



How to contact us

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Town Clerk – Laura Chrysostomou

30 October 2026

You are hereby summoned to attend a meeting of the:

Community Resources Committee

Venue: The New Millennium Chamber, The Manor House, Church Street,
Littlehampton BN17 5EW

Date: Thursday 5 November 2026

Time: 6.30 pm

Committee:

Councillor Tandy – Chair

Councillor Lee – Vice Chair

Councillor Blanchard-Cooper

Councillor Daws

Councillor O'Neill

Councillor Tilbrook

Councillor Wiltshire

Laura Chrysostomou, Town Clerk

Agenda 2026 to 2027

1. Evacuation Procedures

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

During this meeting, the public are allowed to film the Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. Any items in the Exempt Part of an agenda cannot be filmed. If another member of the public objects to being recorded, the person or persons filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

3. Apologies

4. Declaration of Interest

Members and Officers are reminded to make any declaration of disclosable pecuniary or personal and/or prejudicial interests that they may have in relation to items on this Agenda.

You should declare your interest by stating:

- a. the item you have the interest in
- b. whether it is a disclosable pecuniary interest, whereupon you will be taking no part in the discussions on that matter, or
- c.
 - i. Whether it is a personal interest and the nature of the interest
 - ii. Whether it is also a prejudicial interest
 - iii. If it is a prejudicial interest, whether you will be exercising your right to speak under Public Forum.

It is recorded in the register of interests that:

- Councillors Blanchard-Cooper, O'Neill, Tandy and Wiltshire are Members of Arun District Council.

These interests only need to be declared at the meeting if there is an agenda item to which they relate.

5. Minutes

To confirm the Minutes of the meeting held on 3 September 2026, circulated herewith, pages 4 to 11. In accordance with the Town Council's Standing Orders, Section 9a, Members are reminded that no discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy.

6. Chair's Report and Urgent Items

7. Public Forum

Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this committee. A period of 15 minutes is allocated for this purpose. If possible, notice of intention to address the Committee should be given to the Clerk by noon of the day of the meeting.

8. Officer's Report

8.1 Standing Orders / Urgent Actions

To note the attached Urgent Action, pages 12 to 14.

8.2 Community Resources Update

Report attached, pages 15 to 21.

8.3 Allotment Infrastructure and Rent Review

Report attached, pages 22 to 31.

8.4 Community Engagement Strategy and Action Plan

Report attached, pages 32 to 54.

8.5 Events Periodic Report

Attached, pages 55 to 57.

8.6 Events Feedback Report

Attached, pages 58 to 63.

8.7 Museum Periodic Report

Attached, pages 64 to 68.

9. Exempt Business

It is **Recommended** that:

The public and accredited representatives of the press be excluded from the Meeting under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.



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Town Clerk – Laura Chrysostomou

Minutes of the Ordinary Meeting of the Community Resources Committee held in
The New Millennium Chamber, Manor House, Church Street, Littlehampton BN17
5EW on Thursday 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.

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?	Reallocation of Grant Aid funding of £300 for Maltravers Bowling Club to install a defibrillator.
2	Why is this decision urgent? <ul style="list-style-type: none"> • 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 club is requesting to reallocate the funding from purchasing new equipment to the installation of a defibrillator. The club managed to obtain a defibrillator recently, and they are ready to install it. They are looking to do this imminently; before the next committee meeting on Thursday 22 October.
3a	What are the financial implications?	As part of the Grant Aid scheme the £300 was approved by the Community Resources Committee in June 2026 and awarded to the group.
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 funding has already been received by the group.
3d	Is a supplementary estimate required? Note: if so, this could necessitate a further urgent decision	No.
3e	If any of the following apply: <ol style="list-style-type: none"> 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	

	<p>the deputy Responsible Financial Officer.</p> <p>*For this point only, in the absence of the Responsible Financial Officer and Town Clerk, the Assistant Town Clerk can give approval.</p>	
4	Is the decision consistent with Council policies?	Yes.
5a 5b 5c	<p>Committee decisions only</p> <p>Is this decision a matter delegated solely to one Committee?</p> <p>If not, which other Committees have been or will be consulted?</p> <p>Was this, or will this be through the urgent action procedure? Please detail</p>	This decision is a matter delegated to only one committee: Community Resources.
6	<p>Has the matter been discussed with agreed consultees – ward councillors, other local authorities etc?</p> <p>If not, is the matter so urgent that this is impractical? If so, why?</p>	N/A
7	Record of any conflict of interest declared by a Member consulted on the decision	N/A
8	What alternative options have been considered – both practical and financial?	To not agree the change of use of the grant and seek return of the funding.
9	Has the procurement strategy been followed, where expenditure is involved?	N/A
10	<p>Briefly outline any implications relating to:</p> <ul style="list-style-type: none"> • Crime and disorder • Disability discrimination • Human rights act • Freedom of information • Data protection • Environmental impact 	N/A
11	Have appropriate risk assessments been undertaken?	N/A
12	Date of consultation with Chair	03/09/2026
13	Signature of Chair	03/09/2026
14	Date of decision	03/09/2026
15	Signature of Town Clerk	03/09/2026

16	Signature of Responsible Financial Officer – if required under 3e	N/A
17	Date reported to Council or Committee	05/11/2026 – Community Resources Committee

Littlehampton Town Council

Non-Confidential

Community Resources Committee

Date: 5 November 2026

Report by: Town Clerk

Subject: Community Resources Update

1. Summary

- 1.1. The purpose of the report is to highlight work being undertaken by the Community Engagement Manager to progress the projects and initiatives that are within the remit of this Committee. This report provides an update on the Sports Forum.

2. Recommendations

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

3. Sports Forum

- 3.1. The Sports Forum met on Monday 28 September. Members discussed Pride in Place, Sports Funding and received updates from each of the clubs in attendance. They also received a presentation from Arun District Council's Wellbeing Team regarding their services. See Appendix 1.

4. Financial Implications

- 4.1. There are no financial implications arising from this report.

Laura Chrysostomou

Town Clerk

Notes of the **Littlehampton Sports Forum** held in the **New Millennium Chamber, Littlehampton Town Council**, on **Monday 28 September 2026** at 6pm.

Present:

The following groups were represented at the meeting:

Littlehampton Badminton and Squash Club (two members)
Littlehampton Wave Life Saving Club
Littlehampton Rugby Club
Sussex Tornadoes Cheerleaders
David O Jones Sports
Arun Wellbeing
Littlehampton Cricket Club
Maltravers Bowling Club
Littlehampton Croquet Club
Littlehampton Town Youth Football Club
Littlehampton Town Football Club
Littlehampton Sportsfield (two members)

In attendance:

Councillor Freddie Tandy – Chair of the Sports Forum
Felix Gillett – Community Engagement Manager
Chloe Marchant – Community and Events Apprentice

1. Introductions

Forum members introduced themselves and the clubs or organisations they represented.

2. Apologies for Absence

There were apologies from a member of Littlehampton Tennis Club.

3. Notes of Previous Meeting

The minutes of the previous meeting, held on 6 July 2026, were agreed as a true record.

3.1. Matters Arising

The Tug of War planned for this year's Town Show and Family Fun Day did not proceed because too few groups entered and the notice period may have been insufficient for teams to form. The idea may be considered again at future Littlehampton Town Council events.

4. Pride in Place

- 4.1. Officers provided an overview of the Pride in Place programme and the role of the Neighbourhood Board. Pride in Place is £20m of government funding which has been allocated for Wick and Toddington, to be spent over the next ten years. It's intended for projects, ideas, investment opportunities or any other local initiatives that are supported by the community, and that will make a positive difference to the area and people's lives. Members were invited to review the information display, submit project ideas and complete the public survey via the website: [Pride in Place | Wick & Toddington, Littlehampton](#)
- 4.2. The Chair clarified that funding is not restricted to projects within Wick and Toddington; however, projects must directly benefit residents of those areas.
- 4.3. The Chair also confirmed that any proposal supported by the Neighbourhood Board could not be rejected by Littlehampton Town Council, Arun District Council or West Sussex County Council, provided it complied with legal requirements and funding criteria.
- 4.4. Members were encouraged to review the information and participate in prioritising funding themes.

ACTION: Officer to send Pride in Place information to members to share with their clubs.

5. Sports Funding

- 5.1. Applications opened on Monday 14 September and will close on Monday 26 October. Members were reminded of the funding priorities and advised that £4,000 was available. Information and application forms are available through the Town Council's website, Facebook page or by contacting the Town Council directly.
- 5.2. The distinction between Sports Funding and Grant Aid, which opens in January, was outlined. Members were advised that organisations may apply to both schemes, provided the same project is not submitted to both funds.
- 5.3. Members were directed to the Sports Funding policy on the Littlehampton Town Council website for full eligibility criteria.

6. Members' Updates

- 6.1. Littlehampton Badminton and Squash Club

The club reported that its Sports Fair, held in August, was attended by five clubs and 14 individuals. To increase participation at future events, it is

considering a range of improvements, including more interactive activities, enhanced incentives and a venue with higher footfall.

