

9 October 2026

You are hereby summoned to attend a meeting of:

Full Council

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

Date: Thursday 15 October 2026

Time: 6.30 pm

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 Council 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 Blanchard-Cooper, Long, May, O'Neill, Tandy, Wiltshire, Woodman, Northeast and Worne, are Members of Arun District Council.
- Councillors Butcher and Dr Walsh KStJ, RD, are Members of Arun District Council and 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 ordinary and extraordinary meetings held on 18 June 2026, circulated herewith, pages 7 to 13. 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. Pride in Place

Report attached, pages 14 to 16.

7. Mayor's Report and Urgent Items

8. 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.

9. Correspondence or Issues in Respect of the District or County Council

10. Reports from Committees – Non-Exempt

10.1 Recommendations from Committees

Report attached, pages 17 to 18.

10.2 Committee Minutes – Non-Exempt

10.2.1 Governance and Audit

To receive the Minutes of the meeting held on 8 July 2026, circulated herewith, pages 19 to 20, at which the following items were discussed.

8.1 Internal Audit Report 2025 to 2026

10.2.2 Planning and Transportation

To receive the Minutes of the meeting held on 13 July 2026, circulated herewith, pages 21 to 24, at which the following items were discussed.

17.1.1. Planning Applications, Lists 25, 26 and 27

17.1.2. Licence Application No: 123410 re: St Mary's Church Hall The Parish Church of St Mary The Virgin, Church Street, Littlehampton, West Sussex

17.2. Delegated Responses

17.3. Consultation: Local Cycling and Walking Infrastructure Plan (LCWIP) Phase 2

10.2.3 Planning and Transportation

To receive the Minutes of the meeting held on 10 August 2026, circulated herewith, pages 25 to 29, at which the following items were discussed.

29.1.1 Planning Applications, Lists 29, 30, 31 and 32 if available

29.1.2 Licensing Application No: 123552 re: Portuguese Grill, 33 High Street, Littlehampton, West Sussex, BN17 5EG

29.1.3 Licensing Application No: 123565 re: Blue Sea and Bubbles 26 Surrey Street, Littlehampton, West Sussex, BN17 5BG

29.2 Delegated Responses

29.3 Consultation: Local Cycling and Walking Infrastructure Plan (LCWIP) Phase 2

31. West Sussex County Council and Other Highways Matters

10.2.4 Planning and Transportation

To receive the Minutes of the meeting held on 5 October 2026, circulated herewith, pages 30 to 35, at which the following items were discussed.

41.1.1. Planning Applications, Lists 37, 38, 39 and 40 if available

41.2 Delegated Responses

10.2.5 Policy and Finance

To receive the Minutes of the meeting held on 20 July 2026, circulated herewith, pages 36 to 37, at which the following items were discussed.

18.1 Progress Point – High Street Hub

10.2.6 Policy and Finance

To receive the Minutes of the meeting held on 21 September 2026, circulated herewith, pages 38 to 42, at which the following items were discussed.

27.1 Standing Orders / Urgent Actions

27.2 3-Hour Free Parking Disc Scheme

27.3 Communications Strategy and Action Plan

27.4 Town Centre Strategy and Action Plan Update

27.5 Progress Point – High Street Hub

27.6 Progress Point Branding and External Signage

27.7 Quarterly Business Plan Progress Report

28.1 Committee Budget Monitor

28.2 Debtors Review Update

10.2.7 Community Resources

To receive the Minutes of the meeting held on 23 July 2026, circulated herewith, pages 43 to 45, at which the following items were discussed.

18.1 Littlehampton Town Floral Contract Proposal

18.4 Community Resources Update

10.2.8 Community Resources

To receive the Minutes of the meeting held on 3 September 2026, circulated herewith, pages 46 to 53, at which the following items were discussed.

