

Goals	Objectives								PROGRESS 2025 TO 2026			
	Description	Timeline	Committee	Officer	Total Cost	Resources / Funding	LTC Budget Allocated	Status as at May 2025 In Progress / On Hold / Complete (outcome)	Q1 (APRIL - JUNE 25)	Q2 (JULY - SEPT 25)	Q3 (OCT - DEC 25)	Q4 (JAN - MARCH 26)
Major Regeneration & Development Initiatives												
Work with Arun District Council & partners in delivery of Seafront Regeneration	Construction phase underway 2025. Work with ADC to ensure impact on LTC events programme and assets (BBQs & Stage By the Sea venue) minimised & managed. BBQs sent off for refurbishment autumn 2024. Stage by the Sea to be repainted at end of construction.	Summer 2025	P&F, CRC	TC, EM	N/a	£7,234,201 Levelling Up Funding secured by ADC	N/a	In Progress	BBQs to be retruned to site and installed with the new scheme w/c 9 June 2025.			
Work with Arun District Council on Gateway Public Art North Littlehampton - *****postponed *****	This was being progressed by the District Council. Provisionally a sum of £40K was negotiated with the NLA developer for this project. Further S106 also available derived from Boklok development. This was planned at prominent points of entry to the Town and a steering group had been formed to oversee the project. The Town Council wished to see a scheme that would draw visitors into the Town and Councillors wanted to be involved in the discussions. New Council wish to seek clarification on what is permissible and see local schools and artists engaged in design. To be linked with Town Branding project.	Unknown (Town Branding 2026 to 2027)	P&F	C&MM, ATC	Unknown	Provisional £40K plus £4,305 from BokLok S106 (LU/116/21/PL - available by application to ADC)	None	On Hold Linked to progress with Hampton Park development	Monitor for progression at appropriate time			
Community Transport Initiative	Observing the Council’s stance in respect of future support for a community transport initiative, it was considered prudent that this priority be retained should an opportunity to develop a bus service to support the new and growing community in North Littlehampton come forward. Investigate Town circular bus recognising the need to travel to different areas across the Town to access services and facilities and explore whether it would be used.	Unknown	P&T	ATC	Unknown	S106 funding allocated for the development of bus route to serve the new development of £194,000 (plus indexation to be paid to ADC).	Bus Expenditure EMR provision of £7,000.	On hold	Monitor for progression should opportunities become apparent during interaction with operators, ADC and developers in NLA.			
Arun River West Bank Regeneration	Work with the District Council and Harbour authorities by supporting and enabling initiatives / activities that promote tourism and access to the Arun River West Bank. Linked with ADC Local Plan. Community voice. Engage with Rampion & stakeholders on east/west bank. Links to branding of the Town.	2023 to 2027	P&T	ATC	N/a	N/a	N/a	On Hold	1. Rampion 2 Wind Farm Development consent given 4 April 25. Monitor for opportunities to engage with developer on community benefits package via LTC representation on Rampion 2 Stakeholder Forum. Maintain dialogue with Harbour Board. 2. Local Plan Update - Monitor			
Major Projects and Community Resources												
Hampton Park (North Littlehampton) Community Centre & Youth Facility	There is provision for a new Community Centre (including youth facility) at Hampton Park which has been secured through the Section 106 Developer Agreement. The site has been allocated and amalgamating the community and youth centre facilities meets the long-held ambition to provide a joint facility in this part of the parish. Current S106 provision valued @ Circa £1.77M LTC ( will need to top up funding requirement £ amount TBC). Following Winter 2024 NLAG meeting developer is progressing work on plans for a way forward.	Timeframe unknown, estimated: Agree aspirations, feasibility study, budget, develop business plan, public consultation, agree specification. Planning 2025 to 2026 Construction 2026 to 2027 Open 2027 to 2028	Construction progress overseen by the Community Centres Sub-Committee & reports to Council. Once complete - Building management = P&P. Hiring = CRC	ATC	£50K repurposed from Revenue reserves for feasibility work. £19,575 spent to date.	S106 currently valued @ Circa £1.77M	Revenue budget provision at £20K for 2021/22, £35K for 2022/3, £20K for 2023/4 & £20K projected for 2 years from 2024 to 2026	In Progress	Advisory Group meeting awaited when it is hoped that there will be more clarity regarding plans for the community facilities at Hampton Park and a timeframe for their delivery.			