The club has entered 10 teams across four badminton leagues, with several members competing in Masters Counties Challenge teams. A mural is being planned to help raise the club's profile, and preparations are under way to celebrate the club's 90th anniversary in 2027.

6.2. Littlehampton Wave Life Saving Club

The club reported that it had continued to promote water safety through community engagement and outreach activities. It noted that the number of water-related incidents reported over the summer highlighted the ongoing need for its services.

The closure of Southwater Lake in June reduced the number of examinations taken, as anticipated. Membership retention remained challenging because of academic pressures, financial constraints and competition from other activities. Pool sessions continued to pause during the school summer holidays due to low attendance.

Community outreach remained active, with approximately 500 club stickers, 300 water-safety leaflets and a range of information and application forms distributed. The visit by Newfs in Action – The Newfoundland Dog Rescue Team was well received by members.

By January, the club will only have one qualified instructor. Two members have expressed an interest in instructor training, and the club is seeking a suitable course date.

Save a Baby's Life courses were held in June and September, with the October course almost fully booked. Dates for November and December were still to be confirmed.

The club also celebrated its anniversary and Chief Instructor David Slade's 60th anniversary as a member of the Portsmouth & Southsea Lifeguards Club relay team, marking the occasion with a beach swim and refreshments at Littlehampton Wave.

6.3. Littlehampton Rugby Club

The club played its first friendly match of the season after the start was delayed due to ground conditions. Documentation for the installation of permanent floodlights remained outstanding, and the club had purchased temporary floodlights in the interim.

6.4. Sussex Tornadoes Cheerleaders

The club is beginning its 29th season with 150 athletes. It has signed a new three-year lease for its current premises. There is some uncertainty at the end of this period, therefore the club may need to seek other premises. The representative highlighted the challenge of meeting premises costs through charitable fundraising alone and outlined the club's ongoing search for funding and sponsorship opportunities. Athletes currently meet their own competition costs, which limits attendance. Arun Wellbeing suggested that Arun District Council could be approached to include a sponsorship appeal in its business newsletter.

ACTION: Officer to share Arun District Council contact details with the representative.

6.5. David O Jones

The shop celebrated its 80th anniversary and is reported to be the longest-established sports retailer in Sussex. Although retail conditions remain challenging, the shop continues to produce sponsored items and team kits. Members are advised that quotations are available both in-store and online.

6.6. Littlehampton Cricket Club

The season concluded on Sunday, with the club's teams, from under-10s through to adult level, having played a total of 130 matches. The first team experienced a challenging first half of the season but improved significantly during the second half. The second team finished fifth in its league, while the third team was relegated. Overall, the club considered its league performances satisfactory, although the relegation was disappointing.

The women's team completed the season after receiving support from Grant Aid in 2025. The club is currently seeking an indoor venue to continue training throughout the winter. An end-of-season presentation was scheduled for the following Saturday at the Arcade Lounge, with approximately 70 attendees expected, representing the highest attendance for several years.

6.7. Maltravers Bowling Club

The club's greens closed the previous day, bringing the season to an end. Both the men's and women's teams have been relegated. The club attributed this to difficulties fielding a consistent team of 16 across Friday, Saturday and Sunday fixtures because members had other commitments. Two players represented Sussex at the England Bowls final. A defibrillator has been purchased for the clubhouse and will be installed shortly. Although the season's outcome was disappointing, it had been anticipated. The club hoped

that competing in lower leagues next season will provide an opportunity for improved results.

6.8. Littlehampton Croquet Club

Repairs to the clubhouse have taken longer than expected after additional damage was identified. The lack of access to the clubhouse made playing more difficult, particularly during the hot summer weather. Attendance was generally higher for home and internal matches because travelling to away matches was difficult for some members. Despite these setbacks, the club reported a successful year and strong attendance at its Centenary Cup match.

6.9. Littlehampton Town Youth Football Club

The new season had begun, with 20 teams ranging from under-8s to under-18s. The club reported strong performances under a new coach who had previously coached the men's team. It currently had two inclusive teams. A pathway for under-18 players had been established with Littlehampton Town Football Club's men's team and was reported to be working well and inspiring younger players. The club's growth remained constrained by the lack of available facilities.

6.10. Littlehampton Town Football Club

The representative agreed that the under-18 pathway had been successful and expressed the hope that it would continue. Four under-18 players had been involved with the first-team squad since the set up. The club reported a steady start to the season, with a mixture of wins, draws and losses, and strong attendance at recent matches. Discussions were under way about joining the county league system the following year.

6.11. Littlehampton Sportsfield

Development plans and negotiations are ongoing. Discussions were continuing with clubs that used the facilities about how to meet the costs of their grounds requirements. The summer heat had affected the grounds, and the scope for improvements would depend on forthcoming weather conditions.

6.12. Arun Wellbeing

A representative of Arun District Council's Wellbeing Team outlined its services, including support with lifestyle changes, wellbeing checks and health checks. Clubs could refer members to these services, while Arun Wellbeing could help connect clubs with potential new members. The representative

highlighted opportunities for collaboration and for clubs to support their members with wellbeing checks.

ACTION: Officer to circulate Arun Wellbeing's contact information to members.

The representative of Littlehampton Croquet Club left the meeting at 6.48pm

7. Any Other Business

- 7.1. A member who is also part of the Bonfire Society reminded attendees that Littlehampton Bonfire Night would take place on Saturday 24 October. The Society required additional marshals, and clubs were asked to share this opportunity with members aged 18 and over.
- 7.2. A member requested an update on discussions with The Littlehampton Academy about hire costs. The Community Engagement Manager advised that the Academy had previously indicated it would review the matter in the new school term and this has been followed up. Members would be updated when further information became available.

8. Date of Next Meeting

The Sports Forum Executive Committee will be meeting shortly to consider meeting dates for 2027.

The meeting closed at 6.57pm.

Littlehampton Town Council

Non-Confidential

Committee: Community Resources

Date: 5 November 2026

Report by: Town Clerk

Subject: Allotment Infrastructure and Rent Review

1. Summary

- 1.1. This report provides an update on the delivery of allotment infrastructure improvements through the Allotments Strategy Action Plan and invites the Committee to consider whether further work should be undertaken to develop options for a longer-term infrastructure funding programme for the allotment estate.
- 1.2. The report also presents the recommendation of the Allotments Working Group that allotment plot fees be increased by 4% from January 2028. In considering this recommendation, Members are asked to have regard to the objectives of the Allotments Strategy, including maintaining allotments as an affordable and accessible community asset, applying annual rent increases at a minimum of the rate of inflation where possible, and reducing the gap between allotment income and expenditure over time. Indicative budget projections are included at Appendix 1 to provide context for the Committee's consideration of the Working Group's recommendation.

2. Recommendations

The Committee is recommended to:

1. Receive and note the update on allotment infrastructure improvements delivered through the Allotments Strategy and provide a policy steer as to whether Officers should undertake further work to develop options for a longer-term infrastructure programme for the allotment estate and report back to a future meeting.
2. Consider the recommendation of the Allotments Working Group to increase allotment plot fees by 4% to £11.32 per rod from January 2028 and determine the level of increase to be applied.

3. Receive and note the Allotments Working Group notes from the meeting held on 20 August 2026, attached as Appendix 2.

3. Allotment Infrastructure and future funding

- 3.1. The Council continues to deliver improvements to the allotment estate in accordance with the priorities identified within the Allotments Strategy Action Plan. The annual infrastructure budget of £10,000 enables a programme of smaller-scale improvement works to be undertaken across the allotment sites.
- 3.2. Current priorities include fencing improvements and general site infrastructure works. Planning permission has been submitted by Wick Football Club for replacement boundary fencing adjoining the northern boundary of the Worthing Road allotment site. Subject to the outcome of that application and completion of the works, the southern boundary fence at the Mill Lane allotment site is currently identified as the next priority project.
- 3.3. The existing annual infrastructure budget has enabled several improvements to be delivered; however, it should be noted that the current level of funding is sufficient only for a limited programme of works each year. Whilst the budget supports ongoing maintenance and improvements, it does not establish a reserve for future infrastructure maintenance and replacement and is insufficient to address the wider infrastructure work needed across the allotment estate.
- 3.4. Officers are aware of several larger infrastructure matters that may require consideration in future years, including boundary treatment works, access improvements and works to internal roadways. In some cases, neighbouring land may be subject to future development proposals and therefore it may not be prudent to commit significant expenditure on certain boundary treatment works until the implications of any adjacent development are known.
- 3.5. Members may therefore wish to provide a policy steer as to whether further work should be undertaken to develop options for a longer-term infrastructure funding programme for the allotment estate. Such work could explore potential funding mechanisms, including the use of earmarked and/or general reserves, and would be brought back to a future meeting for consideration. This would support both planned preventative maintenance and the gradual reduction of the work currently needed.

