



How to contact us

Write to: Manor House, Church Street,
Littlehampton, West Sussex, BN17 5EW

Email: lrc@littlehampton-tc.gov.uk

Call: 01903 732063

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

Town Clerk – Laura Chrysostomou

3 March 2026

You are hereby summoned to attend a meeting of the:

Policy and Finance Committee

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

Date: Monday 9 March 2026

Time: 18.30 pm

Committee:

Councillor Butcher - Chair

Councillor Tandy - Vice Chair

Councillor Lee

Councillor May

Councillor Northeast

Councillor Walsh KStJ

Councillor Woodman

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 Butcher, May, Northeast, Tandy, and Woodman are Members of Arun District Council.
- Councillor Butcher is also a member of the Littlehampton Harbour Board.
- 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 15 December 2025, circulated herewith, pages 4 to 10. 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. Chair'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. Officer's Report

8.1 Standing Orders / Urgent Actions

To note the attached Urgent Action, pages 11 to 13.

8.2 Town Centre Strategy and Action Plan Update

Report attached, pages 14 to 41.

8.3 High Street Hub

Report attached, pages 42 to 44.

8.4 Quarterly Business Plan Progress Report

Report attached, pages 45 to 50.

8.5 Consultation: Free Parking – Arun District Council

To agree a response to the survey questions on pages 51 to 53.

9. Finance

9.1 Committee Budget Monitor

Report attached, pages 54 to 73.

9.2 Debtors Review Update

Report attached, pages 74 to 76.

9.3 Annual Investment Strategy

Report attached, pages 77 to 82.

10. 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 Policy and Finance Committee held in The New Millennium Chamber, Manor House, Church Street, Littlehampton BN17 5EW on Thursday 16 October 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

Standing Order 36 – Urgent Action

Standing Order 36 states that **“Where an urgent decision is required and it is not possible to call a meeting under either Standing Order 1 or 17”** – which provide for calling extraordinary meetings of Council or Committees – **or the matter is of minor importance, but not previously delegated, the Town Clerk is authorised to make that decision having consulted the respective Chair of the Council or appropriate Committee. Any Urgent Actions shall be reported to the next meeting of Council or the appropriate Committee.”**

When completing the checklist below, the following issues must be borne in mind:

- Standing orders and financial regulations remain in force and must be complied with.
- In the absence of the Town Clerk, the Deputy Town Clerk or the Assistant Town Clerk shall progress urgent actions. No other officers may commence or undertake an urgent decision procedure.

1	What decision is required?	Approval to extend the contract of the Council Photographer for a 12-month period starting April 2026 and ending March 2027.
2	Why is this decision urgent? <ul style="list-style-type: none"> • Why should it not wait until the next programmed meeting of council or committee? • Why should it not wait until an extraordinary meeting of council or committee is called? 	The current contract ends on the 31 March 2026 and the first assignment for the coming year is on the 23 April. To go out to tender would take approximately six weeks and the Policy and Finance Committee does not meet until 9 March leaving it too close to the first assignment to obtain a decision from committee. Additionally, staff resources and work demands would not align with this process. This contract will be reviewed for tender in early 2027.
3a	What are the financial implications?	The total value of a 12-month extension is £2,500. This will cover event photography used for marketing, award presentations such as merit awards and the new Mayor’s photo and welcome video. The contract was awarded in April 2022 following a tender exercise. If extended, this will be the fifth year of the contract being in operation. Given the rate of inflation over this period it is highly unlikely that extending for a year increases the financial implications for the Council.
3b	Has a budget been approved?	Yes
3c	Which budget are you recommending the expenditure to come from? Please check that sufficient funds are available.	The expenditure is met from the publicity budget and the Mayor’s budget as the contract covers the official Mayor photo and welcome video. There are sufficient funds in the publicity budget (£2,400) and in the Mayor’s budget (£100 would be taken)

3d	Is a supplementary estimate required? Note: if so, this could necessitate a further urgent decision	N/A
3e	If any of the following apply: 1. A supplementary estimate 2. The use of earmarked reserves 3. Expenditure over £500* Approval of the Responsible Financial Officer is required. In the absence of the Responsible Financial Officer the town clerk is the deputy Responsible Financial Officer. *For this point only, in the absence of the Responsible Financial Officer and Town Clerk, the Assistant Town Clerk can give approval.	
4	Is the decision consistent with Council policies?	Yes
5a 5b 5c	Committee decisions only Is this decision a matter delegated solely to one Committee? If not, which other Committees have been or will be consulted? Was this, or will this be through the urgent action procedure? Please detail	Yes Policy and Finance Committee
6	Has the matter been discussed with agreed consultees – ward councillors, other local authorities etc? If not, is the matter so urgent that this is impractical? If so, why?	N/A
7	Record of any conflict of interest declared by a Member consulted on the decision	N/A
8	What alternative options have been considered – both practical and financial?	Waiting for the Policy and Finance Committee meeting in March would not provide sufficient time to advertise the tender and secure a photographer in time for the first assignment.
9	Has the procurement strategy been followed, where expenditure is involved?	Yes
10	Briefly outline any implications relating to:	None

	<ul style="list-style-type: none"> • Crime and disorder • Disability discrimination • Human rights act • Freedom of information • Data protection • Environmental impact 	
11	Have appropriate risk assessments been undertaken?	N/A
12	Date of consultation with Chair	04.02.2026
13	Signature of Chair	04.02.2026
14	Date of decision	04.02.2026
15	Signature of Town Clerk	04.02.2026
16	Signature of Responsible Financial Officer – if required under 3e	04.02.2026
17	Date reported to Council or Committee	Policy and Finance 09.03.2026

Littlehampton Town Council

Non-Confidential

Committee: Policy and Finance

Date: 9 March 2026

Report by: Town Clerk

Subject: Town Centre Strategy and Action Plan Update

1. Summary

The report provides an update on work being undertaken as part of the Town Centre Strategy including an update on the Town Centre Action Plan, wayfinding project, the facilitation of a specialist market and a visit by V2 Radio to the High Street and a copy of the first newsletter distributed to businesses.

1.1. Recommendations

The Committee is recommended to:

1. Receive the notes of the Town Centre Action Group (TCAG) meeting held on 10 February 2026 in Appendix 1 and action updates in Appendix 2.
2. Note the contents of the report.

2. Background

2.1. Town Centre Strategy and Action Plan

- 2.1.1. The Town Centre Strategy was adopted by Littlehampton Town Council (LTC) in October 2022 and endorsed by Arun District Council's Economy Committee on 5 October 2023. More details can be found on the Town Council's website <https://www.littlehampton-tc.gov.uk/town-centre-action-group>.
- 2.1.2. The TCAG met on Tuesday 10 February, the minutes of this meeting can be found in Appendix 1. The focus of the meeting was to receive updates from the different stakeholders in the TCAG. In the meeting the group were presented with an update of the action plan included as Appendix 2 to this report. This presented all the actions currently being worked on and other actions which the group need to start. The meeting was well attended with representatives from all partners including the Littlehampton Business Forum who were able to provide useful updates on their work to the wider group.

2.2. Wayfinding Project

- 2.2.1. The joint wayfinding project with Arun District Council (ADC) is currently being installed and should be fully installed by the end of February. The launch will be on 27 March which coincides with V2 radio broadcasting from the high street. The wayfinding scheme for Littlehampton aims to improve the link between the town centre, seafront, and riverside, a strategic objective within the Town Centre Strategy. The new designs include clear directional signage to key locations, and feature panels about local heritage supplied by Littlehampton Museum and the work of local artists, including the work of young people who developed unique characters and trails with Artwork last year.
- 2.2.2. Artwork designed three bespoke lamppost collars incorporating the Seagull, Crab and Octopus characters. A total of 28 collars are being installed.
- 2.2.3. Artwork are producing 24 3D characters to be displayed in businesses and organisations along the three routes.
- 2.2.4. There will be three notice boards installed to highlight the Wayfinding Project: one at the train station, one along the seafront by the splash park on West Green and one in St Martin's carpark along the side of the toilet block.

2.3. Markets

- 2.3.1. The Town Council is working with an external operator to bring a food and drink festival to the high street on 11 and 12 April 2026. The operator is waiting for license approval from Arun District Council and West Sussex County Council. 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. Officers are liaising with the Friday market operator to ensure the event complements the general market.

2.4. Newsletter

- 2.4.1. LTC working alongside ADC have produced a TCAG physical newsletter as requested by local businesses, to be distributed to businesses around the town centre. It provides key updates on the work of the TCAG including both current and future projects. The newsletter also highlights the Littlehampton Business Forum, and how to get involved with the group. This can be found in appendix 3.

2.5. V2 Radio Broadcast

- 2.5.1. ADC are running a campaign across Arun under the Sussex by the Sea umbrella which will involve V2 Radio broadcasting from Littlehampton town centre on Friday 27 March. This will coincide with the general market and serve to promote the town centre. LTC will include additional activities for the day and are working closely with the market operator to deliver the initiative.

3. Financial Implications

- 3.1. Artsworld and the District Council have both committed £10,000 each to the original wayfinding project and the Town Council has committed £10,000 from Town Centre Strategy Initiatives Earmarked Reserves.
- 3.2. Funding the extra activities for the V2 Radio day, newsletter and licensing cost for the market will be met from the 2025 to 2026 Town Centre Strategy Initiatives budget.

Laura Chrysostomou

Town Clerk



How to contact us

Write to: Manor House, Church Street,
Littlehampton, West Sussex, BN17 5EW

Email: lrc@littlehampton-tc.gov.uk

Call: 01903 732063

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

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)
Councillor Gary Wall (Cabinet Member, West Sussex County Council)
Greg Ockwell (Growth Programme Delivery Manager, West Sussex County Council)
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)

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).



How to contact us

Write to: Manor House, Church Street,
Littlehampton, West Sussex, BN17 5EW

Email: ltc@littlehampton-tc.gov.uk

Call: 01903 732063

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

It was explained that three notice boards highlighting the Wayfinding Project would be installed around the town. Artwork 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 organisation 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



How to contact us

Write to: Manor House, Church Street,
Littlehampton, West Sussex, BN17 5EW

Email: lrc@littlehampton-tc.gov.uk

Call: 01903 732063

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

host events and activities in the town, with the full application details available on the town council's website.

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



How to contact us

Write to: Manor House, Church Street,
Littlehampton, West Sussex, BN17 5EW

Email: ltc@littlehampton-tc.gov.uk

Call: 01903 732063

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

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.

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.



How to contact us

Write to: Manor House, Church Street,
Littlehampton, West Sussex, BN17 5EW

Email: lrc@littlehampton-tc.gov.uk

Call: 01903 732063

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

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.

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

Section	Number	Goal (bold) and action description	Update February 2026
Town Centre	1	A TCAG that coordinates the delivery of the Town Centre Strategy chaired by the Town Mayor	
Town Centre	1.1	Annually review performance of the Action Plan at the TCAG and committee meetings.	
Town Centre	2	Ensure the Town Centre and it's facilities are clean and inviting	
Town Centre	2.1	Actively support bids and projects contributing to an improved public realm	<p>The Christmas illuminations were installed in the town centre from November to January.</p> <p>ADC's replacement catenary wire and new festoon lighting, operated by astronomical timers (turning on at dusk and turning off at 11pm) will be installed by 31st March 2026.</p>
Town Centre	2.2	Improve the aesthetics of the Town Centre by exploring opportunities for community led activities.	The events forum is encouraging and assisting community groups and businesses to host and organise events in the town centre. The Arcade businesses organised activities in the Arcade over Halloween.