CIL (Community infrastructure Levy)	Following the completion of K2 there is a need to review the priorities for spending. Consideration be given to directing future funds to Hampton Park Centre & other regeneration projects as identified in Policy 23 of the Neighbourhood Plan	2025 - 2026	P&F, FC	ATC	N/a	N/a	Currently CIL received is directed to K2. £5,354	In Progress	Report being prepared for P&F July 2025 (review priorities for this funding stream)			
To analyse the potential impact of the Rampion 2 development and respond to the application	1. LTC pressing for Community Benefits Package for the parish through other channels.Feb.25 Govt announced decision on application deferred to April 25. 2. LTC to consider what a community benefits package looks like.	Development consent given 4 April 2025	P&T	ATC	N/a	N/a	N/a	On Hold	1. Rampion 2 Wind Farm Development consent given 4 April 25. Monitor for opportunities to engage with developer on community benefits package via LTC representation on Rampion 2 Stakeholder Forum. Maintain dialogue with Harbour Board. 2. Review when development timetable is known.			
Hampton Park (North Littlehampton) Allotments sites	1. Holly Drive (southern) LU/263/22/RES 2. Northern	1. Planning App. Approved Dec. 2023 Construction TBC Market & first tenants TBC likely 2025 2. TBC construction unlikely before 2025	CRC	ATC	N/a	N/a	N/a Delivery is developer funded	On Hold				
Rosemead Park	1. Prioritise works to secure boundary following unauthorised encampment 2. Longer term objectives to be pursued as part of wider package of improvements include: a. Consider allowing concessions to operate on the site b. Plans for the development of the site utilising the acquired and expected S106 funding c. Explore obtaining Green Flag Status d. Explore opportunities to increase biodiversity, and ensure developments consider environmental and sustainability factors.	1. Boundary works 2025. 2. Funding must be spent on the purposes specified within 10 years of receipt 2032. 3. 2025 to 2026	CRC	CRO, ATC	Unknown	1. £125,849 S106 received 2022 - play equipment & pathways only 2. A further £193,794 S106 available on application to ADC (BokLok development ) general application towards the Rosemead off site play area		In Progress	Report to June CRC setting out priority work, costs, timetable. If available (NB may impinge on floral & tree contracts)			

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Museum Collections Documentation Project	1. Collection Documentation Project 2. Continuation of Project Time Machine - Phase three. 3. Be vigilant to opportunities to locate the collection NB: Look & Sea Centre – ground floor = ADC concession Planning App. LU/51/20/PL – permission granted to convert upper two floors to create 6 suites for tourist accommodation (C1 Hotels).Applicant: Harbour Lights Littlehampton Ltd work underway.	1.Ongoing as part of normal business 2. Continuation of Project Time Machine - Phase 3 - Upgrade & develop The Collection - Plan: May 2025 - Apply for Museum Development Southeast (MDSE) Grant and work up Heritage Fund Grant (HFG) Application Oct 2025 - Finalise HFG Application & submit further MDSE Grant application in support of Phase 3 objectives (report to Oct.25 CRC) Nov. 2025 submit HFG Application January 2026 start smaller oral history project (training and equipment funded by MDSE grant, using existing staff and volunteers) and complete before November 2026 OR March 2026 - start full HGF funded project (MDSE funded part to be completed before November 2026) 3. Monitor for opportunities	CRC, P&P (maintenance issues only)	Curator, ATC	1. N/a 2. Total Project Budget Estimate. £141,245 3. N/a	1. N/a 2. Funding sought from HFG £123,925 & MDSE grant up to £10K 3. N/a	1. Normal business 2. . LTC Match funding from EMR £7,320. 3. N/a	In Progress	1.Ongoing as part of normal business 2. Continuation of Project Time Machine - Phase 3 - agreed at CRC April 25, timetable and detailed proposals for ongoing to CRC June 2025.			
