



## How to contact us

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Town Clerk – Laura Chrysostomou

17 January 2025

## You are hereby summoned to attend an ordinary meeting of the Town Council

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

Date: **23 January 2025**

Time: **6.30 pm**

**Laura Chrysostomou, Town Clerk**

## Agenda 2024 to 2025

### 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 Blanchard-Cooper, Butcher, Long, May, O'Neill, Tandy, Wiltshire, Woodman and Worne, are Members of Arun District Council.
- Councillor Northeast is a Member of Arun District Council and Chairman of the Keystone Centre Management Committee.
- 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 21 November 2024, circulated herewith, pages 6 to 12. 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. Town Mayor Report and Urgent Items**

### **6.1. North Macedonian Twinning Proposal**

To note the attached correspondence pages 13 to 14, from the North Macedonian Ambassador.

## **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. Correspondence or Issues in Respect of the District or County Council**

## **9. Reports from Committees – Non-Exempt**

### **9.1. Recommendations from Committees**

The attached report, pages 15 to 17, brings together the Recommendations from the most recent committee cycle that need approval by Council. Please note: the recommendation relating to the Budget and 2025 to 2026 from the Policy and Finance Committee is the subject of a separate report on this agenda.

## **9.2. Committee Minutes – Non-Exempt**

### **9.2.1. Planning and Transportation**

To receive the Minutes of the meeting held on 2 December 2024, circulated herewith, pages 18 to 22, at which the following items were discussed.

- 97.1. Licence Application Number: 120513, Firebird 52 High Street.
- 99.1. Planning Applications, Lists 45, 46, 47 and 48.
- 99.2. Licence Consultation: Application Number 120431 Re: Sips and Giggles, Wick Parade.
- 99.3. Licence Consultation: Application Number: 120482 Re: WVA Whisky Auctions, Office 1 And 2 Marina Office, Littlehampton Marina
- 100. Rampion 2 Windfarm
- 102.1. Committee Draft Budgets 2025 to 2026, 2026 to 2027 and 2027 to 2028
- 103. Masterplan, North Littlehampton
- 104. Committee Quarterly Business Plan Progress Report

### **9.2.2. Planning and Transportation**

To receive the Minutes of the meeting held on 6 January 2025, circulated herewith, pages 23 to 27, at which the following items were discussed.

- 113.1. Urgent Action Re: Corn Stores Pavement license renewal
- 113.2. Planning Applications, Lists 49, 50, 51, 52 and 1.
- 113.3. National Planning Policy Framework
- 114. Rampion 2 Windfarm
- 115.1 A27 Arundel Bypass
- 115.2. Transport for the South East's draft Transport Strategy Consultation
- 116. Masterplan, North Littlehampton

### **9.2.3. Community Resources**

To receive the Minutes of the meeting held on 4 December 2024, circulated herewith, pages 28 to 34, at which the following items were discussed.

- 56.1 K2 Youth and Community Centre Opening
- 58. Allotments Working Group
- 59. Sports Forum
- 60. Officers Reports

- 60.2. Community Resource Officer Periodic Report
- 60.3. Events Periodic Report
- 60.4. Museum Periodic Report
- 61.1. Committee Budget Monitor
- 61.2. Venue Hire Fee Charge Proposals 2025 to 2026
- 61.3. Committee Draft Budget Proposals 2025 to 2026, 2026 to 2027 and 2027 to 2028.

#### **9.2.4. Property and Personnel**

To receive the Minutes of the meeting held on 9 December 2024, circulated herewith, pages 35 to 38, at which the following items were discussed.

- 29.1 Absence Monitoring
- 29.2 Staffing Update and Proposals
- 29.3 Property, Facilities and Equipment Update
- 29.4 Quarterly Business Plan Progress Report
- 30.1 Committee Budget Monitor
- 30.2 Manor House Venue Hire Charge Proposals 2025 to 2026
- 30.3 Committee Draft Budget Proposals 2025 to 2026, 2026 to 2027 and 2027 to 2028.

#### **9.2.5. Policy and Finance**

To receive the Minutes of the meeting held on 16 December 2024, circulated herewith, pages 39 to 46, at which the following items were discussed.

- 46.1. North Macedonian Twinning Proposal
- 47.1. Wayfinding Project
- 47.2. Quarterly Business Plan Progress Report
- 47.3. Town Centre Strategy and Action Plan Periodic Update
- 47.4. Consultation on Remote Attendance and Proxy Voting at Local Authority Meetings
- 47.5. Littlehampton Town Council / Arun District Council Liaison
- 48.1. Debtors Review Update
- 48.2. Committee Budget Monitor
- 48.3. Committee Draft Budget Proposals 2025 to 2026 and projected funding 2026 to 2027 and 2027 to 2028

48.4. Capital Programme Draft Funding 2025 to 2026, and projected funding  
2026 to 2027 and 2027 to 2028

48.5. Full Council Budget Proposals 2025 to 2026 and projected funding  
2026 to 2027 and 2027 to 2028

## **10. Finance Reports**

### **10.1. Capital Programme Draft Funding 2025 to 2026, and projected funding 2026 to 2027 and 2027 to 2028**

Report attached, pages 47 to 50.

### **10.2. Full Council Draft Budget 2025 to 2026 and projected budgets for 2026 to 2027 and 2027 to 2028**

Report attached, pages 51 to 61.

## **11. Reports of Representatives on Outside Bodies**

## **12. 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 Ordinary Meeting of the Town Council held in The New Millennium Chamber, The Manor House, Church Street, Littlehampton BN17 5EW on Thursday 21 November 2024 at 6.30pm**

**Present:**

Councillor Lee – Chair  
Councillor Blanchard-Cooper  
Councillor O'Neill  
Councillor Northeast  
Councillor Tandy  
Councillor Tilbrook  
Councillor Dr Walsh KStJ  
Councillor Woodman

**In attendance:**

Laura Chrysostomou – Town Clerk  
Juliet Harris – Assistant Town Clerk

**2024 to 2025**

**42. Evacuation Procedures**

The procedures were noted.

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

The procedures were noted.

**44. Apologies**

There were apologies from Councillors Butcher, Daws, Long, May, Worne and Wiltshire.

**45. 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.

#### **46. Minutes**

The Minutes of the ordinary meeting of the Council held on 17 October 2024, previously circulated, were confirmed as a true record and signed by the Chair.

#### **47. Town Mayor's Report and Urgent Items**

47.1. The Mayor's engagements report, copy attached to the Minutes, had been emailed for members prior to the meeting and was noted.

47.2. Christmas Lights Switch On

The Town Clerk confirmed that owing to the weather warnings issued for Saturday 23 November, the event planned for that day had been postponed. Arrangements were being made for the Mayor and the winner of this year's Christmas card competition to switch on the lights the following afternoon which would be recorded and posted on the Town Council's social media. Officers were now working to deliver as many of the activities that were planned in the High Street on Saturday 7 December to coincide with Small Business Saturday.

It was resolved that:

The update be noted.

#### **48. Public Forum**

There was one member of the public present.

##### **48.1. Worthing Road Allotment Site – Community Orchard Proposal**

Council heard from an allotment tenant engaged in work to develop plans for a community orchard at the Town Council's Worthing Road site. She was pleased to report that publicity about this proposal had led to an offer to donate 10 to 12 trees towards progression of the scheme. The Mayor thanked the resident for their representation and the update which was welcomed and noted.

#### **49. Correspondence or Issues in Respect of the District, County or Other Authorities**

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

Councillor Woodman declared a personal interest in the following matter as a member of the Littlehampton Harbour Advisory Body.

#### **49.1. Littlehampton Harbour Revision Order (HRO)**

Members received notification of the publication of an HRO which if made would allow the modernisation and consolidation the Harbour Board's statutory harbour powers in relation to Littlehampton Harbour. Full details could be found on the Marine Management Organisation website at: <https://www.gov.uk/government/publications/the-littlehampton-harbour-revision-order>

It was resolved that:

The update be noted.

#### **50. Reports from Committees – Non-Exempt**

##### **50.1. Recommendations from Committees**

There were none.

##### **50.2. Committee Minutes – Non-Exempt**

###### **50.2.1. Community Resources**

Council received and noted the Minutes of the meeting held on 24 October 2024, previously circulated, with no matters arising.

###### **50.2.2. Policy and Finance**

Council received and noted the Minutes of the meetings held on 28 October 2024, previously circulated, with no matters arising.

###### **50.2.3. Planning and Transportation**

Council received and noted the Minutes of the meetings held on 4 November 2024, previously circulated, with no matters arising.

#### **51. Officer's Reports**

##### **51.1. Business Plan 2023 to 2027 Update**

The Town Clerk presented a report, previously circulated, which included an update on progress with the delivery of the goals and objectives in the Action Plan in the period since September 2024.

**It was resolved that:**

The updated Action Plan and progress to date be noted.



## **51.2. K2 Youth and Community Centre Project Update**

51.2.1. The Assistant Town Clerk presented a report, previously circulated, which set out progress with the plans to open the centre, the costs to date and the current estimated projected final out turn. Arun Youth Projects had been using the building to deliver youth sessions since 6 November and were excited to be part of the formal opening event on Saturday 30 November. Officers were currently overseeing the final touches to the community room and main hall and preparing for the opening alongside a dedicated event for potential clients who had expressed an interest in hiring the centre on Thursday 5 December.

51.2.2. It was acknowledged that the completion of the building marked the realisation of a long-held objective for the Town Council and a demonstration of the Town Council's commitment to the Town. In recognising this achievement members also acknowledged the contribution of local members individually and collectively in securing funding and partnership support for the new centre. The meeting also sought to note its thanks to officers and members for their hard work and valuable contributions to successful delivery of the project.

51.2.3 The project had however been overshadowed by delays and it was noted that the final construction cost, which should be known by the end of November, would include consideration of the impact of the delays to the delivery of the final build.

It was resolved that:

The update be noted.

## **51.3. UK Shared Prosperity Fund (UKSPF) additional funding application**

Members had before them a report, previously circulated, which in accordance with the Town Council's Financial Regulations, sought the ratification by the Council of a bid for funding under the UKSPF. The Town Clerk explained that this opportunity had a very tight timeframe and was only open to organisations already delivering projects under the scheme. A bid had therefore been submitted in consultation with the Mayor and chair of the Policy and Finance Committee to secure additional funding that would enable the Town Centre Action Group to bring forward work on developing the visitor economy. The bid was supported, and it was noted that a decision was expected in late November / early December.

**It was resolved that:**

The Town Council's application for a further £12,000 funding from the UK Shared Prosperity Fund to complement the existing Town Centre Support project be approved.

#### **51.4. Consultation on Remote Attendance and Proxy Voting at Local Authority Meetings**

51.4.1. Council considered a report, previously circulated, on a consultation from the Department of Housing, Communities and Local Government. The consultation set out proposals to enable local authorities to conduct formal business through meetings which councillors could attend virtually and a plan to introduce proxy voting in certain circumstances.

51.4.2. Members proceeded to consider the proposals and whilst welcome, there was scepticism that a wholesale move away from face-to-face meetings could erode democracy. It was therefore thought that checks were needed in terms of a limit on the percentage of meetings that could be held remotely and in person attendance. It was also acknowledged that this move would need some authorities to invest in technology to support it. The position on proxy voting was viewed as more challenging as it was thought that careful consideration would be needed to control its use.

51.4.3. It was noted that this was a public consultation and that members could respond individually as well as collectively on behalf of the Council. In view of the implications of the proposals in terms of representation, Members considered that the public should be encouraged to participate in the consultation and that details should be publicised using the Town Council's social media. Members also wished to have more time to consider the Council's response.

