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Town Clerk – Laura Chrysostomou

10 October 2025

You are hereby summoned to attend a meeting of:

Full Council

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

Date: Thursday 16 October 2025

Time: 6.30 pm

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 Council 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 Blanchard-Cooper, Long, May, O'Neill, Tandy, Wiltshire, Woodman and Worne, are Members of Arun District Council.
- Councillor Butcher is a Member of Arun District Council and the Littlehampton Harbour Board.
- Councillor Northeast is a Member of Arun District Council and Chairman of the Keystone Centre Management Committee.
- Councillor 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 Non-Exempt Minutes of the meeting held on 16 September 2025, circulated herewith, pages 7 to 8. 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. Mayor'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. Correspondence or Issues in Respect of the District or County Council

9. Reports from Committees – Non-Exempt

There are none.

9.1 Committee Minutes – Non-Exempt

9.1.1 Planning and Transportation

To receive the Minutes of the meeting held on 16 June circulated herewith, pages 9 to 15, at which the following items were discussed.

19.1. Harvester Windmill, Coastguard Road, Littlehampton

21.1. Planning Application Reference LU/99/25/PL - Harvester Windmill
Coastguard Road, Littlehampton

21.2. Planning Applications, Lists 21, 22, 23, and 24 if available.

- 21.3. Planning Application Reference LU/93/25/PL – Units 5 to 7,
Watersmead Business Park, Littlehampton
- 21.4. Planning Application Reference LU/83/25/OUT - Westholme Nursery,
Toddington Lane, Littlehampton
- 21.5. License Application No: 121550 re: Soul Kitchen, 61 Pier Road
- 21.6. Consultation: Closure of Church of St James
- 22. Rampion 2 Windfarm
- 24. Quarterly Business Plan Progress Report
- 25.1. Committee Budget Monitor
- 26. Masterplan – North Littlehampton

9.1.2 Planning and Transportation

To receive the Minutes of the meeting held on 14 July circulated herewith, pages 16 to 20, at which the following items were discussed.

- 33.1. Land North of Littlehampton Academy – Street Naming Consultation
- 35. Planning and Other Arun District Council Matters
- 35.1. Planning Applications, Lists 25, 26, 27, and 28 if available.
- 36. Rampion 2 Windfarm
- 37.1. Traffic Regulation Order: Northern Section of the Lyminster Bypass
Speed Limits
- 38. Masterplan – North Littlehampton

9.1.3 Planning and Transportation

To receive the Minutes of the meeting held on 11 August circulated herewith, pages 21 to 34, at which the following items were discussed.

- 46.1. Premises Licence 122070 – Premier Inn Former Waitrose Site, Avon
Road, Littlehampton, West Sussex
- 46.2. Pavement License 122081 – Portuguese Grill, 33 High Street,
Littlehampton, West Sussex, BN17 5EG
- 47.1. Community Traffic Regulation Order Application – Lyminster Road
B2284 Speed and Weight Restrictions
- 48.1 Urgent Action – Pavement License 121965: Fior Di Latte 52 High
Street
- 48.2.1. Planning application LU/124/25/RES Land west of Bridge Road
Roundabout, Littlehampton
- 48.2.2. Planning Applications, Lists 29, 30, 31, and 32
- 49. Rampion 2 Windfarm
- 50.1. Community Traffic Regulation Order Application – Lyminster Road
B2284 Speed and Weight Restrictions
- 51. Masterplan – North Littlehampton

9.1.4 Planning and Transportation

To receive the Minutes of the meeting held on 8 September circulated herewith, pages 35 to 41, at which the following items were discussed.

- 61. Presentation by The Western Sussex Rivers Trust
- 62.1. Planning application LU/141/25/PL 57 River Road, Littlehampton
- 62.2. Planning Applications, Lists 33, 34, 35, and 36
- 62.3. Licence Application No 122170 re: Littlehampton Golf Club, Rope Walk, Littlehampton, West Sussex, BN17 5DL
- 63. Rampion 2 Windfarm
- 65.1. Quarterly Business Plan Progress Report
- 66. Masterplan – North Littlehampton

9.1.5 Planning and Transportation

To receive the Minutes of the meeting held on 6 October, circulated herewith, pages 42 to 56, at which the following items were discussed.

- 73.1. Licence Application No 122334: re: Littlehampton Service Station Morrisons Supermarket, Hawthorn Road, Littlehampton
- 74.1. Community Traffic Regulation Order – Claridge House, Church Street
- 74.2. Planning Application LU/117/25/HH –91 Wick Farm Road, Littlehampton
- 75. Planning and Other Arun District Council Matters 75.1. Planning Applications, Lists 37, 38, 39, and 40
- 75.2. Licence Application No: 122299 re: Street Record, Littlehampton – Regular Markets Consent for 12 Occasions
- 76. Rampion 2 Windfarm
- 77.1. Traffic Regulation Order Consultation – Hampton Park Main Avenue and Various Roads
- 77.2. Community Traffic Regulation Order – Claridge House, Church Street
- 78.1. Govia Thameslink Railway Stakeholder Survey
- 79. Masterplan – North Littlehampton

9.1.6 Governance and Audit

To receive the Minutes of the meeting held on 8 July, circulated herewith, pages 57 to 60, at which the following items were discussed.

- 8.1. Internal Audit Report 2024 to 2025
- 8.2. Business Plan Progress Report

9.1.7 Community Resources

To receive the Minutes of the meeting held on 4 September, circulated herewith, pages 61 to 68, at which the following items were discussed.

- 17.1 Biodiversity Policy
- 17.2 Allotment Repossession Process
- 18.1. Urgent Actions – Rosemead Park Boundaries
- 18.2. Community Resources Officer Periodic Report
- 18.3. Service Funding Agreements Review
- 18.4. Allotments Working Group Recommendations
- 18.5. Events Periodic Report
- 18.6. Events Forum Update
- 18.7 Christmas Illuminations
- 18.8 Museum Periodic Report
- 18.9. Quarterly Business Plan Progress Report

9.1.8 Policy and Finance

To receive the Non-Exempt Minutes of the meeting held on 15 September, circulated herewith, pages 69 to 75, where the following items were discussed.

- 18.1 Urgent Actions – Rosemead Boundaries & Local Government Reorganisation Survey Response
- 18.2 Town Centre Strategy and Action Plan Update
- 18.3 Signage Strategy
- 18.4 Quarterly Business Plan Progress Report
- 18.5 Safer Arun Partnership Community Safety Survey
- 18.6 Public Spaces Protection Order Consultation Survey
- 18.7 West Sussex Fire and Rescue Service's Community Risk Management Plan
- 19.1 Committee Budget Monitor
- 20. High Street Hub Update

10. Officer's Reports

10.1 Standing Orders / Urgent Actions

To note the attached Urgent Action, pages 76 to 79.

10.2 Amendments to Scheme of Delegation to Officers – Interim Arrangements

Report attached, pages 80 to 81.

10.3 Civility and Respect Pledge

Report attached, pages 82 to 84.

10.4 Business Plan Progress Report

Attached, pages 85 to 92.

10.5 Town Council Committee Calendar Dates 2025 and 2026

Report attached, pages 93 to 95.

11. Finance Reports

11.1. External Auditor Certificate and Report 2024 to 2025

Report attached, pages 96 to 97.

11.2. Local Government Pension Scheme (LGPS) – 2024 to 2025 Employer Performance

Report attached, pages 98 to 102.

12. Reports of Representatives on Outside Bodies

Members are invited to report on any meetings or activities they have attended as the Town Council's representatives on outside bodies.

13. 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.

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

14. Exempt Minutes

To confirm the exempt minutes of the meeting held on 16 September 2025, circulated to Members of the Council only.

14.1 Committee Minutes – Exempt

14.1.1 Policy and Finance

To receive the Exempt Minutes of the meeting held on 15 September, circulated to Members of the Council only.

22. High Street Hub

15. Officers Report – Exempt

15.1 K2 Youth and Community Centre

Oral Update from the Town Clerk.

**Non-Exempt Minutes of the Extraordinary Meeting of the Town Council held in
The New Millennium Chamber, Manor House, Church Street, Littlehampton
BN17 5EW on Wednesday 16 September 2025 at 6.30pm.**

Present:

Councillor Butcher – Mayor
Councillor Daws
Councillor Lee
Councillor Long
Councillor May
Councillor Northeast
Councillor Tandy
Councillor Tilbrook
Councillor Wiltshire
Councillor Dr Walsh KStJ

In attendance:

Laura Chrysostomou – Town Clerk
Juliet Harris – Assistant Town Clerk

2025 to 2026

48. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

50. Apologies

There were apologies from Councillors Blanchard-Cooper, O'Neill, Richards Woodman and Worne.

51. 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 no further declarations were made.

52. Non-Exempt Minutes

The Non- Exempt Minutes of the meeting held on 27 August 2025, previously circulated, were confirmed as a true record and signed by the Mayor.

53. Mayor's Report and Urgent Items

There were none.

54. Public Forum

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

55. Exempt Business

55.1. It was resolved 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.

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

Council adjourned at 6.33 pm.

Summary of Confidential Matters Discussed in Exempt Business

Council reconvened at 6.34 pm.

56. Exempt Minutes

- 56.1. The Exempt Minutes of the meeting held on 27 August 2025, previously circulated to members of the Council only, were confirmed as a true record and signed by the Mayor.

57. K2 Youth and Community Centre Construction

- 57.1. The council received an update on the current position and recent developments in the negotiations regarding the final construction costs, including issues of delayed completion.

The meeting was closed at 7.01 pm.

Mayor

**Minutes of a Meeting of the Planning and Transportation Committee held in
The New Millennium Chamber, The Manor House, Church Street,
Littlehampton BN17 5EW on Monday 16 June 2025 at 6.30 pm.**

Present:

Councillor Wiltshire – Chair
Councillor Blanchard-Cooper
Councillor Daws
Councillor Long
Councillor Tandy

In attendance:

Juliet Harris - Assistant Town Clerk

2025 to 2026

13. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

15. Apologies

There were apologies from Councillors Lee and Woodman who was substituted by Councillor Blanchard-Cooper.

16. 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.

It was also noted that Councillor Blanchard-Cooper was a member of Arun District Council, a member of their Planning Committee and chair of their Licensing Committee. He declared prejudicial interests in planning applications LU/99/25/PL and LU/93/25/P and confirmed that he would leave the meeting when the committee came to consider them.

17. Minutes

The minutes of the meeting held on Monday 19 May 2025, previously circulated, were confirmed as a true record and signed by the chair.

18. Chair's Report and Urgent Items

There were none.

19. Public Forum

There was one member of the public present, and one written representation made.

19.1. Harvester Windmill, Coastguard Road, Littlehampton

19.1.1. The Committee received a representation made on behalf of local visitor accommodation providers about the proposed 50-bed hotel on the Harvester site in Littlehampton. This raised matters of concern about how sustainable growth of this type of development was for the Town, the impact on transport and wastewater infrastructure and flood risk. Whilst not opposed to this type of growth, the representation sought action in terms of a regional tourism strategy, a comprehensive traffic management review of the Town and a deliverable wastewater management plan. Finally, emphasising the prominent seafront location, the design was considered uninspiring, not reflective of the character of the area, adding nothing to the visitor experience or delivering a building that would inspire civic pride. The representation therefore urged the council to consider the long-term impact of the proposal on existing local businesses, the town's infrastructure, and visitor economy.

19.2.1. Acknowledging the representation, and addressing the wider points about the visitor economy, the work that was currently underway to support visitor growth, such as the seafront regeneration scheme, community development and destination promotion was noted. These had recently been discussed at the Town Council's Policy and Finance Committee where initiatives driven by the local authorities, working with community groups were delivering action plans for improvements in the town centre and supporting the visitor economy.

20. Officer's Reports

21. Planning and Other Arun District Council Matters

21.1. Planning Application Reference LU/99/25/PL - Harvester Windmill Coastguard Road, Littlehampton

Councillor Blanchard-Cooper left the meeting at 6.40pm.

21.1.1. The Committee proceeded to consider the plans for the development of a replacement restaurant and a 50-bed hotel on the Harvester site. Discussion focussed on the design, impact on local infrastructure and the benefits of the development. Acknowledging that this was a prime site, the investment in the town was welcomed and the proximity to the existing Windmill Entertainment complex was considered beneficial. The development would bring more traffic, and it was observed that the new hotel relied upon the adjacent public parking provision. It was noted that the seafront regeneration scheme would deliver increased parking on the West Green. However, recognising the wider issue of congestion on the highways network in and around the town, members considered that the developer should be encouraged to work with the County Council as the Local Highways Authority on a traffic study. If undertaken collaboratively for example, working with the local business forum, this could look at signage, both promotional and directional on the major routes into the area and enforcement measures to prevent further congestion, particularly on the A259, the Link Road and Fitzalan Road.

21.1.2. Turning to the design and other elements of the plans, whilst greater in scale than the previous building, the proposal was considered reflective of a seaside town environment with a palette inspired by the nearby riverside development. Noting that solar panels were proposed, it was suggested that the developer be encouraged to investigate the potential to introduce rainwater harvesting in their plans. In terms of the potential impact of the development on flooding and wastewater infrastructure, it was noted that Southern Water as the authority responsible for this provision had yet to comment on them. Acknowledging that the area had suffered flooding and local concerns about the increased burden on system, members again felt that the developer should be encouraged to engage with Southern Water on measures to mitigate the impact of the development on services.

20.1.3. In conclusion, the Committee considered that if the developer could be encouraged to collaborate with the local authorities and those with statutory responsibilities in the area, the development would bring long-term benefits.

The committee therefore resolved:

Not to object to the application and that its comments as set out in minutes 21.1.1 to 21.1.3 above be forwarded to Arun District Council.

Councillor Blanchard-Cooper rejoined the meeting at 6.50 pm.

**21.2. Planning Applications, Lists 21, 22, 23, and 24 if available.
It was resolved that:**

The representations of the Council, appended to these Minutes as Appendix 1, be forwarded to Arun District Council.

21.3. Planning Application Reference LU/93/25/PL – Units 5 to 7, Watersmead Business Park, Littlehampton
Councillor Blanchard-Cooper left the meeting at 6.59 pm.

21.3.1. The committee reviewed the application which set out proposals to redevelop part of the existing business park and create an out-of-town retail park comprised of large outlets. It was noted that the site was underutilised, and it was considered that the proposals would widen the retail offer in the area without impinging on the town centre businesses. It was also thought that the plans had the potential to attract more visitors to the area and allow the continued expansion of independent businesses in the town centre which was increasingly becoming the focus of hospitality and smaller local businesses. The proposals also included placemaking features which were a welcome acknowledgement of the site's history and enhanced the plans.