27. Standing Orders / Urgent Actions

28.1 Allotment Working Group Notes

28.2 Museum Periodic Report

28.3 Transforming Littlehampton Museum – Project Progress Report

28.4 Community Resources Update

28.5 Community Centre Action Plan

28.6 Southfields Jubilee Centre Signage

28.7 Events Periodic Report

28.8 Event Sponsorship

28.9 Adverse Weather Policy

28.10 Quarterly Business Plan Progress Report

29.1 Committee Budget Monitor

10.2.9 Property and Personnel

To receive the Minutes of the meeting held on 14 September 2026, circulated herewith, pages 54 to 57, at which the following items were discussed.

18.1 Absence Monitoring

18.2 Property, Facilities and Equipment Update – Manor House Windows

18.3 Property, Facilities and Equipment Update – Amenity Team Vehicle

18.4 Staffing Update

18.5 Quarterly Business Plan Progress Report

19.1 Committee Budget Monitor

11. Officer's Report

11.1 Civility and Respect Pledge

Report attached, pages 58 to 60.

11.2 Town Council Committee Calendar Dates 2026, 2027 and 2028

Report attached, pages 61 to 64.

11.3 Representatives on Outside Bodies

Report attached, pages 65 to 67.

11.4 Business Plan Progress Report

Attached, pages 68 to 78.

12. Finance Reports

12.1 External Auditor Certificate and Report 2025 to 2026

Report attached, pages 79 to 80.

12.2 Local Government Pension Scheme (LGPS) – 2025 to 2026 Employer Performance

Report attached, pages 81 to 85.

13. Reports of Representatives on Outside Bodies

Members are invited to report on any meetings or activities they have attended as the Town Council's representatives on outside bodies.

14. Exempt Business

14.1 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 Town Council held in The New Millennium Chamber, Manor House, Church Street, Littlehampton, BN17 5EW on Thursday 18 June 2026 at 6.30pm.

Present:

Councillor May – Chair
Councillor Butcher
Councillor Blanchard-Cooper
Councillor Daws
Councillor Lee
Councillor Long
Councillor Northeast
Councillor Tandy
Councillor Tilbrook
Councillor Dr Walsh KStJ
Councillor Woodman

In attendance:

Laura Chrysostomou – Town Clerk
Sandra Hearsey – Office Manager
Lina Voskresenska – Civic and Communications Officer

2026 to 2027

19. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

21. Apologies

There were apologies from Councillor O'Neill, Wiltshire and Worne.

22. 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.

23. Minutes

The Minutes of the meeting held on 14 May 2026, previously circulated, were confirmed as a true record and signed by the Mayor.

24. Mayor's Report and Urgent Items

- 24.1.** The Mayor's Engagement report, copy attached to the minutes, had been circulated for Members to note. The Mayor reminded members that Armed Forces Day was on Saturday 27 June and marked the start of the summer high street events programme. She looked forward to supporting the upcoming events and seeing everyone there.

25. Public Forum

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

26. Correspondence or Issues in Respect of the District or County Council

At the previous meeting, members requested to invite the newly elected County Councillors, whose divisions covered Littlehampton, to work collaboratively with the Town Council. The Town Clerk confirmed that an upcoming introductory meeting had been scheduled where overlap across areas of work, sharing updates, and our projects and services would be discussed.

27. Reports from Committees – Non-Exempt

27.1. Recommendations from Committees

The committee had before them a report, previously circulated, which drew together the recommendations from the last cycle of Committee meetings, of which there were two.

27.1.1. Property and Personnel Committee: Tuesday 2 June 2026

Minute 9.2 Staffing Update

Council Resolved that:

The proposed amendment to the staff structure, being the Clerical Reception Apprenticeship role changed to a Finance and Governance Apprenticeship role, be approved.

27.1.2. Property and Personnel Committee: Tuesday 2 June 2026

Minute 9.4 to 10.1 Progress Point High Street Hub - Tenure

Council therefore Resolved:

To enter into a full repairing lease for the preferred premises based on the Heads of Terms presented and circulated to members under separate cover.

27.2. Committee Minutes – Non-Exempt

27.2.1. Planning and Transportation

Council received and noted the Minutes of the meeting held on 18 May 2026, previously circulated, with no matters arising.

