

Pride in Place Neighbourhood Board

Littlehampton – Wick and Toddington

Date: Wednesday 30 September 2026

Venue: Small Hall, Wick Hall, 6 Wick St, Littlehampton, BN17 7JS

Time: 5.30pm

Board Members: Jon Jolly – Chair, Alison Griffiths MP, Councillor Freddie Tandy, Bernadette Kielty, Chris Smehurst, Clive Mills, Graham Tiley, Ian Buckman, Jenny Rowley, Lauren Roffey, Michael Dorrington, Paul Sanderson, Paula Kennaby, Rachel Sadler, Lesley Searson.

Meeting Agenda:

1. **Welcome**
2. **Apologies for absence**
3. **Declaration of Interest**
4. **Minutes**

To confirm the minutes of the meeting held on 10 July 2026, circulated on pages 3 to 6.

5. **Urgent Action – Community Engagement Platform Procurement**

Report attached pages 7 to 13 – to note.

6. **Neighbourhood Board Governance Papers**

Attached pages 14 to 34 – to review, approve and adopt governance papers.

7. **Community Engagement Update**

Report attached pages 35 to 40 – to note.



8. Programme Update

To receive an oral update.

9. Potential Quick Win Expenditure

To receive an oral update on potential small items of expenditure for the Board to consider.

10. Any Other Business



Minutes of the inaugural meeting of the Pride in Place Neighbourhood Board for Wick and Toddington. It was held on Friday 10 July 2026, 9am, at The New Millennium Chamber, Manor House, Church Street, Littlehampton, BN17 5EW and via Teams.

Present:

Board Members: Jon Jolly – Chair, Alison Griffiths MP, Councillor Freddie Tandy, Bernadette Kielty, Chris Smehurst, Clive Mills, Graham Tiley, Ian Buckman, Jenny Rowley, Lauren Roffey, Michael Dorrington, Paul Sanderson, Paula Kennaby, Rachel Sadler, Lesley Searson.

In Attendance: Laura Chrysostomou (Littlehampton Town Clerk), Karl Roberts (Deputy CEO Arun District Council), Suzie Moffatt (Pride in Place Project Manager), Janet Webb (Trainer and Facilitator), Ben Wood (Parliamentary Assistant to Alison Griffith MP).

1. Welcome, Housekeeping and Apologies

- 1.1. The Chair, Jon Jolly, welcomed the duly appointed members to the inaugural meeting of the Pride in Place Neighbourhood Board for Wick and Toddington.
- 1.2. There were no apologies. Karl Roberts, Deputy Chief Executive of Arun District Council joined virtually for the geographical boundary discussion as representative of the accountable body.
- 1.3. Members noted the venue's evacuation procedures. The meeting was not open to members of the public. Recording, filming, photography, live streaming or audio recording was not permitted unless expressly authorised by the Chair.
- 1.4. Minutes of the meeting would be published on the Littlehampton Town Council website following the meeting and circulated to attendees. They would also be included in the following agenda to be confirmed as a true record and signed.
- 1.5. Within the boards introduction, members were reminded of the overarching ambition to support places that residents are proud of while giving communities greater influence over local decision-making. The national Pride in Place programme is structured around three broad themes:



- Stronger Communities
- Thriving Places
- Taking Back Local Control

2. Outline of the Project – Summary

- 2.1. The Board received a report, previously circulated, which provided an overview on its role, purpose, and aspirations.
- 2.2. The Chair explained that, while some formal processes were required because of the Council and government funding context, the intention was for the Board to work collaboratively and develop strong relationships through open and informal discussion.
- 2.3. Members were advised that a 10-Year Plan would need to be submitted to central government by the end of November 2026. The initial period would therefore involve an intensive programme of community engagement to understand local priorities and develop an evidence base for the Plan.
- 2.4. It was confirmed that the Plan was intended to be iterative and capable of being revisited, rather than being a one-off document that cannot subsequently respond to changing circumstances or community priorities.
- 2.5. The level of flexibility within the programme was discussed, provided proposals can demonstrate and evidence community need. The Board discussed opportunities to use the funding in ways that could create longer-term benefits rather than viewing the £20 million allocation solely as money to be spent. Potential approaches discussed included:
 - Seed funding;
 - Investment in community facilities;
 - Support for local initiatives; and
 - Other approaches capable of leveraging additional investment or creating sustainable benefits.

3. Ways of Working and Introduction Activities

- 3.1. Detailed minutes were not taken during the introductory and "getting to know each other" exercises within this section of the meeting, to allow members to participate freely.
- 3.2. The Trainer and Facilitator led introductory exercises, designed to help Board members get to know one another and explore individual working styles, motivations, values and beliefs. The aim being to develop effective communication, mutual respect, trust and positive working relationships across the Board.



The meeting adjourned for a break at 10.35am.

The meeting reconvened at 10.50am.

4. Pride in Place Geographical Boundary Lines

- 4.1. The Board reviewed the proposed geographical boundary for the Wick and Toddington Pride in Place area. It was explained that the original programme boundaries were based on census geography and therefore did not necessarily correspond neatly with electoral wards, parish boundaries or boundaries used by other public services.
- 4.2. It was also noted that Pride in Place funding may, where appropriate, support activity outside the immediate geographical boundary where this demonstrably benefits residents living within the designated area.
- 4.3. Members agreed to propose the following areas within the project's boundaries be included or considered:
 - Both Eastern and Western sides of Wick Street;
 - Kent Road;
 - Sussex Street;
 - Electoral or Parish boundaries shouldn't influence the final boundary;
 - Ensure the final area broadly reflected what residents would instinctively recognise as Wick and Toddington.
- 4.4. The general view of members was that the boundary should prioritise local identity and residents' understanding of Wick and Toddington, rather than attempting to replicate an existing administrative boundary.

It was resolved that:

The proposed broader boundary, incorporating the areas identified above be approved for adoption and submitted for approval by the Ministry of Housing, Communities and Local Government.

