



How to contact us

Write to: Manor House, Church Street,
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Email: lrc@littlehampton-tc.gov.uk

Call: 01903 732063

Find us online: www.littlehampton-tc.gov.uk

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 (Deputy Mayor of Littlehampton)
Councillor Freddie Tandy (Councillor at Littlehampton Town Council)
Councillor Christine Wiltshire (Councillor at Littlehampton Town 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 (WSCC). 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 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 an artwork at Anchor Springs and incorporating wayfinding totem characters into floral displays around the town.

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



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- Visit Littlehampton and Love Littlehampton Websites

The two new websites have now launched, and 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 would contact the new West Sussex County Councillor to bring them up to date on 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 were commenced. It restricts access to the High Street 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.

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.

- Business Crime Reduction Partnership/DISC



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LBF discussed the difficulties 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 issue 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.

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 its e-newsletter, which had 167 subscribers, and would continue working 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 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 it to other days, noted strong business interest in music events to increase town centre footfall, explored late-night shopping opportunities linked to Meet the Makers, and considered purchasing 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.



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Meeting ended at 19:20

UNAPPROVED