



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
Town Clerk – Laura Chrysostomou

13 March 2026

You are hereby summoned to attend a meeting of:

Full Council

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

Date: Thursday 19 March 2026

Time: 18.30 pm

Laura Chrysostomou, Town Clerk
Agenda 2025 to 2026

1. **Evacuation Procedures**
2. **Filming of Council Meetings, Use of Social Media and Mobile Phones.**

During this meeting, the public are allowed to film the Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. Any items in the Exempt Part of an agenda cannot be filmed. If another member of the public objects to being recorded, the person or persons filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

3. **Apologies**
4. **Declaration of Interest**

Members and Officers are reminded to make any declaration of disclosable pecuniary or personal and/or prejudicial interests that they may have in relation to items on this Agenda.

You should declare your interest by stating:

- a. the item you have the interest in
- b. whether it is a disclosable pecuniary interest, whereupon you will be taking no part in the discussions on that matter, or
- c. i. Whether it is a personal interest and the nature of the interest

- ii. Whether it is also a prejudicial interest
- iii. If it is a prejudicial interest, whether you will be exercising your right to speak under Public Forum.

It is recorded in the register of interests that:

- Councillors Blanchard-Cooper, Long, May, O'Neill, Tandy, Wiltshire, Woodman and Worne, are Members of Arun District Council.
- Councillor Butcher is a Member of Arun District Council and the Littlehampton Harbour Board.
- Councillor Northeast is a Member of Arun District Council and Chairman of the Keystone Centre Management Committee.
- Councillor Dr Walsh KStJ is a Member of Arun District Council, West Sussex County Council, and the Littlehampton Harbour Board.

These interests only need to be declared at the meeting if there is an agenda item to which they relate.

5. Minutes

To confirm the Minutes of the meeting held on 22 January 2026, circulated herewith, pages 5 to 13. In accordance with the Town Council's Standing Orders, Section 9a, Members are reminded that no discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy.

6. Mayor's Report and Urgent Items

7. Public Forum

Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this committee. A period of 15 minutes is allocated for this purpose. If possible, notice of intention to address the Committee should be given to the Clerk by noon of the day of the meeting.

8. Correspondence or Issues in Respect of the District or County Council

9. Reports from Committees – Non-Exempt

9.1 Recommendations from Committees

Report attached, pages 14 to 18.

9.2 Committee Minutes – Non-Exempt

9.2.1 Planning and Transportation

To receive the Minutes of the meeting held on 26 January 2026, circulated herewith, pages 19 to 22, at which the following items were discussed.

129.1. Planning Applications, Lists 2, 3 and 4 if available

- 130. Proposed Upgrade to an existing Radio Base Station Installation at CTIL 10986427 The Sports Ground, St Floras Road, Littlehampton, West Sussex, BN17 5ST
- 131. Rampion 2 Windfarm
- 132. West Sussex County Council and Other Highways Matters
- 133. Masterplan – Hampton Park / North Littlehampton

9.2.2 Planning and Transportation

To receive the Minutes of the meeting held on 23 February 2026, circulated herewith, pages 23 to 28, at which the following items were discussed.

- 142.1. Planning Applications, Lists 5, 6, 7 and 8 if available
- 142.2. Consultation: Local Cycling and Walking Infrastructure Plan
- 143. Consultation: Draft National Planning Policy Framework (NPPF)
- 144. Rampion 2 Windfarm
- 145. West Sussex County Council and Other Highways Matters
- 146. Masterplan – Hampton Park / North Littlehampton

9.2.3 Governance and Audit

To receive the Minutes of the meeting held on 4 February 2026, circulated herewith, pages 29 to 32, at which the following items were discussed.

- 17.1. Annual Review of Corporate Risk Registers
- 17.2. Annual Review of Feedback
- 17.3. Annual Review of Internal Controls
- 17.4. Business Plan Progress Report
- 17.5. External Auditor Certificate and Report 2024 to 2025
- 17.6. Internal Audit Report 2025 to 2026

9.2.4 Community Resources

To receive the Minutes of the meeting held on 19 February 2026, circulated herewith, pages 33 to 38, at which the following items were discussed.

- 47.1. Events Periodic Report
- 47.2. Stallholder Policy and Event Pitch Fees 2026 to 2027
- 47.3. Community Resources Update
- 47.4. Floral Services Contract Renewal
- 47.5. UK Town of Culture 2028 Competition
- 47.6. Museum Periodic Report
- 47.7. Christmas Illuminations

9.2.5 Policy and Finance

To receive the Minutes of the meeting held on 9 March 2026, circulated herewith, pages 39 to 45, at which the following items were discussed.

- 42.1. Standing Orders / Urgent Actions – Photographer Contract Year Extension
- 42.2. Town Centre Strategy and Action Plan Update
- 42.3. High Street Hub
- 42.4. Quarterly Business Plan Progress Report
- 42.5. Consultation: Free Parking – Arun District Council
- 43.1. Committee Budget Monitor
- 43.2. Debtors Review Update
- 43.3. Annual Investment Strategy

10. Officer’s Report

10.1 Pride in Place

Oral update from the Town Clerk.

11. Reports of Representatives on Outside Bodies

Members are invited to report on any meetings or activities they have attended as the Town Council’s representatives on outside bodies.

12. Exempt Business

It is **Recommended** that:

The public and accredited representatives of the press be excluded from the Meeting under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.

The following item is 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.

13. Officer’s Report – Exempt

13.1 Town of Culture 2028 Competition

Details to be circulated to Members of the Council only ahead of the meeting.



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
Town Clerk – Laura Chrysostomou

Minutes of the Ordinary Meeting of the Town Council held in The New Millennium Chamber, Manor House, Church Street, Littlehampton BN17 5EW on Thursday 22 January 2026 at 6.30pm.

Present:

Councillor Butcher – Mayor
Councillor May – Deputy Mayor
Councillor Blanchard-Cooper
Councillor Daws
Councillor Lee
Councillor Long
Councillor O'Neill
Councillor Richards
Councillor Tandy
Councillor Tilbrook
Councillor Dr Walsh KStJ*
Councillor Wiltshire

In attendance:

Laura Chrysostomou – Town Clerk

2025 to 2026

89. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

91. Apologies

There were apologies from Councillors Woodman and Northeast, Councillor Walsh joined the meeting later.

92. Declarations of Interest

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the agenda. The standing declarations were noted and no further declarations were made.

93. Minutes

The Minutes of the meeting held on 20 November 2025, previously circulated, were confirmed as a true record and signed by the Mayor.

94. Mayor's Report and Urgent Items

- 94.1. The Mayor's Engagement report, copy attached to the minutes, had been circulated for Members to note. He highlighted the enjoyable seasonal choirs, theatre shows and productions he'd attended, with portions of proceeds going to support the Windmill Theatre.
- 94.2. The Mayor welcomed Councillor Richards to the meeting following an prolonged absence of sickness, she thanked her fellow councillors and ward members for their support in covering her duties. It was proposed that the agenda item 10.2 regarding Dispensation of Absence be withdrawn from the agenda with consent from the meeting.