21.3.2. The application included a plan to introduce a signalised pedestrian crossing on the A259 eastern arm of the Body Shop Roundabout. The committee questioned this aspect of the scheme which was considered unnecessary when viewed in the context of the recent dualling of the A259 and the new pedestrian crossing on the western arm of the roundabout. In addition, the committee felt the introduction of a new crossing would cause congestion and increase pollution. It was also hoped that local bus services would be encouraged to stop at the site which would improve connectivity.

21.3.3. Observing that the proposal was CIL liable, the committee hoped the developer would engage positively with the local authorities and business forum to deliver support for town centre regeneration, promoting the visitor economy and local events to ensure the development complimented this work.

The committee therefore resolved:

Not to object to the application and that it's comments as set out in minutes 21.2.1 to 21.2.3 above be forwarded to Arun District Council.

Councillor Blanchard-Cooper rejoined the meeting at 7.18 pm.

21.4. Planning Application Reference LU/83/25/OUT - Westholme Nursery, Toddington Lane, Littlehampton

- 21.4.1. The committee considered outline proposals for the construction of 31 residential units on Westholme Nursery within the North Littlehampton strategic development area. Whilst members had no objection to the principle of additional housing on the site, there were concerns that it could have an adverse impact on Old Toddington Lane, which served as the main road for residents. The Local Highways Authority was therefore urged to consider the inclusion of parking restrictions on the lane as part of the scheme.

The committee therefore resolved:

Not to object to the application and that its comments as set out in minute 21.3.1. above be forwarded to Arun District Council.

21.5. License Application No: 121550 re: Soul Kitchen, 61 Pier Road

- 21.5.1. The committee reviewed the proposal with a focus on public safety, environmental impact, and operational management. It was noted that while the applicant had outlined general objectives, limited details were given regarding measures to be put in place to mitigate anti-social behaviour, littering and staff training and safety. Members recommended measures to limit alcohol-related disturbances, including the use of disposable and recyclable cups and bottles, and ensuring that a license holder was always present on site, with no lone working permitted and challenge 25 and substance abuse training provided. A litter-picking commitment within a 100-metre radius was suggested. Noise control measures were also discussed, with a recommendation for clear signage to discourage children from entering certain areas. It was also suggested that chairs and tables be fixed in place to prevent misuse, and that the use of glass be avoided where possible.
- 21.5.2. In considering the application, and in view of the activities surrounding the venue, members wished to see evidence that appropriate restrictions, precautions, and monitoring would be put in place to protect the safety of the public.

It was resolved that:

The committee's views as set out above be forwarded to Arun District Council.

21.6. Consultation: Closure of Church of St James

- 21.6.1. Members had before them a notice from the diocese, previously circulated, regarding the planned closure of the Church of St James. In responding, the committee wished to encourage the building's facilities

continued use by local groups, for example, the community fridge who had been operating from there for the past few years.

It was resolved that:

The committee's views as set out above be forwarded in response to the consultation.

22. Rampion 2 Windfarm

There was nothing further to report.

23. West Sussex County Council and Other Highways Matters

There were none.

24. Quarterly Business Plan Progress Report

- 24.1.** Members considered a previously circulated report providing an update on the progress made towards achieving the business plan goals reviewed and agreed by the Council in May, as they related to the committee's work.

It was resolved that:

The report be noted.

25. Finance

25.1. Committee Budget Monitor

Members had before them a report, previously circulated, which summarised the committee budget year-end position for 2024–2025 and highlighted variances from the budget in Income and Expenditure for the first quarter of 2025–2026.

It was resolved that:

The report be noted.

26. Masterplan – North Littlehampton

There was nothing further to report.

27. Exempt Business

There was none.

The meeting closed at 7.44pm.

Chair

Appendix 1

LITTLEHAMPTON TOWN COUNCIL Planning and Transportation Committee 16 June 2025. Representation on Lists 21, 22, 23 and 24

Plan List No.	Ward	Ward CLLR	Planning No.	Details of Application	Location	Comments
21	River	JD	LU/88/25/CLP	Lawful development certificate for the proposed installation of solar panels to southwest and northwest facing roofs.	Cyprus Villas River Road Littlehampton	No Objections
22	River	JD	LU/20/25/PL	Replace 2 ground floor windows.	Flat 5, St Catherines Court Irvine Road Littlehampton	No Objections
24	Courtwick with Toddington	FT	LU/95/25/PL	Installation of additional storage container. This application is in CIL Zone 4 (Zero Rated) as other development.	Allotment Gardens Worthing Road Littlehampton	No Objections

**Minutes of a Meeting of the Planning and Transportation Committee held in
The K2 Youth and Community Centre, Eldon Way, Wick, BN17 7HE on
Monday 14 July 2025 at 6.30 pm.**

Present:

Councillor Wiltshire – Chair
Councillor Daws
Councillor Long
Councillor Tandy
Councillor Woodman

In attendance:

Juliet Harris - Assistant Town Clerk

2025 to 2026

28. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

30. Apologies

There were apologies from Councillor Lee.

31. 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.

32. Minutes

The minutes of the meeting held on Monday 16 June 2025, previously circulated, were confirmed as a true record and signed by the chair.

33. Chair's Report and Urgent Items

33.1. Land North of Littlehampton Academy – Street Naming Consultation

Members received a consultation, copy attached to the minutes, which requested comments on four new street names for the development on the Land North of Littlehampton Academy. The proposal was considered as an urgent item due to the limited response time frame. The proposals were based on coastal theme and whilst this was appreciated, members considered it would be more meaningful if the roads were more reflective of the area's history and landscape. With this in mind, members suggested the use of names such as Amberley, Bignor, Chantry, and Rackham—which were known local landscape areas and historically used as house names at Littlehampton Community School.

It was resolved that:

The above comments be forwarded to Arun District Council in response to the consultation.

34. Public Forum

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

35. Planning and Other Arun District Council Matters

35.1. Planning Applications, Lists 25, 26, 27, and 28 if available.

It was resolved that:

The representations of the Council, appended to these Minutes as Appendix 1, be forwarded to Arun District Council.

36. Rampion 2 Windfarm

There was nothing further to report.

37. West Sussex County Council and Other Highways Matters

37.1. Traffic Regulation Order: Northern Section of the Lyminster Bypass Speed Limits

Members considered a Traffic Regulation Order (TRO), previously circulated, outlining proposed speed limits for the newly opened northern section of the Lyminster Bypass. In considering the proposals it was felt that the 40mph section proposed at the northern section be extended south to the Lyminster Road junction. This adjustment aimed to ease the

transition between the 30mph and the 50mph speed limits on the bypass, allowing vehicles to merge more smoothly into the traffic flow. Additionally, it was suggested that the TRO incorporate waiting restrictions near field entrances along the bypass to discourage parking by delivery drivers, who had been observed congregating in these areas and using them as waiting points.

It was resolved that:

The above comments be forwarded to West Sussex County Council in response to the consultation.

38. Masterplan – North Littlehampton

There was nothing further to report.

39. Exempt Business

There was none.

The meeting closed at 6.48pm.

Chair



Appendix 1

LITTLEHAMPTON TOWN COUNCIL Planning and Transportation Committee 14 July 2025. Representation on Lists 25, 26 & 27

Plan List No.	Ward	Ward CLLR	Planning No.	Details of Application	Location	Comments
25	Brookfield	JL	LU/103/25/HH	Dropped curb and block paving to create a driveway.	36 Horsham Road Littlehampton BN17 6DA	No Objections
25	Courtwick with Toddington	FT	LU/102/25/CLP	Lawful development certificate for the proposed rendering of the front elevation	29 Toddington Park Littlehampton BN17 6JZ	No Objections
26	Courtwick with Toddington	FT	LU/104/25/HH	Addition of balcony to rear of property accessed by converting existing window to a double door.	1 Murray Rise	No Objections

Minutes of a Meeting of the Planning and Transportation Committee held in The New Millennium Chamber, Manor House, Church Street, Littlehampton, BN17 5EW on Monday 11 August 2025 at 4.30 pm.

Present:

Councillor Freddie Tandy - Chair
Councillor Jeffrey Daws
Councillor Jill Long
Councillor Butcher

In attendance:

Juliet Harris - Assistant Town Clerk

2025 to 2026

- 40.** In the absence of the Chair and Vice Chair, the Committee was required to elect a chair. Having been nominated and the nomination duly seconded, it was resolved that Councillor Tandy would Chair the meeting.

41. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

43. Apologies

There were apologies from Councillors Woodman and Wiltshire, the latter of which Councillor Butcher attended as a substitute. It was also noted that Councillor Lee was delayed and would join the meeting as soon as he was able.

44. 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. In addition, Councillor Butcher declared a personal interest across the agenda as a member of Arun District Council.

45. Minutes

The minutes of the meeting held on Monday 14 July 2025, previously circulated, were confirmed as a true record and signed by the chair.

46. Chair's Report and Urgent Items

46.1. Premises Licence 122070 – Premier Inn Former Waitrose Site, Avon Road, Littlehampton, West Sussex

The committee had received a premises license application, copy attached to the minutes, which sought to enable regulated entertainment and the sale of food, beverages and alcohol in the proposed development of a Premier Inn. Members were supportive of the proposal.

It was Resolved that:

The application be supported.

46.2. Pavement License 122081 – Portuguese Grill, 33 High Street, Littlehampton, West Sussex, BN17 5EG

The committee had received the renewal application for a pavement license at the above premises on the High Street, copy attached to the minutes. Members were supportive of the proposal.

It was Resolved that:

The application be supported.

47. Public Forum

There were no members of the public present.

47.1. Community Traffic Regulation Order (TRO) Application – Lyminster Road B2284 Speed and Weight Restrictions

The Committee received a written representation supporting a request for a Community TRO on Lyminster Road and seeking the introduction of speed and weight restrictions along the newly titled B2284. The Representation was noted and would be considered by the Committee when it came to review the request later in the meeting.

48. Officers Reports

48.1. Urgent Action – Pavement License 121965: Fior Di Latte 52 High Street

- 48.1.1.** Members had before them an urgent action, previously circulated, confirming the decision to support the pavement license 121965 for Fior Di Latte 52 High Street.

It was Resolved that:

The urgent action be noted.

48.2. Planning and Other Arun District Council Matters

48.2.1. Planning application LU/124/25/RES Land west of Bridge Road Roundabout, Littlehampton

The committee considered the reserved matters application for layout, appearance, and landscaping following outline consent LU/238/20/OUT. The revised proposal reduced the number of dwellings from 105 to 60. Members raised no objections to most elements of the scheme but expressed significant concerns over the South Block of flats, particularly its seven-storey height and siting. The block was considered overly bulky, out of character with its surroundings, and visually stark in contrast to nearby buildings. The committee indicated that resolving these issues would make the plans more acceptable.

The Committee therefore Resolved:

To object to the application and that the comments in minutes 48.2.1 above be forwarded to Arun District Council.

48.2.2. Planning Applications, Lists 29, 30, 31, and 32.

It was Resolved that:

The representations of the Council, appended to these Minutes as Appendix 1, be forwarded to Arun District Council.

49. Rampion 2 Windfarm

There was nothing further to report.

50. West Sussex County Council and Other Highways Matters

50.1. Community Traffic Regulation Order (TRO) Application – Lyminster Road B2284 Speed and Weight Restrictions

- 50.1.1.** Members had before them details of a request for a TRO, previously circulated, which sought to introduce a speed and weight restriction along Lyminster Road. Following the opening of the Lyminster Bypass intended to draw large vehicles and faster moving traffic away from the residential area, the old road was still being used by HGVs and as a rat run. Residents in the vicinity had therefore come together seeking further measures to discourage this and had received support from their West Sussex County Councillor. It was also noted that the

written representation received in the public forum included a petition from eighteen neighbours and residents of that road who supported the application.

- 50.1.2.** The committee supported the weight restriction and suggested that if the County Council was minded to review the restrictions, that the TRO be expanded to include extending the double yellow lines by the level crossing to deter parking and preserve highway access. It was considered that by doing so, this would improve the safety of the road and make it a more attractive route for pedestrians and cyclists, promoting the use of sustainable methods of transport. Subject to speed limit restriction measures being clarified in the next phase of the application, members agreed to support the application.

It was Resolved that:

The Community Traffic Regulation Order application for speed and weight restrictions along Lyminster Road be supported. And that the Committee's comments as set out in minutes 50.1.1. and 50.1.2. above be forwarded to the County Council.

51. Masterplan – North Littlehampton

There was nothing further to report.

52. Western Sussex Water Trust

It was noted that a presentation from Western Sussex Rivers Trust would be given at the next meeting on 8 September 2025.

53. Exempt Business

There was none.

The meeting closed at 5.07pm.

Chair

Appendix 1

LITTLEHAMPTON TOWN COUNCIL Planning and Transportation Committee 11 August 2025 Representation on List 29, 30 31 and 32

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
29	Beach	BW	LU/122/25/HH	Raising of the existing flat roof area of existing garage to line through with the top of the existing crown roof.	9 The Estuary Littlehampton	No objections
29	River	JD	LU/132/25/CLE	Lawful development certificate to establish an existing lawful use as a House in Multiple Occupation.	5 Queen Street Littlehampton	Subject to the property being properly registered and licenced, the committee had no objections.
29	Courtwick with Toddington	FT	LU/89/25/A	Erection of 7m internally illuminated pole sign.	Morrisons Littlehampton Worthing Road Littlehampton West Sussex	No objections
29	Wickbourne	FT	LU/119/25/PL	Extension of industrial unit and installation of new palisade fencing gates to adjoin existing dropped kerb (resubmission following LU/303/24/PL). This application is in CIL Zone 4 (Zero Rated) as other development.	Unit 11a To Unit 11d Lineside Way Littlehampton	No objections
29	Wickbourne	FT	LU/123/25/CLP	Lawful development certificate for the proposed replace an existing rear window in the single-storey rear extension with new patio doors leading to the garden, installation of 2 No rooflights in the flat roof of the rear extension, removal of front timber fence in order to enable an off-street parking space.	12 Clun Road Littlehampton	No objections
30	River	JD	LU/115/25/PL	Exchange wooden windows in lounge and bedroom with PVCu triple glazed windows.	Flat 38 St Catherines Court Irvine Road Littlehampton	No objections

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee 11 August 2025
Representation on List 29, 30 31 and 32

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
30	Wickbourne	FT	LU/125/25/HH	Side of roof gabled with hip and rear dormer.	132 Manning Road Littlehampton	No objections
31	Brookfield	JL	LU/143/25/HH	Installation of a new driveway and a dropped kerb.	80 Southfields Road Littlehampton	No objections
32	River	JD	LU/146/25/PL	Replace of wooden windows in the lounge and bedroom with double glazed UVPC windows.	58 St Catherines Court Irvine Road Littlehampton	No objections

Date of letter: **06 August 2025**

LICENSING ACT 2003

Licence: **Premises Licence**

Application Type: **New**

Application No: **122070**

Dear Sir/Madam,

Applicant: **Whitbread Group plc**

Date Received: **05 August 2025**

An application was made to Arun District Council under the Licensing Act 2003 by the above-named applicant. If you would like to make a representation please use the link below.

