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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 14 May 2026 at 6.30pm.

**Present:**

Councillor May – Chair  
Councillor Butcher  
Councillor Blanchard-Cooper  
Councillor Daws  
Councillor Long  
Councillor Northeast  
Councillor O'Neill  
Councillor Richards  
Councillor Tandy  
Councillor Tilbrook  
Councillor Dr Walsh KStJ  
Councillor Wiltshire  
Councillor Woodman

**In attendance:**

Laura Chrysostomou – Town Clerk  
Sandra Hearsey – Office Manager  
Lina Voskresenskaya – Civic and Communications Officer  
Emily Sapsed – Democratic and Corporate Services Officer

**2026 to 2027**

**1. Evacuation Procedures**

The evacuation procedures were noted.

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

The procedures were noted.

### **3. Installation of Town Mayor**

The Deputy Mayor and Mayor Elect, Councillor May, was installed as Town Mayor. The outgoing Mayor, Councillor Butcher, congratulated the Mayor on her appointment, handed over the Chain of Office and wished her well.

### **4. Declaration of Office and Welcome Address**

- 4.1. Councillor May read and duly signed her declaration of acceptance of office as Town Mayor.

The Town Clerk as the Proper Officer of the Council confirmed that the declaration had been made and congratulated the new Town Mayor.

- 4.2. The Mayor addressed the Council and spoke of her pride and sense of responsibility in accepting office. She also expressed gratitude for the opportunity to work alongside Councillor Butcher in supporting the community over the past year.
- 4.3. Looking ahead, the Mayor highlighted several developments and improvements expected to begin during her mayoral year. These included two new hotels, the Town Council's application for Town of Culture 2028 and the Pride in Place funding, which would provide £20 million of community-focused investment in Wick and Courtwick with Toddington over the next 10 years. In addition, the Littlehampton Museum's successful Heritage Fund grant application would provide £127,913 towards a project focused on developing the Museum and building a strong foundation for the next 100 years.
- 4.4. She emphasised the importance of partnerships between community groups, organisations and local businesses, and shared her intention to strengthen these connections further. Bringing her speech to a close, she committed to prioritising the wellbeing of the community through inclusion, kindness and care for the Town's green spaces. The Mayor was also pleased to announce that her mayoral charities for the year would be Girlguiding and the Littlehampton Community Growers.

### **5. Appointment of Deputy Mayor**

- 5.1. Councillor Wiltshire proposed Councillor Butcher as a candidate for Deputy Mayor and Mayor Elect. Referring to his two years of experience in the role and his support for progress within the community, she commended him to the Council. The nomination was duly seconded by Councillor Daws.
- 5.2. Councillor Tilbrook proposed Councillor Woodman as a candidate for Deputy Mayor and Mayor Elect. Referring to Councillor Woodman's love for the town, her personal involvement with community groups and her desire to work in

partnership with the Mayor, he commended her to the Council for the role. The nomination was duly seconded by Councillor Dr Walsh KStJ.

- 5.3. Three members requested a secret ballot in accordance with standing orders, section 12(b). The Town Clerk explained the process; members privately wrote their nominations on the ballots provided, which were collected and counted by the Democratic Services Officer. The votes were handed to the Town Clerk who verified them and announced that Councillor Butcher had been appointed as Deputy Mayor and Mayor Elect.

**It was therefore resolved that:**

Councillor Butcher be elected Deputy Mayor for 2026 to 2027, Vice Chair of the Council and Town Mayor Elect.

- 5.4. Accepting his appointment, Councillor Butcher stated that he was grateful to be appointed to this role and thanked his fellow councillors for their support. He added that he looked forward to continuing to work together over the next year and doing his best for the Town.

**6. Vote of Thanks to Outgoing Mayor**

- 6.1. On behalf of the Council, the Mayor placed on record Members' appreciation and thanks to Councillor Butcher for his exemplary service to the Council and the community of Littlehampton during his year in office. She reiterated that it had been a pleasure to work alongside him as Deputy Mayor and that she could not have asked for a better introduction to the role.

