



How to contact us

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Town Clerk – Laura Chrysostomou

17 July 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: Thursday 23 July 2026

Time: 6.30 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 2026 to 2027

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 June 2026, circulated herewith, pages 3 to 7. 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 Littlehampton Town Floral Contract Proposal

Report attached, pages 8 to 20.

8.2 Community Resources Update

Attached, pages 21 to 32.

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 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

Littlehampton Town Council

Non-Confidential

Committee: Community Resources

Date: 23 July 2026

Report by: Town Clerk

Subject: Littlehampton Town Floral Contract Proposal

1. Summary

- 1.1. The report sets out the recommendations from the Floral Contract Task and Finish Group for the renewal of the Littlehampton Town Floral contract

2. Recommendations

The Committee is recommended to:

- 1. Receive the notes of the Floral Contract Task and Finish Group meetings held on 29 April 2026, 27 May 2026, 24 June 2026 and 8 July 2026, as outlined in Appendix 1.
- 2. Consider and endorse the Floral Contract Task and Finish Group proposal for the 2027 to 2030 floral services contract outlined in paragraph 4 and appendices 2 and 3.
- 3. Otherwise note 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. Following a 12 month extension with the current service provider, the contract to supply, plant and maintain (water and weed) both spring and summer bedding for Littlehampton Town Council's planters is due to be renewed April 2027.

- 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. The existing floral contract includes the planting and maintenance on four roundabouts, five gateway planters, seven town planters (two with baskets), 14 baskets on one set of railings and Manor House front and side 'meadow' gardens. Two of the town planters are no longer functional, of which one is overgrown (but still has a hanging basket post) and one has been removed.
- 3.5. As part of the group's remit the position, condition and type of planter has also been reviewed with a view to either keep, move, remove and agree a replacement type, or remove permanently. The priorities and timeline for this is to be agreed and is also budget dependent.
- 3.6. The Floral Contract Task and Finish Group met on four occasions during which they visited the sites of the current planters and planted areas and considered all options.
- 3.7. For further background information and a summary of the four meetings by the Floral Task and Finish group refer to appendix 1.

4. 2027 to 2030 Floral Contract

The proposal is to:

- Award a single three-year contract, starting April 2027, covering all areas (Manor House, planters and roundabouts) with the option to extend by a further two years.
- Improve the biodiversity of the planting at Manor House and on the roundabouts and in the planters.
- Specify 'greener' methods for the maintenance of planters and planted areas e.g. peat free, organic feeding, no chemicals, 'green' waste disposal, rain harvesting, electric vehicles etc.
- From the planter replacement budget, pilot a planter made from recycled plastic sleepers which, if successful, will form the basis for future replacements.
- From current and future planter replacement budgets replace planters as and when they need renewing.
- Specifics by planter and planting are detailed in appendix 2.
- It should be noted that where a planter is marked for replacement with something other than the existing set up, permissions from West

Sussex County Council will need to be sought. The same applies to the introduction of a pilot planter to Sea Road as this is County Council land and previous licenses for the Welcome Sign were given on the condition its height did not affect the dual purpose (pedestrian and cyclists) path – cyclists can still ride under the sign.

- When looking at a programme of replacing planters, signage identifying whose planter it is should also be considered as currently there is no acknowledgement of who is responsible for them.

5. Financial Implications

- 5.1. The value of the current floral contract is £24,664 for 2026 to 2027, with a budget of £26,035. This excludes planter replacement.
- 5.2. The projected floral budget for 2027 to 2028 is £26,426 and for 2028 to 2029 is £26,954.
- 5.3. There is £2,000 in earmarked reserves for planter replacement and £1,000 in the 2026 to 2027 budget. The 2027 to 2028 and 2028 to 2029 budgets project £1,000 per annum for planter replacements.
- 5.4. There is £2,000 in earmarked reserves which remains from the Fitzalan Road tree planting scheme that was not required. This could be repurposed towards the costs of replacement planters if required.
- 5.5. Estimated costs for an average planter (4800 x 2400 x 400) including build, install and soil is circa £2,200 using recycled plastic railway sleepers, £2,381 using softwood railway sleepers and £2,837 using hardwood railway sleepers.

