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Town Clerk – Laura Chrysostomou

7 May 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 14 May 2026

Time: 6.30 pm

**Laura Chrysostomou, Town Clerk
Agenda 2025 to 2026**

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

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

- 3. Installation of Town Mayor**

To install the Deputy Mayor, Councillor May, as Town Mayor and Chair of the Council.

- 4. Declaration of Office and Welcome Address**

To receive the Town Mayor's declaration of acceptance of office.

- 5. Appointment of Deputy Mayor**

To elect and appoint a Deputy Mayor who will also be Vice-Chair of the Council and Town Mayor elect.

6. Vote of Thanks to Outgoing Mayor

Council is asked to record its thanks and appreciation to Councillor Butcher for his service to the Council and the Community of Littlehampton in the office of Mayor during the past year.

7. Pride in Place

To receive an introduction from the Chair of the Pride in Place Neighbourhood Board and an oral update on the programme.

8. Apologies

9. 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.

10. Minutes

To confirm the Minutes of the meeting held on 19 March 2026, circulated herewith, pages 5 to 11. 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.

11. Mayor's Report and Urgent Items

12. 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.

13. Appointment of Committees, Representatives on Outside Bodies and Authorised Member Signatories

Report attached, pages 12 to 18.

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

15. Reports from Committees – Non-Exempt

15.1 Committee Minutes – Non-Exempt

15.1.1 Property and Personnel

To receive the Minutes of the meeting held on 16 March 2026, circulated herewith, pages 19 to 21, at which the following items were discussed.

- 37.1. Absence Monitoring
- 37.2. Event Equipment Hire Review
- 37.3. Quarterly Business Plan Progress Report
- 38.1. Committee Budget Monitor

15.1.2 Planning and Transportation

To receive the Minutes of the meeting held on 23 March 2026, circulated herewith, pages 22 to 27, at which the following items were discussed.

- 155.1.1. Planning Applications, Lists 9, 10, 11, and 12 if available.
- 155.1.2. Licensing Application No: 122962 re: Favourite Pizza and Chicken, 8A High Street, Littlehampton, West Sussex, BN17 5EE
- 155.2. Delegated Responses
- 155.3. Neighbourhood Plan
- 155.4. Consultation: Local Cycling and Walking Infrastructure Plan
- 155.5. Consultation: Draft National Planning Policy Framework (NPPF)
- 156. Rampion 2 Windfarm

15.1.3 Planning and Transportation

To receive the Minutes of the meeting held on 20 April 2026, circulated herewith, pages 28 to 32, at which the following items were discussed.

167.1.1. Planning Applications, Lists 13, 14, 15 and 16 if available.

167.1.2. Licensing Application No: 123030 re: 6 Bayford Road, Littlehampton, BN17 5HL

167.1.3. Licensing Application No: 123092 re: 19 The Hamlet, Waterford Gardens, Climping, Littlehampton, BN17 5RY

168. Rampion 2 Windfarm

15.1.4 Community Resources

To receive the Minutes of the meeting held on 16 April 2026, circulated herewith, pages 33 to 39, at which the following items were discussed.

56.1. Museum Periodic Report

56.2. Community Resources Update

56.3. Service Funding Agreements

56.4. Events Periodic Report

56.5. Quarterly Business Plan Progress Report

57.1. Committee Budget Monitor

59.1. Christmas Lights Tender Report - Exempt

16. Officer's Report

16.1 Business Plan 2023 to 2027 Update and Annual Review

Report attached, pages 40 to 46.

17. 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.

18. Exempt Business

18.1 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.



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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

UNAPPROVED

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.

Littlehampton Town Council

Non-Confidential

Full Council

Date: Thursday 14 May 2026

Report by: Town Clerk

Subject: Appointment of Committees, Representatives on Outside Bodies and Authorised Member Signatories

1. Recommendations

Council is recommended to:

1. Appoint Chairs and Vice-Chairs to the Council's Committees and approve the Committee appointments.
2. Appoint the Community Centres Sub-Committee including the Chair and Vice-Chair.
3. Approve nominations for representatives on outside bodies for 2026 to 2027.
4. Confirm The Mayor, the Chairs of the Policy and Finance, Community Resources, Planning and Transportation and Property and Personnel Committees as authorised Member signatories and that the Town Council's bank mandate be amended accordingly.

2. Appointment of Committees, Representatives on Outside Bodies

- 2.1. The Town Council appoints its committees, including Chairs and Vice-Chairs and representatives on outside bodies, at its Annual Council meeting. The Group Leaders have been approached for their nominations, and these will be circulated as soon as they become available and presented at the meeting.
- 2.2. In the past, Council has used the rules of proportionality as a guide for filling seats on Committees. The balance of representation was reviewed and agreed by Full Council in March 2021:
 - a. Each Councillor should have seats on two Committees. There are therefore 30 seats available.

b. The guide for the numbers on each Committee should be as follows:

- Planning and Transportation: six, including a councillor from each of the four District Council wards in Littlehampton.
- Policy and Finance: six, including the Chair or Vice Chair of each of the other Committees.
- Community Resources: six
- Property and Personnel: six
- Governance and Audit: six

c. Each of the political groups should chair at least one of the Committees. This should also apply to the Vice-Chairs, which should be of a different political party to the Chair, and it should be noted that for the Governance and Audit Committee the Chair and Vice-Chair must be from a minority political group.

d. It is also important to remember that the Mayor and Deputy Mayor will only be voting members on the Committees that they sit on.

2.3. Although desirable, proportionality is not a binding rule and furthermore, the Planning and Transportation Committee has specific criteria for membership. This Committee needs to have a member from each of the four District wards, a criterion that is met with the proposed membership.

2.4. In terms of Committee membership, following the local government elections in 2023 the Town Council has a majority Labour Council with nine Councillors. The list of committees is attached as Appendix 1. The Liberal Democrats are the only other political group represented on the Town Council with six Councillors. A theoretical breakdown for proportional party membership, excluding the Planning and Transportation Committee, is set out in the table below:

Committee	Total	Labour	Liberal Dem
Policy & Finance Committee	6 seats	Labour 4 seats (3 of which are the Chair or Vice Chair of P&P, CRC & P&T committees)	2 Liberal Democrats (including Chair of the G&A committee)
Community Resources Committee	6	3 or 4	2 or 3

Property & Personnel Committee	6	3 or 4	2 or 3
Governance & Audit Committee	6	3 or 4	2 or 3
Total	24	15	9

3. **The Planning and Transportation Committee**

Membership of this Committee is not included in proportionality as representation is determined geographically, based on the four District Wards (i.e., Beach, Brookfield, Courtwick with Toddington and River) rather than the six Town Council Wards, with two other seats, as set out in the following table:

District Wards	LTC Wards	No. of Councillors
Beach	Beach	1
Brookfield	Brookfield	1
Courtwick with Toddington	Courtwick with Toddington & Wickbourne	1
River	River & Wick	1
Other	N/A	2

4. **Community Centres Sub-Committee (CCSC)**

The Sub-Committee, formed by Council in November 2020, oversees the projects that the Council is engaged in to develop new community centres. Council agreed that Membership of the CCSC should comprise of the Chairs of the Property and Personnel, Community Resources Committees and the Policy and Finance and should reflect the political balance of the Council.

The construction of the K2 Youth and Community Centre was completed in September 2024

Proposals for North Littlehampton, including the provision of a community centre were considered by the Planning and Transportation Committee in January 2026. The application is currently with Arun District Council, status undecided as of 23 April 2026. Whilst work is not anticipated to start until 2027 or 2028 there may be discussions with the developer or ADC with regards to the specification internally and / or the ownership or lease status in the year 2026 to 2027.

Council may therefore wish to retain the sub-committee to allow a response in case of developments as outlined above. Depending on the Committee

membership proposals, this could also prompt the need to review the membership criteria.

5. Outside Bodies

The list of outside bodies is attached as Appendix 2. Should more councillors wish to fill a position than provision has been made, the Town Clerk will investigate whether this is possible. However, Council will need to agree a first preference in these circumstances. It should be noted that the list of outside bodies has been amended to reflect the new Service Funding Agreement groups.