[Click here to complete the form](#)

In order that consideration of the application may not be delayed, it will be appreciated if a reply can be sent to us by: .

Please see below for the details relating to this licence.

Yours faithfully

Deena Harrington

Technical Support Assistant

Applicant: **Whitbread Group plc**

Applicant Address:

Applicant Telephone:

Applicant Email:

Additional Applicant:

Location: **Former Waitrose Site, Avon Road, Littlehampton,**

Premises Capacity:

Details of proposed variation:

DPS:

Gurbinder Singh Sandhu

4 Montpelier Close, Coventry.

CV225288065

Coventry City council

The opening hours of the premises:

Day	Start Time	End Time
Monday	00:00	24:00
Tuesday	00:00	24:00
Wednesday	00:00	24:00
Thursday	00:00	24:00
Friday	00:00	24:00
Saturday	00:00	24:00
Sunday	00:00	24:00

Seasonal Variations: **N/A**

Non-standard Times: **N/A**

Licensable Activities authorised by the licence:

Provision of Late Night Refreshments:Indoors and Outdoors
Sale or Supply of Alcohol: For consumption on and off the premises

Films: Indoors

Late Night Refreshment Times :

Day	Start Time	End Time
Monday	23:00	00:30
Tuesday	23:00	00:30
Wednesday	23:00	00:30
Thursday	23:00	00:30
Friday	23:00	00:30
Saturday	23:00	00:30
Sunday	23:00	00:30

Seasonal Variations: **N/A save as below**

Non-standard Times: **When hours for sale of alcohol are extended hereunder these hours are also extended (see box J below)**

Supply of Alcohol

Day	Start Time	End Time
Monday	10:00	00:30
Tuesday	10:00	00:30
Wednesday	10:00	00:30
Thursday	10:00	00:30
Friday	10:00	00:30
Saturday	10:00	00:30
Sunday	10:00	00:30

Seasonal Variations: **N/A**

Non-standard Times: **To extend the proposed hours on New Year's Eve to New Year's Eve - terminal hour as proposed being 00.30 on 2nd January. The premises shall remain open to permit the sale of alcohol to hotel residents 24 hours a day.**

Plays:

Day	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Seasonal Variations: Non-standard times:		

Films:

Films: Indoors		
Day	Start Time	End Time
Monday	10:00	00:30
Tuesday	10:00	00:30
Wednesday	10:00	00:30
Thursday	10:00	00:30
Friday	10:00	00:30
Saturday	10:00	00:30
Sunday	10:00	00:30
Exhibition of a film principally video entertainment on screens and tv screens		
Seasonal Variations: Non-standard times: When hours for sale of alcohol are extended hereunder these hours are also extended (see box J below)		

--	--

Indoor Sporting Events:

Day	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Seasonal Variations: Non-standard times:		

Boxing or Wrestling entertainment:

Day	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Seasonal Variations: Non-standard times:		

Live Music:

Day	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Seasonal Variations: Non-standard times:		

Recorded Music:

Day	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Seasonal Variations: Non-standard times:

Performance of Dance:

Day	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Seasonal Variations: Non-standard Times:		

Anything of a similar description to that falling within (E), (F) or (G):

Day	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Conditions consistent with the Operating Schedule

General Objectives:

The steps which we have identified in relation to the four licensing objectives are listed below

Prevention of Crime and Disorder:

1. The use of door staff will be risk assessed on an ongoing basis by the licence holder of premises supervisor. Where engaged, door staff shall be licensed by the Security Industry Authority. 2. Staff will receive training on matters concerning underage sales, drugs policies and operating procedures. 3. There shall be a zero tolerance policy in relation to drugs at the premises and there shall be regular checks by management to prevent the use of drugs by patrons. Drugs seized shall be stored securely and handed to the police. 4. The premises shall operate a proof of age scheme and will require photographic identification from any person who appears to be under the age of 21 years. 5. The management of the premises will liaise with police on issues of local concern or disorder. 6. CCTV will be installed with recording facilities such recordings shall be retained for a period of 31 days and made available within a reasonable time upon request by the police, such as to cover the main entrance to the premises.

Public Safety:

1. To comply with the reasonable requirements of the fire officer from time to time. 2. The premises will have adequate safety and fire fighting equipment and such equipment will be maintained in good operational order. 3. Staff will be trained on matters of safety, evacuation and use of emergency equipment as required. 4. Spillages and breakages will be removed as soon as possible to reduce the risk to patrons and staff. 5. Fire Exits and means of escape shall be kept clear and in good operational condition.

Prevention of Public Nuisance:

1.tWhere appropriate, prominent, clear and legible notices shall be displayed at all exits requesting the public respect the needs of local residents and to leave the premises and area quietly. 2.tPatrons will be encouraged by staff to leave quietly and respect the interests of the occupiers of any nearby noise sensitive premises, Where appropriate the licensee or a suitable staff member will monitor patrons leaving at the closing time. 3.tNoise or vibration shall not emanate from the premises so as to cause a nuisance to nearby properties. 4.tContact numbers for local taxi firm(s) shall be kept at the premises and made available to patrons requiring a taxi.

Protection of Children from Harm:

The restrictions set out in the Licensing Act 2003 will apply. No unusual or additional risks of harm to children have been identified. 2. No films or videos of any description will be shown so that they can be viewed by persons under the age of any applicable BBFC/Local Authority certification. 3. Children under the age of 16 shall not be permitted to enter the premises after 21:00 unless dining with an adult or attending a pre booked function or resident in the hotel. 4. There shall be adequate controls in place including staff training to safeguard against the sale of alcohol to persons under 18 years. 5. The premises supervisor or appointed staff member shall ensure that when children are admitted to the premises their presence is not inconsistent with the style of operation of the premises at that time and the licensable activities that are being carried out. 5.tPolicies in relation to children shall be adequately communicated to patrons by staff or through appropriate signage..

Date of letter: **08 August 2025**

Licence: **Pavement Licence**

Application No: **122081**

Dear Sir/Madam,

Applicant: **Mr Paulo Fernando RODRIGUES**

Date Received: **08 August 2025**

An application was made to Arun District Council under the Business and Planning Act 2020 by the above-named applicant. If you would like to make a representation please use the link below. Representations must specify in detail the grounds of opposition. Your views will be considered alongside Guidance and Policy when the application is determined. Please note we are unable to accept any representations outside of the short consultation window.

[Click here to complete the form](#)

In order that consideration of the application may not be delayed, it will be appreciated if a reply can be sent to us by: **21 August 2025**.

Please see below for the details relating to this licence.

Yours faithfully

Sandra Sayers
Technical Support Assistant

Applicant: **Mr Paulo Fernando RODRIGUES**

Applicant Address: **33 High Street, Littlehampton, West Sussex, BN17 5EG**

Location of Premises: **33 High Street, Littlehampton, West Sussex, BN17 5EG**

Email Address:

Telephone number:

Mobile number

How many Tables :: 4

How many Chairs :: 16

Type of Premises :: Other use for the sale of food or drink for consumption on or off the premises

Description of the area of the Highway :: In the main High Street next to th Crown Pub

Description of the furniture :: Plastic Tables and Chairs

Please provide the previous licence number :: 115394

How many customer Toilets :: 2

Trading Times:

Day: Monday

Start Time: 8 am

End Time: 6pm

Further Details:

Day: Tuesday

Start Time: 8 am

End Time: 6 pm

Further Details:

Day: Wednesday

Start Time: 8 am

End Time: 6 pm

Further Details:

Day: Thursday

Start Time: 8 am

End Time: 6 pm

Further Details:

Day: Friday

Start Time: 8 am

End Time: 6 pm

Further Details:

Day: Saturday

Start Time: 8 am

End Time: 6 pm

Further Details:

Minutes of a Meeting of the Planning and Transportation Committee held in The New Millennium Chamber, Manor House, Church Street, Littlehampton, BN17 5EW on Monday 8 September 2025 at 6.30 pm.

Present:

Councillor Christine Wiltshire – Chair
Councillor Freddie Tandy
Councillor Jeffrey Daws
Councillor Jill Long
Councillor Woodman
Councillor Butcher

In attendance:

Juliet Harris - Assistant Town Clerk*

2025 to 2026

54. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

56. Apologies

There were apologies from Councillors Lee with Councillor Butcher attending as his substitute.

57. 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 Councillor Butcher declared a personal interest across the agenda as a member of Arun District Council. The Assistant Town Clerk also declared a prejudicial and pecuniary interest in item 62.2, licence application 122170 in the agenda, as her husband was a club member at Littlehampton Golf Club. She confirmed that she would leave the meeting for this discussion.

58. Minutes

The minutes of the meeting held on Monday 11 August 2025, previously circulated, were confirmed as a true record and signed by the chair.

59. Chair's Report and Urgent Items

There were none.

60. Public Forum

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

61. Presentation by The Western Sussex Rivers Trust

61.1. The Chair welcomed Ms Barnetson, the Water Champion for Parishes and Communities from Western Sussex Rivers Trust ([Home · Western Sussex Rivers Trust](#)) to the meeting, who proceeded to present and discuss her work with the committee. She began by explaining that the Trust's primary objectives were to restore and enhance natural water sources ensuring that rivers remained healthy and vibrant. In her role she therefore focussed on supporting parish councils and local communities to understand their local riverscapes and encouraging them to engage in activities around habitat management and public education.

61.2. The Trust relied on a network of Water Champions to help them support local communities and landowners in this work. This ranged from measuring water quality to helping deliver projects that enhance habitats for wildlife surrounding rivers. It was noted that modern life had highlighted that the way we live had the capacity to damage as much as improve these habitats. She explained some of the actions that could be taken to enhance the riverscape and natural water courses. These included looking for places to introduce roadside sustainable drainage systems (SuDs), rain garden and rain garden planters, the use of water butts and looking at construction techniques for ways of building that support gradual water run off and reduce water consumption.

61.3. The Committee discussed these suggestions and also noted that the Trust often worked on projects that were initiated through the County Council's Operation Watershed Scheme ([Operation Watershed - West Sussex County Council](#)) Aiming to address issues with drainage infrastructure, these had been successful in bringing together communities and landowners to deliver local projects that improved resilience to protect homes, businesses and highways. It was agreed that more detailed information about this would be circulated to the committee. Recalling the local natural water networks in the parish, members were pleased to note that Ms Barnetson's presentation could also be given to residents and local groups. The Chair thanked Ms Barnetson for her

presentation, and it was agreed that the presentation would be shared with the Committee after the meeting.

62. Planning and Other Arun District Council Matters

62.1. Planning application LU/141/25/PL 57 River Road, Littlehampton

62.1.1. The Committee considered the resubmitted planning application for the demolition and re-development of 57 River Road. This followed the previously approved application LU/251/21/PL and proposed an increase in the number of apartments from six to nine. Discussion focused on the density, parking provision, and design, particularly the balconies overlooking River Road. Members expressed concerns that the projecting balconies, introduced as amenity space, appeared intrusive to neighbouring properties. This raised issues of privacy and visual impact on the street scene.

62.1.2. Further concerns were raised regarding the insufficient parking provision to support the increased number of dwellings. Members noted that this may exacerbate existing parking pressures on River Road, which was narrow and heavily used. It was also observed that some potential for solar panels had not been utilised for this purpose. This was seen as a missed opportunity to incorporate sustainability measures into the development.

62.1.3. While members welcomed the redevelopment of this vacant site and acknowledged the design's sympathy with the neighbouring building, they felt that the changes made since the previous, approved application had resulted in a scheme that was less acceptable overall.

The Committee therefore Resolved:

To object to the current planning application on the grounds that it was intrusive by virtue of the balconies facing River Road, had inadequate parking provision, and lacked sustainable features, such as solar panels, despite the opportunity to incorporate them.

62.2. Planning Applications, Lists 33, 34, 35, and 36

It was Resolved that:

The representations of the Council, appended to these Minutes as Appendix 1, be forwarded to Arun District Council.

*The Assistant Town Clerk left the meeting at 7.54pm

62.3. Licence Application No 122170 re: Littlehampton Golf Club, Rope Walk, Littlehampton, West Sussex, BN17 5DL

62.3.1. The Committee considered the proposed variation to the Golf Club's existing premises licence, which sought to expand access to the restaurant and bar facilities to members of the public, rather than limiting use to club members

only. Members welcomed this proposal and felt that opening the venue to the wider public would be beneficial both to the business and to the broader community, enhancing the town's hospitality offering.

- 62.3.2.** There were, however, concerns that key elements relating to the licensing objectives were not explicitly included in the variation application. While there may have been no intended change to these provisions from the existing licence, the Committee felt that these conditions should have been clearly stated in the application for transparency and reassurance. Acknowledging that the Licensing Team had oversight and enforcement of the statutory responsibilities in this respect, it was also considered that they would have a mechanism in place to ensure that these elements were maintained. It was also noted that the Thursday hours for the supply of alcohol appeared to contain what was likely to be an error, showing both the start and end time as 10:00. The Committee agreed this should be flagged for correction alongside the submitted comments.

The Committee therefore Resolved:

To support to the application and that the comments in minutes 62.3 above be forwarded to Arun District Council.

*The Assistant Town Clerk rejoined the meeting at 8.01pm

63. Rampion 2 Windfarm

There was nothing further to report.

64. West Sussex County Council and Other Highways Matters

There was nothing further to report.

65. Officer's Report

65.1. Quarterly Business Plan Progress Report

Members received a report, previously circulated, which provided an update on progress made towards achieving the business plan goals as they related to the committee's work.

It was Resolved that:

The report be noted.

66. Masterplan – North Littlehampton

There was nothing further to report.