5. Future meetings

- 5.1. It was noted that Board meetings and workshops would initially need to take place more frequently due to the tight timetable for community engagement and development of the initial Pride in Place Plan. Provisional dates would be circulated to members and future meeting and workshop dates that maximised attendance would be confirmed outside of the meeting.
- 5.2. It was also proposed that future Board meetings and workshops should, where possible, rotate between venues across Wick and Toddington, helping



to maintain a visible presence within the communities covered by the programme.

The meeting was brought to a close at 11.30am.

Chair



Littlehampton – Wick and Toddington

Pride in Place Neighbourhood Board

Date: 30 September 2026

Report by: Town Clerk

Subject: Urgent Action – Community Engagement Platform Procurement

1. Summary

- 1.1. This report explains an urgent decision to buy a new online platform for the Pride in Place programme.
- 1.2. The platform will help people in Wick and Toddington share their ideas and help shape the future of their neighbourhood. It can be used for surveys, maps, voting, discussions and project updates.
- 1.3. It is not just a website. It has extra tools that make it easier for people to get involved and for the Board to understand what local people think.
- 1.4. The platform costs £9,990 each year. A number of options were looked at and this was judged to offer the best balance of features, accessibility and value for money.
- 1.5. This report explains why the platform was chosen and how it will support the Pride in Place programme.

2. Recommendations

The Board is recommended to:

1. Note the urgent action taken to appoint a digital community engagement platform provider, attached as Appendix 1.
2. Otherwise note the contents of the report.

3. Background

- 3.1. The Pride in Place Programme requires meaningful and demonstrable engagement with residents, businesses, community organisations and other stakeholders in a way that is inclusive, transparent and capable of generating robust evidence to inform the development of the 10-Year Plan for Wick and Toddington.

- 3.2. Whilst a standard website can provide information, publish news and host basic online forms, it does not provide the specialist tools required for large-scale community participation, evidence gathering, analysis and ongoing engagement.
- 3.3. The procured platform will serve as both an information and an engagement hub, bringing together information provision, consultation activity, community discussion and reporting within a single system. It can maintain an ongoing conversation with participants throughout the life of the programme.
- 3.4. A procurement exercise was undertaken involving specialist suppliers operating within the civic participation and local government engagement sector. The assessment considered functionality, implementation timescales, accessibility, reporting capability, value for money, long-term suitability and compliance requirements. To preserve commercial confidentiality pending contract completion, suppliers are not identified within this public report.

4. Specialist platform

- 4.1. The Pride in Place Programme is not solely a communications exercise but a participatory programme requiring communities to help shape local priorities and future investment decisions.
- 4.2. The preferred platform provides capabilities that would not normally be available through a conventional website, including:
 - Consultation tools such as surveys, polls and questionnaires
 - Interactive mapping and location-based engagement
 - Community discussion, ideas boards and feedback tools
 - Voting and future participatory budgeting functionality
 - Event registration and community communications
 - Integration of online and paper-based engagement responses into a single evidence base
 - Demographic analysis to understand who is participating and identify underrepresented groups
 - Ongoing project updates demonstrating how community feedback has influenced decisions “You said, we did” feedback mechanisms
 - Accessibility, translation and data security features.

- 4.3. These functions are designed specifically for public participation and community decision-making and would otherwise require multiple separate systems, significant bespoke website development, or substantial officer resources to replicate.
- 4.4. The platform represents value for money because it combines a wide range of engagement, consultation, analysis and reporting tools within a single system, reducing the need for additional software, consultancy support or bespoke development.
- 4.5. The platform will support multiple stages of the Pride in Place Programme including information provision, community consultation and evidence gathering, priority setting exercises, development of community-led projects, ongoing engagement and future voting and participatory decision-making activities.
- 4.6. The procurement assessment concluded that the selected provider offered the best overall combination of functionality, accessibility, implementation arrangements, future flexibility and value for money.

5. Financial Implications

- 5.1. The annual platform licence is £9,990. There is a one-off accelerated implementation cost of £2,350. Although this cost is higher than that of a standard website, the platform provides specialist engagement, consultation, analysis and reporting functionality that would not typically be available through a conventional web presence.
- 5.2. The annual licence includes unlimited engagement projects, consultation tools, mapping functionality, community discussion features, AI-assisted analysis and reporting, accessibility and translation tools, dashboards, project management functions and supplier support.

Laura Chrysostomou

Town Clerk

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 appoint a contractor to provide a specialist digital community engagement platform for the Pride in Place Programme, enabling consultation, participation, community feedback, data analysis and public information provision through a single integrated system.
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?	The Pride in Place Programme is subject to challenging delivery timescales set by the Ministry of Housing, Communities and Local Government. Meaningful community engagement is a core requirement of the programme and must commence as early as possible to inform the development of the 10-Year Plan. The selected platform requires implementation, configuration and onboarding ideally before engagement activities can begin and therefore an urgent decision was required to avoid delays to programme delivery. The Neighbourhood Board was formally established in August 2026 and the next scheduled meeting was not until 30 September 2026. Given the requirement to commence platform implementation and community engagement activities immediately, delaying the decision until the next programmed meeting would have