6. Authorised Payment Signatories

Having confirmed the appointments to Committees, in accordance with the Town Council's Financial Regulations, Council is also asked to confirm the named councillors authorised to sign payments and any changes that may be required to the Bank Mandate – The Town Mayor and Chairs of the Community Resources, Planning and Transportation, Policy and Finance and Property and Personnel Committees. In cases of duplication the Vice-Chair of the appropriate Committee shall be the designated signatory.

7. Financial Implications

There are no financial implications arising from this report.

Laura Chrysostomou

Town Clerk

Committee Membership Nominations

Appendix 1

Committee	Member Nominated	Substitute	Category	Party	Chair	Vice Chair
Policy & Finance	Cllr		Chair CRC			
	Cllr		Chair G&A			
	Cllr		Chair P&T			
	Cllr		Chair P&P			
	Cllr					
	Cllr					
Member/Group Nominations						
Community Resources	Cllr					
	Cllr					
	Cllr					
	Cllr					
	Cllr					
	Cllr					
Member/Group Nominations						
Governance & Audit	Cllr					
	Cllr					
	Cllr					
	Cllr					
	Cllr					
	Cllr					
Member/Group Nominations						
Planning & Transportation	Cllr					
	Cllr					
	Cllr					
	Cllr					
	Cllr					
	Cllr					
Member/Group Nominations						
Property & Personnel	Cllr					
	Cllr					
	Cllr					
	Cllr					
	Cllr					
	Cllr					
Member/Group Nominations						
Community Centres Sub Committee	Cllr					
	Cllr					
	Cllr					
	Cllr					
	Cllr					

**LITTLEHAMPTON TOWN COUNCIL:
REPRESENTATIVES ON OUTSIDE BODIES 2026 to 2027**

Organisation	Frequency	Total No. of Reps	Officer	Councillor	Name of Representatives
East Arun (formally Littlehampton) Health Services Advisory Group	Dormant but could reconvene as a Health Liaison forum	4	1	3	Councillor May Councillor Butcher Councillor Long Head of Corporate Services and Governance
National Association of Local Councils (NALC) and West Sussex Association of Local Councils (WSALC) matters	As required	2	1	Mayor	Town Clerk Mayor Councillor May
North Littlehampton Members Advisory Group (NLAG)	Periodic	4	1	3	Town Clerk Cllrs Buther, Long & Wiltshire
Rampion 2 Community Liaison Group	As required	1		1	Councillor Wiltshire or Councillor Tilbrook
Police and Community Safety Liaison	Periodic	2	1	1	Town Clerk Mayor Councillor May
Littlehampton Harbour Advisory Body	As required	1		1	Councillor Lee (Chair)
The Arun Flood Forum (NB: Participation rotated between the parishes in the District most impacted by flooding)	As required	1		1	Councillor Butcher
Arun District Association of Local Councils (ADALC)	As required	2	1	Mayor	Town Clerk Mayor Councillor May
Arun Community Transport (ACT)	As required	1		1	Councillor Wiltshire
Littlehampton Sportsfield Management Committee	6 weekly Mondays	1		1	Councillor Tilbrook
Arun and Chichester Citizens Advice	Bi-monthly	1		1	Councillor Woodman
Fare Divide	New SFA	TBC			
Home-Start Arun	New SFA	TBC			
Littlehampton District Lions Club	New SFA	TBC			
Shopmobility	New SFA	TBC			

To be confirmed by Full Council 14 May 2026

**LITTLEHAMPTON TOWN COUNCIL:
REPRESENTATIVES ON OUTSIDE BODIES 2026 to 2027**

Organisation	Frequency	Total No.of Reps	Officer	Councillor	Name of Representatives
Littlehampton and District Foodbank	New SFA	TBC			
Voluntary Action Arun and Chichester	New SFA	TBC			

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Town Clerk – Laura Chrysostomou

Minutes of the Ordinary Meeting of the Property and Personnel Committee held in The New Millennium Chamber, Manor House, Church Street, Littlehampton BN17 5EW on Monday 16 March 2026 at 6.30pm.

Present:

Councillor May - Chair
Councillor Butcher – Vice Chair
Councillor Tandy
Councillor O'Neill
Councillor Tilbrook
Councillor Long

In attendance:

Jon Short – Head of Finance and Service Delivery
Dennis Gittins – Facilities and Contracts Manager

2025 to 2026

30. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

32. Apologies

There were apologies from Councillors Walsh and Northeast, Councillors Long and Tandy attended as substitutes respectively.

33. Declarations of Interest

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

34. Minutes

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

35. Chair's Report and Urgent Items

There were none.

36. Public Forum

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

37. Officer's Reports

37.1. Absence Monitoring

Members had before them a report, previously circulated, which provided an update on staff absences for the full years 2019 to 2020, to 2024 to 2025 and quarters 1, 2 and 3 for 2025 to 2026. It was noted that no abnormal trends of certified sickness were reported and that staff receive return to work support.

It was resolved that:

The report be noted.

37.2. Event Equipment Hire Review

Members received a report, previously circulated, which set out proposals to update the list of event equipment available to hire and changes to the charges for 2026 to 2027. The Committee considered the current fees and proposals to increase prices, specifically staff costs, with prices per item remaining the same. It was noted that any equipment absent from the list of items for hire were used by the Council's events team. Members encouraged the promotion of the service to local organisations who would benefit from it, promotional material on social media or flyers would be investigated by officers.

It was resolved that:

1. The list of equipment detailed within the report be approved.
2. The level of event equipment fees for 2026 to 2027, as detailed within the report, be approved.

37.3. Quarterly Business Plan Progress Report

- 37.4. The Head of Finance and Service Delivery (HFSD) presented a report, previously circulated, which provided an update on the progress made toward achieving the business plan goals as they related to the work of the committee. Members proceeded to consider the action plan and received clarification on

some items. Updates regarding the possibility of transferring records and working documents to a cloud-based system such as SharePoint will be provided once officers have a clearer understanding of timescales and impacts. Alongside this, work on updating the suite of policies would continue, with the Task and Finish Group aiming to meet in August to progress this goal.

- 37.4.1.** It was agreed that references to 'AGAR' within the business plan be amended to 'Annual Governance and Accountability Return' for clarity going forward.

It was resolved that:

Following the above-mentioned amendments to the business plan, the updates and contents of the report be noted.

38. Finance

38.1. Committee Budget Monitor

The Committee received a report, previously circulated, which highlighted any significant variances from budget in Income and Expenditure relating to the Property and Personnel Committee's budget for 2025 to 2026. It was noted that there had been an overcharge for street lighting in error, which had been disputed with a rebate expected. Discussions covered the range of graffiti removal services the Town Council provided and whether the long-term hirer at Manor House would continue to use the venue, which was unknown.

It was resolved that:

The report be noted.

39. Exempt Business

There was none.

The meeting was closed at 6.44pm.

Chair



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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 23 March 2026 at 6.30pm.

Present:

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

In attendance:

Melanie Nicholls – Head of Corporate Services and Governance

2025 to 2026

148. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

150. Apologies

There were none.

151. 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.

152. Minutes

The Minutes of the meeting held on 23 February 2026 previously circulated, were confirmed as a true record and signed by the Chair.

153. Chair's Report and Urgent Items

The Chair informed members of upcoming planning training sessions in April and June, the details of which would be circulated after the meeting.

154. Public Forum

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

155. Officer's Reports

155.1. Planning and Other Arun District Council Matters

155.1.1. Planning Applications, Lists 9, 10, 11, and 12 if available.

It was resolved that:

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

155.1.2. Licensing Application No: 122962 re: Favourite Pizza and Chicken, 8A High Street, Littlehampton, West Sussex, BN17 5EE

The committee considered a license application, previously circulated, which proposed a variation to their current license, extending the hours they can serve takeaway hot food and drinks.

It was resolved that:

The support of the license application be forward to Arun District Council.

