



How to contact us

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

Email: lrc@littlehampton-tc.gov.uk

Call: 01903 732063

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

Town Clerk – Laura Chrysostomou

13 February 2026

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: 19 February 2026

Time: 18.30 pm

Committee:

Councillor Tandy – Chair

Councillor Lee – Vice Chair

Councillor Blanchard-Cooper

Councillor Daws

Councillor O'Neill

Councillor Tilbrook

Councillor 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 December 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 Events Periodic Report

Attached, pages 12 to 14.

8.2 Stallholders Policy and Event Pitch Fees 2026 to 2029

Report attached, pages 15 to 32.

8.3 Community Resources Update

Report attached, pages 33 to 54.

8.4 Floral Services Contract Renewal

Report attached, pages 55 to 60.

8.5 UK Town of Culture 2028 Competition

Report attached, pages 61 to 69.

8.6 Museum Periodic Report

Attached, pages 70 to 76.

8.7 Christmas Illuminations

Report attached, pages 77 to 80.

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.



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Town Clerk – Laura Chrysostomou

Minutes of the Meeting of the Community Resources Committee held in The New Millennium Chamber, Manor House, Church Street, Littlehampton BN17 5EW on Thursday 4 December 2025 at 6.30pm.

Present:

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

In attendance:

Sofia Chittenden – Communications and Marketing Manager
Felix Gillett – Community Resources Officer
Julia Edge – Museum Curator
Rachel Marshal – Events Manager

2025 to 2026

30. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

32. Apologies

There were apologies from Councillor Blanchard-Cooper, Councillor Woodman attended as their substitute.

33. 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. Councillor Woodman declared a personal interest across the agenda

as a member of Arun District Council and, specifically for agenda item 8.1, as a volunteer at Fare Divide, whose service funding agreement was discussed within the report.

34. Minutes

The Minutes of the meeting held on 23 October 2025 previously circulated, were confirmed as a true record and signed by the Chair.

35. Chair's Report and Urgent Items

The Chair reminded members and encouraged them to attend Small Business Saturday, which was scheduled for 6 December 2025. A range of activities and discounts would be taking place. Some of which were rescheduled from the postponed Christmas Light Switch-On.

36. Public Forum

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

The General Manager and Volunteer Co-Ordinator at Arun Community Transport spoke about the group's aspirations ahead of the review of its service funding agreement. He stated they were an active group and hoped to continue and expand their involvement in the wider community through events. The Chair thanked them for their comments.

The Worthing Road allotments site representative requested a follow-up regarding repair of the site's fence and updates on general maintenance. They were assured that the previous updates would be recirculated and that progress to general maintenance within the schedule of works would be investigated.

37. Officer's Reports

37.1. Service Funding Agreements

- 37.1.1. The Community Resources Officer presented a report, previously circulated, which detailed the Task and Finish Group's recommendations for Service Funding Agreements (SFA). The funding was focused on delivering services that were vital to residents and whose absence would have been significantly detrimental to the town. These agreements, if approved, were scheduled to take effect from 1 April 2026. Groups were informed that if successful they would not be eligible for Grant Aid Funding. It was also highlighted that a two-year agreement term - shorter than the typical three years - had been proposed for one organisation to allow for flexibility alongside the development of a new project and capital investment opportunity.

37.1.2. Members noted the increase from the current SFAs total of £12,000 to the proposed £31,000. This increase had been incorporated into the budget setting reports to be discussed later in the agenda. The recommended recipients, agreement terms, and annual amounts were unanimously agreed by Members as detailed in the report.

It was resolved that:

1. The recommendations regarding the Service Funding Agreements for Arun and Chichester Citizens Advice Bureau, Arun Community Transport, Fare Divide, Home-Start Arun, Littlehampton and District Foodbank, Littlehampton District Lions Club, Littlehampton Sportsfield, Shopmobility, Voluntary Action Arun and Chichester be approved and considered as part of the 2026 to 2027 budget discussions and beyond.
2. The meeting notes of the Service Funding Agreement Task and Finish Group be noted.

37.2. Sports Funding

37.2.1. Members had before them a report, previously circulated, which proposed funding awards to local groups with the intention of benefiting the community and widening participation. Each application had been thoroughly assessed by the Sports Funding Selection Panel, which comprised members from the Grant Aid Panel and the Sports Forum Executive Committee.

37.2.2. The demand from local groups was higher than expected, exceeding the £2,000 funding available. As a result, the Committee was asked to approve the use of £924 from the Sports Forum earmarked reserve to support the panel's recommendations. This brought the total proposed funding to £2,924, which would be divided among five groups in the amounts detailed in Appendix 1 of the report. Applicants confirmed that their service could still be delivered without receiving the full amount of funding requested.

37.2.3. The report also proposed that due to the high level of interest from groups this year, the Sports Grant Funding budget for 2026 to 2027 and onwards should be set at £4,000 per annum in the forthcoming budget discussions. Members welcomed the wide-ranging interest and supported the continued contribution of these groups to the health and wellbeing of the community.

It was therefore resolved that:

1. The recommendations regarding Sports Funding for Howard Lawn Tennis, Littlehampton Badminton and Squash Club, Able Kicks SEND Football Coaching, Littlehampton Rugby Club, Wick Dynamos and Diamonds Junior Football Club be approved.
2. £924 from the Sports Forum earmarked reserve be used towards the 2025 to 2026 funding awards.

3. The Sports Funding budget be set as £4,000 for the next financial year, 2026 to 2027.
4. The contents of the report be otherwise noted.

37.3. Museum Periodic Report

The Committee received a report, previously circulated, which contained further information regarding The Body Shop Sculptures, the Project Time Machine Officer Post, details of a heritage fund grant application, as well as acquisition proposals and updates on recent activities and engagements with the museum. The Committee proceeded to discuss these proposals in more detail.

37.3.1. Body Shop Sculpture

The decision on accepting one of the available sculptures was deferred at the previous meeting. This report provided further details on the financial implications of the decision, alongside various cost, display and restoration options. While the sculpture would be a donation, costs associated are regarding the restoration work and transport. The Committee agreed to accept the option of the whole woman seated on a block, preferably sitting on the "S" block. Due its clear historical significance, Members were keen to see it incorporated into the museum's future exhibitions.

The acquisition of this sculpture is dependent on the transfer of ownership to the Littlehampton Museum. Information regarding this was not available at the time of the meeting and would be investigated further by officers. If ownership could not be transferred to the Museum, the sculpture could not be acquired.

37.3.2. Continuation of the Project Time Machine Officer

The Committee proceeded to consider the continuation of the Project Time Machine post for six months, January to June 2026, on a part-time basis to provide continuity between projects and funding applications, ensuring the team is suitably resourced to prepare for the commencement of the Project Time Machine continuation project.

37.3.3. Heritage Fund Grant Application

A National Lottery Heritage Fund application had been prepared by the Museum team. The funding would be a continuation of Project Time Machine and would focus on building solid foundations for the next 100 years. The report provided details of the purpose of the grant and sought approval to proceed with the application, consistent with standing order 13.d. It was proposed that £7,320 of Museum Earmarked Reserves could be used to match this potential funding.

- 37.3.4. The Committee considered the acquisitions attached to the report as Appendix 2, and the engagement figures detailed in Appendix 3.

It was therefore resolved that:

1. Subject to the transfer of ownership to the Littlehampton Museum, The Body Shop sculpture of a women sitting on a block be restored and transported to the museum for an approximate total of £1,155 (£300 from the Collections Management budget, £500 from the Exhibitions EMR and £355 from the Events EMR).
2. The use of the following Earmarked Reserves: £1,317.44 from a Continuing Professional Development Grant, £546.92 from the Places of Science Grant, and up to £10,000 from the Community Resources Initiatives, to continue the Project Time Machine post be approved.
3. The grant application for the National Lottery Heritage Fund for £127,913 and use of £7,320 from Museum reserves to match this towards the Heritage Fund Project be approved.
4. The recommended acquisition of items as set out in Appendix 2 be approved.
5. The engagement figures in Appendix 3 and contents of the report be otherwise noted.

37.4. Events Periodic Report

- 37.4.1. The Events Manager presented a previously circulated report which detailed outcomes of Remembrance Sunday and updated members on the postponement of the Christmas Light Switch-On due to unsafe weather conditions. Officers were working with contractors, entertainers, and businesses to defer as many activities as possible to the upcoming Small Business Saturday.

Following previous discussions regarding the focus and impression given by 'Armed Forces Day', the report provided alternative names that aligned with the Ministry of Defence's funding criteria and Members' previous comments. Councillor Lee proposed the event's name be changed to 'Armed Forces, Families and Veterans Day' which was seconded by Councillor Wiltshire. The purpose of the change was to expand its opportunities and reach, and to state its valued contribution more clearly to the wider community. It was emphasised that Armed Forces Day was well attended and highly praised by residents in the recent event survey. The target audience of veterans, those currently serving, community groups, support services, and families had been reflected in previous years attendance. The Chair highlighted there could be unknown cost implications to rebranding the well-established event. The Committee voted in favour of changing the event's name.

It was resolved that:

1. Armed Forces Day event be named 'Armed Forces, Families and Veterans' going forward.

2. The contents of the report be otherwise noted.

37.5. Events Support Funding

37.5.1. The Committee had before them a report, previously circulated, which proposed the adoption of a formal policy and procedure to govern a new Events Support Fund, as discussed at the previous meeting. The draft policy appended to the report outlined eligibility criteria, the application process and evaluation criteria. It was highlighted that, within the process, community groups and charities would be the primary focus and any for-profit organisations would still be supported, though not monetarily. Members were asked to approve this draft document.

37.5.2. Mindful of the growing amount of funding opportunities, the Chair highlighted the need for a singular funding panel, to input into all community grants. This would be investigated by officers, any amendments required in the policy to reflect this would be made at the Town Clerk's discretion.

It was resolved that:

1. The draft Event Support Funding Policy be approved and the inclusion of £2,000 per annum in the budget to be met from earmarked reserves be agreed.
2. The contents of the report be otherwise noted.

37.6. Quarterly Business Plan Progress Report

37.6.1. The Committee considered a previously circulated report providing an update on the progress made towards achieving the business plan goals reviewed and agreed by Council in October, as they related to the Committee's work.

It was resolved that:

The report and action plan updated be noted.

38. Finance

38.1. Committee Budget Monitor

38.1.1. Members considered a report, previously circulated, highlighting significant variances from budget income and expenditure relating to the Community Resources budget for 2025 to 2026. It was welcomed, observing that the budget had been tightly controlled by officers.

It was resolved that:

The report be noted.

38.2. Venue Hire Fee Charge Proposals 2026 to 2027

38.2.1. The Committee considered a report, previously circulated, setting out proposals for room hire charges for the forthcoming financial year. The report included the current prices to compare against increased price examples for both Southfields Jubilee Centre and K2 Youth and Community Centre. The report contained research undertaken by officers that mirrored the Committee's aim to ensure that the prices of the Town Council's venues remained competitive against other comparable facilities in the area.

It was resolved that:

1. The level of room hire charge be increased by 7.5% for 2026 to 2027.
2. Authority be delegated to the Town Clerk to apply discounts and offers on an individual basis and as appropriate to further the Town Council's Community Centre's Action Plan objectives.

38.3. Committee Draft Budget Proposals 2026 to 2027, 2027 to 2028 and 2028 to 2029

38.3.1. Members considered a report, previously circulated, setting out proposals for this committee's budget for the next three years. The Town Clerk explained the background to the budget setting process and how the precept calculation was impacted by annual changes in the number of households from which council tax was collected. The projected increase in the Council's overall budget for 2026 to 2027 was currently 6.20% modelled on last year's household figures. It was noted that the current projected precept figure for 2026 to 2027 was subject to change as the December budget setting progressed.

38.3.2. The Committee budget had been drafted to take into consideration estimated increases in costs for the coming year and projected forward to 2029. Members proceeded to review the Community Resources budget proposals in more detail and the following points were noted:

- The overall Community Resources Committee budget had increased by 9.79%. This increase was largely due to agreed increases in Grants and Service Funding Agreements and replacement furniture for Southfields Jubilee Centre, the latter of which would be met from the Capital Receipts Reserve.
- Funding for the youth service contract had been increased to account for inflation.
- North Littlehampton Community Centre reserves would be reduced due to the amount earmarked in previous years being sufficient and the extended timelines allowing more time to build reserves.

It was resolved that:

1. The draft Committee budget for 2026 to 2027 and the projected budgets for 2027 to 2028 and 2028 to 2029 be approved and recommended to the Policy and Finance Committee.
2. The Committee's Earmarked Reserve position be noted.
3. The contents of the report be otherwise noted.

39. Exempt Business

There was none.

The meeting was closed at 19:27 pm.

