



How to contact us

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Town Clerk – Laura Chrysostomou

2 June 2026

You are hereby summoned to attend a meeting of the:

Policy and Finance Committee

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

Date: Monday 8 June 2026

Time: 6.30 pm

Committee:

Councillor Butcher - Chair

Councillor Tandy - Vice Chair

Councillor Lee

Councillor May

Councillor Northeast

Councillor Dr Walsh KStJ

Councillor Tilbrook

Laura Chrysostomou, Town Clerk

Agenda 2025 to 2026

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

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

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

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

You should declare your interest by stating:

- a. the item you have the interest in
- b. whether it is a disclosable pecuniary interest, whereupon you will be taking no part in the discussions on that matter, or
- c.
 - i. Whether it is a personal interest and the nature of the interest
 - ii. Whether it is also a prejudicial interest
 - iii. If it is a prejudicial interest, whether you will be exercising your right to speak under Public Forum.

It is recorded in the register of interests that:

- Councillors Butcher, May, Northeast, Tandy, Dr Walsh KStJ and Woodman are Members of Arun District Council.
- Councillors Butcher and Dr Walsh KStJ are also a members of the Littlehampton Harbour Board.

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

5. Minutes

To confirm the Minutes of the meeting held on 9 March 2026, circulated herewith, pages 4 to 10. In accordance with the Town Council's Standing Orders, Section 9a, Members are reminded that no discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy.

6. Chair's Report and Urgent Items

7. Public Forum

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

8. Officer's Report

8.1 Town Centre Action Group Representative

The Committee is asked to appoint a representative to the Town Centre Action Group for 2026 to 2027. The Town Centre Strategy states that the Town Council's nominees are the Mayor, the Chair of this Committee and one other member. It should be noted that Councillors Dr Walsh KStJ and Wiltshire are Arun District Council's representatives on the Group.

It is proposed that current membership continues, with Councillor May attending as Mayor, Councillor Butcher as Chair of this committee, and Councillor Tandy as this committee's nominee.

8.2 Town Centre Strategy and Action Plan Update

Report attached, pages 11 to 33.

8.3 Progress Point High Street Hub

Report attached, pages 34 to 39.

8.4 Quarterly Business Plan Progress Report

Report attached, pages 40 to 44.

8.5 Modified Proposals for Local Government Reorganisation in West Sussex Consultation

This consultation seeks views on the modified proposals to local government reorganisation across West Sussex, which would impact on the governance arrangements of Littlehampton.

The Committee is asked to consider whether it wishes to respond to this consultation, and if so, the response be agreed under delegated authority to the Town Clerk in consultation with the Mayor and Chair of this Committee.

The survey can be found online at: [Modified proposals for local government reorganisation in West Sussex - GOV.UK](#)

9. Finance

9.1 Committee Budget Monitor

Report attached, pages 45 to 64.

10. Exempt Business

It is **Recommended** that:

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



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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 Thursday 9 March 2026 at 18.30pm.

Present:

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

In attendance:

Laura Chrysostomou – Town Clerk

2025 to 2026

35. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

37. Apologies

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

38. Declarations of Interest

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

39. Minutes

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

40. Chair's Report and Urgent Items

There were none.

41. Public Forum

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

42. Officer's Reports

42.1. Standing Orders / Urgent Actions

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

It was resolved that:

The urgent action be noted.

42.2. Town Centre Strategy and Action Plan Update

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

It was resolved that:

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

42.3. High Street Hub

- 42.3.1.** The Committee considered options for the formal name of the new hub. Members acknowledged the value of a descriptive name but also emphasised the importance of selecting a title that is memorable, easy to

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

It was resolved that:

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

42.4. Quarterly Business Plan Progress Report

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

It was resolved that:

The updates and contents of the report be noted.

42.5. Consultation: Free Parking – Arun District Council

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

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

survey format. Members also emphasised the importance of promoting active travel, such as walking and cycling, which could help offset any reduction in parking income. At the same time, the Committee acknowledged the need to support visitors travelling from further afield, including those who may currently use retail parks on the outskirts of the town, by ensuring convenient parking access to the High Street.

It was resolved that:

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

43. Finance

43.1. Committee Budget Monitor

43.2. The Town Clerk presented a previously circulated report, which highlighted any significant variances from budget in Income and Expenditure relating to the Policy and Finance Committee's budget for 2025 to 2026. Members considered the list of potential earmarked reserves detailed within the report, and having confirmed these were in line with the consolidation work on the earmarked reserves, supported the transfer of these accordingly by the Responsible Financial Officer, once all current year expenditure was known.

It was resolved that:

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

43.3. Debtors Review Update

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

It was resolved that:

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

43.4. Annual Investment Strategy

The Town Clerk presented a report, previously circulated, which proposed the investment strategy for 2026 to 2027. The Committee evaluated the

details within the report and were satisfied with the proposed strategy as recommended.

It was resolved that:

1. Council be recommended to approve the Annual Investment Strategy for 2025 to 2026.
2. The contents of the report be otherwise noted.

44. Exempt Business

There was none.

The meeting was closed at 19:27 pm.

Chair

UNAPPROVED

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

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

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

1. Support for a Three-Hour Free Parking Scheme

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

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

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

2. Need for Financial Information

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

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

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

3. Consideration of Funding Options

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

4. Encouraging Sustainable Travel

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

5. Supporting Visitors from Outside the Immediate Area

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

Conclusion

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

Littlehampton Town Council

Non-Confidential

Committee: Policy and Finance

Date: 08 June 2026

Report by: Town Clerk

Subject: Town Centre Strategy and Action Plan Update

1. Summary

The report provides an update on work being undertaken as part of the Town Centre Strategy including an update on the Town Centre Action Plan.

1.1. Recommendations

The Committee is recommended to:

1. Receive the notes of the Town Centre Action Group (TCAG) meeting held on 19 May 2026 in Appendix 1 and action updates in Appendix 2.
2. Note the contents of the report.

2. Background

2.1. The Town Centre Strategy was adopted by Littlehampton Town Council (LTC) in October 2022 and endorsed by Arun District Council's Economy Committee on 5 October 2023. More details can be found on the Town Council's website www.littlehampton-tc.gov.uk/town-centre-action-group.

2.2. The TCAG met on 19 May 2026, the minutes of this meeting can be found in Appendix 1. The focus of the meeting was to receive updates from the different stakeholders in the TCAG. In the meeting the group were presented with an update of the action plan included as Appendix 2 to this report. This presented all the actions completed and currently being worked on. The Littlehampton Business Forum (LBF) were able to provide useful updates on their work to the wider group.

3. Work completed to date:

- Arun District Council (ADC) have installed festoon lighting on the High Street
- Arcade businesses, with support from the LBF and Event Support Funding (£200), successfully ran events and activities across the Easter holidays

- LTC secured a two-day Food and Drink Festival which ran successfully over the last weekend of the Easter holidays
- LTC worked with knit and natter groups to commission and install knitted art on the High Street during the Easter holidays
- LTC ran two successful events on the High Street during the Easter holidays
- Wayfinding Project launched
- Visit Littlehampton and Love Littlehampton websites launched
- ADC worked with V2 radio to promote Littlehampton town centre via a live broadcast on Friday 27 March, linking in with the Friday market
- ADC officers continue to support the Friday market operator, who is now operating under annual consent
- For the 2026 to 2027 financial year, ADC are offering grants of up to £2,500 to eligible new and established businesses to support growth as well as shopfront grants
- Community Protection Officers continue to work across the District – Appendix 2 details their work
- The Neighbourhood Policing Team continue to work proactively within the town and have expanded their team – Appendices 1 and 2 provide more details.

4. Work being undertaken:

- LTC to continue exploring opportunities to bring other activities into the Town Centre
- LTC running four events on the High Street during the Summer holidays
- ADC pursuing a lighting solution for alley connecting St Martin's Car Park with High Street. Design solutions anticipated mid-late May 2026
- ADC exploring the use of an underspend in Section 106 funding for projects in the town. Suggested options include additional wayfinding totems and public art installations at three or four locations
- Ongoing support to the LBF to facilitate their action plan – activities include increase business uptake for both Visit and Love websites, event planning and marketing support
- Research into the feasibility of bringing a pop-up park/area to the High Street
- Review Signage Strategy action plan
- Produce a TCAG newsletter to be distributed to businesses
- Build on the marketing of the town centre via social media
- Install bunting across the High Street for the summer season
- Confirm Christmas Illuminations scheme for 2026.

5. Financial Implications

- 5.1. There will be a cost of approximately £1,000 for the installation of the summer bunting which will be met from the Town Centre Initiatives budget.

