



How to contact us
Write to: Manor House, Church Street,
Littlehampton, West Sussex, BN17 5EW
Email: lrc@littlehampton-tc.gov.uk
Call: 01903 732063
Find us online: www.littlehampton-tc.gov.uk
Town Clerk – Laura Chrysostomou

14 November 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 20 November 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 Committee 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 Minutes of the meeting held on 16 October 2025, circulated herewith, pages 5 to 18. 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

9.1 Recommendations from Committees

Report attached, pages 19 to 20.

9.2 Committee Minutes – Non-Exempt

9.2.1 Community Resources

To receive the Minutes of the meeting held on 23 October 2025, circulated herewith, pages 21 to 27, at which the following items were discussed.

27.1. Arun Youth Projects (AYP) Annual Report and Presentation

- 27.2. Community Resources Officer Periodic Report
- 27.3. Events Periodic Report
- 27.4. Draft Events Programme for 2026 to 2028
- 27.5. Museum Periodic Report
- 28. Community Arts Project Proposal – Colour Up Wick

9.2.2 Planning and Transportation

To receive the Minutes of the meeting held on 3 November 2025, circulated herewith, pages 28 to 32, at which the following items were discussed.

- 88.1.1. Planning Application LU/200/25/PL Pavement o/s 63 High Street
- 88.1.2. Planning Applications, Lists 41, 42, 43, and 44 if available
- 88.1.3. Licensing Application No: 122405 re: Birds Of Paradise Deli 26 Beach Road, Littlehampton, West Sussex, BN17 5HT
- 89.1. Proposed Upgrade to an existing Telecommunications Base Station at Minister Court, Courtwick Lane, Wick, Littlehampton, West Sussex, BN17 7RN
- 90. Rampion 2 Windfarm
- 91.1. Traffic Regulation Order (TRO) Consultation – ARN9014MM: Toddington Lane
- 91.2. West Sussex Draft Local Nature Recovery Strategy
- 92.1. Govia Thameslink Railway (GTR) Stakeholder Consultation
- 93. Masterplan – North Littlehampton

9.2.3 Property and Personnel

To receive the Minutes of the meeting held on 10 November 2025, circulated herewith, pages 33 to 36, at which the following items were discussed.

- 18.1. Absence Monitoring
- 18.2. Quarterly Business Plan Progress Report
- 18.4. Staffing Structure Realignment
- 20. Officers Report – Exempt 20.1. Staffing Structure Realignment

10. Officer's Report

10.1 Town Council Committee Calendar Dates 2027 Draft

Report attached, pages 37 to 38.

11. 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.

12. 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 minutes are 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.

The following report is confidential for Members of the Council only in accordance with Paragraph 4 of Part 1 of Schedule 12A of the Local Government Act 1972 (being Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relating matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority).

13. Exempt Minutes

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

14. Officers report – Exempt

14.1 Staffing structure realignment – Report for Members of Council only.

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

Present:

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

In attendance:

Laura Chrysostomou – Town Clerk
Juliet Harris – Assistant Town Clerk

2025 to 2026

60. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

62. Apologies

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

63. 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. In addition, Councillor Dr Walsh declared a personal interest in the Local Government Pension Scheme (LGPS) agenda item as a member of the Pensions Committee at West Sussex County Council.

64. Non-Exempt Minutes

The Non-Exempt Minutes of the meeting held on 16 September 2025, previously circulated, were confirmed as a true record and signed by the Mayor.

65. Mayor's Report and Urgent Items

- 65.1.** The Mayor's Engagement report, copy attached to the minutes, had been circulated for Members to note. He reported that it had been an exciting and active summer of engagements and events across the community. The Mayor also reminded Members that this year's Service of Remembrance would be held on Sunday 9 November. Beginning with the parade in the High Street, he looked forward to joining Members and the public at the War Memorial at 11am for the Service.

66. Public Forum

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

66.1. Worthing Road Allotment Site Boundary Fence

The Site Representative asked if there was an update regarding repairs to the damaged portion of the fencing on Worthing Road allotment site boundary. The Town Clerk agreed to provide a progress update following the meeting.

67. Correspondence or issues in respect of the District or County Council

There were none.

68. Reports from Committees – Non-Exempt

There were none.

68.1. Committee Minutes – Non-Exempt

68.1.1. Planning and Transportation

Council received and noted the Minutes of the meeting held on 16 June, 14 July, 11 August, 8 September, and 6 October 2025 previously circulated, with no matters arising.

68.1.2. Governance and Audit

Council received and noted the Minutes of the meeting held on 8 July 2025, previously circulated, with no matters arising.

68.1.3. Community Resources

Council received and noted the Minutes of the meeting held on 4 September 2025, previously circulated, with no matters arising.

68.1.4. Policy and Finance

Council received and noted the Minutes of the meeting held on 15 September 2025, previously circulated, with no matters arising.

69. Officer's Reports

69.1. Standing Orders / Urgent Actions

Council received and noted an urgent action, previously circulated, approving the recruitment of a Facilities and Contracts Manager and a Project Support Officer. Both the job titles and roles had been amended to reflect the change in focus needed. While acknowledging that these appointments were being brought forward earlier than the planned realignment to ensure business continuity, Council also noted that the financial implications were budget-neutral, achieved through the vacancies and readjustment of existing staff roles.

It was resolved that:

The urgent action be noted.

69.2. Amendments to Scheme of Delegation to Officers – Interim Arrangements

69.2.1. The Town Clerk presented a report, previously circulated, proposing amendments to the Scheme of Delegation to Officers. The purpose of these amendments was to support the continued efficient operation of the Council during the interim period preceding the implementation of the revised staff structure, scheduled for 1 April 2026.

69.2.2. If approved these changes would enable the functions of the Assistant Town Clerk to be temporarily reassigned to either the Communications and Marketing Manager or the Project Support Manager. These functions included authorising official orders and acting as Second Deputy, where applicable, to the Town Clerk in their absence. Furthermore, the function of

authorising Official Orders up to £150 of the Amenity Team Co-Ordinator would be temporarily reassigned to the Office Manager.