The Mayor then opened the meeting to hear statements from the floor.

- 6.2. Councillor Tandy praised Councillor Butcher for his term in office and spoke of the unique pleasure of serving as Mayor of the town in which he was born and raised. He also praised the way Councillor Butcher had represented the town at civic events over the past year and looked forward to another year of progress with his support as Deputy Mayor.
- 6.3. Councillor Woodman congratulated Councillor Butcher on his successful year in office, particularly noting the assured manner in which he deputised at Armed Forces Day in 2024. Councillor Tilbrook also highlighted his unwavering and enthusiastic support for the town, its businesses and its people.
- 6.4. In response, Councillor Butcher thanked councillors for their support during his mayoral year and congratulated the newly installed Mayor. He thanked town council officers, particularly the Office Manager, for their support over the past year. He said it had been a pleasure to help build networks within the

community, support local groups and celebrate progress, and that he looked forward to continuing to serve the community as Deputy Mayor.

## **7. Pride in Place**

7.1. The Mayor introduced Jon Jolly, newly appointed Chair of the Pride in Place Neighbourhood Board, who updated the Council on the programme. As a lifelong resident, he spoke enthusiastically about the benefits this funding would bring to Wick and Toddington. He shared details of upcoming engagement opportunities, including an open day at the K2 Youth and Community Centre on 23 May, and explained how residents could get involved. Three levels of engagement were promoted to residents:

1. Surveys and consultations – to seek the views of the wider community.
2. Community champions – to support the board with research and connecting with local groups.
3. Neighbourhood Board – to allocate funding, made up of those who live and work in the area.

7.2. The Neighbourhood Board would be established over the coming months and begin working towards the programme's goals as soon as possible. He concluded by welcoming questions and inviting members to help spread the word and encourage interested residents to get involved.

## **8. Apologies**

There were apologies from Councillor Lee.

## **9. 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.

## **10. Minutes**

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

## **11. Mayor's Report and Urgent Items**

11.1. The Mayor's Engagement report, copy attached to the minutes, had been circulated for Members to note.

11.2. The Town Clerk informed members of a further consultation on Local Government Reorganisation across West Sussex. It was suggested that

members' comments be gathered through an online drop-in session and that the item then be brought to the Policy and Finance Committee on 8 June 2026. A response could then be prepared under delegated authority to the Town Clerk, in consultation with the Mayor and the Chair of Policy and Finance. Members agreed with the proposed approach.

## **12. Public Forum**

There were 20 members of the public present and no written representations were made. Attendees, who were friends and family of Councillor May, shared their support and congratulated the Mayor on her appointment, wishing her well for the year ahead.

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

13.1. Council had before it a report, previously circulated, setting out the rationale for the allocation of committee places and the appointment of representatives to outside bodies. Members also had copies of proposed changes to committee and sub-committee memberships and outside body representatives, as put forward by Group Leaders for Council's consideration.

### **13.2. Committee Memberships**

The following changes were proposed:

- Governance and Audit – it was proposed that Councillor Woodman and Tilbrook swap chairing positions, meaning Councillor Woodman would become Vice-Chair and Councillor Tilbrook would become Chair.
- Policy and Finance – If the above change to the Governance and Audit Chair is approved, Councillor Tilbrook would therefore replace Councillor Woodman on the Policy and Finance Committee.

The proposals were duly seconded and there were no further committee nominations.

#### **It was therefore resolved that:**

Subject to the changes set out in minute 13.1 above, the committee membership, including Chairs and Vice-Chairs, be approved.

### **13.3. Representatives on Outside Bodies**

Following the additional Service Funding Agreements (SFAs) agreed in December 2025, six groups had been added to the list of outside bodies requiring representatives. As some details regarding meeting frequency were

still to be confirmed, members were invited to make nominations. The appointments were as follows:

Fare Divide – Councillor Woodman

Home Start Arun – Councillor Wiltshire

Littlehampton District Lions Club – Councillor Blanchard-Cooper

Shopmobility – Councillor Butcher

Littlehampton and District Foodbank – Councillor Long

Voluntary Action Arun and Chichester – Councillor Blanchard-Cooper (provisionally, subject to confirmation of meeting frequency by the organisation)

It was also proposed that Councillor Wiltshire swap with Councillor Butcher to become representative for Arun Community Transport.

