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Town Clerk – Laura Chrysostomou

6 June 2023

Notice is hereby given that there will be a meeting of the:

Policy and Finance Committee

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

Date: Monday 12 June 2023

Time: 6.30 pm

Committee:

Councillor Butcher – Chair

Councillor Dr Walsh KStJ

Councillor Lee

Councillor O'Neill

Councillor Northeast

Councillor Tandy

Councillor Woodman

Laura Chrysostomou, Town Clerk

Agenda 2023 to 2024

- 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. Declarations 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 Butcher, O'Neill, Northeast, Tandy, and Woodman are Members of Arun District Council.
- Councillor Dr Walsh KStJ is a member of Arun District Council, West Sussex County Council, and the Littlehampton Harbour Board.

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 13 March 2023, circulated herewith, pages 4 to 7. 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. Officers Reports

8.1. Town Centre Action Group

The Committee is asked to appoint a representative to the Town Centre Action Group. The Town Centre Strategy states that the Town Council's nominees are the Mayor, the Chair of this Committee and one other member. The Terms of Membership are attached for reference, page 8.

8.2. Town Centre Update

Report attached, pages 9 to 32.

8.3. Public Realm Update

The Committee is asked to note the update as set out in the report that will be considered by Arun District Council's Economy Committee on 13 June 2023, attached at pages 33 to 40. This report can also be viewed online at: [Model report with explanatory text - August 2008 \(arun.gov.uk\)](#)

8.4. Pier Road Closure

The Committee is asked to note the update and options as set out in the report that has been published by Arun District Council and will be considered by their Economy Committee on 13 June 2023, attached at pages 41 to 48. This can also be viewed on line at: [Model report with explanatory text - August 2008 \(arun.gov.uk\)](#)

9. Finance

9.1. Committee Budget Monitor

Report attached pages 49 to 54.

10. 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.

Minutes of the Policy and Finance Committee held on Monday 13 March 2023 at 6.30 pm.

Present:

Councillor Dr Walsh KStJ – Chair

Councillor Blanchard-Cooper

Councillor Chace

Councillor Long

Councillor Tandy

Councillor Butcher attended as a substitute for Councillor Northeast.

2022 to 2023

40. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

42. Apologies

There were apologies from Councillor Northeast.

43. 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 at this point.

44. Minutes

The Minutes of the meeting held on 19 December 2022, previously circulated, were confirmed as a true record and signed by the Chair.

45. Chair's Report and Urgent Items

There were none.

46. Public Forum

There were no members of the public present.

47. Officer Reports

47.1. Littlehampton Harbour Update

Councillor Dr Walsh KStJ declared a personal interest in the following matter as a member of the Littlehampton Harbour Board.

Cllr Chase declared a personal interest in the following matter as a District Councillor appointee to the Littlehampton Harbour Advisory Body.

The Committee had before it, previously circulated, an update from the Harbour Board regarding future work to the damaged West Beach groyne. It was noted that the Harbour Board were seeking grant funding for the repairs from DEFRA and a Marine Licence to carry out the work. The Town Council had sent letters to support both requests.

It was Resolved that:

The update be noted.

47.2. Town Centre

47.2.1. The Committee received a report, previously circulated, updating Members on a number of matters relating to the Town Centre and a wide-ranging discussion ensued. Regarding the Littlehampton Trader's Partnership, traders supported a proposal to form a Town Centre Trader's Forum, run by the Town Council, should the partnership decide to dissolve itself at a meeting on 14 March 2023. The linkages with the successful award of funds from the UK Shared Prosperity Fund was noted. This would enable work to be undertaken to develop the Trader's arrangements into an effective body, in line with the Town Centre Strategy.

47.2.2. In response to a question, the Town Clerk explained that there were very limited options available to the Town Council in terms of spending this funding. In addition to a very tight timetable, there were very prohibitive parameters surrounding expenditure. The Town Centre Strategy had been used to attract these funds, with the assistance of colleagues at the District Council.

47.2.3. The arrangements for proposed to agree the Summer Town Centre events programme and the launch of the Public Realm were approved as set out in the report. A shop window competition, as set out in the report, was agreed to align with the King's Coronation. There was discussion regarding whether the awards should be made to the business members or to their nominated

charity. It was agreed that the Town Clerk would consult Traders at their meeting on 14 March 2023 and proceed in accordance with their wishes.

It was therefore Resolved that:

1. The proposals to agree the Public Realm Launch and Summer events programme as set out in paragraphs 3.3. to 3.4. of the report be approved.
2. That a Coronation window competition be held for traders, and that the prizes, at £175 in total, be funded from the Town Centre Initiatives EMR, with the traders to agree whether the prizes should go to charity or not.
3. That the contents of the report be otherwise noted.

47.3. Disposal of Street Furniture

- 47.3.1. The Committee received an update, previously circulated, regarding the disposal of the street furniture that had been re-used following removal from the High Street during the Public Realm Improvement works.

It was therefore Resolved that:

The remaining street furniture be retained for a further year and then disposed of and that the report be otherwise be noted.

48.4. Artwork Fibreglass Eggs

- 48.4.1. The Committee received an update, previously circulated, setting out the arrangements regarding custody of the four the remaining Artwork Fibreglass Eggs.

It was Resolved that:

The Update be noted.

49. Finance

49.1. Committee Budget Monitor

Members received a report highlighting significant variances from budget in Income and Expenditure relating to the Policy and Finance Committee budget for 2022 to 2023.

It was Resolved that:

The contents of the report be noted.

49.2. Annual Investment Strategy

The Committee received a report, previously circulated, which proposed the Strategy for 2023 to 2024. Responding to a question, the Town Clerk confirmed that payments for the K2 Centre were being made in instalments.

It was Resolved that:

Council be Recommended to approve the Annual Investment Strategy 2023 to 2024.

50. Exempt Business

There was none.

The meeting closed at 6:52pm.

Chair

Terms of Membership for the Town Centre Action Group

Extract from the Town Centre Strategy:

The Town Centre Action Group should meet three times a year and be underpinned by an Officer Task Group. The Action Group will be serviced by the Town Council, but the actions will need to be taken forward by partners. The minutes of its meetings will be made publicly available, except where there is “Exempt” information. Partners would be expected to feedback on meetings to assist priorities and resourcing discussions within each organisation.

Chaired by the Mayor the action group should comprise of the following Members:

Littlehampton Town Council	<ul style="list-style-type: none">• Mayor of Littlehampton• Chair of Policy and Finance Committee• One other Member• Relevant Officers
Arun District Council	<ul style="list-style-type: none">• Relevant Committee Chair• Ward Member• Relevant Officers
West Sussex County Council	<ul style="list-style-type: none">• County Division Member• Relevant Officers
Sussex Police	<ul style="list-style-type: none">• Divisional Commander• Relevant Officers
Traders Partnership	<ul style="list-style-type: none">• Chair• Vice-Chair

Littlehampton Town Council

Non-Confidential

Committee: Policy & Finance Committee

Date: 12 June 2023

Report by: Town Clerk

Subject: Town Centre Update

1. Summary

- 1.1. The report updates the committee on several matters relating to the Town Centre.

2. Recommendations

- 2.1. The committee is recommended to:
 1. Note the outcome of the window competition for traders aligned to the Kings Coronation as set out in paragraphs 3.1. to 3.2. of the report.
 2. Note the update on the Town Centre Strategy and formation of a Town Centre Action Group as set out in paragraphs 4.1. to 4.3. of the report.
 3. Note the update on the District Council's allocation of the UK Shared Prosperity Fund as set out in paragraphs 5.1. to 5.5. of the report.
 4. Note an update on the Town Centre events programme including the Love Local Arts Summer programme, Public Realm Launch and the German Style Christmas Market as set out in section 6 of the report.
 5. Waive standing orders and delegate authority to the Town Clerk in consultation with the Committee Chair and Chair of the Town Centre Action Group (the Mayor) to appoint a specialist contractor for the Christmas market as set out in paragraphs 6.4 to 6.8
 6. Otherwise note the report.

3. King's Coronation Window Competition

- 3.1. To celebrate the Coronation of His Majesty the King and Her Majesty The Queen Consort on Saturday 6 May, the Council ran a shop window competition. Local businesses were invited to decorate their shop windows with a Coronation theme in order to win three cash prizes for their chosen charities. The uptake from traders was low despite being advertised extensively on social media and via the Town Council's traders distribution list.

- 3.2. The Mayor of Littlehampton shortlisted three shop windows before the public picked their winner via Facebook. Followers were asked to pick their favourite by liking or reacting to the image of their preferred display. The winner of the competition was the RSPCA who won £100 with their colourful display for their chosen charity, Mount Noddy Animal Centre. The second-place prize of £50 was awarded to Creative Heart, for their display of handmade art crafted by local children. Creative Heart donated their money to their own community hub. Crafter's Corner were awarded third place with their display of artisan pieces. The £25 prize money was donated to Creative Heart.