- 69.2.3. The changes would also grant delegated authority to the Town Clerk to submit planning responses on behalf of the Council. This would be used only when necessary and undertaken in consultation with the Chair of Planning and Transportation Committee and relevant Committee Members, following the collation of Members' views on individual applications. Noting that these arrangements would remain in effect until a revised Scheme of Delegation was brought forward for approval, the proposals were considered sensible.

It was therefore resolved that for the interim period to 31 March 2026:

1. The reallocation of the Assistant Town Clerk's responsibilities to the Communications and Marketing Manager and Project Support Manager, as appropriate be approved.
2. The Communications and Marketing Manager, Project Support Manager, and Office Manager be authorised to approve official orders in accordance with the Council's Financial Regulations.
3. 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. Authority be delegated to the Town Clerk to submit planning responses on behalf of the Council, following consultation with the Chair of Planning and Transportation Committee and relevant Committee Members.

69.3. Civility and Respect Pledge

The Town Clerk presented a report, previously circulated, outlining the Local Government Civility and Respect Pledge and the recently introduced Councillors Statement of Assurance. The Town Council first signed the Pledge in October 2023 and incorporated its principles into the 2024 Councillor Code of Conduct. In reaffirming the Pledge annually, Council demonstrated its ongoing commitment to civility, dignity, and respect in all aspects of its work. Members were also invited to sign the recently introduced Councillor's Statement of Assurance which enabled them to individually endorse these principles, reinforcing accountability.

Council unanimously resolved:

1. To its commitment to the Local Government Civility and Respect Pledge.
2. To encourage all members to sign the Councillor's Statement of Assurance as a demonstration of personal commitment to civility and respect in Council activities.

69.4. Business Plan Progress Report

- 69.4.1. Members received a report, previously circulated, which included updates on progress with the delivery of the goals and objectives in the Action Plan and

a summary of work completed in the first two quarters of 2025 to 2026. Following the announcement that Courtwick with Toddington had been awarded government funding through the national Pride in Place programme, it was noted that the Town Council would engage fully in the development of this initiative. It was envisaged that the objectives and core areas of work would become clearer in the coming months, and that these would be incorporated into the Town Council's Business Plan.

It was resolved that:

The update and Action Plan monitor be noted.

69.5. Town Council Committee Calendar Dates 2025 to 2026

- 69.5.1. Members received a report, previous circulated, which highlighted an additional Property and Personnel committee meeting on 10 November 2025 and the inclusion of provisional committee meetings in January 2026, to support the budget setting process.

It was resolved that:

The updated calendar of meetings for 2025 and 2026 be noted.

69.6. External Auditor Certificate and Report 2024 to 2025

- 69.6.1. Members received a report, previous circulated, which contained the External Auditor certificate and report for the 2024 to 2025 Annual Return. The Town Clerk confirmed that there were no matters giving cause for concern and that the Council had met all the legislation and regulatory requirements. Acknowledging the hard work involved, members recorded their thanks and congratulated officers on a successful audit outcome.

It was resolved that:

The External Auditor certificate and report for the 2024 to 2025 accounts be noted.

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

- 69.7.1. Council received the LGPS Employer Performance Report for 2024–2025, previous circulated. The Town Clerk reported that the West Sussex Pension Fund assessed Littlehampton Town Council's submissions and identified no areas of concern. This reflected the Council's continued commitment to maintaining high standards in pension administration, including engaging in training to ensure ongoing compliance with LGPS requirements. Council welcomed this report.

It was resolved that:

The report be noted.

70. Reports of Representatives on Outside Bodies

- 70.1.** As the Town Council's representative on the Littlehampton Harbour Advisory Body (LHAB), Councillor Lee reported that he had been elected as Chair. It was also noted that the LHAB had updated its administration to enable separation of the Chair and Secretary roles.

71. Vote of Thanks to Assistant Town Clerk

Observing that this was the last Full Council meeting to be attended by the Assistant Town Clerk, members expressed their gratitude for her many years of diligent service. They shared thanks for her consistent contributions of sensible advice, support and experience to all members and officers, emphasising that her absence would no doubt be felt across the organisation. With sadness, Council wished the Assistant Town Clerk all the very best in the future and a long and happy retirement.

72. Exempt Business

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 6.55 pm.

Summary of Confidential Matters Discussed in Exempt Business

Council reconvened at 6.56 pm.

73. Exempt Minutes

73.1. Extraordinary Full Council

The Exempt Minutes of the extraordinary meeting held on 16 September 2025, previously circulated to members of the Council only, were confirmed as a true record and signed by the Mayor.

73.2. Policy and Finance Committee

Council received the Exempt Minutes of the meeting held on 15 September 2025, previously circulated to members of the Council only. Regarding the

Council's High Street Hub, it was noted that officers were progressing discussions with potential partners and the landlord to take this forward.

74. K2 Youth and Community Centre Construction

The Town Clerk gave members an oral update on the current position and recent developments in the negotiations regarding the final construction costs, including issues of delayed completion and lease discussion.

The meeting was closed at 7.04 pm.