Section	Number	Goal (bold) and action description	Update February 2026
Town Centre	2.3	Supporting the Littlehampton Business Forum (LBF) maintenance facilitator to work with Arun District Council to maintain standards	LBF Maintenance Ambassador attended a site visit with ADC Cleansing Manager and Biffa operatives, 16.10.25. ADC reported the LBF Maintenance Ambassador's issues to WSCC Highways Team 11.11.25.
Town Centre	2.4	Advocate for provision of changing places toilets	
Town Centre	3	Acknowledge the heritage of the town and show it in the Town Centre	
Town Centre	3.1	Invite Littlehampton History and Heritage groups to contribute to community Town Centre development activities to ensure that acknowledgement of our heritage is included in plans for our future.	LTC are inviting local history and heritage groups to participate in upcoming high street events.
Town Centre	4	Maintain awareness of current and potential use of Town Centre buildings	
Town Centre	4.1	Inform Planning Committee of any issues of concern in a timely manner. Ensuring the TCAG, LBF and relevant groups are aware of relevant planning	Groups were updated on any relevant planning applications.

Section	Number	Goal (bold) and action description	Update February 2026
		applications in the Town Centre and have the opportunity to comment.	
Culture	5	Promote culture, fitness and arts in Littlehampton	
Culture	5.1	Actively support activities and events which brighten the Town Centre and its surroundings.	<p>Christmas lights switch on was organised with an expanded road closure to allow for increased capacity. The event unfortunately had to be cancelled due to the weather.</p> <p>Small Business Saturday (SBS) had extra activities organised for the high street on 6 December. Due to the already cancelled Switch On and bad weather scheduled for SBS, activities from both events were combined and relocated to the Manor House. The event was well attended and had a steady flow of people throughout the day.</p> <p>LTC are currently organising two Easter events. One is planned for Wednesday 1 April and will be an Easter Eggstravaganza. The second event is planned for Thursday 9 April and will be Love Littlehampton - community and cultural day. Highlighting all</p>

Section	Number	Goal (bold) and action description	Update February 2026
			the brilliant community groups and cultures that make up Littlehampton.
Culture	5.2	Encourage and facilitate a range of activities and events to be held in the Town Centre that deliver on both the Town Centre Strategy and the Event Strategy, creating a vibrant town centre, increasing footfall and deterring anti-social behaviour. Work with external organisations, including the Event Forum and Business Forum, to develop the event programme and/or to support them bringing events and activities to the Town Centre.	The Events Forum is working with local community groups and businesses to bring extra activities and events to the town.
Culture	5.3	ADC and WSCC to streamline event application processes, creating a convenient and compliant system that facilitates applications from a range of organisers	This is an ongoing project that will require sign off at various levels due to technology input.
Culture	5.4	Collaborate with ADC to involve local artists in the design of monoliths, beach boxes and signage in the area.	In addition to the Artwork character trails, ADC's wayfinding scheme features photography, graphic design and illustrations by local artists of all ages, including unique paintings generated by

Section	Number	Goal (bold) and action description	Update February 2026
			young people as part of the Artswork project.
Culture	5.5	Explore opportunities to integrate art into the High Street	LTC are exploring new ways to integrate art into the High Street. As part of this, we are working with local Knit and Natter groups.
Culture	5.6	Support and establish dedicated and sustainable forums for Events, Sports and Arts	<p>Events Forum: Meeting on Wednesday 28 January. There were representatives from Arun District Council, local businesses, charities and organisations. Agenda points included:</p> <ul style="list-style-type: none"> • Event support funding and ways to apply • Establish ways to work collaboratively • Joint events and partnership opportunities • Resource sharing (calendar, venues, marketing, volunteers) • Ideas on how to build on existing LTC events <p>Sports Forum: The first quarterly meeting of Littlehampton Sports Forum is on Monday 2 February. This is an opportunity for local sports clubs and providers of healthy activities to meet</p>

Section	Number	Goal (bold) and action description	Update February 2026
			for mutual support and to hear updates, such as last year's Sports Funding. Additionally, the annual Sports Awards are now open for nominations, which can be made by members of the public for any of the ten categories. These awards and commendations will be presented at the Annual Town Meeting on Thursday 23 April at K2 Youth and Community Centre.
Culture	5.7	Assess the feasibility of an annual pop-up park and deliver if viable	Currently researching into the feasibility of bringing a pop-up park/area to the high street.
Marketing and Tourism	6	Identify opportunities to improve existing marketing efforts and work in collaboration with key partners to develop new ways to engage residents, visitors and businesses.	
Marketing and Tourism	6.1	Assess options for providing clear and accessible visitor information, including permanent signage, electronic boards, and other promotional tools	The Wayfinding project is currently being installed.
Marketing and Tourism	6.2	Promote the town centre, sea front and harbour as a visitor destination, taking into consideration the findings from the	Continued social media promotion of the town.

Section	Number	Goal (bold) and action description	Update February 2026
		research undertaken as part of the UKSPF project 2025	
Marketing and Tourism	6.3	Develop visit littlehampton website and social media as a tool to support tourism and community activity	Visitlittlehampton and lovelittlehampton website is currently under construction and on schedule to be launched early 2026.
Marketing and Tourism	6.4	Use social media and digital tools to highlight local attractions, events and businesses	Highlighted local businesses, as well as the town's museum and historical attractions, to encourage more people to visit the town centre. Real time promotion of events in the town centre, as well as reels and picture for market day, Christmas lights and other activities in the town.
Marketing and Tourism	6.5	Explore ways to cross promote the Town Centre with other attractions and stakeholders and agree a plan	ADC is working with V2 Radio to promote Littlehampton town centre via a live broadcast on Friday 27 March, with LTC assisting and working alongside the general market operator to facilitate this.
Marketing and Tourism	6.6	Develop Sussex by the Sea platforms to promote tourism, interlinking with Visit Littlehampton	Sussex by the Sea continues to promote Littlehampton along with the rest of the Arun district. Sussex by the Sea are inviting all Town Councils and destination marketing

Section	Number	Goal (bold) and action description	Update February 2026
			<p>organisations across the district to better coordination tourism marketing and forward planning.</p> <p>Sussex by the Sea continue to engage Visit Littlehampton on collaborative marketing and partnership tourism projects.</p>
Retail and Hospitality	7	Provide incentives to bring people into the Town Centre	
Retail and Hospitality	7.1	Support the Business Forum in developing initiatives that encourage return visitors such as discount vouchers	LTC funded a Christmas discount booklet. The councils will continue to work with the Business Forum to develop new initiatives in 2026.
Retail and Hospitality	8	To investigate options for a programme of markets	

Section	Number	Goal (bold) and action description	Update February 2026
Retail and Hospitality	8.1	Support ADC with their Expression of Interest for a General Market	ADC Officers supported and assessed the two EOIs submitted by operators, and invited a local operator to submit a formal application. Officers continued to support the operator to submit further 12-market consent applications and the annual general market consent to start 1 April 2026.
Retail and Hospitality	8.2	Town Council to lead on researching opportunities for themed and specialist markets linking to the Business Forum and the Event Strategy.	LTC are currently working with an external operator to bring a food and drink festival to Littlehampton. It is currently planned for the 11 & 12 April, the event is subject to license approval. LTC, ADC licensing team and the external operator are working closely to achieve this. We are also liaising with the Friday market operator to ensure the event aligns and operates cohesively alongside the market.
Retail and Hospitality	9	Improve the appearance of shops, enabling their ability to attract business.	
Retail and Hospitality	9.1	Promote any external grants or training opportunities to shops so they can apply for them.	Relevant grants and opportunities continue to be promoted via the monthly Arun business Partnership newsletter. This will

Section	Number	Goal (bold) and action description	Update February 2026
			be added to other relevant newsletters as opportunities and grants arise but town centre businesses will be encouraged to also sign up to ABP Newsletter to access wider opportunities.
Retail and Hospitality	9.2	Work with Landlords and Businesses to implement initiatives that enhance the presentation of shops	Shopfront enhancement grants have now been allocated. New funds may be available in 2026 to 2027 financial year.
Retail and Hospitality	10	Support initiatives to reduce shop vacancies	
Retail and Hospitality	10.1	Develop a landlord/agents network, appreciating their geographical spread and increasing remote communications to supplement in person meetings.	We continue to work closely with landlords and agents where necessary to help move projects forward.
Retail and Hospitality	10.2	Develop an information pack that can be used by landlords and agents to better promote the town centre and business support and given to prospective business owners	
Retail and Hospitality	10.3	Support opportunities for interim use of vacant premises	

Section	Number	Goal (bold) and action description	Update February 2026
Retail and Hospitality	11	Support the businesses in the Town Centre and encourage new investors wanting to start a business in the town.	
Retail and Hospitality	11.1	Continue to support a sustainable and empowered group of Town Centre business representatives.	ADC and LTC officers attend LBF and ambassador meetings. Supporting the forum administratively and assisting where necessary.
Retail and Hospitality	11.2	Arun District Council will provide information of grants and schemes available to new and existing businesses.	<p>Relevant grants and opportunities continue to be promoted via the monthly Arun Business Partnership newsletter. Funded through Arun's allocation of the UK Shared Prosperity Fund, a total of five new retail businesses were awarded £3,000 grants to support their opening of bricks and mortar premises in Littlehampton town centre in the 2025-26 financial year. Again, funded by UKSPF, Littlehampton businesses can apply for 1-2-1 business support through Arun District Council.</p> <p>A further grant offer for the same purposes is currently being considered by ADC for 2026 to 2027</p>

Section	Number	Goal (bold) and action description	Update February 2026
Retail and Hospitality	11.3	Littlehampton Business Forum to offer training opportunities and coaching for local businesses	Officers maintain ongoing collaboration with the LBF to offer training and coaching to local businesses, and are collecting feedback to identify their specific training needs.
Retail and Hospitality	11.4	Continue to support pavement license applications which contribute to service economy success and maintain accessibility	LTC planning committee responds positively to pavement licenses.
Retail and Hospitality	12	Support and advocate for community support facilities in the Town Centre	
Retail and Hospitality	12.1	Explore opportunities to create a High Street Hub that offers access to key services such as council services and community support	LTC are currently working on confirming a premises in the high street. LTC will be contacting community groups and service providers to discuss provision in the hub.
Retail and Hospitality	12.2	Liaise with the banks and post office to create a banking hub in the Town Centre.	Temporary banking hub is in the manor house. Planning permission has been granted for the new Banking Hub at 43 High Street.
Transport and Linking the Town Centre	13	Investigate opportunities to connect the seafront, riverside and Town Centre	

Section	Number	Goal (bold) and action description	Update February 2026
Transport and Linking the Town Centre	13.1	Explore emerging initiatives that promote eco-friendly travel	LTC is actively researching and developing plans to promote more eco-friendly travel options across the town.
Transport and Linking the Town Centre	14	Improve signage into the town centre from all approaches, including public transport, vehicles and pedestrian routes	
Transport and Linking the Town Centre	14.1	LTC to develop and implement a signage strategy for the Town Centre and surrounding areas	
Transport and Linking the Town Centre	14.2	ADC to secure further UKSPF funding to redesign monoliths incorporating the LTC and Artwork Wayfinding project to include Beach Boxes.	Fully funded by UKSPF, all new 8 x two-sided monoliths in and around town centre delivered by 31 December 2025. 9 x four-sided totems installed in week commencing 26 February 2026. Part funded by UKSPF, LTC and Artwork, 28 x lamppost collars featuring Artwork character trails delivered w/c 2 February 2026.