4. Town Centre Strategy and Action Plan

- 4.1. The Town Centre Strategy adopted by Littlehampton Town Council in October 2022 outlines the strategic objectives set to be achieved in the town between the present day and 2030. The overarching mission is that: by 2030 all those signed up to the strategy will have worked together to deliver positive change that places the Town Centre both at the heart of the Town and as a retail and leisure hub for the Eastern Arun area. A copy of the Town Centre Strategy can be seen in appendix 1.
- 4.2. As stated in the Strategy, the delivery of an Action Plan is essential to the success of the Strategy and a Town Centre Action Group was agreed to take this plan forward. Following a public consultation survey, an Action Plan has been drafted to highlight a range of proposals and opportunities identified by the community and stakeholders that can deliver regeneration in Littlehampton by 2030. This draft Action Plan will be considered, developed, and agreed by the Town Centre Action Group, who are also tasked with reviewing the Town Centre Strategy for any gaps or issues. The TCAG will then meet three times a year to deliver the goals outlined in the Action Plan. The TCAG will be serviced by the Town Council, but the actions will need to be taken forward by partners.
- 4.3. Before the Action Group can meet, two business representatives must be nominated. Previously this would have been the Chair and Vice-Chair of the Traders Partnership. The Traders Partnership officially dissolved at an Emergency General Meeting on 14 March 2023. Since then, Officers have approached Littlehampton businesses in person and via email to encourage business owners to sign up to a new mailing list which will keep them informed of any current and future town centre updates. So far, over 60 businesses have registered, many of which were not part of the previous mailing list compiled by the Traders Partnership. Anyone who has signed up for the mailing list will be invited to submit an interest in representing the businesses in the Town on the Action Group. Those who have registered an interest will then be invited to attend a formal meeting where two representatives will be appointed to participate in the Action Group.

5. UK Shared Prosperity Fund

- 5.1. In February 2023, the Town Council was successful in securing funding from the District Council's allocation of the UK Shared Prosperity Fund (£60,000 over two years). This is to fund the hiring of a consultant to work on four key areas of development.

- It would develop and transform a Town business representative group into a sustainable and empowered group.
 - The project would engage with freeholders to develop strong relationships to facilitate other areas of development in the Town Centre.
 - The consultant would support the Town Centre Action Group by advising the best way to take forward the Town Centre Strategy and Action Plan which aims to coordinate activities to achieve economic growth in the area.
 - By working in collaboration with partners they would develop a strong destination identity that supports the improvement of the existing offer leading to an increase in visitors that stay longer, spend more, return and recommend.
- 5.2. Through the project the Town Business representative group will establish a solid framework that enables it to actively contribute to and support the wider strategic goals for the retail and visitor economy. It will be empowered to adapt to the ever-changing retail landscape and form an alliance with key stakeholders for the benefit of the wider community.
- 5.3 The project will engage with landlords to establish dialogue with stakeholders and encourage participation in key discussions where their input is essential to drive positive outcomes.
- 5.4 The Town Centre Action Group will gain support and knowledge to successfully implement and adapt the Town Centre Strategy Action Plan to deliver the shared outcomes. Delivery of the Strategy will see Littlehampton Town Centre become a safe and thriving centre offering a wide range of shops, excellent leisure facilities, high quality office premises, residential opportunities, and a full range of community services for residents, visitors and the wider community.
- 5.5. The project will engage stakeholders in discussions to develop a strong identity for the Town Centre that will serve as inspiration for the work of future key activities including the Town Centre Action Group. This will also deliver the key priority of the Arun District Council vision: A better future 2022-26 and see the Town contribute meaningfully to the objective of fulfilling Arun's Economic Potential.
- 5.6 Officers are progressing this work with Arun District Council and will report back to this committee when a draft brief has been created for the recruitment of a consultant.

6. Town Centre Events Programme

- 6.1. Since 2019 Littlehampton Town and Arun District Councils have committed £125,000 to deliver activities that uplift the Town Centre and increase the footfall in the High Street. The aim being to deliver a series of events and marketing opportunities to be launched in Littlehampton that will encourage residents to spend more in the High Street and create a positive experience

for neighbouring town residents, visitors from further afield and potential investors.

- 6.2. For 2023, officers have developed a programme of High Street events that will be delivered over the summer holidays. The events will run on 2 August, 16 August, 23 August and 30 August between 11:00 and 15:00 and will focus on free to attend high-quality attractions and activities suitable for all the family. The programme will consist of a children's fun day, a sustainability day, a 'Matilda' themed fun day to coincide with the Town Council's Screen on the Green event the same week and an end of school holidays party. Each event will feature fantastic pop-up performances, live entertainment, exhibitions, the Littlehampton Museum team and commercial and charity stalls. A promotional visual of the event featured in the latest edition of Progress Newsletter can be viewed in appendix 2. The events and associated marketing campaign will cost in the region of £11,000 to deliver.
- 6.3. A ribbon cutting event is proposed to mark the completion of the High Street works in October 2023. It will see both the Town and District Councils, contractors and traders celebrate the occasion. Live entertainment and art workshops will be incorporated into the event. It will also feature the launch of the Love Local Prize Draw which will replicate the successful scheme that ran in 2020. The scheme encourages people to shop locally and collect five stickers from participating shops in order to be entered into a monthly cash prize draw. There will be a total of three draws: two to the value of £250 in October and November and one to the value of £500 in December. The ribbon cutting event will cost in the region of £1,500 to deliver. The Love Local Prize Draw scheme will cost in the region of £1,700 to include the prize money, loyalty cards and stickers and marketing.
- 6.4. It has always been the plan to host a high-impact event as part of the completion of Phase 1 of the public realm improvement works. As previously agreed by this committee, members of the Town Centre Action Group met in March 2023 to discuss this potential event. It is hoped an authentic German Christmas Market can be hired throughout November and December. The market would launch on Saturday 18 November to coincide with the Christmas Lights Switch on event. Christmas Markets are a growing attraction in the UK and proven to attract extensive publicity and draw visitors to destinations.
- 6.5. Officers have contacted various suppliers of Christmas Markets with varying levels of success. Many are fully booked for the festive season, but Officers have been approached by a Sussex-based company that has proven experience in delivering successful Christmas markets. The company would charge a fee for running the whole operation which would include themed wooden huts, the sourcing, booking and management of stallholders, an alpine bar (essential for the success of the initiative), some live entertainment, food and drink vendors, health and safety, security and the daily management of the market.
- 6.6. Officers would explore working with local businesses and organisations to identify ways to include them in the market with a possibility being to have a dedicated hut for community use which would be managed by the Council.

- 6.7. The location of the market is fundamental to its success. Officers have identified the High Street as the most suitable location, but in order to use this site, the long-standing Friday Market will need to relocate for a minimum of five weeks. The District Council are currently liaising with the Market Operator on the matter. An area of St Martin's Car Park has been identified as an alternative location for the Christmas Market. The Town Council are unable to use Manor House Car Park as an alternative venue due to the loss of parking revenue for the District Council.
- 6.8. Initial discussions have indicated that a Christmas Market company would charge in the region of £50,000 with marketing and entertainment being an additional cost. Further costs also need to be considered which include the provision of an onsite water bowser, which is a requirement for the contractor to have access to clean drinking water. There are various costs associated with the hire, which include deployment, set up and uplift of equipment, equipment rental and water deliveries.

7. Financial Implications

- 7.1 A budget of £175 was allocated to the King's Coronation Window Competition to meet the cost of the prizes.
- 7.2 £60,000, over two years, has been granted from the UK Prosperity Fund.
- 7.3 The Town Council has allocated £25,000 for the Town Centre Events in 2023 to 2024. At the time of writing the District Council's contribution has not been confirmed.
- 7.4 £69,000 has been earmarked from the previous years' Town Centre Events match funding to finance a one-off event to mark the opening of the Public Realm and to deliver the Christmas market.

Laura Chrysostomou
Town Clerk

Littlehampton Town Centre Strategy



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7. Town Centre Action Group

1. Introduction by the Town Mayor

Littlehampton Town Centre is viewed as a vital area of the Town, providing residents and visitors with essential retail outlets, services – both public and private – and leisure space. Leadership from local authorities, other key stakeholder parties and the private sector is required to ensure the long-term viability of this asset.

Over many years, the District and Town Council have provided support to the Town Centre, originally through the Single Regeneration Budget funds, but also through attracting significant investment into such schemes as the current Public Realm Enhancements. A range of Strategies have been developed over that time, some overlapping, but a coherent strategy signed up to by all parties and focussed solely on the Town Centre has been lacking.

The Town Centre is largely perceived as retail focused. This is historically largely true, but given the trends facing the retail sector, this perception requires challenge. At a national level, at the end of 2020, just over 14% of High Street retail and leisure businesses were vacant in Great Britain (House of Commons, Briefing Paper no. 9218. May 2021). The recessions following the financial crises of the last 12 to 13 years and much more recently the pandemic have been damaging. However, one of the biggest negative factors quoted by traders, both nationally and locally, is the impact of business rates and rent.

The need for a strategy to lead all the parties through these difficult times has never been greater. Therefore, this Strategy, once signed up to by all key parties sets out clear aspirations as to what can make a positive difference, whilst also retaining a sense of what is realistic and achievable. It sets out clear aspirations. These will need to be reviewed regularly, but also underpinned by an achievable Action Plan.

All the partners who signed up to the Strategy will need to look to work to deliver the aspirations and the actions within the Action Plan and focus their budget and priorities accordingly. Paramount to the delivery of their objectives will be the leadership provided by elected representatives. Without this, the Strategy is likely to wither on the vine.

On a more positive note, the effective implementation of the Strategy should enable Littlehampton Town Centre to remain a vital element of a successful, vibrant Town, providing key services and recreation for all people. It should be attractive, safe, fun, robust, flexible, and vital. Littlehampton has adapted to change in the past, be it moving away from a harbour-based town to more recent threats such as out-of-town Shopping Centres. It is in the nature of the businesses and residents to overcome once again.

Councillor Jill Long

2. Purpose of the Strategy

2.1. The Mission

By 2030 all those signed up to this strategy will have worked together to deliver positive change that places the Town Centre both at the heart of the Town and as a retail and leisure hub for the Eastern Arun area.