Laura Chrysostomou

Town Clerk

Summary of notes from the meetings held by the Floral Task and Finish Group

Background

The Floral Task and Finish Group met on four occasions to review the current provision and propose a future Littlehampton Town Council floral service model. A summary of the areas discussed is detailed below.

Except for the baskets on barriers, planting for spring takes place in October and planting for summer takes place between the third week in May and the third week in June.

For the baskets on roadside barriers, the contract specifies that all planters are in situ by the third week in May and that the baskets are stored over winter.

Maintenance includes deadheading, pruning, irrigation, supply and application of fertiliser, maintenance of existing shrubs and removal of green waste arising from the maintenance.

Current planting provision

The gateway and town planters consist of box shape containers of varying sizes and heights made from wooden railroad sleepers. Condition is fair to poor and most have a limited lifespan. Photos were taken and shared with the group and members also viewed the planters in person.

A description of the location and condition of each planter is as follows:

Gateway planters

Horsham Road entrance: Reasonable condition

Worthing Road entrance from Rustington: Reasonable condition

Henry Avenue entrance: Reasonable condition (minor repairs needed)

Bridge Road entrance North: Reasonable condition

Bridge Road entrance South: Poor condition

Town Planters

Horsham Road / Hill Road: Reasonable condition

East Street / St Floras Road: Some deterioration, possibly one more year

East Street / Fitzalan Road: Deteriorated beyond repair and overgrown

Steam Packet on Terminus Road: Some deterioration. One more year

Arundel Road / Cornwall Road: Some deterioration. One more year

Franciscan Way West: Some deterioration. One more year

Franciscan Way East: Deteriorated beyond repair. Removed.

Wick Street / Arundel Road: Some deterioration. One more year. The option to remove later this year, after flowering, and replace with another planter as part of the Pride in Place programme was discussed.

Planter options:

Alternative planter replacements were considered and the group proposed that long lasting recycled plastic sleepers made into planters similar in style to the current wooden ones, could be piloted.

A new site on the sea front, subject to approval by West Sussex County Council, was proposed to trial the plastic planters. If successful, this type of planter could be adopted for future replacements. If not successful, longer lasting hardwood (using Forestry Stewardship Council – FSC wood) planter in the same style as the current planters, could be adopted.

Other types of planters were also considered including:

- Metal containers: Smaller and long lasting but considered to be expensive.
- Gabions (stone filled wire planters) can carry a snagging risk. Agreed not to consider this option.
- Brick built planters, with drainage. It was noted that these, and current planters, may need a licence if changed in size or design or moved. Agreed not to consider this option.
- Location of planters also reviewed with the following options: Keep, move, remove and agree a replacement type, or remove completely. Results are recorded in Appendix 2 to the report.

Roundabouts (no wooden planters)

Beach Road: Two boats. Condition is okay

Fitzalan Road: Four planting spaces. Condition is okay

Sportsman: Two planting spaces. Condition is okay

St Floras Road: Two planting spaces. Condition is okay

Franciscan Way has 14 railing baskets: These are plastic. The planter condition is okay. The brackets holding them in situ are rusty but serviceable.

Manor House: There are eight small slim plastic planters along the drive for Manor House, in the scout garden. There are no large wooden box planters in either of the

two gardens at Manor House. Planting in the front garden is in flower beds. Planting in the Church Road garden includes meadow planting within a bed and some shrubs as well as an American oak tree and an English oak tree.

The budget for replacement planters was reviewed. There is £2,000 in earmarked reserves for planter replacement and £1,000 in the 2026 to 2027 budget. The 2027 to 2028 and 2028 to 2029 budgets project £1,000 per annum for planter replacements. Depending on materials used, a single planter could cost circa £2,500, so the current funds available could replace one planter. It was acknowledged that, with a budget of only £1,000 per year from 2027 to 2028 onwards, a programme for the replacement of the planters would need additional funding.

