



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 21 September 2026 at 6.30pm.

Present:

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

In attendance:

Sofia Chittenden – Head of Community Engagement and Development

2026 to 2027

20. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

22. Apologies

There were no apologies.

23. 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.

24. Minutes

The Minutes of the meeting held on Monday 20 July 2026, previously circulated, were confirmed as a true record and signed by the Chair.

25. Chair's Report and Urgent Items

There were none.

26. Public Forum

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

27. Officer's Reports

27.1. Standing Orders / Urgent Actions

The committee received and noted two urgent actions, previously circulated. The first agreed funding additions to the Christmas Illuminations budget. The second sought to utilise section 106 funding for Rosemead Park to form bunds, increasing site security and enhance biodiversity. These had also been reported to the Community Resources Committee Thursday 3 September 2026.

It was resolved that:

The urgent actions be noted.

27.2. 3-Hour Free Parking Disc Scheme

27.2.1. Members received a report, previously circulated, which detailed Arun District Council's updated three-hour parking disc scheme alongside a request for financial contributions to offset financial shortfalls as a result of the changes to the scheme. It was felt that further conversations and details about their requirements, loss of income and source of funding was required before a decision could be made.

27.2.2. With 2027 to 2028 budget discussions taking place in December, it was considered sensible that this support be explored during that process. Members also requested that the views of stakeholders be sought from the Town Council's Business Forum, Events Forum and Town Centre Action Group.

It was resolved that:

1. Any financial contribution to the scheme be considered as part of the 2027 to 2028 budget setting process.
- 

2. The contents of the report be otherwise noted.

27.3. Communications Strategy and Action Plan

27.3.1. The committee had before them a report, previously circulated, which proposed a Communications Strategy 2026 to 2031 and attached Action Plan be considered and recommended to Council for adoption. Following discussions, members considered the strategy to be a sensible reflection of the Council's current communication level and aspirations for improvement.

27.3.2. The action plan was discussed in more detail and clarification about practicalities and implementation of actions was sought. It was acknowledged to be a live document that would adapt with time as actions were being completed. Members requested the prioritisation of action IM1, to "establish communication's key performance indicator (KPI) framework", which would help to clarify a range of actions and the related KPIs for those.

It was resolved that:

1. The Communication Strategy, as set out in Appendix 1 of the report, be recommended to Council for adoption.
2. Subject to review of members comments as set out in 27.3.2 above, including action IM1 being prioritised, the Action Plan, as set out in Appendix 2 of the report, be recommended to Council for adoption.
3. The contents of the report be otherwise noted.

27.4. Town Centre Strategy and Action Plan Update

27.4.1. Members had before them a report, previously circulated, which provided updates on actions taken to forward the Town Centre Strategy's objectives. This also included an annual update on work completed to progress the Signage Strategy. The committee encouraged the record of and promotion of the work being completed to maintain signs within the Town Centre. Collaboration with West Sussex County Council's Highways Rangers programme had assisted in the completion of some works.

27.4.2. The Head of Community Engagement and Development highlighted the expected inclusion of more specialist markets in the Town Centre following the success of the Food and Drink Festival on in April 2026. These would be delivered by external providers and spread throughout the year.

It was resolved that:

The report be noted.



27.5. Progress Point – High Street Hub

- 27.5.1.** The committee received a report, previously circulated, which updated members on the Littlehampton Town Council led Hub on the High Street, specifically detailing progress to comply with statutory planning and building regulation processes.

It was resolved that:

The report be noted.

27.6. Progress Point Branding and External Signage

- 27.6.1.** Members received a report, previously circulated, which sought approval for a logo design for Progress Point, the Town Council's Hub in the High Street. Options for members to consider and comment on had been set out within Appendix 1 of the report.
- 27.6.2.** The lighthouse-inspired design was favoured due to its recognisability as a town landmark and symbol of guidance and support that reflected the hub's purpose. The committee requested it more closely match the unique design of Littlehampton's lighthouse on the pier, alongside changing the colour and using option 1 for typography.

It was resolved that:

1. The design options be reviewed and amended incorporating members comments, with a final design being approved by the Town Clerk in consultation with the Chair.
2. The design, once approved under delegated authority, be used for external signage, internal graphics, promotional material and digital communications associated with Progress Point.
3. The contents of the report be otherwise noted.

27.7. Quarterly Business Plan Progress Report

Members considered a previously circulated report providing an update on the progress made towards achieving the business plan goals, as they relate to the work of this committee.

It was resolved that:

The report be noted.



28. Finance Reports

28.1. Committee Budget Monitor

28.1.1. The committee considered a report, previously circulated, which highlighted significant variances from budget in Income and Expenditure relating to this committee's areas of work.

28.1.2. It was noted that some total figures were blocked from being clearly exported in the report's Appendix 2, which detailed income and expenditure for council functions. This would be reviewed by the Head of Finance and Service Delivery, alongside a query regarding the frequency of figures for investments and bank accounts.

It was resolved that:

The report be noted.

28.2. Debtors Review Update

28.3. Members received a report, previously circulated, which highlighted bad debt figures as of September 2026 and progress to reduce this since last reported to this committee in March 2026. The updates were noted and members wished to clarify if previously forgiven debts were included in these figures. This would be investigated and followed up outside of the meeting.

It was resolved that:

The report be noted.

29. Exempt Business

There was none.

The meeting was closed at 7.20pm.

Chair