

Council Priorities 2019 to 2023

	Project Description	Timeline	Committee Responsible	Budge, cost	Next Steps April 2021 Onwards
Keystone Youth Centre (New Youth Centre in Wick)	This project is underway and aims to replace the existing Keystone Centre at Eldon Way in Wick with a brand-new youth centre, that can also be used by the community, on the open space on the opposite side of the road to the existing Centre. It is envisioned the centre will include a main hall, kitchen and meeting rooms and parking provision. The Council is working in partnership with the District Council to develop a holistic plan for the new site which will see the outside space provision also upgraded to include a Multi-Use Games Area. The District Council is also contributing £250,000 toward the new centre. Progress with the project is being overseen by the Town Council's Community Centres Sub-Committee which reports to Council.	Estimated 2022	Progress with the project is being overseen by the Town Council's Community Centres Sub-Committee which reports to Council. (Construction and building management = Property and Personnel. Hiring Community Resources Committee)	Maximum budget agreed for the project was £1,554,657. Revenue budget provision has been approved at £30,000 per annum for three years from 2020 to 2023.	Ongoing- project monitored by the Community Centres Sub-Committee, with reference to Full Council as required.
Improving Environmental Controls on Allotments	The Council's network of allotments would be expanding in the coming years through gains negotiated as part of the Section 106 Developer Agreement relating to North Littlehampton. It was also a key objective for this Council to introduce environmentally friendly initiatives across its services. This ambition was set out in the Environment Policy and it was therefore considered prudent to amalgamate the Council's priorities in respect of its allotments under one heading.	Various	Community Resources Committee	Delivered as part of North Littlehampton Section 106 Agreement.	Priority to be implemented in accordance with the Town Council's Environment Policy.
North Littlehampton Community Centre and Youth Facility	There is provision for a new Community Centre (including youth facility) at North Littlehampton which has been secured through the Section 106 Developer Agreement. The site has been allocated and amalgamating the community and youth centre facilities meets the long-held ambition to provide a joint facility in this part of the parish.	Delivery is not expected before 2023	Progress with the project is being overseen by the Town Council's Community Centres Sub-Committee which reports to Council. (Building management = Property and Personnel. Hiring Community Resources Committee)	Revenue budget provision at £20,000 for 2021 to 2022, £40,000 for 2022 to 2023 and £60,000 for 2023 to 2024 to provide initial support until the centre is established.	Ongoing- project monitored by the Community Centres Sub-Committee, with reference to Full Council as required.
Business Continuity Plan	The business practices implemented in response to the nationwide response to the Covid 19 pandemic had demonstrated the Council's ability to continue to operate effectively in an unprecedented situation. However, it remained a priority to ensure that business continuity arrangements were formally recorded.	It will be necessary to review the action that has been taken in the context of business continuity arrangements going forward when we are able to return to normal business.	Policy and Finance	not applicable	The Business Continuity Plan is ongoing and will be taken to Policy and Finance on 20th September 2021.
Electronic Banking	The migration to electronic payments had been successful and research into facilitating payments by card was underway. The aim was to begin the implementation of an electronic card payment system when normal business was resumed.	This is unlikely to progress until normal business is resumed. Target date of Autumn 2021.	Policy and Finance	not applicable	Implement electronic card payment system in place for Autumn 2021. Report updates to Policy and Finance.