Planting:

Planting options were adapted to the areas being planted i.e. roundabouts, planters (gateway and town), Manor House front and side gardens, railing baskets and the proposed introduction of a new planter on Sea Road.

Options took in to account the need to be as 'green' and biodiverse as practical and the need for colourful displays for as long as practical. For two areas that would not suit any variation of these options, bedding plants on a permanent basis was proposed. This was applicable to the the two boat planters and Franciscan Way railing baskets. See appendix 2 for details.

For Manor House front garden it was agreed to include bedding plants for the first couple of years to allow transition for the herbaceous plants to establish.

Edible plants were ruled out due to contamination risks and safety concerns regarding accidental ingestion.

Other considerations:

- The current contract has been extended to cover the 2026 to 2027 financial year. For the new contract various lengths of contract were discussed and three years was proposed, with the option to extend for up to two more years, to make it more attractive to bidders. The contract will also need to incorporate a green element e.g. peat free, organic feeding, no chemicals, 'green' waste disposal, rain harvesting, electric vehicles etc.
- The option to separate the future contract into two was considered, but the group consensus was that a combined contract would make it more attractive to bidders.
- The possibility of using volunteers to enhance the floral service was discussed but was not progressed due to the initial logistics needed to set it up, such as

training, insurance, management, personal protective equipment needed etc. The council is reviewing its policies and procedures for volunteering and, once complete, will look to expand its volunteer opportunities for appropriate areas within the council services.

- 'Men in Sheds' involvement was discussed, for example to make planters, but was ruled out due to their limited capacity and availability.
- 'Bug hotels' could be considered at some point. Example of totem pole bug hotel cited.
- Swift bird bricks considered for Manor House but may be difficult to introduce due to listed building status.

