

LITTLEHAMPTON TOWN COUNCIL

“CARING FOR OUR TOWN”

STRATEGIC POLICIES

SECTION 1 MISSION STATEMENT

We, the Members of Littlehampton Town Council, are committed to providing, maintaining and developing services and local initiatives which will improve the quality of life of the residents of Littlehampton & Wick

Principal Aims

We will serve our community by

- Providing and maintaining a range of public services and seeking to develop effectively other services, either directly or by supporting local organisations and other providers
- Actively pursuing our representative role

Beliefs and Values

In carrying out the Council's aims, we will be guided by the following principles:

- **WE WILL DELIVER** services to the highest quality in terms of efficiency, effectiveness and value for money.
- **WE WILL PROMOTE** a culture of continuous improvement.

REVIEWED AND APPROVED BY FULL COUNCIL 30th MARCH 2017

- **WE WILL CONDUCT** business openly, impartially and democratically and where necessary consult widely with parishioners, all sections of the community and interested parties.
- **WE WILL COMPLY** with the National Code of Local Government Conduct and the Nolan Principles in public life.
- **WE WILL OBTAIN** from contractors and partners the best possible service value whether from statutory bodies or subcontracted services.
- **WE WILL ACT** in the best interests of local people in making representations to and entering into partnerships with:
 - a) Arun District and West Sussex County Councils
 - b) Outside Agencies
 - c) Central Government
 - d) Other appropriate private, public or voluntary sector groups
- **WE WILL ADOPT** a positive approach to resolving issues.
- **WE WILL ENCOURAGE** all staff to reach their full potential.

	POLICY	AIMS AND OBJECTIVES	
COMMITTEE		(0 – 3 YEARS) SHORT TERM	(4+YEARS)MEDIUM/LONG TERM
CRC	1. Allotments		
	<p>To meet, where practical and reasonable, demand from the community for allotments.</p> <p>To work closely with the Littlehampton Allotments & Leisure Gardens Association (LALGA) to ensure that the needs and views of the plot holders are considered.</p> <p>To review rents for allotment plots annually and to notify plot holders at least 12 months in advance of any increase.</p> <p>To work with plot holders to promote “green” initiatives and practices.</p> <p>To keep the allotment sites neat and tidy, ensuring that open areas and unlet plots are kept in good order.</p> <p>To seek new provision for additional allotments as a result of new housing developments.</p> <p>To only let plots to residents of Littlehampton. Existing Plots let to non-residents to be continued until the agreement ends.</p>	<ul style="list-style-type: none"> • To deliver new plots on the “Church Land” as a result of the North Littlehampton development. • To deliver new plots on the “Courtwick” site as a result of that development. • Promote the benefits of allotments to residents and encourage all sectors of the community to take up plots. • Seek to let all available plots, with the exception of “landlocked” plots, which will either be the subject of short term lets or held vacant until an opportunity becomes available to realign neighbouring plots to allow full access. • Maintain and keep in a neat and tidy manner all open spaces and empty plots, through mowing/ strimming/ rotovating plots on a monthly basis between the months of March to November (inclusive) and as required during December to February (inclusive). • Encourage plot holders to recycle garden waste and minimize the use of water. 	<ul style="list-style-type: none"> • To deliver new plots on Holly Drive site and in “North Littlehampton” as a result of North Littlehampton development.

	POLICY	AIMS AND OBJECTIVES	
COMMITTEE CRC		(0– 3 YEARS) SHORT TERM	(4+ YEARS) MEDIUM/LONG TERM
		<ul style="list-style-type: none"> • Hold four meetings of the Allotment Working Group each year. • Consider rental fees set in neighbouring areas, when undertaking rent reviews. • Advertise availability of plots if the number of vacant plots exceeds 5%, on any one site, of the total number of plots available (excluding “landlocked” plots). • Ensure that the District Council, as planning authority, is aware of the Town Council’s duty to meet demand for allotments, where there are new housing developments. • Encourage plot holders to report crime and anti-social behaviour to the Police and Town Council. • Ensure that plot holders are aware of the need to report the occurrence of notifiable weeds such as ragwort. • Assist, where possible and reasonable, people in the community, with disabilities, to run an allotment. • Maintain a pest control contract with a properly qualified organisation or business. 	

