accident associated with the event. Where funding is awarded for any other purpose the Town Council cannot be held responsible or liable in any capacity.
9. There shall be no change to the intended use of the funding without express written authority of the Town Council.
10. Failure to achieve the specified purpose of the funding or undertaking an unauthorised variation, shall require the recipient to return all the funding to the Town Council.

Process

11. The Community Resources Committee will appoint a Task and Finish Group to review applications and make final recommendations.
12. Through the application process the Grant Aid Panel and Task and Finish Group will identify service providers with whom the Town Council would seek to develop closer ties. The Service Funding Agreements will shape this partnership with a guaranteed amount of annual funding for an agreed length of time, and a review process at the end of this period alongside annual updates.
13. The Task and Finish Group will present recommendations on proposed partners, funding amounts, and terms to the Committee in October. These decisions will feed into draft budget proposals in December, reviewed by the Policy and Finance Committee and confirmed by full Council in January. Providers will then be notified, with new agreements formalised to commence on 1 April of the following financial year.

Application

14. Applications for a Service Funding Agreement will be open in September the year before current Service Funding Agreements are due to expire and close in October.
See Appendix B, Application Form.
15. Organisations will be invited to make an application clearly describing how their service aligns with the Town Council's Business Plan and stating the annual amount they require over the length of the agreement. This should be the same amount each year.
16. This opportunity will be promoted on the Town Council website, social media, and local press.



Littlehampton Town Council

17. Current holders of a Service Funding Agreement will also need to submit an application if further funding is required.
18. If a service provider is not in the Grant Aid four-tiered system or a current holder of a Service Funding Agreement, they can still apply if they can demonstrate that they have been providing a continual service for Littlehampton residents for the last five years.
19. Whilst Grant Aid Tier 3 groups would naturally be considered for a Tier 4 Service Funding Agreement, this will not discount service providers from lower tiers or those that are not currently in a tier from making an application.

Assessment and Timeframe

20. When the period for receiving applications has closed, each application will be reviewed by Officers to ensure they have met the criteria, and any further information will be sought at this stage, for clarity and completeness.
21. Officers will produce recommendations for the Grant Aid Panel to select which applicants will be shortlisted to be considered further by the Task and Finish Group.
22. The Task and Finish Group will invite shortlisted applicants to present their proposals to Councillors to allow greater dialogue and understanding of their organisation, their service, and to consider further opportunities for working in partnership.
23. The Task and Finish Group will then decide which applicants should be recommended for a Service Funding Agreement, the length of the agreement and the annual amount to be awarded.
24. The Task and Finish Group's recommendations will be presented to the Community Resources Committee meeting in October of that year and decisions for future SFAs will then be incorporated into the draft budget proposals considered in December.
25. Final recommendations on the SFA agreements will be included in the draft Council budget, reviewed by the Policy and Finance Committee in December, and confirmed by Full Council in January.
26. Providers will be notified of the Council's decision, and new agreements will be formalised to commence on 1 April of the following financial year.

Reporting and Acknowledgement

27. An annual report of the service will be provided by the recipient for each year of the agreement, and a review held involving both parties to evaluate the operation of the service and the Agreement to consider if variations are required.



Littlehampton Town Council

28. The recipient shall acknowledge Littlehampton Town Council as funders on all correspondence and publicity material or display the Town Council's logo, where practical.
29. The Town Council will be entitled to nominate one Elected Member representative onto the Management Committee of the successful applicant and that representative will have no voting rights.

Definition of the Tiers

The annual Grant Aid scheme comprises Tiers 1, 2 and 3. The Service Funding Agreements are Tier 4.

- Tier 1** Previously unregistered groups or groups that have not received any funding from the Town Council.
- Tier 2** For groups that have received funding on at least one occasion in the past five years for projects which have directly benefitted the community and that, on average, are under £500.
- Tier 3** For groups that have received funding on at least one occasion in the past five years that, on average, is £500 or over.
- Tier 4** This tier is available periodically, the next opportunity being 2026.

This is a Service Funding Agreement for groups that have demonstrated continual involvement in the community and whose objectives closely align with the Town Council's aims and objectives.

This service provider will have been identified by the Grant Aid Panel and Task and Finish Group, through an application process, as a group with which they would seek to develop closer ties. Part of this would be realised through provision of a guaranteed amount of annual funding for an agreed length of time, commonly three years, with a review process at the end of this period as well as annual updates.

See the details of this document for a comprehensive description.



Littlehampton Town Council


Timeline

Timeline			Process
Month	Week		
September	1	CRC	Task and Finish Group appointed and terms of reference
	2		Applications Open
	3		
	4		Applications Close
October	1		Applications reviewed for Grant Aid Panel
			Grant Aid Panel shortlists applicants for interview
	2		Task and Finish Group interviews shortlisted applicants
			Task and Finish Group makes recommendations to CRC
	3	CRC	Recommendations considered
November	4		
	1		
	2		
	3		
December	4		
	1	CRC	Community Resources budget considered for the following financial year
	2		
	3	P&F	Town Council full budget considered for the following financial year
January	4		
	1		
	2		
	3	FC	Town Council full budget confirmed for the following financial year
	4		Applicants informed of decisions, to come into effect on 1 April in the following financial year

 Councillors



Littlehampton Town Council

	Officers
	Community Resources Committee
	Policy and Finance Committee
	Full Council Meeting
	Open
	Close
	Councillors
	Officers
	Community Resources Committee
	Policy and Finance Committee
	Full Council Meeting
	Open
	Close

Appendix A

Service Funding Agreement Criteria

Applications must meet the following criteria to be considered for a Service Funding Agreement.

- Applications will only be considered from service providers that are Littlehampton based or who operate a service in Littlehampton that brings significant benefit to the Town.
- Service Funding Agreements will only be made with charitable, voluntary, and other non-profitmaking organisations.
- Private, commercial, or closed clubs, societies or organisations will not be considered.
- Applications for individuals are not eligible.



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- The applicant should support the aspirations of the Town Council's Business Plan and be able to clearly demonstrate how the provision of their service will align with the Town Council's strategic priorities.
- Whilst the Service Funding Agreement can be used for salaries, payment of staff, general building running costs or general maintenance costs, an application that emphasises the funding will be used for developing or extending the provider's service will be viewed as a stronger application.

Appendix B

Please refer to the guidance notes before completing this form

Section A – Your Organisation

Section A – Guidance notes

- The name of your organisation should be the same as the name on your constitution.
- The contact person must be someone from your organisation who can talk about this application in detail. They should have official permission from your organisation to be the main contact.

Name of your organisation	
Name of your project/event/activity	
Name of main contact	
Position within your organisation	
Address for correspondence	
Postcode	



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Organisation Website/Facebook address	
Telephone number	
When are the best times to reach you on this number?	
Email address	

Please tick the description that best describes your organisation.

Charitable Incorporated Organisation (CIO)	
Charitable Trust	
Charitable Company (limited by guarantee)	
Community Interest Company	
Community Benefit Society	
Cooperative Society	
Unincorporated Association	
Other please specify	

Describe your organisation's main purpose and the service it provides.



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<p style="font-size: 48px; opacity: 0.3; transform: rotate(-30deg);">DRAFT</p>	
What membership charges does your organisation make (if any)?	
Total number of Littlehampton residents supported	
Please give a breakdown of the age range.	
Children under 12	
12–18yr olds	
18–60 years	
Over 60s	

Section B – Supporting Documents & Declaration

Section B – Guidance notes

- If this information is not available, please include a note to explain why. Your



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application will not be considered without evidence of your financial situation.

Please enclose with your application the following supporting documents – please tick

Income and expenditure account	
Balance sheet	
Organisation's constitution or rules	
Diary of events or programmes	
Coach Certification	
Confirmation that relevant DBS checks have been undertaken	
Public Liability Insurance to cover sessions	
Risk Assessment for sessions	
Business Plan or similar	

Section C – About your service

Section C – Guidance notes

- Include as much information as possible when describing how your service aligns with the Town Council's aspirations.
- Please refer to the Main Objectives as detailed in the Service Funding Agreement Policy to ensure your answers match the requirements of this funding.
- Please tell us how much money you would like from the Town Council and what you will spend it on.

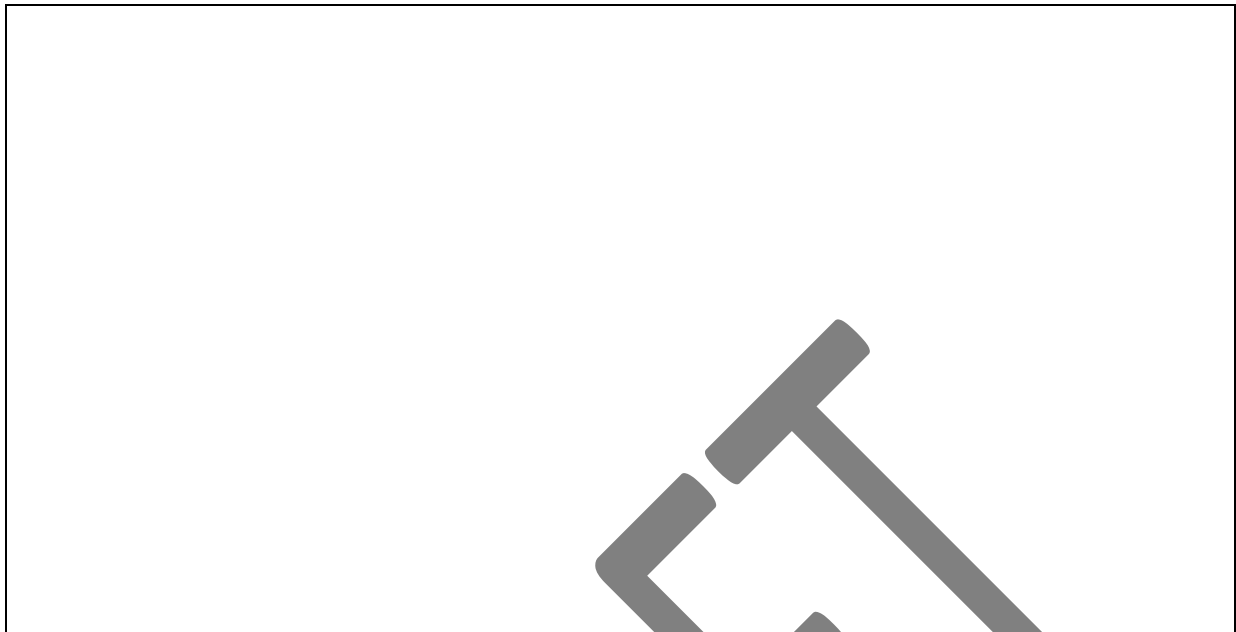
Please describe how your service will align with the Town Council's aspirations as set out below.

Place

A multi-centred sustainable town with safe vibrant places for people to come together.



Littlehampton Town Council



People

An engaged community that supports and helps everyone.