27.2.2. Property and Personnel

Council received and noted the Minutes of the meeting held on 2 June 2026, previously circulated, with no matters arising.

27.2.3. Community Resources

Council received and noted the Minutes of the meeting held on 4 June 2026, previously circulated, with no matters arising.

27.2.4. Policy and Finance

Council received and noted the Minutes of the meeting held on 8 June 2026, previously circulated. It was noted that an error in the members list of attendance would be amended to reflect Councillor Tilbrook's attendance, mistakenly listed as Councillor Woodman.

28. Officer's Reports

28.1. Audit and Annual Return 2025 to 2026

28.1.1. Internal Auditors Report

Council received and noted the internal auditors report which would be scrutinised by the Governance and Audit Committee at its meeting on 8 July 2026. Once noted, members would move on to review Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), as seen in the following agenda items.

It was resolved that:

1. The internal auditors report be noted.

28.1.2. Annual Governance Statement 2025 to 2026 – Section 1 of the Annual Return

Council received a report, previously circulated, which sought approval of the 2025 to 2026 AGAR which was the Statutory Statement of Account for the Council. The Town Clerk explained that the Council was firstly required to formally confirm that it was satisfied its business had been conducted in accordance with proper practices and responding positively to the assertions that formed the Annual Governance Statement. These assertions were

supported by evidence which was tested by the Internal Auditor whose end of year report had been noted in the previous agenda item.

It was resolved that:

1. To the best of its knowledge and belief, with respect to the Annual Governance Statement for the year ended 31 March 2026, it has complied with all eight statements.
2. That the Mayor, as chair of the Council, and the Clerk be authorised to sign Section 1 of the 2025 to 2026 Annual Return on behalf of the Council.

28.1.3. Statement of Accounts 2025 to 2026 – Section 2 of the Annual Return

Council received a report, previously circulated, which sought approval of the 2025 to 2026 accounting statement. Members considered that the Annual Statement of Accounts were an accurate reflection of the Town Council's finances and thanked officers for their hard work preparing it.

It was resolved that:

1. The Annual Statement of Accounts for the year ended 31 March 2026 be approved.
2. That the Mayor, as chair of the Council, be authorised to sign Section 2 of the 2025 to 2026 Annual Governance and Accountability Return on behalf of the Council.

29. Reports of Representatives on Outside Bodies

- 29.1.** Councillor Tilbrook, as the Town Council's representative on the Littlehampton Sportsfield Management Committee, reported that no further meetings had taken place, but work continued with regard to progressing redevelopments of the facilities.
- 29.2.** Councillor Butcher, as the Town Council's representative on Shopmobility provided an update regarding the change of chair and trustees.

30. Exempt Business

There was none.

The meeting was closed at 6.53 pm.

Mayor



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Town Clerk – Laura Chrysostomou

Minutes of the Extraordinary Meeting of the Town Council held in The New Millennium Chamber, Manor House, Church Street, Littlehampton, BN17 5EW on Thursday 18 June 2026 at 7.10pm.

Present:

Councillor May – Chair
Councillor Butcher
Councillor Blanchard-Cooper
Councillor Daws
Councillor Long
Councillor Northeast
Councillor Tandy
Councillor Tilbrook
Councillor Dr Walsh KStJ
Councillor Woodman

In attendance:

Laura Chrysostomou – Town Clerk
Sandra Hearsey – Office Manager
Lina Voskresenskaya – Civic and Communications Officer

2026 to 2027

31. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

33. Apologies

Apologies were received from Councillors O'Neill, Wiltshire, Worne and Lee.

34. 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.

35. Public Forum

Nine members of the public were present and no written representations had been received.