155.2. Delegated Responses

Members were asked to note the previously circulated list of responses that had been managed under delegated authority to the Town Clerk in consultation with the Chair.

It was resolved that:

The responses be noted.

155.3. Neighbourhood Plan

The Head of Corporate Services and Governance (HCSG) gave an oral update regarding the feasibility of reviewing the Neighbourhood Plan ahead of schedule as requested at the previous meeting. Following informative training on updates to the planning system,

it was recommended that the Town Council's Neighbourhood Plan not be reviewed at present due to many currently uncertain factors.

The final approval of the new National Planning Policy Framework was still pending, and the embedding and understanding of which could reportedly take at least 18 months. Housing requirements and a timeframe to review The Local Plan and site allocation across Arun District were all unknown. With the upcoming introduction of a strategic mayoral authority, local government reorganisation and devolution, the effect on the planning system would quickly outdate a plan created now.

Further updates from the training included that, once housing allocations and other uncertainties were clarified, a new Neighbourhood Plan would provide a valuable local insight on biodiversity, protecting greens spaces and design guidance. Officers would continue to monitor and provide updates on the Neighbourhood Plan's position.

It was resolved that:

The updates be noted.

155.4. Consultation: Local Cycling and Walking Infrastructure Plan

Members had before them the consultation response, previously circulated, to the Local Cycling and Walking Infrastructure Plan, which was finalised by the Town Clerk and Chair as agreed at the previous meeting.

It was resolved that:

The response be noted.

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

Members had before them the consultation response, previously circulated, to the National Planning Policy Framework, which was finalised by the Town Clerk and Chair as agreed at the previous meeting.

It was resolved that:

The response be noted.

156. Rampion 2 Windfarm

The continued push for community benefits, specifically a visitors centre, within Littlehampton, was raised at Full Council on Thursday 19 March 2026.

The potential use of the Look and Sea Centre's observation room was suggested, Officers were investigating as to whether it is still available to rent or if it's under new management. It was reported that further stakeholder engagement would need to take place before bids for community benefits would be considered. Officers would continue to monitor, enquire into expected timelines when appropriate, and update the Committee.

157. West Sussex County Council and Other Highways Matters

There were no further updates.

158. Masterplan – North Littlehampton

There were no further updates.

159. Exempt Business

There was none.

The meeting was closed at 7:07 pm.

Chair

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee on 23 March 2026.
Representation on Lists 9, 10, 11 and 12

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
9	River	JD	LU/30/26/PL	READVERTISEMENT due to Amended description. Replacement of existing timber single glazed windows for timber double glazed units, replacement of doors, repair works to localised areas, or the replacement of, the stone lintels that are defective as required. 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.
9	River	JD	LU/31/26/L	READVERTISEMENT due to Amended description. Listed building consent for the replacement of existing timber single glazed windows for timber double glazed units, replacement of doors, repair works to localised areas, or the replacement of, the stone lintels that are defective as required.	Flintstone Centre East Street Littlehampton	Subject to conservation officer comments, no objection.
10	Beach	BW	LU/32/26/HH	Single storey side/rear extension and hip to gable loft conversion with rear dormer.	34 Parkside Avenue Littlehampton	No Objection
10	Courtwick With Toddington	FT	LU/41/26/CLP	Application for certificate of lawfulness for a proposed rear extension.	4 Sandfield Avenue Littlehampton	No Objection
11	Beach	BW	LU/25/26/PL	Change of use from light industrial with 1 No flat to 7 No flats, first floor extension and solar pv panels on the flat roof. This application affects the setting of listed buildings, affects the character and appearance of the Littlehampton Sea Front Conservation Area and is in CIL Zone 4 (Zero Rated) as flats.	17A Selborne Road and 25C Western Road Littlehampton	The committee had no objections to the application but encouraged the inclusion of bee and swift bricks to support habitats within the extension.

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee on 23 March 2026.
Representation on Lists 9, 10, 11 and 12

11	Courtwick with Toddington	FT	LU/45/26/HH	Erection of a single storey attached side garage.	17 Fairhaven Gardens Wick	No Objection
11	Wickbourne	FT	LU/50/26/CLP	Application for certificate of lawfulness for a proposed permanent change of use from C3 Dwellinghouse to C2 Residential institution.	17 West Way Littlehampton	No Objection
12	Courtwick with Toddington	FT	LU/53/26/HH	Construction of ramped access at front of property.	34 Falcon Gardens Littlehampton, BN17 7RB	No Objection
12	Beach	BW	LU/57/26/CLP	Lawful development certificate for a proposed loft conversion including flat roofed dormer to the rear and new rooflights.	19 St Floras Road Littlehampton, BN17 6BD	No Objection
12	Beach	BW	LU/58/26/CLP	Lawful development certificate for replacement windows.	4 Old Warehouse Mews Western Road Littlehampton, BN17 5GE	No Objection
12	Courtwick with Toddington	FT	LU/59/26/CLP	Lawful development certificate for the proposed loft conversion including new rear dormer window, velux at front and high level side facing window at second floor.	40 Lyminster Road Littlehampton, BN17 7LB	No Objection



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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 20 April 2026 at 6.30pm.

Present:

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

In attendance:

Melanie Nicholls – Head of Corporate Services and Governance

2025 to 2026

160. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

162. Apologies

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

163. 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.

164. Minutes

The Minutes of the meeting held on 23 March 2026, previously circulated, were confirmed as a true record and signed by the Chair.

165. Chair's Report and Urgent Items

The Chair reminded members of an upcoming planning training session in April.

The Committee was informed of a license application for a variation to East Beach Café's current license, the details had been circulated ahead of the meeting. Members were asked for their comments of support or objection so a response could be formed under delegated authority to the Town Clerk in consultation with the Chair.

166. Public Forum

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

167. Officer's Reports

167.1. Planning and Other Arun District Matters

167.1.1. Planning Applications, Lists 13, 14, 15 and 16 if available.

It was resolved that:

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

167.1.2. Licensing Application No: 123030 re: 6 Bayford Road, Littlehampton, BN17 5HL

The committee considered a license application, previously circulated, which proposed a variation to their current license, extending the hours they can sell alcohol.

It was resolved that:

The support of the license application be forwarded to Arun District Council.

167.1.3. Licensing Application No: 123092 re: 19 The Hamlet, Waterford Gardens, Climping, Littlehampton, BN17 5RY

The committee considered a license application, previously circulated. As the application was outside the Parish boundaries of Littlehampton, members agreed not to comment.

168. Rampion 2 Windfarm

The Head of Corporate Services and Governance provided an update on Rampion 2 following a spokesperson's confirmation of funding bids being made. Community benefits would likely only become available once funding for the project has been approved. Recent correspondence from the Rampion 2 representative confirmed that the project values contact with members through the Rampion 2 Liaison Group. This update was noted by members.

169. West Sussex County Council and Other Highways Matters

There were no further updates.

170. Masterplan – North Littlehampton

There were no further updates.

171. Exempt Business

There was none.

The meeting was closed at 7.16 pm.

Chair

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee on 20 April 2026.
Representation on Lists 13, 14, 15 and 16

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
13	Beach	BW	LU/67/26/HH	Replacement windows on house. (This application may affect the character and appearance of the Littlehampton Sea Front Conservation Area).	5 Old Warehouse Mews Western Road Littlehampton BN17 5GE	The committee objected to the application due to the negative visual impact and it being out of character with neighbouring properties.
14	Wick	FT	LU/8/26/PL	Replacing part of the school field with a Multi Use Games Area (MUGA) - 92sqm of Duralawn surfacing with football pitch marking, 3m high fencing and gate, removal of existing wooden climbing frame and installation of 69sqm of Duralawn surfacing and 3 new wooden activity frames, tarmac resurfacing of 145sqm school playground with new line markings. This application is in CIL Zone 4 (Zero Rated) as other development.	St Catherines Roman Catholic Primary School Highdown Drive Littlehampton BN17 6HL	Subject to drainage requirements being met, the committee had no objections to the applications and were happy to see the space being upgraded.
14	River	JD	LU/70/26/CLP	Lawful development certificate for the proposed use as supported living accommodation for adults with complex care needs (Class C2).	Vernon House 10 Maltravers Drive Littlehampton BN17 5EY	No objection.
14	Wickbourne	FT	LU/74/26/PD	Prior notification under Schedule 2, Part 14, Class M for PV solar installation.	Si Protec Units 20-23 Eldon Way Lineside Industrial Estate Littlehampton BN17 7HE	No objection.
15	Courtwick With Toddington	FT	LU/63/26/PL	Part retention for hard landscaping works including hard standing to site frontage with Hawthorn Road, provision of crossover across site frontage with Hawthorn Road, reconfiguration of car park layout, 2 No. cycle stores, 1 No. smoking shelter, reduction in size of existing refuse store and provision of second refuse store within rear car park area, 1.2m high metal fence within car park and EV charging points.	Liberty House 4 Hawthorn Road Littlehampton BN17 7TW	No objection.