#### **It was therefore resolved that:**

Authority be delegated to the Policy and Finance Committee to finalise a response on behalf of the Council at their meeting on 16 December 2024.

#### **51.5. A27 Arundel Bypass**

51.5.1. Members had before them a report and draft letter, previously circulated, which aimed to form basis of a representation to the Government following the announcement that the bypass scheme had been cancelled. This had been drafted following the discussion at the last meeting and at the Planning and Transportation Committee in November. It was noted that in the intervening period the District and County Councils had also now written to the Secretary of State calling for a rethink of this decision.

51.5.2. In reviewing the draft, Members considered that it needed to more succinct

and focussed on maximising the benefits from local development opportunities to deliver bespoke improvements that supported the key priorities for residents, visitors and businesses. Recognising that it was unlikely that the significant funding required for the bypass would be available, it was not thought appropriate to promote specific routes. Members therefore favoured a representation that highlighted the Town Council's willingness to work with partners using the significant local information gathered to date on smaller scale, more affordable improvements that could deliver benefits in the long term.

**It was therefore resolved that:**

The Planning and Transportation Committee revisit the draft taking into consideration the discussion at this meeting and a revised representation be brought back to Council for consideration at its meeting on 23 January 2025.

**51.6. Committee Calendar 2025 and 2026**

The council had before it a report, previously circulated, which set out the calendar of meetings for 2025 and the draft calendar for 2026. There was also a change to 2024 which had been prompted by a recent announcement by Arun District Council that a special Budget Briefing for District Councillors would be held on Thursday 5 December 2024. This clashed with the Town Council's Community Resources Committee and had led to the Committee meeting being brought forward by one day to ensure that it was quorate. In reviewing the calendars, there was some discussion regarding whether changing the times of Town Council meetings would help although it was considered that the start time for Full Council should remain at 6.30pm. It was agreed that this would need to be investigated further, and the Town Council's Standing Orders checked.

**It was therefore resolved that:**

1. Each Committee be canvassed regarding the preferences for meeting start times and that a report and recommendations be brought back to Council for consideration on 23 January 2025.
2. The change to the date of the December 2024 meeting of the Community Resources Committee to Wednesday 4 December 2024 be noted.
3. The Committee meeting schedule for 2025, Appendix 1, be noted.
4. The Committee meeting schedule for 2026, Appendix 2, be approved.

**52. Reports of Representatives on Outside Bodies.**

- 52.1. As the Town Council's representative on the Sportsfield Management Committee, Councillor Tilbrook reported that the Management Committee had elected a new Chairman. The Committee were also looking into how they might provide facilities for paddleball at the site in the future.

**It was resolved that:**

The update be noted.

53. Exempt Business

There was none.

The meeting was closed at 7.33pm.

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**Mayor**

UNAPPROVED



*Embassy of the Republic of North Macedonia  
in the United Kingdom*



Mayor's Office  
The Manor House,  
Church Street,  
Littlehampton,  
West Sussex,  
BN17 5EW

London, 29<sup>th</sup> November, 2024

***Proposal for Twinning between The Town Council of Littlehampton, West Sussex and the Municipality of Resen, Republic of North Macedonia***

Dear Mr. Mayor,

At the outset I would like to extend my heartfelt gratitude for yesterday's meeting at the Manor House. Your hospitality and engagement made it a truly meaningful experience and reaffirmed your dedication to fostering an inclusive environment for all citizens of Littlehampton.

I am writing to thank you, in particular, for your outstanding leadership and for creating a community in which diverse groups, including the approximately 200 households of Macedonian origin who call Littlehampton home, feel welcome and supported. Your efforts have allowed the Macedonian diaspora to thrive here, enriching the town culturally and economically.

In light of this strong bond, I am pleased to propose a twinning partnership between Littlehampton and the Municipality of Resen in North Macedonia. Resen is home to Prespa Lake, one of North Macedonia's most picturesque and culturally significant regions, and shares commonalities with Littlehampton as a hub of natural beauty and tourism potential.

This initiative is deeply meaningful to the Macedonian community here, especially as the oldest Macedonian resident in Littlehampton and a leading figure in the community, Petar Stojanovski, hails from Prespa, specifically the Resen municipality. It would be a symbolic and practical way to strengthen ties between our communities while celebrating the parallels between Littlehampton's seaside charm and Prespa's lakeside splendour.

Resen is located in the western part of North Macedonia and is renowned for its breath-taking natural landscapes, including Prespa Lake, the second-largest lake in the country. The municipality is



surrounded by two national parks—Pelister and Galicica—and is home to the Ezerani Nature Park, making it a prime location for ecological tourism.

The region has a rich cultural and historical heritage, with traditions and sites dating back to ancient times. Additionally, Resen has significant economic strengths, particularly in agriculture. Prespa is North Macedonia's leading apple-producing region, famous for its high-quality apples that are widely exported and contribute substantially to the local economy.

A twinning arrangement between Littlehampton and Resen would foster collaboration across several areas, including:

- **Cultural Exchange:** Promoting the sharing of traditions, festivals, and historical knowledge between our communities.
- **Tourism Development:** Strengthening tourism initiatives, with a focus on ecological tourism in Prespa and seaside tourism in Littlehampton.
- **Economic Cooperation:** Exploring trade opportunities, particularly in agriculture, and sharing expertise in business development.
- **Governance and Sustainability:** Learning from each other's best practices in municipal governance, sustainability, and community development.

Such collaboration would not only deepen the cultural and economic ties between Littlehampton and Resen but also strengthen relations between North Macedonia and the UK as a whole.

I am eager to hear your thoughts on this proposal and any feedback regarding the next steps and potential timeline for moving forward with this initiative.

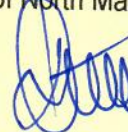
To further inspire this collaboration, I would like to extend a warm invitation for you to visit Resen and Prespa Lake to experience its beauty, cultural richness, and economic potential firsthand.

Once again, I thank you for your continued support of the Macedonian community in Littlehampton and for fostering an environment that celebrates diversity and inclusion. I am confident that this twinning initiative will bring lasting benefits to both municipalities and their residents.

I look forward to your response and remain at your disposal to provide any additional information or assistance.

Yours sincerely,

Katerina Stavreska  
Ambassador of the Republic of North Macedonia



## **Littlehampton Town Council**

### **Non-Confidential**

### **Committee: Full Council**

**Date: 23 January 2025**

**Report of: The Town Clerk**

**Subject: Recommendations from Committee**

#### **1. Summary**

The purpose of this report is to highlight to Members items arising from the last Committee cycle which entail recommendations to Council and therefore need Council approval to proceed. The other items included in the Minutes have been delegated for decision to Committees and therefore have already been agreed. There are two recommendations.

#### **2. Planning and Transportation Committee - 6 January 2025**

##### **2.1. Minute 115.1. A27 Arundel Bypass**

115.1.1. The Committee was asked to consider and comment upon the previously circulated revised draft text of a representation to the Secretary of State for Transport regarding the cancellation of the A27 Arundel Bypass scheme. This had been updated to reflect the discussion by Council on 21 November 2024 where it was agreed that the representation should be more succinct and seek to use the analysis and research already available to develop smaller scale, more affordable improvements to the A27 at this point.

115.1.2. Members proceeded to review the draft, and the consensus was that whilst the revised draft better reflected Council's views there were aspects that could be enhanced to better communicate how vital it was for Littlehampton that improvements were made on this part of the A27. It was therefore suggested that the draft be amended to highlight the amount of public funding that had already been invested in research and analysis, explain how improvements would unlock more land to support the Government's development objectives and importantly that the Minister be invited to visit the area to understand the congestion issues. It was also agreed that the updated draft be circulated to all members ahead of the Full Council dispatch to enable them to comment further.

#### **It was therefore resolved that:**

The draft text be updated to reflect the discussion at this meeting and a final draft presented to Full Council for approval on 23 January 2025. See Appendix 1.

#### **3. Property and Personnel Committee – 9 December 2024**

### **3.1. Minute 29.2 Staffing Update and Proposals**

29.2.1. The Town Clerk presented a report\*, previously circulated, explaining the current staffing structure and outlining proposals for changes in staffing going forward. Members were asked to consider a revised staffing structure which if approved would be recommended to Council as part of the budget setting process. Following the conclusion of the recruitment process for the interim Events Manager, an internal appointment had been made. It was noted that a further review of the staffing arrangements was therefore underway to backfill this post and provide cover.

**It was resolved that:**

The revised staff structure be approved and recommended to Full Council as part of the budget setting process.

\*This report can be found at: [pp 24.12.09 ag full.pdf](#)

Laura Chrysostomou  
**Town Clerk**





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Town Clerk – Laura Chrysostomou

### **Littlehampton Town Council proposed representation to The Secretary of State for Transport following the withdrawal of the A27 Arundel Bypass Improvement Scheme**

We are writing to express our grave concern regarding the withdrawal of this scheme. We strongly believe that this recent decision is detrimental for residents, visitors, and the growth of the local economy.

Whilst we acknowledge that the funding required for the bypass is no longer available, significant public money has already been invested in feasibility work over the years, which is invaluable.

It is our view that it is the junctions on this stretch of the A27 that cause congestion, not the road itself. With this in mind, we therefore urge you to consider using the information already gleaned from the numerous previously completed feasibility studies and investigations to develop smaller scale, more affordable improvements and alleviate some of the pressure and congestion on this section of the local highways network.

We believe that working in this way would also enable those responsible for delivering highways improvements to utilise infrastructure funding derived from other local development in the immediate vicinity to the maximum advantage. Improving the highways infrastructure at this point is in the Town Council's view essential to attracting investment in our area and is vital to the regeneration of the Town. We also believe that improvements delivered in this way would unlock more land for development and help deliver the Government's housing targets.

We therefore urge you to ensure that the opportunity to deliver the much-needed improvements to the highways infrastructure in the area is not lost and extend an invitation to you to visit the area and see at first hand the pressure on the network.

**Minutes of a Meeting of the Planning and transportation Committee held in The New Millennium Chamber, The Manor House, Church Street, Littlehampton BN17 5EW on Monday 2 December 2024 at 6.30 pm.**

**Present:**

Councillor Wiltshire – Chair  
Councillor Lee  
Councillor Long  
Councillor Daws  
Councillor Woodman

**In attendance:**

Juliet Harris - Assistant Town Clerk

**2024 to 2025**

**92. Evacuation Procedures**

The evacuation procedures were noted.

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

The procedures were noted.

**94. Apologies**

There were none.

**95. 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 Councillor Woodman also declared a personal interest in planning application LU/288/24/HH, 10 Lizard Head as the applicant was acquaintance.

**96. Minutes**

The Minutes of the meeting held on 4 November 2024, previously circulated, were confirmed as a true record and signed by the Chair.

## **97. Chair's Report and Urgent Items**

### **97.1. Licence Application Number: 120513, Firebird 52 High Street, BN17 5EA**

The Committee had before it an application for a pavement licence at the above premises on the High Street, copy attached to the minutes. This was a renewal of a previous consent, and the Committee had no objection to the proposal.

#### **It was resolved that:**

The Committee's comments be forwarded to Arun District Council.

## **98. Public Forum**

There were no members of the public present.

## **99. Planning and Other Arun District Council Matters**

### **99.1. Planning Applications, Lists 45, 46, 47 and 48.**

#### **It was therefore resolved that:**

The representations of the Council, appended to these Minutes as Appendix 1, be forwarded to Arun District Council.

### **99.2. Licence Consultation: Application Number 120431 Re: Sips and Giggles 4, Wick Parade, Wick Street, BN17 7JQ.**

The Committee had before it, previously circulated, an application for a licence to sell alcohol at the above premises in Wick Parade. Members proceeded to consider the application and noted the actions proposed by the applicant to meet the licensing objectives.