Chair

Littlehampton Town Council

Non-Confidential

Committee: Community Resources Report

Date: 19 February 2026

Report by: Town Clerk

Subject: Events Periodic Report

1. Summary

- 1.1. The report sets out an update on the planning of the Easter High Street events, Armed Forces, Families and Veterans Day and an update on the Event Support Tenders.

2. Recommendations

The Committee is recommended to note the contents of the report.

3. Easter High Street events

- 3.1 Last year's events were well attended and positively received by traders, who expressed support for continuing with a similar format but trialling either a Tuesday or Thursday. The first event is scheduled for Wednesday 1 April, with a second event taking place on Thursday 9 April 2026. Businesses have been approached to confirm their interest in supporting the programme, with activities held to encourage increased footfall and stimulate spending within the High Street.
- 3.2 The programme has been divided into two distinct events. The first will focus on Easter and spring themes, while the second will highlight the community and cultural groups that contribute to Littlehampton's vibrancy. The Community Engagement Manager has contacted Voluntary Action Arun & Chichester (VAAC), along with a range of local community groups, organisations, and associations, to invite participation.
- 3.3. Both events will feature free children's entertainment and activities running between 11:00 and 15:00. Instead of a council-run Easter Trail, the new wayfinding project will be showcased, with competitions linked to the new trail taking place during the events. Artwork, the organisation involved in developing the project, has been invited to participate in both events and lead the related activities. The wayfinding project will be officially launched during the event taking place on 1 April 2026

4. Armed Forces, Families and Veterans Day

- 4.1. The event is scheduled to take place on Saturday 27 June 2026.
- 4.2. Officers have submitted bids for arena attractions, including the Red Devils Parachute Display Team and the Falcons Parachute Team, to enhance the programme and provide a high-profile draw for attendees.
- 4.3. A formal bid has been submitted to secure a military band and an aerial flypast for the event. The outcome of this bid is expected approximately six weeks prior to the event date.
- 4.4. Harbour Park has agreed to be a partner once again and maintain their sponsorship at £1,500. The Royal British Legion East Preston and Kingston Branch have indicated they would like to support the event once again and a request for funding has been submitted. The outcome is expected by mid-February. Options include items such as replica military vehicles or aircraft designed to create educational experiences.
- 4.5. Officers have approached a live enactment group to establish their availability. In addition, quad stunt display teams have been contacted with a fee in the region of £3,000 plus expenses. Options for main arena displays were discussed with the Armed Forces Day planning group made up of the key local uniformed units and the consensus favoured the return of a stunt display team as this is hugely popular with the attendees. The cost of the highlight attraction would be well within the allocated budget.
- 4.6. Live entertainment will be sought to feature within a second performance area adjacent to the military displays on the corner of the green nearest to the main event entrance. The display items, including tanks and replica aircraft, previously created an atmospheric backdrop for performances, and the intention is to replicate this arrangement for the forthcoming event. Provision for an additional PA system and speakers has been incorporated into the event service tenders.
- 4.7. Officers will again apply for funding from the Ministry of Defence (MOD) Armed Forces Day. The MOD grant can be spent on road closures to allow for parades and marches, decorations, publicity, marshalling, security and first aid, insurance, and communication systems, it cannot be spent on hospitality or entertainment. If the bid is successful, this will free up funds from the budget for additional attractions.
- 4.8. Officers are preparing to launch stallholder applications for the information fair and will also invite military enthusiasts to display their vehicles at the event. The Museum Team will host activities, and it is hoped that a group from Tangmere Museum will be present again.
- 4.9. Local uniformed groups have confirmed their attendance for the event again for 2026. This includes local Scouting groups, the Sea Cadets, Army Cadets and Nautical Training Corps.

5. Event Support Services Tender

- 5.1 The contracts for event support services were due to be renewed in 2026. Currently, the Council engages six contractors to deliver essential services for events throughout the year, including event stewarding, medical provision, security, marquee hire, power and sound, and production. An additional tender was introduced for toilet provision to ensure identified requirements of specific events were met.
- 5.2 Invitations for quotes are being sought for the following services: Event Stewarding, Medical Provision, Security, Marquee and Furniture Hire, Toilet Services, Event Power and Sound and Production. Applications to apply for the tender opened in early February with the provision period running from April 2026 to March 2029 to cover the Council's three-year core event programme.
- 5.3 The tendering process will be conducted in full compliance with the Town Council's Standing Orders and Financial Regulations, ensuring transparency, fairness, and adherence to procurement best practices.

6. Financial Implications

- 6.1 A budget of £3,465 was allocated to the Easter High Street events from the 2026 to 2027 Event Budget. Expenditure is expected to be within budget.
- 6.2 A budget of £15,540 was allocated for the Armed Forces, Families and Veterans Day event from the 2026 to 2027 Event Budget. Expenditure is expected to be within budget. Harbour Park have confirmed sponsorship to the value of £1,500; a bid has been submitted for funding from the Royal British Legion East Preston and Kingston and a further bid will be made to the MOD.

Laura Chrysostomou
Town Clerk

Littlehampton Town Council

Non-Confidential

Committee: Community Resources

Date: 19 February 2026

Report by: Town Clerk

Subject: Stallholders Policy and Event Pitch Fees 2026 to 2029

1. Summary

1.1 The report outlines a policy for event stallholders to align with the Events Strategy and Action Plan. It provides officers and potential community and commercial stallholders with a clear structure for the process of allocating pitches, including catering units. The report also proposes pitch fees for 2026 to 2027.

2. Recommendations

2.1 The Committee is recommended to:

1. Consider and adopt the Event Stallholder policy as outlined in paragraphs 3.1 to 3.2 and Appendix 1.
2. Agree the pitch fees for 2026 to 2027 as outlined in paragraphs 4.1 to 4.2. and Appendix 2.

3. Stallholder policy

- 3.1. Following the recent review of council events, which informed both the Events Strategy and the development of an Action Plan, the need to revise and standardise the Stallholder Policy was identified. This review highlighted the need for clearer, more consistent operational guidelines and a structured charging framework for all stallholders and caterers. Previously there had only been two stallholder policies in place: Armed Forces Day and Town Show and Family Fun Day. The proposed policy incorporates elements from the previous two and provides a uniform approach to how event pitches are charged, managed, and operated, ensuring fairness and improved efficiency across all event types.
- 3.2 The introduction of this policy will ensure that all operational areas are addressed, offering a uniform set of expectations for pitch holders to follow. It also supports the move towards a standardised fee structure, replacing the previous single-rate system with a clear, size-based system designed to ensure fairness. The policy can be found in Appendix 1.

4. Stallholders Pitch Fees 2026 to 2027

- 4.1 Current stallholder fees are set as free for charities, £20 plus VAT for commercial pitches and £100 to £150 for catering depending on the event, none have size restrictions. A standardised structure of pitch fees for the different event types is proposed. Under the new proposal, differentiated fees would apply for small, medium, and large pitch sizes to reflect variations in footprint and requirements.
- 4.2 In previous years, catering pitches at Armed Forces Day were charged 20% of takings as a post-event donation to the Royal British Legion. Due to the non-attendance of a contracted caterer at the most recent event, the resulting donation was significantly reduced. To ensure a more reliable contribution, it is proposed that caterers be charged the standard pitch fee according to pitch size, with an additional 10% of takings payable after the event. Both the pitch fee and the 10% contribution would be donated to the Royal British Legion.

5. Financial Implications

- 5.1 The introduction of the standardised pitch fee structure is expected to generate a small level of income for events. After allowing for an administration cost of £13.50 per booking, the proposed fees would still provide a modest surplus. This surplus would contribute towards recovering overall event delivery costs and supporting additional enhancements, including promotional activity and other elements intended to strengthen the quality and visibility of the events.
- 5.2 Overall, the proposed structure would generate income that assists in offsetting event expenditure while enabling the inclusion of value-adding features

Laura Chrysostomou

Town Clerk

Policy for Event Stallholders

Date 10.02.2026

Edition No. / date #

Replaces

Policy Maker Sofia Chittenden, Head of Community Engagement and Development

Responsibility Community Resources

Resolution Number ##

Review Cycle 3 years (in line with Event Strategy)

This information pack contains:

Policy 1: Event Stallholder policy
Appendix 1: Events Stallholder online booking form

For review with no changes or minor changes only – agreed by Town Clerk and Head of Corporate Services and Governance.

Littlehampton Town Council Event stallholder policy

Contents

1. Introduction	4
2. Community Stallholder Eligibility	4
2.1. Exemptions	5
2.2. Stallholder Responsibilities	5
2.3. Collections	5
2.3.1. Street Collection Permit.....	6
3. Commercial Pitches.....	6
3.1 Criteria for selecting commercial and catering stallholders.....	7
4. Armed Forces, Families and Veterans Day	7
4.1. Eligibility Criteria	8
4.2. Allocations	8
5. Pitch Sizes and additional items.....	8
5.1. Additional items available for hire for commercial and catering stallholders	8
6. Sustainability.....	8
7. Regulatory Compliance.....	9
8. Goods and Product Rules for all stallholders	9
9. Alcohol Sales (Catering units)	10
10. Set-Up, Pack-Down and Vehicle Access.....	10
11. Rubbish and Waste Disposal	10
12. Weather Conditions	11
13. Smoking	11
14. Insurance	11
15. Fees, Payment and Refunds	11
15.1. Booking and Payment.....	11
15.2. Cancellation Policy	11
16. Compliance and Enforcement	12

17. Event-Specific Notes.....	12
Appendix 1 – Events Stallholder booking system	13

1. Introduction

This policy sets out Littlehampton Town Council’s approach to selecting, managing, and operating stalls, in relation to contractors, providers, charities, and community organisations at council-run events. It also outlines the terms and conditions for participation, including fees, safety requirements, and operational procedures.

Littlehampton Town Council aims to:

- Support local independent traders, crafters, artists, charities, and community groups.
- Ensure events are safe, diverse, inclusive, and well-managed.
- Select stallholders whose products and conduct align with event themes and council values.

2. Community Stallholder Eligibility

Criteria for community organisations and charities (referred to as community stallholder throughout the policy)

Free pitches are available to organisations providing services to Littlehampton residents, including:

- Charities
- Voluntary and community groups
- Sports clubs
- Local organisations and individuals representing these organisations

Community stallholders must:

- Have a written constitution.
- Adhere to Health and Safety guidance and instructions.
- Align with the event theme. The event theme will be provided directly to stallholders in the email invitation issued by the Events Team. This invitation will include the key details of the event plan, enabling applicants to ensure their products, activities, and presentation align appropriately with the planned theme and overall objectives of the event.

- Hold safeguarding policies where working with children/vulnerable people (Disclosure and Barring Service (DBS) where appropriate).
- Refrain from petitions and political campaigning.
- Demonstrate climate-conscious practice.

If suitability is unclear, stallholders may be asked to provide evidence of their direct link to Littlehampton.

The following are not permitted:

- Individuals raising funds for personal charity challenges or overseas volunteer projects
- Political parties or groups

Use of Pitch

Stallholders must:

- Use their pitch to raise awareness of the services their organisation provides.
- Keep activities family-friendly and consistent with the community focus of the event.
- Fundraising is permitted where appropriate.

2.1. Exemptions

The Town Mayor and their chosen charity are exempt from this policy.

Additional exceptions may be granted by the Town Clerk in consultation with the Chair of the Community Resources Committee, ensuring fairness and consistency.

2.2. Stallholder Responsibilities

All stallholders must:

- Use their pitch primarily to raise awareness of their organisation's services
- Follow instructions of Littlehampton Town Council officers and their contractors.
- Conduct themselves courteously.
- Ensure all content, sales, and activities are appropriate, relevant, and in line with land covenants
- Provide displays and activities that are inclusive and accessible

2.3. Collections

Fundraising by stallholders is permitted; however, charities may only raise funds through static methods, such as selling goods, holding raffles, or offering activities at

their stall. Person-to-person approaches, including bucket shaking or moving through the event to solicit donations, is not allowed. All fundraising must remain stall-based, respectful, and in keeping with the family-friendly environment of the event.

Alcohol may be offered as a prize in raffles, tombola's, or other static fundraising activities run from a stall. However, the following conditions apply to ensure compliance with event safety standards and licensing expectations:

- Alcohol prizes must not be consumed on the event site.
- Winners may only collect their alcohol prize at the end of the event and must remove it from the grounds before opening it. This helps maintain a family-friendly environment and prevents unlicensed on-site consumption.

Alcohol prizes must not be given to anyone under 18. Stallholders are responsible for checking age identification and ensuring no alcohol is supplied to minors under any circumstances.

Please note the official collection licence for Armed Forces, Families and Veterans Day is held exclusively by the Royal British Legion charity.