It was therefore resolved:

Agenda item 10.2 Dispensation of Absence, previously circulated, be withdrawn from the meeting's agenda.

- 94.3. The Town Clerk raised one urgent item with members, having recently been made aware by Arun District Council (ADC) of the Town of Culture 2028 Competition. This would require an expression of interest to be submitted by 31 March 2026. If successful, the project could be awarded three million pounds to deliver a programme of cultural activity in 2028, which aimed to draw on local strengths and stories. Feeling the town had much to offer and would benefit greatly if recognised as a Town of Culture, Members supported putting forward an expression of interest.

95. Public Forum

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

96. Correspondence or Issues in Respect of the District or County Council

A West Sussex County Councillor vacancy across the Littlehampton Town electoral division was highlighted to members, details had been circulated by email in advance of the meeting.

97. Reports from Committees – Non-Exempt

97.1. Recommendations from Committees

Council received previously circulated details of the following recommendation:

Policy and Finance Committee: 15 December 2025

Minute 30.4 IT Policy

It was resolved that:

The IT Policy be approved.

97.2. Committee Minutes – Non-Exempt

97.2.1. Planning and Transportation

Council received and noted the minutes of the meetings held on 1 December 2025 and 5 January 2026, previously circulated, with no matters arising.

97.2.2. Community Resources

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

97.2.3. Property and Personnel

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

97.2.4. Policy and Finance

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

98. Officer's Reports

98.1. Pride in Place

*Councillor Walsh entered the meeting at 18:44pm.

98.1.1. Members had before them a report, previously circulated, which requested the relevant Strategy and Programme Prospectus be read and for the Town Council's involvement in the project to be agreed. Arun District Council had been open to discussions, and as the accountable body were starting to form and would eventually hand over to a Neighbourhood Board. The wide range of potential involvement from the Town Council was acknowledged, from community engagement activities to the possible management of significant

elements. Continued involvement from officers and councillors was endorsed due to their in-depth understanding of and close connection to the community.

It was resolved that:

1. The Town Council continue supporting the Pride in Place project going forward, with local engagement activities through to the management of significant elements.
2. The contents of the report be otherwise noted.

99. Finance

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

- 99.1.1.** The Town Clerk presented a report, previously circulated, which set out the funding arrangements to meet the Capital Programme including the financial implications of the Town Council's Business Plan goals for 2026 to 2027. Members noted the background information regarding the capital receipts reserve, converted capital receipts and Community Infrastructure Levy (CIL) Payments.

It was resolved that:

The Capital Funding Programme for 2026 to 2027, and projected funding programme for 2027 to 2028 and 2028 to 2029 be approved.

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

- 99.2.1.** Council had before it a report, previously circulated, which set out the proposed Full Council Budget for 2026 to 2027 and projected budgets for 2027 to 2028 and 2028 to 2029. This included a proposed change to payment approval, from petty cash to a business charge card.
- 99.2.2.** The Mayor reminded members of the restrictions on voting outlined in Section 106 of the Local Government Finance Act 1992. In particular it was noted that where a Member has at least two months arrears of Council Tax, they must not vote on any matters relating directly to the setting of a precept or any recommendation, resolution or other decision which may affect the calculation of the precept, though they may remain in the meeting and may speak. As Chair of the Policy and Finance committee, The Mayor was pleased to present the proposed Council Budget for 2026 to 2027 which represented how the administration would move forward with plans to deliver its business plan goals. Members thanked officers for their work throughout the budget setting process and were pleased with the resulting budget and the value provided to the community.

Council therefore unanimously resolved that:

1. The budget for 2026 to 2027 be approved.
2. The setting of a Precept of £1,729,069.10 be approved, which equates to Band D Council Tax of £162.72 per annum for 2026 to 2027, an increase of 6% or £9.21 per household per year (£0.18 per week).
3. The projected budgets for 2027 to 2028 and 2028 to 2029 be noted.
4. The budget for the three-year core event programme for 2026 to 2028 incorporated into the draft and projected budgets be approved.
5. The level of General Reserves as set out in paragraph 3.11 of the report be approved.
6. The existing procedure, as per Standing Orders and Financial Regulations, of authorising of Council Expenditure as set out in paragraph 4.1 of the report be approved.
7. The current list of Direct Debits, as set out in Appendix 3 attached to the report and as per Financial Regulations (4.1) be approved.
8. The existing procedure, as per Financial Regulations, of authorising expenditure to a value not exceeding £200 on the Imprest Account as set out in paragraph 4.3 in the report be approved.
9. The introduction of a business charge card for small routine expenses, with the value of authorised expenditure not exceeding £250, and updating the Financial Regulations accordingly be approved.
10. Proposed repurposing and consolidation of Earmarked Reserves as set out in Appendix 5 of the report be approved.
11. Authority be delegated to the Town Clerk to spend Earmarked Reserves (EMR) up to the amounts included in the approved EMR, subject to the requirements of Standing Orders, Financial Regulations and Scheme of Delegation as set out in paragraph 4.4 of the report.
12. Authority be delegated to the Town Clerk to spend external Grant monies as outlined in the grant application as set out in paragraph 4.5 of the report.
13. Council will pay the parish basic allowance at 10 percent of the District Basic Allowance to all members. Having considered the recommendation from the parish remuneration panel as set out in paragraphs 5.1 to 5.3 of the report.
14. Council will not pay travel and subsistence allowance to members for travel within the boundaries of the Parish and that the travel, and subsistence allowance is made available to the Deputy Mayor when carrying out official duties on behalf of the Council as set out in paragraphs 5.4 of the report.

100. Reports of Representatives on Outside Bodies

100.1.1. Councillor Tilbrook, as the Town Council's representative on the Littlehampton Sportsfield Management Committee, reported the lower amount of service funding agreement was acknowledged. Plans continue to form regarding the redevelopment of the sports field, including the movement of the cricket pitch and new pavilion. Detailed updates on the development were expected in the coming months.

100.1.2. Councillor Lee, as the Town Council's representative and Chair of the Littlehampton Harbour Advisory Body, informed Council that the recent meeting was well attended and priorities had been set. The highest priority being the Harbour Entrance Renewal Scheme, which the group would hope to undertake in collaboration with the Harbour Advisory Board. With potential to create a dedicated group to complete this project, progress would continue to be reported.

101. Exempt Business

There was none.

The meeting was closed at 19:05 pm.

