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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 23 July 2026 at 6.30pm.

Present:

Councillor Tandy – Chair
Councillor Blanchard-Cooper
Councillor Daws
Councillor Tilbrook
Councillor Wiltshire
Councillor Butcher
Councillor May

In attendance:

Jon Short – Head of Finance and Service Delivery
Dennis Gittins – Facilities and Contracts Manager

2026 to 2027

11. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

13. Apologies

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

14. 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 personal interests across the agenda as members of Arun District Council.

15. Minutes

The Minutes of the meeting held on 4 June 2026, previously circulated, were confirmed as a true record and signed by the Chair.

16. Chair's Report and Urgent Items

There were none.

17. Public Forum

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

18. Officer's Reports

18.1. Littlehampton Town Floral Contract Proposal

18.2. Members had before them a report, previously circulated, which outlined the Floral Task and Finish Group's work and recommendations for the renewal of the Littlehampton Town Floral Services contract. The committee were asked to consider and endorse proposals that introduced desirable biodiversity and 'greener' environmentally conscious ways of planting across the council's locations.

18.3. A programme of planter replacement and trials of different materials would take place across the next two to three years. The aspiration for signage on planters that identified they are maintained by the Town Council was highlighted and would be budgeted for. The proposals were thoroughly discussed and the committee considered them a sensible basis for the contract that remained appealing to prospective contractors once tendered in 2027.

It was resolved that:

1. The Task and Finish Group's proposals for the 2027 to 2030 floral services contract, as set out in paragraph 4 and appendices 2 and 3 of the report, be agreed.
2. The contents of the report be otherwise noted.

18.4. Community Resources Update

18.5. The committee received a report, previously circulated, which updated members on work being undertaken to progress community projects and initiatives within the remit of the committee. This included supplementary feedback from Grant Aid recipients 2025 to 2026 and Sports Forum notes.

It was resolved that:



1. The additional Grant Aid feedback as set out in Appendix 1 of the report and Sports Forum notes from the meeting held on 6 July 2026 as set out in Appendix 2 of the report be noted.
2. The contents of the report be otherwise noted.

19. Exempt Business

There was none.

The meeting was closed at 6.49 pm.

Chair