Mayor

UNAPPROVED

Mayoral Engagement attended between 19 June 2025 - 16 Oct 2025

#	Attendee	Date	Organisation	Event	Activities at event	Venue
1	M	21/06/2025	LPOS - musical production	Performance of "Patience"	Join in the celebration of 70 years in the studio prior to the show	Windmill Theatre
2	DM	21/06/2025	LPOS - musical production	Performance of "Patience"	Join in the celebration of 70 years in the studio prior to the show	Windmill Theatre
3	M	24/06/2025	Bishop of Chichester	Afternoon reception for civic representatives, Military the NHS and Emergency Services	Attendance at the event and Choral Evensong in the Cathedral	The garden of the Bishops Palace - Chichester
4	M	27/06/2025	Littlehampton Sea Cadets Corps	Grand opening of the Seas Cadets Jetty	Witness the grand opening of the Seas cadets new jetty by the Lord Lieutenant	Arun Villa, Rope Walk Littlehampton
5	M	28/06/2025	Littlehampton Town Council	Armed Forces Day	Lead parade, Mayor's speech, tombola draw meet and greet stallholders and public throughout the day	East Green, Littlehampton
6	DM	28/06/2025	Littlehampton Town Council	Armed Forces Day	Lead parade, Mayor's speech, tombola draw meet and greet stallholders and public throughout the day	East Green, Littlehampton

Mayoral Engagement attended between 19 June 2025 - 16 Oct 2025

#	Attendee	Date	Organisation	Event	Activities at event	Venue
7	M	05/07/2025	Pier Road Art Gallery	Mayors pick	Picked top three artworks for February	Pier Road Art Gallery, East Street, Littlehampton
8	DM	05/07/2025	Pier Road Art Gallery	Mayors pick	Picked top three artworks for February	Pier Road Art Gallery, East Street, Littlehampton
9	M	05/07/2025	Morrisons	Foodbank Food Drive	To assist with collecting and talking to customers	Morrisons, Hawthorn Road Littlehampton
10	M	11/07/2025	4th Littlehampton Scouts	AGM	Attend AGM and hand out badges achieved	Martin Sanders Hall Littlehampton
11	M	23/07/2025	Littlehampton Wave Life Saving Club	Presentation of proficiency awards of the RLSS	Present some of the younger members with recently passed awards. Say a few words	The Wave Leisure Centre Littlehampton
12	M	26/07/2025	Arcade book shop	Grand opening	Officially open the Arcade book shop. Cut ribbon, say a few words	Arcade bookshop. Littlehampton
13	M	26/07/2025	Littlehampton Harbour Board	Waterfront Festival	Attend, meet and greet team with photo's. Short speech to those attending	Pier road Littlehampton
14	M	02/08/2025	Pier Road Art Gallery	Mayors pick	Picked top three artworks for February	Pier Road Art Gallery, East Street, Littlehampton

Mayoral Engagement attended between 19 June 2025 - 16 Oct 2025

#	Attendee	Date	Organisation	Event	Activities at event	Venue
15	DM	02/08/2025	Pier Road Art Gallery	Mayors pick	Picked top three artworks for February	Pier Road Art Gallery, East Street, Littlehampton
16	M	06/08/2025	Littlehampton Town Council	Summer High Street event	Attend, meet and greet stallholders, entertainers and visitors	Littlehampton High Street
17	M	08/08/2025	Littlehampton Musical Comedy Society	Live musical theatre production of Made in Dagenham	Attend the performance	Windmill Theatre
18	DM	08/08/2025	Littlehampton Musical Comedy Society	Live musical theatre production of Made in Dagenham	Attend the performance	Windmill Theatre
19	M	09/08/2025	Littlehampton District Lions Club	Lions Senior Citizens Summer Lunch	Sit with some guests enjoy the entertainment say a few words	The Woodlands Centre. Rustington
20	DM	09/08/2025	Littlehampton District Lions Club	Lions Senior Citizens Summer Lunch	Sit with some guests enjoy the entertainment.	The Woodlands Centre. Rustington
21	M	13/08/2025	Littlehampton Town Council	Summer High Street event	Attend, meet and greet stallholders, entertainers and visitors	Littlehampton High Street
22	M	16/08/2025	Littlehampton Town Council	Screen on the Green	Attend the performance, address the attendees	East Green, Littlehampton
23	M	19/08/2025	Morrisons	Opening of Home Delivery Service	Meet 40 new members of the home delivery team	Morrisons, Hawthorn Road Littlehampton

Mayoral Engagement attended between 19 June 2025 - 16 Oct 2025

#	Attendee	Date	Organisation	Event	Activities at event	Venue
24	M	19/08/2025	The Foodbank	Foodbank Marathon	meet and greet a marathon runner who is running between foodbanks to raise awareness	The Foodbank, rear hall of the Church hall
25	M	20/08/2025	Littlehampton Town Council	Summer High Street event	Attend, meet and greet stallholders, entertainers and visitors	Littlehampton High Street
26	M	27/08/2025	Littlehampton Town Council	Summer High Street event	Attend, meet and greet stallholders, entertainers and visitors	Littlehampton High Street
27	M	01/09/2025	Littlehampton Town Council	Summer Scavenger Hunt	Select the winner of the Summer Scavenger Hunt	The Manor House. Littlehampton
28	M	03/09/2025	Littlehampton Town Council	Summer Scavenger Hunt	Present the winner of the Summer Scavenger Hunt their prize and have photo taken with	The Manor House. Littlehampton
29	M	06/09/2025	Pier Road Art Gallery	Mayors pick	Picked top three artworks for February	Pier Road Art Gallery, East Street, Littlehampton
30	DM	06/09/2025	Pier Road Art Gallery	Mayors pick	Picked top three artworks for February	Pier Road Art Gallery, East Street, Littlehampton
31	DM	06/09/2025	DianaArt studio	Grand Opening	Cut the ribbon and officially open the shop	7 The Arcade Littlehampton