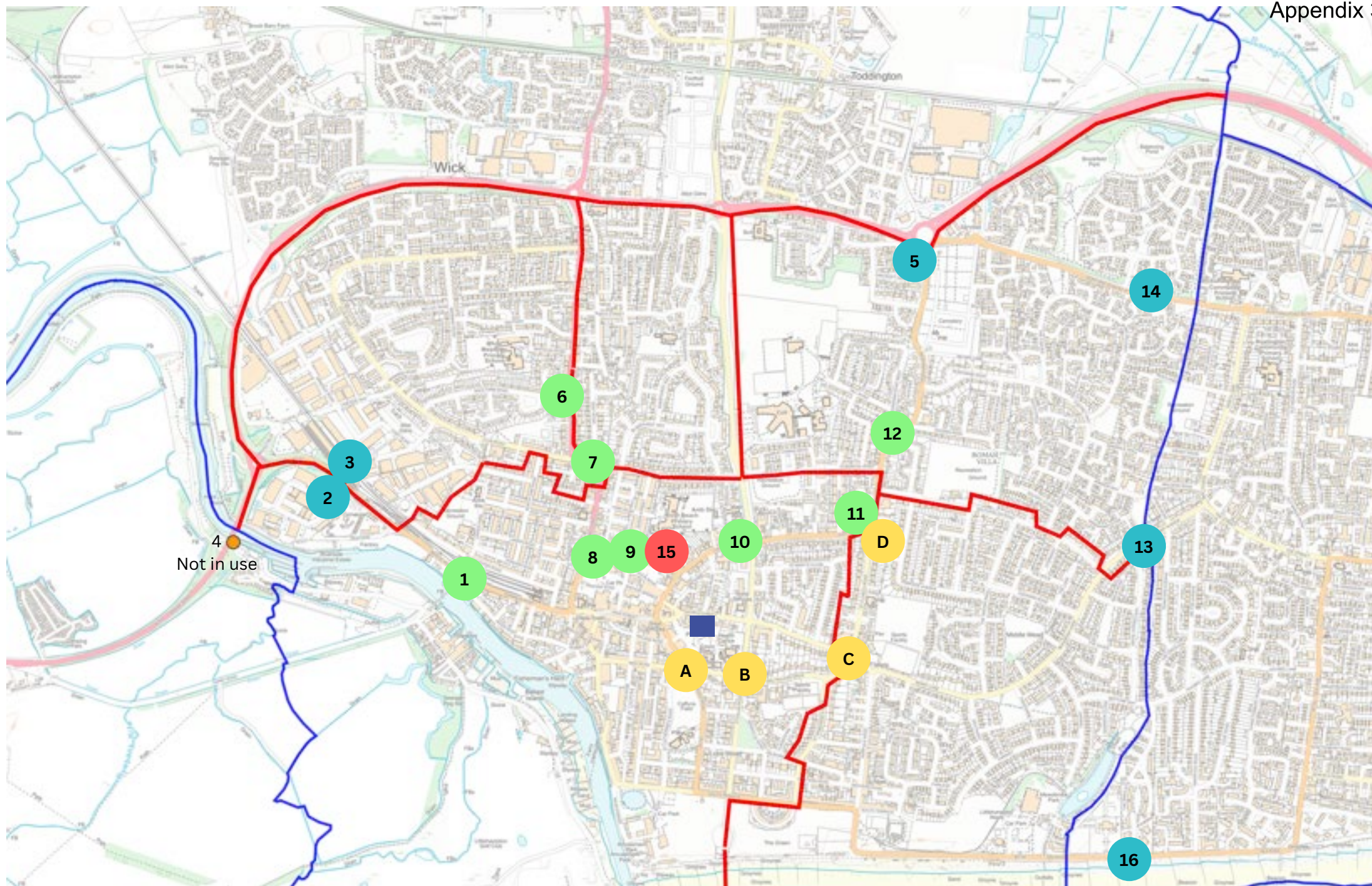
Map Location	Location	Description	Planting proposal	Notes
Roundabouts				
A	Beach Road roundabout	Two boat planters	Bedding plants (as per current arrangement).	
B	Fitzalan Road roundabout	Ground planting	Wildflowers and grasses in the middle to establish mini meadows, and perennial spring bulbs round the edge.	
C	Sportsman roundabout	Ground planting	Wildflowers and grasses in the middle to establish mini meadows, and perennial spring bulbs round the edge.	
D	Saint Flora's Road roundabout	Ground planting	Wildflowers and grasses in the middle to establish mini meadows, and perennial spring bulbs round the edge.	
Manor House				
MH1	Church Street	Front Garden	Herbaceous perennials that provide consistent colourful display for as long as possible. Include bedding plants for first 2/3 of years to allow transition for herbaceous plants to establish.	This garden is used for photos for civic ceremonies

Map Location	Location	Description	Planting proposal	Notes
MH2	Church Street	Side Meadow	Retain plants and trees, including two oak trees planted to commemorate the wedding of Megan and Harry. Grass area becomes wildflower meadow with perennial planting bulbs. Add a bug hotel.	
Gateway Planters				
5	Horsham Road	Raised wooden framed planter (currently includes two baskets on a post)	Biodiverse, herbaceous perennials, providing a good constant colourful all round display for maximum length of time.	Keep planter. Exclude baskets from future contract.
14	Worthing Road entrance from Rustington	Raised wooden framed planter	Biodiverse, herbaceous perennials, providing a good constant colourful all round display for maximum length of time.	Keep planter.
13	Henry Avenue	Raised wooden framed planter	Biodiverse, herbaceous perennials, providing a good constant colourful all round display for maximum length of time.	Keep planter.
2	Bridge Road North (railway side)	Raised wooden framed planter	Biodiverse, herbaceous perennials, providing a good constant colourful all round display for maximum length of time.	Keep planter.