Allotment Strategy & Action Plan	1. Implement Action Plan Objectives - improvements to infrastructure 2. Bring budget under control through agreed principles of reducing the level of subsidy and increasing rental income. NB. Nov.22 CRC agreed fee increases to be at a minimum of the rate of inflation and that the Strategy be reviewed annually 3. Review & assess community project initiatives	1. Agree priority areas of work 2. Agree timetable for works	CRC & AWG	CRO, ATC	Unknown	N/a NB: explore grant opportunities £2,156 S106 available on application to ADC (BokLok development ) general application towards allotments	1. Allotment Infrastructure EMR £10K 2024 to 2025. £10k in 2025 to 2026 budget and projected forward for a further two years.	In Progress	Dilapidations Review completed & indicative costs obtained. AWG mtg May 25 to agree recommendations for Allotmment Strategy Action Plan Priorities CRC June 2025			
Review Service Funding Agreements (SFA)	1. June 25 - Make 2025 Main Grant Scheme awards view of criteria, monitoring and evaluation 2. July- September 2025 - Review funding available aligned to priorities of new Council, criteria & evaluate existing and potential new partners 3.October 2025 - CRC agree SFA criteria, objectives, funding and potential partners, put existing SFA's on notice regarding review. 4. Dec 2025 - Agree budget and partners, communicate arrangements for 2026-29 for implementation at start of 2026-27	1. September 2023 2. October to December 2023 3. SFAs 2025- 2026	CRC	CRO, ATC	Current total budget £12k	N/a	Service budget reviewed and agreed annually as part of budget & precept setting process.	On Hold - commencing June 2025				
Investigate "Community Grant Lottery"	1. Potential to expand and widen the grant programme 2. Explore potential for partnership involvement including surrounding parishes	2026 to 2027	P&F	DTC, ATC, CRO	Unknown	Unknown	None	On Hold				
Develop a memorial bench policy	Investigate policies from other authorities and explore thoroughly the logistics of implementing such a policy.	2026 to 2027	P&P	DTC, CRO	Unknown	Unknown	None	On Hold				
Rewilding / Wildflower Meadows / tree wardens	1. Investigate potential for such schemes with objectives for review. Opportunities to be re-assessed alongside Floral Contract review later in 2025 2. Review the Fitzalan Link Road wildflower planting scheme.	Opportunities to be re-assessed alongside Floral Contract review later in 2025 and Rosemead Park enhancements.	CRC	ATC, CRO	Unknown	Unknown	LTC Tree EMR £3K	On Hold				
Town Centre												
Town Centre Strategy and Action Plan	Focussed on delivering positive change that places the High Street as a retail and leisure hub for the Eastern Arun area as set out in the Town Centre Strategy and Action Plan.  The Town Centre Action Group (TCAG) which comprises representatives of key stakeholders and authorities has a remit to work in partnership to deliver the objectives and goals in the Action Plan.  2025 Undertake mid-term review of TCS with ADC incorporating actions as applicable from the UKSPF research. Work with ADC to implement Wayfinding project. Agree Signage Strategy. Support development of Business Forum (formed March 2025). Explore options for specialist/themed markets in the High Street.	Town Centre Strategy 2022 to 2030.  Mid-term review June 2025 Wayfinding project 2025 Signage Strategy Winter 2025 Support Business Forum 2025	P&F	TC, CMM, PO:TCS	Wayfinding project £10k agreed.  Unknown	Town Centre Event Match Funding £76k	Town Centre Strategy Initiatives annual budget £10k + EMR £30k.	In Progress	The Business Forum has established an action plan and began work on the tasks. It has met twice with reduced support from the Town Council. Town Council producing a 'How to Report' manual to assist the Forum's Communicators and Facilitators in dealing with Town Centre matters. Two very successful Easter Events were held in the High Street over the Easter Holidays - positive feedback from businesses who saw an increase in visitors due to the scavenger hunt. Signage audit conducted and data being analysed to form part of a report to Policy and Finance committee in July. The Wayfinding Project is progressing well with a positive Councillor workshop led by Arun District Council. Officers are currently putting together paperwork for a planning application for the installation of the two beach boxes. Successfully recruited to the Project Officer post with the new starter currently undertaking an induction. The Town Centre Action Group met on 13 May which was well attended and included representation from the Bussiness Forum. The business representatives were very complimentary of the Police's efforts dealing with a recent incident in the High Street which was managed very swiftly. The medium term goals of the Action Plan are being reviewed and will form part of the Policy and Finance Committee report in June. A meeting with agents was held in May which was very positive with those in attendance being complimentary about the work both the Town and District Councils are doing. There was a strong desire to continue hosting meetings to share information.			
