

Goals	Objectives								PROGRESS 2025 TO 2026			
	Description	Timeline	Committee	Officer	Total Cost	Resources / Funding	LTC Budget Allocated	Status as at May 2025 In Progress / On Hold / Complete (outcome)	Q1 (APRIL - JUNE 25)	Q2 (JULY - SEPT 25)	Q3 (OCT - DEC 25)	Q4 (JAN - MARCH 26)
Major Regeneration & Development Initiatives												
Work with Arun District Council & partners in delivery of Seafront Regeneration	Construction phase underway 2025. Work with ADC to ensure impact on LTC events programme and assets (BBQs & Stage By the Sea venue) minimised & managed. BBQs sent off for refurbishment autumn 2024. Stage by the Sea to be repainted at end of construction.	Summer 2025	P&F, CRC	TC, EM	N/a	£7,234,201 Levelling Up Funding secured by ADC	N/a	In Progress - 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 S106 also available derived from Boklok development. This was planned at prominent points of entry to the Town and a steering group had been formed to oversee the project. The Town Council wished to see a scheme that would draw visitors into the Town and Councillors wanted to be involved in the discussions. New Council wish to seek clarification on what is permissible and see local schools and artists engaged in design. To be linked with Town Branding project.	Unknown (Town Branding 2026 to 2027)	P&F	C&MM, ATC	Unknown	Provisional £40K plus £4,305 from BokLok S106 (LU/116/21/PL - available by application to ADC)	None	On Hold Linked to progress with Hampton Park development	Monitor for progression at appropriate time			
Community Transport Initiative	Observing the Council's stance in respect of future support for a community transport initiative, it was considered prudent that this priority be retained should an opportunity to develop a bus service to support the new and growing community in North Littlehampton come forward. Investigate Town circular bus recognising the need to travel to different areas across the Town to access services and facilities and explore whether it would be used.	Unknown	P&T	ATC	Unknown	S106 funding allocated for the development of bus route to serve the new development of £194,000 (plus indexation to be paid to ADC).	Bus Expenditure EMR provision of £7,000.	On hold	Monitor for progression should opportunities become apparent during interaction with operators, WSCC, ADC and developers in North Littlehampton.			
Arun River West Bank Regeneration	Work with the District Council and Harbour authorities by supporting and enabling initiatives / activities that promote tourism and access to the Arun River West Bank. Linked with ADC Local Plan. Community voice. Engage with Rampion & stakeholders on east/west bank. Links to branding of the Town.	2023 to 2027	P&T	ATC	N/a	N/a	N/a	On Hold	1. Rampion 2 Wind Farm Development consent given 4 April 25. Monitor for opportunities to engage with developer on community benefits package via LTC representation on Rampion 2 Stakeholder Forum. Maintain dialogue with Harbour Board. 2. Local Plan Update - Monitor			
Major Projects and Community Resources												
Hampton Park (North Littlehampton) Community Centre & Youth Facility	There is provision for a new Community Centre (including youth facility) at Hampton Park which has been secured through the Section 106 Developer Agreement. The site has been allocated and amalgamating the community and youth centre facilities meets the long-held ambition to provide a joint facility in this part of the parish. Current S106 provision valued @ Circa £1.77M LTC (will need to top up funding requirement £ amount TBC). Following Winter 2024 NLAG meeting developer is progressing work on plans for a way forward.	Timeframe unknown, estimated: Agree aspirations, feasibility study, budget, develop business plan, public consultation, agree specification. Planning 2025 to 2026 Construction 2026 to 2027 Open 2027 to 2028	Construction progress overseen by the Community Centres Sub-Committee & reports to Council. Once complete - Building management = P&P. Hiring = CRC	ATC	£50K repurposed from Revenue reserves for feasibility work. £19,575 spent to date.	S106 currently valued @ Circa £1.77M	Revenue budget provision at £20K for 2021/22, £35K for 2022/3, £20K for 2023/4 & £20K projected for 2 years from 2024 to 2026	In Progress	North Littlehampton Advisory Group Meeting scheduled for 17 October 2025. Outline consent expires January 2026 by which time it is hoped that there will be more clarity regarding plans for the community facilities at Hampton Park.			
