



How to contact us

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Town Clerk – Laura Chrysostomou

27 August 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 3 September 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 23 July 2026, circulated herewith, pages 4 to 6. 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. Standing Orders / Urgent Actions

To note the attached Urgent Actions, pages 7 to 12.

9. Officer's Report

9.1 Allotment Working Group Notes

To receive the notes of the meeting held on 28 May 2026, pages 13 to 17.

9.2 Museum Periodic Report

Attached, pages 18 to 29.

9.3 Transforming Littlehampton Museum – Project Progress Report

Attached, pages 30 to 33.

9.4 Community Resources Periodic Report

Report attached, pages 34 to 36.

9.5 Community Centre Action Plan

Report attached, pages 37 to 47.

9.6 Southfields Jubilee Centre Signage

Report attached, pages 48 to 58.

9.7 Events Periodic Report

Attached, pages 59 to 65.

9.8 Event Sponsorship

Report attached, pages 66 to 99.

9.9 Adverse Weather Policy

Report attached, pages 100 to 105.

9.10 Quarterly Business Plan Progress Report

Attached, pages 106 to 112.

10. Finance

10.1 Committee Budget Monitor

Report attached, pages 113 to 123.

11. 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 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

Standing Order 36 – Urgent Action

Standing Order 36 states that **“Where an urgent decision is required and it is not possible to call a meeting under either Standing Order 1 or 17”** – which provide for calling extraordinary meetings of Council or Committees – **or the matter is of minor importance, but not previously delegated, the Town Clerk is authorised to make that decision having consulted the respective Chair of the Council or appropriate Committee. Any Urgent Actions shall be reported to the next meeting of Council or the appropriate Committee.”**

When completing the checklist below, the following issues must be borne in mind:

- Standing orders and financial regulations remain in force and must be complied with.
- In the absence of the Town Clerk, the Deputy Town Clerk or the Assistant Town Clerk shall progress urgent actions. No other officers may commence or undertake an urgent decision procedure.

1	What decision is required?	To agree additional funding of £11,846 for the Christmas Illuminations budget for 2026 to 2028. The tender was advertised as £70,500 for three years. The contract was awarded to the sole applicant with a cost of £69,000. The Christmas Lights Working Group considered the contract in detail, and whilst it would cover all the essentials the working group agreed other options be explored to provide the same ‘wow’ factor as previous years. To achieve a similar standard the total cost for the contract would be £82,611 for three years (£27,537 per annum). In addition, electricity costs approximately £2,000 per annum.
2	Why is this decision urgent? • Why should it not wait until the next programmed meeting of council or committee? • Why should it not wait until an extraordinary meeting of council or committee is called?	Because the contractor needs to order the products to guarantee availability for November.
3a	What are the financial implications?	There is a total of £76,765 in the Christmas Illuminations budget for three years. £6,000 of this is required to meet electricity costs. Leaving a shortfall of £11,846.
3b	Has a budget been approved?	Yes, £76,765 for three years for illuminations and electricity.
3c	Which budget are you recommending the expenditure to	It is proposed that the £7,237 in earmarked reserves for Christmas lights. The remaining £4,609 can be

	come from? Please check that sufficient funds are available.	met from Town Centre Strategy Initiatives budget or earmarked reserves. There is £10,000 per annum in the budget and £28,367 in earmarked reserves.
3d	Is a supplementary estimate required? Note: if so, this could necessitate a further urgent decision	No
3e	If any of the following apply: 1. A supplementary estimate 2. The use of earmarked reserves 3. Expenditure over £500* Approval of the Responsible Financial Officer is required. In the absence of the Responsible Financial Officer the town clerk is the deputy Responsible Financial Officer. *For this point only, in the absence of the Responsible Financial Officer and Town Clerk, the Assistant Town Clerk can give approval.	2 – the use of earmarked reserves
4	Is the decision consistent with Council policies?	yes
5a 5b 5c	Committee decisions only Is this decision a matter delegated solely to one Committee? If not, which other Committees have been or will be consulted? Was this, or will this be through the urgent action procedure? Please detail	Community Resources Committee and Policy and Finance consulted through the urgent action procedure.
6	Has the matter been discussed with agreed consultees – ward councillors, other local authorities etc? If not, is the matter so urgent that this is impractical? If so, why?	N/A
7	Record of any conflict of interest declared by a Member consulted on the decision	N/A
8	What alternative options have been considered – both practical and financial?	To not add to the essential products but this will not deliver the impact desired.

9	Has the procurement strategy been followed, where expenditure is involved?	Yes
10	Briefly outline any implications relating to: • Crime and disorder • Disability discrimination • Human rights act • Freedom of information • Data protection • Environmental impact	N/A
11	Have appropriate risk assessments been undertaken?	N/A
12	Date of consultation with Chair	27/07/2026
13	Signature of Chair - CRC	27/07/2026
	Signature of Chair – P&F	27/07/2026
14	Date of decision	27/07/2026
15	Signature of Town Clerk	27/07/2026
16	Signature of Responsible Financial Officer – if required under 3e	27/07/2026
17	Date reported to Council or Committee	CRC and P&F September 2026

Standing Order 36 – Urgent Action

Standing Order 36 states that **“Where an urgent decision is required and it is not possible to call a meeting under either Standing Order 1 or 17”** – which provide for calling extraordinary meetings of Council or Committees – **or the matter is of minor importance, but not previously delegated, the Town Clerk is authorised to make that decision having consulted the respective Chair of the Council or appropriate Committee. Any Urgent Actions shall be reported to the next meeting of Council or the appropriate Committee.”**

When completing the checklist below, the following issues must be borne in mind:

- Standing orders and financial regulations remain in force and must be complied with.
- In the absence of the Town Clerk, the Deputy Town Clerk or the Assistant Town Clerk shall progress urgent actions. No other officers may commence or undertake an urgent decision procedure.

1	What decision is required?	To utilise Section 106 funding currently held by the District Council for “Rosemead Off Site Play Area” resulting from the adjacent development for additional boundary treatment to the northern boundary in the form of bunds, to be integrated with the existing log boundary treatment and to include wildflower planting to enhance biodiversity. • Following the unauthorised encampment at the Park further work to secure the boundaries has been explored with all relevant stakeholders and landowners. • Several constraints have been identified in relation to installing boundary treatment within the estate, as well as the park and the land adjacent to the shared use path. • Following expert advice, a series of bunds could be positioned at an appropriate distance from the trees whilst still providing an effective vehicle deterrent. This will further strengthen the existing protection of trees and logs.
2	Why is this decision urgent?	• The County Council had a significant quantity of surplus soil that needed to be relocated to

	• Why should it not wait until the next programmed meeting of council or committee? • Why should it not wait until an extraordinary meeting of council or committee is called?	make space for winter gritting operations and agreed to provide this for creation of the bunds. This needed to be delivered to site immediately. • Due to the high risk of unauthorised encampment activity in the area a decision was needed urgently.
3a	What are the financial implications?	Up to £10,000, confirmed quotes are yet to be received from contractors for building the bunds and the purchase of topsoil and wildflowers.
3b	Has a budget been approved?	Yes. The relevant committees previously discussed using the Section 106 monies to meet these costs
3c	Which budget are you recommending the expenditure to come from? Please check that sufficient funds are available.	The Section 106 funding derived from the Boklok development for "Rosemead Off Site Play Area" which totalled £193,794.
3d	Is a supplementary estimate required? Note: if so, this could necessitate a further urgent decision	N/A
3e	If any of the following apply: 1. A supplementary estimate 2. The use of earmarked reserves 3. Expenditure over £500* Approval of the Responsible Financial Officer is required. In the absence of the Responsible Financial Officer the town clerk is the deputy Responsible Financial Officer. *For this point only, in the absence of the Responsible Financial Officer and Town Clerk, the Assistant Town Clerk can give approval.	Use of Section 106 funds so approval of the RFO was also sought.
4	Is the decision consistent with Council policies?	Yes
5a	Committee decisions only	CRC – responsibility for parks & open spaces P&F – Oversight and delivery of the use of Section 106 sums allocated to the Town Council
5b	Is this decision a matter delegated solely to one Committee?	
5c	If not, which other Committees have been or will be consulted?	

	Was this, or will this be through the urgent action procedure? Please detail	Through the urgent action procedure.
6	Has the matter been discussed with agreed consultees – ward councillors, other local authorities etc? If not, is the matter so urgent that this is impractical? If so, why?	See Section 1 and 2.
7	Record of any conflict of interest declared by a Member consulted on the decision	None.
8	What alternative options have been considered – both practical and financial?	Various options were explored in detail with stakeholders, such as large boulders, but constraints resulted in this being the most effective solution. Quotes were obtained for alternative solutions which were estimated at £30,000 minimum.
9	Has the procurement strategy been followed, where expenditure is involved?	Yes
10	Briefly outline any implications relating to: • Crime and disorder • Disability discrimination • Human rights act • Freedom of information • Data protection • Environmental impact	This is a security measure to prevent illegal trespass on Council property.
11	Have appropriate risk assessments been undertaken?	N/A
12	Date of consultation with Committee Chairs	25 and 26 August 2026
13	Signature of Chair - CRC	27/8/2026
	Signature if Chair – P&F	27/8/2026
14	Date of decision	26/8/2026
15	Signature of Town Clerk	27/8/2026
16	Signature of Responsible Financial Officer – if required under 3e	27/8/2026
17	Date reported to Council or Committee	CRC and P&F September 2026

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Town Clerk – Laura Chrysostomou

Notes of the meeting of the Allotment Working Group, meeting held in The New Millennium Chamber, The Manor House, Church Street, Littlehampton BN19 5EW on Thursday 28 May 2026.

Working Group:

Councillor O'Neill – Chair

Councillor Wiltshire

Councillor Tilbrook

Co-opted Members:

Mr Farquhar

Mrs Mendes

Mrs Oliver

Mr Oliver

Ms King

Mr Simmons

Mr Martin

In attendance:

Dennis Gittins – Facilities and Contracts Manager

Jon Short – Head of Finance and Service Delivery

Emily Sapsed – Democratic and Corporate Services Officer

Agenda 2026 to 2027

1. Evacuation Procedures

The evacuation procedures were noted.

2. Apologies

There were apologies from Mr Lovegrove. There were also apologies from Mrs Burke, Mr Oliver as Trinidad site representative, attended as a substitute.

3. Declaration of Interest

The standing declarations were noted, and Councillor Tilbrook declared a personal interest across the agenda due to a family member being an allotment tenant.

4. Notes of the last meeting

- 4.1 The notes of the meeting held on Thursday 15 January 2026, were confirmed as a true record. It was noted that the use of pesticides on allotment sites, as discussed briefly at the previous meeting, had led to the inclusion of this agenda's pest control agenda item.
- 4.2 Ideas to improve clarity and access to general information were suggested by members:
- 4.3 Reports of Allotment Sites for sites without a representative, currently Howard Road and Kingley Gate, would be highlighted as such going forward rather than being noted as having nothing further to report.
- 4.4 General occupation statistics shared within the meeting could be included in the notes going forward. Officers would aim to include them in the agenda when possible.

5. Action Plan Update

- 5.1 The Facilities and Contracts Manager (FCM) provided an oral update on progress of infrastructure works, noting work continued flexibly to stay within budget while following the agreed order of priorities. Collaboration with Wick Football Club regarding their replacement of the fence at Worthing Road and the Town Council's contributions towards that continued.
- 5.2 The FCM also updated members on site occupancy since the last meeting, both of which are detailed in the tables below:

Occupancy as of January 2026

Allotment	Number of plots	Number occupied	Number Vacant	Occupancy %
Fort Road	43	39	4	91%
Howard Road	14	14	0	100%
Kingley Gate	32	31	1	97%
Mill Lane	81	67	14	83%
Trinidad	36	29	7	81%
Worthing Road	232	196	36	84%
Total	438	376	62	86%

Occupancy as of May 2026

Allotment	Number of plots	Number occupied	Number Vacant	Occupancy %
Fort Road	43	43	0	100%

Allotment	Number of plots	Number occupied	Number Vacant	Occupancy %
Howard Road	14	14	0	100%
Kingley Gate	32	32	0	100%
Mill Lane	81	68	13	84%
Trinidad	36	31	5	86%
Worthing Road	232	199	33	86%
Total	438	387	51	88%

5.3 Collaboration between the FCM and site representatives regarding plot conditions would continue, due to it relating to the plots of any particular person, detailed updates remained confidential.

5.4 Concerns raised regarding a vacant plot on Worthing Road being used to dump unwanted materials were being addressed and a waste removal company were being sought to clear this waste.

6. Pest Control

6.1 The FCM provided an oral update following interest at the previous meeting into the desired sustainable use of pesticides, and reoccurring pest issues across all sites. The correct level of service was being provided based on the current pest control contract, with the contractor noted as being responsive to additional areas of concern, frequently being called out to review specific plots where high activity has been reported. It was felt reporting routes needed to be clearer and easily accessible to plot holders, this would be addressed through signage advising tenants to contact the Town Council's admin team or their site representative with reports of pests. The need for specific locations and evidence of pest activity was highlighted to members, as this would inform a more accurate review of mitigation in the correct area.

6.2 The use of pesticides was raised at the previous meeting, specifically the desired reduction in use of harmful chemicals. The Council's tenancy agreement only permitted the use of legal, commercially available pesticides. Ways of encouraging alternative weed and pest control options were discussed. Supportive steps such as information shared through the allotment newsletter, site noticeboards or through word of mouth, could be used to inform plot holders and encourage better practice. The group was encouraged by the example set in Arun District Council's Biodiversity Action Plan (BAP), which aimed to: "promote the reduction of the use of chemicals such as Glyphosate and neonicotinoids" and "seek alternative methods of controlling weeds" across their greenspaces. Members agreed to remain mindful of this approach and to monitor any amendments to, and implementation of, Arun District Council's Biodiversity Action Plan.

7. Reports of Allotment Sites

7.1 Fort Road

7.1.1 Members were informed that Mr Lovegrove had stepped down as site representative, their gratitude was shared for his many years of diligent care to those on Fort Road. Ms King would be reporting updates for this site in future.

7.1.2 Concerns regarding pest control had been raised within the previous agenda item, with plot holder's frustration at rat occupancy being noted which would continue to be addressed by the Pest Control contractor. Ahead of the meeting, the FCM had been made aware of security issues, vacant and unmaintained plots.

7.1.3 Following the previous meeting, additional parking had been created on site by splitting a plot previously used by LALGA to store general materials. The group were hopeful that this would continue to improve accessibility for plot holders, especially during the upcoming summer months. During a recent heatwave, water pressure on site had been slightly lower than usual. This may have been due to additional strain from neighbouring industrial estates.

7.2 Howard Road

This site has no site representative, and no reports were received from those in attendance.

7.3 Kingley Gate

This site has no site representative, and no reports were received from those in attendance.

7.4 Mill Lane

Alongside the usual vacancies which the FCM was aware of, loose dogs had been on site. Officers would investigate sending an email or updating noticeboards with guidance on how dogs should be managed when on site.

7.5 Trinidad

Water pressure had remained stable through the heatwave and the group were happy to note satisfaction with the newly installed South and Southeast fences. While no decrease in rabbit activity had been noticed yet; the site rep reported resilient mitigation from plot holders and future aspirations to replace the remaining fencing on site would be of great benefit long-term. Installation of a rubber strip along the bottom of the gate was suggested to

further reduce pest access, the feasibility regarding budget and time would be investigated by officers.

7.6 Worthing Road

- 7.6.1 Outside of the meeting, the site rep and officers had shared information regarding plot conditions. General maintenance was discussed including the space between plots and tall grass located around the site. Members noted that some long grass may provide wildlife and landscape benefits and agreed that the position should be investigated before any action was taken.
- 7.6.2 Members discussed the role of site representatives and shared gratitude for the goodwill of plot holders who provided information and support. It was suggested that the role and inspection process should be reviewed.
- 7.6.3 Plot number signage required updating across all sites to support clearer identification and reporting.

8. Date of Next Meeting

The next meeting will be held on Thursday 20 August 2026.

The meeting was closed at 7.41pm.

Littlehampton Town Council

Non-Confidential

Committee: Community Resources

Date: 3 September 2026

Report by: Town Clerk

Subject: Museum Periodic Report

1. Summary

- 1.1.** This periodic report seeks the approval of a small number of artefacts and contains an update for Members on recent activities and engagement.

2. Recommendations

The Committee is recommended to:

1. Consider the recommended acquisition of items detailed in Appendix 1.
2. Consider the visitor engagement figures in Appendix 2.
3. Consider the Volunteer Front of House Role Profile in Appendix 3.
4. Otherwise note the contents of the report.

3. Museum reception changes

3.1. Background

- 3.1.1.** The Town Council reception is expected to relocate to Progress Point (the High Street Hub). Once this takes place, the current reception area in Manor House will operate solely as the Museum reception. The Museum is therefore reviewing the presentation and operation of the area, focussing on the visitor experience and drawing upon feedback obtained through recent consultations.