		created a significant risk to programme delivery. Convening an additional meeting within the required timeframe was not considered practicable.
3a	What are the financial implications?	£9,990 per annum plus an additional £2,350 for fast-track onboarding.
3b	Has a budget been approved?	Yes.
3c	Which budget are you recommending the expenditure to come from? Please check that sufficient funds are available.	The Pride in Place Programme budget
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.	The Responsible Financial Officer for the Town Council has approved this decision. It has also been discussed with the Finance Manager of the Accountable Body who approved using the Town Council's urgent action procedure.
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	This decision is a matter for the Pride in Place Neighbourhood Board and has been progressed 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?	A conventional website was considered as a lower-cost alternative. Whilst a website could provide information and collect basic responses, it would not provide the specialist participation, consultation, mapping, voting, discussion, reporting, demographic analysis and feedback functionality required by the programme. A number of specialist community engagement platforms were therefore evaluated to identify the option offering the best balance of functionality, accessibility, implementation timescales and value for money.
9	Has the procurement strategy been followed, where expenditure is involved?	The procurement process included five invitations for quotations in accordance with the financial regulations. However, in accordance with paragraph 15.8 of the financial regulations, due to the specialist nature of the platform and it not being a standard website, coupled with the urgency, the contract was not advertised on the contracts finder website.
10	Briefly outline any implications relating to: • Crime and disorder • Disability discrimination • Human rights act • Freedom of information • Data protection • Environmental impact	The platform supports compliance with recognised accessibility standards and provides multiple methods for participation, helping to reduce barriers to engagement. The platform incorporates appropriate data security measures and supports compliance with UK GDPR, Freedom of Information and public sector accessibility requirements.
11	Have appropriate risk assessments been undertaken?	Yes
12	Date of consultation with Chair	28 August 2026
13	Signature of Chair	
14	Date of decision	7 September 2026
15	Signature of Town Clerk	

16	Signature of Responsible Financial Officer – if required under 3e	
17	Date reported to Council or Committee	Reported to Pride in Place Neighbourhood Board on 30 September 2026

Littlehampton – Wick and Toddington

Pride in Place Neighbourhood Board

Date: 30 September 2026

Report by: Town Clerk

Subject: Neighbourhood Board Governance Papers

1. Summary

This paper asks the Neighbourhood Board to agree three important documents: the Terms of Reference, Code of Conduct, and Declaration of Interests process. These documents explain what the Board is for, how members should work together, and how any possible conflicts of interest will be declared and managed. Agreeing these documents will help the Board work openly, fairly and responsibly.

2. Recommendations

The Board is recommended to:

1. Consider, approve the and adopt the Terms of Reference, attached as Appendix 1.
2. Consider, approve the and adopt Code of Conduct, attached as Appendix 2.
3. Consider, approve and adopt the Declaration of Interests process and form, attached as Appendix 3.
4. Agree that all members conduct Board business in accordance with the approved documents, promptly signing where required, and maintaining their declaration of interest form.
5. Otherwise note the contents of the report.

3. Background

- 3.1. Good governance is essential to ensure the effective operation of the Pride in Place Neighbourhood Board and to support strong partnership working between members.
- 3.2. The Terms of Reference (Appendix 1) set out the Board's role, objectives, membership, meeting arrangements, and decision-making processes.

- 3.3. The Code of Conduct (Appendix 2) establishes the standards of behaviour expected of Board members, including principles of integrity, respect, accountability, and openness.
- 3.4. The Declaration of Interests (Appendix 3) requires members to register any personal, financial, or organisational interests that may influence, or be perceived to influence, their participation in Board discussions or decisions. This process helps identify and manage potential conflicts of interest and promotes transparency. Copies will be available to members to be signed within the meeting with officer support if needed.
- 3.5. Together, these documents provide a clear governance framework and support the Board in carrying out its responsibilities effectively and in accordance with good governance principles.

4. Financial Implications

- 4.1. There are none.

Laura Chrysostomou

Town Clerk

Wick and Toddington Pride in Place Neighbourhood Board

Terms of Reference

Version: 1.0

Date approved: xxxx

Review date: xxxx

1. Purpose

The Pride in Place Neighbourhood Board (“the Board”) is the community-led decision-making group for the Pride in Place Programme in Wick and Toddington.

The Board will work with local residents, businesses, community groups, voluntary organisations, the local authorities and other local partners.

Together, we will develop and deliver a Pride in Place Plan that reflects what local people want for their neighbourhood.

The Board will provide leadership throughout the 10-year programme and will help make sure that investment creates lasting benefits for local people.

2. How the Board will work

The Board will:

- Put local people and the needs of the neighbourhood first.
- Make sure different voices are heard, including people who may not normally take part in meetings or consultations.
- Be open, fair, inclusive and honest.
- Work together in a positive and respectful way.
- Make decisions fairly and based on evidence, community priorities and agreed criteria.
- Use public money responsibly and seek good value for money.
- Support local people and organisations to build skills, confidence and ownership.
- Follow the Seven Principles of Public Life (Nolan Principles) and the Board's Code of Conduct.

3. What the Board will do

The Board will:

- a) **Set local priorities** - Agree the priorities for Pride in Place investment, based on what local people tell us, local evidence and the aims of the programme:
 - Thriving Places
 - Stronger Communities

- Taking Back Control
- b) Develop and oversee the Pride in Place Plan** - Make sure the Plan reflects the views of the community and remains relevant throughout the 10-year programme.
- c) Make funding decisions** - Make decisions about Pride in Place funding in line with the programme rules and the relevant legal and financial requirements.

When considering funding, the Board will look at:

- the benefit to the local community;
 - how well the proposal fits with the Pride in Place Plan;
 - value for money;
 - whether the proposal can be delivered;
 - equality and inclusion;
 - sustainability; and
 - the long-term benefits for the neighbourhood.
- d) Monitor progress** - Keep track of how the programme is progressing, including:
- projects and activities;
 - spending;
 - results and benefits;
 - risks and issues; and
 - the views and experiences of local people.
- e) Keep the community involved** - Make sure local people have regular opportunities to help shape the programme throughout its 10-year life.
- f) Be accountable to the community** - Give local people clear information about decisions and progress, and provide opportunities for people to ask questions, give feedback and raise concerns.
- g) Build local capacity** - Support local people and organisations to develop the skills, knowledge and confidence needed to play an active role in the future of their neighbourhood.
- h) Work with partners** - Work positively with the accountable body, local authorities and other partners, while keeping the Board's role as the local decision-making group.

4. Membership

The Board will have an independent Chair.

Membership will aim to reflect the local community and should include a range of people and organisations with a connection to Wick and Toddington. This may include:

- local residents;
- local businesses;
- community and voluntary organisations;
- grassroots groups;
- faith and community leaders; and
- other relevant local partners.