2.3.1. Street Collection Permit

Any charity wishing to collect money at a Town Council run event, by using a collection bucket or moving throughout the event site to raise funds, must first seek permission to do so from the Town Council Events Team in the first instance. If approved, then the charity must apply for a Street Collection Permit which is issued by Arun District Council (ADC) and is required for any public charitable collection taking place during the event.

Applicants should carefully follow ADC's criteria when applying for a Street Collection Permit, which typically includes:

- Providing details of the charity and the purpose of the collection
- Submitting the proposed collection date and location
- Ensuring compliance with collection regulations (e.g., sealed containers, no aggressive fundraising)
- Submitting any post-collection returns required by ADC

Stallholders should refer to Arun District Council's website for the most up-to-date application information and requirements.

3. Commercial Pitches

Commercial businesses are eligible to apply for outdoor pitches only. However, for specific events where indoor space is available, such as the Town Show Community

Marquee, a commercial provider may be allocated an indoor pitch at the discretion of the Events Team. Indoor allocations are strictly event dependent, and if offered, the stallholder will be required to pay the applicable pitch fee. All allocations will be based on event needs, available space, and maintaining an appropriate balance of stall types.

3.1 Criteria for selecting commercial and catering stallholders

Providers will be assessed on:

- Locality, preference for local businesses where possible.
- Allocation of pitches will operate on a first-come, first-served basis.
- Pitch selection will be event-specific and site-specific, taking into account location-based restrictions such as land covenants and proximity to existing businesses.
- Allocations will be made to ensure a balanced mix and variety of stall types at each event, supporting diversity and enhancing the overall visitor experience.
- Space limitations mean not all applicants can be accepted. The council's decision is final.
- Relevance to the event theme..
- Proven good track record.
- Positive contribution to the event's quality and experience.
- Commitment to climate-conscious practices.

Catering stalls must:

- Comply with food safety laws and trading standards.
- Have at least one Basic Food Hygiene Certificate holder.
- Be registered with their local authority and hold a hygiene rating of 4 or above.
- Provide LPG, generator and electrical safety certificates where applicable.
- Only use silent diesel generators.

4. Armed Forces, Families and Veterans Day

In addition to the above, the following sets out the eligibility criteria, expectations, and operating conditions for stallholders participating in the annual Armed Forces, Families and Veterans Day event.

The aim is to create an inclusive and engaging Information fair on East Green that supports military-related causes, veteran support and wellbeing, and public enjoyment.

4.1. Eligibility Criteria

To qualify for a pitch, stallholders must represent an organisation or individual that meets one or more of the following core criteria:

- Uniformed Groups (e.g. cadets, scouts)
- Military charities
- Voluntary organisations providing services that support veterans (e.g., working dog units)
- Individuals or organisations fundraising for a military charity

Up to three pitches are reserved for Community or Commercial Stallholders that do not meet the core criteria.

Evidence of a direct link to uniformed or military-support organisations may be requested if eligibility is unclear.

4.2. Allocations

Allocation strictly first comes, first served.

Groups or individuals outside the core criteria may be considered if they offer something relevant and beneficial to the event.

5. Pitch Sizes and additional items

Community and commercial stallholders pitch options:

- Small – 3 metres x 3 metres
- Medium – 3 metres x 6 metres (frontage)
- Large – 3 metres x 9 metres (frontage)
- Larger stalls must pay for multiple pitches.

5.1. Additional items available for hire for commercial and catering stallholders

(Subject to availability, must be pre-booked)

- Trestle table
- Electricity: generator or mains powered – Site and event dependent

Electricity requests must be stated clearly in advance; no extra power will be supplied on the day.

6. Sustainability

All community and commercial stallholders are encouraged to:

- Reduce single-use plastics
- Use sustainable materials where possible
- Offer digital engagement options such as QR codes.

7. Regulatory Compliance

All community and commercial stallholders (see Paragraph 3 for additional conditions) must comply with:

- Current health and safety regulations
- Relevant licensing requirements
- Appropriate insurance and risk assessment standards
- Data protection laws when collecting personal information

8. Goods and Product Rules for all stallholders

Stallholders may only sell goods listed in their application.

Products must align with the event theme.

Restricted/prohibited items include

- Bladed articles and other offensive weapons (e.g. knuckle dusters, nunchucks)
- All types of corrosive products
- Tobacco and tobacco related products
- Vaping products
- Items associated with drug use or could be perceived glamourize drug use
- Sex articles as defined in Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982
- Secondhand jewellery
- Plastic single use bottles
- Real fur items or items from endangered animals
- Plastic bags that are not compostable
- Any other item that is considered unsuitable in terms of public safety or that may cause offence or may undermine the objectives of this policy
- No live animals may be sold, given away or used for demonstration or exhibition.

Littlehampton Town Council reserves the right to remove unsuitable items without compensation.

9. Alcohol Sales (Catering units)

Those selling alcohol must:

- Employ staff over 18.
- Have at least one personal licence holder and supply proof.
- Train staff in licensing laws and keep written training records.
- Operate Challenge 25 with valid ID only.
- Comply with all licensing laws and obtain a Temporary Event Notice.

Applicants must carefully follow Arun District Council's requirements when applying for and obtaining a Temporary Event Notice (TEN) to sell alcohol.

This typically includes:

- Providing details of the event and the nature of the alcohol sales
- Submitting the proposed event date, times, and location
- Ensuring compliance with licensing regulations (e.g., having a personal licence holder, operating Challenge 25, maintaining staff training records)
- Submitting the TEN application at least 5 clear working days before the event

Stallholders must apply for and obtain their TEN directly from Arun District Council. They should refer to ADC's website for the most up-to-date licensing information and application requirements.

10. Set-Up, Pack-Down and Vehicle Access

Set-up and pack-down times will be allocated and must be followed.

One vehicle per stall for unloading.

Vehicles must leave the site immediately after unloading.

All vehicles must be removed by the stated cut-off time and cannot return before event close.

Early pack-down is strictly prohibited.

11. Rubbish and Waste Disposal

Stallholders are responsible for managing and disposing of all waste generated by their stall. They must either take all rubbish home with them at the end of the event or use onsite waste bins if provided. Stallholders should make every effort to recycle

waste wherever possible, ensuring recyclable materials are separated and disposed of appropriately.

Failure to dispose of rubbish correctly will incur a £75 fee.

Catering stalls must provide a large bin for customer use.

12. Weather Conditions

If weather conditions pose a safety risk, the event may be cancelled.

Littlehampton Town Council will make any such decision in accordance with its Adverse Weather Policy, which outlines the types of severe or hazardous weather that may result in modification, suspension, or cancellation of an event. The Adverse Weather Policy can be found on the Town Council website.

13. Smoking

Strictly no smoking at stalls or enclosed spaces.

14. Insurance

All stallholders must:

- Hold Public Liability Insurance - minimum £5,000,000 or 10,000,000 depending on which event applied for.
- Provide proof with their application.

The Council accepts no responsibility for loss or damage to goods or equipment.

15. Fees, Payment and Refunds

Stallholders are advised to refer to the Littlehampton Town Council website for the most up-to-date information on stall pitch fees. Prices are reviewed annually, and the website will always contain the latest approved charges for all pitch types and additional hire items.

15.1. Booking and Payment

Full payment is required at the time of booking to secure the pitch. Bookings are not confirmed until payment has been received in full.

15.2. Cancellation Policy

3+ months prior: full refund.

2 months prior: 25% refund.

Less than 1 month: no refund (including if event is cancelled).

No refunds for no-show.

16. Compliance and Enforcement

Littlehampton Town Council reserves the right to:

- Reject or cancel applications.
- Reallocate stall positions.
- Remove non-compliant stallholders without refund.

17. Event-Specific Notes

To apply for either a community or commercial pitch, applicants must complete an online application form. At the start of the process, applicants should note that there are two or more types of forms, and it is important to ensure the correct form is completed for the relevant pitch type (e.g. community and commercial or catering).

All applications must be submitted through the Council's website using the booking system, as a paper version of the form is not available. For clarity and ease of reference, Appendix 1 contains an example of the online application form.

Community and commercial stallholders must supply their own gazebo unless otherwise specified.

All stallholders must remain strictly within the boundaries of the pitch size they have booked (e.g., a 3 metre x 3 metre pitch). No items, displays, equipment, gazebos, or activities may extend beyond the allocated space under any circumstances. This ensures safe walkways, fair use of space, and smooth event operations for all participants.

Stallholders are required to remain at their stall, gazebo, or catering unit for the duration of the event. They are fully responsible for the safe operation, supervision, and security of their setup at all times throughout the event period.

Suitable weights (minimum 25kg per leg) required for all gazebos.

No water, power, or lighting will be available unless pre-booked.

Events may be photographed for promotional use. By booking a pitch at a Littlehampton Town Council event, stallholders acknowledge and accept that photographs or video footage taken at the event may include their stall, staff, or activities. This content may be used by the Council for marketing and promotional purposes across its print and digital channels.

Appendix 1 – Events Stallholder booking system

To apply for either a community or commercial pitch, applicants must complete an online application form. At the start of the process, applicants should note that there are two or more types of forms, and it is important to ensure the correct form is completed for the relevant pitch type (e.g. community and commercial or catering).

A separate application form must be submitted for each Littlehampton Town Council event you wish to attend.

All applications must be submitted through the Council's website using the booking system, as a paper version of the form is not available.

Accessing the Application Portal

To submit your stallholder application, please visit the Littlehampton website and register/log in to the event booking system using your designated credentials.

Checklist Before Starting

- Public liability insurance
- Food hygiene certification (for catering pitches)
- Charity number (if applicable)
- Contact details and stall description
- Read the Stallholder Policy

Pitch Types

- Community: Local non-profit stallholders.
- Commercial: Businesses selling goods/services.
- Catering: Any food or drink vendors.



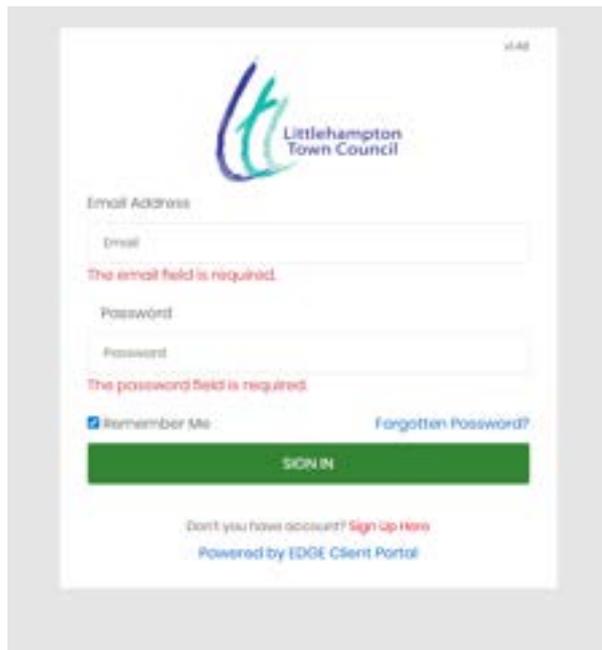
Date	Time	Events (Link to event)	Location	Event Type	No. of stalls
Sat 27 Jun 2020	09:00 - 17:00	Armed Forces Families and Veterans Day - Catering	Market location	Catering Applications	0
Sat 27 Jun 2020	09:00 - 17:00	Armed Forces Families and Veterans Day - Stallholders	Fair Ground	Stallholders Application	20

New Users:

If you have not used the booking portal before, a registration link will be emailed to you by the Events Team. Please use this link to create your account and access the client booking portal.

Quick Steps

1. Register (new users) / Log in
2. Find the correct application form
3. Complete and submit the form
4. Wait for contact from the Events Team
5. Make payment if required



Locating the Application Form

Once logged in, navigate to the Applications section.

Here, you will find the Event Application Form relevant to your stallholder request.



Completing the Form

Fill in all required fields with accurate information. After reviewing your details, submit the form through the portal.

Deadlines

Applications must be submitted within the timeframe set for each event.

Next Steps

A member of the Events Team will contact you to discuss your application and any further requirements.

Stallholder Policy

Please note: Your stallholder pitch is not confirmed until full payment has been received, in accordance with the Stallholders Policy.

If you are a community or charity group, your booking will be confirmed by email from the Events Team.

Troubleshooting

- Didn't receive the registration link
- Password reset issues
- Application form not showing
- Upload/attachment problems

Please contact the Events Team via telephone 01903 732063 or email at events@littlehampton-tc.gov.uk for assistance.