3.2. Project Progress

- 3.2.1.** A revised layout and presentation for the reception area is being developed. This work is intended to give the Museum reception its own distinct identity and improve the visitor experience
- 3.2.2.** A new role profile has been created for a museum front-of-house volunteer; this is included in Appendix 3. An Open Day for prospective volunteers was

held on 6 August and was attended by six people. In addition, some existing Museum volunteers have expressed an interest in the role. A further Open Day is planned for September.

- 3.2.3. Volunteers appointed to this role will begin as soon as possible, allowing them to receive training alongside existing staff.

4. Events

4.1. Armed Forces, Families and Veterans Day, 27 June

- 4.1.1. The Museum tent had a World War I theme, with a display about the Battle of the Boar's Head and some items from the handling collections. The craft activity was colouring on poppy seeded paper, which could later be planted. The Museum tent welcomed 605 visitors at this event.

4.2. Summer High Street Events

4.2.1. Victorians, 5 August

The Museum team spoke to 385 visitors at their stall, which featured Victorian handling collection items, free Victorian recipe cards, a free Victorian walking trail and Victorian dressing up.

4.2.2. Dragons, 11 August

The Museum team engaged with 346 visitors at their themed stall, focussing on the knucker dragon story, with free dragon activity packs for children and promoting the Museum's knucker dragon trail.

4.2.3. Street and Anime, 19 August

The Museum display showed the progress of the Transforming Littlehampton Museum project, with an interactive activity to collect visitor thoughts about items to be removed from the Museum collection. The Body Shop statue was also displayed, alongside some of the other more contemporary items collected so far during this project. The Museum engaged with 78 people.

4.2.4. Animals, 26 August

The Museum stall focussed on donkeys in the collections, with a pin the tail on the donkey activity. The Museum team engaged with 264 people at this event

4.3. Yapton and Ford Local History Group exhibition, 19 August

The Museum had a stall at this event, where the Project Officer for the Transforming Littlehampton Museum project engaged with visitors about the project. An interactive activity captured opinions around disposals from the collections. Visitor numbers were 70.

4.4. Town Show and Family Fun Day, 12 September

The Museum will present the Transforming Littlehampton Museum project with the interactive activity designed to collect community thoughts about items to be considered as part of the collection dispersal work.

5. Documentation figures

- 5.1.** The documentation monthly targets are 300 inventory records to be created or amended to reach Spectrum standards, and 200 entries transcribed into excel spreadsheets.

Table 1. Documentation Figures

	April	May	June	July	August
Inventory records	338	306	293	304	321
Accession register entries	531	653	748	91	141

- 5.2.** The current total number of records on our collections database (MODES) is 44,824 out of an estimated total of 50,000. The Museum is still on track to eliminate the backlog within the next two to three years.

6. Financial Implications

- 6.1.** The Museum spent £226.10 on activities for the Summer High Street events and £399 for printing the Victorian walking trail booklet (these will last beyond the Victorian exhibition and will be available for free in the Museum reception, with a 'donations welcome' sign) – the expenditure will be met from existing budgets.
- 6.2.** The costs of the Yapton and Ford Local History Group exhibition were negligible, as the project display for the High Street was re-used.
- 6.3.** The costs of the Town Show and Family Fun Day display and activity are also anticipated as being low, again due to the re-use of the display and activity.

Laura Chrysostomou

Town Clerk

Table 1

Appendix 1: Potential Acquisitions

Object Name and information	Photograph	Curator Recommendation	Link to Collecting Policy / Archaeological deposition policy
Oil painting of Edith Ockenden (nee Kyte) painted by George William Baldry in 1907. The Museum also holds another portrait by George Baldry, of Joseph Robinson (P378.2) and a painting of a maritime scene (PT114). Painting of Robert Cowles, painted by the manageress of the Ockenden's shop. Cowles married Phyllis Mary Ockenden (born 1909) in 1930 and joined the Ockenden firm of ironmongers. The Museum also holds an oral history interview recoded in 1984 of Phyllis Mary Cowles		Accept: The Museum team has already found space for these two paintings on the painting racks in store. A volunteer has been researching the Ockenden and Cowles families and the Ockenden Brothers ironmongery business in Littlehampton	4.2.1 The Museum will continue to collect relevant pieces to the collection, providing that they are in keeping with the collecting area, and that it is felt that suitable care and conservation standards can be maintained, particularly with framed items.

Table 1

Appendix 1: Potential Acquisitions

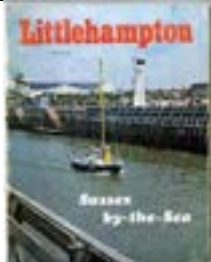
Two chemist containers - one Cream of Tartar container issued from Smarts Chemist Ltd, Littlehampton and one glass bottle labelled Almond Oil, issued by R.Lindsay Ltd, The Arcade Littlehampton		Accept: good display items, will complement existing holdings	4.4.1 The Museum will continue to collect social history items which relate to the history of Littlehampton and the surrounding area. These will include items associated with local businesses, domestic life and all other aspects of local history.
Plastic badge "I went to a swimming party at Littlehampton Swimming and Sports Centre"		Accept: The Museum doesn't current have an example of this badge in the collections and it will complement other items relating to the swimming centre. A more modern item, fitting in with our contemporary collecting initiative	4.4.1 The Museum will continue to collect social history items which relate to the history of Littlehampton and the surrounding area. These will include items associated with local businesses, domestic life and all other aspects of local history.
The Official Town and Holiday Guide for Littlehampton, published by Littlehampton Urban District Council in January 1969.		Accept: the Museum doesn't currently have an example of this guidebook from 1969	4.3.1 The Museum will continue to collect ephemera items which relate to the history of Littlehampton and the surrounding area, particularly with focus towards aspects which are less represented within these collections.
Guidebook: The Homelands Handbooks, Vol. 30: Littlehampton, Arundel and Amberley, 1929.		Accept: the Museum doesn't currently have an example of this guidebook from 1929	4.3.1 The Museum will continue to collect ephemera items which relate to the history of Littlehampton and the surrounding area, particularly with focus towards aspects which are less represented within these collections.

Table 1

Appendix 1: Potential Acquisitions

Postcard – Littlehampton the Sands and the Pier, featuring the Lady Nancy pleasure boat, 1920s. Transfer from Arundel Museum		Accept: the Museum doesn't currently have an example of this postcard.	4.5.1 The Museum will continue to collect photographs and other visual media which relate to the history of Littlehampton and the surrounding area. It will ensure that it retains the capacity to fully utilise this collection by maintaining any associated equipment (projectors etc) as required.
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Museum Visitor Engagement

1. Visitor Numbers



- 1.1. Analysis:** Visitor numbers and outreach activity are currently lower than at the same point last year, with visitor numbers down by 22% and outreach figures down by 32%. The reduced visitor numbers between May and July may be partly attributable to periods of extreme heat, a trend also reported by other museums across the UK. The Museums Association has noted a reduction in visits to cultural institutions during the first two quarters of 2026, citing extreme weather conditions as a contributing factor. The decrease in outreach is also partly linked to lower engagement at the Museum tent on Armed Forces Day, where attendance fell from 1,242 in 2025 to 605 in 2026. This may reflect the smaller size of the Museum tent this year, which provided less space for family craft activities and may have offered a less inviting shelter from the sun. Overall attendance at the Armed Forces, Families and Veterans Day event did not appear to be lower than in previous years.

2. Visitor Feedback (comment cards and comments to reception)

“Amazing museum, excellent Victorian exhibition from Littlehampton point of view, well done!” (May 2026, Museum Visitor)

“Lovely trails for kids and colouring to keep them entertained” (June 2026, museum visitor)

“Fantastic educational resource for all ages – perfect for school trips, will recommend!” (July, 2026, Museum visitor)

“Really nice staff and a nice variety of optics/art, will come back again”
(August 2026, Victorian Day visitor)

“Love the atmosphere, lots of fun got kids and adults, beautiful!” (August 2026, museum visitor)

3. Social Media

Table 1 – Facebook Top Posts

Month	content	post reach	Engagement (likes, shares, comments)
April 2026	Milicent Fawcett blue plaque (cross posted) collaboration with Littlehampton Community and History Society	9,241	109
May 2026	Victorians exhibition is open (paid for advert)	17,793 (17,091 from boost)	510 (498 from ads)
May 2026	WW1 photo of Royal Sussex regiment	5,260	101
June 2026	Pride Flag/Transforming Littlehampton Museum	11,840	273
July 2026	Museum Front of House Volunteer Open Day (paid for advert)	11,871 (10,085 from boost)	142 (127 from ads)
July 2026	Window sticker Victorian photo trail	6,673	73
Aug 2026	Photo of River Arun.	15,611	196

Table 2 – Instagram Top Posts

Month	content	Reach	Engagements (likes, comments, shares)
April 2026	Milicent Fawcett blue plaque (cross posted) collaboration with Littlehampton Community and History Society	229	19
May 2026	Victorian rat trail	266	12

Appendix 2

Month	content	Reach	Engagements (likes, comments, shares)
June 2026	Contemporary Collecting Consultant	227	6
July 2026	Marbles	2,179	61
Aug 2026	Victorians Day on High Street	86	9

4. Loan boxes

Month	Number of schools or care homes borrowing boxes	Number of Boxes loaned	Number of people using the loan boxes
April 2026	1	1	24
May 2026	2	3	39
June 2026	1	1	29
July 2026	2	3	34
Aug 2026	1	1	21

5. School Visits

Month	Number of schools visiting	Number of pupils
April 2026	0	
May 2026	0	
June 2026	0	
July 2026	2	90
Aug 2026	0	



Littlehampton Museum

The Manor House
Church Street
Littlehampton
BN17 5EW

museum@littlehampton-tc.gov.uk
01903 738100

Museum Front of House Volunteer Role Profile

Littlehampton Museum is looking for people to join its front of house team.

What's in it for you:

You would be joining Littlehampton Museum at a very exciting time, as our 3-year project 'Transforming Littlehampton Museum' gets fully under way. This means a busy year ahead, with new exhibitions, community events and project-related days to look forward to.

Volunteering with us you will:

- Meet new people and become part of a fun and friendly team
- Learn about the history of Littlehampton, the Museum and its collections
- Have the chance to learn and develop skills in the museum sector and in a customer facing role

What does the role involve?

Your role will be to provide a reception service for the Museum. This will include tasks such as:

- Welcoming our visitors
- Recording visitor numbers
- Selling items from our small shop
- Keeping reception and the shop tidy
- Answering the phone
- Answering Museum enquiries, any questions about the Museum and its collections
- Assisting school groups – welcoming, emergency evacuation procedures, directing to toilets, answering enquiries etc.
- Undertaking tasks to support museum activity such as
 - completing museum collections documentation, and/or administration
 - Assisting with exhibitions/events when required
- Monitoring the CCTV, including the Museum rooms and car parks, and alerting staff to any concerns

- To understand and implement the fire evacuation procedure with primary regard to visitor and personal safety
- Signing in 'behind the scenes' visitors and contractors (Museum and Littlehampton Town Council), contacting officers in Manor House to inform them of visitors.
- Direct Council enquiries to relevant Council department/location/officer
- Dealing with post and deliveries to Manor House
- Providing directions to the banking hub and answering broader tourism enquiries

This role will suit people who:

- Are aged 16 and over
- Have an interest in Littlehampton, its heritage and the Museum
- Are interested in a customer facing role
- Are self-motivated, able to work independently and as part of a team
- Have excellent interpersonal and communication skills
- Have front of house and/or museum experience (preferable but not essential)
- Have good literacy and numeracy skills
- Are proficient in cash handling (preferable)
- Are reliable and have punctual timekeeping skills

Frequency and Location:

Ideally, you will be willing to commit 2 hours a week, but Littlehampton Museum are happy for you to give as much time as you are willing to. This can be discussed with the Museum Team prior to starting, and at any time throughout your time as a volunteer.

The Museum is currently open Monday to Friday (9am to 4:30pm) and Saturdays (10:30am to 4:30pm). Therefore, the possible volunteering slots are as follows:

Monday	9am-11am	11am-1pm	1pm-3pm	3pm-4:30pm
Tuesday	9am-11am	11am-1pm	1pm-3pm	3pm-4:30pm
Wednesday	9am-11am	11am-1pm	1pm-3pm	3pm-4:30pm
Thursday	9am-11am	11am-1pm	1pm-3pm	3pm-4:30pm
Friday	9am-11am	11am-1pm	1pm-3pm	3pm-4:30pm
Saturday	10:30am-12:30pm	12:30pm-2:30pm	2:30pm-4:30pm	N/A

We are more than happy for volunteers to do more than one slot a week. The role location is at Littlehampton Museum, Manor House, Church Street, Littlehampton. BN17 5EW.

Induction, training and support.

There is an induction procedure as part of becoming a volunteer with the Littlehampton Museum.

You will be given full training to enable you to complete your role.

You will be supervised in your role by a nominated member of the Museum Team, who is responsible for your day-to-day volunteering needs and will be available to help you in your volunteering journey.

About the Museum: Over the past 150 years Littlehampton has transformed into a bustling seaside tourism town, and its town museum tells the story of Littlehampton itself, as well as the surrounding villages which make up this picturesque region of Sussex. Admission and helpful advice is free, and the Museum enjoys a delightful situation at the top of the historic high street, in the beautiful Grade II listed Manor House, which it shares with Littlehampton Town Council. Visitors can enjoy exploring the permanent galleries, where they can see a wealth of extraordinary Bronze Age, Iron Age and Roman archaeology, beautiful fossils found in the region, and discover the story behind the town's journey from Roman settlement through to the prosperous Victorian era and the present day leisure haven.

To apply: Please complete an application form and return to the Museum reception or email to museum@littlehampton-tc.gov.uk . We will assess your application and may invite you for an interview at the Museum to discuss your application further.

Littlehampton Town Council

Non-Confidential

Committee: Community Resources

Date: 3 September 2026

Report by: Town Clerk

Subject: Transforming Littlehampton Museum – Project Progress Report

1. Summary

This report details the progress of Transforming Littlehampton Museum, a museum project, which started in February 2026.

2. Recommendations

The Committee is recommended to note the contents of the report.

3. Background

- 3.1. From 'Project Time Machine', a 2024 to 2025 National Lottery funded Museum project, community consultation highlighted the need for the Museum's collections and displays to better reflect the current diversity of the town. A review of the social history collections also revealed that around half of the objects held had no direct relevance to Littlehampton or the Museum's wider collecting area.
- 3.2. In February 2026, the Museum was awarded a National Lottery Heritage Fund grant of £129,913 towards the costs of the Transforming Littlehampton Museum project, alongside a Museum Development South East grant of £615.
- 3.3. This project will enable the Museum to work closely with the local community to co-develop its collections and displays, increasing access, participation and representation. A major 2028 exhibition will mark the Museum's 100th anniversary, showcasing the project's impact.
- 3.4. The project will also build strong foundations for the Museum's long-term sustainability. A specialist consultant will be appointed to explore future funding opportunities and potential governance and housing models, ensuring the Museum is resilient, well-managed and ready for the future.

4. Project Progress

4.1. Staff appointed

A Project Officer has been appointed and started work in June 2026.

4.2. Project Evaluation

An evaluation consultant has been appointed. So far, they have developed a detailed Logic Model Monitoring and Evaluation Plan, alongside an Evaluation Toolkit and a Live Monitoring Tracker. These resources will support the Museum team to evaluate all aspects of the project, with training and support from the consultant.

4.3. Dispersal of items outside the Museum's collecting area

4.3.1. The first seven groups of objects have been identified so that decisions about dispersal can be considered in manageable batches. These groups are:

- the Fletcher Collection of model boats (434 items)
- Bottles (39 items)
- Musical records (84 items)
- Tech objects (159 items)
- Cutlery (45 items)
- Scouts/Girl Guides badges (25 items)
- Lamps (15 items)

4.3.2. Museum volunteers have begun re-checking the accession information for each batch.

4.3.3. Participants have been identified for the Community Dispersals Group, comprising local residents with strong knowledge of Littlehampton and its history. The Group will review information relating to objects proposed for dispersal and provide local insight on whether any relevant details may have been missed, such as names, businesses or events associated with the town. While the Group will not make the final decision on whether items are dispersed, its feedback will provide an important additional check and support accountability. The final decision will be made by the Community Resources Committee. The Community Dispersals Group will suggest

potential new homes for objects where transfer to an Accredited Museum is not possible.

- 4.3.4. Community consultation and feedback has commenced through a workshop-style activity. This seeks views on the dispersal process, including public opinion on removing these items from the Museum's collection and suggestions for community groups, schools or other suitable organisations that may be able to receive objects if an Accredited Museum cannot be found. To date, consultation has taken place at the following events:

- Museum volunteers, inhouse – workshop then adapted for public
- Yapton and Ford History Day on 15 August
- High Street Summer event on 19 August
- Business Forum on 25 August

Future planned consultations include:

- Arun Youth Projects
- Littlehampton Community and History Society
- Town Show and Family Fun Day

4.4. Contemporary collecting

A tender process is underway to appoint a Contemporary Collecting Consultant to advise on this part of the project and to host workshops with three community groups over 2026 and 2027. The community groups will co-curate mini exhibitions that tell the story of each group's experience of living in Littlehampton. Some of the objects on display in these mini exhibitions will then be permanently accessioned into Littlehampton Museum's collections.