#### **The Committee resolved:**

Not to object to the application.

### **99.3. Licence Consultation: Application Number: 120482 Re: WVA Whisky Auctions, Office 1 And 2 Marina Office, Littlehampton Marina Ferry Road.**

The Committee had before it, previously circulated, an application for a licence to sell alcohol at the above premises. It was noted that the premises address had been incorrectly stated on the original application as Office 1, Rope House Rope Walk. Members proceeded to consider the application and noted the actions proposed by the applicant to meet the licensing objectives.

#### **The Committee resolved:**

Not to object to the application.

## **100. Rampion 2 Windfarm**

There was nothing further to report.

## **101. West Sussex County Council and Other Highway Matters**

There were none.

## **102. Finance**

### **102.1. Committee Draft Budgets 2025 to 2026, 2026 to 2027 and 2027 to 2028**

102.1.1. Members had before them a report, previously circulated which set out draft budget proposals for the Planning and Transportation Committee Budget. Covering the municipal years from 2025 through to 2028. Members were asked to comment on the proposed budgets before they are taken to the Policy and Finance Committee.

102.1.2. A nominal budget of £1,000 was allocated to the Committee to allow for any initiatives that might come forward. The Assistant Town Clerk explained that the Bus Earmarked Reserve had been renamed to reflect that it was funding held was held with the long-term objective of a community transport initiative, should an opportunity come forward. It was also noted that the £500 income represented funding generated from the community infrastructure levy.

#### **It was resolved that:**

1. The draft Committee Budget for 2025 to 2026 and the projected budgets for 2026 to 2027 and 2027 to 2028 be approved and recommended to the Policy and Finance Committee.
2. The contents of the report be otherwise noted.

## **103. Masterplan, North Littlehampton**

The Advisory Group met 15 November 2024. The discussions between the stakeholders were productive and work was now progressing on plans for a way forward. A further meeting was expected in the new year when it was hoped that there would be more clarity regarding plans for the community facilities at Hampton Park and a timeframe for their delivery.

#### **It was resolved that:**

The update be noted.

## **104. Committee Quarterly Business Plan Progress Report**

104.1. Members had before them a report, previously circulated, providing an update on progress with delivering goals as they related to the work of the committee.

Members proceeded to review the action plan and discussion focused on progress with the Community Benefits Package being pursued in respect of the Rampion 2 development.

104.2. Although a decision on whether the development would go ahead was not expected until the new year, the Town Council had hoped to start a conversation with the developer sooner. These efforts had so far elicited only standard responses. It was reported that the Harbour Board were also hoping to start a similar conversation with the developer. It was thought that there could be an opportunity to work with the Board on a joint approach to the developer to secure a community benefits package for the Town that included the aspirations of both bodies.

**It was therefore resolved that:**

1. The Harbour Board be approached regarding the possibility of formulating a joint approach to the Rampion 2 developer to secure a community benefits package for the Town and that the Action Plan be updated accordingly.
2. The contents of the Action Plan and progress to date be otherwise noted.

**105. Exempt Business**

There was none.

The meeting closed at 6.53pm.

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**Chair**

**LITTLEHAMPTON TOWN COUNCIL**  
**Planning and Transportation Committee 2 December 2024**  
**Representation on Lists 45, 46, 47 and 48**

**Appendix 1**

<b>Plan List No.</b>	<b>Ward</b>	<b>Ward CLLR</b>	<b>Planning No.</b>	<b>Details of Application</b>	<b>Location</b>	<b>Comments</b>
45	Courtwick with Toddington	DR	LU/266/24/HH	Single storey rear extension.	12 Seaton Road Littlehampton	<b>No Objections</b>
46	Wick	DR	LU/268/24/HH	Single storey side extension and part conversion of garage to habitable use, following demolition of existing conservatory.	10 Edwards Way Littlehampton BN17 7GP	<b>No Objections</b>
48	Brookfield	JL	LU/288/24/HH	Two storey side extension.	10 Lizard Head Littlehampton	<b>No Objections</b>
48	River	JD	LU/285/24/PL	Replace windows and doors. (This application may affect the character and appearance of the Littlehampton, River Road Conservation Area).	31-35 Floyds Corner Surrey Street Littlehampton	<b>No Objections</b>
48	River	JD	LU/286/24/L	Listed building consent for replacement windows and doors.	31-35 Floyds Corner Surrey Street Littlehampton	<b>No Objections</b>
48	Coutwick with Toddington	DR	LU/290/24/HH	Installation of an Air Source Heat Pump. (Retrospective).	23 Cooper Drive Wick	<b>No Objections</b>
48	Wickbourne	DR	LU/281/24/CLP	Lawful development certificate for the proposed use of an existing dwellinghouse as a children's home (C3B)	91 Wick Farm Road Littlehampton	<b>The committee had no objection to the application. Noting the intended use of the house, Members did however seek an assurance that the bathroom facilities were suitable.</b>

**Minutes of a Meeting of the Planning and transportation Committee held in The New Millennium Chamber, The Manor House, Church Street, Littlehampton BN17 5EW on Monday 6 January 2025 at 6.30 pm.**

**Present:**

Councillor Wiltshire – Chair  
Councillor Long  
Councillor Daws  
Councillor Tandy  
Councillor Woodman

**In attendance:**

Juliet Harris - Assistant Town Clerk

**2024 to 2025**

**106. Evacuation Procedures**

The evacuation procedures were noted.

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

The procedures were noted.

**108. Apologies**

There were apologies from Councillor Lee and Councillor Tandy substituted for him.

**109. 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 Councillor Tandy also declared a personal interest in matters across the agenda as a member of Around District Council and their Planning Policy Committee.

**110. Minutes**

The Minutes of the meeting held on 2 December 2024, previously circulated, were confirmed as a true record and signed by the Chair.

## **111. Chair's Report and Urgent Items**

There were none.

## **112. Public Forum**

There were no members of the public present and no written representations.

## **113. Planning and Other Arun District Council Matters**

### **113.1. Standing Orders / Urgent Action**

Members had before them an urgent action, previously circulated, confirming decisions not to object to the renewal of the pavement licence for Corn Stores at 72 High Street (application reference number 120486).

**It was resolved that:**

The Urgent Action be noted.

### **113.2. Planning Applications, Lists 49, 50, 51, 52 and 1.**

**It was resolved that:**

The representations of the Council, appended to these Minutes as Appendix 1, be forwarded to Arun District Council.

### **113.3. National Planning Policy Framework**

The Committee received confirmation of the publication of a new version of the [National Planning Policy Framework - Guidance - GOV.UK](https://www.gov.uk/government/publications/national-planning-policy-framework-guidance) on 12 December 2024.

**It was resolved that:**

The update be noted.

## **114. Rampion 2 Windfarm**

There was nothing further to report.

## **115. West Sussex County Council and Other Highway Matters**

### **115.1 A27 Arundel Bypass**

115.1.1. The Committee was asked to consider and comment upon the previously circulated revised draft text of a representation to the Secretary of State for Transport regarding the cancellation of the A27 Arundel Bypass scheme. This had been updated to reflect the discussion by Council on 21 November 2024 where it was agreed that the representation should be more succinct and



seek to use the analysis and research already available to develop smaller scale, more affordable improvements to the A27 at this point.

- 115.1.2. Members proceeded to review the draft, and the consensus was that whilst the revised draft better reflected Council's views there were aspects that could be enhanced to better communicate how vital it was for Littlehampton that improvements were made on this part of the A27. It was therefore suggested that the draft be amended to highlight the amount of public funding that had already been invested in research and analysis, explain how improvements would unlock more land to support the Government's development objectives and importantly that the Minister be invited to visit the area to understand the congestion issues. It was also agreed that the updated draft be circulated to all members ahead of the Full Council dispatch to enable them to comment further.

**It was therefore resolved that:**

The draft text be updated to reflect the discussion at this meeting and a final draft presented to Full Council for approval on 23 January 2025.

**115.2. Transport for the South East's draft Transport Strategy Consultation**

The Committee received details of the above consultation, [Transport for the South East](#), which had been launched in the run up to Christmas. In view of the timeframe, it was proposed that full consideration of the draft be deferred to February 2025. This was considered sensible and a reminder would be added to the agenda for the next meeting. In the meantime, it was also agreed that the information would be circulated to all councillors to enable them to respond individually if they wished.

**It was resolved that:**

The update be noted.

**116. Masterplan, North Littlehampton**

There was nothing further to report.

**117. Exempt Business**

There was none.

The meeting closed at 7pm.

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**Chair**

**LITTLEHAMPTON TOWN COUNCIL**  
**Planning and Transportation Committee Monday 6 January 2025.**  
**Representation on Lists 49, 50, 51, 52 & 1**

**Appendix 1**

<b>Plan List No.</b>	<b>Ward</b>	<b>Ward Councillor</b>	<b>Planning No.</b>	<b>Details of Application</b>	<b>Location</b>	<b>Comments</b>
49	Brookfield	JL	LU/292/24/HH	Loft conversion including hip to gable extension, rooflights and flat roofed rear facing dormer.	1 Grove Crescent Littlehampton	The Committee was not in a position to comment upon the objections raised regarding the party wall issue and had no objection to the plans.
50	Wickbourne	DR	LU/294/24/PL	Proposed new canopy to accommodate 3 No. dotcom van parking spaces. This application is in CIL Zone 4 and is zero rated as other development.	Tesco Store Broad Piece Littlehampton	No Objection
50	Wickbourne	DR	LU/295/24/A	Installation of 6 flag poles.	Unit 50 & 51 Eldon Way Littlehampton	No Objection
50	Wickbourne	DR	LU/296/24/A	Installation of 6 flag poles.	Modern Moulds Business Centre Unit A1 - Unit A3 Harwood Road Littlehampton	No Objection
50	Wickbourne	DR	LU/298/24/PL	Installation of a new single pedestrian emergency exit door opening into the west elevation of the workshop. This application is in CIL Zone 4 (Zero Rated) as other development.	Unit 3 Lineside Way Littlehampton	No Objection
51	Wickbourne	DR	LU/303/24/PL	Extension of existing industrial unit and installation of new palisade fencing gates to adjoining existing dropped kerb. This application is in CIL Zone 4 (Zero Rated) as other development.	Unit 11a to Unit 11d Lineside Way Littlehampton	No Objection

**LITTLEHAMPTON TOWN COUNCIL**  
**Planning and Transportation Committee Monday 6 January 2025.**  
**Representation on Lists 49, 50, 51, 52 & 1**

**Appendix 1**

<b>Plan List No.</b>	<b>Ward</b>	<b>Ward Councillor</b>	<b>Planning No.</b>	<b>Details of Application</b>	<b>Location</b>	<b>Comments</b>
51	Wickbourne	DR	LU/301/24/PL	Environmental improvements (remediation) works of land. This application is in CIL Zone 4 (Zero Rated) as other development.	Former Gasholder Harwood Road Littlehampton	The Committee had no objection to the proposals however noting that the Ecology Survey had identified some Peregrin Falcon activity at the gasholder they supported the recommendations in the survey and wished to see them conditioned. Namely that the process and the timing of the dismantling works be managed with the nesting season in mind and that a replacement feature is provided as part of the decommissioning works.
51	Wickbourne	DR	LU/303/24/PL	Extension of existing industrial unit and installation of new palisade fencing gates to adjoining existing dropped kerb. This application is in CIL Zero rated.	Unit 11a to d Lineside Way Littlehampton	No Objection

**Minutes of a meeting of the Community Resources Committee held in The New Millennium Chamber, The Manor House, Church Street, Littlehampton, BN17 5EW on Wednesday 4 December at 6.30pm.**

**Present:**

Councillor Tandy – Chair  
Councillor Lee  
Councillor Blanchard–Cooper  
Councillor Wiltshire  
Councillor Tilbrook  
Councillor Long  
Councillor O'Neill

**In attendance:**

Laura Chrysostomou – Town Clerk  
Juliet Harris – Assistant Town Clerk  
Felix Gillett – Community Resources Officer

**2024 to 2025**

**51. Evacuation Procedures**

The evacuation procedures were noted.

