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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 19 March 2026 at 6.30pm.

Present:

Councillor Butcher – Mayor
Councillor May – Deputy Mayor
Councillor Daws
Councillor Long
Councillor Northeast
Councillor O'Neill
Councillor Tandy
Councillor Tilbrook
Councillor Woodman
Councillor Worne*

In attendance:

Laura Chrysostomou – Town Clerk
2025 to 2026

102. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

104. Apologies

There were apologies from Councillors Blanchard-Cooper, Wiltshire, Lee and Walsh.

105. 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.

106. Minutes

The Minutes of the meeting held on 22 January 2026 previously circulated, were confirmed as a true record and signed by the Mayor.

107. Mayor's Report and Urgent Items

The Mayor's Engagement report, copy attached to the minutes, had been circulated for Members to note. He highlighted that all events had been enjoyable and discussions with the Tourism Alliance and Norway Lane Developers respectively, regarding their benefits to the community had been productive. The Mayor also reminded members of upcoming high street events over easter, including a food and drinks festival taking place on Saturday 11 to Sunday 12 April. Members had before them leaflets detailing the events, the Mayor looked forward to seeing members there.

108. Public Forum

There were two members of the public present. One written representation was tabled for members to note. It contained questions relating to allotments along with the responses from officers and are appended to these minutes.

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

There were none.

110. Reports from Committees – Non-Exempt

110.1. Recommendations from Committees

The committee had before them a report, previously circulated which drew together the recommendations from the last cycle of Committee meetings, of which there were three.

110.1.1. Policy and Finance Committee: 9 March 2026

Minute 43.4 Annual Investment Strategy

Council resolved that:

The Annual Investment Strategy 2026 to 2027 be approved.

110.1.2. Governance and Audit Committee: 4 February 2026

Minute 17.1 Annual Review of Corporate Risk Registers

Council resolved that:

The Corporate and Business Plan Risk Registers be approved.

110.1.3. Governance and Audit Committee: 4 February 2026

Minute 17.3 Annual Review of Internal Controls

Council resolved that:

Having reviewed the Internal Controls, statements 2, 5, 6 and 7 of the Annual Governance Statement have been complied with.

110.2. Committee Minutes – Non-Exempt

110.2.1. Planning and Transportation

Council received and noted the Minutes of the meeting held on 26 January 2026, previously circulated, with no matters arising.

110.2.2. Planning and Transportation

Council received and noted the Minutes of the meeting held on 23 February 2026, previously circulated, with no matters arising.

Further investigation into the potential of a Rampion 2 visitor centre and community benefits from the development were requested. Particularly use of the Look and Sea Centre's observation deck, which was currently unused. Officers would investigate further and update the Planning and Transportation Committee.

110.2.3. Governance and Audit

Council received and noted the Minutes of the meeting held on 4 February 2026, previously circulated, with no matters arising.

110.2.4. Community Resources

Council received and noted the Minutes of the meeting held on 19 February 2026, previously circulated, with no matters arising.

110.2.5. Policy and Finance

Council received and noted the Minutes of the meeting held on 9 March 2026, previously circulated. It was noted that Councillor May was missing from the attendance list of the minutes, this would be amended accordingly. There were no further matters arising.

111. Officer's Reports

111.1. Pride in Place

111.1.1. Members received an oral update from the Town Clerk regarding the Town Council's involvement in the Pride in Place Programme. Following the recent appointment of Jon Jolly as the Chair of the Neighbourhood Board

and discussions between key stakeholders, the extent of the Town Council's involvement had become clearer.

111.1.2. In essence the Town Council would take the lead in managing the Pride in Place Programme, with the primary contribution focusing on supporting the Neighbourhood Board. This would require an additional staff member to do so which would be funded by Pride in Place, meaning there would be no financial implications to the Council. Currently Arun District Council is the Accountable Body, and as such is expected to manage financial reporting and communication with the Ministry of Housing, Communities and Local Government (MHCLG).

Council considered two ways to move forward:

- The Town Council would lead and manage the programme while Arun District Council remain the accountable body.
- The Town Council becomes the accountable body for the project.

Both options were discussed and Members relayed the significance of the Town Council's close community connections. This connection was seen to be crucial, particularly ahead of Local Government Reorganisation (LGR), where the transition between District and the New Unitary Authority's roles may impede progress. Members felt strongly that the Town Council becoming the Accountable Body from the outset seemed the most sensible approach, providing continuity and the best support possible throughout the longevity of the programme. Council felt this would provide clarity for everyone involved as well as a more seamless approach to communications, and reporting and contact with the MHCLG. It was also noted that there is a Town Council that is the accountable body so there is precedence for this. Furthermore, as a large Town Council, the project would benefit from its many years of experience managing significant projects and budgets within robust compliance regimes. If this was not possible then members sought a clear written agreement between both Councils on roles and responsibilities.

It was resolved that:

The staffing structure be amended to include a Pride in Place Programme Project Manager.

The most effective solution was for the Town Council to become the accountable body, but if this was not possible then a clear written agreement on roles and responsibilities must be implemented with the District Council.

112. Reports of Representatives on Outside Bodies

Councillor Tilbrook, as the Town Council's representative on the Littlehampton Sportsfield Management Committee, reported that the lower amount of service funding agreement and its impacts were discussed again more thoroughly.

113. Exempt Business

It was resolved 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 was 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.