Mayor

| # | Attendee | Date | Organisation | Event | Activities at event | Venue |
|----|----------|------------|----------------------------------|----------------------------|---|---------------------------------|
| 1 | M | 22/11/2025 | Littlehampton Town Council | Christmas lights switch on | Greet Christmas card winner and announce the lights | Littlehampton High Street |
| 2 | M | 27/11/2025 | Littlehampton Rotary Club | Attend the Choir service | Attend join in the celebration | St Mary's Church |
| 3 | DM | 27/11/2025 | Littlehampton Rotary Club | Attend the Choir service | Attend join in the celebration | St Mary's Church |
| 4 | M | 28/11/2025 | Littlehampton Lifeboat | Attend the Choir service | Join in the celebration | Littlehampton Baptist Church |
| 5 | DM | 28/11/2025 | Littlehampton Lifeboat | Attend the Choir service | Join in the celebration | Littlehampton Baptist Church |
| 6 | M | 29/11/2025 | All Saints Church | Wick Christmas Event | Chat to the community, join in carol service | Wick Hall |
| 7 | DM | 29/11/2025 | All Saints Church | Wick Christmas Event | Chat to the community, join in carol service | Wick Hall |
| 8 | M | 29/11/2025 | Stage Door theatre | Magic of the Musicals | Attend the production | Windmill theatre |
| 9 | DM | 29/11/2025 | Stage Door theatre | Magic of the Musicals | Attend the production | Windmill theatre |
| 10 | M | 30/11/2025 | The Friends of Arundel Cathedral | Pontifical Sung Vespers | Join in the celebration | Arundel Cathedral |
| 11 | DM | 30/11/2025 | The Friends of Arundel Cathedral | Pontifical Sung Vespers | Join in the celebration | Arundel Cathedral |
| 12 | M | 05/12/2025 | L.A Live Productions | Frozen the Musical | Attend the show | Windmill Theatre |
| 13 | DM | 05/12/2025 | L.A Live Productions | Frozen the Musical | Attend the show | Windmill Theatre |
| 14 | M | 05/12/2025 | Arun Valley Squadron Aire Cadets | Annual Christmas Parade | Attend and present awards to cadets | NMC - Manor House Littlehampton |
| 15 | DM | 05/12/2025 | Arun Valley Squadron Aire Cadets | Annual Christmas Parade | Attend and present awards to cadets | NMC - Manor House Littlehampton |
| 16 | M | 06/12/2025 | Littlehampton Town Council | Small Business Saturday | Attend, Speak to the local businesses, join in the activities. Have photo's taken | Littlehampton High Street |

| # | Attendee | Date | Organisation | Event | Activities at event | Venue |
|----|----------|------------|---|---|--|---|
| 17 | M | 06/12/2025 | Pier Road Art Gallery | Mayors pick | Pick top tree art exhibitions for the month | Pier Road Art Gallery, East Street, Littlehampton |
| 18 | DM | 06/12/2025 | Pier Road Art Gallery | Deputy Mayors pick | Pick top tree art exhibitions for the month | Pier Road Art Gallery, East Street, Littlehampton |
| 19 | M | 06/12/2025 | Littlehampton Community and History society | Christmas meeting | Attend a meeting participate in the celebrations | Friends Meeting House |
| 20 | M | 07/12/2025 | Bognor Regis Town Council | Civic Christmas Carol service | Attend the event and join in the celebrations | St Mary Magdalene Church, South Bersted |
| 21 | DM | 07/12/2025 | Bognor Regis Town Council | Civic Christmas Carol service | Attend the event and join in the celebrations | St Mary Magdalene Church, South Bersted |
| 22 | M | 08/12/2025 | Arun & Chichester Citizens advice | AGM | Attend the meeting | The Assembly Room, Council House, Chichester |
| 23 | M | 08/12/2025 | Daily Express | Interview regarding the regeneration of littlehampton Town | meet, greet, answer questions and show around the town | NMC - Manor House Littlehampton |
| 24 | M | 10/12/2025 | HMP Ford | Christmas Carol Service | Attend the service | HMP Ford. Ford Road. Arundel |
| 25 | DM | 10/12/2025 | HMP Ford | Christmas Carol Service | Attend the service | HMP Ford. Ford Road. Arundel |
| 26 | M | 14/12/2025 | Users of Windmill Theatre | Fundraising Show by local performers to raise funds for new Theatre equipment | Welcome audience to the event and have photos with the organisers and cast members | Windmill theatre |
| 27 | DM | 14/12/2025 | Users of Windmill Theatre | Fundraising Show by local performers to raise funds for new Theatre equipment | Attend the event and join in the celebrations | Windmill theatre |

| # | Attendee | Date | Organisation | Event | Activities at event | Venue |
|----|----------|------------|-------------------------------------|----------------------------------|---|---|
| 28 | M | 24/12/2025 | Bah Humbug | Christmas draw | Pull the winner of their Christmas draw | Bah Humbug. Anchor Springs. Littlehampton |
| 29 | DM | 24/12/2025 | Bah Humbug | Christmas draw | Attend the event and join in the celebrations | Bah Humbug. Anchor Springs. Littlehampton |
| 30 | M | 03/01/2026 | Bird of Paradise | Visit Shop | Visit the shop talk to customers | Beach Road. Littlehampton |
| 31 | M | 14/01/2026 | Littlehampton Wave Life Saving Club | Annual Presentation Evening | present some awards, say a few words | St Andrews URC. Rustington |
| 32 | M | 15/01/2026 | Littlehampton Town Council | Meet and Greet new staff members | Welcome to LTC. | NMC - Manor House Littlehampton |
| 33 | DM | 15/01/2026 | Littlehampton Town Council | Meet and Greet new staff members | Welcome to LTC. | NMC - Manor House Littlehampton |
| 34 | M | 16/01/2026 | Local Musical Comedy Society | production of Mother Goose | Sit and enjoy the performance | Windmill Theatre |
| 35 | DM | 16/01/2026 | Local Musical Comedy Society | production of Mother Goose | Sit and enjoy the performance | Windmill Theatre |
| 36 | M | 17/01/2026 | Pier Road Art Gallery | Mayors pick | Pick top tree art exhibitions for the month | Pier Road Art Gallery, East Street, Littlehampton |
| 37 | DM | 17/01/2026 | Pier Road Art Gallery | Deputy Mayors pick | Pick top tree art exhibitions for the month | Pier Road Art Gallery, East Street, Littlehampton |

Littlehampton Town Council

Non-Confidential

Committee: Full Council

Date: 19 March 2026

Report by: Town Clerk

Subject: Recommendations from Committees

1. Summary

The purpose of this report is to highlight to Members items arising from the last Committee cycle which entail recommendations to Council and therefore need Council Approval to proceed.

The items recommended to Council are:

2. Policy and Finance Committee: 9 March 2026

[2026.03.09 P&F agenda full.pdf](#)

2.1. Minute 43.4 Annual Investment Strategy

The Town Clerk presented a report, previously circulated, which proposed the investment strategy for 2026 to 2027. The Committee evaluated the details within the report and were satisfied with the proposed strategy as recommended.

It was resolved that:

1. Council be recommended to approve the Annual Investment Strategy for 2026 to 2027.
2. The contents of the report be otherwise noted.

3. Governance and Audit Committee: 4 February 2026

[2026.02.04 G&A Agenda Final.pdf](#)

An extract of the Corporate Risk Register which highlights changes made following the meeting are attached to this report as Appendix 1.

3.1. Minute 17.1 Annual Review of Corporate Risk Registers

Members had before them a report, previously circulated, which set out to review the Town Council's risk registers and supporting documents. Whilst no changes were proposed to the Corporate Risk Management Strategy and Procedures, they were reviewed together with the Corporate and Business Plan Risk Registers.

