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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 3 September 2026 at 6.30pm.

Present:

Councillor Tandy – Chair
Councillor Blanchard-Cooper
Councillor Daws
Councillor O'Neill
Councillor Tilbrook
Councillor Wiltshire

In attendance:

Sofia Chittenden – Head of Community Engagement and Development

2026 to 2027

20. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

22. Apologies

There were apologies from Councillor Lee.

23. 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 no further declarations were made.

24. Minutes

The Minutes of the meeting held on 23 July 2026 previously circulated, were confirmed as a true record and signed by the Chair.

25. Chair's Report and Urgent Items

The Chair notified members of an Urgent Action to allow the reallocation of Grant Aid funding to install a defibrillator. This was requested by Maltravers Bowling Club who's funding was initially awarded to purchase new equipment. This Urgent Action would be reported to the next committee meeting to note.

26. Public Forum

There were five members of the public present, and one written representations made.

26.1. Abandoned car on Worthing Road

An update was requested regarding the removal of an abandoned car from Worthing Road allotment site. This would be investigated by officers who would follow up with the plot holder outside of the meeting.

26.2. Pesticide usage by the Town Council and it's contractors

26.2.1. A plot holder raised concerns about the use of harmful pest deterrents across the Town Council's services, by both its Amenity Team and contractors who maintain the council's properties.

26.2.2. Completely banning harmful pest deterrents, following Bognor Town Council's example, was suggested alongside a questionnaire to tenants for their thoughts on the use of pesticides and herbicides.

26.2.3. Officers would investigate the use of pesticides across the range of services and share this with the plot holder following the meeting. Should it be found that pesticides are used by the Town Council or its contractors, it would be addressed appropriately where possible. The banning of pesticides across allotment sites would need to be reviewed alongside the tenancy agreement, the expected timeframe of this was unknown. Collecting feedback through a plot holder survey about the services provided and their use of pesticides ahead of the tenancy agreement review would be explored. Officers would continue to be mindful of the concerns raised in this area and work in accordance with the Council's biodiversity policy.

26.3. Written Representation

The written representation received on the day of the meeting and response from the Town Council was tabled for members to note and are appended to these minutes.

27. Standing Orders / Urgent Actions

The committee received and noted two urgent actions, previously circulated. The first agreed funding additions to the Christmas Illuminations budget. The second sought to utilise Section 106 funding for Rosemead Park to form bunds, increasing site security and enhance biodiversity. These would also be reported to the Policy and Finance Committee on Monday 21 September.

It was resolved that:

The urgent actions be noted.

28. Officer's Report

28.1. Allotment Working Group Notes

The committee had before them, previously circulated, notes from the May Allotment Working Group (AWG) meeting. The Chair of the Community Resources Committee planned to send a letter of thanks to the plot holder who was stepping down from their long-standing position of site representative.

It was resolved that:

The notes of the Allotment Working Group meeting held on 28 May 2026 be noted.

28.2. Museum Periodic Report

- 28.2.1. Members had before them a report, previously circulated, which contained updates on recent activities and exhibitions delivered by the museum. It included proposals for the acquisition of a small number of items. The need to bring acquisitions to the committee for approval for small items would be reviewed by officers, as members felt they were always sensible suggestions that were in line with the museum's Collections Development policy. The efficiency of the acquisition process would be reviewed by officers who would also ensure compliance with any linked professional standards.
- 28.2.2. The report requested approval of a Front of House Role Profile for a new volunteer position, this was attached to the report as Appendix 3. This review of the museum reception area's operation was in anticipation of the Town Council's reception being relocated to Progress Point in the high street in Spring of 2027.
- 28.2.3. The Committee reviewed the visitor engagement and Councillor Blanchard-Cooper shared personal thanks to the team for their resilience and

professionalism when managing hateful and unpleasant Facebook comments on museum posts that supported Pride.

It was therefore resolved that:

1. The recommended acquisitions of items set out in Appendix 1 of the report be approved.
2. The Volunteer Front of House Role Profile, as outlined in Appendix 3 of the report, be approved.
3. The visitor engagement figures and contents of the report be otherwise noted.

28.3. Transforming Littlehampton Museum – Project Progress Report

- 28.3.1. The committee had before them a report, previously circulated, which shared progress on the Transforming Littlehampton Museum Project funded by a National Lottery Heritage Fund grant. The Head of Community Engagement and Development reported that since the report was published the remainder of the consultants had been appointed.
- 28.3.2. In anticipation of the volume of items being dispersed, methods of committee review were discussed, such as; looking at batches, a sub-committee or task and finish group. This would be considered and agreed when brought to the committee in future.

It was therefore resolved that:

The report be noted.

28.4. Community Resources Update

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 the sports funding feedback report as set out in Appendix 1 of the report. The application opening date for sports funding 2026 was on Monday 14 September 2026.

It was resolved that:

The sports funding 2025 feedback and contents of the report be noted.

28.5. Community Centre Action Plan

- 28.5.1. The committee received a report, previously circulated, which asked the committee to consider and comment on a Community Centre Action Plan

(CCAP), attached to the report as Appendix 1. The CCAP covered a wide range of areas from actions that promoted the venues, to maintenance.

