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Town Clerk – Laura Chrysostomou

Minutes of the Ordinary Meeting of the Community Resources Committee held in The New Millennium Chamber, Manor House, Church Street, Littlehampton BN17 5EW on Thursday 19 February 2026 at 6.30pm.

Present:

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

In attendance:

Sofia Chittenden – Head of Community Engagement and Development
Rachel Marshall – Events Manager
Felix Gillett – Community Engagement Manager
Dennis Gittins – Facilities and Contracts Manager

2025 to 2026

40. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

42. Apologies

There were apologies from Councillor Blanchard-Cooper with Councillor Walsh attending as substitute.

43. Declarations of Interest

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the agenda. The standing declarations were noted and Councillor

Walsh declared a personal interest across the whole agenda as a member of Arun District Council, West Sussex County Council and the Harbour Board.

44. Minutes

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

45. Chair's Report and Urgent Items

There were none.

46. Public Forum

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

47. Officer's Reports

47.1. Events Periodic Report

The Events Manager presented a report, previously circulated, which updated members on progress being made to upcoming events and the event support services tenders. Officers were working to source funding for Armed Forces Families and Veterans Day and had requested attendance from the Red Devils. They were also exploring options to collaborate with other event providers to expand and broaden the activities available for the community. Essential services for events were out for tender as detailed within the report, due to close on Tuesday 3 March. The Wayfinding Project was expected to be showcased at the Easter High Street events. It was noted that Arun District Council's official launch date of 1 April 2026 for the project may be rescheduled due to the reinstated West Sussex County Council elections.

It was resolved that:

The contents of the report be noted.

47.2. Stallholders Policy and Event Pitch Fees 2026 to 2027

Members had before them a report, previously circulated, which outlined a policy for event stallholders designed to align with the Events Strategy and Action Plan. It sought adoption of this policy and the review and agreement of stallholder pitch fees for 2026 to 2027. The policy and standardised fees were to ensure consistency for organisations attending events and allowed charities to continue hosting stalls free of charge. Members queried how VAT would affect the Armed Forces Families and Veterans Day donation to the Royal British Legion, this would be investigated by officers and amended if required.

It was resolved that:

1. The policy for Event Stallholders as outlined in Appendix 1 of the report be adopted.
2. The level of stallholder charges for 2026 to 2027 be approved as outlined in Appendix 2 of the report.
3. The contents of the report be otherwise noted.

47.3. Community Resources Update

- 47.3.1. The Community Engagement Manager (CEM) presented a report, previously circulated, which proposed to introduce a Grant Panel to create consistency across all the Council's funding programmes. It also aimed to streamline the process and adapt to accommodate the wide range of services and purposes the funding supports. For Grant Aid, Service Funding Agreements and Sports Funding the panel would make recommendations to this Committee for approval. For Event Support Funding, the panel will recommend to the Chair and Town Clerk for approval to allow for year-round flexibility. When reviewing the terms of reference appended to the report, an additional member was suggested bringing the panel to three in total, with the third member to be confirmed outside of the meeting by the Chair and Town Clerk. Since the report was published, a total of 43 Grant Aid registrations were received, eight of which were previously unregistered groups, an increase on last year.
- 47.3.2. Amendments to the Grant Aid Policy, clarifying an organisation's eligibility across multiple Town Council funding schemes, were highlighted in the report, the committee agreed the changes were sensible.
- 47.3.3. Additionally, the CEM reported that upcoming developments on the football ground on the north boundary of Worthing Road Allotment Site 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 infrastructure priorities list. Members agreed with the recommended way forward, which was to pause any work on that area, including any consideration of its impact on the allotment infrastructure budget, until the Football Club's plans are confirmed.

It was resolved that:

1. The amendments to the Grant Aid policy be approved as highlighted in Appendix A of the report.
2. The Terms of Reference for an overarching Grant Panel as outlined in paragraphs 4.1 to 4.3 of the report, with the inclusion of an additional member, be approved.
3. Notes from the Sports Forum meeting held on 13 October 2025 be noted.
4. Notes from the Allotment Working Group meeting held on 15 January 2026 be noted.
5. The contents of the report be otherwise noted.

