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Town Clerk – Laura Chrysostomou

**Minutes of the Ordinary Meeting of the Community Resources Committee held
in The New Millennium Chamber, Manor House, Church Street, Littlehampton
BN17 5EW on Thursday 23 October 2025 at 6.30pm.**

Present:

Councillor Tandy – Chair
Councillor Lee – Vice Chair
Councillor Daws
Councillor O'Neill
Councillor Tilbrook
Councillor Wiltshire

In attendance:

Laura Chrysostomou – Town Clerk
Juliet Harris – Assistant Town Clerk
Sofia Chittenden – Communication and Marketing Manager
Felix Gillet – Community Resource Officer
Rachel Marshall – Interim Events Manager
Melanie Nicholls – Temporary Project Support Manager

2025 to 2026

20. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

22. Apologies

There were apologies from Councillor Blanchard-Cooper.

23. Declarations of Interest

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the agenda. The standing declarations were noted and no further declarations were made.

24. Minutes

The Minutes of the meeting held on 4 September 2025, previously circulated, were confirmed as a true record and signed by the Chair.

25. Chair's Report and Urgent Items

There were none.

26. Public Forum

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

27. Officer's Reports

27.1. Arun Youth Projects (AYP) Annual Report and Presentation

- 27.1.1. The committee received the annual report, previously circulated, and presentation from AYP regarding the delivery of Youth Services in Littlehampton under the contract with the Town Council. The Chair welcomed the Service Manager, Matt Pollard and a Young Leader to the meeting. Matt then proceeded to take members through the report and provide service updates.
- 27.1.2. The annual report compared the number of opening hours, visits, and engagement from young people across previous years. It was noted that the service had expanded, delivering increased support and providing more consistent and accessible opportunities for young people to attend. As a result, engagement was the highest recorded in the last three years.
- 27.1.3. Between 2024 and 2025, twenty-one bursary applications were received, resulting in £2,821.44 being awarded for junior gym memberships, bike repairs, sports equipment, ballet kits, and more.
- 27.1.4. Supported by the Sainsbury's grant fund, free access to hot meals had been vital in supporting the health and development of young people in need. It was noted that as a service, AYP continued to prioritise and remained committed to 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.
- 27.1.5. AYP had been working to review and reshape its behaviour management approach, adapting responses to challenging behaviour to allow for de-escalation, time to settle, and opportunities to reset and rebuild trust after mistakes. Through this approach, AYP aimed to continue offering a space where young people felt fully heard and supported.
- 27.1.6. Funding awarded in September by BBC Children in Need had enabled the launch of AYP's new mentoring programme, "Fully Known," which would

provide structured and targeted one-to-one sessions for young people facing challenges or at risk of exploitation. This also included funding for an apprentice within the service.

- 27.1.7. The Service Manager took a moment to express his gratitude to the Assistant Town Clerk ahead of her retirement. He acknowledged her integral role as the point of contact over the past decade, serving as both a sounding board and advocate. Her contributions had been invaluable in shaping and supporting the growth of the service.
- 27.1.8. Bringing his presentation to a close, Matt shared his vision for the coming year through working with the Town Council. It was noted that regular reviews of the functionality of the new K2 Youth and Community Centre would help adapt the space and maintain its flexibility to meet changing needs of young people. The service also looked to encourage young people to take a pride in and more responsibility for the centre and encourage wider community use of the space. With this in mind he suggested that the open day launch event could be repeated with young people taking an active role in promoting the centre. This was welcomed and on behalf of the Committee, the Chair thanked Matt for his presentation and his dedication to advancing the service.