Before recommendation to Full Council, The Committee proceeded to review both risk registers and raised the following points:

- Wording for 'failure to deliver the events planned' could be amended for clarity (seen on page 35 of the agenda). The wording of the Corporate Risk Register will be updated to the following: "The Adverse Weather Policy ensures that, where dangerous weather conditions threaten the viability of an event, alternative locations and dates are identified and secured wherever possible."
- The addition of risk of unauthorised incursion on Town Council sites. Acknowledging steps that had been taken to mitigate this risk, the Corporate Risk Register be updated to incorporate control measures such as boundary and security measures being implemented and reviewed annually to ensure they meet the required security of the area.

It was resolved that:

1. The Council's *Corporate Risk Management Strategy and Procedures be noted.
2. Following the amendments detailed above, the *Corporate and Business Plan Risk Registers be endorsed and recommended to Full Council.
3. The contents of the report be otherwise noted.

3.2. Minute 17.3 Annual Review of Controls

Members received a report, previously circulated, which set out the Town Council's Internal Controls for consideration and approval. Following a review by Officers, the current controls were considered effective with a slight change proposed; Banking cash becoming monthly going forward, rather than fortnightly. Members considered the suggested update and content of the controls to be robust and sensible.

It was resolved that:

1. The Council's updated *Internal Control System be noted.
2. Council be recommended that statements 2, 5, 6 and 7 of the Annual Governance Statement have been complied with.

* These documents were circulated with the papers for the appropriate Committee Meeting and can be viewed by clicking on the link. Please contact the Town Clerk if copies are required.

Laura Chrysostomou
Town Clerk



LCRS 5. Risks report Land

Your Duty = Power to acquire by agreement, to appropriate, to dispose of

Requirement = To ensure that all assets of the council are properly recorded.

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

| Ref | Risk | Hazard | Control | Review timing | Likelihood of occurrence | Impact on Council | Risk Value | Your action required (> 3) |
|-----|--------------------------|---|---|---------------|--------------------------|-------------------|------------|----------------------------|
| 25 | Administration/ Legal | Maintenance of Asset Register | RFO responsible for maintenance of an asset register. | Annually | Low | Low | 1 | |
| 0 | Environmental | Incursion onto Town Council land | Daily checks of areas by Amenity Team operatives. Rosemead Park was assessed based on concerns raised when the dividing fence was removed as part of the new development. A natural barrier was created using heavy tree trunks which have been bedded in with earth to stop any incursion of vehicles onto the park. This method will be reviewed annually to ensure it meets the required security of the area. | Annually | Low | Medium | 2 | |
| 20 | Environmental | Fly tipping | Define policy/responsibility for site control/security. Carry out periodical site inspection. Provide proper facilities for control and removal of waste. Record, report & maintain liaison with appropriate enforcement agencies. | As and When | Low | Low | 1 | |
| 413 | Environmental | Vandalism | Review security and monitor all areas on a regular basis. CCTV to be installed where appropriate. Record, report & maintain liaison with appropriate enforcement agencies. | Weekly | Low | Low | 1 | |
| 21 | Environmental | Maintenance of land including grass cutting | Define responsibility for maintenance and ensure that a planned programme is in place. Maintain adequate records of inspection to ensure that maintenance has been properly carried out. | Annually | Low | Low | 1 | |
| 23 | Financial | Inadequate budget provision | Ensure that all anticipated income/costs are provided for in Budgetary process. | Annually | Low | Low | 1 | |



LCRS 5. Risks report Entertainment and the arts

Littlehampton Town Council

Appendix 1

Assessment for year 2026 To 2027

Your Duty = Provision of entertainment and support of the arts

Requirement = To maximize income due to the council

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

| Ref | Risk | Hazard | Control | Review timing | Likelihood of occurrence | Impact on Council | Risk Value | Your action required (> 3) |
|-----|-----------|---|---|---------------|--------------------------|-------------------|------------|----------------------------|
| 170 | Financial | Failure to collect rents and charges for event stallholders | <p>Define responsibility for collection of income.</p> <p>Ensure that all income due to the Council and received is properly recorded.</p> <p>Make provision for prompt banking.</p> <p>Issue tickets and receipts for all income received.</p> <p>Follow defined procedure for reminders in respect of unpaid accounts.</p> <p>Take appropriate recovery action where necessary.</p> <p>Arrange appropriate internal audit testing.</p> <p>Council approval required for write-off on any irrecoverable debts.</p> | As and When | Low | Medium | 2 | |
| 167 | Financial | Failure to review rents and charges | Review all charges annually | Annually | Low | Medium | 2 | |
| 171 | Financial | Contractual arrangements with service providers- films, artistes etc. | <p>Ensure that a signed contract is in place as pre requisite of service provision.</p> <p>Ensure any contract requires provision of appropriate insurance cover and other necessary documentation and inspect documentation to confirm compliance.</p> <p>Check/enforce contract conditions in interest of Council.</p> | As and when | Low | High | 3 | |
| 165 | Financial | Failure to deliver the events planned | <p>The Adverse Weather Policy ensures that, where dangerous weather conditions threaten the viability of an event, alternative locations and dates are identified and secured wherever possible.</p> <p>Ensure that the resource requirements are detailed in the budget process and approved by committee.</p> <p>Use reputable/experienced/quality contractors who can deliver to brief and help with back up provision.</p> | As and When | Medium | Medium | 4 | Yes |



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
Town Clerk – Laura Chrysostomou

Minutes of the Ordinary Meeting of the Planning and Transportation Committee held in The New Millennium Chamber, Manor House, Church Street, Littlehampton BN17 5EW on Monday 26 January 2026 at 6.30pm.

Present:

Councillor Lee – Vice Chair
Councillor Daws
Councillor Long
Councillor Tandy
Councillor Woodman
Councillor May

In attendance:

Emily Sapsed – Democratic and Corporate Services Officer

2025 to 2026

122. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

124. Apologies

There were apologies from Councillor Wiltshire, Councillor May attended as substitute.

125. Declarations of Interest

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the agenda. The standing declarations were noted and Councillor May declared a personal interest across the agenda as a member of Arun District Council.

126. Minutes

The Minutes of the meeting held on 5 January 2026, previously circulated, were confirmed as a true record and signed by the Chair.

127. Chairs's Report and Urgent Items

The Chair highlighted two consultations, which would be items on the next meeting's agenda on Monday 23 February. Details of the National Planning Policy Framework were previously circulated following the last meeting, to be re-circulated with additional information published since. Details of the Local Cycling and Walking Infrastructure Plan consultation would be circulated to members following the meeting. Members were encouraged to forward comments ahead of the upcoming meeting to officers to collate and draft a response.

128. Public Forum

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

129. Officer's Reports

Planning and Other Arun District Council Matters

129.1. Planning Applications, Lists 2, 3 and 4 if available

It was resolved that:

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

130. Proposed Upgrade to an existing Radio Base Station Installation at CTIL 10986427 The Sports Ground, St Floras Road, Littlehampton, West Sussex, BN17 5ST

The committee received pre-application plans, previously circulated, for upgrades to an existing radio base station, and had no further questions at this stage.

131. Rampion 2 Windfarm

There was nothing further to report.