Laura Chrysostomou

Town Clerk



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Minutes of the Town Centre Action Group meeting held in the New Millenium Chamber on Tuesday 19 May 2026.

Present:

Councillor Maralyn May (Mayor of Littlehampton)
Councillor Alan Butcher (Councillor at Littlehampton Town Council)
Councillor Freddie Tandy (Councillor at Littlehampton Town Council)
Councillor Christine Wiltshire (Councillor at Arun District Council)
Laura Chrysostomou (Littlehampton Town Council, Town Clerk)
Sofia Chittenden (Littlehampton Town Council, Head of Community Engagement and Development)
Josie Birch (Littlehampton Town Council, Town Centre Strategy Project Officer)
Heather Allen (Arun District Council, Economic Development Officer)
Miriam Nicholls (Arun District Council, Business and Economy Manager)
Richard Groome (East Beach Guest House, Business Representative)
Paul Wakeland (Bah Humbug Sweets, Business Representative)
Michael Holland (Quality Textiles, Business Representative)
Georgia Hudson (Sergeant, Sussex Police, Neighbourhood Policing Team)

1. Introductions

Introductions were made between the group.

2. Apologies

Carrie Reynolds (Arun District Council, Communities and Wellbeing Manager)
Dax O'Connor (Arun District Council, Community Safety Manager)

3. Previous Minutes

The minutes from the February meeting were confirmed and approved.

4. Action Plan Update

Town Council and Arun District Council

- Peacocks Alleyway

Arun District Council (ADC) updated the group on proposals to improve lighting in the alleyway leading from the High Street to St Martin's Car Park, next to Peacocks. Some work had already been carried out at no cost, but further improvements were thought to be necessary. The proposed LED lighting scheme,



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designed to provide a wider spread of light, is estimated to cost approximately £6,000, with power supplied from a nearby lamp post.

- High Street Cleansing and Works

Ways to improve cleanliness in parts of the precinct and The Arcade were discussed. Arun District Council (ADC) officers advised that Biffa had jet-washed the area outside Sainsbury's and that further cleaning work along the High Street and Arcade was scheduled. A new storage unit had been built for the cleaning equipment to be stored overnight, enabling easier access.

The Littlehampton Business Forum (LBF) also asked ADC officers to arrange for tree branches near Peacocks to be cut back, as sap was dripping onto the shop sign. In addition, they raised concerns with Dan Cox (ADC) about graffiti outside Peacocks and chewing gum in various areas, both of which required removal.

LBF noted that works carried out by utility companies in several parts of the High Street have been left in an unsatisfactory condition. ADC officers explained that a Section 58 notice has been put in place, meaning that paving in the town centre cannot be dug up for five years without a license. The enforcement for this lies with West Sussex County Council (WSSCC). They further advised that all tarmac had been documented and reported to the utility companies. It was now a matter of waiting until they were reinstated. ADC Officers would keep a watchful eye on it – as they already do.

- Easter High Street Events

The Arts and Crafts Festival, organised by Magpies and Butterflies and supported by LTC and LBF, was reported to be a great success.

The Food and Drink Festival, organised by LTC and delivered by an external contractor, was successful and would be returning next year over the same Easter holidays weekend.

- Additional Funding Opportunities

ADC officers advised that, due to an underspend in Section 106 funding, developer contributions could potentially be used for projects in the town, but this does still need to be confirmed. Suggested options included additional wayfinding totems and public art installations at three or four locations. Ideas discussed included artwork at Anchor Springs and incorporating wayfinding totem characters into floral displays around the town.



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Any further ideas should be sent to ADC. The funding will need to be allocated by September 2027.

- Visit Littlehampton and Love Littlehampton Websites

The two new websites have now launched, with Visit Littlehampton focusing on tourism and events and Love Littlehampton focusing on businesses and the local community. LTC and LBF are working together to encourage businesses to register on the new platform.

- Business Grants

In mid-April, ADC launched a grant scheme for new and established businesses. Thirty-six applications have been received so far, with two grants awarded to Littlehampton Businesses to date. LBF will continue encouraging businesses to apply. Applications remain open until the end of the financial year or when the funding runs out.

- LBF Workshops

LBF workshops, coaching sessions and training for local businesses have been successful, with attendance from businesses outside the immediate area.

- Signage in Littlehampton

The group discussed signage across Littlehampton and whether a further signage audit was needed. ADC officers have created a new layer in the Council's GIS mapping software to identify signage and other miscellaneous ownership. LTC has contacted the new West Sussex County Councillor to bring them up to date on both the Town Centre Strategy and the Signage Strategy. ADC had ordered a new sign for the St Martin's toilet facility.

- Traffic through the Town Centre

A new Traffic Regulation Order was put in place when the Public Realm Works commenced. It restricts access to the High Street and the only points where traffic can access, at certain times, is Clifton Road and then it can only turn right. LBF asked whether measures could be introduced to prevent lorries from using the High Street, but it was advised that this would require restricting all traffic, which would affect the Friday Market.



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ADC was working with WSCC to investigate issues in Surrey Street relating to traffic stopping. The Car Park Team had been asked to continue patrolling the affected areas. Reporting of incidents was encouraged as this will help direct resources.

- Business Crime Reduction Partnership/DISC

LBF discussed the difficulties some people experience when using DISC and the reasons it may be underused. Members asked whether a simpler reporting option could be introduced, such as a text-based system using a five-digit code. ADC advised that reporting crime could be done on the Arun app, but a full crime report was still required. Sussex Police will arrange a meeting with the Business Crime Reduction Partnership Officer to discuss the matter further.

- Sussex Police

An update was provided on staffing levels. An additional PCSO had joined the team, with a further PCO post and another in training has been assigned to the team.

PCSOs, together with Arun District Council's Business Crime Reduction Partnership, spent an afternoon visiting businesses to encourage incident reporting.

The Neighbourhood Policing Team reported they had carried out stop and search activity, made multiple arrests for a range of offences, prepared Community Protection Notices (CPNs), and issued Community Protection Warnings (CPWs). The team had also progressed charging decisions for retail theft, recovered stolen goods, identified offenders, and obtained victim and witness statements.

- Littlehampton Business Forum

There was a strong uptake of the Forum's e-newsletter, which had 167 subscribers, and work will continue with LTC to encourage businesses to list on the Love Littlehampton and Visit Littlehampton websites. Feedback from the new Arts and Crafts Festival, held in April, would also help shape an events schedule, while LTC and LBF continue developing a marketing collateral pack.

LBF also discussed closer work with community groups, particularly to engage younger audiences, alongside plans for events later in the year, including the



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Book Festival and a Body and Soul event organised by a local business. The forum planned to reach out to the Friday Market operator about extending activity to other days.

LBF is also interested in organising music events in the town centre, alongside late-night shopping opportunities linked to Meet the Makers, with the aim of increasing footfall. Additionally, the forum discussed the potential purchase of additional gazebos for new market traders, subject to funding and storage arrangements.

- AOB

ADC discussed the planning application for the Body Shop site and its potential implications for town centre footfall.

Meeting ended at 19:20

UNAPPROVED

Section	Number	Goal (bold) and action description	Update May 2026
Town Centre	1	A Town Centre Action Group (TCAG) that coordinates the delivery of the Town Centre Strategy chaired by the Town Mayor	
Town Centre	1.1	Annually review performance of the Action Plan at the TCAG and committee meetings.	
Town Centre	2	Ensure the Town Centre and its facilities are clean and inviting	
Town Centre	2.1	Actively support bids and projects contributing to an improved public realm	Arun District Council's replacement catenary wire and new festoon lighting, operated by astronomical timers (turning on at dusk and turning off at 23:00) were installed 18 March 2026. Funded by Arun District Council (ADC), Enerveo commissioned to design lighting solution for alley connecting St Martin's Car Park with High Street. Design solutions anticipated mid-late May 2026.
Town Centre	2.2	Improve the aesthetics of the Town Centre by exploring opportunities for community led activities.	The events forum continues to meet to network and identify ways to collaborate. The Arcade businesses organised activities in the Arcade over the Easter holidays. Community knit and natter groups got involved in producing knitting installations throughout the high street for Easter.