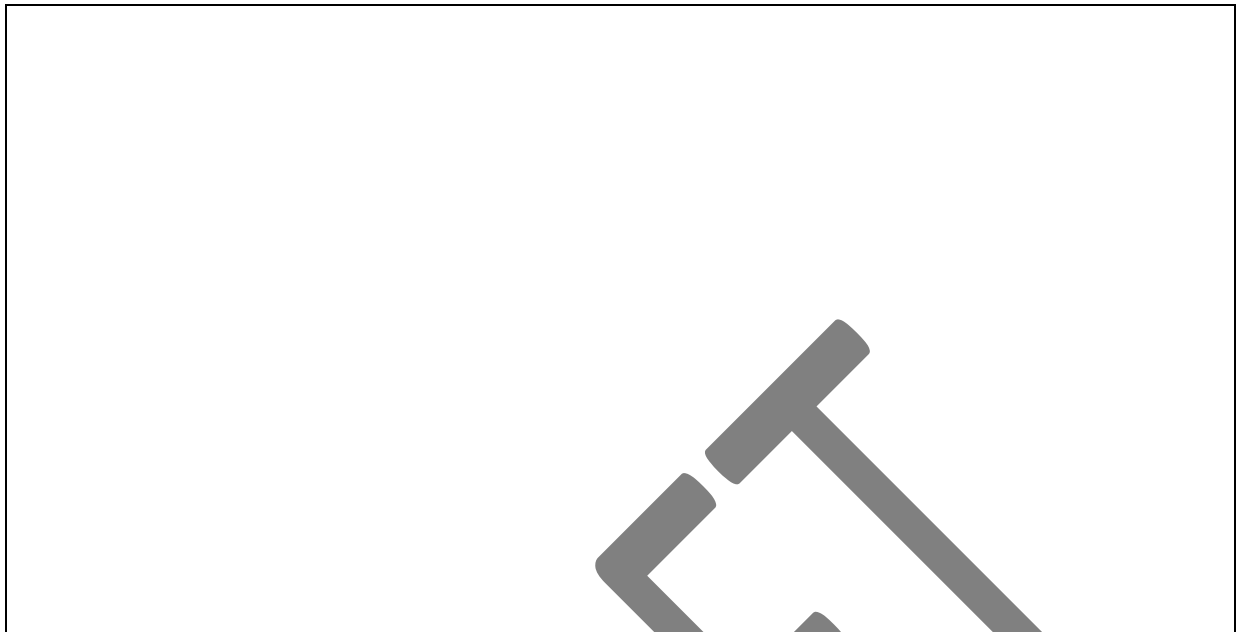


Provision

Accessible environmentally friendly services reaching the broadest spectrum of people.



Littlehampton Town Council



Partners

Working with public, professional, community and voluntary organisations to ensure better outcomes for all.





Littlehampton Town Council

Progress

Clear evidence of aspirational transformative actions being taken to improve the town and the quality of life.

Please describe any wider benefits your project will bring to the Littlehampton community which you have not included in the section above.



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How many people will the funded project benefit in Littlehampton?	
How much annual funding would you like from the Town Council?	



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Section D – Other sources of funding

Section D – Guidance notes

- Please tell us about other grants you have applied for to fund your service and if you have received funding confirmation from any grant giving sources.

Have you applied for or receive funding or grants from other sources?

	Applied for	Confirmed	When is it expected?
Arun District Council			
West Sussex County Council			
Trusts/Grant Giving Bodies			
Other (please give details)			

Section E – Declaration

Declaration

I confirm that I am authorised to sign this declaration on behalf of **the organisation named in section A** and that, to the best of my knowledge and belief, all replies are true and accurate. I further confirm that this application is made on the basis that if it is successful, the group will be bound to use the funding only for the purposes it specifies and will have to comply with the terms and conditions attached to the funding by the Town Council. I understand that the Littlehampton Town Council reserve the right to conduct annual assessments to check that we have complied with the terms and conditions of the scheme.

Signature



Littlehampton Town Council

Name Printed	
Organisation	
Date	
Please return by 4.30pm, Monday __ September 20__ to: Community Resources Officer, Littlehampton Town Council, The Manor House, Littlehampton, West Sussex BN17 5EW or email it to grants@littlehampton-tc.gov.uk	

Data Protection <p>The details you provide will be used by Littlehampton Town Council to communicate with you about your application.</p> <p>Information contained within your grant aid application will be retained for a period of seven years.</p> <p>If you would like us to retain your details to inform you of other Town Council matters, please tick the relevant box(es) below.</p>		
I consent to my details being added to a database to receive information about.		
	Yes	No
Grant funding from the Town Council		
Grant Funding opportunities from other funders		
Other Town Council events and information		
How do you wish to receive ALL correspondence from the Town Council? Please tick.		
Email	Post	
The information you provide will be kept secure and will not be passed onto any third party without your consent. Should you wish to withdraw your details or amend the contact for your organisation please contact the Community Resources Officer on 01903 732063 or grants@littlehampton-tc.gov.uk		

Littlehampton Town Council

Non-Confidential

Committee: Community Resources Committee

Date: 4 September 2025

Report by: Town Clerk

Subject: Allotments Working Group Recommendations

1. Summary

- 1.1. This report updates the Committee on the Allotments Strategy Action Plan, including the planned start of infrastructure works at Trinidad and Worthing Road later this year. It also summarises recent Allotments Working Group discussions and sets out recommendations regarding proposals for the 2027 fees, waiting list management, and measures to encourage better cultivation practices.

2. Recommendations

The Committee is recommended to:

1. Consider the recommendation from the Allotment Working Group to increase the level of plot fee by 5% to £10.88p per rod for 2027.
2. Consider the recommendation from the Allotment Working Group to introduce the following initiatives with effect from 1 January 2027:
 - £100 deposit for plots of 5 rods or fewer.
 - £250 deposit for 10 rod plots.
 - £25 one off waiting list fee.
 - £25 per month fee for neglected plots.
3. Consider the recommendation from the Allotment Working Group to introduce the following policies relating to plot allocation:
 - A three-month rent-free period for tenants who take on derelict plots requiring clearance.
 - Reallocating repossessed plots to existing allotment tenants where they are adjacent to their current plot.
4. Receive the Allotments Working Group notes from the meetings held on 29 May and 14 August 2025 attached as Appendices B and C, respectively.

3. Allotments Update

- 3.1. As agreed by the Committee in June the infrastructure works programme has been incorporated within the Allotments Strategy Action Plan with the costs being finalised and a timetable for the first phase of work being put in place. This will see works on the south and southeast fences at Trinidad and on the central track at Worthing Road commencing later this year.
- 3.2. The Allotments Working Group met on Thursday 29 May and Thursday 14 August. The notes of both meetings are provided in Appendix A and Appendix B. The August meeting was particularly productive, with discussions centred on improving tenancy processes, maintaining site standards, and supporting the Town Council in delivering the objectives of the Allotment Strategy.
- 3.3. Led by the Littlehampton Allotment and Leisure Gardens Association and with the support of the Working Group, several recommendations were discussed, including proposals for the 2027 annual fees, initiatives to manage the waiting list more effectively, and measures to promote improved practices. Details of the discussion, along with the rationale behind them, is set out in the notes of the August meeting. The key recommendations arising from that meeting are set out above for the Committee's consideration.

4. Financial Implications

- 4.1. The current and projected budgets through to the financial year 2027 to 2028, showing the projected income and expenditure are set out in Appendix A for information.
- 4.2. The budget for infrastructure works for the allotment sites is £20,000. This is comprised of £10,000 from 2024 to 2025 which was earmarked at year end, and £10,000 in the 2025 to 2026 budget. An additional £10,000 has been projected for 2026 to 2027.

**Laura Chrysostomou,
Town Clerk.**

Appendix A

The table below outlines the Allotment income and expenditure budget as agreed in the budget setting process for 2025 to 2026. The 2025 to 2026 budget for staffing had a 2.5% predicted increase which was slightly less than the 3.2% increase that was agreed. The projected budgets include increases of 2% for salaries and water and 3% for grounds maintenance. They also include the agreed 10% increase in 2026 and a projected increase of 10% in 2027.

<u>Allotments</u>				
	Allots	Agreed	Projected	Projected
	Budget 24/25	Budget 25/26	Budget 26/27	Budget 27/28
	£	£	£	£
Allotment Infrastructure Reserve	10,000	10,000	10,000	10,000
Allotment Security	950	1,100	1,133	1,167
Salaries	28,950	24,955	25,454	25,963
Project /Admin Support	100	50	50	50
Postage	100	50	50	50
Water	5,500	6,000	6,120	6,242
Grounds Maintenance	12,000	13,850	14,266	14,693
Total Expenditure	57,600	56,005	57,073	58,166
Allotment rents	(21,971)	(24,168)	(26,584)	(29,243)
Total Income	(21,971)	(24,168)	(26,584)	(29,243)
Net Expenditure	35,629	31,837	30,488	28,923
Recharge in Central Support Services	7,402	8,126	7,827	7,948
Recharge in A Team	57,934	61,900	62,204	63,282
Net Expenditure	100,966	101,863	100,519	100,153



How to contact us

Write to: Manor House, Church Street,
Littlehampton, West Sussex, BN17 5EW

Email: lrc@littlehampton-tc.gov.uk

Call: 01903 732063

Find us online: www.littlehampton-tc.gov.uk

Town Clerk – Laura Chrysostomou

Notes of the meeting of the Allotment Working Group meeting held in The New Millenium Cahmber, The Manor House, Church Street, Littlehampton BN17 5EW on Thursday 29 May 2025.

Working Group:

Councillor O'Neill (Chair)

Councillor Wiltshire (Vice Chair)

Councillor Worne

Co-opted Members:

Mrs Burke

Mr Farquhar

Ms King

Mrs Oliver

Mrs Mendes

Mr Simmons

In attendance:

Juliet Harris – Assistant Town Clerk

Felix Gillett – Community Resource Officer (CRO)

2025 To 2026

1. Evacuation Procedures

The evacuation procedures were noted.

2. Filming of Council Meetings, Use of Social Media, and Mobile Phones

The procedures were noted.

3. Apologies

There were apologies from Councillor Tilbrook and Mr Lovegrove.

4. Declarations Of Interest

The standing declarations were noted.

5. Notes of the Last Meeting

The notes of the meeting held on 16 January 2025, were confirmed as a true record.

6. Allotment Strategy Action Plan Infrastructure Priorities

- 6.1. The Working Group was asked to consider and make recommendations for the prioritisation of projects in the Allotment Strategy Action Plan using the Allotment Infrastructure Reserve fund. As part of the work to deliver the Allotment Strategy, costed options for works at the sites utilising the Allotment Infrastructure budget, were discussed.
- 6.2. The key considerations regarding prioritising the works were health and safety followed by boundary security. The first priorities identified by the group were enhancements to the South and Southeast boundary fences at the Trinidad site, followed by improvements to the central track on Worthing Road. The remaining works that had been identified would be retained in the action plan for further review and prioritisation in later phases of work. It was observed that risk assessments of the sites would also help inform how future works progressed. If approved by the Community Resources Committee, the next steps would be to finalise the estimates and prepare a timetable for the works. Once available this would be shared with the site representatives.

It was resolved that:

The priorities for infrastructure projects as set out in Table 1 attached to the notes be recommended to the Community Resources Committee for approval.