Mayoral Engagement attended between 19 June 2025 - 16 Oct 2025

#	Attendee	Date	Organisation	Event	Activities at event	Venue
32	M	12/09/2025	Mollycare	Grand Opening	Attend the official opening and join the team in some light refreshments and tour the training centre	5 The Arcade. Littlehampton
33	M	13/09/2025	Littlehampton Town Council	Town Show and Family Fun Day	Engage with the day, deliver a speech, compere, socialise	Rosemead Park
34	M	14/09/2025	Arun Sunshine Group	20th Anniversary Tea	Circulate with members and enjoy the event	The Girl Guide Hall. Littlehampton
35	DM	14/09/2025	Arun Sunshine Group	20th Anniversary Tea	Circulate with members and enjoy the event	The Girl Guide Hall. Littlehampton
36	M	24/09/2025	Voluntary Action Arun & Chichester	AGM	Attend the AGM and meet group members, charities, voluntary and community groups	New Millenium Chamber, Manor House Littlehampton
37	M	27/09/2025	Arcade Bookshop	Macmillan Coffee Morning	Mingle with visitors and draw the raffle	Arcade bookshop. Littlehampton
38	M	27/09/2025	RNLI	Lifeboat naming Ceremony	Attend the official naming ceremony of the new lifeboat	Littlehampton Lifeboat Station
39	M	29/09/2025	Lord Lieutenant	Briefing	Meet with David Slade and the Lord Lieutenants office to discuss the receiving of the BEM	New Millenium Chamber, Manor House Littlehampton

Mayoral Engagement attended between 19 June 2025 - 16 Oct 2025

#	Attendee	Date	Organisation	Event	Activities at event	Venue
40	M	04/10/2025	Pier Road Art Gallery	Mayors pick	Picked top three artworks for February	Pier Road Art Gallery, East Street, Littlehampton
41	DM	04/10/2025	Pier Road Art Gallery	Mayors pick	Picked top three artworks for February	Pier Road Art Gallery, East Street, Littlehampton
42	M	04/10/2025	littlehampton Community Growers	Apple Day Picking	Officially open Apple Day at Maltravers Orchard	Maltravers Orchard Littlehampton
43	M	10/10/2025	Arun Community Transport	Annual Meeting	Attend Arun Community transport meeting	Dove Lodge Community Resource Centre
44	M	10/10/2025	Sussex Police	Town and Parish Feedback Session	Attend the meeting	online attendance
45	M	10/10/2025	High Sheriff Service	Incoming West Sussex High Sheriif Service	Join the Parade through the street attend the service in the cathedral	Chichester Cathedral
46	DM	10/10/2025	High Sheriff Service	Incoming West Sussex High Sheriif Service	Attend the service in the cathedral	Chichester Cathedral
47	M	13/10/2025	Maltravers Bowls Club	Award Event	Present the awards to the winners	Worthing indoor Bowling Club. The Boulevard Worthing
48	M	15/10/2025	LPOS - musical production	Production of Hello Dolly	Take a picture with the cast on stage and enjoy the show	Windmill Theatre

Mayoral Engagement attended between 19 June 2025 - 16 Oct 2025

#	Attendee	Date	Organisation	Event	Activities at event	Venue
49	DM	15/10/2025	LPOS - musical production	Production of Hello Dolly	Take a picture with the cast on stage and enjoy the show	Windmill Theatre

Littlehampton Town Council

Non-Confidential

Committee: Full Council

Date: 20 November 2025

Report of: The Town Clerk

Subject: Recommendations from Committee

1. Background and Summary

- 1.1. The purpose of this report is to highlight to Members items arising from the last Committee cycle which entail recommendations to Council and therefore need Council approval to proceed. The other items included in the Minutes have been delegated for decision to Committees and therefore have already been agreed.
- 1.2. The item recommended to Council relates to the realignment of the staffing structure. The following recommendations arise from the Property and Personnel meeting held on 10 November 2025. The background information and strategic rationale for assessing the Town Council's staffing resources and developing a proposed staffing structure are set out in the report on the agenda for that committee. The draft proposed structure and detailed supporting information will be issued and discussed under exempt business.

2. Property and Personnel Committee: 10 November 2025

2.1 Minute 20.1. Staffing Structure Realignment

20.1.1. The Town Clerk presented a confidential report to the Committee outlining the rationale and objectives for realigning the staffing structure. The proposals were informed by a thorough assessment and consultation process, with constructive input from Councillors and Officers. The revised structure is designed to align with the Business Plan, ensuring all essential functions are covered and the organisation has the capacity to deliver current priorities and emerging strategies.

20.1.2. The review identified areas of work that are currently under-resourced and require dedicated support. Given the significant expansion of the Council's responsibilities and the ambitious Business Plan, Members agreed that structural changes are necessary to meet evolving organisational needs. The realignment will enable increased community engagement, delivery of new facilities and strategies, and improved access to grant funding opportunities.

20.1.3 The Committee examined the proposed structure in detail, including the roles and responsibilities within three key service areas. Emphasis was

placed on enabling staff to focus on achieving Council objectives. The potential impact on the Schemes of Delegation were noted, and the Town Clerk confirmed this will be reviewed following approval of the new structure, using a similar collaborative approach.

Key Service Areas and Growth Priorities

- **Finance and Service Delivery:** Ensuring property and assets are safe, accessible, cost-effective, and meet community needs. Increasing resources to strengthen financial management and compliance.
- **Community Engagement and Development:** Expanding resources to strengthen outreach, communication and build on initiatives such as the Event and Business Forums.
- **Corporate Services and Governance:** Incorporating Human Resources and organisational development to improve performance and compliance and provide project support across the organisation.

20.1.4 The Committee agreed the proposals introduce necessary improvements and empower officers to work effectively. While the changes require investment in staffing, they will deliver greater capacity, improved compliance, and enhanced community benefits.

It was resolved that:

1. The proposed rationale and aims for realigning the staffing structure be endorsed.
2. The adoption of the proposed staffing structure, issued under Exempt Business, be recommend to Full Council for consideration and inclusion within the forthcoming budget discussions.
3. The content of the report and supporting information be noted.

Laura Chrysostomou
Town Clerk

**Minutes of the Ordinary Meeting of the Community Resources Committee held
in The New Millennium Chamber, Manor House, Church Street, Littlehampton
BN17 5EW on Thursday 23 October 2025 at 6.30pm.**

Present:

Councillor Tandy – Chair
Councillor Lee – Vice Chair
Councillor Daws
Councillor O'Neill
Councillor Tilbrook
Councillor Wiltshire

In attendance:

Laura Chrysostomou – Town Clerk
Juliet Harris – Assistant Town Clerk
Sofia Chittenden – Communication and Marketing Manager
Felix Gillet – Community Resource Officer
Rachel Marshall – Interim Events Manager
Melanie Nicholls – Temporary Project Support Manager

2025 to 2026

20. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

22. Apologies

There were apologies from Councillor Blanchard-Cooper.

