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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 4 June 2026 at 6.30pm.

Present:

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

In attendance:

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

2026 to 2027

1. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

3. Apologies

There were apologies from Councillors O'Neill, Blanchard-Cooper and Lee and, Councillors Woodman, Butcher, and May attended as substitutes.

4. 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. Cllrs Woodman, Butcher, and May declared a personal interest across the agenda as members of Arun District Council.

5. Minutes

The Minutes of the meeting held on 16 April 2026, previously circulated, were confirmed as a true record and signed by the Chair.

6. Chair's Report and Urgent Items

6.1. There were none.

7. Public Forum

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

8. Officer's Report

8.1. Working Group Membership

Members were asked to confirm the membership of the Working Groups that reported to this committee; the Allotments Working Group and the Christmas Lights Working Group. The committee was content that the membership of both working groups remain unchanged for the forthcoming year.

It was therefore resolved that:

1. Councillor O'Neill continue as Chair of the Allotments Working Group, with Councillor Wiltshire as Vice-Chair, and that Councillors Tilbrook and Worne continue as members of the working group for 2026 to 2027.
2. Councillor Blanchard-Cooper continue as Chair of the Christmas Lights Working Group, and that Councillors Lee, Butcher and Daws continue as members of the working group for 2026 to 2027.

8.2. Community Resources Update

The Community Engagement Manager presented a report, previously circulated which updated members on work being undertaken to progress community projects and initiatives within the remit of this committee. It also contained Sports Forum notes and a wide range of recommendations which were reviewed and discussed as follows:

8.2.1. Grant Aid Awards 2026

The report proposed the awards for Grant Aid recipients for 2026, with Appendix A summarising all groups including those who did not request the full amount for their tier. Utilising the budget available, appropriate increases for some groups to better accommodate their needs and support their services was put forward by the Grant Panel. Those with suggested increases could be seen highlighted in orange in Appendix A.

It was therefore resolved that:

1. The proposed Tiers 1, 2 and 3 Grant Aid Awards as set out in Appendices A and B of the report be approved.
2. Unallocated Grant Aid funding be:
 - a. Used to support Grant Aid funding recipients, should their costs exceed their original estimate.
 - b. Any remaining funding be earmarked and used to either reduce the precept or increase the Council's grant budget for 2027 to 2028.

8.2.2. Littlehampton District Lions Club's Service Funding Agreement

The report sought approval to provide additional funds to the Littlehampton District Lions Club. At the previous meeting, members requested a review of options to support the group following the impact of increased diesel prices on its Service Funding Agreement. Options were presented in paragraph 4.5 of the report, and members agreed that an uplift of £153.15 for 2026 to 2027, with an annual review, would be sensible.

It was therefore resolved that:

3. £153.15, from unallocated Grant Aid funds, be awarded to Littlehampton District Lions Club, to supplement their Service Funding Agreement in 2026 to 2027. Additionally, £320 be earmarked to continue this support for 2027 to 2028 and 2028 to 2029, its continuation would be subject to annual reviews.

8.2.3. Arun Youth Projects Service Level Agreement

The Chair summarised the proposal to extend Arun Youth Project's Service Level Agreement for two and a half years. This additional time aligned with the Town Council's financial year in April, extending to 30 March 2029 when the contract would then be tendered for four years. This review and tender process would fall under the second year of the next administration giving an opportunity for newly elected councillors to see the service in operation before making any assessments and decisions. The Community Engagement Manager reported that Arun Youth Projects were happy with these terms. He also confirmed that a 5% allowance for inflation had been projected in the budgets for 2027 to 2028, and 2028 to 2029.

It was therefore resolved that:

4. Arun Youth Project's Service Level Agreement be extended for two and a half years, until 30 March 2029.
5. Notes from the Sports Forum meeting held on 27 April 2026, and contents of the report, be otherwise noted.

8.3. Museum Periodic Report

The committee had before them a report, previously circulated, which contained updates on recent activities and exhibitions delivered by the Museum. Members congratulated the Museum Team on the significant media interest in the Victorian exhibition and how it would link with the Summer High Street Events through a trail of pictures of key town centre locations in Victorian times.

It was resolved that:

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

8.4. Events Periodic Report

The Head of Community and Engagement Development (HCED) presented a report, previously circulated, which provided updates on progress made to upcoming events. Members discussed the previously requested information that reviewed feasibility to host the National Armed Forces Day event, concluding that the Town Council could not reasonably support the infrastructure and budget required for such a large-scale national event at present. It was also proposed that Nimbus Disability "Access Cards" be accepted at events to support those with conditions who may struggle with crowds or standing for long periods of time. Reasonable adjustments allowed those affected to have a better experience at events and supports wider inclusivity.

It was resolved that:

1. Access Cards be accepted by attraction providers to allow for reasonable adjustments, primarily at events and activities where queuing or extended waiting periods are anticipated.
2. Notes from the Events Forum meeting held on 30 April 2026, and contents of the report, be otherwise noted.

8.5. Quarterly Business Plan Progress Report

Members considered a previously circulated report providing an update on the progress made towards achieving the business plan goals, as they relate to the work of this committee. Updates following the report included results from the Town of Culture bid being expected at the end of July due to high levels of interest. It was also highlighted that a report from the Floral Contract Task and Finish Group was expected at the provisional committee meeting on Thursday 23 July 2026.

It was therefore resolved that:

The updates and contents of the report be noted.

9. Finance

9.1. Committee Budget Monitor

- 9.1.1.** The committee considered a report, previously circulated, which highlighted significant variances from budget in Income and Expenditure relating to this committee's areas of work. The source of the high income at Southfields Jubilee Centre would be investigated by officers to observe its longevity and similar application at the Council's other venues. It was highlighted that the approximate £6,000 underspend seen on page 72 of the agenda was incorrect and had been used for the rent of the screen. This will be amended for future reporting.
- 9.1.2.** Clarification was sought on the repurposed Tree Planting Scheme earmarked reserves, and their flexible use for planters and tree maintenance at the discretion of the Floral Contract Task and Finish Group. Officers would investigate the budget and committee's previous decisions regarding this area of work and update members outside of the meeting.

It was resolved that:

The report be noted.

10. Exempt Business

There was none.

The meeting was closed at 7.08 pm.

Chair