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Town Clerk – Laura Chrysostomou

9 September 2025

You are hereby summoned to attend a meeting of the:

Policy and Finance Committee

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

Date: 15 September 2025

Time: 6.30 pm

Committee:

Councillor Alan Butcher (Chair)

Councillor Freddie Tandy (Vice Chair)

Councillor Sean Lee

Councillor Maralyn May

Councillor Mike Northeast

Councillor Dr James Walsh KStJ

Councillor Bob Woodman

Laura Chrysostomou, Town Clerk

Agenda 2025 to 2026

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 Declaration of Interest

Members and Officers are reminded to make any declaration of disclosable pecuniary or personal and/or prejudicial interests that they may have in relation to items on this Agenda.

You should declare your interest by stating:

- a. the item you have the interest in
- b. whether it is a disclosable pecuniary interest, whereupon you will be taking no part in the discussions on that matter, or
- c.
 - i. Whether it is a personal interest and the nature of the interest
 - ii. Whether it is also a prejudicial interest
 - iii. If it is a prejudicial interest, whether you will be exercising your right to speak under Public Forum.

It is recorded in the register of interests that:

- Councillors Butcher, May, Northeast, Tandy, and Woodman are Members of Arun District Council.
- Councillor Butcher is also a member of the Littlehampton Harbour Board.
- 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 9 June 2025, circulated herewith, pages 5 to 9. In accordance with the Town Council's Standing Orders, Section 9a, Members are reminded that no discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy.

6 Chair's Report and Urgent Items

7 Public Forum

Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this committee. A period of 15 minutes is allocated for this purpose. If possible, notice of intention to address the Committee should be given to the Clerk by noon of the day of the meeting.

8 Officer's Reports

8.1 Standing Orders / Urgent Actions

To note the three attached Urgent Actions, of which there are two relating to the boundary works at Rosemead Park and one regarding the Town

Council's response to the Local Government Reorganisation in West Sussex Survey. Pages 10 to 18

8.2 Town Centre Strategy and Action Plan Update

Report attached, pages 19 to 22.

8.3 Signage Strategy

Report attached, pages 23 to 103.

8.4 Quarterly Business Plan Progress Report

Report attached, pages 104 to 108.

8.5 Safer Arun Partnership Community Safety Survey

The survey results will help Arun District Council and the Safer Arun Partnership decide priorities for tackling crime and anti-social behaviour in the district. The Committee is asked to consider its response to the survey which can be found online at:

[Safer Arun Partnership Community Safety Survey \(2025\)](#)

8.6 Public Spaces Protection Order (PSPO) Consultation Survey

Arun District Council is seeking views on its anti-social behaviour PSPO. A PSPO allows the Council to address persistent anti-social behaviour in specific areas where it negatively affects the local community. The Committee is asked to consider its response to the survey which can be found online at:

[Public Spaces Protection Order \(PSPO\)](#)

8.7 West Sussex Fire and Rescue Service's Community Risk Management Plan (CRMP)

The CRMP is the Fire Service's business plan and sets out the priorities for how it will keep the communities of West Sussex safe over the next four years from 2026 to 2030. The Committee is asked to consider and comment upon the proposals which can be found online at:

[Community Risk Management Plan 2026-2030 | Your Voice West Sussex](#)

9 Finance

9.1 Committee Budget Monitor

Report attached, pages 109 to 122.

10 High Street Hub Update

Report attached, pages 123 to 125.

11 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 a Meeting of the Policy and Finance Committee held in The New Millennium Chamber, The Manor House, Church Street, Littlehampton BN17 5EW on Monday 9 June 2025 at 6.30 pm.

Present:

Councillor Butcher
Councillor Tandy *
Councillor Walsh KStJ
Councillor Daws
Councillor Wiltshire
Councillor O'Neill

In attendance:

Laura Chrysostomou – Town Clerk
Juliet Harris - Assistant Town Clerk
Sofia Chittenden – Communications and Marketing Manager
Lucy Hall – Town Centre Strategy project Officer
Melanie Nicholls – Temporary Project Support Manager
Miriam Nicholls – Business and Economy Manager

2025 to 2026

1 Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

3 Apologies

There were apologies from Councillors Lee, May, and Woodman. Councillors Daws and Wiltshire attended as substitutes for Councillors Lee and May, respectively. Councillor Tandy was delayed and would join the meeting as soon as he was able and Councillor O'Neill was also in attendance.

4 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

Councillors O'Neill and Wiltshire also declared personal interests across the agenda as members of Arun District Council.

5 Minutes

The minutes of the meeting held on 10 March 2025, previously circulated, were confirmed as a true record and signed by the chair.

6 Chair's Report and Urgent Items

6.1. Business and Trade Select Committee Visit

Members of Parliament from this Select Committee were planning to visit Littlehampton to meet representatives from the local business community. A roundtable discussion about town centre regeneration and the challenges facing local businesses was planned to which Councillors were also invited. This was welcomed and whilst the detail of the visit had yet to be confirmed it was considered prudent that the local authority representatives on the Town Centre Action Group be invited to attend.

It was resolved that:

The update be noted.

7 Public Forum

There was one member of the public present, and no representations made.

8 Officer's Reports

8.1 Town Centre Action Group Representative

- 8.1.1 The Committee was asked to appoint a representative to the Town Centre Action Group for 2025 to 2026. Since the Mayor also served as Chair of the Committee, Vice Chair Councillor Tandy would join the group. It was proposed that Councillor May replace Councillor Northeast as the Town Council's representative and given Councillor May, as Mayor elect, would Chair the group next year the Committee felt this provided helpful continuity. It was noted that Councillors Dr Walsh KStJ and Wiltshire were Arun District Council's representatives on the Group.

It was therefore resolved that:

Councillor May be appointed as the Town Council's representative on the Town Centre Action Group for 2025 to 2026.

8.2 UK Shared Prosperity Fund (UKSPF) Research Project

8.2.1. The Committee received a report, previously circulated that set out the findings of the UKSPF funded research into the role of the town centre in successful visitor economy development. The Project Support Manager explained that in the period since the inception of the Town Centre Strategy a great deal of work analysing the success factors in town centre regeneration had been published. This was timely as the Town Centre Action Group (TCAG) had begun to make considerable progress establishing itself as both an effective advocate for the Town Centre and local businesses. The Town Council was also well-placed to continue its work supporting the TCAG to achieve the primary goals of the Town Centre Strategy and this research had also contributed to the mid term review of progress and future priorities that was the subject of a report later in the meeting.

8.2.2. The role that local authorities can play in both engaging and empowering residents was emphasised and the report highlighted that effective community engagement needed dedicated resources. Creating this capacity had also emerged as a factor in the Town Council's events review and the development of the events and business forums were considered good foundations to take this forward. They also demonstrated the importance of focussing on the place rather than trying to develop a local brand. This resonated with the research findings. Reviewing the options, the committee prioritised fostering local pride, building community capacity, and creating forums to boost town centre use, aiming to support visitor economy growth.

It was therefore resolved that:

1. Options D one, two, three and four in the report be used to steer the work of the Town Council in supporting the development of the visitor economy, with the priorities of promoting civic pride, encouraging local people to spend more time and money in the area and building community engagement and capacity.
2. The report be otherwise noted.

* Councillor Tandy joined the meeting

8.3 Visit Littlehampton Website

8.3.1. The Communications and Marketing Manager presented a report, previously circulated, which set out a proposal to adapt and expand the Visit Littlehampton website to also support the Town Centre Business Forum and Events Forum. Using visuals of how the website could be structured she explained that the proposal aimed to develop the existing Visit Littlehampton web platform into a dual-purpose site, supporting both tourism and local community engagement. It was noted that the proposal had also recently been considered by the Community Resources Committee where it had been supported with a commitment of £8,000 from the Community Resources Initiatives budget and Earmarked Reserves.

- 8.3.2. She proceeded to explain that content relating to local businesses and community group activities would be published in different formats for different audiences enabling cross-posting to both sections of the website where appropriate. In considering the proposal, it was recognised that this would allow external users from the business and community to make submissions, which once vetted by officers, would be shared, better serving residents and visitors and promoting tourism. The committee also acknowledged that improving the functionality of the website in this way would deliver consistency and sustainability and supported the direction of the Town Council's work to support regeneration in the Town.

It was therefore resolved that:

1. The proposal to adapt the purpose of the Visit Littlehampton website including the appointment of the preferred supplier be approved.
2. £5,000 from the Town Centre Strategy Initiatives Budget be approved towards the costs to extend the functionality of the website to support information provision for the Town Centre Business Forum.

8.4 Town Centre Strategy and Action Plan Review

- 8.4.1. Members had before them a report, previously circulated, which provided an overview of progress made in delivering the Town Centre Strategy since its launch in 2023. It also included an evaluation of achievements against short-term goals, a review of the existing medium-term goals and actions, and proposed a revised set of short-term actions for the next three years aligned to other relevant strategic documents. The committee proceeded to consider the progress to date and the revised Action Plan in more detail.
- 8.4.2. The review demonstrated how the Town Centre Action Group had grown becoming the collaborative body envisaged in the Strategy and that with continued support, the Business Forum would also evolve to become an effective advocate for local traders. The recent introduction of the Business Crime Reduction Partnership, progress with the wayfinding project and success of the shop window wraps served as further examples of the partnership that was developing between the business community and other stakeholders. It was therefore hoped that these developments would encourage Arun District Council to formally adopt the Town Centre Strategy as a policy.

It was therefore resolved that:

1. The minutes of the Town Centre Action Group meeting held on 13 May 2025 be noted.
2. The short-term action achievements as outlined in the report be noted.

3. The revised medium-term goals and actions forming the basis of the 2026 to 2029 Action Plan be approved.
4. The contents of the report be otherwise noted.

8.5. Quarterly Business Plan Progress Report

- 8.5.1. Members considered a previously circulated report providing an update on the progress made toward achieving the business plan goals reviewed and agreed by the Council in May and as they related to the Committee's work. It was noted that the District Council remained committed to working with the Town Council to explore a shared hub facility in the High Street and that officers were investigating options to take this forward.

It was resolved that:

The report and updates be noted.

9. Finance

9.1. Committee Budget Monitor

- 9.1.1. Members had before them a report, previously circulated, which summarised the committee budget year-end position for 2024 to 2025 and highlighted variances from the budget in Income and Expenditure for the first quarter of 2025 to 2026. Reflecting on the discussions earlier in the meeting, the committee acknowledged that prudent earmarking had enabled the Council to respond effectively to changing circumstances and emerging initiatives.

It was resolved that:

The report be noted.

9.2. Debtors Update

- 9.2.1. Members considered a previously circulated report providing an update on the progress with debt recovery.

It was resolved that:

The report be noted.

10. Exempt Business

There was none.

The meeting closed at 7.39pm.

Chair

Standing Order 36 – Urgent Action

Standing Order 36 states that **“Where an urgent decision is required and it is not possible to call a meeting under either Standing Order 1 or 17”** – which provide for calling extraordinary meetings of Council or Committees – **or the matter is of minor importance, but not previously delegated, the Town Clerk is authorised to make that decision having consulted the respective Chair of the Council or appropriate Committee. Any Urgent Actions shall be reported to the next meeting of Council or the appropriate Committee.”**

When completing the checklist below, the following issues must be borne in mind:

- Standing orders and financial regulations remain in force and must be complied with.
- In the absence of the Town Clerk, the Deputy Town Clerk or the Assistant Town Clerk shall progress urgent actions. No other officers may commence or undertake an urgent decision procedure.

1	What decision is required?	Under Financial Regulation 15 (exceptions to tendering procedures) appoint the Town Council's tree contractor to undertake work to reinforce northern boundary through the introduction of logging in gaps along the northern edge at Rosemead Park. FR 15 – Tendering Procedures: Section 15.8 – Exemptions: on the grounds that: (iii) Specialist contractor & (v) matter of urgency
2	Why is this decision urgent? <ul style="list-style-type: none"> • Why should it not wait until the next programmed meeting of council or committee? • Why should it not wait until an extraordinary meeting of council or committee is called? 	<ul style="list-style-type: none"> • Following the unauthorised encampment at the Park in April, work to secure the boundaries is being prioritised. As reported to the Community Resources Committee (5 June 2025) options to secure this section of the boundary were being explored because the development of the adjacent land had exposed security weaknesses at this point. • There continues to be a lot of unauthorised encampment activity in the area. • Replacing them is the second in the phased approach being adopted to secure the boundary of the park.
3a	What are the financial implications?	Total cost £5,950

3b	Has a budget been approved?	No
3c	Which budget are you recommending the expenditure to come from? Please check that sufficient funds are available.	<ul style="list-style-type: none"> The costs including current commitments to date have exhausted the 2025 to 2026 Rosemead Park Maintenance budget. It is therefore recommended that the cost of this work be met from the Town Council's General Reserve.
3d	Is a supplementary estimate required? Note: if so, this could necessitate a further urgent decision	Yes.
3e	If any of the following apply: 1. A supplementary estimate 2. The use of earmarked reserves 3. Expenditure over £500* Approval of the Responsible Financial Officer is required. In the absence of the Responsible Financial Officer the town clerk is the deputy Responsible Financial Officer. *For this point only, in the absence of the Responsible Financial Officer and Town Clerk, the Assistant Town Clerk can give approval.	1& 3 apply
4	Is the decision consistent with Council policies?	Yes
5a 5b 5c	Committee decisions only Is this decision a matter delegated solely to one Committee? If not, which other Committees have been or will be consulted? Was this, or will this be through the urgent action procedure? Please detail	CRC – responsibility for parks & open spaces P&F – Supplementary Estimate
6	Has the matter been discussed with agreed consultees – ward councillors, other local authorities etc? If not, is the matter so urgent that this is impractical? If so, why?	See Section 2.
7	Record of any conflict of interest declared by a Member consulted on the decision	None.

