

These are the minutes of the Pride in Place Neighbourhood Board meeting for Wick and Toddington. The meeting took place at 5:30pm on Wednesday 30 September. It was held in the Small Hall at Wick Hall, 6 Wick Street, Littlehampton, BN17 5JS.

**Present:**

Board Members: Jon Jolly – Chair, Alison Griffiths MP\*, Councillor Freddie Tandy, Bernadette Kielty, Chris Smethurst, Clive Mills, Graham Tiley, 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  
Joshua Potter – Clerical Assistant, Littlehampton Town Council  
Benjamin Wood – Chief of Staff to Alison Griffiths MP  
Janet Webb – Trainer and Facilitator

**1. Welcome**

The Chair, Jon Jolly, welcomed members to the meeting.

**2. Apologies for Absence**

Ian Buckman could not attend the meeting and sent his apologies.

**3. Declarations of Interest**

Members had no personal or financial interests in any items on the agenda.

**4. Minutes**

The Board agreed that the minutes from the meeting held on Friday 30 July 2026 were correct. The Chair signed them to reflect this.

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

5.1. The Chair gave an update about an urgent decision to choose a company to provide a digital community platform. The company will create a Pride in Place website for Wick and Toddington. The website will help the Board speak with local people and share information about community events and feedback.

5.2. The price covers the first three years. After three years, the Board can extend or end the contract. If the contract ends, Pride in Place will keep all the information stored on the platform.



- 5.3. In response to a discussion regarding the speed of the procurement, it was explained that it had to meet deadlines set by the Ministry of Housing, Communities and Local Government (MHCLG).
- 5.4. The Board sought clarification on the procurement process, the scrutiny of spending and ensuring value for money and assessed the risks of alternative options and actions. It was agreed that the summary of the tender assessment would be circulated to all members.

**It was resolved that:**

1. The urgent action be noted.
2. The contents of the report were otherwise noted.

**6. Neighbourhood Board Governance Papers**

- 6.1. The Board received a report, previously circulated, which asked members to review and approve three important documents that were essential to the work of the board being completed properly. These documents explain how the Board should work: the Terms of Reference, the Code of Conduct and the Declaration of Interests.
- 6.2. The Trainer and Facilitator led an exercise with members discussing in groups the Seven Principles of Public Life. The exercise helped members understand how to use these principles in their work on the Board.
- 6.3. Members asked about different aspects of the documents, such as how changes in membership of the board would be managed and how often the documents would be reviewed.

**The Board resolved that:**

1. The Terms of Reference be approved and adopted.
2. The Code of Conduct be approved and adopted.
3. The Declaration of Interests process and form be approved and adopted.
4. All members conduct Board business in accordance with the approved documents, promptly signing where required, and keep their Declaration of Interests form up to date.
5. The contents of the report be otherwise noted.

The meeting was adjourned for a break at 6:54pm.



The meeting resumed at 6:59pm.

## **7. Community Engagement Update**

- 7.1. The Chair shared a report about community events that had already taken place and events coming soon. The report showed how many people took part. It also showed the topics that local people voted for most.
- 7.2. Board members helped at these events. Their support helped the Board collect feedback and explain the project to local people. Dates for future events will be shared every week so members can continue to help.
- 7.3. Feedback from Board members who had attended some of the engagement sessions included some people finding the main survey hard to use. It was noted that the new digital community engagement platform should make surveys easier to use and offer different interactive options.

### **It was resolved that:**

- 1. The reported community engagements figures be noted.
- 2. Future engagements continue to be supported and promoted. Dates will be shared with members so they can choose whether to attend.
- 3. The contents of the report be otherwise noted.

## **8. Programme Update**

- 8.1. The Chair gave an update about the ten-year plan. The Ministry of Housing, Communities and Local Government (MHCLG) has advised that submissions can be made up to 26 February 2027 where additional time is required; however later submissions may delay plan approval and the release of future programme funding. Until MHCLG gives more information, the Board agreed to keep working towards 30 November 2026, but will review progress and consider a later submission if required at its next meeting.

### **It was resolved that:**

- 1. The ten-year plan be submitted on 30 November 2026.
- 2. Any extension of this date, if necessary, must be agreed by The Board at its meeting on 13 November.
- 3. The update be noted.

## **9. Potential Quick Win Expenditure**



- 9.1. The Deputy CEO – Arun District Council provided a verbal report that Chilgrove House had received a quote of £1,000 to install a shed for storing children's equipment. He proposed that Pride in Place could purchase the shed to demonstrate a quick win for the community. Members supported the idea but required more information before they can approve any funding.

\*Lauren Roffey left the meeting at 7:32pm.

\*Paul Sanderson left the meeting at 7:34pm.

\*Alison Griffiths MP left the meeting at 7:41pm.

- 9.2. The Board discussed the idea of providing funding for quick wins, recognising the value of such projects in demonstrating how the programme funding could make a difference to the local community. However, the need for transparency in decision making, and the risk of getting things wrong if decisions were made too quickly without the relevant information led the Board to agree to defer the conversation for a future meeting.

**It was resolved that:**

The item be deferred to the next meeting on Wednesday 14 October.

**10. Any Other Business**

There was none.

The meeting was brought to a close at 7:43pm.

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**Chair**

