

16 January 2026

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 22 January 2026

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 20 November 2025, circulated herewith, pages 6 to 13. 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

The Council is recommended to adopt the IT Policy. A copy of the report and draft IT Policy can be seen on pages 47 to 52 within the agenda of the [Policy and Finance Committee meeting on 15 December 2025](#). The recommendation is detailed in the following extract of meeting minutes:

30.4. IT Policy

30.4.1. Members received a report, previously circulated, detailing rationale for the short summary IT Policy produced to supplement the suite of IT and

data protection policies. The creation of this policy was following advice from the Internal Auditor to ensure compliance with the upcoming introduction of Assertion 10 of the Annual Governance and Accountability Return.

It was resolved that:

The draft IT Policy be recommended to Full Council for approval.

9.2 Committee Minutes – Non-Exempt

9.2.1 Planning and Transportation

To receive the Minutes of the meeting held on 1 December 2025, circulated herewith, pages 14 to 17, at which the following items were discussed.

- 102.2 Planning and Other Arun District Council Matters
- Planning Applications, Lists 45, 46, 47, and 48 if available
- 103. Rampion 2 Windfarm
- 104. West Sussex County Council and Other Highways Matters
- 105.1 Committee Draft Budgets 2026 to 2027, 2027 to 2028, 2028 to 2029
- 106. Masterplan – North Littlehampton
- 107. Quarterly Business Plan Progress Report

Planning and Transportation

To receive the Minutes of the meeting held on 5 January 2026, circulated herewith, pages 18 to 25, at which the following items were discussed.

- 116.2.1. Planning Applications, Lists 49, 50, 51, 52 and 1 if available
- 116.2.2. License Application No: 122620 re: Littlehampton Service Station
Morrisons Supermarket, Hawthorn Road
- 117. Rampion 2 Windfarm
- 118. Statutory Consultees – Government Consultation
- 119. West Sussex County Council and Other Highways Matters
- 120. Masterplan – Hampton Park / North Littlehampton

9.2.2 Community Resources

To receive the Minutes of the meeting held on 4 December 2025, circulated herewith, pages 26 to 33, at which the following items were discussed.

- 37.1. Service Funding Agreements
- 37.2. Sports Funding
- 37.3. Museum Periodic Report
- 37.4. Events Periodic Report
- 37.5. Events Support Funding
- 37.6. Quarterly Business Plan Progress Report
- 38.1. Committee Budget Monitor
- 38.2. Venue Hire Fee Charge Proposals 2026 to 2027

38.3. Committee Draft Budget Proposals 2026 to 2027, 2027 to 2028 and 2028 to 2029

9.2.3 Property and Personnel

To receive the Minutes of the meeting held on 8 December 2025, circulated herewith, pages 34 to 37, at which the following items were discussed.

- 28.1. Committee Budget Monitor
- 28.2. Manor House Venue Hire Fee Charge Proposals 2026 to 2027
- 28.3. Committee Draft Budgets 2026 to 2027, 2027 to 2028, and 2028 to 2029
- 29.1. K2 Youth and Community Centre - Exempt
- 29.2. Staffing and Realignment - Exempt

9.2.4 Policy and Finance

To receive the Minutes of the meeting held on 15 December 2025, circulated herewith, pages 38 to 44, at which the following items were discussed.

- 30.2. Town Centre Strategy and Action Plan Update
- 30.3. Business Crime Reduction Partnership (BCRP) Continuation Proposal
- 30.4. IT Policy
- 30.5. Quarterly Business Plan Progress Report
- 30.6. Local Government Reorganisation (LGR) in East Sussex, Brighton and Hove, and West Sussex
- 31.1. Committee Budget Monitor
- 31.2. Committee Draft Budget Proposals 2026 to 2027, and projected funding 2027 to 2028 and 2028 to 2029
- 31.3. Council Funding
- 31.4. Capital Programme Draft Funding 2026 to 2027, and projected funding 2027 to 2028 and 2028 to 2029
- 31.5. Full Council Draft Budget 2026 to 2027, and projected funding 2027 to 2028 and 2028 to 2029
- 33. Exempt Minutes
- 34. High Street Hub – Exempt

10. Officer's Report

10.1 Pride in Place

Report attached, pages 45 to 49.

10.2 Dispensation of Absence

Report attached, page 50.

11. Finance

11.1 Capital Programme Draft Funding 2026 to 2027, and projected funding 2027 to 2028 and 2028 to 2029

Report attached, pages 51 to 54.

11.2 Full Council Draft Budget 2026 to 2027, and projected funding 2027 to 2028 and 2028 to 2029

Report attached, pages 55 to 71.

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.

**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 |

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 1 December 2025 at 16.30pm.

Committee:

Councillor Wiltshire - Chair
Councillor Butcher
Councillor Daws
Councillor Long
Councillor Tandy
Councillor Woodman

Laura Chrysostomou, Town Clerk

Agenda 2025 to 2026

95. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

97. Apologies

There were apologies from Councillor Lee, Councillor Butcher attended as a substitute.

98. 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.

99. Minutes

The Minutes of the meeting held on 3 November 2025, previously circulated, were confirmed as a true record and signed by the Chair.

100. Chair's Report and Urgent Items

- 100.1 Three urgent items were discussed by the committee. Firstly, due to scheduling and the likely content of upcoming plan lists, it was put forward that responding to applications through previously delegated authority would mitigate the need for the next meeting. This being the Planning and Transportation committee scheduled for Monday 5 January 2026. Members were asked to consider it as provisional unless otherwise notified.
- 100.2 Members were reminded of two items that had been circulated to them outside of the meeting. Those being a License Application from Littlehampton Badminton and Squash Club, and a Traffic Regulation Order (TRO) for Courtwick Road by Selwyn Avenue. These would both be responded to as urgent action.

101. Public Forum

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

102. Officer's Report

102.1 Standing Orders / Urgent Actions

Members had before them two urgent actions, previously circulated, confirming the responses to the proposed Pastoral Church Building Scheme and the decision to support the pavement license consultation for Greggs at 53 High Street.

It was resolved that:

The Urgent Actions be noted.

102.2 Planning and Other Arun District Council Matters

Planning Applications, Lists 45, 46, 47, and 48 if available

It was resolved that:

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

103. Rampion 2 Windfarm

There was nothing further to report.

104. West Sussex County Council and Other Highways Matters

There was nothing further to report.

105. Finance

105.1 Committee Draft Budgets 2026 to 2027, 2027 to 2028, 2028 to 2029

Members had before them a report, previously circulated, which set out draft budget proposals for the Planning and Transportation Committee budget. It covered the municipal years from 2026 through to 2029. Members were asked to comment on the proposed budgets before they are taken to the Policy and Finance Committee.

It was resolved that:

1. The draft Committee Budget for 2026 to 2027 and the projected budgets for 2027 to 2028 be approved and recommended to the Policy and Finance Committee.
2. The contents of the report be otherwise noted.

106. Masterplan – North Littlehampton

There was nothing further to report.

107. Quarterly Business Plan Progress Report

Members had before them 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. An update to the Community Transport Initiative goal since the exploratory meeting was highlighted by members. It was noted that the temporary community transport to Littlehampton Wave had been in operation.

It was resolved that:

The report be noted.

108. Exempt Business

There was none.

The meeting was closed at 16:53 pm.

Chair

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee 1 December 2025.
Representation on Lists 45, 46, 47 & 48

| Plan List No. | Ward | Ward Cllr | Planning No. | Details of Application | Location | Comments |
|----------------------|-------------|------------------|-------------------------------------|--|--|--|
| 47 | River | JD | <u>LU/231/25/PL</u> | Change of use of single C3 dwelling and C4 HMO into a single C3 residential dwelling house, This application is in CIL Zone 4 and is CIL Liable as a new dwelling. | 40 Pier Road Littlehampton | Support |
| 47 | Wickbourne | FT | <u>LU/229/25/HH</u> | Single storey rear conservatory. | 11 Courtwick Road Littlehampton | No objection |
| 48 | River | JD | <u>LU/234/25/PL</u> | Single storey rear extension and alterations. This application affects the character and appearance of the Littlehampton Sea Front Conservation Area and is in CIL Zone 4 (Zero Rated) as other development. | 5 Selborne Place Selborne Road Littlehampton | Subject to support from the Conservation Officer, the committee had no objections to the application. They also encouraged the applicant to consider the addition of swift boxes, further increasing their biodiversity enhancements. |

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 5 January 2026 at 6.30pm.

Present:

Councillor Wiltshire – Chair

Councillor Daws

Councillor Long

Councillor Tandy

Councillor Woodman

In attendance:

Laura Chrysostomou – Town Clerk

Melanie Nicholls – Project Support Manager

2025 to 2026

109. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

111. Apologies

There were none.

112. 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.

113. Minutes

The Minutes of the meeting held on 1 December, previously circulated, were confirmed as a true record and signed by the Chair.

114. Chairs's Report and Urgent Items

The Chair highlighted to members that a draft Nation Planning Policy Framework had been published alongside an open consultation by the Government. It would be circulated after the meeting for members of the Council to review, comment on and respond individually should they choose to. It was agreed that any comments received would be collated and used to form a response, should the committee wish to do so in a future meeting.

115. Public Forum

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

116. Officer's Reports

116.1. Standing Orders / Urgent Actions

Members had before them two urgent actions, previously circulated, which confirmed the responses to the Littlehampton Badminton and Squash Club's license application and a Traffic Regulation Order for Courtwick Road and Selwyn Avenue.

It was resolved that:

The urgent actions be noted.

116.2. Planning and Other Arun District Council Matters

116.2.1. Planning Applications, Lists 49, 50, 51, 52 and 1 if available

It was resolved that:

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

116.2.2. License Application No: 122620 re: Littlehampton Service Station Morrisons Supermarket, Hawthorn Road

The Committee considered a license application, previously circulated, which proposed a variation to their current license. Concerns were raised that selling alcohol 24 hours a day would result in anti-social behaviour and that this had not been mitigated in the application. Members raised the lack of detail in the application, particularly the absence of any measures regarding compliance with the Public Safety license objective. The committee felt that without safety precautions such as a night pay hatch and lone working policy, as seen consistently at other local service stations, the safety of the station's staff and members of the public were at risk.

It was therefore resolved that:

The objection to the license application and the comments in minutes 116.2.2 above be forwarded to Arun District Council.

117. Rampion 2 Windfarm

There were no further updates.

118. Statutory Consultees – Government Consultation

Members had before them, previously circulated, details of a government consultation regarding the roles of national statutory consultees. It contained proposals to review the scope of what statutory consultees advise on, with the aim to make the planning process more efficient across all organisations involved. The committee reviewed the proposals and remained neutral.

It was therefore resolved that:

No formal response from the committee was required and any comments should be submitted individually.

119. West Sussex County Council and Other Highways Matters

There were no further updates.

120. Masterplan – Hampton Park / North Littlehampton

It was resolved that:

The representations of the Council, appended to these minutes as Appendix 2, be forwarded to Arun District Council.

121. Exempt Business

There was none.

The meeting was closed at 19:57 pm.

Chair

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee 5 January 2026.
Representation on Lists 49, 50, 51, & 52

| Plan List No. | Ward | Ward Cllr | Planning No. | Details of Application | Location | Comments |
|---------------|---------------------------|-----------|------------------------------|--|---|--|
| 49 | River | JD | LU/242/25/HH | Single storey rear extension and alterations to fenestration. | 50 North Street Littlehampton BN17 6JH | No Objections: the committee were happy to note the applicant's planned biodiversity enhancements. |
| 49 | River | JD | LU/247/25/PD | Prior approval under Schedule 2, Part 3, Class MA for the change of use from a business (Class E) to 1 No flat (C3). | 78 A High Street Littlehampton BN17 5DX | No Objections: Due to the application's alignment with our Town Centre Strategy encouraging residential space above retail. Members suggested that conditionally the shop front retail space should be exempt from further permitted development in future. |
| 50 | Courtwick with Toddington | FT | LU/223/25/HH | Creation of integral ancillary annexe, involving erection of single storey front/rear extension and roof extension to facilitate conversion of loft to habitable use with rear juliet balcony. Erection of single storey rear extension. Alterations to fenestration. Demolition of existing integral garage and conservatory. | Kestrel Mill Lane Littlehampton | Object: Seen as an overdevelopment, the scale of the proposed plans are not in keeping with the surrounding properties. It would also put pressure on parking which is already limited in the area. |
| 50 | River | JD | LU/239/25/PL | Demolition of existing double garage and erection of 1 No 1 bed dwelling to rear of existing dwelling. This application is in CIL Zone 4 and is CIL Liable as a new dwelling. | 19 Maxwell Road Littlehampton | Object: Members felt compliance with Aruns policy regarding internal space standards hadn't been met adequately. They should comply with the one bedroom two |