36. Awarding of the Freedom of the Town of Littlehampton to Dr James Walsh KStJ, RD

- 36.1. Council was asked to confer the title of Honorary Freeman of the Town upon Dr James Walsh KStJ, RD, in recognition of more than fifty years of service to the Town and community as a Town Councillor, in accordance with section 249(5) of the Local Government Act 1972.
- 36.2. Councillor Tilbrook proposed the motion and spoke in support of Dr Walsh's nomination. He noted that, during his time at the Town Council, Dr Walsh had served Littlehampton across all committees and numerous outside bodies and had twice served as Mayor. Members agreed that his extensive knowledge of the town, its history, communities and organisations had been invaluable to those who had worked with him during his public service. Councillor Tilbrook also referred to Dr Walsh's long-standing advocacy for improved healthcare provision in the town and to his exemplary courtesy and respect. A letter of congratulations and gratitude from Josh Babarinde MP, President of the Liberal Democrats, was read to Council. Councillor Tilbrook concluded that the Honorary Freedom of the Town would be a fitting recognition of Dr Walsh's service to Littlehampton, its residents and the Council.
- 36.3. Councillor Tandy seconded the motion and spoke of Dr Walsh's local knowledge and long-standing commitment to public service. He stated that Dr Walsh's repeated election to both Town and District Councils over more than fifty years demonstrated the value placed on his experience and reliability. He concluded by emphasising his support for the motion as a rare and appropriate acknowledgement of Dr Walsh's service to the Town and its Councils.
- 36.4. Members endorsed the motion and the points raised, offering their congratulations and gratitude for Dr Walsh's many years of service. They praised his contribution to debate, the breadth of advice and knowledge he had shared, and his dedication to supporting, teaching and inspiring those around him.

It was unanimously resolved that:

The title of Honorary Freeman of the Town be conferred upon Dr James Walsh KStJ, RD.

- 36.5. The Mayor thanked Dr Walsh for his service to the Council and the community of Littlehampton over the previous fifty years. In recognition, she presented him with an official Scroll of Freedom bearing the following words:

“We thank you with the highest honour we can bestow for valuable and devoted services rendered to the Council as a Town Councillor for over fifty years.

“We truly applaud and commend your support in the community and as an advocate for the Town of Littlehampton, for which we thank you most sincerely.”

- 36.6. Dr Walsh thanked Councillors, colleagues, friends, Officers, residents and his family for their support and kind words. He reflected on highlights of his service, including involvement in campaigns for swimming pool provision and health services, the development of Littlehampton Academy, town twinning and the growth of the town. He noted that he was honoured to be the first individual recipient of the Freedom of the Town and expressed his gratitude for the opportunity to serve Littlehampton over many years.

The meeting closed at 7.35pm.

Mayor

Littlehampton Town Council

Non-Confidential

Full Council

Date: 15 October 2026

Report by: Town Clerk

Subject: Pride in Place

1. Summary

- 1.1. This report updates Council on the establishment of the Pride in Place programme for Wick and Toddington, including appointment of the Chair and Neighbourhood Board, the community engagement underway and the funding available to support delivery.

2. Recommendations

Council is recommended to note the contents of the report.

3. Background

- 3.1. Pride in Place provides up to £20 million of Government funding and support over ten years for Wick and Toddington. Local people will shape priorities through a Neighbourhood Board and community engagement. Arun District Council is the Accountable Body and Littlehampton Town Council is the lead delivery body. Further programme guidance is available to view here: www.gov.uk/government/collections/pride-in-place

- 3.2. The Programme Project Manager commenced on 8 June 2026, coordinating programme development, Board support and community engagement.

4. Chair and Neighbourhood Board

- 4.1. Jon Jolly, a Wick resident and Executive Leader at Arun Church, has been appointed independent Chair. The role of the Chair is to champion the neighbourhood, lead the Board fairly and inclusively, support community-led decisions and ensure local people can help shape the programme.
- 4.2. The Neighbourhood Board was formally established in August 2026 following approval by the Ministry of Housing, Communities and Local

Government (MHCLG). It brings together residents, community organisations, businesses and elected representatives. The Board will agree investment priorities, develop and oversee the Pride in Place Plan, make funding decisions and monitor delivery, expenditure and outcomes, with continued community involvement.