23. 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.

24. Minutes

The Minutes of the meeting held on 4 September 2025, previously circulated, were confirmed as a true record and signed by the Chair.

25. Chair's Report and Urgent Items

There were none.

26. Public Forum

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

27. Officer's Reports

27.1. Arun Youth Projects (AYP) Annual Report and Presentation

- 27.1.1. The committee received the annual report, previously circulated, and presentation from AYP regarding the delivery of Youth Services in Littlehampton under the contract with the Town Council. The Chair welcomed the Service Manager, Matt Pollard and a Young Leader to the meeting. Matt then proceeded to take members through the report and provide service updates.
- 27.1.2. The annual report compared the number of opening hours, visits, and engagement from young people across previous years. It was noted that the service had expanded, delivering increased support and providing more consistent and accessible opportunities for young people to attend. As a result, engagement was the highest recorded in the last three years.
- 27.1.3. Between 2024 and 2025, twenty-one bursary applications were received, resulting in £2,821.44 being awarded for junior gym memberships, bike repairs, sports equipment, ballet kits, and more.
- 27.1.4. Supported by the Sainsbury's grant fund, free access to hot meals had been vital in supporting the health and development of young people in need. It was noted that as a service, AYP continued to prioritise and remained committed to providing free, healthy hot meals at every youth club session, recognising both the need and the impact of the ongoing cost-of-living crisis on families.
- 27.1.5. AYP had been working to review and reshape its behaviour management approach, adapting responses to challenging behaviour to allow for de-escalation, time to settle, and opportunities to reset and rebuild trust after mistakes. Through this approach, AYP aimed to continue offering a space where young people felt fully heard and supported.
- 27.1.6. Funding awarded in September by BBC Children in Need had enabled the launch of AYP's new mentoring programme, "Fully Known," which would

provide structured and targeted one-to-one sessions for young people facing challenges or at risk of exploitation. This also included funding for an apprentice within the service.

- 27.1.7. The Service Manager took a moment to express his gratitude to the Assistant Town Clerk ahead of her retirement. He acknowledged her integral role as the point of contact over the past decade, serving as both a sounding board and advocate. Her contributions had been invaluable in shaping and supporting the growth of the service.
- 27.1.8. Bringing his presentation to a close, Matt shared his vision for the coming year through working with the Town Council. It was noted that regular reviews of the functionality of the new K2 Youth and Community Centre would help adapt the space and maintain its flexibility to meet changing needs of young people. The service also looked to encourage young people to take a pride in and more responsibility for the centre and encourage wider community use of the space. With this in mind he suggested that the open day launch event could be repeated with young people taking an active role in promoting the centre. This was welcomed and on behalf of the Committee, the Chair thanked Matt for his presentation and his dedication to advancing the service.

It was resolved that:

The annual report and presentation be noted

27.2. Community Resources Officer Periodic Report

- 27.2.1. Members received a report, previously circulated, which outlined the progress of key projects and initiatives led by the Community Resources Officer (CRO), covering sports funding, service funding agreements, allotments and grant aid feedback. In addition, the Committee was also asked to approve the draft Sports Funding Policy.
- 27.2.2. The CRO explained that the new Sports Funding scheme aimed to offer financial support to local sports clubs and providers of healthy activities, the £2,000 of funding for which was derived from the Sports Excellence Grants. The draft policy appended to the report outlined eligibility criteria, the application process and evaluation requirements.
- 27.2.3. Service Funding Agreement applications for 2026 to 2029 had been reviewed by the Grant Aid Panel and Task and Finish Group, all applicants had been invited to interview. It was noted by Members that their recommendations would be brought to the December Community Resources Committee meeting for approval and considerations alongside the budget setting process.
- 27.2.4. The report contained updates regarding allotment infrastructure works on Trinidad and Worthing Road. It was also highlighted that the annual allotment renewals were approaching and that the Administration Team were preparing to start the process at the beginning of November. Further updates

were provided regarding the small section of broken fence along the western boundary between Worthing Road allotment site and the recreational ground. Temporary fencing had been put in place to keep the boundary secure. Reinstating the fencing was being investigated by officers collaboratively with Arun District Council. Tenants who may have experienced trespassing were encouraged to report to the police, who had been noted as having an increased presence in the area.

It was resolved that:

1. The draft Sports Funding Policy be approved and the £2,000 budgeted for 2025 to 2026 be noted.
2. The contents of the report be otherwise noted.

27.3. Events Periodic Report

- 27.3.1. The committee received a report, previously circulated, outlining feedback from the Council's Town Show and Family Fun Day, as well as plans for the upcoming Remembrance Sunday Service and Christmas Lights Switch-On in November. Despite the unfortunate weather, members felt the Town Show and Family Fun Day was a success, it was a well-attended event that showcased a total of fifty-one community groups. The Interim Events Manager highlighted road closures were pending to facilitate the change of placement of the stage for Christmas Lights Switch-On being in East Street to prevent congestion, following feedback from previous years.

It was resolved that:

The report be noted.