8	What alternative options have been considered – both practical and financial?	The following options were considered: ditch, stone boulders, earth bund. A ditch and bund were discounted as they would require too much land and were not appropriate as the boundary abuts a foot and cycle path. Boulders could cause the spoil to compact around the tree roots. The advice of the Town Council's arborist was that logs constructed sensitively would cause less soil compaction and can be secured to prevent removal. The Financial Regulations require that a minimum of 3 quotes be obtained however, the Town Council tree work contractor has been able to respond promptly, has experience, provided the best response to the need for security and can install the logging promptly minimising the time it takes to complete this phase of work and the liability for the temporary concrete boulders.
9	Has the procurement strategy been followed, where expenditure is involved?	See above
10	Briefly outline any implications relating to: <ul style="list-style-type: none"> • Crime and disorder • Disability discrimination • Human rights act • Freedom of information • Data protection • Environmental impact 	This is a security measure to prevent illegal trespass on Council property.
11	Have appropriate risk assessments been undertaken?	N/a.
12	Date of consultation with Committee Chairs	12/8/25
13	Signature of Chair - CRC	12/8/25
	Signature if Chair – P&F	12/8/25
14	Date of decision	12/8/25
15	Signature of Town Clerk	12/8/25
16	Signature of Responsible Financial Officer – if required under 3e	12/8/25
17	Date reported to Council or Committee	P&F and CRC September 2025

Standing Order 36 – Urgent Action

Standing Order 36 states that **“Where an urgent decision is required and it is not possible to call a meeting under either Standing Order 1 or 17”** – which provide for calling extraordinary meetings of Council or Committees – **or the matter is of minor importance, but not previously delegated, the Town Clerk is authorised to make that decision having consulted the respective Chair of the Council or appropriate Committee. Any Urgent Actions shall be reported to the next meeting of Council or the appropriate Committee.”**

When completing the checklist below, the following issues must be borne in mind:

- Standing orders and financial regulations remain in force and must be complied with.
- In the absence of the Town Clerk, the Deputy Town Clerk or the Assistant Town Clerk shall progress urgent actions. No other officers may commence or undertake an urgent decision procedure.

1	What decision is required?	Replacing rotting wooden gates (vehicular & pedestrian) and fencing on either side of the gates at the southern boundary entrance to Rosemead Park.
2	Why is this decision urgent? <ul style="list-style-type: none"> • Why should it not wait until the next programmed meeting of council or committee? • Why should it not wait until an extraordinary meeting of council or committee is called? 	<ul style="list-style-type: none"> • Following the unauthorised encampment at the Park in April, work to secure the boundaries has is being prioritised. As reported to the Community Resources Committee at their June meeting, an inspection of the gates (vehicular & pedestrian) and fencing on either side of the gates at the southern boundary entrance were rotting and no longer secure. • There is currently a lot of unauthorised encampment activity in the area. • Replacing them is the first in the phased approach being adopted to secure the boundary of the park.
3a	What are the financial implications?	Total cost £6,950
3b	Has a budget been approved?	Yes
3c	Which budget are you recommending the expenditure to come from? Please check that sufficient funds are available.	<ul style="list-style-type: none"> • If approved, the costs including current commitments to date would exhaust the 2025 to 2026 Rosemead Park Maintenance budget. • It is therefore recommended that the cost of this work be met from the Town Council's General Reserve.

3d	Is a supplementary estimate required? Note: if so, this could necessitate a further urgent decision	See above.
3e	<p>If any of the following apply:</p> <p>1. A supplementary estimate</p> <p>2. The use of earmarked reserves</p> <p>3. Expenditure over £500*</p> <p>Approval of the Responsible Financial Officer is required. In the absence of the Responsible Financial Officer the town clerk is the deputy Responsible Financial Officer.</p> <p>*For this point only, in the absence of the Responsible Financial Officer and Town Clerk, the Assistant Town Clerk can give approval.</p>	
4	Is the decision consistent with Council policies?	Yes
5a 5b 5c	<p>Committee decisions only</p> <p>Is this decision a matter delegated solely to one Committee?</p> <p>If not, which other Committees have been or will be consulted?</p> <p>Was this, or will this be through the urgent action procedure?</p> <p>Please detail</p>	<p>CRC – responsibility for parks & open spaces</p> <p>P&F – Supplementary Estimate</p>
6	<p>Has the matter been discussed with agreed consultees – ward councillors, other local authorities etc?</p> <p>If not, is the matter so urgent that this is impractical? If so, why?</p>	See Section 2.
7	Record of any conflict of interest declared by a Member consulted on the decision	None.
8	What alternative options have been considered – both practical and financial?	Three quotes were obtained offering different solutions. The recommended contractor was prompt, is experienced and provided the best response to the need for security.
9	Has the procurement strategy been followed, where expenditure is involved?	Yes
10	Briefly outline any implications relating to:	This is a security measure to prevent illegal trespass on Council property.

	<ul style="list-style-type: none"> • Crime and disorder • Disability discrimination • Human rights act • Freedom of information • Data protection • Environmental impact 	
11	Have appropriate risk assessments been undertaken?	N/a.
12	Date of consultation with Committee Chairs	27/6/2025
13	Signature of Chair - CRC	30/6/2025
	Signature if Chair – P&F	30/6/2025
14	Date of decision	27/6/2025
15	Signature of Town Clerk	27/6/2025
16	Signature of Responsible Financial Officer – if required under 3e	27/6/2025
17	Date reported to Council or Committee	P&F and CRC September 2025

Standing Order 36 – Urgent Action

Standing Order 36 states that **“Where an urgent decision is required and it is not possible to call a meeting under either Standing Order 1 or 17”** – which provide for calling extraordinary meetings of Council or Committees – **or the matter is of minor importance, but not previously delegated, the Town Clerk is authorised to make that decision having consulted the respective Chair of the Council or appropriate Committee. Any Urgent Actions shall be reported to the next meeting of Council or the appropriate Committee.”**

When completing the checklist below, the following issues must be borne in mind:

- Standing orders and financial regulations remain in force and must be complied with.
- In the absence of the Town Clerk, the Deputy Town Clerk or the Assistant Town Clerk shall progress urgent actions. No other officers may commence or undertake an urgent decision procedure.

1	What decision is required?	Littlehampton Town Council response to the Local Government Reorganisation in West Sussex Survey
2	Why is this decision urgent? <ul style="list-style-type: none"> • Why should it not wait until the next programmed meeting of council or committee? • Why should it not wait until an extraordinary meeting of council or committee is called? 	The deadline for responses is 13 August 2025.
3a	What are the financial implications?	None.
3b	Has a budget been approved?	N/a
3c	Which budget are you recommending the expenditure to come from? Please check that sufficient funds are available.	N/a
3d	Is a supplementary estimate required? Note: if so, this could necessitate a further urgent decision	N/a
3e	If any of the following apply: <ol style="list-style-type: none"> 1. A supplementary estimate 2. The use of earmarked reserves 3. Expenditure over £500* Approval of the Responsible Financial Officer is required. In the absence of the Responsible Financial Officer the town clerk is the deputy Responsible Financial Officer. *For this point only, in the absence of the Responsible Financial Officer and Town Clerk, the	N/a

	Assistant Town Clerk can give approval.	
4	Is the decision consistent with Council policies?	Yes.
5a 5b 5c	Committee decisions only Is this decision a matter delegated solely to one Committee? If not, which other Committees have been or will be consulted? Was this, or will this be through the urgent action procedure? Please detail	Policy & Finance Committee (P&F)
6	Has the matter been discussed with agreed consultees – ward councillors, other local authorities etc? If not, is the matter so urgent that this is impractical? If so, why?	The Chair and Vice Chair of P&F were consulted on the main points, and the final draft was shared with all members for comment prior to submission. (Final response attached).
7	Record of any conflict of interest declared by a Member consulted on the decision	None.
8	What alternative options have been considered – both practical and financial?	N/a
9	Has the procurement strategy been followed, where expenditure is involved?	N/a
10	Briefly outline any implications relating to: <ul style="list-style-type: none"> • Crime and disorder • Disability discrimination • Human rights act • Freedom of information • Data protection • Environmental impact 	N/a
11	Have appropriate risk assessments been undertaken?	N/a
12	Date of consultation with Chair	12/8/25
13	Signature of Chair and Vice Chair	13/8/25
14	Date of decision	13/8/25
15	Signature of Town Clerk	13/8/25
16	Signature of Responsible Financial Officer – if required under 3e	N/a
17	Date reported to Council or Committee	P&F – 15/9/25

Littlehampton Town Council Response: Local Government Reorganisation in West Sussex

Littlehampton Town Council acknowledges the County, District and Borough Council's recent publication outlining three potential options for local government reorganisation (LGR) in West Sussex. Recognising that many aspects of the consultation are best addressed through individual comments, the Town Council would like to engage in the survey with an overarching response.

The Town Council recognises the complexities in creating one or two new authorities, with benefits and issues for each model. As stated in the consultation information, strong leadership and sustained co-ordination is required to maximise benefits to local communities through this transformation. All options will affect representation, and the Town Council feels strongly that this can be mitigated if it plays an integral role in that leadership and co-ordination, as the grass roots of local councils. The Town Council would welcome involvement at timely stages as the reorganisation progresses and would be well placed to help shape consultations as well as inform residents about them if included earlier, enabling stronger community engagement and empowerment.

In terms of supporting the interests and needs of local communities and reflecting local identities, it is our view that a smaller unitary authority would be preferable to a larger single-West Sussex unitary authority being closer to the community it serves, making it easier for residents to identify with and more likely to reflect their common interests. An effective new authority must also have robust governance arrangements, logical and locally identifiable boundaries, clearly articulated methods of communication and deliver economies of scale that will benefit residents. It is also important to recognise where local delivery of some services is more beneficial to a community, and to ascertain from the community itself their preference as to which local authority is best placed to deliver and to include the parish sector in these options.

The Town Council is keen to ensure that, as discussions and plans progress, the role of the Town Council is recognised and included. As the authority that is closest to residents not only are we able to act as an intermediary for engagement and communication, but we are also suitably positioned within the community to deliver some of the local services should responsibilities be devolved from higher-tier authorities as part of any future arrangement.

The Town Council would therefore welcome involvement at timely stages as the reorganisation progresses and looks forward to working constructively with all partners to ensure that any reorganisation results in improved, local services for residents.

Councillor Alan Butcher
Town Mayor & Chair of the Policy and Finance Committee
Littlehampton Town Council

13 August 2025

Littlehampton Town Council

Non-Confidential

Committee: Policy and Finance

Date: 15 September 2025

Report by: Town Clerk

Subject: Town Centre Strategy and Action Plan Update

1. Summary

- 1.1. The report provides an update on work being undertaken as part of the Town Centre Strategy and Action Plan, as well as updates on the Wayfinding Project.

2. Recommendations

The Committee is recommended to:

- 1. Note the contents of the report.

3. Background

3.1. Town Centre Strategy and Action Plan

- 3.2. The Town Centre Strategy was adopted by Littlehampton Town Council in October 2022 and endorsed by Arun District Council's Economy Committee on 5 October 2023. It identifies five strategic objectives to help improve the town centre. The work is led by the Town Centre Action Group (TCAG) comprised of Councillors and Officers representing the Town, District and County Councils, business and landlord representatives, youth representative and Sussex Police.

- 3.3. In March 2025, the Action Plan was reviewed and the new three-year goals agreed. The delivery of the Action Plan will continue to be coordinated by the Project Officer: Town Centre Strategy through the TCAG which the Littlehampton Business Forum is now part of.

- 3.4. As part of the TCAG goals, social media is being used as a tool to support tourism and community activity, specifically highlighting local businesses,

events and tourism. Using UKSPF funding, a marketing company created social media videos advertising businesses in the Town Centre. One video from Easter had over 40,000 views. The campaign has had positive feedback from businesses and good engagement online. In addition, posts have been published to promote the work of the Littlehampton Business Forum, TCAG and highlighting new businesses, the market and activities. This has generated a huge amount of engagement and positivity which has also been mirrored across other independent Littlehampton social media pages. A full report on social media reach will be presented to the committee in future.

- 3.5. Another goal is to facilitate a range of activities and events in the town centre to increase footfall and deter anti-social behaviour. The four High Street events worked well, generating a lot of positive feedback from both the public and business community. These were complimented by two events organised by the District Council delivered as part of the Home Office's Campaign to keep High Streets safe in Summer. One event was themed around community and the other Emergency Services both being well attended and gaining positive feedback.

4. Littlehampton Business Forum

- 4.1. In September 2025, the Littlehampton Business Forum will reach the six-month mark of its action plan and have just over 130 businesses signed up to their mailing list. They have currently held two meetings independently since April 2025, alongside facilitator and communicator meetings. The next Forum meeting is scheduled for 30 September.

- 4.2. Five workshops have been organised from September to November:

- Marketing for Hospitality: Secrets of Social Media
- Phone Food Photography for Social Media
- Email Marketing for Hospitality Businesses
- Developing your Entrepreneur Mind Set
- Content Writing and Blogs for Search Engine Optimisation

As well as the workshops, guest speakers also attend the Business Forum meetings. Each meeting also welcomes a local business owner to speak about their business, discussing what their aims and objectives are and sharing insights into their successes and challenges.

- 4.3. Members of the Business Forum have also been involved in the summer High Street events, participating in stalls, hamper prizes or the trail.

- 4.4. In April 2025 Arun District Council (ADC) organised a zipline event. At this event, they distributed discount voucher booklets for businesses in the Town Centre to increase footfall back into the Town Centre. This was popular with businesses, and after the initial booklet, the Business Forum worked

alongside ADC to deliver two more booklets. One handed out at Armed Forces Day and the other planned to be distributed at the Town Show and Family Fun Day. They are also planning one to be launched at the Christmas Lights Switch on the production of which will be funded by the Town Council.

- 4.5. A press release was published to update the public on the work of the TCAG highlighting the new three-year goals and new businesses in the High Street. This is alongside social media posts, which the Town Council and the Forum are working collaboratively on.
- 4.6. The Business Forum is also organising its first event in November - Light up LA, which is an art light trail throughout the Town Centre, Seafront and Riverside. Over four days, businesses and organisations will display the art installation in their windows. The art will be judged, with a winner being presented a cash prize.
- 4.7. The Business Forum is currently reviewing what has been achieved, what actions need to be adapted to suit the position of the forum now. LTC and ADC are working closely with the coordinator and facilitators to provide the best support possible.