Section	Number	Goal (bold) and action description	Update May 2026
Town Centre	2.3	Supporting the Littlehampton Business Forum (LBF) maintenance facilitator to work with Arun District Council to maintain standards	
Town Centre	2.4	Advocate for provision of changing places toilets	
Town Centre	3	Acknowledge the heritage of the town and show it in the Town Centre	
Town Centre	3.1	Invite Littlehampton History and Heritage groups to contribute to community Town Centre development activities to ensure that acknowledgement of our heritage is included in plans for our future.	
Town Centre	4	Maintain awareness of current and potential use of Town Centre buildings	
Town Centre	4.1	Inform Planning Committee of any issues of concern in a timely manner. Ensuring the TCAG, LBF and relevant groups are aware of relevant planning applications in the Town Centre and have the opportunity to comment.	Groups were updated on relevant planning applications.
Culture	5	Promote culture, fitness and arts in Littlehampton	

Section	Number	Goal (bold) and action description	Update May 2026
Culture	5.1	Actively support activities and events which brighten the Town Centre and its surroundings.	Littlehampton Town Council (LTC) delivered two events on the High Street over the Easter holidays; one with an Easter theme and another with a community theme. Both events were well attended..
Culture	5.2	Encourage and facilitate a range of activities and events to be held in the Town Centre that deliver on both the Town Centre Strategy and the Event Strategy, creating a vibrant town centre, increasing footfall and deterring anti-social behaviour. Work with external organisations, including the Event Forum and Business Forum, to develop the event programme and/or to support them bringing events and activities to the Town Centre.	LTC and ADC worked with an external event organiser to deliver a two-day Food and Drink Festival on the last weekend of the Easter holidays. The event was a success, with good community and business feedback. The operator has pencilled in the same weekend for 2027. Magpies and Butterflies alongside the Business Forum have organised an arts and crafts festival with activities and sessions running throughout the Easter holidays. Funding from the events support funding has been applied and granted towards this event.
Culture	5.3	ADC and West Sussex County Council (WSSCC) to streamline event application processes, creating a convenient and compliant system that facilitates applications from a range of organisers	This is an ongoing project that will require sign off at various levels due to technology input.
Culture	5.4	Collaborate with ADC to involve local artists in the design of monoliths, beach boxes and signage in the area.	The Wayfinding project has been successfully completed and a launch event was held.

Section	Number	Goal (bold) and action description	Update May 2026
Culture	5.5	Explore opportunities to integrate art into the High Street	<p>Knit and Natter groups have completed knitting installations in the High Street for Easter.</p> <p>Investigating if the wall next to the bus stops by Anchor Springs can be painted and have a Littlehampton Welcome sign.</p>
Culture	5.6	Support and establish dedicated and sustainable forums for Events, Sports and Arts	Events support funding received its first application.
Culture	5.7	Assess the feasibility of an annual pop-up park and deliver if viable	Currently researching into the feasibility of bringing a pop-up park/area to the High Street.
Marketing and Tourism	6	Identify opportunities to improve existing marketing efforts and work in collaboration with key partners to develop new ways to engage residents, visitors and businesses.	
Marketing and Tourism	6.1	Assess options for providing clear and accessible visitor information, including permanent signage, electronic boards, and other promotional tools	<p>The installation of the Wayfinding project was celebrated through an official launch on 27 March 2026.</p> <p>Signs have been installed in the Railway Station and seafront explaining the project and signposting people to follow the trails.</p>

Section	Number	Goal (bold) and action description	Update May 2026
Marketing and Tourism	6.2	Promote the town centre, sea front and harbour as a visitor destination, taking into consideration the findings from the research undertaken as part of the UKSPF project 2025	Continued social media promotion of the town. ADC continues to work closely with LTC to raise the profile of the town through Sussex by the Sea, particularly by showcasing events, such as the family fun day on 27 March and Food and Drink Festival in April. ADC continues to support the Visit Littlehampton website through its annual service level agreement, and funded V2's attendance and promotion of the town centre.
Marketing and Tourism	6.3	Develop visit Littlehampton website and social media as a tool to support tourism and community activity	Visit Littlehampton and Love Littlehampton websites have been launched. Businesses, community groups and other organisations have been invited to register a listing on the new websites.
Marketing and Tourism	6.4	Use social media and digital tools to highlight local attractions, events and businesses	Highlighted local businesses, as well as the town's museum and historical attractions, to encourage more people to visit the town centre. Real time promotion of events in the town centre, as well as reels and picture for market day.
Marketing and Tourism	6.5	Explore ways to cross promote the Town Centre with other attractions and stakeholders and agree a plan	ADC worked with V2 Radio to promote Littlehampton town centre via a live broadcast on Friday 27 March, with LTC assisting and working alongside the general market operator to facilitate this.

Section	Number	Goal (bold) and action description	Update May 2026
Marketing and Tourism	6.6	Develop Sussex by the Sea platforms to promote tourism, interlinking with Visit Littlehampton	Sussex by the Sea continues to work closely with all Town Councils and destination marketing organisations across the district to better coordination tourism marketing and forward planning.
Retail and Hospitality	7	Provide incentives to bring people into the Town Centre	
Retail and Hospitality	7.1	Support the Business Forum in developing initiatives that encourage return visitors such as discount vouchers	
Retail and Hospitality	8	To investigate options for a programme of markets	
Retail and Hospitality	8.1	Support ADC with their Expression of Interest for a General Market	ADC officers continue to support the operator, who is now operating under annual consent.
Retail and Hospitality	8.2	Town Council to lead on researching opportunities for themed and specialist markets linking to the Business Forum and the Event Strategy.	Food and Drink Festival, managed by an external operator took place on 11 and 12 April. LTC will continue to explore opportunities to bring other activities into the Town Centre.
Retail and Hospitality	9	Improve the appearance of shops, enabling their ability to attract business.	

Section	Number	Goal (bold) and action description	Update May 2026
Retail and Hospitality	9.1	Promote any external grants or training opportunities to shops so they can apply for them.	For the 2026 to 2027 financial year, ADC are offering grants of up to £2,500 to eligible new and established businesses to support growth. Relevant grants and opportunities continue to be promoted via the monthly Arun business Partnership newsletter and are detailed on the www.arun.gov.uk/leap webpage. Town centre businesses are encouraged to also sign up to ABP Newsletter to access wider opportunities.
Retail and Hospitality	9.2	Work with Landlords and Businesses to implement initiatives that enhance the presentation of shops	A new tranche of Shopfront enhancement grants have been made available for the 2026 to 2027 financial year.
Retail and Hospitality	10	Support initiatives to reduce shop vacancies	
Retail and Hospitality	10.1	Develop a landlord/agents network, appreciating their geographical spread and increasing remote communications to supplement in person meetings.	ADC and LTC continue to work closely with landlords and agents where necessary to help move projects forward.
Retail and Hospitality	10.2	Develop an information pack that can be used by landlords and agents to better promote the town centre and business support and given to prospective business owners	
Retail and Hospitality	10.3	Support opportunities for interim use of vacant premises	

Section	Number	Goal (bold) and action description	Update May 2026
Retail and Hospitality	11	Support the businesses in the Town Centre and encourage new investors wanting to start a business in the town.	
Retail and Hospitality	11.1	Continue to support a sustainable and empowered group of Town Centre business representatives.	ADC and LTC officers attend LBF and ambassador meetings. Supporting the forum administratively and assisting where necessary.
Retail and Hospitality	11.2	Arun District Council will provide information of grants and schemes available to new and existing businesses.	Relevant grants and opportunities to meet with specialist business advisors continue to be promoted via the monthly Arun Business Partnership newsletter ADC have allocated funding to offer grants and 1-2-1 business support in 2026 to 2027.
Retail and Hospitality	11.3	Littlehampton Business Forum to offer training opportunities and coaching for local businesses	LBF has secured coaching sessions for the remainder of 2026.
Retail and Hospitality	11.4	Continue to support pavement license applications which contribute to service economy success and maintain accessibility	LTC planning committee has responded positively in support of several pavement licenses.
Retail and Hospitality	12	Support and advocate for community support facilities in the Town Centre	
Retail and Hospitality	12.1	Explore opportunities to create a High Street Hub that offers access to key services such as council services and community support	LTC are currently working on confirming a premises in the High Street.

Section	Number	Goal (bold) and action description	Update May 2026
Retail and Hospitality	12.2	Liaise with the banks and post office to create a banking hub in the Town Centre.	Temporary banking hub is in the Manor House. Planning permission has been granted for the new Banking Hub at 43 High Street.
Transport and Linking the Town Centre	13	Investigate opportunities to connect the seafront, riverside and Town Centre	
Transport and Linking the Town Centre	13.1	Explore emerging initiatives that promote eco-friendly travel	
Transport and Linking the Town Centre	14	Improve signage into the town centre from all approaches, including public transport, vehicles and pedestrian routes	
Transport and Linking the Town Centre	14.1	LTC to develop and implement a signage strategy for the Town Centre and surrounding areas	Completed and adopted by LTC in September 2025.
Transport and Linking the Town Centre	14.2	ADC to secure further UKSPF funding to redesign monoliths incorporating the LTC and Artwork Wayfinding project to include Beach Boxes.	All aspects of the UKSPF funded wayfinding scheme and partnership funded trail delivered and launched 27 March 2026.