27.4. Draft Events Programme for 2026 to 2028

- 27.4.1. Members had before them a report, previously circulated, which set out a draft programme of Town Council led events for 2026 to 2028, which detailed considerations, future recommendations and projected budgets for 2026, 2027 and 2028 to agree in principal. It also included the draft Events Strategy Action Plan for approval.
- 27.4.2. The committee proceeded to review the programme and discussed how to ensure the events focus on incorporating community groups, supporting tourism and the local economy and fostering community spirit. Residents, community groups, local organisations and contractor's feedback following these events throughout 2025 showed a consistent positive impact across all areas.
- 27.4.3. An average overspend of £300 per event had been identified in 2025, attributed in the main to essential safety requirements, as well as ensuring sufficient quality and reliability to attract and retain public attendance. Within the proposed programme, a budget uplift was recommended per year to account for inflation, alongside a 20% contingency to be held in earmarked

reserves (EMR) in accordance with the Event Strategy. is the earmarked reserve would be to manage any unforeseen additional events costs and to ensure that events can continue to be delivered to a consistent quality without requiring emergency budget requests. It was explained that the proposed contingency would be carried forward each year and topped up to match 20% of the upcoming year's events budget if appropriate during the December budget setting process.

- 27.4.4. The strong wish for continued collaborative working between the Council, Events Forum and local groups to deliver a broader range of events as well as expanding existing events through shared resources was reaffirmed at this committee's meeting in June. The Interim Events Manager highlighted that the event support budget of £2,000 had not been used for several years and currently a total of £13,248.94 was held in EMR. It was agreed that this funding be used to support proposed events that meet the criteria set out in the events strategy. To encourage flexible community-led initiatives that align with the Council's strategic objectives, a policy and procedure would be drafted to outline eligibility criteria, the application process and evaluation requirements. The policy for this Event Support Fund would be brought to a future meeting for approval.
- 27.4.5. Following clear event criteria set within the Event Strategy, members were asked to approve the proposed Action Plan. Members endorsed that it aimed to capture the outputs from the Town Council's work with both the Events and Business Forums. Initiatives such as the Event Support Fund as mentioned above in minute 27.4.3 would assist those strategic objectives. It was noted that the Action Plan and three-year Core Event Programme would operate concurrently.

It was resolved that:

1. The programme of events and initiatives be agreed in principle for consideration as part of the 2026 to 2028 budget discussions.
2. The Event Strategy Action Plan be approved.
3. The contents of the report be otherwise noted.

27.5. Museum Periodic Report

The Committee received a report, previously circulated, which contained updates on recent activities and engagements with the museum, the proposal relating to the Coastal Catalyst Projects well as acquisition proposals. The Committee proceeded to consider these proposals in more detail.

27.5.1. Re-imagining Gwendolen

This project proposed engaging local young people in creating original artworks inspired by the pastel portrait of Gwendolen, Duchess of Norfolk, currently displayed in the New Millennium Chamber. Working with The

Future Creators' Coastal Catalyst Project, pupils from The Littlehampton Academy would develop an exhibition exploring themes of heritage, identity, and artistic expression. The exhibition, planned for January 2026, would coincide with the 90th anniversary of the portrait's gifting to the Town and supports the Museum's Audience Development Plan.

The Committee reviewed the proposals in detail and noted the intention to temporarily relocate the portrait from the Chamber to the Museum's Hearne Gallery. Members recognised the project's value in engaging young people and broadening access to the Museum's collection, and therefore expressed their support for the initiative. However, the Committee queried the cost of relocating the portrait and whether this was justifiable. The consensus was for the original portrait to remain in the Chamber, viewing this as an opportunity to utilise the Chamber as a display venue and to open up more of the Manor House to a wider audience. This approach could also provide an excellent setting for a launch event and generate positive publicity.

It was therefore resolved that:

The Coastal Catalyst Project, Re-imagining Gwendolen be supported and that the original portrait remain in the New Millennium Chamber.

27.5.2. Donation of Sculpture from The Body Shop Collection

Members considered whether to accept a donation of a sculpture originating from the collection previously displayed at The Body Shop's former Head Office site at Watersmead Business Park. It was noted that the sculptures had direct connections to local history through their association with The Body Shop and its founder, a significant local figure with enduring ties to the town. Members recognised that as part of the ongoing Time Machine Project, the sculptures could also provide valuable subject matter for the 2026 Oral History Initiative, which would explore themes of identity, work, home life, and future concerns. This initiative was expected to involve collaboration with former Body Shop employees, local businesses, and community groups.

The Assistant Town Clerk reported that the pieces had been removed from the Watersmead site, and one sculpture had been offered to the Museum being a life-sized sculpture of a traffic warden. Although taken from the group the piece itself was not thought to be something that was readily associated with the Body Shop. It was however noted that this piece, and any of the sculptures that had been at the site, were classified as a "gold" item under the Museum's acquisition policy due to their strong local relevance and status as an iconic artworks with broad public interest.

Members proceeded to discuss the offer in terms of storage capacity, display potential and future care. It was noted that restoration and maintenance costs were not yet known. In considering the offer further, members expressed general support for the principle of enhancing the Museum's collection with a locally significant artwork taken from the group of sculptures. However, they sought further clarification on several key points before reaching a final decision including confirmation of ownership and transfer arrangements, storage capacity and display potential, information on future care and maintenance requirements.

It was therefore resolved that:

The final decision on accepting a piece from the Body Shop sculptures collection be deferred until the above matters had been clarified and further information on conservation costs and display options was available.

The committee proceeded to consider the list of acquisitions and otherwise note the contents of the report.

It was resolved that:

The recommended acquisition of item detailed in Appendix A be approved.

28. Community Arts Project Proposal – Colour Up Wick

- 28.1.1. The Committee received and considered a report, previously circulated, which proposed allocating £2,500 from the Wick Initiatives Earmarked Reserves to support Colour Up Wick, a youth-led community art project delivered in partnership with Artsworld and Arun District Council. If approved, the funding would help establish a youth art group and potential displays of the artwork generated in Wick. Acknowledging that this project would help meet an ambition of the Town Council's Business Plan, this was supported by the Committee.

It was resolved that:

£2,500 of the Town Council's Wick Initiatives Earmarked Reserves be allocated as funding support towards the Colour Up Wick Project.

29. Exempt Business

There was none.

The meeting was closed at 8.10 pm.