4.5. Oral Histories

4.5.1. Existing oral histories on cassette tapes and mini discs

These have now been digitised, and volunteers have started to transcribe, summarise and create records on Modes. These recordings will eventually be shared on the museum's website and in the galleries and during 'Your Stories' oral history and film events in 2027.

4.5.2. New oral history interviews – Training and Procedures

The project officer has attended the following training from the Oral History Society/ British Library:

- Introduction to Oral History (alongside two of the museum's volunteers)
- Archival management of oral histories
- Planning your oral history project

The project officer is currently writing procedures for recording oral history interviews. The next step is to hold some practice interviews. The museum aims to start recording new interviews in September.

4.6. Options Appraisal

- 4.6.1. A tender process is underway to appoint a consultant to carry out this piece of work. The contract will start on Monday 5 October 2026 with a final report due on the 30 April 2027.

5. Overview of progress

- 5.1. The project remains on schedule, in line with the timetable submitted as part of the grant application.

Laura Chrysostomou

Town Clerk

Littlehampton Town Council

Non-Confidential

Committee: Community Resources

Date: 3 September 2026

Report by: Town Clerk

Subject: Community Resources Periodic Report

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 Sports Funding and Sports Funding feedback for 2025.

2. Recommendations

The Committee is recommended to:

1. Note the Sports Funding 2025 Feedback Report attached as Appendix 1.
2. Otherwise note the contents of the report.

3. Sports Funding

- 3.1. The 2026 Sports Funding will open for applications on Monday 14 September 2026 and close on Monday 26 October 2026. The focus remains the same as in 2025: 'To widen participation in sports and healthy activities in the most inclusive way'.
- 3.2. Feedback has been received from three of the five recipients of Sports Funding in 2025. This emphasises the positive outcomes and increased participation in local sports and healthy activities that these initiatives have provided. The remaining recipients will provide feedback before the end of the funding year, which is November 2026. See attached as Appendix 1 for this report.

4. Financial Implications

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

Laura Chrysostomou

Town Clerk

Appendix 1 – Sports Funding Feedback report 2025 to 2026

Organisation	Grant Allocated	Feedback Report
Howard Lawn Tennis Club	£484	<u>Junior Tennis course</u> • The club ran two courses of six weeks for subsidised tennis lessons for adults and juniors, introducing them to the sport in a friendly and informal environment. • The funding covered the junior course, for which an average of 16 participants attended each session. • Feedback received was very favourable and it was a positive experience, with some choosing to attend the club's ongoing tennis coaching. The club is hopeful they will continue to progress and become members. • Littlehampton Town Council's logo was incorporated into the t-shirt design, which each of the participants received as part of the course. 
Littlehampton Badminton and Squash Club	£300	<u>Littlehampton Sports Fair</u> • The second Sports Fair was held on Wednesday 19 August 2026, to promote local clubs and providers of healthy activities that are available in Littlehampton. • Exhibitors included Littlehampton Badminton and Squash Club, Littlehampton Wave Life Saving Club, Littlehampton Cricket Club, Littlehampton Rugby Club and Freedom Leisure at Littlehampton Wave. • Alongside exhibitors, 15 members of the public attended the event and engaged positively with the activities on display. • The event was promoted through schools, social media, website, banners, Littlehampton Gazette and other local magazines; in addition to flyers handed out at summer High Street events. The majority of attendees heard about it on Facebook 

Appendix 1 – Sports Funding Feedback report 2025 to 2026

Organisation	Grant Allocated	Feedback Report
Littlehampton Rugby Club	£640	<u>New Equipment</u> • To continue growing their minis, juniors and women's teams the club used this funding to upgrade the equipment for these groups with a variety of new tackle bags and crash mats. • Over the last two seasons the club has expanded with around 75 children and adults now playing rugby in Littlehampton; many of whom have been introduced to the sport through the club, building friendships and experiences along the way. • The women's team has grown from 12 to 24 participants in the last season, finishing third in their league. The quality equipment from the Town Council's funding has been a big part in making this happen. • The Town Council has always been supportive, and funding like this also ensures the club can keep its membership fees down, allowing families and children to stay active and safe – using the right equipment.

Littlehampton Town Council

Non-Confidential

Committee: Community Resources Committee

Date: 3 September 2026

Report by: Town Clerk

Subject: Community Centre Action Plan

1. Summary

- 1.1. The report presents a proposed community centre action plan for consideration and agreement.

2. Recommendations

The Committee is recommended to consider, comment and agree on the proposed community centre action plan as set out in Appendix 1.

3. Background

- 3.1. The Town Council's Business Plan includes an objective to develop action plans for each of the Council's venues for hire: Manor House, Southfields Jubilee Centre (SJC) and K2. Driven by the Council's overarching Business Plan these will then be used as the basis to steer the work plans of officers.
- 3.2. The aim of the plan is to set out how each site would be managed to deliver the vision and mission. As previously agreed by this committee, the primary aim of community centre provision is to ensure that the venues are available to serve the town and strengthen the local community through the provision of functional and accessible spaces. It was also agreed that in providing this valuable service to the community, it should be the aim of the Town Council to ensure best value is achieved in the use of the Precept to support the running costs of the centres.

4. Community Centre Action Plan (CCAP)

- 4.1. The proposed CCAP gives an overall picture of specific actions for promotion, maintenance and operations including occupancy rates and implementation of an online booking system for all council venues.

- 4.2. Members are asked to consider and agree the community centre action plan included as Appendix 1.

5. Financial Implications

- 5.1. The action plan contains some items that will need to be included within budget discussions such as building condition surveys as these will require additional funding beyond the current years agreed budget. All other items have either been costed into the current budget or will be covered by staff time.

Laura Chrysostomou

Town Clerk

Littlehampton Town Council

Community Centres Action Plan

Version

Implementation Date

Review Date

1. Introduction

The Community Centres Action Plan is driven by the council's overarching Business Plan and sets out its aim for community centre provision.

2. Purpose of the Action Plan

The Action Plan outlines the objectives, goals and actions to deliver the vision. The plan will specify the actions from marketing, financial and operational standpoints for each of the Council's venues for hire: Manor House, Southfields Jubilee Centre (SJC) and K2. They will be used as the basis to steer the work plans of officers.

Our Vision sets out our future aspirations and the impact we aim to make for the benefit of the community:

The council aims to provide cost effective, accessible and environmentally friendly facilities, that provide safe vibrant places for people to come together.

Our Mission sets out what we do, why we do it and how we achieve it:

To provide high quality, safe, accessible, and flexible spaces across the town to meet the needs of the community. The need to provide valuable community resources will be balanced with the need to generate income to reduce the gap between income and expenditure. The goal will be driven by occupancy rates set for each venue.

In providing these spaces, this will enable us to fulfil other elements of our operational framework including:

- To work in partnership to support sporting, recreational and physical activities to enable local people to experience new sports and activities and to keep fit and healthy.
- To facilitate, support and provide community events both universal and targeted to celebrate Littlehampton, encourage civic pride, increase community cohesion, attract visitors, and support local businesses.
- By supporting and working with local organisations we aim to provide a wide range of youth provision that offers young people enriching opportunities and develops positive relationships between young people and the wider community

Our Objectives will guide the actions required to deliver the vision:

1. To ensure facilities are clean, safe and well equipped
2. To ensure facilities meet all building requirements
3. To maintain facilities in good decorative order
4. To increase use

Objective	Number	Goal (bold) and Action description	Update
To ensure facilities are clean, safe and well equipped	1	Implement training, monitoring and communication processes	
	1.1	Ensure Caretaking Team are fully trained in all cleaning equipment and understand their role. All Caretaking staff to complete training for COSHH, Manual Handling, Fire Awareness and specific equipment training. Site visits carried out bi-weekly discussing needs, requirements etc	
	1.2	Schedule quarterly building cleanliness inspections to ensure standards remain high	
	1.3	Schedule quarterly health and safety inspections of all facilities and equipment	
	1.4	Ensure active communication between Caretaking Team and Admin Team to record any equipment issues or faults found so that they can be replaced / repaired.	

Objective	Number	Goal (bold) and Action description	Update
To ensure facilities meet all building compliance requirements	2	Operate a framework of surveys, risk assessments, inspections and maintenance	
	2.1	Produce a buildings compliance matrix to effectively monitor, schedule and meet current regulations for maintenance and Health & Safety	December 2026
	2.2	Produce a buildings condition survey for all sites to ensure planned preventative maintenance can be factored into annual budget setting.	MH Complete SJC December 2026 K2 Spring 2027
	2.3	Biannually review all contractor costs to ensure contracts are meeting specifications whilst offering value for money	Starting January 2027

Objective	Number	Goal (bold) and Action description	Update
To ensure facilities meet all building compliance requirements	2	Operate a framework of surveys, risk assessments, inspections and maintenance	
	2.4	Quarterly checks to ensure all fire alarm testing and emergency lighting is being regularly tested meeting current standards for recording. Fire alarm system checked quarterly and Emergency Lighting annually (monthly function test completed by site team)	
	2.5	Gas landlord certificate (where gas is supplied) completed annually	
	2.6	Hard wire electrical testing completed every 5 years with all C1, C2 and FI items addressed within stated timescales. All C3 items will be actioned if works are taking place in that electrical circuit.	
	2.7	Fire risk assessments carried out annually with High and Medium actions completed within timescales.	
	2.8	Water Risk Assessment (Legionella) carried out annually and water temperatures testing completed monthly.	
	2.9	Roof safety systems/fall arrest systems tested annually at MH only	
	2.10	Asbestos testing carried out every 4 years or prior to any major renovation works (Manor House and Unit 6F only)	
	2.11	Fire and security alarms systems service and maintained quarterly.	
	2.12	Manor House lift service and maintained annually.	
	2.13	Utilities contracts review through broker to ensure value for money	
	2.14	Review environmental and CO2 impact of buildings every two years and agree actions to cost effectively mitigate environmental harm	
	2.15	Defibrillator annual checks at K2, Pads to be changed annually and batteries to be replaced every 3 years.	

Objective	Number	Goal (bold) and Action description	Update
To maintain facilities in good decorative order	3	Undertake a programme of planned preventative maintenance	
Manor House	3.1	External decoration to be reviewed every 5 years for planned preventative maintenance. Windows to be reviewed every 3 years for planned preventative maintenance	
SJC	3.2	External decoration to be reviewed biannually for planned preventative maintenance. Wooden cladding to be redecorated every two years maximum and external windows and doors for any signs of degradation.	
Unit 6F	3.3	External decoration to be reviewed every 5 years for planned preventative maintenance. Applicable for all external doors, railings and roller shutter.	
K2	3.4	External decoration to be reviewed every 5 years for planned preventative maintenance. External windows and doors for any signs of degradation to powder coating.	

Objective	Number	Goal (bold) and Action description	Update
To increase use	4	Balance the need to provide valuable community resources with the need to generate income to reduce the gap between income and expenditure. Set occupancy rates for each venue.	
All Community Centres	4.1	Implement an efficient and convenient online booking system for all venues	
All Community Centres	4.2	Undertake regular reviews of the terms and conditions of hire	
All Community Centres	4.3	Ensure follow up promotions annually for all parties – Scheduled for 3 months before the anniversary date for potential repeat bookings.	

Objective	Number	Goal (bold) and Action description	Update
To increase use	4	Balance the need to provide valuable community resources with the need to generate income to reduce the gap between income and expenditure. Set occupancy rates for each venue.	
All Community Centres	4.4	Follow up emails to all party and one-off hire offering discount for friends / family on any further booking	
All Community Centres	4.5	QR code promotion at all LTC events giving discounts for party and one-off hire	
All Community Centres	4.6	Set up a referral scheme – existing hirers get a discount on their next booking for every new customer they refer	Database being compiled
All Community Centres	4.7	Targeted social media posts, scheduled at prime times for optimal return. Rolling cycle created and ongoing.	
All Community Centres	4.8	Postcode promotions – Targeting discounts for one off hire for residents within those postcodes - Map of Littlehampton to work through methodically covering all areas across a 6-month period. To commence October 2026. Target industrial estates for business hire for meetings / training sessions. Advertise through partnership organisations to increase awareness.	
All Community Centres	4.9	Optimise and regularly update Google Business Profile listings for each venue (photos, opening hours, posts, frequently asked questions). Check monthly.	
All Community Centres	4.10	Actively request reviews from every hirer after their booking via a short follow-up email with direct Google/Facebook review link Target 5 new reviews per venue per quarter	SJC currently 91 reviews K2 currently 1 review
All Community Centres	4.11	Cross-promote venues at all Town Council run events and on noticeboards	Attended the summer high street event and due to attend the Town Show 12 September
All Community Centres	4.12	Create short video tours/ reels of each venue (phone filmed) showing space, capacity and set up examples for social media.	Quarter 2 in discussion with the Comms department to

Objective	Number	Goal (bold) and Action description	Update
To increase use	4	Balance the need to provide valuable community resources with the need to generate income to reduce the gap between income and expenditure. Set occupancy rates for each venue.	
			produce this to be ready to use by end Q3
All Community Centres	4.13	List all venues on free local directories and community hire listing sites (e.g. Hirespace free tier)	
All community centres	4.14	Build an email database from enquiries and past hirers – create a newsletter to be emailed out	Database being compiled
All Community Centres	4.15	Run seasonal themed promotions (e.g. Easter) to be shared via communications channels including eProgress.	
Manor House	4.16	Increase wedding bookings to 10 in 2026 to 2027. Increase to 15 in 2028 Have an open day for people to come in and view the venue dressed up – target January 2027 a “Just got engaged” push after the peak engagement season. Determine new occupancy rate for Fleming Room and Chamber.	
K2	4.17	Target is for 65% occupancy by April 2027. 70% 2028 Scheduled promotion plan targeting weekly, monthly and annual promotions.	
K2	4.18	Explore opportunities to reach local schools, nurseries, dance/sports clubs and outlets to promote the venues.	
K2	4.19	Host a free open day/ venue showcase inviting local charities, clubs and event planners to view the space. To organise January/February 2027 after the Christmas period but prior to peak season. Schedule in biannually to secure new hires after 2027.	
SJC	4.20	Current occupancy rate is 85%	

Objective	Number	Goal (bold) and Action description	Update
To increase use	4	Balance the need to provide valuable community resources with the need to generate income to reduce the gap between income and expenditure. Set occupancy rates for each venue.	
		Target is for 90% occupancy by April 2027 and 95% by 2028	

Littlehampton Town Council

Non-Confidential

Committee: Community Resources

Date: 3 September 2026

Report by: Town Clerk

Subject: Southfields Jubilee Centre Signage

1. Summary

- 1.1. The purpose of this report is to seek Committee approval for a new logo for the Southfields Jubilee Centre and to support the development of a consistent branding approach for Council-managed community facilities. The proposed branding would initially be used for the replacement of the Centre's internal display boards, which have become damaged and outdated, and may be incorporated into future external signage replacement projects. The project presents an opportunity to modernise the appearance of the venue, improve recognition of the facility and create a visual identity that can be used consistently across communications, promotional materials and future community venues.

2. Recommendations

The Committee is recommended to:

1. Consider and approve a preferred logo design for the Southfields Jubilee Centre with six options being presented in Appendix 2.
2. Approve the use of the selected logo across internal displays, promotional materials, digital communications and future signage relating to the Centre.
3. Otherwise note the contents of the report.

3. Background

- 3.1. The internal display boards (simple pinboards) within the Southfields Jubilee Centre have become worn and damaged over time and are due for replacement. Officers propose replacing the boards with a more modern display system like that installed at the K2 Youth and Community Centre (Appendix 1).
- 3.2. The proposed replacement presents an opportunity to introduce a dedicated logo and visual identity for the Centre similar to K2. At present, the facility has

no recognisable standalone branding, resulting in inconsistent presentation across communications and within the building.

- 3.3. The new display boards would not only enhance the appearance of the building but would also provide a central location for information promoting Town Council services and activities. This would include the display of What's On guides, venue hire information, Council publications and other promotional materials, alongside posters and marketing materials produced by organisations and groups hiring the facility. The displays would therefore serve both a branding and information-sharing function, improving the visitor experience and increasing awareness of activities taking place within the Centre.
- 3.4. A new logo would provide a professional and modern identity for the Centre whilst supporting future marketing, room hire promotion and community engagement activities. It would also extend the branding created for K2 helping to create consistency across Council-managed facilities and could also be adapted for use across other community venues in the future.
- 3.5. Whilst the immediate project relates only to the replacement of internal display boards, it is anticipated that the branding would also be applied to any future replacement of external signage, subject to budget availability and Committee approval.

4. Logo Options

- 4.1. Six logo concepts have been developed for Committee consideration and are attached at Appendix 2.
- 4.2. The options provide a range of approaches including initials-based designs, graphic symbols and text-led branding styles, allowing members to consider which option best reflects the identity and purpose of the Centre.
- 4.3. When considering the options, members may wish to take account of the following:
 - Visual impact and recognisability
 - Suitability for internal and external signage
 - Ease of use across printed and digital media
 - Longevity of the design
 - Consistency with the Council's wider branding objectives.