Section	Number	Goal (bold) and action description	Update May 2026
Transport and Linking the Town Centre	14.3	Collaborate with ADC to deliver a cohesive approach to wayfinding that incorporates the aims of the Signage Strategy, ADCs Tourism Strategy and Parking Review	In line with ADC's Tourism Strategy and the aspirations of LTC's signage strategy, the comprehensive wayfinding scheme for Littlehampton aims to improve the connections between the town centre, seafront and riverside. The new designs include clear directional signage to key locations, and feature panels about local heritage and the work of local artists, including the work of young people who developed unique characters and trails with Artswork in 2025. ADC Officers continue to address signage issues reported to them by LTC, businesses and members of the public, such as the sign to Anchor Springs and toilet sign for St Martin's.
Transport and Linking the Town Centre	15	Collaborate with relevant stakeholders to improve the appeal of town centre entrances and public transport facilities.	
Transport and Linking the Town Centre	15.1	Explore options to enhance the public realm at transport entrances to the Town Centre	
Transport and Linking the Town Centre	16	Monitor traffic management concerns in the town centre	

Section	Number	Goal (bold) and action description	Update May 2026
Transport and Linking the Town Centre	16.1	Collaborate with the District and County Council to address any issues that arise	ADC actively working with WSCC Highways to clarify extent of the Traffic Regulation Order in place and to limit access to High Street via the pedestrian crossing at Surrey Street. Following ADC intervention in response to complaints about the appearance of utility works to the High Street, no work apart from emergency repairs will be allowed on the High Street until 2031.
Transport and Linking the Town Centre	17	Support proposals to improve Town Centre car parks as part of the ADC masterplan	
Transport and Linking the Town Centre	17.1	Undertake a feasibility study for the redevelopment of St Martins car park	
Anti-Social Behaviour	18	Work with local authorities to ensure the Town Centre is a welcoming and a safe place	
Anti-Social Behaviour	18.1	Allow all current activities to bed in and analyse effectiveness of the interventions in tandem with the budget cycle.	

Section	Number	Goal (bold) and action description	Update May 2026																								
Anti-Social Behaviour	18.2	Continue to work with the Littlehampton Business Forum to report issues in the town centre	<p>Produced a document on reporting, this was delivered to local businesses.</p> <p>Access to both DISC and Shopwatch radio are positive resources, allowing officers to respond to real-time incidents as and when they are present in the town. This has had the effect of preventing ASB incidents from escalating and allowing provision of witness statements as necessary.</p>																								
Anti-Social Behaviour	18.3	Review the BCRP and its impact																									
Anti-Social Behaviour	18.4	Support the implementation of the new Community Protection Officers (CPOs) including introduction to the Business Forum and its facilitators particularly those responsible for security in the town centre. Ensure the CPOs are aware of activities planned for the town centre so they can be present. Serve as a means for information sharing between them and the business forum.	<p><u>Community Protection Officers (CPOs)</u></p> <table border="1"> <thead> <tr> <th>Littlehampton town boundary</th> <th>Jan '26</th> <th>Feb '26</th> <th>Mar '26</th> <th>Apr '26</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>PSPO enforcement</td> <td>11</td> <td>6</td> <td>4</td> <td>2</td> <td>23</td> </tr> <tr> <td>Foot patrols (man hours)</td> <td>64</td> <td>62</td> <td>62</td> <td>47¹</td> <td>235</td> </tr> <tr> <td>Joint police interventions²</td> <td>2</td> <td>0</td> <td>2</td> <td>1</td> <td>5</td> </tr> </tbody> </table> <p>¹ Lower than previous months due to annual leave</p> <p>² Resulting in arrest or other enforcement activity</p> <p>In addition, drug paraphernalia has been found and removed/reported for removal on a number of occasions at various locations within the town. Officers are sharing intel with PCSOs and targeting patrols to try and disrupt activity.</p>	Littlehampton town boundary	Jan '26	Feb '26	Mar '26	Apr '26	Total	PSPO enforcement	11	6	4	2	23	Foot patrols (man hours)	64	62	62	47 ¹	235	Joint police interventions ²	2	0	2	1	5
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Section	Number	Goal (bold) and action description	Update May 2026
Anti-Social Behaviour	18.5	Work with ADC led 'Local Action Team' to implement initiatives to improve safety in the Town Centre.	<p><u>Youth Anti-Social Behaviour (ASB)*</u></p> <p>Reports to the Community Safety team of widespread youth related ASB in the town centre have been low. A few individuals continue to cause nuisance and are being dealt with via a multi-agency approach due to the complex nature of their needs and behaviour.</p> <p><u>Street drinking and Anti-Social Behaviour*</u></p> <p>Limited reports or incidents witnessed over the past three months.</p> <p><u>ASB enforcement</u></p> <p>Due to reduced staffing capacity within the ASB team, enforcement activity (beyond that delivered by the CPOs) has been limited since March 2026.</p> <p><u>Public Spaces Protection Order</u></p> <p>The council's new PSPO was implemented with effect from 1 April 2026. Whilst the restrictions remain much the same, the wording has been simplified to ensure understanding of what is expected of people. The restricted areas have also been significantly reduced, targeted on those public spaces most prone to alcohol related antisocial behaviour, to enable officers to provide a more</p>

Section	Number	Goal (bold) and action description	Update May 2026
			<p>targeted response and undertake effective enforcement.</p> <p>* Officers are aware that poor weather conditions will be a factor but are alive to any changes and need to undertake intervention and enforcement.</p>
Anti-Social Behaviour	18.6	Work with Sussex Police to ensure effective data sharing resulting in efficient deployment of resources and support activities such as Action Days	<ul style="list-style-type: none"> - Over 20 arrests in the Littlehampton town centre area for various offences. - Stop searches have been conducted. - Community Protection Warnings (CPWs) issued. - Prepared Community Protection Notices (CPNs) for issue. - Completed charging decisions for defendants for theft from shop offences. - Seized vehicles, an e-scooter, and an illegal electric bike for no insurance offences. - Interviewed youth offenders and referred them to the youth panel for a disposal decision. - PCSO's have recovered stolen goods from shoplifters, identified outstanding offenders, enforced the PSPO, and have obtained victim/witness statements. - PCSO's carried out a joint afternoon with Arun District Council's Business Crime Reduction Partnership Manager and their Community Protection Officers visiting businesses and encouraging them to report crime/incidents. - Liaising with Registered Social Landlords surrounding anti-social behaviour at various addresses – and assisted a vulnerable adult who was the subject of cuckooing with a move to emergency accommodation.

Section	Number	Goal (bold) and action description	Update May 2026
Anti-Social Behaviour	18.7	Monitor the enforcement of e-scooters and cycling in the town	
Anti-Social Behaviour	18.8	Work in collaboration with local support groups and charities to help those with an addiction in Littlehampton	

Littlehampton Town Council

Non-Confidential

Committee: Policy and Finance

Date: 08 June 2026

Report by: Town Clerk

Subject: Progress Point High Street Hub

1. Summary

This report provides an update on the progress towards opening a Littlehampton Town Council led Hub on the High Street. The report of 15 September 2025 is attached as appendix 1 for additional background information.

2. Recommendations

The Committee is recommended to:

Note the contents of the report.

3. Background

- 3.1. The delivery of a Hub in Littlehampton High Street is a current Business Plan target, that supports delivery of high street regeneration and the Town Centre Strategy. Aiming to provide access to a range of community services, supporting community engagement and the development of community capacity.
- 3.2. The report from 15 September 2025 set out the basis for providing the hub and has been included for additional background information. As a result, this committee agreed the vision and mission for a Littlehampton Town Council led Hub in the High Street. The Hub will provide a dedicated community space in the heart of the High Street, complementing existing facilities. It will make Town Council services more accessible and bring together other key services that may not currently have a physical presence within the town. The desired

outcome would be a High Street hub that connects residents to information, access to services, local charities and organisations, providing more opportunities for members of the public to interact with local groups for support, to volunteer or to ask questions.