7. Reports of Allotment Sites

7.1. Overall Update at June 2025

The following updates were noted:

- Growing Season and Maintenance: The growing season was progressing well. Viewings were ongoing and the Amenity Team was working to bring vacant plots back into use. Some maintenance delays were noted, especially at Trinidad and Kingley Gate.
- Occupancy Status:
 - Full: Howard Road, Kingley Gate, Fort Road
 - Partial:
 - Mill Lane: 97.5% (2 vacant)
 - Worthing Road: 92% (18 vacant)
 - Trinidad: 83% (6 vacant)
 - Total: 92% occupancy — 415 out of 441 plots filled, 26 plots vacant.
- Plot Turnover (since January):
 - 51 plots returned (45 terminations, 6 repossessions)
 - 6 tenants relocated within the sites (upsized/downsized)

- Waiting List Activity:
 - 95 applicants removed from the list.
 - 56% (53 people) accepted tenancies
 - 44% declined or did not respond.
 - 50 new applicants added.
 - Current Waiting List: 78 (33 waiting for high-demand sites: HR, KG, FR)
 - The average wait time dropped from 8 months to 4 months.
 - Kingley Gate: ~1 year wait.
 - Howard Road: ~3 year wait.

7.2. Other site matters

- 7.2.1. There was a general discussion regarding the number of uncultivated plots across various sites. Concerns were raised about the overall appearance and usability of these areas. It was acknowledged that current maintenance work had been limited and that, while efforts were made to maintain expectations, reduced staff capacity had contributed to a temporary decline in regular oversight and enforcement. Noting that the LAGA representatives would also be conducting independent site audits, it was recommended that the results of these audits be reported to the CRO so they can be integrated into the LTC inspection schedule and followed up with appropriate action.
- 7.2. Expressing appreciation to the site reps for their ongoing support and patience during this challenging period, the CRO added that the Town Council strived to ensure prospective allotment holders fully understood their responsibilities before taking on a plot. The importance of the probation period and the process for terminating tenancies due to non-compliance was also emphasised.
- 7.3. It was noted that the planning application for the extension to the LALGA Trading Hut at Worthing Road had been validated and that a decision was due by 1st August.

8. Date of Next Meeting - Thursday 14 August 2025.

The meeting closed at 7.34 pm.

Chair

Table 1

Proposed Allotment Strategy Action Plan Infrastructure Priorities			
Priority	Site	Description	Estimated Cost (Inc.labour & materials & Excl.VAT)
1	Trinidad	South and South East Fence	£ 7,707.00
2	Worthing Road	Central Track	£ 9,190.00
3		North Fence and Gate	£ 12,545.00
4	Mill Lane	South Fence Section	£ 1,200.00

Priority to be reviewed	Worthing Road	South Fence	£ 5,950.00
		Entrance Road	£ 10,860.00
		Side Tracks x3	£ 12,490.00
	Trinidad	North Fence	£ 6,750.00
		East Fence	£ 5,757.00
		West Fence	£ 7,362.00
		Green Clearance	To be confirmed
	Mill Lane	North Fence	£ 9,520.00
	Howard Road	Boundary Fencing	£ 17,750.00

£ 107,081.00

	Ist Phase works
	2nd Phase works



How to contact us

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Town Clerk – Laura Chrysostomou

Notes of the meeting of the Allotment Working Group meeting held in The New Millenium Chamber, The Manor House, Church Street, Littlehampton BN17 5EW on Thursday 14 August 2025 at 6.30pm.

Working Group:

Councillor O'Neill (Chair)
Councillor Tilbrook*

Co-opted Members:

Mrs Burke
Mr Simmons
Mrs Mendes
Mrs Oliver
Ms King

In attendance:

Juliet Harris – Assistant Town Clerk
Felix Gillett – Community Resource Officer (CRO)

2025 to 2026

9. Evacuation Procedures

The evacuation procedures were noted.

10. Use of Social Media, and Mobile Phones

The procedures were noted.

11. Apologies

There were apologies from Councillor Wiltshire, Mr Farquhar and Mr Lovegrove.

12. Declarations Of Interest

The standing declarations were noted, and Councillor Tilbrook declared a prejudicial and pecuniary interest in the Allotment Fees 2027 item of discussion as his daughter was an allotment holder. He confirmed that he would leave the meeting for this discussion.

13. Notes of the Last Meeting

The notes of the meeting held on Thursday 29 May 2025, were confirmed as a true record and signed by the chair.

*Councillor Tilbrook left the meeting at 6.33pm.

14. Allotment Fees

- 14.1. The allotment rental fee for 2026 would come into effect from 1 January 2026 at £10.36 per rod. The Working Group was therefore asked to consider the level of fees for 2027 with a view to make a recommendation to the Community Resources Committee. The CRO reminded the working group that the strategic aims of the allotment strategy regarding price increases, were to reduce the gap between income and expenditure, and to keep the plots affordable for Littlehampton residents.
- 14.2. In response, the Littlehampton Allotment and Leisure Gardens Association (LALGA), on behalf of site representatives, had developed proposals which they considered would help to address rising management costs. This proposal document is attached to the notes of this meeting as appendix 1. In making these proposals they had considered the points discussed at an earlier conversation with the Deputy Town Clerk and Responsible Financial Officer (DTC&RFO) and Community Resources Officer (CRO). This had been constructive, and they felt paved the way for a consideration of a wider range of measures to both encourage better cultivation practices and reduce the burden of managing the sites on the Town Council's resources.
- 14.3. Their approach emphasised that fee increases alone would not suffice and recommended a 5% rent increase in 2027, alongside new charges and practices. The group proceeded to discuss proposals in more detail and in doing so noted that any recommendations with financial implications would require a year's notice and, if approved, would be implemented in January 2027 at the earliest.

1. Increase the level of plot fee by 5% to £10.88 per rod for 2027.

Due to the rate of inflation being 3.6% at the time of writing the proposal, it was suggested that a 5% increase would forward the Allotment Strategy's aims while being in alignment with other local councils' rent rises.

2. Plot deposits increase from £50 to £100 for 5 rods or less, and from £50 to £250 for 10 rod plots.

This suggestion was made to bridge the gap between the deposit and cost for the Amenity Team to reinstate plots to lettable conditions.

3. The introduction of a £25 fee for joining the waiting list.

It was noted that in the process of introducing new tenants, some on the waiting list are no longer able to take on a plot or do not engage within the first three months. The rationale is that the £25 fee will encourage those new applicants who genuinely

want an allotment to remain on the list, this aligns with practices of other local Parish Councils.

4. The introduction of a £25/month fine for failure to action plot maintenance to plot holders.

By imposing a monthly fine within the 'notice to improve' process, the aim of this is to speed up the repossession of unkempt plots. Whilst members acknowledged there were justifiable reasons for why some tenants struggled at times to keep their plot cultivated, they felt overall this would encourage tenants to take responsibility and adhere to the tenancy agreement.

5. The Introduction of new practices relating to Plot allocation:

The aim of this would be to reduce the number of plots the Amenity Team have to reinstate alongside assigning plots in poor condition to exemplary plot holders that wish to increase their holding.

- A three-month rent-free period for tenants who take on derelict plots requiring clearance.
- Reallocating repossessed plots to existing allotment tenants where they are adjacent to their current plot.

- 14.4. Co-opted members thanked the CRO for his support in facilitating meetings, assisting in researching these topics and for making positive suggestions. The Chair commended LALGA for their constructive and balanced proposals, noting their alignment with the Allotment Strategy's goals of affordability and sustainability. The Group was invited to endorse the 2027 rental increase and associated measures for submission to the Community Resources Committee for approval.

It was therefore Resolved that:

The Community Resources Committee be recommended to increase the level of plot fee by 5% to £10.88 per rod for 2027 and consider the further recommendations as set out in point 14.3. above.

*Councillor Tilbrook rejoined the meeting at 7.12pm.

15. Allotment Strategy 2022 – 2032

- 15.1. The group noted the updated Allotment Strategy, previously circulated, which now included the infrastructure priorities which were discussed at the previous meeting and approved by the Community Resources Committee on 5 June 2025. It was acknowledged that work on the Trinidad South and Southeast Fence was anticipated to be completed in Autumn 2025 and that a best value quote for the Worthing Road central track was being investigated.

16. Report of Allotment Sites

16.1. Update from Community Resource Officer (CRO)

The CRO updated the group on site maintenance, infrastructure work timelines and occupation percentages across the sites. These are set out in the table below and include previously reported figures for comparison.

Site / Occupation % & Vacant Plots	June 2025 (%)	June 2025 Vacant Plots	August 2025 (%)	August 2025 Vacant Plots
Fort Road	100	0	100	0
Howard Road	100	0	100	0
Kingley Gate	100	0	100	0
Mill Lane	97.3	2	97.3	2
Trinidad	92	6	93	5
Worthing Road	83	18	86	16
Total:	92%	26	95%	23

16.1.1. Plot Turnover

- Plots returned: 14 (9 termination, 5 repossessions)
- Tenants relocated: 1 (moved to larger plot)

16.1.2. Waiting List Activity

- Applicants removed from the list: 25
- Accepted tenancies: 19
- Declined, are no longer a resident or did not respond: 6
- New applicants added: 38
- Total on waiting list: 87
- Those waiting for full sites (HR, KG, FR): 33
- The average wait time remains low at 4 months
- Kingley Gate wait time of 1 year
- Howard Road wait time dropped from 3 years to 2 years

The CRO thanked site reps for their audits, which had been shared with the admin team to note and investigate. He also confirmed that the pest control reports would be shared with the site representatives alongside his own periodic updates.

16.2. Site Representatives Reports

16.2.1. Fort Road

Fly tipping was reported outside of the site. It was highlighted that some plots needed attention regarding pest control. Due to the unusually hot weather, it was suggested that urban rat populations were increasing across the country. This issue has been affecting some allotment sites and was being addressed by the pest control contractor.

16.2.2. Howard Road

It was noted that actions discussed outside of the meeting regarding waste removal had been completed. There was nothing further to report.

16.2.3. Kingley Gate

There was nothing to report.

16.2.4. Mill Lane

Outside of the meeting, officers received a brief update from the Mill Lane site representative who was not present at the meeting. It highlighted some overgrown hedges which are being address and that the site was not experiencing a rat problem. He stated there was nothing further which was urgent to report.

16.2.5. Trinidad

There was nothing to report. As a tenant of Trinidad, Mrs Burke thanked the CRO for organising the replacement of the South and Southeast fence.

16.2.6. Worthing Road

The site representative echoed the attention needed regarding pest control on the site. It was also noted that a large tree along the western boarder needed attention as it was beginning to encroach on the allotment's roadway. This was noted and would be investigated by officers.

17. Date of Next Meeting

Thursday 15 January 2026.

The meeting was closed at 7.39pm.

**Littlehampton Allotment and Leisure Gardens Association (LALGA)
Representation and Proposals to the Allotments Working Group meeting 14
August 2025.**

We currently note the significant percentage of the budget allocated to 'Recharge' to the A team. It is hard to really know if this is a fair percentage, as we are unable to scrutinize in detail, relying on many unfixed and average costs. We understand the Town Council (TC) will be undertaking a strategic review, and as part of this, LALGA has agreed to be involved as stakeholders, which will hopefully address some of the concerns and queries we have around the delivery of the current service.

Based on the TC's own calculations, raising the rent will not generate sufficient finances to support the ever-growing on-costs of the A team and we are aware that the council needs to reduce its current pull on the General fund pot.

We therefore have considered other means of bringing in finances other than the rent, with the dual purpose of a) keeping the rent at a reasonable rate for ALL; and b) supporting the TC in being more cost-effective in the running of the allotments.