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Museum Documentation Project	This project was due to come to an end on 31st March 2021 and the Museum Service would move to business as usual using the principles established during the Project. Acknowledging the breadth of the Project and the Committee commended the Museum team for their diligence and hard work and looked forward to seeing the final report.	June 2021	Community Resources Committee	not applicable	End of project to Community Resources Committee 10th June 2021. Mark completed.
Tree Planting and Wildflower Meadow	The two priorities under this heading are ongoing and would see a scheme to replace the trees on the western boundary of Rosemead Park and if possible managed wildflower planting along the new Fitzalan Link Road. The latter would be subject to the support of West Sussex Highways who would be adopting the new road. Trial scheme of wildflower meadow planting to be taken forward using rear garden at Manor House, explored through changes to arrangements for planting and floral contract and to be explored with West Sussex County Council re potential use of roundabouts. If successful, Wildflower Meadow scheme to be expanded.	The Rosemead Park trees need to be linked to the new road, with a target of 2021 to 2022. Discussions have commenced with West Sussex County Council and developer regarding enhancing the existing landscaping proposals. If this is not possible, alternatives need to be progressed following the delivery of the new roads, therefore not until 2021 to 2022.	Community Resources Committee and Property and Personnel	£30,000 has been allocated in the Council's Capital Programme to complete the replanting of the trees at Rosemead Park and budget provision of £1,000 for 2021 to 2022 and 2022 to 2023 supplemented by £4,000 earmarked from 2020 to 2021 for a Tree Planting Scheme on the new road.	Actively seek opportunities to increase tree planting as appropriate and deliver Wildflower Meadow Planting Scheme if trial scheme is successful. Ongoing (Liaison with County Council on Infrastructure projects and with Arun District Council Parks and Landscapes team as appropriate.)
Sale of 82 Wick Street	The property at Project 82 Wick Street has been declared surplus to requirements and valuations are being sought. Enquiries made with the District Valuers Service established that they were not in a position to take on additional local authority commissions. Quotations have therefore been sought locally and a valuer appointed.	Valuation report expected April 2021	Property and Personnel, Full Council	not applicable	Priority to be retained until such time as the disposal is complete.
Pier Road Pedestrianisation	This Priority was a long-standing commitment of the Town Council to the benefits of the pedestrianisation of the southern section of Pier Road to support the tourist economy. To achieve this the Town Council remained committed to supporting the District Council in any consultations associated with progressing a traffic regulation order for the seasonal closure of Pier Road and had stated that it would also look to coordinate street entertainment with traders that would make the area a more attractive facility for residents and tourists.	not applicable	Policy and Finance	not applicable	The Town Council's support for Pier Road Pedestrianisation is reaffirmed and Officers to continue to work with Arun District Council who will continue to be the lead on this. (Liaison with the County Council and District Council Economic Regeneration Team)
Pier Road Entertainment Scheme	This Priority was closely linked to the long-standing commitment of the Town Council to the benefits of the pedestrianisation of the southern section of Pier Road to support the tourist economy. Recent discussion at the Policy and Finance Committee had also highlighted the potential to utilise activities planned as part of the Love Local Arts initiative to provide the basis of an entertainment scheme in this area. The Committee was very supportive of this initiative and acknowledging the tight timescale, agreed that authority be delegated to the Town Clerk in consultation with the Chair and Vice-Chair of the Committee to take this forward.	not applicable	Community Resources Committee	A budget of £5,000 from the Event Support budget be allocated to the programme to cover expenditure for acts, equipment and marketing	Council reaffirms and retains this priority with the commitment to support traders and Arun District Council, who will continue to be the lead on this, to create an attractive pedestrianized environment.