132. West Sussex County Council and Other Highways Matters

There was nothing further to report.

133. Masterplan – Hampton Park / North Littlehampton

There was nothing further to report.

134. Exempt Business

There was none.

The meeting was closed at 18:41pm.

Chair

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee Monday 26 January 2026.
Representation on Lists 2, 3 and 4 if available.

| Plan List No. | Ward | Ward Councillor | Planning No. | Details of Application | Location | Comments |
|----------------------|-------------|------------------------|-----------------------------|---------------------------------|--|----------------------|
| 3 | Brookfield | JL | LU/253/25/A | Installation of various signage | Fitzalan Link Road, Wick Littlehampton | No Objections |
| 4 | Brookfield | JL | LU/6/26/HH | Two-storey side extension. | 71 Fastnet Way Littlehampton | Support |



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

Minutes of the Ordinary Meeting of the Planning and Transportation held in The New Millennium Chamber, Manor House, Church Street, Littlehampton BN17 5EW on Monday 23 February 2026 at 18.30pm.

Present:

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

In attendance:

Melanie Nicholls – Head of Corporate Services and Governance
Emily Sapsed – Democratic and Corporate Services Officer

2025 to 2026

135. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

137. Apologies

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

138. Declarations of Interest

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the agenda. The standing declarations were noted and Councillor Butcher declared a personal interest across the agenda as a member of Arun District Council.

139. Minutes

The Minutes of the meeting held on 26 January 2026, previously circulated, were confirmed as a true record and signed by the Chair.

140. Chair's Report and Urgent Items

- 140.1. The Chair highlighted an upcoming 'Updates to Planning' training session, available to members on Thursday 26 February 2026. It was expected to explain the changes seen within the draft National Planning Policy Framework (NPPF) and their effects on Parish and Town Councils. With the NPPF consultation response to be agreed within the meeting, it seemed sensible for the Chair and Town Clerk to finalise the response following the training.
- 140.2. The Committee was informed of a license application for a variation to The Crowns current license, the details would be circulated following the meeting. Members were asked to send their comments of support or objection so a response could be formed under delegated authority to the Town Clerk in consultation with the Chair.

141. Public Forum

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

142. Planning and Other Arun District Council Matters

142.1. Planning Applications, Lists 5, 6, 7 and 8 if available

It was resolved that:

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

142.2. Consultation: Local Cycling and Walking Infrastructure Plan

Members were asked to agree a response to the District Council's Local Cycling and Walking Infrastructure Plan consultation. Comments were previously circulated, which suggested areas of improvement for accessibility to walkers, wheelers (for example mobility aids, push chairs), cyclists and equestrians around Littlehampton. Discussions focused on clarifying these points and additional areas the committee wanted to highlight. It was agreed that comments within the meeting would be used to amend the final response to be submitted and then noted at the next meeting.

It was resolved that:

The Committee's comments be submitted in response to the Local Cycling and Walking Infrastructure Plan consultation.

143. Consultation: Draft National Planning Policy Framework (NPPF)

The Committee were asked to comment on the draft NPPF and had the Town Council's previous response in front of them for reference, circulated within the agenda. Having reviewed the draft policy, members wished to draw attention to the importance of having an up-to-date Neighbourhood Plan and funding to carry out that work. It was noted that the current plan was set to be in place until 2029 and that Arun District Council's Local Plan also required review. The feasibility of updating the Town Council's Neighbourhood Plan would be investigated by officers and reported at the next meeting. Members comments would form a response, which would be approved by the Chair and Town Clerk following the 'Updates in Planning' training, mentioned above.

It was resolved that:

The consultation response be finalised by the Chair and Town Clerk, following the 'Updates in Planning' training.

144. Rampion 2

There was nothing further to report.

145. West Sussex County Council (WSSCC) and Other Highways Matters

It was resolved that:

West Sussex County Council's response, previously circulated, in regard to a traffic audit and artwork installations on roundabouts be noted.

146. Masterplan – North Littlehampton

There was nothing further to report.

147. Exempt Business

There was none.

The meeting was closed at 19.38 pm.

Chair

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee 23 February 2026
Representation on Lists 5, 6, 7 and 8.

| Plan List No. | Ward Cllr | Ward | Planning No. | Details of Application | Location | Comments |
|---------------|-----------|------------|------------------------------|---|---|--|
| 5 | JL | Brookfield | LU/13/26/HH | Conversion of the existing attached garage into habitable space, with roof lights, a single storey side extension. | 15 Camelia Close Littlehampton | No objection |
| 6 | BW | Beach | LU/19/26/CLP | Lawful development certificate for a proposed single storey rear extension to replace conservatory/sun room. | 10 Lundy Close Littlehampton BN17 6NX | No objection |
| 7 | JD | River | LU/30/26/PL | Replacement of existing timber single glazed windows for timber double glazed units, replacement of 2 doors, repair works to localised areas of the stone lintels that are defective This application affects the setting of listed buildings, affects the character and appearance of the East Street, Littlehampton Conservation Area and is in CIL Zone 4 (Zero Rated) as other development. | Flintstone Centre East Street Littlehampton | Subject to conservation officer comments, no objection. |
| 7 | JD | River | LU/31/26/L | Listed building consent for the replacement of existing timber single glazed windows for timber double glazed units, replacement of 2 doors, repair works to localised areas of the stone lintels that are defective. | Flintstone Centre East Street Littlehampton | Subject to conservation officer comments, no objection. |
| 7 | JD | River | LU/29/26/PL | Demolition of existing garage/offices with associated hard standing and construction of 2 No residential building comprising of 3 No one bedroom houses and 1 No two bedroom house. This application affects the character and appearance of the Littlehampton (River Road) Conservation Area and is in CIL Zone 4 and is CIL Liable as new dwellings. | 25 River Road Littlehampton | Objection: The committee welcomed the development of the site which had been in poor condition for a long time. Plans within this application were considered to be overdevelopment because it would adversely affect the |

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee 23 February 2026
Representation on Lists 5, 6, 7 and 8.

| | | | | | | |
|---|----|---------------------------|------------------------------|---|--|--|
| | | | | | | area's parking, which is already limited, and due to the lack of external garden amenity space. Members felt its location within flood zone 3 was not fully addressed by the documents available and any redevelopment of the land should be subject to the conservation officer's comments. |
| 7 | FT | Courtwick with Toddington | LU/33/26/S73 | Variation of condition 2 imposed under LU/139/24/PL relating to approved plans and condition 3 relating to rewording of condition. | Land to the East of Flint Acre Toddington Lane Littlehampton | No objection |
| 8 | JD | River | LU/24/26/PL | Extension to the side of the building, external and internal alterations and the installation of solar panels on the roof (resubmission following LU/171/25/PL). This application is in CIL Zone 4 (Zero Rated) as other development. | 1-5 St Martins Lane | No objection |
| 8 | JL | Brookfield | LU/35/26/HH | Proposed two storey rear extension and single storey side porch and new windows to side north elevation. | 11 Fleet Close Littlehampton | Objection: The committee objected to the application due to overdevelopment and overshadowing. The proposed two story extension was seen to be over-bearing and out of scale compared to the neighbouring properties. Should the application be approved, members suggested the |

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee 23 February 2026
Representation on Lists 5, 6, 7 and 8.

| | | | | | | |
|---|----|-------|------------------------------------|-------------------------------|---------------------------------|--|
| | | | | | | conditional addition of a swift box due to its proximity to reported swift nests. |
| 8 | BW | Beach | <u>LU/37/26/HH</u> | Single storey side extension. | 1 Leeward Road Littlehampton | No objection |



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

Minutes of the Ordinary Meeting of the Governance and Audit Committee held in The New Millennium Chamber, Manor House, Church Street, Littlehampton BN17 5EW on Wednesday 4 February 2026 at 18.30pm.

