



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

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 16 April 2026 at 6.30pm.

Present:

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

In attendance:

Sofia Chittenden – Head of Community Engagement and Development
Felix Gillett – Community Engagement Manager

2025 to 2026

49. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

51. Apologies

There were apologies from Councillors Daws and Lee, Councillors Butcher and May attended as their substitutes.

52. 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 Councillors Butcher and May declared a personal interest across the agenda as members of Arun District Council.

53. Minutes

The Minutes of the meeting held on 19 February 2026, previously circulated, were confirmed as a true record and signed by the Chair.

54. Chair's Report and Urgent Items

The Chair thanked the events teams for their hard work resulting in well attended and successful easter High Street events. He also commended the recent Food and Drinks Festival provided by an external company in collaboration with the council.

55. Public Forum

55.1.1. There was one member of the public present, and one written representation received. The questions received and a response from officers addressing them were tabled for members to note and are appended to these minutes.

55.1.2. From the gallery, a representative from Littlehampton Community Growers thanked the committee and those involved in the planning of the Food and Drinks Festival and Easter High Street events. Sharing that they were enjoyable, gratitude was expressed for the group's inclusion in the Town Council's event.

56. Officer's Reports

56.1. Museum Periodic Report

The committee had before them a report, previously circulated, which contained updates on recent activities and engagements with the museum, including proposals for the acquisition of a small number of items and commencement of recruitment for the Transforming Littlehampton Museum Project Officer following the awarding of National Lottery Heritage Funding. Members were pleased to note that progress towards the project had already started.

It was resolved that:

1. The recommended acquisitions of items as set out in Appendix 1 of the report be approved.
2. The engagement figures set out in Appendix 2 and contents of the report be otherwise noted.

56.2. Community Resources Update

The Community Engagement Manager presented a report, previously circulated, which contained positive outcomes from Grant Aid 2025 funding recipients. Members were pleased to note the updates from the local organisations and expressed a desire to promote this feedback on the council's website and social media. Thereby creating more awareness of their services supporting the community and the funding available to support similar groups, applications for which had increased each year.

It was resolved that:

1. The Grant Aid feedback as set out in Appendix A of the report and Sports Forum notes from the meeting held on 2 February 2026 as set out in Appendix B of the report be noted
2. The contents of the report be otherwise noted.

56.3. Service Funding Agreements

56.3.1. The committee received a report, previously circulated, which provided an overview of feedback from the concluded Town Council's 2023 to 2026 Service Funding Agreements (SFAs). It also confirmed details of the current 2026 to 2029 SFAs. As previously mentioned, members encouraged the promotion of this feedback and therefore the work of those community services and the opportunities for support available from the council.

56.3.2. The Chair raised awareness of communication between himself and Littlehampton Sportsfield, a recently renewed SFA recipient. This correspondence was circulated to members of the committee only, under separate cover, due to the private and business sensitive nature of its contents. Members noted this alongside the report's contents.

56.3.3. Current SFAs were approved on 4 December 2025. Members noted that the Littlehampton District Lions Club's SFA was for fuel and that these prices had increased dramatically since the application was made. Officers had contacted the Lions Club on this matter, and they confirmed they would continue the service and cover any increased costs. Members agreed the awarded amount should reflect the current costs and therefore requested this decision be reviewed to reflect the change in circumstances since the SFA was confirmed in December 2025. Officers would investigate options to present to the Community Resources Committee on Thursday 4 June.

It was resolved that:

The report be noted.

56.4. Events Periodic Report

56.4.1. Members had before them a report, previously circulated, which provided updates on progress being made to upcoming events. The report confirmed the dates for the Armed Forces, Families and Veterans Day, the Sandcastle Competition, and Screen on the Green. With these events naturally expanded thanks to the seafront regeneration, officers were mindfully including the concessions and appeal of the splash pad when planning these coastal events.

56.4.2. The committee were happy to note the first Event Support Funding request from the Business Forum was used to support the delivery of an Arts and Crafts Festival. It was also reported that the event services contracts had been awarded following a tender process.

It was resolved that:

The report be noted.

