

Section	Number	Goals and Actions
Business Forum	1.	Establish the forum as a key stakeholder in Littlehampton
	1.1	LBF representatives attend the Town Centre Action Group.
	1.2	Monitor the success of businesses.
	1.3	Provide feedback to Arun District and Littlehampton Town Councils to help improve service quality and delivery.
Events and Marketing	2.	To boost the visibility and promotion of businesses
	2.1	Work with Littlehampton social media accounts to raise the profile and increase digital footprint of local businesses and the business forum.
	2.2	Create a monthly newsletter updating local businesses.
	2.3	Support initiatives to encourage return visitors to businesses.
	2.4	Create press releases, and other advertisement.
	2.5	Provide a document to businesses with key and useful information on the town.
	2.6	Be an ambassador for the new visit Littlehampton website.
	2.7	LBF representative attend the Events Forum.
	2.8	Inform the group on how to get involved with events and activities in the town.
Business Development and growth	3.	Support businesses to establish, maintain and grow
	3.1	Deliver member requested training by working with stakeholders such as the District and Town Councils.
	3.2	Encourage and provide digital marketing training.
	3.3	Organise guest speakers to attend LBF meetings.
	3.4	Provide networking opportunities and encourage collaboration.
	3.5	Provide resources to promote the well-being of business owners and their teams.
Town Centre Safety	4.	Promote town centre safety and encourage collaboration
	4.1	LBF security representative attend BCRP management meetings.
	4.2	Encourage and advocate report and information sharing on anti-social behaviour and crime.

Town Centre Maintenance	5.	To support a cleaner and well-maintained town centre
	5.1	Maintain communication with ADC cleansing team.
	5.2	Be an advocate for local businesses in reporting cleansing issues.
	5.3	Act as a voice for local businesses in reporting town centre maintenance concerns to the relevant authorities.