4. Partnerships and community engagement

- 4.1. The facility offers significant value as a neutral, welcoming, and accessible space situated within a convenient High Street location. This position makes it an ideal hub for delivering vital community services, with a particular focus on access, advice, connections, as well as skills development.
- 4.2. This central location presents an excellent opportunity for partner organisations to co-locate, and discussions are taking place with potential permanent partners to deliver targeted skills and employment services directly to residents.
- 4.3. Following responses received from the expressions of interest that went out to a wide range of community groups, the Project Support Officer and Community Engagement Manager will be working over the coming months to shape the development of the hub and how best to utilise the space with them.
- 4.4. The dedicated page created on the Town Council website remains active to support awareness and engagement with the project and can be found via the link <https://www.littlehampton-tc.gov.uk/hub-high-street>
- 4.5. The Town Council's nine Service Funding Agreement partners have all committed to engaging with the Hub, providing a presence that raises their profile. Develops community awareness and increases opportunities to access their services.
- 4.6. By offering a reception for Town Council Services on the High Street the museum can now take ownership of the reception area in Manor House, providing a better visitor experience as part of the response to the public consultation of 2024.

5. Premises

- 5.1. Progress to the design development and internal construction of the building can be seen in the updates listed below:
 - The landlord/developer works to the building prior to handover have taken longer than expected. However, these are now anticipated to be completed shortly, and in line with the timeline for expected fit out works.
 - Lease negotiations have now been successfully completed and Heads of Terms which form the basis for the lease were agreed. These were presented to the Property and Personnel committee on 1 June for consideration and recommendation to Full Council to enter a full repairing

lease with the Landlord for the preferred premises for a period of 15 years, with break clauses and upward only rent reviews at five and ten years.

- The Council has successfully completed its tender process for the design and fit-out of the building and selected the preferred contractor to undertake the work. The appointed contractor will be required to design and fit-out the space to reflect the Council's vision of a safe, welcoming, and flexible environment, suitable for use by local forums, groups and services, while also meeting the operational requirements of the Town Council and its partners.
- The council is now working closely with the contractor to clarify design and layout requirements prior to the commencement of the fit-out process.
- Fit out is expected to commence in July 2026.
- The Council continues to work towards opening the Hub in Quarter 2, with a revised target for opening of late September 2026.

6. Communications

- 6.1. The name of the Hub was agreed at the previous committee on the 9 March 2026 as Progress Point
- 6.2. A communications and marketing plan has been developed to support the project and continue to raise awareness in the lead up to and beyond the opening of Progress Point

7. Staffing

- 8.1 Job descriptions are currently being developed against agreed administrative roles to be based at the Hub.

8. Financial Implications

- 8.1. Budget for this project has been previously agreed and detailed within the current Action Plan.
- 8.2. A total of £3,395 has been committed to legal costs incurred in relation to surveyor and solicitor advice given prior to the agreement of the lease terms and the ongoing solicitor support in respect to finalising the lease agreements.
- 8.3. Proposed costs for design and fit out falls within the £100,000 budget committed to this project which is being met from Earmarked reserves. Final costs will be confirmed following the completion of the design process.

Laura Chrysostomou
Town Clerk

Littlehampton Town Council

Non-Confidential

Committee: Policy and Finance

Date: 15 September 2025

Report by: Town Clerk

Subject: High Street Hub

1. Summary

1.1. This report provides a proposed vision and mission for a Littlehampton Town Council led High Street Hub based on feedback from Councillors attending the open workshop on the subject in 2024 and subsequent agreement of resource provision through the budget setting process in December 2024.

2. Recommendations

The Committee is recommended to:

- 2.1. Consider and agree the basis for providing a hub in the High Street and the accommodation needed to deliver this.
- 2.2. Otherwise note the contents of the report.

3. Background

3.1. Delivering a High Street Hub for Littlehampton which provides access to a range of services used by the community and supports the development of community capacity is a current Business Plan Target. It also supports the delivery of the Town Centre Strategy. Whilst the Town Council is keen to work with permanent partners on this project none have been formally agreed, so are not included in this report.

4. Proposal

4.1. Introduction

By agreeing a vision and mission for the High Street Hub, this can guide every stage of the design, development and ways of working. It will provide a clear,

positive steer to potential service providers as well as to the community as a whole.

4.2. What it could be and how it could work

The hub in the high street could be a central and flexible space for Littlehampton service providers to meet with residents, workers and each other. The management of the hub would be by the Town Council.

The operation of the building will work on the principle that if a service representative is in the building they are available to the public and their presence will be advertised on a board in the window “who’s in today?” The purpose of this condition of use is threefold:

- Highlight the range of services working for the community
- Counteract any perception that services are difficult to access
- Provide an opportunity for residents to find out more about services, perhaps even volunteer to contribute too.

4.3. Physical resources

4.3.1. Promotional space

Any projecting front window spaces will be available to book by organisations – statutory, voluntary or commercial (e.g. if they are promoting free of charge service to the public e.g. banking hub).

4.3.2. Welcome area

A reception desk, staffed by either the Town Council or representatives from partner organisations, will welcome the public and service providers, signing people in, highlighting the coffee station and inviting visitors waiting for an appointment (for example with Citizens Advice) to take a seat.

4.3.3. Coffee station

Service providers and their visitors are welcome to make themselves and their guests tea and coffee, for which there will be no charge at point of use. There could be an opportunity to offer sponsorship by commercial companies to cover the nominal charge, or the money could be recouped via hire charges.

4.3.4. Privacy Pod

A soundproofed pod – much like that currently used by the temporary banking hub – will also be available to hire either alongside or independently of the front of house promotional space. If not prebooked in advance, it will be made available to service providers in the building on an ad hoc basis – for example, a Councillor talking to a constituent may wish to move to the pod if it becomes

clear that the subject matter under discussion is sensitive. The privacy pod will only be available to service providers meeting a member of the public.

4.3.5. Service providers and community groups drop in

In addition to permanent tenants and regular or occasional hirers, the Hub will offer a drop in space for people who are working for the community in the town, be that statutory providers, community support networks or community groups. Examples might include PCSOs, Business Crime Reduction Partnership, Community Protection Officers, District or County Council officers and/or councillors or High Street Chaplains. All are welcome to either pop in for a quick coffee and a sit down or to arrange to meet colleagues from across the sector for either an informal catch up or to book a space for a more formal meeting. As mentioned above, the condition of use is that any public servants must be available to the public.

Not everyone working for the town is paid, perhaps most are not. The same offer and conditions of use will be available to community groups actively working to regenerate the town centre – examples include the Business Forum and the Events Forum.

4.3.6. Income generation

With a carefully designed security system and well-chosen fixtures and fittings there may be the opportunity to generate income from commercial hire, perhaps at the weekend, although it may be advisable to “bed in” the core functions before additional use is considered.

4.3.7. Conclusion

The provision of a High Street Hub is an LTC business plan target. More recently attention has turned to the development of community capacity to more effectively direct and deliver regeneration initiatives. By providing a welcoming space where the work already undertaken by service providers can be promoted and initiatives led by community representatives can be nurtured the High Street Hub could prove to be a useful tool for taking Littlehampton Town Centre regeneration to the next level.

5. Financial Implications

- 5.1 To enable this work to move forward the Capital Programme for 2025 to 2026 included provision of £100,000 drawn from the Converted Capital Receipts Reserve for the purpose of developing a space within which to operate the Hub. The 2025 to 2026 budget also included £30,000 for revenue costs such as staffing, rent and utilities for the latter half of the year only.

Littlehampton Town Council

Non-Confidential

Committee: Policy and Finance

Date: 08 June 2026

Report by: Town Clerk

Subject: Quarterly Business Plan Progress Report

1. Summary

1.1. Each Committee will receive updates through their respective quarterly periodic reports enabling them to monitor progress and keep the Business Plan under review. This report provides an update on progress with delivering the goals as they relate to the work of this Committee.

2. Recommendations

2.1. The Committee is recommended to note the Business Plan updates in Appendix 1.

3. Background

3.1. The Town Council agreed its Business Plan for the next four years at Full Council in November 2023. Following approval of the Business Plan, the objectives were integrated with the Town Council's Capital Programme where appropriate and incorporated in the Town Council's Corporate Risk Register which is reviewed annually by the Governance and Audit Committee. The Strategy and Action Plan goals are now also integrated in the staff appraisals and business workplans.

3.2. 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. Officers have been working alongside members to deliver the goals and objectives set out in the Action Plan. The Action Plan in Appendix 1 sets out

the goals that fall within the remit of this Committee and includes quarterly update columns to show progress throughout the year. There is also a 'status' column that uses 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: and alert, usually denoting one or 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 overspends, 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.

- 3.4. The bullet points below draws out key objectives from the Action Plan for the business year 2026 to 2027 as they relate to the work of this committee that were agreed by Council at the Annual meeting on 14 May 2026.

Key objectives:

- Review Communications Strategy
- Open Progress Point, the High Street Hub
 - Secure tenancy
 - Fit out to required standards
 - Identify partner organisations and agree shared use of space
 - Recruit and train staff
- Trial and report on using ICT to support agenda and minute production
- Transfer inventory assets to new software system
- Prepare for Devolution and Local Government Reorganisation.