5. Financial Implications

- 5.1. The cost of designing logo concepts and final graphic is £380 which can be met from the Marketing budget. The cost associated with producing the branded

internal boards would be under £1,000 which could be met from the SJC Building Maintenance EMR, which stands at £33,611

Laura Chrysostomou

Town Clerk





OPTION 1

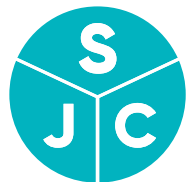


**Southfields
Jubilee Centre**

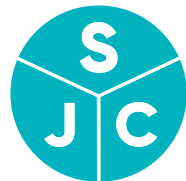


Southfields Jubilee Centre

OPTION 2



**Southfields
Jubilee Centre**



Southfields Jubilee Centre

OPTION 3



**Southfields
Jubilee Centre**



Southfields Jubilee Centre

OPTION 4

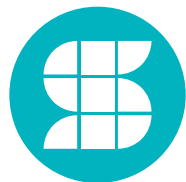


**Southfields
Jubilee Centre**

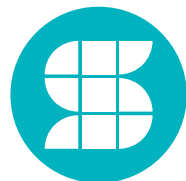


Southfields Jubilee Centre

OPTION 5



**Southfields
Jubilee Centre**



Southfields Jubilee Centre

OPTION 6



**Southfields
Jubilee Centre**



Southfields Jubilee Centre

Littlehampton Town Council

Non-Confidential

Committee: Community Resources

Date: 3 September 2026

Report by: Town Clerk

Subject: Events Periodic Report

1. Summary

- 1.1. The report sets out an update on Armed Forces, Families and Veterans Day, Summer High Street events, Sandcastle Competition, Screen on the Green and Town Show and Family Fun Day.
- 1.2. The Committee is asked to consider adding the Sussex Day 1550 Beacon Lighting to the 2027 event programme.
- 1.3. It also provides a summary of Event Support Funding awarded to date.

2. Recommendations

The Committee is recommended to:

1. Consider whether to add the Sussex Day 1550 Beacon Lighting to the 2027 event programme at a cost of circa £900.
2. Note the contents of the report.

3. Armed Forces, Families and Veterans Day

- 3.1. The event was held on Saturday 27 June in line with national celebrations. The event was extremely well attended, and many members of the public and participants have called it the best Armed Forces Day event to date.
- 3.2. Event sponsor, Harbour Park and local uniformed groups including the Nautical Training Corps, the (4th, 5th, 7th) Littlehampton Scouts, the Littlehampton Sea Cadets, the Air Cadets, the Sussex Army Cadets and the Royal British Legion Littlehampton Poppy Appeal, assisted in the planning of the event once again.
- 3.3. A successful bid was submitted for a Battle of Britain Hurricane flypast. The pilot conducted three flypasts to the delight of the crowds. The Ministry of Defence (MOD) awarded the event an additional flypast of an A400M, which flew over during the Drumhead service.
- 3.4. Other highlight attractions included the Stannage Stunt Team, an armoured vehicles display, an arena performance from the Rose and Thistle Pipe

Band, the Tigers Motorbike display team and a line-up of vintage military vehicles and fire engines. There were hands on displays including learning to jive and swing dance, learning about the Home Guard and nursing demonstration. The Interactive Virtual Reality (VR) headsets were popular along with the family entertainment which included a bubble and hula hooper performer. The Museum team had a tent with military artefacts and information boards and ran a display about 'The Day Sussex Died' which attracted 605 people over the course of the day. Tangmere Aviation Museum brought a display gazebo containing displays on historic aviation information, Motorcycles, crashed planes, Land Rover recovery vehicles and a children's sit on wooden spitfire.

- 3.5. Officers were successful in gaining funding from the Royal British Legion East Preston and Kingston Branch for £6,822, which covered the cost of the static displays of BARV, replica Spitfire, Hurricane and Flying Flea. A grant of £5,000 was secured from the Ministry of Defence which can only go towards certain elements of the event infrastructure and not entertainment.
- 3.6. A total of 29 organisations attended the event with fundraising stalls of which 15 were uniformed groups
- 3.7. As in previous years, the event was in aid of the Royal British Legion Poppy Appeal. The caterers' pitch fee plus 10% of takings totalling £419.71 was donated to the charity. The Royal British Legion Poppy Appeal stall also collected donations of £464.43 at the event. The four caterers were Kalamaki, Street Food Revolution, Crocus Paella and Scouts Naafi Tent.
- 3.8. Publicity included the distribution of 5,000 double-sided A5 flyers; four roadside banners displayed at Brookfield Park, Norfolk Gardens and Rosemead Park; inclusion in the Town Council's What's on printed leaflet; a dedicated event page on the Visit Littlehampton website; and listings on the National Armed Forces Day website. Alongside this More radio ran a two-week campaign of five adverts a day at a cost of £752.
- 3.9. Feedback data was received from 63 responses, based on the simple binary survey. This figure should be treated as indicative, as the survey method means it is not possible to confirm whether all responses were submitted by separate individuals.
- 3.10. Just over half of respondents, 54%, visited with children. In terms of how visitors heard about the event, almost two thirds of responses, 64%, came from three sources: Facebook at 32.6%, word of mouth at 18.6%, and posters in town at 12.8%.
- 3.11. Discretionary spending was predominantly directed towards independent shopping, at 28.4%, and purchasing food from an independent food outlet, at 25%. Travel responses were mostly very local, although the second largest group was made up of people travelling more than 20 miles to attend.



4. Sandcastle Competition

- 4.1. The event was held on Thursday 6 August and was successfully extended this year into the green area between Stage by the Sea and the concessions. The expanded layout enabled two water safety stalls to attend, the RNLI and Littlehampton Wave. These organisations provided useful information and engagement for visitors throughout the event.
- 4.2. New age category flags were designed and produced and now include the wayfinding characters and a QR code that links to the Visit Littlehampton Website.
- 4.3. A total of 319 children participated in the competition, resulting in 141 entries. A breakdown of entries by postcode is provided below.
- 4.4. Figure 1 below shows the total number of entries for 2026 in comparison to 2024. It should be noted that the event was cancelled due to unsafe weather in 2025.

	2024	2026
Number of Participants	359	319
	BN11: 13	BN11: 2
	BN12: 6	BN12: 3
	BN13: 6	BN13: 4
	BN14: 13	BN14: 4
	BN15: 9	BN15: 3
	BN16: 69	BN16: 23
	BN17: 155	BN17: 58
	BN18: 6	BN18: 7
	BN42: 2	BN22: 1
	BN43: 4	CR5: 1
	CR2: 4	GU13: 1
	GU28: 2	KT22: 1
	KT92: 3	PO4: 1
	PO18: 3	PO18: 1
	PO19: 2	PO19: 1
	PO20: 2	PO20: 3
	PO21: 11	PO21: 8
	PO22: 7	PO22: 3
	RH12: 2	RH11: 1
	RH13: 7	RH12: 1

	2024	2026
Number of Participants	359	319
	RH20: 7 RH6: 7 SE12: 2 SO30: 2	RH13: 2 RH14: 1 RH20: 2 SE12: 5 TW11: 1 W12: 1 Didn't say: 2

- 4.5. Feedback received following the event was very positive, with attendees highlighting the enjoyment of designing and planning sandcastles, the opportunity to engage with others in the community and the value of seeing children and young people working together creatively. The judging process was also praised, particularly the time taken to speak with each group in the 5 to 10 age categories, which appeared to be the largest category on the day. The strong community turnout was welcomed.
- 4.6. Free face painting was offered to attendees who registered for the sandcastle competition and collected a hand stamp. The Mayor, the Chair of the Community Resources Committee, the Deputy Mayor and the Town Clerk judged the entries, with prizes kindly donated by Harbour Park, Bah-Humbug, Spokes and East Beach Café.

5. Screen on the Green

- 5.1. The event was held on Saturday 15 August. Following a public vote Grease was chosen as this year's film screening. There was an estimated 5,000 people in attendance the overall feedback from the event has been positive.
- 5.2. With the event starting earlier, there was scope to deliver entertainment before the film began. This included The Vintage Duo performing hits from the 1950s, Sandy and Rizzo walkabout characters, and the Rydell High headteacher acting as compere.
- 5.3. The compere sang songs from the film, hosted a fancy-dress competition and a hand jive competition, led singalong sections and handed out detentions. A range of classic cars also helped set the scene for the evening.
- 5.4. Food was provided by two caterers: Littlehampton District Lions and Nic & Ben Entertainment. A third caterer had the incorrect date in their diary and was unable to attend. The film began once light levels were low enough for the screen to be clearly visible.
- 5.5. Turning Tides attended with an information stall and Tyndall Jones collected donations of £539.41 for the mayor's charity. Overnight security was in place to guard the site and the toilets until they were collected the following morning.

6. Summer High Street

- 6.1. Events were held each Wednesday (four) in August, with each week offering a different theme and a wider programme of free activities for families and visitors to the High Street.

- 6.2. Week one had a Victorian theme and was delivered in partnership with Littlehampton Museum to extend its Victorian exhibition. Activities included a strongman, a Victorian policeman patrolling the High Street and themed engagement for visitors. Free animal-inspired craft workshops were delivered by Creative Heart, funded by the Town Council event budget.
- 6.3. Week two had a dragon theme and included storytelling and a dragon puppet show. Free clay crafts were delivered by Dania's Art Studio, and dragon egg bath bomb making was delivered by Magpies and Butterflies, funded by the Town Council.
- 6.4. Week three focused on street anime and included free skateboarding workshops with graffiti crafts with Ben Cavenagh, learn to create Anime drawing with Daina Art Studio and a gaming bus. The Arcade Bookshop also ran a Dungeons and Dragons drop-in session, funded by the Town Council event budget.
- 6.5. Week four was animal themed, and the High Street was filled with a range of animal charities, a walkabout bee group and Partysaurus large party dinosaur and animal-inspired clay workshops delivered by Daina Art Studio, funded by the Town Council event budget.
- 6.6. Each week included free rides and soft play, crafts and activities run by the events team, outside street games, and the Littlehampton District Lions offering their charity bookstall and activities. Littlehampton Library ran a series of book displays and storytelling sessions to match each week's theme. Catering was provided by an ice cream van at each event. Littlehampton Museum attended each week and ran a series of crafts and showcased The Body Shop seated figure.
- 6.7. The Town Council also worked in collaboration with local businesses and organisations, through the Events Forum and Littlehampton Business Forum, to deliver additional activities and support joint working across the town centre. Workshops hosted by businesses and shops were funded from the event budget, helping to increase the range of free activities available and demonstrating the positive outcome from the forums supported by the Council.

7. Town Show and Family Fun Day

- 7.1. The event will be held on Saturday 12 September, from 12:00 to 5:00 at Rosemead Park. A total of 49 organisations and 9 commercial pitches are confirmed to participate, all of which will be represented within or outside the Community Marquee. Promotion for the event has included flyers and social media posts. All available spaces in the community marquee have been booked.
- 7.2. A wide range of local entertainment will be featured throughout the day, including performances by Charlotte Reader Dance, Belly Dancing demonstrations, and music from The Juice. The Dog Show and Kai the Magician will take place in the arena located in front of the main stage. Arun Youth Projects will operate a free laser tag activity, while the Artsworld team and Creative Workshops will host free craft workshops for children.

Additional attractions booked for the event include a Bubble Artist, an interactive Strongman, inflatables, and various rides.

- 7.3. Local caterers Southern Counties Ice Cream, Howie's Coffee, Taste a Go Go, Nic & Ben and the Littlehampton District Lions Club will provide food and refreshments at the event.
- 7.4. The Town Council, including the Museum will also have stalls alongside a Pride in Place information stall.

8. Sussex Day 1550 Anniversary - Beacon Lighting

- 8.1.1. In 2027, Sussex will mark 1,550 years since its foundation as an independent kingdom in 477 AD. The Committee is asked to consider whether an additional event should be added to the 2027 events calendar to mark Sussex Day 1550.
- 8.2. The Sussex 1550 celebrations are scheduled to run from Saturday 12 June to Sunday 20 June 2027, centred on Sussex Day on Wednesday 16 June. The coordinated event is being led by the Sussex 1550 Group, and all councils within the county have been asked to take part. The proposed county-wide centrepiece is a coordinated Beacon and Bonfire Lighting at 21:00 on 16 June, with communities across Sussex invited to take part at the at the same time.
- 8.3. Littlehampton could participate by delivering a simple beacon lighting event, supported by appropriate live music from a local concert band or cadet massed band. Music could include Sussex-themed pieces, such as Sussex by the Sea, to reflect the occasion.
- 8.4. The beacon lighting event held in 2025 cost the Council £811 to deliver. There are reserves available in the earmarked reserve to fund this additional activity, should the Committee wish to include it in next year's programme. If the proposed beacon lighting event is agreed to become part of the 2027 event programme, the expenditure could be met from the £1,000 National Events budget.
- 8.5. Although the proposed date is close to Armed Forces, Families and Veterans Day, the Events Team is confident that the additional activity could be delivered alongside the existing programme, provided the event remains modest in scale.

8. Event Support Funding

- 8.1. The Littlehampton Business Forum applied for funding from the Event Support Fund to deliver a Meet the Maker series of mini events to increase footfall to the town and highlight the local creative economy. The season long programme, running over the autumn period, features a range of workshops in collaboration with local businesses including Arcade Bookshop, East Beach Café with more locations to be announced.
- 8.2. The Business Forum requested £248 and as it fulfilled the objectives set out in the Council's Event Support Strategy it was approved by the Chair of the Committee and the Town Clerk in accordance with the policy and procedure.

- 8.3. The Arcade Bookshop applied to the Event Support Fund to deliver a Littlehampton Book Festival from Friday 23 October to Tuesday 27 October. The programme will include author panels, local author meet-and-greets, a children's picnic with children's authors, Peppa Pig meet-and-greet, comic book writer and illustrator sessions, children's book writer and illustrator activities, and Bingo, Books and Burgers. The festival will feature a range of events across the town, bringing the local community together and encouraging visitors into Littlehampton.
- 8.4. The Arcade Bookshop requested £1,315.11 and as it fulfilled the objectives set out in the Council's Event Support Strategy it was approved by the Chair of the Committee and the Town Clerk.

9. Financial Implications

- 9.1. A budget of £15,540 was allocated for the Armed Forces, Families and Veterans Day event from the 2026 to 2027 Event Budget. Additional income includes £5,000 from the MOD, £5,685 from the Royal British Legion East Preston and Kingston Branch and £1,500 sponsorship from Harbour Park. Expenditure is expected to be within budget. The total event expenditure is estimated to be £26,225. It is envisaged that the net expenditure to the council will be £14,040.59.
- 9.2. A budget of £682 was allocated for the Sandcastle Competition event from the 2026 to 2027 Event Budget. The total expenditure was £446.50
- 9.3. A budget of £15,540 was allocated for the Screen on the Green event from the 2026 to 2027 Event Budget. Additional income includes £250 from Cuff Miller for sponsorship. It is envisaged the net expenditure will be £15,254.46 which includes a total of £250 in income generated from catering pitch fees.
- 9.4. A budget of £13,965 was allocated for the Summer High Street events from the 2026 to 2027 Event Budget. It is envisaged that the expenditure will be £13,813.64 which includes a total of £190 in income generated from pitch fees.
- 9.5. A budget of £2,000 was allocated for the Event Support Funding from the 2026 to 2027 Event Budget. There is now £437 remaining until the end of March 2027.
- 9.6. A budget of £25,515.00 was allocated for the Town Show and Family Fun day from the 2026 to 2027 Event Budget. Expenditure is expected to be within budget.
- 9.7. If the Committee agree to include Sussex Day 1550 Beacon Lighting in next year's programme the expenditure would come from the £1,000 National Events budget.

Laura Chrysostomou
Town Clerk

Littlehampton Town Council

Non-Confidential

Committee: Community Resources

Date: 3 September 2026

Report by: Town Clerk

Subject: Event Sponsorship

1. Summary

- 1.1. The purpose of this report is to review the Town Council's current event sponsorship arrangements and present a recommended sponsorship model for implementation from 2026 onwards. The recommendation seeks to build upon the existing sponsorship framework whilst taking advantage of the Council's established programme of events, which is now confirmed through to 2028.

2. Recommendations

The Committee is recommended to:

1. Adopt the revised sponsorship framework comprising four complementary sponsorship options.
2. Otherwise note the contents of the report.

3. Background

- 3.1. The Town Council delivers a diverse programme of community events including Armed Forces, Families and Veterans Day, Screen on the Green, Town Show and Family Fun Day, Christmas Lights Switch On and the Sandcastle Competition. Sponsorship currently contributes towards enhancing the visitor experience, supporting event infrastructure, entertainment and marketing activities.
- 3.2. The existing sponsorship model is based on individual event packages, typically offering Bronze, Silver and Gold levels of support with associated branding, marketing and event-day benefits. The sale of sponsorship, despite advertising, has decreased significantly since 2020. Businesses have reported that they simply do not have the funds to purchase packages but are able to offer prizes on occasions such as sweets and bikes etc. Two sponsorship packages were sold in 2026; Gold for Armed Forces, Families and Veterans Day and Silver for Screen on the Green.