The Board must:

- have at least 8 members;
- have at least 51% of members living or working in the neighbourhood;
- aim to reflect the diversity of the local community;
- include the relevant local MP; and
- include at least one relevant ward councillor.

All Board members have one vote.

The Board may review its membership during the 10-year programme to make sure it continues to reflect the local community.

A Board member can step down at any time by writing to the Chair.

The Board will evolve over time throughout the programme. It can design its own process to update the membership, in collaboration with the local authority and local MP. Any updates must be communicated to MHCLG, and the appropriate conflict of interests checks completed. A person's membership of the Board may end if they regularly do not attend meetings, repeatedly break the Code of Conduct, do not declare a conflict of interest, or behave in a way that harms the work of the Board. Any decision about ending a person's membership must be fair and made in an open and unbiased way.

Members are expected to attend Board Meetings regularly and to send apologies in advance where they cannot attend. Where a member misses three consecutive meetings without an agreed reason, the Chair will discuss their continued membership with them before any formal action is considered.

5. The Chair

The Neighbourhood Board will be led by an independent Chair, appointed and approved by the local MP and local authority. The Chair of the Neighbourhood Board cannot be an elected representative, or someone who would present a conflict of interest, such as a local authority officer or civil servant.

The Chair will:

- lead the Board in a fair and inclusive way;
- make sure everyone has a chance to speak;
- help the Board have positive and constructive discussions;
- support the Board to make clear decisions;
- make sure conflicts of interest are properly managed;
- make sure the Board follows these Terms of Reference and the Code of Conduct;
- support meaningful involvement from the local community; and
- represent and promote the Pride in Place Programme.

The Chair will work closely with the accountable body the delivery lead local MP, ward councillors and other partners, while keeping the Board's community-led role at the centre of decision-making.

While there is no requirement to formally appoint a deputy Chair, doing so can help to improve the Board's resilience and effectiveness through succession planning or deputising where required. It is for the Chair, in partnership with the local authority, to consider appointing a deputy.

Appendix 1 – Board Members and supporting organisations as of September 26.

6. Board meetings

The Board will meet at least once a quarter, with extra meetings arranged when needed.

Meeting dates should be agreed as far in advance as possible.

The agenda and papers should normally be sent to members at least 5 working days before a meeting.

Minutes will be taken at each meeting. They should normally be shared with members and published on the website within 10 working days after the meeting. Final minutes should be published within 10 working days of being approved.

Information that needs to remain private, such as personal or confidential information, will not be published.

The Board will aim to work in an open and transparent way.

7. Quorum

A meeting can make formal decisions when at least one half of voting members are present (rounded up to the next whole number). Vacancies will not count towards the calculation. A member who withdraws from a particular item because of a conflict of interest will not count towards the quorum for that item. The Chair or appointed Deputy Chair must be present.

If there are not enough members present, the meeting can still take place and discussions can be held, but formal decisions should normally wait until a future meeting.

8. Making decisions

The Board will try to reach decisions through agreement and consensus wherever possible.

If agreement cannot be reached, a vote may be taken.

Each member has one vote. If the vote is tied, the Chair will have a casting vote,

Decisions will be based on:

- the evidence available;
- what local people have told us;
- agreed criteria; and
- the aims of Pride in Place.

Important programme and funding decisions, including the reasons for those decisions, will be recorded in the minutes. The accountable body may need to raise concerns about a decision if there are legal, financial or other rules that need to be followed. Where this happens, the accountable body will explain the concern and work with the Board to find a way forward.

If an issue cannot be resolved locally, it may be referred to the relevant Ministry of Housing, Communities and Local Government (MHCLG) Delivery Manager.

9. Conflicts of interest

All Board members must follow the Board's Declaration of Interests process as detailed in the Code of Conduct.

Members must tell the Board about any actual, potential or perceived conflict of interest before a relevant matter is discussed or decided.

A member may be asked to leave the discussion or not take part in the decision where there is a conflict of interest.

Conflicts of interest and any action taken will be recorded in the meeting minutes.

Members must also follow the Board's rules about gifts and hospitality.

10. Community engagement and accountability

Local people should have a real say in how Pride in Place is delivered.

The Board will make sure engagement:

- is open and accessible;
- reaches a wide range of people;
- includes people whose voices are not always heard;
- uses different ways of getting involved;
- continues throughout the 10-year programme;
- helps shape decisions; and
- gives people clear feedback.

The Board will show how community feedback has influenced decisions. This may include simple “You said, we did” updates.

Local people should have opportunities to:

- ask questions;
- give feedback;
- challenge decisions;
- understand how money is being spent; and
- hold the Board to account.

The Board will work with local community groups and trusted organisations to help reach people who may not normally take part.

11. Safeguarding

The Board wants Pride in Place activities to be safe for everyone, especially children and adults who may need extra support.

Board members must follow the safeguarding rules and report any concerns using the agreed process.

12. Code of Conduct

All Board members must follow the Pride in Place Neighbourhood Board Code of Conduct.

Members are expected to be:

- open;
- honest;
- fair;
- inclusive; and
- respectful.

The Board will not accept discrimination, bullying, harassment, intimidation, abuse, hateful behaviour or any other behaviour that puts the safety or dignity of others at risk.

Concerns about a Board member's behaviour should be raised through the process agreed by the Chair and accountable body. The process must be clear, fair and allow for an impartial review where needed.

13. Openness and information

The Board will work in an open and transparent way.

Subject to privacy, confidentiality and other legal requirements, information about the Board will be made available to the public.

This will include:

- Board membership;
- how the Board is governed;
- meeting agendas and papers;
- meeting minutes;
- records of important decisions;
- declared conflicts of interest; and
- information about Pride in Place spending.

Information will only be kept private where there is a good reason to do so. This is usually to protect personal privacy or commercial confidentiality.

