

**LITTLEHAMPTON TOWN COUNCIL**  
**COMMUNITY ENGAGEMENT POLICY**

**1. Statement of Intent**

- 1.1 Littlehampton Town Council aims to ensure that using a wide range of approaches to public consultation and community engagement it encourages residents to actively participate in its decision-making process and put forward ideas regarding matters which affect their day to day lives.
- 1.2 The Town Council aims to:  
Work closely with residents, businesses and community groups.
- Engage with as many people as possible who want to participate in the Town Council's decision making, monitoring services and planning for the future.
  - Ensure that residents have the opportunity to be heard and encourage a sense of ownership of assets, infrastructure and new projects.
  - Ensure that using a wide range of approaches to public involvement and community engagement, we actively encourage the participation of residents and by listening to their views make them an integral part of our decision-making processes.
- 1.3 The Town Council seeks to:  
Engage with all sections of Littlehampton's community regardless of age, ability, gender, ethnicity, faith or sexual orientation. The Town Council is also committed to engaging with any person or organisation who has an interest in the economic, social and environmental well-being of the parish of Littlehampton.
- 1.4 The Town Council's objectives will include:
- o Improved communication by exploring new channels of engagement
  - o Better understanding of the role of the Town Council and the Town Councillors
  - o Improved engagement with local communities, with more people feeling that they are involved in decision making
  - o Improved satisfaction with Town Council services

**2. Defining the Community**

- 2.1 Littlehampton is a Town parish set in West Sussex and in the district of Arun who are the Planning Authority. The population of Littlehampton is currently c28,000 but with significant development proposed is likely to exceed 30,000 over the next few years.

- 2.2 The Town Council is made up of 15 Town Councillors and their roles and responsibilities and contact information can be found on the Council's website or by calling in at the Town Council offices.

### **3. Provision of Information to the Community and Opportunities for Community Involvement**

- 3.1 Contact can be made with the Council in writing, email, phone or in person: Littlehampton Town Council  
The Manor House  
Church Street  
Littlehampton  
BN17 5EW  
01903 732063  
[ltc@littlehampton-tc.gov.uk](mailto:ltc@littlehampton-tc.gov.uk)  
The Manor House is open to the public Monday - Friday between 9am and 4.30pm.
- 3.2 It is recognised that members of the public may wish to engage with the Council in a variety of different ways - from the occasional email or letter with a suggestion on how a service could be improved to regular attendance at a Council meeting. Residents can also find all the information they need by visiting the Council's website [www.littlehampton-tc.gov.uk](http://www.littlehampton-tc.gov.uk) or [www.facebook.com/littlehamptontc](https://www.facebook.com/littlehamptontc)
- Alternatively:
- What's on: [visitlettlehampton.co.uk](http://visitlettlehampton.co.uk)
- Sign up for the Visit Littlehampton [e-Newsletter](#)

### **4. Littlehampton Neighbourhood Plan**

- 4.1 The Littlehampton Neighbourhood Plan, was adopted by Arun District Council on the 3<sup>rd</sup> November 2014
- 4.2 This means that the Littlehampton Neighbourhood Plan has been brought into legal force, and forms part of the statutory Development Plan for the area. Consequently, decisions on whether to grant planning permission in those areas will need to be made in accordance with the Neighbourhood Plan, unless material considerations indicate otherwise.

The Plan can be viewed electronically at [www.littlehampton-tc.gov.uk/neighbourhoodplan](http://www.littlehampton-tc.gov.uk/neighbourhoodplan) or in hard copy at the Manor House

## **Appendix 1 - Local Services - Who does what?**

There are 3 tiers of local government that deliver services in Littlehampton. Although the Town Council itself has only limited powers, it can work with and make representations to the other Councils and public agencies to solve problems and provide facilities and services which might not otherwise have been addressed. Each tier of government has its own areas of responsibility. Listed below are some, but not all areas.

### **West Sussex County Council:**

The County Council operates over a large area, services include;

- Births Marriages and deaths
- Education
- Health and Social Care
- Household Waste Recycling Sites
- Libraries
- Drains
- Streetlights
- Highways
- Website: [www.westsussex.gov.uk](http://www.westsussex.gov.uk) Phone: 01243 777100

### **Arun District Council:**

Each county is divided into several districts. District or borough councils cover smaller areas and provide more local services. There are 7 districts within West Sussex and Littlehampton is within the Arun District which also includes Bognor Regis and Arundel. Arun District Council is responsible for some services in Littlehampton, including;

- Beaches
- Business Rates
- Car Parks
- Council Tax
- Dog Control
- Electoral Registration
- Energy Efficiency
- Environmental Health and pest control
- Health and Wellbeing
- Housing
- Parks and green spaces
- Planning and development control
- Public Toilets
- Refuse Collection
- Regeneration
- Visitor Information

For more information: 01903 737500 or visit [www.arun.gov.uk](http://www.arun.gov.uk) where you can report problems, make payments or apply for benefits.

Arun District Council also operate a tourism website [www.sussexbythesea.com](http://www.sussexbythesea.com) where you can find information on attractions in the area, accommodation and events.

## **Littlehampton Town Council:**

The most local tiers of government are the parish and town councils. Littlehampton Town Council is an elected body, representing the residents of the Town. It has certain powers and its own budget. Littlehampton Town Council is responsible for services like;

- Allotments
- Community Grants and Support
- BBQs
- Littlehampton Museum
- Local Events and Tourism Initiatives
- Progress Newsletter
- Public clocks
- Rosemead Park
- Stage by the Sea
- Street scene and graffiti removal
- Southfields Jubilee Centre
- The Manor House
- Grant Aid
- Project 82 Youth services
- Planning (as a consultee)
- Littlehampton Neighbourhood Plan
- The Amenity Team
- The War Memorial
- Visit Littlehampton Website

For more information on these services and listings for local organisations and sports clubs visit [www.littlehampton-tc.gov.uk](http://www.littlehampton-tc.gov.uk) or call 01903 732063

These are not comprehensive lists. If you need further assistance, then please contact the Town Council and we will help direct you to the appropriate authority. Tel. 01903 732063.