- 3.3. Whilst this approach provides flexibility for sponsors, all sponsorship opportunities must be re-sold annually, resulting in a significant amount of administration and uncertainty regarding future income. The confirmation of the Council's core events programme through to 2028 presents an opportunity to adopt a more strategic sponsorship approach.
- 3.4. It is recommended that the Council adopts a revised sponsorship framework comprising four complementary sponsorship options. This approach would provide flexibility for sponsors of different sizes whilst encouraging greater long-term commitment and improving income stability.

4. Proposed Sponsorship Model

- 4.1. The four sponsorship options could include the current individual event sponsorship packages and three new options; a multi-event partnership package, multi-year sponsorship agreement and a formal in-kind sponsorship scheme. The proposed model provides four different routes into sponsorship, allowing businesses to select a level of commitment appropriate to their objectives and resources. Importantly, the four options are intended to complement rather than replace one another.

4.2. Individual Event Sponsorship

Retain the current event-specific Bronze, Silver and Gold sponsorship structure. The existing packages are well-established and familiar to local businesses. They provide an affordable entry point for organisations wishing to support a particular event and ensure sponsorship opportunities remain accessible to small and medium-sized businesses. This structure can be seen in Appendix 1 which reflects 2026 packages.

This option would continue to provide:

- Event-specific sponsorship opportunities.
- Bronze, Silver and Gold package levels.
- Sponsorship benefits tailored to individual events.
- Bespoke sponsorship arrangements where appropriate.

Benefits

- Lowest entry cost for sponsors.
- Flexible and easy to understand.
- Preserves existing sponsorship relationships.
- Suitable for businesses with limited budgets.

4.3. Multi-Event Partnership Packages

Introduce annual partnership packages covering multiple Council events. Many businesses seek year-round marketing opportunities rather than one-off event visibility. Packaging several events together would increase the perceived value of sponsorship and reduce the need for repeated sales discussions.

Community Events Partner

Indicative Value: £1,500 to £2,000 per annum

Benefits:

- Recognition across three Council events.
- Website and social media promotion.
- Event-day branding opportunities.
- Inclusion in annual promotional material.

Major Events Partner

Indicative Value: £3,500 to £5,000 per annum

Benefits:

- Sponsorship across Armed Forces Day, Screen on the Green and Town Show & Family Fun Day.
- Enhanced branding opportunities.
- Sponsor presence at multiple events.
- Increased digital and printed promotion.

Annual Events Partner

Indicative Value: £7,500 to £10,000 per annum

Benefits:

- Recognition across all major events.
- Premium branding opportunities.
- Strategic partner status.
- Priority renewal rights.
- Bespoke promotional opportunities.

Benefits

- Provides year-round exposure for sponsors.
- Encourages larger sponsorship commitments.

- Reduces annual administration.
- Creates stronger sponsor relationships.

4.4. Multi-year Sponsorship Agreements

Introduce sponsorship agreements spanning multiple years, linked to the Council's confirmed events programme through to 2028. The confirmed programme allows the Council to offer sponsors certainty and exclusivity over a longer period. In return, the Council benefits from a guaranteed income stream and reduced annual sales activity.

Two-year Agreement

- Guaranteed sponsorship position.
- 5% discount against annual package prices.

Three-year Agreement

- Guaranteed sponsorship position.
- 10% discount against annual package prices.

Strategic Partnership Agreement (to 2028)

- Guaranteed sponsorship position through to 2028.
- Up to 15% discount.
- Additional recognition as a strategic partner.

Benefits

- Greater income certainty.
- Reduced annual negotiations.
- Improved sponsor retention.
- Stronger long-term relationships between the Council and sponsors.

4.5. Formal In-Kind Sponsorship Scheme

Develop a structured framework for businesses wishing to provide products or services in lieu of financial sponsorship. Many local businesses are experiencing economic pressures and may not be able to commit significant financial resources. However, some may be willing to provide services or equipment that reduce event delivery costs.

Examples may include:

- Generator hire.
- Marquee hire.
- Printing services.
- Security services.
- Stewarding.
- Vehicle hire.
- Marketing services.
- Equipment hire.

Sponsors would receive benefits proportionate to the value of goods or services provided.

Benefits

- Broadens the range of businesses able to participate.
- Reduces event expenditure.
- Supports local businesses.
- Creates additional sponsorship opportunities without requiring direct financial contributions.

5. Promotion

- 5.1. Sponsorship is currently promoted via social media and the Council's website. In future it will also be promoted via the Visit and Love Littlehampton websites and at Town Council information stands at events.
- 5.2. It should be recognised that attracting substantial sponsorship on an ongoing basis would necessitate dedicated outreach to prospective sponsors through email and telephone communications. As such, this responsibility would need to be factored into staff workload and capacity planning.

6. Financial Implications

Laura Chrysostomou

Town Clerk

EVENT SPONSORSHIP PACKAGES

2026 - 2028



About Us



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**Everything's
better when
we're together.**

Introduction

Littlehampton Town Council is the parish authority for the Town of Littlehampton, West Sussex, including Wick and Toddington which has a population approximately 30,000.

The Council provides a wide range of facilities and represents the interests of the town to other bodies whilst working in partnership with other agencies and groups.

The Town Council's Events Team organises a varied range of free community events for all ages throughout the year. From major events such as Armed Forces, Families and Veterans Day and Screen on the Green to a range of smaller events and activities including the Sandcastle Competition and Christmas Lights Switch on.

About our Events

We deliver a diverse and exciting programme of events including some of the largest on the South Coast. We work to ensure that Littlehampton remains a vibrant destination.

Our events aim to attract visitors to the Town whilst bringing together local groups, organisations, clubs and individuals to celebrate the outstanding work they do to promote community spirit, support local people and make Littlehampton a fantastic place to live and visit.

Vision

By delivering high quality events in partnership with our community, we believe that we create unique memorable experiences for visitors and residents. It also supports local people in supporting local services.



21,000

people attended
events in 2024



40

hours of events



10,000+

Combined social
media followers



200+

businesses involved



12

events



70+

community
groups involved

How are events advertised?

Our marketing campaigns vary depending on the event but in general they involve:

- Event flyer – distributed to schools, retail premises, Library
- Event poster – displayed on Town Council owned notice boards and retail premises
- Visit Littlehampton website listing
- Littlehampton Town Council website – news item
- Visit Littlehampton and Littlehampton Town Council social media pages
- Annual What's on Guide plus a dedicated Christmas Guide
- Press releases issued before and after an event and sent to local and regional media outlets
- Roadside banners – Worthing Road, Sea Road, Rosemead Park, Brookfield Park
- Town Council eProgress email fortnightly newsletter
- Radio campaigns
- Town Council Amenity Team van



Sponsorship Opportunities

We offer three types of sponsorship

1. Financial Sponsorship

You buy a package in return for a variety of benefits

2. Media Sponsorship

Media outlets providing coverage for the event in exchange for advertising

3. Product Offer

A sponsor gives free products or their services free of charge in exchange for exposure



Whether you wish to raise your business profile or show support for Littlehampton, one of our sponsorship packages will facilitate your marketing objectives. If you can't see what you're after, talk to us about bespoke packages.

What happens to the sponsorship money?

All sponsorship types enable us to enhance the event experience for every attendee. It means that funds can be used to **create memorable experiences** that build on the reputation of the Town and its community. It can pay for event infrastructure, additional free entertainment, increased event marketing and many more.



How will my business benefit?

You will feel proud to be part of something incredibly meaningful!

Your business will gain invaluable exposure by being associated with high-quality, wide reaching events.

Sponsorship packages are designed to support businesses of all sizes from a wide variety of industries.

All packages offer significant opportunities for return on investment.

Your involvement will support the work we do to improve the vitality of the local community.

Sponsoring an event will facilitate your marketing goals whether it is brand awareness or increasing customer reach.

We will always work to ensure our sponsor's needs are being met and beneficial to them which sometimes involves customising packages to suit individual objectives.



Armed Forces, Families and Veterans Day



**Saturday 27 June 2026,
9:30 – 11:30, East Green, Seafront**



About

Armed Forces Day is a national event that takes place on the last Saturday each June.

The event is a chance to show support for the men and women who make up the Armed Forces community: from currently serving troops to Service families, veterans and cadets.

The Littlehampton event was first held in 2008 on Caffyns Field but its popularity meant that it needed a larger venue so it could grow and accommodate the big crowds. It has been held on the seafront greens since 2009.

The unique combination of land and aerial displays has led to it being one of the largest and best attended Armed Forces Day on the Sussex Coast. It draws thousands of visitors from not just the local area but further afield such as Brighton, Newhaven, Portsmouth and London.

Programme

The event starts with a formal parade and service and is followed by a relaxed family fun day with a military theme. It attracts **dozens of enthusiasts** with their fascinating military vehicles and displays.

A **charity fair** takes place within the event where **uniformed groups** raise awareness of their services and fundraise. Activities range from **interactive experiences** with military items and vehicles to assault courses. Entertainment takes form in spectacular **arena displays** such as motorbike stunts and **military re-enactments**, as well as military bands.

Armed Forces, Families and Veterans Day

Event Goals



Attract visitors from outside the area and provide them with a memorable experience that will encourage repeat visits.



Give residents an opportunity to enjoy world-class entertainment.



A platform for organisations to raise awareness of their services and support the local economy.



Demographic

- Young families with children aged up to early teens
- Older people with their families
- Individuals and couples

Audience Numbers

7,000

50% Littlehampton and surrounding areas

Sponsorship Suitability

The event is suitable to many businesses but in particular to those looking to benefit from people returning on a different occasion and visiting their premises, for example a restaurant, attraction, shop.

Businesses that provide services such as skips, building materials, window cleaning.

Businesses looking to exchange services for sponsorship such as generator hire, marquees, stewarding.

Armed Forces, Families and Veterans Day

Marketing

The event has become a key date in the Town's calendar and it has a wide reach and following.

In addition to extensive marketing campaigns through a wide range of media the event gains further publicity through local and regional magazines.



Littlehampton Town Council and Visit Littlehampton websites,
National Armed Forces Day website



Littlehampton Town Council Facebook page – posts and event listing
Visit Littlehampton Facebook and Instagram pages



Press releases sent to local and regional newspapers and radio stations



Press releases sent to local and regional magazines



Advert on the Town Council's van – only when sufficient sponsorship secured



Flyers distributed to schools and public outlets, posters on Town Council public notice boards across the Town and roadside banners in prime locations.



Radio campaign – only when sufficient sponsorship secured

Armed Forces, Families and Veterans Day

Sponsorship Features	Bronze (2 available) £400+VAT	Silver (2 available) £800+VAT	Gold (2 available) £1,500+VAT
Logo on event publicity materials	Supported by Business name	Supported by Business name	✓
Logo on roadside banners	✗	✗	✓
Logo on event advert on LTC van	✗	✗	✓
Logo and weblink on LTC and Visit Littlehampton websites	Weblink only	Weblink only	✓
Mention in press releases	✗	Supported by Business name	✓
Mention in social media posts	✓	✓	Link to business website on event posts and listing on FB
Mention in live commentary on event day	✗	An act will be supported by business	✓
Mention in the event radio advert	✗	✗	✓
Business banner and pitch at the event	Banner only – supplied by business	100cmx60cm banner supplied by LTC	200cmx60cm banner supplied by LTC & pitch at the event

Can't see what you want? Talk to us about bespoke packages.

Sandcastle Competition

6 August 2026, 9:30 – 11:30,
East Beach near Stage by the Sea



About

The annual sandcastle competition, which started in 2007, is very popular with families looking for seaside fun in the summer holidays. It attracts between 300 and 500 people who take part in one of the three categories – under 5s, under 11s and over 11s.

Families travel as far as Portsmouth and many participants have been coming for years including some who reside in London and other parts of the country and choose to visit relatives living locally when the competition is on.

The event attracts very good free publicity including radio and local newspapers, often gaining big exposure in the Littlehampton Gazette.

Programme

Participants are given a **free bucket** with LTC and sponsor logos on (first come first served basis) and given an hour to create a sand sculpture using only natural materials.

Each category winner receives **prize bundles** from local businesses. The judges are the Mayor of Littlehampton, Town Councillors and local voluntary group representatives.

Sandcastle Competition

Event Goals



Attract visitors from outside the area and provide them with a memorable experience that will encourage repeat visits.



Give residents an opportunity to enjoy the stunning seafront.



Showcase the fantastic natural assets of the town and support the local visitor economy.



Demographic

- Families (single, couples and grandparents) with children aged up to early teens

Audience Numbers

500

50% Littlehampton and surrounding areas

Sponsorship Suitability

The event is suitable to many businesses but in particular to those looking to benefit from people returning on a different occasion and visiting their premises, for example a restaurant, attraction, shop.

Businesses looking to offer prizes in exchange for exposure.

Businesses that offer services in the local area.

Sandcastle Competition

Marketing

The event has become a key date in the Town's calendar and it has its own following which means it attracts high numbers with a small marketing output.

It often gains further publicity through local and regional magazines.



Littlehampton Town Council website and Visit Littlehampton website



Littlehampton Town Council Facebook page – posts and event listing, Visit Littlehampton Facebook and Instagram pages



Press releases sent to local and regional newspapers and radio stations



Press releases sent to local and regional magazines



Advert on the Town Council's van – only when sufficient sponsorship secured



Posters on Town Council public notice boards across the Town and in selected retailers



Radio coverage in the form of an interview before or on the day of the event, often secured following marketing

Sandcastle Competition

Sponsorship Features	Bronze (1 available) £50+VAT	Silver (1 available) £100+VAT	Gold (1 available) £250+VAT
Logo on bespoke beach buckets alongside LTC's logo	✗	✗	✓
Logo on event advert on LTC van	✗	✗	✓
Logo and weblink on LTC and Visit Littlehampton websites	Supported by Business name	Weblink only	✓
Mention in press releases	Supported by Business name	Supported by Business name	✓
Mention in social media posts	+Link to business page on event listing on FB	+Link to business page on event listing on FB	+Link to business page on event listing on FB
Mention in live commentary on event day	Prizes for one category will be supported by business	✓	✓
Business banner at the event	Banner supplied by business	Banner supplied by business	100cmx60cm banner supplied by LTC

Other opportunities

Prize donation such as gift vouchers, toys, bubbles etc. In exchange the business will be mentioned on all marketing materials and on the day. Minimum value of £10 x 3 (one for each category). Sponsors can reduce the cost of packages by donating prizes alongside a monetary fee i.e. gold package £170 plus three £10 prizes.

Screen on the Green

**Saturday 16 August 2026,
18:00 – 23:00, East Green, Seafront**



About

The event started in 2014 with the aim of providing residents and visitors with a unique outdoor cinema experience for free. It was meant to be a one-off but it was unexpectedly popular, attracting over 6,000 people. Due to the popularity it became an annual event.

A 40ft inflatable screen with a powerful sound system is set up on East Green with film goers bringing their own chairs, bean bags and even sleeping bags to enjoy the evening under the stars.

As the event is free and for families, the movies shown must be PG with musicals being very popular. The public is given the opportunity to suggest films early in the year before the top three suggestions are put out to public vote for the final movie to be chosen. This creates huge engagement and participation.

Programme

The event starts at 18:00 when caterers open up their stands and film goers begin to arrive. The movie is shown after dark, normally starting at approximately 20:30, and the event is launched by the **Mayor of Littlehampton**. Sponsor adverts are shown on the screen for approximately 15 minutes before it starts. The film is subtitled to ensure everyone can enjoy it including deaf people.

Catering is available throughout the event.

Screen on the Green

Event Goals



Attract visitors from outside the area and provide them with a memorable experience that will encourage repeat visits.



Give residents an opportunity to enjoy a unique outdoor cinema experience with family and friends.



Showcase the fantastic natural assets of the town and support the local visitor economy.



Demographic

- Young families with children aged up to early teens
- Older people with their families
- Individuals and couples

Audience Numbers

3 - 6,000

50% Littlehampton and surrounding areas

Sponsorship Suitability

The event is suitable to many businesses but in particular to those looking to benefit from people returning on a different occasion and visiting their premises, for example a restaurant, attraction, shop.

Businesses that provide services such as solicitors, beauticians, builders etc.

Businesses looking to exchange services for sponsorship such as generator hire and stewarding.

Screen on the Green

Marketing

The event has become a key date in the town's calendar and it has a wide reach and following.

In addition to extensive marketing campaigns including paid social media ads the event gains further publicity through local and regional magazines.