- 3.5. There are some areas of work where responsibility is shared with other committees. Key areas of work relating to this Committee include: opening and delivering services in Progress Point, the new High Street Hub; further successful meetings with the Business Forum and wider business community; Town Centre Action Group meeting. Progress with these workstreams is set out in reports elsewhere on this agenda.

4. Financial Implications

- 4.1. The budget set in January 2026 sought flexibility within the 2026 to 2027 and future budgets to deliver the Council's aspirations to improve the town and the quality of life.
- 4.2. Resources to deliver the goals and objectives are set out in the Action Plan for 2026 to 2027, and some may need to be further defined and/or reviewed.

Laura Chrysostomou
Town Clerk

Business Plan Action Plan - In Progress

Appendix 1

TC - Town Clerk
 HFSD - Head of Finance and Service Delivery
 HCSG - Head of Corporate Services and Governance
 HCED - Head of Community and Engagement Development
 PiP.PM - Pride in Place Project Manager

MC - Museum Curator
 EM - Events Manager

TCSP0 - Town Centre Strategy Project Officer
 CEM - Community Engagement Manager
 FCM - Facilities and Contracts Manager
 PSO - Project Support Officer
 OM - Office Manager

#	Category	Goals	Objectives 2026 to 2027	Status narrative April 26	Quarter 1 Updates	Committee	Officer	Finance	Supporting information
4	Communications	Review Communications Strategy	Develop a strategy that aligns with the council's ambitions and current communications standards		New Communications and Civic Officer has begun reviewing	P&F	HCED		
14.1	High Street Regeneration	Open Progress Point the High Street Hub	1. Secure tenancy	Working on agreement with landlord over Heads of Terms for lease. Tender process for design and fit out in progress Both expected to be completed in Q1	Heads of Terms negotiated. To go to P&P committee for recommendation of approval by full council. Tender process for fit out completed successfully. Design process planned for June. Fit out on track for completion by end of Q2.	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.
14.2	High Street Regeneration	Open Progress Point the High Street Hub	2. Fit out to required standard			P&F	FCM		
14.3	High Street Regeneration	Open Progress Point the High Street Hub	3. Identify partner organisations and agree shared use of space			P&F	CEM		
14.4	High Street Regeneration	Open Progress Point the High Street Hub	4. Recruit and train staff		Job description being created	P&F	OM		
18.3	Information Management	Digitisation	3. Trial and report on using ICT to support agenda and minute production.			P&F	HCSG		
18.5	Information Management	Digitisation	5. Transfer inventory assets to new software system.			P&F	HFSD		Financial assets completed, inventory assets prioritised this year.
23	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.
25.1	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		Recent reports from Business Forum representatives to Arun District Council have highlighted some areas that need more frequent cleaning	P&F	TCSP0	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.
25.2	Town Centre Management	To deliver the Town Centre Strategy and Action Plan	2. Promote culture, fitness and arts in Littlehampton		Supported the Littlehampton Business Forum with their Arts and Crafts events by providing event management guidance and a grant from the Event Support Funding. Plans for four events on the High Street during the summer are underway.	P&F	TCSP0		Links to the Events Strategy.
25.3	Town Centre Management	To deliver the Town Centre Strategy and Action Plan	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.		Discussions underway with Littlehampton Business Forum to develop a branding kit for their own events. Continuing with promoting the free listings on Visit and Love Littlehampton websites	P&F	TCSP0		
25.4	Town Centre Management	To deliver the Town Centre Strategy and Action Plan	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.	Littlehampton Business Forum meeting on 26 May to discuss ideas	P&F	TCSP0		Links to the Events Strategy.

FC - Full Council
 P&T - Planning and Transportation
 P&P - Property and Personnel

CRC - Community Resources
 P&F - Policy and Finance
 G&A - Governance and Audit

#	Category	Goals	Objectives 2026 to 2027	Status narrative April 26	Quarter 1 Updates	Committee	Officer	Finance	Supporting information
25.5	Town Centre Management	To deliver the Town Centre Strategy and Action Plan	5.Support the businesses in the town centre and encourage new investors wanting to start a business in the town.		Arun District Council grants regularly promoted to businesses	P&F	TCSP0		
25.6	Town Centre Management	To deliver the Town Centre Strategy and Action Plan	6. Transport and linking the Town Centre	Town Centre Signage Strategy agreed in September 2025	Exploring ideas to further encourage movement of visitors between town centre and waterfront	P&F	TCSP0		
25.7	Town Centre Management	To deliver the Town Centre Strategy and Action Plan	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	Business Crime Reduction Partnership work is ongoing. Regularly promote reporting methods and encourage active reporting	P&F	TCSP0		

Littlehampton Town Council

Non-Confidential

Committee: Policy and Finance

Date: 08 June 2026

Report by: Town Clerk

Subject: Committee Budget Monitor

1. Summary

- 1.1. The report includes a summary of the year-end accounts for 2025 to 2026 and highlights any significant variances from budget in Income and Expenditure for the first quarter of 2025 to 2026. The figures reported on are those relating to the Policy and Finance Committee budget. The areas of budget responsibility and cost codes that sit within this committee have been outlined in a table in Appendix A.
- 1.2. Appendix B shows movements during the previous financial year (2025 to 2026) in earmarked reserves that fall within the budget responsibility of this committee.
- 1.3. Appendix C is a detailed income and expenditure report for Council functions showing (from left to right) the budget for 2025 to 2026; the actual net spends for 2025 to 2026 and the balance remaining against budget.
- 1.4. Variances that have been subject to individual periodic reports are not reported on.

2. Recommendations

- 2.1. The committee is recommended to:

Note the contents of the report.

3. Year End Budget Monitor 2025 to 2026

- 3.1. The figures included in Appendix C are year-end figures.

3.2. Central Admin & Support Services

- 3.2.1. Expenditure was in line with expectations.
- 3.2.2. Any overspends were met from savings within this cost centre.

3.3. Democratic Representation and Management

- 3.3.1. Expenditure was in line with expectations.
- 3.3.2. There was £15,000 earmarked at year end from Election Expenses for future liabilities.
- 3.3.3. There was £500 earmarked at year end from Binding for future liabilities.
- 3.3.4. There was £500 earmarked at year end from Mayors Allowance for the Mayoral chain.
- 3.3.5. There was £300 earmarked at year end from Members Conference and Training for future liabilities.
- 3.3.6. There was £200 earmarked at year end from Members Travel for future liabilities.
- 3.3.7. There was £200 earmarked at year end from Members Expenses for future liabilities.
- 3.3.8. There was £345 earmarked at year end from Staff Conference Expenses for future liabilities.
- 3.3.9. Expenditure within the Members Allowance was above expectations – there was an overspend of £711 due to a higher than budgeted for annual allowance increase. This will be met from underspends in this cost centre.

3.4. Town Centre Management

- 3.4.1. Expenditure was in line with expectations and budget.
- 3.4.2. There was £2,500 earmarked at year end from Notice Boards for future liabilities.
- 3.4.3. There was £4,085 earmarked at year end from Marketing for future liabilities.
- 3.4.4. There was £4,484 earmarked for Town Centre Strategy Initiatives.
- 3.4.5. The £130,000 in the budget for the Town Centre Hub was unspent. £100,000 was being met from earmarked reserves. The remaining balance of £30,000 was earmarked at year end to complete the project in 2026.

3.5. Grants and Partnership Initiatives

- 3.5.1. Expenditure was in line with expectations.

3.6. Corporate Management

- 3.6.1. Expenditure was in line with expectations.
- 3.6.2. There was £2,600 earmarked at year end from Progress Newsletter for future liabilities.
- 3.6.3. Bank Charges over spend will be met by the income received.

3.6.4. At 31 March 2026 the Council had £1,492,004 in medium term investments and £500,000 in long term investments. See the table below for the breakdown of current deposits.

Medium Term Investments as at 31/03/2026						
Bank	Date placed	Period of Investment	Amount Invested £	Interest rate %	Maturity Date	Total Investment £
Lloyds variable Interest	28/05/2021	95 day notice	£1,000,000	4.00%		
	04/06/2021	95 day notice	£250,000	4.00%		
						£1,250,000
CCLA Public Sector Deposit Fund	11/07/2013	N/A	£100,000	variable	instant access	
	19/08/2013	N/A	£100,000	variable		
		total interest rec'd	£42,004			£242,004
CCLA Local Authority Property fund	30/04/2015	N/A	£500,000	Variable	instant access	£500,000
TOTAL INVESTMENTS						£1,992,004

3.6.5. The Council's bank reconciliations have been checked and signed by the Chair, up to 31 March 2026 and the total balance of both current accounts was £1,198,630.78.