All amendments and new appointments were duly seconded.

**It was therefore resolved that:**

Subject to the changes set out in minute 13.2 above, the representatives on outside bodies be approved.

**13.4. Authorised Signatories**

In accordance with the Town Council's Financial Regulations, Council was asked to confirm the authorised Member signatories and any changes required to the bank mandate following confirmation of the committee appointments for 2026 to 2027. As the Mayor was also Chair of the Property and Personnel Committee, it was proposed that the list of authorised signatories be expanded to include the Vice-Chair of the Community Resources Committee, as was the current bank mandate. This was considered prudent.

**It was therefore resolved that:**

The Mayor, the Chairs of the Policy and Finance, Community Resources, Planning and Transportation Committees and the Vice Chair of the Community Resources Committee be confirmed as authorised Member signatories and that the Town Council's bank mandate remains unchanged there being no changes to the authorised signatories arising from this meeting.

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

- 14.1. Following the recent county council elections, it was suggested that the Council invite attendance by, or reports from, the three new county councillors representing Littlehampton. Invitations would be extended to the councillors for Arundel and Courtwick, Littlehampton East and Littlehampton Town. Any updates would be shared with members under this standing Full Council item. Furthermore, the County Councillor for Littlehampton Town would be invited to attend the Town Centre Action Group in accordance with the membership set out in the Town Centre Strategy.

## **15. Reports from Committees – Non-Exempt**

### **15.1. Committee Minutes – Non-Exempt**

### **15.2. Property and Personnel**

Council received and noted the Minutes of the meeting held on 16 March 2026, previously circulated, with no matters arising.

### **15.3. Planning and Transportation**

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

### **15.4. Planning and Transportation**

Council received and noted the Minutes of the meeting held on 20 April 2026, previously circulated, with no matters arising.

### **15.5. Community Resources**

Council received and noted the Minutes of the meeting held on 16 April 2026, previously circulated, with no matters arising.

## **16. Officer's Reports**

### **16.1. Business Plan 2023 to 2027 Update and Annual Review**

- 16.2. The Town Clerk presented a report, previously circulated, summarising progress against the Action Plan goals and objectives and the work completed during the 2025 to 2026 business plan year. The report also set out priorities for delivering the Council's Business Plan in 2026 to 2027, including new goals relating to Pride in Place and Town of Culture. In addition, it proposed that some goals be rescheduled to 2027 and beyond to reflect current capacity and the ambition to deliver this year's work programme.

**It was resolved that:**

1. The Action Plan Monitor updates be noted.
2. The 2026 to 2027 business year goals and objectives be approved.

**17. Reports of Representatives on Outside Bodies**

- 17.1. Councillor Tilbrook, as the Town Council's representative on the Littlehampton Sportsfield Management Committee, reported that further confidential details regarding redevelopment plans had been shared with the group. The management team and trustees were working to ensure that facilities would continue to meet the deadlines of the various clubs. All those involved were working flexibly to accommodate each other's requirements wherever possible.
- 17.2. Councillor Wiltshire, as the Town Council's representative on Arun Community Transport at the time of the meeting, had attended a recent board meeting. She reported that a new Chief Executive Officer and Chair had been appointed, and that recruitment for a new administrative post was underway. The next meeting would take place on 12 August, at which Councillor Butcher would attend as representative.

**18. Exempt Business**

There was none.

The meeting was closed at 7.24 pm.