- 4.3. Board meeting agendas and minutes (linked below) are available on the Town Council's Pride in Place webpage, alongside Board member profiles in the "Meet the Wick and Toddington Pride in Place Neighbourhood Board" section.

5. Geographical Boundary lines amendment

- 5.1. At its inaugural meeting on 10 July 2026, the Neighbourhood Board reviewed the geographical boundary lines for the Wick and Toddington Pride in Place area. There was the opportunity to revise the boundary lines and submit changes to the MHCLG. The Board held the general view that the boundary should prioritise local identity and resident's understanding of Wick and Toddington, rather than being an existing administrative boundary or based on census geography. The amended boundary was approved by the MHCLG in August 2026 and can be found on the Town Council's Pride in Place website.

6. Community Engagement Update

- 6.1. Engagement is underway to inform the Ten-Year Plan and initial four-year investment plan. The current engagement programme runs from September to November 2026, with submission of the Plan to the MHCLG planned for 30 November 2026. More than 45 local organisations, groups, businesses and trusted venues have been identified, contacted and engaged with.
- 6.2. Activity combines a core survey, accessible token/sticker priority voting, informal conversations and targeted outreach. Further pop-ups and door-to-door engagement are planned to reach residents less likely to participate through public events or online.
- 6.3. Creative consultation is being commissioned through Artwork across five local schools and youth and community organisations and two local Mental health charities. Wick-based artist Ben Cavanagh is also developing collage activities and delivering six in-person group workshops across various community organisations. Findings will be analysed together to inform priorities.

7. Digital Community Engagement Platform

- 7.1. Go Vocal has been procured and is being developed as the programme's online engagement hub. Five providers were invited to quote. A specialist platform was selected for its participation, mapping, voting, discussion and analysis functions, alongside accessibility, implementation timescales and value for money. It will complement face-to-face engagement and support ongoing consultation, feedback and public information.

8. Financial Implications

- 8.1. As detailed in finance report to the Neighbourhood Board meeting on 14 October £541,066 has been received to date: £150,000 capacity funding, £273,462 delivery revenue funding and £117,604 capital funding. Currently, Arun District Council as the Accountable Body receives the funding from the MHCLG; the Town Council, as the lead delivery body, incurs programme expenditure and draws down funding from the Accountable Body.
- 8.2. Funding supports staffing, Board costs, engagement and communications, local capacity building and early community-led improvements. Expenditure will be monitored against programme budgets; any unspent funding may be carried forward.
- 8.3. This report seeks no additional Town Council allocation. Town Council staff time that is spent specifically on the Pride in Place Programme is recharged to the Programme budget.

Laura Chrysostomou

Town Clerk

Littlehampton Town Council

Non-Confidential

Full Council

Date: 15 October 2026

Report by: Town Clerk

Subject: Recommendations from Committees

1. Summary

The purpose of this report is to highlight to Members items arising from the last Committee cycle which entail recommendations to Council and therefore need Council Approval to proceed.

The items recommended to Council are:

2. Policy and Finance Committee: Monday 21 September 2026

Meeting's agenda for reference: [2026.09.21 P&F Agenda](#)

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.

Laura Chrysostomou

Town Clerk



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Town Clerk – Laura Chrysostomou

Minutes of the Ordinary Meeting of the Governance and Audit Committee held in The New Millennium Chamber, Manor House, Church Street, Littlehampton BN17 5EW on Wednesday 8 July 2026 at 6.30pm.

Present:

Councillor Tilbrook – Chair
Councillor Woodman – Vice-Chair
Councillor May
Councillor Daws
Councillor Tandy

In attendance:

Jon Short – Head of Finance and Service Delivery

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 Councillors Lee and Northeast, Councillor Tandy attended as substitute for the latter.

