



How to contact us

Write to: Manor House, Church Street,
Littlehampton, West Sussex, BN17 5EW

Email: lrc@littlehampton-tc.gov.uk

Call: 01903 732063

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

Town Clerk – Laura Chrysostomou

14 July 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 20 July 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 8 June 2026, circulated herewith, pages 3 to 6. 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 Progress Point – High Street Hub

Report attached, pages 7 to 10.

9. 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.



How to contact us:
Write to: Manor House, Church Street,
Littlehampton, West Sussex, BN17 5EW
Email: lrc@littlehampton-tc.gov.uk
Call: 01903 732063
Find us online: www.littlehampton-tc.gov.uk
Town Clerk – Laura Chrysostomou

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

Present:

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

In attendance:

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

2026 to 2027

1. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

3. Apologies

There were apologies from Councillor Lee.

4. Declarations of Interest

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the agenda. The standing declarations were noted and no further declarations were made.

5. Minutes

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

6. Chair's Report and Urgent Items

There were none.

7. Public Forum

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

8. Officer's Reports

8.1. Town Centre Action Group Representative

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

It was therefore resolved that:

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

8.2. Town Centre Strategy and Action Plan Update

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

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

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

It was resolved that:

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

8.3. Progress Point High Street Hub

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

It was resolved that:

The report be noted.

8.4. Quarterly Business Plan Progress Report

The committee had before them a report, previously circulated, which provided an update on progress with delivering business plan goals as they related to the work of the committee, with primary updates for the Town Centre Strategy and High Street Hub being subject to detailed reports earlier in the meeting. Members proceeded to review the action plan and noted the new format and improved readability, which displayed the previous and current quarter updates.

It was resolved that:

The updated and contents of the report be noted.

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

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

It was therefore resolved that:

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

9. Finance

9.1. Committee Budget Monitor

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

It was resolved that:

The report be noted.

10. Exempt Business

There was none.

The meeting was closed at 7.10 pm.

Chair

Littlehampton Town Council

Non-Confidential

Committee: Policy and Finance

Date: 20 July 2026

Report by: Town Clerk

Subject: Progress Point High Street Hub

1. Summary

- 1.1 This report provides an update on the progress towards opening a Littlehampton Town Council led Hub on the High Street. The report details the statutory planning and building regulations requirements that have been identified, the impact of these requirements on the project in terms of timescales and financial implications and seeks approval on the way forward.

2. Recommendations

The Committee is recommended to:

1. Consider the impact of the planning and building regulations requirements, their impact on the project and agree the way forward (Section 5 refers).
2. Otherwise note the contents of the report.

3. Background

- 3.1 Progress Point remains a key strategic project for the Council that supports delivery of the Town Centre Strategy. Aiming to provide access to a range of community services, supporting community engagement and the development of community capacity, it will be a central hub where residents can access local services, advice and support.

4. Premises

- 4.1 Since reporting to this committee in June, the following work has been progressed:

- Faction Interiors have been appointed as the Council's preferred design and fit-out contractor. A visual site survey has been undertaken and workshops held to inform development of the design for the space.
- Continued negotiations with the landlord regarding the lease and building requirements.
- Whilst progress has been made in delivering the required building works, completion has been delayed and some items remain outstanding, including confirmation that identified defects and the discharge of relevant planning conditions have been resolved. Officers are working with the landlord to address these matters and will continue to monitor progress closely.
- Continued engagement with Arun District Council Planning and Building Control officers to confirm statutory requirements.

5. Planning and Building Regulations

5.1 Clarification has now been received from Arun District Council Planning confirming that the proposed use does require change of use permission. The following has now been verified:

- A planning application will be required for the proposed change of use from Class E (Commercial) to Class F2(b) (Local Community Use).
- Building Regulations approval will be required because the proposed use represents a material change of use under the Building Regulations.
- Compliance with Part M (Access to and Use of Buildings) will need to be considered, including whether alterations to the building are required to ensure accessibility.
- The planning application should also include the proposed external shutters and all proposed external signage (including the projecting sign) to avoid the need for multiple planning applications.
- Specialist planning consultancy support to prepare and manage the planning and building regulations application has been sourced and this will be coordinated by Faction Interiors.
- The original project programme anticipated Progress Point opening during Autumn 2026. The additional planning and building regulations requirements mean this programme is no longer achievable.

5.2 Two potential approaches have been proposed to progress the project:

Option 1 – Sequential delivery

- 5.3 Under this approach, planning permission and building regulations approval would both be approved before the internal fit-out commences. This represents the lowest risk approach but is likely to result in Progress Point opening during Spring 2027.

The estimated delivery timeline for option 1 is:

Final design completed – July 2026
Planning consultant appointed – July 2026
Planning application and Building Regulations application submitted – End of July 2026
Process for approval – August to October 2026
Planning and Building Regulations approval – End of October 2026
Fit-out works commence – Early November 2026
Fit-out complete (16 weeks) – February 2027
Operational Readiness – March 2027
Public opening – April 2027

- 5.4 This approach provides the greatest certainty as all statutory approvals are secured before construction begins. However, it results in the longest overall programme and delays the delivery of community benefits.

Option 2 – Parallel Delivery

- 5.5 In discussions with Faction Interiors, officers have explored whether elements of the internal fit-out could progress whilst the planning applications are determined.
- 5.6 Any external works, including shutters, signage or alterations required through the planning process, would not commence until planning permission has been granted.

The estimated delivery timeline for option 2 is:

Final design completed – July 2026
Planning consultant appointed – July 2026
Planning application and Building Regulations application submitted – End of July 2026
Process for approval – August to October 2026
Internal fit-out commences (where appropriate) – September 2026

Planning and Building Regulations approval – End of October 2026

Planning dependent external works – November 2026

Remaining fit-out complete – December 2026 to January 2027

Operational readiness – February 2027

Public opening – March 2027

5.7 Discussions with Faction Interiors suggest that much of the proposed internal fit-out is unlikely to be materially affected by the planning application, which principally relates to the change of use and external alterations. Subject to advice from the recently appointed planning and building regulations consultant, this approach allows suitable internal works to progress during the planning determination period, helping to reduce the overall programme while maintaining appropriate controls over planning-related works.

5.8 The committee is asked to consider the two options and agree a way forward.

6. Financial Implications

6.1 The statutory approval process has introduced additional professional fees that were not anticipated within the original programme. These include:

- Planning consultancy support.
- Building regulations consultancy.
- Additional design information required to support both approval processes.

6.2 The costs associated with these works are currently being finalised; however, they are anticipated to be approximately £5,000. It is expected that this expenditure can be met from within the approved project budget.

6.3 The costs of any required alterations to ensure compliance with Part M are unknown at this point. Any significant budget implications will be reported back to the committee.

6.4 There is £130,000 committed to the project in earmarked reserves.

Laura Chrysostomou

Town Clerk