4. Allotment Rent Review

- 4.1. At its meeting on 20 August 2026, the notes of which can be found in Appendix 2, the Allotments Working Group considered the annual rent review and agreed to recommend an increase of 4% in allotment rents from January 2028. In making this recommendation, consideration was given to the importance of ensuring that allotments remain affordable and accessible for existing and prospective tenants whilst recognising the increasing costs associated with service delivery.
- 4.2. Members are asked to consider the recommendation in the context of the objectives set out within the Allotments Strategy. These include:
- reducing the gap between allotment income and expenditure;
 - ensuring allotment charges remain affordable and reasonable;
 - applying annual rent increases at a minimum of the rate of inflation where possible; and
 - maintaining a sustainable allotments service for future generations.
- 4.3. Current indicative budget projections given in Appendix 1, show annual income for 2027 to 2028 of approximately £26,775 compared with annual expenditure of approximately £117,136. Whilst these figures remain subject to the Council's wider budget-setting process, which is at an early stage, they provide useful context when considering the recommendation from the Allotments Working Group. The projected budgets included at Appendix 1 also demonstrate that, even with annual rent increases, net expenditure is forecast to continue increasing over the medium term.
- 4.4. Suggestions from the Allotments Working Group to increase income and reduce expenditure were agreed by the Community Resources Committee in September 2025 and come into effect in January 2027. These include the introduction of a £25 waiting list fee for new applicants and revised deposits based on plot size. Whilst these changes are expected to generate a modest increase in income, there will also be associated administrative costs in operating and managing the waiting list. To assist Members in considering the rent review, Appendix 1 includes indicative income projections from waiting list fees within future budget estimates.
- 4.5. During the August 2026 Allotments Working Group meeting, information was provided on occupancy and vacant plot levels. Occupancy increased from 88% in May 2026 to 91% in August 2026 following ongoing work by the Amenity and Administration Teams to identify, clear and re-let vacant plots. Increased occupancy supports additional rental income and maximises the availability of allotment plots for residents. However, the process of recovering, clearing and preparing plots for new tenants also incurs operational costs which partially offset the income generated.

- 4.6. The Council is also experiencing increasing service delivery costs. The national local government pay award for 2026 to 2027 was 3.3%, with current budget planning assumptions for 2027 to 2028 based on an award of approximately 3.5%. In addition, contractor costs are continuing to rise, with indicative increases currently ranging between 5% and 10% depending on the service provided. The allotments service is also affected by increases in fuel and vehicle operating costs associated with the use of maintenance vehicles, tractors and ride-on mowing equipment.
- 4.7. The Committee is therefore invited to consider whether the recommendation of the Allotments Working Group appropriately balances the objectives of maintaining affordable and reasonable allotment charges, applying increases in line with the principles of the Allotments Strategy and supporting the longer-term financial sustainability of the service.

5. Financial Implications

- 5.1. Current indicative budget projections for the allotments service are included at Appendix 1, which also includes an illustration of the impact of a range of potential rent increases. These projections form part of the Council's wider budget-setting process, which is currently underway, and are therefore subject to review and amendment prior to the approval of the 2027 to 2028 budget.
- 5.2. The allotments revenue budget includes an annual provision of £10,000 for infrastructure improvements.
- 5.3. The report seeks a policy steer from the Committee on whether Officers should undertake further work to develop options for a longer-term infrastructure funding programme. Any future proposals would be subject to detailed costings and consideration through the Council's budget-setting and financial planning processes.

Laura Chrysostomou
Town Clerk

Appendix 1

Allotments Income & Expenditure							
	Agreed Budget 25/26 £	Agreed Budget 26/27 £	Projected Budget 27/28 £	Projected Budget 28/29 £	Projected Budget 29/30 £		
Allotment Infrastructure Reserve	£10,000	£10,000	£10,000	£10,000	£10,000		
Allotment Security	1,100	1,133	1,167	1,400	1,428		
Salaries	24,955	22,350	23,021	23,711	24,422		
Postage	50	50	50	50	50		
Water	6,000	6,120	6,304	6,493	6,687		
Grounds Maintenance	13,850	14,850	16,038	16,519	17,015		
Recharge in Central Support Services	8,126	6,742	6,648	6,771	6,946		
Recharge in A Team	61,900	54,933	53,908	55,227	56,528		
Total Expenditure	126,031	116,178	117,136	120,171	123,076		
Allotment rents	(24,159)	(24,781)	(26,025)	(27,326)	(28,693)		
Waiting list admin fee			(750)	(800)	(850)		
Total Income	(24,159)	(24,781)	(26,775)	(28,126)	(29,543)		
Net Expenditure	101,872	91,397	90,361	92,045	93,533		
Budgeted charge per 25 square meter	10.10	10.36	10.88	11.42	12.00		
Projected Income							
		Percentage increase on £10.88:		3.00%	5.00%	8.00%	10.00%
Charge per 25 square meter (approx 1 Rod)	£10.10	£10.36	£10.88	£11.21	£11.42	£11.75	£11.97
Approximate Charge per square meter	£0.40	£0.41	£0.44	£0.45	£0.46	£0.47	£0.48
Charge per plot -Large c.250sqm	£101.00	£103.60	£108.80	£112.06	£114.24	£117.50	£119.70
Charge per plot -Small c. 125 sqm	£50.50	£51.80	£54.40	£56.03	£57.12	£58.75	£59.85
Charge per plot -Starter c 62.5 sqm	£25.25	£25.90	£27.20	£28.02	£28.56	£29.38	£29.93
Income pa	£24,159	£24,781	£26,025	£26,806	£27,326	£28,107	£28,632



How to contact us

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Town Clerk – Laura Chrysostomou

Notes of the meeting of the Allotment Working Group, meeting held in The New Millennium Chamber, The Manor House, Church Street, Littlehampton BN19 5EW on Thursday 20 August 2026.

Working Group:

Councillor O'Neill – Chair
Councillor Wiltshire
Councillor Tilbrook

Co-opted Members:

Ms Mendes – Chair of Littlehampton Community Growers
Ms Simmons – Treasurer of Littlehampton Allotment and Leisure Gardens Association
Mr Farquhar – Mill Lane Site Representative
Mr Simmons – Worthing Road (South) Site Representative
Mr Martin – Worthing Road (North) Site Representative
Ms Burke – Trinidad Site Representative

In attendance:

Jon Short – Head of Finance and Service Delivery
Dennis Gittins – Facilities and Contracts Manager
Emily Sapsed – Democratic and Corporate Services Officer

Agenda 2026 to 2027

9. Evacuation Procedures

The evacuation procedures were noted.

10. Apologies

Ms Burke and Ms Simmons attended as substitutes for Ms King and Ms Oliver respectively.

11. Declaration of Interest

The standing declarations were noted, and Councillor Tilbrook declared a personal and pecuniary interest in the Allotment Fees 2028 item of discussion as his daughter was an allotment holder. He confirmed that he would leave the meeting for this discussion.

12. Notes of the last meeting

- 12.1 The notes of the meeting held on Thursday 28 May 2026, were confirmed as a true record.

13. Facilities and Contracts Manager Update

- 13.1 The Facilities and Contracts Manager (FCM) provided an oral update on progress of infrastructure works, noting work continued flexibly to stay within budget while following the agreed order of priorities. Planning permission for the fence along the North boarder of Worthing Road's was submitted by Wick Football Club. Following the completion of this work, Mill Lane's south fence would be addressed as the next listed priority.
- 13.2 Monthly pest control visits had continued as usual, with meetings on site organised by the FCM between the pest control contractor and site representatives with the purpose of better understanding, collaboration and improving the service. Members were informed of the steadily increasing rates of occupancy across all sites, details of this can be seen tabled below. It was noted that the admin team and site representative would continue to recommend any anti-social behaviour seen on site be reported to the Police through their 101 reporting service. Work continued alongside Arun District Council (ADC) regarding the removal of an abandoned car on Worthing Road. In addition to this a Worthing Road plot with a large amount of waste material on it had been cleared. Tenants across all sites had been asked to refresh the numbering of their plot.
- 13.3 The continued growth of ragwort, an invasive weed, was discussed by the group. Further information from ADC's ecology officer suggested that when the spread of this plant is controlled properly it can be beneficial to biodiversity and pollinators. When reported on plots, the holders are required to remove it, this had recently taken place a couple of times and it was noted that it had been growing in an unused meadow area of Worthing Road. It was agreed that due to the biodiversity enhancements of this plant aligning with the Town Council's Biodiversity Policy, it would be allowed to grow in the unused area only until May 2027. The impact on neighbouring plots and the spread of this would be controlled and monitored to ensure it remains beneficial. This would be reviewed in May where the decision can be made to continue allowing the controlled growth of ragwort in certain areas or whether it needs to be completely removed from the site.