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee on 20 April 2026.
Representation on Lists 13, 14, 15 and 16

				This application is in CIL Zone 2 (Zero Rated) as other development.		
15	Courtwick With Toddington	FT	LU/71/26/HH	Conversion of garage to accommodate bedroom and ensuite.	41 Henry Lock Way Littlehampton BN17 7FB	No objection.
15	River	JD	LU/75/26/PL	Change of use from a B&B to 1 No. residential property. This application is in CIL Zone 4 and is CIL Liable as a new dwelling.	Sharoleen Private Hotel 85 Bayford Road Littlehampton BN17 5HW	The committee had no objections to the applications but were disappointed to read the applicant's statement and reason for closure, especially as they've provided a valuable service of housing to support those in crisis.
16	Beach	BW	LU/68/26/PL	Detached pre-fabricated garage building to replace existing store for the storage of theatrical props and scenery. This application is in CIL Zone 4 (Zero Rated) as other development.	Littlehampton Sportsfield, Store St Floras Road Littlehampton BN17 6BD	Support.
16	Wickbourne	FT	LU/78/26/HH	Rear Extension.	16 Selwyn Avenue Littlehampton BN17 7NF	No objections with the committee supporting the applicant's use of bird boxes within the extension, requesting that they consider swift boxes to support the local area's population.
16	Brookfield	JL	LU/82/26/CLP	Application for certificate of lawfulness for a proposed single storey rear extension, new front porch, additional window and loft conversion with rear dormer.	11 Fleet Close Littlehampton BN17 6SD	No objection.



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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 16 October 2025 at 6.30pm.

Present:

Councillor Tandy – Chair
Councillor Blanchard-Cooper
Councillor O'Neill
Councillor Tilbrook
Councillor Wiltshire
Councillor Butcher
Councillor May

In attendance:

Sofia Chittenden – Head of Community Engagement and Development
Felix Gillett – Community Engagement Manager

2025 to 2026

49. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

51. Apologies

There were apologies from Councillors Daws and Lee, Councillors Butcher and May attended as their substitutes.

52. 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 Councillors Butcher and May declared a personal interest across the agenda as members of Arun District Council.

53. Minutes

The Minutes of the meeting held on 19 February 2026, previously circulated, were confirmed as a true record and signed by the Chair.

54. Chair's Report and Urgent Items

The Chair thanked the events teams for their hard work resulting in well attended and successful easter High Street events. He also commended the recent Food and Drinks Festival provided by an external company in collaboration with the council.

55. Public Forum

55.1.1. There was one member of the public present, and one written representation received. The questions received and a response from officers addressing them were tabled for members to note and are appended to these minutes.

55.1.2. From the gallery, a representative from Littlehampton Community Growers thanked the committee and those involved in the planning of the Food and Drinks Festival and Easter High Street events. Sharing that they were enjoyable, gratitude was expressed for the group's inclusion in the Town Council's event.

56. Officer's Reports

56.1. Museum Periodic Report

The committee had before them a report, previously circulated, which contained updates on recent activities and engagements with the museum, including proposals for the acquisition of a small number of items and commencement of recruitment for the Transforming Littlehampton Museum Project Officer following the awarding of National Lottery Heritage Funding. Members were pleased to note that progress towards the project had already started.

It was resolved that:

1. The recommended acquisitions of items as set out in Appendix 1 of the report be approved.
2. The engagement figures set out in Appendix 2 and contents of the report be otherwise noted.

56.2. Community Resources Update

The Community Engagement Manager presented a report, previously circulated, which contained positive outcomes from Grant Aid 2025 funding recipients. Members were pleased to note the updates from the local organisations and expressed a desire to promote this feedback on the council's website and social media. Thereby creating more awareness of their services supporting the community and the funding available to support similar groups, applications for which had increased each year.

It was resolved that:

1. The Grant Aid feedback as set out in Appendix A of the report and Sports Forum notes from the meeting held on 2 February 2026 as set out in Appendix B of the report be noted
2. The contents of the report be otherwise noted.

56.3. Service Funding Agreements

56.3.1. The committee received a report, previously circulated, which provided an overview of feedback from the concluded Town Council's 2023 to 2026 Service Funding Agreements (SFAs). It also confirmed details of the current 2026 to 2029 SFAs. As previously mentioned, members encouraged the promotion of this feedback and therefore the work of those community services and the opportunities for support available from the council.

56.3.2. The Chair raised awareness of communication between himself and Littlehampton Sportsfield, a recently renewed SFA recipient. This correspondence was circulated to members of the committee only, under separate cover, due to the private and business sensitive nature of its contents. Members noted this alongside the report's contents.

56.3.3. Current SFAs were approved on 4 December 2025. Members noted that the Littlehampton District Lions Club's SFA was for fuel and that these prices had increased dramatically since the application was made. Officers had contacted the Lions Club on this matter, and they confirmed they would continue the service and cover any increased costs. Members agreed the awarded amount should reflect the current costs and therefore requested this decision be reviewed to reflect the change in circumstances since the SFA was confirmed in December 2025. Officers would investigate options to present to the Community Resources Committee on Thursday 4 June.

It was resolved that:

The report be noted.

56.4. Events Periodic Report

56.4.1. Members had before them a report, previously circulated, which provided updates on progress being made to upcoming events. The report confirmed the dates for the Armed Forces, Families and Veterans Day, the Sandcastle Competition, and Screen on the Green. With these events naturally expanded thanks to the seafront regeneration, officers were mindfully including the concessions and appeal of the splash pad when planning these coastal events.

56.4.2. The committee were happy to note the first Event Support Funding request from the Business Forum was used to support the delivery of an Arts and Crafts Festival. It was also reported that the event services contracts had been awarded following a tender process.

It was resolved that:

The report be noted.

56.5. Quarterly Business Plan Progress Report

56.5.1. The committee considered a previously circulated report, which provided updates on the progress made towards achieving the business plan goals reviewed and agreed by Council in October as they related to the committee's work. Members were informed a date for the first Floral Contract Task and Finish Group was being arranged by officers with members outside of the meeting. The Head of Community Engagement and Development advised that the Business Plan's priorities and officer allocation would be reviewed ahead of Full Council on 14 May 2026.

It was resolved that:

The updates and the contents of the report be noted.

57. Finance

57.1. Committee Budget Monitor

57.1.1. Members had before them a report, previously circulated, which highlighted any significant variances from budget in income and expenditure relating to the Community Resources Committee for 2025 to 2026. The committee agreed to support the recommended transfers of earmarked reserves, to be made by the Responsible Financial Officer (RFO), once all current year expenditure was known. Clarity was sought regarding the display and accuracy of recharges within the new format of reporting, as seen set out in the report as Appendix 2. These queries would be raised with the RFO and answers would be circulated to members of the committee following the meeting.

It was resolved that:

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

58. 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 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.

The meeting adjourned at 7.16pm.

The meeting reconvened at 7.17pm.

