

**Non-Exempt 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 15 September 2025 at 6.30 pm.**

Present:

Councillor Butcher – Chair
Councillor Tandy – Vice Chair
Councillor Lee
Councillor May
Councillor Walsh KStJ

In attendance:

Laura Chrysostomou – Town Clerk
Jon Short – Deputy Town Clerk
Lucy Hall – Town Centre Strategy Project Officer

2025 to 2026

11. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

13. Apologies

There were apologies from Councillor Woodman and Northeast.

14. Declaration of Interest

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the agenda. The standing declarations were noted, and no further declarations were made.

15. Minutes

The minutes of the meeting held on 9 June 2025, previously circulated, were confirmed as a true record and signed by the chair.

16. Chair's Report and Urgent Items

There were none.

17. Public Forum

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

18. Officer's Report

18.1 Standing Orders / Urgent Actions

The committee received three urgent actions, previously circulated, two of which detailed the replacement and reinforcement of the southern and northern boundaries at Rosemead Park. The third was regarding the Town Council's response to the Local Government Reorganisation in West Sussex Survey, it included a copy of the response.

It was resolved that:

The urgent actions be noted.

18.2 Town Centre Strategy and Action Plan Update

18.2.1 The Town Centre Strategy Project Officer (TCSPO) presented a report, previously circulated, which provided an update on work being undertaken as part of the Town Centre Strategy and Action plan, as well as updates on the Wayfinding Project. It also highlighted the continued development of the business forum with over 130 businesses signed up to the mailing list, five workshops planned from September to November and guest speakers scheduled to attend the meetings.

18.2.2 A wide-ranging discussion took place regarding high street markets, businesses engagement, and future improvements that could revitalise the Arcade. Following positive feedback about the market from residents and businesses to both councillors and officers, it was clarified that the continuation of a similar general market had been put out to tender by Arun District Council. The possibility of periodic specialised artisan or craft markets were being investigated by Town Council officers, to progress the goal within the Town Centre Strategy. The committee were pleased to highlight the population of the Arcade's premises by a wide variety of organisations. The suggestion to follow up on previous efforts to request West Sussex County Council revitalise the Arcade's paving was raised.

- 18.2.3 Members emphasised the encouraging impact high street events have had on businesses, residents and visitors. The Chair thanked officers for their work on these events.

It was resolved that:

The report be noted.

18.3 Signage Strategy

- 18.3.1 Members had before them a report, previously circulated, which provided the proposed draft strategy, the completed signage audit and the next steps to be taken. The Signage Strategy had been shared with key stakeholders such as Arun District Council and West Sussex County Council for feedback and updates where appropriate. The committee were asked to approve and adopt this strategy so officers could begin actioning its key objectives.
- 18.3.2 Following the report, it was highlighted that the adoption of this strategy by key stakeholders may be delayed until after spring 2026 due to Local Government Reorganisation. For this reason, within the strategy, actions for implementation were split into short and long term.

It was resolved that:

1. The Signage Strategy be approved and adopted by The Town Council.
2. The notes from the Signage Task and Finish Group meeting held on 7 August 2025 be noted.
3. The contents of the report be otherwise noted.

18.4 Quarterly Business Plan Progress Report

- 18.4.1 Members had before them a report, previously circulated, which provided an update on progress with delivering goals as they related to the work of the committee. Members proceeded to review the action plan, and it was noted that work on a welcome pack for new businesses was progressing as a goal within the Town Centre Strategy and Action Plan. This work was to receive input from the Littlehampton Business Forum in September.
- 18.4.2 It was noted that a consultation for a North Littlehampton Steering Group meeting date had been received by some members. It was acknowledged that ideas regarding public artwork, arts funding and further suggestions for community engagement should be raised within the steering group.

It was resolved that:

The report and updates be noted.

18.5 Safer Arun Partnership Community Safety Survey

- 18.5.1 The committee had before them a link to the Safer Arun Partnership Community Safety Survey, previously circulated, which encouraged Arun District residents to share their views on crime and anti-social behaviour in their local area. This is part of a three yearly review of their strategy and objectives. Members were encouraged to complete the survey individually to share their views, it was agreed that a letter be sent to the Arun District Community Safety Team sharing the committee's main concerns and priorities as summarised below.
- 18.5.2 The committee emphasised the importance of sustaining a visible and regular police presence in town. Steps had already been taken towards this and the efforts made had led to a noticeable improvement in reassuring residents and creating a safe space. Priority should be given to provision of cover when there are vacancies and changes to the Neighbourhood Policing Team. A continued priority for the Town Council was to encourage members of the community to report to the police using 101 or to the anti-social behaviour team, at Arun District Council.
- 18.5.3 It was highlighted that grants available from the policing crime commissioner towards events could be utilised to create a safe and open space for people to discuss their concerns, ask questions or report incidents. Inclusion of Community Protection Officers was seen to be especially important so they could become transparent and recognisable to the town's residents.