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee 5 January 2026.
Representation on Lists 49, 50, 51, & 52

| Plan List No. | Ward | Ward Cllr | Planning No. | Details of Application | Location | Comments |
|---------------|---------------------------|-----------|------------------------------|--|--|---|
| | | | | | | persons nationally described space standards due to the double bed seen in the plans. It was also considered overdevelopment due to the loss of garden space and the additional strain it would cause to parking in the area. |
| 52 | River | JD | LU/244/25/HH | Single storey rear and side extension. | 9 Horsham Road West Littlehampton | No Objections |
| 52 | Courtwick with Toddington | FT | LU/236/25/HH | Single storey side extension. | Weavers Cottage 259 Toddington Lane Littlehampton | No Objections: the committee were happy to note the applicant's planned biodiversity enhancements. |
| 52 | Courtwick with Toddington | FT | LU/254/25/HH | Front access concrete ramp with brick upstands and galvanised steel handrails. | Paddock View Cottage 181B Lymminster Road Wick Littlehampton | No Objections |
| 52 | Wickbourne | FT | LU/245/25/PL | A portion of the existing gas-fired boiler plant will be fully removed and replaced with a new air source heat pump system. This application is in CIL Zone 4 (Zero Rated) as other development. | White Meadows Primary School Whitelea Road Littlehampton | Support |

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee 5 January 2026
Representation on Hampton Park Applications

| Planning No. | Details of Application | Location | Comments |
|-------------------------------|---|--|---|
| LU/251/25/S73 | Variation of conditions 4 and 32 imposed under LU/47/11/ (as amended by LU/346/14/PL and LU/182/15/PL) relation to plans condition and rewording of condition. | Hampton Park Littlehampton | <p>The committee had no objections to the variation of condition 4.</p> <p>The committee had no objections to the variation of condition 32, subject to the following conditions:</p> <p>The developer aspire to achieve current BREEAM criteria to the highest standard possible across all anticipated areas of the development. It was encouraged by members that the previously agreed 2012 criteria of 'very good' be met as a minimum across updated and recently submitted plans. Including those, recently amended, which fall under the minimum BREEAM size requirement, such as the community centre and the changing facilities.</p> <p>It was encouraged that consideration be put into the building's design and construction, to allow for development to expand BREEAM features in future to improve compliance with the criteria.</p> |
| LU/249/25/RES | Approval of reserved matters following LU/47/11/ (amended by LU/182/15) comprising 288 No residential dwellings, the formation SUDs features, children's play space, landscaping, car parking, roads, landscaping and public access to the northern extent of the Black Ditch Open Space. | Phase 6a Hampton Park Littlehampton | No Objections. |
| LU/250/25/RES | <p>Readvertisement due to Additional design summary, cover letter and plans</p> <p>Approval of reserved matters following the grant of LU/47/11/ (amended by LU/182/15/PL) for 111 No dwellings, 1472sqm of retail floor space, 418sqm of community centre floor space, a civic public open space (0.35ha), a community car park and a super</p> | Local Centre and Phase 6b Hampton Park Littlehampton | <p>The committee had no objections to the application subject to the following comments resolution:</p> <p>Members welcomed the development of the retail, community and civic open spaces; it was seen to be beneficial to the wellbeing of the community. A significant concern to the committee was the absence of an amended Section 106 agreement, which would undoubtedly be discussed in future with all interested parties. The revised agreement should be equivalent to the previously understood contributions and</p> |

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee 5 January 2026
Representation on Hampton Park Applications

| Planning No. | Details of Application | Location | Comments |
|--------------------------------------|---|----------------------------|---|
| | LEAP (incorporating fitness equipment / trail) comprising 0.62ha. | | <p>enhance positive impacts to the community. In the absence of such agreement the Town Council would object. Members agreed in principle to the relocation of the community centre within the local centre, subject to confirmation of transfers and ownership, due to financial implications this could have on the Town Council.</p> <p>The developer should aspire to achieve current BREEAM criteria to the highest standard possible across all anticipated areas of the development. It was encouraged by members that the previously agreed 2012 criteria be met as a minimum across updated and recently submitted plans. That included the Community Centre, despite the amended plans now falling under the minimum BREEAM size requirement.</p> <p>It was encouraged that consideration should be put into the building's design and construction, to allow for development of BREEAM features in future to improve compliance with the criteria.</p> |
| <u>LU/252/25/RES</u> | Approval of reserve matters following LU/47/11/ (as amended by LU/182/15/) for the remaining open space elements including playing pitches, changing rooms, car parking area, northern allotments and the eastern extent of the Black Ditch Open Space. | Hampton Park Littlehampton | <p>The committee supported the application for the following reasons:</p> <p>The delivery of green spaces and improvements to the Black Ditch were appreciated by the committee as valuable infrastructure that will benefit the wider community. To ensure these resources can be used by everyone accessibility measures should be implemented including a Changing Places Toilet and changing facility within the proposed changing rooms. Members were open and keen to discuss the management of the proposed playing pitches in future.</p> <p>The developer should aspire to achieve current BREEAM criteria to the highest standard possible across all anticipated areas of the development. It was encouraged by members that the</p> |

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee 5 January 2026
Representation on Hampton Park Applications

| Planning No. | Details of Application | Location | Comments |
|--------------------------------------|---|--|---|
| | | | <p>previously agreed 2012 criteria be met as a minimum across updated and recently submitted plans. That included the changing rooms, despite the plans falling under the minimum BREEAM size requirement.</p> <p>It was encouraged that consideration should be put into the building's design and construction, to allow for development of BREEAM features in future to improve compliance with the criteria.</p> |
| <u>LU/263/25/RES</u> | Approval of reserved matters (access, appearance, landscaping, layout and scale) following the approval of LU/47/11/ for Southern Allotments. | Southern Allotments Hampton Park Littlehampton | <p>The committee supported the application and requested the following amendments to the plans be considered:</p> <p>The following comments are consistent with prior discussions between the Town Council and the developer regarding requirements for the Northern Allotments. The suggested revisions would assist in the efficient management of the site once completed.</p> <p>The standardisation of plot sizes to either 62.5m squared (2.5 rods) or 125m squared (5 rods) to align with our yearly rental charges.</p> <p>On the current plans "ALLOTMENT LANDSCAPE PROPSALS 5111/NMA/100 REVA", there are six plots considered land locked. Revisions to the layout to connect each plot to the main central path would allow easier access for maintenance by our amenity team.</p> <p>Additional space for a tractor turning circle be included to further assist the future maintenance of the site.</p> <p>Discussions to progress the improvement of this versatile space between the developer and the Town Council were welcomed.</p> |

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

Present:

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

In attendance:

Sofia Chittenden – Communications and Marketing Manager
Felix Gillett – Community Resources Officer
Julia Edge – Museum Curator
Rachel Marshal – Events Manager

2025 to 2026

30. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

32. Apologies

There were apologies from Councillor Blanchard-Cooper, Councillor Woodman attended as their substitute.

33. 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. Councillor Woodman declared a personal interest across the agenda

as a member of Arun District Council and, specifically for agenda item 8.1, as a volunteer at Fare Divide, whose service funding agreement was discussed within the report.

34. Minutes

The Minutes of the meeting held on 23 October 2025 previously circulated, were confirmed as a true record and signed by the Chair.

35. Chair's Report and Urgent Items

The Chair reminded members and encouraged them to attend Small Business Saturday, which was scheduled for 6 December 2025. A range of activities and discounts would be taking place. Some of which were rescheduled from the postponed Christmas Light Switch-On.

36. Public Forum

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

The General Manager and Volunteer Co-Ordinator at Arun Community Transport spoke about the group's aspirations ahead of the review of its service funding agreement. He stated they were an active group and hoped to continue and expand their involvement in the wider community through events. The Chair thanked them for their comments.

The Worthing Road allotments site representative requested a follow-up regarding repair of the site's fence and updates on general maintenance. They were assured that the previous updates would be recirculated and that progress to general maintenance within the schedule of works would be investigated.

37. Officer's Reports

37.1. Service Funding Agreements

- 37.1.1. The Community Resources Officer presented a report, previously circulated, which detailed the Task and Finish Group's recommendations for Service Funding Agreements (SFA). The funding was focused on delivering services that were vital to residents and whose absence would have been significantly detrimental to the town. These agreements, if approved, were scheduled to take effect from 1 April 2026. Groups were informed that if successful they would not be eligible for Grant Aid Funding. It was also highlighted that a two-year agreement term - shorter than the typical three years – had been proposed for one organisation to allow for flexibility alongside the development of a new project and capital investment opportunity.

37.1.2. Members noted the increase from the current SFAs total of £12,000 to the proposed £31,000. This increase had been incorporated into the budget setting reports to be discussed later in the agenda. The recommended recipients, agreement terms, and annual amounts were unanimously agreed by Members as detailed in the report.

It was resolved that:

1. The recommendations regarding the Service Funding Agreements for Arun and Chichester Citizens Advice Bureau, Arun Community Transport, Fare Divide, Home-Start Arun, Littlehampton and District Foodbank, Littlehampton District Lions Club, Littlehampton Sportsfield, Shopmobility, Voluntary Action Arun and Chichester be approved and considered as part of the 2026 to 2027 budget discussions and beyond.
2. The meeting notes of the Service Funding Agreement Task and Finish Group be noted.

37.2. Sports Funding

37.2.1. Members had before them a report, previously circulated, which proposed funding awards to local groups with the intention of benefiting the community and widening participation. Each application had been thoroughly assessed by the Sports Funding Selection Panel, which comprised members from the Grant Aid Panel and the Sports Forum Executive Committee.

37.2.2. The demand from local groups was higher than expected, exceeding the £2,000 funding available. As a result, the Committee was asked to approve the use of £924 from the Sports Forum earmarked reserve to support the panel's recommendations. This brought the total proposed funding to £2,924, which would be divided among five groups in the amounts detailed in Appendix 1 of the report. Applicants confirmed that their service could still be delivered without receiving the full amount of funding requested.

37.2.3. The report also proposed that due to the high level of interest from groups this year, the Sports Grant Funding budget for 2026 to 2027 and onwards should be set at £4,000 per annum in the forthcoming budget discussions. Members welcomed the wide-ranging interest and supported the continued contribution of these groups to the health and wellbeing of the community.

It was therefore resolved that:

1. The recommendations regarding Sports Funding for Howard Lawn Tennis, Littlehampton Badminton and Squash Club, Able Kicks SEND Football Coaching, Littlehampton Rugby Club, Wick Dynamos and Diamonds Junior Football Club be approved.
2. £924 from the Sports Forum earmarked reserve be used towards the 2025 to 2026 funding awards.

3. The Sports Funding budget be set as £4,000 for the next financial year, 2026 to 2027.
4. The contents of the report be otherwise noted.

37.3. Museum Periodic Report

The Committee received a report, previously circulated, which contained further information regarding The Body Shop Sculptures, the Project Time Machine Officer Post, details of a heritage fund grant application, as well as acquisition proposals and updates on recent activities and engagements with the museum. The Committee proceeded to discuss these proposals in more detail.

37.3.1. Body Shop Sculpture

The decision on accepting one of the available sculptures was deferred at the previous meeting. This report provided further details on the financial implications of the decision, alongside various cost, display and restoration options. While the sculpture would be a donation, costs associated are regarding the restoration work and transport. The Committee agreed to accept the option of the whole woman seated on a block, preferably siting on the "S" block. Due its clear historical significance, Members were keen to see it incorporated into the museum's future exhibitions.

The acquisition of this sculpture is dependent on the transfer of ownership to the Littlehampton Museum. Information regarding this was not available at the time of the meeting and would be investigated further by officers. If ownership could not be transferred to the Museum, the sculpture could not be acquired.

37.3.2. Continuation of the Project Time Machine Officer

The Committee proceeded to consider the continuation of the Project Time Machine post for six months, January to June 2026, on a part-time basis to provide continuity between projects and funding applications, ensuring the team is suitably resourced to prepare for the commencement of the Project Time Machine continuation project.

37.3.3. Heritage Fund Grant Application

A National Lottery Heritage Fund application had been prepared by the Museum team. The funding would be a continuation of Project Time Machine and would focus on building solid foundations for the next 100 years. The report provided details of the purpose of the grant and sought approval to proceed with the application, consistent with standing order 13.d. It was proposed that £7,320 of Museum Earmarked Reserves could be used to match this potential funding.

37.3.4. The Committee considered the acquisitions attached to the report as Appendix 2, and the engagement figures detailed in Appendix 3.

It was therefore resolved that:

1. Subject to the transfer of ownership to the Littlehampton Museum, The Body Shop sculpture of a women sitting on a block be restored and transported to the museum for an approximate total of £1,155 (£300 from the Collections Management budget, £500 from the Exhibitions EMR and £355 from the Events EMR).
2. The use of the following Earmarked Reserves: £1,317.44 from a Continuing Professional Development Grant, £546.92 from the Places of Science Grant, and up to £10,000 from the Community Resources Initiatives, to continue the Project Time Machine post be approved.
3. The grant application for the National Lottery Heritage Fund for £127,913 and use of £7,320 from Museum reserves to match this towards the Heritage Fund Project be approved.
4. The recommended acquisition of items as set out in Appendix 2 be approved.
5. The engagement figures in Appendix 3 and contents of the report be otherwise noted.

