



# **LITTLEHAMPTON FORT RESTORATION PROJECT**

## **MINUTES - ANNUAL GENERAL MEETING**

Date: 6<sup>th</sup> November 2025

Those Present: Andy Orpin (AO)  
John Howard (JH) (Via Ms Teams)  
Jeff Driver (JD)  
John Rhodes (JR)

Apologies for absence None

Distribution List Littlehampton Fort Management Team  
Charities Commission

Item	Action
<p><b><u>1.0 Apologies for absence</u></b></p> <p>There were no apologies for absence this year, although John Howard had a car issue which meant he could not be in attendance physically and had to join the meeting via online meeting app Microsoft Teams.</p> <p><b><u>2.0 Welcome and thanks from the Chairman</u></b></p> <p>AO thanked all those present for attending the meeting.</p> <p>AO thanked the Black Horse for accommodating us yet again for the third year.</p> <p><b><u>3.0 Minutes of previous AGM</u></b></p> <p>The minutes of the last AGM held on 31<sup>st</sup> October 2024 were reviewed.</p> <p>JD proposed that they were accepted as an accurate record and JR seconded this.</p> <p><b><u>4.0 Matters Arising from minutes of previous AGM</u></b></p> <ul style="list-style-type: none"> <li>- It was noted that the 3 actions listed from the previous AGM and their updates.</li> <li>- Item 4.0 JD has rebuilt the fort website, but as yet needs to publish it online. JD to report back when it is all ready to go.</li> </ul> <p><b>Update – JD has finished off the new Fort website and this is now live <a href="http://www.littlehamptonfort.co.uk">www.littlehamptonfort.co.uk</a>.</b></p> <ul style="list-style-type: none"> <li>- <b>Another Other Business Item 3</b> Information Board on the east side overlooking the fort. JD has been looking into this but the communications have fallen silent. JD to reach out to the council again and try to re-establish talks.</li> </ul> <p><b>Update – There has been no further discussions in relation to this, AO has asked JD to reach out once more and see if this is still an option</b></p> <ul style="list-style-type: none"> <li>- 5) A new Scheduled Monument Consent will need to be submitted in order to accommodate our future plans. AO</li> </ul>	<p>JD</p> <p>JD</p> <p>JD</p> <p>AO</p>

will be working on this with the assistance of the management team.

**Update – this is an outstanding task still, due to that at this point we cannot submit a new SMC as we don't know what will be needed until further clearance works have taken place, and so this will remain an outstanding task.**

#### 5.0 Chairman's Report for 2023/2024

AO presented the Chairman's Report for the period October 2024 to September 2025. This is appended to these minutes.

#### 6.0 Report from the Treasurer

An audited breakdown of income and expenditure for the year October 2024 - September 2025 was presented by JR. This showed an opening balance of £906.75, income of £1695.82 and expenditure of £1153.10 resulting in a closing balance of £1449.47. This is as a separate document appended to these minutes.

The accounts had been audited by Maddy Boone for which the Board is grateful.

#### **7.0 Confirmation of persons holding an office:**

7.1 Treasurer. JR has kindly agreed to continue in his role as Fort Treasure for another term.

7.2 Secretary. JH confirmed he is happy to continue in the role of temporary Secretary until another one is successfully recruited.

7.3 Management Team election on the 2025/26 chairman. AO left the meeting at this point. JR proposed that AO continued in the role of Chairman, and this seconded by JD and was agreed. AO then re-joined the meeting and was updated on the results of the election. AO is still to remain as the Chairman and Project manager for the next AGM year and agreed to accept this duty of responsibility.

## 9.0 Any Other Business

- 1) Finding Log – Earlier this year, AO said that there is a requirement for the project to formulate some sort of electronic finders log. The purpose of the log is literally to log finds on the Fort and would include details of date, time, location of the find, details of the find, and so on. JD was asked to look into what our options could be as a solution for this. JD reported to the board the use of the website (private) which WordPress posts could be used for the logs and then compiled into an Excel sheet so that they can be searched upon. It was agreed that the following will be undertaken.
- - 1.1. JD to provide JR details of fields that would be required for the finders' log.
- - 1.2. JR to then produce a macro-driven Excel sheet to meet our needs and then to report back to the board.
- - 1.3. It was agreed that JR would look into any cost savings that could be obtained by moving the website to the cloud, specifically GCP (Google). JR to report back to the board with the costs involved and any savings the charity could get by the move. In order for JR to complete this task, JD would need to have a current size of the website. JD to action

JD

JR

JR

JD

Andy closed the Meeting at 19.52 and thanked everyone for their attendance and support.