Town Centre Events	Deliver annual programme of events designed to attract visitors to the Town Centre and deter anti-social behaviour as part of the Events Strategy, and supporting the Town Centre Strategy.	Annual programme and budget agreed in autumn with delivery of events across the following year.  Event programme: Easter 2025 Summer 2025 Xmas 2025	CRC	EM, POTCS	£23,000	N/a	£23,000	In Progress	Easter events delivered successfully in partnership with local businesses. Plans underway to develop a programme of summer events in the High Street - dates agreed are every Wednesday in August (6, 13, 20 and 27 August). The Business Forum have contributed with suggestions for the summer High Street events including the request for a summer trail to be included as the Easter one was very successful in encouraging families to visit the town centre.			

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High Street Hub	Suggestions to include: 1. Front facing service for Town & District Councils as well as County Council 2. Flexible space for drop in access to services such as Community Protection Officers, PCSOs, CAB, Energy Efficiency advice, Fire Brigade etc Links with the Town Centre Strategy and Action Plan work	Devise a vision & rationale setting out objectives, identifying partners, resources needed and funding streams. Source premises and deliver 2025 to 2026	P&F	TC, DTC, TCSPO	Unknown	Unknown	£100k EMR. £30k annual budget for 2025 to 2026, increasing to £90k+ following two years	In Progress	Discussion with Arun Youth Projects regarding AYP Connect. Meeting held with Arun District Council Project Officer reviewing office accomodation, exploring potential to collaborate with a hub in the High Street. Meeting with Landlords and Agents held in May and highlighted requirements for premises.			
Business Crime Reduction Partnership	The BCRP was implemented in March 2025 in both Bognor Regis and Littlehampton Town Centres. The pilot will be monitored for measurable outcomes and reviewed after one year.	2025 to 2026	P&F	TC	£48,500	ADC, Safer Arun Partnership, Sussex Police, Bognor BID & Town Council £12k each	£12k	In Progress				
Communications & Events												
Review Communications Strategy	Undertake a full review of the 2017 to 2021 Communications Strategy to include developing a Social Media Strategy. Review & refresh of website (launched 2018).	Review strategy winter 2024 Adopt new strategy 2025 Review website 2025	P&F	C&MM	Unknown	None	None	Not due to start until end of Spring 2025				
Visit Littlehampton Website Refresh	Refresh the website in consultation with officers and councillors and in liaison with ADC.	2025	P&F	C&MM, EM	Unknown	A service funding agreement has been signed with ADC for the funding of £3,000 for the site content, management and maintenance.	£700 hosting fees	IN Progress	This project was on hold due to pressure on staff resources. Recently, the aims and objectives of the website have changed with the work undertaken to produce video content for independent businesses and the formation of the business forum and the inaugural meeting of the events forum. With the requirements for the website having changed. Officers have been in discussions with industry experts to develop a proposal which is the subject of a report for both the Community Resources and Policy and Finance Committees in June.			
Town Branding	Work in this area paused by the previous administration pending the completion of the Town Centre Strategy. Work from the TCAG, UK Shared Prosperity Fund project and the Events Review will inform this.	2026 to 2027	P&F	TC & C&MM	Unknown	N/a	None	On hold				
Events	1. Review Annual Events Programme 2. Review capacity 3. Deliver annual community event programme 2025 to 2026	2025 to 2026	CRC	EM, C&MM	£62k for current annual event programme.	N/a	£61,770	In Progress	First Event Forum meeting held in March which was well attended and confirmed the desire to work collaboratively amongst event organisers. It was evident that the group, with support, could become a key in developing event programmes for the town but would take time to reach that level. A Task and Finish Group meeting was held at the beginning of May to discuss the way forward with a recommendation going to the Community Resources Committee to agree the Town Council's core events programme for the next 3 years whilst developing the Event Forum and supporting it in delivering pilot events. This is subject of a report going to the June Community Resources Committee.			
Sponsorship	Review sponsorship offer and capacity to successfully obtain. Grant Aid recipient pack developed to support those in receipt of a grant from LTC to acknowledge funding.	2026 to 2027	P&F	C&MM, TCSPO	Unknown	N/a	N/a	In Progress	Sponsorship packages are regularly promoted via social media and Business Newsletter. Sponsorship will be reviewed again once a programme of events has been established for 2026 onwards.			
Corporate initiatives and projects												
Embed new administration and develop medium term business plan	Develop & deliver ongoing Councillor training to include new policies as applicable	2025 to 2026	P&F	TC, ATC	Unknown	N/a	£500 Member Training Annual Budget. EMR £2,434	In Progress	Refresh program and additional support being explored for year three of administration, which will include training resulting from policy reviews.			