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

The procedures were noted.

**53. Apologies**

There were apologies from Councillor Daws.

#### **54. 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.

#### **55. Minutes**

The Minutes of the meeting held on Thursday 24 October 2024 were confirmed as a true record and signed by the Chair.

#### **56. Chair's Report and Urgent Items**

- 56.1. The Chair congratulated officers on the successful opening of the K2 Youth and Community Centre and was pleased to report that the centre was attracting very positive feedback. He reminded the Committee that the Town Council would be supporting Small Business Saturday in the High Street on the 7 December and he looked forward to seeing members at the event.

#### **57. Public Forum**

There were two members of the public present, and no representations were made.

#### **58. Allotments Working Group**

Members had before them minutes, previously circulated, of the Allotments Working Group meeting held on 21 October 2024.

##### **It was resolved that:**

The minutes of the Allotments Working Group meeting held on 21 October 2024 be noted.

#### **59. Sports Forum**

Members had before them minutes, previously circulated, of the Sports Forum meeting held on 30 September 2024. The Community Resources Officer provided clarification regarding the membership of the Sports Forum Executive Committee which was noted.

##### **It was resolved that:**

The minutes of the Sports Forum meeting held on 30 September 2024 be noted.

## **60. Officers Reports**

### **60.1. Quarterly Business Plan Progress Report**

60.1.1. Members had before them a report, previously circulated, providing an update on progress with delivering the goals as they related to the work of the committee. The Mayor expressed his personal thanks to officers for their hard work in delivering the K2 Youth and Community Centre and the success of its official open day which augured well for forthcoming hirers open day.

60.1.2. Members proceeded to review the action plan and discussion focused on progress with the delivery of the community centre and allotments in the Hampton Park development (North Littlehampton). It was noted that discussions at the recent North Littlehampton Advisory Group meeting had been productive. A further meeting of the Advisory Group was expected in the new year when it was hoped that there would be more clarity regarding the plans for these facilities and a timeframe for their delivery.

#### **It was resolved that:**

The Action Plan and update be noted.

### **60.2. Community Resource Officer Periodic Report**

60.2.1. The Community Resources Officer presented a report, previously circulated, which contained updates on the projects and initiatives within the remit of the committee. In addition, the committee was asked to approve in principle that land on the Worthing Road Allotment site be made available to the Littlehampton Community Growers for a community orchard.

60.2.2. Members proceeded to consider the community orchard proposal to create an orchard on some of the uncultivated land adjacent to Nightingale Way on the eastern boundary of the Town Council's Worthing Road allotment site. To enable the project to progress the Littlehampton Community Growers had been formed and required confirmation from the landowner that the land they needed for the scheme would be available. This would also enable the group to move forward with formalising arrangements such as putting insurance in place and applying for grant funding as a properly constituted group. It was confirmed that the group would be responsible for delivering the project and be required to sign the Town Council's Allotment tenancy agreement. In doing so they would be required to adhere to the same terms and conditions as other plot holders. This initiative was welcomed and unanimously supported by the committee.

60.2.3. Regarding the current floral contract, members wished to explore options for more environmentally sustainable planting as part of the renewal. Finally,

members were pleased to note that the Town Council was progressing grant applications for defibrillators at K2 and Southfields.

**It was therefore resolved that:**

1. In principle, the uncultivated land adjacent to Nightingale Way on the eastern boundary of the Town Council's Worthing Road allotment site be made available to the Littlehampton Community Growers for the purpose of creating a community orchard.
2. The contents of the report be otherwise noted.

**60.3. Events Periodic Report**

60.3.1. Members had before them a report, previously circulated, which contained feedback following the Remembrance Sunday event and an update on the Christmas High Street events. The Christmas Lights Switch On event due to take place on Saturday 23 November had been cancelled because of adverse weather conditions which had also seen the Christmas tree in the High Street come down. Fortunately, only the tree was damaged, and it had been safely removed, repaired, and re-installed with a reinforced base. Members expressed their thanks to officers and the Fire Service for managing the situation promptly and ensuring that the area around the tree was safe. Options to change the position of the Christmas tree were limited because of the position of the electrical pit in the pavement. This was however noted and would be reviewed by the Christmas Lights Working Group when it came to consider the plans for next year's display.

60.3.2. Officers were still exploring options with contractors who might be able to transfer their attractions to the Small Business Saturday event on Saturday 7 December. Where this was not possible, it was noted that cancellation fees would be incurred. Those who had hoped to have fundraising stalls on the day were invited to contact the Community Resources Officer for details of local community groups looking for donations.

**It was therefore resolved that:**

The feedback following the Remembrance Sunday event and the update on the Christmas High Street events be noted.

**60.4. Museum Periodic Report**

60.4.1. Members had before them a report, previously circulated, which detailed updates on recent museum activities and engagements. The Mayor thanked the Museum Team for collating information from the archives to share with the North Macedonian Ambassador during their recent visit. Members also welcomed the engagement and positive feedback regarding the Museum's display at the K2 open day.

**It was resolved that:**

The contents of the report be noted.

**61. Finance Reports**

**61.1. Committee Budget Monitor**

61.1.1. Members considered a report, previously circulated, highlighting significant variances from budget income and expenditure relating to the Community Resources Committee budget for 2024 to 2025. Observing the £1,286 general grant budget underspend it was considered sensible that this be earmarked and used to underpin next year's budget.

**It was therefore resolved that:**

1. The £1,286 underspend in the 2024 to 2025 General Grant Budget be used to underpin the General Grants budget in 2025 to 2026.
2. The contents of the report be otherwise noted.

**61.2. Venue Hire Fee Charge Proposals 2025 – 2026**

61.2.1. The Committee considered a report, previously circulated, setting out proposals for room hire charges for the forthcoming financial year. The report included the current fees and proposals to increase prices for both the Southfields Jubilee Community Centre and K2 Youth and Community Centre by five percent for consideration. This level of increase was proposed following research undertaken by officers and aimed to ensure that the prices of the Town Council's venues remained competitive against other comparable facilities in the area.

61.2.2. Regarding the Stage by the Sea venue, it was noted that bookings were managed by the District Council. It was also noted that provision to bring electricity to the venue was planned as part of the sea front regeneration works. Members therefore wished to review the booking arrangements once this work was completed.

**It was therefore resolved that:**

1. The level of room hire charges be increased by 5% percent for 2025 to 2026.
2. The Stage by the Sea booking arrangements be reviewed after completion



of the sea front regeneration works.

3. Authority be delegated to the Town Clerk to apply discounts and offers on an individual basis and as appropriate to further the Town Council's Community Centre's Action Plan objectives.

### **61.3. Committee Draft Budget Proposals 2025 to 2026, 2026 to 2027 and 2027 to 2028**

61.3.1. Members considered a report, previously circulated, setting out proposals for this committee's budget for the next three years. The Town Clerk explained the background to the budget setting process and how the precept calculation was impacted by annual changes in the number of households from which council tax was collected. The projected increase in the Council's overall budget for 2025 to 2026 was currently 6.69 percent modelled on last year's household figures. It was noted that the current projected precept figure for 2025 to 2026 was subject to change as the December budget setting progressed.

61.3.2. The committee budget had been drafted to take into consideration estimated increases in costs for the coming year and projected forward to 2028. Members proceeded to review the Community Resources budget proposals in more detail and the following points were noted:

- The net expenditure on the Southfields Jubilee Centre for 2025 to 2026 had reduced from the previous year due to changes in staffing arrangements which had reduced the level of staff costs apportioned to this cost centre. Most other aspects of the Centre's budget would remain similar or increase in the coming years.
- The Town Council was working with the Sports Forum to explore alternative provision to enable wider participation in sports activity and that a Sports Funding Budget had been retained at £2,000.
- Nominal sums were budgeted for the annual Pancake Olympics and Easter Out and About events to support them should alternative ways of delivering them come forward.
- The budgets for the 'Summer Launch Events' and 'Summer High Street Events' had been combined to create the Summer High Street Events Budget.

**It was therefore resolved that:**

1. The draft Committee budget for 2025 to 2026 and the projected budgets for 2026 to 2027 and 2027 to 2028 be approved and recommended to the Policy and Finance Committee.
2. The Committee's Earmarked Reserve Position be noted.
3. The contents of the report be otherwise noted.

**62. Exempt Business**

There was none.

The meeting was closed at 7.10pm.

\_\_\_\_\_  
Chair

UNAPPROVED

**Minutes of a meeting of the Property and Personnel Committee held in The New Millennium Chamber, The Manor House, Church Street, Littlehampton, BN17 5EW on Monday 9 December 2024 at 6.30 pm**

**Present:**

Councillor May - Chair  
Councillor Walsh KStJ  
Councillor O'Neill  
Councillor Butcher  
Councillor Worne\*  
Councillor Tilbrook  
Councillor Tandy

**Attendance:**

Laura Chrysostomou – Town Clerk  
Jon Short – Deputy Town Clerk

2024 to 2025

**22. Evacuation Procedures**

The evacuation procedures were noted.

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

The procedures were noted.

**24. Apologies**

There were apologies from Councillor Northeast, and Councillor Tandy attended as a substitute.

**25. 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 Councillor Tandy also declared a personal interest as an Arun District Councillor.

## **26. Minutes**

The Minutes of the meeting held on 2 September 2024 were confirmed as a true record and signed by the Chair.

## **27. Chair's Report and Urgent Items**

There were none.

## **28. Public Forum**

There were no members of the public present.

## **29. Officers Reports**

### **29.1 Absence Monitoring**

29.1.1. Members had before them a report, previously circulated, which provided records of staff absences for the full years 2018 to 2019 to 2023 to 2024 and quarters one and two for 2024 to 2025. The Deputy Town Clerk provided clarification regarding the certified absences which was noted.

**It was resolved that:**

The report be noted.

### **29.2 Staffing Update and Proposals**

29.2.1. The Town Clerk presented a report, previously circulated, explaining the current staffing structure and outlining proposals for changes in staffing going forward. Members were asked to consider a revised staffing structure which if approved would be recommended to Council as part of the budget setting process. Following the conclusion of the recruitment process for the interim Events Manager, an internal appointment had been made. It was noted that a further review of the staffing arrangements was therefore underway to backfill this post and provide cover.

**It was resolved that:**

1. The revised staff structure be approved and recommended to Full Council as part of the budget setting process.
2. The contents of the report and update be noted.

\*6.38pm Councillor Worne joined the meeting.

### **29.3 Property, Facilities and Equipment Update**

29.3.1. The Deputy Town Clerk presented a report, previously circulated, which contained updates on the building maintenance programme and facilities at the Manor House, community centres and War Memorial. Leaks emanating from the roof area above the landing adjacent to the mayor's parlour at the Manor House had prompted the commissioning of a condition survey which

had identified the need for further work. This would require further examination which could not be undertaken until the weather improved and consequently the financial implications were unknown at this time. Members welcomed the move to obtain a carbon footprint report of the Council's premises portfolio and noted that this information would enable the Town Council to demonstrate its commitment to reducing its carbon footprint.

**It was resolved that:**

The report be noted.