37.4. Events Periodic Report

37.4.1. The Events Manager presented a previously circulated report which detailed outcomes of Remembrance Sunday and updated members on the postponement of the Christmas Light Switch-On due to unsafe weather conditions. Officers were working with contractors, entertainers, and businesses to defer as many activities as possible to the upcoming Small Business Saturday.

Following previous discussions regarding the focus and impression given by 'Armed Forces Day', the report provided alternative names that aligned with the Ministry of Defence's funding criteria and Members' previous comments. Councillor Lee proposed the event's name be changed to 'Armed Forces, Families and Veterans Day' which was seconded by Councillor Wiltshire. The purpose of the change was to expand its opportunities and reach, and to state its valued contribution more clearly to the wider community. It was emphasised that Armed Forces Day was well attended and highly praised by residents in the recent event survey. The target audience of veterans, those currently serving, community groups, support services, and families had been reflected in previous years attendance. The Chair highlighted there could be unknown cost implications to rebranding the well-established event. The Committee voted in favour of changing the event's name.

It was resolved that:

1. Armed Forces Day event be named 'Armed Forces, Families and Veterans' going forward.

2. The contents of the report be otherwise noted.

37.5. Events Support Funding

- 37.5.1. The Committee had before them a report, previously circulated, which proposed the adoption of a formal policy and procedure to govern a new Events Support Fund, as discussed at the previous meeting. The draft policy appended to the report outlined eligibility criteria, the application process and evaluation criteria. It was highlighted that, within the process, community groups and charities would be the primary focus and any for-profit organisations would still be supported, though not monetarily. Members were asked to approve this draft document.
- 37.5.2. Mindful of the growing amount of funding opportunities, the Chair highlighted the need for a singular funding panel, to input into all community grants. This would be investigated by officers, any amendments required in the policy to reflect this would be made at the Town Clerk's discretion.

It was resolved that:

1. The draft Event Support Funding Policy be approved and the inclusion of £2,000 per annum in the budget to be met from earmarked reserves be agreed.
2. The contents of the report be otherwise noted.

37.6. Quarterly Business Plan Progress Report

- 37.6.1. The Committee considered a previously circulated report providing an update on the progress made towards achieving the business plan goals reviewed and agreed by Council in October, as they related to the Committee's work.

It was resolved that:

The report and action plan updated be noted.

38. Finance

38.1. Committee Budget Monitor

- 38.1.1. Members considered a report, previously circulated, highlighting significant variances from budget income and expenditure relating to the Community Resources budget for 2025 to 2026. It was welcomed, observing that the budget had been tightly controlled by officers.

It was resolved that:

The report be noted.

38.2. Venue Hire Fee Charge Proposals 2026 to 2027

38.2.1. The Committee considered a report, previously circulated, setting out proposals for room hire charges for the forthcoming financial year. The report included the current prices to compare against increased price examples for both Southfields Jubilee Centre and K2 Youth and Community Centre. The report contained research undertaken by officers that mirrored the Committee's aim to ensure that the prices of the Town Council's venues remained competitive against other comparable facilities in the area.

It was resolved that:

1. The level of room hire charge be increased by 7.5% for 2026 to 2027.
2. Authority be delegated to the Town Clerk to apply discounts and offers on an individual basis and as appropriate to further the Town Council's Community Centre's Action Plan objectives.

38.3. Committee Draft Budget Proposals 2026 to 2027, 2027 to 2028 and 2028 to 2029

38.3.1. Members considered a report, previously circulated, setting out proposals for this committee's budget for the next three years. The Town Clerk explained the background to the budget setting process and how the precept calculation was impacted by annual changes in the number of households from which council tax was collected. The projected increase in the Council's overall budget for 2026 to 2027 was currently 6.20% modelled on last year's household figures. It was noted that the current projected precept figure for 2026 to 2027 was subject to change as the December budget setting progressed.

38.3.2. The Committee budget had been drafted to take into consideration estimated increases in costs for the coming year and projected forward to 2029. Members proceeded to review the Community Resources budget proposals in more detail and the following points were noted:

- The overall Community Resources Committee budget had increased by 9.79%. This increase was largely due to agreed increases in Grants and Service Funding Agreements and replacement furniture for Southfields Jubilee Centre, the latter of which would be met from the Capital Receipts Reserve.
- Funding for the youth service contract had been increased to account for inflation.
- North Littlehampton Community Centre reserves would be reduced due to the amount earmarked in previous years being sufficient and the extended timelines allowing more time to build reserves.

It was resolved that:

1. The draft Committee budget for 2026 to 2027 and the projected budgets for 2027 to 2028 and 2028 to 2029 be approved and recommended to the Policy and Finance Committee.
2. The Committee's Earmarked Reserve position be noted.
3. The contents of the report be otherwise noted.

39. Exempt Business

There was none.

The meeting was closed at 19:27 pm.

Chair

Minutes of the Ordinary Meeting of the Property and Personnel held in The New Millennium Chamber, Manor House, Church Street, Littlehampton BN17 5EW on Monday 8 December 2025 at 18.30pm.

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

21. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

23. Apologies

There were none.

24. 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.

25. Minutes

The Minutes of the meeting held on 10 November 2025, previously circulated, were confirmed as a true record and signed by the Chair.

26. Chairs's Report and Urgent Items

The Chair highlighted the positive feedback received during the recent Small Business Saturday event. Officers worked with contractors, local businesses and entertainers to defer activities from Christmas Lights Switch-On to Small Business Saturday, which was then moved in part from the High Street into the New Millennium Chamber due to poor weather. Members shared their thanks to the officers for their hard work in actioning this contingency plan.

27. Public Forum

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

28. Finance

28.1. Committee Budget Monitor

28.1.1. Members had before them a report, previously circulated, which highlighted significant variances from budget in income and expenditure relating to the Property and Personnel Committee budget for 2025 to 2026. Observing the underachievement of Manor House hire income, it was highlighted that Car Parking income is received monthly therefore the years remaining months were not yet reflected. The recent success of Small Business Saturday being hosted in the New Millennium Chamber was seen as an encouraging example of how the chamber could be utilised for non-corporate functions, allowing for more hiring opportunities.

It was resolved that:

The report be noted.

28.2. Manor House Venue Hire Fee Charge Proposals 2026 to 2027

28.2.1. Members had before them a report, previously circulated, which set out proposals for changes to charges for 2026 to 2027. The report included the current fees and proposals to increase prices for the Manor House room hire, weddings and ceremonies by 5% and car parking by 10% for consideration. Taking the report's analysis and the facilities into consideration the proposals were considered reasonable and still competitive with local venues.

It was resolved that:

1. The level of room hire charges for the Manor House Rooms, Weddings and Ceremonies be increased by 5% for 2026 to 2027.
2. The level of car parking fees be increased by 10% for 2026 to 2027.

3. Authority be delegated to the Town Clerk to apply discounts and offers on an individual basis and as appropriate to further the Town Council's Community Centre Action Plan objectives.

28.3. Committee Draft Budgets 2026 to 2027, 2027 to 2028, and 2028 to 2029

- 28.3.1. Members considered a report, previously circulated, setting out proposals for this committee's budget for the next three years. The Town Clerk explained the background to the budget setting process and how the precept calculation was impacted by annual changes in the number of households from which council tax was collected. The projected increase in the Council's overall budget for 2026 to 2027 was currently 6.37% modelled on last year's household figures. It was noted that the current projected precept figure for 2026 to 2027 was subject to change as the December budget setting progressed.
- 28.3.2. The committee's current earmarked reserves (EMR) position was included within the report, alongside proposals to combine and realign the smaller pots of money following advice from the auditor. These were seen as sensible recommendations that rationalised the EMRs and enabled informed decisions.
- 28.3.3. The committee budget had been drafted to take into consideration estimated increases in costs for the coming year and projected forward to 2029. Members proceeded to review the Property and Personnel budget proposals in more detail, and the following points were noted:
 - Staffing apportionment had been modified since the report was published. This updated apportionment did not affect the overall total of staffing across the Council's services.
 - The movement of the weddings and Manor House license earmarked reserves into IT reserves, and the movement of project 82 maintenance reserves into museum maintenance reserves.

It was resolved that:

1. The draft Committee budget for 2026 to 2027 and the projected budgets for 2027 to 2028 and 2028 to 2029 be approved and recommended to the Policy and Finance Committee.
2. The Committee's Earmarked Reserve position be noted and the suggested repurposing of them be approved.
3. The contents of the report be otherwise noted.

29. Exempt Business

There are items of 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).

The meeting adjourned at 18:53.

The meeting reconvened at 18:54.

29.1. K2 Youth and Community Centre

The Town Clerk gave members an oral update on the current position regarding the final construction costs, including progress on outstanding defects and lease discussions which were all being concluded.

29.2. Staffing and Realignment

The Town Clerk provided an oral update on staffing. It was confirmed that the proposed staff realignment had been agreed by Full Council for inclusion in the budget discussions and no changes to the proposed structure had been put forward since this Committee last discussed it.

The Town Clerk updated Members on the recent recruitment, and it was hoped the new staff would start in the new year. The Committee discussed the additional duties and workload during the last six months and agreed this should be acknowledged. Members also agreed that office accommodation within the Manor House needed to be reviewed to accommodate new staff, with all areas being considered so that the rationale behind the realignment could be delivered. Given the earlier discussion about the work entailed to utilise the chamber for events, the Committee also agreed that the furniture needed to be assessed for condition and suitability and where appropriate replaced.

The meeting was closed at 19:19.

Chair

Minutes of the Ordinary Meeting of the Policy and Finance Committee held in The New Millennium Chamber, Manor House, Church Street, Littlehampton BN17 5EW on Thursday 15 December 2025 at 18.30pm.

Present:

Councillor Butcher – Chair
Councillor Tandy – Vice Chair
Councillor May
Councillor Lee
Councillor Northeast
Councillor Dr Walsh KStJ
Councillor Woodman

In attendance:

Laura Chrysostomou – Town Clerk
Melanie Nicholls – Project Support Manager

2025 to 2026

23. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

25. Apologies

There were none.

26. Declarations of Interest

26.1. 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. Councillor Walsh redeclared his personal interest as a member of Arun District Council and West Sussex County Council, particularly pertaining to item 8.6 Local Government Reorganisation in East Sussex, Brighton and Hove, and West Sussex.

27. Non-Exempt Minutes

The Non-Exempt Minutes of the meeting held on 15 September 2025, previously circulated, were confirmed as a true record and signed by the Chair.

28. Chair's Report and Urgent Items

There were none.

29. Public Forum

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

30. Officer's Reports

30.1. Standing Orders / Urgent Actions

The committee received and noted an urgent action, previously circulated, regarding the Town Council's response to Arun District Council's Tax Reduction Scheme 2026 to 2027 consultation.

It was resolved that:

The urgent action and response be noted.

30.2. Town Centre Strategy and Action Plan Update

30.2.1. Members had before them a report, previously circulated, which provided an update on work being undertaken as part of the Town Centre Strategy and Action Plan. Adaptations to the Wayfinder Project were highlighted to members, notably the replacement of the beach boxes due to lack of permissible locations, with provision being redirected to increase the amount of lamppost collars. The additional collars would have a bigger impact on creating the connectivity between the town and the waterfront. Furthermore, information boards about the project would be introduced, including siting one at the train station.

30.2.2. The Chair reported that the Town Centre Strategy and Action Plan's short term and long-term goals were reported to Arun District Council's Economy Committee. They approved the actions taken and endorsed continued participation in delivery of the Strategy and Action Plan. The District Council's Economy Committee also sought to incorporate the Town Centre Strategy within its economic strategy in the future.

It was resolved that:

1. The notes from the Task and Finish Group held on 30 September be noted.

2. The updates to the Wayfinding Project be endorsed and noted.
3. The updates and contents of the report be noted.

30.3. Business Crime Reduction Partnership (BCRP) Continuation Proposal

30.3.1. Members had before them a report, previously circulated, requesting the Town Council's contribution towards this initiative be continued for two years. The report proposed funding of £12,000 per annum for 2026 to 2028 to support the scheme. Since the scheme started in March 2025, the BCRP Manager had become a direct link between the Littlehampton Business Forum, the wider business community and Sussex Police, assisting those affected by crime to report incidents effectively through the DISC system.

30.3.2. The committee noted the positive impact which had developed from this piece of work. When reviewing the evidence provided by the District Council for continued funding, it was felt that data reflecting its specific impact on Littlehampton was needed. Members suggested a criterion of future funding included setting out clearer measurable achievements, a two-year plan, and a timeline to implement future priorities.

30.3.3. Following review and consideration, Members agreed to continue the proposed level of funding of £12,000 per annum for 2026 to 2028 with a review of progress and impact in December 2026.

It was resolved that:

1. £12,000 for 2026 to 2027 and £12,000 for 2027 to 2028 be agreed to support the Business Crime Reduction Partnership, and included as part of the budget discussions.
2. The requests for further detailed reporting as set out above be taken forward by officers with Arun District Council.

30.4. IT Policy

30.4.1. Members received a report, previously circulated, detailing rationale for the short summary IT Policy produced to supplement the suite of IT and data protection policies. The creation of this policy was following advice from the Internal Auditor to ensure compliance with upcoming introduction of Assertion 10 of the Annual Governance and Accountability Return.