Staffing Resources	In light of expanding portfolio, business plan and devolution of services review of scope, capacity, equipment, responsibilities, partnership working arrangements to ensure that we have the right number of staff in the right place, doing the right work at the right level, in order to deliver our services, projects and initiatives.	2023 to 2027	P&P (potential task & finish group)	TC, DTC, ATC, C&MM	Unknown	N/a	Per Budget	In Progress	Induction of new staff including Office Manager, Admin Assistant, Admin Apprentice, Caretaker, Project Officer Town Centre Strategy.			
Prepare for Devolution and Local Government Reorganisation	Work in collaboration with other local authorities and sector associations in relation to devolution and local government reorganisation ensuring the Town Council is positioned appropriately to respond to changes.	2025 to 2026	P&F, Council	TC, DTC, ATC	Unknown	Unknown	Unknown	In Progress	Responded to Government consultation on Devolution. Attended meeting organised by Arun District Association of Local Councils. Attended briefings held by national association and society of council clerks. Discussed devolution of services with town councils who have been through the process.			
Grant Funder	Explore options to enable Council to actively seek and draft funding bids	2026 to 2027	P&P, P&F	TC, DTC, ATC	N/a	N/a	N/a	On hold				
Volunteers	Develop framework to support expansion of volunteering opportunities - explore other volunteer frameworks when opportunity arises (LTC visited Godalming TC Spring 25)	2026 to 2027	P&P	DTC, ATC, CRO	N/a	N/a	N/a	On hold				

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Neighbourhood Plan 2014-2029 (Arun Local Plan Review) *	LNP coming to the end of timeframe and most of aspirations fulfilled. LTC was a trail blazer in this area. Stance as agreed by FC 26 January 2017: "The Town Council accept that it would be prudent to review the Neighbourhood Plan once a Local Plan is adopted and once the Government have introduced a sensible mechanism for doing so". The Town Council will work with Arun District Council on small sites development briefs where we both agree that a site in HELAA is appropriate for residential development and we would anticipate including such a site in an updated Neighbourhood Plan." •LNP policies need to be aligned to Local Plan •Heritage Group – updating Littlehampton Seafront conservation area – should be included and recommended for adoption as part of updated Local Plan	There is no timeframe within which neighbourhood plans are required to be reviewed but, when other policies are updated, e.g. the Arun Local Plan, this may mean that existing neighbourhood plan policies become out-of-date / conflict with a strategic policy / superseded by other local policies. July 2023 - ADC recommence work on updating the ALP	P&T, Council	ATC	Unknown	EMR = £11,956	2024/5 =£1K	On Hold				
Premises Maintenance Plans	Building Surveys for current premises to be carried out and premises maintenance plans put in place and fed into budget planning. Implement system of review	Building Survey Manor House July 2023 Planned preventative maintenance programme for next 10 years prepared Aug 2023 Programme factored into budget cycle autumn/winter 2023 and beyond	P&P	DTC	c £466K over 10 years for Manor House		Annual budget for each asset as well as EMR	In Progress	Manor House window refurbishment specification compiled and initial discussion held with District Council conservation officer.			
Explore environmentally friendly options to reduce energy and water consumption in our buildings	Explore installation of solar panels and rainwater harvesting for existing assets	2026 to 2027	P&P	DTC	N/a	N/a	N/a	On Hold				
Community Centre Action Plan implementation	To take forward the Committee steer for the action plans for each of the Council's venues for hire: Manor House, Southfields, K2 & Hampton Park. Review the terms and conditions of hire.	2025	CRC, P&P (maintenance only)	DTC, ATC, CRO, OM	N/a	N/a	N/a	In Progress	Wedding Fayre held at Manor House April 2025			
Policy Reviews	1. Personnel - review suite of policies & implement employee handbook 2. Model Fin Regs and SOs	1. On hold - pending introduction of new legislation 2. Summer 2025	G&A, P&F, P&P	TC, DTC, ATC	N/a	N/a	N/a	In Progress	Scoping work undertaken for consultant to work with staff to develop Staff Code of Conduct through staff workshops.			