The current **rate of inflation is 3.6%** at the time of writing, we propose a **5% increase in rent for 2026/7**. This is in alignment with other councils' rent rises.

With additional recommendations:

1. The TC raises the plot deposit from £50 to £100 for 5 rods or fewer, and to £250 for 10 rods, effective immediately

Rationale: It costs £500 (for all plot sizes) for clearance by the A team. Most deposits are not refunded due to the poor condition of the plots. However, the ongoing mismatch between the deposit and the actual clearance cost is causing delays in land reinstatement and increasing A team expenses. We see this as a short- to medium-term measure to regain control over the current issues with plot neglect.

2. A £25 fee for joining the waiting list

Rationale: The conversion rate from waiting list to tenancy agreement is roughly 3:1. This process requires time and money to pursue potential tenants, who often fail to take a plot or do not engage within the first three months, leading to additional efforts. We believe the £25 fee will encourage only those who genuinely want an allotment to remain on the list, aligning with practices of other Councils.

2. NEW £25/month fine for failure to action plot maintenance and use

Rationale: We currently have too many plots that are in disrepair. It is too easy to stretch out the process of repossession/leaving a plot, which prevents the A team from reinstating, the waiting list goes down, and the longer it is left, the worse the clear-up costs are. By imposing a monthly fine, we believe this will speed up this process, and whilst we know there are good reasons for plots being left, tenants do need to take responsibility and adhere to the contract. We need to prevent plots from getting into disrepair.

3. Where a plot has been repossessed and an existing member has offered to take it on and has a good track record of maintaining their current plot, this should be given consideration

Rationale: There are a few tenants on each site that would like to increase their plots and have plots next door which are derelict or are in the process of being repossessed. If allocated to them, this would reduce the number of plots that the A team has to reinstate, at a cost of approx. £500/plot. We therefore recommend that the TC look into developing a set of transparent criteria and implement for membership renewal 2025.

5. Where current tenants, or new tenants, take on a plot that meets the criteria of needing to be cleared and derelict, then a free 3-month no rent period should be offered.

We understand that there is much to consider in terms of the recommendations and the 5% increase, but this will allow the Working Group to continue to develop the allotment finances post-strategic review the TC has committed.

Littlehampton Town Council

Non-Confidential

Committee: Community Resources

Date: 04 September 2025

Report by: Town Clerk

Subject: Events Periodic Report

1. Summary

- 1.1. The report sets out an update on the Armed Forces Day, Sandcastle Competition, Screen on the Green and Summer High Street events programme. It also includes updates on plans for the Town Show and Family Fun Day and Remembrance Day Service.

2. Recommendations

The Committee is recommended to:

1. Note the contents of the report.

3. Armed Forces Day

- 3.1. The event was held on Saturday 28 June in line with national celebrations. The event was extremely well attended, and many members of the public and participants have called it the best Armed Forces Day event to date.
- 3.2. Event sponsor, Harbour Park and local uniformed groups including the Nautical Training Corps, the (4th, 5th, 7th) Littlehampton Scouts, the Littlehampton Sea Cadets, the Sussex Army Cadets and the Royal British Legion Littlehampton Poppy Appeal, assisted in the planning of the event once again.
- 3.3. A successful bid was submitted for a Battle of Britain Memorial Spitfire flypast. The pilot conducted three flypasts to the delight of the crowds. One of the highlight attractions for the event was a Red Devils Army Parachute Display but due to low lying cloud the display was called off by the Army on the morning of the event. Making an early call meant that the only charge was the booking fee of £500.

- 3.4. Other highlight attractions included the Stannage Stunt Team, an armoured vehicles display, an arena performance from the Rose and Thistle Pipe Band, the Cadets Massed Band and a line-up of vintage military vehicles and fire engines. The vehicle owners in attendance expressed their satisfaction with the event and showed interest in supporting it again in the future. The Museum team had a tent with military artefacts and information boards and ran a VE Street party with craft activities which attracted more than 1,200 people over the course of the day. Tangmere Aviation Museum brought a display gazebo containing historic aviation information and a children's sit on wooden spitfire.
- 3.5. Officers were successful in gaining funding from the Royal British Legion East Preston and Kingston Branch for £5,325, which covered the cost of the static displays of BARV, replica Spitfire, Hurricane and Twin Anderson Shelters. A grant of £4,372.38 was secured from the Ministry of Defence which can only go towards certain elements of the event infrastructure and not entertainment.
- 3.6. A total of 26 organisations attended the event with fundraising stalls of which 20 were uniformed groups.
- 3.7. As in previous year's the event was in aid of the Royal British Legion Poppy Appeal. The caterers' pitch fee of 20% of takings totalling £687.38 was donated to the charity. The four caterers were Nita's Thai Kitchen, Howie's Coffee, Smoking Hogs and The Sausage Roll Kitchen. . Post event feedback suggests more catering is needed especially as two sold out early in the day although it should be noted that a fifth caterer had been booked but failed to attend.
- 3.8. Publicity included the distribution of 5,000 double-sided A5 flyers; four roadside banners displayed at Brookfield Park, Norfolk Gardens and Rosemead Park; inclusion in the Town Council's What's on printed leaflet; a dedicated event page on the Visit Littlehampton website; and listings on the National Armed Forces Day website. A paid social media campaign ran across both the Town Council and Visit Littlehampton Facebook pages reaching over 26,000 people at a cost of £200 for the month leading up to the event. Alongside this V2 radio ran a four-week campaign of five adverts a day at a cost of £750.
- 3.9. Additional feedback from both members of the public and participant organisations was extremely positive. Suggestions for 2026 include sound from the second performance area to be played in the main arena, to ensure all entertainment acts can be heard across the entire site.

4. Sandcastle Competition

- 4.1. The Sandcastle Competition was due to take place on Thursday 13 August 2025 but due to a forecasted yellow severe weather warning for thunderstorms, and advice from the Foreshore Office, the event had to be cancelled to ensure everyone's safety. The event relies on the tides and having looked at options there were no other suitable dates to hold the event. Expenditure was minimal and the buckets purchased for this year's event can be re-used next year.
- 4.2. Prize sponsors, Bah Humbug Sweets and Harbour Park kindly agreed for the items to be used for other events – these were split between the Scavenger Hunt Hamper and the Air Guitar Competition at Screen on the Green.

5. Summer High Street Events

- 5.1. The 2025 Love Local Summer High Street events programme began on Wednesday 6 August. The programme saw themed family fun day events take place over the following three Wednesdays. The events were held between 11:00 and 15:00 and all entertainment and activities were free for the public to attend and participate.
- 5.2. Due to unfavourable weather the last event on 27 August was moved indoors. Where possible planned activities were therefore hosted in the New Millenium Chamber in the Manor House whilst the planned workshops were still able to proceed in their pre-arranged locations around the Town. The change in venue was well received and did not deter visitors from enjoying the day, with over 300 attendees during the course of the event. Communications regarding the event relocation were issued on the Town Council's Facebook pages and were shared widely, ensuring people knew about the change and were able to attend.
- 5.3. Each of the events had a different theme; History, Art, Craft and Music; Science and Nature; and Sports, Fitness and Wellbeing. Across the programme there were activities and shows including storytelling, a mime artist, arts and crafts, face painting and soft play.
- 5.4. Local businesses got involved including L Guess Jewellers who ran children's activities, The Arcade Bookshop which did a drawing competition judged by the Town Mayor and a pottery workshop by Daina Studios. Daina Art Studio hosted two free clay workshops, supported by council funding to cover material costs. The Littlehampton Badminton Club held an open house event, offering discounted sessions to encourage new sign-ups. Fit M Fun also ran

three free yoga and sound bath sessions, with expenses covered through council funding. Stalls included community groups, Littlehampton Museum and commercial stallholders. The Littlehampton Community Fridge attended the first three sessions and raised a total of £1,350.

- 5.5. Overall, very positive feedback was received from attendees on all the High Street events. Each week members of the public expressed how pleased they were to see a busy and vibrant High Street, including one person writing a short piece in the local newspaper about their delight to stumble across one of the events.
- 5.6. A scavenger hunt encouraging families to walk around the town to find the hidden objects on shop windows took place throughout August. The prize was a hamper containing gifts donated by Bah Humbug, L Guess, Ricara, Arcade Bookshop, Felix Dancewear, Pier Road Art Gallery, Totally Buttons. The competition was still running at the time of writing the report.

6. Screen on the Green

- 6.1. The event was held on Saturday 16 August on East Green. The film shown was 2004 musical comedy film, School of Rock. Cuff Miller was once again a bronze sponsor.
- 6.2. An Air Guitar Competition was hosted by a local act and it was enjoyed by families and friends before the movie was shown. Prizes which were donated by Harbour Park and Bah Humbug Sweets were given to the winner and runners up.
- 6.3. The entire event offering was very well received, with various attendees, contractors and caterers commenting on how well organised and managed the event was.
- 6.4. Caterers included Sussex Seaside Events, Colaccio's BBQ, The Littlehampton District Lions, Nic and Ben's Entertainment and Woody's Wood Fire Pizza. All vendors were visited throughout the evening and reported good takings, with one of the caterers selling out entirely. Three of the new Banjo Road concessions were also open for the event.
- 6.5. Approximately £520 was collected by Tyndall Jones for the Mayor's charity – The Littlehampton and District Food Bank.
- 6.6. It is estimated that a mixed demographic of around 2,000 people attended the event. The crowd was smaller in comparison to the previous Screen on the Green events. There are a number of factors which may have affected attendance including the weather and the film selection.
- 6.7. The event was widely publicised on the Visit Littlehampton and Town Council Facebook pages and websites. Roadside banners were displayed at the

Worthing Road, Norfolk Gardens and Rosemead Park banner sites. 5,000 double-sided A5 flyers were printed and distributed.

- 6.8. The decision to have trailer toilets on the event site was welcomed by filmgoers and ultimately served as a safer and more convenient alternative to the public toilets situated at the Coastguard Tower and Norfolk Gardens. The company used could not do a late pick up on Saturday, so the toilets had to remain on site overnight. As part of the event license issued by Arun District Council, overnight security had to be booked which meant there were additional costs.

7. Town Show and Family Fun Day

- 7.1. The event will be held on Saturday 13 September, from 12:00 to 5:00 at Rosemead Park. A total of 54 organisations are confirmed to participate, all of which will be represented within or outside the Community Marquee. Promotion for the event has been extensive, utilising both flyers and social media platforms. All available spaces in the marquee have been booked, and a reserve list is currently in place.
- 7.2. A wide range of local entertainment will be featured throughout the day, including performances by Streetfunk Street Dance, live science demonstrations, and music from the Broken Box Band. The Dog Show and a One-Man Circus Act will take place in the arena located in front of the main stage. Arun Youth Projects will operate a satellite information point, while the Artwork team and Daina Art will host free craft workshops for children. Additional attractions booked for the event include a Bubble Artist, an interactive slime workshop, inflatables, and various rides.
- 7.3. Local caterers Bounce About Sussex Ice Cream, Cat Burglar, Dal Fuoco Pizza, Holy Guacamole, Nic & Ben, the Littlehampton District Lions Club and Simply Hog Roast will provide food and refreshments at the event.
- 7.4. The Town Council, including the Museum will also have stalls alongside the Mayor who will be raising money for his chosen mayoral charity Littlehampton and District Food Bank.