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Town Centre Strategy	The events of the past year had accelerated the pace of change in the Town Centre highlighting the need for strategy and £9,000 of funding had been earmarked the Council's reserves to support this work. It was also acknowledged that this would require the support of the District Council and work had commenced in developing a strategy.	Autumn 2021.	Policy and Finance	Earmarked Reserve contains £9,000 provision to support any future Town Centre strategy.	Aiming to have a Town Centre Strategy draft circulated in Autumn 2021.
Town Council Events	To introduce a wider range of events through the use of external providers.	Unlikely to progress further before 2022.	Community Resources Committee	£7,000 earmarked in the Council's reserves for this work.	Priority retained and to be progressed when circumstances allow.
Town Centre Events	This priority was progressing and budget provision made. Officers, working in partnership with the District Council, continued to explore opportunities for installations that would encourage visitors back into the area once restrictions have eased. This would include researching events to support the re-launch of the High Street once the Public Realm Improvement works had been completed. Progress would continue to be reported to both this Committee and the Community Resources Committee.	Investigated further once the Public Realm Improvement works have been completed.	Policy and Finance	Total budget provision of £100,000 (over a 2-year period 2021 to 2022 and 2022 to 2023) allocated to deliver Town Centre Events comprising £50,000 from Arun District Council and £50,000 from the Town Council. A further £25,000 is in the projected revenue budget from 2022 to 2023 and beyond should the initiative continue.	Priority retained (in liaison with Arun District Council Economic Regeneration Team) A programme to be rolled out this Summer and then plan one for 2022.
Secure Future of Wick Information Centre	The Committee endorsed the retention of this priority which was a long-standing commitment of the Town Council to support Wick.	The Service is preparing to re-open fully as soon as restrictions allow in 2021.	Community Resources Committee	Three-year Service Funding Agreement for 2020 to 2023 at £2,500 pa, £4,000 was also available in the Wick Initiatives budget to facilitate other projects to support Wick.	Continue to work with Wick Information Centre Management Committee and All Saints Church as we come out of Lockdown. Officers to maintain and develop Community links and progress initiatives as they come forward.
Reception Reconfiguration	Project progressing, and new reception desk design and receptioning proposals approved.	Summer 2021	Property and Personnel.	Budget agreed: £5,500	Will be marked as completed when the work is finished.
Consider Options for Littlehampton Town Council to provide Housing	Whilst it was acknowledged that the Town Council was not a Housing Authority, Members wished to have a better understanding of the options. It was therefore agreed that the presentation of options, highlighting relevant local housing schemes, from the Sussex Association of Local Councils be pursued.	not applicable	Policy and Finance, Full Council	not applicable	Members to receive a presentation of the options. Members felt it was unlikely this would progress but wanted to understand the issues further and hence the presentation would be arranged.

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Boules/Petanque at Mewsbrook Park; Outdoor Leisure Equipment	Council had previously identified an ambition to see improvements to facilities on the seafront and local parks. This could also include Rickshaws which were becoming popular in tourist areas. The ability to deliver most of these initiatives was heavily reliant on the support of Arun District Council as both the landowner and licensing authority and would require significant research if they were to progress. The availability of resources to take this forward was limited and likely to become even more constrained as the District Council was about to embark on work to support the area as it began to recover from the impact of the pandemic. The Committee did not want to lose sight of this ambition and it was therefore considered prudent that it be adopted as a policy and that further research be undertaken when circumstances allow.	Unknown	Community Resources Committee	Funding has not been specifically identified for these initiatives and would have to be taken from the Converted Capital receipt Reserve.	Officers to develop Policy supporting improvements to the outdoor leisure facilities on the seafront and in local parks in Littlehampton. Options to be presented to Community Resources Committee at a future meeting. Options to be investigated and
Gateway Public Art North Littlehampton	This was being progressed by the District Council and the sum of £40,000 was allocated in the Section 106 development agreement for the North Littlehampton to deliver the project. This was planned at a prominent point of entry to the Town and a steering group had been formed to oversee the project. The Town Council wished to see a scheme that would draw visitors into the Town and Members wanted to be involved in the discussions.	Unknown	Policy and Finance	n/a	Members to be involved in the discussions. Gateway Public Art Liaison Group includes Councillor Dr Walsh - Knight of the Order of St John and the Town Clerk.
Youth Employment Policy	The Committee reviewed a proposal to support local young people looking for employment or who want to develop a new business via a "youth market". The Committee acknowledged that the events of the last year had had a significant impact on young people and wished to support initiatives aimed at developing their skills. Whilst the Council had access to the Community Stall in the weekly market, it was unclear when this might be available again. There was also caution regarding this particular aspect of the concept and whether it was the right format. Acknowledging that the Council lacked the expertise in this area, Members discussed how the Council's contacts at the Littlehampton Academy and Arun Youth Projects might be engaged to help develop a local initiative. Again, the Committee did not wish to lose sight of this ambition and judged that further research was required. It was therefore considered prudent that it be adopted as an overarching policy and progressed through engagement with the Council's contacts.	Unknown	Community Resources Committee	not applicable	Officers to develop a Policy supporting local young people looking for employment or who want to develop entrepreneurial skills through engaging with local authorities, schools, and youth service providers in Littlehampton.
Branding and Marketing	Council had identified the need to progress a strong brand that could be used to market the town. Members considered that this should remain a priority in the context of the changes occurring in the parish as a whole as a result of the development of the Hampton Park Estate. It was emphasised that this need not subvert the Gateway Public Art proposals and that the new road network provided an opportunity to introduce new and more impactful signage.	Ongoing	Policy and Finance		To support initiatives particularly pertaining to the new development to the North of the Town by including welcome signs. Report options on branding by December.