Proposed Stallholders fees for 2026 to 2027

	High Street Events including Easter and Christmas	Armed Forces, Families and Veterans Day	Screen on the Green /Town Show and Family Fun Day
Charities	Free of Charge	Free of Charge	Free of Charge
Commercial Stallholders	Small (3 metres x 3 metres) £20 Medium (3 metres x 6 metres) £30 Large (3 metres x 9 metres) £50	Small (3 metres x 3 metres) £30 Medium (3 metres x 6 metres) £40 Large (3 metres x 9 metres) £60	Small (3 metres x 3 metres) £20 Medium (3 metres x 6 metres) £30 Large (3 metres x 9 metres) £50
Catering	Small (3 metres x 3 metres) £50 Medium (3 metres x 6 metres) £75 Large (3 metres x 9 metres) £100	Small (3 metres x 3 metres) £100 Medium (3 metres x 6 metres) 150 Large (3 metres x 9 metres) £180 Plus 10% of takings All monies will go to the event charity RBL	Small (3 metres x 3 metres) £100 Medium (3 metres x 6 metres) £150 Large (3 metres x 9 metres) £180

All fees are shown excluding VAT

Littlehampton Town Council

Non-Confidential

Committee: Community Resources

Date: 19 February 2026

Report by: Town Clerk

Subject: Community Resources Update

1. Summary

- 1.1. The purpose of the report is to highlight work being undertaken to progress the community projects and initiatives that are within the remit of this Committee. This report details minor amendments to Grant Aid, a proposal to introduce a new overarching Grant Panel, as well as updates on Allotments, and the Sports Forum.

2. Recommendations

The Committee is recommended to:

1. Review and approve amendments to the Grant Aid Policy as outlined in paragraphs 3.1 to 3.3 and highlighted in yellow in Appendix A.
2. Consider and agree the introduction of an overarching Grant Panel and associated Terms of Reference as outlined in paragraphs 4.1 to 4.3 and Appendix B.
3. Receive the Sports Forum notes from the meeting held on 13 October 2025 attached as Appendix C.
4. Receive the Allotments Working Group notes from the meeting held on 15 January 2026 attached as Appendix D.
5. Otherwise note the contents of the report.

3. Grant Aid Scheme 2026

- 3.1. The registration process for the 2026 scheme was launched on Monday 12 January and will close on Monday 23 February. This has been widely promoted through Facebook, the local press, Voluntary Action Arun Chichester, and directly by contacting over 60 local service providers, community groups and

sports clubs with whom the Council already has a relationship. At the time of writing this report 29 responses have been received.

- 3.2. Once registration has closed, the groups will be assessed against the qualifying criteria and placed within the funding tiers by the Grant Aid Panel and the funding distributed to each tier in accordance with the Grant Aid policy. Qualifying groups will then be contacted the week commencing 23 March to inform them of which tier they are in, the maximum amount of funding available to them and invited to make an application.
- 3.3. As the Town Council has increased its available funding schemes for which groups can apply, to include Sports Funding and Event Support Funding, minor changes have been made to the policy to provide further clarity on the procedure, in line with the Town Council's aspirations to ensure the process is fair and clear. The specific areas amended within the policy are as described below. See Appendix A for the complete Grand Aid Policy and proposed changes highlighted in yellow.

Paragraphs 4 to 6

Groups and organisations can only submit one Grant Aid application per year.

Any group or organisation that holds a Service Funding Agreement with the Town Council, within the same financial year as the Grant Aid award, cannot apply for Grant Aid.

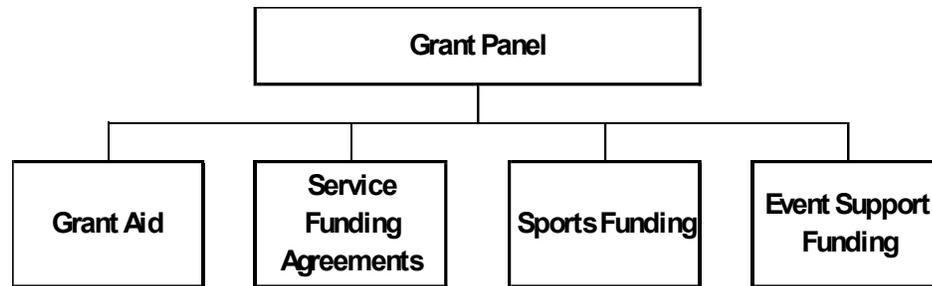
If an applicant has received any other funding from the Town Council within the last year, this will be taken into consideration by the Selection Panel when making its decisions.

Paragraph 36

The word 'funding' has been changed to 'Grant Aid funding' to clarify that Tier placement is unrelated to any other funding scheme of the Town Council. Officers noted that a new group could receive a high amount from another funding pot, which would then automatically qualify them for Tier 3 Grant Aid funding, without having progressed through the tiers, as was originally intended for this scheme.

4. Grant Panel

- 4.1 There are now four different funding schemes, each with its own policy and procedure. These are Grant Aid, Sports Funding, Event Support Funding and Service Funding Agreements. To ensure consistency and efficiency in how they are administered members are asked to consider the Grant Aid Panel becoming a Grant Panel with oversight of all four funding schemes.



- 4.2 The Grant Panel would become the Selection Panel for each scheme, making recommendations and reports accordingly. While there will be natural uniformity for much of the funding, any specificity will be detailed within each scheme’s policy and procedure, for example the Sports Funding Selection Panel includes co-opted members of the Littlehampton Sports Forum Executive Committee for their insight and knowledge of local sporting provision.
- 4.3 Proposed Terms of Reference for the Grant Panel have been developed and are in Appendix B for members consideration.

5. Sports Forum

- 5.1 The Sports Forum met on Monday 13 October and discussed Sports Funding, Pride in Place and received updates from each of the clubs in attendance. See Appendix C.
- 5.2 Five local clubs received funding from the new Sports Funding totalling £2,924. The recipients will provide feedback at the end of the year for how the funding has helped to increase participation in sports and healthy activities in Littlehampton.
- 5.3 Nominations are now open for the annual Sports Awards, closing on Monday 9 March 2026. Local clubs and individuals are nominated by sports clubs and members of the public across a range of ten categories. Successful nominations will be presented with an award or commendation at the Annual Town Meeting on Thursday 23 April 2026.

6. Allotments

- 6.1. The planned infrastructure works on two allotment sites has been completed. This comprised relaying the central track on Worthing Road and erecting new fencing on the south and southeast sides of the Trinidad site.
- 6.2. The Allotments Working Group met on Thursday 15 January 2026 and discussed the list of priorities for future planned infrastructure works. See Appendix D for the notes from that meeting.

6.3. The new Facilities and Contracts Manager has been introduced to the Allotments Working Group as they will be taking on oversight of the allotments from February 2026.

7. Financial Implications

7.1. The Grant Aid budget is £25,000 for 2026 to 2027.

7.2. The allotment infrastructure reserve fund is £10,000 for 2026 to 2027.

Laura Chrysostomou

Town Clerk



Littlehampton Town Council Grant Aid Policy

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

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

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

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

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

Main Objectives

The annual Grant Aid scheme aspires to support those groups and non-commercial organisations that closely align with the Council's vision for developing and providing long-term benefits for the residents of Littlehampton.

To help in achieving their goals the Council in its Business Plan has identified **5 key areas** as strategic priorities:

Place

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

People

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

Provision

Accessible environmentally friendly services reaching the broadest spectrum of people

Partners

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

Progress

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

Littlehampton Town Council gives grants to voluntary, cultural, charitable and sporting activities for the benefit of the local community. The Council will take into account the objectives of an association and the wider community benefit for Littlehampton arising from the grant when assessing its priorities.



Littlehampton Town Council Grant Aid Policy

As well as acknowledging the **5 keys areas** above, applications must demonstrate one or more of the following:

- A project that looks to change and adapt the applicant's current service; becoming more resilient to respond to new and future challenges.
- A project that supports an identified need in the community, providing clear parameters on how the project looks to address that need.
- A defined benefit directly to Littlehampton residents with clear aims and objectives.
- Evidence for how deliverables will be reported and evidence to show how core aims and objectives have been met.
- Support for equality, diversity and inclusion; specifically disadvantaged and under-represented groups.

There is a limited budget each year for grants and the amounts requested often exceed the fund available. It is therefore important that applicants demonstrate how they align with the Council's aspirations and goals for the local area and its residents as set out in the Business Plan. **The main criteria can be found in Appendix A** and all potential applicants should ensure they have read this before making an application.

General Conditions

1. 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. Groups and organisations can only submit one Grant Aid application per year.
5. Any group or organisation that holds a Service Funding Agreement with the Town Council, within the same financial year as the Grant Aid award, cannot apply for Grant Aid.
6. If an applicant has received any other funding from the Town Council within the last year, this will be taken into consideration by the Selection Panel when making its decisions.
7. Grants will only be made to non-profit making organisations supported by unpaid volunteers or not-for-profit schemes.
8. Any grant award that has been carried over from the previous year's Grant Aid programme will not be eligible to apply in this Grant Aid scheme.
9. All other sources of funding must be declared at the time of the application.



Littlehampton Town Council

Grant Aid Policy

10. No grant shall exceed 20% of the total grants budget allocated annually by the Town Council.
11. 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.
12. Littlehampton Town Council reserves the right to purchase items requested within the application for Grant Aid on behalf of any club, society or organisation.
13. There shall be no change to the intended use of the grant without express written authority of the Town Council.
14. Grants will not be awarded retrospectively. All grants must be spent within 12 months of being awarded.
15. 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 the Town Council.
16. 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

17. In March the following year, or before this time if the grant has been spent, the recipient will provide feedback demonstrating the clear benefits or the achievements accomplished because of the award.
18. The Council may request confirmation that the funding has been spent on the intended purpose, for example by presentation of invoices or receipts.
19. If the group or organisation should dissolve or cease to exist any assets obtained from the Grant should either be returned to the Council or, in agreement with the Council passed onto a group with similar objectives.
20. The recipient shall acknowledge Littlehampton Town Council as funders on all correspondence and 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.

Process

The Town Council employs a tiered system for apportioning grant funding. This encourages long-term engagement between local service providers and the Town Council, whilst streamlining the process for administration and decision making.



Littlehampton Town Council Grant Aid Policy

This system allows organisations to move between tiers over time based on evidential achievements and benefits for the community.

21. Littlehampton Town Council will set a budget each year for grants to fund organisations that undertake work or provide services of benefit to the town and its residents. The Grant Budget is agreed by Full Council in January.

Registration

22. Organisations will be invited to register their interest in receiving a grant. The registration process will be opened in mid-January and be closed by mid-February, and promoted on the Town Council website, social media and local press.
23. At this stage there is no need to state your project or intentions for the grant. Registration is simply to confirm interest and provide supporting documentation for your organisation. **See Appendix B, Registration Form.**
24. Once the budget has been set and the registration process is complete, a Panel of Councillors from the Community Resources Committee will allocate each organisation a tier and assign the amount of funding available for each tier, which will be shared equally by each successful individual organisation in that tier. The allocation of funding is based on the number of registered organisations in each tier and the available budget.

Application

25. Organisations that have met the criteria and been registered will receive confirmation and be allocated a tier based on the description in section 34, and invited to make an application up to the amount assigned to that tier. **See Appendix C, Application Form.**
26. To give groups time to decide on their projects, the application process will be opened four weeks after registration has closed until the end of April.
27. A registered organisation is not beholden to make an application.

Assessment

28. 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.
29. Officers will produce recommendations for a Panel, made up of Councillors from the Community Resources Committee, to confirm organisations' tier placement and whether any could be eligible for Service Funding Agreements.



Littlehampton Town Council

Grant Aid Policy

30. The Grant Aid Panel's recommendations will be put to the Community Resources Committee meeting in June and decisions on the final awards made at that meeting. **See Appendix D, Terms of Reference for the Grant Aid Panel.**
31. Applicants will then 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.
32. Payments will be made once relevant bank details have been provided by the successful applicants.
33. In March the following year recipients will be contacted to provide feedback and impact reports for their projects.
34. This information will contribute towards decisions regarding tier placement for returning applicants.
35. These reports will be collated into a final report for inclusion in the Community Resources Committee meeting in June of that year.

Definition of the Tiers

36. Registered organisations are allocated a tier based on the following descriptions:

Tier 1 Previously unregistered groups or groups that have not received any **Grant Aid funding** from the Town Council.

Tier 2 For groups that have received **Grant Aid funding** on at least one occasion in the past five years for projects which have directly benefitted the community and that, on average, are under £500.

Tier 3 For groups that have received **Grant Aid funding** on at least one occasion in the past five years that, on average, is £500 or over.

Tier 4 This tier is only available every three years, the next opportunity being 2029.