It was resolved that:

The draft IT Policy be recommended to Full Council for approval.

30.5. Quarterly Business Plan Progress Report

30.5.1. 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 noted updates on the High Street Hub, which included outline timelines for the delivery of

the hub during the course of 2026 following a meeting with the landlord of the preferred premises. Further details were provided under exempt business due to the information relating to the financial or business affairs of the organisations.

It was resolved that:

The updates and contents of the report be noted.

30.6. Local Government Reorganisation (LGR) in East Sussex, Brighton and Hove, and West Sussex

30.6.1. The Committee were asked to consider responding to the above consultation. Forming a response on behalf of the Committee was supported. Members proceeded to discuss the proposals and their impact on the governance arrangements of Littlehampton. It was agreed to support the two unitary authorities across the whole area of West Sussex. Following a request, officers would investigate and try to align with Arun District Council's response to the consultation.

It was resolved that:

The above comments be used to form a response to the LGR consultation, and delegation be given to the Town Clerk to finalise the response in consultation with the Chair following the District Council's briefing later that week.

31. Finance

31.1. Committee Budget Monitor

31.1.1. The Town Clerk presented a previously circulated report, which highlighted any significant variances from budget in Income and Expenditure relating to the Policy and Finance Committee's budget for 2025 to 2026.

It was resolved that:

The report be noted.

31.2. Committee Draft Budget Proposals 2026 to 2027, and projected funding 2027 to 2028 and 2028 to 2029

31.2.1. The Committee considered a report, previously circulated, setting out proposals for this Committee's Budget for the next three years. The Town Clerk reported that the proposals for the Committee would see its budget increase by 8.74% for 2026 to 2027.

31.2.2. The committee budget had been drafted to take into consideration estimated increases in costs for the coming year and projected forward to 2029. Members proceeded to review the Policy and Finance budget proposals in more detail and the following points were noted:

- Staffing apportionment had been modified since the report was published. This updated apportionment did not affect the overall total of staffing across the Council's services.
- The movement of earmarked reserves to the general fund or combined into larger pots following advice from the Internal Auditor.

It was resolved that:

1. The draft Committee budget for 2026 to 2027 and the projected budgets for 2027 to 2028 and 2028 to 2029 be approved and recommended for inclusion in the Full Council budget.
2. The Committee's Earmarked Reserve position be noted.

31.3. Council Funding

31.3.1. The Town Clerk presented a report, previously circulated, which detailed the review of funding streams and how they would continue to support the capital programme. The committee were asked to consider and agree the future use of Community Infrastructure Levy (CIL) and to review the Council's earmarked reserves (EMR) as required by the Financial Regulations and recommended by the Internal Auditor.

31.3.2. The Committee noted the timed spending restrictions upon receipt of these funds, from both developer contributions of Section 106 agreements (S106) and CIL. They endorsed their realignment from completed projects to future projects, strengthening the wider community infrastructure, such as; community facilities, transport, allotments, parks and open spaces. It was also highlighted that upcoming retail developments, pending approval, would be CIL liable. If approved, it was agreed any CIL received from these developments should be invested into the Town Centre, to support and offset any negative effects on local businesses in the High Street. Members noted the current position and agreed the recommended areas of allocation to be the most valuable use of these funds going forward.

31.3.3. When reviewing the EMRs, members highlighted the smaller sums of Museum reserves should also be reviewed and consolidated further. This would be in line with recommendations from the internal auditor and would be assessed by officers and included in the recommendation to Full Council.

It was resolved that:

1. The allocation of CIL funding to date towards current projects was endorsed and the allocation of future CIL payments from retail developments into the Town Centre be approved.
2. The repurposing and consolidation of EMRs as set out in the appendix to the report, including the additional investigation of the Museum EMRs, be recommended to Full Council for approval.

3. The contents of the report be otherwise noted.

31.4. Capital Programme Draft Funding 2026 to 2027, and projected funding 2027 to 2028 and 2028 to 2029

31.4.1. The committee received a report, previously circulated, which set out the funding arrangements to meet the Capital Programme including the financial implications of the major projects that were a priority for the Council. Members noted the background information regarding the capital receipts reserve, converted capital receipts and CIL Payments.

It was resolved that:

The draft Capital Programme funding for 2026 to 2027 and the projected funding programme for 2027 to 2028 and 2028 to 2029 be approved and recommended to Council, as part of the overall Council Budget.

31.5. Full Council Draft Budget 2026 to 2027, and projected funding 2027 to 2028 and 2028 to 2029

31.5.1. The Committee received a report, previously circulated, which set out the proposed Council budget for 2026 to 2027 and the projected funding for 2027 to 2028 and 2028 to 2029. The budget had been drafted following meetings held with political group leaders, the Mayor and Deputy Mayor and the Chairs and Vice-Chairs of each Committee. As reported earlier in the meeting, should the overall draft Council Budget for 2026 to 2027 be approved, this would result in a precept increase for 2026 to 2027 of 6% percent. This equated to an additional £9.21 per household per year (£0.18 per week) in Band D Council Tax.

31.5.2. Members proceeded to examine the budget proposals. They reiterated support for consolidating EMRs through repurposing or consolidation, as discussed earlier in the meeting. The committee sought clarification on areas of increase within the budget. It was noted that expected suppliers increases ranged from 5 percent to 20 percent, with most estimated to be 10%, which the budget sought to accommodate. It was observed that in 2025 to 2026 inflation meant costs exceeded budgets in several areas and that the nationally agreed salary pay award for 2025 to 2026 was 3.2% but only a 2.5% increase had been budgeted for. In considering the proposed 6% increase to the Precept, Members discussed the significant impact in the local community that additional funds sought to achieve, as set out in its ambitious Business Plan. This included an overall increase to community grant funding from £14,000 to £40,000 as well as building community capacity through forums such as the newly formed Business and Events Forums. With an increasing portfolio of assets to deliver the full range of services effectively, the committee agreed that further resources were needed as provided for in the draft budget. The Committee proceeded to vote on the draft budget proposals for 2026 to 2029.

It was resolved that:

1. The draft budget for 2026 to 2027 and the projected budgets for 2027 to 2028 and 2028 to 2029 be endorsed and recommended to Council for approval.
2. Council be recommended to set a precept of £1,729,069 for 2026 to 2027 which equates to Band D Council Take of £162.72 per annum for 2026 to 2027, an increase of 6% or £9.21 per household per year (£0.18 per week).

32. 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 meeting was adjourned at 19:40.

The Meeting was reconvened at 19:41.

33. Exempt Minutes

The Exempt Minutes of the meeting held on 15 September 2025, previously circulated, were confirmed as a true record and signed by the Chair.

34. High Street Hub

There was an oral update from the Town Clerk about progress made to deliver the High Street Hub, through discussions with the landlord of the preferred premises and interested parties.

The meeting was closed at 19:45.

Chair

Littlehampton Town Council

Non-Confidential

Committee: Full Council

Date: 22 January 2026

Report by: Town Clerk

Subject: Pride in Place funding

1. Summary

The report provides initial information on the £20 million awarded under the Government's Pride in Place strategy for Courtwick and Toddington.

1.1. Recommendations

Council is recommended to:

1. Read the Pride in Place Strategy and Programme Prospectus
2. Agree the Town Council's involvement in the project with responsibilities potentially ranging from local engagement activities through to management of significant elements.

2. Background and update

- 2.1 A total of £20m funding over the next decade has been awarded under the government's [Pride in Place](#) strategy, which will help build stronger communities, create thriving places and empower local people. Initial guidance from central government has been issued and further detailed guidance is expected.
- 2.2 The guidance states that it is for neighbourhoods to decide how to prioritise funding, based on extensive community engagement, across three core objectives:
 - 2.2.1 To build stronger communities - all places should have strong relationships and a collective sense of belonging to their community. This helps bring people together to build community cohesion and resilience, helping people to feel proud of their area and safe in their neighbourhood.
 - 2.2.2 To create thriving places -every part of the UK deserves to have vibrant neighbourhoods and communities with busy high streets, a good range of local amenities and high-quality physical infrastructure.

- 2.2.3 To empower people to take back control - talent is spread equally but opportunity is not. Everybody should be empowered and in control of their lives and have a say over the future of their community.
- 2.3 Arun District Council (ADC) is the accountable body for this funding. The District Council has set up an information webpage: <https://www.arun.gov.uk/pride-in-place/>.
The District Council have also set up a dedicated email for anyone to share ideas for how the funding could be spent: prideinplace@arun.gov.uk
- 2.4 A Neighbourhood Board (which will be set up) is responsible for determining any spending. Involving their community, the board should generate a vision for the future of their area and set out a pathway to deliver that over the course of the 10-year programme (and beyond). Recruitment for a Chair of the Neighbourhood Board is expected to start soon. Both processes will be led by the accountable authority - ADC and the local MP Alison Griffiths.
- 2.5 ADC set up an initial officer group with officers from the County, District and Town Councils, to initiate discussions; the purpose of the group is to progress activities required to enable hand over to the Partnership Board once established. Sharing information with the public and beginning to build engagement will be one area for this group to begin to consider. For the initial meeting the Town Council contributed an initial audit of assets, community groups, businesses etc which can be found at Appendix 1.
- 2.6 The Town Council is well placed as the grass roots council to contribute significantly to the successful delivery of this project. The Pride in Place Strategy is centred around being community led and therefore aligns with the Town Council's desire to build community capacity, engagement, civic pride, and cohesion. As discussions with ADC progress, a better idea of how the Town Council can further contribute to this project will become apparent.

3. Financial Implications

- 3.1. At this stage detailed financial implications are unknown, but resources such as officer time will certainly be required. The extent of these will be determined as the project moves forward.

Laura Chrysostomou
Town Clerk

Pride in Place – Community Assets

Please note this is not an extensive list.

Buildings

Wickbourne Centre – Arun Church

K2 Youth and Community Centre

Wick Hall – All Saints

Chilgrove House – Arun District Council

4th Littlehampton Scouts – Town Centre / Linden Park

Nautical Training Corps (NTC) – Wick Farm Road (moving to Linden Park)

5th Littlehampton Sea Scouts – Lineside

1087 (Arun Valley) Squadron Air Cadets – Griffin Crescent

Wick Football Club – clubhouse and pitch

All Saints Church (Wick Information Centre)

Littlehampton Rugby Club – Kingley Gate

Parks

Water Lane Park

Heo Green

Worthing Road Recreation Centre

Hampton Park – small parks

Linden Park

K2 Recreation Ground

Courtwick Rec Ground - LRC

Allotments

Kingley Gate

Trinidad

Worthing Road

Mill Lane

Fort Road

Commercial

Dew Drop Inn

Locomotive

Six Bells

Littlehampton Trades and Labour Club

Bizspace

Wick Parade

Morrisons

Fitzalan Medical Group – Wick Surgery

Fittleworth Medical

Bupa Dental Care Wick

The Body Shop site

Molica Nurseries

Sandfield Nurseries

Schools

White Meadows Primary Academy

Lymminster Primary School

St Catherine's Catholic Primary School

Ind. Estates

Harwood

Lineside

Hawthorn Road

Waste Recycling Centre

Five Stones

Early years Provision

Wickbourne Centre - Playcentre Nursery

Wick Hall - Roundabout Playgroup

White Meadows Nursery

Housing Associations

Hide

Worthing Homes

ADC

Accommodation

Sandfield House

Caravan Park

Hunters Retreat

Downsview

Historical Buildings

All Saints Church

Toddington Lane private houses

St James Church

Community Groups

| Based in Wick | Operate in Wick |
|---|--|
| Arun Church | Fare Divide - Community Fridge |
| Early Years Service (WSCC) | Arun Youth Projects |
| CAP Debt Help | Arun and Chichester Citizens Advice |
| Armed Forces Family UK Peer Support | Home-start Arun |
| Wick Hall – social groups | Voluntary Action Arun Chichester |
| Sussex Tornados Cheerleaders | 2 nd Wick Guides and Rangers |
| Martial Arts – Hawthorn Road and Wick Hall | Littlehampton Armed Forces and Veterans Breakfast Club |
| Tots on Tuesday – Wick Hall | Littlehampton Community Growers |
| Virtuoso Dance Group – Lineside | Arun and Chichester Food Partnership |
| Chilgrove House users | Turning Tides |
| Littlehampton Allotment and Leisure Gardens Association (LALGA) | Knit and Knatter |
| Board AF | Artswork |
| Co-op Nursery | Arun Community Transport |
| Rainbows and Girl Guides – Wick Hall | Littlehampton District Lions Club |
| | Freedom Leisure |
| | Family Support Work |

Public Transport

Railway Station

Bus stops – Stagecoach possible move Courtwick Road stop to Wick Street

Arun Community Transport

Community Transport Sussex

Other

Consider development land

Tesco underpass

ADC land next to Biffa

Littlehampton Town Council

Non-Confidential

Full Council

Date: **22 January 2026**

Report by: **The Town Clerk**

Subject: **Dispensation of Absence**

1. Summary

- 1.1. The purpose of this report is to enable Full Council to consider a dispensation of the six-month rule for Councillor Richards on the grounds of ill health.