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	Review priorities for this funding stream as part of the 2026 to 2027 budget and precept setting process.			
To analyse the potential impact of the Rampion 2 development and respond to the application	1. LTC pressing for Community Benefits Package for the parish through other channels.Feb.25 Govt announced decision on application deferred to April 25. 2. LTC to consider what a community benefits package looks like.	Development consent given 4 April 2025	P&T	ATC	N/a	N/a	N/a	On Hold	1. Rampion 2 Wind Farm Development consent given 4 April 25. Monitor for opportunities to engage with developer on community benefits package via LTC representation on Rampion 2 Stakeholder Forum. Maintain dialogue with Harbour Board. 2. Review when development timetable is known.			
Hampton Park (North Littlehampton) Allotments sites	1. Holly Drive (southern) LU/263/22/RES 2. Northern	1. Planning App. Approved Dec. 2023 Construction TBC Market & first tenants TBC likely 2025 2. TBC construction unlikely before 2025	CRC	ATC	N/a	N/a	N/a Delivery is developer funded	On Hold				
Rosemead Park	1. Prioritise works to secure boundary following unauthorised encampment 2. Longer term objectives to be pursued as part of wider package of improvements include: a. Consider allowing concessions to operate on the site b. Plans for the development of the site utilising the acquired and expected S106 funding c. Explore obtaining Green Flag Status d. Explore opportunities to increase biodiversity, and ensure developments consider environmental and sustainability factors.	1. Boundary works 2025. 2. Funding must be spent on the purposes specified within 10 years of receipt 2032. 3. 2025 to 2026	CRC	CRO, ATC	Unknown	1. £125,849 S106 received 2022 - play equipment & pathways only 2. A further £193,794 S106 available on application to ADC (BokLok development) general application towards the Rosemead off site play area		In Progress	Report to June CRC setting out priority work, costs, timetable. If available (NB may impinge on floral & tree contracts)	1. June 25 CRC - Members discussed and highlighted key aspects for inclusion in future improvementst to the park. 2. Works to enhance the security of the north and south boundaries completed 16/8/25. 3. Formal request to secure S106 funding prepared for submission to ADC. 4. Informal community enaggement centering on the Town Show and Family Funday Event held at the Park on 13/9/25 undertaken. 5. 17/9/25 - Stakeholder mtg involving representatives from AYP, TLA, Sussex Police, ADC Community Safety, WSCC and LTC to consider ideas for further improvements as part of the LTC project .		