2.2. Why Is a Strategy Needed?

Since the early part of this Century, when the Town Centre was last the focus of cohesive partnership work, supported by Single Regeneration Funding, considerable change has impacted Town Centres across the nation, including Littlehampton. Many recognisable retail chains have disappeared; shopping trends have altered, particularly because of internet shopping; there has been more than a decade of national “austerity” and most recently the pandemic and cost of living crisis have impacted the nation, including retail.

Consequently, there is a need to develop a strategy that focusses on attracting investment into the Town Centre, as a revitalised community hub offering leisure, entertainment, arts, key services such as education and health, housing and office space, supplementing and in sympathy with the retail offer. These should all be aligned with encouraging people to visit and spend in the locality, whilst also enjoying their time there.

2.3. Informing of the Strategy

The Strategy has been developed using extensive knowledge of the recent history of the Town Centre, together with the threats, opportunities, and challenges it faces. This has been assisted by a Town Centre Health Check delivered for Arun District Council earlier this year. Both the background information (Appendix A) and health check (Appendix B) can be found in the appendices.

2.4. Key Partners

- Arun District Council
- Littlehampton Town Council
- Littlehampton Traders’ Partnership (or a similar forum made up of two traders)
- West Sussex County Council
- Sussex Police

The key partners will lead on this work but other important players such as Health bodies, the Harbour Board etc will be needed to assist when matters cross refer to their area of expertise.



3 Vision Statement

Littlehampton Town Centre will be a safe and thriving centre offering a wide range of shops, excellent leisure facilities, high quality office premises, residential opportunities, and a full range of community services for the local and wider community.

In achieving this, there will be a high quality of design with an attractive street scene and easy access to the centre with good public transport and an emphasis on pedestrian priority.

4. The Ambition

Wide consultation identifies that Littlehampton Town Centre should be:

- Welcoming and safe
- A vibrant place that drives out localised anti-social behaviour
- Supportive of schemes which benefit the whole town and its community.
- An accessible and attractive place to visit, work and live.
- A place that stands out from other destinations, offering something 'different.'
- Accessible to everyone and well signposted in a way that connects the Town to the waterfronts, making pedestrian access to business areas much easier.
- A place with a good public transport system including good commuter links and public car parks.
- Environmentally sustainable.
- A hub for connecting people of all ages through cultural activities that compliment local businesses and showcase local talent.
- A place that provides essential services such as banks, Post Offices, and health care.
- A place that provides services such as hairdressers, beauty care, and leisure facilities, including eateries.
- Supportive of existing businesses looking to diversify.
- A location supportive of alternative commercial opportunities, such as markets
- Supportive of commercial investors
- Where businesses and residents mutually benefit each other
- Able to provide housing with support for the residents without detracting from the retail offer.
- Linked to the whole town.

- A place that utilises virtual and online shopping methods to drive footfall into the physical offerings.
- A place with strong supporting infrastructure including public conveniences, seating, and accessibility.
- Home to a thriving evening economy attracting people of all generations.
- A town with businesses that attract people all year round.

These ambitions are strongly supported by the Town Council and form the spine of this Strategy.

5. Area of Coverage



For the purposes of this Strategy, the Town Centre is taken as being the area shown in the map above. Pier Road has not been specifically addressed within this, but its proximity and importance to the local linkages will mean that it will be referred to and possibly incorporated in projects.



Littlehampton High Street is the Centre of the Town, connecting all surrounding shopping areas. The High Street is home to a large majority of the national shops in Littlehampton. It is also the home to events such as the Christmas Lights Switch on and Late-Night Shopping, Family Fun Days, Artisan Markets, and the weekly Friday market.

High Street



Anchor Springs

Anchor Springs is home to various services and includes a sweet shop, charity shops and a vet. The main bus stop for Littlehampton Town Centre is in Anchor Springs meaning it needs to be an inviting and welcoming area.



Beach Road

Beach Road is at the East end of the High Street and is home to independent retail shops, services, and restaurants/cafes. Beach Road leads to Littlehampton Seafront, meaning it would be a key link for tourists to access the High Street on their visits.



The Arcade

The Arcade in Littlehampton was built in 1912 and is part of the Town Centre's history. It currently is the home to a Florists and Greengrocers. The key issue The Arcade is facing is occupancy and the appearance and maintenance of it.



Surrey Street

Surrey Street is to the West of the High Street, it is home to a mix of chain and independent shops, restaurants, and services. Surrey Street connects Littlehampton Town Centre to the riverside, an area popular with tourists.



6. The Strategic Objectives

To achieve the Vision a range of Strategic Objectives will need to be achieved. It is envisaged that the lead on this will be a newly constituted Town Centre Action Group, details of which are covered under section 7.

The Strategic Objectives that have been identified for progression by the Town Centre Action Group are:

1. Draw up and progress a realistic and achievable Action Plan renewable by partners annually.
2. Appoint two representatives made up of local traders to attend the Town Centre Action Group meetings and represent all sectors of Town Centre commerce.
3. Focus on addressing problems relating to crime, antisocial behaviour, drug usage, and street drinking.
4. Recognise the importance of Community and Public Sector Services as key providers for the future Town Centre.
5. Encourage further investment to complete the public realm works.
6. Encourage a more diverse retail sector, robust enough to meet changing shopping trends and cater to all those visiting.
7. Investigate opportunities to seek to attract online shoppers into the Town Centre, possibly through locating collection facilities in the locality.
8. Consider how best to encourage leisure and key services to emerge in the Town Centre.
9. Prepare a proposal to deliver sympathetic housing that will uplift the Town Centre, whilst reducing, or at a minimum keeping to existing levels hostel accommodation.
10. To press West Sussex County Council, particularly in the light of the North Littlehampton development, to prepare a transport plan for the Town Centre, including improving disability access.
11. Prepare Marketing and Branding Plans and look to improve the offer of information for visitors in the town. Any branding initiative should be closely discussed with the Town Council who might be developing such an initiative for the whole Town.
12. Protect and market the heritage of the Town Centre.
13. Progress the promised Feasibility Study for the redevelopment of St Martins Car Park.
14. Look to work with those involved to assist in the taking forward of the proposals for the Hospital, Health Centre, Library and Fire Station sites.
15. To urgently investigate the need to action and deliver increased Charge Points in Town Centre Car Parks to meet the advent of electric vehicles and to relieve the parking congestion on nearby roads in the evening.

16. Set up links with landlords including a landlords' forum to involve them in the Town Centre planning and to maintain high quality building maintenance and appearance.
17. Develop and promote an all-year-long Events programme for the Town Centre.
18. Investigate and where practicable work with landlords to fill vacant shops and deliver pop-up shops.
19. Look to deliver 21st Century public conveniences, free from crime and antisocial behaviour.
20. Review the Car Parking Disc Scheme and look at easy, inexpensive alternatives. As the scenario cannot continue whereby small independent shops are subsidising nationals and determine whether this is the best way to use these funds in supporting the Town Centre.
21. Review the existing market arrangements, with other options to be considered, possible new markets and including creating a marketplace in St Martins Car park.
22. Addressing negative perceptions of the Town and Promotion.
23. Ensuring that the new roads to the North of the Town direct traffic to the Town Centre.
24. Similarly work to encourage mobility between the seafront, riverside and Town centre for pedestrians and to that end support the pedestrianisation of Pier Road, at least seasonally.
25. Ensure Town Centre Gateways – Railway Station and Anchor Springs – are inviting and attractive.
26. Focus on Culture, Fitness, and the Arts to uplift the image of the Town.
27. Encourage the service sector to work alongside the established retail care of the Town to reflect changes in consumer practice.
28. Look to improve the offer of information for visitors to the Town Centre and to attract those using other facilities in the area to visit.
29. Support and encourage new and young investors wanting to start a business in the town.
30. To urgently ensure that there is a marketing strategy in place for the completion of the public realm works.
31. To encourage a banking hub in the Town Centre.
32. Encourage the development of digital business in the Town Centre.

7. Town Centre Action Group – TCAG

The creation and delivery of an Action Plan that is SMART and deliverable is essential to the success for this Strategy. Chaired by the Mayor the action group should comprise of the following members:

Littlehampton Town Council	<ul style="list-style-type: none">• Mayor of Littlehampton• Chair of Policy and Finance Committee• One other Member• Relevant Officers
Arun District Council	<ul style="list-style-type: none">• Relevant Committee Chair• Ward Member• Relevant Officers
West Sussex County Council	<ul style="list-style-type: none">• County Division Member• Relevant Officers
Sussex Police	<ul style="list-style-type: none">• Divisional Commander• Relevant Officers
Business Representative	<ul style="list-style-type: none">• Two Nominated Representatives

The Town Centre Action Group should meet 3 times a year and be underpinned by an Officer Task Group. The TCAG will be serviced by the Town Council, but the actions will need to be taken forward by partners. The minutes of meetings of the TCAG will be made publicly available, except where there is “Exempt” information. Partners would be expected to feedback on meetings to assist priorities and resourcing discussions within each organisation.



Appendix A

Background information

General demographics

Littlehampton (including Angmering, Hammerpot, West Kingston, Wick) has a population of 61,938.

Littlehampton Town Centre is located within walking distance of Littlehampton Train Station and Bus Station meaning it is accessible by public transport. There are three town centre car parks, and visitors can currently enjoy 2 hours free parking using a Littlehampton parking disc.

The town centre has a mix of retail shops, restaurants, cafes, pubs, beauty services and health services (opticians). The majority of units in the town centre are Independent (85.8%) compared to 15.8% National. There is only one unit providing an activity in the town and no attractions or hotels.