67. Exempt Business

There was none.

The meeting closed at 8.03 pm.

Chair

Appendix 1

LITTLEHAMPTON TOWN COUNCIL Planning and Transportation Committee Monday 8 September 2025. Representation on Lists 33, 34, 35 and 36

Plan List No.	Ward	Ward Cllr	Planning No.	Details of Application	Location	Comments
33	River	JD	LU/158/25/PL	Replacement weatherboarding. This application is in CIL Zone 4 (Zero Rated) as other development.	Shelley Lodge Church Street	No Objection
33	River	JD	LU/160/25/CLP	Lawful development certificate for the proposed change of use from dwelling (C3) use of existing dwelling as a children's home for a maximum of 3 children with up to 3 carers (C2 Residential Institution).	25 Bayford Road Littlehampton	No Objection
34	River	JD	LU/168/25/PL	Change the use from Class E to a mixed Class E and Residential Use (C3) to include 2 No residential units and 2 No commercial units at ground floor level, 4 No residential units at first floor level, 2 No residential units at second floor level, alterations to include a two storey extension to the eastern elevation, four dormers and two roof lights. This application may affect the setting of listed buildings and is in CIL Zone 4 (Zero Rated) as flats and other development.	1 Beach Road Littlehampton BN17 5HY	Support
34	River	JD	LU/159/25/TEL	Prior notification under Schedule 2, Part 16, Class A for the installation of a replacement shared electronic communications base station consisting of 1 No 22.5m height lattice mast, antennas, transmission dishes, new and relocated equipment cabinets, a compound secured by 2.7m palisade fencing with a pedestrian access gate and ancillary development.	Land at Harwood Road Littlehampton BN17 7AU	No objection
34	River	JD	LU/153/25/S73	Variation of condition following the grant of LU/132/23/HH relating to condition 2 - approved plans.	3 Merton Drive Littlehampton BN17 7DU	No Objection
35	River	JD	LU/171/25/PL	Extension to the side of the building, external and internal alterations, installation of solar panels on the roof and a vestibule on front elevation. This application is in CIL Zone 4 (Zero Rated) as other development.	1-5 St Martins Lane Littlehampton	Support

Appendix 1

LITTLEHAMPTON TOWN COUNCIL Planning and Transportation Committee Monday 8 September 2025. Representation on Lists 33, 34, 35 and 36

Plan List No.	Ward	Ward Cllr	Planning No.	Details of Application	Location	Comments
35	River	JD	LU/173/25/PL	Change of use from caravan storage to the storage of caravans, large vehicles such as heavy goods vehicles and trailers. This application is a departure from the Development Plan, is in CIL Zone 1 and is Zero Rated.	Arun Self Storage Littlehampton Marina Ferry Road Littlehampton	No Objection
36	Beach	BW	LU/152/25/CLP	Lawful development for the proposed widening of the drive way, including the removal of part of the boundary wall, and increasing the width of existing dropped kerb to match the new driveway.	33 Parkside Avenue Littlehampton	No Objection
36	River	JD	LU/179/25/A	Installation of 1 No. new communications kiosk with integrated defibrillator and illuminated advertising display.	Land Outside 65 High Street Littlehampton	The Committee maintained its previous stance and object to the proposals on the grounds that there was already a defibrillator in close proximity to the site and that if approved the development would have a negative visual impact on the street scene and detract from the newly regenerated High Street.
36	River	JD	LU/178/25/PL	Installation of 1 No. new communications kiosk with integrated defibrillator and advertising display. This application is in CIL Zone 4 (Zero Rated) as other development.	Land Outside 65 High Street Littlehampton	
36	River	JD	LU/177/25/PL	Change of use from 7 No bedroom HMO (Sui Generis) to C2 (Residential Institution) use with 7 No self contained bedrooms and construction of office pod/assessment unit for support staff on existing forecourt. This application is in CIL Zone 4 (Zero Rated) as other development.	12 Cornwall Road Littlehampton	No Objection

Minutes of a Meeting of the Planning and Transportation Committee held in The New Millennium Chamber, Manor House, Church Street, Littlehampton, BN17 5EW on Monday 6 October 2025 at 6.30 pm.

Present:

Councillor Christine Wiltshire – Chair
Councillor Sean Lee – Vice Chair
Councillor Freddie Tandy
Councillor Jeffrey Daws
Councillor Jill Long
Councillor Woodman*

In attendance:

Juliet Harris - Assistant Town Clerk

2025 to 2026

68. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

70. Apologies

There were none.

71. 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.

72. Minutes

The minutes of the meeting held on Monday 8 September 2025, previously circulated, were confirmed as a true record and signed by the chair.

73. Chair's Report and Urgent Items

**73.1. Licence Application No 122334: re: Littlehampton Service Station
Morrisons Supermarket, Hawthorn Road, Littlehampton**

The committee had before it, a license application, copy attached to the minutes, proposing a variation to the current license requesting to serve alcohol until midnight. It was observed that if approved this would result in expanding the existing licence for one hour. Reviewing the request alongside the licensing objectives the application was considered acceptable.

It was resolved that:

The application be supported.

74. Public Forum

There were two members of the public present

74.1. Community Traffic Regulation Order (TRO) – Claridge House, Church Street

The Committee heard from a member of the public who sought the Town Council's support for the above TRO.. Speaking about the increased congestion in the area, the explained that the purpose of the proposed yellow lines would be to prevent parking and improve visibility for traffic entering and leaving Claridge House in Church Street.. Expanding on the details of the proposal they emphasised the increased need to improve road safety and added that the petition had garnered 50 signatures of support. The chair thanked them for their representation which was noted for consideration when the Committee came to discuss the item later in the meeting.

74.2. Planning Application LU/117/25/HH –91 Wick Farm Road, Littlehampton

Councillor Butcher addressed the Committee from the public forum regarding this application. Referencing the objections from residents that had already been submitted he sought the Committee's support in opposing these plans on the grounds that they represented an overdevelopment of the of the property, were intrusive and would lead to an increase in visitors which would have a detrimental impact on the residential amenity of the neighbouring properties. The chair thanked Councillor Butcher for his representation which was noted for consideration when the Committee came to discuss the item later in the meeting

75. Planning and Other Arun District Council Matters

75.1. Planning Applications, Lists 37, 38, 39, and 40

*7.07pm Councillor Woodman left the meeting.

It was resolved that:

The representations of the Council, appended to these Minutes as Appendix 1, be forwarded to Arun District Council.

75.2. Licence Application No: 122299 re: Street Record, Littlehampton – Regular Markets Consent for 12 Occasions

- 75.2.1. The committee considered a license application, previously circulated, which sought consent for a regular market on 12 occasions in Littlehampton High Street. Members highlighted the positive feedback from the current market and their preference for this to continue.

The Committee therefore resolved:

To support to the application.

76. Rampion 2 Windfarm

There was nothing further to report.

77. West Sussex County Council (WSCC) and Other Highways Matters

77.1. Traffic Regulation Order (TRO) Consultation – Hampton Park Main Avenue and Various Roads

- 77.1.1. The committee had before them a TRO application, previously circulated, which sought to implement a 20mph speed along various roads in the new Hampton Park development alongside the construction of a pedestrian crossing. Whilst supportive of the TRO, members were also reminded of previous correspondence with the Local Highways Authority (West Sussex County Council) which had indicated that a traffic audit would be undertaken following the completion of the Lymminster Bypass. In supporting the TRO, it was therefore also agreed that an update on the progress with the traffic audit be sought from them.

It was resolved that:

The Traffic Regulation Order application for speed limits and a pedestrian crossing within Hampton Park be supported

77.2. Community Traffic Regulation Order (CTRO) – Claridge House, Church Street

- 77.2.1. The Committee proceeded to consider the proposal, taking into consideration the representation received from the public forum earlier in the meeting. It was

noted that the proposal aimed to improve accessibility, safety, and visibility around the area of the entrance to Claridge House and was supported by the local County Councillor. Observing that Church Road also formed part of a main bus route and carried a 30-mph speed limit, the proposed restrictions were considered both reasonable and proportionate and would enhance accessibility and safety within the area.

The Committee therefore resolved:

To support the Community Traffic Regulation Order and that the comments above be forwarded to the County Council.

78. Other Transport Matters

78.1. Govia Thameslink Railway Stakeholder Survey

The committee received notification of the abovementioned Stakeholder Survey that was being carried by Govia Thameslink. Details of the survey would be circulated to members, and the committee would consider a response on behalf of the Town Council at the next meeting.

It was resolved that:

The Update be noted.

79. Masterplan – North Littlehampton

It was noted that a meeting of the North Littlehampton Advisory Group had been scheduled for Friday 17 October 2025.

80. Exempt Business

There was none.

The meeting closed at 7.41pm.

Chair

Appendix 1

LITTLEHAMPTON TOWN COUNCIL Planning and Transportation Committee 6 October 2025. Representation on Lists 37, 38, 39 and 40

Plan List No.	Ward	Ward Cllr	Planning No.	Details of Application	Location	Comments
37	Courtwick with Toddington	FT	LU/188/25/PL	Change of use from a residential dwelling to a small care facility for up to 2 children aged between 12 - 16 years old. This application is in CIL zone 2 (zero rated).	11 Eagles Chase Littlehampton BN17 7RF	Objection: Observing the concerns raised by Environmental Health about the potential impact of the development on the residential amenity of the properties in the surrounding area, the Committee endorsed their comments.
37	Courtwick with Toddington	FT	LU/163/25/PL	Amendment to LU/59/25/PL to allow for the formation of overspill car park, rationalisation of existing car park and formation of resident's garden including fence panels (resubmission following LU/310/24/PL). This application may affect the setting of listed buildings and is in CIL Zone 2 (Zero Rated) as other development.	Strawberry Field Courtwick Lane Littlehampton BN17	No objection
37	Wickbourne	FT	LU/117/25/HH	Single storey rear extension and part side extension.	91 Wick Farm Road Littlehampton BN17 7HJ	Objection: On the grounds that the proposal, by virtue of its bulk and mass, is an overdevelopment of the site and will have an adverse impact on the residential amenity of neighbours by reason of increased

Appendix 1

LITTLEHAMPTON TOWN COUNCIL Planning and Transportation Committee 6 October 2025. Representation on Lists 37, 38, 39 and 40

Plan List No.	Ward	Ward Cllr	Planning No.	Details of Application	Location	Comments
						noise and overshadowing.
38	River	JD	LU/182/25/PL	Fit-out of property to accommodate a community Banking Hub branch to include the replacement of entrance door, shopfront windows, stall risers and side window to accommodate double glazing, a new vinyl wrapped composite ACM panel will be fixed to the frontage fascia in RAL 7021 black / grey for placement of new advertisement signage fascia and an ATM will be integrated into the right-hand window, on the side elevation within the external courtyard, one aperture will be filled in, two new openings will be created in the external wall to accommodate louvres and the replacement of existing condenser unit located on the flat roof . This application is in CIL Zone 4 (Zero Rated) as other development.	43 High Street Littlehampton	The Committee welcomed the addition of this much-needed facility and the services it would bring, as well as the investment in the High Street. It was considered that this development would contribute positively to the revitalisation of the area aligning with the goals set out in the Town Council's Town Centre Strategy and Action Plan.
38	River	JD	LU/183/25/A	Various non illuminated advertisements on front and side elevations to include new ATM machine on front elevation.	43 High Street Littlehampton	
39	River	JD	LU/177/25/PL	Readvertisement due to Amended description. Change of use from 7 No bedroom HMO (Sui Generis) to C2 (Residential Institution) use with 8 No self-contained bedrooms alongside the construction of an office pod/assessment unit for support staff and garden/allotment space on existing forecourt. This application is in CIL Zone 4 (Zero Rated) as other development.	12 Cornwall Road Littlehampton	No Objection
40	Beach	BW	LU/199/25/S73	Variation of condition following the approval of LU/136/19/PL relating to condition 3 - approved lighting schedule.	Skate Park Sea Road Littlehampton	No objection

Appendix 1

LITTLEHAMPTON TOWN COUNCIL Planning and Transportation Committee 6 October 2025. Representation on Lists 37, 38, 39 and 40

Plan List No.	Ward	Ward Cllr	Planning No.	Details of Application	Location	Comments
40	River	JD	LU/124/25/RES	Readvertisement due to Amended description to include 32 moorings Approval of reserved matters following outline consent LU/238/20/OUT for 60 No dwellings to include a multifunctional gym building, and 32 No leisure moorings. This application is a Departure from the Development Plan, may affect a public footpath, lies within the parish of Climping and is in CIL Zone 3 and is CIL Liable as new dwellings.	Land west of Bridge Road Roundabout Littlehampton	The Committee maintained its previous objection.
40	River	JD	LU/201/25/A	2 No 1.905m internally illuminated LCD display screens, one on each side of the Streethub Unit.	Pavement o/s 63 High Street Littlehampton	Objection: On the grounds that the development would have a negative visual impact on the street scene and detract from the newly regenerated High Street. It's position would also significantly impact accessibility and disturb activities such as the weekly market and events.
40	River	JD	LU/195/25/PL	Change of use from offices to 2 No. 1 bedroom flats. This application is in CIL zone 4 (zero rated).	1 & 2 Norfolk House Beach Road Littlehampton	No objection
40	Courtwick with Toddington	FT	LU/193/25/PL	Proposed residential development for 4 houses and associated landscaping. This application may affect the setting of a Listed Building and is in CIL Zone 2 (CIL liable as new dwellings).	Court Wick Park Courtwick Lane Littlehampton	Subject to the tree maintenance plan and biodiversity statements being considered satisfactory, the committee had no

Appendix 1

LITTLEHAMPTON TOWN COUNCIL Planning and Transportation Committee 6 October 2025. Representation on Lists 37, 38, 39 and 40

Plan List No.	Ward	Ward Cllr	Planning No.	Details of Application	Location	Comments
						objection to the application.
40	Courtwick with Toddington	FT	LU/205/25/CLP	Lawful development certificate for the proposed 24-hour opening of Morrisons Petrol Station.	Petrol Filling Station Morrisons Littlehampton Hawthorn Road Littlehampton	Objection: On the grounds that if permitted this would have an adverse impact on the amenity of residents in the surrounding area and was not compatible with or in the spirit of the variation granted (LU/307/12) to the original approval (LU/271/11) restricting delivery activity at the site.
40	Wickbourne	FT	LU/198/25/CLP	Lawful development certificate for a proposed rear extension.	22 The Crossways Littlehampton	No objection

Date of letter: **02 October 2025**

LICENSING ACT 2003

Licence: **Premises Licence**

Application Type: **Variation**

Application No: **122334**

Dear Sir/Madam,

Applicant: **Motor Fuel Limited**

Date Received: **02 October 2025**

An application was made to Arun District Council under the Licensing Act 2003 by the above-named applicant. If you would like to make a representation please use the link below.