Section	Number	Goal (bold) and action description	Update February 2026
Transport and Linking the Town Centre	14.3	Collaborate with ADC to deliver a cohesive approach to wayfinding that incorporates the aims of the Signage Strategy, ADCs Tourism Strategy and Parking Review	In line with ADC's Tourism Strategy and the aspirations of LTC's signage strategy, the comprehensive wayfinding scheme for Littlehampton aims to improve the connections between the town centre, seafront and riverside. The new designs include clear directional signage to key locations, and feature panels about local heritage and the work of local artists, including the work of young people who developed unique characters and trails with Artswork last year.
Transport and Linking the Town Centre	15	Collaborate with relevant stakeholders to improve the appeal of town centre entrances and public transport facilities.	
Transport and Linking the Town Centre	15.1	Explore options to enhance the public realm at transport entrances to the Town	Littlehampton railway sign is being cleaned.
Transport and Linking the Town Centre	16	Monitor traffic management concerns in the town centre	
Transport and Linking the Town Centre	16.1	Collaborate with the District and County Council to address any issues that arise	

Section	Number	Goal (bold) and action description	Update February 2026
Transport and Linking the Town Centre	17	Support proposals to improve Town Centre car parks as part of the ADC masterplan	
Transport and Linking the Town Centre	17.1	Undertake a feasibility study for the redevelopment of St Martins car park	
Anti-Social Behaviour	18	Work with local authorities to ensure the Town Centre is a welcoming and a safe place	<p>Community Safety team at Arun District Council: <u>St. Martins public conveniences</u> Ongoing conversations with the council's Cleansing and Property & Estates teams around options to address reported drug taking activity. Police carrying out targeted checks and patrols to disrupt activity.</p> <p><u>Youth ASB*</u> Reports to the Community Safety team of widespread youth related ASB in the town centre have been low. A few individuals continue to cause nuisance and are being dealt with via a multi-agency approach due to the complex nature of their needs and behaviour.</p> <p><u>Street drinking and antisocial behaviour*</u> Limited reports or incidents witnessed over the past three months.</p>

Section	Number	Goal (bold) and action description	Update February 2026
			<p><u>ASB enforcement</u> ASB Caseworker working with an individual who has come to notice for offending (including shoplifting) in the town centre and supporting police enforcement action.</p> <p><u>Public Spaces Protection Order</u> The current PSPO expires at the end of March 2026. Consultation has been completed – public survey and direct agency consultation – and a recommendation is being put forward to committee on 3 March 2026.</p> <p>* Officers are aware that poor weather conditions will be a factor but are alive to any changes and need to undertake intervention and enforcement.</p>
Anti-Social Behaviour	18.1	Allow all current activities to bed in and analyse effectiveness of the interventions in tandem with the budget cycle.	
Anti-Social Behaviour	18.2	Continue to work with the Littlehampton Business Forum to report issues in the town centre	The councils continue to highlight the importance of reporting to local businesses.

Section	Number	Goal (bold) and action description	Update February 2026
Anti-Social Behaviour	18.3	Review the BCRP and its impact	The BCRP is coming up to the first year of operation. A full report will be made to the BCRP Management Group.
Anti-Social Behaviour	18.4	Support the implementation of the new Community Protection Officers (CPOs) including introduction to the Business Forum and its facilitators particularly those responsible for security in the town centre. Ensure the CPOs are aware of activities planned for the town centre so they can be present. Serve as a means for information sharing between them and the business forum.	<p>Community Protection Officers (CPOs) started in role in September 2025 and are regularly providing patrols in the town centre. Initial tasking concentrated on getting to know the area, building relationships with services and businesses, and developing intel around local ASB issues and know perpetrators.</p> <p>CPOs undertake daily highly visible patrols of the town centre and are actively intervening when incidents of ASB occur.</p> <p>Officers have access to DISC and Shopwatch radio, so they are aware of reports and real-time incidents that require attendance. They also work closely with the BCRP Manager.</p>
Anti-Social Behaviour	18.5	Work with ADC led 'Local Action Team' to implement initiatives to improve safety in the Town Centre.	

Section	Number	Goal (bold) and action description	Update February 2026
Anti-Social Behaviour	18.6	Work with Sussex Police to ensure effective data sharing resulting in efficient deployment of resources and support activities such as Action Days	<p>Sussex police have made various arrests in the town, as well as:</p> <ul style="list-style-type: none"> • Issued a CPW in January • Obtained statements • Charged offenders to court • Stop searched persons, carried out drug related address checks • Continued to patrol the town centre <p>Continued contact with the Neighbourhood Police, shared information/updates about crime in the Town Centre. Businesses are continually being advised to report any incidents via DISC. This builds a picture of crime and ASB in specific areas and directs resources.</p>
Anti-Social Behaviour	18.7	Monitor the enforcement of e-scooters and cycling in the town	There has been a Specialist Enforcement Unit presence in the area.
Anti-Social Behaviour	18.8	Work in collaboration with local support groups and charities to help those with an addiction in Littlehampton	



Littlehampton Town Centre Action Group

Update: February 2026

Hello and welcome to the Littlehampton Town Centre Action Group update. This newsletter gives you an overview of what's happening across the town centre, highlights opportunities for businesses to get involved, and provides updates on current projects and plans for the year ahead. To view the full action plan update, visit: www.littlehampton-tc.gov.uk/town-centre-action-group

Update from the councils:

As you'll see from the logos above, the Littlehampton Town Centre Action Group (TCAG) includes representatives of agencies that have a stake in the town's economy, including Littlehampton Town Council (LTC) and Arun District Council (ADC). LTC is leading the Town Centre Strategy and Action Plan to drive town centre improvements, while ADC is delivering key infrastructure projects to enhance resident and visitor experience. Current activity includes:

ADC:

- New wayfinding scheme – final installation by end February 2026
- New festoon lighting for the High Street – installation due by end March 2026
- 1-2-1 Business Support – places still available. Email business@arun.gov.uk for information
- All 5 grants for new retail businesses have now been issued.

LTC:

- New destination website in development, including community focused section "Love Littlehampton"- details about how to list your business for free coming soon
- Event planning for 2026 in the town centre including a Food & Drink Festival at Easter, as well as two high street events on 1 and 9 April, 11:00 - 15:00 and weekly events in August.
- If you have any town centre queries, email: towncentrestrategy@littlehampton-tc.gov.uk

Spotlight on....reporting

Reporting crime and anti-social behaviour to the organisations that can do something about it is the most effective way for us to continue to tackle shoplifting and ASB in the town.



We encourage all businesses with physical premises in the town centre, riverside and seafront to join the Business Crime Reduction Partnership (BCRP) – it's absolutely free and gives you access to a straightforward app called DISC to report a range of crime and ASB issues quickly and easily.

For more information about joining the Business Crime Reduction Partnership, contact the BCRP Manager, Chloe Jones by emailing: arunbcrp@arun.gov.uk

For more information on the TCAG and Town Centre Strategy Initiatives
www.littlehampton-tc.gov.uk/town-centre-action-group

Update from the Littlehampton Business Forum

The Littlehampton Business Forum (LBF) is a vital member of the Town Centre Action Group, and continues to play a key role in shaping the future of the town centre. Since launching in 2024, the LBF has brought local businesses together to share ideas, raise challenges, and work collaboratively with council representatives. The Business Ambassadors help drive forward the town centre action plan, ensuring that local voices play a central part in decision-making.

Meet your LBF ambassadors



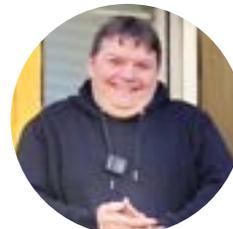
Rich

East Beach Guest House



Paul

Bah-Humbug Sweets



Michael

Quality Textiles

Did you know....?

- The LBF has its own Town Centre Maintenance Ambassador, Michael Holland, who you can talk to about any cleanliness issues in the town that affect your business.
- The LBF has its own Town Centre Safety Ambassador, Paul Wakeland, who you can talk to about any crime or Anti Social Behaviour (ASB) issues that affect your business.
- Paul also manages the Shop Watch Radio Scheme for businesses to share information in real time. Contact Paul if you're interested in signing up for a radio by emailing: littlehamptonbusinessforum@outlook.com

Spotlight on....events and marketing

The LBF is developing and organising a series of town-centre-focused events in 2026 to further support local businesses. The planned programme includes craft and book festivals, Halloween celebrations, the Light Up LA trail, Christmas activities, and a range of family-friendly workshops and experiences designed to increase footfall and create a vibrant town centre. Speak to Rich if you are interested in getting involved.

Spotlight on....business development and growth

The LBF is offering training workshops throughout 2026 to support business development, from digital skills to compliance essentials. Contact the LBF if you would like to get involved.

Get involved!

Tuesday | **24** | February
18:00 - 20:00 | 2026

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



Sign up for the LBF E-Newsletter



littlehamptonbusinessforum@outlook.com



www.littlehampton-tc.gov.uk/littlehampton-business-forum



Littlehampton Town Council

Non-Confidential

Committee: Policy and Finance

Date: 9 March 2026

Report by: Town Clerk

Subject: High Street Hub

1. Summary

This report provides an update on the progress towards opening a Littlehampton Town Council led Hub on the High Street, following the agreed basis for provision and selection of preferred premises at the Policy and Finance Committee on the 15 September 2025.

2. Recommendations

The Committee is recommended to:

1. Select and approve a formal name for the Hub on the High Street, section 7 refers.
2. Otherwise note the contents of the report.

3. Background

- 3.1. The delivery of a Hub in Littlehampton High Street is a current Business Plan target, that supports delivery of the Town Centre Strategy. Aiming to provide access to a range of community services, supporting community engagement and the development of community capacity.
- 3.2. The Hub will provide a dedicated community space in the heart of the High Street, complementing existing facilities. It will make Town Council services more accessible and bring together other key services that may not currently have a physical presence within the town.

4. Community Engagement

- 4.1. An Expression of Interest form has been developed to engage local groups and services and to invite them to indicate how they may wish to use the space. The form has now been circulated and is being used as the basis for discussions. Responses will help shape the development of the Hub, as well as confirm how local services and groups intend to utilise the facility.
- 4.2. A dedicated page has been created on the Town Council website to support awareness and engagement with the project and can be found via the link <https://www.littlehampton-tc.gov.uk/hub-high-street>.