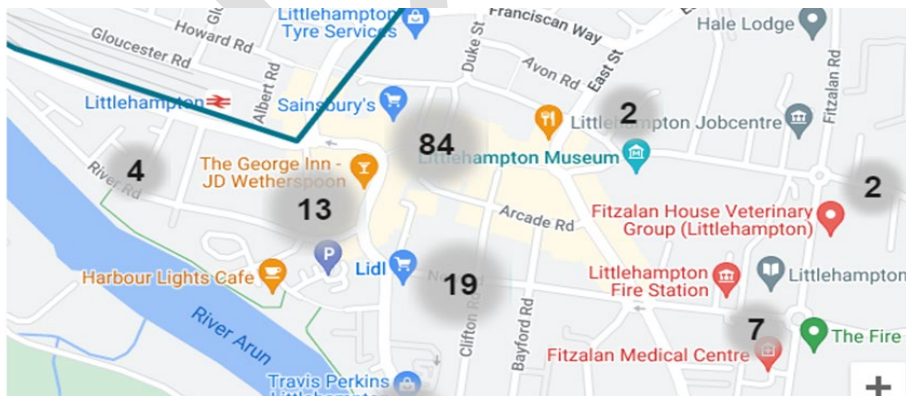
Antisocial behaviour

A key issue raised in feedback from the draft Town Centre Strategy was the level of anti-social behaviour and crime. Littlehampton's overall crime rate in 2021 was 90 crimes per 1,000 people. This is 50% higher than the West Sussex rate of 60 per 1,000 residents.

The most common crimes in Littlehampton are violence and sexual offences, with 1,174 offences during 2021, giving a crime rate of 39. This is 6% higher than 2020's figure of 1,103 offences and a difference of 2.34 from 2020's crime rate of 36.

Source : <https://crimerate.co.uk/west-sussex/littlehampton>

Sussex Police – Littlehampton (river)



This is the area covered by river ward. It highlights the crime hotspots in the town.

In data recorded by Sussex Police it shows that in Littlehampton (River) the most common crimes are violence and sexual offences, shoplifting and anti-social behaviour. Below are the figures from October 2021 – September 2022.

Type	Total	Percentage
Violence and sexual offences	396	27.8%
Anti-social behaviour	290	20.3%
Shoplifting	226	15.8%
Public order	144	10.1%
Criminal damage and arson	129	9%
Other theft	91	6.4%
Vehicle crime	35	2.5%
Burglary	30	2.1%
Drugs	26	1.8%
Theft from the person	17	1.2%
Possession of weapons	14	1%
Other crime	14	1%
Bicycle theft	8	0.6%
Robbery	7	0.5%

Source : www.police.uk/pu/your-area/sussex-police/beach-littlehampton/?tab=statistics

Leisure and attractions in the Town Centre

Littlehampton Town Centre lacks leisure services, attractions and hotels meaning that many tourists do not venture into the centre when they visit the beach for the day. The town also lacks a nightlife presence which can be incredibly positive for town centre's economy.

In a survey ran by Visit Britain it showed that in the UK in 2011 20% of 1.5-billion-day visits were to restaurants, bars, and nightclubs, at the time this represented 21% of the £52 billion spend in the UK on day visits.

https://www.visitbritain.org/sites/default/files/vb-corporate/Documents-Library/documents/England-documents/evening_night_time_economy.pdf

Evening and night-time activities have the potential to increase economic activity within Littlehampton. It would allow the town to reach new demographics and create job opportunities for people in the town.

A study by the Local Government Association found that the importance of leisure to individuals is on the rise. Consumers are demanding more experiences and entertainment meaning High Streets will become increasingly more dominated by leisure and hospitality. This has become clear as more towns introduce activities such as escape rooms and crazy golf where High Street shops once were.

<https://www.local.gov.uk/publications/creating-resilient-and-revitalised-high-streets-new-normal>

Appendix B

Town Centre Health Check

Commissioned by Arun District Council, a health check was undertaken by Nexus Planners on the three Towns in Arun. Published in February 2022, this was particularly well-timed and has been included in its entirety as Appendix. This provides good evidence to support the direction and Strategic Aims

The key messages and findings regarding Littlehampton are:

- a. The acknowledgement of the need for planning authorities to support the viability and vitality of Town Centres (paragraph.1.2).
- b. The breakdown of types of use of premises in the Town Centre and vacancy levels are set out in figures 10 and 11. These also show vacancy rates which are largely better than the national average, but with the floorspace figure significantly impacted by the empty former Waitrose building.
- c. Figure 12 sets out the key trends, showing a growth in convenience stores; lower floorspace for comparison retailers than nationally and a significant growth in services, which now equate to more than 50% of the units in the Town Centre.
- d. The vacancy rate has worsened but remains within healthy tolerances and below UK averages.
- e. There is a relative lack of national multiples, but a higher than usual level of independent retailers.
- f. Prime rents are below those of Bognor Regis.
- g. Both ends of the High Street have good pedestrian flows.
- h. The disc-parking scheme is noted.
- i. Despite negative perceptions, the Town Centre was observed to feel safe.
- j. There is a limited evening economy.
- k. The Town Centre was thought to be attractive, with tired street furniture and the upcoming public realm works noted.
- l. The competition with larger retail hubs was noted, together with the range of vacant units that could allow a wide variety of investors to locate to the Town.
- m. The conclusion was that:
 - The composition of uses is broadly in line with UK averages with a lower-than-average vacancy rate
 - The street furniture was tired.
 - Car parking was an issue at the time of the health check, but this could be as a result of the use of St Martins Car Park for COVID tests and the Public Realm.

- Long-term vacancies such as the former Waitrose site and the Indoor Market were detrimental to the Town.

These findings broadly align with the thinking that had gone in to preparing a first draft of this Strategy but emphasise the importance of actively progressing an Action Plan to address the Strategic Aims set out in the body of this paper.



Summer High Street Family Events

This Summer visit Littlehampton High Street to enjoy **FREE** high-quality, fun events suitable for the whole family.



Wednesday 2 August Kids Fun Day

Free rides, Art workshop with Artwork, live performances and more!



Wednesday 16 August Kids Fun Day

Live entertainment, music, arts and crafts, and more!



Wednesday 23 August Sustainability Day

A special performance from the 'Devious Dolphins', art workshops, eco-friendly stalls, a silent disco and more!



Wednesday 30 August End of School Holidays Party

Free rides, live music, face-painting, a music workshop, and more!

Plus, each week we will be joined by Littlehampton Museum, stallholders and caterers!

Arun District Council

REPORT TO:	Economy Committee – 13 June 2023
SUBJECT:	Littlehampton Public Realm Improvement: Phase 2 & 3 High Street, Beach Road / East Street / Clifton Road.
LEAD OFFICER:	Denise Vine, Group Head of Business and Economy
LEAD MEMBER:	Councillor Roger Nash
WARDS:	River Ward
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION: Fulfilling Arun’s economic potential - working closely with our towns and other organisations on strategies which support vibrant and attractive town centres. Positive and focused promotion of Arun’s tourist destinations as more than a ‘day trip’.	
DIRECTORATE POLICY CONTEXT: Improving the social, economic, and environmental wellbeing of the district along with those who live, work and play within it.	
FINANCIAL SUMMARY: Phases 2&3 of the project are now complete, and the scheme has been delivered within budget and to programme.	

1. PURPOSE OF REPORT

1.1. This report seeks to update the Economy Committee on the completion of public realm works to Littlehampton Town Centre (phases 2&3).

2. RECOMMENDATIONS

2.1. The Committee is requested to note the contents of the report.

3. EXECUTIVE SUMMARY

3.1. The report summaries the works completed, budget and programme.

4. BACKGROUND

4.1. In 2016, and after extensive public consultation, designs were drawn up and approved by the Council for a five-phase town centre-wide public realm improvement scheme including new paving, lighting, planting and public art.

4.2. Funding

4.3. In April 2019, the Council was awarded a Coastal Communities Fund grant of

£2,452,295 (£2,307,057 capital and £145,238 revenue) for public realm enhancements for the High Street precinct and pavements/junctions to the railway station where a new gateway to the town was planned. These are Phases 1 and 2 of the five phase overall public realm scheme. However, due to rising material and construction costs, funding was only sufficient to deliver phase 2 of the works (the High Street, Duke Street, St Martins Lane and Clifton Rd). Phase 1 (Terminus Road) is now funded by WSCC and work is underway, with completion expected in October 2023 and this will be reported upon separately once complete.

4.4. Coast to Capital Local Enterprise Partnership (LEP) Local Growth Fund awarded £564,274 for Phase 3 (Beach Road, East Street) of the scheme in October 2019.

4.5. Arun District Council and Littlehampton Town Council each contributed a further £200,000 to Phase 3 for its delivery.

4.6. This provided a total budget of £3,271,331.

4.7. In July 2021, the Economy Committee approved the scope of works and entered into a contract with Edburton to deliver the improvements.

4.8. In March 2022 the Policy & Finance Committee approved additional funding of £240,000 to 'dig once' and provide a fibre network serving the town centre, to be operated by City Fibre. City Fibre have since agreed to contribute £100k toward those works.

4.9. In July 2022, the Economy Committee agreed to extend the budget by a further £400k (£250k for the additional works and £150k contingency) for:

- Additional Fibre works
- Paving Sealing
- Additional bollards
- Additional fencing works
- Downpipes and connections
- Extra gully connections
- Changes to kerb lines to accommodate loading bays
- Unexpected ground conditions, including discovery of unknown brick sewer, unmapped services when digging tree pits.
- Relocating tree pits
- Additional chambers required for services
- Sub-base construction to Clifton Road (no base installed when originally constructed).
- Subsequently the total budget allocated for phases 2&3 amounted to £3,911,331 (including contingencies and capital spend only).

