



How to contact us

Write to: Manor House, Church Street,
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Email: ltc@littlehampton-tc.gov.uk

Call: 01903 732063

Find us online: www.littlehampton-tc.gov.uk

Minutes of the Town Centre Action Group meeting held in the New Millenium Chamber on Tuesday 10 February 2026.

Present:

Councillor Alan Butcher (Mayor of Littlehampton)
Councillor Freddie Tandy (Councillor at Littlehampton Town Council)
Councillor Maralyn May (Councillor at Littlehampton Town Council)
Laura Chrysostomou (Littlehampton Town Council, Town Clerk)
Sofia Chittenden (Littlehampton Town Council, Head of Community Engagement and Development)
Lucy Hall (Littlehampton Town Council, Town Centre Strategy Project Officer)
Heather Allen (Arun District Council, Economic Development Officer)
Miriam Nicholls (Arun District Council, Business and Economy Manager)
Dax O'connor (Arun District Council, Community Safety Manager)
Richard Groome (East Beach Guest House, Business Representative)
Paul Wakeland (Bah Humbug Sweets, Business Representative)
Michael Holland (Quality Textiles, Business Representative)
Georgia Hudson (Sergeant, Sussex Police Neighbourhood Policing Team)
Matt Pollard (Arun Youth Projects, Youth representative)
Greg Ockwell (West Sussex County Council, Growth Programme Delivery Manager)
Councillor Gary Wall (Cabinet Member, West Sussex County Council, substituted for Councillor David Britton)

1. Introductions

Introductions were made between the group.

2. Previous Minutes

The minutes from the September meeting were confirmed and approved.

3. Action Plan Update

Town Council and Arun District Council

- Wayfinding Project

The group heard about the Wayfinding Project that was being installed. Arun District Council (ADC) officers explained the monoliths around the town had been installed throughout January, the Wayfinding project should be fully installed by the end of February. The launch would be on 1 April to coincide with the first Easter high street event being organised by Littlehampton Town Council (LTC).



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It was explained that three notice boards highlighting the Wayfinding Project would be installed around the town. Artsworld were organising to display information on a notice board in the train station, and another along the seafront by the splash park on West Green. An additional board was to be installed in St Martin's carpark along the side of the toilet block.

- High Street Festoon Lighting

ADC officers explained the lights would operate by astronomical timers, turning on at dusk and turning off at 23:00. The installation was due to be completed by the end of March.

ADC were also working alongside West Sussex County Council (WSCC) exploring ways to improve the lighting down the alley leading from the high street to St Martin's Carpark next to Peacocks.

- Specialist markets

LTC officers explained that they were working with an external operator to bring a food and drink festival to the high street on 11 and 12 April 2026. The operator had submitted a license application with ADC and WSCC and were waiting for approval. The event would see a two day food and drink festival take place on the high street offering a variety of stalls, entertainment and fun for everyone.

LTC had been liaising with the Friday market operator to ensure the event complements the general market.

- Easter High Street events

LTC will be delivering two Easter High Street events; on Wednesday 1 and Thursday 9 April. Due to feedback from businesses on what days they would like events, they have been split across different days. The first event was an Easter Eggstravaganza bringing entertainment and activities for families before Easter. The second event would be an Easter community day, highlighting all the wonderful groups and organisations that make up Littlehampton.

- Events and Sports Forums

The Events forum, led by LTC, met on 29 January with representatives from ADC, local businesses, charities, and organisations in attendance. Points discussed at the meeting were establishing ways to work collaboratively, partnership opportunities, resource sharing, ideas on how to build on the existing LTC events and the announcement of the events support funding. The funding would help people who host events and activities in the town, with the full application details available on the town council's website.



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The Sports Forum met on 2 February where local sports clubs and providers of healthy activities meet for mutual support and networking updates. The annual Sports Awards was open for nominations with the awards and commendations being presented at the Annual Town Meeting on Thursday 23 April at K2 Youth and Community Centre.