47.4. Floral Services Contract Renewal

- 47.4.1. Members had before them a report, previously circulated, which proposed to establish a Task and Finish Group ahead of the floral contract's renewal. The Committee reviewed the draft terms of reference appended to the report which set out the group's goal of improving and progressing requirements of the contract. The conditions of planters would also be reviewed and designated for repair or removal by the group, with quotes for repair work to be sought by officers accordingly. Members considered the repurposing of £2,000 Tree Planting Scheme earmarked reserves towards the planter's repairs. The availability of this funding and potential to bid for Section 106 money was noted and would be determined by the Task and Finish Group if necessary.
- 47.4.2. Membership of the Task and Finish Group was discussed; it was noted that co-opted members could attend from interested parties or expertise groups through invitation. When asked to appoint four councillors to the Task and Finish Group Councillors Wiltshire, Tilbrook, and Tandy agreed to partake. Councillor Blanchard-Cooper was proposed, but as he was not in attendance, the fourth member would be confirmed outside of the meeting with the Chair and Town Clerk. It was agreed that the Group would determine its Chair outside of the meeting.

It was resolved that:

1. A Floral Contract Review Task and Finish Group be established according to the terms of reference attached to the report as appendix A, with the Chair to be confirmed, and the following councillors be appointed:
 - Councillor Wiltshire
 - Councillor Tilbrook
 - Councillor Tandy
 - Fourth member to be confirmed outside of the meeting by the Chair and Town Clerk.
2. £2,000 from the Tree Planting Scheme earmarked reserve be repurposed towards the replacement of planters at the discretion of the Floral Contract Review Task and Finish Group.
3. The contents of the report be otherwise noted.

47.5. UK Town of Culture 2028 Competition

- 47.5.1. The Committee had before them a report, previously circulated, which detailed the Town Council's plans to submit an Expression of Interest (EOI) for the UK Town of Culture 2028 competition. Members were asked to endorse this work and agree the use of Community Resource Initiatives Earmarked Reserves to cover any necessary community engagement activities and support the bid. Officers are currently working alongside a range of groups and organisations to capture and present the story of Littlehampton and its historical roots within the EOI.

47.5.2. When considering items for inclusion within the EOI, which had a restricted word count, members reiterated the strong position and wide range of heritage Littlehampton can showcase. Notably the town's links to the river's commerce routes, the museum's centennial celebration and its cultural resilience through war and industrial change. Officers would be working with groups who are familiar with submitting funding bids, such as the Littlehampton Museum, Arun District Council and [Artswork](#) who had previously worked with the Town Council and young people on the Wayfinding Project. Support was drawn from recent community engagement consultations for both the Events Strategy and the Museum, which allowed the perspectives of residents and tourists to be included.

It was resolved that:

1. The Town Council's work towards submitting the Expression of Interest for the Town of Culture 2028 competition be endorsed and members comments above be considered for inclusion.
2. Expenditure required to support community engagement to develop the EOI be met by Community Resources Initiatives earmarked reserves.
3. The contents of the report be otherwise noted.

47.6. Museum Periodic Report

47.6.1. Members received a report, previously circulated, which contained updates regarding recent activities and projects within the Museum. It included recent engagement figures and the 2026 exhibitions plan for members to note, alongside proposals for the acquisition of a small number of items. Members also noted the successful transfer of ownership and acquisition of the Body Shop Sculpture.

47.6.2. Since the publication of the report, the Museum team had received confirmation of their National Lottery Heritage Fund Grant Application being successful. The Museum would receive £127,913 towards a project focussing on developing the Museum and building a solid foundation for the next 100 years. Members shared their congratulations to the Museum team for this achievement and thanked them for their hard work that led to the grant bid being successful.

It was resolved that:

1. The recommended acquisition of items as set out in Appendix 1 of the report be approved.
2. The engagement figures in Appendix 2, the Exhibitions Plan for 2026 as set out in Appendix 3, and the contents of the report be otherwise noted.

47.7. Christmas Illuminations

Members had before them a report, previously circulated, which set out recommendations from the Christmas Lights Working Group for the 2026 to 2028 Christmas illumination contract. Following feedback from businesses and the

community, the contract to be put out to tender will aim to expand the Christmas lights display in Littlehampton's Town Centre. The group's proposals were considered by the committee to be sensible in seeking to improve favoured elements such as the 3D shapes and connect thematically with neighbouring displays.

It was therefore resolved that:

1. The notes of the Christmas Lights Working Group meeting held on 2 February 2026 be noted.
2. The Working Group's proposal for the 2026 to 2028 Christmas Illuminations tender brief be endorsed.
3. The contents of the report be otherwise noted.

48. Exempt Business

There was none.

The meeting was closed at 7:19pm.

Chair