5. Legal

- 5.1. The Town Council has instructed a solicitor to support lease negotiations for the selected premises. The services of a surveyor are also being sought to protect the Council's investment.

6. Premises

- 6.1. Progress to the design development and internal construction of the building can be seen in the updates listed below:
 - Preferred premises have been identified as the location for the Hub due to their prominent High Street position and accessibility.
 - The Council is currently seeking a design and fit-out contractor through a tender process which will include advertising through Contracts Finder.
 - The appointed contractor will be required to design and fit-out the internal space to reflect the Council's vision of a safe, welcoming, and flexible environment, suitable for use by local forums, groups and services, while also meeting the operational requirements of the Town Council.
 - The landlord/developer is undertaking works to ensure the building is safe and compliant prior to handover, subject to completion of lease negotiations. These works are expected to be completed by the end of March 2026.
 - The Council is working towards opening the Hub in Quarter 2, with a target of July 2026, allowing three months from handover to undertake the necessary fit out and installations.

7. Proposed name for the Hub

- 7.1. The committee is asked to consider and agree on a name for the hub. The chosen name for the hub will be incorporated into the external signage design and will support the application for advertisement consent through Arun District Council. It will also be used in promotional and information material. Therefore,

it is important to consider which naming approach will best support branding, as shorter names tend to offer greater flexibility and can connect more effectively with potential taglines.

7.2. Through initial conversations about developing the hub, suggestions have been proposed for the name, including that it reflects the heritage or maritime connection of Littlehampton. Potential names and taglines put forward are shared below.

- Littlehampton Connect (or Connect Littlehampton aligning with Visit Littlehampton, Love Littlehampton). Although there is already AYP Connect in the Town Centre.
- Littlehampton High Street Hub
- L.A.T.C.H – Little’Ampton Town Centre Hub
- Littlehampton Community & Services Hub
- The Hub+ (potential taglines: “More support. More access. All in one place.”; “Services. Advice. Opportunity – and more”; “Your place for services, support and community”)
- Littlehampton Together (potential tagline: “Supporting our community, every day”)
- Littlehampton Access
- The Link (potential taglines: “Connecting you to what matters”; “One place. Every connection”; “Linking you to answers, support and next steps”)
- The Lighthouse
- The Bridge

8. Financial Implications

8.1. Budget for this project has been previously agreed and detailed within the current Action Plan. No costs have been incurred to date from this budget however this is expected to change before the end of the financial year once lease negotiations are completed.

8.2. Costs for design and fit out are being obtained, and it is anticipated these will be met with the £100,000 committed to the project in Earmarked reserves, and the £30,000 in the revenue budget for 2025 to 2026.

Laura Chrysostomou
Town Clerk

Littlehampton Town Council

Non-Confidential

Committee: Policy and Finance

Date: 09 March 2026

Report by: Town Clerk

Subject: Quarterly Business Plan Progress Report

1. Summary

1.1. Each Committee will receive updates through their respective quarterly periodic reports enabling them to monitor progress and keep the Business Plan under review. This report provides an update on progress with delivering the goals as they relate to the work of this Committee.

2. Recommendations

2.1. The Committee is recommended to note the Business Plan updates in Appendix 1.

3. Background

3.1. The Town Council agreed its Business Plan for the next four years at Full Council in November 2023. Following approval of the Business Plan, the objectives were integrated with the Town Council's Capital Programme where appropriate and incorporated in the Town Council's Corporate Risk Register which is reviewed annually by the Governance and Audit Committee. The Strategy and Action Plan goals are now also integrated in the staff appraisals and business workplans.

3.2. Business Plan consists of two elements:

- The Strategy which sets out the Town Council's mission statement, vision, strategic priorities, values, and operational framework
- The Action Plan which details the goals to achieve the strategy and the relating objectives with specific actions, timelines, and resource implications for achieving the goals.

3.3. Officers have been working alongside members to deliver the goals and objectives set out in the Action Plan. The Action Plan in Appendix 1 sets out

the goals that fall within the remit of this Committee and includes quarterly update columns to show progress throughout the year. There is also a 'status' column that uses RAG (red, amber, and green) visual reporting system to convey a high-level status of a project or task. The colours are used to indicate the following:

Red: and alert, usually denoting one or more of the following: significant overspend, significant delay, a rise in quality issues, significant resource shortage, or unsatisfied stakeholders.

Amber: A caution, meaning the project is potentially hindered by obstacles or hazards such as considerable overspends, a delay in the schedule, lack of resources.

Green: A clear indication that the project is moving along as planned on schedule, within budget, no issues with resources, quality is meeting expectations and stakeholders are satisfied.

- 3.4. The table below draws out key objectives from the Action Plan for the business year 2025 to 2026 as they relate to the work of this committee that were agreed by Council at the Annual meeting on 8 May 2025.

Prepare and approve the 2026 to 2027 budget
Undertake mid-term review of Town Centre Strategy with Arun District Council, and to include potential actions arising from consideration of the research project.
Implement wayfinding signage. Develop and agree Signage Strategy.
Support development of newly formed Business Forum.
Deliver Easter, Summer, and Christmas High Street Events.
Explore options for specialist/themed markets in the High Street.
Implement a hub in the High Street providing a flexible space to access services and facilitate drop-in sessions
Review the impact of the Business Crime Reduction Partnership (BCRP)
Review Communications Strategy
Visit Littlehampton Website refresh
Review training needs for administration at mid-year point

Policies Review – to review, develop, approve, and implement policy changes in line with NALC Models for Standing Orders and Financial Regulations, Personnel and implement Staff Handbook
Continue work on the digitisation project including a more efficient process for agendas, reports and minutes
Review the priorities for spending CIL (Community Infrastructure Levy)
Review Welcome Packs for North Littlehampton development
Work in collaboration with other local authorities and sector associations in relation to devolution and local government reorganisation ensuring the Town Council is positioned appropriately to respond to changes.

- 3.5. There are some areas of work where responsibility is shared with other committees. Key areas of work relating to this Committee include Wayfinding project developments; further successful meetings with the Business Forum and wider business community; Town Centre Action Group meeting; High Street Hub. Progress with these workstreams is set out in reports elsewhere on this agenda.
- 3.6. Other work that has been progressed this quarter includes:
- Both the Visit Littlehampton and Love Littlehampton websites are built, and officers are currently working on populating it with content. Local event organisers and businesses will be invited to add their own listings. It is hoped the websites will launch by the end of April.
 - The Council responded to the Government consultation on the four shortlisted proposals for local government reorganisation in Sussex.
 - The CIL spending priorities were agreed as part of the budget setting process.
 - The Business Crime Reduction Partnership was reviewed in December 2025 with funding agreed for the next two years, and requests for further detailed reporting have been taken forward by officers with Arun District Council.
 - A short, overarching IT policy was approved, created on the advice of the Town Council's internal auditor in respect of new obligations under Assertion 10 of the AGAR.
 - Discussions with the Council's IT contractor have begun regarding the possibility of moving records and working documents from the network G drive to SharePoint to facilitate secure access offsite, more seamless joint working on papers and some automation of retention and destruction protocols.

4. Financial Implications

- 4.1. The budget set in January 2025 sought flexibility within the 2025 to 2026 and future budgets to deliver the Council's aspirations to improve the town and the quality of life.
- 4.2. Resources to deliver the goals and objectives are set out in the Action Plan for 2025 to 2026, and some may need to be further defined and/or reviewed.