# Appendices

## 5.0 AGM Andy Orpin Chairman's Speech 2024

Good evening, everyone,

It's wonderful to see you all here this evening, and I'd like to begin by thanking my fellow Trustees for attending this year's Annual General Meeting of the Littlehampton Fort Restoration Project.

Your commitment, your time, and your belief in this project continue to make all the difference.

This past year has been one of genuine progress, renewed energy, and growing community involvement. Every area uncovered and brick unearthed brings us closer to achieving our shared vision — the full restoration and preservation of one of the most distinctive and historically significant coastal defences in the south of England.

Littlehampton Fort stands not only as a reminder of our Victorian military past, but as a living link between the town, its people, and its maritime heritage. The dedication of everyone involved — from our Trustees and volunteers to our supporters and funders — ensures that this remarkable site continues to tell its story for generations to come.

### Grant Funding and Support

I'd like to begin tonight with some positive financial news. This year we were fortunate to secure two important grants that have significantly strengthened our work on site.

We received £647 from Littlehampton Town Council, and an additional £1,000 from Tesco's Community Grant Scheme. Both of these awards are the result of sustained effort, careful planning, and a growing recognition of the value our project brings to the community.

The Littlehampton Town Council grant is being directed toward essential restoration materials and tools — the kind of practical support that allows our volunteers to keep moving forward safely and effectively. Every spade, brush, and saw helps us reveal a little more of the Fort's original character.

Meanwhile, the Tesco Community Grant is being used to upgrade and expand our site safety, tools and protective equipment. This is vital to ensuring that everyone who steps foot on site—whether an experienced volunteer or a newcomer—can work with confidence and security.

We are deeply grateful to both organisations for their belief in the Fort and its story. Their support demonstrates that heritage projects like ours continue to resonate widely—connecting history with civic pride and local engagement.

### Changes in the Management Team

As is often the case in long-term restoration projects, this year has brought a few changes within our management team.

First, I'd like to take a moment to express our sincere gratitude to Charlie Caney, who stepped down earlier this year. Charlie's enthusiasm, dedication, and resilience were instrumental in helping us through some of the project's more challenging periods. His hands-on approach, commitment to problem-solving, and genuine love for the Fort left a lasting mark on the team. On behalf of everyone here, I'd like to extend our heartfelt thanks and wish him all the very best for the future.

In the same breath, I'm delighted to welcome John Howard back to the project. Many of you will remember John's previous involvement with the Board of Trustees, joining the team originally in 2014. We're genuinely pleased to have him rejoin us at such an exciting stage in the project's development. John has been kind enough to stand in for us as the Temporary Secretary until a permanent one can be recruited.

## **Trustee Vacancies**

As we continue to grow, we are currently seeking to fill two trustee positions—that of Fort Secretary and General Trustee.

Both roles are crucial to the smooth running of the organisation. The Secretary ensures that our governance, communications, and administration remain strong and compliant, while the General Trustee role, focusing on working days and volunteers, offers an opportunity for a passionate individual to contribute ideas, oversight, and a fresh perspective to the board.

We are actively encouraging individuals who share our enthusiasm for heritage, community engagement, and practical restoration to come forward. The Fort has always thrived on inclusion, and new voices and skills will be essential as we expand our ambitions.

## **Looking Ahead**

March 2024 will mark a pivotal moment in the history of the Littlehampton Fort Restoration Project — the official relaunch.

This event served both as a public celebration and a reintroduction of the Fort's story to a wider audience. It was a chance to showcase the work that has already been accomplished, to unveil some of the areas now stabilised and unearthed, and to share our long-term vision for the next phase of development.

The relaunch also provided a vital opportunity to reconnect with our supporters, funders, and the local community, while inviting new volunteers and members to join us. We want people to see not only what has been achieved, but what can still be achieved when the community and heritage come together.

## **Site Progress – Eastern Magazine and Parade Ground**

On site, I'm pleased to report that steady and meaningful progress continues to be made.

Our current focus is on the Eastern Magazine and the Parade Ground — two critical areas that are central to the structural integrity and historic interpretation of the Fort. Clearing, stabilising, and documenting these areas has been painstaking work, often carried out in challenging weather conditions, but the results are truly encouraging.

Week by week, more of the Fort's original features are emerging from beneath the vegetation and debris. The brickwork, drainage systems, and defensive structures we're uncovering tell us more about how this remarkable installation once functioned. Every discovery adds depth to our understanding and further motivates us to continue the work.