59. Officer's Report – Exempt

59.1. Christmas Lights Tender Report

- 59.1.1. A report which included appended confidential notes from the Christmas Lights Working Group meeting held on 2 April 2026, was circulated to members of the committee only. It detailed the conclusion of the tender process for a new Christmas illuminations provider, which had resulted in only one submission. As part of the tender process officers had met with potential applicants to discuss the requirements on location in the High Street. Feedback received from these interested parties as to why they didn't apply was due to budget constraints or supplier issues.
- 59.1.2. The working group's recommendation was to accept the submission as the supplier satisfactorily met the brief within budget. The company would be able to connect thematically with neighbouring displays and expand the area of town centre lights, for example to East Street and Arundel Road. They also proposed to improve the favoured 3D shapes, by having two in the High Street and could provide a range of different options. Members considered the potential for the public to vote and decide on which would be displayed on the High Street. Their options for artificial trees were required to be more robust to withstand high winds, and the applicant had options to

accommodate this. They were also a trusted supplier of displays to other parishes.

59.1.3. Members, having discussed benefits for local businesses, feedback from the community and the Christmas Lights Working Group's recommendation, agreed that the tender be awarded to the recommended company. They looked forward to seeing the new display at the end of the year.

It was resolved that:

1. The notes of the confidential Christmas Lights Working Group meeting held on 2 April 2026 as set out in Appendix 1 be noted.
2. The 2026 to 2028 Christmas illuminations contract be awarded as recommended by the Christmas Lights Working Group.

The meeting was closed at 7.38pm.

Chair

Written Representation:

Good evening,

I have been asked as Chair of LALGA to put the following question to the CRC Committee for a decision/solution to be implemented.

I have attached a picture that was posted onto our (LALGA) Facebook page on Monday afternoon, a group of boys one who can be seen very clearly using the trees as a way to climb over the wooden fence, he also was very abusive to a plot holder.

I know that it is a continuous problem that we face on a regular basis, and also that we do not have a huge budget and every penny is scrupulously gone over and carefully discussed what can be used where and when.

My question is: Is there anything that can be done to deter the youths from being able to climb the tree to gain access to the allotment?

The plot holder I believe has reported to the Police and reported to Dennis and Felix

Kind regards

Chair L.A.L.G.A

Officer Response:

Good afternoon Sarah,

Having recently arranged for the fence to be erected to prevent further antisocial behaviour, I am disappointed to read that it is still ongoing and also concerned for our plot holders.

On the back of your email, I have emailed a contact at Arun District Council, who is responsible for trees, and asked if he can assist us by cutting back the trees on the other side of the fence so that they cannot be used to climb over our fence. I will keep you abreast of progress.

Kind regards,

Facilities & Contracts Manager

Littlehampton Town Council

Non-Confidential

Full Council

Date: Thursday 14 May 2026

Report by: Town Clerk

Subject: Business Plan 2023 to 2027 Update and Annual Review

1. Summary

This report summarises work completed throughout the 2025 to 2026 business plan year and outlines the proposed work to deliver the Business Plan in 2026 to 2027. This includes planned and ongoing objectives as well as new goals from priority areas of work for Council to agree for the business plan year 2026 to 2027.

2. Recommendations

Council is recommended to:

1. Note the updates to the Action Plan Monitor in appendix 1.
2. Approve the goals and objectives for the business plan year 2026 to 2027.

3. Background

- 3.1. Following the Local Government Elections in May 2023, the Town Council developed its Business Plan for the following four years and this was agreed at Full Council in November 2023.
- 3.2. The 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. The Business Plan objectives are integrated with the Town Council's Capital Programme where appropriate and inform the budget setting process. The Business Plan is also incorporated in the Town Council's Corporate Risk

Register which is reviewed annually by the Governance and Audit Committee.

- 3.4. The Action Plan forms the basis of staff annual appraisals and internal work plans for the year ahead, aligned with the budget cycle. This work also informs the annual training plan. Officers have therefore been working alongside Members to deliver the goals and objectives set out in the Action Plan. Each Committee receives updates through their respective quarterly periodic reports enabling them to monitor progress and keep the Business Plan under review.
- 3.5. Members will note a revised layout to the Business Plan Action Plan – Appendix 1. This has been created in response to concerns that the previous layout was inaccessible to many readers due to very small font size. This revised layout therefore includes fewer columns whilst retaining key information.
- 3.6. The revised subject classification is based on the Local Government Functional Classification Scheme which prioritises work descriptions based on nationally used and understood terminology rather than internal organisational structures. This classification scheme allows for the insertion of services and responsibilities regardless of internal organisational structures. This provides the flexibility to respond quickly to future development such as additional responsibilities acquired via local government reorganisation
- 3.7. The Action Plan Monitor document will now include just the latest quarterly update, with prior updates being listed in previous reports and on the website to show progress throughout the year. There is also a 'status' column that uses a 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: An alert, usually denoting one of 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 overspend, 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

4. Annual Review

4.1. Updates are reported to Council at least twice a year, with an annual review undertaken at the Annual Town Council meeting in May. Below are tables summarising the work completed throughout the 2025 to 2026 business plan year and the priorities for work to deliver the Business Plan throughout 2026 to 2027.

4.2. The bullet points below highlight key areas of work completed in 2025 to 2026

- The Event Review, new three-year core Events Programme and budget have been agreed and implemented. New Event Support Funding and Event Forum created.
- The mid-term review of the Town Centre Strategy with Arun District Council, has been completed, including updated goals which reflect new priorities.
- The United Kingdom Shared Prosperity Fund research report has been completed. Priorities identified by the Policy and Finance Committee were promoting civic pride, encouraging local people to spend more time and money in the area and building community engagement and capacity, all supporting place branding.
- The Town Centre wayfinding signage has been implemented.
- Museum Project Time Machine – Phase Two is completed and Phase Three – upgrade and develop the collection has begun with funding from the National Lottery Heritage Fund.
- Transfer to new software package for finance, bookings, financial asset management and maintenance scheduling.
- Contracts including Christmas lights and the events support suite have been awarded.
- New Service Funding Agreements have been agreed and implemented.
- The five-year health and safety survey of trees has been completed.
- Working with Arun District Council and partners on the Seafront Regeneration Scheme has been successfully delivered.
- The K2 Youth and Community Centre was completed and the building is now being hired.

4.3. The bullet points below highlight key areas of work, many of which were progressed in 2025 to 2026, which are ongoing priorities and need to form part of the 2026 to 2027 action plan.

- Support development of newly formed Business Forum.
- Deliver the Council's core programme of events.
- Continue work to develop an Events Forum working with partners to deliver community events throughout the year.
- Implement a hub in the High Street providing a flexible space to access services and facilitate drop-in sessions.
- Finalise Community Centre Action Plans.
- Review Communications Strategy.
- The new Visit and Love Littlehampton websites were revamped and launched and now need to be embedded to ensure maximum utilisation.
- The Museum successfully secured National Lottery Heritage Funding to take forward the Transforming Littlehampton's Museum project. An Options Appraisal Consultant will be contracted to evaluate options for the future of the museum.
- Following the extensive research and community engagement work as part of Project Time Machine, create a clear identity for the Museum within the Manor House.
- Establish a robust volunteer policy and procedure.
- Task and Finish Group implemented to review floral contract.
- Work with Arun District Council and developers to agree plans for allotment sites and a new community and youth facility in Hampton Park (North Littlehampton).
- Undertake further works to secure boundary to Rosemead Park.
- Implement objectives from the Allotment Strategy Action Plan delivering improvements to infrastructure by delivering the new priorities agreed by the Allotment Working Group in 2026.
- Review and assess allotment community project initiatives.
- Take forward the Manor House maintenance requirements including assessment of carbon footprint and environmentally friendly options.