[Click here to complete the form](#)

In order that consideration of the application may not be delayed, it will be appreciated if a reply can be sent to us by: **30 October 2025**.

Please see below for the details relating to this licence.

Yours faithfully

Sally Dunlop

Technical Support Assistant

Applicant: **Motor Fuel Limited**

Applicant Address:

Applicant Telephone:

Applicant Email:

Additional Applicant:

Location: **Morrisons Supermarket, Hawthorn Road, Littlehampton, BN17 7LT**

Premises Capacity:

Details of proposed variation: **The variation is to update the plans to allow for an extension to include a Gregg's concession. Plan attached**

DPS:

LBHIL3441

LB Hillingdon

LBHIL3441

LB Hillingdon

The opening hours of the premises:

Day	Start Time	End Time
Monday	06:00	00:00
Tuesday	06:00	00:00
Wednesday	06:00	00:00
Thursday	06:00	00:00
Friday	06:00	00:00
Saturday	06:00	00:00
Sunday	06:00	00:00

Seasonal Variations: **NA**

Non-standard Times: **NA**

Licensable Activities authorised by the licence:

Provision of Late Night Refreshments:Indoors and Outdoors
Sale or Supply of Alcohol: For consumption off the premises

Late Night Refreshment Times :

Day	Start Time	End Time
Monday	23:00	00:00
Tuesday	23:00	00:00
Wednesday	23:00	00:00
Thursday	00:00	23:00
Friday	23:00	00:00
Saturday	23:00	00:00
Sunday	23:00	00:00

Seasonal Variations:

Non-standard Times:

Supply of Alcohol

Day	Start Time	End Time
Monday	06:00	00:00
Tuesday	06:00	00:00
Wednesday	06:00	00:00
Thursday	06:00	00:00
Friday	06:00	00:00
Saturday	06:00	00:00
Sunday	06:00	00:00

Seasonal Variations:

Non-standard Times:

Plays:

Day	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Seasonal Variations: Non-standard times:		

Films:

Day	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Seasonal Variations: Non-standard times:		

Indoor Sporting Events:

Day	Start Time	End Time
Monday		

Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Seasonal Variations: Non-standard times:		

Boxing or Wrestling entertainment:

Day	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Seasonal Variations: Non-standard times:		

Live Music:

Day	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Seasonal Variations: Non-standard times:		

Recorded Music:

Day	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Seasonal Variations: Non-standard times:		

Performance of Dance:

Day	Start Time	End Time
Monday		

Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Seasonal Variations: Non-standard Times:		

Anything of a similar description to that falling within (E), (F) or (G):

Day	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Conditions consistent with the Operating Schedule

General Objectives:

All staff engaged in the sale of alcohol will be trained in accordance with the premises licence holders training procedures.

Prevention of Crime and Disorder:

All staff will receive suitable training, including refresher training, in relation to the proof of age Challenge 25 policy to be applied on the premises. The following forms of identification are acceptable; photo driving licence, passport, proof of age standards scheme PASS card and any other locally or nationally approved form of identification. CCTV shall be provided on the premises and shall be kept in good working order. CCTV to be installed in accordance with Home Office Guidelines relating to UK police requirements for a digital CCTV system. CCTV images shall be retained for at least 28 days, and except for mechanical breakdown beyond the control of the proprietor, shall be made available upon request to the police. Any system failure will be remedied as soon as practicable. All checkout operators will operate a refusal log. It will be the responsibility of the DPS, or duty manager, to ensure that any request from the police for a recording to be made for evidential purposes, is carried out as soon as possible, in compliance with data protection legislation. Spirits will be stored and displayed behind the service counter, beyond arms reach of the public. The premises shall, at all times, maintain and operate a sales refusals log and an incident log which shall be reviewed by the DPS at intervals of no less than twelve, 12, weeks, and feedback given to staff as relevant.

Public Safety:

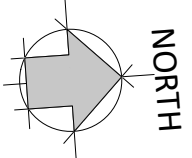
Prevention of Public Nuisance:

The premises shall, at all times, maintain and operate a sales refusals register and an incident log which shall be reviewed by the designated premises supervisor at intervals of no less than twelve, 12, weeks and feedback given to staff as relevant. Both a refusal log and an incident log will be kept on the premises to record all refusals and incidents of crime and disorder. These records will be made available to the authorised members of the local licensing authority and, or the police, upon request.

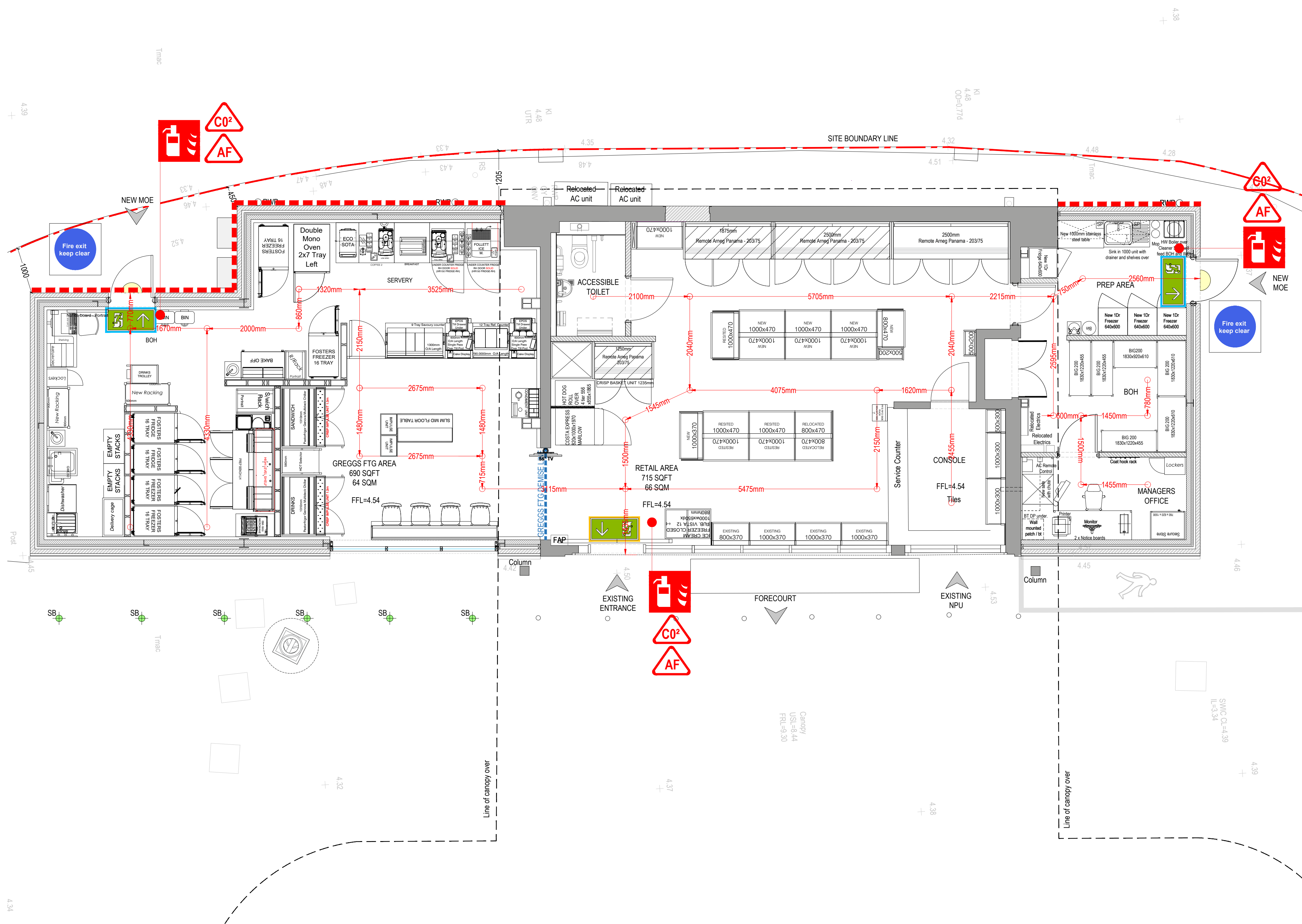
Protection of Children from Harm:

The premises will operate a Challenge 25 policy whereby any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID to prove their age. Signage advertising the Challenge 25 policy will be displayed in prominent locations in the premises. All staff will receive suitable training (including refresher training) in relation to the proof of age Challenge 25 policy to

be applied on the premises. The following forms of identification are acceptable; photo driving licence, passport, proof of age standards scheme PASS card and any other locally or nationally approved form of identification. All staff members engaged, or to be engaged, in selling alcohol on the premises shall receive full training pertinent to the Licensing Act, specifically, in regard to age restricted sales, and the refusal of sales to persons believed to be under the influence of alcohol or drugs. Induction training must be completed, and fully documented, prior to the sale of alcohol by the staff member and refresher training thereafter at intervals of no less than six, 6, months. All restricted sales training undertaken by the staff members shall be fully documented and recorded. All training records shall be made available to the Sussex police, local authority licensing officers, and the local Trading Standards service upon request. Till prompts are in use at the store..



The entire premises is to be licensed for the sale of alcohol
and the provision of late night refreshment



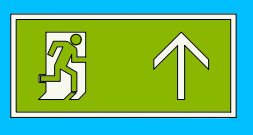
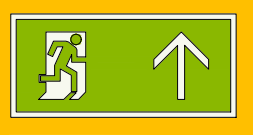
PART B - FIRE SAFETY TRAVEL DISTANCE (TD) - Reference Table 2.1, page 14 and Diagram 2.2, Page 15 of Approved Document B - Vol 2, where 18m in single direction and 45m in more than on direction have been used to assess the means of escape.

PART B - FIRE SAFETY EXIT SIGNS
5.28 Every doorway or other exit providing access to a means of escape, other than exits in ordinary use (e.g. main entrances), should be distinctively and conspicuously marked by an exit sign in accordance with BS ISO 3864-1 and BS 5499-4.

PART B - FIRE SAFETY ESCAPE ROUTES AND EXITS
Final exit doors should have simple fastenings able to be operated quickly in an emergency, e.g., panic bar/push pad door release, designed to BS EN 1125.

EXISTING FIRE FIGHTING EQUIPMENT TO BE CHECKED ON SITE.

FIRE EXIT SIGNAGE DETAILS

- A) WALL MOUNTED SIGN:
- 
- ADHESIVE BACKED OR DRILLED FOR FIXING. 50MM ABOVE DOORS/OPENINGS
- B) SUSPENDED SIGN:
- 
- EACH COMPLETE WITH 2NO S/S STEEL WIRES AND NECESSARY FIXINGS. HEIGHT AFFL TO MATCH OTHER INTERNAL SIGNAGE

ALL FIRE SIGNS MUST CONFORM TO
BS5499-1:2002, BS5499-4:2016, BS5499-5, 6:2002,
BS5499-11:2002 & BS180 7010 2020

EMERGENCY FIRE EXIT DIRECTION SIGNS OVER ESCAPE ROUTE DOORS MUST BE ILLUMINATED

- LOCATION OF SMOKE DETECTOR WITH CEILING VOID DETECTION AND LED WARNING AT CEILING LEVEL.
- LOCATION OF SMOKE DETECTOR
- HEAT DETECTOR
- NOTE= Location of smoke and heat detector to be confirmed by specialist and to be installed in accordance with manufactures requirements.
- FIRE STRATEGY ROUTE
- "FIRE EXIT - KEEP CLEAR" VINYL SIGN APPLIED TO DOOR EXTERIOR
- NOTE: Main contractor to inspect fire escape signage for compliance with current regulation.

FIRE FIGHTING EQUIPMENT

- FIRE FIGHTING EQUIPMENT LOCATION



AQUEOUS FILM FORMING FOAM
6 LITRE 27A-AFFF



CO₂ 2KG

FIRE EXTINGUISHER PATTERSSING -
25 x 150 x 600 mm LONG SOFTWOOD CHAMFERED PATTERSS
FIXED AT 1m TO TOP OF PATTERSS FROM FFL



30 MIN FIRE RATED FIRE CONSTRUCTION TO FIRE COMPARTMENTS (NOT GREATER THAN 20M) INCLUDING CONCEALED FIRE BARRIERS.



60 MIN FIRE RATED CONSTRUCTION INCLUDING CONCEALED FIRE BARRIERS.

DRAWING NOTES

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Every effort has been made to ensure the accuracy of these drawings, however MBH Design Studio Ltd. accept no responsibility for any discrepancies arising from the reuse of survey information and preliminary drawings commissioned by the Applicant from others.

GENERAL NOTES

ESCAPE LIGHTING
AS DEFINED BY BRITISH STANDARD 5266:PART 1 (2016) SHALL BE PROVIDED TO THESE PREMISES, SUFFICIENT TO ENABLE PERSONS TO EXIT BUILDING IN THE EVENT OF FAILURE OF NORMAL LIGHTING

FIRE FIGHTING EQUIPMENT
SHOULD BE PROVIDED AS DETAILED AND IN ACCORDANCE WITH BRITISH STANDARD 5306:PART 3 (2017)

FIRE FIGHTING SYSTEM
TO BE PROVIDED WITH FIRE WARNING SYSTEM COMPLYING WITH BRITISH STANDARD 5839:PART 1 (2017)

FIRE ALARM SYSTEM
TO BE INSTALLED IN ACCORDANCE WITH BS 5839:PART 1 (2017)

NOTICES:
A 'RUNNING MAN' SIGN SHALL BE INSTALLED ABOVE DOORS IN ACCORDANCE WITH BS5499

NOTICES:
FIRE SAFETY SIGNS SHALL BE INSTALLED ABOVE DOORS IN ACCORDANCE WITH BS5499:PART 1

- PROVIDE EXIT BUTTONS AND BREAK GLASS POINTS AT 1200MM AFFL TO ALL AREAS WITH ACCESS CONTROL.
- PROVIDE FIRE BARRIER TO CEILING / FLOOR VOIDS AT 20M CENTRES MAXIMUM.
- ALL SERVICE PENETRATIONS IN COMPARTMENT WALLS, FLOOR & SOFFIT TO BE FIRE-STOPPED WITH THE APPROPRIATE FIRE DAMPERS.
- PROVIDE STATUTORY FIRE/WARNING SIGNS TO MOE DOORS AS REQUIRED.
- PROVIDE FIRE DETECTION AND ALARM SYSTEM TO BS 5839 PART 1 AND TO L1 STANDARD.
- PROVIDE ESCAPE LIGHTING TO BS 5266 PART 1.
- SPREAD OF FLAME TO WALL AND CEILING SURFACES IN THE SALES BUILDING SHOULD BE NOT LESS THAN CLASS 1 AND ESCAPE CORRIDORS NOT LESS THAN CLASS 0.