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 4 February 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. Internal Audit Report 2025 to 2026

- 8.1.1.** Members had before them a report, previously circulated, which set out the Final Internal Audit for the Town Council for the financial year 2025 to 2026. Members proceeded to review the auditor's recommendations. the Head of Finance and Service Delivery clarified that the publication of members allowances would be itemised in accordance with The Local Authorities Regulations 2003 15(3). This list detailing the allowance received by each member would be published on the Council's website in the coming weeks.
- 8.1.2.** Members wished to put on record their thanks to officers for their continuous hard work which contributed to a positive audit with very few concerns raised.

It was resolved that:

The Internal Auditor's Final report for the 2025 to 2026 accounts be noted and the actions to implement the Auditor's recommendation be noted.

9. Exempt Business

There was none.

The meeting was closed at 6.36pm.

Chair



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Town Clerk – Laura Chrysostomou

Minutes of the Ordinary Meeting of the Planning and Transportation Committee held in The New Millennium Chamber, Manor House, Church Street, Littlehampton BN17 5EW on Monday 13 July 2026 at 6.30pm.

Present:

Councillor Wiltshire – Chair
Councillor Daws
Councillor Long
Councillor Tandy
Councillor Woodman
Councillor May

In attendance:

Emily Sapsed – Democratic and Corporate Services Officer

2026 to 2027

10. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

12. Apologies

There were apologies from Councillor Lee, Councillor May attended as substitute.

13. 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, Councillor May also declared a personal interest across the agenda as a member of Arun District Council. Councillor Long, would not be attending Planning Policy Committee during her year as Chair of Arun District Council.

14. Minutes

The Minutes of the meeting held on Monday 18 May 2026, previously circulated, were confirmed as a true record and signed by the Chair.

15. Chair's Report and Urgent Items

There were none.

16. Public Forum

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

17. Officer's Reports

17.1. Planning and Other Arun District Matters

17.1.1. Planning Applications, Lists 25, 26 and 27

It was resolved that:

The representations of the Council, appended to these minutes as Appendix 1, be forwarded to Arun District Council.

17.1.2. Licence Application No: 123410 re: St Mary's Church Hall The Parish Church of St Mary The Virgin, Church Street, Littlehampton, West Sussex

The committee considered a license application, previously circulated, which sought to supply alcohol for consumption on the premises for hirers and functions.

It was resolved that:

The support of the license application be forwarded to Arun District Council.

17.2. Delegated Responses

Members were asked to note the previously circulated list of responses that had been managed under delegated authority to the Town Clerk in consultation with the Chair. These were for applications from lists 21, 22, 23 and 24, which would have been reviewed at the cancelled June meeting.

It was resolved that:

The responses be noted.

17.3. Consultation: Local Cycling and Walking Infrastructure Plan (LCWIP) Phase 2

Members were asked to agree a response to Phase 2 of the District Council's Local Cycling and Walking Infrastructure Plan consultation. It was agreed that comments within the meeting would be used to form a response which would be submitted following approval from the Chair and Town Clerk. The final response would be included in the next meeting's agenda to note.

It was resolved that:

The Committee's comments be incorporated into a response to the Local Cycling and Walking Infrastructure Plan consultation, with delegation to the Town Clerk and Chair to agree the final response.

18. Rampion 2 Windfarm

There were no further updates.

19. West Sussex County Council and Other Highways Matters

Members were informed of a traffic survey on roads across Littlehampton, the data of which would be used to form a 'one year after' report of the Lyminster Bypass Scheme. This report was expected to be brought to members in future, for stakeholder review, once drafted.

It was resolved that:

The update be noted.

20. Masterplan – North Littlehampton

There were no further updates.

21. Exempt Business

There was none.

The meeting was closed at 7.34 pm.