14. Support for the Board

The accountable body and/or delivery lead will provide the support needed to help the Board work effectively.

The accountable body is responsible for:

- Ensuring public money is managed properly and that legal, financial and other requirements are met.

The delivery lead is responsible for:

- arranging meetings;
- preparing agendas and papers;
- taking and publishing minutes;
- keeping records of decisions;
- keeping records of declarations of interest;
- supporting communication with Board members and the wider community; and
- keeping appropriate programme records.

The Board remains the local decision-making group for Pride in Place

Working Groups

The Board can set up smaller groups to help with specific pieces of work. Each group must have a clear purpose and report back to the Board. The Board will agree who is in the group and what it will do.

These groups can give advice and make suggestions, but they cannot make decisions or spend Pride in Place funding.

Expenses

Board members can claim back reasonable costs linked to their role, such as travel, childcare or support needs. Any payment must be properly approved and made public.

Board members are not normally paid for being on the Board.

15. Governance documentation

Along with the Code of Conduct and Declaration of Interest guidance, these Terms of Reference are based on the good governance requirements for local authorities. In the event of a complex query the Constitution of the accountable body should be referred to for clarification.

16. Review

These Terms of Reference will be reviewed at least once a year.

They may also be reviewed sooner if there are changes to the Pride in Place Programme, the law, the local area or the way the Board works.

Any significant changes will be agreed by the Board and, where needed, discussed with the accountable body and the relevant MHCLG representative.

Approval

Approved by the Pride in Place Neighbourhood Board

Chair: _____

Signature: _____

Date: _____

Appendix 1

Board Members and supporting organisations September 2026	
Voting Board Members	
Ian Buckman	
Michael Dorrington	
Alison Griffiths MP	Mandatory member – MP
Jon Jolly	
Paula Kennaby	
Bernadette Kielty	
Clive Mills	
Lauren Roffey	
Jenny Rowley	
Rachel Sadler	
Paul Sanderson	
Leslie Searson	
Chris Smethurst	
Cllr Freddie Tandy	Mandatory member – Ward Councillor
Graham Tiley	
Supporting Organisations	
Arun District Council	Accountable body
Littlehampton Town Council	Lead delivery body

Officers, advisers and observers may attend and contribute with the Chair's agreement but are not Board members, do not vote and do not count towards the quorum.

Pride in Place Neighbourhood Board

Code of Conduct including Declaration of Interests.

Purpose

Pride in Place puts local people at the heart of decisions about their neighbourhood.

As a Board member, I have a responsibility to help build trust and make sure everyone is treated fairly, included and respected.

This Code applies whenever I am:

- taking part in Board meetings or activities;
- speaking or acting on behalf of the Board; or
- taking part in Pride in Place activities.

Our standards

As a member of the Neighbourhood Board, I will:

Put the community first: I will act in the best interests of the whole neighbourhood, rather than for my own benefit or the benefit of my family, organisation or political group.

Be honest and declare interests: I will be open about any personal, work or other interests that could affect my role on the Board. I will not use my position or information I receive as a Board member for my own benefit or the benefit of people or organisations I have a close association with.

Be fair: I will listen to different views and make decisions fairly. I will use the information and evidence available, as well as what we hear from the community.

Take responsibility: I will take responsibility for my actions and decisions. I will follow the Board's agreed rules, policies and processes.

Be open: I will be open about how decisions are made and why. I will support clear and honest communication with the community.

Tell the truth: I will give honest and accurate information. If I make a mistake, I will admit it and put it right where I can.

Lead by example: I will treat other people with respect and dignity. I will support good behaviour and speak up if I see behaviour that does not meet this Code.

These standards are based on the Seven Principles of Public Life (the Nolan Principles).

Working together

As Board members, we will:

- Listen to each other's views, even when we disagree.
- Give everyone a fair chance to speak and be heard.
- Make sure people who are less often heard have a chance to take part.
- Challenge ideas in a respectful way, without attacking people.
- Keep information private when it needs to be kept private.
- Follow the Board's agreed policies and ways of working.
- Respect decisions that have been made by the Board.
- Raise concerns through the agreed process if we believe something is wrong.
- Work in a way that builds trust in the Board and Pride in Place.

Behaviour we will not accept

We will not accept behaviour that harms, threatens or humiliates another person, whether this is done on purpose or not.

This includes:

- Discrimination of any kind.
- Bullying, harassment or intimidation.
- Physical, sexual, verbal, emotional or financial abuse.
- Threats of abuse or violence.
- Sharing or promoting hateful or discriminatory material.
- Unfairly leaving people out of Board activities or partnerships.
- Behaviour that puts another person's safety, wellbeing or dignity at risk.
- Serious or repeated failure to follow agreed Board policies and processes.
- Using a Board role, information or resources for personal gain or to unfairly benefit someone else.

Declaration of Interests

You must list your interests so that local people, board members or officers supporting the project can see if any of them could cause a conflict of interest.

This list is public, which means anyone can look at it if a question or concern comes up. Having a public register also helps protect you because it shows that you are being open and honest about your interests.

If you notice an item on the agenda which may represent a conflict of interest, it is your responsibility to decide if you need to tell the meeting. It is useful to inform people in advance of the meeting.

It is also important that the public knows about any interests that you or other board members may need to declare when making decisions. This helps people see that decisions are being made fairly, openly, and honestly.

Being open about interests helps build trust and confidence in the Pride in Place Board.

Appendix 1 – explains the types of interests would mean that you would need to leave the meeting whilst the matter is discussed and voted on.

Gifts and Hospitality

To protect yourself and the reputation of the Pride in Place Board, you should be very careful about accepting gifts or hospitality because you are a board member.

As a general rule, it is best **not to accept valuable gifts or hospitality**. However, there may be situations where refusing could seem impolite. In these cases, you may accept the gift or hospitality, but you must make sure it is recorded in the public register.

You do not need to register gifts that are not connected to your role as a board member, such as birthday or Christmas presents from family and friends.