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

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



Littlehampton Town Council

Grant Aid Policy

Timeline			Process
Month	Week		
January	1		
	2	CRC	Registration Opens
	3		Council sets budget
	4		
February	1		
	2	CRC*	Update for CRC*
	3		Registration Closes
	4		Panel reviews registrations, assigns tiers and allocates funding for each tier
			Organisations informed which tier they are in and the amount they can apply for
March	1		
	2	CRC	Update for CRC
	3		Applications Open
	4		
April	1		
	2		
	3	CRC*	Update for CRC*
	4		Applications Close
			Applications reviewed
May	1		
	2		Recommendations made
	3		
	4		Panel reviews recommendations and make proposals
June	1	CRC	Final approval at CRC
	2		Applicants informed of decisions and payments made

	Councillors
	Officers
	Community Resources Committee
	Open
	Close
*	Provisional CRC

Grant Panel: Terms of Reference

Name of Panel/Group	Grant Panel
Decision making body to whom it will report	Community Resources Committee (CRC)
Remit/Purpose	<p>The funding budgets for Grant Aid, Service Funding Agreements, Sports Funding and Event Support Funding will be approved by Full Council in January each year. Subsequently the Grant Panel will be appointed by the Community Resources Committee to undertake the following remit for each funding scheme:</p> <p>Grant Aid Once the registration process is complete, the Panel will assign the amount of funding available for each tier, which will be shared equally by each successful individual organisation in that tier.</p> <p>Following closure of the application process, the Panel will consider the recommendations produced by officers, confirm organisations' tier placement and whether any could be eligible for Service Funding Agreements. Prepare recommendations for the Community Resources Committee.</p> <p>Service Funding Agreements Following closure of the application process, the Panel will consider recommendations produced by officers and shortlist applicants to be interviewed by a Task and Finish Group. Prepare recommendations for the Community Resources Committee.</p> <p>Sports Funding Following closure of the application process, the Panel will form a Selection Panel with co-opted members to consider recommendations produced by officers. Prepare recommendations for the Community Resources Committee.</p> <p>Events Support Funding As this funding is available all through the year and funding requirements may fall between committee meetings, when an application is received the Panel will firstly consider recommendations produced by officers. Prepare recommendations for the Town Clerk and Chair of the Committee.</p>
Structure	The Standing Orders of Council will generally apply but at the discretion of the Chair, greater latitude will be permitted to allow members to fully discuss issues in a less formal or prescriptive manner.

<p>Objectives (and how the panel will work to achieve them)</p>	<p>The Panel will ensure that the aims, objectives and criteria of each scheme’s individual policy are delivered.</p> <p>Attendance:</p> <p>Attend and participate in all scheduled panel meetings. Send apologies or provide a substitution on occasions where this is not possible.</p> <p>Prepare for each panel meeting by reading and considering the registration and application assessments provided by the applicant and the recommendations from the officer.</p> <p>Remain impartial:</p> <p>Ensure that comments, opinions and decisions are made on the basis of objective assessment and respect for all groups and individuals and in accordance with Town Council policies and regulations.</p> <p>Provide constructive feedback on applications that are not successful.</p> <p>Declare any potential conflicts of interest in accordance with the provisions of the Town Council’s Code of Members’ Conduct. The Chair will ask panel members to declare interests before any discussions take place. This information will be recorded and kept with the notes of the meeting.</p> <p>Maintain confidentiality:</p> <p>Treat all information received as a panel member as confidential. Panel members must not disclose any sensitive information relating to panel discussions, grant recipients, to anyone outside the panel.</p> <p>Not disclose the outcomes of panel meetings prior to applicants being informed of the funding decision.</p>
<p>Reporting to</p>	<p>The Panel will report and make recommendations to the Community Resources Committee, except for Event Support Funding as this is available for applicants all through the year. Funding awards from the Event Support Fund will be reported to the Community Resources Committee.</p>
<p>Key timescales and duration</p>	<p>This Panel is in place throughout the year. Its key dates are as follows:</p> <p>Grant Aid starts in January and concludes in June each year.</p> <p>Service Funding Agreements are typically every three years, starting in September and concluding in December of the relevant year.</p> <p>Sports Funding starts in September and concludes in November each year.</p>

	Events Support Funding is available all through the year.
Panel Membership	<p>The Panel will be comprised of the Chair and Vice Chair of the Community Resources Committee and the Community Engagement Manager for Grant Aid, Service Funding Agreements and Sports Funding.</p> <p>The Panel will be comprised of the Chair and Vice Chair of the Community Resources Committee and the Events Manager for Event Support Funding.</p>
Panel Chair	The Chair of the Community Resources Committee
Meeting dates	The timing and number of meetings will be dictated by the volume of business for the Panel.
Scope of work (detail work areas in and out of scope)	<p>Scope is in line with the remit of the Community Resources Committee when considering funding.</p> <p>Scope is in accordance with each scheme's Policy and Procedure.</p> <p>Scope of work includes considering the link to Service Funding Agreements but without any action until current agreements come to an end.</p> <p>Out of scope: Setting a budget is outside the scope of this panel. The panel will not hear appeals. Complaints will be managed via the Town Council's Feedback Procedure.</p>
Resources	<p>Time and commitment from Councillors.</p> <p>Officer time to undertake work.</p>
Lead officer(s)	Community Engagement Manager
Key stakeholders / interested parties and engagement process	N/A

Notes of the **Littlehampton Sports Forum** held in the **New Millennium Chamber, Littlehampton Town Council** on **Monday 13 October 2025** at **6pm**.

Present:

The following groups were represented at the meeting:

Littlehampton Badminton and Squash Club (two members)
Littlehampton Town Football Club
Littlehampton Cricket Club
Norfolk Bowls Club (two members)
Littlehampton Wave Life Saving Club
Littlehampton Golf Club
Howard Lawn Tennis Club and Littlehampton Tennis Club
Wick Dynamos Junior Football Club and Arun Sports Arena (two members)

In attendance:

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

1. Introductions

Members of the Forum introduced themselves and their clubs.

2. Apologies for Absence

There were apologies from members of Littlehampton Croquet Club and Littlehampton Sportsfield.

3. Notes of Previous Meeting

The notes of the previous meeting from 7 July 2025 were agreed as a true record.

3.1. Matters Arising

Officers contacted the new General Manager of the Littlehampton Wave. He expressed interest in being involved with the Sports Forum but could not attend on this occasion.

4. Sports Funding

4.1. The opening of the Sports Funding scheme was delayed to give time for the Policy and Procedures to be finalised. These were put forward for Councillors to approve at the Community Resources Committee meeting on Thursday 23 October.

4.2. Following approval applications would open on Monday 27 October and close on Monday 24 November. The Selection Panel would meet after this date to

make a final decision on which applicants would receive a share of £2,000. Successful applicants would receive their funding in December.

- 4.3. The Selection Panel would be made up of the Town Council's Grant Aid Panel and members of the Sports Forum Executive Committee.
- 4.4. The Sports Funding scheme was derived from the former Sports Excellence Grants, with the intention of widening its benefit for the community. Its focus was to increase participation in sport and healthy activities in the most inclusive way.
- 4.5. As this was a new funding scheme, on completion it would be reviewed to assess if it required any improvements, which would be implemented for the following year.

5. Pride In Place Funding: Wick with Toddington

- 5.1. The Chair explained that this was funding from the Government for areas of deprivation that would benefit from financial investment. This could be related to income, health, availability of services etc. The plans for how it would be distributed and used will be coming together in the next 12 months. It will be intended for projects, ideas, investment opportunities or any other local initiatives that are supported by the community.
- 5.2. The total being made available was £20m over ten years.
- 5.3. It looked likely that a decision-making board would be established over a few months, steered by Arun District Council but made up of community representatives. The board would be made up of lots of different local representatives. Though the funding is not just for sports club, members of local clubs or the Sports Forum could apply to be on the board.
- 5.4. The Chair clarified that the money would need to be spent in the area specified or be of a clear benefit for that area. It was uncertain how much flexibility there was for this, for example if financing a bus company or mini bus to transport children to sporting activities outside Wick and Toddington.

6. Members' Updates

- 6.1. Littlehampton Cricket Club
The season finished at the end of September. Though the First Team was relegated, the Second Team stayed in the league, and the Third and Fourth Team were promoted. Over the season 118 adults participated in games, and over 30 young people play for the Colts. Winter training for the Colts will begin indoors from November. The club was pleased to report that several young players have been accepted onto Sussex Cricket's Pathways Development Programme. This is an initiative which identifies talented players to then provide coaching and opportunities for them to develop.
- 6.2. Littlehampton Town Football Club

The team is currently sitting middle of the league table, which the representative reported is a positive change from struggling against relegation. Sharing facilities at the Sportsfield is still a challenge, particularly for meeting the league's ground expectations. The Football Association has given till 2028 for the club to resolve the requirements for hardstanding and fencing. Arun District Council have provided support in helping them find a solution.

- 6.3. Howard Lawn Tennis Club and Littlehampton Tennis Club
Howard Lawn Tennis Club moved to the courts at Maltravers Park in September. They are hoping to have use of the related clubhouse. They will be back on the grass courts in April.
- 6.4. Littlehampton Squash and Badminton Club
The representative reported on their recent Sports Fair on Friday 5 September. They would like to do it again but it would need more clubs to get involved. He recognised that holding it on a Friday afternoon and evening was difficult, so he is looking to ask the local schools for their advice on when the best times would be.

World Squash Day was last week, Saturday 11 October. This was promoted by the Littlehampton Page on Facebook and received positive responses. Members affirmed that this Facebook page is very responsive to promoting local events and groups.

The badminton teams have now the Fusion and Mid Sussex Leagues, alongside Brighton Mixed and Mixed Combi, Brighton Men's Combi, Worthing Men's Combi and Bognor Mixed and Men's Divisions. The club has also entered an over 60's league for the first time.

- 6.5. Norfolk Bowls Club
The club hosted Norfolk County Bowls Ladies. Though it was wet weather they had a great time. At the end of the season the Ladies Team remained in Division 1 while the Men's Team was relegated to Division 2. Short mat bowls has now started indoors, and the club are looking to compete at the long mat indoor/outdoor league in Worthing.
- 6.6. Littlehampton Wave Life Saving Club
It has been a busy summer with the club promoting their activities at St Oscar Romero Catholic School Summer Fete and Careers Morning, Littlehampton Waterfront Festival, the Town Show and Family Fun Day and the recent Sports Fair.

They welcomed the return of the Newfoundland Rescue Dogs demonstration in July. A visit in September was also planned but this was cancelled as the weather and sea conditions were not suitable or safe.

They ran two 'Save a Baby's Life' CPR courses at the Littlehampton Wave and another is scheduled for November. The Bognor Sea Cadets joined them

to learn basic water safety, survival and rescue skills. The Littlehampton Sea Cadets will be returning for a similar session later this month.

Four of their older members are now Pool Lifeguards at the Littlehampton Wave and two are Beach Lifeguards with the RNLI.

The Littlehampton Mayor presented the Academy Pool Stars in July.

Over the summer many of their members passed exams such as Advanced CPR, Lifesaving Sport Level, Pool Star, Pool Medallion, Star at Southwater Lake, Medallion at Southwater Lake, Beach Star and Beach Medallion. Five members successfully earned the Distinction Award which requires passes at Star and Medallion for Pool, Lake and Beach plus 30 hours of voluntary work undertaken within a 24-month period.

The club held a mini relay in the sea to commemorate the 150th anniversary of Captain Matthew Webb being the first person to swim unaided across the English Channel on 24 August 1875.

This coming Saturday sees the 2025 RLSS Honours Presentation at the British Motor Cycle Museum in Warwickshire. Three members will receive Certificates of Merit whilst the Chair will receive a Bar to Medal of Honour and the Medal of Distinction. His BEM will be presented at the Manor House on Monday 17 November by the Lord Lieutenant of Sussex.

Several members left in September either for university or by coming to end of the academic achievements they can obtain at the club. There are very few new members joining which is challenging.

Thursday 16 October is National Start a Heart Day and the Littlehampton Wave are planning to host CPR sessions.

The club is currently part of the Blue Token scheme in Tesco.

6.7. Littlehampton Golf Club

It has been a long hot summer. The club hosted the ladies county match of Sussex vs Hampshire. The new captain's year has begun.

6.8. Littlehampton Sportsfield

As detailed above by the football club, the challenge of making space for both the cricket club and football club remains. To enable the Football League's requirement for hardstanding to be put in place by 2028, the cricket field needs to be moved to remove the overlap with the football pitch.

Excell Football Academy has taken over use of the lawn tennis space.

Trustees are still considering whether to apply for planning for Padel Tennis as it's considered to be the fastest growing sport in the UK.

6.9. Wick Dynamos and Diamonds Junior Football Club

They have been based at the Arun Sports Arena since 2023; this secured pitches for their teams in the long term. They now have 15 teams for ages 4 to

Under 18's. Diamonds Juniors is for girls and is in its second season with six teams. They also have teams for those with Special Educational Needs and Disabilities but would like to increase this.