Occupancy as of May 2026

Allotment	Number of plots	Number occupied	Number Vacant	Occupancy %
Fort Road	43	43	0	100%
Howard Road	14	14	0	100%
Kingley Gate	32	32	0	100%
Mill Lane	81	68	13	84%
Trinidad	36	31	5	86%
Worthing Road	232	199	33	86%
Total	438	387	51	88%

Occupancy as of August 2026

Allotment	Number of plots	Number occupied	Number Vacant	Occupancy %
Fort Road	43	43	0	100%
Howard Road	14	14	0	100%
Kingley Gate	32	31	1	97%
Mill Lane	81	74	7	91%
Trinidad	36	32	4	89%
Worthing Road	232*	203	29	88%
Total	438*	397	41	91%

14. Allotment Fees 2028

Councillor Tilbrook left the meeting at 6.52pm.

- 14.1 The allotment rental fee for 2027 would come into effect from 1 January 2027 at £10.88 per rod. The Working Group was therefore asked to consider the level of fees for 2028 with a view to make a recommendation to the Community Resources Committee. Members were reminded of the strategic aims of the allotment strategy regarding price increases, which is to reduce the gap between income and expenditure, and to keep the plots affordable for Littlehampton residents. These objectives and expected but unpredictable inflation rates were discussed.

It was therefore resolved that:

The Community Resources Committee be recommended to increase the level of plot fee by 4% to £11.32 per rod for 2028.

Councillor Tilbrook rejoined the meeting at 7.10pm.

15. Reports of Allotment Sites

15.1 Fort Road

This site currently has no site representative. A meeting between the pest control contractor, the previous site rep and the Facilities and Contract Manager had taken place to raise awareness of what to look for and report to better identify and address pests.

15.2 **Howard Road**

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

15.3 **Kingley Gate**

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

15.4 **Mill Lane**

An increase of rabbits was reported to the group, who noted that rabbits are not included within the remit of the pest control contractor's regular checks. It was confirmed there was no budget provision for additional one off baiting. Alternatives to address this would be investigated by the Facilities and Contract Manager. The maintenance of hedges at Mill Lane was discussed, members were informed that a thorough trim of the borders was budgeted to take place bi-annually.

15.5 **Trinidad**

Sighting of stoats in the area was reported, a species of small mammal that are highly energetic and skilled predators capable of hunting prey such as rabbits and rodents. This could be a natural deterrent for pests in the area while expanding and enriching wildlife in the area. Unoccupied plots had become overgrown which was noted and was being progressed by officers. The group were sad to note reports of anti-social behaviour and thefts, this further highlighted the importance of constant reporting to the Police through their 101 reporting service.

15.6 **Worthing Road**

Water trough repairs were thought to be unsuitable and led to slow refilling of the trough. The site rep would share details of the troughs that had been affected so it could be investigated. Concerns regarding the site's entrance being untidy and therefore unappealing to new plot holders were raised. Vacant plots were still being let out however officers would investigate clearing this area. There were also reports of pests and fly tipping that would be investigated and resolved by officers, as well as thefts of fruit which further highlighted the importance of reporting to the Police.

16. Date of Next Meeting

The next meeting will be held on Thursday 28 January 2027.

The meeting was closed at 7.41pm.

Littlehampton Town Council

Non-Confidential

Committee: Community Resources

Date: 5 November 2026

Report by: Town Clerk

Subject: Community Engagement Strategy and Action Plan

1. Summary

- 1.1. The purpose of this report is to present the draft Community Engagement Strategy 2027 to 2031 and Action Plan for consideration and recommendation to Council for adoption.
- 1.2. The proposed documents provide a framework for community engagement and support delivery of the Council's Business Plan and related strategies.

2. Recommendations

The Committee is recommended to:

- 1. Consider the Community Engagement Strategy, attached as Appendix 1, agree any changes that might be required and recommend it to Council for approval.
- 2. Consider the Action Plan, attached as Appendix 2, agree any changes that might be required and recommend it to Council for approval.
- 3. Otherwise note the contents of the report.

3. Background

- 3.1. For many years the Town Council has been actively engaged with the community through events, funding opportunities, networking, partnership working, support for local businesses and initiatives that enhance the town. Whilst these activities contribute to the delivery of the Council's Business Plan, there has not previously been a single strategic framework bringing together the Council's approach to community engagement and liaison. The development of a dedicated Community Engagement Strategy provides a

clear focus for this work, ensuring activity is planned, coordinated and aligned with the Council's wider priorities and outcomes

4. Strategy and Action Plan

4.1. The Strategy sets out the Town Council's vision for engaging with the whole of Littlehampton to empower communities, strengthen partnerships and enable residents to play an active role in shaping a thriving, inclusive and sustainable town, fostering pride, participation and a stronger sense of belonging. The Strategy is aligned with the Town Council's Business Plan and Strategic Priorities of Place, People, Provision, Partnerships and Progress to ensure it meets the aims that councillors have for the area and its residents. The Strategy is underpinned by an Action Plan setting out the practical objectives that need to be delivered to achieve the aims of the Strategy, with measurable actions, outcomes and performance indicators.

4.2. The Strategy is built around five core strategic objectives:

- Connect Communities
- Listen and Influence
- Enable Community Action
- Develop Stronger Partnerships
- Deliver Lasting Impact

4.3. The Action Plan provides the delivery framework for the Strategy and translates the five strategic objectives into a programme of measurable actions, ensuring community engagement is planned, coordinated and aligned with the Town Council's wider priorities.

4.4. The Action Plan is designed to move the Strategy from aspiration to delivery by identifying what will be done, who will lead it, how success will be measured and how progress will be monitored over time.

5. Governance and Review

5.1. Progress against the Action Plan will be monitored through the annual Community Engagement Audit and Report.

5.2. The Action Plan will be reviewed annually and updated where required to reflect emerging priorities, performance data and organisational needs.

5.3. A formal review of the Community Engagement Strategy will be undertaken during 2030 to 2031 to inform the development of the next strategy period.

This review will assess performance, identify future priorities and inform the development of the successive Community Engagement Strategy before the end of the current strategy period.

6. Financial Implications

- 6.1. The Community Engagement Strategy and Action Plan have been developed based on existing staffing structures and budgets.
- 6.2. Delivery will be met from existing resources unless separate approval is sought for future projects or initiatives requiring additional funding. Any future financial implications arising from individual actions or projects will be brought forward through the Council's normal budget setting and approval processes.

Laura Chrysostomou

Town Clerk

Community Engagement Strategy 2027 to 2031

1. Introduction

The word 'community' covers a range of thoughts and responses. It can mean people or facilities; it can refer to a feeling or a standard by which we gauge the atmosphere of an environment or location and those who reside there. It's a term that is big enough to include the whole world yet small enough to describe a handful of individuals. It implies a shared purpose and outlook, and the promise that we are better *with it* than *without it*. It is not always easy to define; it requires intention and communal effort to ensure it is healthy and beneficial for everyone involved. It can dissipate in a moment but can also develop in the unlikeliest of places. It doesn't stay still. As the world evolves, community likewise expands and adapts to meet the needs and new opportunities for communication and connection between people.

Littlehampton may be a place, but it is made up by a varied collection of people from different backgrounds, experiences and lives. The commonality may simply be a shared location on the southern coast of England, or it may be the deeper ties of family, friendship, work or shared activities and pursuits.

This strategy (Our approach) is not looking to reinvent something which has been in existence since mankind first offered a seat at the campfire to their neighbour. This strategy is looking to understand how *this* community works and where the Town Council can serve the residents of Littlehampton to increase and strengthen what is already happening; to imagine and grow new ideas and approaches to meet local needs; to identify opportunities for greater connection and engagement between people and empower others to do the same; to demonstrate and encourage care and respect for the space we live in and the people with whom we share this town.

Success (achievement) will not only be reflected in what services and facilities are available, as important as these are. Success will be seen in residents feeling proud, connected, safe, respected and involved in shaping the place where they live – for themselves and for others.

2. About Littlehampton

Littlehampton is a coastal town in West Sussex with a population of more than 30,000 residents in the parish. The town has a strong sense of identity, a rich heritage, a growing visitor economy and an active community sector.

The town continues to evolve through regeneration, housing growth, and demographic change, creating opportunities to strengthen community engagement, support local businesses and promote Littlehampton as an attractive place to live, work and visit.

As the most local tier of government, Littlehampton Town Council plays an important role in representing the community, delivering local services and facilities, and supporting initiatives that enhance the quality of life for residents and visitors.

3. Strategic Context

The purpose of the strategy is to:

- Support delivery of the Town Council's strategic priorities
- Build community capacity and resilience
- Strengthen partnerships
- Increase resident participation and influence
- Enable communities to contribute towards local priorities and improvements
- Provide a flexible framework that can respond to changing community needs and opportunities

This aligns with the Town Council's Business Plan and the Priorities and aims to deliver its objectives in the following ways.

Place

A multi-centred sustainable town with safe vibrant places for people to come together.

The environment and the spaces people inhabit are ideal for focusing community engagement:

- Support community stewardship of parks, open spaces and community assets
- Develop and support Community Partnership Champions
- Encourage environmental volunteering and community clean-up initiatives
- Promote civic pride and ownership
- Support community-led improvements to local neighbourhoods

People

An engaged community that supports and helps everyone.