It is also usually acceptable to accept normal refreshments, meals, or travel expenses that are part of carrying out your duties as a board member.

If you are unsure whether you should accept or register a gift or hospitality, ask the Pride in Place Project Manager for advice.

As a Board Member:

- I will not accept gifts, meals, events, or other hospitality if they could benefit me personally or make people think that someone is trying to influence my decisions.
- If I receive a gift or hospitality worth **£50 or more**, I must tell the Town Clerk and register it within **28 days**.
- If I am offered a significant gift or hospitality but choose not to accept it, I must still tell the Town Clerk and register the offer.

Raising concerns

Everyone involved in Pride in Place should feel able to raise a concern if they are worried about someone's behaviour or believe this Code is not being followed.

The Chair and accountable body will make sure there is a clear and fair way to raise and deal with concerns. This will be based on the principles of a fair procedure outlined by ACAS <https://www.acas.org.uk/>

Where needed, an impartial person will review the concern and advise on what should happen next.

Serious concerns may be passed to the appropriate organisation where necessary.

No one should be treated badly or disadvantaged because they have raised a genuine concern in good faith.

Governance documentation

Along with the Terms of Reference, this Code of Conduct and Declaration of Interest guidance is based on the good governance requirements for local authorities. In the event of a complex query the Constitution of the accountable body should be referred to for clarification.

My commitment

By signing this Code, I confirm that I have read and understood it. I agree to follow these standards and to help make Pride in Place a fair, welcoming and trusted programme for everyone in our neighbourhood.

Name: _____

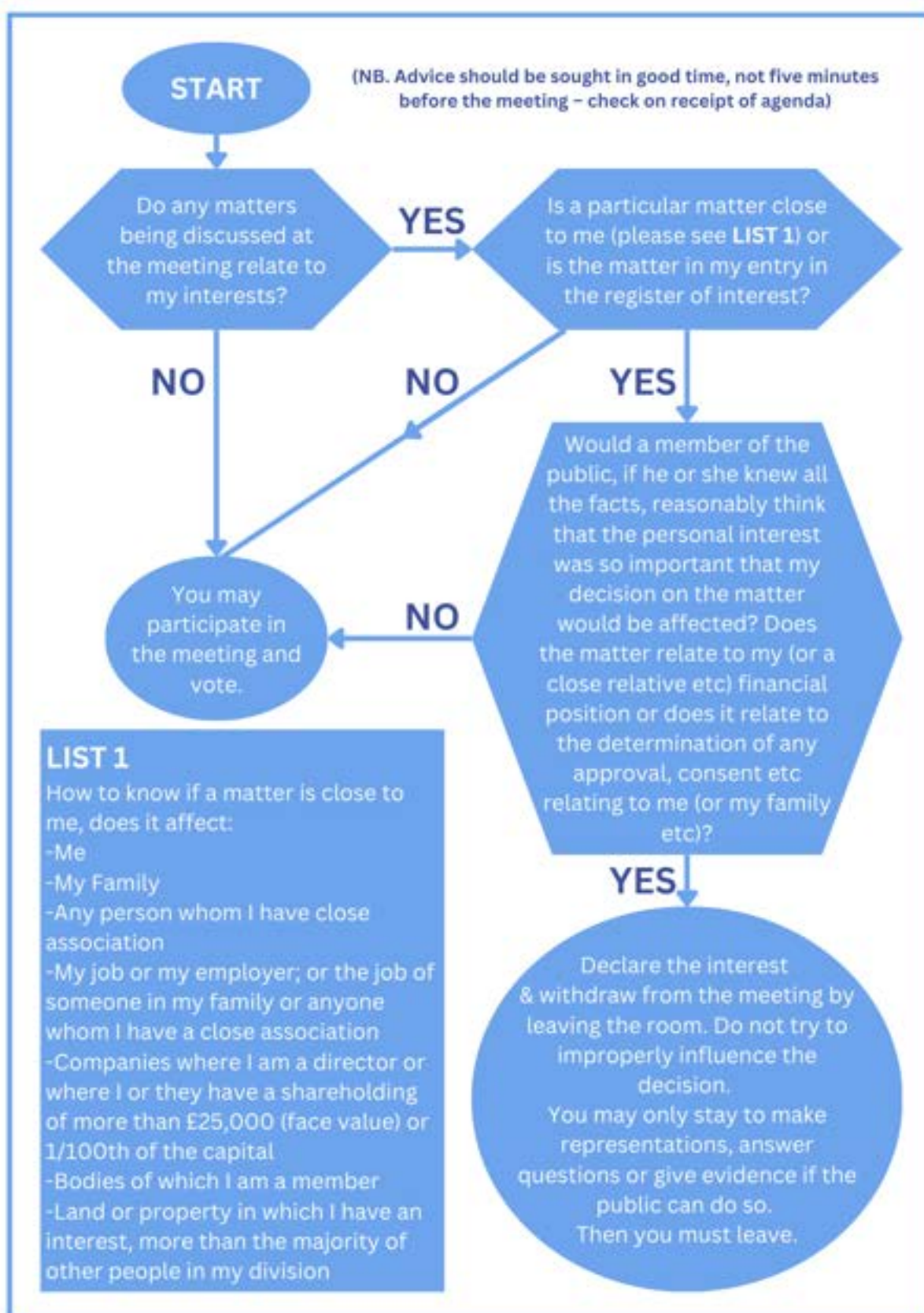
Signature: _____

Date: _____

Role / Organisation: _____

Declaration of Interests - Process

- Questions to Ask Yourself -



Declaration of Interests - Form

Pride In Place Wick and Toddington Neighbourhood Board: Register of Members' Interests

As a Board Member of the Pride in Place Wick and Toddington (NEIGHBOURHOOD BOARD), I declare that I have the following disclosable pecuniary and/or non-pecuniary interests. (Please state 'None' where appropriate, do not leave any boxes blank).

