



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

**Minutes of the Ordinary Meeting of the Town Council held in The New Millennium Chamber, Manor House, Church Street, Littlehampton BN17 5EW on Thursday 20 November 2025 at 18:30.**

**Present:**

Councillor Butcher – Mayor  
Councillor May – Deputy Mayor  
Councillor Blanchard-Cooper  
Councillor Daws  
Councillor Long  
Councillor Northeast  
Councillor Tandy  
Councillor Tilbrook  
Councillor Dr Walsh KStJ  
Councillor Wiltshire  
Councillor Woodman  
Councillor Worne\*

**In attendance:**

Laura Chrysostomou – Town Clerk  
Melenie Nicholls – Project Support Manager  
**2025 to 2026**

**75. Evacuation Procedures**

The evacuation procedures were noted.

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

The procedures were noted.

**77. Apologies**

There were apologies from Councillors Richards and Lee.

**78. 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.

**79. Non-Exempt Minutes**

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

**80. Mayor's Report and Urgent Items**

- 80.1. The Mayor's Engagement report, copy attached to the minutes, had been circulated for Members to note. He was pleased to report on the wide range of event's attended which ranged from the historically significant restoration of the Littlehampton swing bridge engine at Amberley museum, to a private 105 Birthday Celebration for a Littlehampton resident. The Mayor also reminded members of the Christmas Lights Switch-On and Late-Night shopping taking place that Saturday on 22 November. He looked forward to seeing members there and at the additional holiday events outlined in the Christmas What's On guide.
- 80.2. One urgent item was raised regarding Local Government Reorganisation (LGR). The Government had published a consultation the day prior, seeking views on four proposals for unitary local governments across East Sussex County Council, West Sussex County Council, and Brighton and Hove City Council. A link to the published information and online survey would be circulated following the meeting and would include a copy of the Town Council's previous LGR response. Members would be encouraged to complete the survey individually and, should the Council wish to send a response, this would be considered at the forthcoming Policy and Finance Committee in December.

**81. Public Forum**

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

**82. Correspondence or Issues in Respect of the District or County Council**

There were none.

**83. Reports from Committees – Non-Exempt**

**83.1. Recommendations from Committees**

There was one recommendation from Property and Personnel relating to the realignment of the staffing structure. This item was considered under exempt business alongside the proposed structure and detailed supporting information.

**83.2. Committee Minutes – Non-Exempt**

**83.2.1. Community Resources**

Council received and noted the Minutes of the meeting held on 23 October 2025, previously circulated, with no matters arising.

### **83.2.2. Planning and Transportation**

Council received and noted the Minutes of the meeting held on 3 November 2025, previously circulated, with no matters arising.

### **83.2.3. Property and Personnel**

Council received and noted the Minutes of the meeting held on 10 November 2025, previously circulated, with no matters arising.

## **84. Town Council Committee Calendar Dates 2027 Draft**

Members had before them a report, previously circulated, which set out the draft calendar of meetings for 2027, which was noted as being an election year. In reviewing the calendar, some discussions took place regarding the Planning and Transportation Committee meetings. It was suggested that planning applications during the election period could be managed by delegated authority. The timing of the Annual meeting of the Town Council following the elections and installation of the Town Mayor was also discussed, and this would be considered upon the calendars review at the end of 2026.

**It was therefore resolved that:**

The Committee meeting schedule for 2027, Appendix 1, be approved.

## **85. Reports of Representatives on Outside Bodies**

\*Councillor Worne entered the meeting at 18:46.

Councillor Tilbrook, as the Town Council's representative on the Littlehampton Sportsfield Management Committee, reported that the group had presented a plan to improve and redevelop the sports field. Should funding be released by trustees, artist impressions of this redevelopment would be pursued. Other sources of funding to support this plan were being investigated by the project's team, alongside ways to support and incorporate community services going forward.

## **86. 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 Project Support Manager left the meeting.

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).

**Council adjourned at 18:51.**

**Council reconvened at 18:53.**

**87. Exempt Minutes**

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

**88. Officer's Report – Exempt**

**88.1. Staffing Structure Realignment**

88.1.1. The Town Clerk presented a confidential report to Council 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 and had been recommended by the Property and Personnel Committee who considered them at their meeting on 10 November 2025.

88.1.2. 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. The review also identified areas of work that are currently under-resourced and require dedicated support, as well as areas that needed to be realigned to create efficiencies. The realignment also aims to ensure that the structure can expand if needed in the future if the Council's responsibilities increase, for example as a result of the Local Government Review.

**Key Service Areas and Growth Priorities**

- Finance and Service Delivery: The realignment brings together all property and assets under one area, rather than being split across multiple areas. 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. Support for the expanding grants and funding agreements, ensuring outcomes are delivered.

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

88.1.3. Members examined the proposed structure in detail, discussing the impact of the changes including the financial implications. The Town Clerk provided details on the current projections for the budget setting process that was currently underway and confirmed that the revised structure would be part of the forthcoming budget setting committee cycle in December, with final approval by Council in January 2026.

88.1.4. 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.