Laura Chrysostomou
Town Clerk

Goals	Objectives Description	Status as at May 2025 In Progress / On Hold / Complete (outcome)	PROGRESS 2025 TO 2026			
			Q1 (APRIL - JUNE 25)	Q2 (JULY - SEPT 25)	Q3 (OCT - DEC 25)	Q4 (JAN - MARCH 26)
Major Regeneration & Development Initiatives						
Work with Arun District Council & partners in delivery of Seafrost Regeneration	Construction phase underway 2025. Work with ADC to ensure impact on LTC events programme and assets (BBQs & Stage By the Sea venue) minimised & managed. BBQs sent off for refurbishment autumn 2024. Stage by the Sea to be repainted at end of construction.	In Progress - COMPLETED	BBQs to be returned to site and installed with the new scheme w/c 9 June 2025.	East Green seafrost re-opened to visitors and new facilities, including LTC refurbished BBQs, launched 15 August 2025.		
Work with Arun District Council on Gateway Public Art North Littlehampton 2026 to 2027	This was being progressed by the District Council. Provisionally a sum of £40K was negotiated with the NLA developer for this project. Further S106 also available derived from Boklok development. This was planned at prominent points of entry to the Town and a steering group had been formed to oversee the project. The Town Council wished to see a scheme that would draw visitors into the Town and Councillors wanted to be involved in the discussions. New Council wish to seek clarification on what is permissible and see local schools and artists engaged in design. To be linked with Town Branding project.	On Hold Linked to progress with Hampton Park development	Monitor for progression at appropriate time			
Major Projects and Community Resources						
CIL (Community Infrastructure Levy)	Following the completion of K2 there is a need to review the priorities for spending. Consideration be given to directing future funds to Hampton Park Centre & other regeneration projects as identified in Policy 23 of the Neighbourhood Plan	In Progress	Review priorities for this funding stream as part of the 2026 to 2027 budget and precept setting process.			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.
Investigate "Community Grant Lottery"	1. Potential to expand and widen the grant programme 2. Explore potential for partnership involvement including surrounding parishes	On Hold				Proposal through March Committee Cycle to move this Goal to 2027 to 2028.
Town Centre						
Town Centre Strategy and Action Plan	Focused on delivering positive change that places the High Street as a retail and leisure hub for the Eastern Arun area as set out in the Town Centre Strategy and Action Plan. The Town Centre Action Group (TCAG) which comprises representatives of key stakeholders and authorities has a remit to work in partnership to deliver the objectives and goals in the Action Plan. 2025 Undertake mid-term review of TCS with ADC incorporating actions as applicable from the UKSPF research. Work with ADC to implement Wayfinding project. Agree Signage Strategy. Support development of Business Forum (formed March 2025). Explore options for specialist/themed markets in the High Street.	In Progress	The Business Forum has established an action plan and began work on the tasks. It has met twice with reduced support from the Town Council. Town Council producing a "How to Report" manual to assist the Forum's Communicators and Facilitators in dealing with Town Centre matters. Two very successful Easter Events were held in the High Street over the Easter Holidays - positive feedback from businesses who saw an increase in visitors due to the scavenger hunt. Signage audit conducted and data being analysed to form part of a report to Policy and Finance committee in July. The Wayfinding Project is progressing well with a positive Councillor workshop led by Arun District Council. Officers are currently putting together paperwork for a planning application for the installation of the two beach boxes. Successfully recruited to the Project Officer post with the new starter currently undertaking an induction. The Town Centre Action Group met on 13 May which was well attended and included representation from the Business Forum. The business representatives were very complimentary of the Police's efforts dealing with a recent incident in the High Street which was managed very swiftly. The medium term goals of the Action Plan are being reviewed and will form part of the Policy and Finance Committee report in June. A meeting with agents was held in May which was very positive with those in attendance being complimentary about the work both the Town and District Councils are doing. There was a strong desire to continue hosting meetings to share information.	The Littlehampton Business Forum (LBF) is making good progress with their action plan. They have set dates for the rest of the year and have planned to invite guest speakers to each meeting covering a range of topics from New Employment Laws and marketing. There is still a shortage in communicators and they are planning to address the situation. The Project Officer. Town Centre Strategy is working on a welcome pack which aims to provides new and existing businesses with key information about the Forum, the work of the TCAG and partners. The first draft was shared for comment at the September LBF meeting. The Forum put together a discount voucher booklet aimed at encouraging people to visit the town centre. This was first trialled as part of the District Council's Zipline on Caffyns Field. Forum members attended the Armed Forces Day event where they handed out circa 1,400 copies. They also did one for the Town Show and Family Fun Day. Another is planned for the Christmas Lights Switch on which will be funded by the Town Council with the vouchers valid in the month of January to encourage footfall during the quiet period. The wayfinding project which now encompasses the District Council's work to refresh the monoliths and fingerposts is progressing well. The Artwork drawings are being incorporated. The beach boxes needed planning permission and despite extensive investigation into suitable locations, none were found. Artwork are currently looking at other ways in which that element of the project can be delivered in an alternative way. An agent and landlord meeting took place in early September 2025. Officers are progressing the Town Centre Action Plan. A positive TCAG meeting took place in September with a report going to the October Policy and Finance committee.	The Littlehampton Business Forum (LBF) have set out their action plan for 2026. Focusing on key points such as: Establishing the forum as a key stakeholder in Littlehampton, To boost the visibility and promotion of businesses, support businesses to establish, maintain and grow, promote town centre safety and encourage collaboration. To support a cleaner and well-maintained town centre. They have had their final meeting of 2025, and have set out four meetings in 2026. The welcome pack is being finalised, working closely with ADC to provide the best information to local businesses. The business forum has had four coupon booklets, three funded by ADC and the last coupon booklet for December and January being funded by LTC. The success of this will be monitored and reviewed in the new year. The wayfinding project is being installed in late December and January. As the Beach Boxes would not have received planning permission, LTC's contribution will be to enhance the wayfinding project, with additional columns being installed. Signage around the town centre has started to be reported to the relevant owner. ADC have permission to install festoon lighting in the high street. This is due to be installed after the Christmas lights are removed. They are installing new catenary wires which will be gifted to LTC once installed. Officers are progressing the Town Centre Action Plan. An update will go to December Policy and Finance Committee.	The joint Wayfinding project with Arun District Council (ADC) is currently being installed and should be fully installed by the end of February. Artwork are producing 24 3D characters to be displayed in businesses and organisations along the three routes. There will be three notice boards highlighting the project - One at the train station, one along the seafrost by the splash park on West Green and one in st Martin's carpark along the side of the toilet block. Festoon lighting is scheduled to be installed on the high street by the end of March. LTC are working with an external operator to bring a food and drink festival to the high street on 11 and 12 April 2026. The operator is waiting for license approval from Arun District Council and West Sussex County Council. The Littlehampton Business Forum (LBF) have set out their action plan for 2026. They are organising events and activities to drive footfall into the town centre. Sussex by the Sea have arranged for V2 Radio to do a live broadcast from the Friday Market on 27 March to promote what is happening in the Town. LTC will have a stall with information and has booked an entertainer to add to the day.
High Street Hub	Suggestions to include: 1. Front facing service for Town & District Councils as well as County Council 2. Flexible space for drop in access to services such as Community Protection Officers, PCSOs, CAB, Energy Efficiency advice, Fire Brigade etc Links with the Town Centre Strategy and Action Plan work	In Progress	Meeting held with Arun District Council Project Officer reviewing office accommodation, exploring potential to collaborate with a hub in the High Street. Meeting with Landlords and Agents held in May and highlighted requirements for premises.	Scoping work undertaken and proposals for the hub and the accommodation required to deliver it are to be considered by P&F on 15 September 25	Exploratory meetings with service providers to ascertain potential services that could be delivered from the Hub and resource requirements to facilitate these. Meeting held with ADC's Chief Executive to discuss vision for the Hub and potential collaboration. Site visit held with landlord of preferred premises to discuss plans for the site, timelines etc	Additional resource now in place to support delivery of this, with Project Support Officer in post from 5 January 2026. Regular project meetings now in place with LTC team to co-ordinate activities. Progressing with lease negotiations. Plan to have lease in place by end of March. Currently working on a tender document to source a company to design and fit out the hub. Engagement work with local services, groups and forums has commenced to secure local partners who can utilise the space. Design of external signage is also expected to have been completed by the end of Q4 to support the application for advertisement consent through ADC. These activities are essential to progress ahead of a planned opening in Q2 of 2026 to 2027.
Business Crime Reduction Partnership	The BCRP was implemented in March 2025 in both Bognor Regis and Littlehampton Town Centres. The pilot will be monitored for measurable outcomes and reviewed after one year.	In Progress		The Partnership Board held its first Membership Board meeting in July which was well attended and very informative. The Chair of the TCAG was elected as the Chair of the Partnership Board, with the Business and Economy Manager at ADC also elected as Chair of the Membership Board. The Police were extremely complimentary of the BCRP and so were the business representatives.	The Business Crime Reduction Partnership was reviewed in December 2025 with funding agreed for the next two years, and requests for further detailed reporting have been taken forward by officers with Arun District Council	

Goals	Objectives Description	Status as at May 2025 In Progress / On Hold / Complete (outcome)	PROGRESS 2025 TO 2026			
			Q1 (APRIL - JUNE 25)	Q2 (JULY - SEPT 25)	Q3 (OCT - DEC 25)	Q4 (JAN - MARCH 26)
Communications & Events						
Review Communications Strategy	Undertake a full review of the 2017 to 2021 Communications Strategy to include developing a Social Media Strategy. Review & refresh of website (launched 2018).	Not due to start until end of Spring 2025				
Visit Littlehampton and Love Littlehampton Website Revamp	Refresh the website in consultation with officers and councillors and in liaison with ADC.	In Progress	This project was on hold due to pressure on staff resources. Recently, the aims and objectives of the website have changed with the work undertaken to produce video content for independent businesses and the formation of the business forum and the inaugural meeting of the events forum. With the requirements for the website having changed. Officers have been in discussions with industry experts to develop a proposal which is the subject of a report for both the Community Resources and Policy and Finance Committees in June.	Both the Community Resources and Policy and Finance Committees approved a proposal to expand the remit of the Visit Littlehampton website which will be split into two parts; a tourism focused side and a community focused one. This will ensure that all local businesses will be able to have an online presence regardless of their nature, some would not have been suitable for a tourism website. The development company is currently working on building the website whilst officers are starting to develop an action plan to identify content.	The website is in production and should be ready early January for officers to populate with content prior to a live launch.	Both websites are built and officers are currently working on populating it with content. Local event organisers and businesses will be invited to add their own listings. It is hoped the websites will launch by the end of April.
Town Branding	Work in this area paused by the previous administration pending the completion of the Town Centre Strategy. Work from the TCAG, UK Shared Prosperity Fund project and the Events Review will inform this.	On hold				
Sponsorship	Review sponsorship offer and capacity to successfully obtain. Grant Aid recipient pack developed to support those in receipt of a grant from LTC to acknowledge funding.	In Progress	Sponsorship packages are regularly promoted via social media and Business Newsletter. Sponsorship will be reviewed again once a programme of events has been established for 2026 onwards.			Packages will be developed in the next couple of months.
Corporate initiatives and projects						
Embed new administration and develop medium term business plan	Develop & deliver ongoing Councillor training to include new policies as applicable	In Progress	Refresh program and additional support being explored for year three of administration, which will include training resulting from policy reviews.			
Prepare for Devolution and Local Government Reorganisation	Work in collaboration with other local authorities and sector associations in relation to devolution and local government reorganisation ensuring the Town Council is positioned appropriately to respond to changes.	In Progress	Responded to Government consultation on Devolution. Attended meeting organised by Arun District Association of Local Councils. Attended briefings held by national association and society of council clerks. Discussed devolution of services with town councils who have been through the process.	Attended pre consultation briefing meeting organised by Arun District Council and responded to Local Government Reorganisation in West Sussex consultation.		The Council responded to the Government consultation on the four shortlisted proposals for local government reorganisation in Sussex.
Grant Funder	Explore options to enable Council to actively seek and draft funding bids	On hold				
Policy Reviews	1. Personnel - review suite of policies & implement employee handbook 2. Model Fin Regs and SOs	In Progress	Scoping work undertaken for consultant to work with staff to develop Staff Code of Conduct through staff workshops.	Staff workshops on Code of Conduct held during the summer. Staff group now working with consultant to refine draft CoC ahead of approval. HR policies (without major legislative change pending) are progressing through Senior Management and Staff Policies Group edit and approval in preparation for task and finish group scrutiny. Initial review of Standing Orders against new NALC model completed. Financial Regulations reviewed and updated against new NALC model.	Oct.25 - Review of Standing Orders and Financial Regulations started. Staff group completed draft Code of Conduct.	A short, overarching IT policy was approved, created on the advice of our internal auditor in respect of our new obligations under Assertion 10 of the AGAR
Business Continuity Plan	The business practices implemented in response to the nationwide response to the Covid 19 pandemic had demonstrated the Council's ability to continue to operate effectively in an unprecedented situation. However, it remained a priority to ensure that business continuity arrangements were formally recorded.	On hold				
Digitisation	To create more accessible, efficient and effective processes for managing resources through digitisation and improved systems: 1. Accounting 2. Assets 3. Job Tickets 4. Agendas, Minutes and live streaming of Committee Meetings	In Progress	The finance and admin teams have completed the transfer to the new accounting system.	The events team is currently developing systems with the company to introduce a portal for both voluntary and commercial pitchholders to book onto events. New job ticket system implemented for Amenity Team work.		Discussions with our IT contractor have begun regarding the possibility of moving our records and working documents from the network G drive to SharePoint to facilitate secure access offsite, more seamless joint working on papers and some automation of retention and destruction protocols.
Mayors for Peace	Council lobbied to sign up https://www.mavorsforpeace.org/en/	On hold				Proposal through March Committee Cycle to move this Goal to 2027 to 2028.

Consultation: Free Parking – Arun District Council

ADC Officers Report on Variation to Parking Fees & Free Parking Scheme can be viewed here, agenda item 7, page 17: [\(Public Pack\)Agenda Document for Economy Committee, 09/10/2025 18:00](#)

The Arun District Council minutes which provide background to consultation may be viewed here: [Minutes of Economy Committee 9 October 2025](#)

Please see the survey questions listed below:

Free Parking Consultation

Following the Economy Committee meeting on 9 October 2025, Parking Services have been asked to undertake consultation with stakeholders regarding a proposed extension of the current 2-hour free parking scheme in Littlehampton and Bognor Regis to a 3-hour offer.

To support this process, we have prepared the consultation form below to gather feedback and views from key stakeholders.

Should any amendments to the existing scheme be approved, they are unlikely to be implemented before 2027. However, proposals will be presented to the Committee for consideration during 2026.

