

17 October 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: Thursday 23 October 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 4 September 2025, circulated herewith, pages 4 to 11. 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 Report

8.1 Arun Youth Projects (AYP) Annual Report and Presentation

To receive the annual report, attached pages 12 to 23, and a presentation from the AYP Youth Service Manager.

8.2 Community Resource Officer Periodic Report

Attached, pages 24 to 41.

8.3 Events Periodic Report

Attached, pages 42 to 45.

8.4 Draft Events Programme for 2026 to 2028

Report attached, pages 46 to 58.

8.5 Museum Periodic Report

Attached, pages 59 to 72.

8.6 Community Arts Project Proposal – Colour Up Wick

Attached, pages 73 to 79.

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 New Millennium Chamber, Manor House, Church Street, BN17 5EW on Thursday 4 September 2025 at 6.30 pm.

Present:

Councillor Tandy – Chair
Councillor Lee – Vice Chair
Councillor Daws*
Councillor Tilbrook*
Councillor Wiltshire

In attendance:

Juliet Harris – Assistant Town Clerk
Felix Gillett – Community Resources Officer

2025 to 2025

11. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

13. Apologies

There were apologies from Councillors Blanchard-Cooper and O'Neill.

14. 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 Tilbrook declared a prejudicial and pecuniary interest in agenda item 8.4, Allotment Working Group Recommendations, as his daughter was an allotment holder. He confirmed that he would leave the meeting for this discussion.

15. Minutes

The minutes of the meeting held on 5 June 2025, previously circulated, were confirmed as a true record and signed by the chair.

16. Chair's Report and Urgent Items

The chair reported that the summer programme of events had been very successful and well attended and encouraged members to attend what would be an action-packed Town Show and Family Fun Day being hosted at Rosemead Park on Saturday 13 September.

17. Public Forum

There were six members of the public present and no written representations made.

17.1 Biodiversity Policy

The Committee heard from a member of the public who raised questions regarding the council's biodiversity policy. Referring to the removal of a tree at one of the council's allotment sites, they expressed the view that this action had been unnecessary and potentially inconsistent with the council's own policy. They asked how similar situations could be avoided in the future. They also suggested that, as part of the policy review scheduled for November 2025, the council consider establishing an environmental group—like that in place at Arun District Council—and enquired whether the Allotment Working Group might include this on a future agenda.

In response, the Assistant Town Clerk explained that the council always sought to retain trees where they were healthy. Regarding the forthcoming biodiversity policy review, it was noted that the key focus for the Town Council was on implementing changes in work practices and site management to enhance biodiversity. Members of the Allotment Working Group were encouraged to submit ideas for potential improvements to the Chair of the group for consideration as future agenda items.

17.2 Allotment Repossession Process

The Committee heard from a site representative who raised concerns about the repossession process for allotment plots not meeting cultivation standards. They expressed frustration at the lack of follow-up despite reports made to the Council.

In response, the Assistant Town Clerk confirmed that a process was in place, though resource constraints had caused delays. She expressed appreciation for the support provided by site representatives and advised that steps were being taken to address the backlog.

18. Officer's Reports

18.1. Standing Orders / Urgent Actions

The committee received and noted two urgent actions, previously circulated, which detailed the decisions to replace the gates and fencing at the southern entrance to Rosemead Park and reinforce the northern boundary with logs.

It was Resolved that:

The urgent actions be noted.

18.2. Community Resources Officer Periodic Report

- 18.2.1. Members received a report, previously circulated, which outlined the progress of key projects and initiatives led by the Community Resources Officer (CRO), covering grant funding, sports development, works at Rosemead Park, and plans for the annual review of the youth services contract ahead of the 2026 review. In addition, the Committee was also asked to extend the council's floral contract for a further year to allow a full evaluation of future delivery models.
- 18.2.2. The CRO reported that work during the summer was focussed on strengthening the boundaries at Rosemead Park following the unauthorised encampment earlier in the year, supporting the Sports Forum to deliver the new Sports Funding Programme and delivering the 2025 Grant Aid Scheme. Delivering the improvements at Rosemead Park had shown a broad range of options to enhance biodiversity including new horticultural practises and introduced the council to new contractors and ideas. This was timely as the council was due to review its floral contract and at the same time had highlighted how the floral contract could be developed to better meet the council's business plan objectives.
- 18.2.3. The existing floral contract covered a range of town-wide seasonal planting. This included highways and Manor House planting. It was considered that these could be separated out and at the same time facilitate the introduction of biodiversity-based methods and explore volunteer involvement in line with the Council's goals. It was therefore recommended that the existing contract be extended for a further year to allow time for a full evaluation of the contract, draft the specification, launch the new tender in summer 2026 leading to the appointment of a contractor to start in spring 2027. Acknowledging the new timeline, this was considered sensible.

The Committee resolved:

- 1. To receive the Sports Forum notes from the meeting held on 7 July 2025.
- 2. To extend the existing floral contract for a further year as set out in Section 7 of the report alongside an agreed timetable providing scope for the floral contract service review in 2026.
- 3. Otherwise note the contents of the report.

18.3. Service Funding Agreements Review

- 18.3.1. The Community Resources Officer presented a report, previously circulated, which proposed the adoption of a formal Policy and Procedure to govern future Service Funding Agreements (SFAs). He explained that the implementation of the tiered grant system over the last two years had identified more clearly organisations that could be future partners who shared the Council's business plan aspirations. It had also highlighted that the current Freedom Leisure SFA could be more effectively linked to the Town Council's events programme enabling a strong partnership which might be better framed in a new Service Level Agreement.
- 18.3.2. At the same time, it was recognised that there may still be organisations that had not necessarily been awarded grants but were also potential partners whose work was considered vital to the community. Therefore, the policy had been drafted with a timeline and application process that included the formation of a panel through a Task and Finish Group, to evaluate applications.
- 18.3.3. If approved the process would see applications opened in September 2025 to both existing providers and new organisations, including Tier Three Grant recipients. Following this the Grant Aid Panel would shortlist applications and the Task and Finish Group carry out interviews with the shortlisted applicants to make final recommendations on potential new agreements in the autumn. These recommendations would come forward to the Committee as part of the budget setting process. This would enable the new SFAs to commence on 1 April 2026.

*Councillor Daws left the meeting at 6.53pm.

- 18.3.4. The Committee was supportive of the Policy and Procedure and recognising that member participation in the process was vital considered that the Group Leaders should be asked to nominate representatives for the Task and Finish Group with authority being delegated to the Town Clerk in consultation with the chair of the committee to confirm the appointments. It was therefore resolved that:
1. The Service Funding Agreement Policy and Procedure, be approved and the time frame noted.
 2. The Group Leaders be asked to nominate representatives for the Task and Finish Group and authority be delegated to the Town Clerk in consultation with the chair of the committee to confirm the appointments.

18.4. Allotments Working Group Recommendations

*Councillor Tilbrook redeclared his prejudicial and pecuniary interest in the following matter and left the meeting at 6.57pm.

- 18.4.1. The Committee had before it a report which set out the recommendations of the Allotments Working Group which had met on 14 August. 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.
- 18.4.2. The recommendations included a 5% fee increase to £10.88 per rod from 2027, new deposit requirements and waiting list fees, and charges for neglected plots. Policy changes were also proposed, offering a rent-free period for tenants taking on neglected plots and allowing repossessed plots to be reallocated to existing tenants. To assist them the committee also had the notes of the meeting and the detailed proposals that had been discussed by the Working Group, both previously circulated. It was noted that research with neighbouring parishes and independently run allotments, by both the Community Resources Officer and the site representatives had contributed to the discussion.
- 18.4.3. The Committee proceeded to consider the proposals in more detail and the discussion focussed on affordability, particularly for new tenants, including concessions, how they sat with the Allotments Strategy and the timeframe for implementation. It was noted that if approved, the fees and charges came into effect in January 2027 and that all tenants would therefore have a year's notice. Any changes would also be aligned with the Town Council's move to a new accounting system which was underway. Equally, the increased income would not be evident until 2027 to 2028 and it was therefore difficult to predict the impact this would have on the Town council's strategic objective to reduce the gap between income and expenditure. On a practical level it was considered that the proposal to increase the level of plot deposit be set at £20 per rod and that the fee for neglected plots should not be taken forward.
- 18.4.4. Turning to the proposals to allow a three-month rent-free period for tenants who take on derelict plots requiring clearance and to reallocate repossessed plots to existing allotment tenants where they are adjacent to their current plot. It was noted that on the rare occasions when these situations arose, this was the current practice and one which was considered practical to retain. Overall, the committee welcomed the constructive engagement within the Working Group and considered that most of the proposals would help to strengthen commitment from tenants and encourage better cultivation which in turn would improve the overall manageability of the allotment sites.

The Committee therefore resolved:

1. That the plot rental fees be increased by 5% to £10.88p per rod with effect from 1 January 2027.
2. That the following fees be introduced with effect from 1 January 2027:
 - Deposit fees be changed to £20 per rod

- A one-off deposit fee of £25 is introduced for joining the Waiting List
3. To endorse the continuation of 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. To receive the Allotments Working Group notes from the meetings held on 29 May and 14 August 2025.

*Councillor Tilbrook rejoined the meeting at 19.24pm.

18.5. Events Periodic Report

- 18.5.2. The committee received a report, previously circulated, outlining feedback from the Council's summer events programme, as well as plans for the upcoming Town Show, Family Fun Day, and the Remembrance Sunday service in November. The Committee wished to formally record its thanks to Council staff for their dedication and hard work in delivering a highly successful summer events programme.

It was resolved that:

The report be noted.

18.6. Events Forum Update

- 18.6.2. The Committee received a report, previously circulated, with an update on work of the Forum. It was noted that the Forum continued to evolve as a valuable platform for collaboration between local groups who wished to share ideas and identify opportunities to develop the Towns' events calendar. Discussions were positive and several initiatives were being explored. Although the Forum was not yet able to deliver events independently, there was a clear enthusiasm and commitment among its members to drive a coordinated, town-wide programme in the future. Officers would therefore continue to support this progress by scheduling regular meetings and establishing the new Love Littlehampton website.

It was resolved that:

The report be noted.

18.7 Christmas Illuminations

- 18.7.1. The Committee received a report, previously circulated, providing an update on the 2025 Christmas Lights scheme and progress on the 2026–2028 tender. The report also included proposals to introduce additional lighting in Duke Street and an update on an initiative to install permanent festoon lighting in the High Street. Feedback on the 2025 scheme had been positive overall, though additional lighting needs were identified in Duke Street and East Street. It was therefore proposed that this year's scheme be expanded to install lights in three trees on Duke Street, with an estimated cost of £600 to be met from reserves.
- 18.7.2. Arun District Council had also secured funding from the UK Shared Prosperity Fund for festoon lighting in the High Street, with installation anticipated in early 2026. This initiative had underlined the need for infrastructure repairs and investment to support future lighting schemes. Looking ahead, options under consideration included introducing permanent winter lighting in Duke Street and enhancing the decorations in East Street. These would be explored in the forthcoming tender process. The Committee supported the recommendations.

The Committee therefore resolved:

1. That the proposal to extend the 2025 scheme to include lighting in Duke Street as outlined in paragraph 4.1 of the report with an additional cost of £600 to be met from Earmarked Reserves be approved.
2. That the additional lighting proposals as outlined in paragraphs 4.2. and 4.3. of the report be explored as part of the tender review process which was scheduled to start in winter.
3. To receive the Christmas Lights Working Group notes from the meeting held on 13 August 2025.

18.8 Museum Periodic Report

- 18.8.1. The Committee had before it 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. Recent activities included several successful exhibitions with Tales from the Time Machine proving popular. In addition, the Team continued to support the Town Council's events programme and had drawn strong visitor numbers. Work continued updating policies, progressing documentation and drafting the HLF grant application. The Committee was also asked to note the position regarding the security and insurance requirements relating to the six Iron Age coins currently on loan from the British Museum.

It was resolved that:

1. The recommended acquisition of items detailed in Appendix A, attached to the report be approved.

2. The position regarding the Six Iron Age coins on loan from the British Museum, as set out in paragraph 3.7. in the report be noted.
3. The contents of the report be otherwise noted.