5. Wayfinding Project

- 5.1. The joint wayfinding project with Arun District Council (ADC) is progressing well. The wayfinding scheme for Littlehampton aims to improve the link between the town centre, seafront and riverside. The new designs include clear directional signage to key locations, and feature panels about local heritage supplied by Littlehampton Museum and the work of local artists, including the work of young people who developed unique characters and trails with Artswork last year. The monolith designs are being simplified, using arrows and common terminology and icons to direct people. ADC are aiming for an installation date before the end of December 2025.
- 5.2. As part of the wayfinding project LTC are installing two Beach Boxes near the seafront. Officers are liaising with various departments at ADC to ensure the proposed location of the Beach Boxes complies with relevant restrictions. The aim is to submit a planning application soon, allowing the Beach Boxes to be installed alongside the other wayfinding elements.

6. Town Centre Markets

- 6.1. ADC have invited market operators to come forward with expressions of interest to deliver a new general market in the town as the previous consent-holder chose not to reapply when their license expired at the end of March.
- 6.2. While the process for a general market is ongoing, a local operator has come forward to deliver a market for 12 weeks. The market has been running every Friday since 1 August. It has generated a significant following on social media and attracted a wide range of stalls including a butcher, baker, fishmonger and fruit and vegetable stall.

- 6.3. Whilst the general market sits with ADC, the research for specialist markets is the responsibility of the Town Council and a goal within the Town Centre Strategy. Specialist markets can include for example artisan, craft and experiential stalls. This is being progressed with one positive meeting held with a Brighton-based operator and another meeting with a different operator scheduled for September.

7. Landlord and Agents meeting

- 7.1. The Landlord and Agent meeting was held on 3 September. This brought together multiple Town Centre Landlords and Agents. They were updated on the work of the TCAG, including ongoing projects from LTC and ADC.
- 7.2. At a meeting in 2024 the group discussed creating a landlord/investment booklet. Officers wanted feedback from the group whether they thought this would be beneficial. It was suggested that a booklet promoting Littlehampton would be better than an investment booklet. The group discussed what information should be added, such as footfall in the carparks, current investment or approved planning applications as well as support available to new businesses such as ADCs business advice service and the Business Forum. It was also suggested that having a link to a web page where a PDF could be downloaded would be beneficial. This work will be progressed as part of the Town Centre Strategy Action Plan.
- 7.3. The Christmas Lights Switch on event was also discussed; Landlords and Agents are happy to work with the Council to provide an indoor premises if one is vacant.

6. Financial Implications

- 6.1. Artsworld and the District Council have both committed £10,000 each to the original wayfinding project and the Town Council has committed £10,000 from Town Centre Strategy Initiatives. There is £9,017.07 remaining in the 2025 to 2026 budget and £36,483 in Earmarked Reserves.
- 6.2. Funding to produce the discount voucher booklet for Christmas Light Switch on will be met from the 2025 to 2026 Town Centre Strategy Initiatives budget.

Laura Chrysostomou

Town Clerk

Littlehampton Town Council

Non-Confidential

Committee: Policy and Finance

Date: 15 September 2025

Report by: Town Clerk

Subject: Signage Strategy

1. Summary

- 1.1 This report summarises the progress with the work of the Signage Strategy Task and Finish Group.

2. Recommendation

The Committee is recommended to:

1. Receive the notes of the Task and Finish Group meeting held on 7 August 2025 attached as Appendix 1.
2. Consider and approve the Signage Strategy as outlined in paragraphs 5.1 to 5.3. and attached as Appendix 2.
3. Receive the completed signage audit attached as Appendix 3.
4. Otherwise note the contents of the report.

3. Background

- 3.1. The Signage Task and Finish Group was formed in early 2025 to oversee a town centre wide signage audit and the creation of a signage strategy to inform actions linked to the Town Centre Strategy goal to 'Improve signage into the town centre from all approaches, including public transport, vehicles and pedestrian routes'.
- 3.2. The Signage Task and Finish Group has ceased as it has achieved all the goals.

4. Signage Audit

- 4.1. The audit focused on signage in the High Street, Duke Street, Beach Road, East Street (High Street end), Surrey Street including the area and car parks around Harbour Lights, Terminus Road, Franciscan Way, Church Street, New Road including areas leading towards Arcade Road. St Martin's, Manor House and Anchor Springs car parks.
- 4.2. The audit highlighted that the town centre suffers from very disjointed and outdated signage ranging from highway signs to car parks, visitor information

to notices. Provided by various organisations and, by and large, in an uncoordinated way, this has resulted in both a huge variety of signage styles and a clutter of unnecessary signs which are now adversely impacting on the town centre.

5. Signage Strategy

- 5.1. The Signage Task and Finish Group reviewed the audit report and considered the draft signage strategy. The strategy has also been shared with key stakeholders (Arun District Council and West Sussex County Council) for feedback and updated where appropriate.
- 5.2. The draft strategy which can be found in Appendix 2 sets out the Town Council's vision for signage in the Town Centre. It provides a framework for existing and future signage and delivers on a key Town Centre Strategy goal 'LTC to develop and implement a signage strategy for the Town Centre and surrounding areas' as supporting the following actions:
 - Actively support bids and projects contributing to an improved public realm
 - Collaborate with Arun District Council (ADC) to involve local artists in the design of monoliths, beach boxes and signage in the area.
 - Assess options for providing clear and accessible visitor information, including permanent signage, electronic boards, and other promotional tools
 - ADC to secure further grants from UKSPF to redesign monoliths incorporating the LTC and Artwork Wayfinding project to include Beach Boxes. Worth noting this is under progress.
 - Collaborate with ADC to deliver a cohesive approach to wayfinding that incorporates the aims of the Signage Strategy, ADCs Tourism Strategy and Parking Review. Worth noting this is under progress.
- 5.3. The Signage Strategy will be incorporated into the Town Centre Strategy and its delivery will be overseen by the Town Centre Action Group. Following a review of the signage audit, owners of signs requiring maintenance will be contacted.

6. Next Steps

- 6.1 Committee is recommended to adopt the Signage Strategy. Once approved, the actions will be undertaken by officers and updates reported to future committee meetings through Town Centre Action Group reports.

7. Financial Implications

- 7.1. There are none arising from this report, but resources may be required to take the strategy forward.

**Laura Chrysostomou,
Town Clerk**



How to contact us

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Town Clerk – Laura Chrysostomou

Signage Task and Finish Group

Venue: The Manor House, Church Street, Littlehampton BN17 5EW

Date: Thursday 7 August 2025

Time: 15:00 started

Present

Councillor Alan Butcher – Chair

Councillor Freddie Tandy

Councillor Mike Northeast

In Attendance

Sofia Chittenden – Communications and Marketing Manager (LTC)

Lucy Hall – Town Centre Strategy Project Officer (LTC)

Agenda

1 Evacuation Procedures

These were noted.

2 Apologies

There were apologies from Councillor Bob Woodman.

3 Declarations of Interest

- 3.1. The Standing declarations were noted and Councillor Butcher declared a personal interest as the chairman of shop mobility.

4 Wayfinding Project and Beach Boxes

4.1 Wayfinding Project update

- 4.1.1. Members received an update on the Wayfinding project. The joint project with Arun District Council (ADC) was progressing well. The designs for the monoliths and the collars replacing existing fingerposts were shown. It was explained that the monoliths were being simplified, using arrows and common terminology and icons to direct people. The new designs include clear directional signage to key locations, and feature panels about local heritage and the work of local artists, including the work of young people who developed unique characters and trails with Artsworld last year.



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Installation was expected to be completed by the end of December 2025. It was suggested that Littlehampton Museum be named alongside the historical facts displayed on the monoliths. The Communications and Marketing Manager explained that QR codes will be included on the monoliths to allow visitors to access further information. Reviewing the narrative on the art trail icon, it was thought the content needed to be more descriptive. This feedback was noted and would be shared with ADC. Clarity was also requested regarding the inclusion of named businesses.

4.2. Beach Boxes update

- 4.2.1 An update was given on the progress with the Beach Boxes, which are part of the Wayfinding project, confirming that the planning application is nearly ready for submission. Officers are liaising with various departments at ADC to ensure the proposed location of the Beach Boxes complies with relevant restrictions. The aim is to submit the planning application by the end of August, allowing the Beach Boxes to be installed alongside the other wayfinding elements.
- 4.2.2. The Group wished to see the wayfinding colour palette incorporated into tourism posters and leaflets to maintain a consistent identity. It was also suggested that this is followed through when LTC formally responds to planning applications, citing the view that a brand identity will support consistent marketing and design.

5 Signage Audit and Strategy

- 5.1.1. A summary of the draft signage strategy was given, explaining that it is currently focused on the Town Centre but could be expanded in the future to cover additional areas of the town.
- 5.1.2. The Group was satisfied that the strategy covered the main topics of interest for the town centre and suggested that it be reviewed once the local government reorganisation (LGR) is completed to ensure that it reflected any changes in the ownership of the infrastructure.
- 5.1.3. The signage audit highlighted that most of the signage issues in the town centre are around car parks and fingerposts. It was noted that discussions are already underway with ADC regarding updating Town Centre signs. The car park team is implementing a car park signage strategy, which will improve the signage in Town Centre car parks. It was thought that most of the issues identified by the audit will be addressed by ADC's car park strategy



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and the Wayfinding Project. Further work will also be undertaken to liaise with the owners of any remaining problematic signage.

- 5.1.4. It was observed that the audit had confirmed that sign ownership was not always clear, and the Group felt that the strategy will also help identify owners for each sign, making reporting and maintenance more efficient.
- 5.1.5. Observing that things like the Shopmobility signs have not been updated since the shop had relocated, officers undertook to investigate how these signs can be moved or replaced. Concerning temporary signs, such as directional signage for new housing estates, officers would also research how these are managed with a view to ensuring they were monitored.
- 5.1.6. The Group also wished to investigate the feasibility of installing new notice boards across the town. It was noted that this may already be part of the Town Councils Street furniture maintenance programme – officers will investigate. The Group also wished to see the locations of changing place toilet facilities more widely advertised throughout the Town to improve accessibility. This will be shared with ADC.

6 Future meetings

It should be noted that the Signage Task and Finish Group will cease now it has completed its work.

End 15:58

LITTLEHAMPTON

TOWN CENTRE SIGNAGE STRATEGY 2025

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Introduction

Signage is crucial to ensure a place is accessible, easily connected and visitor friendly. As the Town Centre is a key arrival point, it's important that signage is clear and concise especially in relation to surrounding areas as the Seafront and Riverside. The signage strategy stems from the Town Centre Strategy 2022 to 2030, aiming to support delivery of the strategic objectives and the Action Plan. The signage strategy will be reviewed in two years after the local government reorganisation (LGR) is completed to ensure the strategy reflects any changes in the ownership of the infrastructure.

A signage audit was conducted, identifying inconsistencies between signs in the local area. Having a uniform approach to signage throughout the town would ensure clear and consistent directions for both resident and visitor.

This strategy will set out the framework for future signs in the Town Centre, ensuring there is a cohesive approach for all stakeholders involved.

Within the signage categories there are actions for implementation. Short Term actions are set to be achieved by the end of 2026. With the Long Term actions set to be achieved by 2030, being reviewed in 2028 alongside LGR.

Area of Interest for the Signage Strategy

The audit focused on signage in the High Street, Duke Street, Beach Road, East Street, Surrey Street including the area and car parks around Harbour Lights, Terminus Road, Franciscan Way, Church Street, New Road and areas leading towards Arcade Road. St Martins, Manor House and Anchor Springs car parks were also included.



Key Stakeholders

- Littlehampton Town Council
- Arun District Council
- West Sussex County Council

Vision

Signage should be clear, consistent and up to date, reflecting the Town's identity. It should effectively link the key triangle, the Town Centre, Seafront and Riverside. This supports the Town Centre Strategy, by improving connectivity between these areas, enhancing the experience for residents, visitors and the community.

Current Situation

The town suffers from very disjointed and outdated signage ranging from highway signs to car parks, visitor information to notices. Provided by various organisations and, by and large, in an uncoordinated way, this has resulted in both a huge variety of signage styles and a clutter of unnecessary signs which are now adversely impacting on the town centre. Signage is also something that has been highlighted by businesses as being an issue.

Key Objectives

- A Town Centre that is accessible and well connected
- A welcoming arrival to the Town Centre
- Acknowledging local heritage
- Develop and create a distinctive town identity
- Ensure all signage is correctly placed and recorded for clear identification and effective management of current and future signs
- Support integration of growth and development

Why have a Signage Strategy for Littlehampton

Littlehampton has a population of over 30,000 residents, with the town situated along the seafront beside the River Arun. It is a popular destination to individuals, families and couples. With a thriving Town Centre made up of 85% independent shops it is a great place to shop, dine and enjoy the town.

Recent investment and imminent development in Littlehampton and its surrounding areas is expected to increase footfall in the Town Centre. To support this growth and ensure a welcoming and accessible experience for everyone, it is essential to provide clear, consistent and well-designed signage.

Currently, signage in the Town Centre is managed by a combination of authorities; Littlehampton Town Council (LTC), Arun District Council (ADC), West Sussex County Council (WSCC) and private organisations. This has resulted in a mix of different signs, including colour, branding and design. Having a signage strategy would provide a cohesive approach, bringing consistency and clarity across the area.

Up to date and accurate signage will not only improve efficiency among councils but also support tourism growth and enhance local pride. Signage and wayfinding form part of the Town Centre Strategy, helping to deliver the actions agreed as part of the Town Centre Action Plan. The goal is for this signage strategy to be adopted by all stakeholders with the aspirations for it to continue throughout the LGR period being updated and reviewed once LGR is completed.

Why is Signage Important?

Signage is important as it allows for pedestrians, cyclists, cars and other forms of transport to easily navigate. Having up to date modern signs enhances the attractiveness of a Town, having a knock-on effect with the local economy. When local heritage is integrated into signs it contributes to a sense of place and pride.

Background

An audit has been carried out in the Town Centre; targeting informational/tourist signs, road directional signs, carpark signs, street naming signs and other signs in the area.

How will the Signage Strategy be Delivered

- LTC Member led signage task and finish group
- Conduct a townwide audit of signs which link or reference the Town Centre.
- Update wayfinding and informational signs
- Replace or remove signs which are outdated or incorrect
- Incorporate town branding in new/future signs
- Refuse future signs which do not meet the criteria of the strategy
- The creation of a panel/group from LTC, ADC and WSCC to discuss any signage projects in the Town Centre to ensure a cohesive approach.