3.6.6. Interest rates remained high, and the Council received £87,076 interest against a budget of £40,000 which was set for the year.

3.6.7. As of 31 March 2026, there is a balance of £259,812 in EMRs from Capital Receipts with £100,000 of this total committed to the High Street Hub.

3.6.8. The Town Council's Annual Investment Strategy states the Council's investment priorities are the security of reserves and liquidity of its investments. Surplus funds will be managed mainly through the Lloyds Business Instant Access Savings Account and Lloyds Treasury Accounts. Deposits in the PSDF and other UK banks with a minimum long-term Moody's (or equivalent) credit rating of 'A', may be used if offering a higher rate of interest.

3.6.9. In 2025 to 2026 the Town Council's investment activity can be summarised as follows:

- £38,599 interest was received from Fixed Term Deposits with Lloyds Bank during the financial year. Lloyds offered the higher rate of interest compared to other UK banks that complied with our Investment Strategy.
- £21,659 interest was received from the Local Authority Property Fund Investment. As of 31 March 2026, the Bid Market Value of the Town Council's investment was £468,897. This is an increase compared to 31 March 2025 when the bid market value was £466,917.
- £9,742 interest was received from the Public Sector Deposit Fund which is reinvested back into the fund.

4. Community Infrastructure Levy (CIL) Funding

- 4.1. £3,374.83 funding has been received from Arun District Council up until 31 March 2026.

At its meeting in December, the Policy and Finance Committee endorsed the allocation of CIL funding to date towards current projects and resolved that future CIL payments from retail developments be allocated to the Town Centre.

- 4.2. Funding will continue to be earmarked separately to ensure monitoring of payments and expenditure for reporting purposes. CIL monies must be spent within five years from the date of receipt.

Laura Chrysostomou

Town Clerk

Appendix A

The areas of budget responsibility that sit within this Committee have been outlined in the table below for ease of reference:

Cost Centre	Budget Code	Budget description
101 Central Admin and Support Services	7204	Postage
	7205	Telephone
	7207	Printing
	7208	Stationery
	7210	Publications
	7211	Furniture and equipment
	7214	Equipment maintenance
	7216	Internet
	7217	Equipment rental
	7291	Licences
	7299	Office supplies
	7305	Insurance
	7499	Other overheads
102 Democratic Representation and Management	All budget lines except salaries.	
103 Town Centre Management	All budget lines except salaries, memorial maintenance	
104 Grants and Partnership Initiatives This cost centre report is not provided and instead the relevant budgets are reported on within the committee budget monitor report	6211	Merit Awards
	6213	Mayors Discretionary Fund
109 Corporate Management	All budget lines except salaries and pension contribution	

Appendix B

The following table shows the movements during the year in earmarked reserves that fall within the budget responsibility of this committee.

P & F Earmarked Reserves 2025 to 2026					
Reserve	Opening Balance 01/04/25 £	Expenditure to Date £	Additions to Date £	Balance to 31/03/2026 £	Notes
Election Expenses	24,652.49		15,000.00	39,652.49	Future Liabilities
General Town Maintenance	1,050.00			1,050.00	Future Liabilities
High Street Hub			30,000.00	30,000.00	
Legal Expenses	9,956.50			9,956.50	Contingency set aside for possible future liability
Marketing	14,102.36		4,085.00	18,187.36	Future Liabilities
Mayors Allowance Contingency	2,904.00	904.00		2,000.00	Future Liabilities
Mayors Chain	2,000.00		500.00	2,500.00	To fund repair/renewal of Mayoral Chain
Members Training	1,874.15		700.00	2,574.15	Contingency set aside for possible future liability
Minute Binding	2,114.00		500.00	2,614.00	To fund binding of past minutes
Notice Boards	2,590.10		2,500.00	5,090.10	Contingency set aside for possible future liability
Town Centre Events Match Funding	76,665.56			76,665.56	Future Liabilities
Town Centre Partnerships (BCRP)	15,000.00	12,000.00		3,000.00	Future Liabilities
Town Centre Strategy Initiatives	36,483.29	10,000.00	4,484.00	30,967.29	£15,000 committed - £5K for Visit L'ton website revamp and £10K for the Wayfinding project
Welcome pack	33,751.46			33,751.46	Balance of funding received in 2017/18.
RALP Assets	2,000.00			2,000.00	Maintenance of Oyster Pond Waymarkers (Regional Arts Lottery Programme)
Totals	225,143.91	22,904.00	57,769.00	260,008.91	

Appendix C

The following statements contain the detailed income and expenditure reports by cost code:

Financial Budget Comparison

for Central Admin and Support Services

Comparison between 01/04/25 and 31/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Reserve	Actual Net	Balance
INCOME					
Central Admin and Support Services					
3001	Precept Received	£1,621,543.00	£0.00	£1,621,543.41	£0.41
4000	Debtor	£0.00	£0.00	£0.00	£0.00
4050	Photocopying	£0.00	£0.00	£3.33	£3.33
4900	TEST-Miscellaneous Income	£0.00	£0.00	£219.83	£219.83
4905	Refundable Deposits	£0.00	£0.00	£483.91	£483.91
4906	Recharge-Boklok	£0.00	£0.00	£1,198.01	£1,198.01
Total Central Admin and Support Services		£1,621,543.00	£0.00	£1,623,448.49	£1,905.49

Financial Budget Comparison

for Central Admin and Support Services

Comparison between 01/04/25 and 31/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Reserve	Actual Net	Balance
EXPENDITURE					
Central Admin and Support Services					
7100	First Aid	£328.00	£0.00	£497.95	-£169.95
7104	Training	£5,000.00	£3,097.00	£8,704.77	-£607.77
7105	Travel and Subsistence	£2,000.00	£0.00	£1,522.23	£477.77
7109	Recruitment	£3,000.00	£0.00	£1,196.00	£1,804.00
7204	Postage	£500.00	£0.00	£222.57	£277.43
7205	Telephone	£3,672.00	£0.00	£3,393.38	£278.62
7207	Printing	£900.00	£0.00	£786.63	£113.37
7208	Stationery	£2,244.00	£0.00	£1,034.33	£1,209.67
7210	Publications	£140.00	£0.00	£149.40	-£9.40
7211	Equipment	£1,200.00	£0.00	£1,237.58	-£37.58
7214	Equipment Maintenance	£765.00	£0.00	£355.60	£409.40
7216	Internet	£1,300.00	£0.00	£1,703.78	-£403.78
7217	Equipment Rental	£1,400.00	£0.00	£797.74	£602.26
7291	Licences	£55.00	£0.00	£73.00	-£18.00
7298	IT	£50,900.00	£0.00	£49,352.80	£1,547.20
7299	Supplies	£700.00	£0.00	£832.22	-£132.22
7305	Insurance	£10,300.00	£0.00	£9,991.11	£308.89
7312	Health and Safety	£1,000.00	£0.00	£804.00	£196.00
7351	Waste Disposal	£2,800.00	£0.00	£2,862.98	-£62.98
7499	Other Overheads	£250.00	£0.00	£0.00	£250.00

Financial Budget Comparison

for Central Admin and Support Services

Comparison between 01/04/25 and 31/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

	2025/26	Reserve	Actual Net	Balance
8001 Recharge out C A & S S	-£229,200.00	£0.00	-£231,318.32	£2,118.32
8002 Recharge in MH	£57,006.00	£0.00	£55,536.27	£1,469.73
7102101 Salaries	£83,605.00	£0.00	£86,712.76	-£3,107.76
Total Central Admin and Support Services	-£135.00	£3,097.00	-£3,551.22	£6,513.22
Total Central Admin and Support	£1,621,543.00	£0.00	£1,623,448.49	£1,905.49
Total Central Admin and Support	-£135.00	£3,097.00	-£3,551.22	£6,513.22
Total Net Balance	£1,621,678.00		£1,626,999.71	

Financial Budget Comparison

for Democratic Representation and Management

Comparison between 01/04/25 and 31/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Reserve	Actual Net	Balance
INCOME					
Democratic Representation and Management					
3010	Mayors Charity-Cllr Butcher	£0.00	£804.03	£804.03	£0.00
4904	Recharge-Wreath	£0.00	£0.00	£0.00	£0.00
Total Democratic Representation and Management		£0.00	£804.03	£804.03	£0.00