18.9. Quarterly Business Plan Progress Report

- 18.9.1. The Committee considered a report, previously circulated, providing an update on progress towards the business plan goals. Over the past quarter, the Council had delivered a successful summer events programme, started the Service Funding Agreements review and implemented boundary improvements at Rosemead Park. This latter work had diverted resources, and a planned survey and consultation had been placed on hold.
- 18.9.2. Members discussed the importance of consultation and there was a strong view that even a scaled-back approach, such as gathering feedback at the Town Show, would be valuable. Whilst it was acknowledged that major improvements were unlikely in the current financial year, the Town Show was also seen as an opportunity to gauge community capacity for volunteering and using the park for other activities. It was therefore agreed that a scaled-back questionnaire be used at the Town Show.
- 18.9.3. It was also noted that ongoing contract reviews and continued liaison with stakeholders were providing valuable insights that could positively shape future plans for the park. It was acknowledged that the Section 106 funding allocated to Rosemead remained available, with specific provision for play equipment, and that additional funding was available through the Boklok development Section 106 agreement to support wider improvements that align with the Town Council's objectives. Members therefore agreed it would be prudent to take the time to undertake a thorough review of requirements.

It was therefore resolved that:

1. The Business Plan Action Plan be updated to reflect the change in the timing for delivery of further improvements at Rosemead Park.
2. The contents of the report be otherwise noted.

19. Exempt Business

There was none.

The meeting closed at 7.49pm.

Chair

arun youth projects Annual Report

24
25



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AYP IN NUMBERS

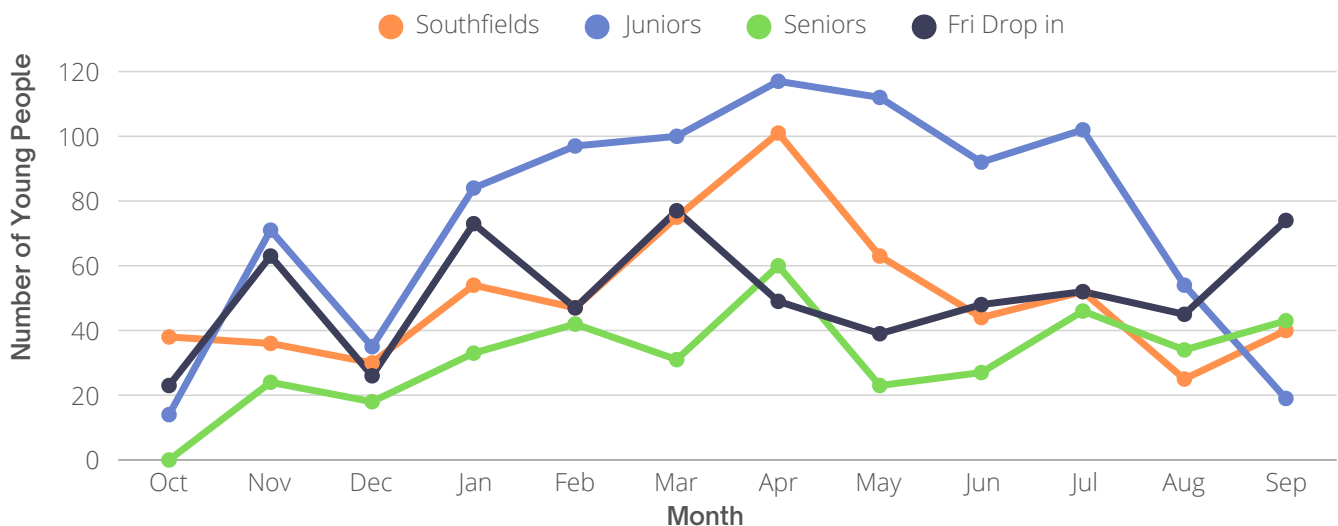
Town Council Funded Sessions



During the last year we engaged with 240 individual young people – the highest in the last three years! And although the number of visits decreased slightly, the reach of the youth clubs broadened meaning we have connected with a wider range of individuals than the previous year.

We also increased the hours of youth club sessions to 332, providing consistent, accessible opportunities for young people. The focus now is on building sustained engagement with those reached, ensuring they feel supported to return regularly and deepen their connection with the project.

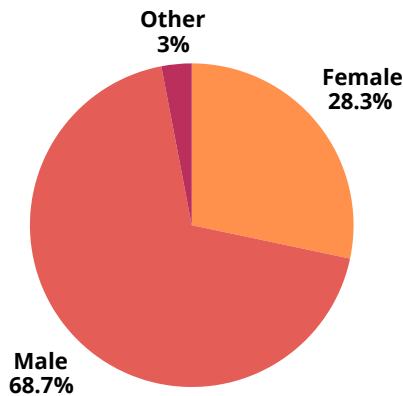
SPACES



Our sessions at Southfields, K2 Juniors, Seniors, and Friday Drop-in have continued to demonstrate strong engagement across the year. Attendance peaked in March and April, with Juniors in particular drawing consistently high numbers throughout the spring and summer. The Seniors group saw steady participation, with notable growth towards the end of the academic year. The Friday Drop-in once again proved popular during the colder months, showing the ongoing value of providing a safe and welcoming space at the end of the week. The transition to the K2 Youth & Community Centre in November 2024 was significant, with Juniors, Seniors and our Friday group benefitting from the improved facilities and the opportunity to develop a fresh offer. This has supported increased engagement across age groups and provided a stronger base for young people to connect, belong and thrive.

ABOUT THE YOUNG PEOPLE

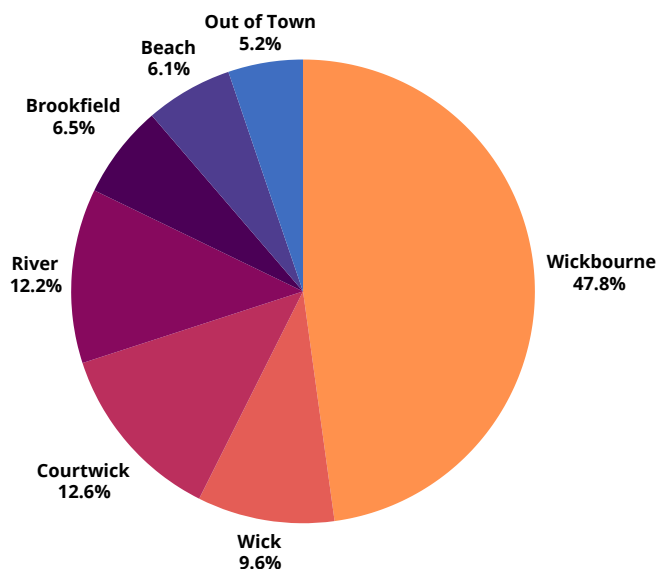
Gender



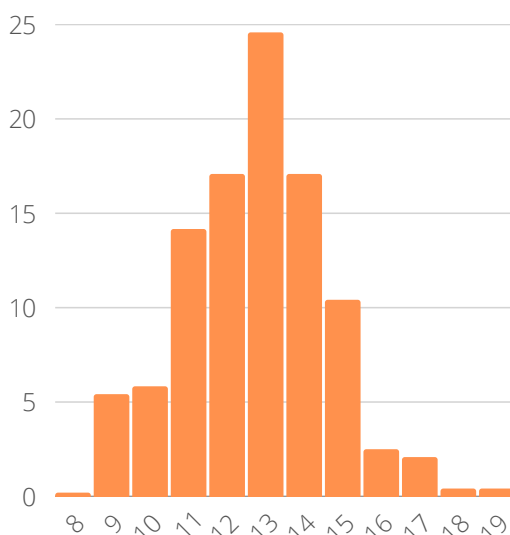
The chart shows the gender breakdown of the young people attending AYP sessions in Littlehampton throughout the year: 68.7% male, 28.3% female, and 3% identifying as other. This continues to align with our quarterly reports, showing a consistent majority of attendees identify as male.

The chart shows the average ward breakdown of young people attending sessions in Littlehampton across the year. The largest proportion (47.8%) are from the Wickbourne Ward. The next most represented areas are Courtwick with Toddington (12.6%) and River (12.2%), followed by Wick (9.6%). Smaller groups attend from Brookfield (6.5%) and Beach (6.1%). A further 5.2% of young people travelled from outside Littlehampton to take part.

Ward



Age



The age breakdown for 2024-25 shows a shift in engagement patterns compared to the previous year. The highest average attendance is among 13-year-olds (24.6), followed by 12 and 14-year-olds (both 17.1), and 11-year-olds (14.2). This continues the trend of strong participation from young people in the upper primary to early secondary transition years.

Compared with 2023-24, where ages 10, 11 and 13 stood out, we now see a clearer peak at age 13, with strong retention into ages 12 and 14. Older age groups (15-17) show lower but steady engagement, while participation beyond age 17 remains limited.

KEY HIGHLIGHTS

Hot Meals

As a service, we continue to prioritise providing free, healthy hot meals at every youth club session, recognising both the need and the impact of the ongoing cost-of-living crisis on families. With 1 in 3* children in the UK already living in poverty before the crisis, offering hot food remains a vital part of our support. Over the past year, this commitment has ensured that no young person goes without a meal when they attend our sessions.



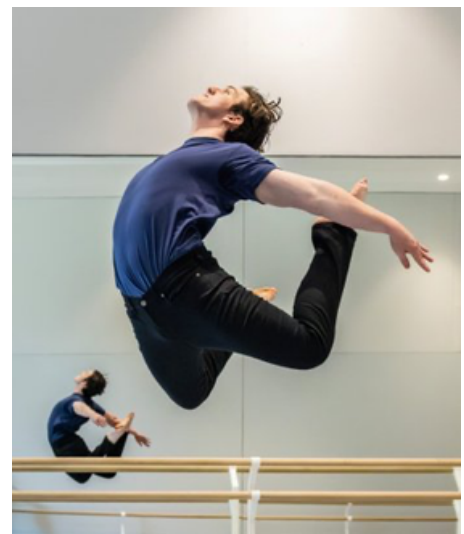
K2 Open Day

The K2 Open Day was a real celebration of youth voice, with young people working closely alongside ArtsWork and Ben Cavanagh to plan and deliver a brilliant event. Their creativity and ideas shaped the activities, making the day welcoming and engaging for all ages. The open day showed just how much can be achieved when young people are trusted to lead. It was an inspiring start for the new K2 Youth & Community Centre.

Bursary Applications

Throughout 2024–25, we received 21 bursary applications. Elliot was successful in a grant after securing a place to start his Musical Theatre degree at The Brighton Academy for Performing Arts at the age of 16, we provided him with his dancewear for his first year. and he writes "I am very grateful to Arun Youth Projects for awarding me a bursary to help with the cost of my university uniform. The support made a huge difference to me, as I would have struggled to find the funding elsewhere. Having the bursary meant I could focus on preparing for the start of my course without the added stress of covering the cost. Thank you to Arun Youth Projects for supporting me. I passed my first year with good results and I am now enjoying my second year".

The applications included requests for gym membership, bikes, boxing equipment, football and ballet kit, scooters, and singing lessons. The money was awarded towards annual Wave junior memberships, new bikes or repairs with locks and helmets, boxing gloves, boots and club fees, football fees and kit, scooters with pads for safety. These benefited young people by improving fitness, strength and weight management, supporting mental health and confidence, providing safe ways to travel independently, helping them socialise and spend time with friends, giving them positive activities outside school, and opening opportunities to progress in sport,



BURSARY APPLICATIONS 2024-2025

21
APPLICATIONS
RECEIVED



£2821.44
TOTAL AMOUNT
AWARDED



16

*Guardian Newspaper – Social Metrics Commission,
<https://www.theguardian.com/society/2024/nov/18/more-than-one-in-three-uk-children-poverty-deprivation-record-high>

ADDITIONAL ACHIEVEMENTS AND OBSERVATIONS

At Arun Youth Projects, involving young people in everything we do remains central to our mission. This year, we've seen some brilliant examples of young people stepping up, taking ownership, and making a difference in their community and youth spaces:

Community Pride – Litter Picking at Eldon Way Open Space

- Our Juniors group spent time over the summer litter picking around Eldon Way, Wick. Their efforts show not only pride in their environment but also a willingness to actively contribute to their community.

Cooking Together – Skills for Life at K2

- Using the brilliant kitchen space at K2 Youth & Community Centre, young people have enjoyed cooking a wide range of meals – from smashed burgers to pasta bolognese and everything in between. Giving young people the tools and confidence to cook is a great way of empowering them in their space, while also building important life skills.