Strategy Categories

The signage strategy will identify the many different signs throughout the Town Centre and who is responsible for them.

This will allow for easy identification and collaboration.

Category	Ownership
Road name signs	Arun District Council (ADC)
Public notices <ul style="list-style-type: none"> - Public Spaces Protection Order 	Arun District Council
Information boards and wayfinding signs	Arun District Council Littlehampton Town Council (LTC)
Notice boards	Littlehampton Town Council Arun District Council
Car parking signs <ul style="list-style-type: none"> - Disabled bay signs - Parking information - Park mark safer parking 	Arun District Council
Carpark conveniences	Arun District Council
Restriction access signs <ul style="list-style-type: none"> - Vehicle height 	Arun District Council West Sussex County Council (WSCC)
Cycling and pedestrian routes	Arun District Council West Sussex County Council
Standard directional signs <ul style="list-style-type: none"> - Roundabouts - Map directional signs 	West Sussex County Council
Illuminated signs	Enerveo on behalf of West Sussex County Council
Tourism signs (brown signs)	Installed by West Sussex County Council Maintained by relevant organisation
Temporary/housing development signs	Private companies overseen by Arun District Council
Advertising and promotional signs	Private companies and community groups approved by Arun District Council and West Sussex County Council.

Road Name Signs

There are multiple different types of road name signs throughout the Town Centre. Some of these are historic, some are up to date and others need improving.

A long term goal for the strategy is to conduct a road name specific audit. This would be beneficial to identify road name signs which need upgrading, as during the Town Centre audit there were signs identified as hard to read. One of the signage strategy objectives is to improve clarity and visibility of local signage. The audit also identified inconsistencies within the sign designs, as the road signs would have been installed at different times.

Actions for implementation

Short Term

- A) Contact ADC Street Naming Team about signage audit for maintenance and cleaning of road name signs.

Long Term

- B) Town wide audit on road name signs, identify signs which need upgrading
- C) Identify a cohesive look; including font, colour and layout for road name signs.

Public Notice Signs

Public notices are currently implemented through ADC Community Safety team. They work with Sussex Police to identify where signs need to be implemented, signs are installed when and where they deem necessary. Signs can also be temporary; as they are installed when there is a spike in Anti-social behaviour and removed once this is reduced.

It is proposed to identify any new places for additional public spaces/notices and upgrade dated or worn signs.

Actions for implementation

Short Term

- D) Contact ADC Community Safety team about public notices and identify any maintenance which is required.

Information Boards and Wayfinding Signs

These signs are owned by both ADC and LTC. At the time of the Town Centre signage audit a wayfinding project was being delivered by both ADC and LTC in collaboration. The project will upgrade the fingerposts and monoliths in the Town Centre and surrounding areas, including installing new Beach Boxes along the seafront. The project is to modernise and improve wayfinding signs, connecting the Town Centre, Seafront and Riverside to improve movement between the triangle. It

will be a fun interactive trail throughout different parts of the Town Centre for residents and visitors.

Actions for implementation

Short Term

- E)** Deliver the wayfinding project
- F)** Continue to use the proposed design and theme of the signs for any future wayfinding/information boards

Notice Boards

During the audit several notice boards were identified. They are owned, maintained and updated by LTC and ADC. The poster boards are heavily used to advertise events, clubs and to display a town map. It is acknowledged that any advertisements intended for display must go through LTC or ADC, ensuring posters and materials are vetted before being made public. A requirement for approval is that the content must relate specifically to Littlehampton matters.

It is acknowledged that posters are displayed in a clean and organised manner. Ensuring each poster is visible and any old/non relevant posters are removed in a timely manner.

As part of the Strategy, it is proposed to ensure there is a cohesive approach when installing any new poster boards. It was identified some of the boards do not have branding and could be updated. Further investigation and a collaborative approach with ADC is required.

Actions for implementation

Short Term

- G)** Investigate updating or replacing LTC boards
- H)** Create a seasonal rota at LTC to ensure they are kept in good condition

Long Term

- I)** ADC to update branding on their notice boards, this may be implemented after LGR.

Car Parking Signs

The Town Centre audit included the St Martins Road, Surrey Street and Anchor Springs car parks as these are the three main car parks used by visitors to the Town Centre. Parking restrictions on the side of a road is the responsibility of WSCC and is classed as a parking bay and not a car park.

The audit identified most signs in and around the car parks need updating. ADC car park department are currently working on a car park signage strategy. When signs are being updated or replaced, they must follow a district wide corporate standard

design to ensure there is a cohesive approach district wide. When including additional directional signs in the carpark, the design from the colour palette used in the Wayfinding project should be incorporated to ensure consistency and identification through the town.

During the audit it was identified there are not many directional signs/maps directing people to the Town Centre, Seafront or Riverside from the car parks.

The Safer parking scheme is a national standard for UK car parks that have low crime. The car parks awarded have measures in place to ensure the safety and security of people and their vehicles. Littlehampton Town Centre has been awarded six awards, with an additional six along the sea front. During the audit it was identified the signs need to be updated and modernised to promote the award. New Park Mark signs can be ordered directly with Park Mark.

Actions for implementation

Short Term

- J)** ADC Carpark department to investigate updating old, outdated and faded signs be removed or replaced adhering to the district wide corporate standards.
- K)** Update Park mark signs to promote safe parking in the Town Centre.
- L)** Any new signs in the car parks will need to be approved through ADC.

Long Term

- M)** Incorporate directional signs to guide visitors and residents to the Town Centre, Seafront and The Harbour.

Public Conveniences

At the time of the audit there are only one set of public conveniences in the Town Centre located at St Martins Car Park. The signs identified were up to date and clear.

Restriction Access Signs

The access signs are owned by WSCC who work in collaboration with ADC car park department.

The signs are monitored by WSCC highways department, there is a national standard design for these signs that cannot be influenced. Signs can be reported directly to WSCC if they require maintenance. WSCC highways currently inspect signs frequently as part of their highway inspections.

The audit identified signs located near car parks which need to be cleaned and replaced due to the condition.

Actions for implementation

Short Term

- N)** Report signs which need maintenance to WSCC.

Cycling and Pedestrian Routes

During the audit several cycling and pedestrian route signs were identified, these are owned by both WSCC and ADC. As Littlehampton is seen as a destination for walkers and cyclists due to the proximity to the South Downs, Seaside and Arundel, it is acknowledged that promoting environmentally friendly travel would be beneficial to the Town and could encourage more tourism. Therefore, it is beneficial to have clear signposting for cyclists and pedestrians.

Actions for implementation

Short Term

- O)** Report signs which need maintenance to WSCC and ADC.

Long Term

- P)** Conduct an audit on all cycle/pedestrian routes and identify where new signs could be installed.
- Q)** Investigate promoting eco friendly travel, installing additional signs for cycle routes if necessary.

Standard Directional Signs

Standard directional signage includes white informational signs directing people to the Town Centre as well as nearby towns. At the time of the strategy being adopted they were identified as needing to be cleaned but overall, in good condition. The design of these signs are national standard and cannot be influenced.

Other signs were identified for roundabouts and road directional arrows. These again, are a national standard design. The audit identified several roundabout signs which need updating or were incorrectly positioned.

A long term goal is for signs outside of the Town Centre to be audited to ensure the traffic flow through the Town Centre is manageable. The audit should also consider if signs are signposting to the Town Centre as well as the Seafront and The Riverside.

WSCC highways currently inspect signs frequently as part of their highway inspections, if sign defects are identified, they action accordingly.

Signs can be reported directly to WSCC if they require maintenance.

Actions for implementation

Short Term

- R)** Report signs that require maintenance to WSCC.

Long Term

- S)** Audit on signs outside of the Town Centre to ensure signposting from the A259 is correct and includes signposting to the Town Centre, Seafront and Riverside

Illuminated Signs

Illuminated signs are maintained by Enerveo on behalf of WSCC. These are a national standard design.

Short Term

- T)** Report signs directly to Enerveo if they require maintenance.

Tourism Signs

When considering the tourism signage throughout the Town, ADC's tourism strategy and department should be considered. The tourism signs have a national design, and anyone is welcome to apply for a brown tourist sign to help residents and visitors find local businesses or attractions. There is an application process, where eligibility is checked and WCSS reviews the application. Brown tourist signs will be installed by WSCC but maintained by the organisation who applied for it. Signs should be audited to ensure the Town Centre is reflected on the tourism signs to help with the movement between the Town Centre, Seafront and Riverside.

There are several aspects that need to be considered before a tourism sign is eligible to be installed, the eligibility criteria is on the WSCC website.

Actions for implementation

Short Term

- U)** Identify signs which need updating and contact the relevant organisation.

Long Term

- V)** Conduct an audit of tourism signs outside of the Town Centre, identifying their locations in relation to key features of Littlehampton. Ensuring all signs reflect up to date tourism information.
- W)** Identify if any new signs need to be installed.

Temporary/ Housing Development Signs

Temporary and development signs are welcome in the Town Centre. Especially if they are informative and help keep the Town up to date with investment. If it is an investment sign, then this would usually be installed by the private company.

If the company does not erect their own signs, the local councils can research into erecting signs to keep the public informed of what is happening. Working alongside the private company would be the best option.

Actions for implementation

Short Term

- X)** Confirm a procedure for new investment signs in and around the Town Centre.

Advertising and Promotional Signs

Throughout England, local planning authorities are responsible for the day-to-day operation of the advertisement control system, and for deciding whether a particular advertisement should be permitted or not. If an organisation is interested in advertising in the Town Centre, they should contact ADC and are encouraged to read 'a guide for advertisers' which can be found on the ADC website. WSCC oversee planning applications for advertisements on Highways whilst ADC oversee applications on their land.

It was identified that there are two small billboards on the side of a shop on the corner of East Street and Church Street.

Actions for implementation




Short Term

- Y)** Identify areas which have advertisements, permanent or temporary and assess the condition. Contact owners if maintenance is required.

Signage Audit





ADC





Reference	Sign description	Owner	Comments	Actions	Photo ID	Photos
2	Junction of Terminus Road and Bridge Road, opposite River Road - Black walking directional sign to west beach	ADC	Unclear in which direction it points. Generally, in a poor condition but still readable.	Replace/update	2	
3	The junction of Bridge Road and Terminus Road sign	ADC	Readable but slightly worn/dirty	ADC clean	3	




4	Junction of River, Wharf and Terminus Roads- River road & wharf road sign	ADC	Needs cleaning	ADC clean	4	
5	Corner of Purbeck Place and Terminus Road - Purbeck place road sign	ADC	Needs cleaning	ADC clean	10	
6	Terminus Road near Railway Station car park	ADC	Unreadable, needs replacing. Not sure what the sign is meant to be Maybe no smoking sign	ADC replace or remove	11	




7	Terminus Place road sign	ADC	Slightly worn	ADC clean	12	 A photograph of a small, rectangular road sign for 'TERMINUS PLACE' mounted on a wall. To the right of the sign is a large, dark blue 'CO OP' logo.
8	Albert Road sign at the junction with Terminus Road	ADC	Dirty and graffiti	ADC clean	14	 A photograph of a rectangular road sign for 'ALBERT ROAD' mounted on a red brick wall. The sign is white with black lettering and shows signs of wear and graffiti.
9	Terminus Road opposite Antonia Court - Public spaces protection order	ADC	Good condition	ADC ASB team monitor	15	 A photograph of a 'Public Spaces Protection Order' sign. The sign is white with a blue border and contains text about anti-social behaviour, crime, and policing. It includes two circular icons: one with a bottle and glass, and another with a person. The sign also states 'Maximum Fine: £1,000' and provides a website for more details.
10	Arundel Road sign opposite roundabout	ADC	Dirty and sticker	ADC clean	18	 A photograph of a rectangular road sign for 'ARUNDEL ROAD' mounted on a stone wall. The sign is white with black lettering and features the 'ARUN DISTRICT COUNCIL' logo on the left.

11	Arundel Road near the undertakers and terminus Road roundabout - Public spaces protection order	ADC	Good condition	ADC ASB team monitor	20	
12	Arundel Road sign junction with Franciscan Way	ADC	Good Condition but has sticker on	ADC clean	24	
13	Franciscan Way road sign near Duke Street and Arundel Road, south side	ADC	Good Condition		26	
14	Franciscan Way road sign near Duke Street and Arundel Road, north side	ADC	Good Condition		27	

15	Franciscan Way opposite Duke Street - Shop mobility directional sign	ADC	Good condition - slightly faded. Shop mobility has moved location	ADC replace or remove as sign is incorrect	30	
16	Duke Street sign near Franciscan Way	ADC	Good Condition - could clean	ADC clean	39	
17	Avon Road sign near Duke Street 40 Avon Road sign 40.1 Avon Road sign	ADC	Good Condition - could clean	ADC clean	40	 



30	St Martins Road sign	ADC	Needs cleaning , water damage	ADC replace	49	
31	Entrance of Duke Street - Duke street sign	ADC	Needs cleaning- Historic sign	ADC clean	54	
18	St Martin's Lane road sign	ADC	A few stickers but still readable	ADC clean	81	
19	Church Street sign	ADC	Rusty and looking old	ADC clean/replac e	88	


20	The Old Dairy Farm road sign	ADC	Good Condition		90	
21	Junction High Street, Surrey Street - 92, 92.1, 92.2 : Informational monolith in the high street with Map and directions	ADC	Some graffiti on the sides and top. Some of the board is coming off at the bottom but everything is still readable but looks worn	ADC clean – Being replaced in the Wayfinding project	92	 


22	Junction High Street, Surrey Street - Public spaces protection order sign	ADC	Good Condition	ADC ASB team monitor	93	 A white rectangular sign with a black border. At the top, it reads 'Public Spaces Protection Order' in bold, followed by 'Anti-social Behaviour, Crime & Policing Act 2014'. Below this are two circular icons: one with a glass and bottle (no drinking) and one with a person and a speech bubble (no anti-social behavior). Text between the icons states: 'It is an offence in this area to continue to drink alcohol when asked not to by an authorised officer, or to refuse to surrender any alcohol to an officer.' and 'Users of this area are prohibited from causing anti-social behaviour which causes nuisance, harassment, alarm or distress to members of the public.' Below the icons, it says 'Failure to comply with these requirements will result in the person committing an offence.' and 'Maximum Fine: £1,000'. At the bottom, it says 'Full details can be found at www.arun.gov.uk/pspo' and features the ARUN logo and a police crest.
23	St Martin's Lane road sign	ADC	Rusty but still readable	ADC clean	95	 A blue rectangular road sign with white lettering that reads 'ST MARTINS LANE'. The sign is mounted on a metal post and shows signs of wear and rust along its edges.
25	Junction High Street, Duke Street - Public spaces protection order	ADC	Good Condition	ADC ASB team monitor	97	 A white rectangular sign with a black border, identical to the one in row 22. It contains the same text and icons regarding the Public Spaces Protection Order, including the 'Maximum Fine: £1,000' and the website 'www.arun.gov.uk/pspo'.