## **29.4 Quarterly Business Plan Progress Report**

29.4.1. Members had before them a report, previously circulated, providing an update on progress with delivering the goals as they related to the work of the committee.

**It was resolved that:**

The report be noted.

## **30. Finance**

### **30.1 Committee Budget Monitor**

30.1.1. Members had before them a report, previously circulated, which highlighted significant variances from budget in income and expenditure relating to this respective committee for 2024 to 2025.

**It was resolved that:**

The report be noted.

### **30.2 Manor House Venue Hire Charge Proposals 2025 to 2026**

30.2.1. Members had before them a report, previously circulated, which set out proposals for changes to charges for 2025 to 2026. The report included the current fees and proposals to increase prices for the Manor House room hire, weddings and ceremonies by five percent and car parking by 10 percent for consideration. This level of increase was proposed following research undertaken by officers and aimed to ensure that the prices of the Town Council's venues and car parking remained competitive against other comparable facilities in the area. It was agreed that going forward the periodic reporting would be updated to include details about the application of discounts. Taking this analysis and the facilities into consideration the proposals were judged sensible.

**It was therefore resolved that:**

1. The level of room hire charges for the Manor House Rooms, Weddings and Ceremonies be increased by 5% percent for 2025 to 2026.
2. The level of car parking fees be increased by 10% percent for 2025 to 2026.

3. Authority be delegated to the Town Clerk to apply discounts and offers on an individual basis and as appropriate to further the Town Council's Community Centre Action Plan objectives.

### **30.3 Committee Draft Budget Proposals 2025 to 2026, 2026 to 2027 and 2027 to 2028**

- 30.3.1. Members considered a report, previously circulated, setting out proposals for this committee's budget for the next three years. The committee budget had been drafted to take into consideration estimated increases in costs for the coming year and projected forward to 2028. It was noted that since publication of the papers, the Town Council had received confirmation that the Council Tax base for 2025 to 2026 had increased. This would be factored into the calculation of the precept figure as the December budget setting progressed.
- 30.3.2. Members proceeded to review the Property and Personnel budget proposals in more detail and discussion focussed on progressing maintenance work at the Manor House. Recalling the need for further work to the Manor House roof, Members considered it would be prudent to use some of the headroom created by the increase in the Council Tax Base to underpin the Manor House Maintenance Planned Preventive Maintenance budget. In doing so, it was considered that a figure of £10,000 was sensible and that this level of increase in this budget head be included in the committee's budget recommendation to the Policy and Finance Committee.

#### **It was therefore resolved that:**

1. The draft Committee budget for 2025 to 2026 be updated to reflect the change set out in Minute 30.3.2. above.
2. The revised draft Property and Personnel Committee budget for 2025 to 2026 and the projected budgets for 2026 to 2027 and 2027 to 2028 be recommended to the Policy and Finance Committee.
3. The Committee's Earmarked Reserve Position be noted.

### **31. Exempt Business**

There was none.

The meeting was closed at 7.02pm.

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**Chair**

**Minutes of a meeting of the Policy and Finance Committee held in The New Millennium Chamber, The Manor House, Church Street, Littlehampton BN17 5EW on Monday 16 December 2024 at 6.30 pm.**

**Present:**

Councillor Butcher - Chair  
Councillor Tandy  
Councillor Lee  
Councillor May  
Councillor O'Neill  
Councillor Dr Walsh KStJ  
Councillor Woodman

**In attendance:**

Laura Chrysostomou – Town Clerk  
Jon Short – Deputy Town Clerk and Responsible Financial Officer  
Juliet Harris – Assistant Town Clerk  
Sofia Chittenden – Communications and Marketing Manager

**2024 to 2025**

**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 and Councillor O'Neill attended as substitute.

**43. Declarations of interest**

Members and Officers were reminded to make any declarations of disclosable, pecuniary, or personal and prejudicial interests that they might have in relation to items on the agenda. The standing declarations were noted, and Councillor O'Neill also declared a personal interest in matters



across the agenda as a member of Arun District Council no further declarations were made.

#### **44. Minutes**

The Minutes of the meeting held on 28 October 2024 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 three members of the public present.

##### **46.1. North Macedonian Twinning Proposal**

Councillor Dr Walsh, KStJ declared a personal interest in the following matter as Chair of the Littlehampton Twinning Association.

46.1.1. Members heard from a representative of the North Macedonian community in Littlehampton. Setting out the history of how this community had come to adopt Littlehampton as its home over several years, the Committee was asked to consider formally establishing a twinning partnership between Littlehampton Town Council and the Town of Resen in North Macedonia to strengthen relationships and cultural links with the wider community.

46.1.2. The Mayor had recently met with the North Macedonian Ambassador where this had also been discussed. Recalling that meeting, the Mayor spoke in support of strengthening the links with this section of the community on a social level. It was also understood that the North Macedonian community in Littlehampton was strongly supportive of establishing such a relationship. The Ambassador had subsequently written suggesting a twinning arrangement and that letter would be included in the papers for the next Council meeting.

46.1.3. The Committee was supportive of establishing a more meaningful link with the North Macedonian community on a social and cultural level. It was also acknowledged that the current local twinning association had undergone organisational changes in recent times to maintain the existing relationships which had highlighted that a lot of work was needed to support them. It was therefore considered that further research was needed to understand how this new partnership could be achieved.

**It was therefore resolved that:**



Officers take this forward and meet with representatives of the North Macedonian community in Littlehampton to explore options for establishing social and cultural links.

## **47. Officers Reports**

### **47.1. Wayfinding Project**

- 47.1.1. The Communications and Marketing Manager presented a report, previously circulated, which outlined the progress with this project. She explained that work to identify potential locations for the signage had highlighted the disjointed and outdated state of the current signage stock. Initial research had also shown that the process of implementing signage could potentially have land ownership, planning and licensing implications which needed further investigation. Therefore, whilst a steer in terms of the proposed locations was needed, it was also considered necessary to complete a detailed audit of the signage stock in the Town, including the river walkway and the seafront and to develop a strategic approach for signage in this 'triangle'.
- 47.1.2. In considering the way forward, Members recognised that this piece of audit work would deliver a key objective of the Town Centre Strategy and that a review was overdue. It was also considered important for the success of the Wayfinding Project that it be underpinned by a sound audit of the current stock and full understanding of the implementation process. In this respect the phased approach set out in the report was supported and would also ensure that the design work by Artsworld, and supported by their grant funding, could continue and meet delivery deadlines. This would see one beach box and up to five signs delivered before the end of March 2025.
- 47.1.3. The Committee proceeded to discuss potential locations and favoured sites which could deliver a clear route from the railway station to the river walkway and seafront. The consensus was for the beach box to be installed on the West Green in the proximity of the pumping station and for up to five signs to be sited at the railway station, one at each end of the High Street, one by the lifeboat station and one near the Harbour Board offices as outlined in the report. Where these sites were in the ownership / control of the District Council it was hoped this would ease the implementation process. It was also suggested that Officers contact the County Council as these proposals could have implications for them as the Highways Authority for the Town. It was agreed that focus should be on implementation of those signs which could be achieved within the timescale required for the funding.
- 47.1.4. In terms of taking the audit work forward, a mechanism would be required to ensure that the timetable for delivering the project was met. It was therefore proposed that a Member Task and Finish Group be formed to assist officers in the audit and developing the strategy. It was also noted that a meeting of the

committee would be needed at the end of January / early February 2025 to approve the final designs for the Wayfinding Project.

**It was therefore resolved that:**

1. The phased approach to delivering the Wayfinding Signage Project as set out in paragraphs 3.4. and 3.5. of the report be supported.
2. The locations for the beach box and the first five signs as set out in minute 47.1.2 and 47.1.3. above be progressed.
3. An Extraordinary meeting of the Committee be arranged for late January/ early February to approve the signage designs.
4. A Member Task and Finish Group be formed to assist officers in the audit and developing a Signage Strategy and that a draft Terms of Reference be brought back to the Committee for approval at the next meeting.
5. The contents of the report be otherwise noted.

**47.2. Quarterly Business Plan Progress Report**

47.2.1. Members had before them a report, previously circulated, providing an update on progress with delivering goals as they related to the work of the committee. Members proceeded to review the action plan, and it was noted that work on the Communications Strategy Review would begin in the new year.

**It was therefore resolved that:**

The updated Action Plan and progress to date be noted.

**47.3. Town Centre Strategy and Action Plan Periodic Update**

47.3.1. The Communications and Marketing Manager presented a report, previously circulated, which contained updates on work being undertaken as part of the Town Centre Strategy and Action Plan. Highlighting the very positive nature of the recent Business Community meeting she explained how the Town Council's recent success in securing additional UK Shared Prosperity funding (UKSPF) would enable work to develop a library of digital content to build upon the material developed for Small Business Saturday. Local businesses had been very engaged in the development and delivery of the shop window wraps and the Small Business Saturday initiative both of which had been successful and helped invigorate the Business Community meeting which now had meetings scheduled through to April 2025.

47.3.2. Members welcomed the positive report and the advances that had been made regarding developing links with the local business community, positive

action to tackle anti-social behaviour, presenting a more positive image of the Town and progression towards establishing a Business Forum. It was also pleasing to note how the UKSPF work was progressing and the plans for it to be used to deliver the priorities in the Town Centre Action Plan relating to promoting the Town and developing the visitor economy. It was noted that the process for the recruitment of the Business Crime Reduction Partnership Manager was underway with interviews planned for January 2025.

**It was therefore resolved that:**

The updates regarding progress with the UKSPF Town Centre Support Project, recent Town Centre initiatives and the financial implications be noted.

**47.4. Consultation on Remote Attendance and Proxy Voting at Local Authority Meetings**

- 47.4.1. Members had before them a report, previously circulated, which contained a summary of the discussion at Full Council regarding this consultation. The Committee was asked to consider the proposals with a view to agreeing a response on behalf of the Council. The Assistant Town Clerk explained that following publication of the agenda, the consultation had been re-circulated to all members to ascertain the proportion of current elected members that might seek to attend meetings remotely.
- 47.4.2. This had elicited a range of views that was reflected in the subsequent discussion. It was observed that the Council's experience of remote meetings was limited to the period during the pandemic when the Government had introduced temporary regulations allowing all local authorities to meet remotely. Whilst that had demonstrated greater accessibility for members, there was no evidence to suggest it had encouraged public participation. The circumstances were also unprecedented and whilst it was acknowledged that over time hybrid meetings could work, they required significant resources including staff time and investment in technology.
- 47.4.3. On the matter of proxy voting, views were also varied with the Committee concluding that the ability to webcast meetings was more of a priority which the Council had acknowledged through its move to the digitisation of its processes. Overall, in view of the wide range of opinions on both the subject of remote / hybrid meetings and the introduction of proxy voting, the Committee considered the way forward was to encourage members to respond individually to this consultation.

**It was therefore resolved that:**

1. The details of the consultation be re-circulated to all members to enable them to respond individually.

2. The contents of the report be otherwise noted.

#### **47.5. Littlehampton Town Council / Arun District Council Liaison**

47.5.1. The Town Clerk presented a report, previously circulated, and explained the proposals for the continuation of liaison meetings with the District Council. Commenting on the new arrangements, the Committee held the view that members should still be represented in the forum. Noting that the Chief Executive of Arun District Council was willing to meet councillors on matters that could not be resolved in this forum, the Committee proceeded to consider items for discussion. The following points were noted:

- The Community Hub
- The Wayfinding Project
- Joint site arrangements at K2 and the Southfields Jubilee Centre
- North Littlehampton

#### **It was therefore resolved that:**

The items listed in Minute 47.5.1. above be put forward for discussion at the liaison meeting on 30 January 2025.