Other Highlights Worth Celebrating

- Youth Voice & Leadership – Young people have contributed ideas to shape activities and session planning, ensuring AYP truly reflects their needs and interests.
- Creative Expression – From art projects to music and gaming tournaments, we've seen young people express themselves and share their talents in new ways. Especially with young people earning Digital Badges after partaking in a Stop Motion Animation workshop at K2 Youth & Community Centre.
- Positive Peer Relationships – Many young people have supported each other during sessions, showing kindness, encouragement, and teamwork – small but significant moments that reflect the values of AYP.

Looking Ahead: Exciting News

We are delighted to share that in September, BBC Children in Need awarded AYP funding to launch 'Fully Known', our new mentoring programme providing targeted 1:1 support for young people aged 11–17 who are facing challenges or at risk of exploitation. This tailored programme will give young people the chance to build trusted relationships, explore important topics, and develop confidence and resilience over a series of structured sessions.

We are also excited to welcome an Apprentice Youth Support Worker into our team from September 2025. This role strengthens our ability to reach more young people while creating a pathway for a young person to train and begin their career in youth work. Together, these developments mark an important step in our mission to provide safe spaces, trusted mentors, and opportunities for young people to thrive.

SUPPORTED BY
BBC
CHILDREN
IN NEED

REFLECTIONS AND PLANS FOR 25-26

Behaviour & Relational Practice

As we look ahead, we recognise that the pressures facing children and young people are greater than ever. In response, we are working with our young people to review and reshape our behaviour management approach.

We are moving towards a more positive, relational way of responding to challenging behaviour – ensuring young people feel fully heard and supported, even in difficult moments.

A key part of this is embedding the Hold–Pause–Reset model:

- Hold – create a safe space by calmly holding the situation, ensuring safety and setting clear boundaries.
- Pause – take a step back, allowing time for emotions to settle before addressing the issue further.
- Reset – move forward with a fresh start, focusing on restoration, learning, and rebuilding trust.

This approach empowers both staff and young people, creating consistency across sessions while fostering mutual respect.

Supporting the Team

To deliver the very best for young people, we must also care for our team. In 2025–26, we will introduce group supervision sessions with a qualified counsellor.

These sessions will provide:

- A safe, reflective space for staff to process challenges.
- Increased resilience and wellbeing for our youth workers.
- Shared learning, peer support, and stronger professional practice.

Investing in our team ensures that they feel supported, valued, and equipped to continue delivering high-quality youth work.

Promoting AYP in the Community

Our visibility in the community continues to grow. Recent and planned initiatives include:

- A new display board drafted for the Southfields Jubilee Centre.
- Signage placed around the town to raise awareness of our youth offer.
- An interview with local media business, Seaglow Media at AYP Connect, as part of the Town and District Business Support offer in Winter 2025.

These steps not only promote our sessions but also reinforce our reputation as a trusted and proactive youth service.

Partnership with Littlehampton Town Council

Finally, we want to extend our heartfelt thanks to the Assistant Town Clerk, who has been our main point of contact for the past decade. Her support and willingness to act as a sounding board has been invaluable in helping us shape and grow our service.

The positive relationship with Littlehampton Town Council has been recognised and celebrated in successful funding applications, including BBC Children in Need and the National Lottery Million Hours Fund. Together, we have shown how partnership working can transform opportunities for young people in our town.

Sessions included are those funded by Littlehampton Town Council, Rustington Parish Council, Angmering Parish Council & Arun District Council

ACROSS 2024-2025

YOUTH CLUBS



495
OPENING
HOURS OF
YOUTH CLUBS



2478
VISITS



304
YOUNG PEOPLE

DETACHED YOUTH WORK

1066
DETACHED
YOUTH WORK
ENGAGEMENTS



52
DETACHED
YOUTH WORK
SESSIONS



104
HOURS
OF
DELIVERY



We'd like to highlight that some young people from Littlehampton are participating in sessions across the wider area. Above is an overview of our activities which shows the following data:

- The total number of hours our youth clubs have been open across the four centres (K2 Youth & Community Centre, Southfields Jubilee Centre, Rustington Youth Centre and Angmering Community Centre).
- The number of visits from young people.
- The number of detached work sessions and engagements had with young people across Littlehampton, Angmering and Barnham.

The above data does not include AYP Connect - our town centre drop-in.

Detached Service Update

In the year October 2024 - September 2025:

- 5 sessions were completed in Littlehampton
- 43 sessions were completed in Angmering
- 3 sessions were completed in Barnham
- 22 engagements recorded across Littlehampton.
- 970 engagements recorded across Angmering
- 0 engagements recorded across Barnham

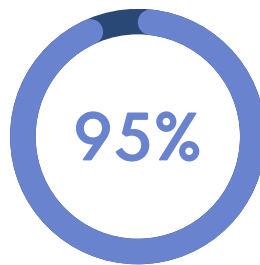
Outcomes from our detached sessions in the reporting period include:

- Sign posting to the AYP sessions.
- Gathering feedback from young people about current offer and their views on changes or gaps, supporting us with funding applications.
- Education around alcohol and first aid
- Tackling anti-social behaviour.

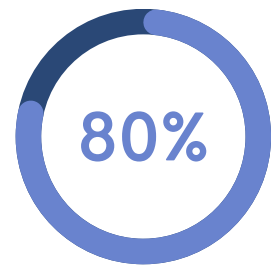
SERVICE USER FEEDBACK



Has AYP had a positive impact on your mental health/wellbeing?



Has AYP helped you build positive relationships with other adults & Young People?



Has AYP taught or helped you develop a new skill?

AYP FEELS LIKE A SAFE PLACE WHERE I CAN BE MYSELF

It's really enjoyable and I've made friends I wouldn't have otherwise

"I've had the chance to try new things"

AYP gives me the chance to try new things I wouldn't get to anywhere else.

BEING PART OF AYP HAS HELPED ME FEEL MORE CONFIDENT AND LESS ANXIOUS

The youth workers always support me and help me understand things differently

I look forward to coming every week – it gives me something to do with my friends.

“ Being a young leader at K2 Juniors has made me feel more positive and confident. I've made loads of new friends and I really like running football games with the younger kids. It feels good knowing I'm helping others when I volunteer. I can't wait to finish the Young Leaders programme! ”

“ I enjoy helping out at K2 Juniors every week because I'm learning new things, like cooking, and I'm excited to keep learning on the Young Leaders programme. I'd like to build more skills so I can support children with special needs and mental health, and also speak up for my friends and other young people. ”

AYP CONNECT

Creating a Safe, Positive Space in the Heart of Littlehampton

Engaging young people four days a week, reducing anti-social behaviour, and providing trusted support networks.

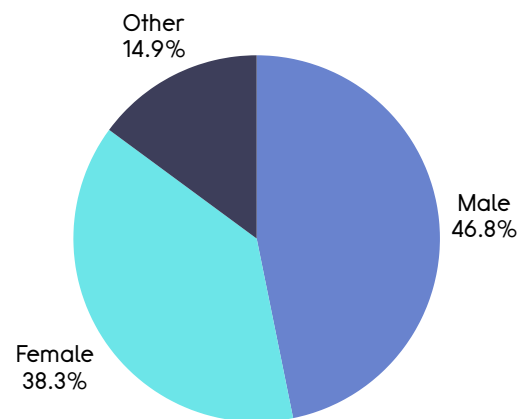


Since its opening on 11th June 2024, AYP Connect has been operating sessions after school each week, attracting an average of 16 young people per session.

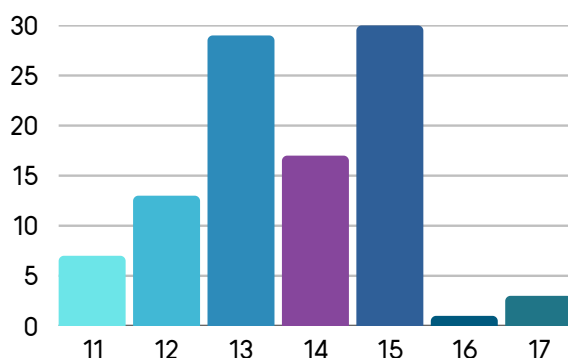
Most of the young people engaging with us at AYP Connect are from the Littlehampton Academy, although we have young people attending from Angmering School.

At AYP Connect, 48% of young people identified as male, 39% as female, and 15% as other or preferred not to say. This shows a fairly balanced gender reach and highlights the importance of AYP Connect as an inclusive and welcoming space where young people feel comfortable expressing their identity.

Gender



Age



The age breakdown of young people attending AYP Connect shows that the largest engagement comes from those aged 13 (29%) and 15 (30%), together making up almost 60% of attendees. Young people aged 12 (13%) and 14 (17%) also form a strong part of the group, while smaller but important numbers of 11, 16 and 17-year-olds (7%, 1% and 3% respectively) demonstrate the broad age range that AYP Connect continues to engage.

With funding secured until March 2026, we are confident the positive impact of AYP Connect will continue. While we remain hopeful that our applications to The National Lottery will provide the support needed to sustain the vital provision of this safe space for years to come, we will also be exploring other options to continue to provide this popular and much needed facility for the Town's young people.

WHATS ON

Day	Location	Time	Age Group
Monday	Angmering Community Centre	5-6:30pm	Year 7-13
Tuesday	AYP Connect Drop-in	3-5:30pm	Year 7-13
Tuesday	Southfields Jubilee Centre	7-9pm	Year 7-11
Wednesday	K2 Youth & Community Centre	4-5:30pm	Year 4-6
Wednesday	AYP Connect Drop-in	3-5:30pm	Year 7-13
Wednesday	K2 Youth & Community Centre	7-9pm	Year 10+
Thursday	AYP Connect Drop-in	3-5:30pm	Year 7-13
Friday	AYP Connect Drop-in	3-5:30pm	Year 7-13
Friday	K2 Youth & Community Centre	6-8pm	Year 7-9

AYP run sessions across Arun and are run in partnership with Littlehampton Town Council, Angmering Parish Council and Million Hours Lottery Funding.

TARGETED PROVISIONS

What	Why	Location
Mentoring	Through the 'Fully Known' mentoring offer, a youth worker will provide one-to-one mentoring to help young people build confidence, develop social and emotional skills, and strengthen their awareness of trusted support networks and where to go for specialist help.	School & Community based

PARTNERSHIPS

It is crucial for AYP to strengthen its existing partnerships and collaborate with local organisations to fully understand the holistic needs of our community's most vulnerable young people and provide them with meaningful support. Offering the best possible assistance is only achievable through collaboration with other agencies.

Our current partnerships include:

Local Councils:

- Littlehampton Town Council – supporting the Littlehampton AYP Offer.
- Angmering Parish Council and Angmering Community Centre – supporting the Angmering Youth offer.
- Rustington Parish Council – supporting the Rustington AYP offer.
- Arun District Council – Supporting ad-hoc projects and information sharing.
- Arun Peer Group Conference & Prevention Panel.
- West Sussex County Council –
- supported by the Violence Reduction Partnership.

Other partners:

- Local Schools
- Sussex Police
- Freedom Leisure – Littlehampton Wave hosting the Friday Night Project
- Children's Social Care & Early Help – Joined up working regarding individual young people
- National Lottery – Supporting the AYP Connect drop-in
- BBC Children in Need – Funding our Mentoring Project and Apprentice role
- ArtsWork Charity – supporting us to bring out the creativity within young people
- Coastal Catalyst – Inspiring skills, pathways into creativity
- Relational Hub – supporting youth workers with supervision, training and annual events



FIND US



Website

arunchurch.com/ayp



Bursary Applications

arunchurch.com/bursary



Social Media

[@arunyouthprojects](https://www.instagram.com/arunyouthprojects)



Email

ayp@arunyouthprojects.com



Telephone

01903 782744

Littlehampton Town Council

Non-Confidential

Committee: Community Resources

Date: 23 October 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 Sports Funding, Service Funding Agreements, Grant Aid Feedback and Allotments.

2. Recommendations

The Committee is recommended to:

1. Approve the Sports Funding Policy and Procedure attached as Appendix 1.
2. Otherwise note the contents of the report.

3. Sports Funding

- 3.1. The Sports Funding Policy has been developed, outlining eligibility criteria, the application process and evaluation requirements and is included as Appendix 1. If approved, applications will open on Monday 27 October 2025.
- 3.2. Derived from the Sports Excellence Grants, the new Sports Funding scheme will be an opportunity for local sports clubs and providers of healthy activities to receive financial support from a budget of £2,000 for the financial year 2025 to 2026.