8. Remembrance Sunday

- 8.1 The event is scheduled for Sunday, 9 November, aligning with national commemoration ceremonies held across the United Kingdom. Participants will assemble on the High Street before proceeding along Beach Road and concluding at the War Memorial, where a service will take place. To facilitate the parade, road closures will be implemented
- 8.2 Beginning at 11 am, the service will pay tribute to the dedication and sacrifice of our Armed Forces community, including British and Commonwealth veterans, Allied forces who fought alongside us, and the civilian men and women who served during the two World Wars and subsequent conflict

- 8.3 Confirmation of the church service at St Mary's Church is still pending, as a resident curate is not currently in place. Discussions are ongoing regarding alternative arrangements, which may include engaging other faith groups or proceeding with a single service at the War Memorial. In this scenario, the parade would continue to St Mary's Church before formally disbanding.
- 8.4 The Mayor will host a small gathering in the Chamber after the Service for those who attend the Parade.
- 8.5 A copy of the parade orders will be downloadable from the Littlehampton Town Council website and paper copies will be available from the Manor House reception.

8. Financial Implications

- 8.1. A budget of £14,500 was allocated to the Armed Forces Day event from the Community and Events budget for 2025 to 2026. A grant of £4,372.83 was secured from the Ministry of Defence, sponsorship of £1,500 was obtained from Harbour Park and funding of £5,325 from the Kingston and East Preston Royal British Legion. The total event expenditure is estimated to be £23,068.11. It is envisaged that the net expenditure to the council will be £11,870.28. The net underspend will be used to meet overspends on other events.
- 8.2. A budget of £650 was allocated to the Sandcastle Competition event from the Community and Events budget for 2025 to 2026. The total expenditure was £120.
- 8.3. A budget of £13,000 was allocated to the Summer High Street events from the Community and Events budget for 2025 to 2026. It is envisaged that the expenditure will be overspent by approximately £200 which will be met from the underspend from other event budgets.
- 8.4. A budget of £14,500 was allocated to Screen on the Green from the Community and Events budget for 2025 to 2026. It is envisaged the net expenditure will be £14,438.90 which includes a total of £310 in income generated from catering pitch fees and £300 from sponsorship from Cuff Miller.
- 8.5. A budget of £24,000 has been allocated to the Town Show and Family Fun Day event from the 2025 to 2026 Community Budget. Expenditure is estimated to be £24,800, which will be met from the underspend from other event budgets.

- 8.6. A budget of £2,000 has been allocated to the Remembrance Sunday event from the 2025 to 2026 Community Budget. Expenditure is expected to be within budget.

Laura Chrysostomou
Town Clerk

Littlehampton Town Council

Non-Confidential

Committee: Community Resources

Date: 04 September 2025

Report by: Town Clerk

Subject: Events Forum Update

1. Summary

- 1.1. This report summarises the progress with the work of the Event Forum.

2. Recommendations

The Committee is recommended to:

1. Note the contents of the report.

3. Background

- 3.1. The new Event Strategy sets out the Town Council's vision for events and is strongly linked to the delivery of the Town Centre Strategy and provides guidelines and criteria for proposing and assessing events. The strategy is underpinned by an action plan which is in development and is aimed at delivering key objectives.
- 3.2. At the June meeting of this committee, a three-year core programme of Town Council events was agreed. It was also agreed that the work with the Event Forum be continued with a view to develop pilot events for 2026 onwards.
- 3.3. It should be noted that the Events Review Task and Finish Group will cease now that it has completed its work.

4. Event Forum

- 4.1. A meeting was held on 18 August which was attended by nine different event organisers. Those in attendance were invited to add their own events

to an annual calendar on display so that everyone could easily see which months lacked activities. It was a useful exercise which resulted in people discussing some ideas on how the quieter months could be filled. It was agreed that the calendar would be digitalised in a way that can be shared and added to by everyone.

- 4.2. Officers encouraged discussion around collaboration which created positive information sharing. It was evident that the desire to continue working together to build an exciting town-wide programme of events is very much shared, but the group still requires further growth to reach a position of organising events itself.
- 4.3. Information sharing was discussed with those present wishing to see a coordinated approach. An idea that will be explored is the creation of an event organisers' mailing list so that regular updates can be shared such as 'upcoming events this month' as some of those present explained they did not always know about town events until too late to get involved.
- 4.4. Notice boards were discussed and how people use them to find out about activities which led to a suggestion to create a monthly poster for all known events.
- 4.5. The sharing of event marketing materials was discussed and how this could be done ahead of events so that at each event there would be information about other activities.
- 4.6. The forum is still evolving and remains open to new organisations. They agreed to continue meeting and officers will be looking at setting dates for the next 12 months so they can be shared in advance. In addition, officers will be developing dedicated Event Forum pages on the Town Council's website. This will be the start of the content which will eventually be published on the new Love Littlehampton website (part of the Visit Littlehampton website redevelopment).

5. Financial Implications

- 5.1. There are none arising from this report.

Laura Chrysostomou
Town Clerk

Littlehampton Town Council

Non - Confidential

Committee: Community Resources

Date: 04 September 2025

Report by: Town Clerk

Subject: Christmas Illuminations

1. Summary

- 1.1. The report sets out an update on the 2025 Christmas Lights scheme as well as an update on the 2026-2028 tender.

2. Recommendations

The Committee is recommended to:

1. Receive the Christmas Lights Working Group notes from the meeting held on 13 August, attached as appendix 1.
2. Approve the extension of the scheme to include lighting in Duke Street as outlined in paragraph 4.1 with an additional cost of £600 to be met from Earmarked Reserves.
3. Consider and provide a steer on the additional lighting proposals as outlined in paragraphs 4.2. and 4.3. of the report.
4. Note the tender process due to start in winter.

3. Background

- 3.1. The Town Council co-ordinates the Christmas illuminations for the town as part of its policy to promote a vibrant and prosperous Town and provide a welcoming festive shopping experience. This also supports the delivery of the Town Centre Strategy which aims to deliver a thriving centre by helping promote local businesses, encourage visitors and spending in the locality.
- 3.2. Following the 2024 Christmas period, Town Centre businesses were invited to give feedback on the illuminations. Most of the comments were positive and there was a strong sense that the scheme was one of the best to date. However, the need for lighting in the section of Duke Street between the Betfred shop and the flats where the old public house (The Globe) used to be, was raised as well as the section of East Street between the Church Street junction and the High Street.
- 3.3. In response to the feedback, the District Council secured a grant from the UK Shared Prosperity Fund for festoon lighting in the High Street to address the issues with darkness in the winter months – this will cover the High Street and not Duke Street. The District Council has been liaising with the Town Council's lighting contractor to explore options for the use of

the existing catenary wires and have determined that new infrastructure is required. This would see year-round festoon lights that would only be switched off during the festive period when the Town Council's lighting scheme would take over. Further discussions are being held to finalise proposals including responsibilities for future maintenance and energy costs.

3.4. The current Christmas lights' locations:

- String light swags in High Street, Beach Road, Surrey Street and Anchor Springs
- Column boa wraps on lampposts on Beach Road roundabout (four), Franciscan Way (six) East Street (two)
- Swagging of the tree in Anchor Springs and Manor House in coloured string
- 3D Christmas Tree plus tree topper in the High Street
- 3D walkthrough bauble in the High Street
- LA bauble crossing motif in High Street
- Arcade in coloured string swags – added in 2024
- Wick clock tower warm white icicles
- Wick lampposts column boa wraps (seven)
- Swagging of the two trees in Wick in white string

4. Additional Lighting Proposal

- 4.1. The Christmas Lights Working Group discussed adding additional Christmas lighting to Duke Street. It was recommended to include lighting to the three trees situated on the pedestrian area of Duke Street. This would be an additional £600.
- 4.2. The Group also discussed the option for the lights to be permanent. This would ensure there is lighting during the winter months as the District Council's festoon project does not cover Duke Street. Officers are researching the cost of purchasing or permanently loaning the lights.
- 4.3. The Group considered the findings from discussions with the contractor to address the feedback on adding lights to East Street. The contractor had investigated adding swag and column lights but due to the infrastructure and buildings, it was unlikely this would be possible before Christmas 2025. The group wished to explore encouraging businesses to add more lighting to their premises with the possibility of the contractor supplying lights similar to those in Anchor Springs. The Committee is asked to consider this suggestion and provide officers with a steer.

5. 2026 to 2028 Tender

- 5.1. The current Christmas lights contract ends after this year's installation. The scope of the new tender brief will be presented to the Committee in October 2025 which will seek to include all the agreed areas from 2025 as well as East Street, leading from Franciscan Way towards the High Street.

6. Financial Implications

- 6.1. A budget of £21,477 has been allocated to the Christmas Lighting scheme from the 2025 to 2026 Community Budget. It is expected the scheme will cost £20,367.89. It should be noted that the energy bill is in addition to this expenditure, as yet a bill has not been received for 2024 but it was circa £1,000 in 2023.
- 6.2 If the three trees in Duke Street are incorporated the total cost is estimated to be £21,967.89. If approved, the additional cost of £600 can be met from the Christmas Lights Earmarked Reserves, currently £6,860.

Laura Chrysostomou
Town Clerk



How to contact us

Write to: Manor House, Church Street,
Littlehampton, West Sussex, BN17 5EW

Email: lrc@littlehampton-tc.gov.uk

Call: 01903 732063

Find us online: www.littlehampton-tc.gov.uk

Notes of the Christmas Lights Working Group

Location: The New Millennium Chamber, The Manor House

Date: Wednesday 13 August 2025

Time: 3.00 pm

Committee

Councillor Blanchard-Cooper – Chair
Councillor Butcher
Councillor Daws
Councillor Lee

In Attendance

Sofia Chittenden – Communications and Marketing Manager
Lucy Hall – Town Centre Strategy Project Officer

Agenda

2025 to 2026

1. Evacuation procedures

These were noted.

2. Apologies

There were apologies from Councillor Lee.

3. Declarations of Interest

The standing declarations were noted and no further declarations were made.

4. Notes of the Last Meeting

The notes of the previous meeting held on 6 March 2025 were approved.



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5. Discussion/updates

5.1. Location of Bauble walkthrough

- 5.1.1. Officers went through the summary of feedback from the Town Centre Businesses on the Bauble walkthrough. The feedback received was very positive, with members expressing a preference for the Bauble walkthrough, commenting that it worked well in the new location and as people passed to / from Surrey Street. Officers explained that following the meeting, it was proposed a new location for the Bauble walkthrough for Christmas 2025 would be shared with the Business Forum seeking their feedback. The Group agreed they were happy for businesses to decide the final location. It was noted that this would be raised with the Forum at their next meeting on 30 September.

5.2. Christmas Tree location

- 5.2.1. Officers confirmed the Christmas tree would need to stay in the same location as previous years. This would be on the corner of Clifton Road and the High Street, outside the RSPCA charity shop. It was noted that this was due to the location of the power connection in the floor. Following the heavy winds last year, the contractor will ensure it is secured with additional weights.

5.3. Festoon lighting update

- 5.3.1. Councillors were updated on the High Street festoon lighting proposal that was being investigated by Arun District Council (ADC). This was in response to feedback in early 2025 from local businesses that the High Street was dark and uninviting during the winter months.
- 5.3.2. It was noted that the High Street infrastructure would need to be renewed and this work was being tendered. Once this work was completed it was hoped that ownership would be transferred to the Town Council.
- 5.3.3. Councillors queried the power usage for the festoon lighting as they would use the existing power points. It was noted that the current landowner agreements would be revisited and that responsibility for future maintenance and energy costs would be subject to a separate agreement. Noting this, the Working Group was supportive of the plans to renew this infrastructure.