Map Location	Location	Description	Planting proposal	Notes
3	Bridge Road South (Industrial Estate side)	Raised wooden framed planter	Poor condition planter and located on side of road where drivers exit Littlehampton. Also obscured by vegetation.	Do not include in new contract. Remove planter at end of growing season.
16	Sea Road (underneath Welcome to Littlehampton sign opposite The Wave)	Pilot recycled plastic 'railway sleeper' planter.	Biodiverse, herbaceous perennials, providing a good constant colourful all round display for maximum length of time. Planting/plants must allow for sea spray	Approval will be required from West Sussex County Council. If not approved then pilot at Wick street
Town Planters				
12	Horsham Road / Hill Road	Raised wooden framed planter	Biodiverse, herbaceous perennials, providing a good constant colourful all round display for maximum length of time.	Keep planter.
11	East Street / St Floras Road	Raised wooden framed planter	Biodiverse, herbaceous perennials, providing a good constant colourful all round display for maximum length of time.	Keep planter.
10	East Street / Fitzalan Road	Raised wooden framed planter	Overgrown and not in use. Remove along with metal basket post if cost effective to do so.	Do not include in new contract.

Map Location	Location	Description	Planting proposal	Notes
1	Terminus Road (near Steam Packet)	Raised wooden framed planter	Biodiverse, herbaceous perennials, providing a good constant colourful all round display for maximum length of time.	Windy spot. Planting needs to accommodate this.
7	Arundel Road / Cornwall Road	Raised wooden framed planter	Not considered very effective position for planter. Proposed remove planter and pilot wildflower meadow including spring bulbs. Incorporate surrounding grass area as well. Size of area to be agreed. Licence permission will be required from WSCC. Further exploration needed.	If authorised remove planter and anchor. This would need to be co-ordinated with the council responsible for cutting the grass
8	Franciscan Way West	Raised wooden framed planter	Not considered to be in a very prominent or impactful position and partially obscured by vegetation. Once flowering season is over, remove planter and leave for grass to take over.	Do not include in new contract. Remove planter.
9	Franciscan Way East	Removed due to irreparable deterioration	Leave for grass to take over.	

Map Location	Location	Description	Planting proposal	Notes
6	Wick Street / Arundel Road	Raised wooden framed planter	Biodiverse, herbaceous perennials, providing a good constant colourful all round display for maximum length of time.	Continue with planter for now and include in contract. Long term possibly pick up under Wick Pride In Place programme.
Railing Baskets				
15	Franciscan Way	Railing baskets x 14	Annual Bedding plants	As per current planting arrangement



● = Gateway Planters ● = Town Planters ● = Roundabout ● = Railing Baskets ■ = MH 1 & 2

Littlehampton Town Council

Non-Confidential

Committee: Community Resources

Date: 23 July 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 Grant Aid feedback for 2025 and notes from a recent Sports Forum meeting.

2. Recommendations

The Committee is recommended to:

- 1. Note the Grant Aid 2025 Feedback Report attached as Appendix 1.
- 2. Receive the Sports Forum notes from the meeting held on 6 July 2026 attached as Appendix 2.
- 3. Otherwise note the contents of the report.

3. Grant Aid Feedback 2025

Following a feedback report in April 2026, more feedback has been received from seven recipients of Grant Aid in 2025 outlining the benefits and outcomes from the funding. This can be found in Appendix 1 attached to this report.

4. Sports Forum

The Sports Forum met on Monday 6 July 2026 to review the annual focus for the Sports Funding scheme, which is due to open for its second year in mid-September 2026. The budget for the scheme had been increased by £2,000 in response to the number of applications received last year. Members agreed for the annual focus to remain the same as last year: 'To widen participation in sports and healthy activities in the most inclusive way'. The notes of the meeting are in Appendix 2.

Officers will shortly be contacting recipients of last year's funding for feedback on the benefits and outcomes received from the funding

5. Financial Implications

The budget for Sports Funding is £4,000 for 2026 to 2027.