4. Service Funding Agreements

- 4.1. The Application process closed on 29 September 2025 and nine applications were received including three from groups whose current Service Funding Agreements will come to an end on 31 March 2026. The Grant Aid Panel met on Thursday 2 October to create a shortlist of applicants for further consideration who will meet with the Task and Finish Group for an interview.
- 4.2. These interviews are now taking place, and upon completion the Task and Finish Group will be making recommendations to this Committee on

agreements for 2026 to 2029. This will form part of the annual budget setting discussion at the December Committee meeting.

5. Grant Aid Feedback

- 5.1. Feedback has been received from a group that received funding in 2024 and can be found in Appendix 2 attached to this report.

6. Allotments

- 6.1. The planned infrastructure works at the Trinidad Allotment Site are scheduled for the start of November 2025. This is to erect new fencing on the south and southeast area of the site. The planned infrastructure work on the central track on Worthing Road Allotment Site is expected to start before the end of the year.
- 6.2. The Administration Team is preparing for the annual allotment renewals process which will start at the beginning of November.
- 6.3. The Community Growing project, set up with Arun and Chichester Food Partnership, hosted a harvest picnic with Littlehampton Community Growers on Saturday 27 September as part of Good Food Fortnight. The event enabled the group to celebrate the first harvest of crops from the community growing plot.

7. Financial Implications

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

Laura Chrysostomou
Town Clerk



Littlehampton Town Council

Sports Funding Policy

Sports Funding Policy

Date 23 October 2025

Edition No and Date 1 / 23.10.2025

Replaces N/A

Policy Maker Community Resources Officer

Responsibility Community Resources Committee

Resolution Number

Review Cycle Annually

This information pack contains:

Main Objectives
General Conditions
Process
Application
Assessment
Reporting and Acknowledgement
Appendix A – Criteria
Appendix B – Application Form



Littlehampton Town Council

Sports Funding Policy

“Sport means all forms of activity which, through casual or organised participation, aims at improving physical fitness and mental well-being, forming social relationships, or obtaining results in competition at all levels.”

(Council of Europe, European Sports Definition of Sport)

Introduction

The annual Sports Funding scheme is a joint initiative, funded by **Littlehampton Town Council** and supported by the **Littlehampton Sports Forum**, designed to help local sports clubs and providers of healthy activities in delivering real benefits to Littlehampton residents.

The Sports Forum meets on a quarterly basis throughout the year for mutual support and promotion of sport and healthy activities in Littlehampton. The Town Council and Sports Forum share a vision to see an increase in local participation; celebrate sporting achievements, excellence and success; explore and support the development of long-term and sustainable outcomes for local sport and facilities; encourage the social and health benefits provided through sports and healthy activities.

You can read more about the Sports Forum on the Town Council website here:
www.littlehampton-tc.gov.uk/sports-forum

Purpose of Sports Funding

Sports Funding is one practical way in which the Town Council specifically advances the aspiration to increase participation and inclusion.

Grants are given to voluntary, cultural, charitable, non-profit making and sporting activities for the benefit of the local community and enabling grassroots development in sports and healthy activities. The objectives of an applicant and the wider community benefit for Littlehampton arising from the grant are taken into account as part of the assessment.

Annual Focus

Through discussion with local clubs, each year the Town Council and Sports Forum considers whether to have a specific focus for Sports Funding to ensure it receives the maximum benefit for the community; whether this is a particular need or demographic, that is identified, that could see improved involvement by increased attention, encouragement or support through provision of the funding.

The Annual Focus for Sports Funding in 2025 is:

To widen participation in sports and healthy activities in the most inclusive way



Littlehampton Town Council

Sports Funding Policy

Recognising each club or service provider will have their own approach on how to meet this aspiration, the onus is on them to clearly detail how they will do this, within the application.

In acknowledging the Annual Focus above, applications are advised to demonstrate the following:

- How the applicant looks to change and adapt their current service, creating new opportunities to widen participation
- How the applicant looks to remove barriers to participation in local sports and their capacity to support this aim
- To show support for an identified need in the community, providing clear parameters on how the application looks to address that need
- Provide a defined benefit directly to Littlehampton residents with clear aims and objectives
- Provide a plan for how deliverables will be measured and reported, with evidence and feedback to show how the Annual Focus has been met
- To show support for equality, diversity and inclusion; specifically new or adapted services to engage disadvantaged or under-represented groups.

There is a limited budget each year for Sports Funding and the amounts requested often exceed the funds available. It is therefore important that applicants demonstrate how they align with the grant's aspiration for increasing participation in sports and healthy activities in the local area for residents and members of local clubs. **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. Clubs, societies or organisations must demonstrate the level of benefit that their service will bring to Littlehampton and its residents.
2. The applicant must declare the intended use of the grant 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. Only one grant application will be considered for any resident, club, society or organisation in any one year. Organisations in receipt of a Service Funding Agreement from the Council will not be considered for additional grants.



Littlehampton Town Council

Sports Funding Policy

5. Grants will only be made to non-profit making organisations supported by unpaid volunteers or not-for-profit schemes.
6. Any grant award that has been carried over from the previous year's Sports Funding programme will not be eligible to apply in this Sports Funding scheme.
7. All other sources of funding must be declared at the time of the application.
8. Where funding is given for an event, 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 grant without express written authority of Littlehampton Town Council.
10. Grants will not be awarded retrospectively. All grants must be spent within 12 months of being awarded. The Sports Funding year runs November to October.
11. Failure to achieve the specified purpose of the grant within 12 months or undertaking an unauthorised variation, shall require the recipient to return all the grant funding to Littlehampton Town Council.
12. On completion of the project, invoices and receipts may be requested as evidence of all expenditure of the grant for the intended use for which it was awarded.

Reporting and Acknowledgement

13. In July the following year, or before this time if the grant has been spent, the recipient will provide a feedback report demonstrating the outcomes and clear benefits or the achievements accomplished because of the award.
14. These reports will be compiled into a final annual summary for the Town Council's Community Resources Committee. This information will be shared with the Sports Forum to inform the Annual Focus for the following year.
15. If the intended purpose of the funding is incomplete after the funding year the group or organisation may be required to return the grant amount.
16. If funds are misused repayment of the full amount will be required. Failure to report misused funds may result in ineligibility for future grants.
17. If the group or organisation should dissolve or cease to exist any assets obtained from the grant should either be returned to Littlehampton Town Council or, in agreement with the Town Council, passed onto a group with similar objectives.
18. The recipient shall acknowledge Littlehampton Town Council as funders on all correspondence and, as far as possible, on publicity material or display the Town Council's logo, where practical, on any items purchased in recognition of the grant funding from the Town Council.



Littlehampton Town Council

Sports Funding Policy

19. The recipient should notify Littlehampton Town Council of any publicity opportunities for promoting their use of the grant and its wider community benefit.

Process

20. Littlehampton Town Council sets a budget each year for grants to fund organisations that undertake work or provide services of benefit to the town and its residents. The budget for Sports Funding is agreed annually by Littlehampton Town Council during its Full Council meeting in January.

Application

19. Applications will open in mid-September and close by mid-October. **See Appendix B, Application Form.** Applicants will be notified on the outcome of their application in early November.
20. There is no minimum or maximum amount for which the applicant can apply. The applicant can enter an application for any amount, up to the total amount available. But all funding is subject to availability and competitive assessment.
21. The Sports Funding initiative will be promoted on the Town Council website, social media and local press.

Assessment and Decision Making

22. When the period for receiving applications has closed, each one will be reviewed by Officers and any further information will be sought at this stage, for clarity and completeness.
23. Officers will produce recommendations for a Selection Panel. The panel will be comprised of the Town Council's Grant Aid Panel and invited members of the Sports Forum Executive. It will assess applications and confirm the funding allocation.
24. Membership details of the Selection Panel will be published on the Town Council website.
25. Decisions will be based on an application's relevance to the Annual Focus; community benefit; feasibility and value for money; inclusion, diversity and impact.
26. Following the Selection Panel's decisions, applicants will be informed of the outcome of their application. If successful this communication will include expectations for acknowledging and reporting on their project's funding, and access to the Town Council's logo artwork.
27. Payments will be made once relevant bank details have been provided by the successful applicants.
28. In July the following year, recipients will be contacted to provide feedback and impact reports for their projects.



Littlehampton Town Council

Sports Funding Policy

29. This information will contribute towards decisions regarding the Annual Focus for the following year's Sports Funding.
 30. The feedback reports will be collated into a final report for inclusion in the Sports Forum meeting in the autumn of that year.
-

APPENDIX A – Sports Funding Criteria

Applications must meet the following criteria to be considered for Sports Funding:

- Grant applications will only be considered from clubs, societies and organisations that are Littlehampton based OR who operate a service in Littlehampton that brings a significant and clear benefit to the town.
 - Applications for individuals are not eligible.
 - The grant should support a need in the community as identified by the Sports Funding Annual Focus and be able to clearly demonstrate how the grant will address that need. This may be through coaching, training or equipment costs; start-up costs for a new initiative; a project that increases access and opportunity etc.
 - Grants will not be made towards salaries or payment of staff.
 - Grants will not be provided to cover general building running costs or general maintenance costs.
 - Grants will not be made for retroactive expenses or projects outside of the Annual Focus.
 - Grants will not be provided for projects that are solely focused on marketing. It's accepted that marketing is an integral part of new or existing activities, however this must be supplementary and not the sole focus.
-



Littlehampton Town Council

Sports Funding Policy

APPENDIX B - Application Form

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.
- It is helpful if you can give your project a title which reflects what it is about, i.e. 'Widening Membership'.
- 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.
- Describe the type of organisation running the project, if you are unable to find an appropriate box, please describe the status of your organisation, for example, a sports club.
- Please tell us about your membership charges. Organisations often charge an annual subscription or ask members for a small amount each week to cover hire of halls etc. Please tell us how much your organisation charges and how often.
- Please tell us if and when you have received a grant from the Town Council before.

Name of your organisation	
Name of your project/event/activity	
Name of main contact	
Position within your organisation	
Address for correspondence	
Postcode	
Organisation Website/Facebook address	
Telephone number	



Littlehampton Town Council

Sports Funding Policy

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 (CIC)	
Community Benefit Society	
Cooperative Society	
Unincorporated Association	
Community Amateur Sports Club (CASC)	
Other (please specify)	

Describe your organisation's main purpose and regular activities.

DRAFT	
Total number of members OR people supported	



Littlehampton Town Council

Sports Funding Policy

Please give a breakdown of the age range		
Children under 12		
12–18-year-olds		
18–60-year-olds		
Over 60s		
What percentage of your total membership lives in Littlehampton?	%	
What membership charges does your organisation make (if any)?		
How many people will the funded project benefit in Littlehampton?		
Have you received grant funding from the Town Council in the past?	Yes	No
If yes, in what year(s)?		

Section B – About the Project

Section B – Guidance Notes

- Please include as much information possible in your answer describing the proposed project. For instance:
Who will be leading the project? e.g. team of coaches based at the club.
What are you going to do? e.g. run an introductory croquet course.
Why are you doing it? e.g. to increase interest in the sport and encourage social interaction.
When are you doing it? e.g. three days in the summer.
Where are you going to do it? e.g. the club's croquet lawns.
How are you going to do it? e.g. contact local schools and community groups, create a booking form online, deliver the sessions with the club's coaches.
- Please tell us how much money you would like from the Town Council and what you will spend it on. If this grant will only pay for part of your project, please tell us how much money you still need to find.



Littlehampton Town Council Sports Funding Policy

Please briefly describe your proposed project/event/activity (as detailed in the guidance notes above)

Area for describing the proposed project/event/activity.

Please describe the wider benefits your project will bring to the Littlehampton community. What priorities/issues will you address? E.g. reduce social isolation etc.

Area for describing the wider benefits of the project to the community.