2. Recommendation

- 2.1. Council is recommended to approve a dispensation for Councillor Richards from the statutory requirement to attend a meeting of the Council until the 18 June 2026 on the grounds of ill health.

3. Background

- 3.1. Section 85(1) of the Local Government Act 1972 states that “if a member of a local authority fails throughout a period of six consecutive months from the date of [their] last attendance to attend any meeting of the authority, [they] shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of that authority.”
- 3.2. Section 85(1) of the Act therefore provides that an authority may grant dispensation for such absence providing the dispensation is granted before the six-month period of absence has expired.
- 3.3. Councillor Richards is a Ward Member for the Courtwick with Toddington Ward and her last attendance at a Council meeting was on 24 February 2025 at a meeting of the Planning and Transportation Committee. A six-month dispensation was approved by Full Council on 19 June 2026 to 22 January 2026. Therefore, to align with Council meetings in the latter part of the municipal year and when the current six-month period expires, it is requested that Council approve an extension to the dispensation for a further six-months for Councillor Richards until 18 June 2026.
- 3.4. It should be noted that by agreeing to this request, it would not prevent Councillor Richards from returning to meetings at any time before this date should she decide to do so and that her ward duties, during any Council approved period will be undertaken by her ward colleagues.

4. Financial Implications

- 4.1. There are no additional financial implications arising from this report.

Laura Chrysostomou
Town Clerk

Littlehampton Town Council

Non- Confidential

Committee: Full Council

Date: 22 January 2026

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

Subject: Capital Programme Draft Funding 2026 to 2027 and projected funding 2027 to 2028 and 2028 to 2029

1. Summary

- 1.1 The Council has a list of Strategic Priorities and Goals as set out in its Business Plan for its' period of office, which range from major capital projects to small location-specific initiatives.
- 1.2 These goals and progress against them are reviewed quarterly by each committee and progress is reported twice a year to Council in May and October. They were reviewed by the Policy and Finance Committee at its meeting in December 2025 as part of the budget setting process.
- 1.3 This report seeks to explain the funding of the Capital Programme and the financial implications of the goals as part of the budget setting process for 2026 to 2027, 2027 to 2028 and 2028 to 2029.

Members are reminded of the restrictions on voting outlined in Section 106 of the Local Government Finance Act 1992.

In particular it should be noted that where a Member has at least two months arrears of Council Tax he or she must not vote on any matter relating directly to the setting of a precept or any recommendation, resolution or other decision which might affect the calculation of the precept (though they may remain in the meeting and may speak).

2. Recommendation:

Council is recommended to:

Consider and approve the Capital Programme Funding for 2026 to 2027 and the projected funding for 2027 to 2028 and 2028 to 2029.

3. Background

- 3.1 The budget is looking to create a strategic approach with the flexibility to deliver the Council's aspiration to be a collaborative and reliable council that is

publicly accountable, utilises existing resources, and seeks out additional external funding opportunities whilst providing cost effective facilities and services to enhance people's lives. The budget includes provision for new developments, proposed projects and initiatives and aims to build revenue budgets where needed, supported by earmarked reserves that ensure future financial stability. These are commented upon below. To support Members understanding of the budgets the Council's EMRs can be found in the Full Council Budget report, which is a separate report on this agenda.

3.2. Capital Receipts Reserve

- 3.2.1. The Council's EMRs included a 'Capital Receipts Reserve' (Reserve Code 345) which has largely been spent by the completion of the K2 Youth and Community Centre and currently holds £201,871.92. The final accounts for the K2 project are still to be reconciled with the EMR balances, and the retention monies remain as commitments in the Capital Receipt Reserve.

Capital Receipts can only be spent on capital expenditure (fixed assets, which are expected to be productive assets for a long period of time, for example a new building) and not revenue items (costs that are related to specific revenue transactions or operating periods, such as utility bills or repairs and maintenance expenses).

3.3 Converted Capital Receipts

- 3.3.1 In addition, the Council's EMRs include Converted Capital Receipts of £366,473.66 (Reserve Code 321) that have been converted into EMRs that can be spent on either revenue or capital, following capital expenditure being met from Capital Receipts Reserve rather than the revenue budget.

3.4 Community Infrastructure Levy (CIL) payments

- 3.4.1 There is a total of £8,728.99 from CIL payments in EMR. It was agreed to direct CIL funds to the K2 Youth and Community Centre.
- 3.4.2 It should be noted that CIL funds must be spent within five years of receipt, and the Council's first receipt of CIL funds was 2022.
- 3.4.3 At its meeting in December, the Policy and Finance Committee endorsed the allocation of CIL funding to date towards current projects and resolved that future CIL payments from retail developments be allocated to the Town Centre.

4. Capital Programme

- 4.1 As previously mentioned, the budget aims to build capital, revenue, and reserve budgets for new facilities.

4.2 K2 Youth and Community Centre

- 4.2.1 There is £57,157 remaining in K2 EMR built up over previous years to help support the start-up of the new Centre.

4.2.2 Similarly to other Town Council property, an earmarked reserve of £70,000 for K2 Building Maintenance (reserve code 327) has also been created.

4.3 Hampton Park (North Littlehampton) Community Facilities

4.3.1 Community Centre

The Hampton Park development in North Littlehampton includes provision under the Section 106 Agreement for the developer to provide a community centre for £1,000,000. This sum increases by a further £250,000 if the community centre includes youth facilities, making a total of £1,250,000 plus indexation, available under the current Section 106 Agreement. This sum has increased to an estimated value in September 2025 of circa £1,770,000 with indexation.

4.3.2 Whilst the timeframe for delivering the new centre is not confirmed, a scheme is expected to come forward in 2026. In the 2021 to 2022 budget the Council began to earmark monies for this major capital project and a further £30,000 will be earmarked at year end (March 2026). There is currently £75,353.50 in EMR for this Centre.

4.3.3 £5,000 has been included in the revenue budget for 2026 to 2027 and will be earmarked. A further £10,000 in 2027 to 2028 and £15,000 in 2028 to 2029 is projected to be added to support the facility when it comes online. The money in earmarked reserves will support capital costs such as purchasing equipment and, as it is unlikely to have tenants generating income when it first opens, revenue costs to begin with.

4.3.4 In addition, £42,903 has been allocated under the Section 106 Agreement relating to the Hollyacre development for community facilities in North Littlehampton. This payment is subject to the completion of a Deed of Agreement with Arun District Council and can be used to support the development of this community centre.

4.3.5 Allotment Sites

There are also two allotment sites planned by Persimmon Homes as part of their Section 106 obligations for Hampton Park. They are known as the Southern and Northern sites. Planning consent for the Southern site at Holly Drive (planning reference LU/263/22/RES) was granted in December 2023 and a time frame for delivery is awaited. This will deliver 34 plots, parking, and includes accessible provision. The Northern site is not expected to come forward until the development is closer to being built out.

4.4. Rosemead Park

There is £125,849.86 Section 106 contributions from the Daisy Fields Development earmarked for Play Equipment and Paths for use at Rosemead Park. This was received in August 2022 and the deadline for using it is 2031. A further £193,794 has been allocated under the Section 106 Agreement relating to the Elmgrove Road (Boklok) development. This funding has yet to be paid over and is subject to the completion of a Business Case and

following agreement of that, a Deed of Agreement with Arun District Council. In the context of the Town Council's Business Plan, Council is due to start looking at future plans for the Park in 2026 to 2027.

5. High Street Hub

- 5.1 In late summer, the Committee agreed how it will fulfil this Business Plan priority. Work has started to explore potential partners who could assist in establishing a Hub in the High Street and secure the preferred accommodation. This would also support the delivery of the Town Centre Strategy.
- 5.2 To enable this work to move forward the draft Capital Programme for 2026 to 2027 includes provision of £80,000 drawn from the Converted Capital Receipts and the Capital Receipts Reserve for the purpose of developing a space within which to operate the Hub. The budget also includes revenue costs such as staffing, rent and utilities. £100,000 from Converted Capital Receipts remains committed for this project from the 2025 to 2026 budget.

Laura Chrysostomou

Town Clerk

Jon Short

Deputy Town Clerk & Responsible Financial Officer

Littlehampton Town Council

Non- Confidential

Committee: Full Council

Date: 22 January 2026

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

Subject: Full Council Draft Budget 2026 to 2027 and projected budgets for 2027 to 2028 and 2028 to 2029

1. Summary

- 1.1 Attached as Appendix 1, for Full Councils consideration, is a summary of the proposed Full Council budget for 2026 to 2027 and projected budgets for 2027 to 2028 and 2028 to 2029.
- 1.2 Also attached as Appendices 2 (a), (b) and (c) respectively and for Full Councils information, are summaries of the Growth Areas in the budget (£1,000 or more), Income changes and the Reductions in budget (£1,000 or more).
- 1.3 Attached as Appendix 4 and 5 are the Earmarked Reserves for review.
- 1.4 The full Council budget has been prepared to reflect a 6% increase in Band D for 2026 to 2027 and currently projects a 7% increase for 2027 to 2028 and 7% increase for 2028 to 2029 (the figures for 2027 to 2028 and 2028 to 2029 do not reflect any change in the 2026 to 2027 Council Tax base).

Members are reminded of the restrictions on voting outlined in Section 106 of the Local Government Finance Act 1992.

In particular it should be noted that where a Member has at least two months arrears of Council Tax he or she must not vote on any matter relating directly to the setting of a precept or any recommendation, resolution or other decision which might affect the calculation of the precept (though they may remain in the meeting and may speak).

2. Recommendations

- 1) Approve the budget for 2026 to 2027.
- 2) Approve setting a Precept of £1,729,069.10.
- 3) The projected budgets for 2027 to 2028 and 2028 to 2029 be noted.
- 4) Approve the budget for the three-year core event programme for 2026 to 2028 included within the draft and projected budgets (3.3).
- 5) The level of the General Reserves (3.11) be approved.

- 6) The existing procedure, as per Standing Orders and Financial Regulations, of authorising of Council Expenditure (4.1) be approved.
- 7) The current list of Direct Debits, attached as Appendix 3, as per Financial Regulations (4.2) be approved.
- 8) The existing procedure, as per Financial Regulations, of authorising expenditure to a value not exceeding £200 on the Imprest Account (4.3) be approved.
- 9) Agree that a business charge card is introduced for small routine expenses (4.3) and that the Financial Regulations are updated accordingly, with the value of authorised expenditure not exceeding £250.
- 10) Review the Earmarked Reserves and agree the proposed repurposing and consolidation of balances as set out in Appendix 5 (3.9).
- 11) Authority be delegated to the Town Clerk to spend Earmarked Reserves (EMR) up to the amounts included in the approved EMR, subject to the requirements of Standing Orders, Financial Regulations and Scheme of Delegation (4.4).
- 12) Authority be delegated to the Town Clerk to spend external Grant monies as outlined in the grant application (4.5).
- 13) To approve that Council will pay the parish basic allowance at 10 percent of the District Basic Allowance to all members, having considered the recommendation from the parish remuneration panel
- 14) To approve that Council will not pay travel and subsistence allowance to Members for travel within the boundaries of the Parish and that travel and subsistence allowance is made available to the Deputy Mayor when carrying out official duties on behalf of the Council

3. Background

- 3.1 The budget is looking to create a strategic approach to managing the Council's Budget whilst providing the flexibility within the budget to deliver improvements to services, the Council's aspirations, proposed projects, and initiatives to uplift the Town.
- 3.2 Emphasis has been put on maintaining budgets where needed, aiming to build ongoing items into revenue budgets, but also on reducing areas within the budget where possible: building reserve budgets for new developments, proposed projects and activities, as well as taking into consideration the balance of EMR.
- 3.3 The budget that is presented has been considered by all Standing Committees. Each Committee recommends that the budget for that Committee is approved and presented to Council and these proposals have been incorporated. The Community Resources Committee agreed the budget to deliver the three-year core event programme for 2026, 2027 and 2028 and this has been included in the draft budget and projected budgets for approval by Council.