	POLICY	AIMS AND OBJECTIVES	
COMMITTEE CRC		(0 – 3 YEARS) SHORT TERM	(4+ YEARS) MEDIUM/LONG TERM
		<ul style="list-style-type: none"> • Seek to let a plot within four weeks of it becoming vacant. • Conduct an inspection by Members of all the sites at least twice a year and by Officers at least monthly. • Take action on poorly or non-cultivated plots in line with an annually reviewed timetable. • Deposits to be taken for new plots to cover the cost of ground maintenance when plots vacated. • To encourage the use of electronic media to complete forms for applying for an allotments and renewals. • To ensure that the Allotment Holders Agreement is kept up to date following the decisions of the Community Resources Committee. 	

	POLICY	AIMS AND OBJECTIVES	
COMMITTEE		(0 – 3 YEARS) SHORT TERM	(4+ YEARS) MEDIUM/LONG TERM
CRC	2. Parks, Gardens, Roundabouts & Street Scene		
	<p>To maintain Rosemead Park, Town Centre Roundabouts, the War Memorial and all other Town Council owned open spaces as valuable community resources.</p> <p>To provide an attractive environment in and around the town for both visitors and residents.</p>	<ul style="list-style-type: none"> • Replace the play equipment making use of possible S106 funds from the development of the Elm Grove School site. • Encourage the use of Rosemead Park for relaxation and recreation. • Maintain the play equipment through regular checks to ensure it is safe for use by children and young people. The Town Council will: • Maintain the four Town Centre Roundabouts to a high standard. • Provide attractive planters and gateway displays at the approaches to the Town. • Work within the Street Scene Enhancement contract to ensure all graffiti is removed promptly and that the Town is kept clean and tidy. • Work with the Tree Warden, Highways Authority and residents to identify areas for tree planting to restore the Town's tree lined streets and maintain them accordingly. 	<ul style="list-style-type: none"> • Undertake Health and Safety checks of all trees in the Town Council's ownership (Arboricultural surveys 5 yearly – next in 2019)

	POLICY	AIMS AND OBJECTIVES	
COMMITTEE		(0 – 3 YEARS) SHORT TERM	(4+ YEARS) MEDIUM/LONG TERM
P&F	3. Street Lighting		
	<p>To ensure the good maintenance of the Town Council's street lighting.</p> <p>Wherever possible to pass responsibility for LTC Street Lights to WSCC, relevant residents' associations or private landlords</p>	<ul style="list-style-type: none"> • Monitor the performance of the County Council's PFI contract and the Town Council's own street lights in the town. 	

	POLICY	AIMS AND OBJECTIVES	
COMMITTEE		(0 – 3 YEARS) SHORT TERM	(4+ YEARS) MEDIUM/LONG TERM
P&F	4. Community		
	<p><u>Regeneration</u> To support and promote a vibrant and prosperous Town.</p> <p>To work in partnership with public, private and voluntary sector bodies to attract investment to the Town.</p> <p>To exhort the principal authorities to prioritise the need to support and encourage the retail offer in the town centre to ensure its continuing health and the long term future of the town.</p> <p>Assist residents to form community Groups and Residents Associations</p>	<p>The Town Council will:</p> <ul style="list-style-type: none"> • Work closely with local businesses, community groups and residents in progressing initiatives for the benefit of the Town. • Pursue an ambitious, but realistic, programme of regeneration for the Town Centre. • Look to retain the concessionary parking scheme in the Town centre car parks and free on-street parking (with proper enforcement of parking regulations). • Work with relevant authorities to ensure that future developments address the needs of the Town including regeneration; deprivation; commerce; education; infrastructure and facilities. • Strive for improvements to strategic transport links, including the A27 Arundel by-pass; Arun Chord rail link and bus services. • Co-ordinate the Christmas illuminations for the town and work in partnership with the traders to provide a welcoming festive shopping experience. 	<ul style="list-style-type: none"> • Look to work with the District Council and others to draw up a cohesive and comprehensive plan for the future economic healthiness of the Town Centre and Wick, through strategic review of the retail centres.

