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Town Clerk – Laura Chrysostomou

Minutes of the Ordinary Meeting of the Policy and Finance held in The New Millennium Chamber, Manor House, Church Street, Littlehampton BN17 5EW on Monday 20 July 2026 at 6.30pm.

Present:

Councillor Butcher – Chair

Councillor Tandy – Vice Chair

Councillor May

Councillor Lee

Councillor Tilbrook

Councillor Long

In attendance:

Laura Chrysostomou – Town Clerk

2026 to 2027

11. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

13. Apologies

There were apologies from Councillor Walsh, Councillor Long attended as his substitute.

14. 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 Long declared a personal interest across the agenda as a member of Arun District Council.

15. Minutes

The Minutes of the meeting held on Monday 8 June 2026 previously circulated, were confirmed as a true record and signed by the Chair.

16. Chair's Report and Urgent Items

There were none.

17. Public Forum

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

18. Officer's Reports

18.1. Progress Point – High Street Hub

18.1.1. Members had before them a report, previously circulated, which provided updates on the opening of Progress Point, the Littlehampton Town Council led hub on the high street. The anticipated timeline to open previously reported was September 2026, however due to a range of delays, this estimate had been pushed back until Spring 2027. All possible work was being carried out by officers to expedite areas of work within their control when possible and to communicate with those involved. A planning application and Building Regulations approval for change of use from a retail to community class, in addition to an application for external signage, would be necessary. This process would be supported by Faction, the hub's design and fit-out contractor.

18.1.2. When considering the timelines of delivery put forward within the report, members preferred option 2; Parallel delivery alongside planning applications which estimated public opening in March 2027. It was felt the flexibility and additional time of this approach would better support officers and compliance with building regulation being progressed by the Landlord and contractor. Members were informed that the lease was being drawn up in line with the Head of Terms agreed by Full Council on 18 June 2026, to be signed following handover of the building. Handover of the building would take place once agreed works were completed and building regulation standards had been met.

It was resolved that:

1. Option 2, parallel delivery alongside planning applications, be approved as the preferred delivery approach for Progress Point.
2. The contents of the report be noted.

19. Exempt Business

There was none.

The meeting was closed at 7.02 pm.

Chair