56.5. Quarterly Business Plan Progress Report

56.5.1. The committee considered a previously circulated report, which provided updates 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. Members were informed a date for the first Floral Contract Task and Finish Group was being arranged by officers with members outside of the meeting. The Head of Community Engagement and Development advised that the Business Plan's priorities and officer allocation would be reviewed ahead of Full Council on 14 May 2026.

It was resolved that:

The updates and the contents of the report be noted.

57. Finance

57.1. Committee Budget Monitor

57.1.1. Members had before them a report, previously circulated, which highlighted any significant variances from budget in income and expenditure relating to the Community Resources Committee for 2025 to 2026. The committee agreed to support the recommended transfers of earmarked reserves, to be made by the Responsible Financial Officer (RFO), once all current year expenditure was known. Clarity was sought regarding the display and accuracy of recharges within the new format of reporting, as seen set out in the report as Appendix 2. These queries would be raised with the RFO and answers would be circulated to members of the committee following the meeting.

It was resolved that:

1. Authority be delegated to the Responsible Financial Officer to transfer earmarked reserves once the current years expenditure is known.
2. The contents of the report be otherwise noted.

58. Exempt Business

It was resolved 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.

The following item is confidential for Members of the Council only in accordance with Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, being information relating to the financial or business affairs of any particular person.

The meeting adjourned at 7.16pm.

The meeting reconvened at 7.17pm.

59. Officer's Report – Exempt

59.1. Christmas Lights Tender Report

- 59.1.1. A report which included appended confidential notes from the Christmas Lights Working Group meeting held on 2 April 2026, was circulated to members of the committee only. It detailed the conclusion of the tender process for a new Christmas illuminations provider, which had resulted in only one submission. As part of the tender process officers had met with potential applicants to discuss the requirements on location in the High Street. Feedback received from these interested parties as to why they didn't apply was due to budget constraints or supplier issues.
- 59.1.2. The working group's recommendation was to accept the submission as the supplier satisfactorily met the brief within budget. The company would be able to connect thematically with neighbouring displays and expand the area of town centre lights, for example to East Street and Arundel Road. They also proposed to improve the favoured 3D shapes, by having two in the High Street and could provide a range of different options. Members considered the potential for the public to vote and decide on which would be displayed on the High Street. Their options for artificial trees were required to be more robust to withstand high winds, and the applicant had options to

accommodate this. They were also a trusted supplier of displays to other parishes.

59.1.3. Members, having discussed benefits for local businesses, feedback from the community and the Christmas Lights Working Group's recommendation, agreed that the tender be awarded to the recommended company. They looked forward to seeing the new display at the end of the year.

It was resolved that:

1. The notes of the confidential Christmas Lights Working Group meeting held on 2 April 2026 as set out in Appendix 1 be noted.
2. The 2026 to 2028 Christmas illuminations contract be awarded as recommended by the Christmas Lights Working Group.

The meeting was closed at 7.38pm.

Chair

Written Representation:

Good evening,

I have been asked as Chair of LALGA to put the following question to the CRC Committee for a decision/solution to be implemented.

I have attached a picture that was posted onto our (LALGA) Facebook page on Monday afternoon, a group of boys one who can be seen very clearly using the trees as a way to climb over the wooden fence, he also was very abusive to a plot holder.

I know that it is a continuous problem that we face on a regular basis, and also that we do not have a huge budget and every penny is scrupulously gone over and carefully discussed what can be used where and when.

My question is: Is there anything that can be done to deter the youths from being able to climb the tree to gain access to the allotment?

The plot holder I believe has reported to the Police and reported to Dennis and Felix

Kind regards

Chair L.A.L.G.A

Officer Response:

Good afternoon Sarah,

Having recently arranged for the fence to be erected to prevent further antisocial behaviour, I am disappointed to read that it is still ongoing and also concerned for our plot holders.

On the back of your email, I have emailed a contact at Arun District Council, who is responsible for trees, and asked if he can assist us by cutting back the trees on the other side of the fence so that they cannot be used to climb over our fence. I will keep you abreast of progress.

Kind regards,

Facilities & Contracts Manager