

Pride in Place Neighbourhood Board

Littlehampton – Wick and Toddington

Date: Wednesday 14 October 2026

Venue: The Wickbourne Centre, Clun Road, Littlehampton, BN17 7DZ

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 30 September 2026 circulated on pages 3 to 6.

5. **Community Engagement Update**

Report attached on pages 7 to 9. – To note.

6. **Programme Finance and Budget Monitor**

Report attached on pages 10 to 13. – To note, review and approve a proposed budget.

7. **Ten-Year Plan – UK Government Guidance**

Report attached on pages 14 to 17. – To discuss and support a way forward.



8. Potential Quick Win Expenditure

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

To consider establishing a Task and Finish Group to develop and process Quick Wins, and if agreed, appoint board members to the group.

9. Any Other Business



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.

Chair



Pride in Place Neighbourhood Board

Littlehampton – Wick and Toddington

Date: 14 October 2026

Report by: Town Clerk

Subject: Community Engagement Report

1. Summary

- 1.1. This report gives updated figures following a range of community engagement activities. For each core objective; Thriving Places, Stronger Communities, and Taking Back Local Control, participants can choose what's most important to them from a range of ideas. Popular themes identified from the feedback received to date can be seen in Appendix 1.

2. Recommendations

The Board is recommended to:

1. Note the updated engagement figures, as seen attached in Appendix 1.
2. Otherwise note the contents of the report.

3. Background

- 3.1. 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.
- 3.2. 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.