4.10. In early 2022, ADC were successful in securing funding from WSCC, to deliver phase 1 of the improvement works. This work is being delivered by Edburton, the same contractor as phases 2&3 and thus keeping continuity of work and delivery. The total budget allocated for phase 1 is £1.253m, a report detailing the project and spend, will be submitted to the Economy Committee later this year.

5. DELIVERY

5.1. Edburton Contractors Limited completed the phase 2&3 works in March 2023 under a NEC 4 Option A contract to construct the Littlehampton Public Realm Improvement works. These works have undergone a Road Safety Audit and final sign off has been given by WSCC Highways.

5.2. The works delivered are summarised as follows:

- 14 New trees (increase of 14 number)
- 10 New Benches
- 7 Pairs of New Bins (14no. in total recycling and general waste bins)
- 3000 Sq M of upgraded roads
- 5800 Sq M of upgraded footways
- 45no. New bicycle stands
- 1 New CCTV Column
- 3 pop-up power points in the high-street
- New lighting to clock tower
- 2 additional dedicated disabled bays in Sparks Court
- New directional signage and upgraded tourist maps
- Installation of fibre network
- 83 sq M of New flower beds
- Upgraded lighting
- Improved pedestrian crossings
- Pedestrian priority at junctions
- New paving with colour mixes as discussed and agreed
- Extended paving to Duke Street and Clifton Road
- Different colour asphalt to distinguish pedestrian / parking / loading & highway
- New tree pit for Christmas Tree
- Wider pavements (where applicable)

6. Project Management

6.1. ADC appointed an internal project manager to ensure that the council managed the project closely, on a daily basis and managed the internal processes required by the council including reporting; invoicing; public relationship management, specifically in relation to the local businesses and managing their expectations; liaising with other internal departments (including, but not limited to; waste management, parking services, Community Safety Team, Property & Estates, IT (Fibre delivery)).

6.2. Faithfull & Gould (F&G) were appointed as external project managers and quantity surveyors, managing and inspecting the works to ensure they were compliant and to standard, as well as providing H&S reports, they also supported on the following meetings:

Meeting	Attendees	Frequency
Board	ADC, F&G, WSCC, LTC	Monthly

<u>Project Team</u>	<u>ADC, F&G, Edburton, Project Centre</u>	<u>Monthly</u>
<u>Team meeting</u>	<u>ADC, F&G, Edburton</u>	<u>Weekly</u>
<u>Community Engagement</u>	<u>ADC, Edburton</u>	<u>As required (dealing with complaints, issues, concerns and addressing and resolving)</u>
<u>ADC Boards</u>	<u>ADC with reporting from all stakeholders</u>	<u>Monthly CMT updates, Boards as required.</u>

7. Lessons Learned

- 7.1. Early engagement of Project Management and QS services is essential to mitigate delays and manage expectations. Early appointment also ensures that costs are managed, as base build costs need to be elaborated upon and additional fees and costs incorporated to ensure sufficient budget is available to realise the scheme. It is vitally important that the PM is engaged at commencement of any project, this is for managing relationships, public engagement, budgets, risk, contractor relationships and they also know the importance of building such costs into the overall project costs. They can also manage the risk and contingency that is allocated to the project well in advance, again ensuring that the project is delivered within the parameters set and mitigating the need for value engineering and thus potentially loss of quality.
- 7.2. Placing orders well in advance to secure price and delivery. We established that costs were volatile and subject to varying pricing at port to ship the goods to site. The lead in time for delivery was also subject to change, with 20-26 week lead in on some items. We were able to secure the order well in advance of commencing works and therefore ensuring the project was not delayed or over budget.
- 7.3. Dig Once approach. Consultation with WSCC suggested we should be adopting the 'Dig Once' policy, whereby, if at all possible, any likely future known works should be incorporated into our design to ensure the new paving is then not dug up again in the near future. To this end it was agreed we would deliver the City Fibre Ducting network as part of the improvement works.
- 7.4. Ensure sufficient risk is attributed to below ground, unidentified services. Given the sensitive location of the works, we were aware of a considerable number of services within the high street and adjoining roads, however, once works commenced, more services, drains, sewers and ducts were discovered, none of which were identified previously. (These have now been mapped and will be shared with the relevant parties and statutory undertakers). This resulted in additional unforeseen costs as well as the inability to plant some of the new trees intended for the area. Savings were made elsewhere to ensure we delivered within budget.
- 7.5. New tree numbers to be always indicative until pits for all of them can be excavated.
- 7.6. The need for paving sealant should be reviewed and confirmed as part of the design.

7.7. Whether there is a way to implement TRO's sooner, the period between the construction of new surfacing and the lining and signing leading to TRO execution, is a period where there can be a long period of delay.

7.8. The topographical survey was inaccurate which caused issues with design levels at the western end of the scheme, Surrey St/High St/Peacocks and additional drainage/downpipes on Beach Rd.

7.9. Inaccuracies with the GPRS survey caused issues with tree pit and drainage proposals.

8. Additional funding secured – UKSPF

8.1. In early 2023, 2 separate funding bids were submitted to the UK Shared Prosperity Fund (UKSPF) that secured an additional c£45k. This enabled us to deliver 22 more bicycle stands; up lights to the Clock Tower; improved planting in new beds (previously destroyed or stolen); 3 large tree pots (to be installed in June in the High Street & Beach Rd), to replace trees that could not be planted due to underground services; an extra bench, extra bins, and upgraded signage. All this has been delivered as an extension to the existing contract.

9. Completing Phases 4 & 5

9.1. It is intended to complete Phases 4 (Surrey Street to the Harbour Lights Café and the links with Pier Road and New Road) & 5 (The War Memorial roundabout in Beach Road) of the scheme as funding becomes available. The council will continue to seek and bid for external grants to deliver these phases.

10. BUDGET

10.1. The budget is summarised as follows:

Financing	Phase 2 & 3		Total
	Revenue*	Capital	
CCF	£145,238.00	£2,307,057.00	£2,452,295.00
LGF		£564,274.80	£564,274.80
ADC contribution (£200k) + agreed funding for city fibre (£240k)		£440,000.00	£440,000.00
ADC additional contribution up to		£400,000.00	£400,000.00
LTC		£200,000.00	£200,000.00
Total Financing	£145,238.00	£3,911,331.80	£4,056,569.80
Expenditure to date	-£71,774.00	-£3,547,205.57	-£3,618,979.57
CE's & retentions (to be released)		-£60,034.00	-£60,034.00
Total Financing	-£71,774.00	-£3,607,239.57	-£3,679,013.57
Balance	£73,464.00	£304,092.23	£377,556.23

Figures exclude £100k from City Fibre toward the

costs.

*final surveys including trader surveys to be completed and a provisional £10k should be allowed for these.

Therefore the remaining, unspent budget:

Capital = £132,318*

11. THANK YOU!

11.1 We would like to take the opportunity to formally thank the following:

- Edburton Contractors – who have delivered the works to budget and programme and have gone the extra mile in terms of engagement with the public and supporting the council in ensuring a smooth delivery of the project.
- F&G who have managed the cost management and PM with excellence.
- Richard Carden – for his project management of the scheme on behalf of the council. Successfully delivering the improvements on time and on budget.
- The businesses and traders within Littlehampton; for their patience and who have broadly supported and encouraged the scheme and have endured some noisy days, but worked with ADC & the contractors to mitigate issues.
- Littlehampton Town Council & WSCC who have both offered financial assistance and advice throughout the project.

12. CONSULTATION

12.1. Stakeholder engagement as well as public updates have taken place throughout the duration of the project. Monthly updates have been sent via email to those subscribed and the Council web page dedicated to the improvements has been updated monthly.

13. OPTIONS / ALTERNATIVES CONSIDERED

13.1 N/A

14. COMMENTS BY THE GROUP HEAD OF FINANCE/SECTION 151 OFFICER

14.1 The total costs of phases 2 to 3 of this project are set out in the table above. Members will see that the project has been delivered within budget, with a capital underspend of £132,318 and a 22/23 revenue underspend of £73,464.

14.2 Phases 4 and 5 will not commence until funding has been identified. This will be reported to Members in due course.

15. RISK ASSESSMENT CONSIDERATIONS

15.1. Throughout the project a comprehensive risk register was reviewed and updated. Risks were managed and mitigated wherever possible. This was reviewed weekly and acted upon where necessary.

16.COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER

16.1. This report is for noting and there are no legal or governance implications.

17.HUMAN RESOURCES IMPACT

17.1. None – the project officers were funded as part of the project.

18.HEALTH & SAFETY IMPACT

18.1. H&S reports were included as part of the project delivery and provided by F&G. Some minor incidents occurred and were logged on the Arun H&S system.

19.PROPERTY & ESTATES IMPACT

19.1. Taking on of new assets and storage of materials has been fully discussed with the property team.

20.EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

20.1. The recommendations in this report do not affect disproportionately one or more of the nine characteristics outlined in the Equality Act 2010

21.CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

21.1. The support and promotion of good local businesses and local destinations encourages less travel contributing towards less carbon emissions on a local level.

22.CRIME AND DISORDER REDUCTION IMPACT

22.1. New CCTV system and clearer lines of sight have improved the monitoring and thus helping to reduce crime and disorder.

23.HUMAN RIGHTS IMPACT

23.1. There are no relevant implications arising from this proposal that will affect or potentially affect any individual.