Review Floral contract, planters and gateway displays	Floral Contract extended for a further year in 2024	Timetable: July - Aug 25- assess requirements (inc. condition of planters) Sept.25 - CRC agree contract parameters Oct. 25 - Agree budget & launch tender process Dec 25 - award new contract & give notice to existing if applicable 1 April 2026 - new contract starts NB: In addition some of the existing planters and gateway displays will need to be reviewed for condition and replacements or alternatives provided.	CRC, P&P (maintenance issues only)	ATC, CRO	N/a	N/a	LTC Budget £24,664 p/a	In Progress				
Review Christmas Lighting contract	The Christmas Lighting contract was awarded for three years to include a display in 2023, 2024 and 2025.	Links to Event Review. Review and renew contract autumn 2025 Implement Christmas 2026	CRC	EM	N/a	N/a	LTC Budget £20K	In progress				
Undertake five year health and safety survey of trees	All trees within the Town Council's ownership must be surveyed every five years	2024 2027	P&P	CRO	Unknown	N/a	LTC Budget £4K p/a	In Progress				
Business Continuity Plan	The business practices implemented in response to the nationwide response to the Covid 19 pandemic had demonstrated the Council's ability to continue to operate effectively in an unprecedented situation. However, it remained a priority to ensure that business continuity arrangements were formally recorded.	2026 to 2027	P&P, P&F	SMT	N/a	N/a	N/A	On hold				
Digitisation	To create more accessible, efficient and effective processes for managing resources through digitisation and improved systems: 1. Accounting 2. Assets 3. Job Tickets 4. Agendas, Minutes and live streaming of Committee Meetings	2025 to 2026	P&F, P&P	TC, DTC, ATC	Unknown	N/a	None	In Progress	The events team is currently developing systems with the company to introduce a portal for both voluntary and commercial pitchholders to book onto events.			
Mayors for Peace	Council lobbied to sign up <a href="https://www.mayorsforpeace.org/en/">https://www.mayorsforpeace.org/en/</a>	2026 to 2027	Council, P&F, Mayor, Group Leads	Council	N/a	N/a	N/a	On hold				
Review of speed limits in and around the Town Centre should the opportunity come forward.	Although outside the remit of the Town Council, recognising speeding remains a concern for residents, this has been added should an opportunity arise.		P&T	ATC	N/a	N/a	N/a	On hold				

Medium Term Action Plan 2023 to 2027			
Goals	Objectives		Completed
Major Regeneration & Development Initiatives	Description	Budget / funding / cost	Status at completion
Work with Arun District Council & partners in delivery of Public Realm	Final stages of phases 1,2 and 3 managed by ADC Board Snagging - Town Council supported. Town Council leading on official launch event	Total Cost = £6M, included contributions: £2.45M Government Coastal Communities Fund, £564,000 Coast to Capital LEP, £200,000 each from ADC & LTC, £1,253M WSCC	Completed September 2023. Launch of new look High St following completion of public realm work held on Saturday 21 October 2023. Landlords and Agents made aware of investment in High Street public realm.
Major Projects and Community Resources	Description	Budget / funding / cost	Status at completion
K2 Youth & Community Centre, Wick	A project to replace the existing Keystone Centre at Eldon Way in Wick with a brand-new youth and community centre, on the open space on the opposite side of the road to the existing Centre. The centre will includes a main hall, kitchen and meeting rooms and parking provision. The Town Council worked in partnership with the District Council to deliver a holistic plan for the new site which will saw the outside space provision also upgraded to include a Multi-Use Games Area.	Total Funding: £1,846,194 comprised of: LTC = £1,332,730 ADC = £250,000 S106 = £263,464	Estimated Final Project Cost = £1,777,785 comprised of; Construction costs = £1,609,143 Professional fees = £168,643 Final Costs: TBC (NB - won't be known until end of 12 months defects period i.e.: 8.9.25)
Museum Collections Documentation Project	Project Time Machine	Ecternal Funding £30,000	Phase one community consultation completed. Phase two mid way with project officer appointed. Key achievements include work to basement store, community consultation, progression with documentation of the Social History Collection and recruitment of volunteers.
Grant Aid Scheme Review	Following a new policy being introduced the scheme was due to be reviewed in preparation for the second year.		Completed
Allotment Strategy Review	To review the strategy and identify priorities	£10,000 per year infrastructure reserve created	Completed. Community orchard proposal supported.