	POLICY	AIMS AND OBJECTIVES	
COMMITTEE		(0 – 3 YEARS) SHORT TERM	(4+ YEARS) MEDIUM/LONG TERM
P&F	<p><u>Community Safety</u></p> <p>To work with the Police and other relevant agencies to make Littlehampton a safer place.</p> <p>To facilitate access to the Police for all the Community.</p>	<ul style="list-style-type: none"> Support the Town Centre and Wick Traders and Littlehampton Town Centre Regeneration Officer in the delivery in the in the delivery of joint projects for the betterment of the Town Centre. <p>The Town Council will:</p> <ul style="list-style-type: none"> Participate in policing and community safety initiatives, consultation and forums, actively representing the Town and its citizens. 	
CRC	<p><u>Grants and Community Organisations</u></p> <p>To prioritise, within the budget, funding for local community groups, either through Service Funding Agreements or through general community grants. In doing this the Town Council will: -</p> <ul style="list-style-type: none"> Assist local organisations to achieve their respective aims and objectives where these benefit the Town and the local community. ‘Pump-prime’ initiatives to enable schemes to emerge, whilst not committing to long term revenue support. 	<p>The Town Council will:</p> <ul style="list-style-type: none"> Endeavour to increase awareness of grant funding Identify groups who have previously not applied for General Grant funding. Allocate all grants in accordance with agreed criteria reviewed by the Community Resources Committee from time to time. Actively seek other possible sources of grant funding which might be attracted through ‘pump priming’. 	

COMMITTEE	POLICY	AIMS AND OBJECTIVES	
		(0 – 3 YEARS) SHORT TERM	(4+ YEARS) MEDIUM/LONG TERM
CRC	<ul style="list-style-type: none"> Assist community groups to attract funding from local and national organisations to benefit local residents. Identify, on occasions, specific needs and apply resources to meet them. Provide Service Funding Agreements where appropriate, to assist with sustainable service provision. Restrict eligibility so that any organisation can only receive one grant per calendar year. 	<ul style="list-style-type: none"> Maintain a strong audit trail to monitor Grant funding. Make available criteria, timetable and application forms on the Town Council's website. Maximise the uptake of grant funding by disseminating information via partner agencies such as the Voluntary Action Arun & Chichester. Support, through Small Arts Grants, specific local arts initiatives. Support environmental improvements to neighbourhoods through the Littlehampton in Bloom grants. 	
Joint Remit CRC & P&P	<p>Community Centres</p> <ul style="list-style-type: none"> To provide a high quality community facility in the town centre. To provide, as part of the North Littlehampton development, a high quality community centre as a focal point of that development. 	<p>The Town Council will:</p> <ul style="list-style-type: none"> Review discussions regarding other sites and if there is no progress in two years, consider drawing up and agreeing a scheme for a new community facility on the site of the former Arun District Council housing offices in Church Street 	<ul style="list-style-type: none"> Deliver the new Church Street and North Littlehampton Community Centres/facilities.