24.FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

24.1. There are no specific FOI or data protection issues arising from this report.

CONTACT OFFICER:

Name: Richard Carden
Job Title: Snr Economic Regeneration Officer
Contact Number: 01903 737522

BACKGROUND DOCUMENTS:

Appendix A – Cost Report Template - Detailed

Arun District Council

REPORT TO:	Economy Committee – 13 June 2023
SUBJECT:	Pier Road, Littlehampton - Proposed Closure
LEAD OFFICER:	Miriam Nicholls, Business Development Manager
LEAD MEMBER:	Councillor Roger Nash
WARDS:	River Ward
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:	
<p>This recommendation supports:</p> <p>Fulfilling Arun’s economic potential - working closely with our towns and other organisations on strategies which support vibrant and attractive town centres. Positive and focused promotion of Arun’s tourist destinations as more than a ‘day trip’.</p>	
DIRECTORATE POLICY CONTEXT:	
<p>Improving the social, economic, and environmental wellbeing of the District along with those who live, work and play within it.</p>	
FINANCIAL SUMMARY:	
<p>There are no costs arising directly and immediately from this report. It is expected that, if West Sussex County Council (WSSCC) agree to place this project into their programme, it will also be funded by them. However, depending on which scheme Members prefer there may be costs over and above those WSSCC are prepared to accept. There is no budget requirement this year or next (24/25) based on the length of time for the project to proceed through its formal stages. However, a bid for funding which is likely to under £10,000 will be put forward for consideration as part of the Medium-Term Financial Planning process.</p>	

1. PURPOSE OF REPORT

1.1. The report follows a meeting of the Economy Committee in November 2022 at which the following was agreed: The Committee:

- Supports the principle of permanently closing Pier Road to through-traffic.
- Authorises officers to engage with West Sussex County Council as Highway Authority in order to appraise the feasibility, process, legal requirements, costs (both capital and revenue), timescales, and necessary agreements to deliver the preferred option of a permanent closure.
- Authorises officers to explore the opportunity of increasing the length of the proposed closure area to include the area of highway as far north as the Gravy Boat restaurant; and
- Requests that officers provide a report to a future meeting of the Committee setting out officers’ findings and conclusions in respect of recommendation 2.1.2 and 2.1.3.

- 1.2 Officers have now undertaken the required work and this report provides the Committee with details of that work and a recommended way forward.

2. RECOMMENDATIONS

- 1.2. The Committee agrees for a bid to be submitted to WSCC Community Highway Scheme programme.
- 1.3. A further report be brought to the Committee detailing the full costs of the scheme to Arun District Council, should the bid be successful, and there be costs that WSCC are unable to meet.

2. EXECUTIVE SUMMARY

- 2.1. In November 2022 the Economy Committee asked Officer to engage with WSCC Highways Team to establish a way forward with a project to close Pier Road in Littlehampton to motorised traffic. This report advises Members of the outcome of that work and requests Members to agree which scheme should go forward to WSCC.

3. THE SCHEMES

- 3.1. As noted above, in November 2022 the Economy Committee “Authorises officers to engage with WSCC as Highway Authority in order to appraise the feasibility, process, legal requirements, costs (both capital and revenue), timescales, and necessary agreements to deliver the preferred option of a permanent closure”. The work has now been undertaken and two schemes have been worked to a basic design stage, costed and had a Road Safety Audit undertaken. Both schemes are a permanent closure to all motorised traffic. A third, basic scheme, has also been costed.
- 3.2. **Scheme A** removes the existing kerbs on both east and west sides, levels the carriageway and replace the current surfaces with a resin bound surface in a buff colour to match the existing footway on the western side of Pier Road. It also includes significant drainage works to incorporate a central drainage channel. A cycle path would be differentiated by a contrast-coloured resin surface. Cycle racks, timber faced concrete planters and bench style tables placed at suitable points. Disabled parking spaces would be provided at the southern end of the scheme. At the northern end the footway would be built out to reduce the carriageway width and dropped kerbs and tactile paving laid. The cost of this scheme is currently estimated at £625,000 including the current inflation rate. Members should note that this cost is at time of the report being written and is subject to change as the cost of materials fluctuates significantly. This cost excludes seating.
- 3.3. **Scheme B** leaves the existing footways, kerbs and surfaces in place and build up the existing carriageway deck to provide a uniform height surface kerb to kerb. The eastern footway currently has a tarmac surface whilst the western footway is a resin bound finish. A central drainage channel would be

incorporated and cycle racks, timber faced concrete planters and bench style tables placed at suitable points. Disabled parking spaces would be provided at the southern end of the scheme. At the northern end the footway would be built out to reduce the carriageway width and dropped kerbs and tactile paving laid. There would be no specifically designated cycle lane but the area would be signposted as a shared surface. The current estimated cost of Scheme B is £550,000 – including inflation.

- 3.4. **Scheme C** is the most basic and simply provides a closed road with a coloured finish to the carriageway surface. No kerbs would be removed, no drainage works would be required. The street furniture would be as Options A and B. This is costed at £175,000 – including inflation.
- 3.5. At the November 2022 meeting Members asked that the possibility of extending the scheme north to the 'Gravy Boat' was considered. This has been looked at but WSCC Highways has advised against this due to issues with traffic being able to turn if the road were closed that far north. With Schemes A and B, above, smaller vehicles can leave the area via Clifton Road without the need to perform a three-point turn. The possibility of purchasing some additional land to accommodate a turning circle has been considered but the landowners are reluctant to lose what is currently their car park.
- 3.6. Attached as Appendix A & B are drawings of both schemes. The decision was taken, at this stage, not to obtain 3D drawings due to the significant costs of doing so. These were quoted at £1600 per drawing. There is no drawing for Scheme C as it would be the same as both A & B in terms of area and closure but with no alternations to layout.

5. TIMESCALES

- 5.1 Whichever scheme is decided by this Committee will be placed before WSCC Community Highways Panel as a Local Transport Improvement Project. The Panel sits in July. Advice from WSCC Officers is that for the scheme to be taken forward there needs to be a compelling case with robust evidence the scheme is required. If the scheme passes that point the following timelines are expected.

Feasibility and detailed design – 2024/2025
Build - 2025/2026

It is possible that this timeline may slip by at least one year as the Pier Road closure project will be competing for funds with projects such as by-passes and equally large projects. This is due to the value of the project.

6. CONSULTATION

- 6.1. Public consultation was undertaken in summer 2022 and was reported to the Economy Committee in November 2022.

- 6.2 The banning of motorised traffic requires a Traffic Regulation Order and that process includes statutory consultation which may raise objections that will need resolving. If WSCC receives more than five objections it will be the Cabinet Member for Highways that makes the decision regarding the implementation.

7. OPTIONS / ALTERNATIVES CONSIDERED

- 7.1. No other options have been considered as this report is as a result of the Economy Committee requesting a further report and associated costs.

8. COMMENTS BY THE GROUP HEAD OF CORPORATE SUPPORT/SECTION 151 OFFICER

- 8.1 There are no costs arising directly and immediately from this report. It is expected that, if West Sussex County Council (WSCC) agree to place this project into their programme, it will also be funded by them. However, depending on which scheme Members prefer there may be costs over and above those WSCC are prepared to accept. There is no budget requirement this year or next (24/25) based on the length of time for the project to proceed through its formal stages. However, a bid for funding which is likely to under £10,000 will be put forward for consideration as part of the Medium-Term Financial Planning process.

9. RISK ASSESSMENT CONSIDERATIONS

- 9.1. A Risk Register will be created if the project proceeds.

10. COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER

- 10.1. This report is about making application to WSCC to close Pier Road in accordance with the *WSCC Community Highway Scheme* programme using its traffic regulation powers. WSCC is the Highway Authority and also the Local Traffic Authority. The relevant legislation relating to Traffic Regulation Orders is the Road Traffic Regulation Act 1984, as amended. If the ADC application does not meet the criteria set out in the Act, WSCC may not be able to grant the application or if granted it may be open to challenge. It is essential therefore that the application is able to address the statutory criteria as well as the WSCC scheme criteria. The WSCC scheme criteria is on their website.
- 10.2. Section 1(1) of the 1984 Act allows WSCC to make permanent orders for the following purposes only:
- a) To avoid danger to persons or other traffic using the road or any other road or to prevent the likelihood of any such danger arising;
 - b) To prevent damage to the road or to any building on or near the road;
 - c) To facilitate the passage on the road or any other road of any class of traffic (including pedestrians);

- d) To prevent the use of the road by vehicular traffic of a kind which, or its use by vehicular traffic in a manner which, is unsuitable having regard to the existing character of the road or adjoining property;
- e) To preserve the character of the road in a case where it is specially suitable for use by persons on horseback or on foot;
- f) To preserve or improve the amenities of the area through which the road runs; or
- g) To preserve or improve local air quality.

10.3. Section 2 of the 1984 Act states that Orders may be used for almost anything prohibiting, restricting or regulating the use of a road by traffic – which includes motor vehicles, bicycles and pedestrians:

10.4. Having regard to the earlier report to committee in November 2022, the statutory purposes which this application needs to meet appears to be purposes (a), (c), (f) and (g).

11. HUMAN RESOURCES IMPACT

11.1. There is no Human Resources impact.

12. HEALTH & SAFETY IMPACT

12.1. The project is subject to a Stage One Road Safety Audit. The outcome of which will be reported to the Committee verbally.

13. PROPERTY & ESTATES IMPACT

13.1. No Property & Estates implications have been identified at this time.

14. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

14.1. The recommendations in this report do not affect disproportionately one or more of the nine characteristics outlined in the Equality Act 2010

15. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

15.1 The support and promotion of good local businesses and local destinations encourages less travel contributing towards less carbon emissions on a local level.