- 28.5.2. Members commented on the timeframe for reviewing wood cladding at items 3.2 and 3.4 in the action plan. For time slots that are frequently unused, the addition of promotional discounts to current hirers was suggested for item 4.8 in the action plan. The feasibility of these updates would be investigated by officers and the CCAP would be amended accordingly.

It was resolved that:

1. Following review of the areas mentioned above, the Community Centre Action Plan be approved.
2. The contents of the report and action plan updates be otherwise noted.

28.6. Southfields Jubilee Centre Signage

- 28.6.1. Members had before them a report, previously circulated, which sought approval for a new logo for Southfields Jubilee Centre (SJC) to be used across a range of promotional materials. Options for members to review and comment upon had been set out within Appendix 2 of the report. They were designed similarly to the K2 Youth and Community Centre logo to align branding across Town Council venues.
- 28.6.2. After discussions, members felt a redesigned SJC logo could include the jubilee diamond seen on the building and requested amendments to the design to reflect this. The committee's comments would be considered, and the design would be reviewed. It was agreed an option would be chosen from the reviewed designs delegated authority.

It was resolved that:

1. The design options be reviewed and amended incorporating members comments, with a final design being approved by the Town Clerk in consultation with the Chair.
2. The design, once approved under delegated authority, be used for external signage, internal graphics, promotional material and digital communications associated with Southfields Jubilee Centre.
3. The contents of the report be otherwise noted.

28.7. Events Periodic Report

- 28.7.1. The Head of Community Engagement and Development (HCED) presented a report, previously circulated, which provided updates on progress made to upcoming events. It also asked the committee to consider agreeing

provisions for a beacon lighting to the 2027 events programme in celebration of Sussex Day's 1550 Anniversary.

- 28.7.2. Members shared their thanks to the teams for their hard work delivering a summer full of fun events. The additional information regarding attendance, outreach and positive feedback collected was also appreciated.

It was resolved that:

1. The Sussex Day 1550 Beacon Lighting be added to the 2027 event programme.
2. The contents of the report be otherwise noted.

28.8. Event Sponsorship

- 28.8.1. The HCED presented a report, previously circulated, which recommended the adoption of an expanded sponsorship framework. Previous agreement of a three year event programme agreed up to 2028 allows for multi-event sponsorship packages. The four proposed complimentary options were:

- Individual Event Sponsorship
- Multi-Event Partnership Packages
- Multi-Year Sponsorship Agreements
- Formal In-Kind Sponsorship Scheme

- 28.8.2. Officers would share this information with the business forum, update the sponsorship brochure to reflect the additions and share with regular sponsors.

It was resolved that:

1. Additional complementary sponsorship options be adopted within the sponsorship framework.
2. The contents of the report be otherwise noted.

28.9. Adverse Weather Policy

- 28.9.1. The committee received a report, previously circulated, that introduced an Adverse Weather Policy for town council events. Its purpose was to establish clear and consistent processes for assessing adverse weather conditions affecting outdoor events. It would support the Town Council's event team, stallholders, and be provided to local organisations holding their own events alongside other helpful resources. Members suggested some areas for

officers to investigate, such as the wind speed mile per hour limit for Beacon Lightings and the effect the death of a national figure could have on events.

It was resolved that:

1. The Adverse Weather Policy be approved.
2. The contents of the report be otherwise noted.

28.10. Quarterly Business Plan Progress Report

Members considered a previously circulated report, which provided updates on progress made towards achieving the business plan goals as they relate to the work of this committee.

It was resolved that:

The updates and contents of the report be noted.

29. Finance

29.1. Committee Budget Monitor

The committee considered a report, previously circulated, which highlighted significant variances from budget in Income and Expenditure relating to this committee's areas of work.

It was resolved that:

The report be noted.

30. Exempt Business

There was none.

The meeting was closed at 7.48 pm.

Chair

Written representation:

What principles do elected members believe should guide the Town Council's approach to the safety and wellbeing of allotment tenants, and how should these be reflected in its policies and enforcement of the Tenancy Agreement?

Town Council response:

The Town Council believes that the safety, wellbeing, and fair treatment of all allotment tenants are at the heart of good allotment management.

We want our allotment sites to be welcoming, safe and enjoyable places for everyone, and our Tenancy Agreement and policies are intended to support that aim. The Tenancy Agreement reflects these principles through provisions relating to conduct, nuisance, site safety, disputes, equal treatment, and the role of site representatives.

In applying those policies, the Council seeks to act fairly, consistently, and proportionately, with decisions based on the information and evidence available.

The Council is committed to listening to concerns and taking them seriously through its feedback and complaints procedures. At the same time, we recognise that some matters may fall outside the Council's powers, responsibilities, or professional expertise. In those circumstances, it is often in the best interests of those involved to be directed to specialist agencies or organisations that are better placed to provide advice, support, or intervention.

By following these principles, the Council aims to support the wellbeing of all tenants and foster a positive, respectful allotment community.