88.1.5. It was acknowledged that a lot of what the Council has been able to achieve in recent years is due to the staff working flexibly, but additional capacity is needed. It was agreed that structural changes are necessary to meet evolving organisational needs and the Council's ambitious business plan. The realignment will enable increased community engagement, delivery of new facilities and strategies, and improved access to grant funding opportunities.

88.1.6. Council 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 rationale and aims for realigning the staffing structure be endorsed.
2. The adoption of the proposed staffing structure, issued under Exempt Business, be approved and included within the forthcoming budget discussions.
3. The content of the report and supporting information be noted

The meeting was closed at 19:18.

---

**Mayor**

**Mayoral Engagement attended between 17 October 2025 - 20 November 2025**

#	Attendee	Date	Organisation	Event	Activities at event	Venue
1	M	18/10/2025	Littlehampton Child Contact Centre	Visiting the centre	Talk with the volunteers and children	Littlehampton Baptist Church
2	DM	18/10/2025	Littlehampton Child Contact Centre	Visiting the centre	Talk with the volunteers and children	Littlehampton Baptist Church
3	M	22/10/2025	Amberley museum	Site visit and see the restoration of the littlehampton Swing Bridge engine	Attendance at the museum, talk to staff and see the workings of the engines	Amberley Museum
4	DM	22/10/2025	Amberley museum	Site visit and see the restoration of the littlehampton Swing Bridge engine	Attendance at the museum, talk to staff and see the workings of the engines	Amberley Museum
5	M	25/10/2025	CIC Grandad's Front Room	10th Anniversary Celebration party	Attend, join in the celebrations. In conjunction with Bognor Regis and the Town Crier	Bognor Regis
6	M	25/10/2025	Private event to celebrate a 105th birthday	105th Birthday celebration	Attend, join in the celebration, say a few words	Arun View. Littlehampton
7	M	26/10/2025	R.k's Taste of Jamaica	Second Serving Meals	meet staff, talk to customers	Old Market Lane. Littlehampton
8	M	01/11/2025	Pier Road Art Gallery	Mayors pick	Picked top three artworks for November	Pier Road Art Gallery, East Street, Littlehampton
9	DM	01/11/2025	Pier Road Art Gallery	Mayors pick	Picked top three artworks for November	Pier Road Art Gallery, East Street, Littlehampton
10	M	03/11/2025	Turning Tides	Annual Meeting	Attend the annual meeting	Field Place Barns. Littlehampton
11	M	04/11/2025	WSALC	AGM Meeting	Attend the annual meeting	AMEX Stadium. Brighton
12	DM	04/11/2025	NSPCC	AGM meeting	Attend the annual meeting	Arundel Castle

**Mayoral Engagement attended between 17 October 2025 - 20 November 2025**

#	Attendee	Date	Organisation	Event	Activities at event	Venue
13	M	04/11/2025	High Sheriff of West Sussex	Community Conference	Attend the Community Conference on Mental Health Matters - Stigma, Access, Men's Mental Health	Bognor Regis
14	DM	04/11/2025	High Sheriff of West Sussex	Community Conference	Attend the Community Conference on Mental Health Matters - Stigma, Access, Men's Mental Health	Bognor Regis
15	M	09/11/2025	Littlehampton Town Council	Remembrance Sunday	Attendance, meet the DL. Parade, lay wreath, attend church service. Give a reading	Littlehampton War Memorial and St Mary's Church
16	DM	09/11/2025	Littlehampton Town Council	Remembrance Sunday	Attendance, meet the DL. Parade, lay wreath, attend church service. Give a reading	Littlehampton War Memorial and St Mary's Church
17	M	11/11/2025	ADC	Armistice Day Service	Attend the service at the War Memorial	Littlehampton War Memorial
18	DM	11/11/2025	ADC	Armistice Day Service	Attend the service at the War Memorial	Littlehampton War Memorial
19	M	11/11/2025	Creative Heart	Shop visit	Meet staff	Littlehampton
20	DM	11/11/2025	Creative Heart	Shop visit	Meet staff	Littlehampton
21	DM	12/11/2025	Bird of Paradise Deli	Grand Opening	To assist with the grand opening of a new deli	Littlehampton
22	M	16/11/2025	Pier Road Art Gallery	Littlehampton Landscape artist 2025	Judging and announcing the winner	Pier Road Art Gallery, East Street, Littlehampton

**Mayoral Engagement attended between 17 October 2025 - 20 November 2025**

#	Attendee	Date	Organisation	Event	Activities at event	Venue
23	M	17/11/2025	West Sussex Lieutenancy Office	British Empire Medal Ceremony	Meet, greet Lord Lieutenant and the recipient of the medal, witness ceremony. Socialise with guests	Manor House. Littlehampton
24	DM	17/11/2025	West Sussex Lieutenancy Office	British Empire Medal Ceremony	Witness ceremony. Socialise with guests	Manor House. Littlehampton
25	M	18/11/2025	Littlehampton Sea Cadets	Royal Naval Parade	Attend the Royal Naval Parade, talk to the cadets	Rope walk Littlehampton
26	M	19/11/2025	Sussex Tourism Alliance	Launch event	Attend the evening event	The Grand Hotel. Brighton
27	DM	19/11/2025	Sussex Tourism Alliance	Launch event	Attend the evening event	The Grand Hotel. Brighton