Littlehampton Town Council website and Visit Littlehampton website



Littlehampton Town Council Facebook page – posts and event listing,
Visit Littlehampton Facebook and Instagram pages – paid ads



Press releases sent to local and regional newspapers and radio stations



Press releases sent to local and regional magazines



Advert on the Town Council's van – only when sufficient sponsorship secured



Flyers distributed to schools and public outlets, posters on Town Council public notice boards across the Town and roadside banners in prime locations



Radio coverage in the form of an interview before or on the day of the event, often secured following marketing

Screen on the Green

Sponsorship Features	Bronze (6 available) £50+VAT	Silver (2 available) £300+VAT	Gold (1 available) £1,000+VAT
Logo on event publicity materials	✗	Supported by Business name	✓
Logo on roadside banners	✗	✗	✓
Logo on event advert on LTC van	✗	✗	✓
Logo and weblink on LTC and Visit Littlehampton websites	✗	Weblink only	✓
Mention in press releases	✗	Supported by Business name	✓
Mention in social media posts	✗	✓	+Link to business page on event posts and event listing on FB
Business banner and pitch at the event	✗	100cmx60cm banner supplied by LTC	200cmx60cm banner supplied by LTC + pitch at the event
Business advert on the screen	✓	✓	✓

Can't see what you want? Talk to us about bespoke packages.

Town Show & Family Fun Day

**Saturday 12 September 2025,
12:00–17:00, Rosemead Park**



About

The annual free event is hugely popular with local residents as well as those from neighbouring towns making it the third largest event in the Town's calendar with an estimated average of 5,000 visitors a year.

The event incorporates two key activities; the annual Horticultural and Craft Show and a Family Fun Day with a high focus on celebrating the community. The event has been running for 19 years and has grown in popularity year on year.

The Horticultural and Craft Show is organised by the Town Show Committee – a group of community volunteers all with expertise in the areas of horticulture and crafts.

Programme

The event sees large marquees erected on site to accommodate the Horticultural and Craft Show which attracts approximately **700 entries** each year and the community marquee with over **50 stands** representing local voluntary groups that provide essential services to residents.

High-quality acts perform on a stage, local groups perform in the arena which also hosts a dog show and is packed with **children's activities** including inflatables, a beer tent and catering as well as **sponsor pitches**.

Town Show & Family Fun Day

Event Goals



Encourage residents to meet organisations that offer support in the Town and access their services.



Give residents an opportunity to showcase their talent and celebrate the community.



Showcase the fantastic range of voluntary groups in Town and give them an opportunity to raise awareness and funds.



Demographic

- Young families with children aged up to early teens
- Older people with their families
- Individuals and couples

Audience Numbers

6,000

80% Littlehampton and surrounding areas

Sponsorship Suitability

The event is suitable to many businesses but in particular to those looking to benefit from people returning on a different occasion and visiting their premises, for example a restaurant, attraction, shop.

Businesses that provide services such as solicitors, beauticians, builders, care homes etc.

Businesses looking to exchange services for sponsorship such as generator hire and stewarding.

Town Show & Family Fun Day

Publicity

The event has become a key date in the town's calendar and it has a wide reach and following.

In addition to extensive marketing campaigns including the Horticultural and Craft Show brochure, the event gains further publicity through local and regional magazines.



Littlehampton Town Council website, Visit Littlehampton website, Town Show (Horticultural and Craft Show) website



Littlehampton Town Council Facebook page – posts and event listing
Visit Littlehampton Facebook and Instagram pages, Town Show (Horticultural and Craft Show) Facebook page



Press releases sent to local and regional newspapers and radio stations



Press releases sent to local and regional magazines



Advert on the Town Council's van – only when sufficient sponsorship secured



Flyers to schools, shops and 7,000 delivered door-to-door, posters on Town Council public notice boards across the Town and roadside banners in prime locations



Radio coverage in the form of an interview before or on the day of the event, often secured following marketing

Town Show & Family Fun Day

Sponsorship Features	Bronze (2 available) £750+VAT	Silver (2 available) £1,000+VAT	Gold (1 available) £2,000+VAT
Logo on event publicity materials	Supported by Business name	✓	1/3 page ad on A5 flyer
Logo on roadside banners	✗	Supported by Business name	✓
Logo on event advert on LTC van	✗	✗	✓
Logo and weblink on LTC and Visit Littlehampton websites	Supported by Business name	Supported by Business and weblink	✓
Mention in press releases	Supported by Business name	Supported by Business name	✓
Mention in social media posts	✗	+Link to business page on event posts and event listing on FB	+Link to business page on event posts and event listing on FB
Business banner and pitch at the event	100cmx60cm banner supplied by LTC	100cmx60cm banner supplied by LTC + small pitch at the event	200cmx60cm banner supplied by LTC, pitch at the event and photo op
Mention in live commentary on event day	✓	An act sponsored by Business	Stage sponsored by Business

Christmas Lights Switch on

**Saturday 26 November 2026,
15:00 – 20:00, Littlehampton High Street**



About

The event kicks off the festive season in Littlehampton when the Christmas illuminations, funded by the Town Council, are switched on. It creates a wonderful festive atmosphere for families to enjoy themed entertainment.

Many traders stay open late giving visitors an opportunity to buy Christmas gifts with some putting on special offers on the day.

The event sees a wide range of themed entertainment take over the High Street, from live performers and children's shows on stage to walkabout acts. Children's rides and festive food stalls add to occasion as well as artisan sellers.

Programme

A **Santa's Grotto**, often organised by the Littlehampton and District Lions Club, sees hundreds of children meeting the special guest and receiving an early Christmas gift.

Crowds gather in front of the stage to do the countdown to the lights being switched on by the Town Mayor and the winner of the children's Christmas card competition. The event ends with a **high-quality band** performing festive songs.

Christmas Lights Switch on

Event Goals



Attract visitors from outside the area and provide them with a memorable experience that will encourage repeat visits.



Give residents an opportunity to enjoy the start of the festive season.



Showcase the fantastic range of shops, cafes and artisan shops and makers in the Town.



Demographic

- Families (single, couples and grandparents) with children aged up to early teens

Audience Numbers

2,500

80% Littlehampton and surrounding areas

Sponsorship Suitability

The event is suitable to many businesses but in particular to those looking to benefit from people returning on a different occasion and visiting their premises, for example a restaurant, attraction, shop.

Businesses that provide services such as solicitors, beauticians, builders, care homes etc.

Businesses looking to exchange services for sponsorship such as generator hire and stewarding.

Christmas Lights Switch on

Marketing

The event is a key date in the Town's calendar and it has its own following. It has high engagement and support from local businesses.

A Christmas What's on Guide is produced featuring the event alongside all festive events happening in the Town. It gains coverage through magazines such as **Raring2Go!**, **Primary Times** and **All About Littlehampton**.



Littlehampton Town Council website, Visit Littlehampton website



Littlehampton Town Council Facebook page – posts and event listing
Visit Littlehampton Facebook and Instagram pages



Press releases sent to local and regional newspapers and radio stations



Press releases sent to local and regional magazines



Advert on the Town Council's van – only when sufficient sponsorship secured



Flyers distributed to schools and public outlets, posters on Town Council public notice boards across the Town and roadside banners in prime locations



Radio coverage in the form of an interview before or on the day of the event, often secured following marketing

Christmas Lights Switch on

Sponsorship Features	Bronze (2 available) £250+VAT	Silver (2 available) £800+VAT	Gold (1 available) £1,500+VAT
Logo on event publicity materials	Supported by Business name	Supported by Business name	Full page advert in the What's on Guide
Logo on roadside banners	✗	Supported by Business name	✓
Logo on event advert on LTC van	✗	✗	✓
Logo and weblink on LTC and Visit Littlehampton websites	Supported by Business name	Supported by Business name and link	✓
Mention in press releases	✗	Supported by Business name	✓
Mention in social media posts	Supported by Business name	Supported by Business name	Link to business website on event posts and listing on FB
Mention in live commentary on event day	✗	An act will be supported by business	Stage sponsored by business, rep to help switch on lights
Mention in the event radio advert	✗	✗	✓
Business banner and pitch at the event	Banner only - supplied by business	100cmx60cm banner supplied by LTC	200cmx60cm banner supplied by LTC & pitch at the event

Other Sponsorship Opportunities

Raise awareness of your name and brand at one of eight Roadside Planters situated at key locations including gateways to the Town

Sponsoring roadside planters can be a great advantage for your business as it raises awareness of your name and brand in a subtle but efficient way to both vehicle and foot traffic.

Littlehampton Town Council owns and maintains a total of eight roadside planters which are located at key locations including gateways to the Town.

The floral displays will be created and maintained by a professional floral contractor and will feature a wide range of attractive plants in a variety of vibrant colours. Your sponsorship will cover the costs associated with keeping the planters watered and weeded for 12 months.

In addition to the signs on the planters, the Town Council will acknowledge your business on a dedicated webpage on its website (www.littlehampton-tc.gov.uk) and through social media posts (quarterly) featuring seasonal images of the planters.



Prices start at just £25 per month



Get in touch with us!

events@littlehampton-tc.gov.uk

www.littlehampton-tc.gov.uk

01903 732063



Littlehampton Town Council

Non-Confidential

Committee: Community Resources

Date: 3 September 2026

Report by: Town Clerk

Subject: Adverse Weather Policy

1. Summary

- 1.1. This report explains the rationale for introducing an Adverse Weather Policy for Town Council events. The policy is intended to help events continue where it is safe to do so, while ensuring that public safety remains the priority and that clear guidance is available when adverse weather occurs.

2. Recommendations

The Committee is recommended to consider and approve the Adverse Weather Policy, appendix 1.

3. Background

- 3.1. The purpose of this report is to present the draft Adverse Weather Event Policy and Procedure for consideration by the Committee. The policy has been developed to provide a consistent framework for assessing risks associated with adverse weather conditions and determining when outdoor events should be modified, postponed, or cancelled in the interests of public safety. Whilst event-specific weather arrangements are currently considered within Event Management Plans and risk assessments, the introduction of a standalone policy would establish a consistent approach across all relevant events and provide clarity for officers, councillors, contractors, , and stakeholders.
- 3.2. The policy identifies several adverse weather conditions including high winds, lightning, thunderstorms and heavy rainfall. Trigger points have been included to assist with decision-making
- 3.3. The proposed policy seeks to reduce risks to public safety, staff, volunteers, contractors, participants, and infrastructure by outlining a structured and documented approach to weather-related decision-making. The policy will

work alongside existing Event Management Plans and event-specific risk assessments.

4. Financial Implications

4.1. There are none.

Laura Chrysostomou

Town Clerk

Littlehampton Town Council Adverse Weather Event Policy and Procedure Outdoor Event Cancellation

1. Purpose

This policy establishes a clear and consistent process for assessing and, where necessary, cancelling outdoor events in Littlehampton organised by Littlehampton Town Council due to adverse weather conditions. The priority is to protect public safety, minimise risk, and ensure effective communication with all stakeholders.

2. Scope

This policy applies to all Littlehampton Town Council outdoor events held within the Littlehampton town boundary that have received permits or approvals from West Sussex County Council or Arun District Council.

3. Definitions

- Adverse Weather: Severe or unsafe weather conditions including, but not limited to, heavy rain, high winds, thunderstorms, lightning, flooding, extreme heat, or cold.
- Event Manager: the person responsible for the planning, setup, and operation of an outdoor event. The Event Manager is responsible for advising and consulting with the Designated Safety Officer with regards to postponing, modifying or cancelling an event, including monitoring weather conditions and assessing the risks to inform decision making.
- Designated Safety Officer: The council-appointed or event-specific safety lead responsible for deciding on event continuation or cancellation. In accordance with the Town Council's Health and Safety Policy, the Town Clerk or, in their absence, a member of the Senior Management Team, is the Designated Safety Officer.

4. Procedure

4.1 Pre-Event Planning

- Weather Monitoring: Begin continuous weather monitoring a minimum of 72 hours prior to the event using reliable forecast sources (e.g., Met Office).
- Risk Assessment: Review the event risk assessment to identify potential weather-related hazards and develop mitigation plans.

Littlehampton Town Council Adverse Weather Event Policy and Procedure Outdoor Event Cancellation

- Communication Plan: Establish clear lines of communication between the Safety Officer, Event Manager, Event Team, vendors, and contractors to ensure timely updates and responses.

4.2 Trigger Points for Event Cancellation

Events should be postponed, modified, or cancelled if any of the following conditions are forecast or occur:

Weather Condition	Trigger Point / Response
High Winds	Sustained winds or gusts that could cause instability of temporary structures, trees, or signage. LTC Gazebo – Maximum wind gust limit 35mph Inflatable play equipment – Maximum wind gust limit 24mph Beacon Lighting - Maximum wind gust limit 10mph MEWP use - Maximum wind gust limit 24mph
Thunderstorms / Lightning (Forecasted)	If lightning is forecast within a 10-mile radius of the event site during the event period, organisers should postpone or cancel the event.
Lightning (Unforecasted, During Event)	Immediately evacuate attendees, stallholders, and contractors to safe indoor or sheltered areas. Suspend activities. If lightning activity continues for more than 30 minutes, cancel the event. If thunder and lightning occur immediately before the event starts, the start time may be delayed while conditions are assessed.
Heavy Rain / Flood Risk	Where Met Office Yellow or higher rainfall warnings are issued and flooding or ground saturation is likely, assess and consider cancellation due to site access considerations.
Extreme Heat or Cold	If a heat or cold weather alert is in effect, review safety provisions (hydration, shelter, medical support). Cancel if attendee welfare cannot be adequately safeguarded.



Littlehampton Town Council Adverse Weather Event Policy and Procedure Outdoor Event Cancellation

4.3 Decision-Making Process

- **48-Hour Review:**
Conduct an initial weather and site risk review to identify potential issues and develop contingency options.
- **24-Hour Confirmation:**
Hold a decision-making call involving the Event Manager and the Designated Safety Officer to confirm go/no-go status.
- **Event-Day Final Check:**
The Event Manager will inspect the site and review the Event Management Plan and current forecasts before the event starts. Once this review has been completed, the Event Manager, will consult with the Designated Safety Officer, who will make the final decision on whether the event can proceed. This decision must be documented and communicated immediately.

4.4 Communication of Cancellations

- **Internal Notification:**
Notify all key stakeholders (Chair of relevant committee, all councillors, organisers, contractors, vendors, volunteers, emergency services) of the decision and reasoning.
- **Public Announcement:**
Publish updates through Littlehampton Town Council's website, social media channels, and local media outlets.
- **On-Site Signage:**
If event is cancelled last minute, display clear cancellation signage on the day of the event at main access points if the public may arrive unaware of the decision.

5. Alternative Arrangements due to adverse weather conditions.

Where feasible, the event manager should consider:

- Relocating parts of the event to an indoor or sheltered location.
- Postponing the event to a later date.
- Any revised details must be communicated promptly to all stakeholders and the public.

6. Post-Event Review



**Littlehampton Town Council
Adverse Weather Event Policy and Procedure
Outdoor Event Cancellation**

Following any weather-related cancellation or disruption:

- Conduct a debrief with contractors, organisers, stallholders and council representatives.
- Review the effectiveness of decision-making, communication, and contingency measures.
- Record lessons learned and update this procedure as required.

7. Relevant Guidance and Legislation

HSE Website

The Purple Guide to Health, Safety and Welfare at music and other Events.

The Health and Safety at Work Act 1974

Littlehampton Town Council

Non-Confidential

Committee: Community Resources

Date: 3 September 2026

Report by: Town Clerk

Subject: Quarterly Business Plan Progress Report

1. Summary

- 1.1. Each Committee will receive updates through their respective quarterly periodic reports enabling them to monitor progress and keep the Business Plan under review. This report provides an update on progress with delivering the goals as they relate to the work of this Committee.

2. Recommendations

The Committee is recommended to:

Note the Business Plan updates in Appendix 1.

3. Background / Update

- 3.1. The Town Council agreed its Business Plan for the next four years at Full Council in November 2023. Following approval of the Business Plan, the objectives were integrated with the Town Council's Capital Programme where appropriate and incorporated in the Town Council's Corporate Risk Register which is reviewed annually by the Governance and Audit Committee. The Strategy and Action Plan goals are now also integrated in staff appraisals and business workplans.
- 3.2. The Business Plan consists of two elements:
- The Strategy which sets out the Town Council's mission statement, vision, strategic priorities, values, and operational framework
 - The Action Plan which details the goals to achieve the strategy and the relating objectives with specific actions, timelines, and resource implications for achieving the goals.
- 3.3. Officers have been working alongside members to deliver the goals and objectives set out in the Action Plan. The Action Plan in appendix 1 sets out the goals that fall within the remit of this Committee and includes quarterly update columns to show progress throughout the year. There is also a

'status' column that uses RAG (red, amber, and green) visual reporting system to convey a high-level status of a project or task. The colours are used to indicate the following:

Red: and alert, usually denoting one or more of the following: significant overspend, significant delay, a rise in quality issues, significant resource shortage, or unsatisfied stakeholders.

Amber: A caution, meaning the project is potentially hindered by obstacles or hazards such as considerable overspends, a delay in the schedule, lack of resources.

Green: A clear indication that the project is moving along as planned on schedule, within budget, no issues with resources, quality is meeting expectations and stakeholders are satisfied.

- 3.4. The bullet points below draw out key objectives from the Action Plan for the business year 2026 to 2027 as they relate to the work of this committee. These were agreed by council at the annual meeting on 14 May 2026.