26	Duke Street	ADC	Historic but dirty	ADC clean	98	
27	Clifton Road - road sign	ADC	Hard to read as the sign has gone white and the road name doesn't stand out	ADC replace	100	
28	Duke Street and st Martins road street sign	ADC	A bit dirty	ADC clean	101	
29	Anchor Springs, junction Duke Street - 48 To the beach and toilets sign 48.1 To the railway station	ADC	Good condition		48	 



24	Junction High Street, Duke Street - 96 Blue Anchor spring shopping parade sign 96.1 Blue Anchor spring shopping parade sign	ADC	Good Condition but pointing the wrong way	ADC to move into correct position	96	 
58	94 & 94.1 High Street - Poster board	ADC	Good Condition- Could have some ADC branding on the board		94	




						
105	Alcohol restriction area - In Anchor springs car park	ADC	Contact ADC ASB team to discuss as they monitor signs	ADC ASB team monitor	105	




108	Port rabies control sign on lamppost outside of train station	ADC	Sign warn away, not relevant and needs removing	Remove	108	
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114/115	River road carpark fingerpost	ADC		Being replaced in the wayfinding project	114/115	
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116	Tourism sign and nearest alternative parking	ADC	Good Condition		116 116.1	 
118	Cycle route signs	ADC	Good Condition		118	
120	Parking sign next to harbour lights	ADC	Good Condition		120	




129	Signs on the corner of Surrey st and Pier road		Needs cleaning		129	
130	Public notice signs on the corner of Surrey st and Pier road		Might need updating as it is the old sign design.	ADC ASB team monitor	130	

133	Dog must be kept on a lead sign outside lidl		Old needs removing or clean.		133	
134	Dog must be kept on a lead sign outside lidl		Needs cleaning/ updating as sign has faded		134	
137	Brown tourism sign by war memorial roundabout		Good Condition		137	



138	Port rabies control sign by war memorial roundabout		Needs removing, outdated and worn away		138	
139	Finger post on corner of Beach road and war memorial roundabout		Being replaced in the wayfinding project		139	
141	Parking sign on war memorial roundabout		Needs replacing, quite worn away		141	




145	Manor House Carpark Alcohol restriction area		Needs cleaning	ADC ASB team monitor	145	
65	Junction Franciscan Way East Street - Brown informational sign	West Sussex	Slightly cracked - but still readable	WSCC replace	84	





ADC Carparks

Reference	Sign description	Owner	Comments	Actions	Photo ID	Photos
32	St Martins Road near car park - Disabled badge sign	ADC Carpark	Readable but looks worn	ADC clean	50	
33	Corner of Duke Street opposite Charity shops - Shoppers directional parking sign	ADC Carpark	Good Condition		51	
34	Duke Street near pedestrian area - Height restrictions signs	ADC Carpark	Height sign is in good condition Access sign is worn	Replace access sign	52	









35	Duke street, pedestrian zone 53 Pedestrian zone sign 53.1 Pedestrian zone ends	ADC Carpark	Good condition	Clean signs	53	
36	Anchor Springs carpark - Exit: paid and displayed your ticket sign	ADC Carpark	Sign hanging to the side	ADC replace/fix	55	




37	Anchor Springs car park- Anchor Springs entrance sign	ADC Carpark	Good Condition		58	
38	59 Car park display sign - Looks worn 59.1 Disc parking information - Clean 59.2 Disabled badge holder sign - Needs cleaning 59.3 Disabled badge holder sign - Needs cleaning	ADC Carpark	4 signs in this carpark	ADC clean	59	




						 
39	60 St Martins car park, disabled spaces 60.1 St Martins car park, disabled spaces	ADC Carpark	Could be cleaned Metal posts need painting	ADC clean/Paint	60	

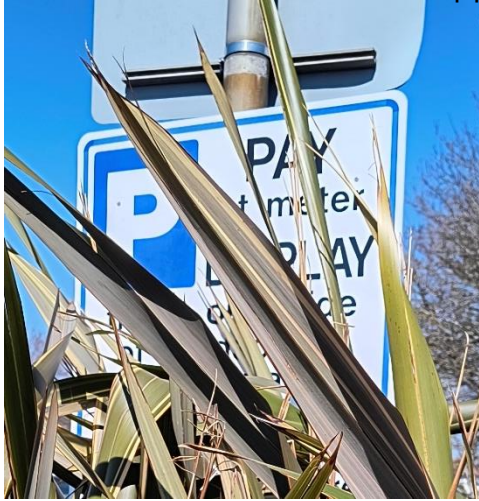

						
40	St Martins car park disabled spaces x3	ADC Carpark	Looks worn but still readable, signs are dirty	ADC clean	61	  



41	St Martin's car park - Parking display sign 62 Parking display sign 62.1 Parking display sign back	ADC Carpark	Sticker on the back that says 'Seaside' but sign is in good condition	ADC clean	62	 
42	St Martin's car park - Yellow Pay here sign	ADC Carpark	Good condition but top is slightly bent	ADC clean	63	
43	St Martin's Car Park - 64 Disc sign info 64.1 Have you paid & Displayed your ticket sign 64.2 Slow down belt up sign 64.3 Have you paid sign	ADC Carpark	Good Condition	Could clean the signs	64	 

						 
44	St Martin's Car Park - 67 seasonal opening times 67.1 Assistance sign for toilets 67.2 seasonal opening times 67.3 Assistance sign for toilets 67.4 pay & display sign	ADC Carpark	All in Good Condition		67	     



45	St Martin's Car Park toilets - No smoking sign	ADC Carpark	Needs replacing - Sign is completely white and unreadable	ADC replace	68	
46	St Martin's Car Park - 69 Disabled badge sign 69.1 Disabled badge sign 69.2 Disabled badge sign	ADC Carpark	Slightly dirty	ADC clean	69	 


47	St Martin's Car Park - Disabled badge sign	ADC Carpark	Some scratching on the sign	ADC clean	70	
48	St Martin's Car Park	ADC Carpark	Sign is missing	ADC replace	71	
49	St Martin's Car Park - Have you paid sign	ADC Carpark	Faded sign but still readable	ADC replace	72	



50	St Martin's Car Park - Pay meter sign	ADC Carpark	Bush is covering sign but is in a good condition	ADC clean	73	
51	St Martin's Car Park - 74 No entry - faded 74.1 No entry - faded	ADC Carpark	Readable but signs look worn and paint is starting to come off - Both Need replacing	ADC replace	74	




52	St Martin's Road- 76 No Entry sign 76.1 No Entry sign	ADC Carpark	Good Condition		76	
53	St Martin's Car Park - Disc scheme sign	ADC Carpark	Good Condition		77	




54	St Martin's Car Park - Have you displayed your DISC sign	ADC Carpark	Needs cleaning	ADC clean	79	
55	St Martin's Car Park- Lorry signs	ADC Carpark	Sign looks worn	ADC replace	80	
56	St Martin's Car Park	ADC Carpark	Needs replacing - Sign is completely white and unreadable - Think its Sussex police	ADC replace	65	

57	St Martin's Car Park - Blue sign about safe parking	ADC Carpark	<p>Worn and faded - needs replacing</p> <p>Police do not deal with signs and any are done via ADC ASB team or ADC parking team.</p> <p>Park Mark safer parking is something applied for and given due to the carpark meeting certain criteria's.</p>	ADC replace/update	66	
113	River road carpark pay& display	ADC Carpark	Good Condition		113	



117	River road parking bay Pay and display sign x2	ADC Carpark	Good Condition		117	
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119	Surrey street car park traffic flow and alternative parking	ADC Carparks	Good Condition		119	
121	Surrey street carpark alternative parking	ADC Carparks	Good Condition		121	



122	Surrey street carpark Boat trailer sign	ADC Carparks	Good Condition		122	
123	Surrey street Parking sign	ADC Carparks	Good Condition		123	
124	Surrey street carpark Have you paid sign	ADC Carparks	Good Condition		124	

125	Surrey street carpark pay at meter	ADC Carparks	Good condition	125	
126	Surrey street carpark height restriction	ADC Carparks	Looks dated	126	
127	Surrey street carpark payment information board	ADC Carparks	Good condition	127	


128	Surrey street pay and display	ADC Carparks	Good condition	128	
144	Manor House Carpark parking disc scheme sign	ADC Carparks	Good Condition	144	
146	Manor House Carpark parking information sign	ADC Carparks	Some of the signs are dated and hard to read	146	

147	Manor House Carpark parking information sign	ADC Carparks	Good Condition	147	 A photograph of a parking information sign for Manor House Car Park. The sign is white with black text and a blue 'P' symbol. It lists parking rates for various vehicle types and times. Above the sign is a blue 'PARK HERE' sign with a white arrow pointing to the sign. To the right of the sign is a yellow 'PAY HERE' sign. In the background, there are parked cars and a blue sky with clouds.
148	Manor House Carpark motorbike parking sign	ADC Carparks	Good Condition	148	 A photograph of a motorbike parking sign for Manor House Car Park. The sign is yellow with a black motorcycle icon and two black arrows pointing downwards. It is mounted on a white pole. In the background, there are brick buildings and a blue sky with clouds.

LTC

Reference	Sign description	Owner	Comments	Actions	Photo ID	Photos
61	Anchor Springs Welcome to Littlehampton notice board	LTC	Looks worn and might need repainting. Map can be updated as some information is incorrect on there	LTC repaint and update map	56	
62	Small Anchor Springs notice board	LTC	Looks worn and might need repainting	LTC repaint	57	

59	Informational poster board outside the Manor House	LTC	Needs cleaning	LTC Clean	103	
60	Map outside the Manor House	LTC	Board needs cleaning and map needs updating/replacing	Replace map and clean	104	

140	LTC Roundabout maintenance sign		Needs replacing, quite worn away		140	
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West Sussex



Reference	Sign description	Owner	Comments	Actions	Photo ID	Photos
70	Terminus Road near Steam Packet - South coast cycle route	West Sussex	Needs cleaning, hard to read	WSCC Clean	5	
71	Terminus Road near Steam Packet - Climping cycle sign	West Sussex	Good condition		6	
72	Junction of Terminus Road and River Road near Steam Packet	West Sussex	Needs replacing, unsure what the sign is, completely faded	WSCC replace/ remove	7	



73	Terminus Road near Steam Packet - Rope walk sign	West Sussex	Good Condition		8	
94	Junction of Terminus Road and Purbeck Place - Car & motorcycle sign	West Sussex	Good Condition		9	
74	Terminus Place near Terminus Road - Blue Seafront walking sign	West Sussex	Good condition but small		13	



93	Terminus Road just before the junction with Arundel Road - Town centre directional sign	West Sussex	Good condition, sticker on bottom left corner	WSCC clean	16	
95	Junction of Terminus Road and Arundel Road - Roundabout sign	West Sussex	Roundabout Sign is bent and has been twisted so it no longer faces the traffic. It has been defaced with stickers	WSCC move to correct position and clean	17	
96	Roundabout sign at junction of Arundel Road and Terminus Road	West Sussex	Dirty, needs cleaning	WSCC clean	19	

97	Junction of Arundel Road and Anchor Springs 21 No entry sign 21.1 No entry sign	West Sussex	Dirty	WSCC clean	21	 
98	On Arundel Road near junction with Franciscan Way - B2187 sign	West Sussex	Readable but starting to fade and half hidden by bushes	WSCC replace	22	



99	Arundel Road before the junction with Franciscan Way - Directional sign to Arundel and A284	West Sussex	Good Condition		23	
64	Arundel Road south side at the junction with Franciscan Way - Directional sign for worthing and town centre	West Sussex	Good Condition		25	
100	Franciscan Way near Arundel Road. North side - Town centre parking and loading areas directional sign	West Sussex	Needs cleaning	WSCC clean	28	

101	Franciscan way near Duke Street - B 2187 sign	West Sussex	Needs cleaning	WSCC clean	29	
75	Franciscan way approaching Arundel road - Bognor and Arundel directional signs	West Sussex	Needs cleaning	WSCC clean	31	


76	Franciscan Way at the junction with Duke Street- Town centre parking and loading areas directional signs	West Sussex	Good Condition		32	
102	Franciscan way next to pedestrian crossing - Roundabout directional sign	West Sussex	Good Condition		33	



77	Franciscan way near Duke Street - Cycle and walking lane sign	West Sussex	Good Condition		34	
78	Franciscan Way corner of Duke Street - Cycle and walking lane sign	West Sussex	Sign is in good condition but post is rusting	Unsure	35	

79	Corner of Duke Street and Franciscan Way - Cycle direction sign	West Sussex	needs cleaning, sticker on sign	WSCC clean	36	
80	Corner of Duke Street and Franciscan Way. West side - Cycle direction sign	West Sussex	Needs cleaning	WSCC clean	37	
103	Duke street opposite Avon Road - Arrow sign for car direction	West Sussex	Good Condition		38	



104	Avon Road opposite GuildCare - Arrow sign for car direction	West Sussex	Good Condition - could clean	WSCC clean	41	
81	Avon Road, East Street end - No entry sign	West Sussex	Readable but worn	WSCC clean	42	
81	Avon Road, East Street end, North side - No entry sign	West Sussex	Readable but worn	WSCC clean	43	

83	East Street, junction of Avon Road - Roundabout directional sign	West Sussex	Good condition but bush is slightly covering it	Unsure	44	
84	Anchor Springs, junction East Street - No entry sign	West Sussex	Needs cleaning	WSCC clean	45	
85	Anchor Springs, junction East Street - Two way arrow directional sign	West Sussex	Readable but worn	WSCC replace	46	