Littlehampton Town Council

Sports Funding Policy

How much sports funding would you like (max. £2,000)?		
What will this sports funding pay for? Please give a clear financial breakdown of the items and services you wish to be funded.		
DRAFT		
Do you still need to find additional funding?	Yes	No
	☐	☐
If yes, how much?		
What is the total cost of the project?		
If your application for sports funding is unsuccessful or if you receive less funding than the requested amount can your project still proceed?	Yes	No
	☐	☐



Littlehampton Town Council

Sports Funding Policy

Section C – Other Sources of Funding

Section C – Guidance Notes

- Please tell us other money you are expecting to raise for this project.
- Please tell us about other grants you have applied for to fund this project and if you have received funding confirmation from any grant giving sources.
- Please tell us about any time or resources given free of charge.

Do you expect to raise money from any other sources for this piece of work? Please estimate if exact figures not known.

	£
Ticket sales	
Other sales	
Sponsorship	
Fundraising	

Have you applied for grants from other sources to help with this project/event/activity?

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



Littlehampton Town Council

Sports Funding Policy

Do you expect to receive any help or support other than money? Please give details of what will be contributed. *Don't forget volunteer hours count as well. Daily costs: unskilled £50, skilled £150 and professional £350.*

Section D – Supporting Documents

Section D – Guidance notes

- If this information is not available, please include a note to explain why. Your 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	
Club/organisation Constitution or Articles of Association	
Diary of events or programmes	
Coach Certification	
Confirmation from the organisation that DBS checks for those running sessions have been undertaken	
Public Liability Insurance to cover the sessions	
Risk Assessment for the sessions	



Littlehampton Town Council

Sports Funding Policy

Section E – Declaration

Equal Opportunities

The Town Council wishes to secure genuine equality of opportunity, whether required by legislation or not, in all aspects of its activities.

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 registration is made on the basis that if it is successful, the group will be bound to use the grant only for the purposes it specifies and will have to comply with the terms and conditions attached to the grant by the Town Council. I understand that the Littlehampton Town Council reserve the right to conduct a post-project assessment to check that we have complied with the terms and conditions of the scheme.

Data Protection

The details you provide will be used by Littlehampton Town Council to update you with information about your application. Information contained within your application will be retained for a period of 4 years if unsuccessful or 7 years after the grant payment if successful.

If you would like us to retain your details to inform you of other Town Council matters, please tick the relevant box(es) below.

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 stop receiving information about grants and other Town Council information or amend the contact for your organisation please contact the Community Resources Officer on 01903 732063 or grants@littlehampton-tc.gov.uk

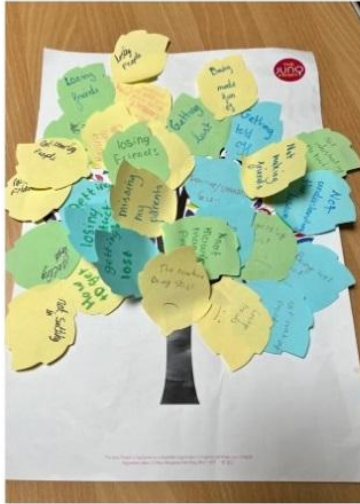


Littlehampton Town Council Sports Funding Policy

Signature	
Name Printed	
Organisation	
Date	
Please return by 4.30pm, Monday 24th November 2025 to: Community Resources Officer, Littlehampton Town Council, The Manor House, Littlehampton, West Sussex BN17 5EW or email it to grants@littlehampton-tc.gov.uk	

DRAFT

Appendix 2 – Grant Aid Feedback report 2024 to 2025 Extra

Organisation	Grant Allocated	Feedback Report
The Juno Project	£850	<u>Well-Being Sessions for Young People</u> • The group provided a pilot scheme at Lyminster Primary School in Wick of eight interactive one-hour sessions for 12 girls in Year 6, to give them tools and strategies for managing anxiety and coping with transition into secondary school. • West Sussex County Council's Early Help Dedicated Schools Team identified a need for supporting increased mental health issues relating to anxiety, low self-esteem and body image in this age group. • This is a relatively new development as these issues traditionally come up later, in Years 7 and 8. • Feedback received from participants: <i>"I've learnt that high school isn't as bad as I thought."</i> <i>"How to relax when you're anxious."</i> <i>"I loved all the activities, and I found out it is okay to be different."</i> • Feedback received from teachers: <i>"(They are) more confident, (with) more enjoyment of school. Ready for high school (and) more mature."</i> <i>They had noticed a change in how the students' approached solving problems, with some who had previously not sought help – "Coming to adults to talk about their worries."</i> 

Littlehampton Town Council

Non-Confidential

Committee: Community Resources

Date: 23 October 2025

Report by: Town Clerk

Subject: Events Periodic Report

1. Summary

- 1.1. The report sets out an update on the Town Show and Family Fun Day, Remembrance Sunday and Christmas Lights Switch On.

2. Recommendations

The Committee is recommended to:

- 1. Note the contents of the report.

3. Town Show and Family Fun Day

- 3.1. The twenty-second Town Show and Family Fun Day took place on Saturday 13 September 2025 at Rosemead Park, drawing an estimated 2,000 visitors throughout the day. This strong turnout came despite challenging weather conditions during set-up, including heavy rain, thunder, and lightning.
- 3.2. A total of 51 community groups had confirmed their attendance, offering a mix of information and fundraising stalls, either inside the Community Marquee or on outdoor pitches. However, due to the weather, seven stalls cancelled this meant that the additional space within the Community Marquee could be used to host free children's workshops which would otherwise have been located outside and subject to the elements.
- 3.3. Many groups reported successful fundraising, though overall totals were impacted by the poor weather affecting attendance numbers. Several organisations attended not to raise funds, but to promote their services, and those that did so reported positive engagement, including new member sign-ups. Feedback indicated that all participating groups achieved their goals and were satisfied with the event layout.
- 3.4. The Horticultural and Craft Show, along with the Town Show Committee, attracted many entries. Their marquee remained busy throughout the day,

and the event ran smoothly without issues. The Committee held a charity auction at the end of the day raising over £100. They also sold 2026 calendars, featuring local photography, and have requested a stall at the upcoming Christmas Light Switch-On event.

- 3.5. A variety of attractions contributed to the day's success, including: children's rides, axe throwing, science slime workshop, free clay modelling and Artswork leading a community art project, creating bunting for use at future events.
- 3.6. Catering was provided by a range of vendors, including the Lions Club, Dal Fuoco Pizza, Nic and Ben's Entertainments, Cat Burglar, and Simply Hog Roast.
- 3.7. Live entertainment featured performances from: The Science Boffins, Emily Sapsed, Jason the One Man Circus, The Broken Box Band and the always popular Dog Show.
- 3.8. Publicity for the event included the distribution of 5,000 A5 flyers, with 2,389 delivered to local schools and the remainder distributed to local outlets and made available on the day. Event banners were displayed at Norfolk Gardens, Worthing Road Recreation Ground, Brookfield Park, and Rosemead Park. The event was also promoted via social media and the Visit Littlehampton website.
- 3.9. Suggestions for future improvements include:
 - Greater use of the stage, featuring a wider variety of local bands and musical acts throughout the day
 - Repositioning the stewarding point to offer a better overview of the site
 - Use of a wireless microphone during the Dog Show to maintain energy and engagement
 - Providing tea and coffee during event set-up for staff and volunteers
 - Apply to close Rosemead Road before and during the event to stop members of the public blocking resident's access.

4. Remembrance Sunday

- 4.1. This year's Remembrance Sunday Parade and Service will take place on Sunday 9 November, in alignment with national commemorations held across the United Kingdom.
- 4.2. The service will begin at 11:00 and will pay tribute to the Armed Forces community, including British and Commonwealth veterans, Allied forces, and

civilian servicemen and women who served during the First and Second World Wars, as well as in subsequent conflicts.

- 4.3. The Lieutenant Detachment Commander, of the Sussex Army Cadet Force, will serve as Parade Marshal. St Mary's Church has confirmed that they will lead the service at the War Memorial and hold the second service at St Mary's Church. A rehearsal will be held ahead of the event to ensure that all timings and logistics are finalised.
- 4.4. CrimsonCraft Audio will provide the sound equipment for the service, ensuring reliable and consistent audio coverage. They will work closely with the Event Manager to ensure all music and audio cues are delivered accurately.
- 4.5. After the service, members and dignitaries will be invited to a reception hosted by the Mayor at the New Millennium Chamber. Major Richard Coles of the 30 Commando Unit will be in attendance.

5. Christmas Lights Switch On

- 5.1. This year's Christmas Light Switch-On will take place on Saturday 22 November in Littlehampton High Street, bringing festive cheer to the town centre.
- 5.2. Festivities will begin at 15:00, with live performances on the main stage, alongside non-amplified performances outside Sainsbury's, including the ever-popular Churches' Nativity.
- 5.3. Additional attractions will include children's rides located in Clifton Road and Duke Street, a variety of festive artisan and food stalls, Littlehampton Museum activity gazebo, the Littlehampton District Lions Santa's Grotto, and Christmas storytelling sessions by Littlehampton Library.
- 5.4. A Christmas Trail, designed to encourage children and families to explore and support local businesses, will return in a similar format to previous years. Cuff Miller have generously agreed to sponsor the trail by providing the prize.
- 5.5. The Mayor will once again host a Christmas Card Competition, continuing the tradition with the familiar format enjoyed by local children in previous years with the winner joining him on stage to switch on the lights.
- 5.6. Following feedback from previous Christmas Lights Switch-On events, concerns were raised that the stage obstructed the eastern end of the High Street. In response, Arun District Council has been asked to approve the

temporary closure of East Street (from The Upper Crust to the junction with Beach Road). This would enable the stage to be repositioned onto the road and Santa's Grotto to be located near The Menu, providing additional space for queuing. The adjustment could also improve access to the Arcade, whose businesses have expressed interest in playing a greater role in this year's event. Subject to permission being granted to relocate the event onto East Street, this change could help reduce congestion in the narrower sections of the High Street and create a more comfortable and accessible environment for attendees.

- 5.7. It should be noted that rising costs are due to increasing infrastructure costs including sound production fees, generator hire, road closures and necessary licences. Despite securing free of charge performances from local theatre groups and schools as well as getting high street businesses involved in delivering their own workshops it was not possible to remain within the allocated budget.

6. Financial Implications

- 6.1. A total budget of £24,000 was available for the Town Show and Family Fun Day from the 2025 to 2026 Event Budget. Income from pitch fees totalled £293.75 bringing the total expected event expenditure to £24,652.24. This overspend can be met from the overall underspends within the Event Budget.
- 6.2. A budget of £2,000 has been allocated to the Remembrance Sunday event from the 2025 to 2026 Event Budget. Expenditure is expected to be within budget.
- 6.3. A budget of £6,600 has been allocated for the Christmas Lights Switch-On Event from the 2025 to 2026 Event Budget. However, total expenditure is projected to reach £7,800 with the shortfall being met through underspends from other event budgets.

Laura Chrysostomou
Town Clerk

Littlehampton Town Council

Non-Confidential

Committee: Community Resources

Date: 23 October 2025

Report by: Town Clerk

Subject: Draft Events Programme for 2026 to 2028

1. Summary

- 1.1. This report sets out a draft programme of Town Council led events and initiatives for 2026 to 2028 and the draft Event Strategy Action Plan.

2. Recommendations

The Committee is recommended to:

1. Comment and agree in principle the draft programme of events and initiatives for consideration as part of the 2026 to 2028 budget discussions as set out in paragraphs 4.1 to 4.6 and Appendix 1 and 2.
2. Approve the proposed Event Strategy Action Plan as outlined in paragraphs 6.1 to 6.2 and Appendix 3.
3. Otherwise note the report.

3. Background

- 3.1. Town Council events serve as a visible and meaningful connection between the Council and the local community. They enhance the Council's corporate image and reputation, stimulate the local economy, attract visitors to the town, foster community spirit, and provide valuable opportunities for local organisations to network and fundraise. The 2026 to 2028 programme offers opportunities to further strengthen community engagement, build positive relationships with local groups, and deepen the connection between residents and the town.
- 3.2. At the July meeting of this committee, the core programme of Town Council led events was agreed for the next three years:
- All High Street events (Easter and Summer programmes)
 - Armed Forces Day
 - Sandcastle Competition
 - Screen on the Green
 - Town Show and Family Fun Day

- Christmas Light Switch

Events such as Remembrance Sunday and any national events such as Beacon Lightings would also be part of the programme but not subject to the Event Assessment Criteria.