Goals	Objectives								Status as at May 2025 In Progress / On Hold / Complete (outcome)	PROGRESS 2025 TO 2026			
	Description	Timeline	Committee	Officer	Total Cost	Resources / Funding	LTC Budget Allocated	Q1 (APRIL - JUNE 25)		Q2 (JULY - SEPT 25)	Q3 (OCT - DEC 25)	Q4 (JAN - MARCH 26)	
Museum Collections Documentation Project	1. Collection Documentation Project 2. Continuation of Project Time Machine - Phase three. 3. Be vigilant to opportunities to locate the collection NB: Look & Sea Centre – ground floor = ADC concession Planning App. LU/51/20/PL – permission granted to convert upper two floors to create 6 suites for tourist accommodation (C1 Hotels).Applicant: Harbour Lights Littlehampton Ltd - work underway.	1.Ongoing as part of normal business 2. Continuation of Project Time Machine - Phase 3 - Upgrade & develop The Collection - Plan: May 2025 - Apply for Museum Development Southeast (MDSE) Grant and work up Heritage Fund Grant (HFG) Application Oct 2025 - Finalise HFG Application & submit further MDSE Grant application in support of Phase 3 objectives (report to Oct.25 CRC) Nov. 2025 submit HFG Application January 2026 - start smaller oral history project (training and equipment funded by MDSE grant, using existing staff and volunteers) and complete before November 2026 OR March 2026 - start full HGF funded project (MDSE funded part to be completed before November 2026) 3. Monitor for opportunities	CRC, P&P (maintenance issues only)	Curator, ATC	1. N/a 2. Total Project Budget Estimate. £141,245 3. N/a	1. N/a 2. Funding sought from HFG £123,925 & MDSE grant up to £10K 3. N/a	1. Normal business 2. , LTC Match funding from EMR £7,320. 3. N/a	In Progress	1.Ongoing as part of normal business 2. Continuation of Project Time Machine - Phase 3 - agreed at CRC April 25, timetable and detailed proposals for ongoing to CRC June 2025.	1.June 2025 - MDSE Grant secured and agreement of CRC to extend Project Officer post on a parttime basis until the end of December 2025. 2. Museum Team and project Officer continuing to develop volunteer skills and maintain exhibition programme including supporting Town Council summer events programme. 3. Museum Team working up Heritage Fund Grant (HFG) Application in line with agreed timetable.			
Allotment Strategy & Action Plan	1. Implement Action Plan Objectives - improvements to infrastructure 2. Bring budget under control through agreed principles of reducing the level of subsidy and increasing rental income. NB. Nov.22 CRC agreed fee increases to be at a minimum of the rate of inflation and that the Strategy be reviewed annually 3. Review & assess community project initiatives	1. Agree priority areas of work 2. Agree timetable for works	CRC & AWG	CRO, ATC	Unknown	N/a NB: explore grant opportunities £2,156 S106 available on application to ADC (BokLok development) general application towards allotments	1. Allotment Infrastructure EMR £10K 2024 to 2025. £10k in 2025 to 2026 budget and projected forward for a further two years.	In Progress	Dilapidations Review completed & indicative costs obtained. AWG mtg May 25 to agree recommendations for Allotment Strategy Action Plan Priorities CRC June 2025	1. Allotment Strategy Action Plan Priorities - agreed at CRC June 2025 - works scheduled to start Autumn 2025. 2. AWG met 14/8/25 and agreed recommendation re annual fee increases (wef.1.1.2027). 3. CRC agreed recommendations re changes to the allotment fee structure and the annual plot fee increases that will come into effect in 2027.			
Review Service Funding Agreements (SFA)	1. June 25 - Make 2025 Main Grant Scheme awards view of criteria, monitoring and evaluation 2. July- September 2025 - Review funding available aligned to priorities of new Council, criteria & evaluate existing and potential new partners 3.October 2025 - CRC agree SFA criteria, objectives, funding and potential partners, put existing SFA's on notice regarding review. 4. Dec 2025 - Agree budget and partners, communicate arrangements for 2026-29 for implementation at start of 2026-27	1. September 2023 2. October to December 2023 3. SFAs 2025- 2026	CRC	CRO, ATC	Current total budget £12k	N/a	Service budget reviewed and agreed annually as part of budget & precept setting process.	Commencing June 2025		First Phase of SFA review completed and new Policy and Application process agreed at Sept.25 CRC.Meetings with potential SFA partners scheduled during October with a view to formulating recommendations on future agreements for consideration as part of the Council's budget setting process later in the year.			