The strategy places community wellbeing at its heart by:

- Increasing opportunities for volunteering
- Strengthening community networks
- Supporting social inclusion
- Reducing loneliness and isolation
- Encouraging active citizenship
- Supporting intergenerational activities

Provision

Accessible environmentally friendly services reaching the broadest spectrum of people.

The Town Council will act as a bridge between residents and services by:

- Gathering community insight
- Identifying unmet needs
- Supporting inclusive consultation
- Improving accessibility of engagement
- Ensuring community feedback informs service development

The Town Council will support access to services through direct engagement and by working with trusted community organisations and partnership initiatives, recognising that some communities are often best placed to engage residents who may not traditionally access Council services.

Insights from community engagement will be assessed as part of the Action Plan's annual review to enable any amendments or change of priorities to reflect current concerns or subjects that haven't previously required attention.

Partners

Working with public, professional, community and voluntary organisations to ensure better outcomes for all.

Partnership working will be a core strategic objective. Potential partners include:

- Local authorities
- Sussex Police
- Local schools and colleges
- Community and voluntary organisations
- Health and wellbeing organisations
- Faith organisations
- Businesses and traders groups

The Town Council's role will vary depending on the situation. Sometimes it will bring people and organisations together, help partnerships work effectively, support and champion community priorities, provide funding, or work alongside others to deliver shared outcomes. The Council will not always lead the work, but it can play an important role in helping positive change happen.

The Town Council's planned community hub in the Town Centre will provide a focal point for community engagement, bringing together residents, community groups and partner organisations. It will create opportunities for collaboration, participation and access to local information and support.

Progress

Clear evidence of aspirational transformative actions being taken to improve the town and the quality of life.

Rather than focusing solely on outputs, the strategy will measure outcomes including:

- Increased volunteering
- Greater resident participation
- New community groups formed
- External funding secured
- Improved community cohesion
- Increased satisfaction within local neighbourhoods
- Community-led projects delivered

4. Community Engagement Vision

To improve the quality of life for everyone in Littlehampton by empowering communities, strengthening partnerships and enabling residents to play an active role in shaping a thriving, inclusive and sustainable town.

5. Strategic Objectives

The strategy is shaped around five strategic objectives, which inform the practical aspects of the Action Plan.

Connect Communities

Strengthening current relationships and developing new connections with other local groups to create a wider network of support and opportunities for community capacity across Littlehampton.

It's important to recognise that different parts of the community will have different priorities and needs, which will require adaptability and a varied approach to ensure everyone is included and valued.

Listen and Influence

Decisions need to be shaped by the community. Building trust and hearing the thoughts, concerns and ideas of residents across all demographics and underrepresented groups is vital to ensure any actions, activities or projects meet the needs of those for whom they are intended.

The Council will not only listen but also be transparent. Where people take the time to share their views, we will aim to show what we heard, how feedback influenced decisions and what actions followed. Where suggestions cannot be taken forward, we will explain why. This helps build trust, encourages future participation and demonstrates the value of community engagement.

Enable Community Action

Supporting local people to be part of bringing improvement to their communities, fostering pride, achievement, empowerment and a stronger sense of belonging.

Finding opportunities for residents to work together for a common goal will break down social barriers and encourage integration and understanding in those communities.

Develop Strong Partnerships

Collaborating with community groups, public services and other organisations, to maximise resources and achieve shared outcomes for local communities.

Through effective partnership working the Town Council can share knowledge, avoid duplication, maximise limited resources and strengthen outcomes for residents whilst also benefiting from other organisations' insights for identifying community need and engagement opportunities.

The Town Council currently employs various means of achieving this, with Service Funding Agreements, Grant Aid, Sports Funding, Event Support Funding, Forums, networking events, building on established relationships and developing new relationships as opportunities are identified.

Deliver Lasting Impact

In working towards the Strategy's vision for seeing improved quality of life, progress will be measured against the Town Council's strategic priorities and the Strategy's objectives through an Action Plan and ongoing evaluation. Flexibility in outworking the Action Plan is necessary over time in response to changing needs or new information.

6. Supporting Related Strategies

The Community Engagement Strategy provides a consistent framework for how the Council connects with residents, community groups, volunteers, businesses and partner organisations.

The strategy supports the delivery of the Council's wider priorities by helping to build relationships, understand community needs, develop partnerships and enable local people to participate in shaping the future of Littlehampton.

Community engagement activity supports the delivery of a number of Council strategies, plans and policies. It helps gather insight, encourage participation, strengthen community capacity and support successful delivery of projects, services and initiatives.

The Community Engagement Strategy and Action Plan have been developed to support the Council's priorities of Place, People, Provision, Partners and Progress, with all engagement activity aligned to one or more of these priorities.

Community Engagement Contribution to Council Strategies and Plans

Community Engagement Objective	Contribution to Council Strategies and Plans
Connect Communities	Builds relationships with residents, community groups, volunteers, businesses and stakeholders.
Listen and Influence	Ensures community views, experiences and aspirations help inform priorities, projects and decision-making.
Enable Community Action	Supports volunteering, participation, community-led initiatives and local capacity building.
Develop Strong Partnerships	Encourages collaboration between organisations to maximise resources and improve community outcomes.
Deliver Lasting Impact	Uses insight, evaluation and feedback to improve services, activities and quality of life outcomes.

7. Measurement and Evaluation

Measuring outcomes is essential to understanding the effectiveness of any community engagement and ensuring resources are used effectively. This can be done by comparing, over a period of time, the number of activities and engagements and the amount of people involved. But statistics do not easily capture how the community feels or the long-term benefits of action in residents' lives.

The success of this Strategy will be measured not only by the volume of engagement activity undertaken, but by the outcomes achieved. The Council will monitor levels of participation, volunteering, community capacity, partnership working and resident feedback to assess whether communities feel more connected, informed, involved and able to influence local decisions. These measures will help demonstrate the Strategy's contribution to stronger communities and improved quality of life.

Strengthening relationships with the community could be evidenced in several ways including increased volunteers or more community-led activities and groups. The Pride in Place scheme, though not covering the whole of Littlehampton, will be recording the progress of its own interventions with ongoing evaluations and evidence for positive outcomes. This will complement the

intentions of the Strategy by offering an autonomous assessment and perspective of work being carried out, specifically in Wick and Toddington.

Monitoring will focus on:

- Delivery of annual action plan objectives
- Community engagement and participation levels
- Volunteer and community group development
- Partnership activity and outcomes
- Community grant and investment outcomes
- Contributions to the Council's strategic priorities
- Evidence of improved community outcomes and quality of life

Reporting

The Community Engagement Strategy will be overseen through the Council's established committee structure and reporting processes. Performance will be monitored throughout the year and reported through the annual Community Engagement Audit and Report.

To support transparency and accountability, significant community projects, grant-funded initiatives and partnership activities will be reported through existing committee reporting mechanisms in line with Council policies and procedures.

8. Governance

Effective governance is essential to ensuring community engagement activity is coordinated, accountable and aligned with the Council's priorities. Clear roles and responsibilities support consistent delivery, effective decision-making and ongoing monitoring of performance throughout the period of this strategy.

The Community Engagement Strategy's risks and performance will be monitored through the Community Engagement Action Plan, Community Engagement Audit and Report and the Council's existing corporate governance and risk management processes.

Role	Responsibility
Community Resources Committee	Strategic oversight and annual review
Chief Officer (Town Clerk)	Corporate accountability
Head of Community Engagement and Development	Strategic leadership of community engagement and development.

Role	Responsibility
Community Engagement Manager	Annual review of the Community Engagement Action Plan and day-to-day delivery and performance monitoring
Service Managers	Support implementation through service areas
Councillors	Support resident and community communication and engagement

9. Review

The Community Strategy will be reviewed every four years, or sooner if required, to ensure continued alignment with:

- The Council's Strategic Plan
- Communications Strategy
- Town Centre Strategy
- Event Strategy
- Service Funding Agreements Policy
- Grant Aid Policy
- Sports Funding Policy
- Event Support Funding Policy
- Relevant Council policies and statutory requirements
- Community need

Performance will be monitored through an annual summary of achievements, outcomes and lessons learned enabling the Council to assess performance, identify opportunities for improvement and respond to emerging priorities.

The Community Action Plan will be reviewed annually to:

- Assess progress against objectives
- Identify emerging community needs and opportunities
- Align with Council priorities, budgets and resources
- Inform future community investment and engagement activity

Littlehampton Town Council Community Engagement Action Plan 2027 to 2031

Purpose

This Action Plan supports delivery of the Community Engagement Strategy 2027 to 2031 and translates the Council's priorities into measurable actions, outcomes, and performance indicators.

The Action Plan aligns with the Council's Business Plan priorities of:

- Place
- People
- Provision
- Partners
- Progress

The Vision for the Community Engagement Strategy is to improve the quality of life for everyone in Littlehampton by empowering communities, strengthening partnerships and enabling residents to play an active role in shaping a thriving, inclusive and sustainable town.