Notification of change of circumstances

Each Board Member shall review their individual register of interests before each board meeting and decision making committee meeting, submitting any necessary revisions to the Pride in Place Project Manager at the start of the meeting. Any recorded interests relevant to the meeting should also be declared at this point.

Even if a meeting has not taken place a Member must, within 28 clear working days of becoming aware of any change to the interests specified below, provide written notification to the NEIGHBOURHOOD BOARD and Pride in Place Project Manager, of that change.

***spouse / partner** – In the notice below my spouse or partner means anyone who meets the definition in the Localism Act, i.e. my spouse or civil partner, or a person with whom I am living as a spouse or a person with whom I am living as if we are civil partners, and I am aware that that person has the interest having carried out a reasonable level of investigation. Where your spouse or partner has recently been involved in any activity which would have been declarable, this should be mentioned, with the date the activity ended.

SECTION 1	ANY EMPLOYMENT, OFFICE, TRADE, PROFESSION OR VOCATION CARRIED ON FOR PROFIT OR GAIN	MYSELF	SPOUSE/PARTNER
1.1.			
SECTION 2	SPONSORSHIP	MYSELF	SPOUSE/PARTNER

2.1	Any financial benefit obtained (other than from the NEIGHBOURHOOD BOARD) which is paid as a result of carrying out duties as a Member. This includes any payment or financial benefit from a Trade Union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.		
SECTION 3	CONTRACTS	MYSELF	SPOUSE/PARTNER
	Any contract for goods, works or services with the NEIGHBOURHOOD BOARD which has not been fully discharged by any organisation named at 1.1.		
	Any contract for goods, works or services entered into by any organisation named at 1.1 where either party is likely to have a commercial interest in the outcome of business being decided by the NEIGHBOURHOOD BOARD.		
SECTION 4	LAND OR PROPERTY	MYSELF	SPOUSE/PARTNER
	Any interest you or any organisation listed at 1.1 may have in land or property which is likely to be affected by a decision made by the NEIGHBOURHOOD BOARD. This would include, within the area of the NEIGHBOURHOOD BOARD: - Any interest in any land in the NEIGHBOURHOOD BOARD areas, including your place(s) of residency - Any tenancy where the landlord is the NEIGHBOURHOOD BOARD and the tenant is a body in which the relevant person has an interest - Any licence for a month or longer to occupy land owned by the NEIGHBOURHOOD BOARD.		

	For property interests, please state the first part of the postcode and the Local Authority where the property resides. If you own/lease more than one property in a single postcode area, please state this		
SECTION 5	SECURITIES	MYSELF	SPOUSE/PARTNER
5.1	Any interest in securities of organisation under 1.1 where: (a) that body (to my knowledge) has a place of business or land in the area of the NEIGHBOURHOOD BOARD; and (b) either – (i) the total nominal value of the securities exceeds £25,000 or hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which has an interest exceeds one hundredth of the total issued share capital of that class		
SECTION 6	GIFTS AND HOSPITALITY	MYSELF	SPOUSE/PARTNER
6.1	Any gifts and/or hospitality received as a result of membership of the NEIGHBOURHOOD BOARD (above the value of £50)		

OTHER INTERESTS

Membership of Organisations I am a member of, or I am in a position of general control, a trustee of, or participate in the management of:

- Any body to which I have been appointed or nominated by the NEIGHBOURHOOD BOARD:

--

2. Any body exercising functions of a public nature (e.g. school governing body or another NEIGHBOURHOOD BOARD):

--

3. Any body directed to charitable purposes:

--

4. Any body, one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union):

--

5. Any local authority (please state any interests you hold as LA leaders/cabinet members for LA land, resources and the LA's commercial interests):

--

6. Any other interest which I hold which might reasonably be likely to be perceived as affecting my conduct or influencing my actions in relation to my role:

--

MEMBER'S DECLARATION AND SIGNATURE

I confirm that having carried out reasonable investigation, the information given above is a true and accurate record of my relevant interests, given in good faith and to the best of my knowledge.

Name:	
Signature:	
Date:	

Littlehampton – Wick and Toddington

Pride in Place Neighbourhood Board

Date: 30 September 2026

Report by: Town Clerk

Subject: Community Engagement Update

1. Summary

- 1.1. An extensive programme of community engagement is taking place across Wick and Toddington between September to November 2026 to inform the Pride in Place 10-Year Plan. This Plan is due to be submitted to the Ministry of Housing, Communities and Local Government by 30 November 2026.
- 1.2. The programme combines face-to-face engagement, a core community survey, accessible voting activities, creative consultation, targeted outreach, digital participation and work through trusted local organisations. This will ensure the Plan is informed by several forms of evidence and reflects the views of a broad cross-section of the community.

2. Recommendations

The Neighbourhood Board is recommended to:

1. Note the community engagement completed and planned.
2. Note the survey figures, attached as Appendix 1.
3. Continue to support and promote engagement opportunities.

3. Engagement completed to date

- 3.1. Following a community asset-mapping exercise, more than 45 local organisations, charities, community groups, businesses and trusted venues have been identified and contacted.
- 3.2. Face-to-face engagement has so far taken place at:
 - The Town Show and Family Fun Day;
 - Two Wickbourne Centre coffee mornings; and
 - The Community Fridge at Chilgrove House.

- 3.3. The core community survey has received 38 responses through the first three engagement events. Further online and paper responses will continue to be collected throughout the engagement period.
- 3.4. Accessible voting activities have also been used to ask residents to prioritise ideas under the three Pride in Place core aims: Thriving Places, Stronger Communities and Taking Back Local Control.
- 3.5. Initial tally sheets from the Town Show and two Wickbourne Centre sessions record 402 individual priority selections. Leading priorities for the core aims were:

1. Stronger Communities (189 total votes)

- Action to tackle anti-social behaviour (41)
- More arts, music and creative activities (23)
- Support for mental health and wellbeing (23)
- Help to tackle loneliness and isolation (22)

2. Thriving Places (160 total votes)

- Better parks and green spaces (26)
- Cleaner and safer streets and public spaces (21)
- More opportunities for young people (19)
- Better play areas for children (18)

3. Taking Back Local Control (53 total votes)

- Local people helping to design local services (10)
- Local people helping to design local services (10)
- Young people having more say (8)
- Community groups running local buildings or spaces (6)

- 3.6. These are very early findings from a small number of events and should not yet be treated as representative of the whole community. They nevertheless provide a useful indication of issues to explore through the survey and subsequent engagement.