Investigate "Community Grant Lottery"	1. Potential to expand and widen the grant programme 2. Explore potential for partnership involvement including surrounding parishes	2026 to 2027	P&F	DTC, ATC, CRO	Unknown	Unknown	None	On Hold					
Develop a memorial bench policy	Investigate policies from other authorities and explore thoroughly the logistics of implementing such a policy.	2026 to 2027	P&P	DTC, CRO	Unknown	Unknown	None	On Hold					
Rewilding / Wildflower Meadows / tree wardens	1. Investigate potential for such schemes with objectives for review. Opportunities to be re-assessed alongside Floral Contract review later in 2025 2. Review the Fitzalan Link Road wildflower planting scheme.	Opportunities to be re-assessed alongside Floral Contract review later in 2025 and Rosemead Park enhancements.	CRC	ATC, CRO	Unknown	Unknown	LTC Tree EMR £3K	On Hold		Floral contract reassessed and SEPT CRC agreed to extend current contract for a further year to provide more time to time to review current arrangements, develop a new biodiversity-focused specification, and explore volunteer involvement with a new tender planned for summer 2026 and a new contractor to start in spring 2027.			
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 was 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.They also did one for the Town Show and Family Fun Day. 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 needed planning permission and despite extensive investigation into suitable locations, none were found. Artswork are currently looking at other ways in which that element of the project can be delivered in an alternative way. An agent and landlord meeting took place in early September 2025. Officers are progressing the Town Centre Action Plan. A positive TCAG meeting took place in September with a report going to the October Policy and Finance committee.			
Town Centre Events	Deliver annual programme of events designed to attract visitors to the Town Centre and deter anti-social behaviour as part of the Events Strategy, and supporting the Town Centre Strategy.	Annual programme and budget agreed in autumn with delivery of events across the following year. Event programme: Easter 2025 Summer 2025 Xmas 2025	CRC	EM, POTCS	£23,000	N/a	£23,000	In Progress	Easter events delivered successfully in partnership with local businesses. Plans underway to develop a programme of summer events in the High Street - dates agreed are every Wednesday in August (6, 13, 20 and 27 August). The Business Forum have contributed with suggestions for the summer High Street events including the request for a summer trail to be included as the Easter one was very successful in encouraging families to visit the town centre.	A series of four family orientated events were delivered over the course of the summer holidays. The themed events include art workshops, displays, stalls and entertainment. Businesses have been supportive and a month long scavenger hunt created to encourage visitors to the town. Businesses donated items go into a special hamper which will be given as prize to the winner of the scavenger hunt. The fourth event took place in the Millennium Chamber as the weather was inclement - it attracted hundreds of visitors. Feedback from both businesses and visitors has been very positive. Plans are progressing well for the Christmas Lights Switch on Event on 22 November			
High Street Hub	Suggestions to include: 1. Front facing service for Town & District Councils as well as County Council 2. Flexible space for drop in access to services such as Community Protection Officers, PCSOs, CAB, Energy Efficiency advice, Fire Brigade etc Links with the Town Centre Strategy and Action Plan work	Devise a vision & rationale setting out objectives, identifying partners, resources needed and funding streams. Source premises and deliver 2025 to 2026	P&F	TC, DTC, TCSPO	Unknown	Unknown	£100k EMR. £30k annual budget for 2025 to 2026, increasing to £90k+ following two years	In Progress	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			

Goals	Objectives							Status as at May 2025 In Progress / On Hold / Complete (outcome)	PROGRESS 2025 TO 2026			
	Description	Timeline	Committee	Officer	Total Cost	Resources / Funding	LTC Budget Allocated		Q1 (APRIL - JUNE 25)	Q2 (JULY - SEPT 25)	Q3 (OCT - DEC 25)	Q4 (JAN - MARCH 26)
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				
Events	1. Review Annual Events Programme 2. Review capacity 3. Deliver annual community event programme 2025 to 2026	2025 to 2026	CRC	EM, C&MM	£62k for current annual event programme.	N/a	£61,770	In Progress	First Event Forum meeting held in March which was well attended and confirmed the desire to work collaboratively amongst event organisers. It was evident that the group, with support, could become a key in developing event programmes for the town but would take time to reach that level. A Task and Finish Group meeting was held at the beginning of May to discuss the way forward with a recommendation going to the Community Resources Committee to agree the Town Council's core events programme for the next 3 years whilst developing the Event Forum and supporting it in delivering pilot events. This is subject of a report going to the June Community Resources Committee.	The Community Resources Committee approved the proposal to identify the council's core programme of events and to develop the work of the Events Forum with a view to run pilot events in partnership. An Event Forum meeting took place on 18 August but despite enthusiasm the group are not ready to work on developing their own event ideas. This will be covered in a report in the October Community Resources Committee.		