It was resolved that:

The annual report and presentation be noted

27.2. Community Resources Officer Periodic Report

- 27.2.1. Members received a report, previously circulated, which outlined the progress of key projects and initiatives led by the Community Resources Officer (CRO), covering sports funding, service funding agreements, allotments and grant aid feedback. In addition, the Committee was also asked to approve the draft Sports Funding Policy.
- 27.2.2. The CRO explained that the new Sports Funding scheme aimed to offer financial support to local sports clubs and providers of healthy activities, the £2,000 of funding for which was derived from the Sports Excellence Grants. The draft policy appended to the report outlined eligibility criteria, the application process and evaluation requirements.
- 27.2.3. Service Funding Agreement applications for 2026 to 2029 had been reviewed by the Grant Aid Panel and Task and Finish Group, all applicants had been invited to interview. It was noted by Members that their recommendations would be brought to the December Community Resources Committee meeting for approval and considerations alongside the budget setting process.
- 27.2.4. The report contained updates regarding allotment infrastructure works on Trinidad and Worthing Road. It was also highlighted that the annual allotment renewals were approaching and that the Administration Team were preparing to start the process at the beginning of November. Further updates

were provided regarding the small section of broken fence along the western boundary between Worthing Road allotment site and the recreational ground. Temporary fencing had been put in place to keep the boundary secure. Reinstating the fencing was being investigated by officers collaboratively with Arun District Council. Tenants who may have experienced trespassing were encouraged to report to the police, who had been noted as having an increased presence in the area.

It was resolved that:

1. The draft Sports Funding Policy be approved and the £2,000 budgeted for 2025 to 2026 be noted.
2. The contents of the report be otherwise noted.

27.3. Events Periodic Report

- 27.3.1. The committee received a report, previously circulated, outlining feedback from the Council's Town Show and Family Fun Day, as well as plans for the upcoming Remembrance Sunday Service and Christmas Lights Switch-On in November. Despite the unfortunate weather, members felt the Town Show and Family Fun Day was a success, it was a well-attended event that showcased a total of fifty-one community groups. The Interim Events Manager highlighted road closures were pending to facilitate the change of placement of the stage for Christmas Lights Switch-On being in East Street to prevent congestion, following feedback from previous years.

It was resolved that:

The report be noted.

27.4. Draft Events Programme for 2026 to 2028

- 27.4.1. Members had before them a report, previously circulated, which set out a draft programme of Town Council led events for 2026 to 2028, which detailed considerations, future recommendations and projected budgets for 2026, 2027 and 2028 to agree in principal. It also included the draft Events Strategy Action Plan for approval.
- 27.4.2. The committee proceeded to review the programme and discussed how to ensure the events focus on incorporating community groups, supporting tourism and the local economy and fostering community spirit. Residents, community groups, local organisations and contractor's feedback following these events throughout 2025 showed a consistent positive impact across all areas.
- 27.4.3. An average overspend of £300 per event had been identified in 2025, attributed in the main to essential safety requirements, as well as ensuring sufficient quality and reliability to attract and retain public attendance. Within the proposed programme, a budget uplift was recommended per year to account for inflation, alongside a 20% contingency to be held in earmarked

reserves (EMR) in accordance with the Event Strategy. is the earmarked reserve would be to manage any unforeseen additional events costs and to ensure that events can continue to be delivered to a consistent quality without requiring emergency budget requests. It was explained that the proposed contingency would be carried forward each year and topped up to match 20% of the upcoming year's events budget if appropriate during the December budget setting process.

27.4.4. The strong wish for continued collaborative working between the Council, Events Forum and local groups to deliver a broader range of events as well as expanding existing events through shared resources was reaffirmed at this committee's meeting in June. The Interim Events Manager highlighted that the event support budget of £2,000 had not been used for several years and currently a total of £13,248.94 was held in EMR. It was agreed that this funding be used to support proposed events that meet the criteria set out in the events strategy. To encourage flexible community-led initiatives that align with the Council's strategic objectives, a policy and procedure would be drafted to outline eligibility criteria, the application process and evaluation requirements. The policy for this Event Support Fund would be brought to a future meeting for approval.

27.4.5. Following clear event criteria set within the Event Strategy, members were asked to approve the proposed Action Plan. Members endorsed that it aimed to capture the outputs from the Town Council's work with both the Events and Business Forums. Initiatives such as the Event Support Fund as mentioned above in minute 27.4.3 would assist those strategic objectives. It was noted that the Action Plan and three-year Core Event Programme would operate concurrently.