Review Bonfire Society SFA	Service Funding Agreement of £7,500 for 2023 to 2024 was due to be reviewed Autumn 2023.	N/a	Completed. SFA not renewed and Society encouraged to apply for Grant Aid Scheme. Subsequent request for support for 2024 event to LTC & ADC declined (April 24)
Town Centre	Description	Budget / Funding / Cost	Status at completion
UK Shared Prosperity Fund Project (UKSPF) Town Centre Support Project  Additional UKSPF project in support of Town Centre: social media campaign and research projects.	As lead partner, work with Arun District Council on the UK Shared Prosperity Fund Town Centre Support Project to appoint a consultant to: •Develop a sustainable and empowered group of Town Centre business representatives. •Engage with freeholders/landlords to develop strong relationships to facilitate other areas of development in the Town Centre. •Support the newly formed Town Centre Action Group to take forward the Town Centre Strategy and Action Plan which aims to coordinate activities to achieve economic growth in the area. •By working in collaboration with partners develop a strong destination identity to increase visitors that stay longer, spend more, return and recommend.	£50,000 £12,657.39	CRC
Banking Hub	Originally the goal was to include a banking hub within the hub in the High Street. Discussions with Access UK confirmed this would not be possible.		CRC
Town Centre Policing - Community Wardens Review	The Community Warden initiative was introduced to enhance "policing" in the Town, including Town Centre, Wick and other Town "hotspots". In partnership with ADC the pilot scheme of Community Wardens was introduced in 2021 and provided three Wardens whose work is overseen by the Arun Safer Partnership.	LTC contribution was £50 per year	The District Council reviewed provision and has changed the role to Community Protection Officers following feedback from businesses. New scheme to be implemented June 2025. The Town Council was not asked to contribute financially.
Town Centre Car Parking Disc Scheme - Review	As outlined in the Town Centre Strategy to review the Car Parking Disc Scheme which is managed by Arun District Council	Disc Parking Scheme £28,250 p/a	Completed January 2024. Disc Scheme replaced with new App based system & LTC funding repurposed to deliver other priorities.

Communication & Events	Description	Budget / Funding / Cost	Status at completion
Events programme and review	1. Review Annual Events Programme 2. Review capacity 3. Deliver annual community and High Street event programme 2024 to 2026	3. £82,600	Initiated Events Review, adopted Events Strategy and hosted inaugural Events Forum Meeting. Delievered succesful community and High Street events programme.
Review Progress Newsletter	Capitalising on the increasing popularity of the website, social media and E-Progress, the previous administration reduced the number of paper publications from 4 to 2 a year and stopped door to door delivery, opting for distribution through specific pick up points across the Town. To be reviewed after one year.	£2,600	The printed Progress Newsletter was reviewed in 2024 and the Policy & Finance Committee agreed to cease publication and explore options to utilise funding to support electronic communication channels, predominantly social media, websites and eProgress.
Corporate initiatives and projects	Description	Budget / funding / cost	CRC
Review Youth Services contract	The Youth Service contract was awarded for three years to include 2023, 2024 and 2025.	£55K p/a	Completed
Digitisation	To create more accessible, efficient and effective processes for managing resources through digitisation and improved systems: 1. Accounting 2. Assets 3. Job Tickets 4. Agendas, Minutes and live streaming of Committee Meetings	As per annual budget for software	Introduced new software packages for accounting, venue hire, allotments resulting in more efficient processing.
Develop Community Centre Action Plans	Action Plan to be developed for each venue outlining the objectives and how the goals to deliver the vision will be achieved. This will specify actions from marketing, financial and operational standpoints.		Agreed policy steer for Community Centre Action Plans, updated terms, and conditions accordingly and implemented marketing schedule. Implemented promotion of Southfields Jubilee Centre resulting in increased hire. Planned and hosted wedding fayre at the Manor House.
Policy Review	To review numerous policies		Policy reviews completed regarding Governance and Data Protection
Maintenance Contract renewals	The contracts for the maintenance of the War Memorial, Allotment Pest Control and Trees were due for renewal in 2025.	Costs for three year contract: War Memorial £11,250 Pest Control £6,227.25 Trees £10,945	Completed and contracts awarded to preferred suppliers 2024. Tree stock mapped and surveyed tree and three year programme of works commencing 2025 to 2026.
Forums for stakeholder presentations	To provide a forum for stakeholder presentations or access to various statutory service providers	N/a	Completed Proving successful at community stall during 2023 to 2024. Piloted at Annual Town Meeting successfully April 2024.
Councillor Surgeries and workspace	1. Implement councillor surgeries - could be in Council venue, on Community Stall or promoting external sessions 2. Set up online calendar for Mayor's Parlour to be used as drop in workspace for Councillors	N/a	Completed Community stall introduced Autumn 2023 and working well. Mayors Parlour being used as workspace.