COMMITTEE	POLICY	AIMS AND OBJECTIVES	
		(0 – 3 YEARS) SHORT TERM	(4+ YEARS) MEDIUM/LONG TERM
Joint Remit CRC & P&P		<ul style="list-style-type: none"> Promote and increase community use of the Southfields Jubilee Centre. Provide accessible and affordable community premises for hire to members of the community. Seek a reasonable income to offset operation costs. 	
P&F	5. Press & Publicity		
	<ul style="list-style-type: none"> To provide quality information through a range of media, including the website; press releases; notice boards and the Progress Newsletter; including Social media such as Facebook. To actively promote all the Councils assets to maximise use and income. 	<p>The Town Council will:</p> <ul style="list-style-type: none"> Provide up to date information to the general public on its activities and services. Use these media to market the Town to potential visitors and to promote events and activities. Publish the Progress Newsletter four times a year. Maintain the notice boards Introduce e-newsletters for local residents. 	
CRC	6. Museum		
	To provide a high quality Museum facility to promote and preserve Littlehampton's cultural heritage.	<p>The Town Council will:</p> <ul style="list-style-type: none"> Provide access, wherever possible, to its collections. Inform and educate the community about Littlehampton's heritage. 	

	POLICY	AIMS AND OBJECTIVES	
COMMITTEE		(0 – 3 YEARS) SHORT TERM	(4+ YEARS) MEDIUM/LONG TERM
CRC		<ul style="list-style-type: none"> • Promote Littlehampton’s cultural heritage through an outreach programme, and a varied exhibition and events calendar. • Ensure that all Museum policies are kept timely and relevant and that a five year Forward Plan for the service is in place. • Provide a cultural service that acts as a source for information, inspiration, enjoyment and education. • Conserve, safeguard and archive the Museum collections to preserve them for future generations. • Acquire items relating to Littlehampton and its wider collecting district, in order to build the collection and safeguard items for future generations. • Provide appropriate facilities to safeguard the collections. • Interpret, present and exhibit the collection in order to promote interest in Littlehampton’s heritage and the historical arts. • Continually improve visitor numbers to the Museum. • Support the volunteer provision at the Museum, in order to provide a better service for the community. 	

	POLICY	AIMS AND OBJECTIVES	
COMMITTEE		(0 – 3 YEARS) SHORT TERM	(4+ YEARS) MEDIUM/LONG TERM
CRC		<ul style="list-style-type: none"> • Seek to increase shop sale income. • Obtain external funding, to fund improvements to the service. • Support the Sussex Finds Liaison Officer, by providing access to a computer and the use of a private room to meet with the public. • Support the Portable Antiquities Scheme. • Maintain a Collections Development Policy in line with the Museums Association (MA) code of ethics. • Ensure that the Museum maintains Accreditation. • Work with the Sussex Museums Group to ensure that the Museum is in line with current thinking and policy making. • To answer public enquiries within one month. • To introduce and maintain a website that widens access to the Museum's collections and promotes the service. 	

	POLICY	AIMS AND OBJECTIVES	
COMMITTEE		(0 – 3 YEARS) SHORT TERM	(4+YEARS)MEDIUM/LONGTERM
CRC	7. Arts, Sports & Events		
	<p>Community Arts</p> <ul style="list-style-type: none"> • To deliver an innovative programme of community art activities to help local people to express their creativity, imagination and self expression through all art media, provide a showcase opportunity for local artists and enable local people to develop their artistic skills through signposting and support. • To investigate ideas to create a new high quality arts centre that could deliver museum and art galleries, performance space, and leisure and commercial opportunities. <p>Community Sport To support the development of a programme of sporting, recreational and physical activities to enable local people to experience new sports and activities and to keep fit and healthy. These programmes will be both universally accessible and targeted at specific communities.</p>	<p>The Town Council will:</p> <ul style="list-style-type: none"> • Examine new ways to raise the profile of the arts in the community. • Work in partnership with other statutory agencies regarding public art installations for Littlehampton. • To investigate the creation of a community arts forum • Provide continued support to the Diary Arts Drop-in. <ul style="list-style-type: none"> • Encourage the development of sports and art by establishing and supporting community led initiatives. • Provide administrative support to the Littlehampton Sports Forum, which will encourage sports groups to work together to improve individual and group performance, share knowledge and promote excellence. 	