Laura Chrysostomou

Town Clerk

Appendix 1 – Grant Aid Feedback report 2025 to 2026

Organisation	Grant Amount	Feedback Report
Arun Pickleball Club	£730	<u>Developmental Leadership Courses</u> • With the Grant from the Town Council five members successfully completed the Pickleball England Leaders Award, and eight members participated in a specialist coaching workshop delivered by professional players. • One member achieved a recognised First Aid qualification to increase the club's available First Aiders at their sessions. • 22 members completed a Deaf Awareness course in response to a growing number of players, who have a hearing impairment, that now attend. This encouraged greater engagement and confidence across the club. • As a direct result of the leadership training and coaching workshop, the club organised a Pickleball Festival Open Day at The Littlehampton Academy. 40 participants attended from across the area with 90% of those attending being new to the sport. • This funding has had a significant and lasting impact for the club in strengthening safety, increasing leadership capacity and enhancing inclusion, whilst also building on participation from the wider community.
Arun Youth Aqua Centre	£350	<u>Boat Covers</u> • This funding contributed towards the cost of two boat covers, which are essential for protecting their sailing dinghies and rigging from the elements between sessions. • These dinghies are the club's largest boats and are used for teaching beginners. • The new covers will greatly assist in prolonging the life of the dinghies, rigging and ropes; reducing maintenance costs for repairs and fittings in the long term. 

Appendix 1 – Grant Aid Feedback report 2025 to 2026

Organisation	Grant Amount	Feedback Report
Creative Heart	£730	<u>Herb and Vegetable Roof Garden</u> • This funding was used for the continuing development of Creative Heart's roof garden through the provision of planter boxes and raised beds, plants and planting materials. • Littlehampton Men's Sheds assisted with constructing the boxes and raised beds. • The garden will serve as a valuable resource for sustainable, fresh, locally-sourced produce for the centre's kitchen thereby providing affordable food options for visitors.



Appendix 1 – Grant Aid Feedback report 2025 to 2026

Organisation	Grant Amount	Feedback Report
Littlehampton Community Growers	£212	<u>Insurance, Equipment and Materials</u> • This funding was used to buy a replacement plum tree for the community orchard on Worthing Road Allotment Site and a new mattock to assist with ground clearance. • The grant also covered essential insurance costs for public liability which permits the continuation of Littlehampton Community Growers as an organisation. • The group continue to work alongside Arun and Chichester Food Partnership with the community plots on Worthing Road Allotment Site and have planted two new hedges to increase biodiversity and benefit local wildlife.   
Littlehampton Cricket Club	£600	<u>Professional Coaching for Girls and Women's Cricket Team</u> • With the funding the club were able to hire two Sussex Cricket coaches for a 10-week ladies' coaching programme. • 15-20 have attended regularly, with four of the participants playing for one of their partner teams in Findon. This would not have happened without this initiative. • Participants gave positive feedback, and the club is now arranging friendly matches for the new players and making plans to ensure continuation after the coaching ends. • The club also started an All Stars training programme for five to eight year old girls, with interest from local schools.

Appendix 1 – Grant Aid Feedback report 2025 to 2026

Organisation	Grant Amount	Feedback Report
Littlehampton Fort Restoration Project	£647	<u>Equipment and Promotion</u> • This funding has helped in promoting the work of restoring the fort, to inform and educate the public about this historic landmark whilst also encouraging more volunteers. • This has been through informative Heras fence covers, safety helmets, Town Council branded hi-vis vests and wider promotion through leaflets, stickers and their website.  

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Organisation	Grant Amount	Feedback Report
Veterans Volunteer Service	£730	<u>Minibus Hire for The Somme Project</u> • The funding contributed towards the costs of a minibus and fuel, to transport participants to and from the Somme in France, to walk the 30 kilometre length of the battlefield. • The project successfully delivered its intended outcomes by combining physical challenge, shared historical experience and peer-led support. Participants experienced improved physical activity levels, enhanced mental wellbeing and a renewed sense of belonging within the veteran community. • Feedback demonstrated the value of bringing veterans together in environments that encourage connection, reflection and mutual support. Projects such as this play a vital role in helping veterans rebuild identity, maintain wellbeing and remain connected to a supportive community beyond military service. • A Special Forces veteran said, <i>"Like so many veterans, I found myself desperately searching for a renewed sense of belonging and purpose after leaving service. The Somme trip reignited that sense of belonging. I reconnected with men I hadn't spoken to in many years. It was a powerful reminder of what service gave me, and how important it is that we continue to show up for one another as we transition into civilian life."</i> • Link to video: https://www.facebook.com/story.php?story_fbid=122143604450767188&id=61573015655815&rdid=28qmREg9Xz1n7r20

Notes of the **Littlehampton Sports Forum** held in the **New Millennium Chamber, Littlehampton Town Council** on **Monday 6 July 2026** at **6pm**.