4. Upcoming engagement

- 4.1. The confirmed programme currently includes engagement at the following: Knit and Natter at All Saints Church; Chilgrove House Lunch Club; Arun Youth Projects sessions at K2; Chilgrove House Bingo Evening; Littlehampton Rugby Club; Tots on Tuesday at Wick Hall; 4th Littlehampton Scouts and Cubs; Morrisons; All Saints Church and Wick Hall services; Friday Coffee Morning; and The District Guides meeting.
- 4.2. Further engagement is being developed with Turning Tides, local sports clubs, food-support services, children and family services, supported accommodation and other community organisations and venues. Targeted door-to-door engagement is also planned to reach residents who may be less likely to participate through public events or online consultation.
- 4.3. Neighbourhood Board members are being invited to attend open drop-in public engagement sessions, helping to increase the Board's visibility and ensure members hear directly from local residents.

5. Children and young people

- 5.1. 'Artswork' is a charity that empowers children and young people through arts and creativity, helping them develop their voice, skills and confidence and shape positive change in their communities. Its work includes creative programmes in schools and community settings, youth-led projects and professional development.
- 5.2. A £10,000 programme is being commissioned through Artswork to deliver 15 creative consultation sessions across five local schools, potentially reaching more than 400 children and young people. The participating schools are White Meadows Primary Academy, Lyminster Primary School, River Beach Primary School, St Catherine's Catholic Primary School and The Littlehampton Academy (TLA).
- 5.3. Additionally, there will be three standalone workshops across delivered in partnership with Blueprint Youth, West Sussex Mind and the Juno Project . These additional sessions will support trusted youth and community organisations to undertake meaningful creative engagement. The resulting themes, project ideas, artwork and other creative evidence will be analysed and incorporated into the Ten-Year Plan.
- 5.4. Wick-based artist Ben Cavanagh is also developing a reusable "Wick & Toddington Through My Eyes" collage activity. Six to eight workshops (across individual groups) will explore what residents value about the area, what should change or be protected, and how participants would like Wick and Toddington to look and feel in ten years.

6. Digital engagement

- 6.1. A specialist digital community engagement platform has been purchased to provide a central online hub for the Pride in Place programme. This was the subject of a separate report earlier on the agenda. It will complement face-to-face activity and allow engagement to continue throughout the development and delivery of the 10-Year Plan.

7. Communications and visual evidence

- 7.1. Engagement will be promoted through social media, local advertising, bus stop posters, branded materials and "Make a Wish" boxes in trusted community locations. These boxes will give people an easy way to share their ideas. All promotional materials will use the Pride in Place branding developed by Tiger Marketing, which has supported the programme from the beginning
- 7.2. A local photographer from Wick will help create a photographic record of the area and the Pride in Place programme. The photographs will show local neighbourhoods, green spaces, businesses, community facilities, places that could benefit from future investment, and local people taking part in engagement activities.

8. How the evidence will inform the 10-Year Plan

- 8.1. The Government has published a Pride in Place Programme: 10-Year Vision Content Checklist, which sets out the required content and supporting evidence for the 10-Year Plan. The guidance can be accessed here: <https://www.gov.uk/government/publications/pride-in-place-programme-pride-in-place-plans-for-phase-2-places/pride-in-place-programme-10-year-vision-content-checklist>
- 8.2. Evidence from the programme will be brought together into a single engagement evidence base. This will draw on quantitative and qualitative evidence from the core survey, face-to-face and digital engagement, children and young people's creative consultation, targeted and partner-led engagement, and other creative and participatory activities. The Board will review engagement activity and emerging findings alongside development of the 10-Year Plan. The evidence will be used to identify what residents value, the principal challenges facing Wick and Toddington, the outcomes residents want to see over the next ten years and potential priorities for investment.
- 8.3. The engagement programme will continue beyond the initial Plan-development period through a Community Champions Network and proposed seed funding for community-led engagement. This will allow priorities and potential projects to be explored, tested and co-produced with local people as the programme progresses.

9. Financial Implications

- 9.1. Community engagement activity is being funded through the Government's Pride in Place funding. The current programme budget records £10,542 spent to date on communications and marketing, with a further £38,687.50 projected for community engagement promotion and marketing up to March 2027.
- 9.2. The budget currently provides for up to £100,000 for community engagement activity delivered through local anchor and community organisations. This includes the Artswork programme outlined in this report, as well as funding to be allocated through partnership/passport funding to trusted local community groups and organisations to support community engagement, co-creation and project development activities up to March 2027. A further £12,000 is allocated for creative community engagement freelancers and project development.
- 9.3. A further £25,000 is currently projected for the digital community engagement platform. This allocation covers the purchase and initial set-up of the platform, the resources required to populate it with content, and training for the staff team to manage and use the platform effectively.
- 9.4. A further £13,000 is allocated for associated engagement costs, including volunteer expenses and training, catering, venue hire and event equipment.
- 9.5. Expenditure will continue to be monitored against the overall Pride in Place programme budget, with any unspent funding remaining available to support future programme activity.
- 9.6. Arun District Council (ADC), as the Accountable Body, has received £402,000 in Pride in Place revenue funding to date, which includes the £150,000 Initial Capacity Funding supporting the programme's mobilisation and community engagement activity. Littlehampton Town Council (LTC), as the local delivery body, is in the process of drawing down funding from ADC to support ongoing programme and project delivery.

Laura Chrysostomou

Town Clerk