Key objectives:

- Implement objectives from the Allotment Strategy Action Plan delivering improvements to infrastructure
- Develop new websites: Visit Littlehampton to align with and amplify district and county tourism ambitions and Love Littlehampton to operate as the comprehensive and reliable online resource for residents seeking information about local facilities, businesses and groups.
- Develop a robust volunteer policy and set of procedures.
- Initiate the research phase of a new Community Liaison Strategy
- Deliver a range of funding for community benefit.
- Finalise Community Centre Action Plans with specific actions for promotion, maintenance, operations including occupancy rates and implementation of online booking system
- Working with the Task and Finish Group to overhaul tender specification and award floral contract centring environmental sustainability and increased biodiversity.
- Deliver the Events Strategy and Action Plan including encouraging and facilitating a range of events and activities led by community groups and working with external organisations to develop and / or support them to bring events and activities to the town.
- Christmas lights: Implement revised three-year scheme.
- Complete production of events portal allowing online stall booking.
- Initiate the National Lottery Heritage Fund 'Transforming Littlehampton's Museum: Building Solid Foundations for the next 100 Years'
- Establish a clear identity for the museum within Manor House.

- Rosemead Park: Prioritise further work to secure boundaries and an additional assessment of playground and pathways including sensory path.
- To provide a youth service that offers young people enriching opportunities and develops positive relationships between young people and the wider community.

3.5. Work completed during the second quarter of 2026 to 2027:

- All 43 recipients of Grant Aid 2026 received their funding totalling £23,637.
- Draft Community Centre Action Plans prepared for consideration at this meeting.
- Floral contract: Task and Finish Group review completed and approved at July CRC meeting. Tender process starting in Quarter 3.
- Events – core programme: Armed Forces, Families and Veterans Day; Summer High Street events, Sandcastle Competition and Screen on the Green all delivered successfully.
- Events – Strategy and Action Plan: First High Street partnership event delivered with the Museum. The newly adopted Access Card was accepted at all Town Council events. Two event support funding applications were successful.
- Museum documentation of collections targets met or exceeded every month this quarter.
- Further work to secure boundaries has been undertaken.
- Members approved a two and half year extension to the Youth Services contract to align with the financial year and electoral term. This will be in place for the beginning of October 2026. See also separate reports to the June Community Resource Committee meeting.

4. Financial Implications

- 4.1. The budget set in January 2026 sought flexibility within the 2026 to 2027 and future budgets to deliver the Council's aspirations to improve the town and the quality of life.
- 4.2. Resources to deliver the goals and objectives are set out in the Action Plan for 2026 to 2027, and some may need to be further defined and/or reviewed.

Laura Chrysostomou,

Town Clerk.

Business Plan Action Plan - In Progress

Appendix 1

MC - Museum Curator
EM - Events Manager

TCSPO - Town Centre Strategy Project Officer
CEM - Community Engagement Manager
FCM - Facilities and Contracts Manager
PSO - Project Support Officer
OM - Office Manager

#	Category	Goals	Objectives 2026 to 2027	Status narrative April 26	Quarter 1 Updates	Quarter 2 Updates	Committee	Officer	Finance	Supporting information
1.1	Allotments	Allotment Strategy & Action Plan	1. North fence and gate Worthing Road site	Following Allotment Working Group consideration, CRC agreed the priority work to be undertaken in 2026	In discussions with Wick FC for them to replace most of north fence (TBC) and LTC complete one section with gate.	3 quotes received with lowest at £3,650 net. Wick FC have not received planning permission yet and have also applied for acoustic fencing which would cover the same area. Clarification requested before going ahead.	CRC	FCM	£8,000	Allotment Infrastructure Reserve £300 2026 to 2027 budget £10,000
1.2	Allotments	Allotment Strategy & Action Plan	2. West Fence section Worthing Road site	Completed			CRC	FCM	£1,650	Allotment maintenance budget 2026 to 2027
1.3	Allotments	Allotment Strategy & Action Plan	3. South fence section Mill Lane site		Dependent on outcome of discussions with Wick FC	Subject to authorisation, these works can now go ahead.	CRC	FCM	£1,200	Allotment Infrastructure Reserve £300 2026 to 2027 budget £10,000
1.4	Allotments	Allotment Strategy & Action Plan	4. South west fence section Fort Road site		Dependent on outcome of discussions with Wick FC	Subject to authorisation, these works can now go ahead.	CRC	FCM	£800	Allotment Infrastructure Reserve £300 2026 to 2027 budget £10,000
1.5	Allotments	Allotment Strategy & Action Plan	5. Review and assess community project initiatives on allotments				CRC	FCM		
1.6	Allotments	Allotment Strategy & Action Plan	6. Bring budget under control through agreed principles of reducing the level of subsidy and increasing rental income.				CRC	HFSD		
2	Arts Development	Town of Culture	If successful in progressing to stage two for the Town of Culture develop full bid for submission winter 2026		Awaiting outcome	Not successful.	CRC	HCED		An expression of interest was submitted for the UK Town of Culture 2028. An outcome is expected in Spring 2026 - the shortlisted towns receive an award of £60,000 to be spent on developing the full bid which would be due in winter 2026. Links to UKSPF Research outcomes.
3.1	Communications	Visit Littlehampton and Love Littlehampton Website Revamp	1. Deliver a website dedicated to tourism that aligns with district and county wide ambitions	New website live	New websites are now live and officers are continuously updating content	Content being added regularly.	CRC	HCED	A service funding agreement has been signed with ADC for the funding of £3,000 for the site content, management and maintenance. £700 hosting fees from LTC budget	Links to UKSPF Research outcomes.
3.2	Communications	Visit Littlehampton and Love Littlehampton Website Revamp	2. Deliver Love Littlehampton and establish it as a reliable source of information for residents about local facilities, businesses and groups	New website live	New Project Officer: Town Centre Strategy will be visiting town centre businesses to encourage listings	All Business Forum information now on the website and more resources for businesses to be added.	CRC	HCED		Work with the Littlehampton Business Forum and the Community Engagement Manager to increase content. Links to UKSPF Research outcomes. Links to the Town Centre Strategy and the Events Strategy.
5	Community Development	Develop a robust volunteer policy and set of procedures	Review existing policy and source external relevant input to ensure it meets required standards to enable the growth of the council's volunteer bank		This piece of work will begin in Q2	Policy is being reviewed, and research is in process, looking at other councils and providers of volunteers.	CRC	CEM		Develop framework to support expansion of volunteering opportunities - explore other volunteer frameworks when opportunity arises
6	Community Development	Develop a Community Liaison Strategy	Initiate the research phase of the development		This piece of work will begin in Q2	Research phase is in development to bring a proposal to the Community Resources Committee at a future date	CRC	CEM		Links to UKSPF Research outcomes.
7.1	Community Development: Grants	Deliver a range of funding for community benefit	1. Commence, monitor and report on new service funding agreements		Nine Service Funding Agreements awarded	Members to be sent terms of reference for Representatives on Outside Bodies and other relevant information pertaining to their Service Funding Agreement holder.	CRC	CEM	Service budget reviewed and agreed annually as part of budget & precept setting process. £31,000 per year	New Policy and Procedure agreed for the Town Council's suite of community funding in 2025 to 2026.
7.2	Community Development: Grants	Deliver a range of funding for community benefit	2. Award, monitor and report twice a year on Grant Aid		Grant Aid 2026 is subject of a report to the June Community Resources Committee	All 43 recipients of Grant Aid 2026 received their funding totalling £23,637.	CRC	CEM	£25,000 per year	
7.3	Community Development: Grants	Deliver a range of funding for community benefit	3. Award, monitor and report twice a year on Sports Funding		A report will be given to Committee in Q2	Sports Funding will open for applications on Monday 14 September 2026.	CRC	CEM	£4,000 per year	The Sports Funding replaced the Sports Excellence Grants in 2025.

#	Category	Goals	Objectives 2026 to 2027	Status narrative April 26	Quarter 1 Updates	Quarter 2 Updates	Committee	Officer	Finance	Supporting information
7.4	Community Development: Grants	Deliver a range of funding for community benefit	4. Award, monitor and report on Event Support Funding as required		Ongoing One grant successfully awarded	•Two further grant applications were received. •One application remained under consideration. •One application was awarded successfully.	CRC	EM	£2,000 per year	New Event Support Funding Policy in place
9.1	Community Facilities: Venues	Provide cost effective, accessible and environmentally friendly facilities, that provide safe vibrant places for people to come together	1. Finalise Community Centre Action Plans with specific actions for promotion, maintenance, operations including occupancy rates and implementation of online booking system		New online booking system initiated and now being refined. Compliance and risk assessments undertaken. Weekly promotion on Facebook.	Draft Community Centre Action plans prepared and to be considered at the Community Resources Committee meeting in September 2026.	CRC	OM		To take forward the Committee policy steer for the action plans for each of the Council's venues for hire: Manor House, Southfields, K2 and Hampton Park.
9.2	Community Facilities: Venues	Provide cost effective, accessible and environmentally friendly facilities, that provide safe vibrant places for people to come together	2. Balance the need to provide valuable community resources with the need to generate income to reduce the gap between income and expenditure.				CRC	HFSD		
10	Environmental Protection	Enhance biodiversity and environmental sustainability, via revised contracts for LTC owned or managed outside spaces	Working with Task and Finish Group to overhaul tender specification and award floral contract centring environmental sustainability and increased biodiversity.	The Community Resources Committee appointed a Task and Finish Group to review the current floral service contract to explore alternative delivery models, with a new tender planned for summer 2026 and a new contractor or contractors to start in spring 2027.	Initial Floral Task and Finish Group meeting held. Ideas put forward for further investigation.	Floral Task and Finish Group meetings now completed. Proposal incorporated biodiversity, and environmental sustainable practices. Presented to CRC 23 July and approved. To be tendered 3rd quarter.	CRC	FCM	£26,035	
11.1	Events	To deliver the Events Strategy and Action Plan	1. Deliver the town council's core programme of events		Summer programme of events on track and subject of a report to the June Community Resources Committee	Armed Forces, Families and Veterans Day High Street events, the Sandcastle Competition and Screen on the Green all delivered successfully.	CRC	EM	Overall budget is £86,837.50	New Events Strategy agreed in 2024. Links to the Town Centre Strategy.
11.2	Events	To deliver the Events Strategy and Action Plan	2. The Town Council will run or support a series of cohesive events that aim to bring people together by celebrating diversity and recognising the heritage of the town		Successfully delivered events on the High Street during the Easter holidays, with one event focusing on community	•The first High Street event was delivered in partnership with the Museum. •The Access Card was accepted at Town Council events.	CRC	EM		Links to UKSPF Research outcomes.
11.3	Events	To deliver the Events Strategy and Action Plan	3. Encourage and facilitate a range of activities and events that help create a vibrant town, increase footfall and deter antisocial behaviour		Supported the Littlehampton Business Forum with their Arts and Crafts events by providing event management guidance and a grant from the Event Support Funding	Summer High Street events planned with a range of activities and in local businesses, including the library.	CRC	EM		
11.4	Events	To deliver the Events Strategy and Action Plan	4. Work with external organisations to develop and/or support them to bring events and activities to the Town		Supporting the Littlehampton Business Forum with their event plans Hosted a successful Event Forum meeting where organisations began discussing collaboration opportunities including new events for 2027	•The Littlehampton Business Forum events meeting was attended. •Opportunities to develop the forum's ideas and previous events were discussed. •A series of Meet the Maker events was planned by the Business Forum.	CRC	EM		
13	High Street Regeneration	Deliver a high quality Christmas Lights scheme	Implement revised three year scheme		Contractor successfully appointed and new 3D items being explored	Application submitted.	CRC	TCSP0	The budget is £25,000 per annum	
14.5	High Street Regeneration	Open Progress Point the High Street Hub	5. Open and deliver Progress Point				CRC	OM		
18.2	Information Management	Digitisation	2. Complete production of events portal allowing online stall booking		This should be achieved in Q2	•A dedicated Events login was approved.	CRC	EM		

#	Category	Goals	Objectives 2026 to 2027	Status narrative April 26	Quarter 1 Updates	Quarter 2 Updates	Committee	Officer	Finance	Supporting information
19	Museum	Document the museum's collections to reach Spectrum's standards	Create or amend 300 inventory records on MODES and transcribe 200 entries into excel spreadsheets per month		This target has been met or exceeded each month during this quarter	This target has been met or exceeded each month during this quarter	CRC	MC		The Collection Documentation Project is an ongoing piece of work.
20.1	Museum	Initiate the National Lottery Heritage Fund 'Transforming Littlehampton's Museum: Building Solid Foundations for the next 100 Years'	1. Employ a Project Officer to work with volunteers to create a Dispersals Group to evaluate items for appropriate dispersal		The Project Officer has been appointed and will start work on 1 June 2026	The Project Officer started on 1 June 2026. Participants to a Community Dispersal Group of volunteers recruited. Work for dispersal group initiated.	CRC	MC	The National Lottery Heritage Fund grant is £127,913 with £7,320 from Museum earmarked reserves as match funding for this project.	The National Lottery Heritage Fund Project is Phase Three of the Project Time Machine.
20.1	Museum	Initiate the National Lottery Heritage Fund 'Transforming Littlehampton's Museum: Building Solid Foundations for the next 100 Years'	2. Contract an Options Appraisal Consultant to evaluate and cost possible housing and funding for the Museum and form a Forward Plan		The Invitation to Tender Document has been drafted, but not yet published. This will happen in June 2026. Delayed slightly due to staff capacity.	Interviews for shortlisted candidates will take place on 1 September	CRC	MC		
21.1	Museum	Establish a clear identity for the Museum within the Manor House	1. Create a plan to best align the current shared reception area with the museum's identity to improve visitor experience		This work will begin in Q2	A draft re-design of the reception space has been created for review	CRC	MC		As the Town Council moves its public access point to the High Street Hub reorient so Manor House is synonymous with the museum.
21.2	Museum	Establish a clear identity for the Museum within the Manor House	2. Establish a robust volunteer policy and procedure that includes the operation of the reception area		The Museum team has started planning for this - and talked to existing volunteers to see if they would like to assist.	A Role Profile has been created for new Front of House volunteers with a recruitment day having been successful.	CRC	MC		
22.1	Parks and Open Spaces: Maintenance	Rosemead Park - Security and safety improvements	1. Prioritise further works to secure boundaries		Awaiting confirmation from contractor as to when further works to secure the logs will take place.	Further work to secure boundaries has been undertaken.	CRC	FCM		
22.2	Parks and Open Spaces: Maintenance	Rosemead Park - Security and safety improvements	2. Additional assessment of playground and pathways including sensory path. Contract any essential work required.				CRC	FCM	1. £125,849 S106 received 2022, to be used by 2031 - play equipment & pathways only - full review in 2026 - spend only on essential works until then. 2. £193, 794 S106 with ADC and will require a business case and deed of agreement to be paid over to LTC.	
26	Youth Services	To provide a youth service that offers young people enriching opportunities and develops positive relationships between young people and the wider community	Current contract ends September 2026		This is subject of a report to the June Community Resources Committee	Members approved a two and half year extension to this contract to align with the financial year and electoral term. This will be in place for the beginning of October 2026.	CRC	CEM	£60,000	

Littlehampton Town Council

Non-Confidential

Committee: Community Resources

Date: 3 September 2026

Report by: Town Clerk

Subject: Committee Budget Monitor

1. Summary

- 1.1 The report highlights significant variances from budget in Income and Expenditure relating to the Community Resources Committee (CRC) budget for 2026 to 2027. The areas of budget responsibility that sit within this Committee have been outlined in a table in Appendix 1.
- 1.2 Appendix 2 is a detailed income and expenditure report for Council functions showing (from left to right) the current year's budget for 2026 to 2027; the actual net spends for 2026 to 2027 and the balance remaining against budget.
- 1.3 Variances that have been the subject of individual periodic reports are not reported on.

2. Recommendations

- 2.1 The Committee is recommended to note the contents of the report.

3. Budget Monitor 2026 to 2027

- 3.1 Members are reminded that Income and Expenditure is not always received, or paid out, evenly throughout the year. Therefore, fluctuations will occur as to the percentage of the budget used even when the Income or Expenditure is expected to be in line with the budget by the end of the financial year.

3.2 Grants and Partnership Initiatives

- 3.2.1 Of the £25,000 General Grants budget, there is a spend to date of £24,332. The remaining funds will be allocated as agreed by this committee in June 2026, including the supplement of £473.15 for the Littlehampton's District Lions Club Service Funding Agreement 2026 to 2029.
- 3.2.2 The £61.75 overspend for the Merit Awards is due to increased trophy costs. This can be met by the overall underspend within General Grants or from the general fund.

3.3 Community

- 3.3.1 Expenditure is in line with expectations.
- 3.3.2 Any individual overspends will be met from overall underspends or sponsorship within this cost centre and were predicted.

- 3.3.3 £7,018.40 income has been received year to date. The majority of this is £6,822 for Armed Forces, Families and Veterans Day funding from the Royal British Legion.
- 3.3.4 Armed Forces Day as forecast, is overspent by £4,197 but will be offset by the funding mentioned earlier.
- 3.3.5 Event Support has a year to date spend of £1,315.11 which is for the Arcade Bookshop. A further £248 has recently been agreed.