- 3.4 The Policy and Finance Committee at its meeting on 15 December 2025 considered the Full Council Budget and the Capital Programme Funding for 2026 to 2027 and projected budgets for 2027 to 2028 and 2028 to 2029 and recommends that these are presented to Council for approval.
- 3.5 The proposed Precept for 2026 to 2027 is £1,729,069.10. The overall effect of all projected income and expenditure for 2026 to 2027 is a 6% / £9.21 per annum (£0.18 per week) increase on Band D Council Tax. The proposed Band D Council Tax is £162.72 per annum (£3.13 per week), compared with £153.51 in 2025 to 2026.
- 3.6 Band D Council Tax is measured with reference to a Council Tax Base which is calculated every year by Arun District Council. The new calculation of the Band D Base is 10,626 compared to 10,563 in 2025 to 2026. This Base figure is divided into the required Precept to give the Band D Council tax figure. This increase in the Band D Base produces an increase in precept of £9,671.13 for 2026 to 2027 for the equivalent amount of Band D Tax.
- 3.7 All known expenditure has been budgeted for. Earmarked Reserves (EMR) have been reviewed (current list of EMR attached as appendix 4) and if expenditure is to be funded from EMR then it has been deducted from the total expenditure before calculating the Precept. The relevant Standing Committees have agreed to take these amounts from the appropriate EMRs. The budget has been set to take £185,875 from EMR in 2026 to 2027.
- 3.8 Earmarked Reserves on 1 December 2025 were £1,572,356.04. This includes £201,871 of Capital Receipt Reserve which can only be spent on capital expenditure. In addition, the EMRs include £366,473 of Converted Capital Receipts that have been converted into EMRs that can be spent on either revenue or capital. These are the totals for each EMR before any committed funds have been released – see appendix 4. The final accounts for the K2 project are still to be reconciled with the EMR balances, and the retention monies remain as commitments in the Capital Receipt Reserve.
- 3.9 In accordance with the Financial Regulations, and as recommended by the internal auditor, a review of the Council's EMRs has been undertaken. Due to their complexity, and the level of Precept and General Fund, this review sought to repurpose and consolidate EMR balances where practical. Council is therefore asked to consider the proposals from this review as set out in Appendix 5. These have been reviewed and agreed by the standing committees for approval by Full Council.
- 3.10 Where EMR exist for specific budgets, the corresponding budgets have been kept to a minimum with no contingency, other than EMRs.
- 3.11 The General Reserve as at 1 April 2025 was £731,235. The Council also has a long-term investment of £500,000 as of 1 December 2025. This investment is taken from the General Reserves but because the investment can increase or decrease in value it is accounted for as an asset rather than the General Reserve. The bid market value of the investment was £471,619.05 as of December 2025.
- 3.11 Budgets have been projected until 2028 to 2029 to inform long term planning. All known future income and expenditure has been included in these

projections, other than changes in the Council Tax Base. Prudent planning and project management will need to be considered in future years.

4. Payment Approval

- 4.1 In line with Financial Regulations and Standing Orders all Invoices will be authorised by the Deputy Town Clerk and Responsible Financial Officer, Town Clerk, Communications and Marketing Manager or Project Support Manager; all Direct Debit mandates for payment will be signed by two authorised Member Signatories; all cheques up to a value of £249,999 shall be signed by two authorised Member Signatories and cheques over £250,000 shall be signed by three authorised Member Signatories and all online transactions up to a value of £50,000 shall be approved by the Town Clerk and one authorised Member Signatory.
- 4.2 In line with Financial Regulations, payments can be made by Direct Debit, including by variable Direct Debit for utility supplies and rates. The current list of Direct Debits is attached as Appendix 3.
- 4.3 In line with Financial Regulations, the Town Clerk or in his/her absence, the Responsible Financial Officer, is authorised to sign cheques on the Imprest Account to a value not exceeding £200. An addition to the current Financial Regulations is proposed to give better control over the current Imprest Account system. With the reduction in available high street banking, access to cash has become limited making the process of replenishing the petty cash difficult. To remedy this situation, it is proposed that the Council applies for a business charge card to be issued for all small routine expenses which will allow increased control and reduced monthly processes for the finance team. In line with Financial Regulations, the Town Clerk or in his/her absence, the Responsible Financial Officer, is authorised to agree expenditure on the charge card to a value not exceeding £250.
- 4.4 The Town Clerk or in his/her absence the Responsible Financial Officer, is authorised to spend Earmarked Reserves up to the amounts included in the approved EMRs in line with the Financial Regulations, Standing Orders and Scheme of Delegation.
- 4.5 The Town Clerk or in his/her absence the Responsible Financial Officer, is authorised to spend Grants as outlined in the grant application in line with the Financial Regulations, Standing Orders and Scheme of Delegation, notwithstanding the need to report to Committee grant applications.

5. Councillor Allowance annual review

- 5.1 The District Council wrote to all Parishes in October 2025 to confirm that the Parish Remuneration Panel agreed that Town and Parish Councillors may be paid 10 percent of the District Basic Allowance. This then confirmed the rate of increase applicable to the Members Basic Allowance for 2025 to 2026 following consultation with the Remuneration Panel. This is linked to the Local Government Staff Pay Award which was confirmed in August 2025.

Consequently, a percentage of 3.2% has been added to the allowance, meaning that the District Basic Allowances has increased from £6,884 to £7,104.

- 5.2 Council is therefore requested to confirm whether it will continue to pay the parish basic allowance at 10 percent of the District Basic Allowance to all members, and in making this decision take into consideration the recommendation from the parish remuneration panel.
- 5.3 10 percent of the District Basic Allowance equates to £710.40 per year. An increase was anticipated in the draft budget figures that were considered in the December Committee cycle, and the new rate is included in the budget proposals for 2026 to 2027. The Town Council is required to publish the level of Members Allowance.
- 5.4 No changes have been made to Travel and Subsistence payments by the District Council. Council is therefore requested to confirm whether it will continue to not pay travel and subsistence allowance for travel within the boundaries of the Parish and that Travel and subsistence allowance is made available to the Deputy Mayor when carrying out official duties on behalf of the Council

Laura Chrysostomou

Town Clerk

Jon Short

Deputy Town Clerk and Responsible Financial Officer

Appendix 1

| LITTLEHAMPTON TOWN COUNCIL | | | | |
|--|--------------------------|-------------------------------|--------------------------------|--------------------------------|
| DRAFT SUMMARY BUDGETED EXPENDITURE | | Appendix 1 | | |
| SERVICES | Agreed Budget 2025/26 | Proposed Budget 2026/27 | Projected Budget 2027/28 | Projected Budget 2028/29 |
| | £ | £ | £ | £ |
| 101 Central Admin & Support Services (Recharged) | | | | |
| 102 Democratic Representation & Management | 270,153 | 289,099 | 294,958 | 301,943 |
| 103 Town Management | 251,990 | 117,307 | 118,378 | 120,727 |
| 104 Community Grants, Services & Partnership Initiatives | 107,118 | 151,273 | 154,739 | 158,597 |
| 105 Amenity Team (Recharged) | - | - | - | - |
| 106 Planning & Transportation | 6,127 | 3,890 | 3,945 | 4,030 |
| 108 Manor House Room Hire | 12,485 | 14,134 | 13,697 | 13,404 |
| 109 Corporate Management | 296,290 | 314,555 | 320,266 | 329,092 |
| 201 Manor House (Recharged) | - | - | - | - |
| 202 Street Lighting | 2,668 | 2,798 | 2,883 | 2,989 |
| 302 Community and Events | 268,459 | 389,455 | 399,397 | 412,436 |
| 303 Southfields Jubilee Centre | 50,355 | 59,422 | 50,113 | 51,962 |
| 304 Parks & Open Spaces | 88,419 | 68,404 | 69,575 | 71,061 |
| 305 High Street HUB | | 145,575 | 148,809 | 152,451 |
| 310 K2 Community Centre | 34,380 | 44,928 | 44,213 | 45,953 |
| 308 Museum | 225,928 | 213,658 | 217,174 | 223,036 |
| 309 Allotments | 101,863 | 91,397 | 92,234 | 92,695 |
| 311 New North Littlehampton Centre | 30,000 | 5,000 | 10,000 | 15,000 |
| TOTAL NET EXPENDITURE | 1,746,234 | 1,910,895 | 1,940,381 | 1,995,376 |
| Funded from EMR | | | | |
| SJC Furniture & Equipment (Capital Receipt) | | (10,000) | | |
| SJC rates | | (2,650) | | |
| BCRP | (12,000) | (3,000) | | |
| CRC Initiatives | (1,000) | (5,000) | | |
| Beacon Lighting | (1,000) | | | |
| Vehicle Hire | (3,725) | | | |
| Ateam IT | | (1,200) | | |
| Event Support | (2,000) | (2,000) | (2,000) | (2,000) |
| Grants | (4,966) | (2,725) | (2,250) | (2,250) |
| TC Events match funding | | (25,000) | (15,000) | (5,000) |
| Utilities underspend | | (18,300) | | |
| Hub (EMR / capital / converted capital) | (100,000) | (45,000) | (35,000) | |
| Staffing underspends | | (25,000) | (18,000) | (15,000) |
| Tree maintenance | | (4,000) | (2,000) | |
| Manor House Preventative Maintenance (Capital Receipt) | | (40,000) | (15,000) | |
| Tourism | | (2,000) | (2,000) | |
| Funding Required | 1,621,543 | 1,725,020 | 1,849,131 | 1,971,126 |
| Other Funding (from) / to balances | | 4,049 | 973 | 8,485 |
| Grant receivable | | | | |
| DRAFT PRECEPT FOR YEAR | 1,621,543 | 1,729,069 | 1,850,104 | 1,979,611 |
| BAND D COUNCIL TAX | 153.51 | 162.72 | 174.11 | 186.30 |
| INCREASE IN BAND D COUNCIL TAX | 4.37% | 6.00% | 7.00% | 7.00% |
| Additional Information | | | | |
| General Fund 01/04/2025 | | £ 731,235.00 | | |
| Earmarked Reserves 09/12/2025 | | £ 1,572,356.04 | | |
| Total useable reserves | | £ 2,303,591.04 | | |

Appendix 2a

Growth areas over £1,000

| Budget | 2025/26 | 2026/27 | Reason |
|------------------------------------|-------------------|-------------------|---|
| IT | £50,900 | £55,520 | Anticipated cost increase due to tender in 2026 plus new equipment purchases for staff |
| Training | £5,000 | £8,150 | New training provider for essential compliance training and to meet the needs of the organisation |
| Insurance | £10,300.00 | £12,730.00 | Increased nationwide premiums |
| Subscriptions | £ 5,900.00 | £ 8,248.00 | Improved training and resources for staff and members |
| Home Start Arun | £ - | £ 3,000.00 | As per CRC approval of Service Funding Agreement |
| CAB | £ 1,000.00 | £ 3,000.00 | As per CRC approval of Service Funding Agreement |
| Voluntary Action Arun & Chichester | £ - | £ 3,000.00 | As per CRC approval of Service Funding Agreement |
| Arun Community Transport | £ 2,000.00 | £ 5,000.00 | As per CRC approval of Service Funding Agreement |
| Fair Divide (Community Fridge) | £ - | £ 5,000.00 | As per CRC approval of Service Funding Agreement |
| Shopmobility SFA | £ - | £ 3,500.00 | As per CRC approval of Service Funding Agreement |
| Littlehampton & District Foodbank | £ - | £ 5,000.00 | As per CRC approval of Service Funding Agreement |
| Freedom Out & About | £ 3,000.00 | £ 5,000.00 | As per CRC approval of Service Level Agreement |
| Arun Youth Projects | £55,000.00 | £60,000.00 | As per CRC approval of Service Level Agreement |
| Sports Grant Funding | £ 2,000.00 | £ 4,000.00 | As per CRC approval |
| Legal & Valuations Fees | £ 2,000.00 | £ 4,000.00 | For anticipated future liabilities including the Local Government Review |
| Manor House Maintenance | £18,500.00 | £20,000.00 | Increased costs of maintenance |
| Christmas Illuminations | £21,477.00 | £25,000.00 | Increased coverage for additional lighting and re-tender in 2026 |
| SJC Furniture & Equipment | £ 950.00 | £12,000.00 | Replacement of aging furniture (£10,000 Capital Receipt being used towards this) |
| Rosemead Park Maintenance | £ 2,000.00 | £ 3,000.00 | Increased maintenance costs |
| The HUB | £130,000 | £134,588 | Projected costs of preferred location and resources to deliver |
| Museum Exhibitions | £ 1,300.00 | £ 2,300.00 | Replacement and updating of core displays |
| Allotments Grounds Maintenance | £13,850.00 | £14,850.00 | Increased costs for skip hire |
| K2 Electricity | £ 5,720.00 | £ 7,500.00 | Increased daily standing charges |
| Staffing | £933,270 | £1,138,274 | <p>Overall the salaries budget has increased by £204,995 in 2026 to 2027. Factors included and affecting the salary budget include:</p> <ul style="list-style-type: none"> •A 3.2% pay increase has been awarded in 2025/26. A 3% pay award has been budgeted for in 2026 to 2027. •Changes and an increase of staffing to the Council staff structure including staffing for the new High Street Hub. •Most staff move up one Spinal Column Increment as part of the contract incremental increase. •The Town Council remains a Living Wage Foundation employer. |
| Total | £1,264,167 | £1,542,660 | |

Appendix 2b

Income Changes

| Budget | 2025/26 | 2026/27 | Reason |
|-------------------|----------------|----------------|--|
| K2 Income | £16,500 | £18,000 | Hire charges increased by 7.5% to cover increased costs and in accordance with Community Centre Action Plans |
| SJC Rental Income | £28,000 | £30,100 | Hire charges increased by 7.5% to cover increased costs and in accordance with Community Centre Action Plans |
| Total | £44,500 | £48,100 | |