Sponsorship	Review sponsorship offer and capacity to successfully obtain. Grant Aid recipient pack developed to support those in receipt of a grant from LTC to acknowledge funding.	2026 to 2027	P&F	C&MM, 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.			
Corporate initiatives and projects												
Embed new administration and develop medium term business plan	Develop & deliver ongoing Councillor training to include new policies as applicable	2025 to 2026	P&F	TC, ATC	Unknown	N/a	£500 Member Training Annual Budget. EMR £2,434	In Progress	Refresh program and additional support being explored for year three of administration, which will include training resulting from policy reviews.			
Staffing Resources	In light of expanding portfolio, business plan and devolution of services review of scope, capacity, equipment, responsibilities, partnership working arrangements to ensure that we have the right number of staff in the right place, doing the right work at the right level, in order to deliver our services, projects and initiatives.	2023 to 2027	P&P (potential task & finish group)	TC, DTC, ATC, C&MM	Unknown	N/a	Per Budget	In Progress	Induction of new staff including Office Manager, Admin Assistant, Admin Apprentice, Caretaker, Project Officer Town Centre Strategy.	Through workshops and briefings with officers and members work has also begun on reviewing the staffing resources required to ensure there is capacity to deliver the Council's ambitions, priorities, and strategies, both now and in the future. A package of essential compliance training has been developed and is being implemented across the organisation.		
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				
Volunteers	Develop framework to support expansion of volunteering opportunities - explore other volunteer frameworks when opportunity arises (LTC visited Godalming TC Spring 25)	2026 to 2027	P&P	DTC, ATC, CRO	N/a	N/a	N/a	On hold				
Neighbourhood Plan 2014-2029 (Arun Local Plan Review)	LNP coming to the end of timeframe and most of aspirations fulfilled. LTC was a trail blazer in this area. Stance as agreed by FC 26 January 2017: "The Town Council accept that it would be prudent to review the Neighbourhood Plan once a Local Plan is adopted and once the Government have introduced a sensible mechanism for doing so". The Town Council will work with Arun District Council on small sites development briefs where we both agree that a site in HELAA is appropriate for residential development and we would anticipate including such a site in an updated Neighbourhood Plan." •LNP policies need to be aligned to Local Plan •Heritage Group – updating Littlehampton Seafront conservation area – should be included and recommended for adoption as part of updated Local Plan	There is no timeframe within which neighbourhood plans are required to be reviewed but, when other policies are updated, e.g. the Arun Local Plan, this may mean that existing neighbourhood plan policies become out-of-date / conflict with a strategic policy / superseded by other local policies. July 2023 - ADC recommence work on updating the ALP	P&T, Council	ATC	Unknown	EMR = £11,956	2024/5 =£1K	On Hold				
Premises Maintenance Plans	Building Surveys for current premises to be carried out and premises maintenance plans put in place and fed into budget planning. Implement system of review	Building Survey Manor House July 2023 Planned preventative maintenance programme for next 10 years prepared Aug 2023 Programme factored into budget cycle autumn/winter 2023 and beyond	P&P	DTC	c £466K over 10 years for Manor House		Annual budget for each asset as well as EMR	In Progress	Manor House window refurbishment specification compiled and initial discussion held with District Council conservation officer.			