When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.

1. Do you feel the 2 hour disc scheme works well now?

Yes

No

Not sure

2. Does your organisation frequently receive concerns about the 2-hour free parking limit being too short?

Yes

No

Not Sure

3. Are you concerned that extending the free parking time might reduce vehicle turnover and make it harder for visitors to find available spaces in the town centre car parks?

Yes

No

Not sure

Consultation: Free Parking – Arun District Council

4. Do you feel that increasing the free parking time could lead to staff that work in local businesses using the spaces instead of them being available to shoppers?

Yes

No

Not sure

5. Do you think people parking for longer in the town centre car parks will have a positive impact on local businesses?

Yes

No

Maybe

6. Increasing the free parking time would have a significant financial impact for the council. As a stakeholder, would you be willing to provide an annual financial contribution towards the running of the scheme?

Yes

No

7. If increased to 3 hours free parking, the council will need to mitigate its loss of revenue. Would you support increasing the parking tariffs within town centre car parks or reducing the number of car parks offered as part of the scheme?

Yes - Both increase the tariffs and reduce the number of car parks

Yes - Increase the town centre car park tariffs

Yes - Reduce the number of car parks

No

8. On a scale of 0 to 10, how supportive would you be of increasing the free parking period from 2 hours to 3 hours in Littlehampton and Bognor Regis?

9. Do you have any comments or feedback on the proposal you would like to share?

Consultation: Free Parking – Arun District Council

10. For verification purposes, could you kindly confirm the organisation you are responding on behalf of please?

Bognor Regis Town Council

Littlehampton Town Council

Bognor Regis BID

Bognor Regis Town Centre Action Group

Littlehampton Business Forum

Littlehampton Town Council

Non-Confidential

Policy and Finance Committee Meeting

Date: 9 March 2026

Report by: Town Clerk

Subject: Committee Budget Monitor

1. Summary

- 1.1 The report highlights significant variances from budget in Income and Expenditure relating to the Policy and Finance Committee's budget for 2025 to 2026.
- 1.2 Appendix 3 is a detailed income and expenditure report for Council functions showing (from left to right) the current annual budget for 2025 to 2026, the actual year to date net spend for 2025 to 2026; any commitments to date, and the actual balance remaining. The areas of budget responsibility that sit within this Committee have been outlined in a table in Appendix 1.
- 1.3 Variances that have been the subject of individual periodic reports are not reported on.
- 1.4 Community Infrastructure Levy (CIL) payments year to date have also been included for reference.

2. Recommendations

The Committee is recommended to:

1. Note the potential transfers to Earmarked Reserves delegating authority to the Responsible Financial Officer to make the final transfers when all current year expenditure is known – 4.1 and Appendix 2.
2. Otherwise note the report

3. Budget Monitor 2025 to 2026

- 3.1 Members are reminded that Income and Expenditure is not always received, or paid out, evenly throughout the year. Therefore, fluctuations will occur as to the percentage of the budget used even when the Income or Expenditure is expected to be in line with the budget by the end of the financial year.

3.2 Central Admin & Support Services

- 3.2.1 Any underspends in the Furniture and Equipment budgets will be earmarked at year end.
- 3.2.2 Expenditure is in line with expectations, and any overspends will be met with underspends within this cost centre.

3.3 **Democratic Representation & Management**

- 3.3.1 The remaining budget for Election Expenses will be earmarked at year end as will the £500 for Binding.
- 3.3.2 The overspend within subscriptions will be met by underspends and earmarked reserves.

3.4 **Town Centre Management**

- 3.4.1 £150 remaining in the Town Maintenance budget will be earmarked at year end.
- 3.4.2 £2,500 from the Noticeboards budget will be earmarked at year end.
- 3.4.3 Any remaining balance from the Town Centre Initiatives budget will be earmarked at year end.
- 3.4.4 £825 from the Marketing budget has been spent from the budget of £5,000. Any underspends will be earmarked at year end.
- 3.4.5 Any remaining balance from the Town Centre Hub budget will be earmarked at year end to complete the project. Of the £130,000 in the budget, £100,000 is being met from earmarked reserves.

3.5 **Grants and Partnership Initiatives**

- 3.5.1 The Merit Awards overspend of £150.02 will be met by underspends within this cost centre.

3.6 **Corporate Management**

- 3.6.1 £3,121 overspends of the £2,000 Legal and Valuation Fees budget will be met from earmarked reserves.
- 3.6.2 £77,625.37 has been received in bank interest against a budget of £40,000 year to date.
- 3.6.3 As of 30 November 2025 the Council had £1,375,562 in medium term investments and £738,956 in long term investments. See table below for the breakdown of current deposits.

Medium Term Investments as at 30/11/2025						
Bank	Date Placed	Period of Investment	Amount Invested £	Interest Rate (%)	Maturity Date	Total Investment £
Lloyds	28/05/2021	95-day notice	£1,000,000	3.2%	95-day notice	
	04/06/2021	95-day notice	£250,000	3.2%	95-day notice	£1,375,562
CCLA (PSDF)	11/07/2013	N/A	£100,000	variable	Instant access	
	19/08/2013	N/A	£100,000	variable	Instant access	
		Total Interest received	£38,956			£238,956
CCLA (LAPF)	30/04/2015	N/A	£500,000	variable	Instant access	£500,000
TOTAL INVESTMENTS						£2,114,518

3.6.4 A dividend of £8,270.50 year to date has been re-invested back into the Public Sector Deposit Fund investment. A dividend of £21,659 has been received year to date for the CCLA Local Authority Property Fund.

3.6.5 The Council's bank reconciliations have been checked up to 30 November 2025 by the Chair of the Policy and Finance Committee, and the total balance of the account was £1,501,105.72. The balance of investments was £1,614,518.

3.7 **Community**

3.7.1 Visit Littlehampton website £460 overspend for monthly website costs will be met from the marketing earmarked reserves.

3.8 **Community Infrastructure Levy (CIL) payments**

3.8.1 £3,374.83 has been received for CIL in 2025 to 2026. There is a total of £8,728.99 from CIL payments in EMR. All CIL funds to date have been committed for the K2 Youth and Community Centre build as agreed by Council.

4. **Earmarked Reserves**

4.1. Attached as Appendix 2 is a list of budgets to be considered for earmarking at the year-end should underspends be sufficient. The current figures are as of 1 February 2026 and could change before the year end.

Laura Chrysostomou
Town Clerk

Appendix 1

Cost Centre	Budget Code	Budget description
101 Central Admin and Support Services	7204	Postage
	7205	Telephone
	7207	Printing
	7208	Stationery
	7210	Publications
	7211	Furniture and equipment
	7214	Equipment maintenance
	7216	Internet
	7217	Equipment rental
	7291	Licences
	7299	Office supplies
	7305	Insurance
	7499	Other overheads
	102 Democratic Representation and Management	All budget lines except salaries.
103 Town Centre Management	All budget lines except salaries, memorial maintenance and Town Centre Events	
104 Grants and Partnership Initiatives This cost centre report is not provided and instead the relevant budgets are reported on within the committee budget monitor report	6211	Merit Awards
	6213	Mayors Discretionary Fund
109 Corporate Management	All budget lines except salaries and pension contribution	
302 Community This cost centre report is not provided and instead the relevant budgets are reported on within the committee budget monitor report	6406	Visit Littlehampton
	6411	Town Tourism

Potential Earmarked Reserves 2025 to 2026			
Furniture and Equipment	Balance	Future Liability	£170.00
Binding	Balance	Future Liability	£500.00
Election Expenses	Balance	Future Liability	£15,000.00
Memorial Maintenance	Balance	Future Liability	£189.00
Notice Boards	Balance	Future Liability	£2,500.00
General Town Maintenance	Balance	Future Liability	£150.00
Town Centre Initiatives	Balance	Future Liability	£5,750.00
Town Centre Hub	Balance	Future Liability	£30,000.00
Progress E Newsletter	Balance	Future Liability	£2,600.00
Marketing	Balance	Future Liability	£4,175.00
Vehicle and Plant Maintenance	Balance	Future Liability	£2,600.00
IT	Balance	Future Liability	£1,000.00
Tools and Equipment	Balance	Future Liability	£3,900.00
A Team Vehicles & Equipment	Balance	Future Liability	£2,300.00
A Team Protective Clothing	Balance	Future Liability	£600.00
A Team Street Scene	Balance	Future Liability	£2,000.00
Armed Forces Day	Balance	Future Liability	£1,000.00
Mayors Chain	Balance	Future Liability	£500.00
Manor House Maintenance	Balance	Future Liability	£3,000.00
Manor House Building Maintenance	Balance	Future Liability	£80,475.00
Manor House Equipment Maintenance	Balance	Future Liability	£1,000.00
Manor House Utilities	Balance	Future Liability	£2,000.00
National Events	Balance	Future Liability	£1,000.00
Recruitment	Balance	Future Liability	£3,000.00
Southfields Protective Clothing	Balance	Future Liability	£100.00
Southfields Equipment Maintenance	Balance	Future Liability	£450.00
Southfields Utilities	Balance	Future Liability	£1,500.00
Tree Maintenance	Balance	Future Liability	£4,000.00
Town Planters	Balance	Future Liability	£2,000.00
Museum Stock	Balance	Future Liability	£200.00
Museum Collection Management	Balance	Future Liability	£300.00
			£173,959.00

Financial Budget Comparison

for Central Admin and Support Services

Comparison between 01/04/25 and 26/02/26 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Balance
INCOME				
Central Admin and Support Services				
3001	Precept Received	£1,621,543.00	£1,621,543.41	£0.41
4900	TEST-Miscellaneous Income	£0.00	£219.83	£219.83
4905	Refundable Deposits	£0.00	£409.95	£409.95
Total Central Admin and Support Services		£1,621,543.00	£1,622,173.19	£630.19

Financial Budget Comparison

for Central Admin and Support Services

Comparison between 01/04/25 and 26/02/26 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Balance
EXPENDITURE				
Central Admin and Support Services				
7100	First Aid	£328.00	£339.55	-£11.55
7104	Training	£5,000.00	£6,627.77	-£1,627.77
7105	Travel and Subsistence	£2,000.00	£1,163.88	£836.12
7109	Recruitment	£3,000.00	£0.00	£3,000.00
7204	Postage	£500.00	£222.57	£277.43
7205	Telephone	£3,672.00	£2,804.04	£867.96
7207	Printing	£900.00	£672.34	£227.66
7208	Stationery	£2,244.00	£1,009.40	£1,234.60
7210	Publications	£140.00	£149.40	-£9.40
7211	Equipment	£1,200.00	£1,029.26	£170.74
7214	Equipment Maintenance	£765.00	£284.48	£480.52
7216	Internet	£1,300.00	£1,382.60	-£82.60
7217	Equipment Rental	£1,400.00	£636.62	£763.38
7291	Licences	£55.00	£73.00	-£18.00
7298	IT	£50,900.00	£45,106.87	£5,793.13
7299	Supplies	£700.00	£373.29	£326.71
7305	Insurance	£10,300.00	£9,991.11	£308.89
7312	Health and Safety	£1,000.00	£804.00	£196.00
7351	Waste Disposal	£2,800.00	£2,385.70	£414.30
7499	Other Overheads	£250.00	£100.00	£150.00