Chair

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee 13 July 2026.
Representation on Lists 25, 26 and 27

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
25	River	JD	LU/137/26/PL	Change the use from Class E to a mixed Class E and C3 Residential Use consisting of 4 No. commercial units at ground floor level, No. 4 residential units at first floor level, No. 2 residential units at second floor level and proposed external alterations including a first floor extension to the eastern elevation, 4 No. dormers and 2 No. roof lights (resubmission following LU/168/25/PL). This application is in CIL Zone 4 (Zero Rated) as flats.	1 Beach Road Littlehampton BN17 5HY	Objection: The committee objected due to the revised residential layout, specifically flat K, falling under the nationally described space standards for a 1 bedroom, 2 person dwelling. Objection for the application overall could be reconsidered once habitable size standards had been met, as seen demonstrated in the superseded plans in the previous application. Previously, support was given for the ground floor's commercial units which aligned with the aims and objectives of our Town Centre Strategy. Support for the additional commercial units was maintained by the committee.
25	Brookfield	JL	LU/139/26/HH	Single-storey rear extension, two-storey side extension.	39 Windward Close Littlehampton BN17 6QX	No objection: The committee had no objections to the application and encouraged the addition of bee bricks or bird boxes to the applicants plans to support biodiversity.
26	Brookfield	JL	LU/131/26/HH	Single storey rear extension.	31 Grove Crescent Littlehampton, BN17 6AD	No objection: The committee had no objections and welcomed the applicants considerate biodiversity enhancements.
27	Beach	BW	LU/143/26/HH	Erection of a single storey outbuilding.	24 The Estuary Littlehampton, BN17 6NE	No objection



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Town Clerk – Laura Chrysostomou

Minutes of the Ordinary Meeting of the Planning and Transportation Committee held in The New Millennium Chamber, Manor House, Church Street, Littlehampton BN17 5EW on Monday 10 August 2026 at 6.30pm.

Present:

Councillor Wiltshire – Chair
Councillor Daws
Councillor Long
Councillor Tandy
Councillor Woodman
Councillor Butcher

In attendance:

Emily Sapsed – Democratic and Corporate Services Officer

2026 to 2027

22. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

24. Apologies

There were apologies from Councillor Lee, Councillor Butcher attended as substitute.

25. 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, Councillor May also declared a personal interest across the agenda as a member of Arun District Council. Councillor Long would not be attending Planning Policy Committee during her year as Chair of Arun District Council.

26. Minutes

The Minutes of the meeting held on 13 July 2026, previously circulated, were confirmed as a true record and signed by the Chair.

27. Chair's Report and Urgent Items

There were none.

28. Public Forum

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

29. Officer's Reports

29.1. Planning and Other Arun District Council Matters

29.1.1. Planning Applications, Lists 29, 30, 31 and 32 if available

It was resolved that:

The representations of the council, attached to these minutes as Appendix 1, be forwarded to Arun District Council.

29.1.2. Licensing Application No: 123552 re: Portuguese Grill, 33 High Street, Littlehampton, West Sussex, BN17 5EG

The committee considered the above license application for pavement seating outside the business on the high street.

It was resolved that:

Support of the license application be forwarded to Arun District Council.

29.1.3. Licensing Application No: 123565 re: Blue Sea and Bubbles 26 Surrey Street, Littlehampton, West Sussex, BN17 5BG

The committee considered the above license application which sought to supply alcohol on and off the premises, from 10am to 10.30pm.

It was resolved that:

Support of the license application be forwarded to Arun District Council.

29.2. Delegated Responses

It was resolved that:

The list of responses, previously circulated, managed under delegated authority to the Town Clerk be noted.

29.3. Consultation: Local Cycling and Walking Infrastructure Plan (LCWIP) Phase 2

It was resolved that:

The consultation response, previously circulated, be noted.

30. Rampion 2 Windfarm

There were no further updates.

31. West Sussex County Council and Other Highways Matters

Members were informed of a supplementary application, the details of which were circulated to members and as follows:

Application Number: WSCC/037/26

Location: Cornfield School, Cornfield Close, Littlehampton, BN17 6HY

Proposal: Retrospective application for the retention of a modular classroom building and associated infrastructure.

Applicant: WSCC Assistant Director of Property & Assets

Grid Reference: 503230 103327

Further information is available to view through this link:

<https://westsussex.planning-register.co.uk/planning/display/WSCC/037/26>

The continued use of the modular classroom at Cornfield School was seen to be sensible by members, who endorsed the application.