It was resolved that:

1. The programme of events and initiatives be agreed in principle for consideration as part of the 2026 to 2028 budget discussions.
2. The Event Strategy Action Plan be approved.
3. The contents of the report be otherwise noted.

27.5. Museum Periodic Report

The Committee received a report, previously circulated, which contained updates on recent activities and engagements with the museum, the proposal relating to the Coastal Catalyst Projects well as acquisition proposals. The Committee proceeded to consider these proposals in more detail.

27.5.1. Re-imagining Gwendolen

This project proposed engaging local young people in creating original artworks inspired by the pastel portrait of Gwendolen, Duchess of Norfolk, currently displayed in the New Millennium Chamber. Working with The

Future Creators' Coastal Catalyst Project, pupils from The Littlehampton Academy would develop an exhibition exploring themes of heritage, identity, and artistic expression. The exhibition, planned for January 2026, would coincide with the 90th anniversary of the portrait's gifting to the Town and supports the Museum's Audience Development Plan.

The Committee reviewed the proposals in detail and noted the intention to temporarily relocate the portrait from the Chamber to the Museum's Hearne Gallery. Members recognised the project's value in engaging young people and broadening access to the Museum's collection, and therefore expressed their support for the initiative. However, the Committee queried the cost of relocating the portrait and whether this was justifiable. The consensus was for the original portrait to remain in the Chamber, viewing this as an opportunity to utilise the Chamber as a display venue and to open up more of the Manor House to a wider audience. This approach could also provide an excellent setting for a launch event and generate positive publicity.

It was therefore resolved that:

The Coastal Catalyst Project, Re-imagining Gwendolen be supported and that the original portrait remain in the New Millennium Chamber.

27.5.2. Donation of Sculpture from The Body Shop Collection

Members considered whether to accept a donation of a sculpture originating from the collection previously displayed at The Body Shop's former Head Office site at Watersmead Business Park. It was noted that the sculptures had direct connections to local history through their association with The Body Shop and its founder, a significant local figure with enduring ties to the town. Members recognised that as part of the ongoing Time Machine Project, the sculptures could also provide valuable subject matter for the 2026 Oral History Initiative, which would explore themes of identity, work, home life, and future concerns. This initiative was expected to involve collaboration with former Body Shop employees, local businesses, and community groups.

The Assistant Town Clerk reported that the pieces had been removed from the Watersmead site, and one sculpture had been offered to the Museum being a life-sized sculpture of a traffic warden. Although taken from the group the piece itself was not thought to be something that was readily associated with the Body Shop. It was however noted that this piece, and any of the sculptures that had been at the site, were classified as a "gold" item under the Museum's acquisition policy due to their strong local relevance and status as an iconic artworks with broad public interest.

Members proceeded to discuss the offer in terms of storage capacity, display potential and future care. It was noted that restoration and maintenance costs were not yet known. In considering the offer further, members expressed general support for the principle of enhancing the Museum's collection with a locally significant artwork taken from the group of sculptures. However, they sought further clarification on several key points before reaching a final decision including confirmation of ownership and transfer arrangements, storage capacity and display potential, information on future care and maintenance requirements.

It was therefore resolved that:

The final decision on accepting a piece from the Body Shop sculptures collection be deferred until the above matters had been clarified and further information on conservation costs and display options was available.

The committee proceeded to consider the list of acquisitions and otherwise note the contents of the report.

It was resolved that:

The recommended acquisition of item detailed in Appendix A be approved.

28. Community Arts Project Proposal – Colour Up Wick

- 28.1.1. The Committee received and considered a report, previously circulated, which proposed allocating £2,500 from the Wick Initiatives Earmarked Reserves to support Colour Up Wick, a youth-led community art project delivered in partnership with Artswork and Arun District Council. If approved, the funding would help establish a youth art group and potential displays of the artwork generated in Wick. Acknowledging that this project would help meet an ambition of the Town Council's Business Plan, this was supported by the Committee.

It was resolved that:

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

29. Exempt Business

There was none.

The meeting was closed at 8.10 pm.

Chair