REV	DATE	DESCRIPTION	HP/JN
A	07.08.2025	Layout Revised	HP/JN
REV	DATE	DESCRIPTION	DRAWN/CHECKED
REVISION NOTES			

CONSTRUCTION



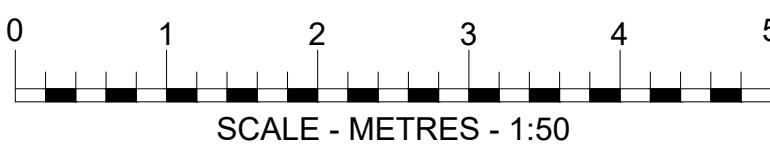
MBH Design Studio Ltd.
Brook House, Apex Court, Camphill Road, West Byfleet, KT14 6SQ
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PROJECT
FS2360 LITTLEHAMPTON MORRISONS S/S
HAWTHORN ROAD,
WICK, LITTLEHAMPTON,
BN17 7LA

DRAWING TITLE
PROPOSED FIRE STRATEGY PLAN

DRAWN BY LB	DATE 25.07.2025	SCALE 1:50	PAPER SIZE A1
CHECKED BY JN	DRAWING NUMBER 14654-311	REV A	



Minutes of a Meeting of the Governance and Audit Committee held in The New Millennium Chamber, The Manor House, Church Street, Littlehampton BN17 5EW on Monday 8 July 2025 at 6.30 pm.

Present:

Councillor Woodman – Chair
Councillor Tilbrook
Councillor May
Councillor Daws
Councillor Tandy

In attendance:

Jon Short – Deputy Town Clerk and Responsible Financial Officer
Juliet Harris – Assistant Town Clerk

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 Councillor Lee, Councillor Tandy attended as a substitute.

4. 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 Councillor Tandy declared a personal interest across the agenda as member of Arun District Council.

5. Minutes

The minutes of the meeting held on 4 February 2025 were confirmed as a true record and signed by the Chair.

6. Chair's Report and Urgent Items

There were none.

7. Public Forum

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

8. Officer's Reports

8.1. Internal Audit Report 2024 to 2025

8.1.1. The committee received a report, previously circulated, which set out the Final Internal Audit for the Town Council for the financial year 2024 to 2025. Members proceeded to review the auditor's recommendations in more detail and the Responsible Financial Officer (RFO) provided clarification on the following points. Regarding the VAT registration for the K2 Youth and Community Centre he confirmed that this had been completed and independent specialist advice regarding the MUGA payment had confirmed that no further action was required. Concerning the other points raised by the auditor in connection with the building, the RFO confirmed that the Town Council received a copy of the building's insurance from the freeholder.

8.1.2. He reported that the transfer to the new accounting system was taking longer than anticipated and consequently the review of the financial regulations, using the latest NALC model, would be outsourced and concluded by the end of the year. It was also noted that following completion of the year end, all balances would be finalised and the opening balances transferred to the new system. Provision was also being made to ensure that access to the previous six years financial reports was maintained in accordance with the retention requirements. These actions would address the auditor's recommendations regarding implementing the new system. Live reporting was a key component of the new system which would also enable better budget management in the future and the consolidation of some of the earmarked reserves balances as recommended by the auditor. It was also noted that the levels of earmarked reserves were reviewed by the individual committees as part of the budget setting process.

8.1.3. Regarding the imbalance on the VAT control account, the RFO confirmed that the variance in the claim for quarter four was £10,360 against a claim of £10,760 and that the difference of £419 was being investigated. It was also noted that the other matters raised by the auditor in connection with the verification of the of the CCLA property fund investment by councillor

signature and reporting the councillor sign off of the bank reconciliation to the Policy and Finance committee had been implemented.

8.1.4. Turning to the longer-term debt of £13,000, it was noted that only where all reasonable debt recovery procedures had been followed would a decision be made regarding formally writing off the debt. The auditor had recommended that the ability to recover it should be reassessed against the Town Councils Debt Recovery Policy. The RFO explained that in view of its age, the procedure would entail making a provision for the full value of the debt in the accounts. He confirmed that this was not writing off the debt completely and would enable collection activities to continue until the status of the debt was confirmed.

8.1.5. The Committee discussed the available options for recovering the debt, taking into account the sensitivities and complex history of the case. Given the length of time the debt had been outstanding, it was deemed prudent to crystallise the Town Council's position. However, the status of the debt remained uncertain, and it was considered sensible that collection efforts should continue in line with the Town Council's Debt Recovery Policy. It was noted that the Policy and Finance Committee would monitor the situation and consider any recommendations regarding the management of the debt.

It was therefore resolved that:

1. The Internal Auditor Final report for the 2024 to 2025 accounts be noted and that the actions to implement the Auditor's recommendations and updates as set out in minutes 8.1.1. to 8.1.5. above also be noted.

8.2. Business Plan Progress Report

8.2.1. Members received and noted a report, previously circulated, which set out progress to primary areas of work on the committee's work plan for the 2025 to 2026. These related to the ongoing policy review work and the reviews of the Town Council's Financial Regulations and Standing Orders. As reported earlier in the meeting, the review of the Financial Regulations, using the latest NALC model, would be outsourced and concluded by the end of the year and it was envisaged that the review of the Standing Orders would be undertaken alongside this and include the schemes of delegation.

It was resolved that:

1. The Action Plan be updated with the revised timeframe for the completion of the reviews of the Town Council's Financial Regulations and Standing Orders.
2. The contents of the report be otherwise noted.

9. Exempt Business

There was none.

The meeting closed at 7.03pm.

Chair

UNAPPROVED

Minutes of a Meeting of the Community Resources Committee held in The New Millennium Chamber, Manor House, Church Street, BN17 5EW on Thursday 4 September 2025 at 6.30 pm.

Present:

Councillor Tandy – Chair
Councillor Lee – Vice Chair
Councillor Daws*
Councillor Tilbrook*
Councillor Wiltshire

In attendance:

Juliet Harris – Assistant Town Clerk
Felix Gillett – Community Resources Officer

2025 to 2025

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 Councillors Blanchard-Cooper and O'Neill.

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 Councillor Tilbrook declared a prejudicial and pecuniary interest in agenda item 8.4, Allotment Working Group Recommendations, as his daughter was an allotment holder. He confirmed that he would leave the meeting for this discussion.

15. Minutes

The minutes of the meeting held on 5 June 2025, previously circulated, were confirmed as a true record and signed by the chair.

16. Chair's Report and Urgent Items

The chair reported that the summer programme of events had been very successful and well attended and encouraged members to attend what would be an action-packed Town Show and Family Fun Day being hosted at Rosemead Park on Saturday 13 September.

17. Public Forum

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

17.1 Biodiversity Policy

The Committee heard from a member of the public who raised questions regarding the council's biodiversity policy. Referring to the removal of a tree at one of the council's allotment sites, they expressed the view that this action had been unnecessary and potentially inconsistent with the council's own policy. They asked how similar situations could be avoided in the future. They also suggested that, as part of the policy review scheduled for November 2025, the council consider establishing an environmental group—like that in place at Arun District Council—and enquired whether the Allotment Working Group might include this on a future agenda.

In response, the Assistant Town Clerk explained that the council always sought to retain trees where they were healthy. Regarding the forthcoming biodiversity policy review, it was noted that the key focus for the Town Council was on implementing changes in work practices and site management to enhance biodiversity. Members of the Allotment Working Group were encouraged to submit ideas for potential improvements to the Chair of the group for consideration as future agenda items.

17.2 Allotment Repossession Process

The Committee heard from a site representative who raised concerns about the repossession process for allotment plots not meeting cultivation standards. They expressed frustration at the lack of follow-up despite reports made to the Council.

In response, the Assistant Town Clerk confirmed that a process was in place, though resource constraints had caused delays. She expressed appreciation for the support provided by site representatives and advised that steps were being taken to address the backlog.

18. Officer's Reports

18.1. Standing Orders / Urgent Actions

The committee received and noted two urgent actions, previously circulated, which detailed the decisions to replace the gates and fencing at the southern entrance to Rosemead Park and reinforce the northern boundary with logs.

It was Resolved that:

The urgent actions be noted.

18.2. Community Resources Officer Periodic Report

- 18.2.1. Members received a report, previously circulated, which outlined the progress of key projects and initiatives led by the Community Resources Officer (CRO), covering grant funding, sports development, works at Rosemead Park, and plans for the annual review of the youth services contract ahead of the 2026 review. In addition, the Committee was also asked to extend the council's floral contract for a further year to allow a full evaluation of future delivery models.
- 18.2.2. The CRO reported that work during the summer was focussed on strengthening the boundaries at Rosemead Park following the unauthorised encampment earlier in the year, supporting the Sports Forum to deliver the new Sports Funding Programme and delivering the 2025 Grant Aid Scheme. Delivering the improvements at Rosemead Park had shown a broad range of options to enhance biodiversity including new horticultural practises and introduced the council to new contractors and ideas. This was timely as the council was due to review its floral contract and at the same time had highlighted how the floral contract could be developed to better meet the council's business plan objectives.
- 18.2.3. The existing floral contract covered a range of town-wide seasonal planting. This included highways and Manor House planting. It was considered that these could be separated out and at the same time facilitate the introduction of biodiversity-based methods and explore volunteer involvement in line with the Council's goals. It was therefore recommended that the existing contract be extended for a further year to allow time for a full evaluation of the contract, draft the specification, launch the new tender in summer 2026 leading to the appointment of a contractor to start in spring 2027. Acknowledging the new timeline, this was considered sensible.

The Committee resolved:

- 1. To receive the Sports Forum notes from the meeting held on 7 July 2025.
- 2. To extend the existing floral contract for a further year as set out in Section 7 of the report alongside an agreed timetable providing scope for the floral contract service review in 2026.
- 3. Otherwise note the contents of the report.

18.3. Service Funding Agreements Review

- 18.3.1. The Community Resources Officer presented a report, previously circulated, which proposed the adoption of a formal Policy and Procedure to govern future Service Funding Agreements (SFAs). He explained that the implementation of the tiered grant system over the last two years had identified more clearly organisations that could be future partners who shared the Council's business plan aspirations. It had also highlighted that the current Freedom Leisure SFA could be more effectively linked to the Town Council's events programme enabling a strong partnership which might be better framed in a new Service Level Agreement.
- 18.3.2. At the same time, it was recognised that there may still be organisations that had not necessarily been awarded grants but were also potential partners whose work was considered vital to the community. Therefore, the policy had been drafted with a timeline and application process that included the formation of a panel through a Task and Finish Group, to evaluate applications.
- 18.3.3. If approved the process would see applications opened in September 2025 to both existing providers and new organisations, including Tier Three Grant recipients. Following this the Grant Aid Panel would shortlist applications and the Task and Finish Group carry out interviews with the shortlisted applicants to make final recommendations on potential new agreements in the autumn. These recommendations would come forward to the Committee as part of the budget setting process. This would enable the new SFAs to commence on 1 April 2026.

*Councillor Daws left the meeting at 6.53pm.

- 18.3.4. The Committee was supportive of the Policy and Procedure and recognising that member participation in the process was vital considered that the Group Leaders should be asked to nominate representatives for the Task and Finish Group with authority being delegated to the Town Clerk in consultation with the chair of the committee to confirm the appointments. It was therefore resolved that:
1. The Service Funding Agreement Policy and Procedure, be approved and the time frame noted.
 2. The Group Leaders be asked to nominate representatives for the Task and Finish Group and authority be delegated to the Town Clerk in consultation with the chair of the committee to confirm the appointments.

18.4. Allotments Working Group Recommendations

*Councillor Tilbrook redeclared his prejudicial and pecuniary interest in the following matter and left the meeting at 6.57pm.

- 18.4.1. The Committee had before it a report which set out the recommendations of the Allotments Working Group which had met on 14 August. The August meeting was particularly productive, with discussions centred on improving tenancy processes, maintaining site standards, and supporting the Town Council in delivering the objectives of the Allotment Strategy.
- 18.4.2. The recommendations included a 5% fee increase to £10.88 per rod from 2027, new deposit requirements and waiting list fees, and charges for neglected plots. Policy changes were also proposed, offering a rent-free period for tenants taking on neglected plots and allowing repossessed plots to be reallocated to existing tenants. To assist them the committee also had the notes of the meeting and the detailed proposals that had been discussed by the Working Group, both previously circulated. It was noted that research with neighbouring parishes and independently run allotments, by both the Community Resources Officer and the site representatives had contributed to the discussion.
- 18.4.3. The Committee proceeded to consider the proposals in more detail and the discussion focussed on affordability, particularly for new tenants, including concessions, how they sat with the Allotments Strategy and the timeframe for implementation. It was noted that if approved, the fees and charges came into effect in January 2027 and that all tenants would therefore have a year's notice. Any changes would also be aligned with the Town Council's move to a new accounting system which was underway. Equally, the increased income would not be evident until 2027 to 2028 and it was therefore difficult to predict the impact this would have on the Town council's strategic objective to reduce the gap between income and expenditure. On a practical level it was considered that the proposal to increase the level of plot deposit be set at £20 per rod and that the fee for neglected plots should not be taken forward.
- 18.4.4. Turning to the proposals to allow a three-month rent-free period for tenants who take on derelict plots requiring clearance and to reallocate repossessed plots to existing allotment tenants where they are adjacent to their current plot. It was noted that on the rare occasions when these situations arose, this was the current practice and one which was considered practical to retain. Overall, the committee welcomed the constructive engagement within the Working Group and considered that most of the proposals would help to strengthen commitment from tenants and encourage better cultivation which in turn would improve the overall manageability of the allotment sites.