86	Anchor Springs, junction East Street-Traffic management sign	West Sussex	Edges are slightly worn		47	
87	St Martin's Road - Blue arrow sign	West Sussex	Looks worn but still readable	WSCC replace	75	
88	St Martin's Car Park- Cycle sign	West Sussex	Needs cleaning	WSCC clean	78	

89	82 Roundabout sign - Good condition 82.1 Town centre parking sign - Good condition 82.2 Bognor Regis and town centre sign - Good condition 82.3 Roundabout - Slight scratching	West Sussex	4 signs		82	 
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90	Junction Franciscan Way East Street - Manor house Parking sign	West Sussex	Good Condition		83	

91	Junction Franciscan Way East Street - South coast cycle route	West Sussex	Needs cleaning	ADC clean	85	
66	Junction East Street, Anchor Springs- 20 MPH sign	West Sussex	Good Condition		86	

92	Junction East Street, Church Street - Parking/directional sign	West Sussex	Good Condition		87	
67	Junction Church Street, The Old Dairy Farm - road side parking signs 89 road side parking signs 89.1 road side parking signs	West Sussex	Good Condition		89	 



68	Church Street - Parking sign	West Sussex	Starting to fade	WSCC replace	91	
69	Junction High Street, Clifton Road - Cycle sign, , 99 - Arcade road blue walking sign 99.1- Cycle sign 99.2- One Way sign	West Sussex	Good Condition		99	  

109	Parking/ dead end sign on lamppost between River road and surrey street	WSCC	Needs cleaning	Contact WSCC about cleaning/maintenance	109	
110	Diversion sign between river road and surrey street	WSCC		Needs monitoring to confirm when sign will be taken down	110	
112	Terminus place closed access only between river road and surrey street	WSCC		Needs monitoring to confirm when sign will be taken down	112	

135	Traffic light sign on new road		Good Condition		135	
136	Road parking sign along new road		Good Condition		136	

142	Parking sign on Beach road		Post is bent and needs to be fixed		142	
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Other Owners

Reference	Sign description	Owner	Comments	Actions	Photo ID	Photos
106	Temporary sign/private land sign in Anchor springs car park	TPS/ Private owner	Dirty but under a tree.		106	
107	Littlehampton station sign	National rail	Could be renewed – this would be in line with a goal from the TCAG.	Explore whether there is a plan for updating/replacing with national rail	107	

143	Billboards on Church Street	Global		Good condition	143
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Littlehampton Town Council

Non-Confidential

Committee: Policy and Finance

Date: 15 September 2025

Report by: Town Clerk

Subject: Quarterly Business Plan Progress Report

1. Summary

- 1.1. Each Committee will receive updates through their respective quarterly periodic reports enabling them to monitor progress and keep the Business Plan under review. This report provides an update on progress with delivering the goals as they relate to the work of this Committee.

2. Recommendations

- 2.1. The Committee is recommended to note the Business Plan updates in Appendix 1.

3. Background

- 3.1. The Town Council agreed its Business Plan for the next four years at Full Council in November 2023. Following approval of the Business Plan, the objectives were integrated with the Town Council's Capital Programme where appropriate and incorporated in the Town Council's Corporate Risk Register which is reviewed annually by the Governance and Audit Committee. The Strategy and Action Plan goals are now also integrated in the staff appraisals and business workplans.
- 3.2. Business Plan consists of two elements:
 - The Strategy which sets out the Town Council's mission statement, vision, strategic priorities, values, and operational framework
 - The Action Plan which details the goals to achieve the strategy and the relating objectives with specific actions, timelines, and resource implications for achieving the goals.
- 3.3. Officers have been working alongside members to deliver the goals and objectives set out in the Action Plan. The Action Plan in appendix 1 sets out the goals that fall within the remit of this Committee and includes quarterly

update columns to show progress throughout the year. There is also a 'status' column that uses RAG (red, amber, and green) visual reporting system to convey a high-level status of a project or task. The colours are used to indicate the following:

Red: and alert, usually denoting one or more of the following: significant overspend, significant delay, a rise in quality issues, significant resource shortage, or unsatisfied stakeholders.

Amber: A caution, meaning the project is potentially hindered by obstacles or hazards such as considerable overspends, a delay in the schedule, lack of resources.

Green: A clear indication that the project is moving along as planned on schedule, within budget, no issues with resources, quality is meeting expectations and stakeholders are satisfied.

- 3.4. The table below draws out key objectives from the Action Plan for the business year 2025 to 2026 as they relate to the work of this committee that were agreed by Council at the Annual meeting on 8 May 2025.

Prepare and approve the 2026 to 2027 budget
Undertake mid-term review of Town Centre Strategy with Arun District Council, and to include potential actions arising from consideration of the research project.
Implement wayfinding signage. Develop and agree Signage Strategy.
Support development of newly formed Business Forum.
Deliver Easter, Summer, and Christmas High Street Events.
Explore options for specialist/themed markets in the High Street.
Implement a hub in the High Street providing a flexible space to access services and facilitate drop-in sessions
Review the impact of the Business Crime Reduction Partnership (BCRP)
Review Communications Strategy
Visit Littlehampton Website refresh
Review training needs for administration at mid-year point

Policies Review – to review, develop, approve, and implement policy changes in line with NALC Models for Standing Orders and Financial Regulations, Personnel and implement Staff Handbook
Continue work on the digitisation project including a more efficient process for agendas, reports and minutes
Review the priorities for spending CIL (Community Infrastructure Levy)
Review Welcome Packs for North Littlehampton development
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.

- 3.5. There are some areas of work where responsibility is shared with other committees. This quarter work has continued to focus on progressing the Town Centre Action Plan objectives. Support has been provided to the Littlehampton Business Forum in delivering its action plan, including the organisation of regular meetings with guest speakers on key business topics, the development of a new welcome pack for local businesses, and the promotion of the Forum's discount voucher scheme at local events. The Town Council has also been collaborating with the District Council to refresh monoliths and fingerposts as part of the wayfinding signage project and hosted a dedicated agent and landlord meeting. The Business Crime Reduction Partnership Board held its first meeting in July and work also commenced on refreshing the Visit Littlehampton website, with an action plan being developed to guide new content under the approved wider remit. Additionally, The Town Council's response was submitted to the Local Government Reorganisation in West Sussex consultation.

3.6. **Financial Implications**

- 3.7. The budget set in January 2025 sought flexibility within the 2025 to 2026 and future budgets to deliver the Council's aspirations to improve the town and the quality of life.
- 3.8. Resources to deliver the goals and objectives are set out in the Action Plan for 2025 to 2026, and some may need to be further defined and/or reviewed.

Laura Chrysostomou
Town Clerk

Goals	Objectives	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)	PROGRESS 2025 TO 2026 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 - COMPLETED	BBQs to be returned to site and installed with the new scheme w/c 9 June 2025.	East Green seafront re-opened to visitors and new facilities, including LTC refurbished BBQs, launched 15 August 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 \$106 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 \$106 (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				
Major Projects and Community Resources													
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 to P&F September 2025 (review priorities for this funding stream)				
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					
Town Centre													
Town Centre Strategy and Action Plan	Focused 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 Business 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.	The Littlehampton Business Forum (LBF) is making good progress with their action plan. They have set dates for the rest of the year and have planned to invite guest speakers to each meeting covering a range of topics from New Employment Laws and marketing. There is still a shortage in communicators and they are planning to address the situation. The Project Officer: Town Centre Strategy is working on a welcome pack which aims to provides new and existing businesses with key information about the Forum, the work of the TCAG and partners. The first draft will be shared for comment at the September LBF meeting. The Forum put together a discount voucher booklet aimed at encouraging people to visit the town centre. This was first trialled as part of the District Council's Zipline on Caffyns Field. Forum members attended the Armed Forces Day event where they handed out circa 1,400 copies. The Forum is currently collating data to see how many vouchers have been redeemed. They plan to do another to launch at the Town Show and Family Fun Day - this will be the last one funded by the District Council. Another is planned for the Christmas Lights Switch on which will be funded by the Town Council with the vouchers valid in the month of January to encourage footfall during the quiet period. The wayfinding project which now encompasses the District Council's work to refresh the monoliths and fingerposts is progressing well. The Artswork drawings are being incorporated. The beach boxes need planning permission and suitable locations are providing difficult to find. An agent and landlord meeting took place in early September 2025. Officers are progressing the Town Centre Action Plan and will be updating the TCAG at its September meeting with a report going to the October Policy and Finance committee.			
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, TCSP0	Unknown	Unknown	£100k EMR. £30k annual budget for 2025 to 2026, increasing to £90k+ following two years	In Progress	Meeting held with Arun District Council Project Officer reviewing office accommodation, exploring potential to collaborate with a hub in the High Street. Meeting with Landlords and Agents held in May and highlighted requirements for premises.	Scoping work undertaken and proposals for the hub and the accommodation required to deliver it are to be considered by P&F on 15 September 25			
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		The Partnership Board held its first Membership Board meeting in July which was well attended and very informative. The Chair of the TCAG was elected as the Chair of the Partnership Board, with the Business and Economy Manager at ADC also elected as Chair of the Membership Board. The Police were extremely complimentary of the BCRP and so were the business representatives.			
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	CRC, 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.	Both the Community Resources and Policy and Finance Committees approved a proposal to expand the remit of the Visit Littlehampton website which will be split into two parts; a tourism focused side and a community focused one. This will ensure that all local businesses will be able to have an online presence regardless of their nature, some would not have been suitable for a tourism website. The development company is currently working on building the website whilst officers are starting to develop an action plan to identify content.			
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					
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, TCSP0	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.				

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)
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.			
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.	Attended meeting pre consultation briefing meeting organised by Arun District Council and responded to Local Government Reorganisation in West Sussex consultation.		
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				
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.	Staff workshops held during the summer.		
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 https://www.mayorsforpeace.org/en/	2026 to 2027	Council, P&F, Mayor, Group Leads	Council	N/a	N/a	N/a	On hold				

Littlehampton Town Council

Non-Confidential

Committee: Policy and Finance

Date: 15 September 2025

Report by: Town Clerk

Subject: Committee Budget Monitor

1. Summary

- 1.1. The report highlights any significant variances from budget in Income and Expenditure for the first quarter of 2025 to 2026. The figures reported on are those relating to the Policy and Finance Committee budget. The areas of budget responsibility and cost codes that sit within this committee have been outlined in a table in Appendix A.
- 1.2. Appendix B is a detailed income and expenditure report for Council functions showing (from left to right) the current annual budget for 2025 to 2026, the actual year to date net spend for 2025 to 2026; any commitments to date, and the actual balance remaining.
- 1.3. Variances that have been subject to individual periodic reports are not reported on.

2. Recommendations

- 2.1. The committee is recommended to:
 - 1. Note the contents of the report

3. Budget Monitor 2025 to 2026

- 3.1. Members are reminded that Income and Expenditure is not always received, or paid out, evenly throughout the year. Therefore, fluctuations will occur as to the percentage of the budget used even when the Income or Expenditure is expected to be in line with the budget by the end of the financial year.
- 3.2. **Central Admin & Support Services**
 - 3.2.1. Expenditure is in line with expectations and budget.
 - 3.2.2. The Other Overheads line contains all the pension payments year to date which will be apportioned to each individual budget heading.

3.3. Democratic Representation & Management

3.3.1. Expenditure is in line with expectations and budget.

3.4. Town Centre Management

3.4.1. Expenditure is in line with expectations and budget.

3.5. Grants and Partnership Initiatives

3.5.1. Expenditure is in line with expectations and budget.

3.5.2. The Merit Awards overspend is due to a coding error and will be transferred accordingly.

3.6. Corporate Management

3.6.1. Expenditure is in line with expectations and budget.

3.6.2. As of 30 June 2025, the Council had £1,597,987 in medium term investments and £500,000 in long term investments. See the table below for the breakdown of current deposits:

Medium Term Investments as at 31/03/2025						
Bank	Date Placed	Period of Investment	Amount Invested £	Interest Rate (%)	Maturity Date	Total Investment £
Lloyds	28/05/2021	95-day notice	£1,000,000	3.2%	95-day notice	
	04/06/2021	95-day notice	£250,000	3.2%	95-day notice	£1,363,122
CCLA (PSDF)	11/07/2013	N/A	£100,000	variable	Instant access	
	19/08/2013	N/A	£100,000	variable	Instant access	
		Total Interest received	£34,865			£234,865
CCLA (LAPF)	30/04/2015	N/A	£500,000	variable	Instant access	£500,000
TOTAL INVESTMENTS						£2,097,987

3.6.3. The Council's bank reconciliations have been checked and signed by the Chair, up to 31 March 2025 and the total balance of both current accounts was £2,258,602.40.

4. Community Infrastructure Levy (CIL) Funding

- 4.1. £5,354.16 funding has been received from Arun District Council up until 31 March 2025.
- 4.2. Council had previously agreed (Policy and Finance Committee, October 2022) that CIL receipts would be directed to the K2 Project and reviewed in 2023 to 2024 with a view to redirecting CIL receipts to the North Littlehampton Community Centre. This has been identified as a priority within the Town Council's Business Plan 2023 to 2027 and will be reviewed later in the year.
- 4.3. Funding will continue to be earmarked separately to ensure monitoring of payments and expenditure for reporting purposes. CIL monies must be spent within five years from the date of receipt.