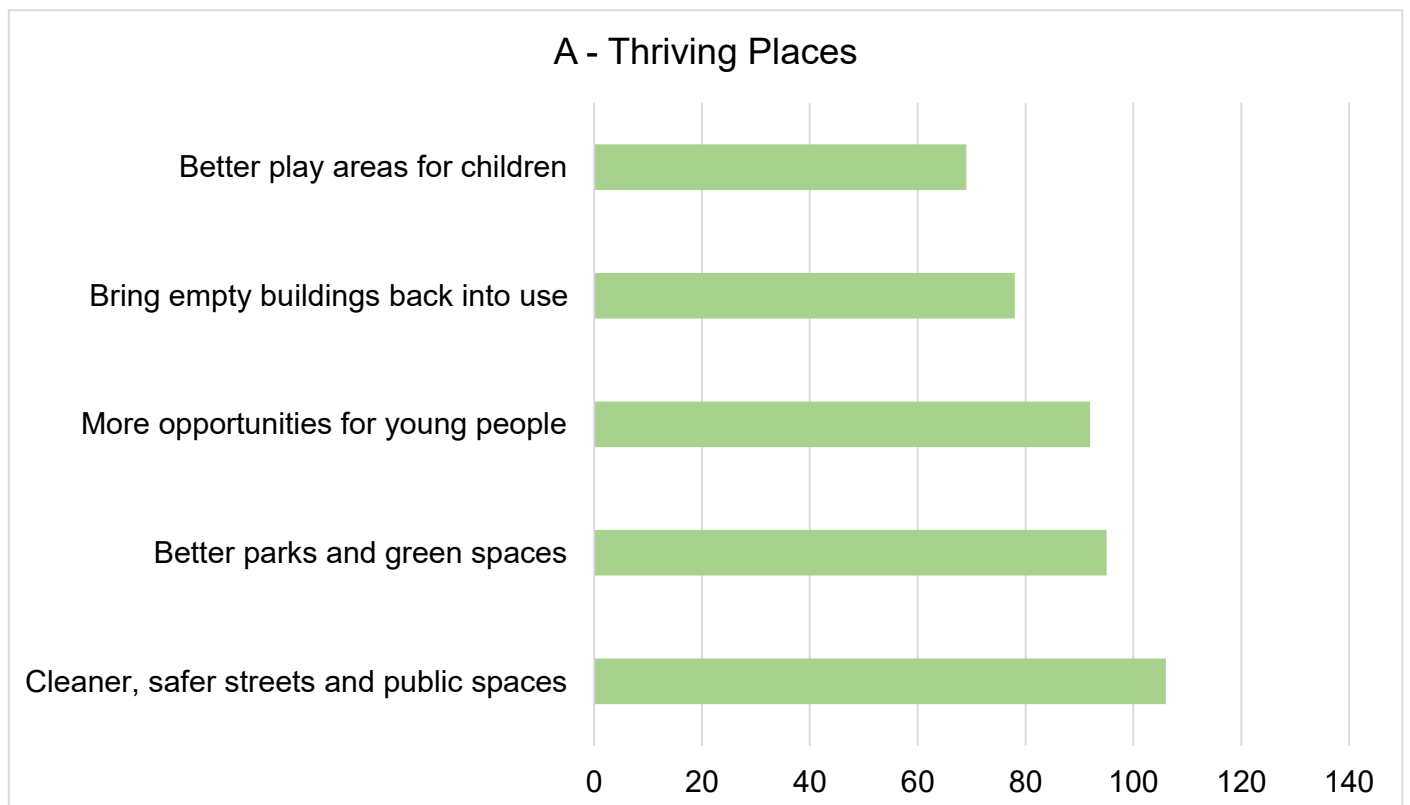
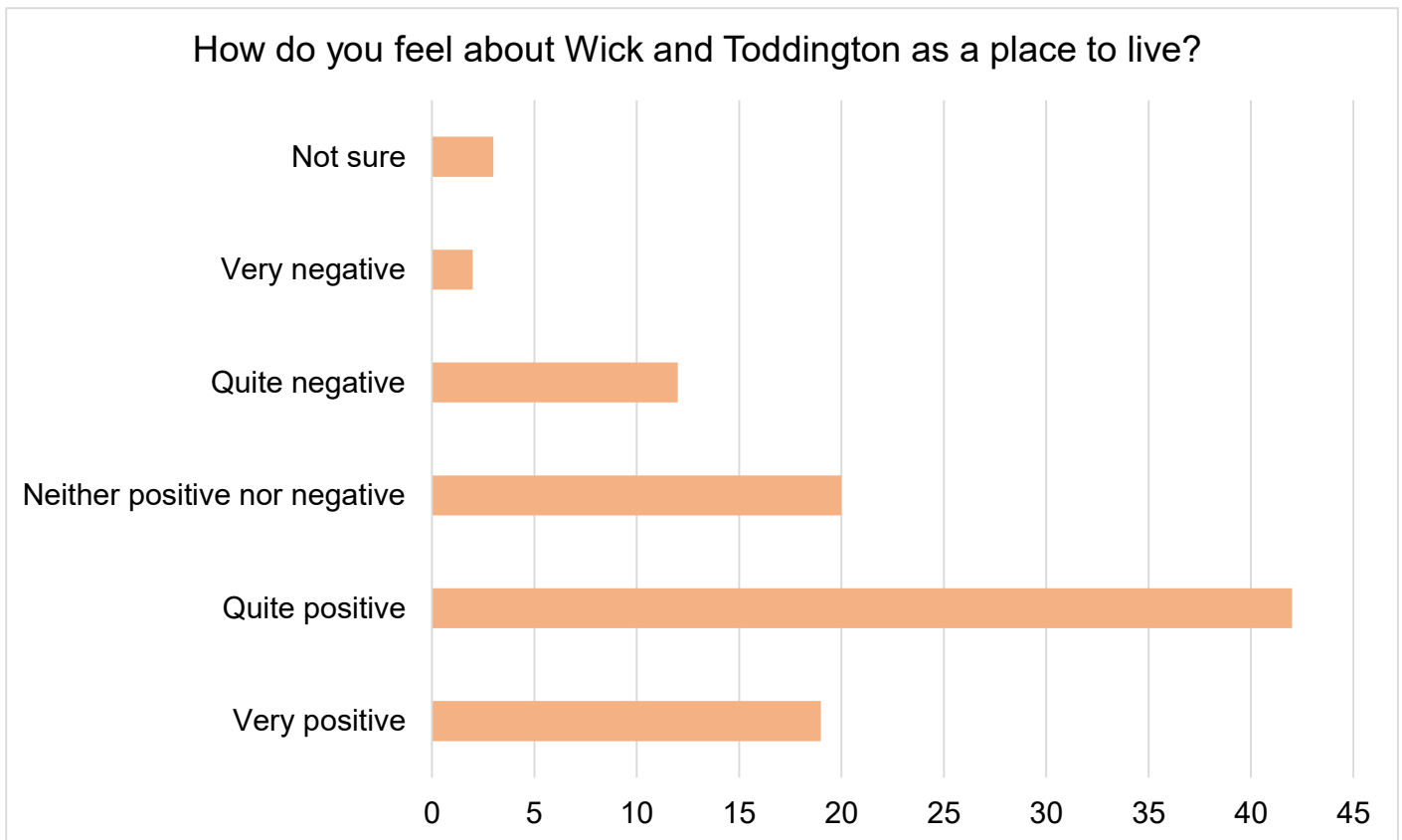
4. Financial Implications

- 4.1. There are none.