16. CRIME AND DISORDER REDUCTION IMPACT

16.1 There are no direct impacts on the above areas arising from this report.

17.HUMAN RIGHTS IMPACT

17.1. There are no relevant implications arising from this proposal that will affect or potentially affect any individual.

18.FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

18.1. There are no specific FOI or data protection issues arising from the proposals in the report.

CONTACT OFFICER:

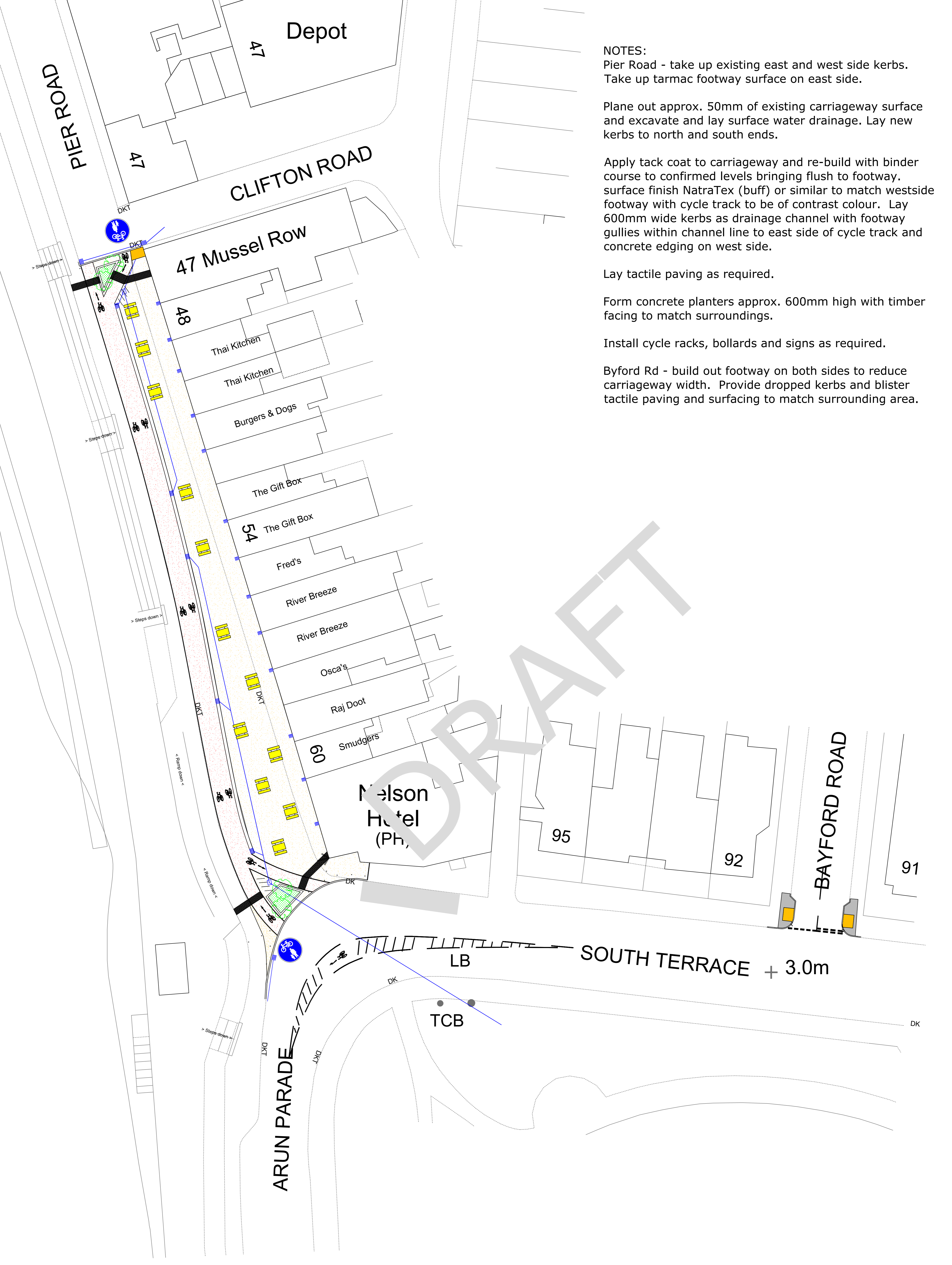
Name: Miriam Nicholls

Job Title: Business Development Manager

Contact Number: 01903 737845

BACKGROUND DOCUMENTS:

[Report to Economy Committee November 2022](#)



NOTES:

Pier Road - take up existing east and west side kerbs. Take up tarmac footway surface on east side.

Plane out approx. 50mm of existing carriageway surface and excavate and lay surface water drainage. Lay new kerbs to north and south ends.

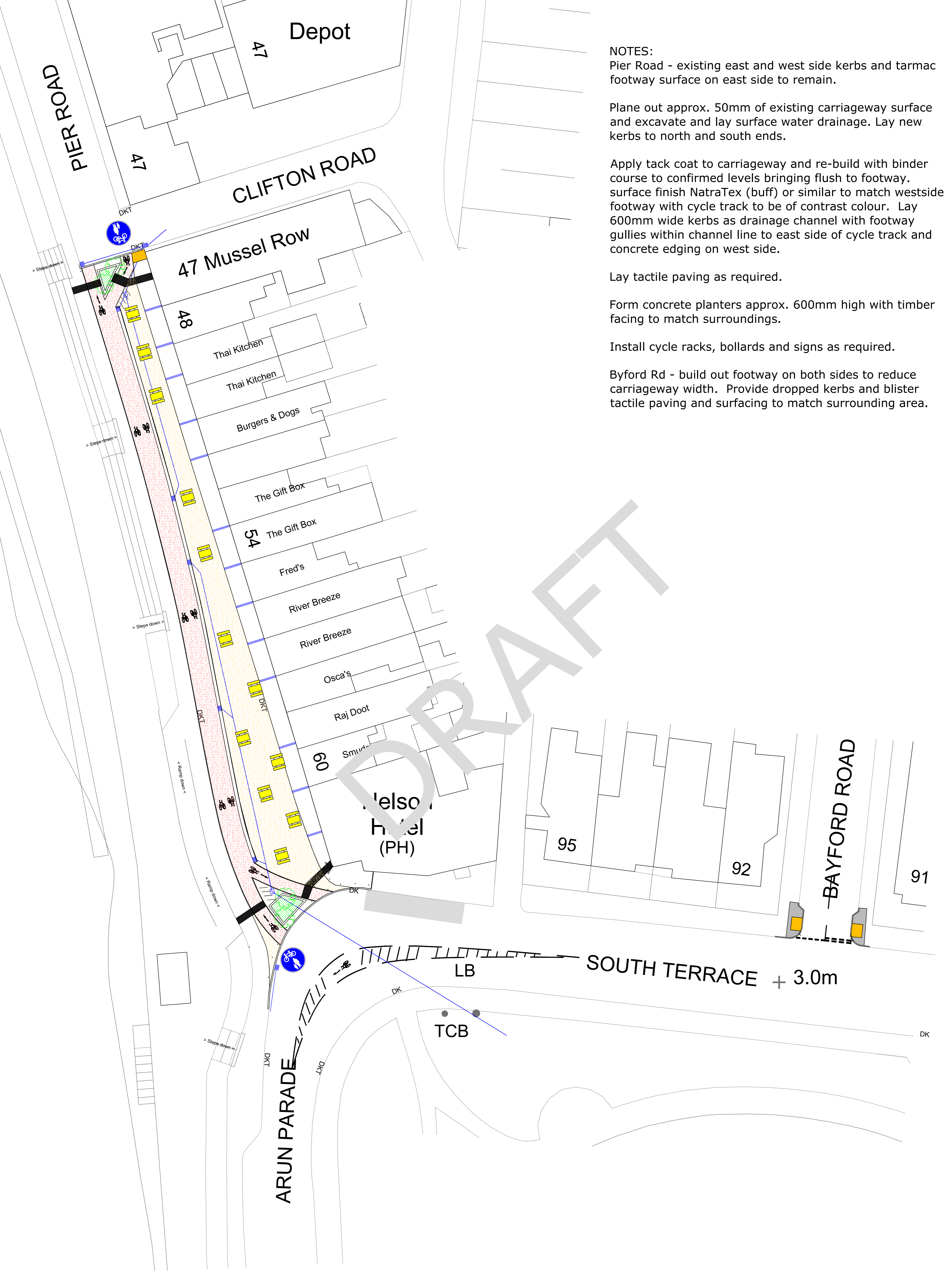
Apply tack coat to carriageway and re-build with binder course to confirmed levels bringing flush to footway. surface finish NatraTex (buff) or similar to match westside footway with cycle track to be of contrast colour. Lay 600mm wide kerbs as drainage channel with footway gullies within channel line to east side of cycle track and concrete edging on west side.

Lay tactile paving as required.

Form concrete planters approx. 600mm high with timber facing to match surroundings.

Install cycle racks, bollards and signs as required.

Byford Rd - build out footway on both sides to reduce carriageway width. Provide dropped kerbs and blister tactile paving and surfacing to match surrounding area.