Laura Chrysostomou

Town Clerk

Appendix A

Policy & Finance

Cost Centre	Budget Code	Budget description
101 Central Admin and Support Services	7204	Postage
	7205	Telephone
	7207	Printing
	7208	Stationery
	7210	Publications
	7211	Furniture and equipment
	7214	Equipment maintenance
	7216	Internet
	7217	Equipment rental
	7291	Licences
	7299	Office supplies
	7305	Insurance
	7499	Other overheads
102 Democratic Representation and Management	All budget lines except salaries.	
103 Town Centre Management	All budget lines except salaries, memorial maintenance and Town Centre Events	
104 Grants and Partnership Initiatives This cost centre report is not provided and instead the relevant budgets are reported on within the committee budget monitor report	6211	Merit Awards
	6213	Mayors Discretionary Fund
109 Corporate Management	All budget lines except salaries and pension contribution	

Financial Budget Comparison

Comparison between 01/04/25 and 09/09/25 inclusive. Includes due and unpaid transactions, including commitments

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Commitments	Balance
INCOME					
Central Admin and Support Services					
3001	Precept Received	£0.00	£0.00	£0.00	£0.00
4900	TEST-Miscellaneous Income	£0.00	£0.00	£0.00	£0.00
4905	Refundable Deposits	£0.00	£430.00	£0.00	£430.00
Total Central Admin and Support Services		£0.00	£430.00	£0.00	£430.00
Corporate Management					
4800	Bank Interest	£40,000.00	£0.00	£0.00	-£40,000.00
Total Corporate Management		£40,000.00	£0.00	£0.00	-£40,000.00
Community					
4003	Screen on the Green	£0.00	£0.00	£0.00	£0.00
4203	Easter Out & About	£0.00	£0.00	£0.00	£0.00
4204	Town Show	£0.00	£0.00	£0.00	£0.00
4207	Armed Forces Day	£0.00	£0.00	£0.00	£0.00
4219	Christmas Light Switch On	£0.00	£0.00	£0.00	£0.00
4901	SFA for Visit Littlehampton	£3,000.00	£0.00	£0.00	-£3,000.00
4902	Recharge - Christmas Trees	£100.00	£0.00	£0.00	-£100.00
4903	Charges for Services / Xmas Trees	£100.00	£0.00	£0.00	-£100.00
Total Community		£3,200.00	£0.00	£0.00	-£3,200.00
Manor House					
4051	Car Park Income	£4,979.00	£165.60	£0.00	-£4,813.40
4110	Room Hire	£8,000.00	£150.90	£0.00	-£7,849.10
4111	Catering Income	£400.00	£0.00	£0.00	-£400.00
4112	Equipment Hire MH	£100.00	£0.00	£0.00	-£100.00
Total Manor House		£13,479.00	£316.50	£0.00	-£13,162.50
Street Lighting					
4902	Recharge - Maintenance	-£650.00	£0.00	£0.00	£650.00
Total Street Lighting		-£650.00	£0.00	£0.00	£650.00
Southfields Jubilee Centre					
4112	Equipment Hire SJC	£50.00	£3,462.98	£0.00	£3,412.98
4242	Rental Income	£28,000.00	£1,256.50	£0.00	-£26,743.50
4902	Recharge - Changing Room Utilities	£825.00	£0.00	£0.00	-£825.00
Total Southfields Jubilee Centre		£28,875.00	£4,719.48	£0.00	-£24,155.52
Parks & Open Spaces					
4001	Sponsorship	£500.00	£0.00	£0.00	-£500.00
Total Parks & Open Spaces		£500.00	£0.00	£0.00	-£500.00
Museum					
4540	Museum Sales	£1,000.00	£0.00	£0.00	-£1,000.00
4542	Donations	£425.00	£0.00	£0.00	-£425.00
4544	Exhibition Commissions	£50.00	£0.00	£0.00	-£50.00
4546	Loan Box Income	£50.00	£0.00	£0.00	-£50.00
Total Museum		£1,525.00	£0.00	£0.00	-£1,525.00

Financial Budget Comparison

Comparison between 01/04/25 and 09/09/25 inclusive. Includes due and unpaid transactions, including commitments

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Commitments	Balance
Allotments					
4310	Allotment Rents	£24,168.00	£446.25	£0.00	-£23,721.75
Total Allotments		£24,168.00	£446.25	£0.00	-£23,721.75
K2					
4241	K2 Hire Income	£16,500.00	£119.41	£0.00	-£16,380.59
Total K2		£16,500.00	£119.41	£0.00	-£16,380.59
Amenity Team					
4112	Equipment Hire	£1,000.00	£53.60	£0.00	-£946.40
4901	Charges for Services	£2,000.00	£0.00	£0.00	-£2,000.00
Total Amenity Team		£3,000.00	£53.60	£0.00	-£2,946.40
Total Income		£130,597.00	£6,085.24	£0.00	-£124,511.76

Financial Budget Comparison

Comparison between 01/04/25 and 09/09/25 inclusive. Includes due and unpaid transactions, including commitments

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Commitments	Balance
EXPENDITURE					
Central Admin and Support Services					
7100	First Aid	£488.00	£22.75	£0.00	£465.25
7102	Salaries	£83,605.00	£0.00	£0.00	£83,605.00
7104	Training	£5,000.00	£1,244.60	£0.00	£3,755.40
7105	Travel and Subsistence	£2,000.00	£0.00	£0.00	£2,000.00
7109	Recruitment	£3,000.00	£0.00	£0.00	£3,000.00
7204	Postage	£500.00	£51.85	£0.00	£448.15
7205	Telephone	£3,672.00	£871.39	£0.00	£2,800.61
7207	Printing	£900.00	£0.00	£0.00	£900.00
7208	Stationery	£2,244.00	£619.38	£0.00	£1,624.62
7210	Publications	£140.00	£0.00	£0.00	£140.00
7211	Equipment	£1,200.00	£143.28	£0.00	£1,056.72
7214	Equipment Maintenance	£765.00	£142.24	£0.00	£622.76
7216	Internet	£1,300.00	£414.78	£0.00	£885.22
7217	Equipment Rental	£1,400.00	£161.12	£0.00	£1,238.88
7291	Licences	£55.00	£0.00	£0.00	£55.00
7298	IT	£50,900.00	£13,189.79	£0.00	£37,710.21
7299	Supplies	£700.00	£129.89	£0.00	£570.11
7305	Insurance	£10,300.00	£0.00	£0.00	£10,300.00
7312	Health and Safety	£1,000.00	£0.00	£0.00	£1,000.00
7351	Waste Disposal	£2,800.00	£800.58	£0.00	£1,999.42
7499	Other Overheads	£250.00	£155,035.61	£0.00	£-154,785.61
8001	Recharge out C A & S S	£-229,200.00	£0.00	£0.00	£-229,200.00
8002	Recharge in MH	£57,006.00	£0.00	£0.00	£57,006.00
Total Central Admin and Support Services		£25.00	£172,827.26	£0.00	
Democratic Representation and Management					
7102	Salaries	£138,815.00	£0.00	£0.00	£138,815.00
7113	Conference Expenses - Staff	£1,000.00	£150.00	£0.00	£850.00
7203	Binding	£500.00	£0.00	£0.00	£500.00
7204	Postage	£450.00	£0.00	£0.00	£450.00
7206	Advertising	£200.00	£20.22	£0.00	£179.78
7208	Stationery	£320.00	£114.00	£0.00	£206.00
7213	Subscriptions	£5,900.00	£5,524.34	£0.00	£375.66
7298	Councillors IT and Licences	£1,900.00	£258.24	£0.00	£1,641.76
7404	Election Expenses	£15,000.00	£0.00	£0.00	£15,000.00
7406	Mayors Allowance	£3,500.00	£1,050.40	£0.00	£2,449.60
7408	Hospitality	£200.00	£0.00	£0.00	£200.00
7410	Members Conferences & Training	£500.00	£0.00	£0.00	£500.00
7412	Members Travel and Subsistence	£200.00	£0.00	£0.00	£200.00
7413	Members Expenses	£200.00	£0.00	£0.00	£200.00

Financial Budget Comparison

Comparison between 01/04/25 and 09/09/25 inclusive. Includes due and unpaid transactions, including commitments

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Commitments	Balance
7414	Members Allowances (inc D Mayor)	£9,945.00	£0.00	£0.00	£9,945.00
7499	Other Overheads	£900.00	£112.50	£0.00	£787.50
8000	Recharge in Central Support Services	£56,419.00	£0.00	£0.00	£56,419.00
8002	Recharge in Manor House	£34,204.00	£0.00	£0.00	£34,204.00
Total Democratic Representation and Management		£270,153.00	£7,229.70	£0.00	
Town Centre Management					
6351	Memorial maintenance	£3,750.00	£2,750.00	£0.00	£1,000.00
6361	Notice boards	£2,500.00	£0.00	£0.00	£2,500.00
6366	Town Maintenance (incl mem, clock)	£650.00	£0.00	£0.00	£650.00
6401	TC Strategy Initiatives	£10,000.00	£982.93	£0.00	£9,017.07
6402	ADC Contribution Events and TC Management	£0.00	£0.00	£0.00	£0.00
6404	Business Crime Reduction Partnership	£12,000.00	£0.00	£0.00	£12,000.00
6405	Marketing	£5,000.00	£0.00	£0.00	£5,000.00
6427	Town Centre Hub	£130,000.00	£0.00	£0.00	£130,000.00
7102	Salaries	£47,685.00	£0.00	£0.00	£47,685.00
7304	Electricity	£350.00	£71.74	£0.00	£278.26
8000	Recharge in Central Support Services	£15,295.00	£0.00	£0.00	£15,295.00
8003	Recharge in A Team	£24,760.00	£0.00	£0.00	£24,760.00
Total Town Centre Management		£251,990.00	£3,804.67	£0.00	
Grants and Partnerships Initiatives					
6202	Citizens Advice Bureau	£1,000.00	£1,000.00	£0.00	£0.00
6205	Arun Community Transport	£2,000.00	£1,500.00	£0.00	£500.00
6208	Littlehampton Bonfire Society	£0.00	£0.00	£0.00	£0.00
6210	General Grants	£24,750.00	£24,348.00	£0.00	£402.00
6211	Merit Awards	£140.00	£290.02	£0.00	-£150.02
6213	Mayors Discretionary Fund	£1,500.00	£0.00	£0.00	£1,500.00
6310	Freedom Freedom Out and About	£3,000.00	£3,000.00	£0.00	£0.00
6410	Littlehampton Sportsfield	£6,000.00	£6,000.00	£0.00	£0.00
6413	Sports Excellence Awards	£2,000.00	£431.75	£0.00	£1,568.25
6706	Arun Youth Projects	£55,000.00	£27,500.00	£0.00	£27,500.00
7102	Salaries	£8,645.00	£0.00	£0.00	£8,645.00
8000	Recharge in Central Support Services	£3,083.00	£0.00	£0.00	£3,083.00
Total Grants and Partnerships Initiatives		£107,118.00	£64,069.77	£0.00	
Corporate Management					
6407	Progress Newsletter	£2,600.00	£0.00	£0.00	£2,600.00
7102	Salaries	£203,725.00	£147,154.08	£0.00	£56,570.92

Financial Budget Comparison

Comparison between 01/04/25 and 09/09/25 inclusive. Includes due and unpaid transactions, including commitments

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Commitments	Balance
7112	Pension Contribution	£4,219.00	£970.11	£0.00	£3,248.89
7401	Audit Fees	£3,553.00	£1,095.80	£0.00	£2,457.20
7402	Legal & Valuation Fees	£2,000.00	£18,066.67	£0.00	-£16,066.67
7403	Bank Charges (Charge card)	£1,000.00	£538.11	£0.00	£461.89
7405	Publicity	£2,000.00	£462.50	£0.00	£1,537.50
8000	Recharge in Central Support Services	£60,187.00	£0.00	£0.00	£60,187.00
8002	Recharge in Manor House	£57,006.00	£0.00	£0.00	£57,006.00
Total Corporate Management		£336,290.00	£168,287.27	£0.00	
Community					
6206	Armed Forces Day	£14,500.00	£14,920.41	£0.00	-£420.41
6224	Remembrance Sunday	£2,000.00	£0.00	£0.00	£2,000.00
6225	Screen on the Green	£14,500.00	£5,844.19	£0.00	£8,655.81
6226	Town Show	£0.00	£12,430.35	£0.00	-£12,430.35
6227	Event Support	£0.00	£26.21	£0.00	-£26.21
6228	Beacon Lighting	£1,500.00	£300.00	£0.00	£1,200.00
6305	Community Events	£61,770.00	£1,826.34	£0.00	£59,943.66
6390	Christmas Illuminations	£21,477.00	£0.00	£0.00	£21,477.00
6399	Xmas Trees	£1,224.00	£0.00	£0.00	£1,224.00
6402	CRC Initiatives	£5,000.00	£1,666.67	£0.00	£3,333.33
6406	Visit Littlehampton - Website	£3,750.00	£3,643.75	£0.00	£106.25
6411	Town Tourism	£2,000.00	£1,624.00	£0.00	£376.00
6426	Town Centre Events	£26,600.00	£12,254.69	£0.00	£14,345.31
7102	Salaries	£84,635.00	£0.00	£0.00	£84,635.00
7204	Postage	£30.00	£2,666.66	£0.00	-£2,636.66
8000	Recharge in Central Support Services	£31,533.00	£0.00	£0.00	£31,533.00
8001	Recharge to A Team	£37,140.00	£0.00	£0.00	£37,140.00
8003	Recharge in A Team	£37,140.00	£0.00	£0.00	£37,140.00
8004	Recharge in Central Support Services	£31,533.00	£0.00	£0.00	£31,533.00
Total Community		£376,332.00	£57,203.27	£0.00	
Manor House					
565	Holding deposits	£0.00	£0.00	£0.00	£0.00
7102	Salaries	£12,195.00	£0.00	£0.00	£12,195.00
7206	Advertising	£750.00	£250.00	£0.00	£500.00
7291	Licences	£1,034.00	£2,482.00	£0.00	-£1,448.00
7409	Room Hire Expenses	£1,500.00	£0.00	£0.00	£1,500.00
7499	Other Overheads	£100.00	£110.00	£0.00	-£10.00
8000	Recharge in Central Support Services	£3,544.00	£0.00	£0.00	£3,544.00
8002	Recharge in MH	£6,841.00	£0.00	£0.00	£6,841.00
Total Manor House		£25,964.00	£2,842.00	£0.00	
Manor House build					

Financial Budget Comparison

Comparison between 01/04/25 and 09/09/25 inclusive. Includes due and unpaid transactions, including commitments