Progress against the Action Plan will be reported annually through the Community Engagement Audit and Report and reviewed through the Council's governance arrangements.

Strategic Objective 1: Connect Communities

Strategic Outcome

To strengthen current relationships and develop new connections with other local groups to create a wider network of support and opportunities for community capacity across Littlehampton.

Delivery Focus

Delivery of this objective will focus on reviewing current forms of engagement and researching local need to understand the suitability for this to be met by the community or the Council. Activity will create initiatives for encouraging interaction between difference age groups and those who share mutual interests.

Actions

Ref	Action	Lead Officer	Target Date	Success Measure	Business Plan Priority
CC1	Review engagement activity across Littlehampton and, using identifiable areas and communities, identify opportunities to increase participation where activity is lower	Community Engagement Manager	Q1 2027	Review completed and recommendations agreed	People Provision
CC2	Research local interest and capacity for establishing an arts forum	Community Engagement Manager	Q1 2028	Decision made on future Arts Forum approach	People Provision
CC3	Deliver a pilot intergenerational activity with partners	Community Engagement Manager	Q1 2029	Activity delivered and evaluated	People

Ref	Action	Lead Officer	Target Date	Success Measure	Business Plan Priority
CC4	Research local interest and capacity for establishing a forum focused on biodiversity, sustainability and the environment	Community Engagement Manager	Q1 2027	Decision made on future Forum approach	People Place

Strategic Objective 2: Listen and Influence

Strategic Outcome

To hear the thoughts, concerns and ideas of Littlehampton residents across all demographics, especially underrepresented groups – to shape the actions, activities and projects that will make a genuine difference in their lives, and to increase trust in the Town Council.

Delivery Focus

Delivery of this objective will focus on listening to residents' views and turning these into tangible actions, activities and projects. Activity will support coordinated planning in response to residents' feedback and the effective communication of outcomes.

Actions

Ref	Action	Lead Officer	Target Date	Success Measure	Business Plan Priority
LI1	Connect with residents and specific sub-cultures, demographics etc. to hear and understand their aspirations and concerns	Community Engagement Manager and Communications	Q2 2027	Key themes identified and incorporated into engagement planning	People Provision
LI2	Develop a clear definition for 'underrepresented' groups and explore ways of engaging them to ensure their views are heard	Community Engagement Manager and Communications	Q2 2028	Definition agreed and engagement approach developed for identified groups	People Provision
LI3	Ensure Town Council initiatives are developed, implemented and informed by an understanding of community wants and needs	Community Engagement Manager	Ongoing once LI1 complete	Decisions for community initiatives will be supported by evidential input from residents and community groups	People Provision

Strategic Objective 3: Enable Community Action

Strategic Outcome

To support local people to work together to improve their communities, fostering pride, achievement, empowerment and a stronger sense of belonging

Delivery Focus

Delivery of this objective will focus on bringing people together, increasing participation in community life, and reducing barriers that can lead to isolation or division. Activities will encourage residents from different backgrounds to work together on shared priorities and community projects, helping to build stronger, more connected communities.

Actions

Ref	Action	Lead Officer	Target Date	Success Measure	Business Plan Priority
EC1	Connect with local groups, sports clubs and charities to understand the obstacles they face for doing more or reaching their full potential	Community Engagement Manager	Ongoing	Barriers identified and support opportunities agreed	People Provision
EC2	Establish a Community Partnership Champions programme for allotments, parks, community spaces, activities and events, supporting volunteers to work alongside the Town Council to promote community pride, encourage responsible use of shared spaces and strengthen local connections	Community Engagement Team and Service Delivery Team	Q3 2028	Groups established and active	Place People
EC3	Create community active groups for litter picking, fly-tipping etc.	Community Engagement Manager	Q3 2029	Group established and active	Place People

Ref	Action	Lead Officer	Target Date	Success Measure	Business Plan Priority
EC4	Increase volunteers for Town Council events and other groups	Community Engagement Team	Q3 2027	Volunteers increased and active	People
EC5	Support community groups by promoting opportunities for community involvement	Communications and Community Engagement Team	Ongoing	Annual increase in participation measured by Communications team	People

Strategic Objective 4: Develop Strong Partnerships

Strategic Outcome

To collaborate with community groups, public services and other organisations to maximise resources and achieve shared outcomes for local communities.

Delivery Focus

Delivery of this objective will be through effective partnership working where the Town Council can share knowledge, avoid duplication, maximise limited resources and strengthen outcomes for residents. Activity will build on established relationships and develop new relationships, supporting and promoting the beneficial work of other local groups and organisations.

Actions

Ref	Action	Lead Officer	Target Date	Success Measure	Business Plan Priority
DS1	Explore opportunities for working closer with Service Funding Agreement holders on shared goals	Community Engagement Manager	Q4 2027	Shared priorities identified and partnership opportunities agreed	Partners
DS2	Explore opportunities to work more closely with local authorities and public sector partners to identify shared priorities and opportunities for collaboration	Community Engagement Manager	Q4 2028	Shared priorities identified and collaborative opportunities agreed	Partners
DS3	Explore opportunities for working closer with community hubs on shared goals, such as Chilgrove House, Wickbourne Centre and Creative Heart.	Community Engagement Manager	Q4 2027	Opportunities identified and incorporated into future work programme	Partners

Ref	Action	Lead Officer	Target Date	Success Measure	Business Plan Priority
DS4	Explore opportunities for working closer with Sports Clubs on shared goals	Community Engagement Manager	Q4 2028	Opportunities identified to increase collaboration with local sports clubs	Partners
DS5	Encourage service providers and community organisations that meet identified resident needs to utilise Progress Point, improving access to support, advice and community services	Community Engagement Manager	Ongoing once Progress Point established	Increased usage of Progress Point with residents' needs being met	Partners
DS6	Strengthen communications relationships with cultural and community organisations	Communications and Community Engagement Team	Q4 2029	Annual increase in participation	People
DS7	Communicate local success stories through Council channels, promote volunteers and community achievements, support initiatives that strengthen civic pride, showcase the impact of Council projects	Communications and Community Engagement Team	Ongoing	Annual Increase in reach, positive engagement outcomes, increased awareness of Council impact	Place People Progress

Strategic Objective 5: Deliver Lasting Impact

Strategic Outcome

To see an increase in residents' quality of life in measurable ways and with clear outcomes, and to adapt the Action Plan in response to changing needs and new information.

Delivery Focus

Delivery of this objective will focus on presenting the benefits that engagement through this Strategy has brought to Littlehampton residents with data and analytics, whilst reviewing this information to provide direction for any changes to the Action Plan. Activity will evaluate the outcomes and lessons learned by recording and reviewing the various initiatives and projects carried out.

Actions

Ref	Action	Lead Officer	Target Date	Success Measure	Business Plan Priority
DL1	Perform research annually to assess progression and feedback	Community Engagement Manager	Annually	Audit presented annually	Progress
DL2	Produce Annual Community Engagement Audit and Report	Community Engagement Manager	Annually	Presented through Council governance arrangements	Progress
DL3	Utilise the annual resident communications survey to shape future planning	Community Engagement Manager	Annually	Evidence of change in response to feedback demonstrated through annual review	People
DL4	Benchmark against comparable councils	Community Engagement Manager	Annually	Improvement priorities agreed and incorporated into future planning	Progress

Ref	Action	Lead Officer	Target Date	Success Measure	Business Plan Priority
DL5	Implement improvements arising from audits and surveys	Community Engagement Manager	Annually	Actions delivered annually	Progress

Success by the end of the Strategy Period

By the end of the Strategy period, the Council will be able to demonstrate:

- Stronger relationships with residents, community organisations and partners
- Increased participation in community life and local decision-making
- Enhanced community capacity and resilience
- Stronger partnership working and collaboration
- Better use of community insight to inform decisions and priorities
- Greater confidence that residents' views are heard and considered
- Increased pride in place and contribution towards improving quality of life across Littlehampton

Annual Reporting Framework

Progress will be reported annually through the Community Engagement Audit and Report under the Council's five strategic community engagement objectives.

Strategic Objective	Annual Reporting Focus
Connect Communities	Community networks, forums, volunteering and participation
Listen and Influence	Consultations, feedback received and actions taken
Enable Community Action	Community-led projects, volunteer activity and capacity building
Develop Strong Partnerships	Partnership activity, collaborative projects and stakeholder engagement
Deliver Lasting Impact	Outcomes achieved, resident feedback and quality of life indicators Pride, sense of belonging and empowerment

Littlehampton Town Council

Non-Confidential

Committee: Community Resources

Date: 5 November 2026

Report by: Town Clerk

Subject: Events Periodic Report

1. Summary

- 1.1. The report sets out an update on Town Show and Family Fun Day, Remembrance Sunday and Christmas Light Switch On.