- 3.3. The newly formed Event Forum has now met twice and has the potential to grow into a group like the business forum over the course of the next few years. It is envisaged that through the Town Council's work with various forums, including the Events Forum, Business Forum and Sports Forum, the collaboration could grow the towns event offer either by adding to existing events or developing test events to grow organically.

4. Proposed Events Programme 2026 to 2028

- 4.1. The 2025 Summer Event Programme has been a success, delivering a series of activities that brought renewed energy and engagement to the town. Positive feedback from residents, contractors, local organisations, and community partners highlights this. Building on the positive commentary already circulating within the town, the events have played a vital role in encouraging both residents and visitors to reconnect with the town.
- 4.2. Delivery of the Town Council's 2025 Events Programme has shown that several council-led events recorded an average overspend of approximately £300 per event. Post-event evaluations confirmed that these overspends were not the result of unnecessary expenditure or excessive programming. Rather, they reflected essential costs required to ensure events were safe, engaging, and of sufficient quality to attract and retain public attendance.
- 4.3. Despite the implementation of a range of cost-saving measures, including reusing materials, securing in-kind support, and refining operational processes, the baseline event budgets have proven insufficient to meet current market rates for suppliers, infrastructure, and event delivery. To maintain the standard of delivery, it is therefore proposed that each event budget (excluding the Sandcastle Competition) be increased by £300, representing a realistic adjustment to align budgets with the actual cost of delivery.
- 4.4. In addition, a projected 5% year-on-year inflationary uplift has been applied across the 2026 to 2028 event programme to account for rising costs in goods, services, and staffing. This estimate reflects current inflation forecasts but may be subject to revision as more accurate financial data becomes available.
- 4.5. Alongside the uplift and to ensure that the Programme for 2026 to 2028 can be delivered it is also recommended that a contingency equating to 20% of the total event budget be added and held in reserve to manage potential unforeseen additional events and cost pressures or above-forecast inflation. This reserve will ensure that events can continue to be delivered to a consistent quality standard without requiring mid-year emergency budget requests and was set out in the Event Strategy. Given the proposed budgets

in Appendix 2, it is suggested that the Committee consider a contingency of £20,000. This could be repurposed from the Community Resources Initiative Earmarked Reserves.

- 4.6. The Events Team continues to pursue efficiency and value for money through the development of reusable event assets, partnership working, and sponsorship opportunities. These efforts will reduce future dependency on council funding while maintaining the programme's quality and accessibility
- 4.7. Approval of this proposed uplift is expected to provide a sustainable financial foundation for the events programme through to 2028, ensuring the council can continue to deliver well-managed, high-quality events that enhance community engagement, and support the local economy, as envisaged in the council's Business Plan and the recently adopted Events Strategy.

5. Event Support Fund

- 5.1. The Event Support Budget of £2,000 has not been used for several years. This budget is met from the earmarked reserve for Event Support, which has a current balance of £13,248.94. It is proposed that a policy and procedure for funding applications be developed and that proposed events will be required to meet the Event Assessment Criteria as set out in the Event Strategy. The fund will provide flexibility to encourage community-led initiatives that align with the council's strategic objectives for events and tourism. It will be promoted with clear signposting to the Event Strategy.

6. Event Strategy Action Plan

- 6.1. As part of the Event Review, an Event Strategy was adopted, setting clear criteria for all new events. In line with this strategy, an Action Plan has been developed which can be found in Appendix 3, and members are asked to approve this plan with goals to be achieved by March 2028. The Action Plan and the three-year Core Event Programme will operate concurrently, complementing and informing one another to achieve the actions.
- 6.2. The Action Plan aims to capture the outputs from the Town Council's work with the forums, including the Event and Business Forums.

7. Financial Implications

- 7.1. The costs of the proposed 2026 to 2028 Events Programme are listed as Appendix 2.
- 7.2. These proposals will need to be considered against other priorities in the December and January budget cycle. These priorities are both those of this Committee and the Council overall.

Laura Chrysostomou
Town Clerk

Month	Event	2025 Budget	Considerations	Recommendation 2026 - 2027	2026 Estimate	2027 Estimate	2028 Estimate
April	Easter High Street Activities	£3,000	These initiatives are part of ongoing efforts to attract more visitors to the town. Creates a space for families and residents to gather and enjoy themselves and makes the high street feel active, vibrant, and worth visiting regularly. Discuss with Littlehampton Business Forum whether the High Street events take place on a weekday or weekend.	Explore options to build on the events by extending it to a weeklong programme of indoor activities (include shops/business/pubs and Restaurants) in town centre locations including the Manor House, Museum and High Street Hub. Continue collaborating with High Street businesses to build on previous successes and ensure their involvement in future events. Explore incorporating these events within the Freedom Leisure Service Level Agreement	£3,465.00	£3,638.25	£3,820.16

Appendix 1

June	Armed Forces Day	£14,500 + sponsorship Royal British Legion = £5,325 Harbour Park £1,500) + MOD grant £4,372.83 tbc	The parachute display generated significant interest, even though it was cancelled due to weather conditions. The RBL Kingston and East Preston branch has expressed interest in supporting with a larger grant. The MOD grant is not guaranteed. Sponsorship from Harbour Park is yet to be confirmed for 2026.	Explore additional sponsorship opportunities. Incorporate more educational elements into the event. Apply for a military band (not guaranteed to obtain). Continue strengthening ties with 30 Commando Assault Unit and invite them to participate in the event. Collaborate with other military units. Include a greater variety of military vehicles. Look at promoting the event by having a military vehicle sited in the High Street (Friday Market) in the lead up to the event.	£15,540.00	£16,317.00	£17,132.85
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Appendix 1

August	Sandcastle Competition	£650	Attracts visitors from outside the area	Look at expanding the event by working in partnership with the Banjo Road concessions, having live music on the Stage by the Sea and include some community focused stalls.	£682	£716.63	£752.46
	Screen on the Green	£14,500	Toilet provision is essential. Deckchairs were a successful addition.	Consider alternative methods for selecting the film. Explore additional sponsorship opportunities. Investigate ways to utilise the green space before the film starts. Captive audience.	£15,540.00	£16,317.00	£17,132.85
	High Street events	£13,000	Budget was not sufficient to fill up the High Street. Worked well in partnership with High Street businesses.	Explore the possibility of distributing event packs for use as free workshops in various shops and stores. Include service groups that can provide helpful information	£13,965.00	£14,663.25	£15,396.41

				and resources to residents.			
September	Town Show and Family Fun Day	£24,000	Event infrastructure and support costs are increasing.	Reduce size of marquees or explore alternatives such as gazebo only, no table or chair provision Explore onsite parking options. Include Coastal catalyst engagement with project management elements provided by local youth partnership.	£25,515.00	£26,790.75	£28,130.29
November	Remembrance Sunday	£2,000	Work with Uniform Groups to change second parade route.	Develop relationship with 30 Commando Assault Unit – include them in the event.	£2,415.00	£2,535.75	£2,662.54
	Christmas Lights Switch on	£6,600	Budget was increasingly stretched during 2025 with the event going £1000 over budget	Include Youth groups in the planning and performance. Explore the involvement of local restaurants for catering and include outside seating.	£7,245.00	£7,607.25	£7,987.61

				Explore using the Manor House either before or during the event – Christmas market, craft stalls, themed exhibition.			
December	Small Business Saturday	N/A		Support Business community in organising event	N/A		

Events Programme: Appendix 2

Budget Proposals 2026 to 2028

Events Programme	Actual Budget 2025 to 2026	Proposed Budget 2026 to 2027	Proposed Budget 2027 to 2028	Proposed Budget 2028 to 2029
Easter High Street events	£ 3,000.00	£ 3,465.00	£ 3,638.25	£ 3,820.16
Armed Forces Day*	£ 14,500.00	£ 15,540.00	£ 16,317.00	£ 17,132.85
Love Local Summer Events	£ 13,000.00	£ 13,965.00	£ 14,663.25	£ 15,396.41
Sandcastle Competition	£ 650.00	£ 682.50	£ 716.63	£ 752.46
Screen on the Green	£ 14,500.00	£ 15,540.00	£ 16,317.00	£ 17,132.85
Town Show	£ 24,000.00	£ 25,515.00	£ 26,790.75	£ 28,130.29
Remembrance Sunday	£ 2,000.00	£ 2,415.00	£ 2,535.75	£ 2,662.54
Christmas Lights Switch on	£ 6,600.00	£ 7,245.00	£ 7,607.25	£ 7,987.61
VE Day 80 (2025) Beacon Lighting	£ 1,500.00	-	£ -	£ -
Events Guide	£ 1,100.00	£ 1,470.00	£ 1,543.50	£ 1,620.68
National Events	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
Total	£ 81,850.00	£ 86,837.50	£ 90,129.38	£ 94,635.84
Variance		-£ 4,987.50	-£ 3,291.88	-£ 4,506.47
*Armed Forces Day not including Sponsor contribution				
20% EMR		£ 17,367.50	£ 18,025.88	£ 18,927.17

Strategic Objective	Number	Goal (bold) and action description	Update
Contribute to a sense of community, local pride, and cultural identity	1	The Town Council will run or support a series of cohesive events that aim to bring people together by celebrating diversity and recognising the heritage of the town	
	1.1	Working in collaboration, continue to build on the Town Council's core programme of events and actively support events that enhance the current offer including multi-location events and activities that extend the season.	
	1.2	Ensure that the Event Strategy Action Plan supports the delivery of goals from other relevant strategies such as the Town Centre Strategy.	
	1.3	Work in collaboration with the Events Forum to build on town wide events that support the delivery of the Events Strategy	
	1.4	Strengthen partnerships with Littlehampton Museum, Business Forum, Events Forum, Sports Forum and relevant stakeholders to ensure that events incorporate local heritage and are diverse in their representation of the community	
	1.5	Explore opportunities to develop celebratory community events e.g. Mayor / Merit Awards	
	1.6	Review existing stallholder (commercial and non-profit) policies for Town Council events	
	1.7	Celebrate achievements through a variety of communication channels	
Contribute to an attractive, welcoming, safe, and thriving town supporting economic growth & tourism	2	Encourage and facilitate a range of activities and events that help create a vibrant town, increase footfall and deter anti-social behaviour	

Strategic Objective	Number	Goal (bold) and action description	Update
	2.1	Ensure that the Town Council's core programme of events and activities are spread across multiple town venues including the High Street	
	2.2	Identify and categorise potential event sites – ownership, accessibility, covenants, licences	
	2.3	Encourage the use of the High Street for activities and events that support the delivery of the Town Centre Strategy through collaboration with the Littlehampton Business Forum and other event organisers	
	2.4	Work collaboratively with stakeholders to expand current offer and explore new opportunities	
	2.5	Develop systems to increase event marketing exposure through partnerships and resource sharing	
	2.6	Ensure that event organisers utilise the Visit Littlehampton website (both sides) to maximise audience reach	
	2.7	Continue Events Guide production, covering multi-organisation events.	
	2.8	Develop or explore ways in which the Town's profile can be raised positively through cohesive messaging	
Deliver cost-effective events that utilise resources efficiently	3	Ensure that council budgets are maximised to deliver value for money whilst providing the highest impact	
	3.1	Ensure that both internal and external event proposals are assessed against the Event Assessment Criteria and cost efficiencies are explored	
	3.2	Undertake a tender process to secure event support contracts that achieve best value	
	3.3	Create an event budget reserve that is 20% of the Town Council's annual Community Event Budget to cover inflation increases during the course of the three year core programme	

Strategic Objective	Number	Goal (bold) and action description	Update
	3.4	Explore opportunities to combine resources with stakeholders to maximise event programme offers.	
	3.5	Explore funding opportunities including sponsorship .	
Measure success and achievements of events through annual review	4	Evaluate success using measures of Value, Attendance, Engagement and Cost	
	4.1	Introduce systems to collect visitor, resident, business, and contractor feedback and to monitor the impact of events	
	4.2	Use feedback to inform development and review of events programme and activities	
	4.3	Produce annual Event Report with analysis and recommendations	
Work in collaboration with partners to fulfil the Strategy	5	Work with external organisations to develop and/or support them to bring events and activities to the Town.	
	5.1	Through the Town Centre Action Group, work with Arun District and West Sussex County Councils to streamline licensing and approvals process for event applications	
	5.2	Develop the Event Forum to become a support network for event organisers and actively promote its activities.	
	5.3	Define roles within the Event Forum and identify skill gaps within the Event Forum. Develop training opportunities including volunteering opportunities	
	5.4	Work with the Event Forum to create an events planner that all partners can contribute to that will assist in identifying gaps and avoid potential date clashes	
	5.5	Provide support to external event organisers in developing event management plans to enable them to deliver safe, well run and enjoyable events	

Strategic Objective	Number	Goal (bold) and action description	Update
	5.6	Promote best practice for holding events to enable community organisations to plan, organise and deliver events for themselves	
	5.7	Develop an Event Support Funding Policy and Procedure	
	5.8	Utilise the Love Littlehampton website to deposit useful resources for local event organisers	
	5.9	Identify opportunities to connect event organisers so they can share resources.	
	5.10	Work collaboratively with the Littlehampton Business Forum to achieve the Event Strategy and Town Centre Strategy goals.	
	5.11	Develop systems to share information and create networking opportunities for key stakeholders	

Littlehampton Town Council

Non-Confidential

Committee: Community Resources Committee

Date: 23 October 2025

Report by: Town Clerk

Subject: Museum Periodic Report

1. Summary

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, seeks a steer from the Committee on proposals to support ongoing community heritage initiatives and the approval of the acquisition of a small number of artefacts.