	POLICY	AIMS AND OBJECTIVES	
COMMITTEE		(0 – 3 YEARS) SHORT TERM	(4+YEARS)MEDIUM/LONGTERM
CRC		<ul style="list-style-type: none"> • Provide a Sporting Excellence grant programme to enable emerging young sportsmen and women to progress with their chosen discipline. 	
CRC	<p>Community Events</p> <ul style="list-style-type: none"> • The Town Council will facilitate, sponsor, support and provide a timetable of community events both universal and targeted to celebrate Littlehampton and the different special interests and social groups of the community. • Support the development of initiatives which increase opportunities for local residents and encourage civic pride thus raising the attractiveness of the Town. (moved from Tourism) 	<ul style="list-style-type: none"> • Deliver at least two High Street based activities as part of its annual events programme 	

	POLICY	AIMS AND OBJECTIVES	
COMMITTEE		(0 – 3 YEARS) SHORT TERM	(4+YEARS)MEDIUM/LONGTERM
CRC	8. Tourism		
	To work with relevant authorities, local tourist attractions and related businesses to promote tourism.	<p>The Town Council will:</p> <ul style="list-style-type: none"> • Work with authorities, tourism providers and residents to ensure that the need for Littlehampton’s infrastructure to meet the needs of local residents and visitors is addressed by relevant organisations. • Develop innovative methods of promoting the Town so visitor spending is increased. • Improve accessibility to information about the Town to motivate potential visitors and enable them to make plans for their visit. • Instigate a cohesive and integrated approach to maximise the resources allocated for tourism from the public sector. • Encourage a “can do” mentality in the tourism sector. • Encourage investment in the town’s tourism economy. • Pursue joint agendas with neighbouring towns. • Ensure that previous tourism studies are considered and developed. 	<ul style="list-style-type: none"> • Maximise the tourism potential of the Oyster Pond and surrounding area.

	POLICY	AIMS AND OBJECTIVES	
COMMITTEE		(0 – 3 YEARS) SHORT TERM	(4+ YEARS) MEDIUM/LONG TERM
CRC		<ul style="list-style-type: none"> • Maximise the USP (Unique Selling Point) of the River and protect but encourage use of the West Beach/Bank. • Identify principal catchment areas and effective methods of promoting Littlehampton as the premier family seaside “day out location” in West Sussex. 	
COMMITTEE		(0 – 3 YEARS) SHORT TERM	(4+ YEARS) MEDIUM/LONG
P&F	9. Public Conveniences		
	To retain and improve the Town’s public conveniences		

	POLICY	AIMS AND OBJECTIVES	
COMMITTEE		(0 – 3 YEARS) SHORT TERM	(4+ YEARS) MEDIUM/LONG
P&T	10. Planning & Transportation		
	<p>Planning Applications</p> <ul style="list-style-type: none"> • To deal efficiently and openly with planning applications and continue to argue for the reinstatement of the Devolved Planning initiative. • To seek high standards of planning design and build, retaining the high quality of the conservation areas, areas of special character and significant buildings in Littlehampton. • To seek a higher standard of protection for flint walling as a distinctive characteristic of the area and to look for opportunities to provide more. <p>Neighbourhood Development Plan</p> <ul style="list-style-type: none"> • To deliver, in conjunction with the community and where possible, the key objectives of the Plan. 	<p>The Town Council will:</p> <ul style="list-style-type: none"> • Ensure that the process for commenting on applications remains efficient and transparent. • Ensure that all planning applications received from the District and County Council for consideration will be dealt with within the agreed timescale. • Assist the Heritage Group in delivering the objectives of the Neighbourhood Plan. • Conduct a review of the Neighbourhood Plan once the District Council's Local Plan has been adopted and the procedure for doing so has been clarified by Central Government. 	