Present:

The following groups were represented at the meeting:

Littlehampton Cricket Club
Littlehampton Wave Life Saving Club
Littlehampton Town Football Club
Littlehampton Croquet Club
Maltravers Bowling Club (two members)
Littlehampton Badminton and Squash Club (two members)
Littlehampton Sportsfield
David O Jones Sports

In attendance:

Councillor Freddie Tandy – Chair of the Sports Forum
Felix Gillett – Community Engagement Manager
Chloe Marchant – Community and Events Apprentice

1. Introductions

Members of the Forum introduced themselves and their clubs.

2. Apologies for Absence

There were apologies from members of Norfolk Bowling Club, Littlehampton Tennis Club and Littlehampton Golf Club.

3. Notes of Previous Meeting

The notes of the previous meeting from 27 April 2026 were agreed as a true record.

3.1. Matters Arising

The Officer met with representatives from The Littlehampton Academy to discuss hire costs and community engagement, particularly about making certain sporting activities available to students that the academy may not be able to provide. It was a positive meeting, and the academy will review the requests that were made. The Officer is hopeful there will be more to report after the summer.

4. Sports Funding

- 4.1. The second year of the Sports Funding scheme will open in mid-September with an available pot of £4,000. This is an increase from last year, in response to the number of applications that were received. Members agreed for the focus to remain the same as last year: 'To widen participation in sports and

healthy activities in the most inclusive way.' Clubs were encouraged to begin planning for how the funding could work for them in line with the focus and were reminded that it can be used any time within the year of receiving it.

- 4.2. Officers will shortly be contacting recipients of last year's funding for feedback on the benefits and outcomes received from the funding.

5. Members' Updates

5.1. Littlehampton Cricket Club

Funding received from Grant Aid last year has helped in establishing a ladies team at the club. This was launched in May with professional coaches from Sussex Cricket working with 15 to 20 new players over a ten-week programme. Four participants had the opportunity to play for one of their partner teams in Findon. The All Stars training programme for five to eight year old girls is proving popular with 22 in attendance. The club is planning to continue both these initiatives once the coaching programmes have ended.

The first team is currently in the relegation zone, but recent good performances give them hope for an improved league position. Though the club is low on coaches they are looking to improve this, particularly for their Colts teams which are popular for nine to ten year olds. As the children grow up, in time this will bolster their older Colts teams.

The cricket club held an Extraordinary General Meeting at which members voted for the proposed sale of land to proceed. This will fund essential redevelopment of the Sportsfield's grounds and facilities to ensure the long-term future of both the cricket and football clubs.

5.2. Littlehampton Wave Life Saving Club

The first half of the year is typically quiet due to members' school commitments, but a strong intake of younger participants has helped maintain numbers. They received funding from the Grant Aid scheme which will be used for purchasing essential resources and equipment. Some instructors and volunteers have recently stepped down, which has caused some staffing challenges and the need for more adult coaches.

Two members placed third in the Royal Life Saving Society Sussex Pairs competition. Open water training has been put on hold as access to their usual location is currently restricted. This may hinder completion of the club's exams and the chances of members achieving a Distinction Award.

The Newfoundland Rescue Dogs demonstration will be on Sunday 26 July on the seafront at 10am. The club has run three further Save-a-Baby's-Life courses at Littlehampton Wave which are proving popular and more are being arranged. They also held a CPR training and First Aid course for Shopmobility staff and volunteers.

The club will be attending several events over the summer to raise awareness and promote water safety. These include stalls at St Oscar Romero Catholic School's fete, the Riverside Festival and Sandcastle Competition.