Present:

Councillor Woodman – Chair
Councillor Tilbrook – Vice Chair
Councillor May
Councillor Daws
Councillor Tandy

In attendance:

Melanie Nicholls – Head of Corporate Services and Governance

2025 to 2026

10. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

12. Apologies

There were apologies from Councillor Lee, Councillor Tandy attended as substitute.

13. Declarations of Interest

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the agenda. The standing declarations were noted and Councillor Tandy declared an interest across the agenda as a member of Arun District Council.

14. Minutes

The Minutes of the meeting held on 8 July 2025, previously circulated, were confirmed as a true record and signed by the Chair.

15. Chair's Report and Urgent Items

There were none.

16. Public Forum

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

17. Officer's Reports

17.1. Annual Review of Corporate Risk Registers

17.1.1. Members had before them a report, previously circulated, which set out to review the Town Council's risk registers and supporting documents. Whilst no changes were proposed to the Corporate Risk Management Strategy and Procedures, they were reviewed together with the Corporate and Business Plan Risk Registers.

17.1.2. Before recommendation to Full Council, The Committee proceeded to review both risk registers and raised the following points:

- Wording for 'failure to deliver the events planned' could be amended for clarity (seen on page 35 of the agenda). The wording of the Corporate Risk Register will be updated to the following: "The Adverse Weather Policy ensures that, where dangerous weather conditions threaten the viability of an event, alternative locations and dates are identified and secured wherever possible."
- The addition of risk of unauthorised incursion on Town Council sites. Acknowledging steps that had been taken to mitigate this risk, the Corporate Risk Register be updated to incorporate control measures such as boundary and security measures being implemented and reviewed annually to ensure they meet the required security of the area.

It was resolved that:

1. The Council's Corporate Risk Management Strategy and Procedures be noted.
2. Following the amendments detailed above, the Corporate and Business Plan Risk Registers be endorsed and recommended to Full Council.
3. The contents of the report be otherwise noted.

17.2. Annual Review of Feedback

The Committee received and noted a report, previously circulated, which contained the Register of Compliments and Complaints for 2025. Members were happy to note the number of compliments being higher in comparison to the number of complaints, with the latter being addressed appropriately.

It was resolved that:

The contents of the report be noted.

17.3. Annual Review of Internal Controls

Members received a report, previously circulated, which set out the Town Council's Internal Controls for consideration and approval. Following a review by Officers, the current controls were considered effective with a slight change proposed; Banking cash becoming monthly going forward, rather than fortnightly. Members considered the suggested update and content of the controls to be robust and sensible.

It was resolved that:

1. The Council's updated Internal Control System be noted.
2. Council be recommended that statements 2, 5, 6 and 7 of the Annual Governance Statement have been complied with.

17.4. Business Plan Progress Report

Members had before them a report, previously circulated, which provided an update on progress made towards achieving the Business Plan goals as they related to the committee's work. Discussions covered the review of standing orders, to which the Head of Corporate Services and Governance explained they would be reviewed by the committee before recommendation to Council for adoption.

It was resolved that:

The report be noted.

17.5. External Auditor Certificate and Report 2024 to 2025

Members received a report, previously circulated, which contained the External Auditor Certificate and Report for the Town Council's 2024 to 2025 accounts.

It was resolved that:

The External Auditor Certificate and Report for the 2024 to 2025 accounts be noted.

17.6. Internal Audit Report 2025 to 2026

Members had before them a report, previously circulated, regarding the Internal Audit for the Town Council for the accounting period 2025 to 2026. The Committee proceeded to review the report in more detail, particularly referring to the work that consolidated earmarked reserves during the December budget cycle.

It was resolved that:

The Internal Auditor's report for the 2025 to 2026 accounts and progress on implementing the recommendations be noted.

18. Exempt Business

There was none.

The meeting was closed at 18:47 pm.

Chair

UNAPPROVED



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

Minutes of the Ordinary Meeting of the Community Resources Committee held in The New Millennium Chamber, Manor House, Church Street, Littlehampton BN17 5EW on Thursday 19 February 2026 at 6.30pm.

Present:

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

In attendance:

Sofia Chittenden – Head of Community Engagement and Development
Rachel Marshall – Events Manager
Felix Gillett – Community Engagement Manager
Dennis Gittins – Facilities and Contracts Manager

2025 to 2026

40. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

42. Apologies

There were apologies from Councillor Blanchard-Cooper with Councillor Walsh attending as substitute.

43. Declarations of Interest

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the agenda. The standing declarations were noted and Councillor

Walsh declared a personal interest across the whole agenda as a member of Arun District Council, West Sussex County Council and the Harbour Board.

44. Minutes

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

45. Chair's Report and Urgent Items

There were none.

46. Public Forum

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

47. Officer's Reports

47.1. Events Periodic Report

The Events Manager presented a report, previously circulated, which updated members on progress being made to upcoming events and the event support services tenders. Officers were working to source funding for Armed Forces Families and Veterans Day and had requested attendance from the Red Devils. They were also exploring options to collaborate with other event providers to expand and broaden the activities available for the community. Essential services for events were out for tender as detailed within the report, due to close on Tuesday 3 March. The Wayfinding Project was expected to be showcased at the Easter High Street events. It was noted that Arun District Council's official launch date of 1 April 2026 for the project may be rescheduled due to the reinstated West Sussex County Council elections.

It was resolved that:

The contents of the report be noted.

47.2. Stallholders Policy and Event Pitch Fees 2026 to 2027

Members had before them a report, previously circulated, which outlined a policy for event stallholders designed to align with the Events Strategy and Action Plan. It sought adoption of this policy and the review and agreement of stallholder pitch fees for 2026 to 2027. The policy and standardised fees were to ensure consistency for organisations attending events and allowed charities to continue hosting stalls free of charge. Members queried how VAT would affect the Armed Forces Families and Veterans Day donation to the Royal British Legion, this would be investigated by officers and amended if required.

It was resolved that:

1. The policy for Event Stallholders as outlined in Appendix 1 of the report be adopted.
2. The level of stallholder charges for 2026 to 2027 be approved as outlined in Appendix 2 of the report.
3. The contents of the report be otherwise noted.