COMMITTEE	POLICY	AIMS AND OBJECTIVES	
		(0 – 3 YEARS) SHORT TERM	(4+ YEARS) MEDIUM/LONG TERM
P&T	<p>Strategic Planning</p> <ul style="list-style-type: none"> Seek to ensure that the Town Council is involved in the development of major planning initiatives so that the voice of the town is heard and that local people are given the opportunity to be consulted and involved at an early stage. 	<p>The Town Council will:</p> <ul style="list-style-type: none"> Ensure that all major developments address the needs of the Town including regeneration; deprivation; infrastructure and are eco- compliant. Pursue the replacement of telephone and electrical overhead cables with underground cabling and the removal of redundant poles by the utility companies. 	<p>The Town Council will:</p> <ul style="list-style-type: none"> Work with partners to develop a long-term strategy to ensure the vitality of the Town Centre.
P&T	<p>Transportation</p> <ul style="list-style-type: none"> To promote sustainable transport networks and cycle routes. To press for improved traffic management in the Town. To support the need for a Town Bus, addressing severance issues from the North of the Town and to provide access to key services and facilities. To align services with new developments with the Town, through the use of S106 agreements. 	<p>The Town Council will:</p> <ul style="list-style-type: none"> Promote the use of public transport and press for improved services. Support the 'Town Bus' towards the goal of it being self-funded. 	<p>The Town Council will:</p> <ul style="list-style-type: none"> Continue to press the responsible authorities to produce a clear view on the Town's transport infrastructure needs in relation to current and future likely development. Seek a study by West Sussex County Council on traffic flow and management and parking through the Town.

	POLICY	AIMS AND OBJECTIVES	
COMMITTEE		(0 – 3 YEARS) SHORT TERM	(4+ YEARS) MEDIUM/LONG TERM
CRC	11. Youth Services		
	<p>To be committed to the ongoing provision of services to support the development of children and young people.</p> <p>To offer a range of targeted and universal services offering constructive activities, information and support for 8-25 year olds at a number of venues throughout the Town, enabling them to develop the knowledge, attitudes and skills they need to become competent, caring and contributing adults.</p> <p>Partnerships will be pursued to extend these services and develop new ones which support the development of the wider community including provision in North Littlehampton.</p> <p>To replace Project 82 with a modern youth facility, working, where possible, with voluntary, public and private sector partners.</p> <p>To support and work with local youth organisations to provide a wide range of youth provisions as possible.</p>	<p>The Town Council will:</p> <ul style="list-style-type: none"> • Seek to reduce crime and anti-social behaviour and promote health through diversionary activities for young people. • Provide a diverse range of informal learning opportunities both targeted and universal, through the development of a youth work curriculum which is empowering, educative, voluntary and within a framework of equality and diversity. • Develop partnerships with local statutory and voluntary organisations, and build positive relationships between young people and the wider community. • Agree with partners a formal programme to replace Project 82, potentially with a new facility at or near the Keystone Centre. • Investigate Youth Mayor. 	<ul style="list-style-type: none"> • To deliver a youth facility to replace Project 82 (and possibly the Keystone Centre). • To deliver a youth facility in North Littlehampton.

SECTION 3 INTERNAL SERVICES

	POLICY	AIMS AND OBJECTIVES	
COMMITTEE		(0 – 3 YEARS) SHORT TERM	(4+ YEARS) MEDIUM/LONG TERM
P&P	1. Property		
	<p>Manor House To maintain the Manor House in line with its civic importance within the town, its listed building status and its location within a conservation area.</p>	<p>The Town Council will:</p> <ul style="list-style-type: none"> • Maximise income through the hiring of its facilities. • Provide meeting rooms at a competitive cost to non-commercial hirers and local organisations. • Seek income from commercial hirers to offset the costs of the venue • Provide versatile accommodation for all activities. • Keep the furnishings and decorations to a high standard or repair and decoration. • Increase the use of the facilities • Promote and publicise availability of the venue • Review discussions regarding other sites and if there is no progress in two years, consider drawing up and agreeing a scheme for a new community facility on the site of the former Arun District Council housing offices in Church Street. 	

