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Town Clerk – Laura Chrysostomou

Minutes of the Ordinary Meeting of the Policy and Finance Committee held in The New Millennium Chamber, Manor House, Church Street, Littlehampton BN17 5EW on Monday 8 June at 6.30pm.

**Present:**

Councillor Butcher – Chair  
Councillor Tandy – Vice Chair  
Councillor May  
Councillor Northeast  
Councillor Dr Walsh KStJ  
Councillor Tilbrook

**In attendance:**

Laura Chrysostomou – Town Clerk  
Josie Birch – Project Officer: Town Centre Strategy

**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. Apologies**

There were apologies from Councillor Lee.

**4. 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.

**5. Minutes**

The Minutes of the meeting held on 9 March 2026, previously circulated, were confirmed as a true record and signed by the Chair.

## **6. Chair's Report and Urgent Items**

There were none.

## **7. Public Forum**

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

## **8. Officer's Reports**

### **8.1. Town Centre Action Group Representative**

Members were asked to confirm the membership of the Town Centre Action Group for 2026 to 2027. The committee was content that the membership remain unchanged for the forthcoming year.

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

Councillor May attend as Mayor, Councillor Butcher attend as Chair of this Committee, and Councillor Tandy attend as this committee's representative.

### **8.2. Town Centre Strategy and Action Plan Update**

8.2.1. The Town Clerk presented a previously circulated report outlining progress on the Town Centre Strategy and Action Plan. Members were also formally introduced to the newly appointed Project Officer: Town Centre Strategy, who will lead this area of work.

8.2.2. Councillor May was impressed and pleased to attend the Town Centre Action Group as Mayor on 19 May 2026 and looked forward to attending future meetings to continue work towards improving the Town Centre. Following the recent West Sussex County Council elections, Councillor Borrett, representing the Littlehampton Town Division, has been invited to attend the Town Centre Action Group.

8.2.3. Members discussed the use of Section 106 funds for Town Centre Projects and supported it's use for public art installations. Members suggested restoration and recognition of heritage assets be included within this, such as the Town Pump plaque at the entrance to Manor House car park or showcasing the Body Shop which operated from Littlehampton. It was noted that art and signage at gateways to the Town needs to be addressed with recent and forthcoming developments.

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

Notes from the Town Centre Action Group meeting held on Tuesday 19 May 2026, action plan updates, and contents of the report, be otherwise noted.

### **8.3. Progress Point High Street Hub**

Members considered a report, previously circulated, which provided updates on progress towards opening the Town Council led hub on the High Street. Draft Heads of Terms were considered at the Property and Personnel Committee on Tuesday 2 June 2026, for recommendation to Full Council on Thursday 18 June 2026.

**It was resolved that:**

The report be noted.

**8.4. Quarterly Business Plan Progress Report**

The committee had before them a report, previously circulated, which provided an update on progress with delivering business plan goals as they related to the work of the committee, with primary updates for the Town Centre Strategy and High Street Hub being subject to detailed reports earlier in the meeting.

Members proceeded to review the action plan and noted the new format and improved readability, which displayed the previous and current quarter updates.

**It was resolved that:**

The updated and contents of the report be noted.

**8.5. Modified Proposals for Local Government Reorganisation in West Sussex Consultation**

Members had tabled before them questions from the above consultation, previously linked in the agenda, the impacts of which on the affected areas were considered and discussed in-depth. It was felt the new proposal, which separated Chichester from the other West Sussex coastal district and boroughs, had not been proven to be financially sustainable. Primarily it was felt to be out of keeping with the criteria provided by the government. No information had been provided to support this new proposal meaning Members were unable to make informed decisions on the questions within the consultation. The Town Council's previous position that endorsed two unitary authorities across West Sussex consisting of; firstly Horsham, Mid Sussex and Crawley; secondly Chichester, Arun, Worthing and Adur, were still considered to be the best option, and had been based on research and financial modelling. A representation reflecting the committee's views and comments would be submitted in response to this consultation.

**It was therefore resolved that:**

A response to this consultation be agreed under delegated authority to the Town Clerk in consultation with the Chair of this Committee and the Mayor.

**9. Finance**

**9.1. Committee Budget Monitor**

- 9.2. The committee considered a report, previously circulated, which highlighted variances from budget in Income and Expenditure relating to this committee's areas of work. Since this report, the end of year internal audit had taken place.

**It was resolved that:**

The report be noted.

**10. Exempt Business**

There was none.

The meeting was closed at 7.10 pm.

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**Chair**