47.3. Community Resources Update

- 47.3.1. The Community Engagement Manager (CEM) presented a report, previously circulated, which proposed to introduce a Grant Panel to create consistency across all the Council's funding programmes. It also aimed to streamline the process and adapt to accommodate the wide range of services and purposes the funding supports. For Grant Aid, Service Funding Agreements and Sports Funding the panel would make recommendations to this Committee for approval. For Event Support Funding, the panel will recommend to the Chair and Town Clerk for approval to allow for year-round flexibility. When reviewing the terms of reference appended to the report, an additional member was suggested bringing the panel to three in total, with the third member to be confirmed outside of the meeting by the Chair and Town Clerk. Since the report was published, a total of 43 Grant Aid registrations were received, eight of which were previously unregistered groups, an increase on last year.
- 47.3.2. Amendments to the Grant Aid Policy, clarifying an organisation's eligibility across multiple Town Council funding schemes, were highlighted in the report, the committee agreed the changes were sensible.
- 47.3.3. Additionally, the CEM reported that upcoming developments on the football ground on the north boundary of Worthing Road Allotment Site may include a new fence. No decision had yet been reached, but if this was installed it would dispense with the need for this area of works on the infrastructure priorities list. Members agreed with the recommended way forward, which was to pause any work on that area, including any consideration of its impact on the allotment infrastructure budget, until the Football Club's plans are confirmed.

It was resolved that:

1. The amendments to the Grant Aid policy be approved as highlighted in Appendix A of the report.
2. The Terms of Reference for an overarching Grant Panel as outlined in paragraphs 4.1 to 4.3 of the report, with the inclusion of an additional member, be approved.
3. Notes from the Sports Forum meeting held on 13 October 2025 be noted.
4. Notes from the Allotment Working Group meeting held on 15 January 2026 be noted.
5. The contents of the report be otherwise noted.

47.4. Floral Services Contract Renewal

- 47.4.1. Members had before them a report, previously circulated, which proposed to establish a Task and Finish Group ahead of the floral contract's renewal. The Committee reviewed the draft terms of reference appended to the report which set out the group's goal of improving and progressing requirements of the contract. The conditions of planters would also be reviewed and designated for repair or removal by the group, with quotes for repair work to be sought by officers accordingly. Members considered the repurposing of £2,000 Tree Planting Scheme earmarked reserves towards the planter's repairs. The availability of this funding and potential to bid for Section 106 money was noted and would be determined by the Task and Finish Group if necessary.
- 47.4.2. Membership of the Task and Finish Group was discussed; it was noted that co-opted members could attend from interested parties or expertise groups through invitation. When asked to appoint four councillors to the Task and Finish Group Councillors Wiltshire, Tilbrook, and Tandy agreed to partake. Councillor Blanchard-Cooper was proposed, but as he was not in attendance, the fourth member would be confirmed outside of the meeting with the Chair and Town Clerk. It was agreed that the Group would determine its Chair outside of the meeting.

It was resolved that:

1. A Floral Contract Review Task and Finish Group be established according to the terms of reference attached to the report as appendix A, with the Chair to be confirmed, and the following councillors be appointed:
 - Councillor Wiltshire
 - Councillor Tilbrook
 - Councillor Tandy
 - Fourth member to be confirmed outside of the meeting by the Chair and Town Clerk.
2. £2,000 from the Tree Planting Scheme earmarked reserve be repurposed towards the replacement of planters at the discretion of the Floral Contract Review Task and Finish Group.
3. The contents of the report be otherwise noted.

47.5. UK Town of Culture 2028 Competition

- 47.5.1. The Committee had before them a report, previously circulated, which detailed the Town Council's plans to submit an Expression of Interest (EOI) for the UK Town of Culture 2028 competition. Members were asked to endorse this work and agree the use of Community Resource Initiatives Earmarked Reserves to cover any necessary community engagement activities and support the bid. Officers are currently working alongside a range of groups and organisations to capture and present the story of Littlehampton and its historical roots within the EOI.

47.5.2. When considering items for inclusion within the EOI, which had a restricted word count, members reiterated the strong position and wide range of heritage Littlehampton can showcase. Notably the town's links to the river's commerce routes, the museum's centennial celebration and its cultural resilience through war and industrial change. Officers would be working with groups who are familiar with submitting funding bids, such as the Littlehampton Museum, Arun District Council and [Artswork](#) who had previously worked with the Town Council and young people on the Wayfinding Project. Support was drawn from recent community engagement consultations for both the Events Strategy and the Museum, which allowed the perspectives of residents and tourists to be included.

It was resolved that:

1. The Town Council's work towards submitting the Expression of Interest for the Town of Culture 2028 competition be endorsed and members comments above be considered for inclusion.
2. Expenditure required to support community engagement to develop the EOI be met by Community Resources Initiatives earmarked reserves.
3. The contents of the report be otherwise noted.

47.6. Museum Periodic Report

47.6.1. Members received a report, previously circulated, which contained updates regarding recent activities and projects within the Museum. It included recent engagement figures and the 2026 exhibitions plan for members to note, alongside proposals for the acquisition of a small number of items. Members also noted the successful transfer of ownership and acquisition of the Body Shop Sculpture.

47.6.2. Since the publication of the report, the Museum team had received confirmation of their National Lottery Heritage Fund Grant Application being successful. The Museum would receive £127,913 towards a project focussing on developing the Museum and building a solid foundation for the next 100 years. Members shared their congratulations to the Museum team for this achievement and thanked them for their hard work that led to the grant bid being successful.

It was resolved that:

1. The recommended acquisition of items as set out in Appendix 1 of the report be approved.
2. The engagement figures in Appendix 2, the Exhibitions Plan for 2026 as set out in Appendix 3, and the contents of the report be otherwise noted.

47.7. Christmas Illuminations

Members had before them a report, previously circulated, which set out recommendations from the Christmas Lights Working Group for the 2026 to 2028 Christmas illumination contract. Following feedback from businesses and the

community, the contract to be put out to tender will aim to expand the Christmas lights display in Littlehampton's Town Centre. The group's proposals were considered by the committee to be sensible in seeking to improve favoured elements such as the 3D shapes and connect thematically with neighbouring displays.

It was therefore resolved that:

1. The notes of the Christmas Lights Working Group meeting held on 2 February 2026 be noted.
2. The Working Group's proposal for the 2026 to 2028 Christmas Illuminations tender brief be endorsed.
3. The contents of the report be otherwise noted.

48. Exempt Business

There was none.

The meeting was closed at 7:19pm.

Chair



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

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 9 March 2026 at 18.30pm.

Present:

Councillor Butcher – Chair
Councillor Tandy – Vice Chair
Councillor Dr Walsh KStJ
Councillor Woodman
Councillor Daws
Councillor Wiltshire

In attendance:

Laura Chrysostomou – Town Clerk

2025 to 2026

35. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

37. Apologies

There were apologies from Councillor Lee, Councillor Daws attended as substitute. There were apologies from Councillor Northeast, Councillor Wiltshire attended as substitute.

38. Declarations of Interest

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the agenda. The standing declarations were noted and Councillor Wiltshire declared a personal interest across the agenda as a member of Arun District Council.

39. Minutes

The Minutes of the meeting held on 15 December 2026, previously circulated, were confirmed as a true record and signed by the Chair.