- Visit Littlehampton and Love Littlehampton websites

The websites which were built, are nearly ready to launch. The two websites would cover tourism and local information, highlighting businesses, activities and many other things going on in the town. The town council would be reaching out to local businesses soon to get the sites populated.

- V2 Radio campaign

ADC was running a campaign across Arun under the Sussex by the Sea umbrella which would see V2 Radio broadcasting from Littlehampton town centre on Friday 27 March. This would coincide with the general market and would serve to promote the town centre. LTC were exploring including additional activities for the day and were working closely with the market operator to deliver the initiative.

- Business Crime Reduction Partnership/DISC

The district council updated the group on the Business Crime Reduction Partnership (BCRP). The BCRP was coming up to the first year of operation and a full report was being prepared to be presented to the BCRP management group. It was noted that January saw the highest number of reports, but only one came from Littlehampton. The group agreed that the importance of reporting needed to be emphasised to local businesses and the public as this was the most effective way for crime and antisocial behaviour to be tackled.

- Community Protection Officers

Community Protection Officers (CPO) started at the end of September and had undertaken extensive training. The officers had been patrolling since November and their shift pattern includes every other weekend. The two CPO's patrol the whole of Arun and their shifts were tailored around reporting and where incidents occur. The significance of reporting was reiterated.

ADC officers had recently conducted a site survey of the high street with WSCC officers to highlight the ongoing issues with contractors not repairing the paving after works. Contractors have up to a year to put the paving back as it should be to allow for ground settlement; this was why sometimes tarmac had been left. However, there were procedures in place to ensure that the paving was put back.



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It was reported that potholes around Littlehampton leading into the town centre had worsened. The group was informed that there had been a significant increase in report of potholes across Sussex. People should report to WSCC via their website if they have any concerns.

The group was also updated that applications submitted to ADC for the installation of digital screens had not been approved for the high street. The applicant appealed the planning application decision but this appeal had been refused.

The group then heard about projects which LTC was progressing as part of the Action Plan:

- A pop-up park on the high street consisting of a benches and planters to be installed on a temporary basis.
- Promoting eco-friendly travel through sharing of information about existing initiatives and promoting public transport through the town centre.
- Integrating art into the town centre through temporary knitted art installations.

Town council officers explained that the council was submitting an expression of interest for the Town of Culture 2028 Competition. The government initiative emulates the city of culture and awards the winning town £3 million to deliver a programme of cultural activities throughout 2028.

The Wick with Toddington ward had recently been awarded Pride in Place funding of £20 million to be spent across 10 years. The town and district councils were working closely on the programme.

An update was given on the Hub the town council was hoping to open on the high street in summer 2026. It would offer local groups a presence in the town centre to raise service awareness including volunteer recruitment.

- Sussex Police

An update was given on what the neighbourhood policing team had been working on over the last few months. There had been a range of initiatives and deployments in the area covering issuing community protection warning's, obtained statements and charged offenders to court. Stop searched persons, carried out drug related address checks, and continued patrols of the town centre. Information sharing between stakeholders has continued. The police pod initiative would be in place soon for parishes to bid for it to come to their area for a short period of time.

There had been incidents of roof running again in the town centre, and this should be reported if seen as well as any other ASB in the town.



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Matt Pollard and Dax O'Connor left : 19:19

- Business Forum

The Littlehampton Business Forum (LBF) gave an update on their action plan. They have started issuing a regular e-newsletter updating local businesses and working with the councils, they planned for a physical newsletter to go out to businesses every three months. The LBF were working on bringing additional events and activities to the town, for example an arts and crafts festival and book festival. The next LBF meeting was on 24 February.

District Council officers have bid for more retail start up grants as well as other grants available for businesses. This initiative would be Arun wide and will be announced once bids have been confirmed.

For integrating art into the town centre, it was suggested to see if something could be exhibited on the hoarding around the new Premier Inn site as well as some surrounding walls. LTC officers to research if this is possible.

The meeting was concluded with a summary of the great work ongoing in the town centre, and the work of all stakeholders bringing change to the town centre.

End: 19:33