They also anticipate finding more opportunities through the Department for Education's statutory guidance for schools to teach water safety from September 2026.

5.3. Littlehampton Town Football Club

The club confirmed that they will remain in the Isthmian League South Central Division as they received a reprieve from relegation following another club going out of business. Pre-season training has begun, starting with a friendly match away to East Preston Football Club tomorrow, Tuesday 7 July. The season starts at the end of July, with FA Cup and FA Trophy matches scheduled for August.

5.4. Littlehampton Croquet Club

The club struggles to attract younger players as the sport is often seen as a game for older people. It is a sport that keeps participants active. Their open days bring in new members, some of which they're hoping will take on more committed roles in the club. The clubhouse faces challenges with rotting wood, especially in the floor. They are slowly replacing the rotten wood with more durable materials, but it is costly and time consuming. On the pitch, in-house competitions and friendlies are going well; they have won two and lost two so far.

5.5. Maltravers Bowling Club

The men's team is midway through their first season in Division One which, despite steady performances, is proving a tough challenge for the club. Fielding a team of 16 players for every game is not easy, due to other commitments, hot weather and injuries. Though they are currently second from bottom in the league, their performance overall is as they anticipated when stepping up a division.

The in-house competitions are popular, with increased attendance and membership. The ladies' team performs well but struggles for enough players. Members of the club have made it to the finals for Men's Pairs in the Sussex County Bowls competition.

5.6. Littlehampton Badminton and Squash Club

Last season eight teams represented the club in badminton and three teams for squash. They are looking to field the same or more for the coming season, especially for squash. The club sustained a considerable financial loss over the last year and has been focused on stabilising its position, which has now been achieved. For now, they are relying on volunteers to assist in running the club, which means they've also had to delay other plans and improvements for the time being.

They are looking to recruit new members and invest more time in their juniors and connecting with local schools and employers. They continue to run events such as a monthly quiz night and bi-monthly shuffleboard evenings.

5.7. Littlehampton Sportsfield

In agreement with the cricket club and trustees the proposed sale of part of the grounds will now proceed. The trustees will work with developers in progressing the planning stage to ensure both cricket and football can be facilitated on site, primarily through relocation of the cricket field and related requirements.

The Sportsfield's public access defibrillator was successfully used in June, and the representative encouraged other clubs to consider having this vital piece of equipment if they haven't already.

A reduction in income has required the Sportsfield to review their operation and related costs to make necessary adjustments; particularly regarding the provision of grounds maintenance.

5.8. David O Jones Sports

Though retail is slow, and the hot weather makes a difference, the football World Cup has encouraged sales for national football kits and related merchandise. At this time of the year, they also see an increase in printing for kits as pre-season begins for many clubs.

6. **Any Other Business**

- 6.1. The upcoming Sports Fair on Wednesday 19 August, 5 to 8pm will be hosted at the Littlehampton Badminton and Squash Club. There are still spaces, so all clubs and groups are welcome to attend and have a stall from which to promote their activities, particularly to families, children and young people. Posters were distributed to members, and these will also be put on notice boards.

ACTION: Members to contact Littlehampton Badminton and Squash Club if they'd like to attend.

- 6.2. St Catherine's Catholic Primary School is hosting an event to promote local activities on Thursday 16 July after school as part of their Healthy Week. The Officer has sent information to members with more details, if they'd like to be involved.
- 6.3. It was noted that there is a new padel tennis venue at Arun Shipyard on Rope Walk called Harbour Padel Littlehampton. The location is also shared with the Indoor Cricket Centre, providing indoor cricket nets.
- 6.4. The Town Council is looking to introduce a Tug of War competition at the Town Show and Family Fun Day on Saturday 12 September. Teams will consist of six people. All clubs are welcome and encouraged to participate.

ACTION: Members to contact the Officer if they are interested in fielding a team.

- 7. Date of Next Meeting**
Monday 28 September 2026, 6pm

The meeting closed at 6.42pm.

UNAPPROVED