Appendix 2c

Budget reductions (over £1,000)

| Budget | 2025/26 | 2026/27 | Reason |
|--|-----------------|----------------|---|
| Sports Field | £6,000 | £3,000 | As per CRC approval of Service Funding Agreement |
| Amenity Team Tools & Equipment | £4,188 | £2,000 | Items purchased in current year so reduced to lower amount |
| Manor House Planned Preventative Maintenance | £80,475 | £65,000 | Adjusted to reflect revised plan |
| Manor House Gas | £10,000 | £9,000 | Based on year to date actuals |
| Manor House Electric | £13,000 | £11,000 | Based on year to date actuals |
| Town Planters | £2,000 | £1,000 | Considering replacement options |
| North Littlehampton Centre | £30,000 | £5,000 | Healthy earmarked reserves and change to planned timescales |
| Total | £145,663 | £96,000 | |

Current List of Direct Debits

| NAME | SERVICE | AMOUNT |
|----------------------------------|---|------------------|
| Arun District Council | Business rates Southfields | Variable |
| | Business rates Manor house | Variable |
| | Business rates Unit 6F, Lineside | Variable |
| | Business rates K2 Youth & Community Cent | Variable |
| Barclaycard | Card machine | £25.76 per month |
| British Gas | Electric supply Southfields | Variable |
| | Gas supply to Manor House | Variable |
| | Electric supply K2 Youth & Community Cent | Variable |
| | Electric supply Unit 6F, Lineside | Variable |
| | Unmetered Supplies (PA system) | Variable |
| Business Stream | Water to all sites | Variable |
| Eon | Gas supply Southfields | Variable |
| Extech | IT Support & Microsoft licences | Variable |
| Giff Gaff | Mobile Phones | Variable |
| Grundon | Waste | Variable |
| Information Commissioners Office | Data Protection Registration | £55 per annum |
| Initial Washroom Hygiene | Sanitary services MH, K2 & SJC | Variable |
| Kent County Council | Photocopier Lease and print costs | Variable |
| Lloyds bank | PCO pay | £20 per month |
| Neopost LTD | Franking Postage | Variable |
| Sage | HR support | £40 per month |
| SCS / Focus | Telephone / Internet lines | Variable |

The above list represents the Town Councils Direct debits as at 14th January 2026

Appendix 4

| Reserve | Nominal code | Res code | Opening Balance 01/04/25 £ | Closing Balance 31/3/25 £ | Committed £ | Available balance £ |
|--|--------------|----------|----------------------------------|---------------------------------|----------------|------------------------|
| ACT SFA | 6205/104 | 320 | 500 | 500.00 | 50 | 450.00 |
| Allotments | 7309/309 | 320 | 3,627.09 | 1,037.42 | | 1,037.42 |
| Allotment Infrastructure Reserve | 7307/309 | 320 | 10,000.00 | (5,400.00) | | (5,400.00) |
| Audit Fees | 7401/108 | 320 | 3,038.00 | 3,038.00 | | 3,038.00 |
| Arcade enhancements | 103 | 320 | 385.00 | 385.00 | | 385.00 |
| A Team Ticket System | 105 | 320 | 1,227.19 | 1,227.19 | 1,200.00 | 27.19 |
| A Team Tools & Equipment | 6368/105 | 320 | 915.00 | 915.00 | | 915.00 |
| Community Transport Initiative | 6603/106 | 320 | 7,000.00 | 7,000.00 | | 7,000.00 |
| CRC initiatives | 6402/302 | 320 | 57,215.21 | 51,881.89 | 43,666.68 | 8,215.21 |
| Event Support | 6227/302 | 320 | 13,248.94 | 13,248.94 | 8,000.00 | 5,248.94 |
| Community Wardens | 6425/103 | 320 | 40,708.00 | 40,708.00 | 40,708.00 | 0.00 |
| Christmas Lights | 6390/103 | 320 | 7,237.43 | 7,237.43 | 376.89 | 6,860.54 |
| Electoral Expenses | 7404/102 | 320 | 24,652.49 | 24,652.49 | | 24,652.49 |
| Events | 6305/302 | 320 | 1,161.50 | 1,161.50 | | 1,161.50 |
| GDPR | 7297/101 | 320 | 90.55 | 90.55 | | 90.55 |
| General Grants | 6210/104 | 320 | 10,580.59 | 10,580.59 | 10,579.00 | 1.59 |
| General Town Maintenance | 6366/103 | 320 | 1,050.00 | 1,050.00 | | 1,050.00 |
| Heritage Lottery Grant 2017/18 | 401 | 320 | 3,449.30 | 3,449.30 | | 3,449.30 |
| Holiday Activity Support | 6309/104 | 320 | 585.00 | 585.00 | 585.00 | 0.00 |
| New Keystone Centre | 6216/310 | 320 | 92,525.84 | 57,156.97 | | 57,156.97 |
| North L'Hampton Centre | 6428/311 | 320 | 75,353.50 | 75,353.50 | | 75,353.50 |
| Legal Expenses | 7402/109 | 320 | 9,956.50 | 9,956.50 | | 9,956.50 |
| Lineside industrial Unit Rent | 6380/105 | 320 | 464.03 | 464.03 | | 464.03 |
| Manor House Advertising | 7206/108 | 320 | 2,454.00 | 2,454.00 | | 2,454.00 |
| Manor House Furniture & Equip | 7211/101 | 320 | 3,355.17 | 3,355.17 | | 3,355.17 |
| Manor House Equipment maintenance | 7214/101 | 320 | 2,266.00 | 2,266.00 | | 2,266.00 |
| Manor House Licences | 7291/201 | 320 | 800.00 | 800.00 | | 800.00 |
| Marketing | 6405/103 | 320 | 14,102.36 | 14,102.36 | | 14,102.36 |
| Mayors Allowance - Contingency | 7406/102 | 320 | 2,904.00 | 2,904.00 | 576.25 | 2,327.75 |
| Mayors Allowance - Chain | 7406/102 | 320 | 2,000.00 | 2,000.00 | | 2,000.00 |
| Mayors Discretionary Fund | 6213/104 | 320 | 1,100.00 | 1,100.00 | | 1,100.00 |
| Staff Conference expenses | 7113/102 | 320 | 599.00 | 599.00 | | 599.00 |
| Members Training | 7410/102 | 320 | 1,874.15 | 1,874.15 | | 1,874.15 |
| Members Expenses | 7413/102 | 320 | 200.00 | 200.00 | | 200.00 |
| Members Travel | 7412/102 | 320 | 200.00 | 200.00 | | 200.00 |
| Minute Binding | 7203/102 | 320 | 2,114.00 | 2,114.00 | | 2,114.00 |
| National Events | 6229/302 | 320 | 1,000.00 | 1,000.00 | | 1,000.00 |
| Neighbourhood Plan/Planning Initiative | 6358/106 | 320 | 11,956.34 | 12,956.34 | | 12,956.34 |
| Notice Boards | 6361/103 | 320 | 2,590.10 | 2,590.10 | | 2,590.10 |
| Parks & open spaces | 7309/304 | 320 | 1,096.59 | 1,096.59 | | 1,096.59 |
| Recruitment | 7109/101 | 320 | 5,771.00 | 5,771.00 | | 5,771.00 |
| Rosemead | 6641/304 | 320 | 5,141.31 | 3,018.31 | | 3,018.31 |
| Staffing cover | 7102 | 320 | 58,736.05 | 58,736.05 | 58,000.00 | 736.05 |
| Section 106 Play equipment & Paths | /304 | 320 | 125,849.86 | 125,849.86 | | 125,849.86 |
| SJC Furniture & Equip | 7211/303 | 320 | 1,264.31 | 766.94 | | 766.94 |
| SJC Equip Maintenance | 7214/303 | 320 | 900.00 | 0.00 | | 0.00 |
| Sports Forum | 6412/104 | 320 | 1,515.74 | 1,083.99 | 924.00 | 159.99 |
| SBTS | 6642/304 | 320 | 3,017.80 | 3,017.80 | | 3,017.80 |
| Small Arts Grants | 6303/104 | 320 | 575.00 | 575.00 | 575.00 | 0.00 |
| Street Scene | 6350/105 | 320 | 3,419.04 | 3,419.04 | | 3,419.04 |
| Town Centre Event Match Funding | 6426/103 | 320 | 76,665.56 | 76,665.56 | 45,000.00 | 31,665.56 |
| Town Centre Initiatives | 6401/103 | 320 | 36,483.29 | 36,483.29 | 15,000.00 | 21,483.29 |
| Town Centre Partnerships | 6404/103 | 320 | 15,000.00 | 3,000.00 | 3,000.00 | 0.00 |
| Tourism | 6411/302 | 320 | 7,659.05 | 7,659.05 | 4,000.00 | 3,659.05 |
| Training | 7104/101 | 320 | 7,988.83 | 6,888.83 | | 6,888.83 |
| Tree Maintenance | 6365/304 | 320 | 7,714.29 | 7,714.29 | | 7,714.29 |
| Tree Planting Scheme | 6370/304 | 320 | 8,000.00 | 8,000.00 | 6,000.00 | 2,000.00 |
| Utilities-LTC | | 320 | 14,800.00 | 14,800.00 | 14,800.00 | 0.00 |
| Vehicles / Plant maintenance | 6367/105 | 320 | 2,589.00 | 1,600.49 | | 1,600.49 |
| Vehicles & Equipment | 6644/105 | 320 | 21,619.33 | 28,619.33 | | 28,619.33 |
| Visit Littlehampton | 6406/302 | 320 | 3,941.51 | 3,941.51 | 3,941.51 | 0.00 |
| Wedding Licence MH | 7291/108 | 320 | 4,272.00 | 4,272.00 | 1,448.00 | 2,824.00 |
| Welcome pack | 6051/101 | 320 | 33,751.46 | 33,751.46 | | 33,751.46 |
| Wick Village Traders Gateway | 547 | 320 | 500.00 | 500.00 | | 500.00 |
| Wick Information Centre SFA | 6222/104 | 320 | 2,500.00 | 2,500.00 | | 2,500.00 |
| Wick Initiatives | 6408/104 | 320 | 7,460.40 | 4,960.40 | | 4,960.40 |
| Wick Week | 6325/302 | 320 | 2,557.00 | 2,557.00 | | 2,557.00 |

Appendix 4

| Reserve | Nominal code | Res code | Opening Balance 01/04/25 £ | Closing Balance 31/3/25 £ | Committed £ | Available balance £ |
|------------------------------------|--------------|----------|----------------------------|---------------------------|-------------|---------------------|
| From SBTS | | 321 | 143,396.00 | 143,396.00 | | 143,396.00 |
| From Church Street, car pk barrier | | 321 | 7,900.00 | 7,900.00 | | 7,900.00 |
| From Loan Capital | | 321 | 185,177.66 | 215,177.66 | 100000 | 115,177.66 |
| Converted Capital Receipt | | | 336,473.66 | 366,473.66 | | 266,473.66 |
| Capital Receipts Reserve | & 6430 /310 | 345 | (24,504.49) | 201,871.92 | 187,210.94 | 14,660.98 |
| | | | (24,504.49) | 201,871.92 | | 14,660.98 |
| CIL 2022 | | 351 | 2,487.50 | 2,487.50 | 2487.5 | 0.00 |
| CIL 2023 | | 351 | 375.00 | 375.00 | 375 | 0.00 |
| CIL 2024 | | 351 | 2,491.66 | 2,491.66 | 2491.66 | 0.00 |
| CIL 2025 | | 351 | | 3,374.83 | 3374.83 | 0.00 |
| | | | 5,354.16 | 8,728.99 | | 0.00 |
| RALP Assets | 6362/106 | 325 | 2,000.00 | 2,000.00 | | 2,000.00 |
| IT | 7298/101 | 325 | 1,115.66 | 1,115.66 | | 1,115.66 |
| | | | 3,115.66 | 3,115.66 | | 3,115.66 |
| Building maintenance MH | 6680/201 | 327 | 29,618.92 | 29,618.92 | | 29,618.92 |
| Manor House Major Projects | 7307/201 | 327 | 72,815.00 | 72,815.00 | | 72,815.00 |
| Building maintenance SJC | 7307/303 | 327 | 35,975.52 | 34,725.52 | | 34,725.52 |
| Building maintenance LIU | 7307/105 | 327 | 0.00 | 0.00 | | 0.00 |
| Building maintenance P82 | 7307/307 | 327 | 3,927.75 | 3,927.75 | | 3,927.75 |
| Clock maintenance | 6366/103 | 327 | 335.10 | 335.10 | | 335.10 |
| Memorial maintenance | 6351/103 | 327 | 10,855.00 | 10,807.00 | | 10,807.00 |
| | | | 153,527.29 | 152,229.29 | | 152,229.29 |
| Museum Collection Mgmt | 6301/308 | 328 | 10,545.01 | 11,324.84 | 9,327 | 1,997.84 |
| Museum Storage | 308 | 328 | 470.76 | 470.76 | | 470.76 |
| Museum Exhibitions | 6302/308 | 328 | 574.00 | 574.00 | 500.00 | 74.00 |
| Museum Events | 6314/308 | 328 | 1,717.02 | 1,619.02 | 355.00 | 1,264.02 |
| Museum IT | 7298/308 | 328 | 130.00 | 130.00 | | 130.00 |
| Education and Outreach | 6304/308 | 328 | 150.00 | 150.00 | | 150.00 |
| Museum Archaeological deposits | 308 | 328 | 284.90 | 284.90 | | 284.90 |
| Museum Volunteers | 7110/308 | 328 | 380.00 | 180.00 | | 180.00 |
| Museum donations | 4542/308 | 328 | 4,993.38 | 4,993.38 | 4,993.00 | 0.38 |
| B&H Grant for LD CPD | 4002/308 | 328 | 1,317.44 | 1,317.44 | 1,317.44 | 0.00 |
| Places of Science Grant | 6312/308 | 328 | 546.97 | 546.97 | 546.97 | 0.00 |
| Museum WIDMB reprint | 4600/308 | 328 | 353.00 | 353.00 | | 353.00 |
| | | | 21,462.48 | 21,944.31 | | 4,904.90 |
| Totals | | | 1,370,703.46 | 1,558,406.04 | 571,359.67 | 987,046.37 |