- NOTES:**
- Pier Road - existing east and west side kerbs and tarmac footway surface on east side to remain.
 - Plane out approx. 50mm of existing carriageway surface and excavate and lay surface water drainage. Lay new kerbs to north and south ends.
 - Apply tack coat to carriageway and re-build with binder course to confirmed levels bringing flush to footway. surface finish NatraTex (buff) or similar to match westside footway with cycle track to be of contrast colour. Lay 600mm wide kerbs as drainage channel with footway gullies within channel line to east side of cycle track and concrete edging on west side.
 - Lay tactile paving as required.
 - Form concrete planters approx. 600mm high with timber facing to match surroundings.
 - Install cycle racks, bollards and signs as required.
 - Byford Rd - build out footway on both sides to reduce carriageway width. Provide dropped kerbs and blister tactile paving and surfacing to match surrounding area.

Littlehampton Town Council

Non-Confidential

Policy and Finance Committee Meeting

Date: 12 June 2023

Report by: Town Clerk

Subject: Committee Budget Report

1. Summary

- 1.1 The report highlights significant variances from budget in Income and Expenditure relating to the Policy and Finance (P & F) Committee budget for 2022 to 2023. The items included in Appendix 1 are year-end figures.
- 1.2 Variances that have been the subject of individual periodic reports are not reported on.
- 1.3 Movements in P&F Earmarked Reserves (EMR) during the year are attached as Appendix 2.
- 1.4 CIL funding received is included to note.
- 1.5 An update on the outstanding debt recovery is included for Council to review.
- 1.6 The budget monitor report figures for 2023 to 2024 are attached as Appendix 3.

2. Recommendations

The Committee is recommended to note the report.

3. Year End budget monitor 2022 to 2023

- 3.1 The figures included in Appendix 1 are year-end figures.
- 3.2 Central Admin & Support Services**
 - 3.2.1 Expenditure was underspent for printing and stationery by more than £500.
- 3.3 Democratic Representation & Management**
 - 3.3.1 £15,000 was transferred to EMR for election expenses.
- 3.4 Town Centre Management**
 - 3.4.1 £24,957 was spent from the Town Centre Event Match Funding budget with the remaining £42.40 earmarked for future liabilities. Arun District Council's second instalment of match funding contribution of £25,000 has been earmarked.
- 3.5 Community**
 - 3.5.1 The Ferry budget was overspent by £73 at £7,573 due to an increase in the mooring fee.

3.6 Corporate Management

3.6.1 The Newsletter budget was £1,033 underspent.

3.6.2 At 31 March 2023 the Council had £1,585,462 in medium term investments and £500,000 in long term investments. See table below for the breakdown of current deposits.

Medium Term Investments as at 31/03/2023						
Bank	Date placed	Period of Investment	Amount Invested £	Interest rate %	Maturity Date	Total Investment £
Lloyds	14/10/2022	1 year	£125,000	0.05%	14/10/2023	
	28/05/2021	95 day notice	£1,000,000	0.05%		
	04/06/2021	95 day notice	£250,000	0.05%		
Fixed Interest						£1,375,000
CCLA	11/07/2013	N/A	£100,000	variable	instant access	
Public Sector	19/08/2013	N/A	£100,000	variable		
Deposit Fund		total interest rec'd	£10,462			£210,462
CCLA					instant access	
Local Authority	30/04/2015	N/A	£500,000	Variable		£500,000
Property fund						
TOTAL INVESTMENTS						£2,085,462

3.6.4 The Council's bank reconciliations have been checked and signed by the Chair, up to 31 March 2023 and the total balance of both accounts was £1,284,450.

3.6.5 Interest rates have increased, and the Council received £28,630 interest against a budget of £20,000 which was set for the year.

3.6.6 As of 31 March 2023 there is a balance of £376,442 in EMRs from Capital Receipts. The Capital Receipts Reserve balance in EMRs is £264,514 as of 31 March 2023 and can only be spent on capital expenditure.

3.6.7 The Town Council's Annual Investment Strategy states the Council's investment priorities are the security of reserves and liquidity of its investments. Surplus funds will be managed mainly through the Lloyds Business Instant Access Savings Account and Lloyds Treasury Accounts. Deposits in the PSDF and other UK banks with a minimum long-term Moody's (or equivalent) credit rating of 'A, may be used if offering a higher rate of interest.

3.6.8 In 2022 to 2023 the Town Council's investment activity can be summarised as follows:

- £1998.17 interest was received from Fixed Term Deposits with Lloyds Bank during the financial year. Lloyds offered the higher rate of interest compared to other UK banks that complied with our Investment Strategy.
- £20,815.19 interest was received from the Local Authority Property Fund Investment (£19,474 the previous year). As of 31 March 2023, the Bid Market Value of the Town Council's investment was £480,788. This is a decrease compared to 31 March 2022 when the bid market value was £575,692.
- £3882.04 interest was received from the Public Sector deposit fund which is reinvested into the fund (£143.66 the previous year).

4.0 **Community Infrastructure Levy (CIL) Funding**

- 4.1 £2,487 funding has been received from Arun District Council up until 31 March 2023.
- 4.2. It should be noted that it has been agreed (Policy and Finance Committee, October 2022) that CIL receipts received in 2022 to 2023 will be directed to the K2 Project. It was also agreed that this should then be reviewed in 2023 to 2024 with a view to redirecting CIL receipts to the North Littlehampton Community Centre and other regeneration projects in accordance with Policy 23 of the Littlehampton Neighbourhood Plan.
- 4.3. Funding will be earmarked separately to ensure monitoring of payments and expenditure for reporting purposes. CIL monies must be spent within five years from date of receipt.

5.0 **Outstanding Debt Recovery**

- 5.1 As of 31 March 2023 the Council had a total of £39,032 in outstanding debts.
- 5.2 The debts span over several years with the majority between 2017 to 2021. There are five single payments over £1,000, two over £500 and all remaining payments below £500. All payments over £500 are being pursued.
- 5.3 The external auditor had flagged the debt in their audit and the finance team reviewed and targeted key larger debts for recovery. Since that audit, c£10,000 has been recovered from key accounts with weekly collections ongoing.
- 5.4 A full breakdown of the current debts and year to date recovery will be presented to the Governance and Audit committee in July 2023.

6. Budget Monitor 2023 to 2024

- 6.1 Members are reminded that Income and Expenditure is not always received, or paid out, evenly throughout the year. Therefore, fluctuations will occur as to the percentage of the budget used even when the Income or Expenditure is expected to be in line with the budget by the end of the financial year.
- 6.2 Expenditure to 05/06/23 from the 2023 to 2024 budget has been included in Appendix 3. Expenditure is in line with expectations.

Laura Chrysostomou
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

BUDGET REPORT 2022/23

POLICY & FINANCE COMMITTEE MEETING 12th June 2023

SERVICE		Actual I & E as at 31/03/23 £	Budget 2022/23 £
CENTRAL ADMINISTRATION & SUPPORT SERVICES*	Expenditure Income	18,949 4	21,318 25
DEMOCRATIC REPRESENTATION & MANAGEMENT	Expenditure Income	42,332 ✓	61,689
TOWN CENTRE MANAGEMENT*	Expenditure Income	31,412 35,300	34,545 -
CORPORATE MANAGEMENT	Expenditure Income	21,923 28,630	23,832 20,000
Total Expenditure		114,616	141,384
Total Income		63,934	20,025
Net Expenditure		50,682	121,359

*Only the part of the budget that P&F is responsible for is shown

Figures do not include salaries or overhead recharges from Central Admin, A Team or Manor House.

In addition to the above budgeted expenditure the following has been spent from Earmarked Reserves

Legal expenses £ 1,125.00

EMR

£ 1,125.00

Appendix 2

P & F Earmarked Reserves 2022/23					
Reserve	Opening Balance 01/04/22 £	Expenditure to Date £	Additions to Date £	Closing balance 31/03/23	Notes
Arcade enhancements	385.00			385.00	s106
Election Expenses	31,650.00		15,000.00	46,650.00	Future Liabilities
GDPR	774.55			774.55	
Legal Expenses	11,796.50	1,125.00		10,671.50	Contingency set aside for possible future liability
Marketing	4,813.27	4,813.27		0.00	Committed to Progress 23/24
Mayors Allowance Contingency	2,000.00			2,000.00	To be capped at £2,000.
Mayors Chain	2,000.00			2,000.00	To fund repair/renewal of Mayoral Chain
Members Training	5,171.95	1,200.00		3,971.95	Contingency set aside for possible future liability
Minute Binding	1,514.00			1,514.00	To fund binding of past minutes
Notice Boards	1,613.40			1,613.40	Contingency set aside for possible future liability
Town Centre Initiatives	29,160.87			29,160.87	Future Liabilities.
Welcome pack	33,751.46			33,751.46	Balance of funding received in 2017/18.
RALP Assets	2,000.00			2,000.00	Maintenance of Oyster Pond Waymarkers
Totals	126,631.00	7,138.27	15,000.00	134,492.73	

LITTLEHAMPTON TOWN COUNCIL

BUDGET REPORT 2023/24

POLICY & FINANCE COMMITTEE MEETING 12th June 2023

SERVICE		Actual I & E as at 05/06/23 £	Budget 2023/24 £
CENTRAL ADMINISTRATION & SUPPORT SERVICES*	Expenditure Income	2,690 -	22,040 25
DEMOCRATIC REPRESENTATION & MANAGEMENT	Expenditure Income	529 -	40,829
TOWN CENTRE MANAGEMENT*	Expenditure Income	336 -	39,740 -
CORPORATE MANAGEMENT	Expenditure Income	- -	15,670 22,000
Total Expenditure		3,555	118,279
Total Income		-	22,025
Net Expenditure		3,555	96,254

*Only the part of the budget that P&F is responsible for is shown

Figures do not include salaries or overhead recharges from Central Admin, A Team or Manor House.