2. Recommendations

The Committee is recommended to:

1. Consider whether to accept the donation of The Body Shop artefact as set out in section 3.7. of the report and Appendix B.
2. Consider the proposal to rehouse the portrait in support of Future Creators Coastal Catalyst Project as set out in section 3.2.3. of the report and if approved that the balance of the costs of the removal, £1,326 be met from the Community Resources Initiatives Earmarked Reserves.
3. Consider the recommended acquisition of items detailed in Appendix A.
4. Otherwise note the contents of the report.

3. Museum Activity Update

3.1. Accreditation

3.1.1. About Accreditation

The Museum is accredited with the Arts Council. The Accreditation scheme is designed to make sure that museums manage their collections properly, engage with visitors and are governed appropriately. It encourages 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

The Museum's next accreditation return date is unlikely to be before 2028. The Curator will keep a regular eye on the re-accreditation schedule for more information.

The Museum still needs to make sure that it has various policies, procedures and plans in place and that these meet industry standards. The inventory records, for example, need to meet professional museum documentation standards, (known as Spectrum standards) to maintain our Accreditation.

The next policy that the Museum team will be revising is the Collections Development Policy, due to be reviewed in 2026. This will be revised considering the results of the recent collections review and community consultation (part of Project Time Machine).

3.2. Exhibitions and Visitor Engagement

Detailed analysis of the visitor engagement across all media is set out in Appendix C attached to the report.

3.2.1. 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.

3.2.2. Paintings by David Webb (18 October to 18 December 2025)

In the Museum's Butterworth Gallery, this exhibition will feature paintings by Rustington artist, David Webb, depicting landscapes and townscapes, including many local scenes.

His essentially emotional response to the environment is realised in work in oils and mixed media. Work is based on sketches and studies made on the spot, and studio work is often a free interpretation of these, based on strong composition and vibrant colour contrasts and harmony. David has exhibited and sold work widely in the South of England.

3.2.3. Re-imagining Gwendolen (31 January to 8 May 2026)

As an addition to the Museum's planned exhibition programme, this proposal outlines a project with Future Creators' Coastal Catalyst Project and The Littlehampton Academy (TLA). The initiative will engage local young people

in creating original artwork inspired by the pastel portrait of Gwendolen, Duchess of Norfolk, painted by a local artist in the early 20th century and displayed in the New Millennium Chamber. The students will work not only as artists but also as curators, helping to develop a public exhibition showcasing their creative responses and exploring themes of heritage, identity, and artistic expression. This aligns with the Museum's Audience Development Plan goals and the resultant exhibition, planned for January 2026, would also mark the 90th anniversary of the portrait being gifted to the Town.

To support this project, it is proposed that the portrait of Gwendolen be temporarily relocated from the New Millennium Chamber to the Museum's Hearne Gallery, where it will be more visible and accessible to a broader audience. This would also allow the Museum to properly assess the condition of the artwork and begin the process of formal accessioning, as the portrait has never officially been added to the Museum's collection despite being on display for many years.

Specialist art removal would however be required to safely move the portrait the cost of which is estimated at £2,400. It is proposed that this cost is met with £500 from the Museum Exhibition budget, £574 from the Museum Exhibitions EMR and £1,326 from the Community Resources Initiatives EMR.

Alternatively, a poster reproduction could be displayed in the gallery to facilitate the project, although this would not have the same impact. The cost of printing a poster (AO size) would be about £100. The poster would be a reproduction of the oil painting version of the picture, so would be subtly different from the pastel version in the Millennium Chamber

3.2.4. Youth Film Making Exhibition (10 January to 13 April 2026)

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

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

This project aims to engage young people aged 14 to 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 hands-on 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.

3.2.4.2. 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.

3.3. Events

3.3.1. Railway 200, 27 September 2025

The railway event day in the Museum and Millennium chamber featured a model railway layout (supplied by Bognor Regis Model Railway Club) items from the Museum's collection and train related children's activities. This day attracted 177 visitors to the Museum with some excellent feedback:

"Good to see models of old southern electric trains. I remember them in service 1950s/60s"

"Really good display, thank you"

3.3.2. Mini Masterpieces (25 October to 1 November 2025)

For October half term, participants in this free drop-in event will be given a mini canvas to create their own artwork on, using a variety of media.

3.3.3. 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

Museum documentation is the development and use of information about the objects within a Museum collection and the procedures which support the management of the collection. Documentation is therefore crucial to making a collection accessible and essential to identifying the importance of objects within the collection. Following a Council led review in 2019, this work started in earnest and addressing the remainder of the documentation backlog is a key priority for the team. A Documentation Plan is in place and progress is also reported to the Committee.

3.4.2. Documentation figures

The Museum has met or exceeded its targets every month this year. The current monthly targets are 300 inventory records to be created or amended to reach Spectrum standards, and 200 entries transcribed into excel spreadsheets

The current total number of records on our collections database (MODES) is 41,707 out of an estimated total of 50,000. We are on track to eliminate the backlog within the next three to four years.

3.5. Collections Care

3.5.1. Preventive Conservation

All conservation activities are continuing as part of the Collections Care and Conservation Plan.

3.6. Grant Applications

3.6.1. Project Time Machine continuation project

Work is continuing to develop the National Lottery Heritage Fund application for *Your Stories: 100 Years of Littlehampton Museum*, the follow-on project to Project Time Machine:

In response to the community consultation and the collections cataloguing and review, the Museum plans to transform how and what it collects, developing an up-to-date collection rich in personal stories and reflecting the current diversity of Littlehampton, culminating in an exhibition to celebrate the Museum's centenary in 2028. Many items in the Museum's social history collections have no relevance to the history of Littlehampton; the museum will look to rationalize and make way for more relevant collections. It will also identify threats and opportunities to the housing and governance of the collection including assessing potential solutions.

The aim is to submit the application in mid-November 2025.

3.6.2. Museum Development Southeast grant

Work is continuing to develop an application as match funding to the Heritage Fund project. The aim is to submit this application in October 2025.

3.7. Body Shop Sculptures

- 3.7.1. Following the redevelopment of the Watersmead Business Park, formerly home to The Body Shop Head Office, the Museum team visited the site in September to document several remaining sculptures (see Appendix B). These artworks present an opportunity to enhance the Museum's contemporary collection and explore the cultural and social heritage of Littlehampton.
- 3.7.2. The sculptures connect directly to local history through their association with The Body Shop and its founder, Anita Roddick, a prominent figure with strong ties to the town. As part of the ongoing *Time Machine* project, these could serve as subjects in the upcoming 2026 oral history initiative, focusing on identity, work, home life, and future concerns. The project would involve collaboration with former Body Shop employees, local businesses, and community groups.
- 3.7.3. The sculptor has now removed the pieces from the site and has offered to donate one sculpture to the Museum. The sculpture of the traffic warden, which is considered a "gold" item under the Museum's acquisition policy, has strong local relevance, is considered an Iconic artwork with broad public interest. It is also a life-sized sculpture which would present display and storage challenges as currently, the Museum has limited available space. There is also some damage and peeling paint and some conservation work would be needed for preservation particularly if it was to be displayed outside. These costs are currently unknown. The Committee is therefore asked to consider whether to accept the donation.

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.

3.8.3. Grant Application

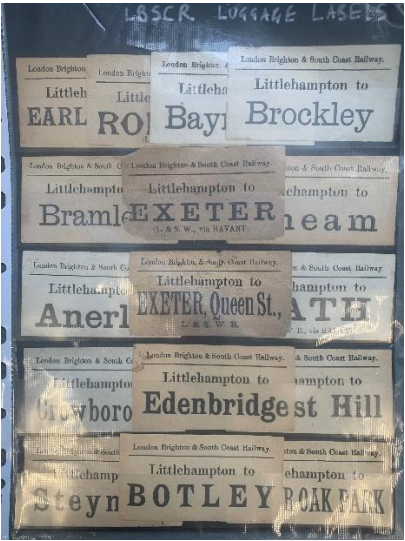
The National Lottery grant application will be in the region of £128,000. The Museum expects to find out the application outcome by February 2026.

3.8.4. Gwendolen Re-imagined

To hire fine art removers to move the portrait of Gwendolen to the Hearne Gallery from the Millennium Chamber would be £1,200 each way, a total of £2,400. The cost could be met with £500 from the Museum Exhibition budget, £574 from the Museum Exhibitions EMR and £1,326 from the Community Resources Initiatives EMR.

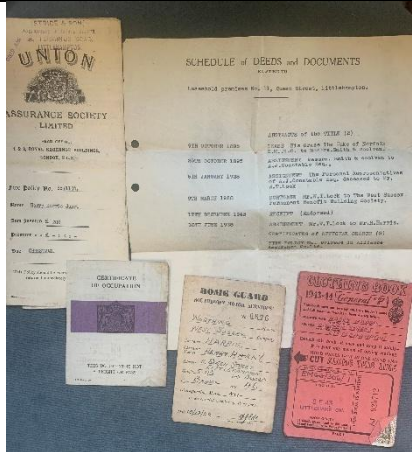
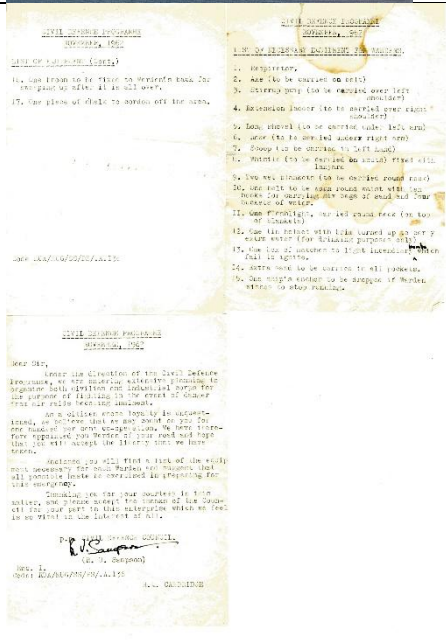
Laura Chrysostomou
Town Clerk

Appendix A: Potential Acquisitions

Object Name and information	Photograph	Curator Recommendation	Link to Collecting Policy / Archaeological deposition policy
16 x London, Brighton & South Coast Railway (LBSCR) luggage labels, from Littlehampton to various locations.		Accept: The Museum has some luggage labels already, but not many from Littlehampton – these will be good for display	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. 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.

Handwritten postcard sent to G.M. Miskin Esq, 43 Victoria Terrace, Littlehampton. Dated 30 July 1921.		Accept: Will fit into existing storage	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.
A post-medieval silver-gilt ball headed pin fragment, from the 16th century. Half of a fuller button. Portable Antiquities Scheme states it is part of a filigree hanging button. Donated via the Portable Antiquities Scheme, found near Climping		Accept: we don't have a lot of material from this date. This item will be added to the Treasures from the Ground case.	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.