40. Chair's Report and Urgent Items

There were none.

41. Public Forum

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

42. Officer's Reports

42.1. Standing Orders / Urgent Actions

The committee received and noted an urgent action, previously circulated, which detailed the decision to extend the Photographer's contract for a year.

It was resolved that:

The urgent action be noted.

42.2. Town Centre Strategy and Action Plan Update

The Town Clerk presented a report, previously circulated, which contained an update on work being undertaken as part of the Town Centre Strategy and Action Plan. This included progress to the Wayfinding Project which was being officially launched on Friday 27 March and an Arun District Council campaign across the district. Members were informed that V2 Radio would be broadcasting from Littlehampton Town Centre on Friday 27 March. This date coincided with the general Friday market at which Town Council Officers would be attending to promote its services and provide additional activities.

It was resolved that:

1. The notes from the Town Centre Action Group's meeting held on 10 February 2026 and action plan updates be noted.
2. The contents of the report be otherwise noted.

42.3. High Street Hub

- 42.3.1.** The Committee considered options for the formal name of the new hub. Members acknowledged the value of a descriptive name but also emphasised the importance of selecting a title that is memorable, easy to use, and reflects the identity of the town. "Connect Littlehampton" was noted to have several positive qualities and connotations. However, the suggestion

of “Progress Point” was also well received. Members felt this name aligned strongly with existing civic branding, referencing the word *Progress* featured on both the Town’s shield and the Town Council’s motto, while also conveying the intended purpose of the hub—to support progress within the High Street and the wider town. The Committee discussed how the proposed name would be applied in signage and promotional materials and expressed a preference for incorporating the Town Council’s logo into signage, reflecting the hub would be the Town Council’s offices. Members also supported the use of an accompanying tagline and were favourable to concepts similar to “Connecting our Community”. Officers were tasked with further developing the branding and refining the accompanying tagline.

It was resolved that:

1. The name Progress Point be approved for the High Street Hub.
2. The contents of the report be otherwise noted.

42.4. Quarterly Business Plan Progress Report

Members had before them a report, previously circulated, which provided an update on progress with delivering business plan goals as they related to the work of the committee. Members proceeded to review the action plan and noted updates.

It was resolved that:

The updates and contents of the report be noted.

42.5. Consultation: Free Parking – Arun District Council

42.5.1. All Councillors present that were members of Arun District Council redeclared their personal interest in this item of the agenda. The Committee considered the consultation document, previously circulated, and agreed that submitting a written response would be more appropriate at this stage than responding to closed yes/no questions. Members noted that public feedback observed online appeared to favour a three-hour free parking scheme. The Committee expressed support for extending the current scheme to three hours, recognising the changing nature of the High Street as a destination not only for shopping but also for services such as cafés, food outlets, and the banking hub.

42.5.2. Members highlighted that it was difficult to fully evaluate the proposal without a detailed paper outlining the financial implications of extending the free-parking period, particularly as net income figures for parking had not been provided by the District Council. The Committee felt that options for funding a subsidised parking scheme could be explored creatively, considering potential future developments within the Town, and expressed a preference for further detailed discussion rather than being constrained by a survey format. Members also emphasised the importance of promoting active travel, such as walking and cycling, which could help offset any

reduction in parking income. At the same time, the Committee acknowledged the need to support visitors travelling from further afield, including those who may currently use retail parks on the outskirts of the town, by ensuring convenient parking access to the High Street.

It was resolved that:

The Committee's comments be used to form the response appended to these minutes as Appendix 1 and be forwarded to Arun District Council in response to the Free Parking consultation.

43. Finance

43.1. Committee Budget Monitor

43.2. 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. Members considered the list of potential earmarked reserves detailed within the report, and having confirmed these were in line with the consolidation work on the earmarked reserves, supported the transfer of these accordingly by the Responsible Financial Officer, once all current year expenditure was known.

It was resolved that:

1. Authority be delegated to the Responsible Financial Officer to transfer to earmarked reserves once the current years expenditure is known.
2. The contents of the report be otherwise noted.

43.3. Debtors Review Update

43.3.1. The Committee reviewed in detail the actions undertaken to recover the outstanding bad debts and noted the related discussions held at meetings of the Governance and Audit Committee. Given the historic nature of these debts and the potential costs associated with pursuing legal action, the Committee agreed that the longstanding outstanding amounts should be written off.

It was resolved that:

1. The £10,882.49 of longstanding debts be written off.
2. The contents of the report be otherwise noted.

43.4. Annual Investment Strategy

The Town Clerk presented a report, previously circulated, which proposed the investment strategy for 2026 to 2027. The Committee evaluated the details within the report and were satisfied with the proposed strategy as recommended.

It was resolved that:

1. Council be recommended to approve the Annual Investment Strategy for 2026 to 2027.
2. The contents of the report be otherwise noted.

44. Exempt Business

There was none.

The meeting was closed at 19:27 pm.

Chair

UNAPPROVED

Littlehampton Town Council's response to Arun District Council's Consultation on Parking Provision

Thank you for the opportunity to respond to the current consultation regarding proposed changes to the parking scheme. The Town Council welcomes the chance to provide constructive feedback and has considered the matter in detail at its recent Policy and Finance Committee meeting.

The Council is submitting a written response to articulate its position more fully as it felt that the survey's reliance on closed yes/no questions limited the ability to provide nuanced feedback on a topic with significant financial and community implications.

1. Support for a Three-Hour Free Parking Scheme

Feedback observed within the community, including online comments, indicates a strong preference for a three-hour free parking period.

The Council supports extending the free-parking allowance to three hours, recognising that:

- The nature of the High Street has evolved, with visitors increasingly accessing not only retail but also services such as cafés, food outlets, and the banking hub.
- A longer free-parking period would better align with typical visit durations and support the economic vitality of the Town Centre.

2. Need for Financial Information

The Council is unable to fully evaluate the proposal without key financial data. In particular, the Council seeks:

- Net parking income figures for the relevant car parks.
- An assessment of the financial impact of extending the free-parking period to three hours.
- Comparative modelling for alternative options.

This information is essential for understanding the sustainability of any proposed scheme.

3. Consideration of Funding Options

The Council believes that funding for a subsidised free-parking scheme could be explored creatively. Potential opportunities may arise in connection with ongoing and future developments within the Town. The Council would welcome further discussions with the District Council on possible approaches.

4. Encouraging Sustainable Travel

While recognising the value of providing accessible parking, the Council also highlights the importance of supporting and encouraging active travel—such as walking and cycling—to help mitigate any loss in income from extended free-parking arrangements.

5. Supporting Visitors from Outside the Immediate Area

The Council acknowledges that visitors will travel from outside the town, including from nearby retail parks. For these users, convenient access to parking in close proximity to the High Street remains important. Any future scheme should balance active-travel promotion with the needs of those who rely on car access.

Conclusion

The Town Council appreciates the opportunity to provide this written response. While supportive of extending free parking to three hours in principle, the Council believes that a fully informed decision can only be made once the necessary financial information is available. The Council would welcome further engagement and discussion as proposals are refined.