5.4. 2026 to 2028 Tender

- 5.4.1. Officers explained the Christmas lights contract would go out to tender over the winter period.



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5.5. Additional lighting on Duke Street trees

- 5.5.1. At the last meeting it was agreed that additional lighting for Duke Street would be explored with the contractor. Subsequently, it was proposed that lights to the three trees along Duke Street be added to the lighting scheme.
- 5.5.2. Members agreed this would enhance the area and expressed a preference for lights draped over the tops of the trees, rather than the tree trunks, to reduce the risk of vandalism. They also wished to explore if this could become a permanent part of the new festoon lighting. Officers confirmed that this was not possible and that the tree lighting would be in addition to any overhead lighting at a cost of £200 per tree being £600 in total. It was also agreed that officers would research the cost of having the lights on permanent loan or purchasing them outright for future consideration.

It was therefore resolved that:

The Community Resources Committee be recommended to approve extending the 2025 lighting scheme to include adding lights to the three trees in Duke Street at a total cost of £600.

5.6. Additional lighting on East Street

- 5.6.1. As requested by the Working Group, officers had explored options for lighting the area from the Franciscan Way junction to the High Street. The contractor had investigated adding swag and column lights but due to the infrastructure and buildings, it was unlikely this would be possible before Christmas 2025. Members recommended this be explored for inclusion in the tender brief.
- 5.6.2. Members also wished to explore encouraging businesses to add more lighting to their premises with the possibility of the contractor supplying lights similar to those in Anchor Springs.
- 5.6.3. Observing that other towns had introduced schemes inviting public donations, the Group also wished to explore whether collection boxes could be put in Littlehampton Businesses to encourage donations to help meet the costs for Christmas lights.

The meeting closed at 15:40

Littlehampton Town Council

Non-Confidential

Committee: Community Resources Committee

Date: September 2025

Report by: Town Clerk

Subject: Museum Periodic Report

1. Summary

- 1.1.** The Museum is responsible for the conservation and safeguarding of the collection and delivering an education and outreach service that aims to promote and preserve Littlehampton's cultural heritage. This periodic report contains an update for Members on recent activities and engagement and seeks approval of the acquisition of a small number of artefacts.

2. Recommendations

The Committee is recommended to:

1. Consider the recommended acquisition of items detailed in Appendix A.
2. Note the position regarding the Six Iron Age coins on loan from the British Museum, paragraph 3.7.
3. Note the visitor engagement figures in Appendix B.
4. Otherwise note the contents of the report.

3. Museum Activity Update

3.1. Accreditation

3.1.1. About Accreditation

Littlehampton Museum is accredited with the Arts Council under the national Accreditation Scheme. This framework ensures museums operate to agreed professional standards in governance, collections management, and visitor engagement. Accreditation requires all museums to meet an agreed standard in:

- How they are run
- How they manage their collections

- How they engage with their users

3.1.2. Accreditation return date

Accreditation normally requires renewal every five years. Littlehampton Museum was last accredited in 2019, making its next return due in March 2025. However, due to Covid-related backlogs, the re-accreditation process has been postponed, with current guidance suggesting the Museum will be invited to reapply in or after 2028.

In preparation, the Museum must ensure all required policies, procedures, and plans remain compliant with industry standards. As part of Project Time Machine, the Museum produced a new Audience Development Plan (approved in April 2025). Following on from the review of the social history collections, the team is now updating the Collections Development Policy (due in 2026). These are both key documents required for Accreditation. Also of particular importance are the Museum's inventory records, which must continue to meet Spectrum professional documentation standards. The Curator monitors the reaccreditation schedule for changes to the timeline.

3.2. Exhibitions

3.2.1. The Beach! A history of Littlehampton's Seaside (1 July to 7 October 2025)

An exhibition in the Museum's Butterworth Gallery that takes the visitor on a journey through the Town's history as a beloved coastal destination, from the elegant Georgian era to the bustling seaside resort of today. Researched and curated by one of the Museum's volunteers, supported by Museum staff.

3.2.2. Tales from the Time Machine (22 July to 16 December 2025)

With input from our volunteer team, this exhibition showcases some of the highlights and uncovered histories from Project Time Machine, featuring volunteer favourite objects and celebrating the successes of the project.

3.2.3. Youth Film Making Exhibition (January to June 2026, TBC)

This project, co-ordinated by Future Creator's Coastal Catalyst Project, will result in an exhibition from January 2026 in the Museum's Butterworth Gallery.

3.2.3.1. Project brief: Accessing Young People's Creativity through Filmmaking

This project aims to engage young people aged 14-17 from Littlehampton in filmmaking, giving them a platform to express their creativity and voice through short-form videos. This initiative will introduce them to various roles within the film industry and provide firsthand experience. It can also serve as a vehicle for addressing important local issues such as mental health, disengagement, and community identity.

Goal: To foster creativity in young people by giving them the tools to explore filmmaking and express their views on local issues, culminating in a short video showcased at the cinema and exhibited at the museum.

3.2.3.2. Exhibition in the Museum's Butterworth Gallery

The participants in this project will work with the Museum team to create an installation in the Museum's Butterworth Gallery featuring the film and any additional artwork or contributions (e.g., photos, posters, etc.). The film will be accessioned into the Museum's collections at the end of the project.

This contributes to one of the goals in the Museum's Audience Development Plan to co-produce work with different community groups, so that the Museum and its collection better reflect the current diversity of the Town.

This project will also help to 'set the stage' for "Your Stories: 100 Years of Littlehampton Museum," the planned follow-on project to Project Time Machine (this will start in February 2026, if a funding bid to the Heritage Fund is successful). The 'Your Stories' project will include working with more community groups to co-develop the Museum's collections and displays.

3.2.4. Railway 200

Railway 200 is a year-long campaign to celebrate 200 years of the modern railway. The Museum has worked in partnership with our local Community Rail Line Officer, to create the following:

17 May to 8 September 2025 - A 'blue plaque' trail from Littlehampton train station to the Museum, featuring six local railway workers, and three railway cat facts.

From 17 May 2025 – a newly displayed Railway Case in the Museum featuring the history of Littlehampton's railway alongside some more details about the lives individual Littlehampton railway workers. This will be a 'permanent' display.

27 September 2025 – a railway event day in the Museum and the New Millennium Chamber featuring a model railway layout (supplied by Bognor Regis Model Railway Club), items from the Museum's collection and train related children's activities.

3.3. Events

3.3.1. Armed Forces Day, 28 June

The Museum exhibited items from WW1 and 2, alongside VE day party themed craft tables. This was a successful event with 1,242 people visiting the Museum tent during the day.

3.3.2. High Street Love Summer History Day, 6 August

The Museum's stall showed "Then and Now" images of the Town. During the day, the Museum team spoke to 362 people.

3.3.3. Community Fair, High Street, 29 August

The Museum Team will have a stall at this fair, showcasing the successes of Project Time Machine and promoting the Museum.

3.3.4. Town Show 13 September

The Museum team of staff and volunteers will be at the Town Show, showing the 'Then and Now' images of the Town and promoting the Museum.

3.3.5. Social media 'take over' (week of 17 November 2025)

Working with Future Creator's Coastal Catalyst Project, the Museum will host a group of students from The Littlehampton Academy to research and produce content for the Museum's Facebook and Instagram accounts. 'Take over' day (Friday 21 November) is a Nationally recognised 'Kids in Museums' promoted initiative. This year's theme is "careers" to tie in with National Careers Week.

3.4. Documentation

3.4.1. General

Documentation underpins the accessibility and management of collections. Following a Council-led review in 2019, tackling the backlog remains a key priority. Progress is overseen through the Museum's Documentation Plan and reported to the Committee.

3.4.2. Progress

- **Targets:** 300 inventory records (Spectrum compliant) and 200 transcriptions per month.
- **Achievements:** Targets have been met or exceeded each month this year.
- **Current Totals:** 41,119 records completed in MODES (of approx. 50,000). The backlog is expected to be cleared within 3–4 years.

3.4. Collections Care

3.5.1. Preventive Conservation

All conservation activities are continuing as part of the Collections Care and Conservation Plan. A new dehumidifier has been ordered for the Museum's Art Store to replace an older one without a humidistat. This should mean we have a finer control of the humidity in this store; our regular environmental monitoring programme will confirm this.

3.5. Grant Applications

3.6.1. Project Time Machine continuation project

Work is continuing to develop the Heritage Fund application for *Your Stories: 100 Years of Littlehampton Museum*, the follow-on project to Project Time Machine. This three-year project will focus on the rationalisation of the social history collections, co-developing our collections with current residents

of the Town (contemporary collecting and oral histories) and a celebratory centenary exhibition in 2028. The aim is to submit the application in November 2025. If successful, the project would start in February 2026.

3.6.2. Museum Development Southeast “Open” grant

As match funding for the Heritage Fund grant, work is continuing to develop an application to Museum Development Southeast. If successful, this smaller grant will fund the oral history interview part of the ‘Your Stories’ project. The aim is to submit this application in October 2025. The oral history work would take place between June 2026 and June 2027 and is designed so that it could be a stand-alone project should the application to the Heritage Fund be unsuccessful.

3.7. Loans

British Museum Loan – Iron Age Gold Coins

Six Iron Age coins from Climping, known as the Climping Staters, remain on long-term loan from the British Museum. Due to the increased security and insurance requirements of the British Museum, the coins have been moved to the “Treasures from the Ground” case. The administrative burden associated with this loan, particularly security and insurance, has significantly increased in recent years and in the future a decision may be required on whether to retain or return the items. There are other similar coins in the Collection and the Museum are monitoring the changes in the British Museum Loan requirements in terms of associated staff time and costs should a decision on their future be needed.

3.8 Financial implications

3.8.1. Exhibitions



The cost of putting on the planned exhibitions and events this year will be met from existing budgets. The exhibition budget for 2025 to 2026 is £1,300 and the advertising budget is £2,300.

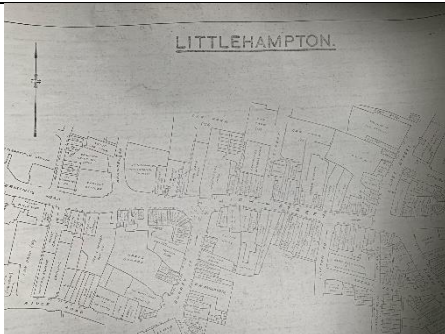

3.8.2. Events



The cost of putting on the planned events this year will be met from existing budgets. The events budget for 2025 to 2026 is £1,000.



