



How to contact us

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Minutes of the Town Centre Action Group Meeting held in the New Millenium Chamber on Tuesday 13 May 2025

Present:

Councillor Alan Butcher (Mayor of Littlehampton)
Laura Chrysostomou (Littlehampton Town Council, Town Clerk)
Sofia Chittenden (Littlehampton Town Council, Communications and Marketing Manager)
Lucy Hall (Littlehampton Town Council, Town Centre Strategy Project Officer)
Miriam Nicholls (Arun District Council, Business Development Manager)
Heather Allen (Arun District Council, Economic Development Officer)
Richard Groome (East Beach Guest House, Business Representative)
Paul Wakeland (Bah Humbug Sweets, Business Representative)
Karolina Banice (Party 2 Go, Business Representative)
Matt Pollard (Arun Youth Projects)
Councillor Jeff Daws (Councillor at Littlehampton Town Council)
Councillor Christine Wiltshire (Councillor at Arun District Council)
Councillor Freddie Tandy (Councillor at Littlehampton Town Council)
Georgia Hudson (Sergeant, Sussex Police Neighbourhood Policing Team)

Apologies

Carrie Reynolds (Arun District Council, Communities and Wellbeing Manager)
Simon Armstrong-Barnes (Landlord Representative)
Councillor Mike Northeast (Councillor at Littlehampton Town Council)

1. Introductions

Introductions were made between the group.

Councillor Jeff Daws attended on behalf of Cllr Mike Northeast.

2. Previous Minutes

The minutes from the February meeting were confirmed and approved.

3. Action Plan

The group was given two documents; the first one outlined the work which had been completed/worked on since the February meeting. The second document outlined



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the actions which will be worked on moving forward from this Town Centre Action Group (TCAG) meeting.

Firstly, the group had an update about the town centre actions. It was highlighted that the action plan is reaching its first milestone, due to it having been in place for two years. The Town Council are reviewing the actions which have been worked on over the last two years, which were reviewed by the Group at its previous meeting. Alongside this review, town council officers are also evaluating the actions in the medium plan which will be worked on over the next three years. The findings from the reviews will be presented to the Policy and Finance Committee in June.

The group discussed the projects funded by the UK Shared Prosperity Fund (UKSPF) which were now completed. A key highlight from the UKSPF is the newly formed Business Forum, which is now running independently, with appointed communicators and facilitators acting as different roles within the forum. The Business Forum will have continued support from the Town and District Councils. The project has also seen relationships built with landlords and agents in the town centre, working with them on shop vacancies and appearances.

The group also heard of the successful campaign where 30 independent businesses were filmed and published onto social media. The campaign has been received positively, with a large increase of online interactions as well as new customers visiting shops in Littlehampton, including visitors from other towns.

The Town Council held the first Event Forum meeting on 27 March 2025 which was very positive. The Event Forum aims to bring people and organisations together who host events in the local area, it was noted that the forum is about sharing knowledge and working collaboratively.

The group then heard updates about anti-social behaviour and the local enforcement. The report provided by Arun District Council was discussed, with updates on the work undertaken since the start of the year. An update from Sussex Police was given, talking through the work on specific areas such as tackling drug offences, anti-social behaviour and liaising with the companies operating the House of Multiple Occupation (HMO's). The direct link between reporting and action resulting in outcomes was discussed, along with the positive impact this is having on the high street.

The group were also informed the community wardens would be coming to an end at the end of May. Arun District Council (ADC) will be implementing community protection officers offering a more robust enforcement focused service across the District. They are hoping for this to be implemented in the summer.

Cleanliness was discussed, and the appearance of the high street. The group were informed the cleaning team are aware and should be scheduling cleaning in the high



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street in the coming weeks. Following this, the paving will be sealed subject to weather conditions.

ADC officers updated the group on the expression of interest the council are preparing for the operation of a weekday general market. The Town Council also informed the group they are carrying out research on specialist/themed markets for the town centre.

The group were informed that Cash Access UK will temporarily set up the banking hub in the Fleming room of the Manor House until a permanent location is agreed.

The conversation then moved onto the summer events, officers informed the group that discussion and planning has started to take place. Members discussed how well received the discount booklet was by businesses in the high street. It was explained that this was a scheme implemented during the zip wire event with ADC producing the discount booklet. Representatives from the Business Forum expressed interest for this to be implemented again for events outside of the high street to bring people back into town namely Armed Forces Day, the Waterfront Festival and Town Show and Family Fun Day. The Business Forum would contact the business community to seek involvement and ADC offered to cover the costs of printing a booklet.

4. Businesses and Landlord Representatives Feedback

The representatives from the Business Forum gave the group an update on how the forum is running and what they are aiming to achieve in the future. They have agreed a six month action plan.

They explained they have over 80 businesses involved in the Business Community and have a strong foundation to grow on and continuously help each other. They have guest speakers who are coming to future meetings as well as training sessions planned for any business to attend for free.

The representatives are happy with the way the group is going and believe it is helping with collaboration amongst different groups and organisations.

5. Any other business

It was confirmed that the next meeting of the Town Centre Action Group would be 25 September 2025.

Eco tourism was discussed amongst the group, members expressed an interest in researching transportation around the town and linking people from the South and the North. This would need to form part of wider developments across the town, and could potentially make use of Section 106 contributions for transportation which the District Council holds. The wayfinding project was mentioned which LTC and ADC are collaborating on which will link the sea front, harbour and the town centre



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together. As part of Railway 200 (a year-long campaign to celebrate 200 years of the modern railway) the Town Council's Museum has worked with the local Community Rail Line officer to install a 'blue plaque' style trail from the train station to the Museum.

The footpath from Littlehampton to Arundel along the river was discussed as it was mentioned it could be greatly improved. ADC officers informed the group that a bid was put together to gain funding for this project, but funding was not awarded.

Meeting closed 19:23