2. Recommendations

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

3. Town Show and Family Fun Day

- 3.1. The twenty-third Town Show and Family Fun Day took place on Saturday 12 September 2026 at Rosemead Park, drawing an estimated 3,500 visitors throughout the day.
- 3.2. A total of 40 community groups had confirmed their attendance, offering a mix of information and fundraising stalls, either inside the Community Marquee or on outdoor pitches.
- 3.3. Many groups reported successful fundraising. Other organisations attended to promote their services and reported positive engagement, including new member sign-ups. Feedback indicated that participating groups achieved their objectives and were satisfied with the event layout.
- 3.4. The Horticultural and Craft Show, organised by the Town Show Committee, attracted many entries. Its marquee remained busy throughout the day, and the show ran smoothly. At the end of the day, the Committee held a charity auction and sold 2027 calendars featuring local photography
- 3.5. A variety of attractions contributed to the day's success, including children's rides, laser tag with Arun Youth Projects, free puppet-making activities and a community art project led by Artswork.

- 3.6. Catering was provided by a range of vendors, including the Lions Club, Nic and Ben's Entertainments, Taste a GoGo, Howies Coffee and Southern Counties Ice Cream
- 3.7. Live entertainment featured performances from: Time Flies, Kai the Magician, Kay bubble performer, Leopold the Magnificent, The Juice and the always popular Dog Show.
- 3.8. Publicity for the event included the distribution of 5,000 A5 flyers, with 2,389 delivered to local schools and the remainder distributed to local outlets and made available on the day. The event was also promoted via social media and the Visit Littlehampton website.

4. Remembrance Sunday

- 4.1. This year's Remembrance Sunday Parade and Service will take place on Sunday 8 November, in alignment with national commemorations held across the United Kingdom.
- 4.2. The service will begin at 11:00 and will commemorate the Armed Forces community, including British and Commonwealth veterans, Allied forces, and civilian servicemen and women who served during the First and Second World Wars and subsequent conflicts.
- 4.3. St Mary's Church has confirmed that they will lead the service at the War Memorial and hold the second service at the Church. A rehearsal will be held ahead of the event to ensure that all timings and logistics are finalised.
- 4.4. After the service, members and dignitaries will be invited to a reception hosted by St Mary's Church.

5. Christmas Light Switch On

- 5.1. This year's Christmas Light Switch-On will take place on Saturday 21 November in Littlehampton High Street, bringing festive cheer to the town centre.
- 5.2. Festivities will begin at 15:00, with live performances on the main stage, alongside non-amplified performances in Duke Street and Sainsbury's, including the ever-popular Churches' Nativity.
- 5.3. Additional attractions will include children's rides located in Clifton Road and Duke Street, a variety of festive artisan and food stalls, Littlehampton Museum activity and late opening, the Littlehampton District Lions Santa's Grotto, and Christmas storytelling sessions.

- 5.4. The Mayor will once again host the Christmas Card Competition enjoyed by local children in previous years. The winner will join the Mayor on stage to switch on the lights.
- 5.5. Feedback from previous Christmas Light Switch-On events indicated that the stage obstructed the eastern end of the High Street. Arun District Council has therefore approved the temporary closure of East Street, from The Upper Crust to the junction with Beach Road. The stage will be positioned on the road and Santa's Grotto located near The Menu, creating additional queuing space. The change will improve access to the Arcade, where businesses have expressed interest in playing a greater role in this year's event. Overall, the proposed layout could reduce congestion in the narrower sections of the High Street and create a more comfortable and accessible environment for attendees.
- 5.6. The event is not expected to remain within its allocated budget. This is despite securing free performances from schools and involving High Street businesses in delivering their own workshops.

6. Financial Implications

- 6.1. A budget of £25,515 was allocated for the Town Show and Family Fun Day from the 2026 to 2027 Event Budget. Expenditure is expected to be within budget.
- 6.2. A budget of £2,415 was allocated for the Remembrance Sunday Parade from the 2026 to 2027 Event Budget. Expenditure is expected to be within budget.
- 6.3. A budget of £7,245 was allocated for the Christmas Light Switch On, the overspend will be made up from underspends from other event budgets.

Laura Chrysostomou

Town Clerk

Littlehampton Town Council

Non-Confidential

Community Resources Committee

Date: 05 November 2026

Report by: Town Clerk

Subject: Events Feedback Report

1. Summary

- 1.1. The Town Council's Business Plan includes an objective to review the annual events programme. This report presents feedback collected from attendees at the 2026 summer events, identifies the principal findings and outlines how the evidence will inform future event planning and evaluation.

2. Recommendations

The Committee is recommended to note the attendance and public feedback set out in this report.

3. Background

- 3.1. Officers reviewed how feedback could be collected more effectively from event attendees. A simple, high-level "dot the answer" exercise was developed for the summer events. This approach was chosen to make giving feedback quick, easy and fun, without taking attendees away from the activities for long. The aim was to encourage more people to take part than a longer, more detailed questionnaire might attract. Attendees were invited to place a dot against the multiple-choice responses that applied to them. The same questions were available through a paper form and through a QR-code link to a webform and was also promoted online through social media.
- 3.2. The survey ran from 27 June to 12 September 2026 and received a total of 189 responses. As respondents were not required to answer every question, the response base varies between questions. Questions allowing more than one choice may record more selections than respondents.
- 3.3. Feedback was also gathered from community groups, event partners and contractors. This was positive, with value placed on the range of activities,

opportunities for community organisations to promote their services and raise funds, and the overall event layout.

4. Public Feedback and Key Findings

- 4.1.1. Estimated attendance across the summer programme exceeded 17,000. The figures below are event estimates.

Total Visitor Numbers:	17000+
Armed Forces, Families and Veterans Day (AFFVD) Visitor Numbers:	6,000+
Sandcastle Competition Visitor Numbers:	319
Screen On The Green (SOTG) Visitor Numbers:	5,000
Summer High Street Visitor Numbers:	3,000+
Town Show and Family Fun Day (TS&FFD) Visitors Numbers:	3,500+

- 4.1.2. Alongside the survey, informal feedback was gathered through Facebook comments and conversations with attendees at the events. This feedback will be considered alongside the survey results when planning future events, recognising that it reflects individual views rather than a representative assessment of all attendees.

Sandcastle Competition “My children and I entered the sandcastle competition today - we had the best time designing and planning our sandcastle and also joining your community of people coming out for an amazing community event. We spoke to others, their designs, how they’d used stones and rocks and seaweed! We spent time talking about how there were some teenagers taking the time to work together (and not be on their screens as my son mentioned!) I thought it was well organised and the fact that the man looking at the 5 to 10 category (which seemed the largest) took time with each group and talk about it was so lovely. So many people turning out was a joy to see.”

Screen on the Green “I never thought that Littlehampton would be a fun place to go, but fair play you gave us a really fun day. Thanks to whoever put this on, we had a great time!” and “A great evening; well done to everyone involved. Just what Littlehampton needs: a lovely family atmosphere, lots of laughs and a few brave dancers. More of this please!”

Summer High Street "Thank you for putting this all on, my four little ones have had a blast every Wednesday!", "Lovely to see the town so vibrant!" and "Well done Littlehampton plus all the events on the prom. A town to be proud of."

Town Show and Family Fun Day "I would like to congratulate you and your colleagues on organising and running a very successful Town Show this year. It was a great success, and we all enjoyed it immensely." And "A great event which showcases Littlehampton community life"

- 4.1.3. The largest demographic for all events was families: 148 of the 189 respondents to Question 1 said they attended with children under 16.
- 4.1.4. Facebook was the most frequently selected source of event information, with 98 selections, followed by word of mouth with 59.
- 4.1.5. Question 3 recorded 66 selections for visiting a local attraction, indicating that some summer event attendees combined the event with a wider visit to Littlehampton. This offers opportunities to promote local attractions alongside the events programme. However, the survey does not establish whether the events prompted these visits or measure any resulting economic benefit.
- 4.1.6. Most respondents were local: 131 of 201 recorded responses were from people travelling up to five miles. A further 36 respondents travelled more than ten miles, indicating some wider draw.
- 4.1.7. The results should be treated as indicative rather than representative of all attendees. The exercise used voluntary responses, not every attendee answered every question, and the results include events or weeks with no recorded responses.
- 4.2. A pre-summer event survey was carried out by the Project Officer for the Town Centre Strategy. The following feedback was received "Summer Wednesdays for Kids activities are probably our worst days for trade as everyone is pulled to the opposite end of the precinct. There are never any activities, stalls or people in the Peacocks/Sainsburys end of the High Street.", "Previous experience has shown that these events do not really benefit us as a business, although we very much support the town and hope they continue. Because there is nothing happening down the arcade end of town, the crowds seem to come to a stop before finding us." and "Events in the high street are always beneficial to businesses in the town. Every time sees an increase in footfall and sales. Any type of regular event in the high street would be welcomed."

- 4.2.1 As this survey was done at the beginning of the summer, officers were able to use the feedback and adapt the site plan for the Summer High Street events. A ride was re-located by the clocktower, and the ice cream van was placed down by the arcade. There was verbal feedback from the Bookshop to say that had helped.