- Commission a premises maintenance plan for Southfields Jubilee Centre.
- 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.
- Embed new staff and continue to review staffing resources to ensure capacity to deliver strategies, projects, and objectives.
- Policies Review – to review, develop, approve, and implement policy changes in line with the National Association of Local Councils models for Standing Orders and Financial Regulations, as well as the suite of Personnel policies and implement a Staff Handbook.
- Agree and deliver training required for Councillors and staff following adoption of new policies.
- Review the budget framework to provide a more effective budget management tool.
- Review committee structure including scheme of delegation to committees to ensure an efficient process for decision making and monitoring.
- Arun Youth Project Contract – ends 30 September 2026.
- IT Contract – ends June 2026.
- Digitisation - To create more accessible, efficient and effective processes for managing resources through digitisation and improved systems.
- Deliver a range of funding for community benefit including new Service Funding Agreements, Grant Aid, Sports Funding and Event Support Funding.
- Continue to deliver the Town Centre Strategy and Action Plan.
- The Town Centre Signage Strategy was developed and agreed in September 2025 and now needs to be taken forward.

4.4. The bullet points below propose new goals, which draw out key objectives from areas that have become priority areas of work since the last annual review

- Pride in Place – the Town Council agreed in early 2026 that it would lead and manage the £20 million programme. Key areas of work in 2026 include recruitment to the Pride in Place Project Manager; implementation of the Neighbourhood Board; confirmation of the boundary; community awareness, engagement and participation; and submission of the Regeneration Plan by November 2026 to the Ministry of Housing, Communities and Local Government.
- Town of Culture – awaiting results of expression of interest submitted in March 2026. If the Town Council is shortlisted, the Department of Culture, Media and Sport will award a bid development grant of £60,000 to submit a full application by autumn 2026.
- Integrating UK Shared Prosperity Fund research outcomes (June 2025) of supporting civic pride and increasing community capacity across the community portfolio of work, including the development of a Community Liaison Strategy.

4.5. It is proposed that the following goals currently scheduled for delivery in 2026 to 2027 are amended to be delivered in 2027 and beyond, either because they are better delivered after other work strands are completed or due to limitations on capacity given the ambitious work programme for 2026 to 2027.

- Community Grant Lottery.
- Town Branding – this goal has been superseded largely by the work of Arun District Council in creating a town colour palette and a refreshed Wayfinding offer.
- Grant Funder.
- Business Continuity Plans.
- Rosemead Park redevelopment.
- Develop a Memorial Bench Policy.
- Input into Arun District Council's Local Plan review and consider implications on Littlehampton Town Council's Neighbourhood Plan Review.
- Review sponsorship package

5. Financial Implications

- 5.1. The budget set in January 2026 sought to create the flexibility within the 2026 to 2027 and future budgets to deliver the Council's aspirations to improve the town and the quality of life.
- 5.2. Resources to deliver the goals and objectives set out in the Action Plan for 2026 to 2027 will need to be further reviewed.

Laura Chrysostomou

Town Clerk

Business Plan Action Plan – Acronyms	
Committees	
Acronym	Full name
CRC	Community Resources
G&A	Governance and Audit
FC	Full Council
P&T	Planning and Transportation
P&F	Policy and Finance
P&P	Property and Personnel
Officer Roles	
FCM	Facilities & Contracts Manager
HFSD	Head of Finance and Service Delivery
HCED	Head of Community Engagement & Development
CEM	Community Engagement Manager
EM	Events Manager
OM	Office Manager
MC	Museum Curator
TC	Town Clerk
PiP:PM	Pride in Place Project Manager
HCSG	Head of Corporate Services & Governance
PSO	Project Support Officer
TCPO	Town Centre Officer

Category	Goals	Objectives 2026 to 2027	Status narrative April 26	Committee	Officer	Finance	Supporting information
Allotments	Allotment Strategy & Action Plan	1. North fence and gate Worthing Road site	Following Allotment Working Group consideration, CRC agreed the priority work to be undertaken in 2026	CRC	FCM	£8,000	Allotment Infrastructure Reserve £300 2026 to 2027 budget £10,000
		2. West Fence section Worthing Road site	Completed			£1,650	Allotment maintenance budget 2026 to 2027
		3. South fence section Mill Lane site		CRC	FCM	£1,200	Allotment Infrastructure Reserve £300 2026 to 2027 budget £10,000
		4. South west fence section Fort Road site		CRC	FCM	£800	Allotment Infrastructure Reserve £300 2026 to 2027 budget £10,000
		5. Review and assess community project initiatives on allotments		CRC	FCM		
		6. Bring budget under control through agreed principles of reducing the level of subsidy and increasing rental income.		CRC	HFSD		
Arts Development	Town of Culture	If successful in progressing to stage two for the Town of Culture develop full bid for submission winter 2026		CRC	HCED		An expression of interest was submitted for the UK Town of Culture 2028. An outcome is expected in Spring 2026 - the shortlisted towns receive an award of £60,000 to be spent on developing the full bid which would be due in winter 2026. Links to UKSPF Research outcomes.
Communications	Visit Littlehampton and Love Littlehampton Website Revamp	1. Deliver a website dedicated to tourism that aligns with district and county wide ambitions	New website live	CRC	HCED	A service funding agreement has been signed with ADC for the funding of £3,000 for the site content, management and maintenance. £700 hosting fees from LTC budget	Links to UKSPF Research outcomes.
		2. Deliver Love Littlehampton and establish it as a reliable source of information for residents about local facilities, businesses and groups	New website live	CRC	HCED		Work with the Littlehampton Business Forum and the Community Engagement Manager to increase content. Links to UKSPF Research outcomes. Links to the Town Centre Strategy and the Events Strategy.
Community Development	Develop a robust volunteer policy and set of procedures	Review existing policy and source external relevant input to ensure it meets required standards to enable the growth of the council's volunteer bank		CRC	CEM		Develop framework to support expansion of volunteering opportunities - explore other volunteer frameworks when opportunity arises
Community Development	Develop a Community Liaison Strategy	Initiate the research phase of the development		CRC	CEM		Links to UKSPF Research outcomes.
Community Development: Grants	Deliver a range of funding for community benefit	1. Commence, monitor and report on new service funding agreements		CRC	CEM	Service budget reviewed and agreed annually as part of budget & precept setting process. £31,000 per year	New Policy and Procedure agreed for the Town Council's suite of community funding in 2025 to 2026.

Category	Goals	Objectives 2026 to 2027	Status narrative April 26	Committee	Officer	Finance	Supporting information
		2. Award, monitor and report twice a year on Grant Aid		CRC	CEM	£25,000 per year	
		3. Award, monitor and report twice a year on Sports Funding		CRC	CEM	£4,000 per year	The Sports Funding replaced the Sports Excellence Grants in 2025.
		4. Award, monitor and report on Event Support Funding as required		CRC	EM	£2,000 per year	New Event Support Funding Policy in place
Community Facilities: Venues	Provide cost effective, accessible and environmentally friendly facilities, that provide safe vibrant places for people to come together	1. Finalise Community Centre Action Plans with specific actions for promotion, maintenance, operations including occupancy rates and implementation of online booking system		CRC	OM		To take forward the Committee policy steer for the action plans for each of the Council's venues for hire: Manor House, Southfields, K2 and Hampton Park.
		2. Balance the need to provide valuable community resources with the need to generate income to reduce the gap between income and expenditure.		CRC	HFSD		
Events	To deliver the Events Strategy and Action Plan	1. Deliver the town council's core programme of events		CRC	EM	Overall budget is £86,837.50	New Events Strategy agreed in 2024. Links to the Town Centre Strategy.
		2. The Town Council will run or support a series of cohesive events that aim to bring people together by celebrating diversity and recognising the heritage of the town		CRC	EM		Links to UKSPF Research outcomes.
		3. Encourage and facilitate a range of activities and events that help create a vibrant town, increase footfall and deter antisocial behaviour		CRC	EM		
		4. Work with external organisations to develop and/or support them to bring events and activities to the Town		CRC	EM		
Museum	Document the museum's collections to reach Spectrum's standards	Create or amend 300 inventory records on MODES and transcribe 200 entries into excel spreadsheets per month		CRC	MC		The Collection Documentation Project is an ongoing piece of work.
Museum	Initiate the National Lottery Heritage Fund 'Transforming Littlehampton's Museum: Building Solid Foundations for the next 100 Years'	1. Employ a Project Officer to work with volunteers to create a Dispersals Group to evaluate items for appropriate dispersal		CRC	MC	The National Lottery Heritage Fund grant is £127,913 with £7,320 from Museum earmarked reserves as match funding for this project.	The National Lottery Heritage Fund Project is Phase Three of the Project Time Machine.