Laura Chrysostomou
Town Clerk

Appendix A: Potential Acquisitions

Object Name and information	Photograph	Curator Recommendation	Link to Collecting Policy / Archaeological deposition policy
<p>Flint “tranchet” adze from Walberton,</p> <p>Late Mesolithic/early Neolithic</p>		<p>Accept: this is a rare find and a good example of a tranchet adze or axe, with good display potential</p>	<p>4.1.3 The Museum will continue to consider one off archaeological items</p>
<p>Collection of World War II dated documents, relating to Littlehampton including:</p> <p>Littlehampton Town Band letter asking for donations; letter from Chief Warden ARP training centre; copy of air raid precautions blackout 8/9 June 1939; Littlehampton Urban District Council letter (26.6.1939) re: evacuation scheme; National Service booklet; Letter Ministry of Health re: evacuation.</p> <p>Plus, two more general items, not related specifically to our collecting area: Anti Gas protection of babies</p>		<p>Accept: the Littlehampton related documents should be accessioned into the Main Collections.</p> <p>The toilet paper sample book (!) and the anti-gas protection leaflet should be added to the Museum's Education collections, for use as “props” or in loan boxes.</p>	<p>4.3.1 The Museum will continue to collect ephemera items which relate to the history of Littlehampton and the surrounding area, particularly with focus towards aspects which are less represented within these collections.</p> <p>4.4.1 The Museum will continue to collect social history items which relate to the history of Littlehampton and the surrounding area. These will include items associated with local businesses, domestic life,</p>

and children leaflet; sample of toilet paper booklet			and all other aspects of local history.
<p>Nineteen GOAD maps of Littlehampton Town Centre - 2016, 1986 x 2, 1991, 1983, 1985, 1989 x 2, 1995, 1998, 1993, 1975, 1996, 1973, 1971, 1977, 1979, 1981, 2000</p> <p>Showing the individual buildings on the High Street and surrounding streets with annotations detailing the shops and businesses they housed</p> <p>Transfer from Worthing Library</p>		<p>Accept: These are fascinating and especially useful documents showing the more recent history of the High Street and the changes in shops and businesses over time.</p> <p>These complement the research of one of the Museum's volunteers into Littlehampton businesses since the 1950s.</p>	<p>4.3.1 The Museum will continue to collect ephemera items which relate to the history of Littlehampton and the surrounding area, particularly with focus towards aspects which are less represented within these collections.</p>
<p>Ceramic inhaler from St John's Ambulance, Littlehampton</p> <p>The St John's Ambulance building in Littlehampton is closing and this item was recovered from its stores.</p>		<p>Accept: this is an interesting object with good local context – we more have information about St John's Ambulance's history in the Town.</p>	<p>4.4.1 The Museum will continue to collect social history items which relate to the history of Littlehampton and the surrounding area. These will include items associated with local businesses, domestic life, and all other aspects of local history.</p>

<p>Service medals bequeathed to the Museum by a Littlehampton resident, including his Nobel Peace Prize medal won as part of his work as a medic with the United Nations in Lebanon in 1985.</p> <p>The donor who was active in our local St John's Ambulance and in local veteran groups.</p> <p>Presented to the Mayor of Littlehampton (on behalf of the Museum) at Armed Forces Day, 28 June 2025.</p>		<p>Accept – These are part of Littlehampton's more contemporary history and have good context, attached to a named person</p> <p>These medals will go on temporary display in time for Remembrance Sunday</p>	<p>4.4.1 The Museum will continue to collect social history items which relate to the history of Littlehampton and the surrounding area. These will include items associated with local businesses, domestic life, and all other aspects of local history.</p>
<p>A collection of 4 photographs and other documents relating to Littlehampton and Littlehampton Harbour</p>		<p>Accept – these will complement existing items in the Museum's collections. They will fit into existing storage boxes.</p>	<p>4.3.1 The Museum will continue to collect ephemera items which relate to the history of Littlehampton and the surrounding area, particularly with focus towards aspects which are less represented within these collections.</p>

<p>A number of documents, objects, and photographs from two generations of a local family. Includes:</p> <p>J.H. Herbert and Co headed paper, prescription for spectacles from Coats the Optician in Littlehampton, documents relating to the West Sussex Model Aircraft Club, three driving licences, 9 military documents, two pairs of spectacles, George V and Mary Jubilee medal, Evacuation Hostel badge, telescope, prize badge (for model aircraft)</p>		<p>Accept – The Curator visited the donor and collected extra contextual information about these items (now recorded on the Museum's collections database).</p>	<p>4.4.1 The Museum will continue to collect social history items which relate to the history of Littlehampton and the surrounding area. These will include items associated with local businesses, domestic life, and all other aspects of local history.</p>
<p>Mug celebrating the 21st birthday of Bernard the Duke of Norfolk. Given to the donor's father in 1929, when he was a pupil of Connaught Road School in Littlehampton. Mug dated 30 May 1929.</p>		<p>Accept – we don't have an example of one of these in the collections. Has good local context, with named person and school.</p>	<p>4.4.1 The Museum will continue to collect social history items which relate to the history of Littlehampton and the surrounding area. These will include items associated with local businesses, domestic life, and all other aspects of local history.</p>

Appendix B. Museum Visitor Engagement

1. Visitor numbers

1.1. Visitor numbers for 2025 so far



Analysis: The higher visitor numbers in April were due to the Easter children's activities and to the Maps exhibition. The higher numbers in June were due to the high number of visitors to the Museum's tent at Armed Forces Day. These visitor numbers include visitors to the museum and outreach numbers.

2. Visitor Feedback (comment cards and comments to reception)

"We always enjoy our visits! Love the interactive bits and kid's activities"

"The activities for the kids were easy for all ages! We particularly enjoyed the Time Machine crafts – also looking for dragons"

"A lovely museum"

"Came to see the railway exhibition, lovely!"

"Tales from the Time Machine is one of your best exhibitions for years!"

"I have enjoyed the Rail Trail; I loved looking for the blue plaques!"

3. Social Media

Table 1: Facebook Top Posts

Month	content	post reach	Engagement (likes, shares, comments)
June	Volunteers' week – Project Time Machine	385	21
July	Summer holiday Fun (boosted)	8.8k	63

Table 2: Instagram Top Posts

Month	content	Reach	Engagements (likes, comments, shares)
June	Volunteers' Week	149	1
July	Summer holiday fun (boosted)	662	6

4. Museum Outreach

4.1. School / care home loan boxes

	Number of borrowing schools / care homes	Number of pupils / users
June	1	30
July	1	30
August	1	30

Littlehampton Town Council

Non-Confidential

Community Resources Committee Meeting

Date: 04 September 2025

Report by: Town Clerk

Subject: Quarterly Business Plan Progress Report

1. Summary

- 1.1. Each Committee will receive updates through their respective quarterly periodic reports enabling them to monitor progress and keep the Business Plan under review. This report provides an update on progress with delivering the goals as they relate to the work of this Committee.

2. Recommendations

- 2.1. The Committee is recommended to note the Business Plan updates in Appendix 1.

3. Background

- 3.1. The Town Council agreed its Business Plan for the next four years at Full Council in November 2023. Following approval of the Business Plan, the objectives were integrated with the Town Council's Capital Programme where appropriate and incorporated in the Town Council's Corporate Risk Register which is reviewed annually by the Governance and Audit Committee. The Strategy and Action Plan goals are now also integrated in the staff appraisals and business workplans.
- 3.2. Business Plan consists of two elements:
- The Strategy which sets out the Town Council's mission statement, vision, strategic priorities, values, and operational framework
 - The Action Plan which details the goals to achieve the strategy and the relating objectives with specific actions, timelines, and resource implications for achieving the goals.
- 3.3. Officers have been working alongside members to deliver the goals and objectives set out in the Action Plan. The Action Plan in appendix 1 sets out the goals that fall within the remit of this Committee and includes quarterly

update columns to show progress throughout the year. There is also a 'status' column that uses RAG (red, amber, and green) visual reporting system to convey a high-level status of a project or task. The colours are used to indicate the following:

Red: and alert, usually denoting one or more of the following: significant overspend, significant delay, a rise in quality issues, significant resource shortage, or unsatisfied stakeholders.

Amber: A caution, meaning the project is potentially hindered by obstacles or hazards such as considerable overspends, a delay in the schedule, lack of resources.

Green: A clear indication that the project is moving along as planned on schedule, within budget, no issues with resources, quality is meeting expectations and stakeholders are satisfied.

- 3.4. The table below draws out key objectives from the Action Plan for the business year 2025 to 2026 as they relate to the work of this committee. These were agreed by council at the annual meeting on 8 May 2025.

Prioritise works to secure boundary to Rosemead Park
Museum Project Time Machine – Completion of Phase Two and embark on Phase Three – Upgrade and develop the Collection
Implement objectives from the Allotment Strategy Action Plan delivering improvements to infrastructure
Complete Event Review and agree and implement new Events Programme and budget. Continue work to develop an Events Forum working with partners to deliver community events throughout the year.
Deliver Easter, Summer, and Christmas High Street Events.
Finalise Community Centre Action Plans
Renew contracts as agreed including floral, Christmas lights and event support
Work with Arun District Council and developers to deliver allotment sites and new community and youth facility in Hampton Park (North Littlehampton)
Service Funding Agreements - Review and implement new agreements

- 3.5. It has been a busy time with focus on delivering the summer events and activities. In addition, several of the task and finish groups established by the Council to further the Business Plan objectives have also met. The key areas of work completed in the last quarter relating to this committee are set out below and are also the subject of separate reports elsewhere on this agenda.

Museum exhibition programme delivered, and work started on preparing the Heritage Fund grant application.
A review of the Council's Service Funding Agreements has been undertaken and a draft policy and procedure developed for approval.
Tenders for the allotment infrastructure works have been finalised. Meetings with the Allotment Working Group to discuss future fees, waiting list management, and improved practices have taken place.
A new Sports Funding scheme process is being developed for Committee consideration in October.
Completed emergency security improvements on the north and south boundaries of Rosemead Park.
Officers continue to work with the Employers Agent to ensure final works and defects for the K2 Centre are resolved by the contractor
The Events Review Task and Finish Group have completed their work with the review having led to an Event Strategy being developed and adopted, a three-year core event programme agreed, and the Event Forum initiated.
A highly successful summer events programme has been delivered and preparations are underway for the remaining events in 2025 including the Town Show and Family Fun Day, Remembrance Sunday and Christmas Light Switch On.
Work has begun to expand the remit of the Visit Littlehampton website which will be split into two parts: a tourism focused side and a community focused one.
The Town Council worked with Arun District Council in the final stages of the seafront regeneration supporting the reopening and including new vendors in Armed Forces Day.
Review of Christmas Lights for 2025 and preparing to review the contract for tendering. Working with Arun District Council to explore the addition of festoon lighting in the High Street.

4. Financial Implications

- 4.1. The budget set in January 2025 sought flexibility within the 2025 to 2026 and future budgets to deliver the Council's aspirations to improve the town and the quality of life.
- 4.2. Resources to deliver the goals and objectives are set out in the Action Plan for 2025 to 2026, and some may need to be further defined and/or reviewed.