## **Formation of the Littlehampton Fort Working Group Project**

In another important step forward, I'm pleased to announce the formation of the Littlehampton Fort Working Group Project.

This sub-group will serve as a bridge between the Board of Trustees and the volunteer body — ensuring that the voices of those who give their time and energy on site are heard in the decision-making process. It's an inclusive and forward-thinking initiative designed to strengthen collaboration, improve communication, and encourage shared ownership of the Fort's future.

By involving volunteers directly in discussions about restoration methods, site presentation, and public engagement, we'll ensure that every layer of the project reflects the passion and expertise of the people who care about it most.

## **Educational Partnerships – 2026 and Beyond**

Looking slightly further ahead, we are in the early stages of developing educational partnerships with colleges and universities to begin in 2026.

The aim is to open the Fort as a living classroom — a hands-on learning environment for students studying history, archaeology, architecture, construction, and conservation. This partnership will not only provide young people with valuable practical experience but will also bring a new generation into contact with our heritage.

By encouraging academic collaboration, research opportunities, and work placements, we are ensuring that the Fort becomes not just a preserved monument, but a learning resource that continues to contribute to education and community knowledge.

## **Thanks, and Acknowledgements**

No chairman's report would be complete without recognising the incredible people who make this project possible.

Firstly, my sincere thanks go to Maddie Boone, who once again has given her time and expertise to audit the Fort's accounts. Her diligence and professionalism ensure that our finances remain transparent, accurate, and compliant — a cornerstone of our charity's reputation and trustworthiness.

I also want to give special recognition to the 20 new volunteers who joined us this year. Whether you've been scraping ivy, moving earth, or cutting back the masses of trees and bushes on the Fort — you have each made a tangible difference. Your enthusiasm and willingness to "get stuck in" remind us all why this project matters.

My thanks to the Littlehampton Golf Club, which has continued vital support and allowed us access to the site to ensure we can continue with the works. I have on a number of occasions had conversations with passing golfers on the 2nd tee, saying how impressed they are with the work we have all been undertaking.

The Littlehampton Yacht Club, the owners Richard and Fiona Boyce and Rich the Manager, for again their continued support and them allowing us to use their facilities not only for our work equipment but also their venue for meetings and Fort Volunteer Induction training sessions.

And of course, a heartfelt thank you to the existing volunteers and trustees who have stayed the course — sometimes through wind and rain! Your passion, resilience, and camaraderie are the true foundations of everything we achieve.

## **Closing Remarks**

As I reflect on the year, I feel an enormous sense of pride in what we've accomplished together. From humble beginnings and uncertain footing in 2011, the Littlehampton Fort Restoration Project has grown into a well-respected and recognised heritage initiative — supported by the local community, valued by funders, and powered by people who believe in its purpose.

The coming year, with our 2024 relaunch, volunteer training opportunities, and preparations for our educational partnerships, will open a new chapter for the Fort. We will continue to honour the past, safeguard the present, and build a future that ensures Littlehampton Fort stands proudly for generations yet to come.

Finally, I want to personally thank each of the Trustees for your ongoing dedication, your guidance, and your faith in both this project and in me as your Chairman and Project Manager. It is an honour to serve alongside you.

That concludes my annual report.



## 6.0 Report from the Treasurer

TREASURER's ANNUAL FINANCIAL REPORT  
for the period of September 2024 to September 2025

### INCOME & EXPENDITURE

Oct 2024 to Sept 2025

#### INCOME

**Current**  
**2024 to 2025**

##### Description

##### Amount

Merchandise Sales	£2,80
Events/Trips	£0,00
Donations	£19,32
Grants	£1 647,00
Easy Fundraising	£26,70
<b>Total Income</b>	<b>£1 695,82</b>

#### EXPENDITURE

**Current**  
**2024 to 2025**

##### Description

##### Amount

Stationery	£0,00
Merchandise Stock Purchased	£0,00
Public Liability	£96,62
Website Domain	£184,80
Leaflets Publicity	£0,00
Trips & Events	£0,00
Equipment	£170,16
Repairs	£0,00
Materials	£0,00
Tools and Fuel	£701,52
<b>Total Expenses</b>	<b>£1 153,10</b>

**OPENING BALANCE (b/fwd)**

**£906,75**

as per bank statement of Sept 2024

Period Income

£1 695,82

Period Expenditure

£1 153,10

**CLOSING BALANCE (to c/fwd)**

**£1 449,47**

as per bank statement of Sept 2025

**Audited by Maddy Boone (date)**

**27/10/2025**

**Signed:**