Explore environmentally friendly options to reduce energy and water consumption in our buildings	Explore installation of solar panels and rainwater harvesting for existing assets	2026 to 2027	P&P	DTC	N/a	N/a	N/a	On Hold				

Goals	Objectives							Status as at May 2025 In Progress / On Hold / Complete (outcome)	PROGRESS 2025 TO 2026			
	Description	Timeline	Committee	Officer	Total Cost	Resources / Funding	LTC Budget Allocated		Q1 (APRIL - JUNE 25)	Q2 (JULY - SEPT 25)	Q3 (OCT - DEC 25)	Q4 (JAN - MARCH 26)
Community Centre Action Plan implementation	To take forward the Committee steer for the action plans for each of the Council's venues for hire: Manor House, Southfields, K2 & Hampton Park. Review the terms and conditions of hire.	2025	CRC, P&P (maintenance only)	DTC, ATC, CRO, OM	N/a	N/a	N/a	In Progress	Wedding Fayre held at Manor House April 2025			
Policy Reviews	1. Personnel - review suite of policies & implement employee handbook 2. Model Fin Regs and SOs	1. On hold - pending introduction of new legislation 2. Summer 2025	G&A, P&F, P&P	TC, DTC, ATC	N/a	N/a	N/a	In Progress	Scoping work undertaken for consultant to work with staff to develop Staff Code of Conduct through staff workshops.	Staff workshops on Code of Conduct held during the summer. Staff group now working with consultant to refine draft CoC ahead of approval. HR policies (without major legislative change pending) are progressing through Senior Management and Staff Policies Group edit and approval in preparation for task and finish group scrutiny.		
Review Floral contract, planters and gateway displays	Floral Contract extended for a further year in 2024	Timetable: July - Aug 25- assess requirements (inc. condition of planters) Sept.25 - CRC agree contract parameters Oct. 25 - Agree budget & launch tender process Dec 25 - award new contract & give notice to existing if applicable 1 April 2026 - new contract starts NB: In addition some of the existing planters and gateway displays will need to be reviewed for condition and replacements or alternatives provided.	CRC, P&P (maintenance issues only)	ATC, CRO	N/a	N/a	LTC Budget £24,664 p/a	On Hold		The planned full evaluation of the contract has been delayed due to other work streams taking priority. CRC tagreed that the existing contract be extended for a further year with an agreed timetable for the review.		
Review Christmas Lighting contract	The Christmas Lighting contract was awarded for three years to include a display in 2023, 2024 and 2025.	Links to Event Review. Review and renew contract autumn 2025 Implement Christmas 2026	CRC	EM	N/a	N/a	LTC Budget £20K	In progress		Christmas Lights Working Group met in August 2025 to discuss the lights for 2025, the incorporation of Arun District Council's project for Festoon Lighting with UKSPF grant and preparation for the 2026 to 2028 tender.		
Undertake five year health and safety survey of trees	All trees within the Town Council's ownership must be surveyed every five years	2024 2027	P&P	CRO	Unknown	N/a	LTC Budget £4K p/a	In Progress				
Business Continuity Plan	The business practices implemented in response to the nationwide response to the Covid 19 pandemic had demonstrated the Council's ability to continue to operate effectively in an unprecedented situation. However, it remained a priority to ensure that business continuity arrangements were formally recorded.	2026 to 2027	P&P, P&F	SMT	N/a	N/a	N/A	On hold				
Digitisation	To create more accessible, efficient and effective processes for managing resources through digitisation and improved systems: 1. Accounting 2. Assets 3. Job Tickets 4. Agendas, Minutes and live streaming of Committee Meetings	2025 to 2026	P&F, P&P	TC, DTC, ATC	Unknown	N/a	None	In Progress	The finance and admin teams have completed the transfer to the new accounting system.	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				
Review of speed limits in and around the Town Centre should the opportunity come forward.	Although outside the remit of the Town Council, recognising speeding remains a concern for residents, this has been added should an opportunity arise.		P&T	ATC	N/a	N/a	N/a	On hold				