The Committee therefore resolved:

1. That the plot rental fees be increased by 5% to £10.88p per rod with effect from 1 January 2027.
2. That the following fees be introduced with effect from 1 January 2027:
 - Deposit fees be changed to £20 per rod

- A one-off deposit fee of £25 is introduced for joining the Waiting List
3. To endorse the continuation of the following policies relating to plot allocation:
 - A three-month rent-free period for tenants who take on derelict plots requiring clearance.
 - Reallocating repossessed plots to existing allotment tenants where they are adjacent to their current plot.
 4. To receive the Allotments Working Group notes from the meetings held on 29 May and 14 August 2025.

*Councillor Tilbrook rejoined the meeting at 19.24pm.

18.5. Events Periodic Report

- 18.5.2. The committee received a report, previously circulated, outlining feedback from the Council's summer events programme, as well as plans for the upcoming Town Show, Family Fun Day, and the Remembrance Sunday service in November. The Committee wished to formally record its thanks to Council staff for their dedication and hard work in delivering a highly successful summer events programme.

It was resolved that:

The report be noted.

18.6. Events Forum Update

- 18.6.2. The Committee received a report, previously circulated, with an update on work of the Forum. It was noted that the Forum continued to evolve as a valuable platform for collaboration between local groups who wished to share ideas and identify opportunities to develop the Towns' events calendar. Discussions were positive and several initiatives were being explored. Although the Forum was not yet able to deliver events independently, there was a clear enthusiasm and commitment among its members to drive a coordinated, town-wide programme in the future. Officers would therefore continue to support this progress by scheduling regular meetings and establishing the new Love Littlehampton website.

It was resolved that:

The report be noted.

18.7 Christmas Illuminations

- 18.7.1. The Committee received a report, previously circulated, providing an update on the 2025 Christmas Lights scheme and progress on the 2026–2028 tender. The report also included proposals to introduce additional lighting in Duke Street and an update on an initiative to install permanent festoon lighting in the High Street. Feedback on the 2025 scheme had been positive overall, though additional lighting needs were identified in Duke Street and East Street. It was therefore proposed that this year's scheme be expanded to install lights in three trees on Duke Street, with an estimated cost of £600 to be met from reserves.
- 18.7.2. Arun District Council had also secured funding from the UK Shared Prosperity Fund for festoon lighting in the High Street, with installation anticipated in early 2026. This initiative had underlined the need for infrastructure repairs and investment to support future lighting schemes. Looking ahead, options under consideration included introducing permanent winter lighting in Duke Street and enhancing the decorations in East Street. These would be explored in the forthcoming tender process. The Committee supported the recommendations.

The Committee therefore resolved:

1. That the proposal to extend the 2025 scheme to include lighting in Duke Street as outlined in paragraph 4.1 of the report with an additional cost of £600 to be met from Earmarked Reserves be approved.
2. That the additional lighting proposals as outlined in paragraphs 4.2. and 4.3. of the report be explored as part of the tender review process which was scheduled to start in winter.
3. To receive the Christmas Lights Working Group notes from the meeting held on 13 August 2025.

18.8 Museum Periodic Report

- 18.8.1. The Committee had before it a report, previously circulated, which contained updates on recent activities and engagements with the museum, including proposals for the acquisition of a small number of items. Recent activities included several successful exhibitions with Tales from the Time Machine proving popular. In addition, the Team continued to support the Town Council's events programme and had drawn strong visitor numbers. Work continued updating policies, progressing documentation and drafting the HLF grant application. The Committee was also asked to note the position regarding the security and insurance requirements relating to the six Iron Age coins currently on loan from the British Museum.

It was resolved that:

1. The recommended acquisition of items detailed in Appendix A, attached to the report be approved.

2. The position regarding the Six Iron Age coins on loan from the British Museum, as set out in paragraph 3.7. in the report be noted.
3. The contents of the report be otherwise noted.

18.9. Quarterly Business Plan Progress Report

- 18.9.1. The Committee considered a report, previously circulated, providing an update on progress towards the business plan goals. Over the past quarter, the Council had delivered a successful summer events programme, started the Service Funding Agreements review and implemented boundary improvements at Rosemead Park. This latter work had diverted resources, and a planned survey and consultation had been placed on hold.
- 18.9.2. Members discussed the importance of consultation and there was a strong view that even a scaled-back approach, such as gathering feedback at the Town Show, would be valuable. Whilst it was acknowledged that major improvements were unlikely in the current financial year, the Town Show was also seen as an opportunity to gauge community capacity for volunteering and using the park for other activities. It was therefore agreed that a scaled-back questionnaire be used at the Town Show.
- 18.9.3. It was also noted that ongoing contract reviews and continued liaison with stakeholders were providing valuable insights that could positively shape future plans for the park. It was acknowledged that the Section 106 funding allocated to Rosemead remained available, with specific provision for play equipment, and that additional funding was available through the Boklok development Section 106 agreement to support wider improvements that align with the Town Council's objectives. Members therefore agreed it would be prudent to take the time to undertake a thorough review of requirements.

It was therefore resolved that:

1. The Business Plan Action Plan be updated to reflect the change in the timing for delivery of further improvements at Rosemead Park.
2. The contents of the report be otherwise noted.

19. Exempt Business

There was none.

The meeting closed at 7.49pm.

Chair

**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

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?	<p>Due to the Amenity Team Co-Ordinator and Assistant Town Clerk posts becoming vacant there is an urgent need to recruit two new staff to ensure the Town Council can continue to operate.</p> <p>A review of the staffing resources is underway, including assessing how work is undertaken. This review has identified the need to replace the post of Amenity Team Co-Ordinator with a Facilities and Contracts Manager, reflecting the needs of the role. This includes co-ordinating and ensuring the Council's buildings, allotments, parks and open spaces and associated amenities are well managed and maintained. Developing and implementing preventative maintenance plans for each asset. Ensuring full compliance with health and safety regulations, building requirements and risk management. Managing procurement and contracts for assets and services including the war memorial, floral, tree maintenance etc.</p> <p>The responsibilities of the Assistant Town Clerk have been reorganised to allow a more focussed and efficient approach. Due to the changes in responsibilities, there is now a need to</p>
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		replace the post of Project Support Manager with a Project Support Officer. This role will manage specific and appropriate aspects of projects and initiatives, working under the direction of the relevant senior manager. Report progress to Council, committees and project teams as required. Liaise with other public bodies, contractors and developers to progress the Town Council's ambitions. Work closely with other teams in progressing joint and inter-related projects. Engage staff, councillors and other stakeholders as required and ensure that any changes are effectively integrated into service areas across the Council.
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? 	With both posts becoming vacant the work cannot be covered from within existing resources and so there is an urgent need to recruit immediately. Due to recruitment processes and notice periods it will take at least two months until a postholder starts.
3a	What are the financial implications?	This is budget neutral
3b	Has a budget been approved?	Yes. The costs of the posts are already budgeted for in the 2025 to 2026 budget.
3c	Which budget are you recommending the expenditure to come from? Please check that sufficient funds are available.	Staffing
3d	Is a supplementary estimate required? Note: if so, this could necessitate a further urgent decision	No
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.	The RFO has given approval.

	*For this point only, in the absence of the Responsible Financial Officer and Town Clerk, the 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	Due to the change in job titles (and therefore staffing structure) Council approval is required. Therefore, the Mayor, Chair of Property and Personnel and the Group Leads have been consulted.
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?	
7	Record of any conflict of interest declared by a Member consulted on the decision	N/A
8	What alternative options have been considered – both practical and financial?	Distributing all the work within existing resources is not possible. Without the work being covered the Council will not be able to meet its strategic priorities, policies and legal compliance. The use of agency or short term staff was considered but will not give the Council the stability required.
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 	
11	Have appropriate risk assessments been undertaken?	N/A
12	Date of consultation with Chair	30 September (Group Leaders)

		9 October (Mayor and Chair of Property and Personnel)
13	Signature of Chair	10 October 2025
14	Date of decision	9 October 2025
15	Signature of Town Clerk	9 October 2025
16	Signature of Responsible Financial Officer – if required under 3e	10 October 2025
17	Date reported to Council or Committee	Full Council 16 October 2025

Littlehampton Town Council

Non-Confidential

Committee: Full Council

Date: 16 October 2025

Report by: Town Clerk

Subject: Amendments to Scheme of Delegation to Officers – Interim Arrangements

1. Summary

- 1.1. This report sets out proposals to introduce transitional interim arrangements to maintain continuity of operations while the Council implements organisational changes supporting the realignment of the staff structure.

2. Recommendations

Council is recommended to:

1. Approve the reallocation of responsibilities of the Assistant Town Clerk to the Communications and Marketing Manager and Project Support Manager as appropriate.
2. Authorise the Communications and Marketing Manager, Project Support Manager, and Office Manager to approve official orders in accordance with Financial Regulations.
3. Approve that in the absence of both the Town Clerk and Deputy Town Clerk and Responsible Financial Officer, the Communications and Marketing Manager (or Project Support Manager) shall act as second deputy to the Town Clerk.
4. Grant delegated authority to the Town Clerk to submit planning responses on behalf of the Council, following consultation with the Chair of Planning and relevant Committee Members, during the interim period.
5. Note that these arrangements shall remain in effect until a revised Scheme of Delegation is brought forward for approval.

3. Background

- 3.1. The council's current Scheme of Delegation (adopted 2014) establishes the Town Clerk as Head of Paid Service and sets out the Heads of Service with delegated authority. It also identifies the Deputy Town Clerk and Responsible Financial Officer (RFO) and Assistant Town Clerk as deputies to the Town Clerk.

- 3.2. The council has embarked on a review of operations which will eventually see the staff structure realigned to deliver the Council's Business Plan. Key changes already identified include the cessation of the posts of Assistant Town Clerk and the Amenity Team Co-Ordinator role. It is therefore necessary to reallocate responsibilities and ensure that appropriate officers hold delegated authority to act. This includes the ability to authorise official orders within existing budgets and financial regulations. If approved the interim arrangement will remain in place until a revised staffing structure is agreed by Council alongside a revised Scheme of Delegation.

3.3. Proposed Interim Changes

The interim changes will see the functions of the Assistant Town Clerk reasigned to either the Communications and Marketing Manager or the Project Support Manager (as determined by the Town Clerk). In addition, to existing postholders, it is also proposed that the following officers be authorised to raise and approve official orders:

- Communications and Marketing Manager
- Project Support Manager
- Office Manager – up to £150

This ensures that financial and procurement processes remain efficient and legally compliant in the absence of the Assistant Town Clerk and Amenity Team Co-Ordinator posts until the implementation of the realigned structure on 1 April 2026.

3.4. Planning Matters – Delegated Authority to Town Clerk

Currently, planning responses are determined through Committee. To safeguard against delays during the interim period and while officer resources are limited, it is also recommended that the Town Clerk be granted delegated authority to submit planning representations on behalf of the Council, subject to prior consultation with the Chair of Planning and appropriate Committee Members.

4. Financial Implications

There are no direct additional financial implications arising from these changes.

Laura Chrysostomou,
Town Clerk.

Littlehampton Town Council

Non-Confidential

Committee: Full Council

Date: 16 October 2025

Report by: Town Clerk

Subject: Civility and Respect Pledge

1. Summary

- 1.1. This report provides an overview of the Local Government Civility and Respect Pledge and the recently introduced Councillor's Statement of Assurance. It also recommends that Council reaffirms its commitment to the Pledge and invites all Councillors to sign the Statement of Assurance.

2. Recommendations

Council is recommended to:

1. Reaffirm its commitment to the Local Government Civility and Respect Pledge.
2. Encourage all Councillors to sign the Councillor's Statement of Assurance, to further demonstrate personal commitment to civility and respect in all council activities.

3. Background

- 3.1. The Civility and Respect Pledge [Improving civility and respect](#) was launched jointly by the National Association of Local Councils (NALC), One Voice Wales and the Society of Local Council Clerks (SLCC), to promote positive working relationships within local government. To date 18% of councils (1,832) have signed up to the Pledge and work continues to promote take up.
- 3.2. The pledge recognises that civility and respect are essential to healthy debate, good governance, and effective community leadership. Many councils across England and Wales have now signed the pledge and renew it annually as a public commitment to upholding high standards of conduct

between councillors, officers, and the public. The Town Council signed the Pledge on 12 October 2023 and following a review of the Code of Conduct in 2024, incorporated this within its Councillor Code of Conduct [Councillor Code of Conduct 2024 \(APP 4 Attached\).pdf](#) . In doing so the Council committed to the following:

- Treating councillors, staff, partners, and members of the public with civility, dignity, and respect.
- Providing appropriate training for councillors and staff.
- Adopting and upholding an effective Code of Conduct.
- Maintaining good governance through appropriate policies and procedures, such as dignity-at-work and grievance policies.
- Calling out poor behaviour when it occurs and addressing issues at an early stage.
- Learning from and sharing best practice across the sector.

3.3. The Pledge is not a legal document but a public declaration of intent and it is considered good practice for the Council to reaffirm its commitment to the Pledge each year, typically on the anniversary of signing and at the Annual Council Meeting following an election. Doing so publicly demonstrates leadership and commitment to maintaining high standards in local governance.

3.4. To complement the Council-level pledge, the Councillor's Statement of Assurance (Appendix A) has recently been introduced. This statement allows each councillor to personally affirm their commitment to uphold the principles of the Pledge. Signing the statement is voluntary but strongly encouraged, as it reinforces individual accountability and supports a respectful and collaborative council culture.

4. Financial Implications

4.1. There are none arising from this report.

4.2. Littlehampton Town Council does have in place a budget for councillor training and for staff training.

Laura Chrysostomou
Town Clerk



Civility & Respect

IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

Councillor's Statement of Assurance

I confirm that I have read the council's Code of Conduct, including the principles of public life, and understand my obligations and the behaviour expected of me whenever I am acting as a councillor.

Understanding my duties as a councillor, I will adopt the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership. I will also:

- Behave respectfully towards others, including those I disagree with.
- Uphold the values identified in my council's Code of Conduct.
- Attend training required by the council as part of my role as a councillor.

Signed _____

Name _____

Date _____

Littlehampton Town Council

Non-Confidential

Committee: Full Council

Date: 16 October 2025

Report by: Town Clerk

Subject: Business Plan Progress Report

1. Summary and Background

1.1. 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.

1.2. The 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.

1.3. Officers have been working alongside Members to deliver the goals and objectives set out in the Action Plan. The Action Plan Monitor in appendix 1 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: An alert, usually denoting one of 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 overspend, 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.