Category	Goals	Objectives 2026 to 2027	Status narrative April 26	Committee	Officer	Finance	Supporting information
		2. Contract an Options Appraisal Consultant to evaluate and cost possible housing and funding for the Museum and form a Forward Plan		CRC	MC		
Museum	Establish a clear identity for the Museum within the Manor House	1. Create a plan to best align the current shared reception area with the museum's identity to improve visitor experience		CRC	MC		As the Town Council moves its public access point to the High Street Hub reorient so Manor House is synonymous with the museum.
		2. Establish a robust volunteer policy and procedure that includes the operation of the reception area		CRC	MC		
Parks and Open Spaces: Maintenance	Rosemead Park - Security and safety improvements	1. Prioritise further works to secure boundaries		CRC	FCM		
		2. Additional assessment of playground and pathways including sensory path. Contract any essential work required.		CRC	FCM	1. £125,849 S106 received 2022, to be used by 2031 - play equipment & pathways only - full review in 2026 - spend only on essential works until then. 2. £193, 794 S106 with ADC and will require a business case and deed of agreement to be paid over to LTC.	
Environmental Protection	Enhance biodiversity and environmental sustainability, via revised contracts for LTC owned or managed outside spaces	Working with Task and Finish Group to overhaul tender specification and award floral contract centring environmental sustainability and increased biodiversity.	The Community Resources Committee appointed a Task and Finish Group to review the current floral service contract to explore alternative delivery models, with a new tender planned for summer 2026 and a new contractor or contractors to start in spring 2027.	CRC	FCM	£26,035	
Youth Services	To provide a youth service that offers young people enriching opportunities and develops positive relationships between young people and the wider community	Current contract ends September 2026		CRC	CEM	£60,000	
High Street Regeneration	Deliver a high quality Christmas Lights scheme	Implement revised three year scheme		CRC	TCSP0	The budget is £25,000 per annum	

Category	Goals	Objectives 2026 to 2027	Status narrative April 26	Committee	Officer	Finance	Supporting information
Community Development	Pride in Place	1. Recruit Project Manager	Job description created and interviews scheduled for 8 May 2026	FC	TC	£20,000,000	Pride in Place – the Town Council agreed in early 2026 that it would lead and manage the £20 million programme.
		2. Support the formation and implementation of the Neighbourhood Board and confirmation of the boundary by 17 July 2026	Open day scheduled for 23 May to share information about the board and wider reference group. Work underway to prepare packs to support selection to the board. Induction and training for board members once selected being scoped. Initial discussions regarding the boundary held with Chair, ADC, MP and ward member as well as MHCLG.	FC	PiP:PM		
		3. Implement and oversee governance frameworks to ensure the Pride in Place Programme fully complies with Government requirements	Shared resource library started	FC	HCSG		
		3. Lead and support community awareness raising, engagement and participatory involvement	Three phase approach: 1. Awareness - launched at Annual Town Meeting with supporting publicity and website. 2. Engagement - outreach programme in development. 3. Participatory - will commence when board begins work on regeneration plan	FC	HCED		
		4. Submit Regeneration Plan to Ministry of Housing, Communities and Local Government by 30 November 2026		FC	TC		
Governance Policy and Guidance	Review Governance Policies	1. Review Standing orders		G&A	HCSG		
		2. Review Financial Regulations		G&A	HFSD		
		3. Review scheme of Delegation to Committees		G&A	HCSG		
		4. Review scheme of delegation to Officers		G&A	HCSG		

Category	Goals	Objectives 2026 to 2027	Status narrative April 26	Committee	Officer	Finance	Supporting information
Information Management	Digitisation	1. Review and reduce shared drive information resources, ensuring legislative compliance and, reduction of obsolete information and streamlined structure.		G&A	HCSG		Exploratory discussions with ICT support provider highlighted the need to reduce and reorganise the shared information resources.
		2. Complete production of events portal allowing online stall booking		CRC	EM		
		3. Trial and report on using ICT to support agenda and minute production.		P&F	HCSG		
		4. Trial and report on using CoPilot for non-personal data as an organisation		G&A	HCSG		
		5. Transfer inventory assets to new software system.		P&F	HFSD		Financial assets completed, inventory assets prioritised this year.
Communications	Review Communications Strategy	Develop a strategy that aligns with the council's ambitions and current communications standards		P&F	HCED		
High Street Regeneration	Open Progress Point the High Street Hub	1. Secure tenancy		P&F	PSO	£180,000 from reserves	The development of the hub forms a key element of the Council's wider ambition to strengthen community infrastructure and connections, improve access to services, and create a visible and approachable presence in the town centre. The hub is intended to serve as an inclusive, multi-functional space that supports community activity, partnership working, and meaningful engagement between residents and the Town Council.
		2. Fit out to required standard		P&F	FCM		
		3. Identify partner organisations and agree shared use of space		P&F	CEM		
		4. Recruit and train staff		P&F	OM		
		5. Open and deliver Progress Point		CRC	OM		
Town Centre Management	To deliver the Town Centre Strategy and Action Plan	1. Ensure the Town Centre and it's facilities are clean and inviting		P&F	TCPO	Town Centre Initiatives budget is £10,000 per year. £43,149 reserves	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. Links to UKSPF Research outcomes.
		2. Promote culture, fitness and arts in Littlehampton		P&F	TCPO		Links to the Events Strategy.
		3. Identify opportunities to improve existing marketing efforts and work in collaboration with key partners to develop new ways to engage residents, visitors and businesses.		P&F	TCPO		

Category	Goals	Objectives 2026 to 2027	Status narrative April 26	Committee	Officer	Finance	Supporting information
		4. Provide incentives to bring people into the town centre	First successful food and drinks festival held over Easter, along with Town Council's Easter events in the High Street.	P&F	TCPO		Links to the Events Strategy.
		5. Support the businesses in the town centre and encourage new investors wanting to start a business in the town.		P&F	TCPO		
		6. Transport and linking the Town Centre	Town Centre Signage Strategy agreed in September 2025	P&F	TCPO		
		7. Work with local authorities to ensure the Town Centre is a welcoming and safe place	A further two years funding was agreed for the Business Crime Reduction Partnership for 2026 to 2028	P&F	TCPO		
Policy and Performance: Business Change	Prepare for Devolution and Local Government Reorganisation	TBC on confirmation of option selected by central government. Reorientate structures, policies and procedures to enable growth.		P&F	TC		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.
Human Resources: Advisory Services	Policy Reviews: Personnel policies and Code of Conduct	1. Rewrite and develop according to updated legislation as it is confirmed.		P&P	HCSG		Personnel - review suite of policies & implement employee handbook
		2. Consult with staff group		P&P	HCSG		
		3. Task & Finish Group to examine		P&P	HCSG		
		4. Seek approval through Committee structure		P&P	HCSG		
Human Resources: Workforce Development Planning	Embed realigned staff structure, supporting new and existing staff to develop in their roles	1. Recruit to vacancies. Revise and roll out induction and probation schedule for new staff		P&P	Line Managers		In light of expanding portfolio, business plan and devolution of services review of scope, capacity, equipment, responsibilities, partnership working arrangements to ensure that we have the right number of staff in the right place, doing the right work at the right level, in order to deliver our services, projects and initiatives.
		2. Appointment support for all staff working in revised roles		P&P	Line Managers		