#### **48. Finance**

##### **48.1. Debtors Review Update**

48.1.1. The Committee had before it a report, previously circulated, which contained an update on the progress with debt recovery. Whilst progress in lowering the over 60-day debt had been limited due to staffing constraints, these had been addressed and work to reduce the outstanding balance was now picking up.

#### **It was resolved that:**

The report be noted.

##### **48.2. Committee Budget Monitor**

48.2.1. Members received a report, previously circulated, which highlighted any significant variances from budget in Income and Expenditure relating to the Policy and Finance Committee's budget for 2024 to 2025.

#### **It was resolved that:**

The report be noted.

##### **48.3. Committee Draft Budget Proposals 2025 to 2026 and projected funding 2026 to 2027 and 2027 to 2028**

48.3.1. The Committee considered a report, previously circulated, setting out proposals for this Committee's Budget for the next three years. The Deputy Town Clerk and Responsible Financial Officer reported that the proposals for this Committee would see its budget increase by 21.48% for 2025 to 2026 and that the overall Full Council budget currently showed a 4.37% increase in Band D council tax for 2025 to 2026. It was noted that the inclusion of expenditure from Earmarked Reserves (EMR) was an error as the Scheme had been superseded by the Business Crime Reduction Partnership initiative. He confirmed that this had no impact on the Committee's budget proposals and that this would be corrected in the final budget presented to Council in January. Acknowledging the hard work by the committee chairs, members at their meetings and staff in facilitating the process, the Committee recorded its thanks to all those involved in achieving a sensible budget proposal.

**It was resolved that:**

1. The draft Committee budget for 2025 to 2026 and the projected budgets for 2026 to 2027 and 2027 to 2028 be approved and recommended for inclusion in the Full Council Budget.
2. The Committee's Earmarked Reserve Position be noted.

**48.4. Capital Programme Draft Funding 2025 to 2026, and projected funding 2026 to 2027 and 2027 to 2028**

48.4.1. The Committee received a report, previously circulated, which set out the funding arrangements to meet the Capital Programme including the financial implications of the major projects that were a priority for the Council. It was noted that £100,000 drawn from the Converted Capital Receipts Reserve had been included for the purpose of developing a space within which to operate a High Street Hub. The Town Clerk provided clarification regarding Capital Receipts Reserves, and it was noted that the balance reflected the completion of the K2 construction project. Regarding Community Infrastructure funding, it was observed that the District Council's monitoring reports required updating to reflect the Town Council's priorities. This was noted and would be actioned by officers.

**It was resolved that:**

The draft Capital Programme for 2025 to 2026 and the projected programme for 2026 to 2027 and 2027 to 2028 be approved and recommended to Council, as part of the overall Council Budget.

**48.5. Full Council Budget Proposals 2025 to 2026 and projected funding 2026 to 2027 and 2027 to 2028**

48.5.1. The Committee received a report, previously circulated, which set out the proposed Council budget for 2025 to 2026 and the projected funding for 2026 to 2027 and 2027 to 2028. The budget had been drafted following meetings held with political group leaders and the Chairs and Vice Chairs of each Committee. As reported earlier in the meeting, should the overall draft Council budget for 2025 to 2026 be approved, this would result in a precept increase for 2025 to 2026 of 4.37 percent. This equated to an additional £6.43 per household per year in Band D Council Tax.

48.5.2. The Committee proceeded to examine the budget proposals. Regarding the Manor House Room Hire, it was observed that despite a projected increase in hire income, the deficit on this budget head had increased. The Town Clerk explained whilst the hire charges had been reviewed in line with the Council's venue hire action plan, this reflected the ongoing costs of maintaining a complex building. The Committee proceeded to vote on the budget proposals for 2025 to 2026.

**It was resolved that:**

1. The draft Budget for 2025 to 2026 and the projected budgets for 2026 to 2027 and 2027 to 2028 be endorsed and recommended to Council for approval.
2. Council be recommended to set a Precept of £1,621,543 for 2025 to 2026 which equates to Band D Council Tax of £153.51 per annum for 2025 to 2026, an increase of 4.37% or £6.43 per household per year (£0.123 per week).

**49. Exempt Business**

There was none.

The meeting was closed at 7.30 pm.

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**Chair**

## **Littlehampton Town Council**

**Non- Confidential**

**Committee: Full Council**

**Date: 23 January 2025**

**Report by: Town Clerk and Deputy Town Clerk and Responsible Financial Officer**

**Subject: Capital Programme Draft Funding 2025 to 2026 and projected funding 2026 to 2027 and 2027 to 2028**

### **1. Summary**

- 1.1 The Council has a list of Strategic Priorities and Goals as set out in its Business Plan for its' period of office, which range from major capital projects to small location-specific initiatives.
- 1.2 These goals and progress against them are reviewed quarterly by each committee and progress is reported twice a year to Council in May and November.
- 1.3 This report seeks to explain the funding of the Capital Programme and the financial implications of the goals as part of the budget setting process for 2025 to 2026, 2026 to 2027 and 2027 to 2028.

Members are reminded of the restrictions on voting outlined in Section 106 of the Local Government Finance Act 1992.

In particular it should be noted that where a Member has at least two months arrears of Council Tax he or she must not vote on any matter relating directly to the setting of a precept or any recommendation, resolution or other decision which might affect the calculation of the precept (though they may remain in the meeting and may speak).

### **2. Recommendation:**

Council is recommended to:

Approve the Capital Programme Funding for 2025 to 2026 and note the projected funding for 2026 to 2027 and 2027 to 2028.

### **3. Background**



- 3.1 The budget is looking to create a strategic approach with the flexibility to deliver the Council's aspiration to be a collaborative and reliable council that is publicly accountable, utilises existing resources, and seeks out additional external funding opportunities whilst providing cost effective facilities and services to enhance people's lives. The budget includes provision for new developments, proposed projects and initiatives and aims to build revenue budgets where needed, supported by earmarked reserves that ensure future financial stability. These are commented upon below and to support Members understanding of the budgets, the EMRs referred to in this report are included as Appendix 1.

### **3.2. Capital Receipts Reserve**

- 3.2.1 The Council's EMRs include a 'Capital Receipts Reserve' of £12,494.51 (Reserve Code 345) which has now been mainly spent by the completion of the K2 Youth & Community Centre. Capital Receipts can only be spent on capital expenditure (fixed assets, which are expected to be productive assets for a long period of time, for example a new building) and not revenue items (costs that are related to specific revenue transactions or operating periods, such as utility bills or repairs and maintenance expenses).

### **3.3 Converted Capital Receipts**

- 3.3.1 In addition, the EMRs include Capital Receipts of £266,473.66 (Reserve Code 321) that have been converted into EMRs that can be spent on either revenue or capital, following capital expenditure being met from Capital Receipts Reserve rather than the revenue budget.

### **3.4 Community Infrastructure Levy (CIL) payments**

- 3.4.1 There is a total of £3,237.50 from CIL payments in EMR. It was agreed to direct CIL funds to the K2 Youth and Community Centre and once all expenditure is known if there are remaining funds consider redirection of these to the North Littlehampton Community Centre and other regeneration projects in accordance with Policy 23 of the Town Council's Neighbourhood Plan.
- 3.4.2 It should be noted that CIL funds must be spent within five years of receipt, and the Council's first receipt of CIL funds was 2022.

## **4. Capital Programme**

- 4.1 As previously mentioned, the budget aims to build capital, revenue, and reserve budgets for new facilities.

### **4.2 K2 Youth and Community Centre**

- 4.2.1 There is £70,653.93 remaining in K2 EMR built up over previous years to help support the start-up of the new Centre. £50,000 of this has been committed

and will be used to complete the final fit out as we prepare to start hiring the Centre from January 2025.

### **4.3 Hampton Park (North Littlehampton) Community Facilities**

#### **4.3.1 Community Centre**

The Hampton Park development in North Littlehampton includes provision under the Section 106 Agreement for the developer to provide a community centre for £1,000,000. This sum increases by a further £250,000 if the community centre includes youth facilities, making a total of £1,250,000 plus indexation, available under the current Section 106 Agreement. This sum has increased to an estimated value in September 2023 of circa £1,755,000 with indexation.

4.3.2 Whilst the timeframe for delivering the new centre is not confirmed, a scheme is expected to come forward in 2025. In the 2021 to 2022 budget the Council began to earmark monies for this major capital project and a further £20,000 will be earmarked at year end (March 2025). The Town Council expended some of these reserves to explore the feasibility of a community facility in the development and taking this expenditure into account there is currently £55,353.50 in EMR for this Centre.

4.3.3 £30,000 has been added to the revenue budget for 2025 to 2026 and will be earmarked. A further £35,000 in 2026 to 2027 and £40,000 in 2027 to 2028 is projected to be added to support the facility when it comes online. The money in earmarked reserves will support capital costs such as purchasing equipment and, as it is unlikely to have tenants generating income when it first opens, revenue costs to begin with. Figures are very much an estimate and are based on the running costs of Southfields Jubilee Centre. The Council may also use Converted Capital Receipts to add to the quality of the facility.

4.3.4 In addition, £42,903 has been allocated under the Section 106 Agreement relating to the Hollyacre development for community facilities in North Littlehampton. This payment is subject to the completion of a Deed of Agreement with Arun District Council and can be used to support the development of this community centre.

#### **4.3.5 Allotment Sites**

There are also two allotment sites planned by Persimmon Homes as part of their Section 106 obligations for Hampton Park. They are known as the Southern and Northern sites. Planning consent for the Southern site at Holly Drive (planning reference LU/263/22/RES) was granted in December 2023 and a time frame for delivery is awaited. This will deliver 34 plots, parking, and includes accessible provision. The Northern site is not expected to come forward until the development is closer to being built out.

### **4.4. Rosemead Park**

There is £125,849.86 Section 106 contributions from the Daisy Fields Development earmarked for Play Equipment and Paths for use at Rosemead Park. This was received in August 2022 and the deadline for using it is 2031.

A further £193,794 has been allocated under the Section 106 Agreement relating to the Elmgrove Road (Boklok) development. This funding has yet to be paid over and is subject to the completion of a Deed of Agreement with Arun District Council. In the context of the Town Council's Business Plan, Council is due to start looking at future plans for the Park in 2025 to 2026.

## 5.5 High Street Hub

- 5.5.1 During the summer, Council began exploring how it might fulfil this Business Plan priority. This was in part driven by the announcement by Cash Access UK of their plans to open a banking hub in the Town. In expressing a wish to work closely with Cash Access UK, Council also started to explore its aspirations, and potential partners who could assist in establishing a Hub in the High Street. This would also support the delivery of the Town Centre Strategy.
- 5.5.2 To enable this work to move forward the draft Capital Programme for 2025 to 2026 now includes provision of £100,000 drawn from the Converted Capital Receipts Reserve for the purpose of developing a space within which to operate the Hub. The budget also includes £30,000 for revenue costs such as staffing, rent and utilities for the latter half of the year only.