Chair

**Minutes of the Ordinary Meeting of the Planning and Transportation
Committee held in The New Millennium Chamber, Manor House, Church Street,
Littlehampton BN17 5EW on Monday 3 November 2025 at 6.30pm.**

Present:

Councillor Lee – Vice Chair

Councillor Daws

Councillor Long

Councillor Tandy

In attendance:

Laura Chrysostomou – Town Clerk

2025 to 2026

81. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

83. Apologies

There were apologies from Councillor Wiltshire and Woodman.

84. 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.

85. Minutes

The Minutes of the meeting held on 6 October 2025, previously circulated, were confirmed as a true record and signed by the Chair.

86. Chair's Report and Urgent Items

- 86.1. The Chair reminded members of available planning training upcoming throughout November. Members who attended a recent session had found it helpful. During the session devolution and local government reorganisation

was also raised. Member's experience and knowledge as representatives of local communities would continue to be vital to informing the Town Council's planning responses.

87. Public Forum

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

- 87.1. Firstly, ahead of the meeting Councillor Butcher shared his support for planning application LU/58/25/DEM, which was a prior notification for the demolition of North Street public toilets. This representation was noted for consideration when the Committee came to discuss that item later in the meeting.
- 87.2. Secondly, concern was raised by a High Street landlord regarding planning application LU/211/25/PD, which was a prior approval to change the use to residential accommodation above 80-82 High Street, previously occupied by Boots pharmacy. There was some confusion regarding whether this accommodation would be Housing Multiple Occupancies (HMO) and intended to convert retail space on the High Street. The Clerk clarified that the application did not currently indicate a change of use to a HMO, just to three residential flats on the first floor. Plans indicated that the ground floor would remain as retail space.

88. Officer's Reports

88.1. Planning and Other Arun District Council Matters

88.1.1. Planning Application LU/200/25/PL Pavement o/s 63 High Street

The Committee considered the planning application for the removal of existing payphone kiosks, and the installation of a BT Streethub advertising unit outside 63 High Street. The committee objected to the application due to the unsuitable site placement of the new BT Streethub unit. While the committee supported the removal of the existing payphones, and would in future consider supporting their replacement, they maintained their objection on the grounds that the site's development would have a negative visual impact on the street scene and detract from the newly regenerated High Street. Its position would significantly impact accessibility and impinge on the ability to deliver events as well as disturb activities such as the weekly market, all of which supports the economic vitality and safe environment of the High Street as set out in the Town Centre Strategy.

The Committee therefore resolved:

To object to the application and that the comments in minutes 88.1.1 above be forwarded to Arun District Council.

88.1.2. Planning Applications, Lists 41, 42, 43, and 44 if available

It was resolved that:

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

88.1.3. Licensing Application No: 122405 re: Birds Of Paradise Deli 26 Beach Road, Littlehampton, West Sussex, BN17 5HT

The Committee considered a license application, previously circulated, which sought to supply alcohol for consumption on and off the premises throughout the week. They noted the applicant's thorough and detailed response in addressing objective conditions and felt the license would benefit the new business.

The Committee therefore resolved:

To support the license application and that the comments in minutes 88.1.3 above be forwarded to Arun District Council.

89. Other Planning Matters

89.1. Proposed Upgrade to an existing Telecommunications Base Station at Minister Court, Courtwick Lane, Wick, Littlehampton, West Sussex, BN17 7RN

The committee received pre-application plans, previously circulated, for upgrades to an existing telecommunication base station. Members agreed to acknowledge that the plans had been received, and that the committee had no further questions at this stage.

90. Rampion 2 Windfarm

There was nothing further to report.

91. West Sussex County Council and Other Highways Matters

91.1. Traffic Regulation Order (TRO) Consultation – ARN9014MM: Toddington Lane

The Committee had before them a TRO application, previously circulated, which sought to implement waiting restrictions along Toddington Lane. This was a part of the ongoing development on the surrounding area ahead of the proposed permanent closure of the Toddington Lane railway level crossing. Members felt that the parking restrictions would accommodate the new road layout and facilitate the safer passage of traffic.

It was resolved that:

The Traffic Regulation Order application for waiting restrictions on Toddington Lane be supported.

91.2. West Sussex Draft Local Nature Recovery Strategy

Members were asked to note the report, previously circulated, which shared details of West Sussex County Council's draft Local Nature Recovery Strategy. Following the Town Council's biodiversity policy, details of this survey were shared on social media and members were invited to complete the survey individually. The importance of this strategy in planning matters going forward was highlighted, as it aimed to prioritise restoring and enhancing nature. With local government reorganisation and devolution expected, members of the committee were aware of similar strategies becoming more necessary to consider when reviewing planning applications.

92. Other Transport Matters

92.1. Govia Thameslink Railway (GTR) Stakeholder Consultation

Members received a report, previously circulated, which sought their response to the detailed questionnaire regarding GTR's key areas of stakeholder commitment. Having reviewed the consultation, the committee supported GTR's ongoing commitment to communications and engagement. Any future engagement, especially regarding fares, ticketing, timetabling and service planning and how that would continue to benefit the community, was welcomed. The Town Council would be happy to assist in sharing communications and engagement opportunities.

It was resolved that:

The comments in minutes 92.1 above be forwarded to Govia Thameslink Railway in response to their stakeholder consultation.

93. Masterplan – North Littlehampton

There was nothing further to report.

94. Exempt Business

There was none.

The meeting was closed at 6.59 pm.