They are 2 Star accredited but need to have a pathway to men's teams to achieve 3 Star accreditation, therefore they are looking to include men's and ladies' teams. The capacity is there to grow and develop. They welcome other clubs to join them for their events with a stall promoting their activities.

7. Any Other Business

- 7.1. It was noted that Celia Fastnedge of the Littlehampton Croquet Club has stepped down from her role of Secretary at the club and would no longer be attending the Sports Forum meetings. She has been involved with the Sports Forum for the last 11 years, and she was thanked for her commitment and valuable contributions to the forum over that time.
- 7.2. Members discussed sharing email addresses. Officers clarified that while, in accordance with the Town Council's policy on Data Protection, Sports Forum emails are sent without revealing the recipients' addresses, members are welcome to share their contact details with each other.

8. Date of Next Meetings

Dates for 2026 will be confirmed at the next Sports Forum Executive meeting.

The meeting closed at 6.46pm

Notes of the meeting of the Allotment Working Group, meeting held in The New Millennium Chamber, The Manor House, Church Street, Littlehampton BN19 5EW on Thursday 15 January 2026.

Working Group:

Councillor O'Neill – Chair

Councillor Wiltshire – Vice Chair

Co-opted Members:

Mr Farquhar

Mr Lovegrove

Mrs Mendes

Mrs Oliver

Mr Oliver

Ms King

Mr Simmons

Mr Martin

In attendance:

Felix Gillett – Community Resources Officer

Jon Short – Deputy Town Clerk and Responsible Financial Officer

Dennis Gittins – Facilities and Contracts Manager

Agenda 2025 to 2026

18. Evacuation Procedures

The evacuation procedures were noted.

19. Apologies

There were apologies from Councillor Tilbrook. There were also apologies from Mrs Burke, Mr Oliver as Trinidad site representative, attended as a substitute.

20. Declaration of Interest

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

21. Notes of the last meeting

It was requested the allotment site audit mentioned in the previous notes be circulated to all working group members. This was not possible due to the personal data within the audit.

The notes of the meeting held on Thursday 14 August 2025, were confirmed as a true record.

22. Introduction to Facilities and Contracts Manager

Members were formally introduced to the recently appointed Facilities and Contracts Manager who would be overseeing allotments from February 2026.

23. Community Resources Officer (CRO) and Action Plan Update

- 23.1. The CRO provided a general update regarding occupation and vacant plots across all sites. The levels were consistent with expectations for the time of year and were anticipated to improve as usual in the coming months. Notable achievements from 2025 were highlighted, including but not limited to; the planning permission and completion of the trading shed extension, successful community group workshops, the Community Resources Committee accepting the working groups recommendations regarding price increases and general practice. The strategy and action plan would be reviewed at the next meeting in May 2026.
- 23.2. Members noted the completion of the South and South East fences on Trinidad and the central track on Worthing Road, site reps reported that plot holders had welcomed these improvements.
- 23.3. The next phase of infrastructure funding of £10,000 would be available for the upcoming financial year, 2026 to 2027. The list of priorities, previously circulated, were updated with two additional areas of work which had been raised since the priorities were set last year. These comprised two vulnerable areas of fencing on Fort Road and Worthing Road. Additionally, the CRO reported that upcoming developments on the football ground on the north boundary may include a new fence. No decision had yet been reached, but if this was installed it would dispense with the need for this area of works on the priorities list. Members agreed with the recommended way forward, to hold off on actioning that area of work until the Football Club's plans were confirmed.

24. North Littlehampton

The working group noted recent planning applications for two allotment sites within Hampton Park in North Littlehampton. The Northern and Southern

allotment sites had been commented on by Littlehampton Town Council's Planning and Transportation Committee. Members were directed to submit any comments to Arun District Council for consideration alongside the application.

25. Reports of Allotment Sites

Site reps reported a general concern regarding theft across all allotment sites. As directed in the tenancy agreement, plot holders should report any incidents to Sussex Police and inform the Town Council with a crime number. The Town Council received four reports of theft since the summer. These concerns emphasised the importance of the infrastructure works towards long term prevention.

25.1 Fort Road

Issues were raised ahead of the meeting and were being addressed by the CRO regarding a vulnerable area of fencing and pest control.

Due to decreased parking outside the site, due to new double yellow lines, members discussed the potential benefits of swapping the Fort Road LALGA plot, which is used for wood chips and compost, with a neighbouring plot that is currently vacant. This would allow LALGA's plot to be used for additional parking when there was no wood chip or compost on it. Their current plot would be brought back into use as a regular plot. Positive impacts on accessibility and the feasibility of this change would be investigated and actioned outside of the meeting.

25.2 Howard Road

There was nothing to report.

25.3 Kingley Gate

There was nothing to report.

25.4 Mill Lane

The site rep highlighted attention needed regarding pest control on the site, sharing concerns from plot holders with chickens. This was noted and would be investigated by officers.

25.5 Trinidad

The site rep echoed the attention needed regarding pest control on the site. Plot holder's satisfaction with the excellent work done to the new fence was reiterated.

25.6 Worthing Road

Outside of the meeting, officers were aware of issues relating to the site's tracks and fences. These areas are included in the infrastructure works, but short-term solutions will also be explored by officers. The first reallocation of repossessed plots to existing tenants had successfully taken place.

26. Date of Next Meeting

The next meeting will be held on Thursday 28 May 2026.

The meeting was closed at 19:10pm.

UNAPPROVED

Littlehampton Town Council

Non-Confidential

Committee: Community Resources

Date: 19 February 2026

Report by: Town Clerk

Subject: Floral Services Contract Renewal

1. Summary

The report describes the current situation with the floral service contract ahead of its renewal and proposes the implementation of a Task and Finish Group to review the portfolio with options for improving and progressing the requirements of the contract.

2. Recommendations

The Committee is recommended to:

1. Consider and agree the terms of reference of the proposed Floral Contract Review Task and Finish Group (as set out in Appendix A).
2. Appoint four councillors to the Task and Finish Group.
3. Consider whether to repurpose £2,000 from the Tree Planting Scheme earmarked reserve towards replacing planters.
4. Otherwise note the contents of the report.

3. Background

- 3.1. Members resolved in September 2025 that the floral service contract would be reviewed to explore alternative delivery models, including biodiversity-focused methods that could also be deployed at other Town Council sites, and opportunities for volunteer and community involvement aligned to the Town Council's Business Plan objectives.
- 3.2. The existing floral contract covers a range of town-wide seasonal planting, that includes various planters in several locations across the town and the gardens of the Manor House. These are supplied and maintained as two programmes covering the summer and winter.
- 3.3. The contract covers a complex and varied estate including highways planting on roundabouts on behalf of West Sussex County Council, gateways and railings, and the Manor House gardens. Previous tenders have attracted minimal interest.

- 3.4. From the aspirations set out in the Business Plan and through committee discussion, it is proposed that the current contract is separated into two sections to fulfil the desired outcomes.
1. Highways Planting – delivered through the current bi-annual planting model by contractors with the necessary licences and training to work on the highway.
 2. Manor House gardens – adopting a more biodiversity-based model. This would also enable the concept of volunteer support to be explored taking into consideration training, organisation and how this is balanced with expectations.
- 3.5. The planters used for town and gateway displays are constructed from railroad sleepers. There are 13 in total, but several of these have deteriorated; two of which are no longer functional. Neither of these are sited in a gateway location; one has not been planted this year; the other has not been planted for more than a year. This would indicate the lifespan of all the planters, made from similar materials, will need significant repair or replacement in the next year or two. The planters should be included in considerations by the Task and Finish Group’s review of the floral contract.
- 3.6. A description of the location and condition of each planter is as follows:
- Town Planters
 Horsham Road / Hill Road: Reasonable condition
 East Street / St Floras Road: Some deterioration, repairs have been made
 East Street / Fitzalan Road: Deteriorated beyond repair, no longer in use
 Steam Packet on Terminus Road: Reasonable condition
 Arundel Road / Cornwall Road: Reasonable condition
 Franciscan Way West: Some deterioration
 Franciscan Way East: Deteriorated beyond repair, no longer in use
 Wick Street / Arundel Road: Several areas of deterioration
- Gateway Planters
 Horsham Road entrance: Reasonable condition
 Worthing Road entrance from Rustington: Reasonable condition
 Henry Avenue entrance: Reasonable condition
 Bridge Road entrance North: Reasonable condition
 Bridge Road entrance South: Some deterioration
- 3.7. Members are requested to form a Task and Finish Group with the proposed timeline and Terms of Reference as detailed in Appendix A. The new Facilities and Contracts Manager will be the lead officer for the Task and Finish Group.
- 3.8. As set out in the Council’s standing orders, standing order 18 states:

- a) The Council and its Committees may appoint advisory Committees or Working Groups, comprised of a number of Councillors and non-Councillors, to research, advise and report on a particular subject or matter and make recommendations based on its findings.
- b) Advisory Committees or Working Groups may consist wholly of persons who are non-Councillors, and the terms of reference, the Chair and Vice Chair shall be determined by resolution of Council, the relevant Committee or Sub-Committee.

4. Financial Implications

- 4.1. The floral services contract is set at £25,149.24 for 2026 to 2027.
- 4.2. There is £2,000 in the 2025 to 2026 budget and £1,000 in the 2026 to 2027 planters budget.
- 4.3 There is £2,000 uncommitted in the Tree Planting Scheme in earmarked reserves which could be repurposed towards the replacement of planters.

Laura Chrysostomou

Town Clerk

Floral Contract Review Task and Finish Group: Terms of Reference

Name of Group	Floral Contract Review Task and Finish Group
Decision making body to whom it will report	Community Resources Committee (CRC)
Remit/Purpose	<p>In advance of the current contract ending in March 2027, the Task and Finish Group will review the current floral service contract to explore alternative delivery models, biodiversity-focused methods that could also be deployed at other Town Council sites, and opportunities for volunteer and community involvement aligned to the Town Council's Business Plan objectives.</p> <p>The review will result in a recommendation to the Community Resources Committee providing a policy steer for the contract ahead of the tender process.</p> <p>The group itself will not make decisions; these will always be made by the relevant Committee and /or Full Council where appropriate.</p>
Structure	The Standing Orders of Council will generally apply but at the discretion of the Chair, greater latitude will be permitted to allow members to fully discuss issues in a less formal or prescriptive manner.
Objectives (and how the group will work to achieve them)	<ul style="list-style-type: none"> • Undertake an audit to identify all potential planting locations and document the viability and limitations to alternative delivery models • Research alternative delivery models and assess practical implementation requirements for the Town Council including resources required • Identify planters for replacement or removal or adaptation or repurposing • Inform criteria on which to base the new floral contract • Maintain confidentiality as some of the work created will form the basis of a tender process in accordance with Standing Orders and Financial Regulations • Declare any potential conflicts of interest in accordance with the provisions of the Town Council's Code of Members' Conduct. The Chair will ask panel members to declare interests before any discussions take place. This information will be recorded and kept with the notes of the meeting.
Reporting to	This Task and Finish Group will function as an advisory group reporting to the relevant Committee.

Key timescales and duration	<p>This Task and Finish Group will conclude by April 2027 when the new contract or contracts will be in place.</p> <p>Proposals will be presented at the Community Resources Committee meeting on Thursday 4 June 2026 for the tender process to open in the summer.</p> <p>The budget will be approved at the Community Resources Committee meeting on Thursday 20 December 2026 and approved by Full Council in January 2027 for the new contract or contracts to begin in April 2027.</p>
Group Membership	<p>Membership of the T&FG shall consist of:</p> <ul style="list-style-type: none"> • 4 councillors* from the Community Resources Committee <p>*Substitutes may attend as and when required</p> <p>This T&FG will have the ability to co-opt stakeholders onto the group and/or invite stakeholders to engage in specific thematic meetings, as appropriate. Stakeholder involvement and input into the group's meetings will be requested and agreed by members to ensure that there is an appropriate level of representation of views, experience and knowledge to help inform the group's consideration of agendas at individual meetings.</p>
Group Chair	The Chair of the Community Resources Committee
Meeting dates	The timing and number of meetings will be dictated by the volume of business for the Task and Finish Group. The group could arrange thematic meetings to ensure that it addresses all relevant issues in a focused and manageable way.
Scope of work (detail work areas in and out of scope)	<ul style="list-style-type: none"> • Scope is in line with the remit of the Community and Resources Committee when considering the Floral contract. • Setting a budget is outside the scope of this group.
Resources	<p>Time and commitment from councillors and other group members to attend meetings and undertake research work outside of meetings.</p> <p>Officer time to undertake work.</p> <p>Floral Contract budget £25,149 for 2026 to 2027. Planters budget £2,000 for 2025 to 2026 and £1,000 for 2026 to 2027</p>
Lead officer(s)	Facilities and Contracts Manager
Key stakeholders / interested parties and engagement process	<p>Linked to the scope of work but could include:</p> <p>Arun District Council Ecology Officer Arun District Council Parks Team and Community Safety Team</p>

Proposed Timeline for Task and Finish Group

February 2026	Create Task and Finish Group with Terms of Reference.
March 2026	First meeting of the Task and Finish Group to review current approach, obtain indicative prices, talk to contractors, gardeners and community groups.
April to May 2026	Subsequent meetings of the Task and Finish Group as required.
June 2026	Proposals brought to Community Resources Committee for approval.
July to August 2026	Tender opens for contractors.
September 2026	Report to Community Resources Committee to agree contract or contracts in principle, subject to budget discussions.
October 2026	Preferred supplier or suppliers informed, subject to budget confirmation
December 2026	Community Resources Committee agree budget.
April 2027	New contract or contracts begin.