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Commitments	Balance
6301	Collection Management	£1,100.00	£0.00	£0.00	£1,100.00
6679	Manor House PPM	£80,475.00	£0.00	£0.00	£80,475.00
6680	Manor House Maintenance	£18,500.00	£7,683.43	£0.00	£10,816.57
7102	Salaries	£15,810.00	£0.00	£0.00	£15,810.00
7114	Protective Clothing	£150.00	£38.05	£0.00	£111.95
7205	Telephone	£165.00	£70.45	£0.00	£94.55
7212	Lift Maintenance	£200.00	£259.12	£0.00	£-59.12
7214	Equipment maintenance	£1,000.00	£0.00	£0.00	£1,000.00
7291	Licenses	£200.00	£0.00	£0.00	£200.00
7301	Rates	£30,650.00	£9,072.50	£0.00	£21,577.50
7302	Water	£829.00	£29.55	£0.00	£799.45
7303	Gas	£10,000.00	£3,565.30	£0.00	£6,434.70
7304	Electricity	£13,000.00	£1,784.53	£0.00	£11,215.47
7306	Cleaning	£1,750.00	£640.46	£0.00	£1,109.54
7308	Security	£3,000.00	£1,992.18	£0.00	£1,007.82
7311	Contract Cleaning	£2,652.00	£855.21	£0.00	£1,796.79
7499	Other Overheads	£125.00	£0.00	£0.00	£125.00
8001	Recharge Out	£-228,026.00	£0.00	£0.00	£-228,026.00
8003	Recharge in A Team	£49,520.00	£0.00	£0.00	£49,520.00
Total Manor House build		£1,100.00	£25,990.78	£0.00	
Street Lighting					
6151	Public Lighting Contract Maintenance	£1,550.00	£1,477.00	£0.00	£73.00
7102	Salaries	£340.00	£0.00	£0.00	£340.00
7304	Electricity	£1,428.00	£5.37	£0.00	£1,422.63
Total Street Lighting		£3,318.00	£1,482.37	£0.00	
Southfields Jubilee Centre					
7102	Salaries	£24,520.00	£0.00	£0.00	£24,520.00
7114	Protective Clothing	£185.00	£0.00	£0.00	£185.00
7204	Postage	£15.00	£0.00	£0.00	£15.00
7205	Telephone	£80.00	£157.84	£0.00	£-77.84
7207	Printing	£40.00	£0.00	£0.00	£40.00
7211	Furniture & Equipment	£950.00	£5.20	£0.00	£944.80
7214	Equipment Maintenance	£455.00	£0.00	£0.00	£455.00
7216	Internet	£357.00	£169.02	£0.00	£187.98
7291	Licences	£0.00	£0.00	£0.00	£0.00
7298	IT	£318.00	£224.99	£0.00	£93.01
7301	Rates	£6,063.00	£1,079.80	£0.00	£4,983.20
7302	Water	£1,241.00	£226.77	£0.00	£1,014.23
7303	Gas	£8,160.00	£494.33	£0.00	£7,665.67
7304	Electricity	£5,777.00	£336.73	£0.00	£5,440.27
7306	Cleaning	£630.00	£376.15	£0.00	£253.85
7307	Building Maintenance	£3,500.00	£3,240.10	£0.00	£259.90

Financial Budget Comparison

Comparison between 01/04/25 and 09/09/25 inclusive. Includes due and unpaid transactions, including commitments

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Commitments	Balance
7308	Security	£3,090.00	£1,906.94	£0.00	£1,183.06
7311	Contract Cleaning	£1,303.00	£506.18	£0.00	£796.82
7312	Health & Safety	£200.00	£0.00	£0.00	£200.00
7499	Other Overheads	£100.00	£632.00	£0.00	£-532.00
8000	Recharge in Central Support Services	£9,866.00	£0.00	£0.00	£9,866.00
8003	Recharge in A Team	£12,380.00	£0.00	£0.00	£12,380.00
Total Southfields Jubilee Centre		£79,230.00	£9,356.05	£0.00	
Parks & Open Spaces					
6365	Tree Maintenance	£6,000.00	£6,864.59	£0.00	£-864.59
6400	Planters, Gateways, Roundabouts, Manor House	£24,664.00	£8,221.48	£0.00	£16,442.52
6401	Town planters	£2,000.00	£0.00	£0.00	£2,000.00
6641	Rosemead Maintenance	£0.00	£9,960.91	£0.00	£-9,960.91
7102	Salaries	£9,975.00	£0.00	£0.00	£9,975.00
7309	Grounds Maintenance	£3,519.00	£3,237.98	£0.00	£281.02
8000	Recharge in Central Support Services	£3,621.00	£0.00	£0.00	£3,621.00
8003	Recharge in A team	£37,140.00	£0.00	£0.00	£37,140.00
Total Parks & Open Spaces		£86,919.00	£28,284.96	£0.00	
Museum					
6300	Museum Stock	£500.00	£180.00	£0.00	£320.00
6301	Collection Management	£1,100.00	£300.65	£0.00	£799.35
6302	Exhibitions	£1,300.00	£493.67	£0.00	£806.33
6304	Education and Outreach	£150.00	£0.00	£0.00	£150.00
6314	Museum Events	£1,000.00	£633.29	£0.00	£366.71
7102	Salaries	£97,155.00	£0.00	£0.00	£97,155.00
7110	Volunteers	£125.00	£85.00	£0.00	£40.00
7204	Postage	£50.00	£98.00	£0.00	£-48.00
7206	Advertising	£2,300.00	£282.21	£0.00	£2,017.79
7207	Printing	£400.00	£0.00	£0.00	£400.00
7213	Subscriptions	£630.00	£685.49	£0.00	£-55.49
7298	IT	£927.00	£765.39	£0.00	£161.61
7307	Building Maintenance	£2,000.00	£943.33	£0.00	£1,056.67
7408	Hospitality	£75.00	£0.00	£0.00	£75.00
8000	Recharge in Central Support Services	£34,393.00	£0.00	£0.00	£34,393.00
8002	Recharge in MH	£72,968.00	£0.00	£0.00	£72,968.00
8003	Recharge in A Team	£12,380.00	£0.00	£0.00	£12,380.00
Total Museum		£227,453.00	£4,467.03	£0.00	
Allotments					
537	Key deposit refund	£10,000.00	£55.00	£0.00	£9,945.00
539	Plot deposit refund	£0.00	£225.00	£0.00	£-225.00
4310	Rent-refund	£0.00	£54.21	£0.00	£-54.21

Financial Budget Comparison

Comparison between 01/04/25 and 09/09/25 inclusive. Includes due and unpaid transactions, including commitments

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Commitments	Balance
6666	Allotment Infrastructure Reserve	£10,000.00	£0.00	£0.00	£10,000.00
6667	Allotment Security	£1,100.00	£285.00	£0.00	£815.00
7102	Salaries	£24,955.00	£0.00	£0.00	£24,955.00
7106	Project/Admin Support	£50.00	£0.00	£0.00	£50.00
7204	Postage	£50.00	£52.99	£0.00	-£2.99
7302	Water	£6,000.00	£1,021.68	£0.00	£4,978.32
7309	Grounds Maintenance	£13,850.00	£7,435.04	£0.00	£6,414.96
8000	Recharge in Central Support Services	£8,126.00	£0.00	£0.00	£8,126.00
8003	Recharge in A Team	£61,900.00	£0.00	£0.00	£61,900.00
Total Allotments		£136,031.00	£9,128.92	£0.00	
K2					
7102	Salaries	£17,140.00	£0.00	£0.00	£17,140.00
7114	Protective Clothing	£200.00	£0.00	£0.00	£200.00
7205	Telephone	£75.00	£15.00	£0.00	£60.00
7216	Internet	£0.00	£190.38	£0.00	-£190.38
7298	IT	£730.00	£0.00	£0.00	£730.00
7301	Rates	£6,063.00	£3,493.00	£0.00	£2,570.00
7302	Water	£1,275.00	£0.00	£0.00	£1,275.00
7304	Electricity	£5,720.00	£614.23	£0.00	£5,105.77
7306	Cleaning	£630.00	£101.04	£0.00	£528.96
7307	Building Maintenance & Furniture and equipment	£1,000.00	£1,344.20	£0.00	-£344.20
7308	Security	£3,090.00	£150.00	£0.00	£2,940.00
7311	Contract Cleaning	£1,890.00	£590.08	£0.00	£1,299.92
7312	Health and Safety	£100.00	£0.00	£0.00	£100.00
8000	Recharge in Central Support Services	£587.00	£0.00	£0.00	£587.00
8003	Recharge in A Team	£12,380.00	£0.00	£0.00	£12,380.00
Total K2		£50,880.00	£6,497.93	£0.00	
Amenity Team					
6350	Street Scene Expenditure	£2,040.00	£0.00	£0.00	£2,040.00
6367	Vehicle Plant/Maintenance	£8,049.00	£3,195.02	£0.00	£4,853.98
6368	Tools/Equipment	£4,188.00	£96.70	£0.00	£4,091.30
6369	Vehicle Hire	£3,876.00	£0.00	£0.00	£3,876.00
6380	Lineside Unit Rent	£35,720.00	£18,453.39	£0.00	£17,266.61
6644	Vehicles & Equipment	£5,000.00	£0.00	£0.00	£5,000.00
7102	Salaries	£161,490.00	£0.00	£0.00	£161,490.00
7114	Protective Clothing	£1,250.00	£364.80	£0.00	£885.20
7205	Telephone	£0.00	£50.01	£0.00	-£50.01
7216	Internet	£0.00	£184.89	£0.00	-£184.89
7301	Rates	£0.00	£3,590.00	£0.00	-£3,590.00
7302	Water	£430.00	£0.00	£0.00	£430.00

Financial Budget Comparison

Comparison between 01/04/25 and 09/09/25 inclusive. Includes due and unpaid transactions, including commitments

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Commitments	Balance
7304	Electricity	£0.00	£380.78	£0.00	-£380.78
7305	Insurance	£2,400.00	£2,367.95	£0.00	£32.05
7306	Cleaning	£950.00	£203.89	£0.00	£746.11
7307	Building Maintenance	£850.00	£198.74	£0.00	£651.26
7308	Security	£2,196.00	£1,874.34	£0.00	£321.66
7312	Health & Safety	£300.00	£0.00	£0.00	£300.00
7499	Other Overheads	£100.00	£0.00	£0.00	£100.00
Total Amenity Team		£228,839.00	£30,960.51	£0.00	
Total Expenditure		£2,181,642.00	£592,432.49	£0.00	£1,589,209.51
Total Income		£130,597.00	£6,085.24		
Total Expenditure		£2,181,642.00	£592,432.49		
Total Net Balance		-£2,051,045.00	-£586,347.25		

Littlehampton Town Council

Non-Confidential

Committee: Policy and Finance

Date: 15 September 2025

Report by: Town Clerk

Subject: High Street Hub

1. Summary

- 1.1. This report provides a proposed vision and mission for a Littlehampton Town Council led High Street Hub based on feedback from Councillors attending the open workshop on the subject in 2024 and subsequent agreement of resource provision through the budget setting process in December 2024.

2. Recommendations

The Committee is recommended to:

- 2.1. Consider and agree the basis for providing a hub in the High Street and the accommodation needed to deliver this.
- 2.2. Otherwise note the contents of the report.

3. Background

- 3.1. Delivering a High Street Hub for Littlehampton which provides access to a range of services used by the community and supports the development of community capacity is a current Business Plan Target. It also supports the delivery of the Town Centre Strategy. Whilst the Town Council is keen to work with permanent partners on this project none have been formally agreed, so are not included in this report.

4. Proposal

- 4.1. Introduction

By agreeing a vision and mission for the High Street Hub, this can guide every stage of the design, development and ways of working. It will provide a clear,

positive steer to potential service providers as well as to the community as a whole.

4.2. What it could be and how it could work

The hub in the high street could be a central and flexible space for Littlehampton service providers to meet with residents, workers and each other. The management of the hub would be by the Town Council.

The operation of the building will work on the principle that if a service representative is in the building they are available to the public and their presence will be advertised on a board in the window “who’s in today?” The purpose of this condition of use is threefold:

- Highlight the range of services working for the community
- Counteract any perception that services are difficult to access
- Provide an opportunity for residents to find out more about services, perhaps even volunteer to contribute too.

4.3. Physical resources

4.3.1. Promotional space

Any projecting front window spaces will be available to book by organisations – statutory, voluntary or commercial (e.g. if they are promoting free of charge service to the public e.g. banking hub).

4.3.2. Welcome area

A reception desk, staffed by either the Town Council or representatives from partner organisations, will welcome the public and service providers, signing people in, highlighting the coffee station and inviting visitors waiting for an appointment (for example with Citizens Advice) to take a seat.

4.3.3. Coffee station

Service providers and their visitors are welcome to make themselves and their guests tea and coffee, for which there will be no charge at point of use. There could be an opportunity to offer sponsorship by commercial companies to cover the nominal charge, or the money could be recouped via hire charges.

4.3.4. Privacy Pod

A soundproofed pod – much like that currently used by the temporary banking hub – will also be available to hire either alongside or independently of the front of house promotional space. If not prebooked in advance, it will be made available to service providers in the building on an ad hoc basis – for example, a Councillor talking to a constituent may wish to move to the pod if it becomes

clear that the subject matter under discussion is sensitive. The privacy pod will only be available to service providers meeting a member of the public.

4.3.5. Service providers and community groups drop in

In addition to permanent tenants and regular or occasional hirers, the Hub will offer a drop in space for people who are working for the community in the town, be that statutory providers, community support networks or community groups. Examples might include PCSOs, Business Crime Reduction Partnership, Community Protection Officers, District or County Council officers and/or councillors or High Street Chaplains. All are welcome to either pop in for a quick coffee and a sit down or to arrange to meet colleagues from across the sector for either an informal catch up or to book a space for a more formal meeting. As mentioned above, the condition of use is that any public servants must be available to the public.

Not everyone working for the town is paid, perhaps most are not. The same offer and conditions of use will be available to community groups actively working to regenerate the town centre – examples include the Business Forum and the Events Forum.

4.3.6. Income generation

With a carefully designed security system and well-chosen fixtures and fittings there may be the opportunity to generate income from commercial hire, perhaps at the weekend, although it may be advisable to “bed in” the core functions before additional use is considered.

4.3.7. Conclusion

The provision of a High Street Hub is an LTC business plan target. More recently attention has turned to the development of community capacity to more effectively direct and deliver regeneration initiatives. By providing a welcoming space where the work already undertaken by service providers can be promoted and initiatives led by community representatives can be nurtured the High Street Hub could prove to be a useful tool for taking Littlehampton Town Centre regeneration to the next level.

5. Financial Implications

- 5.1 To enable this work to move forward the Capital Programme for 2025 to 2026 included 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 2025 to 2026 budget also included £30,000 for revenue costs such as staffing, rent and utilities for the latter half of the year only.