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Community Transport Initiative	Observing the Council's stance in respect of future support for a community transport initiative, it was considered prudent that this priority be retained should an opportunity to develop a bus service to support the new and growing community in North Littlehampton come forward.	not applicable	Planning and Transportation	Bus Expenditure Earmarked Reserve provision of £7,000.	Officers to monitor for potential opportunities to develop this Priority.
Town Centre Management	The Town Council had recently agreed to implement new Town Centre Management provision from October 2021 when the current arrangements would cease. The District Council had also accepted the Town Council's offer to continue to support the Town Centre Regeneration Officer post for a further six months until the end of September 2021. It was noted that the Town Clerk would shortly be consulting members for their views on how to proceed including funding which would need to be in place from October 2021.	Be in place from October 2021.	Policy and Finance	£10,000 funding for contribution to the Town Centre Regeneration Officer Post for a six-month extension	Town Centre Management provision to be in place from October 2021. Agreed way forward by end of July.
Estate Management	It is a strategic objective for Council 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 and Safety requirements. This is particularly important in respect of the Manor House which has to be maintained in line with its civic importance within the town, its listed building status and its location within a conservation area.	Ongoing	Property and Personnel	Budgets approved annually for each asset	Priority adopted. Ongoing with annual internal reviews to inform the budget process.
High Street Regeneration Initiatives (Littlehampton Traders Partnership Ideas for the High Street)	The Policy and Finance Committee reviewed the list of proposals for the future of the High Street that had been received from the Littlehampton Traders Partnership. Members were broadly supportive of the drive to reinvigorate the High Street and initially considered it prudent that the Town Centre Regeneration Officer be asked to investigate how these might be progressed. It was noted that the introduction of litterbins specifically for recycled products were planned for the High Street as part of the Public Realm Improvement works.	not applicable	Policy and Finance	not applicable	Town Council to support initiatives for the regeneration of the High Street through the discussions with the Town Centre Regeneration Officer and as part of future Town Centre Management provision. Members were supportive of this and the Town Clerk would undertake further work with the Littlehampton Traders partnership.
Refocussed Major Capital Projects	The objectives identified within this priority remained valid and it was noted that the replacement playground facilities at Rosemead Park were delivered in December 2020.	Ongoing	Policy and Finance	See Next Steps	<ul style="list-style-type: none"> a. The replacement Youth centre at Wick, as above. b. The new community centre at North Littlehampton, as above. c. Public Realm Improvements, being taken forward by the District Council with a capital sum of up to £200,000 provided by the Town Council for expenditure on the Beach Road element of these works. A Project Board has been established to oversee this project and is represented by the Town Clerk on this Board. d. The projects relating to St Martins Car Park and the Windmill were being reviewed by Arun District Council and that no further action was required from the Town Council at this stage.

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New Allotments - Church Land at Worthing Road, Holly Drive and North Littlehampton	The Council's network of allotments would be expanding in the coming years through gains negotiated as part of the Section 106 Developer Agreement relating to North Littlehampton.	Various	Community Resources Committee	Delivered as part of North Littlehampton Section 106 Agreement	Priority to be implemented in accordance with the Town Councils Environment Policy.
Policing, Crime and Anti Social Behaviour	The Council has a long-term commitment to community safety identified previously as Town Centre Policing and is now working in partnership with the District Council to delivering a Community Wardens Scheme pilot, April 2021.	Two year pilot commenced April 2021	Policy and Finance	Scheme joint funded with Arun District Council and Delivered through the Community Safety Partnership	Scheme to be monitored via regular reporting to Policy and Finance.