Littlehampton Town Council

Non-Confidential

Committee: Community Resources

Date: 19 February 2026

Report by: Town Clerk

Subject: UK Town of Culture 2028 Competition

1. Summary

- 1.1. The report outlines the Department for Culture, Media and Sport Competition for the UK Town of Culture 2028 and how the Town Council plans to submit an Expression of Interest.

2. Recommendations

The Committee is recommended to:

1. Endorse the Town Council's work to submit an Expression of Interest (EOI) and agree that the Community Resources Initiatives earmarked reserve (EMR) be used to support initial community engagement to develop the EOI.
2. Consider items for inclusion in the EOI.
3. Otherwise note the report.

3. Background

- 3.1. The UK Town of Culture 2028 is a national initiative launched by the Department for Culture, Media and Sport (DCMS) to celebrate the cultural identity and contributions of towns across the UK. The programme builds on the success of the UK City of Culture model and aims to recognise that impactful culture exists beyond major cities.
- 3.2. The competition is open to towns of any size across the UK (excluding Greater London areas). Winners and finalists will receive significant funding to deliver ambitious cultural activity in 2028. Littlehampton would qualify under the medium town category (for towns with 20,000 to 75,000 residents) based on its population.
- 3.3. The programme aims to:
 - Celebrate unique local stories, heritage, and cultural assets.
 - Increase access to culture and widen participation.

- Build civic pride and strengthen community identity.
- Support economic growth, regeneration and partnership building.

Previous City of Culture winners (e.g., Hull, Coventry, Bradford) have experienced transformational benefits extending beyond the title year, including increased investment, stronger cultural infrastructure, and improved public engagement.

3.4. Applications will be assessed on three core themes:

1. Your Story

Showcase the town's unique identity – people, history, landscape, heritage, and cultural traditions. The bid should clearly articulate what makes the town distinctive and how its story will shape the cultural programme.

2. Culture for Everyone

Demonstrate how cultural activity will be inclusive, visible and accessible to all communities. This may include a broad definition of culture – visual arts, music, crafts, theatre, heritage, parks, natural environment, film, etc.

3. Making It Happen

Show strong deliverability, partnerships, governance, capacity, and realistic plans for delivering the 2028 programme. This includes demonstrating community involvement, sustainable legacy planning, and collaboration with local authorities and partners.

3.5. The process involves submitting an Expression of Interest (EOI) by 31 March 2026. This will be assessed during spring with shortlisted bidders being awarded a grant of £60,000 to develop the full bid. The full bid would need to be submitted by autumn 2026 with the winners and runners up announced in spring 2027. The yearlong cultural programme would be delivered in 2028. The EOI form can be found in Appendix 1.

3.6. There is a limit of 1,200 words for the whole EOI form. The DCMS has stated that should they receive a large number of bids they will primarily focus on the 'story' section of the EOI.

3.7. The winner of the Town of Culture title will receive £3 million, and the two runners up will receive £250,000 each.

4. Littlehampton's Bid

4.1. There are many reasons why Littlehampton should enter the competition including the opportunity to secure substantial investment in cultural

infrastructure, a powerful platform to showcase the town's identity nationally, the strengthening of our existing partnerships between councils, cultural organisations, communities and local businesses. Furthermore, it would deliver impactful legacy benefits: economic uplift, increased tourism, community cohesion and civic pride. It would help shape a shared long-term vision for local culture.

- 4.2. Littlehampton is experiencing transformation. The extensive work by the Town Council and partners, residents and businesses has not only seen a turnaround in perception but organically inject pride into the town. Recent investment such as the Public Realm and Levelling Up has boosted the aesthetics; partnerships such as the Town Centre Action Group with offshoots like the Business Crime Reduction Partnership and Business Forum have addressed significant challenges; recreational and commercial activities such as events and the new Friday market have increased footfall and the investment from new-comers such as Premier Inn have brought hope and fuelled aspirations. The Pride in Place investment for Wick and Toddington will enhance the existing work and take civic pride further. In fact, the DCMS encourages bids for the Town of Culture to link to Pride in Place. Littlehampton is ready to be the UK Town of Culture 2028.
- 4.3. The Museum's substantive consultation in 2024 for Project Time Machine highlighted how much residents value the town's heritage and wish to see more current social history represented in the collections. This is hoped to be progressed if the Heritage Lottery Fund bid is successful which would culminate in an exhibition celebrating the Museum's 100th anniversary which coincidentally is in 2028. Findings from the consultation can be included in the EOI.
- 4.4. Officers have been speaking with partners such as Artsworld and Future Creatives about their projects, plans and to seek their thoughts on the bid. Both organisations have confirmed they would like to be involved and have a wealth of public consultation data that can be utilised. They have also offered to support community engagement activities.
- 4.5. The 'Story' of the town is the most important aspect of the bid, and this needs to come from the community. There are opportunities to reach out to the community in a variety of ways including through social media, partnering up with existing events such as Colour Up Wick at the end of February, having a stall at the Friday market and many more. It is important to include in the application how the community has engaged with the bid and initial programme ideas.

4.6. Littlehampton Town Council is well placed to submit this bid and has the support of key stakeholders. A draft EOI would be included in the March Full Council meeting for approval.

4.7. Members are asked to discuss the proposal and make suggestions for items to be considered for inclusion in the EOI.

5. Financial Implications

5.1. There may be a small expenditure to cover community engagement activities which can be met from the Community Resources Initiatives EMR which currently has a budget of £8,215.

Laura Chrysostomou

Town Clerk

UK Town of Culture 2028 Competition

Expression of Interest (EOI)

Thank you for your interest in the UK Town of Culture 2028.

Please ensure you have read the “UK Town of Culture 2028 Expression of Interest: Guidance for bidders” document before applying. All EOIs must be submitted using this standard template.

The form comprises four sections which each require a statement response. You are provided with a series of prompts to use as a guide. You do not need to answer each prompt individually but your responses should address all prompts. The prompts draw from the competition criteria and bidding places should refer back to the criteria when completing the form to show the potential of their programme to make a contribution to the aims of the UK Town of Culture programme.

The form has set formatting (e.g., font size and line spacing) which should be adhered to. Please note that the EOI form is strictly word limited and we do not expect at this stage detailed economic data, research or in depth fundraising or delivery plans. Responses should also only include text.

The application deadline is **31 March 2026**. Applications received after this date will not be considered. **If a large number of applications are received, an initial sift will be conducted on the section, 'Section 2: Your Story', only.**

Contact: uktownofculture2028-competition@dcms.gov.uk

SECTION 1: BID INFORMATION

In this section, we ask for information relating to your bidding team and place. The information will not be scored but will be used to confirm your eligibility.

1.1 Contact Information

Please provide contact information for the single point of contact for your bidding team.
Name, Position, Team / Organisation, Telephone Number, Email Address.

1.2 The Bidder

Please provide information for the bidder. With reference to the definitions of the Accountable Body and Delivery Body in “UK Town of Culture 2028 Expression of Interest: Guidance for bidders”. You should include information on who the lead bidder is and who the key partners are.

1.3 The Geographical Area

Please specify the geographical area that you are bidding for, with reference to the relevant geographical boundary designations. You may want to note the town categories set out in the “UK Town of Culture 2028 Expression of Interest: Guidance for bidders”. We will use your geographical area’s population size to categorise your bid.

SECTION 2: YOUR STORY

In this section, we want to understand the unique story and culture of your town. [*Maximum 400 words for each section*]

2.1 Vision

Please use the following prompts to guide your response:

- *What is the story of your town (e.g., places and landscapes, people, communities, culture and heritage) and what is special about it (e.g., including, how it has contributed to a local identity - and, if relevant, how it has contributed to the national story)?*
- *How will your programme celebrate the story of your town, and what themes will be explored in your programme?*
- *How will your programme help to build knowledge of your town (e.g., improving, celebrating, raising the profile)?*

2.2 Local Needs

Please use the following prompts to guide your response:

- *What local challenges and issues does your town face that your bid can help to address? What priorities, needs, groups and demographics will your programme target and why?*
- *How does your bid align with any other local and / or regional plans to tackle local needs?*

2.3 Empowerment

Please use the following prompts to guide your response:

- *How have you developed the ideas within this bid? To what extent have you already consulted your local community and community groups (i.e., residents, businesses, institutions, creative providers, and cultural organisations) on your interest in UK Town of Culture?*
- *How will your local community and community groups be involved in developing and delivering the full application, programme and its legacy? How will you hold yourself accountable to community groups and members when making decisions about the programme?*

SECTION 3: CULTURE FOR EVERYONE

In this section, we want to understand how you will design a cultural programme for all which will provide visible, accessible culture that boosts the profile of your town. [*Maximum 400 words for each section*]

3.1 Quality and Innovation

Please use the following prompts to guide your response:

- *What is your cultural and heritage infrastructure, and how will you use it and build upon them in your programme? If your infrastructure is more limited, how could you leverage UK Town of Culture to develop your infrastructure on a permanent or temporary basis?*
- *What type of activities will your programme deliver, and how will they work together? Please refer to proposed lead artists / creatives, if they are known. You may refer to creating and / or promoting existing events that could become a returning event using the leverage generated by UK Town of Culture investment*

3.2 Opportunity

Please use the following prompts to guide your response:

- *How will you ensure the initiatives and opportunities (e.g., learning and skills-building, career awareness, bringing different communities together) you are planning are genuinely aligned with your community's needs and interests, especially for younger members of the community?*
- *What social and community impacts will these help you to achieve in your area, and why are these important to your town?*

3.3 Accessible

Please use the following prompts to guide your response:

- *How will you embed accessibility across the design and content of your programme?*
- *How would you aim to reach the widest possible audience?*

3.4 Communication

Please use the following prompts to guide your response:

- *How will you build a communication plan that utilises a breadth of media formats and reaches different types of audiences?*

SECTION 4: MAKING IT HAPPEN

In this section, we want to understand how you will deliver a successful programme.
[Maximum 400 words for each section]

4.1 Partnerships

Please use the following prompts to guide your response:

- How will you secure and work with additional external partners (e.g., artists and creatives, cultural and heritage organisations, funders, institutions, businesses, voluntary sector and civic society partners, and residents) to deliver the programme?
- How will you ensure your partners are representative of your town population?

4.2 Programme Management

Please use the following prompts to guide your response:

- How will the programme be managed throughout the year, including leadership structure and delivery model?
- How will you provide clear roles and responsibilities, and ensure the team has the skills and capacity to deliver?
- What are the key risks associated with your proposed programme (i.e., risk, mitigating action, RAG rating)?

4.3 Financial Management

Please use the following prompts to guide your response:

- If shortlisted, how would you use a £60,000 grant to strengthen your full application?
- How much do you expect it will cost to deliver your programme?
- How much additional funding will you need to raise to deliver the programme, and where will you get that additional funding (e.g., existing / reallocated budgets, income from charitable trusts and foundations, income from public funding bodies, business investment / sponsorship, crowdfunding, cultural partnership cash contributions / joint funding applications, in-kind support)?

4.4 Monitoring, Evaluation and Legacy

Please use the following prompts to guide your response:

- What outcomes of your programme can be monitored and evaluated? Please refer to outcomes referenced throughout your bid, including those referenced in "Local Needs" and "Opportunity".
- How are you currently monitoring the impact of any culture and heritage programme(s) and how could these methods be adapted and used to evaluate UK Town of Culture?
- What baseline information is available to help assess the impact of your programme?

Littlehampton Town Council

Non-Confidential

Committee: Community Resources Report

Date: 19 February 2026

Report by: Town Clerk

Subject: Museum Periodic Report

1. Summary

- 1.1. This periodic report seeks the approval of a small number of artefacts, provides details of the 2026 exhibitions plan and contains an update for Members on recent activities and engagement.

2. Recommendations

The Committee is recommended to:

1. Consider the recommended acquisition of items detailed in Appendix 1.
2. Note the engagement figures detailed in Appendix 2.
3. Note the exhibitions plan for 2026 in Appendix 3.
4. Otherwise note the contents of the report.