- 1.4. On 8 May 2025, at its Annual Meeting, Council agreed the key objectives for the business plan year 2025 to 2026. Subsequently, each Committee has received updates through their respective quarterly periodic reports enabling them to monitor progress and keep the Business Plan under review. This report provides Council with an update on progress with those objectives since May 2025. Despite staffing challenges, there has been significant progress in many areas.
- 1.5. A highly successful summer events programme, including the Town Show and Family Fun Day was delivered. The new Event Strategy was developed and adopted, a three-year core event programme agreed, and the Event Forum initiated to strengthen community engagement.
- 1.6. Strong progress was also made on town centre regeneration, with active support to the Littlehampton Business Forum, development and adoption of a Signage Strategy, work is underway to deliver the Wayfinding Project, and the launch of the first Business Crime Reduction Partnership Board meeting. Through the Town Centre Action Group, a mid-term review of the Town Centre Strategy was undertaken and incorporated actions arising from consideration of the research project.
- 1.7. Work also began to expand and refresh the Visit Littlehampton website to better serve tourism and the community. The Museum has maintained its popular exhibition programme and has been preparing a Heritage Fund grant application.
- 1.8. Scoping work has been undertaken and proposals for the hub and the accommodation required to deliver it were considered and agreed by the Policy and Finance Committee on 15 September.
- 1.9. Staff workshops were held to gather contributions to an Employee Code of Conduct. A staff task and finish group has been working to refine the Code of Conduct ahead of approval. Personnel policies (without major legislative change pending) are being reviewed and developed with input from officers, in preparation for the task and finish group to consider before being adopted by Council. A package of essential compliance training has been compiled, and implementation has begun. 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.
- 1.10. Other key pieces of work have included security upgrades to the boundaries at Rosemead Park, a review of Christmas Lights for 2025, and approval of a new Service Funding Agreements policy.

- 1.11. The table below draws out goals and objectives for the remaining business plan year.

Prepare and approve the 2026 to 2027 budget
Continue work to develop an Events Forum working with partners to deliver community events throughout the year.
Progress work on the recently reviewed Town Centre Strategy actions. Support development of newly formed Business Forum. Deliver Christmas High Street Events.
Implement a hub in the High Street providing a flexible space to access services and facilitate drop-in sessions
Finalise Community Centre Action Plans
Museum Project Time Machine – Completion of Phase Two and embark on Phase Three – Upgrade and develop the Collection
Review Communications Strategy
Transfer to new software package for asset management and maintenance scheduling
Renew contracts as agreed including Christmas lights and event support
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
Work with Arun District Council and developers to deliver allotment sites and new community and youth facility in Hampton Park (North Littlehampton)
Implement objectives from the Allotment Strategy Action Plan delivering improvements to infrastructure
Take forward the Manor House maintenance requirements including assessment of carbon footprint and environmentally friendly options
Service Funding Agreements – conclude review and implement new agreements
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.
Embed new staff and continue to review staffing resources to ensure capacity to deliver strategies, projects, and objectives.
Agree and deliver training required for Councillors and staff following adoption of new policies
Input into Arun District Council's Local Plan review and consider implications on Littlehampton Town Council's Neighbourhood Plan Review
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.

2. Recommendations

The Council is recommended to:

1. Note the updates to the Action Plan Monitor in appendix 1.

3. Financial Implications

- 3.1. 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.
- 3.2. 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								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 accomodation, 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			
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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				

Littlehampton Town Council

Non-Confidential

Committee: Full Council

Date: 16 October 2025

Report by: Town Clerk

Subject: Town Council Committee Calendar Dates 2025 and 2026

1. Background and Update

- 1.1. The Town Council sets the meeting dates for Council and its Committees at least 18 months in advance. The calendar undergoes periodic reviews because 11 of the Town Council's 15 Councillors are also elected to Arun District Council and this can impact on availability for meetings and for Town Council meetings to be quorate. It should be noted that the District Council reviews its schedule of meetings at half yearly intervals with the next review due in May 2026. Therefore, calendar arrangements may need to change again when the District Council updates its meeting schedule again next year.
- 1.2. The Town Council has recently embarked on a review of operations which has highlighted the need for an additional meeting of the Property and Personnel Committee on 10 November 2025. In addition, provisional committee meetings may be required in January 2026 should individual committees be unable to make the necessary budget recommendations during the December cycle of meetings and to facilitate the 2026 to 2027 budget and precept setting process. These are:

CRC - Thursday 8 January 2026

P&P – Monday 12 January 2026

P&F – Tuesday 13 January 2026

The updated calendar of meetings for 2025 and 2026 are therefore attached, as appendices 1 and 2 respectively, for approval.

2. Recommendations

- 2.1. Council is recommended to:
Approve the updated calendar of meetings for 2025 and 2026.

3. Financial Implications

- 3.1. There are none arising from this report.

Laura Chrysostomou, Town Clerk



Littlehampton Town Council Committee Meetings 2025

January						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
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14	15	16	17*	18	19	20
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28	29	30				

May						
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26	27	28	29	30	31	

June						
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30						

July						
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August						
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September						
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November						
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December						
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29	30	31				

FC = Full Council	6.30pm
P&T = Planning and Transportation	6.30pm
AWG = Allotments	6.30pm
P&P = Property and Personnel	6.30pm

CRC = Community Resources	6.30pm
P&F = Policy and Finance	6.30pm
G&A = Governance and Audit	6.30pm

ATM = Annual Town Meeting	6.00pm
BH = Bank Holiday	
* Reserved Dates	

(Note to members: * are reserved for meetings only if required.)

Approved by Full Council March 2024



Littlehampton Town Council Committee Meetings 2026

January						
M	T	W	T	F	S	S
			1	2	3	4
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February						
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March						
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April						
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May						
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June						
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July						
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20*	21	22	23*	24	25	26
27	28	29	30	31		

August						
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September						
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28	29	30				

October						
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			1	2	3	4
5	6*	7	8	9	10	11
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26	27	28	29	30	31	

November						
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December						
M	T	W	T	F	S	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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ATM = Annual Town Meeting 6.00pm
BH = Bank Holiday

* Reserved Dates

(Note to members: * are reserved for meetings only if required.)

To be approved by Full Council March 2025

Littlehampton Town Council

Non-Confidential

Full Council

Date: 16 October 2025

Report by: Town Clerk and Deputy Town Clerk and Responsible Financial Officer

Subject: External Auditor Certificate and report 2024 to 2025

1. Summary

- 1.1. Attached, as appendix 1, is the External Auditor's Certificate and report for the 2024 to 2025 accounts.
- 1.2. The conclusion of the Audit has been advertised on the website and copies of the complete Annual Return made available for purchase.
- 1.3. The outcome of the External Audit will also be reported to the Governance and Audit Committee at their next meeting in February 2026.
- 1.4. With regards to the 'Other Matters' section of the auditor's certificate, there was nothing to note.

2. Recommendations

The Council is recommended to:

- 2.1. Note the External Auditor certificate and report for the 2024 to 2025 accounts.

Laura Chrysostomou

Town Clerk

Jon Short

Deputy Town Clerk and Responsible Financial Officer

Section 3 - External Auditor Report and Certificate 2024/25

In respect of **Littlehampton Town Council**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

We identified during our review of the Annual Governance and Accountability Return that boxes 6 and 7 of the prior year column (2024) on Section 2 - Accounting Statements did not agree to the figures provided on the audited 2023/24 form by £1. No explanation was provided for these amendments, and the column has not been marked as 'Restated' to bring it to the attention of the reader. We consider these amendments to be trivial and no significant concerns arise.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name



External Auditor Signature

Moore

Date

15/08/2025

Littlehampton Town Council

Non-Confidential

Committee: Full Council

Date: 16 October 2025

Report by: Town Clerk and Deputy Town Clerk and Responsible Financial Officer

Subject: Local Government Pension Scheme (LGPS) – 2024 to 2025 Employer Performance

1. Summary

- 1.1. Each year, all employers participating in the Local Government Pension Scheme (LGPS) are required to submit a statutory end-of-year return for scheme members who contributed to the Scheme during that financial year. Attached, Appendix 1 is the Town Council's report for 2024 to 2025.

2. Recommendations

Council is recommended to:

Note the report on the Local Government Pension Scheme 2024 to 2025 Employer Performance and the positive assessment received for Littlehampton Town Council.

3. Background and Update

- 3.1. The end-of-year return process is a statutory requirement for all LGPS employers and plays a critical role in ensuring the accuracy and integrity of member data. Accurate information is essential to:

- Ensure pension benefits are calculated and paid correctly and on time.
- Maintain the financial accuracy of the Pension Fund; and
- Support the assessment of pension liabilities for which the Fund is responsible.

The West Sussex Pension Fund's pensions administration team has reviewed employer performance as part of its 2025 annual returns process. The full results for Littlehampton Town Council are provided in Appendix 1.

- 3.2. The Council's submission was assessed as demonstrating no areas of concern across all performance measures. This reflects the Council's ongoing commitment to maintaining accurate and timely pension administration processes and effective communication with the LGPS administration team.

- 3.3. Following completion of the 2024 to 2025 end-of-year process, the Town Council has been recognised by the West Sussex Pension Fund administration team as achieving a positive outcome, with no concerns identified across the three benchmarked criteria:
- Timeliness
 - Financial Control
 - Data Quality
- 3.4. The Responsible Financial Officer will continue to maintain current standards in terms of the management and submission of pension data, engage with training and support opportunities offered by the Pension Fund and monitor compliance with LGPS employer obligations on an annual basis.

4. Financial Implications

- 4.1. There are none arising from this report.

Laura Chrysostomou
Town Clerk

Jon Short
Deputy Town Clerk and Responsible Financial Officer

Laura Chrysostomou
Littlehampton Town Council
Manor House
Church Street
Littlehampton
BN17 5EW

West Sussex Pension Fund
administered by
Hampshire Pension Services
The Castle, Winchester
Hampshire SO23 8UB
01962 845588
westsussex.gov.uk/pensions

Enquiries to Employer Services
Telephone 01962 845588

Reference Employer Performance -431
Email Pensions.EOY@hants.gov.uk

September 2025

Dear Laura,

Local Government Pension Scheme (LGPS) – 2024/2025 Employer Performance

At the end of each scheme year, all employers are required to submit a statutory end-of-year return for their LGPS members who contributed to the Scheme during any part of that year.

We are writing to thank you for your ongoing work and support to ensure that this process has achieved a positive outcome, and your organisation has been rated as showing no concerns across the three benchmarked criteria (timeliness, financial control, and data quality).

The end of year process is a critical activity to ensure that member data is accurate and up to date. Reliable information underpins our ability to deliver a high-quality administration service to all stakeholders, ensuring benefits are paid correctly and on time, and enabling accurate assessment of the pension liabilities we are responsible for.

As part of our commitment to improving the quality of membership data and to help to support the management of the Pension Fund, the pensions administration team have reviewed scheme employer performance following the 2025 annual returns process.

The full results of this exercise for Littlehampton Town Council have been attached as an appendix to this letter.

To support the continued delivery of a high-quality administration service, the team are keen to continue to work in partnership with employers. In addition to the regular newsletters, that offer guidance and share the latest updates, and the employer-focused training opportunities, the team is available to provide tailored support or to discuss any concerns related to the administration of the Scheme. You can find their contact details above.

Yours sincerely,



Rachel Wood

Head Of Pensions

Description	Key	2025	2024	2023								
Timeliness: The deadline for a correct and completed annual return to be submitted to the fund is 30 April.	<table><tr><th>Performance</th><th>RAG</th></tr><tr><td>Return received before deadline.</td><td><div><div></div></div>Green</td></tr><tr><td>Return received after deadline but less than a month late.</td><td><div><div></div></div>Amber</td></tr><tr><td>Return received more than a month late.</td><td><div><div></div></div>Red</td></tr></table>	Performance	RAG	Return received before deadline.	<div><div></div></div> Green	Return received after deadline but less than a month late.	<div><div></div></div> Amber	Return received more than a month late.	<div><div></div></div> Red	Green	Green	Green
Performance	RAG											
Return received before deadline.	<div><div></div></div> Green											
Return received after deadline but less than a month late.	<div><div></div></div> Amber											
Return received more than a month late.	<div><div></div></div> Red											
Financial Control: The contributions due as detailed on the annual return should match the pension contributions received by the Fund and reported as part of monthly remittances. If there are genuine reasons for a discrepancy, then these should be detailed on the return so contributions can be reconciled.	<table><tr><th>Performance</th><th>RAG</th></tr><tr><td>No reconciliation issues</td><td><div><div></div></div>Green</td></tr><tr><td>Minor reconciliation issues quickly resolved</td><td><div><div></div></div>Amber</td></tr><tr><td>Major reconciliation issues or slow to respond</td><td><div><div></div></div>Red</td></tr></table>	Performance	RAG	No reconciliation issues	<div><div></div></div> Green	Minor reconciliation issues quickly resolved	<div><div></div></div> Amber	Major reconciliation issues or slow to respond	<div><div></div></div> Red	No reconciliation issues.	No reconciliation issues.	No reconciliation issues.
Performance	RAG											
No reconciliation issues	<div><div></div></div> Green											
Minor reconciliation issues quickly resolved	<div><div></div></div> Amber											
Major reconciliation issues or slow to respond	<div><div></div></div> Red											
Data Quality: The information contained on the annual return should match the member records that we hold for that organisation e.g. notification of starters, leavers, amendments to records. Queries raised should be resolved within 10 working days of being raised.	<table><tr><th>Performance</th><th>RAG</th></tr><tr><td>No data quality issues (below 2% of membership queried).</td><td><div><div></div></div>Green</td></tr><tr><td>Minor data quality issues (between 2% and 5% of membership queried).</td><td><div><div></div></div>Amber</td></tr><tr><td>Major data quality issues (greater than 5 queries and 5% of membership queried) or slow to respond.</td><td><div><div></div></div>Red</td></tr></table>	Performance	RAG	No data quality issues (below 2% of membership queried).	<div><div></div></div> Green	Minor data quality issues (between 2% and 5% of membership queried).	<div><div></div></div> Amber	Major data quality issues (greater than 5 queries and 5% of membership queried) or slow to respond.	<div><div></div></div> Red	Minor data quality issues quickly resolved.	Minor data quality issues quickly resolved.	Minor data quality issues quickly resolved.
Performance	RAG											
No data quality issues (below 2% of membership queried).	<div><div></div></div> Green											
Minor data quality issues (between 2% and 5% of membership queried).	<div><div></div></div> Amber											
Major data quality issues (greater than 5 queries and 5% of membership queried) or slow to respond.	<div><div></div></div> Red											