3.4 Southfields Jubilee Centre

- 3.4.1 Expenditure is in line with expectations.
- 3.4.2 £17,751 against the budgeted £30,100 for hall hire income has been achieved year to date.

3.5 Parks and Open Spaces

- 3.5.1 Expenditure is in line with expectations.
- 3.5.2 Rosemead Maintenance costs are for the boundary security works; site clear up costs and a replacement swing for the play area.
- 3.5.3 Grounds Maintenance costs are primarily for the planter removal costs on Franciscan way and a new Progress sign on the seafront.

3.6 Museum

- 3.6.1 Expenditure is in line with expectations.
- 3.6.2 Whilst the IT budget expenditure is high, some of these costs will be apportioned to the grant received for Transforming Littlehampton.
- 3.6.3 £421 income has been received year to date. A breakdown of the Museum income is shown below.

Museum Income

	Budget	Income
Sales	£500	£170
Donations	£500	£196
Exhibition Commission/Sales	£50	£0
Centenary Book Income	£0	£15
Loan Box Income	£100	£40
	£1,150	£421

3.7 Allotments

- 3.7.1 Expenditure is in line with expectations.

- 3.7.2 There is £2,808 allotment rents received with the annual renewals underway in November 2026.
- 3.7.3 Allotment Grounds Maintenance has a year to date spend of £5,455 against a budget of £14,850. This is mainly covering skip hire for removal of waste from vacated plots.

3.8 K2 and Youth Services

- 3.8.1 Expenditure is underspent at this point in the financial year.
 - 3.8.2 The reserve movements contain the final retention payment of £31,210.94 for the community centre build.
- 3.8. Income has achieved £4,391.97 year to date against a budget of £18,000.

Laura Chrysostomou
Town Clerk

The areas that fall under the responsibility of this committee are shown in the below table for ease of reference.

Cost Centre	Budget Code	Budget description
104 Grants and Partnership Initiatives		All budget lines except merit awards, mayors discretionary fund and salaries
302 Community		All budget lines except salaries
303 Southfields Community Centre		All budget lines except salaries and building maintenance
304 Parks and open spaces		All budget lines
308 Museum		All budget lines except salaries and building maintenance
309 Allotments		All budget lines
310 K2 Youth & Community Centre		All budget lines except salaries and building maintenance
311 North Littlehampton Community Centre		Capital Project as part of Hampton Park development and Section 106 monies

Financial Budget Comparison for Grants and Partnerships Initiatives

Comparison between 01/04/26 and 27/08/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve	Actual Net	Balance
EXPENDITURE					
Grants and Partnerships Initiatives					
6200	Home Start Arun	£3,000.00	£0.00	£3,000.00	£0.00
6202	Citizens Advice Bureau	£3,000.00	£0.00	£3,000.00	£0.00
6203	VAAC	£3,000.00	£0.00	£3,000.00	£0.00
6205	Arun Community Transport	£5,000.00	£0.00	£5,000.00	£0.00
6207	Fair Divide - Community Fridge	£5,000.00	£0.00	£5,000.00	£0.00
6209	Shop Mobility	£3,500.00	£0.00	£3,500.00	£0.00
6210	General Grants	£25,000.00	£0.00	£24,332.30	£667.70
6211	Merit Awards	£140.00	£0.00	£201.75	£-61.75
6212	Littlehampton District Lions Club	£500.00	£0.00	£0.00	£500.00
6213	Mayors Discretionary Fund	£1,500.00	£0.00	£0.00	£1,500.00
6214	Littlehampton & District Food Bank	£5,000.00	£0.00	£5,000.00	£0.00
6310	Freedom Freedom Out and About	£5,000.00	£0.00	£0.00	£5,000.00
6408	Wick Initiatives	£0.00	£0.00	£0.00	£0.00
6410	Littlehampton Sportsfield	£3,000.00	£0.00	£3,000.00	£0.00
6412	Sports Forum Awards	£500.00	£0.00	£439.63	£60.37
6413	Sports Grant Funding	£4,000.00	£0.00	£0.00	£4,000.00
6706	Arun Youth Projects	£60,000.00	£0.00	£27,500.00	£32,500.00
8000	Recharge in Central Support Services	£2,852.00	£0.00	£0.00	£2,852.00
7102104	Salaries	£18,540.00	£0.00	£0.00	£18,540.00

Financial Budget Comparison

for Community

Comparison between 01/04/26 and 27/08/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve	Actual Net	Balance
INCOME					
Community					
4003	Screen on the Green	£0.00	£0.00	£0.00	£0.00
4203	Easter High Street	£0.00	£0.00	£0.00	£0.00
4204	Town Show	£0.00	£0.00	£0.00	£0.00
4205	Summer High Street	£0.00	£0.00	£0.00	£0.00
4207	Armed Forces Families & Veterans Day	£0.00	£0.00	£7,018.40	£7,018.40
4219	Christmas Light Switch On	£0.00	£0.00	£490.00	£490.00
4901	SFA for Visit Littlehampton	£3,000.00	£0.00	£0.00	-£3,000.00
4903	Charges for Services / Xmas Trees	£0.00	£0.00	£6,360.00	£6,360.00
Total Community		£3,000.00	£0.00	£13,868.40	£10,868.40

Financial Budget Comparison

for Community

Comparison between 01/04/26 and 27/08/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve	Actual Net	Balance
EXPENDITURE					
Community					
6206	Armed Forces Families & Veterans Day	£15,540.00	£0.00	£19,737.45	-£4,197.45
6224	Remembrance Sunday	£2,415.00	£0.00	£0.00	£2,415.00
6225	Screen on the Green	£15,540.00	£0.00	£7,343.84	£8,196.16
6226	Town Show	£25,515.00	£0.00	£2,977.37	£22,537.63
6227	Event Support	£2,000.00	£1,315.11	£1,315.11	£2,000.00
6228	Beacon Lighting	£0.00	£0.00	£0.00	£0.00
6229	National Events	£1,000.00	£0.00	£0.00	£1,000.00
6305	Community Events	£64,283.00	£0.00	£1,584.60	£62,698.40
6390	Christmas Illuminations	£25,000.00	£0.00	£1,071.19	£23,928.81
6399	Xmas Trees	£1,248.00	£0.00	£0.00	£1,248.00
6402	CRC Initiatives	£5,000.00	£0.00	£0.00	£5,000.00
6406	Visit Littlehampton - Website	£0.00	£0.00	£35.00	-£35.00
6411	Town Tourism	£2,000.00	£0.00	£1,424.00	£576.00
6426	Town Centre Events	£0.00	£0.00	£7,903.46	-£7,903.46
7204	Postage	£30.00	£0.00	£0.00	£30.00
8000	Recharge in Central Support Services	£29,171.00	£0.00	£0.00	£29,171.00
8003	Recharge in A Team	£35,347.00	£0.00	£0.00	£35,347.00
7102302	Salaries	£180,045.00	£0.00	£0.00	£180,045.00
Total Community		£404,134.00	£1,315.11	£43,392.02	£362,057.09

Financial Budget Comparison

for Southfields Jubilee Centre

Comparison between 01/04/26 and 27/08/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve	Actual Net	Balance
INCOME					
Southfields Jubilee Centre					
4112	Equipment Hire SJC	£50.00	£0.00	£913.76	£863.76
4242	Rental Income	£30,100.00	£0.00	£17,751.58	-£12,348.42
4902	Recharge - Changing Room Utilites	£825.00	£0.00	£1,543.28	£718.28
Total Southfields Jubilee Centre		£30,975.00	£0.00	£20,208.62	-£10,766.38

Financial Budget Comparison

for Southfields Jubilee Centre

Comparison between 01/04/26 and 27/08/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve	Actual Net	Balance
EXPENDITURE					
Southfields Jubilee Centre					
7114	Protective Clothing	£190.00	£0.00	£0.00	£190.00
7204	Postage	£15.00	£0.00	£0.00	£15.00
7205	Telephone	£85.00	£0.00	£15.00	£70.00
7207	Printing	£40.00	£0.00	£0.00	£40.00
7211	Furniture & Equipment	£12,000.00	£0.00	£0.00	£12,000.00
7214	Equipment Maintenance	£460.00	£0.00	£0.00	£460.00
7216	Internet	£364.00	£0.00	£244.84	£119.16
7291	Licences	£0.00	£0.00	£0.00	£0.00
7298	IT	£325.00	£0.00	£0.00	£325.00
7301	Rates	£6,245.00	£0.00	£1,758.80	£4,486.20
7302	Water	£1,278.00	£0.00	£482.27	£795.73
7303	Gas	£8,323.00	£0.00	£1,288.30	£7,034.70
7304	Electricity	£5,950.00	£0.00	£563.15	£5,386.85
7306	Cleaning	£635.00	£0.00	£119.62	£515.38
7307	Building Maintenance	£4,000.00	£977.00	£2,020.80	£2,956.20
7308	Security	£3,183.00	£0.00	£1,546.20	£1,636.80
7311	Contract Cleaning	£1,342.00	£0.00	£538.89	£803.11
7312	Health & Safety	£200.00	£0.00	£220.00	-£20.00
7499	Other Overheads	£100.00	£0.00	£0.00	£100.00
8000	Recharge in Central Support Services	£8,036.00	£0.00	£0.00	£8,036.00

Financial Budget Comparison

for Parks & Open Spaces

Comparison between 01/04/26 and 27/08/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

	2026/27	Reserve	Actual Net	Balance
INCOME				
Parks & Open Spaces				
4001 Sponsorship	£1,000.00	£0.00	£0.00	-£1,000.00
Total Parks & Open Spaces	£1,000.00	£0.00	£0.00	-£1,000.00

Financial Budget Comparison

for Parks & Open Spaces

Comparison between 01/04/26 and 27/08/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

	2026/27	Reserve	Actual Net	Balance
EXPENDITURE				
Parks & Open Spaces				
6365 Tree Maintenance	£6,000.00	£914.59	£2,743.77	£4,170.82
6400 Planters, Gateways, Roundabouts, Manor House	£26,035.00	£0.00	£8,117.44	£17,917.56
6401 Town planters	£1,000.00	£0.00	£0.00	£1,000.00
6641 Rosemead Maintenance	£3,000.00	£0.00	£2,176.06	£823.94
7309 Grounds Maintenance	£3,600.00	£0.00	£1,245.42	£2,354.58
8000 Recharge in Central Support Services	£1,691.00	£0.00	£0.00	£1,691.00
8003 Recharge in A team	£21,973.00	£0.00	£0.00	£21,973.00
7102304 Salaries	£5,605.00	£0.00	£0.00	£5,605.00
Total Parks & Open Spaces	£68,904.00	£914.59	£14,282.69	£55,535.90
Total Parks Open Spaces Inco	£1,000.00	£0.00	£0.00	-£1,000.00
Total Parks Open Spaces Expe	£68,904.00	£914.59	£14,282.69	£55,535.90
Total Net Balance	-£67,904.00		-£14,282.69	

Financial Budget Comparison

for Museum

Comparison between 01/04/26 and 27/08/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve	Actual Net	Balance
INCOME					
Museum					
4540	Museum Sales	£500.00	£0.00	£920.26	£420.26
4541	Transforming LTC-Museum	£0.00	£0.00	£0.00	£0.00
4542	Donations	£500.00	£0.00	£195.72	-£304.28
4543	Salaries-Grant	£0.00	£0.00	£0.00	£0.00
4544	Exhibition Commissions	£50.00	£0.00	£0.00	-£50.00
4546	Loan Box Income	£100.00	£0.00	£40.00	-£60.00
4600	Centenary Book Income	£0.00	£0.00	£15.00	£15.00
Total Museum		£1,150.00	£0.00	£1,170.98	£20.98

Financial Budget Comparison

for Museum

Comparison between 01/04/26 and 27/08/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve	Actual Net	Balance
EXPENDITURE					
Museum					
6300	Museum Stock	£500.00	£0.00	£24.00	£476.00
6301	Collection Management	£1,100.00	£0.00	£0.00	£1,100.00
6302	Exhibitions	£2,300.00	£0.00	£698.89	£1,601.11
6303	Transforming LTC-EMR328	£0.00	£5,265.71	£5,265.71	£0.00
6304	Education and Outreach	£150.00	£0.00	£10.50	£139.50
6306	Salaries-Grant-EMR328	£0.00	£0.00	£0.00	£0.00
6314	Museum Events	£1,000.00	£0.00	£686.72	£313.28
7110	Volunteers	£125.00	£0.00	£0.00	£125.00
7204	Postage	£50.00	£0.00	£0.00	£50.00
7206	Advertising	£2,369.00	£0.00	£392.98	£1,976.02
7207	Printing	£400.00	£0.00	£0.00	£400.00
7213	Subscriptions	£1,000.00	£0.00	£702.99	£297.01
7298	IT	£955.00	£0.00	£952.26	£2.74
7307	Building Maintenance	£2,000.00	£0.00	£379.39	£1,620.61
7408	Hospitality	£75.00	£0.00	£0.00	£75.00
8000	Recharge in Central Support Services	£31,817.00	£0.00	£0.00	£31,817.00
8002	Recharge in MH	£76,092.00	£0.00	£0.00	£76,092.00
8003	Recharge in A Team	£11,782.00	£0.00	£0.00	£11,782.00
4600308	Centenary Book Income-50% Proceeds	£0.00	£0.00	£18.00	-£18.00

Financial Budget Comparison for Allotments

Comparison between 01/04/26 and 27/08/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve	Actual Net	Balance
INCOME					
Allotments					
4310	Allotment Rents	£24,781.00	£0.00	£2,808.15	-£21,972.85
Total Allotments		£24,781.00	£0.00	£2,808.15	-£21,972.85

Financial Budget Comparison for Allotments

Comparison between 01/04/26 and 27/08/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve	Actual Net	Balance
EXPENDITURE					
Allotments					
537	Key deposit refund	£0.00	£0.00	£0.00	£0.00
539	Plot deposit refund	£0.00	£0.00	£0.00	£0.00
4310	Rent-refund	£0.00	£0.00	£0.00	£0.00
6666	Allotment Infrastructure Reserve	£10,000.00	£0.00	£0.00	£10,000.00
6667	Allotment Security	£1,133.00	£0.00	£33.07	£1,099.93
7106	Project/Admin Support	£0.00	£0.00	£0.00	£0.00
7204	Postage	£50.00	£0.00	£0.00	£50.00
7302	Water	£6,120.00	£0.00	£1,237.61	£4,882.39
7309	Grounds Maintenance	£14,850.00	£0.00	£4,474.81	£10,375.19
8000	Recharge in Central Support Services	£6,742.00	£0.00	£0.00	£6,742.00
8003	Recharge in A Team	£54,933.00	£0.00	£0.00	£54,933.00
7102309	Salaries	£22,350.00	£0.00	£0.00	£22,350.00
Total Allotments		£116,178.00	£0.00	£5,745.49	£110,432.51
Total Allotments Income		£24,781.00	£0.00	£2,808.15	-£21,972.85
Total Allotments Expenditure		£116,178.00	£0.00	£5,745.49	£110,432.51
Total Net Balance		-£91,397.00		-£2,937.34	

Financial Budget Comparison for K2

Comparison between 01/04/26 and 27/08/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve	Actual Net	Balance
INCOME					
K2					
4241	K2 Hire Income	£18,000.00	£0.00	£4,391.97	-£13,608.03
4307	Building maintenance-Income	£0.00	£0.00	£0.00	£0.00
Total K2		£18,000.00	£0.00	£4,391.97	-£13,608.03

Financial Budget Comparison

for K2

Comparison between 01/04/26 and 27/08/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve	Actual Net	Balance
EXPENDITURE					
K2					
6216	New Keystone Centre	£0.00	£0.00	£0.00	£0.00
6429	Capital Costs	£0.00	£32,210.94	£32,210.94	£0.00
7114	Protective Clothing	£200.00	£0.00	£0.00	£200.00
7205	Telephone	£80.00	£0.00	£15.00	£65.00
7216	Do not use-Internet	£0.00	£0.00	£0.00	£0.00
7298	IT	£740.00	£0.00	£272.36	£467.64
7301	Rates	£6,244.00	£0.00	£364.65	£5,879.35
7302	Water	£1,301.00	£0.00	£955.94	£345.06
7304	Electricity	£7,500.00	£0.00	£1,413.07	£6,086.93
7306	Cleaning	£635.00	£0.00	£86.68	£548.32
7307	Building Maintenance & Furniture and equipment	£1,000.00	£1,570.00	£2,153.21	£416.79
7308	Security	£3,623.00	£0.00	£219.10	£3,403.90
7311	Contract Cleaning	£1,947.00	£0.00	£545.80	£1,401.20
7312	Health and Safety	£100.00	£0.00	£0.00	£100.00
8000	Recharge in Central Support Services	£6,622.00	£0.00	£0.00	£6,622.00
8003	Recharge in A Team	£10,987.00	£0.00	£0.00	£10,987.00
7102310	Salaries	£14,428.00	£0.00	£0.00	£14,428.00
Total K2		£55,407.00	£33,780.94	£38,236.75	£50,951.19