Laura Chrysostomou
Town Clerk

Goals	Objectives								PROGRESS 2025 TO 2026			
	Description	Timeline	Committee	Officer	Total Cost	Resources / Funding	LTC Budget Allocated	Status as at May 2025 In Progress / On Hold / Complete (outcome)	Q1 (APRIL - JUNE 25)	Q2 (JULY - SEPT 25)	Q3 (OCT - DEC 25)	Q4 (JAN - MARCH 26)
Major Regeneration & Development Initiatives												
Work with Arun District Council & partners in delivery of Seafront Regeneration	Construction phase underway 2025. Work with ADC to ensure impact on LTC events programme and assets (BBQs & Stage By the Sea venue) minimised & managed. BBQs sent off for refurbishment autumn 2024. Stage by the Sea to be repainted at end of construction.	Summer 2025	P&F, CRC	TC, EM	N/a	£7,234,201 Levelling Up Funding secured by ADC	N/a	In Progress - COMPLETED	BBQs to be returned to site and installed with the new scheme w/c 9 June 2025.	East Green seafront re-opened to visitors and new facilities, including LTC refurbished BBQs, launched 15 August 2025.		
Major Projects and Community Resources												
Hampton Park (North Littlehampton) Community Centre & Youth Facility	There is provision for a new Community Centre (including youth facility) at Hampton Park which has been secured through the Section 106 Developer Agreement. The site has been allocated and amalgamating the community and youth centre facilities meets the long-held ambition to provide a joint facility in this part of the parish. Current S106 provision valued @ Circa £1.77M LTC (will need to top up funding requirement £ amount TBC). Following Winter 2024 NLAG meeting developer is progressing work on plans for a way forward.	Timeframe unknown, estimated: Agree aspirations, feasibility study, budget, develop business plan, public consultation, agree specification. Planning 2025 to 2026 Construction 2026 to 2027 Open 2027 to 2028	Construction progress overseen by the Community Centres Sub-Committee & reports to Council. Once complete - Building management = P&P. Hiring = CRC	ATC	£50K repurposed from Revenue reserves for feasibility work. £19,575 spent to date.	S106 currently valued @ Circa £1.77M	Revenue budget provision at £20K for 2021/22, £35K for 2022/3, £20K for 2023/4 & £20K projected for 2 years from 2024 to 2026	In Progress	Outline consent expires January 2026 by which time (propose delete - Advisory Group meeting awaited when) it is hoped that there will be more clarity regarding plans for the community facilities at Hampton Park (propose delete - and a timeframe for their delivery).			
Hampton Park (North Littlehampton) Allotments sites	1. Holly Drive (southern) LU/263/22/RES 2. Northern	1. Planning App. Approved Dec. 2023 Construction TBC Market & first tenants TBC likely 2025 2. TBC construction unlikely before 2025	CRC	ATC	N/a	N/a	N/a Delivery is developer funded	On Hold				
Rosemead Park	1. Prioritise works to secure boundary following unauthorised encampment 2. Longer term objectives to be pursued as part of wider package of improvements include: a. Consider allowing concessions to operate on the site b. Plans for the development of the site utilising the acquired and expected S106 funding c. Explore obtaining Green Flag Status d. Explore opportunities to increase biodiversity, and ensure developments consider environmental and sustainability factors.	1. Boundary works 2025. 2. Funding must be spent on the purposes specified within 10 years of receipt 2032. 3. 2025 to 2026	CRC	CRO, ATC	Unknown	1. £125,849 S106 received 2022 - play equipment & pathways only 2. A further £193,794 S106 available on application to ADC (BokLok development) general application towards the Rosemead off site play area		In Progress	Report to June CRC setting out priority work, costs, timetable. If available (NB may impinge on floral & tree contracts)	1. June 25 CRC - Members discussed and highlighted key aspects for inclusion in future improvement to the park. 2. Works to enhance the security of the north and south boundaries completed 16/8/25. 3. Formal request to secure S106 funding prepared for submission to ADC. 4. Preparations for community engagement centering on the Town Show and Family Funday Event held at the Park on 13/9/25 underway.		
Museum Collections Documentation Project	1. Collection Documentation Project 2. Continuation of Project Time Machine - Phase three. 3. Be vigilant to opportunities to locate the collection NB: Look & Sea Centre – ground floor = ADC concession Planning App. LU/51/20/PL – permission granted to convert upper two floors to create 6 suites for tourist accommodation (C1 Hotels).Applicant: Harbour Lights Littlehampton Ltd - work underway.	1.Ongoing as part of normal business 2. Continuation of Project Time Machine - Phase 3 - Upgrade & develop The Collection - Plan: May 2025 - Apply for Museum Development Southeast (MDSE) Grant and work up Heritage Fund Grant (HFG) Application Oct 2025 - Finalise HFG Application & submit further MDSE Grant application in support of Phase 3 objectives (report to Oct.25 CRC) Nov. 2025 submit HFG Application January 2026 start smaller oral history project (training and equipment funded by MDSE grant, using existing staff and volunteers) and complete before November 2026 OR March 2026 - start full HGF funded project (MDSE funded part to be completed before November 2026) 3. Monitor for opportunities	CRC, P&P (maintenance issues only)	Curator, ATC	1. N/a 2. Total Project Budget Estimate. £141,245 3. N/a	1. N/a 2. Funding sought from HFG £123,925 & MDSE grant up to £10K 3. N/a	1. Normal business 2. . LTC Match funding from EMR £7,320. 3. N/a	In Progress	1.Ongoing as part of normal business 2. Continuation of Project Time Machine - Phase 3 - agreed at CRC April 25, timetable and detailed proposals for ongoing to CRC June 2025.	1. June 2025 - MDSE Grant secured and agreement of CRC to extend Project Officer post on a parttime basis until the end of December 2025. 2. Museum Team and project Officer continuing to develop volunteer skills and maintain exhibition programme including supporting Town Council summer events programme. 3. Museum Team working up Heritage Fund Grant (HFG) Application in line with agreed timetable.		
Allotment Strategy & Action Plan	1. Implement Action Plan Objectives - improvements to infrastructure 2. Bring budget under control through agreed principles of reducing the level of subsidy and increasing rental income. NB. Nov 22 CRC agreed fee increases to be at a minimum of the rate of inflation and that the Strategy be reviewed annually 3. Review & assess community project initiatives	1. Agree priority areas of work 2. Agree timetable for works	CRC & AWG	CRO, ATC	Unknown	N/a NB: explore grant opportunities £2,156 S106 available on application to ADC (BokLok development) general application towards allotments	1. Allotment Infrastructure EMR £10K 2024 to 2025. £10k in 2025 to 2026 budget and projected forward for a further two years.	In Progress	Dilapidations Review completed & indicative costs obtained. AWG mtg May 25 to agree recommendations for Allotmment Strategy Action Plan Priorities CRC June 2025	1. Allotmment Strategy Action Plan Priorities - agreed at CRC June 2025 - works being scheduled to start Autumn 2025. 2. AWG met 14/8/25 and agreed recommendation re annual fee increases (wef.1.1.2027) which will be presented to CRC Sept.25		
Review Service Funding Agreements (SFA)	1. June 25 - Make 2025 Main Grant Scheme awards view of criteria, monitoring and evaluation 2. July- September 2025 - Review funding available aligned to priorities of new Council, criteria & evaluate existing and potential new partners 3.October 2025 - CRC agree SFA criteria, objectives, funding and potential partners, put existing SFA's on notice regarding review. 4. Dec 2025 - Agree budget and partners, communicate arrangements for 2026-29 for implementation at start of 2026-27	1. September 2023 2. October to December 2023 3. SFAs 2025- 2026	CRC	CRO, ATC	Current total budget £12k	N/a	Service budget reviewed and agreed annually as part of budget & precept setting process.	Commencing June 2025		SFA review completed and recommendation including draft Policy and Application process going to Sept.25 CRC for consideration. Implementation Autumn 2025, recommendations on future agreements to be prepared for October CRC and included within December budget proposals.		
Rewilding / Wildflower Meadows / tree wardens	1. Investigate potential for such schemes with objectives for review. Opportunities to be re-assessed alongside Floral Contract review later in 2025 2. Review the Fitzalan Link Road wildflower planting scheme.	Opportunities to be re-assessed alongside Floral Contract review later in 2025 and Rosemead Park enhancements.	CRC	ATC, CRO	Unknown	Unknown	LTC Tree EMR £3K	On Hold				

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Town Centre												
Town Centre Events	Deliver annual programme of events designed to attract visitors to the Town Centre and deter anti-social behaviour as part of the Events Strategy, and supporting the Town Centre Strategy.	Annual programme and budget agreed in autumn with delivery of events across the following year. Event programme: Easter 2025 Summer 2025 Xmas 2025	CRC	EM, POTCS	£23,000	N/a	£23,000	In Progress	Easter events delivered successfully in partnership with local businesses. Plans underway to develop a programme of summer events in the High Street - dates agreed are every Wednesday in August (6, 13, 20 and 27 August). The Business Forum have contributed with suggestions for the summer High Street events including the request for a summer trail to be included as the Easter one was very successful in encouraging families to visit the town centre.	A series of four family orientated events are being delivered over the course of the summer holidays. The themed events include art workshops, displays, stalls and entertainment. Businesses have been supportive and a month long scavenger hunt created to encourage visitors to the town. Businesses have donated items go into a special hamper which will be given as prize to the winner of the scavenger hunt.		
Communications & Events												
Events	1. Review Annual Events Programme 2. Review capacity 3. Deliver annual community event programme 2025 to 2026	2025 to 2026	CRC	EM, C&MM	£62k for current annual event programme.	N/a	£61,770	In Progress	First Event Forum meeting held in March which was well attended and confirmed the desire to work collaboratively amongst event organisers. It was evident that the group, with support, could become a key in developing event programmes for the town but would take time to reach that level. A Task and Finish Group meeting was held at the beginning of May to discuss the way forward with a recommendation going to the Community Resources Committee to agree the Town Council's core events programme for the next 3 years whilst developing the Event Forum and supporting it in delivering pilot events. This is subject of a report going to the June Community Resources Committee.	The Community Resources Committee approved the proposal to identify the council's core programme of events and to develop the work of the Events Forum with a view to run pilot events in partnership. The next Event Forum meeting is taking place on 18 August when attendees will be invited to share their ideas about progressing joint events. These are likely to be included in a report for the September Community Resources Committee.		
Corporate initiatives and projects												
Community Centre Action Plan implementation	To take forward the Committee steer for the action plans for each of the Council's venues for hire: Manor House, Southfields, K2 & Hampton Park. Review the terms and conditions of hire.	2025	CRC, P&P (maintenance only)	DTC, ATC, CRO, OM	N/a	N/a	N/a	In Progress	Wedding Fayre held at Manor House April 2025			
Review Floral contract, planters and gateway displays	Floral Contract extended for a further year in 2024	Timetable: July - Aug 25- assess requirements (inc. condition of planters) Sept.25 - CRC agree contract parameters Oct. 25 - Agree budget & launch tender process Dec 25 - award new contract & give notice to existing if applicable 1 April 2026 - new contract starts NB: In addition some of the existing planters and gateway displays will need to be reviewed for condition and replacements or alternatives provided.	CRC, P&P (maintenance issues only)	ATC, CRO	N/a	N/a	LTC Budget £24,664 p/a	On Hold		The planned full evaluation of the contract has been delayed due to other work streams taking priority. CRC to consider recommendation that the existing contract is extended for a further year with an agreed timetable for the review.		
Review Christmas Lighting contract	The Christmas Lighting contract was awarded for three years to include a display in 2023, 2024 and 2025.	Links to Event Review. Review and renew contract autumn 2025 Implement Christmas 2026	CRC	EM	N/a	N/a	LTC Budget £20K	In progress		Christmas Lights Working Group met in August 2025 to discuss the lights for 2025, the incorporation of Arun District Council's project for Festoon Lighting with UKSPF grant and preparation for the 2026 to 2028 tender.		