Two pieces of Roman hypocaust flue tile, one fragment of roof tile and a piece of marble found along a footpath that runs through the Angmering Roman Villa site. Found in the 1950s.		Accept: These items complement the rest of the Angmering Roman Villa material the Museum holds. The piece of marble is particularly interesting; the other pieces in the Museum's collection from this site are much smaller. These items will be added to the Roman archaeology case	4.1.3 The Museum will continue to consider one off archaeological items
One mounted black and white photo of the Urban District Council, 1920s. 12 postcards of Littlehampton. One of the characters has been identified as a Mr Phipps who owned and ran pleasure boats in Littlehampton (the Nancy Lee) in the 1920s. The donor has given us more information about him and his family.		Accept – good context. The Museum team will try and identify the other people in the photograph!	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.

9 documents relating to Harry Harris and the Harris family dating from 1910 to 1940s Harry Harris ran one of the Town's horse buses during this period		Accept – good context with named person. We have other complementary material in the collections relating to Harris and his family	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.
Civil defence Programme letter with warden equipment list, belonged to donor's father (from Littlehampton). Dated 1962.		Accept – The Museum has less material dating from the 1960s. This will fit into an existing storage box	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.

Appendix B

Pictures of the remaining Body Shop fibreglass sculpture and the individual traffic warden sculpture.



Appendix C. 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. The peaks in August and September relate to the school summer holidays (Tales from the Time Machine, Beach exhibitions and summer holiday craft activities). These visitor numbers include visitors to the museum and outreach numbers.

Visitor numbers are currently 8,089 (to end of September), in comparison to 7,936 at the same time last year.

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

"the best local UK museum I've ever seen"

"I am so impressed with the venue. Interesting, very well planned and executed"

"We especially enjoyed our visit as did our young children. We were impressed throughout!"

"I love this museum as it is totally different from others I have been to. This place is absolutely for children and there is lots of fun for them. Staf are nice and the place is neat and clean. Love Littlehampton!"

3. Social Media

Table 1: Facebook Top Posts

Month	content	post reach	Engagement (likes, shares, comments)
August	World Photography Day (featuring related items from the collections)	285	12
September	Railway200 event day (boosted advert)	12,025	339

Table 2: Instagram Top Posts

Month	content	Reach	Engagements (likes, comments, shares)
August	World Dog Day (Featuring related items from the collections)	51	4
September	Railway200 event day (boosted advert)	1,184	9

4. Museum Outreach

4.1. School / care home loan boxes

	Number of borrowing schools / care homes	Number of pupils / users
August	1	30
September	2	94

5. School groups

One group visited in September, 60 pupils

Littlehampton Town Council

Non-Confidential

Committee: Community Resources

Date: 23 October 2025

Report by: Town Clerk

Subject: Community Arts Project Proposal – Colour Up Wick

1. Summary

- 1.1. This report requests support for Colour Up Wick, a community art project led by local young people in partnership with Artswork. The project seeks to use £2,500 of the Wick Initiatives Earmarked Reserves to help support establishing a youth art group and potential displays of the artwork generated in Wick.

2. Recommendations

The Committee is recommended to:

Approve that £2,500 of the Town Council's Wick Initiatives Earmarked Reserves be allocated as funding support towards the Colour Up Wick Project.

3. Background

- 3.1. Colour Up Wick is a community arts initiative led by local young people in partnership with Artswork and Arun District Council. The project aims to establish a youth art group at Chilgrove House and provide an opportunity to engage young people in transforming their local environment through creativity.
- 3.2. The Project will run from October 2025 until March 2026 and provide weekly art club sessions for children and teenagers delivered with support from professional artists. The sessions will provide accredited learning through the Arts Award Explore Level providing young people with design skills and delivering artworks. At the end of the project a community celebration event, planned and hosted by the Group, will be held showcasing their work. Information about the project is set out in Appendix 1.
- 3.3. This project is expected to produce work that will be applied directly to the fabric of existing buildings (e.g. garages, bus stops, pavements) and ownership of the finished material will revert to whoever owns the underlying structure. This will be subject to obtaining the necessary permissions (e.g. planning and / or licensing) including that of the owner. Longevity and durability are part of the project design; for example, the use of vandal-

resistant paint on murals will be included as part of the artist's contractual commission. Specific technical and maintenance requirements will be discussed in detail once the artwork has been finalised.

- 3.4. To support delivery of the project, Arun District Council is providing free use of Chilgrove House and an officer who will co-host all sessions. The Committee is asked to approve the allocation of £2,500 from the Wick Initiatives Earmarked Reserves to support access to the art club sessions. In addition to using the District Council's Chilgrove House facilities, the organisers have also been in discussion with Arun Youth Projects with the aim of running some sessions in conjunction with the youth club that operates from the Town Council's K2 Youth and Community Centre in Wick.

4. Financial Implications

- 4.1. The total cost of this initiative is £17,500 and covers employing an artist, materials and the production of the resultant artwork. Artwork will provide £15,000 with the Town Council providing £2,500.
- 4.2. There is a balance of £7,460.40 in the Wick Initiatives Earmarked Reserves.

**Laura Chrysostomou,
Town Clerk.**



Youth-led Artist's Commission Call

Artswork in partnership with Littlehampton Town Council, Wick Action Group, Arun District Council and young cultural changemakers in Arun are looking to commission a local professional artist or group of artists to work in collaboration with children and young people on a community art project conceived by them: Colour Up Wick. The project will establish a children and young people's art group at Chilgrove House and over two terms develop participants' skills and confidence to design and develop an impactful series of public art interventions that use colour to animate the Council estate, Wick, around Chilgrove House Community Centre.

Up to £8000 is available for this work to include the artist's time, travel, expenses and VAT. It may also include production and installation of some of the art with young people.

Production costs of up to £7500 are included in a separate budget, as are workshop material costs of £30 per session.

Deadline: 10:00 on Monday 8 September 2025

Context

The Young Cultural Changemakers Programme is putting creative place-making power in the hands of young people. Young people across the South of England are empowered to lead on significant creative projects in their local area, transforming their lives and those of their neighbours. Working with local communities and with a range of partners we are listening to the views, experiences and ideas of children and young people and supporting them to explore creative ways to make change happen in their areas.

Brief

Wick is an estate near the centre of Littlehampton which contains a substantial provision of the Council homes in the District. Children and young people have told us that they would like to use art to brighten and transform their area, improving how it makes them feel to live there, inspired by the work of artists such as Craig & Karl's designs. Young people are

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interested in exploring coloured patterns and bold graphics, working with a variety of materials, building their skills and creating more spaces that feel lively and fun.

The heart of their community is Chilgrove House and there is a wish for interventions to centre on and emanate out from this area – a site that offers multiple buildings, panels, fences, signs and pavements which can be used for the project – but to use the whole of Wick as a canvas and create a playful and vibrant artistic intervention that spreads across the area.

Working with Arun District and Littlehampton Town Councils we have identified a range of possible assets including the sides of buildings, walls, street signs, council-owned bus stops, park railings, garages, phone boxes, planting boxes and community garden spaces which could be incorporated into the project. The artist/s will work with young people to create an approach to some of these assets.

The project will work over two terms with a group of young people (primary age and teenagers) based out of Chilgrove House to explore art techniques, develop ideas and approaches and map out the area Colour Up Wick can work in.

Project production will be supported by Artsworld's Creative Placemaking Producer, who works locally in partnership with Arun District Council and production is subject to a separate budget of up to £7500 (which may include professional production / installation of assets, though the lead artist/s will be expected to oversee the delivery of this process).

The project will culminate in a community celebration event, which may include giant chalk art, bunting making or other inclusive activity.

The project will involve:

- Planning and leading a new Art Club at Chilgrove House over 2 terms, to run on Wednesday afternoons from 3.45 – 5pm weekly in term time. This will initially reach primary age young people but we hope to inspire and invite older siblings from the area to join. Delivering inspiring and accessible sessions that incorporate planning the wider project with fun arts-based skills sessions.
- Supporting participants with developing transferable skills in Communication, Teamwork, Using Your Voice and / or Understanding Your Community: these are digitally badged qualifications which are designed to be integrated within creative workshop delivery, providing accredited outcomes for participants in the project.
- Delivering Arts Award (likely Explore Level) through the project.
- Working closely with Artsworld's Creative Placemaking Producer to coordinate plans for the wider project production, communicating ideas developing in the sessions and supporting the Producer's work to research, cost and realise these, preferably with local firms, including considering practical installation challenges and plans.

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- Planning a celebration event that brings the community together, centred around Chilgrove House to enjoy participatory art (which may include participants sharing their new art techniques) and the creativity of the young people involved.
- Monitoring and evaluating the project according to Artsworld's procedures and supporting its effective documentation which may be in written, visual, audio or video form.

Timeline

10:00 Monday 15 September 2025	Deadline for applications
Wednesday 24 September 2025	Interviews (led by young people)
Friday 26 September 2025	Appointment of artist
8 October 2025 – 25 March 2026	Provisional dates (term time only) of Art Sessions at Chilgrove House
Month of March 2026	Installation over this period
Saturday 28 March 2026	Provisional date for celebration event to launch the project

Please note, the artist may suggest amendments to the timeline in their proposal, but the end point for the project completion is a set timeframe.

Intellectual Property

The commission is a co-creation between the artist and the young cultural changemakers. Legal title and ownership of the work is retained by the artist until payment of the final instalment of the fee is made. Once payment has been made, ownership of the art work will transfer to the relevant Local Authorities. The creators of any individual art works retain the legal title and ownership of their artworks.

The artist retains the right to be credited in any communications, photographs, film, promotional materials or reproduction in any media. Any reproduction or media is guaranteed for non-commercial purposes.

Contracting

The successful artist will be issued a Contract for the work. Payment will be made in two instalments, one on commencement and one on completion.

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Artist Specification

We are seeking an artist or collective of artists who can fulfil the following criteria to demonstrate their ability to engage meaningfully with the process as well as to create an outstanding final piece of art. These criteria will be scored as the basis of awarding the commission:

- A proven track record working creatively, collaborative and ambitiously with children and young people, particularly those who may be living with disadvantage or challenge
- A proven track record in creative skills-based training with children
- Experience working collaboratively with a broad range of community partners
- Experience in involving young people in co-production and collaborative decision making
- Experience and interest in planning and delivering effective creative youth workshops in response to the needs of specific places, communities and briefs
- Experience in coordinating and leading children's art projects to successful results
- An interest in supporting children and young people, including those from challenging backgrounds, to exceed their own expectations using creativity
- Curiosity and passion about the impact of art in the public realm
- A defined relationship to Arun. The successful artist will be based in or near the place-making area and be able to complete the work without long distance travel
- The commissioned artist(s) must hold an up-to-date DBS check. Applicants are advised to obtain basic checks (completed within the last 6 months) and to confirm this is in place as part of their proposal submission. Basic checks can be obtained here: <https://www.gov.uk/request-copy-criminal-record> A further Standard or Enhanced DBS check may be required as part of any Contract for this work

Requirements

The artist will be responsible for their own insurance and must have Public Liability Insurance cover of at least £5million whilst working on the project and for six years after its completion. It is the responsibility of the Artist to ensure that any individual or organisation they work with or who is involved with the installation has Public Liability Insurance cover of at least £5million on the same terms.

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To submit a proposal

To apply please send a short (2p A4 maximum) expression of interest responding to the Artist Specification above and a CV which can include up to 5 images or a link to a website.

Applications must be received by email to rebeccaeast@artsworld.org.uk by **10:00 Monday 8 September 2025**.

Applicants will be scored against the criteria above by the selection panel which includes young people involved in the project. Shortlisted candidates will be invited to interview on Friday 25 July 2025. Interviews are likely to take place via Zoom – please let us know if we can offer any access support to facilitate your attendance.

Enquiries

Any questions about the commission should be directed to Creative Placemaking Producer, Beccy East rebeccaeast@artsworld.org.uk

About Artsworld

Artsworld is a charity that empowers young people through creativity, so they can build a better future - for themselves and others.

We run programmes and projects that pave the way for work in the creative, cultural and heritage sectors. We give young people the means to make an impact in their communities, amplify their voices and help them find creative solutions. We provide placements and pre-employment training that could unlock creative careers young people might never have imagined - and much more.

Artsworld aims to engage artists and facilitators that are representative of the communities and children and young people we support. We expect our team and those working on our behalf to commit to our Anti-Discrimination Charter which can be accessed via our website. <https://artsworld.org.uk/resources/artsworlds-anti-discrimination-charter>

Thank you very much for your interest.

www.artsworld.org.uk

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