Category	Goals	Objectives 2026 to 2027	Status narrative April 26	Committee	Officer	Finance	Supporting information
		3. Roll out new meeting schedule to facilitate focus on Business Plan targets		P&P	OM		
Property Maintenance	Premises Maintenance Plans	1. Obtain planning permission for essential updates to Manor House glazing - link to energy management goals. Detailed specification drawings for window / Sign off by Conservation Officer at ADC / Planning application / Tender for works / Appoint contractor	Second meeting with conservation officer to share window specification and to discuss secondary glazing opportunities. Source building surveyor to help with planning application due to Grade 2 listing of Manor House.	P&P	FCM	Manor House £65,000 budget and £102,433 in reserves	Links to Community Centre Action Plan
		2. Implement premises maintenance plan for Southfields Jubilee Centre and resulting programme of works		P&P	FCM	Southfields £34,588 reserves	Links to Community Centre Action Plan
		3. Explore environmentally friendly options to reduce energy and water consumption in our buildings		P&P	FCM		Explore installation of solar panels and rainwater harvesting for existing assets. Links to Community Centre Action Plan.
Information Communication Technology (ICT)	Ensure seamless ICT support	Current contract ends June 2026		P&P	HCSG		

Category	Goals	Objectives 2026 to 2027	Status at May 2026	Status narrative	Timeline	Committee 1	Officer 1	Officer 2	Finance	Background information
Allotments	Open Hampton Park (North Littlehampton) Allotments sites	N/A	On hold	Awaiting confirmation of revised planning application approval and subsequent firm delivery timetable	Not known	CRC	HCSG		N/A delivery is developer funded	1. Holly Drive (southern) LU/263/22/RES
Arts Development	Work with Arun District Council on Gateway Public Art North Littlehampton 2026 to 2027	N/A	On hold	Linked to progress with Hampton Park Development	Unknown	P&F	HCEM		Provisional £40K plus £4,305 from BokLok S106 (LU/116/21/PL - available by application to ADC)	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.
Business Continuity	Business Continuity Plan			Resource prioritisation						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.
Community Centres	Open Hampton Park (North Littlehampton) Community Centre & Youth Facility	N/A	On hold	ADC Planning and developer lead - firm timescales needed to initiate community consultation	Construction anticipated to start 2028-2029	Community Centres sub-committee	PO, HCEM, CEM, HFSD, FCM		£50K repurposed from Revenue reserves for feasibility work. £19,575 spent to date. S106 currently valued @ Circa £1.77M, Revenue budget provision at £20K for 2021/22, £35K for 2022/3, £20K for 2023/4 & £20K projected for 2 years from 2024 to 2026	There is provision for a new Community Centre (including youth facility) at Hampton Park which has been secured through the Section 106 Developer Agreement. The site has been allocated and amalgamating the community and youth centre facilities meets the long-held ambition to provide a joint facility in this part of the parish. Current S106 provision valued @ Circa £1.77M LTC (will need to top up funding requirement £ amount TBC). Following Winter 2024 NLAG meeting developer is progressing work on plans for a way forward. Community consultation on use, design, fixtures and fittings will begin once a completion date is established. Welcome Packs for North LA will recommence as developer completes house building.
Community Development: Grants	Investigate "Community Grant Lottery"	N/A	On hold	Resource prioritisation		P&F	HFSD, CEM			1. Potential to expand and widen the grant programme 2. Explore potential for partnership involvement including surrounding parishes

Category	Goals	Objectives 2026 to 2027	Status at May 2026	Status narrative	Timeline	Committee 1	Officer 1	Officer 2	Finance	Background information
Community Infrastructure Levy (CIL)	Agree CIL funds spending priorities within the financial year of receipt.	N/A	On hold	Current funds allocated to K2. Anticipated funds from Body Shop site allocated to Town Centre		P&F, FC	HCSG		Currently CIL received is directed to K2. £5,354	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. CIL funds from Body Shop site to be earmarked for Town Centre work.
Community Transport	Work with ADC and West Sussex County Council on Community Transport Initiative	N/A	On hold	WSCC and ADC lead.		P&T	HCSG		S106 funding allocated for the development of bus route to serve the new development of £194,000 (plus indexation to be paid to ADC). Expenditure EMR provision of £7,000.	Observing the Council's stance in respect of future support for a community transport initiative, it was considered prudent that this priority be retained should an opportunity to develop a bus service to support the new and growing community in North Littlehampton come forward. Investigate Town circular bus recognising the need to travel to different areas across the Town to access services and facilities and explore whether it would be used. Exploratory meeting 2526Q3 between ADC, LTC, ACT, CTS and Freedom leisure to discuss current and potential provision for bus and community transport. ADC has commissioned a trial bus service, operated in partnership with CTS and Freedom Leisure to service Littlehampton Wave.
Economic, Community and Regeneration	Contribute to West Bank Regeneration Future of the Port	N/A	On hold	ADC and Harbour authority lead	Unknown	P&T	HCEM	HCSG	N/A	Work with the District Council and Harbour authorities by supporting and enabling initiatives / activities that promote tourism and access to the Arun River West Bank. Linked with ADC Local Plan. Community voice. Engage with Rampion & stakeholders on east/west bank. Links to branding of the Town.
Economic, Community and Regeneration	Lobby constructively for community benefits package as part of the Rampion 2 development	N/A	On hold	Rampion 2 lead		P&T	HCSG		N/A	1. LTC pressing for Community Benefits Package for the parish through other channels. Feb.25 Govt announced decision on application deferred to April 25. 2. LTC to consider what a community benefits package looks like. 1. Rampion 2 Wind Farm Development consent given 4 April 25. Monitor for opportunities to engage with developer on community benefits package via LTC representation on Rampion 2 Stakeholder Forum. Maintain dialogue with Harbour Board. 2. Review when development timetable is known.
Income	Sponsorship			P&F	HCED		Note from LC: Floral contract planters may bring sponsorship opp			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.

Category	Goals	Objectives 2026 to 2027	Status at May 2026	Status narrative	Timeline	Committee 1	Officer 1	Officer 2	Finance	Background information
Neighbourhood Planning	Neighbourhood Plan 2014-2029 (Arun Local Plan Review) *		On hold -	WSALC advice to observe impact of NPPF before attempting rewrite.						LNP coming to the end of timeframe and most of aspirations fulfilled. LTC was a trail blazer in this area. Stance as agreed by FC 26 January 2017: "The Town Council accept that it would be prudent to review the Neighbourhood Plan once a Local Plan is adopted and once the Government have introduced a sensible mechanism for doing so". The Town Council will work with Arun District Council on small sites development briefs where we both agree that a site in HELAA is appropriate for residential development and we would anticipate including such a site in an updated Neighbourhood Plan." •LNP policies need to be aligned to Local Plan •Heritage Group – updating Littlehampton Seafront conservation area – should be included and recommended for adoption as part of updated Local Plan
Parks and Open Spaces: Development	Rosemead Park redevelopment	N/A	On hold	Funds available for this major project do not need to be spent until 2032. To be scheduled after related areas of work undertaken, such as the floral contract review		CRC	HFSD, FCM, CEM, PO		1. £125,849 S106 received 2022 - play equipment & pathways only 2. A further £193,794 S106 available on application to ADC (BokLok development) general application towards the Rosemead off site play area	£125K - being held for 10 year refurb of play equip (2030 - 2031). Boklok funds require business case - project 1. secure boundary 2. facilitate events 3. Dax community survey 4. benches - memorial policy - potentially £193K - requires good BP. REQUIRES significant consultation - we will be able to apply lessons learned from initial PinP community consultation to ensure best practice-a. Consider allowing concessions to operate on the site b. Plans for the development of the site utilising the acquired and expected S106 funding c. Explore obtaining Green Flag Status d. Explore opportunities to increase biodiversity, and ensure developments consider environmental and sustainability factors.
Policy	Develop a memorial bench policy		On hold	Resource prioritisation		P&P	HFSD, CEM			Investigate policies from other authorities and explore thoroughly the logistics of implementing such a policy.
See below	Grant Funder		On hold							Explore options to enable Council to actively seek and draft funding bids
	Town Branding	N/A	On hold	ADC have taken the lead on this work.						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.
	Review of speed limits in and around the Town Centre should the opportunity come forward.		On hold	Outside LTC control, but will contribute when the opportunity arises.						Although outside the remit of the Town Council, recognising speeding remains a concern for residents, this has been added should an opportunity arise.