	POLICY	AIMS AND OBJECTIVES	
COMMITTEE		(0 – 3 YEARS) SHORT TERM	(4+ YEARS) MEDIUM/LONG TERM
P&P	2. Property Maintenance		
	To make responsible provision to secure and maintain Town Council capital assets to a high standard that complies with legislation for public buildings including Health & Safety requirements.	<p>The Town Council will:</p> <ul style="list-style-type: none"> • Keep and maintain the Town Council's buildings in good repair. • Deliver, through the Amenity Team, a rolling programme of general maintenance. 	
P&F	<p>3. Finance</p> <p>To prepare financial statements in accordance with applicable laws & regulations, which are currently found in Governance & Accountability in Local Councils (England)- A practitioner's guide.</p> <p>To ensure that the financial statements present fairly the financial position of the Council.</p> <p>To keep proper accounting records ensuring that all financial resources and fixed assets are managed efficiently, effectively and equitably.</p> <p>To manage prudently the Town Council's treasury balances.</p>	<p>The Town Council will:</p> <ul style="list-style-type: none"> • Prepare an annual budget to meet all financial liabilities during the year. • Comply with financial regulations. • Keep accurate records of all financial transactions and affairs. • Advise Councillors immediately of any financial irregularities. • Prepare the end of year accounts for audit and public inspection. • Inspect, legitimise, authorise and make payment of invoices received by the Council. • Facilitate the end of year audit of accounts in compliance with Finance and Audit Regulations. • Regularly report to each spending Committee the financial position relating to their budget. 	

	POLICY	AIMS AND OBJECTIVES	
COMMITTEE		(0 – 3 YEARS) SHORT TERM	(4+ YEARS) MEDIUM/LONG TERM
P&P	<p>4. HR Training To ensure that comprehensive employment policies and procedures are in place.</p>	<p>The Town Council will:</p> <ul style="list-style-type: none"> • Provide CPD for all employees &, through the Staff Appraisal process, prepare annual workforce training & skills improvements schedules. • Review regularly policies & procedures. 	
P&F	<p>5. Democratic Representation/Corporate Management To provide a transparent and high quality structure for effective decision making.</p> <p>The Town Council will always take a position representing the best interests of the town and the Council.</p> <p>To work to achieve the devolution of services, where service improvements can be made, whilst not disadvantaging local residents and avoiding double taxation.</p>	<p>The Town Council will:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Arrange and conduct meetings in compliance with its Standing Orders. <input type="checkbox"/> Comply with legislative requirements. <input type="checkbox"/> Ensure an efficient service to Councillors and the public <input type="checkbox"/> Provide an efficient service in handling Mayoral engagements, observing all protocols. <input type="checkbox"/> Promote the services of the Council and encourage a wider public interest. 	

SECTION 4 GENERAL AND MISCELLANEOUS

	POLICY	AIMS AND OBJECTIVES	
COMMITTEE		(0 – 3 YEARS) SHORT TERM	(4+ YEARS) MEDIUM/LONG TERM
P&F	<p>1. Local Businesses The Town Council will promote the use of local business in all its services.</p>		
P&F	<p>2. Littlehampton Harbour To recognise the historical and practical importance of the Town developing a leisure-based harbour and other financially-robust river-related industries.</p>		
P&F	<p>3. General Health and Wellbeing Policy To work with the relevant agencies to support and improve health provision in the Town and secure additional and high quality medical</p>		
P&F	<p>4. Coastal Defences To work closely with the relevant bodies to pursue adequate provision for Coastal Defences and Flood Management to protect the Town from flooding</p>		

COMMITTEE	POLICY	AIMS AND OBJECTIVES	
		(0 – 3 YEARS) SHORT TERM	(4+ YEARS) MEDIUM/LONG TERM
P&F	<p>5. Equality and Diversity and Disability To maintain an Equality and Diversity Policy, which will regularly be reviewed.</p> <p>To ensure that all Town Council amenities and services comply with Equality and Diversity legislation.</p>		
Joint Remit P&F & P&P	<p>6. Health and Safety To have a Health and Safety Policy and Accident Reporting Procedure. The Policy and reporting procedure shall be regularly updated.</p>		