Financial Budget Comparison

for Central Admin and Support Services

Comparison between 01/04/25 and 26/02/26 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

	2025/26	Actual Net	Balance
8001 Recharge out C A & S S	-£229,200.00	£0.00	-£229,200.00
8002 Recharge in MH	£57,006.00	£0.00	£57,006.00
7102101 Salaries	£83,605.00	£81,746.00	£1,859.00
Total Central Admin and Support Services	-£135.00	£156,901.88	-£157,036.88
Total Central Admin and Support	£1,621,543.00	£1,622,173.19	£630.19
Total Central Admin and Support	-£135.00	£156,901.88	-£157,036.88
Total Net Balance	£1,621,678.00	£1,465,271.31	

Financial Budget Comparison

for Democratic Representation and Management

Comparison between 01/04/25 and 03/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Balance
INCOME				
Democratic Representation and Management				
3010	Mayors Charity-Cllr Butcher	£0.00	£357.45	£357.45
4904	Recharge-Wreath	£0.00	£0.00	£0.00
Total Democratic Representation and Management		£0.00	£357.45	£357.45

Financial Budget Comparison

for Democratic Representation and Management

Comparison between 01/04/25 and 03/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Balance
EXPENDITURE				
Democratic Representation and Management				
6904	Recharge-Wreath	£0.00	£75.00	-£75.00
7113	Conference Expenses - Staff	£1,000.00	£213.00	£787.00
7203	Binding	£500.00	£0.00	£500.00
7204	Postage	£450.00	£0.00	£450.00
7206	Advertising	£200.00	£20.22	£179.78
7208	Stationery	£320.00	£0.00	£320.00
7213	Subscriptions	£5,900.00	£8,918.34	-£3,018.34
7298	Councillors IT and Licences	£1,900.00	£907.98	£992.02
7404	Election Expenses	£15,000.00	£0.00	£15,000.00
7406	Mayors Allowance	£3,500.00	£2,377.15	£1,122.85
7408	Hospitality	£200.00	£0.00	£200.00
7410	Members Conferences & Training	£500.00	£125.00	£375.00
7412	Members Travel and Subsistence	£200.00	£0.00	£200.00
7413	Members Expenses	£200.00	£0.00	£200.00
7414	Members Allowances (inc D Mayor)	£9,945.00	£7,992.00	£1,953.00
7499	Other Overheads	£900.00	£363.90	£536.10
8000	Recharge in Central Support Services	£56,419.00	£0.00	£56,419.00
8002	Recharge in Manor House	£34,204.00	£0.00	£34,204.00

Financial Budget Comparison

for Democratic Representation and Management

Comparison between 01/04/25 and 03/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

	2025/26	Actual Net	Balance
7102102 Salaries	£138,815.00	£119,234.61	£19,580.39
Total Democratic Representation and Management	£270,153.00	£140,227.20	£129,925.80
Total Democratic Representation	£0.00	£357.45	£357.45
Total Democratic Representation	£270,153.00	£140,227.20	£129,925.80
Total Net Balance	-£270,153.00	-£139,869.75	

Financial Budget Comparison

for Town Centre Management

Comparison between 01/04/25 and 26/02/26 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

	2025/26	Actual Net	Balance
INCOME			
Town Centre Management			
3510 CIL	£0.00	£3,374.83	£3,374.83
Total Town Centre Management	£0.00	£3,374.83	£3,374.83

Financial Budget Comparison

for Town Centre Management

Comparison between 01/04/25 and 26/02/26 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Balance
EXPENDITURE				
Town Centre Management				
6351	Memorial maintenance	£3,750.00	£3,560.16	£189.84
6361	Notice boards	£2,500.00	£0.00	£2,500.00
6366	Town Maintenance (incl mem,clock)	£650.00	£250.00	£400.00
6401	TC Strategy Initiatives	£10,000.00	£3,940.69	£6,059.31
6402	ADC Contribution Events and TC Management	£0.00	£0.00	£0.00
6404	Business Crime Reduction Partnership	£12,000.00	£12,000.00	£0.00
6405	Marketing	£5,000.00	£825.00	£4,175.00
6427	Town Centre Hub	£130,000.00	£0.00	£130,000.00
7304	Electricity	£350.00	£171.89	£178.11
8000	Recharge in Central Support Services	£15,295.00	£0.00	£15,295.00
8003	Recharge in A Team	£24,760.00	£0.00	£24,760.00
7102103	Salaries	£47,685.00	£38,086.28	£9,598.72
Total Town Centre Management		£251,990.00	£58,834.02	£193,155.98
Total Town Centre Management		£0.00	£3,374.83	£3,374.83
Total Town Centre Management		£251,990.00	£58,834.02	£193,155.98
Total Net Balance		-£251,990.00	-£55,459.19	

Financial Budget Comparison for Grants and Partnerships Initiatives

Comparison between 01/04/25 and 26/02/26 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/25

	2025/26	Actual Net	Balance
INCOME			

Financial Budget Comparison

for Grants and Partnerships Initiatives

Comparison between 01/04/25 and 26/02/26 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Balance
EXPENDITURE				
Grants and Partnerships Initiatives				
6202	Citizens Advice Bureau	£1,000.00	£1,000.00	£0.00
6205	Arun Community Transport	£2,000.00	£2,500.00	-£500.00
6210	General Grants	£24,750.00	£24,348.00	£402.00
6211	Merit Awards	£140.00	£290.02	-£150.02
6213	Mayors Discretionary Fund	£1,500.00	£0.00	£1,500.00
6310	Freedom Freedom Out and About	£3,000.00	£3,000.00	£0.00
6408	Wick Initiatives	£0.00	£2,500.00	-£2,500.00
6410	Littlehampton Sportsfield	£6,000.00	£6,000.00	£0.00
6413	Sports Funding	£2,000.00	£3,355.75	-£1,355.75
6706	Arun Youth Projects	£55,000.00	£55,000.00	£0.00
8000	Recharge in Central Support Services	£3,083.00	£0.00	£3,083.00
7102104	Salaries	£8,645.00	£6,173.74	£2,471.26
Total Grants and Partnerships Initiatives		£107,118.00	£104,167.51	£2,950.49
Total Grants and Partnerships Ini		£0.00	£0.00	£0.00
Total Grants and Partnerships Ini		£107,118.00	£104,167.51	£2,950.49
Total Net Balance		-£107,118.00	-£104,167.51	

Financial Budget Comparison

for Corporate Management

Comparison between 01/04/25 and 03/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Balance
INCOME				
Corporate Management				
4800	Bank Interest	£40,000.00	£37,850.37	-£2,149.63
4801	Lloyds 95 day Inv interest	£0.00	£32,612.15	£32,612.15
4802	PSDF The Public Sector Deposit Fund SC4	£0.00	£8,270.50	£8,270.50
Total Corporate Management		£40,000.00	£78,733.02	£38,733.02

Financial Budget Comparison

for Corporate Management

Comparison between 01/04/25 and 03/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Balance
EXPENDITURE				
Corporate Management				
6407	Progress Newsletter	£2,600.00	£0.00	£2,600.00
7111	Superannuation	£0.00	£13,315.33	-£13,315.33
7112	Pension Contribution	£4,219.00	£2,287.07	£1,931.93
7401	Audit Fees	£3,553.00	£3,622.00	-£69.00
7402	Legal & Valuation Fees	£2,000.00	£5,730.81	-£3,730.81
7403	Bank Charges (Charge card)	£1,000.00	£1,904.69	-£904.69
7405	Publicity	£2,000.00	£1,387.50	£612.50
8000	Recharge in Central Support Services	£60,187.00	£0.00	£60,187.00
8002	Recharge in Manor House	£57,006.00	£0.00	£57,006.00
7102109	Salaries	£203,725.00	£258,684.71	-£54,959.71
Total Corporate Management		£336,290.00	£286,932.11	£49,357.89
Total Corporate Management Inc		£40,000.00	£78,733.02	£38,733.02
Total Corporate Management Ex		£336,290.00	£286,932.11	£49,357.89
Total Net Balance		-£296,290.00	-£208,199.09	

Financial Budget Comparison

for Community

Comparison between 01/04/25 and 03/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Balance
INCOME				
Community				
4003	Screen on the Green	£0.00	£50.00	£50.00
4203	Easter Out & About	£0.00	£25.00	£25.00
4204	Town Show	£0.00	£18.75	£18.75
4207	Armed Forces Day	£0.00	£9,697.83	£9,697.83
4219	Christmas Light Switch On	£0.00	£112.50	£112.50
4901	SFA for Visit Littlehampton	£3,000.00	£0.00	-£3,000.00
4903	Charges for Services / Xmas Trees	£100.00	£0.00	-£100.00
Total Community		£3,100.00	£9,904.08	£6,804.08

Financial Budget Comparison

for Community

Comparison between 01/04/25 and 03/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Balance
EXPENDITURE				
Community				
6206	Armed Forces Day	£14,500.00	£20,194.57	£-5,694.57
6224	Remembrance Sunday	£2,000.00	£1,619.00	£381.00
6225	Screen on the Green	£14,500.00	£7,599.19	£6,900.81
6226	Town Show	£24,000.00	£22,093.70	£1,906.30
6227	Event Support	£0.00	£0.00	£0.00
6228	Beacon Lighting	£1,500.00	£300.00	£1,200.00
6229	National Events	£1,000.00	£0.00	£1,000.00
6305	Community Events	£61,770.00	£1,937.12	£59,832.88
6390	Christmas Illuminations	£21,477.00	£60.00	£21,417.00
6399	Xmas Trees	£1,224.00	£440.00	£784.00
6402	CRC Initiatives	£5,000.00	£12,999.99	£-7,999.99
6406	Visit Littlehampton - Website	£3,750.00	£4,210.00	£-460.00
6411	Town Tourism	£2,000.00	£2,024.00	£-24.00
6426	Town Centre Events	£23,000.00	£22,976.39	£23.61
7204	Postage	£30.00	£0.00	£30.00
8000	Recharge in Central Support Services	£31,533.00	£0.00	£31,533.00
8003	Recharge in A Team	£37,140.00	£0.00	£37,140.00
8004	Recharge in Central Support Services	£31,533.00	£0.00	£31,533.00
7102302	Salaries	£84,635.00	£36,539.99	£48,095.01

Financial Budget Comparison for Community

Comparison between 01/04/25 and 03/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

	2025/26	Actual Net	Balance
Total Community	£360,592.00	£132,993.95	£227,598.05
Total Community Income	£3,100.00	£9,904.08	£6,804.08
Total Community Expenditure	£360,592.00	£132,993.95	£227,598.05
Total Net Balance	-£357,492.00	-£123,089.87	

Littlehampton Town Council

Non-Confidential

Committee: Policy and Finance

Date: 9 March 2026

Report by: Town Clerk and Responsible Financial Officer

Subject: Debtors Review Update

1. Summary

- 1.1. The report highlights bad debt figures as of January 2026 and gives an overview of work completed since last reporting to the Policy and Finance Committee. It also proposes that long standing debts are written off in accordance with the Town Council's financial regulations.