Chair

Appendix 1

LITTLEHAMPTON TOWN COUNCIL Planning and Transportation Committee 3 November 2025. Representation on Lists 41, 42, 43 & 44

Plan List No.	Ward	Ward Cllr	Planning No.	Details of Application	Location	Comments
42	River	JD	LU/211/25/PD	Prior approval under Schedule 2, Part 3, Class MA for the change of use from a business (Class E (g) (i)) to 3 No flats (C3).	80-82 High Street Littlehampton	Support: On the grounds that the application is in line with the aims set out in the Town Centre Strategy, for more residential accommodation available above High Street retail.
42	Wickbourne	FT	LU/209/25/S73	Removal of conditions 6-risk of contamination and 7-remediation strategy for contamination and variation of conditions 2-plans condition, 4-colour schedule for materials, 5-Biodiversity Enhancement Layout and 8- vehicular parking following the approval of LU/300/23/PL relating to design amendments.	BCMY Ltd 1 Fort Rd Wick	Support
43	River	JD	LU/58/25/DEM	Prior notification under Schedule 2, Part 11, Class B for the demolition of public toilets.	North Street Public Toilets Littlehampton	Support
43	Courtwick with Toddington	FT	LU/217/25/HH	Single story side/front extension.	8 Griffin Crescent Littlehampton	Support
43	Courtwick with Toddington	FT	LU/213/25/CLP	Lawful development certificate for a proposed garden shed.	16 Hinchliff Drive Wick	No Objection
44	Brookfield	JL	LU/220/25/A	1 No. internally illuminated fascia sign.	Yeomans Seat Garage 52 Horsham Road Littlehampton	No Objection
44	River	JD	LU/215/25/CLP	Lawful development certificate for a proposed single storey rear extension, additional fenestrations and a new soakaway.	50 North Street Littlehampton	No Objection

**Minutes of the Ordinary Meeting of the Property and Personnel Committee
held in The New Millennium Chamber, Manor House, Church Street,
Littlehampton BN17 5EW on Monday 10 November 2025 at 6.30pm.**

Present:

Councillor May - Chair
Councillor Butcher – Vice Chair
Councillor Northeast
Councillor O'Neill
Councillor Tilbrook
Councillor Dr Walsh KStJ

In attendance:

Laura Chrysostomou – Town Clerk

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 none.

14. 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.

15. Minutes

The Minutes of the meeting held on 2 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 was one member of the public present, and no written representations made.

18. Officer's Reports

18.1. Absence Monitoring

Members had before them a report, previously circulated, which provided an update on staff absences for the full years 2019 to 2020 to 2024 to 2025 and Quarters one and two for 2025 to 2026. The level of self-certified absence for the first half of 2025 to 2026 had been higher than in previous quarters due to the length of the short-term absences. This had now ended with staff receiving return to work support.

It was resolved that:

The report be noted.

18.2. Quarterly Business Plan Progress Report

18.3. Members considered a previously circulated report providing an update on the progress made toward achieving the business plan goals as they pertain to the Committee's work.

It was resolved that:

The report be noted.

18.4. Staffing Structure Realignment

Members agreed to consider both reports under Exempt Business.

19. Exempt Business

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 report is confidential for Members of the Council only in accordance with Paragraph 4 of Part 1 of Schedule 12A of the Local Government Act 1972 (being Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relating matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority).

The meeting adjourned at 6.39pm.

The meeting reconvened at 6.40pm.

20. Officers Report – Exempt

20.1. Staffing Structure Realignment

- 20.1.1. The Town Clerk presented a confidential report to the Committee outlining the rationale and objectives for realigning the staffing structure. The proposals were informed by a thorough assessment and consultation process, with constructive input from Councillors and Officers. The revised structure is designed to align with the Business Plan, ensuring all essential functions are covered and the organisation has the capacity to deliver current priorities and emerging strategies.
- 20.1.2. The review identified areas of work that are currently under-resourced and require dedicated support. Given the significant expansion of the Council's responsibilities and the ambitious Business Plan, Members agreed that structural changes are necessary to meet evolving organisational needs. The realignment will enable increased community engagement, delivery of new facilities and strategies, and improved access to grant funding opportunities.
- 20.1.3. The Committee examined the proposed structure in detail, including the roles and responsibilities within three key service areas. Emphasis was placed on enabling staff to focus on achieving Council objectives. The potential impact on the Schemes of Delegation were noted, and the Town Clerk confirmed this will be reviewed following approval of the new structure, using a similar collaborative approach.

Key Service Areas and Growth Priorities

- **Finance and Service Delivery:** Ensuring property and assets are safe, accessible, cost-effective, and meet community needs. Increasing resources to strengthen financial management and compliance.
- **Community Engagement and Development:** Expanding resources to strengthen outreach, communication and build on initiatives such as the Event and Business Forums.

- **Corporate Services and Governance:** Incorporating Human Resources and organisational development to improve performance and compliance and provide project support across the organisation.

20.1.4. The Committee agreed the proposals introduce necessary improvements and empower officers to work effectively. While the changes require investment in staffing, they will deliver greater capacity, improved compliance, and enhanced community benefits.

It was resolved that:

1. The proposed rationale and aims for realigning the staffing structure be endorsed.
2. The adoption of the proposed staffing structure, issued under Exempt Business, be recommend to Full Council for consideration and inclusion within the forthcoming budget discussions.
3. The content of the report and supporting information be noted.

The meeting was closed at 7.01pm.

Chair

Littlehampton Town Council

Non-Confidential

Committee: Full Council

Date: 20 November 2025

Report by: Town Clerk

Subject: Town Council Committee Calendar Dates 2027 Draft

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. Previously Property & Personnel meetings and bank holidays and weekends were coloured in different shades of grey. Property & Personnel are now coloured turquoise to minimise any possible confusion.

The draft calendar of meetings for 2027 are therefore attached, as appendix 1, for approval.

2. Recommendations

- 2.1. Council is recommended to approve the draft calendar of meetings for 2027, attached as appendix 1.

3. Financial Implications

- 3.1. There are none arising from this report.

Laura Chrysostomou

Town Clerk



Littlehampton Town Council Committee Meetings 2027

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						
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

March						
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				

April						
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		

May						
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						

June						
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				

July						
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	

August						
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					

September						
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			

October						
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

November						
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					

December						
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		

FC = Full Council	6.30pm
P&T = Planning and Transportation	6.30pm
AWG = Allotments Working Group	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: XX