Laura Chrysostomou

**Town Clerk**

Jon Short

**Deputy Town Clerk and Responsible Financial Officer**

## Appendix 1

Earmarked Reserves 2024/25							
Reserve	Opening Balance 01/04/24 £	Transfer out of EMR	Expenditure to 31/3/25 £	Additions 31/3/25	Closing Balance 31/3/25 £	Committed £	Available balance £
Converted Capital Receipt	336,473.66	0.00	0.00	30,000.00	366,473.66		266,473.66
Capital Receipts Reserve	236,267.45		321,259.94	97,487.00	12,494.51		12,494.51
	236,267.45	0.00	321,259.94	97,487.00	12,494.51		12,494.51
CIL 22/23	2,862.50			375.00	3,237.50		3,237.50
	2,862.50	0.00	0.00	195,349.00	3,237.50		3,237.50

## **Littlehampton Town Council**

### **Non- Confidential**

### **Committee: Full Council**

**Date: 23 January 2025**

**Report by: Town Clerk and Deputy Town Clerk and Responsible Financial Officer**

**Subject: Full Council Draft Budget 2025 to 2026 and projected budgets for 2026 to 2027 and 2027 to 2028**

### **1. Summary**

- 1.1 Attached as Appendix 1, for Full Councils consideration, is a summary of the proposed Full Council budget for 2025 to 2026 and projected budgets for 2026 to 2027 and 2027 to 2028.
- 1.2 Also attached as Appendices 2 (a), (b) and (c) respectively and for Full Councils information, are summaries of the Growth Areas in the budget (£1,000 or more), Income changes and the Reductions in budget (£1,000 or more).
- 1.3 The full Council budget has been prepared to reflect a 4.37% increase in Band D for 2025 to 2026 and currently projects a 6.12% increase for 2026 to 2027 and 1.35% increase for 2027 to 2028 (the figures for 2026 to 2027 and 2027 to 2028 do not reflect any change in the 2025 to 2026 Council Tax base).

Members are reminded of the restrictions on voting outlined in Section 106 of the Local Government Finance Act 1992.

In particular it should be noted that where a Member has at least two months arrears of Council Tax he or she must not vote on any matter relating directly to the setting of a precept or any recommendation, resolution or other decision which might affect the calculation of the precept (though they may remain in the meeting and may speak).

### **2. Recommendations**

- 1) Approve the budget for 2025 to 2026 and setting a Precept of £1,621,543.41.
- 2) The projected budgets for 2026 to 2027 and 2027 to 2028 be noted.
- 3) The level of the General Reserves (3.11) be approved.

- 4) The existing procedure, as per Standing Orders and Financial Regulations, of authorising of Council Expenditure (4.1) be approved.
- 5) The current list of Direct Debits, attached as Appendix 3, as per Financial Regulations (4.2) be approved.
- 6) The existing procedure, as per Financial Regulations, of authorising expenditure to a value not exceeding £200 on the Imprest Account (4.3) be approved.
- 7) Authority be delegated to the Town Clerk to spend Earmarked Reserves (EMR) up to the amounts included in the approved EMR, subject to the requirements of Standing Orders, Financial Regulations and Scheme of Delegation (4.4).
- 8) Authority be delegated to the Town Clerk to spend external Grant monies as outlined in the grant application (4.5).
- 9) To approve that Council will pay the parish basic allowance at 10 percent of the District Basic Allowance to all members, having considered the recommendation from the parish remuneration panel (5.1 to 5.3).
- 10) To approve that Council will not pay travel and subsistence allowance to Members for travel within the boundaries of the Parish and that travel and subsistence allowance is made available to the Deputy Mayor when carrying out official duties on behalf of the Council (5.4).

### **3. Background**

- 3.1 The budget is looking to create a strategic approach to managing the Full Council Budget whilst providing the flexibility within the budget to deliver improvements to services, the Councils aspirations, proposed projects, and initiatives to uplift the Town.
- 3.2 Emphasis has been put on maintaining budgets where needed, aiming to build ongoing items into revenue budgets, but also on reducing areas within the budget where possible, building revenue and reserve budgets for new developments and proposed projects and activities, as well as taking into consideration the balance of EMR.
- 3.3 The budget that is presented has been considered by all Standing Committees. Each Committee recommends that the budget for that Committee is approved and presented to Council and these proposals have been incorporated.
- 3.4 The Policy and Finance Committee at its meeting on 16 December 2024 considered the Full Council Budget and the Capital Programme Funding for 2025 to 2026 and projected budgets for 2026 to 2027 and 2027 to 2028 and recommends that the 2025 to 2026 Budget be presented to Council for approval and the 2026 to 2028 projected budget be noted.
- 3.5 The proposed Precept for 2025 to 2026 is £1,621,543.41. The overall effect of all projected income and expenditure for 2025 to 2026 is a 4.37% / £6.43 per

annum (0.123 per week) increase on Band D Council Tax. The proposed Band D Council Tax is £153.51 per annum, compared with £147.08 in 2024 to 2025.

- 3.6 Band D Council Tax is measured with reference to a Council Tax Base which is calculated every year by Arun District Council. The new calculation of the Band D Base is 10,563 compared to 10,279 in 2024 to 2025. This Base figure is divided into the required Precept to give the Band D Council tax figure.
- 3.7 All known expenditure has been budgeted for. Earmarked Reserves (EMR) have been reviewed (attached as appendix 4) and if expenditure is to be funded from EMR then it has been deducted from the total expenditure before calculating the Precept. The relevant Standing Committees have agreed to take these amounts from the appropriate EMRs. The budget has been set to take £124,691 from EMR.
- 3.8 Earmarked Reserves at 1 December 2024 were £967,433.71. This includes £12,494.51 of Capital Receipt Reserve which can only be spent on capital expenditure. In addition, the EMRs include £266,473.66 of Converted Capital Receipts that have been converted into EMRs that can be spent on either revenue or capital.
- 3.9 Where EMR exist for specific budgets, the corresponding budgets have been kept to a minimum with no contingency, other than EMRs.
- 3.10 The General Reserve as at 1 April 2024 was £981,235. The Council also has a long-term investment of £500,000 as of 1 December 2024.
- 3.11 The recommended Precept is £1,621,543.41.
- 3.12 Budgets have been projected until 2027 to 2028 to inform long term planning. All known future income and expenditure has been included in these projections, other than changes in the Council Tax Base.
- 3.13 Projected underspends of £12,000, from the Town Centre Partnership Initiatives budget for the current year will be earmarked and applied to the Business Crime Reduction Partnership budget in 2025 to 2026 to reduce the impact on the precept.

#### **4. Payment Approval**

- 4.1 In line with Financial Regulations and Standing Orders all Invoices will be authorised by the Deputy Town Clerk and Responsible Financial Officer, Town Clerk or Assistant Town Clerk; all Direct Debit mandates for payment will be signed by two authorised Member Signatories; all cheques up to a value of £249,999 shall be signed by two authorised Member Signatories and cheques over £250,000 shall be signed by three authorised Member Signatories and all online transactions up to a value of £50,000 shall be approved by the Town Clerk and one authorised Member Signatory.

- 4.2 In line with Financial Regulations, payments can be made by Direct Debit, including by variable Direct Debit for utility supplies and rates. The current list of Direct Debits is attached as Appendix 3.
- 4.3 In line with Financial Regulations, the Town Clerk or in his/her absence, the Responsible Financial Officer, is authorised to sign cheques on the Imprest Account to a value not exceeding £200.
- 4.4 The Town Clerk or in his/her absence the Responsible Financial Officer, is authorised to spend Earmarked Reserves up to the amounts included in the approved EMRs in line with the Financial Regulations, Standing Orders and Scheme of Delegation.
- 4.5 The Town Clerk or in his/her absence the Responsible Financial Officer, is authorised to spend Grants as outlined in the grant application in line with the Financial Regulations, Standing Orders and Scheme of Delegation, notwithstanding the need to report to Committee grant applications.

## **5. Councillor Allowance annual review**

- 5.1 The District Council wrote to all Parishes in March 2024 to confirm that the Parish Remuneration Panel agreed that Town and Parish Councillors may be paid 10 percent of the District Basic Allowance. On 24 December 2024 the District Council wrote to all Parishes confirming the rate of increase applicable to the Members Basic Allowance for 2024 to 2025 following consultation with the Remuneration Panel. This is linked to the Local Government Staff Pay Award which was confirmed in November 2024. Consequently, a percentage of 3.7% has been added to the allowance, meaning that the District Basic Allowances has increased from £6,638 to £6,884.
- 5.2 Council is therefore requested to confirm whether it will continue to pay the parish basic allowance at 10 percent of the District Basic Allowance to all members, and in making this decision take into consideration the recommendation from the parish remuneration panel.
- 5.3 10 percent of the District Basic Allowance equates to £688.40p per year. An increase was anticipated in the draft budget figures that were considered in the December Committee cycle and the new rate is included in the budget proposals for 2025 to 2026. The Town Council is required to publish the level of Members Allowance.
- 5.4 No changes have been made to Travel and Subsistence payments by the District Council. Council is therefore requested to confirm whether it will continue to not pay travel and subsistence allowance for travel within the boundaries of the Parish and that Travel and subsistence allowance is made available to the Deputy Mayor when carrying out official duties on behalf of the Council.



Laura Chrysostomou

**Town Clerk**

Jon Short

**Deputy Town Clerk and Responsible Financial Officer**

<b>LITTLEHAMPTON TOWN COUNCIL</b>		Appendix 1		
<b>DRAFT SUMMARY BUDGETED EXPENDITURE</b>				
		<b>Agreed Budget 2024/25</b>	<b>Proposed Budget 2025/26</b>	<b>Projected Budget 2026/27</b>
<b>SERVICES</b>				<b>Projected Budget 2027/28</b>
		£	£	£
101	Central Admin & Support Services (Recharged)			
102	Democratic Representation & Management	259,668	270,153	270,338
103	Town Management	188,896	251,990	214,348
104	Community Grants, Services & Partnership Initiatives	106,478	107,118	109,927
105	Amenity Team (Recharged)	-	-	-
106	Planning & Transportation	5,810	6,127	5,585
108	Manor House Room Hire	13,999	12,485	11,752
109	Corporate Management	258,361	296,290	301,857
201	Manor House (Recharged)	-	-	-
202	Street Lighting	2,377	2,668	2,750
302	Community and Events	226,792	268,459	272,852
303	Southfields Jubilee Centre	58,746	50,355	50,574
304	Parks & Open Spaces	80,443	88,419	87,108
310	K2 Community Centre	30,270	34,380	33,753
308	Museum	229,309	225,928	224,387
309	Allotments	100,966	101,863	100,519
311	New North Littlehampton Centre	20,000	30,000	35,000
	<b>TOTAL NET EXPENDITURE</b>	<b>1,582,114</b>	<b>1,746,234</b>	<b>1,720,750</b>
	<b>Funded from EMR</b>			
	BCRP		(12,000)	
	Community Wardens	(40,000)		
	CRC Initiatives	(5,000)	(1,000)	
	Beacon Lighting		(1,000)	
	Vehicle Hire	(3,725)	(3,725)	
	Event Support	(2,000)	(2,000)	
	General Grants	(3,750)	(4,966)	
	TC Events match funding	(1,600)		
	Utilities underspend from 2023/24	(14,800)		
	Town Centre Hub (use of converted capital receipts)		(100,000)	
	<b>Funding Required</b>	<b>1,511,239</b>	<b>1,621,543</b>	<b>1,720,750</b>
	Other Funding (from) / to balances	597		
	Grant receivable			
	<b>DRAFT PRECEPT FOR YEAR</b>	<b>1,511,836</b>	<b>1,621,543</b>	<b>1,720,750</b>
	<b>BAND D COUNCIL TAX</b>	<b>147.08</b>	<b>153.51</b>	<b>162.90</b>
	<b>INCREASE IN BAND D COUNCIL TAX</b>	<b>4.96%</b>	<b>4.37%</b>	<b>6.12%</b>
	<b>Additional Information</b>			
	<b>General Fund 01/04/2024</b>			
	<b>Earmarked Reserves 01/12/24</b>			