2. Recommendations

The Committee is recommended to

- 2.1 Consider the long-standing bad debts and agree to write off the debts totalling £10,882.49 that all pre date 2018, as detailed in paragraph 3.4 below, in accordance with the Town Councils financial regulations.
- 2.2 Otherwise note the report.

3. Bad Debt Review Update

- 3.1. The finance team continue to review the bad debt and have targeted certain debts owed to try and reduce the outstanding balance. Efforts continue to be directed to long standing debts over 60 days old. A breakdown of the debtors outstanding from both accounting systems is attached as Appendix 1 for information.
- 3.2. The current figure of outstanding balances over 60 days old stands at £26,596.70. This figure includes one individual payment totalling £13,405, which to date, the Council has received £2,336.55 of this total with a further £2,203.80 expected, totalling a third of this long-term debt retrieved.
- 3.3 It is worth noting that invoices are requested one month in advance with the new accounting system which will skew the outstanding figures from the current financial year (1 April 2025).

- 3.4 Of the over 60 days debts within the old accounting system, there are 43 below £100 in value totalling £2,017.03. These debts have been repeatedly actioned with no moneys received to date. As per the debt recovery policy, if sums are found to be irrecoverable, the debts shall be reported to this Committee and shall be written off in the year. It is therefore proposed that the committee consider writing off the 43 bad debts totalling £2,017.03, that predate 2016 and the bad debt of £8,865.46 that predates 2018. Alternative action would be to consider legal proceedings, but this would have cost and resource implications.

Laura Chrysostomou
Town Clerk

Jon Short
Responsible Financial Officer

27/02/2026 Littlehampton Town Council Page 3
 09:14 Sales Ledger Aged Account Balances User: JS
 Outstanding Balances by Due Date as at 31/03/2025

A/C Code	Customer Name	Balance	Current	Up To 30 Days	Up To 60 Days	Over 60 Days	On A/c Pymnts
	Total Sales Ledger No 1	34,033.85	7,049.32	4,744.02	0.00	26,596.70	-4,356.19
	TOTAL SALES LEDGER BALANCES	34,033.85	7,049.32	4,744.02	0.00	26,596.70	-4,356.19

Aged Debtors

Start of year 01/04/25

Tn no	Gross	Vat	Net	Inv. date	Invoice no	Days	Customer
93.13%	£782.20	£105.37	£676.83	< 30 days			
0.00%	£0.00	£0.00	£0.00	>= 30 days and < 60 days			
5.00%	£42.00	£0.00	£42.00	>=60 days and < 90 days			
1.87%	£15.67	£0.94	£14.73	>= 90 days			

Littlehampton Town Council

Non-Confidential

Committee: Policy and Finance

Date: 9 March 2026

Report by: Town Clerk

Subject: Annual investment Strategy

1. Summary

- 1.1. The Town Council is required to review its Annual Investment Strategy for each financial year. The existing Strategy also requires that there is a report on investment activity during the previous year.
- 1.2. The Annual Investment Strategy 2026 to 2027 is included as Appendix 1.

2. Recommendations

- 2.1. The Committee is recommended to recommend that Council:
Approve the Annual Investment Strategy 2026 to 2027 set out in this report as Appendix 1.

3. Background

- 3.1. The Guidance on Local Government Investments issued by the Ministry of Housing, Communities and Local Government in April 2018 requires the Council to approve an Annual Investment Strategy that is made available to the public. This complements the Chartered Institute of Public Finance and Accountancy Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes.
- 3.2. The Strategy when adopted is included in the Council's policies.

4. Implications

4.1 Financial

The Strategy contains the manner in which financial investments are maintained and reported. This is through the budget setting exercise where Members, when approving the budget, take into consideration investment returns through interest received.

4.2 Legal

- 4.2.1. It is a requirement by the Secretary of State that this report is presented annually to Members for approval.

4.3. Policy

- 4.3.1. The Strategy details in the report, when adopted, will become the policy for the coming year.

4.4. Risk Management

- 4.4.1. To minimise investment risk to the Council and taxpayers the Council's risk assessment criteria has centred on:
 1. The Council has always adopted a prudent approach in relation to investments.
 2. The Council has never had, and is unlikely to have in the future, the level of investment funds that Principal Council's possess. The relatively small sums involved mean that, of necessity, the Council's options are limited.
 3. The Council's limited resources also means adopting a cautious approach to investing any surplus funding.
 4. The Council at all times must maintain adequate levels of security, a stable overall financial position, ensure liquidity and a balance in relation to its spending commitments.
 5. The variances, unpredictability and uncertainties surrounding investments in the money market, stocks, shares, equities, and the like are such that the Council consider the risks too high and will not use them for investment purposes.
 6. Seeking to manage any surplus funds so as to provide the Council with a secure high yield of interest.
 7. Risk analysis will be embedded within the organisation as a technique used in relation to all major revenue and capital transactions.

5. Communication

- 5.1. It is a requirement that this Strategy be made available to the public. It is therefore intended to make the Strategy available for inspection on the Council's Website and make it available for public inspection whenever requested.

6. Current Year's Investment Activity

- 6.1. The Council has a Lloyds Bank current and instant access account, investments with Lloyds Bank and investments with the Charities, Churches, and Local Authorities (CCLA) Public Sector Deposit Fund (PSDF) and Local Authority Property Fund (LAPF).
- 6.2. Interest rates remain improved which is positively impacting the Council's income from investments.

- 6.3. It is currently estimated that the year-end interest figure will be circa £90,000 against a budget of £40,000 due to increased interest rates and holding Section 106 monies within the accounts. The table below shows interest received year to date (YTD):

	TOTAL INTEREST YTD	
CCLA	£	21,659.39
PSDF	£	8,270.50
Lloyds instant access	£	32,612.15
Fixed Term investment interest	£	15,080.33
	£	77,622.37

- 6.4. The average interest rates achieved in the year for fixed interest deposit accounts were 3.2 percent. The 2024 to 2025 figure was 3.46 percent.
- 6.5. As of 1 March 2026, £1,250,000 was invested with Lloyds Bank, £238,956 with the Charities, Churches, and Local Authorities Public Sector Deposit Fund and £500,000 with the Local Authority Property Fund. Investments are placed to facilitate the working capital requirements of the Council, which are required to meet the Council's budgeted obligations during the year. If these investment figures reduce significantly over the following twelve months whilst projects advance, members are reminded that projected interest on investments will also reduce.
- 6.6. Management of day-to-day funds is facilitated by the operation of the 'sweeping' account which transfers cleared funds to an interest-bearing account overnight. Movement between the accounts works well enabling funds to be readily available whilst earning a small amount of interest when not required.
- 6.7. The Charities, Churches and Local Authorities reassured shareholders that the fund is managed in a very low risk way. Their top objective is security, then liquidity and then yield. The Charities, Churches and Local Authorities Public Sector Deposit Fund remains one of the most competitive in the market and allows Town and Parish Councils to access more institutions than they could on their own, therefore reducing risk of investments.
- 6.8. The performance of the Local Authority Property Fund with Charities, Churches and Local Authorities remains that to ensure a return-on-investment, Council's must look to invest long-term for at least five years. The Council's Investment Strategy determines that investments may be made with the Local Authority Property Fund but only balances that will not be needed for at least five years. It also requires that the Council does not take risks with investments. The Council will not therefore be looking to place any further investments with the Local Authority Property Fund at this time.

Laura Chrysostomou
Town Clerk

Littlehampton Town Council
Annual Investment Strategy 2026 to 2027

1. The Town Council has had regard to the Ministry of Housing, Communities and Local Government Guidance on Local Government Investments and the Chartered Institute of Public Finance and Accountancy Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes.

2. This Annual Investment Strategy states which investments the Council may use for prudent management of its treasury balances during the financial year.

3. Investment Objectives

3.1. All investments will be in sterling.

3.2. The general public policy objective for this Council is the prudent investment of its treasury balances within ethical portfolios.

3.3. The Council's investment priorities are the security of reserves and liquidity of its investments.

3.4. The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.

3.5. The Ministry of Housing, Communities and Local Government maintains that the borrowing of monies purely to invest or to lend and make a return is unlawful and this Council will not engage in such activity.

4. Investment balances and liquidity of investments

4.1. Based on its cashflow forecasts, the Council anticipates its fund balances in the financial year 2026 to 2027 will be up to £1,400,000. This takes into consideration expenditure and commitments from the Capital Receipts Reserve and the Converted Capital Receipt and planned expenditure on proposed projects and initiatives.

4.2. The Council has considered the current level of balances and estimated levels over the next three years coupled with the need for liquidity, its spend commitments and provision for contingencies. The Council has determined that investments may be made for longer than one year but only in Charities, Churches, and Local Authorities' Local Authority Property Fund and only balances that will not be needed for at least five years.

4.3. In order to maintain sufficient security and liquidity the Council will manage any surplus funds mainly through their Lloyds Business Instant Access Savings Account and Lloyds Treasury Accounts which provide a secure rate of interest. At the discretion of the Responsible Financial Officer, in consultation with the Town Clerk, deposits in Charities, Churches and Local Authorities' Public Sector Deposit Fund and other United Kingdom banks with

a minimum long-term Moody's rating of "A", may be used if offering a higher rate of interest.

5. Investment defined as capital expenditure

- 5.1. The acquisition of share capital or loan capital in any body corporate is defined as capital expenditure under Section 16(2) of the Local Government Act 2003. Such investment will have to be funded out of capital or revenue resources and will be classed as 'non specified investments'.
- 5.2. A loan or grant by this Council to another body for capital expenditure by that body is also deemed by regulation to be deemed capital expenditure by this Council. It is therefore important for this Council to clearly identify if the loan has been made for policy reasons – e.g. to the registered social landlord for the construction or improvement of dwellings – or if it an investment for treasury management purposes. The latter will be governed by the framework set by the Council for 'specified' and 'non specified' investments.
- 5.3. It is not envisaged that any investments of a capital expenditure nature will be entered into during 2026 to 2027. Investment in the Local Authority Property Fund is not classed as capital expenditure.

6. Provision for credit related losses

- 6.1. If any of the Council's investments appear at risk of loss due to default – i.e. a credit related loss, and not one resulting from a fall in price due to movements in interest rates, the Council will make revenue provision of an appropriate amount.

7. Investment strategy to be followed in house

- 7.1. To retain not less than one month's average working capital requirement in current and instant access accounts giving immediate access.
- 7.2. Amounts representing the balance on Capital Receipts Reserve at the beginning of the financial year to be placed on deposit of up to one year's duration depending on the prevailing interest rates.
- 7.3. Any other funds may be placed on deposit of up to one year's duration depending on the prevailing interest rates and forecast cashflow requirements.
- 7.4. Funds may be placed for more than one year in the Charities, Churches, and Local Authorities Local Authority Property Fund, depending on cash flow requirements, up to a maximum of £2,000,000.

8. End of year investment report

- 8.1. During the budget process the Responsible Financial Officer will report on investment forecasts.
- 8.2. At the end of the financial year, the Responsible Financial Officer will prepare a report on investment activity.

Laura Chrysostomou
Town Clerk