3. Body Shop Sculpture

- 3.1. Ownership of the Body Shop sculpture has been verified, so an order has been sent to the sculptor to start the repair work on the seated female figure as previously agreed by this committee.

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

- 4.1. Working with Future Creators' Coastal Catalyst Project, local young people including groups from the West Sussex Alternative Provision College and Arun Youth Projects have produced artwork in response to the portrait of Gwendolen Duchess of Norfolk, currently hanging in the Council's Millennium Chamber. The result is a vibrant and colourful exhibition in the Museum's Hearne Gallery including photography, digital art and a graffiti mural. This exhibition was opened on 31 January by the Mayor of Littlehampton.
- 4.2. Visitors can visit the Millennium Chamber to view the portrait of Gwendolen at set times advertised on the Museum's website.

5. Documentation

- 5.1. The documentation monthly targets are 300 inventory records to be created or amended to reach Spectrum standards, and 200 entries transcribed into excel spreadsheets. The Museum has exceeded its target for January 2026.
- 5.2. The current total number of records on our collections database (MODES) is 43,153 out of an estimated total of 50,000. The Museum is on track to eliminate the backlog within the next three to four years.

6. 'Transforming Littlehampton Museum' project

- 6.1. The Museum was successful in their application for a Museum Development Southeast (MDSE) "Skills Builder" grant for £615. This will be match funded for the Heritage Fund project. If the Heritage Fund application is refused, the Museum team will still be able to use the MDSE funding for oral history training for staff and volunteers.
- 6.2. The Museum is still waiting the outcome of its grant application to the National Lottery Heritage Fund. If successful, the grant of £127,913 would fund the follow-on project to Project Time Machine: Transforming Littlehampton Museum: Building Solid Foundations for the Next 100 Years. £7,320 from Museum Earmarked Reserves would be used as match funding.

7. Financial Implications

- 7.1. The cost of conserving and transporting a Body Shop sculpture is being met by using £300 from the current Collections Management budget, £500 from the Exhibitions Earmarked Reserves (EMR) and £355 from Events EMR.
- 7.2. The cost of putting on the Reimagining Gwendolen exhibition is expected to be in the region of £370 to be met from the Museum Exhibitions and Advertising budgets.
- 7.3. The National Lottery Heritage Fund grant application is for £127,913 which would be match funded by £7,320 from Museum EMR.

Laura Chrysostomou
Town Clerk

Table 1

Appendix 1: Potential Acquisitions

Object Name and information	Photograph	Curator Recommendation	Link to Collecting Policy / Archaeological deposition policy
<p>China from the Beach Hotel, acquired by donor's father after the fire</p>		<p>Accept: The Museum has some other Beach hotel china, but not similar to these (which are from a later date). They link to the story of the Beach Hotel. The Museum also has photos of the hotel after the fire as it was demolished.</p>	<p>4.4.1 The Museum will continue to collect social history items which relate to the history of Littlehampton and the surrounding area. These will include items associated with local businesses, domestic life and all other aspects of local history.</p>
<p>Black and white photographic print of the Oyster pond, taken by the donor in the 2020s.</p> <p>The donor is an artist/photographer who has had previous exhibitions in the Museum</p>		<p>Accept: the museum doesn't have much contemporary material. A good comparison to older photos of same area.</p> <p>Will fit into existing photo storage boxes</p>	<p>4.3.1 The Museum will continue to collect ephemera items which relate to the history of Littlehampton and the surrounding area, particularly with focus towards aspects which are less represented within these collections.</p>

Table 1

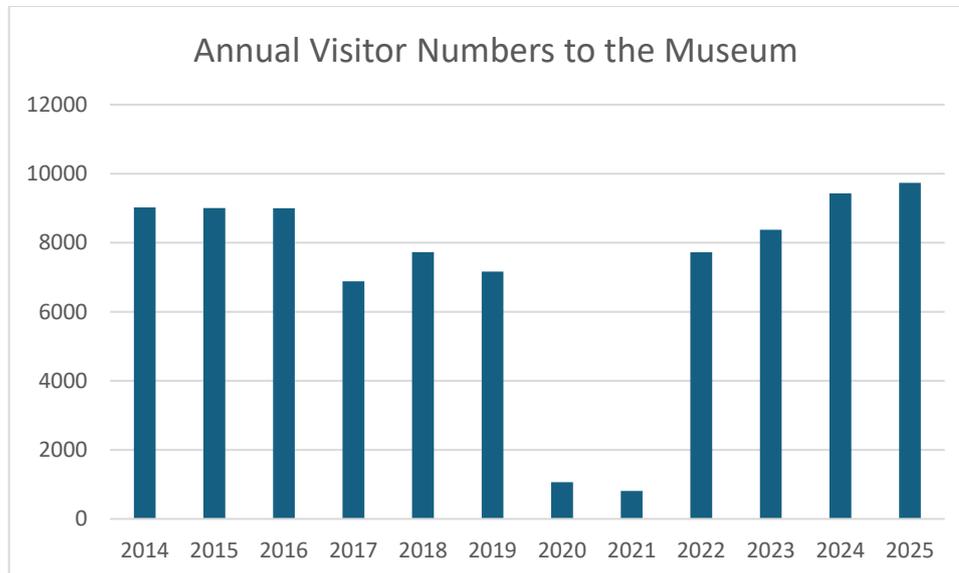
Appendix 1: Potential Acquisitions

<p>Cub scout cap from early 1980s, worn by donor and his brothers in Littlehampton.</p> <p>Donor is willing to participate in the Museum's oral history project</p>		<p>Accept: the museum doesn't have one already – has good context and story, is contemporary. Will fit into existing storage boxes</p>	<p>4.4.1 The Museum will continue to collect social history items which relate to the history of Littlehampton and the surrounding area. These will include items associated with local businesses, domestic life and all other aspects of local history.</p>
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Museum Visitor Engagement

1. Visitor Numbers

Table 1



Analysis: The Museum had the highest visitor figures in 2025 since visitor numbers have been recorded (2014). The visitor figures include outreach as well as visits to the Museum. The increased numbers could be as a result of the increased use of social media advertising (paid boosting of posts) since 2022 and Project Time Machine.

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

“Great to see the engagement of the students with the task. Blending history work, art and imagination” (the Re-imagining Gwendolen exhibition).

“This was a valuable experience for our students at West Sussex Alternative Provision College, thank you” (the Re-imagining Gwendolen exhibition).

“My 9 year old daughter: “This Museum is so fun”. They used the big magnifying glasses to examine the collection.”

“An excellent collection well described and presented”

“I enjoyed it more than I thought I would” Tyler, aged 10.

3. Social Media

Table 2 – Facebook Top Posts

Month	content	post reach	Engagement (likes, shares, comments)
December 2025	Call out for Re-imagining Gwendolen young artists (boosted post) Dual posting with Instagram	3,921	137
January 2026	What on earth is this? Warthog prop	3,961	80

Table 3 – Instagram Top Posts

Month	content	Reach	Engagements (likes, comments, shares)
December 2025	Call out for Re-imagining Gwendolen young artists (boosted post) Dual posting with Facebook	3,921	137
January 2026	We have had an amazing day with local young participants, (Re-imagining Gwendolen photoshoot)	247	21

4. Museum Outreach

Table 4 – School / care home loan boxes

	Number of borrowing schools / care homes	Number of pupils / users
December	2	162
January	2	123

Appendix 3: Littlehampton Museum Exhibition Planner 2026 to 2027

		2026												2027	
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Hearne Gallery															
Re-imagining Gwendolen			31 Jan to 8 May												
Victorian Littlehampton (with Butterworth)						23 May to 2 November									
ArtsWork school project												14 Nov 2026 to 31 Jan 2027			
Butterworth Gallery															
Youth Voice, video		January to 13 April													
Victorian Littlehampton (with Hearne)						23 May to 2 November									
Lens on the Landscape, young people's photography												14 to 30 Nov			
Local artists - printing												2 Dec 2026 to 9 Feb 2027			

Littlehampton Town Council

Non-Confidential

Committee: Community Resources Report

Date: 19 February 2026

Report by: Town Clerk

Subject: Christmas Illuminations

1. Summary

- 1.1. The report sets out the recommendations from the Christmas Lights Working Group for the 2026 to 2028 Christmas illumination contract.

2. Recommendations

The Committee is recommended to:

1. Receive the notes of the Christmas Lights Working Group meeting held on 2 February 2026 as outlined in Appendix 1.
2. Consider and endorse the Christmas Lights Working Group proposal for the 2026 to 2028 Christmas illuminations contract outlined in paragraph four.
3. Otherwise note the report.

3. Background

- 3.1 The current Christmas illumination scheme has been in place since 2023, and the tender is scheduled to go out late February to implement a new contract from Christmas 2026 until 2028.

4. 2026 to 2028 Christmas Illuminations

- 4.1. The Christmas Lights Working Group met on 2 February to discuss the suggestions for the 2026 to 2028 tender brief.

The suggestions are:

- To keep the same colour scheme as this represents the town council. Explore the opportunity to include some warm white colour in the scheme.
- Continue to have a 3D shape outside of Sainsbury's and explore the opportunity to have a shape outside of The Arcade.
- In relation to the areas covered by the illuminations it was suggested Arundel Road and East Street be added and the recent additions of The Arcade and Duke Street be included. The lamppost wraps around the War Memorial roundabout at the end of Beach Road could be removed, if necessary, should there be budget constraints.

- The Christmas tree needs to have an interactive element and would be better if there were not crowd barriers.
- An artificial tree would work best due to the fast deterioration of real trees. It is suggested that contractors be invited to propose alternative types of artificial trees such as a cone shaped one which could potentially eliminate the need for barriers.
- Continue hanging lights in the Duke Street and Anchor Spring trees. Investigate options to include the tree outside of Sainsbury's.
- In reference to the LA bauble, the preference was to exclude it in favour of the full word Littlehampton being incorporated into the scheme.
- Wick Christmas illuminations to stay the same but incorporate the same colours.

5. **Financial Implications**

- 5.1 A budget of £25,000 per year has been agreed for the 2026 to 2028 Christmas Illumination scheme from the Community Budget. This also covers the cost of the electrics.

Laura Chrysostomou
Town Clerk



How to contact us

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

Email: ltc@littlehampton-tc.gov.uk

Call: 01903 732063

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

Christmas Lights Working Group

Location: The New Millennium Chamber, The Manor House

Date: Monday 2 February

Time: 1.30 pm

Present:

Councillor Blanchard-Cooper – Chair

Councillor Butcher

Councillor Daws

Councillor Lee

Sofia Chittenden Head of Community Engagement and Development

Lucy Hall Town Centre Strategy Project Officer

1. Evacuation procedures

2. Apologies

All members were present. Councillors Lee and Blanchard-Cooper joined via Microsoft Teams.

3. Discussion

Suggestions for the 2026 to 2028 Christmas illuminations were discussed – these would form part of the tender brief which was due to go out late February, early March 2026.

The group agreed that the focus of the Christmas illuminations should be the town centre and Wick Shopping area. As the 2023 to 2025 scheme had been positively received by the public and businesses, it was suggested it stayed relatively similar with some changes to ensure the lights were continuously evolving and bringing excitement year on year.

In relation to the areas covered by the illuminations it was suggested Arundel Road and East Street be added and the recent additions of The Arcade and Duke Street be included. The group agreed lamppost wraps around the War Memorial roundabout at



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the end of Beach Road could be removed, if necessary, should there be budget constraints.

The group suggested that the colour scheme stayed the same as it represented the council colours. It was proposed that some warm white colours also be incorporated into the scheme, potentially in the swag lighting hung between the buildings.

Members agreed the Bauble outside of Sainsbury's was a success and allowed for picture moments in the town centre. The group suggested the 3D illumination remains outside of Sainsbury's, as feedback from businesses stated that they liked the location. It was agreed that adding another 3D illumination at the end of the high street outside the Arcade should be considered. In reference to the LA bauble, the preference was to exclude it in favour of the full word Littlehampton being incorporated into the scheme.

The options for Christmas trees were discussed, the group wished it to have an interactive element which could be enhanced if there were no crowd barriers around the tree. The possibility of a real tree was discussed but due to the fast deterioration of real trees, it was agreed that an artificial one would work best. It was suggested that contractors be invited to propose alternative types of artificial trees, such as a cone shaped one which could potentially eliminate the need for barriers.

It was agreed to continue hanging lights in the Duke Street and Anchor Spring trees. The group agreed to look at including the tree outside Sainsbury's.

After review from the Wick lights feedback, it was agreed that the only preferred change was to incorporate the same colours across the scheme.

4. Members Questions

There were no additional questions.

Meeting ended at 14:40