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**Mayor**

#	Attendee	Date	Organisation	Event	Activities at event	Venue
1	M	26/03/2026	Littlehampton Museum	Body shop statue installation	Say a few words, have photo taken	Littlehampton Museum
2	M	27/03/2026	Arun District Council	Launch of the Wayfinding	Attend the official Launch of the Littlehampton wayfinding programme	Littlehampton High Street
3	M	27/03/2026	V2 Radio Broadcast	Discussion regarding Littlehampton with V2 Radio	Discussion and answer questions	Manor House Littlehampton
4	M	01/04/2026	Littlehampton Town Council	Easter Extravaganza	Attend the event. Talk to stall holders and members of the community	Littlehampton High Street
5	M	02/04/2026	Bognor Regis Town Council	Civic Reception	Attend and join in the celebration	Bognor Regis Town Football Club. Bognor Regis
6	M	04/04/2026	Pier Road Art Gallery	Mayors pick	Pick top three art exhibitions for the month	Pier Road Art Gallery, East Street, Littlehampton
7	M	09/04/2026	Macedonian Ambassador	Meeting with the Macedonian Ambassador and the Mayor of Resen	Host a meeting with the dignitaries	Manor House Littlehampton
8	M	09/04/2026	Littlehampton Town Council	Love Littlehampton Cultural Day	Attend the event. Talk to stall holders and members of the community	Littlehampton High Street
9	M	10/04/2026	Wick Community	Launch of Wickflix	Say a few words, introduce the launch of Wickflix	Wick Hall
10	M	11/04/2026	Littlehampton Town Council	Food and Drink Festival	Attend the event. Talk to stall holders and members of the community	Littlehampton High Street

#	Attendee	Date	Organisation	Event	Activities at event	Venue
11	M	11/04/2026	Pier Road Art Gallery	Portrait sitting	Attend, sit for the artists for the Portrait competition	Pier Road Art Gallery, East Street, Littlehampton
12	M	12/04/2026	Littlehampton Town Council	Food and Drink Festival	Attend the event. Talk to stall holders and members of the community	Littlehampton High Street
13	M	13/04/2026	Arun District Council	Flood Forum Meeting	Attend the meeting	Civic Centre Littlehampton
14	M	18/04/2026	The Littlehampton Community and History Society	Plaque unveiling	Unveil a plaque, say a few words and attend a celebration tea	United Reform Church, Littlehampton
15	M	22/04/2026	LPOS Productions	Pirates of Penzance	Atten the production	Windmill Theatre Littlehampton
16	M	23/04/2026	Littlehampton Town Council	Annual Town Meeting	Chair the Annual Town Meeting of Littlehampton. Present Merit awards and have photo taken with both Sport and Merit Award Winners	K2 Youth and Community Hall. Wick Littlehampton
17	M	25/04/2026	LPOS Productions	Merit Award	Show up to the production at the interval to present the Merit Award they were unable to claim at the Annual Town Meeting	Windmill Theatre Littlehampton
18	M	26/04/2026	Arundel & Littlehampton Scout group	St George's Day Parade	Take part in the parade and enjoy the festivities	Arundel Cathedral
19	M	02/05/2026	Maltravers Bowls	Bowling open day	Attend the open day and participate	Maltravers Bowls Club Littlehampton
20	M	02/05/2026	Pier Road Art Gallery	Mayors pick	Pick top three art exhibitions for the month	Pier Road Art Gallery, East Street, Littlehampton

#	Attendee	Date	Organisation	Event	Activities at event	Venue
21	M	04/05/2026	Littlehampton Community Growers	Blossom Day	Join in the celebrations	Maltravers Orchard
22	M	09/05/2026	FitMFun	1st Anniversary	Visit and join in the celebration of their 1st anniversary	High Street -, Littlehampton
23	M	09/05/2026	Vetran's Breakfast Club	New Venue visit	Visit and join in with the activities	The Dolphin. Littlehampton
24	M	09/05/2026	Littlehampton Bonfire Society	May Fair	Attend and join in the celebration	Girlguiding Centre Littlehampton
25	M	09/05/2026	Littlehampton Community & History Society	Talk on the Canal System	Attend and listen to the talk on the canal system and coal and chalk distribution	Friends Meeting House. Littlehampton
26	M	11/05/2026	Sussex West County Girlguiding	Annual Review	To attend the Annual review	Arundel Castle
27	M	13/05/2026	Able Kicks	Disability football session	Interact with the players and staff	Arun Sports Arena, Rollaston park, Ford