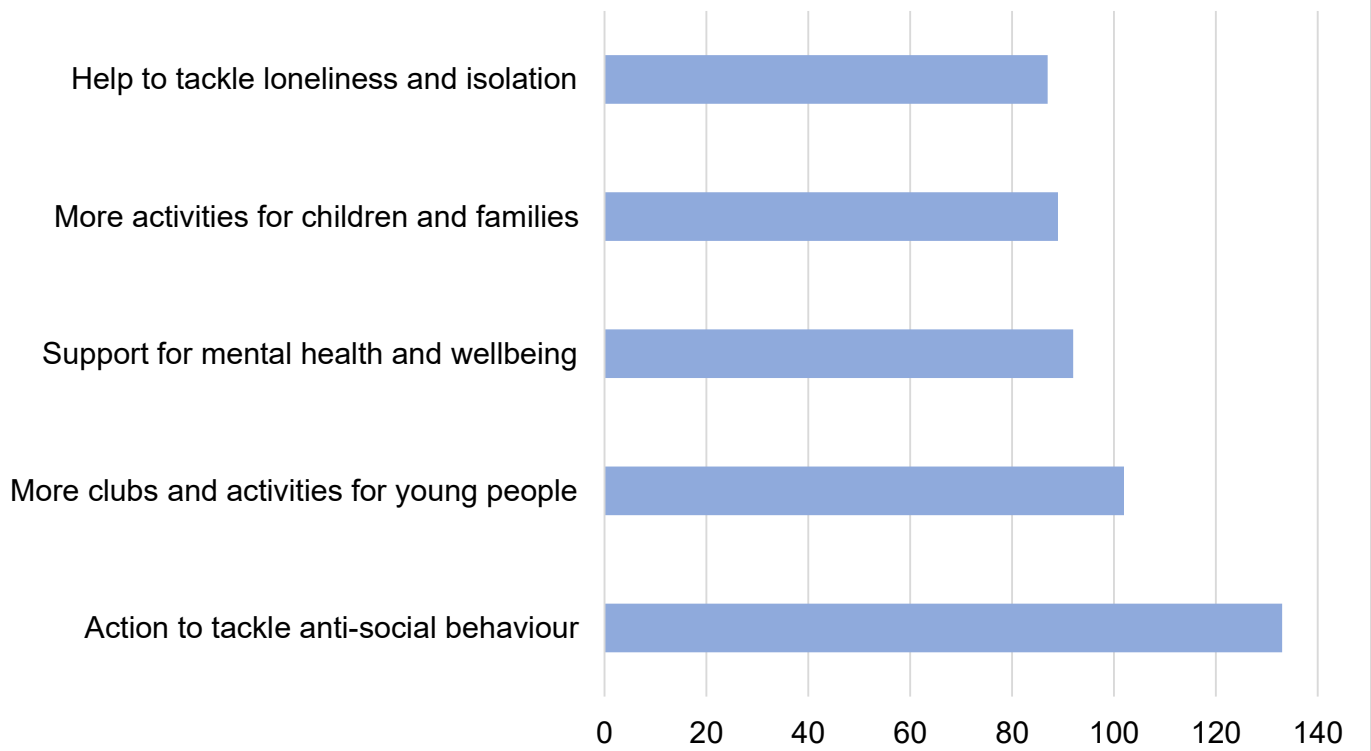
Laura Chrysostomou

Town Clerk

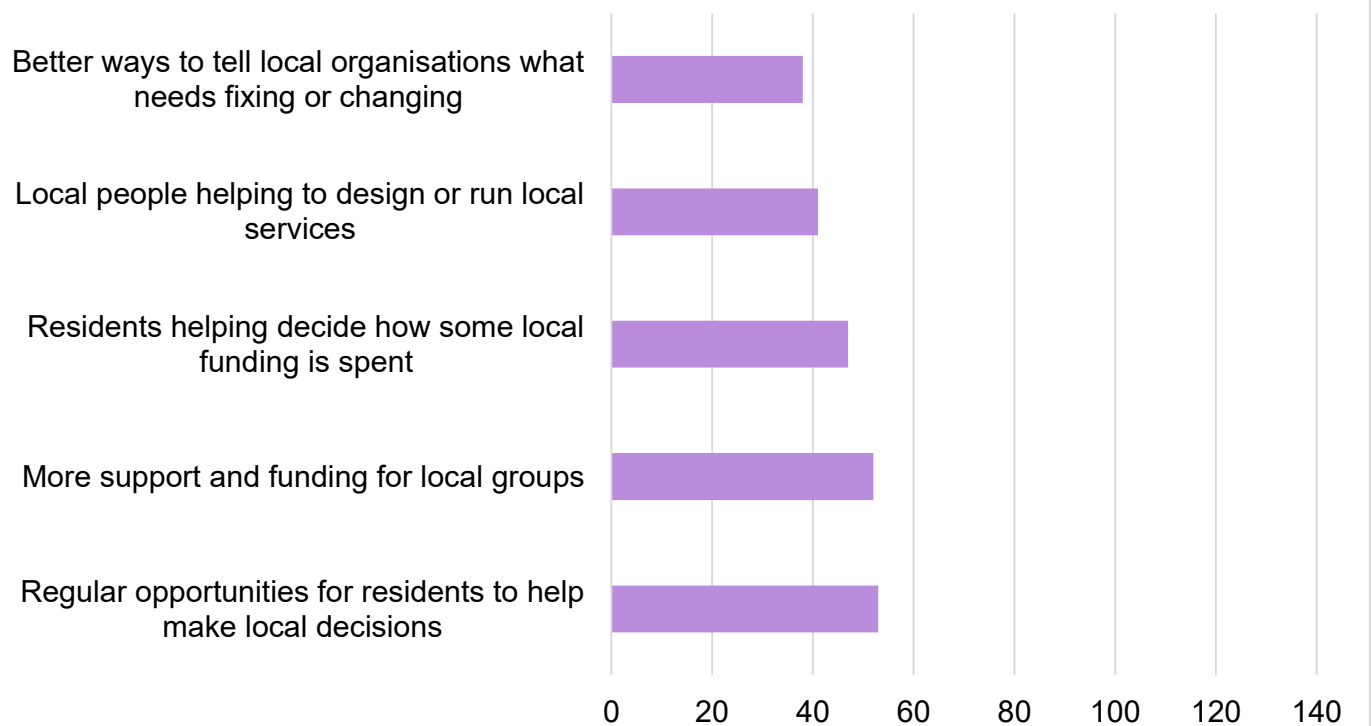
98 Total number of surveys completed
 42 Total number of comment cards received
 18 Total number of events attended



B - Stronger Communities



C - Taking Back Local Control



Pride in Place Neighbourhood Board

Littlehampton – Wick and Toddington

Date: 14 October 2026

Report by: Town Clerk

Subject: Programme Finance and Budget Monitor

1. Summary

- 1.1. The Pride in Place Programme has received Government funding to help improve Wick and Toddington. This report shows how much money has been received, what it has been spent on so far, and how the remaining budget could be used during 2026 to 2027. The Board is asked to review the information and approve the proposed budget.
- 1.2. Since January 2026, the Programme has received £150,000 capacity funding together with £273,462 revenue funding and £117,604 capital funding for the delivery phase.

2. Recommendations

The Board is recommended to:

1. Note the programme funding received to date as outlined in section 3 of the report.
2. Note the actual and forecast expenditure from the capacity funding received prior to the Board's creation (section 4 refers).
3. Consider and approve the proposed budget for the remainder of the 2026 to 2027 financial year and provide any comments on priorities for future expenditure.
4. Otherwise note the contents of the report.

3. Programme Funding

- 3.1. The MHCLG has awarded each Phase Two Pride in Place programme with funding and support totalling up to £20 million, comprising 63% capital funding and 37% revenue funding. Capital funding pays for physical improvements that will benefit the community for many years. Revenue

funding pays for the work needed to run the programme and support local people and organisations.

- 3.2. The annual grant allocations for the Programme are set out in the table below. Funding beyond 2028 to 2029 remains subject to review at the next Spending Review.