It was resolved that:

The above comments be shared with the Community Safety Team in response to the survey.

18.6 Public Spaces Protection Order (PSPO) Consultation Survey

- 18.6.1 The committee had before them a link to a PSPO Consultation Survey which sought to capture resident's experiences of anti-social behaviour and alcohol related nuisance. Members were once again encouraged to complete the survey individually to share their views, it was agreed that a letter be sent to the Community Safety Team sharing the committee's comments and suggestions as summarised below.
- 18.6.2 The current PSPO had been in place since 1 April 2023 and was due to expire on 31 March 2026. It placed a control on the consumption of alcohol in public spaces in addition to prohibiting persons from acting in an anti-social manner within designated restricted areas in Littlehampton, Bognor Regis and surrounding localities. When reviewing this, the committee suggested the restricted area over North Littlehampton be expanded to include the new Lyminster Bypass. This would accommodate the increased

occupancy in Hampton Park and be prepared for future retail units in that area of the development.

18.6.3 The committee emphasised three main points to be prioritised:

1. The committee's support of the continuation of the current restrictions and its opposition to a total alcohol ban due to the damage this could cause to businesses and the difficulty to enforce.
2. The importance of resources being directed to the use and enforcement of the PSPO, current efforts being made have already had a positive effect on the Town Centre which should be continued and improved through stronger enforcement. Resources should also be directed to enforce the law in relation to selling alcohol to a person who is drunk.
3. Further open communication with members of the public about what a PSPO is, its benefits, and methods for reporting.

It was resolved that:

The above comments be shared with the Community Safety Team in response to the survey.

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

- 18.7.1 Members received a link to a consultation, previously circulated, for the Community Risk Management Plan (CRMP) for 2026 – 2030. This was to follow up and build on the priorities set out within the previous four-year plan. Adaptations and improvements had been suggested to their five areas of priority: prevention, protection, service delivery, people and resources. The committee supported the updated CRMP and only shared one concern regarding the location of the Littlehampton Fire Station. It was believed to be an inefficient position for rapid access to certain areas of Littlehampton, especially if caught in the nearby one-way roads. This seemed especially pertinent to raise again following the opening of the Lyminster Bypass and expansion of Hampton Park and its additional residences. Therefore, the committee would like WSCC Fire & Rescue Service to renew its commitment to replace the current fire station and in doing so relocate it to be better positioned given the expansion of the town and the road network surrounding it.

It was resolved that:

The above comments be shared with the West Sussex Fire and Rescue Service in response to the Community Risk Management Plan consultation.

19. Finance

19.1 Committee Budget Monitor

- 19.1.1 The committee received a report, previously circulated, highlighting significant variances from budget in Income and Expenditure relating to the work of this committee. It was noted that the report's appendices were produced from the new system, with a different appearance and additional information. These would continue to be refined for future committees in collaboration with the software provider and developer. Some clarification was given regarding totals and limits of Earmarked Reserves with a following acknowledgement of their effectiveness and adaptability to support the Town Council's services.

It was resolved that:

The report be noted.

20. High Street Hub Update

- 20.1 Members had before them a report, previously circulated, which provided updates of the proposed vision and mission for a Littlehampton Town Council led Hub in the High Street following Councillors feedback from a workshop in 2024. The desired outcome for this project would be a High Street hub which could connect residents to information, access to services, local charities and organisations. The aspiration of having this front facing space and shared area is to invest for the residents and provide more opportunities for members of the public to interact with local groups for support, to volunteer or to ask questions.
- 20.2 The Committee proceeded to discuss potential partners, service providers and community groups and how they could use the space for the benefit of the community. It was agreed that officers continue to work on exploring options.
- 20.3 Resources had been dedicated to this project during the December 2024 budget setting process. Since then, officers had been working toward this objective by investigating potential properties to be reviewed under exempt business.

It was resolved that:

The basis for providing a hub in the High Street as set out in the report be approved.

21. Exempt Business

- 21.1 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 being conducted.
- 21.2 The following item is confidential for members of the Council only in accordance with Paragraph 3 of Part 1 of Schedule 12 A of the Local Government Act 1972, being information relating to the financial or business affairs of any particular person.

The Meeting adjourned at 7.28pm.

Summary of Confidential Matters Discussed in Exempt Business.

The meeting reconvened at 7.30pm

22. High Street Hub

- 22.1 The Town Clerk presented an appendix to the previous agenda item, previously circulated to members only, which detailed different properties within Littlehampton that had been investigated by officers for use as the High Street Hub. The committee considered the different options and discussed the potential layout, accessibility and versatility of the different premises. They evaluated the use of space with consideration to potential partners and unanimously agreed upon a premise to move forward with.

The meeting closed at 8.08pm.

Chair