Question 1

Did you visit with children (Under 16's) today?	AFFVD	Sandcastle	SOTG	Summer High Street week 1	Summer High Street week 2:	Summer High Street week 3	Summer High Street week 4:	TS&FFD	Total
Yes	34	19	0	8	37	0	46	4	148
No	29	3	0	6	0	0	0	3	41

Question 2

How did you find out about the event?	AFFVD	Sandcastle	SOTG	Summer High Street week 1	Summer High Street week 2	Summer High Street week 3	Summer High Street week 4	TS&FFD	Total:
Event banner	5	0	0	1	1	0	0	1	8
Poster in town	11	0	0	1	7	0	0	0	19
Facebook	28	12	0	4	26	0	24	4	98
Instagram	3	1	0	0	5	0	0	1	10
Word of mouth	16	5	0	4	11	0	20	3	59
Flyer	5	2	0	2	7	0	0	1	17
Radio	4	0	0	0	0	0	0	0	4
Littlehampton Gazette	4	0	0	1	0	0	1	0	6
Littlehampton Town Council website	6	1	0	0	1	0	1	1	10
Visit Littlehampton website	4	0	0	1	3	0	3	0	11
Didn't know it was on!	0	0	0	1	5	0	2	0	8
Other	0	0	0	0	0	0	0	0	0

Question 3

Whilst in Littlehampton for the event today did you do any of the following?	AFFVD	Sandcastle:	SOTG	Summer High Street week 1:	Summer High Street week 2:	Summer High Street week 3	Summer High Street week 4	TS&FFD	Total
Shop at an independent retailer	25	6	0	8	21	0	22	2	84
Shop at a national High Street retailer	13	0	0	5	16	0	25	3	62
Purchase lunch/dinner at independent food outlets	22	8	0	6	18	0	15	1	70
Purchase lunch/dinner at a national food outlet	11	3	0	3	13	0	10	1	41
Visit an attraction (Harbour Park, Littlehampton Museum, Mini-golf, Miniature Railway, Pedalos, Cinema)	16	6	0	3	19	0	22	0	66
Other	1*	0	0	0	0	0	0	0	0
*Ice cream	1								

Question 4

How far did you travel for the event today?	AFFVD	Sandcastle	SOTG	Summer High Street week 1:	Summer High Street week 2:	Summer High Street week 3	Summer High Street week 4	TS&FFD	Total
0-5 Miles	42	16	0	13	27	0	26	7	131
5-10 Miles	6	4	0	1	12	0	10	1	34
10-20 Miles	8	1	0	0	1	0	6	0	16
20+ Miles	12	1	0	1	2	0	4	0	20

5. Next Steps

- 5.1. Officers will use the findings alongside operational feedback, attendance estimates and available resources when developing the future events programme.

- 5.2. For the 2027 programme, officers will refine the survey to obtain clearer evidence about satisfaction, preferred activities, accessibility, reasons for attending and suggested improvements. A consistent core set of questions and response method will be used across events to improve comparison.
- 5.3. Officers will also review how the survey is promoted and administered at each event, with the aim of increasing participation and reducing gaps in the data.

6. Financial Implications

- 6.1. There are no direct financial implications arising from noting this report. Any additional resources required to improve feedback collection or deliver changes to the events programme will be identified through the relevant budget-setting and committee approval processes.

Laura Chrysostomou

Town Clerk

Littlehampton Town Council

Non-Confidential

Committee: Community Resources

Date: 5 November 2026

Report by: Town Clerk

Subject: Museum Periodic Report

1. Summary

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

2. Recommendations

The Committee is recommended to:

1. Consider the recommended acquisition of items detailed in Appendix 1.
2. Consider the recommended return of items on loan to the Museum in paragraph 7.
3. Note the arrangements for members approving of proposed museum disposals in paragraph 5.2.
4. Otherwise note the contents of the report.

3. Exhibitions

3.1. **‘Blast for the Past’, an Artswork exhibition of children’s art, 27 November 2026 to 22 February 2027**

For this exhibition in the Hearne Gallery, digital artists have worked with local schoolchildren to create projections for the gallery walls, inspired by objects from the Museum’s collection.

3.2. **Local artists display, 2 December 2026 to 9 February 2027**

The Butterworth Gallery will host this exhibition, featuring the work of two local artists.

4. Events

4.1. Town Show and Family Fun Day, 12 September 2026

The Museum presented the Transforming Littlehampton Museum project with an interactive activity designed to collect community thoughts about items to be removed the museum collection. 96 people visited the Museum stall.

4.2. Library Local History Day – 9 October 2026

The Museum team attended this event focussing on:

Victorian Littlehampton, tying in with the Victorians exhibition including some handling items, photos of the Victoria town and the Victorian walking trail (a free leaflet trail).

Transforming Littlehampton Museum, with the interactive activity designed to collect community thoughts about items to be removed from the museum collection. 35 people spoke to the Museum team at the event.

4.3. October Half Term – 27 to 31 October 2026

The museum hosted free drop-in Victorian silhouette making workshops, supported by Museum volunteers. The workshops were attended by 53 children.

4.4. Before Bond: Ian Fleming, His Top-Secret Commandos and Their Legacy, Saturday 7 November 2026, 15:00

This talk will be given by Dave Roberts and will take place in the Millennium Chamber. It will be free to visitors, but they will need to book a seat beforehand by contacting the museum to avoid over subscription.

4.5. Christmas lights switch on – 21 November 2026

The Museum will offer Christmas craft activities in the Butterworth Gallery from 15:00 to 17:00 and then every Friday in December until Christmas, to tie in with the late opening of the market.

5. Documentation figures

- 5.1. The documentation monthly target is 300 inventory records to be created or amended to reach Spectrum standards. The target for entries transcribed from accession registers has been reduced from 200 entries to 100 entries due to volunteer and staff capacity, and to reflect the fact that the Museum is close to completing the transcription of the registers.

- 5.2. The current total number of records on our collections database (MODES) is 45,400 out of an estimated total of 50,000. The Museum is on track to eliminate the backlog within the next two years.

6. Transforming Littlehampton Museum Project Progress

- 6.1. A contemporary collecting consultant has been appointed to this contract and started work on 4 October. In addition, an options appraisal consultant has started work on 1 October. During the course of the contract, the consultants will be communicating with key Museum stakeholders including members of the committee.
- 6.2. Objects recommended for disposal will be submitted to the Community Resources Committee (CRC) in batches, following thorough checks by the Museum team and the Community Dispersals Group of the relevant documentation and any potential links to the town or the Museum's wider collecting area. CRC members will be asked to approve the recommended disposals and invited to identify local organisations or community groups that could receive the objects where transfer to an Accredited Museum is not possible.

7. Return of British Museum Loan

- 7.1. Six Iron Age gold coins, known as Clymping staters, have been on long-term loan from the British Museum for many years. In 2025, enhanced security and insurance requirements resulted in their relocation to the central display case in the Archaeology Gallery. The administrative demands of maintaining the loan, particularly those relating to security and insurance, have also increased significantly in recent years. As the Museum holds comparable staters from the same hoard in its own collection, Members are asked to approve the return of the loaned coins to the lending museum. The Museum would continue to interpret the story of the staters using its own examples.

8. Financial Implications

- 8.1. The costs of the Artwork exhibition will be limited, as the cost of the paint and projectors are being met by Artwork.
- 8.2. The costs of the Library Local History Day are limited as the Museum is re-using most materials from other events. There will be minimal costs for photocopying museum surveys and enquiry forms.
- 8.3. The costs of October half term silhouette making activity is £34 for materials, with a further £149 for external advertising, met from existing budgets.

- 8.4. The cost of the 30AU talk will be £200. £150 to pay the speaker, and £50 to boost a social media post (an advert) from existing budgets.
- 8.5. The cost of the Christmas craft activities is anticipated to be around £100 for craft materials. To be met from the existing museum budgets.

Laura Chrysostomou

Town Clerk

Table 1

Appendix 1: Potential Acquisitions

Object Name and information	Photograph	Curator Recommendation	Link to Collecting Policy / Archaeological deposition policy
<p>A collection of photographic prints transferred from Arun District Council's Spaces Department from the 1980s and 1990s, in batches – covering Littlehampton Town Centre enhancements, Littlehampton Community Nursery Elm Road, The Harbour / River Arun and the Terminus Road VMN Wall 1993-4, and tree planting.</p>		<p>Accept: selected examples from each batch (Museum team to select)</p> <p>Reject: similar images/copies/less clear images.</p> <p>Accession digital scans ONLY, not physical prints.</p> <p>More contemporary material</p>	
<p>One china tea cup and sandwich plate from a limited edition "2000 Littlehampton" set celebrating the millennium. 1 larger plate from a different set, a limited edition, "Littlehampton The Pier".</p>		<p>Accept: examples of more modern and Millennium (year 2000) souvenirs, not currently represented in the collections.</p> <p>More contemporary material</p>	