| Reserve | Res code | Opening Balance 01/04/25 £ | Closing Balance 31/3/25 £ | Committed £ | Available balance £ | Action |
|----------------------------------|----------|----------------------------------|---------------------------------|-------------|------------------------|-------------------------|
| ACT SFA | 320 | 500 | 500.00 | 50 | 450.00 | Return to general fund |
| Allotments | 320 | 3,627.09 | 1,037.42 | | 1,037.42 | |
| Allotment Infrastructure Reserve | 320 | 10,000.00 | 4,600 | | 4,600 | |
| Audit Fees | 320 | 3,038.00 | 3,038.00 | | 3,038.00 | |
| Arcade enhancements | 320 | 385.00 | 385.00 | | 385.00 | Return to general fund |
| A Team Ticket System | 320 | 1,227.19 | 1,227.19 | 1,200 | 27.19 | Return to general fund |
| A Team Tools and Equipment | 320 | 915 | 915 | | 915.00 | Merge with Vehicles EMR |
| Community Transport Initiative | 320 | 7,000 | 7,000 | | 7,000.00 | |
| CRC initiatives | 320 | 57,215.21 | 51,881.89 | 43,666.68 | 8,215.21 | |
| Event Support | 320 | 13,248.94 | 13,248.94 | 8,000.00 | 5,248.94 | |
| Community Wardens | 320 | 40,708.00 | 40,708.00 | 40,708.00 | 0.00 | |
| Christmas Lights | 320 | 7,237.43 | 7,237.43 | 376.89 | 6,860.54 | |
| Election Expenses | 320 | 24,652.49 | 24,652.49 | | 24,652.49 | |
| Events | 320 | 1,161.50 | 1,161.50 | | 1,161.50 | |
| GDPR | 320 | 90.55 | 90.55 | | 90.55 | Return to general fund |
| General Grants | 320 | 10,580.59 | 10,580.59 | 10,579.00 | 1.59 | Return to general fund |
| General Town Maintenance | 320 | 1,050.00 | 1,050.00 | | 1,050.00 | |
| Heritage Lottery Grant 2017/18 | 320 | 3,449.30 | 3,449.30 | | 3,449.30 | |
| Holiday Activity Support | 320 | 585.00 | 585.00 | 585.00 | 0.00 | |
| New Keystone Centre | 320 | 92,525.84 | 57,156.97 | | 57,156.97 | |
| North Littlehampton Centre | 320 | 75,353.50 | 75,353.50 | | 75,353.50 | |
| Legal Expenses | 320 | 9,956.50 | 9,956.50 | | 9,956.50 | |

| Reserve | Res code | Opening Balance 01/04/25 £ | Closing Balance 31/3/25 £ | Committed £ | Available balance £ | Action |
|---|----------|----------------------------------|---------------------------------|-------------|------------------------|------------------------------------|
| Lineside industrial Unit Rent | 320 | 464.03 | 464.03 | | 464.03 | Return to general fund |
| Manor House Advertising | 320 | 2,454.00 | 2,454.00 | | 2,454.00 | |
| Manor House Furniture and Equipment | 320 | 3,355.17 | 3,355.17 | | 3,355.17 | Merge with equipment maintenance |
| Manor House Equipment maintenance | 320 | 2,266.00 | 2,266.00 | | 2,266.00 | Merge with Furniture and Equipment |
| Manor House Licences | 320 | 800.00 | 800.00 | | 800.00 | Repurpose to IT EMR |
| Marketing | 320 | 14,102.36 | 14,102.36 | | 14,102.36 | |
| Mayors Allowance - Contingency | 320 | 2,904.00 | 2,904.00 | 0.00 | 2,904.00 | Cap at £2,000 |
| Mayors Allowance - Chain | 320 | 2,000.00 | 2,000.00 | | 2,000.00 | |
| Mayors Discretionary Fund | 320 | 1,100.00 | 1,100.00 | | 1,100.00 | Return to general fund |
| Staff Conference expenses | 320 | 599.00 | 599.00 | | 599.00 | Merge with staff training |
| Members Training | 320 | 1,874.15 | 1,874.15 | | 1,874.15 | |
| Members Expenses | 320 | 200.00 | 200.00 | | 200.00 | Merge with Members Training |
| Members Travel | 320 | 200.00 | 200.00 | | 200.00 | Merge with Members Training |
| Minute Binding | 320 | 2,114.00 | 2,114.00 | | 2,114.00 | |
| National Events | 320 | 1,000.00 | 1,000.00 | | 1,000.00 | |
| Neighbourhood Plan/Planning Initiatives | 320 | 11,956.34 | 12,956.34 | | 12,956.34 | |
| Notice Boards | 320 | 2,590.10 | 2,590.10 | | 2,590.10 | |
| Parks and open spaces | 320 | 1,096.59 | 1,096.59 | | 1,096.59 | |
| Recruitment | 320 | 5,771.00 | 5,771.00 | | 5,771.00 | |
| Rosemead | 320 | 5,141.31 | 3,018.31 | | 3,018.31 | |

| Reserve | Res code | Opening Balance 01/04/25 £ | Closing Balance 31/3/25 £ | Committed £ | Available balance £ | Action |
|---|----------|----------------------------|---------------------------|-------------|---------------------|-----------------------------------|
| Staffing cover | 320 | 58,736.05 | 58,736.05 | 58,000.00 | 736.05 | |
| Rosemead Section 106 Play equipment and Paths | 320 | 125,849.86 | 125,849.86 | | 125,849.86 | |
| SJC Furniture and Equipment | 320 | 1,264.31 | 1,397.37 | | 766.94 | |
| SJC Equipment Maintenance | 320 | 900.00 | 0.00 | | 0.00 | |
| Sports Forum | 320 | 1,515.74 | 1,083.99 | 924.00 | 159.99 | Return to general fund |
| Stage by the Sea | 320 | 3,017.80 | 3,017.80 | | 3,017.80 | |
| Small Arts Grants | 320 | 575.00 | 575.00 | 575.00 | 0.00 | |
| Street Scene | 320 | 3,419.04 | 3,419.04 | | 3,419.04 | |
| Town Centre Event Match Funding | 320 | 76,665.56 | 76,665.56 | 45,000 | 31,665.56 | |
| Town Centre Initiatives | 320 | 36,483.29 | 36,483.29 | 15,000 | 21,483.29 | |
| Town Centre Partnerships | 320 | 15,000.00 | 3,000.00 | 3,000 | 0.00 | |
| Tourism | 320 | 7,659.05 | 7,659.05 | 4,000 | 3,659.05 | |
| Training | 320 | 7,988.83 | 6,888.83 | | 6,888.83 | |
| Tree Maintenance | 320 | 7,714.29 | 7,714.29 | | 7,714.29 | |
| Tree Planting Scheme | 320 | 8,000.00 | 8,000.00 | 6,000.00 | 2,000.00 | |
| Utilities | 320 | 14,800.00 | 14,800.00 | 14,800 | 0.00 | |
| Vehicles / Plant maintenance | 320 | 2,589.00 | 1,600.49 | | 1,600.49 | Merge with Vehicles and Equipment |
| Vehicles and Equipment | 320 | 21,619.33 | 28,619.33 | | 28,619.33 | |
| Visit Littlehampton | 320 | 3,941.51 | 3,941.51 | 3,941.51 | 0.00 | |
| Wedding Licence MH | 320 | 4,272.00 | 4,272.00 | 1,448.00 | 2,824.00 | Repurpose to IT EMR |
| Welcome pack | 320 | 33,751.46 | 33,751.46 | | 33,751.46 | |

| Reserve | Res code | Opening Balance 01/04/25 £ | Closing Balance 31/3/25 £ | Committed £ | Available balance £ | Action |
|------------------------------|----------|----------------------------|---------------------------|-------------|---------------------|--|
| Wick Village Traders Gateway | 320 | 500.00 | 500.00 | | 500.00 | Merge to create Wick Initiatives EMR of £10,000 and return remainder to general fund |
| Wick Information Centre SFA | 320 | 2,500.00 | 2,500.00 | | 2,500.00 | Same as above |
| Wick Initiatives | 320 | 7,460.40 | 4,960.40 | | 4,960.40 | Same as above |
| Wick Week | 320 | 2,557.00 | 2,557.00 | | 2,557.00 | Same as above |

| Reserve | Res code | Opening Balance 01/04/25 £ | Closing Balance 31/3/25 £ | Committed £ | Available balance £ | Action |
|----------------------------------|----------|----------------------------|---------------------------|-------------|---------------------|--|
| Converted Capital Receipt | 321 | 336,473.66 | 366,473.66 | 100,000 | 266,473.66 | |
| Capital Receipts Reserve | 345 | (24,504.49) | 201,871.92 | 187,210.94 | 14,660.98 | |
| CIL 2022 | 351 | 2,487.50 | 2,487.50 | | 2,487.50 | K2 |
| CIL 2023 | 351 | 375.00 | 375.00 | | 375.00 | K2 |
| CIL 2024 | 351 | 2,491.66 | 2,491.66 | | 2,491.66 | K2 |
| CIL 2025 | 351 | | 3,374.83 | | 3,374.83 | K2 |
| RALP Assets | 325 | 2,000.00 | 2,000.00 | | 2,000.00 | |
| IT | 325 | 1,115.66 | 1,115.66 | | 1,115.66 | |
| Building maintenance Manor House | 327 | 29,618.92 | 29,618.92 | | 29,618.92 | Merge into one MH building maintenance reserve |
| Manor House Major Projects | 327 | 72,815.00 | 72,815.00 | | 72,815.00 | |
| Building maintenance SJC | 327 | 35,975.52 | 34,725.52 | | 34,725.52 | |

| Reserve | Res code | Opening Balance 01/04/25 £ | Closing Balance 31/3/25 £ | Committed £ | Available balance £ | Action |
|--------------------------|----------|----------------------------------|---------------------------------|----------------|------------------------|--|
| Building maintenance LIU | 327 | 0.00 | 0.00 | | 0.00 | |
| Building maintenance P82 | 327 | 3,927.75 | 3,927.75 | | 3,927.75 | Repurpose to Museum building maintenance |
| Building maintenance K2 | 327 | 0.00 | 70,000 | | 70,000 | |
| Clock maintenance | 327 | 335.10 | 335.10 | | 335.10 | |
| Memorial maintenance | 327 | 10,855.00 | 10,807.00 | | 10,807.00 | |

| Museum Reserves | Res code | Opening Balance 01/04/25 £ | Closing Balance 31/3/25 £ | Committed £ | Available balance £ | Action |
|--------------------------------|----------|----------------------------------|---------------------------------|----------------|------------------------|------------------------------------|
| Museum Collection Management | 328 | 10,545.01 | 11,324.84 | 9,327 | 1,997.84 | |
| Museum Storage | 328 | 470.76 | 470.76 | | 470.76 | Repurpose to Collection Management |
| Museum Exhibitions | 328 | 574.00 | 574.00 | 500.00 | 74.00 | Repurpose to Collection Management |
| Museum Events | 328 | 1,717.02 | 1,619.02 | 355.00 | 1,264.02 | Repurpose to Collection Management |
| Museum IT | 328 | 130.00 | 130.00 | | 130.00 | |
| Education and Outreach | 328 | 150.00 | 150.00 | | 150.00 | Repurpose to Collection Management |
| Museum Archaeological deposits | 328 | 284.90 | 284.90 | | 284.90 | Repurpose to Collection Management |
| Museum Volunteers | 328 | 380.00 | 180.00 | | 180.00 | Repurpose to Collection Management |
| Museum donations | 328 | 4,993.38 | 4,993.38 | 4,993.00 | 0.38 | |
| B&H Grant for LD CPD | 328 | 1,317.44 | 1,317.44 | | 1,317.44 | Repurpose to extend |

| Museum Reserves | Res code | Opening Balance 01/04/25 £ | Closing Balance 31/3/25 £ | Committed £ | Available balance £ | Action |
|-------------------------|----------|----------------------------------|---------------------------------|-------------|---------------------|-------------------------------------|
| | | | | | | Project Officer |
| Places of Science Grant | 328 | 546.97 | 546.97 | | 546.97 | Repurpose to extend Project Officer |
| Museum WIDMB reprint | 328 | 353.00 | 353.00 | | 353.00 | |