Financial Budget Comparison

for Democratic Representation and Management

Comparison between 01/04/25 and 31/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Reserve	Actual Net	Balance
EXPENDITURE					
Democratic Representation and Management					
6904	Recharge-Wreath	£0.00	£25.00	£75.00	-£50.00
7113	Conference Expenses - Staff	£1,000.00	£0.00	£655.00	£345.00
7203	Binding	£500.00	£0.00	£0.00	£500.00
7204	Postage	£450.00	£0.00	£0.00	£450.00
7206	Advertising	£200.00	£0.00	£20.22	£179.78
7208	Stationery	£320.00	£0.00	£0.00	£320.00
7213	Subscriptions	£5,900.00	£0.00	£7,561.34	-£1,661.34
7298	Councillors IT and Licences	£1,900.00	£0.00	£1,021.02	£878.98
7404	Election Expenses	£15,000.00	£0.00	£0.00	£15,000.00
7406	Mayors Allowance	£3,500.00	£576.25	£2,897.64	£1,178.61
7408	Hospitality	£200.00	£0.00	£0.00	£200.00
7410	Members Conferences & Training	£500.00	£0.00	£200.00	£300.00
7412	Members Travel and Subsistence	£200.00	£0.00	£0.00	£200.00
7413	Members Expenses	£200.00	£0.00	£0.00	£200.00
7414	Members Allowances (inc D Mayor)	£9,945.00	£0.00	£10,656.00	-£711.00
7499	Other Overheads	£900.00	£0.00	£476.40	£423.60
8000	Recharge in Central Support Services	£56,419.00	£0.00	£56,950.57	-£531.57
8002	Recharge in Manor House	£34,204.00	£0.00	£33,321.76	£882.24

Financial Budget Comparison

for Democratic Representation and Management

Comparison between 01/04/25 and 31/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

	2025/26	Reserve	Actual Net	Balance
7102102 Salaries	£138,815.00	£0.00	£157,450.20	-£18,635.20
Total Democratic Representation and Management	£270,153.00	£601.25	£271,285.15	-£530.90
Total Democratic Representation	£0.00	£804.03	£804.03	£0.00
Total Democratic Representation	£270,153.00	£601.25	£271,285.15	-£530.90
Total Net Balance	-£270,153.00		-£270,481.12	

Financial Budget Comparison

for Town Centre Management

Comparison between 01/04/25 and 31/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

	2025/26	Reserve	Actual Net	Balance
INCOME				
Town Centre Management				
3510 CIL	£0.00	£3,374.83	£3,374.83	£0.00
Total Town Centre Management	£0.00	£3,374.83	£3,374.83	£0.00

Financial Budget Comparison

for Town Centre Management

Comparison between 01/04/25 and 31/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

	2025/26	Reserve	Actual Net	Balance	
EXPENDITURE					
Town Centre Management					
6351	Memorial maintenance	£3,750.00	£48.00	£2,798.00	£1,000.00
6361	Notice boards	£2,500.00	£0.00	£0.00	£2,500.00
6366	Town Maintenance (incl mem,clock)	£650.00	£0.00	£618.90	£31.10
6401	TC Strategy Initiatives	£10,000.00	£10,000.00	£15,115.72	£4,884.28
6402	ADC Contribution Events and TC Management	£0.00	£0.00	£0.00	£0.00
6404	Business Crime Reduction Partnership	£12,000.00	£12,000.00	£12,000.00	£12,000.00
6405	Marketing	£5,000.00	£0.00	£915.00	£4,085.00
6427	Town Centre Hub	£130,000.00	£0.00	£0.00	£130,000.00
7304	Electricity	£350.00	£0.00	£191.82	£158.18
8000	Recharge in Central Support Services	£15,295.00	£0.00	£15,428.93	-£133.93
8003	Recharge in A Team	£24,760.00	£0.00	£22,762.03	£1,997.97
7102103	Salaries	£47,685.00	£0.00	£50,849.08	-£3,164.08
Total Town Centre Management		£251,990.00	£22,048.00	£120,679.48	£153,358.52
Total Town Centre Management		£0.00	£3,374.83	£3,374.83	£0.00
Total Town Centre Management		£251,990.00	£22,048.00	£120,679.48	£153,358.52
Total Net Balance		-£251,990.00		-£117,304.65	

Financial Budget Comparison

for Grants and Partnerships Initiatives

Comparison between 01/04/25 and 31/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

	2025/26	Reserve	Actual Net	Balance
INCOME				

Financial Budget Comparison

for Grants and Partnerships Initiatives

Comparison between 01/04/25 and 31/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Reserve	Actual Net	Balance
EXPENDITURE					
Grants and Partnerships Initiatives					
6200	Home Start Arun	£0.00	£0.00	£3,000.00	£-3,000.00
6202	Citizens Advice Bureau	£1,000.00	£0.00	£1,000.00	£0.00
6203	VAAC	£0.00	£0.00	£0.00	£0.00
6205	Arun Community Transport	£2,000.00	£500.00	£2,500.00	£0.00
6207	Fair Divide - Community Fridge	£0.00	£0.00	£0.00	£0.00
6209	Shop Mobility	£0.00	£0.00	£0.00	£0.00
6210	General Grants	£24,750.00	£0.00	£24,348.00	£402.00
6211	Merit Awards	£140.00	£0.00	£290.02	£-150.02
6212	Littlehampton District Lions Club	£0.00	£0.00	£0.00	£0.00
6213	Mayors Discretionary Fund	£1,500.00	£0.00	£0.00	£1,500.00
6214	Littlehampton & District Food Bank	£0.00	£0.00	£0.00	£0.00
6310	Freedom Freedom Out and About	£3,000.00	£0.00	£3,000.00	£0.00
6408	Wick Initiatives	£0.00	£2,500.00	£2,500.00	£0.00
6410	Littlehampton Sportsfield	£6,000.00	£0.00	£6,000.00	£0.00
6412	Sports Forum Awards	£0.00	£0.00	£0.00	£0.00
6413	Sports Grant Funding	£2,000.00	£431.75	£3,355.75	£-924.00
6706	Arun Youth Projects	£55,000.00	£0.00	£55,000.00	£0.00
8000	Recharge in Central Support Services	£3,083.00	£0.00	£3,122.80	£-39.80
7102104	Salaries	£8,645.00	£0.00	£7,975.30	£669.70

Financial Budget Comparison

for Grants and Partnerships Initiatives

Comparison between 01/04/25 and 31/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

	2025/26	Reserve	Actual Net	Balance
Total Grants and Partnerships Initiatives	£107,118.00	£3,431.75	£112,091.87	-£1,542.12
Total Grants and Partnerships Ini	£0.00	£0.00	£0.00	£0.00
Total Grants and Partnerships Ini	£107,118.00	£3,431.75	£112,091.87	-£1,542.12
Total Net Balance	-£107,118.00		-£112,091.87	

Financial Budget Comparison

for Corporate Management

Comparison between 01/04/25 and 31/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Reserve	Actual Net	Balance
INCOME					
Corporate Management					
4800	Bank Interest	£40,000.00	£0.00	£38,734.06	£-1,265.94
4801	Lloyds 95 day Inv interest	£0.00	£0.00	£38,599.55	£38,599.55
4802	PSDF The Public Sector Deposit Fund SC4	£0.00	£0.00	£9,742.79	£9,742.79
Total Corporate Management		£40,000.00	£0.00	£87,076.40	£47,076.40

Financial Budget Comparison

for Corporate Management

Comparison between 01/04/25 and 31/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

	2025/26	Reserve	Actual Net	Balance	
EXPENDITURE					
Corporate Management					
6407	Progress Newsletter	£2,600.00	£0.00	£0.00	£2,600.00
7111	Superannuation	£0.00	£0.00	£0.00	£0.00
7112	Pension Contribution	£4,219.00	£0.00	£2,873.45	£1,345.55
7401	Audit Fees	£3,553.00	£0.00	£3,622.00	-£69.00
7402	Legal & Valuation Fees	£2,000.00	£0.00	£2,411.21	-£411.21
7403	Bank Charges (Charge card)	£1,000.00	£0.00	£2,225.31	-£1,225.31
7405	Publicity	£2,000.00	£0.00	£1,850.00	£150.00
8000	Recharge in Central Support Services	£60,187.00	£0.00	£60,744.19	-£557.19
8002	Recharge in Manor House	£57,006.00	£0.00	£55,536.27	£1,469.73
7102109	Salaries	£203,725.00	£0.00	£218,408.92	-£14,683.92
Total Corporate Management		£336,290.00	£0.00	£347,671.35	-£11,381.35
Total Corporate Management Inc		£40,000.00	£0.00	£87,076.40	£47,076.40
Total Corporate Management Ex		£336,290.00	£0.00	£347,671.35	-£11,381.35
Total Net Balance		-£296,290.00		-£260,594.95	