Council adjourned at 7.02 pm.

Council reconvened at 7.20 pm.

114. Officer's Report – Exempt

114.1. Town of Culture 2028 Competition

114.1.1. The Town Clerk provided an update on Littlehampton's Expression of Interest (EOI) for the Town of Culture 2028 Competition. Members had before them a working draft of the EOI, which was a combination of multiple perspectives on the story of Littlehampton following consultation and engagement with stakeholders and the local community.

114.1.2. When reviewing the document, discussions ranged from the diverse attributes of the town's community and how to portray the subjective and personal definition of culture. Details of the application would remain confidential until, and only if, published by the Department for Culture, Media & Sport following shortlisting or at a later stage of the competition. Comments shared within the meeting were noted and any further ideas could be sent to officers by Tuesday 24 March to be included in the EOI.

*Councillor Worne left the meeting at 7.29pm.

It was therefore resolved that:

1. Members comments be considered by the Town Clerk when finalising the draft Town of Culture 2028 Expression of Interest, in consultation with the Mayor and Chair of Community Resources Committee.
2. The updates be otherwise noted.

The meeting was closed at 7.30 pm.

Mayor

#	Attendee	Date	Organisation	Event	Activities at event	Venue
1	M	29/01/2026	Tourism Alliance	Discussion regarding tourism and exploring opportunities	Attend the meeting	Manor House. Littlehampton
2	M	30/01/2026	Hall & Woodhouse	Community Chest Awards	Attend the award ceremony and participate in group photo.	Black Rabbit Arundel
3	M	31/01/2026	Littlehampton Museum	Opening of the Re-Imagining Gwendeolen exhibition	Cut a ribbon. Say a few words and declare the exhibition open	Manor House. Littlehampton
4	M	07/02/2026	Pier Road Art Gallery	Mayors pick	Pick top three art exhibitions for the month	Pier Road Art Gallery, East Street, Littlehampton
5	M	10/02/2026	Plaque Planning	Preperation meeting to discuss the plaque revealing of Millicent Fawcett	Attend the meeting	Manor House. Littlehampton
6	M	11/02/2026	Macedonian Ambassador	meeting with the Macedonian Ambassador	Attend the meeting	Manor House. Littlehampton
7	M	20/02/2026	Arun Counselling	Visit to Arun Counselling in Littlehampton	See their set up and talk with the team	Beach Road, Littlehampton
8	M	28/02/2026	Chilgrove House	Colour up Wick	Attend the event, talk to the children and parents and see the work they have been doing	Chilgrove House.
9	M	07/03/2026	Pier Road Art Gallery	Mayors pick	Pick top three art exhibitions for the month	Pier Road Art Gallery, East Street, Littlehampton
10	M	12/03/2026	Soshi Restaurant	Opening of the new restaurant	Cut a ribbon. Say a few words and declare the restaurant open	Norfolk House, Beach Road Littlehampton
11	M	13/03/2026	Norway Lane Development	met with the developer of the Norway Lane Development to receive an update	Listen to plans and ideas	Manor House. Littlehampton

Item 1: In response to the public forum minutes from the Community Resources Meeting held on 4 December 2025 – “As of Monday evening neither the site reps or Littlehampton Allotment and Leisure Gardens Association (LALGA) have as yet not received any notification that this follow up or the schedule of work has been done!”

Response: Details were recirculated to the site representative on 5 December 2025 following it being raised at the previous Community Resources Committee. Updates on the management of general maintenance and of repairs of site fences and infrastructure works were noted by the Allotments Working Group on Thursday 15 January 2026, at which both the site rep and LALGA were present. This meeting included an introduction to the new Facilities and Contracts Manager who had been recently appointed and would oversee the general and wider works of allotment maintenance.

Item 2: In response to the Fort Road section of the Reports from Allotment Sites, within the Allotment Working Group Notes for the meeting held on 15 January 2026. – “The Site Rep from Fort Road has not had any update on the vulnerable area of fencing or the pest control.”

“As of Monday evening neither the Site Reps or LALGA have received any notification that this [regarding plot change] has been looked at, the work involved is minimal it would involve Littlehampton Admin Team changing plot 25A which is the plot that LALGA currently pay for compost/woodchips and re-number it as 26B. By doing this it would unlock landlocked plots making easier access for parking and for the tenant.”

Response: The South West section of Fencing at Fort Road has been prioritised due to its deterioration and included as part of the infrastructure works planned for this coming year. Following the process of previous works, officers are seeking quotes for its repair and discussing impact with tenants who are most effected. This was raised at the Allotments Working Group meeting on Thursday 15 January 2026, at which both the site rep and LALGA were present. It was also discussed with the site rep on site on 12 January 2026.

The Pest Control contractor visited Fort Road on Monday 2 February and did not note any rat activity. He reported previous activity around a compost bin has now ceased. He visits every month and will continue to monitor as per the contract, and any sightings reported to us are reported to him to investigate.

Regarding the plot change from LALGA’s FR25A to the vacant FR26B to facilitate additional parking; Officers made an initial site visit 27 January to assess feasibility of this change and then arranged to meet with the site representative on Tuesday 17 February. That meeting went ahead and progression of the proposal was discussed including clearing the current plot. This is still being investigated and has been handed over to the new Facilities and Contracts Manager who will be managing this change and continued liaison with those involved.