Table 1: Funding Profile

Grant Type (£000s)	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	Total
Revenue funding	150	273	692	692	767	767	767	767	767	767	767	7,174
Capital funding	0	118	668	1,455	1,455	1,455	1,455	1,455	1,455	1,455	1,455	12,426
Total	150	391	1,359	2,147	2,222	2,222	2,222	2,222	2,222	2,222	2,222	19,600

- 3.3. In January 2026, £150,000 'capacity funding' was paid by the MHCLG as early revenue funding to support community engagement and the establishment of Neighbourhood Boards. MHCLG intended the capacity funding to be used to help establish the Programme, support staffing, recruit the Chair, engage with local communities and set up the Neighbourhood Board.
- 3.4. In the 2026 to 2027 financial year a further £135,000 of revenue funding and £117,604 of capital funding was made, marking the commencement of the delivery phase. Following approval of the Chair, Board membership and the boundary change a second revenue payment of £138,462 was made. The MHCLG guidance states this early delivery funding is to be used to support the Neighbourhood Board's engagement with the local community and to build capacity of the board and local voluntary and community sector, and to deliver quick wins which the community have requested through engagement. The MHCLG strongly encourage boards to consider how to build capacity locally, for example by providing grant funding to community groups or charities who can deliver community engagement on the board's behalf.
- 3.5. Currently, Arun District Council (ADC) as the Accountable Body receives the Pride in Place funding directly from the Ministry of Housing, Communities and Local Government (MHCLG). Littlehampton Town Council (LTC), as the lead delivery body incurs the expenditure and draws down the funding from ADC.

4. Capacity Funding Budget Monitor 2026 to 31 March 2027

- 4.1. The table below outlines the actual and projected expenditure from the £150,000 capacity funding.

Table 2: Capacity Funding 2026 to 2027

Expenditure from £150k Capacity Funding		
Budget Area	Actual	Projected
Staffing	£21,202.53	
ICT and Office Equipment	£500.28	£2,000.00
Neighbourhood Board	£469.73	£2,000.00
Communications & Marketing	£12,370.00	£20,000.00
Community Engagement	£150.93	£75,000.00
Community Hub Platform		£15,000.00
TOTAL	£34,693.47	£114,000.00
		£148,693.47

4.2. Staffing and resources

- 4.3. This includes recruitment costs and office equipment for the Programme Project Manager. It also includes the purchase of tablets to facilitate the engagement programme.

- 4.4. The staffing budget incorporates the Programme Project Manager salary including oncosts (national insurance and pension contributions) as well as apportionment for the time Town Council officers spend specifically on the Pride in Place Programme. So, for example, if a Town Council officer spends time writing the minutes from a Board meeting, or setting up an engagement survey on the website, then their time is recorded and recharged to the programme budget.

4.5. Neighbourhood Board

- 4.6. Costs associated with the Neighbourhood Board include training; room hire expenses and catering.

4.7. Community Engagement and Communications

- 4.8. Community engagement spending to date includes the resources to create the pop-up stand. Projected expenditure for community engagement includes passport funding for local organisations, such as Artswork, to deliver creative consultation workshops to schools, local groups and organisations.

- 4.9. Communication and marketing costs include using Tiger Marketing to provide templates, branding, printed information, press releases, website and social media content. The projected expenditure of £15,000 for the Digital Community Engagement Platform includes the annual licence and set up costs.

5. Proposed budget for 2026 to 31 March 2027

- 5.1. The table below outlines a proposed budget for the Programme for 2026 to 31 March 2027 for the Board's consideration and approval. The proposed expenditure will support community engagement, development of the Long-Term Plan for the area, capacity building within local organisations and delivery of early community-led improvements.

Table 3: Proposed budget 2026 to 2027

Budget Area	Actual	Projected
Staffing		£70,000.00
ICT and Office Equipment		£2,000.00
Neighbourhood Board		£1,000.00
Communications & Marketing		£20,000.00
Community Engagement		£25,000.00
TOTAL		£118,000.00

- 5.2. In addition to the projected budget outlined in the table above, Members are asked to provide feedback on priorities for the allocation of the remaining early delivery funding, including quick wins, community grants and capacity-building activities. It should be noted that the board can roll over any underspends from the current financial year into the next financial year.