## Appendix 2 – Growth areas over £1,000

Budget	2024/25	2025/26	Reason
IT	£36,814	£50,900	7 replacement computers for Windows 11 upgrade, 5 Chromebooks, Democratic Services IT upgrades for committees, AI monthly subscription & upgraded security controls and outsourced payroll costs
Town Centre Hub	£0	£130,000	As per the Town Councils Business Plan to provide a hub in the Town Centre
Manor House Maintenance	£72,815	£80,475	Manor House window replacement works as agreed by P&P committee
Notice boards	£1,000	£2,500	Two replacement notice boards using recycle plastic
Tools and equipment	£1,802	£4,188	Replacement mower, battery operated hedge trimmer and a compressor
Lineside rent	£32,850	£35,720	5 year review and increase for next 5 year term
Business rates	£28,462	£30,650	Increased rates at Manor House
Community events	£55,820	£61,770	Increased contractor costs for 2025
Christmas Illuminations	£20,000	£21,477	Increased contractor costs for 2025
Visit Littlehampton website	£700	£3,750	Service Level Agreement with Arun District Council will cover £3,000 of this increase
Tree maintenance contract	£4,000	£6,000	Costs as per new quotes supplied for the new tree contract
Town centre planters	£0	£2,000	Replacement sleepers using recycled plastic to repair rotten wood planters
Museum building maintenance	£950	£2,000	Replacement carpet in the Hearne Gallery
Manor House PPM	£72,815	£80,475	As per committee approval
Allotments grounds maintenance	£12,000	£13,850	Increased skip hire costs and contractor costs for pest control.
Staffing	£861,560	£933,270	<p>Overall the salaries budget has increased by £71,710 in 2025/26. Factors included and affecting the salary budget include:</p> <ul style="list-style-type: none"> <li>•A £1,290 pay increase has been awarded in 2024/25. A 2.5% pay award has been budgeted for in 2025/26.</li> <li>•Several staff will move up one pay scale in April 2025 in addition to the potential pay award.</li> <li>•The budget includes provision for additional project support.</li> <li>•The increase in National Insurance costs</li> <li>•The Town Council remains a Foundation Living Wage employer.</li> </ul>
<b>Total</b>	<b>£1,201,588</b>	<b>£1,459,025</b>	

## Appendix 2b

**Income Changes**

<b>Budget</b>	<b>2024/25</b>	<b>2025/26</b>	<b>Reason</b>
Equipment hire	£0	£1,000	Amenity team equipment hire such as barriers for events.
Manor House room hire	£5,000	£8,000	Based on year to date actuals and increased venue promotion.
Allotments	£21,971	£24,168	Allotment rents proposed 10% increase.
Bank Interest	£24,000	£40,000	Increase in interest rates (this will only be achievable if funds currently invested remain unspent)
K2 Youth & Community Centre hire	£15,000	£16,500	Full year of hire income
SJC Rental Income	£21,000	£28,000	Increased based on year to date figures and the proposed 5% hire charge increase
<b>Total</b>	<b>£86,971</b>	<b>£117,668</b>	

## Appendix 2c

**Budget reductions (over £1,000)**

<b>Budget</b>	<b>2024/25</b>	<b>2025/26</b>	<b>Reason</b>
Business Crime reduction Partnership	£15,000	£12,000	As per committee approval
Vehicles & Equipment	£7,000	£5,000	As per committee approval and healthy EMR available
Manor House PPM	£72,815	£70,475	As per committee approval
Manor House maintenance	£21,000	£18,500	As per committee approval
Manor House gas	£15,000	£10,000	Reduced utility costs based on new contract
Manor House electricity	£14,000	£13,000	Reduced utility costs based on new contract
PRS licences	£1,700	£0	PRS licences provided by hirers
<b>Total</b>	<b>£146,515</b>	<b>£128,975</b>	

**Current List of Direct Debits**

NAME	SERVICE	AMOUNT
Adobe	InDesign and Acrobat Pro DC	£68.43 per month
Arun District Council	Business rates Southfields	Variable
	Business rates Manor house	Variable
	Business rates Unit 6F, Lineside	Variable
	Business rates K2 Youth & Community Centre	Variable
AGS	Pest control	Variable
Barclaycard	Card machine	£43 per month
British Gas	Electric supply Southfields	Variable
	Gas supply Southfields	Variable
	Electric supply K2 Youth & Community Centre	Variable
	Electric supply Unit 6F, Lineside	Variable
Business Stream	Water to all sites	Variable
Drive Electric	Electric Van hire	£231.90 per month
Eon	Manor House Electric & Gas	Variable
Extech	IT Support & Microsoft licences	Variable
Giff Gaff	Mobile Phones	Variable
Grundon	Waste	Variable
Information Commisioners Office	Data Protection Registration	£55 per annum
Initial Washroom Hygiene	Sanitary services MH, K2 & SJC	Variable
Kent County Council	Photocopier Lease and print costs	Variable
Neopost LTD	Franking Postage	Variable
Sage	Payroll	£211.20 per month
SCS / Focus	Telephone / Internet lines	Variable
SSE Southern Electric	Unmetered Supplies (PA system)	Variable
The above list represents the Town Councils Direct debits as at 15th January 2025		

## Appendix 4

Earmarked Reserves 2024/25							
Reserve	Opening Balance 01/04/24 £	Transfer out of EMR	Expenditure to 31/3/25 £	Additions 31/3/25	Closing Balance 31/3/25 £	Committed £	Available balance £
Allotments	3,246.09				3,246.09		3,246.09
Allotment Accessibility Grant	0.00				0.00		0.00
Apprentice Incentive Payment	0.00				0.00		0.00
Arcade enhancements	385.00				385.00		385.00
A Team Ticket System	1,227.19				1,227.19		1,227.19
Community Transport Initiative	7,000.00				7,000.00		7,000.00
CRC initiatives	57,215.21				57,215.21	6,000.00	51,215.21
Community Event/Event Support	13,523.94		275.00		13,248.94	2,000.00	11,248.94
Community Wardens	15,708.00				15,708.00	47,708.00	
Christmas Lights	7,237.43				7,237.43	376.89	6,860.54
Election Expenses	61,650.95		51,998.46		9,652.49		9,652.49
Events	1,161.50				1,161.50		1,161.50
GDPR	90.55				90.55		90.55
General Grants	10,580.59				10,580.59	6,900.00	3,680.59
General Town Maintenance	590.00				590.00		590.00
Heritage Lottery Grant 2017/18	3,449.30				3,449.30		3,449.30
Holiday Activity Support	585.00				585.00	585.00	0.00
New Keystone Centre	103,857.44		63,203.51	30,000.00	70,653.93	50,000.00	20,653.93
North L'Hampton Centre	35,353.50			20,000.00	55,353.50		55,353.50
Legal Expenses	8,176.50				8,176.50		8,176.50
Lineside industrial Unit Rent	464.03				464.03		464.03
Manor House Advertising	2,004.00				2,004.00		2,004.00
Manor House Furniture & Equip	2,621.17				2,621.17		2,621.17
Manor House Licences	400.00				400.00		400.00
Marketing	9,872.27				9,872.27	5,000.00	4,872.27
Mayors Allowance - Contingency	2,000.00				2,000.00	0.00	2,000.00
Mayors Allowance - Chain	2,000.00				2,000.00		2,000.00
Members Training	2,434.15				2,434.15		2,434.15
Minute Binding	1,614.00				1,614.00		1,614.00
Neighbourhood Plan/Planning Initiati	11,956.34				11,956.34	0.00	11,956.34
Notice Boards	1,613.10				1,613.10		1,613.10
Parks & open spaces	1,096.59				1,096.59		1,096.59
PC Refurb	0.00				0.00		0.00
Recruitment	5,771.00				5,771.00		5,771.00
Rosemead	5,159.31		18.00		5,141.31		5,141.31
Section 106 Play equipment & Paths	125,849.86				125,849.86		125,849.86
SJC Furniture & Equip	952.31				952.31		952.31
SJC Equip Maintenance	450.00				450.00		450.00
Sports Forum	1,537.73		21.99		1,515.74		1,515.74
SBTS	3,017.80				3,017.80	500.00	2,517.80
SBTS concerts	0.00				0.00		0.00
Small Arts Grants	575.00				575.00		575.00
Street Scene	3,419.04				3,419.04		3,419.04
Town Centre Event Match Funding	76,665.56				76,665.56		76,665.56
Town Centre Initiatives	30,868.15				30,868.15		30,868.15
Tourism	5,972.05				5,972.05		5,972.05
Training	7,988.83				7,988.83		7,988.83
Tree Maintenance	3,714.29				3,714.29		3,714.29
Tree Planting Scheme	8,000.00				8,000.00		8,000.00
Utilities-LTC	14,800.00				14,800.00		14,800.00
Vehicles & Equipment	24,170.23		1,623.30		22,546.93		22,546.93
Visit Littlehampton	6,043.51		3,650.00		2,393.51		2,393.51
Wedding Licence MH	4,272.00				4,272.00		4,272.00
Welcome pack	33,751.46				33,751.46		33,751.46
Wick Village Traders Gateway	500.00				500.00		500.00
Wick Information Centre SFA	2,500.00				2,500.00		2,500.00
Wick Initiatives	7,460.40				7,460.40		7,460.40
Wick Week	2,557.00				2,557.00		2,557.00

# Appendix 4

Reserve	Opening Balance 01/04/24 £	Transfer out of EMR	Expenditure to 31/3/25 £	Additions 31/3/25	Closing Balance 31/3/25 £	Committed £	Available balance £
From SBTS	143,396.00				143,396.00		143,396.00
From Church Street, car pk barrier	7,900.00				7,900.00		7,900.00
From Loan Capital	185,177.66			30,000.00	215,177.66	100000	115,177.66
Converted Capital Receipt	336,473.66	0.00	0.00	30,000.00	366,473.66		266,473.66
Capital Receipts Reserve	236,267.45		321,259.94	97,487.00	12,494.51		12,494.51
	236,267.45	0.00	321,259.94	97,487.00	12,494.51		12,494.51
CIL 22/23	2,862.50			375.00	3,237.50		3,237.50
	2,862.50	0.00	0.00	195,349.00	3,237.50		3,237.50
RALP Assets	2,000.00				2,000.00		2,000.00
IT	1,115.66				1,115.66		1,115.66
	3,115.66	0.00	0.00	0.00	3,115.66		3,115.66
Building maintenance MH	49,247.52		25,872.60		23,374.92		23,374.92
Building maintenance SJC	39,059.98		3,084.46		35,975.52	1,250.00	34,725.52
Building maintenance LIU	0.00				0.00		0.00
Building maintenance	3,927.75				3,927.75		3,927.75
Clock maintenance	335.10				335.10		335.10
Memorial maintenance	7,665.00				7,665.00		7,665.00
	100,235.35	0.00	28,957.06	0.00	71,278.29		70,028.29
Museum Collection Mgmt	26,487.54		7,793.98		18,693.56		18,693.56
Museum Storage	470.76				470.76		470.76
Museum Events	1,307.92				1,307.92		1,307.92
Education and Outreach	150.00				150.00		150.00
Museum Archaeological deposits	284.90				284.90		284.90
Museum Volunteers	255.00				255.00		255.00
Museum donations	4,993.38				4,993.38		4,993.38
B&H Grant for LD CPD	59.83				59.83		59.83
Places of Science Grant	546.97				546.97		546.97
Museum WIDMB reprint	336.50				336.50		336.50
	34,892.80	0.00	7,793.98	0.00	27,098.82		27,098.82
<b>Totals</b>	<b>1,518,692.84</b>	<b>0.00</b>	<b>478,801.24</b>	<b>80,000.00</b>	<b>1,187,753.60</b>	<b>220,319.89</b>	<b>967,433.71</b>