Laura Chrysostomou

Town Clerk

Littlehampton – Wick and Toddington

Pride in Place Neighbourhood Board

Date: 14 October 2026

Report by: Town Clerk

Subject: Ten-Year Vision and Plan – UK Government Guidance

1. Summary

- 1.1. The Pride in Place Plan is the main document that must be submitted to Ministry of Housing, Communities and Local Government. It has two parts: a community-focused Ten-Year Vision and a separate Four-Year Investment Plan. Together, these documents explain what local people want the area to be like in the future and how funding will be used to begin delivering that vision.
- 1.2. The Ten-Year Vision should tell the story of Wick and Toddington. The four-year investment plan is a separate, more technical part of the overall Pride in Place Plan. It covers the financial years 2026 to 2027 through to 2029 to 2030, setting out proposed projects, estimated spending and when it will happen, and how delivery and funding will be managed.
- 1.3. The Board members are asked to note the Government's requirements for the Pride in Place Plan; help shape the Ten-Year Vision and Four-Year Investment Plan; and support the continued development of the Plan before it is submitted to the MHCLG.

2. Recommendations

The Board is recommended to:

1. Note the Government's requirements for the content of the Ten-Year Vision and Four-Year Investment plan.
2. Consider, comment and contribute to the creation of the Wick and Toddington Plan and support its continued development ahead of submission to the MHCLG.
3. Otherwise note the contents of the report.

3. Pride in Place Plan requirements

- 3.1. The Ministry of Housing, Communities and Local Government (MHCLG) requires every Phase Two Pride in Place area to prepare and submit a Pride in Place Plan. The Plan will set out the community's long-term ambitions for the area and explain how funding will be used to begin delivering those ambitions. The Pride in Place Plan consists of two documents: the Ten-Year Vision and the Four-Year Investment Plan.
- 3.2. The MHCLG expects the Plan to be developed with the community and based on evidence gathered through engagement activities. The Neighbourhood Board should demonstrate how it has involved residents, businesses, community organisations and other stakeholders in developing the vision and identifying priorities for investment.
- 3.3. The Pride in Place Plans are expected to be submitted by 30 November 2026, although the 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.
- 3.4. The MHCLG has created guidance for the content required in the Plan. The detailed guidance can be found online in the following locations:

[Government ten-year vision content checklist](#)
[Pride in Place Programme: Plans for Phase 2 places](#)

- 3.5. The purpose of this report is to ensure that Board members understand the government's requirements before work is undertaken on the Plan. Board members will have opportunities to shape and review the Plan before submission.

4. What the Ten-Year Vision must include

- 4.1. The Ten-Year Vision is the main document and should provide a clear, community-led vision for the neighbourhood over the next decade. The format can change locally, but the requested content must cover:
 1. The Ten-Year Vision: describe the future neighbourhood, how life will improve and what success means.
 2. Place and people: introduce the area and include a map matching the approved boundary.
 3. Community engagement: explain who took part, how they were reached and the main themes. Identify gaps and how to reach missing voices.

4. What we learned: use community feedback and other evidence to explain the main challenges and opportunities.
 5. Priorities for change: explain why each priority matters, how residents shaped it, the intended difference and proposed actions.
 6. Delivering the vision together: explain ongoing resident involvement, community leadership, partner roles and progress reviews. Set out Board and council responsibilities, open decision-making and project selection.
- 4.2. The vision must be submitted as a PDF. The government expects most visions to be up to 30 pages, with flexibility for local needs. It encourages an accessible public document using maps, charts and other visuals.
 - 4.3. For Wick and Toddington, the proposed approach is short sections, plain language and local photographs and artwork. Simple charts could explain survey results. Images should have text descriptions, and information should not rely on colour alone (e.g. Readers should still be able to understand it in black and white).
 - 4.4. Each priority could show the link between what residents said, the evidence and the proposed response. For example, a request for better play spaces could lead to work with families to identify improvements. This is an illustration, not an agreed priority.
 - 4.5. Ramsgate is a useful Phase One example from another coastal community. Thanet District Council provides a community version alongside its full technical submission. The council describes this version as free of jargon and full of images.
 - 4.6. This makes it a useful design reference: residents can see the shared ambition without reading a technical report. Read the [Ramsgate community plan](#) and the [Thanet Council programme page](#).

5. What the four-year investment plan needs to include

- 5.1. The Four-Year Investment Plan supports the Ten-Year Vision by setting out what will happen during the first four years of delivery. It should explain:
 - The types of projects and activities that may be funded;
 - How funding is expected to be spent over the period from 2026 to 2030;
 - Arrangements for project selection and delivery;
 - Management and administration costs; and

- How funding and programme compliance will be managed.

6. Financial implications

- 6.1. Any costs associated with preparing the Ten-Year Vision and Four-Year Investment Plan will be met from the £273,462 Early Delivery Funding allocation. No additional budget approval is required as a result of this report.

Laura Chrysostomou

Town Clerk