It was resolved that:

Support of the application be forwarded to West Sussex County Council.

32. Masterplan – North Littlehampton

There were no further updates.

33. Exempt Business

There was none.

The meeting was closed at 7.15pm.

Chair

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee 10 August 2026.
Representation on Lists 29, 30, 31 and 32

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
30	Beach	BW	LU/120/26/HH	Retrospective application for replacement pitched roofs to house and outhouse and new guttering and fascias to all elevations. Removal of chimney stack on main roof. Replacement of original timber-glazed doors on east elevation with uPVC doors and replacement uPVC window to 1st floor bathroom on south elevation. This application may affect the character and appearance of the Littlehampton Sea Front Conservation Area.	7 Norfolk Place Littlehampton BN17 5PD	Objection: The committee objected to the application, with conservation area planning guidance stating "The materials and design of replacement windows and doors should match the original". The compliance in design was appreciated but the change in material was seen to be inconsistent with conservation area guidance and the applicant's heritage statement, which indicated 'like for like changes'.
30	Wick	FT	LU/171/26/CLP	Application for certificate of lawfulness for a proposed loft conversion with rear dormer.	14 Swanbourne Road Littlehampton BN17 6HS	This application was withdrawn.
31	Courtwick with Toddington	FT	LU/157/26/PL	Change of surface from grass to artificial turf and erection of new 2.5m acoustic fencing. This application is in CIL Zone 2 (zero rated) as all other development.	Wick Football Club Crabtree Park Coomes Way Littlehampton BN17 7LS	No objection: The committee had no objections to the application, they raised and interest in the long term environmental impact of the materials used for the artificial turf. They

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee 10 August 2026.
Representation on Lists 29, 30, 31 and 32

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
						supported anticipated links between the community and the increased use of this area.
31	Courtwick with Toddington	FT	LU/173/26/OUT	Outline planning application (with all matters except access reserved) for the construction of up to 20 residential units. This application may affect the setting of listed buildings.	Westholme Nursery Toddington Lane Littlehampton BN17 7PP	No objections.
31	Beach	BW	LU/168/26/HH	Single storey side and rear extension including the addition of a patio and entrance porch with canopy.	20 Fairway Littlehampton BN17 6PY	No objections.
32	Courtwick with Toddington	FT	LU/164/26/PL	Proposed use of part of the Littlehampton Club Campsite site (formerly used for static caravans) for caravan and motorhome storage. In CIL Zone 2 (zero rated) as all other development.	Littlehampton Caravan Park Mill Lane Littlehampton BN17 7PH	No objection: The committee had no objections to the application and wished to raise their fire safety concerns of the close pitches amongst recent dry conditions with the applicant.



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Town Clerk – Laura Chrysostomou

Minutes of the Ordinary Meeting of the Planning and Transportation Committee held in The New Millennium Chamber, Manor House, Church Street, Littlehampton BN17 5EW on Monday 5 October 2026 at 6.30pm.

Present:

Councillor Wiltshire – Chair
Councillor Daws
Councillor Long
Councillor Tandy
Councillor Woodman
Councillor O'Neill

In attendance:

Emily Sapsed – Democratic and Corporate Services Officer

2026 to 2027

34. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

36. Apologies

There were apologies from Councillor Lee, Councillor O'Neill attended as their substitute.

37. 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 O'Neill declared an personal interest across the agenda as a member of Arun District Council.

38. Minutes

The Minutes of the meeting held 10 August 2026, previously circulated, were confirmed as a true record and signed by the Chair.

39. Chair's Report and Urgent Items

- 39.1. Following the agenda's publication, officers were notified of a consultation on Arun District Council's On-Street Parking Strategy 2027 to 2030. This was circulated to members of the committee requesting comments, it was suggested that the request be shared with all councillors. Allowing comments to form a response to the consultation to be agreed under delegated authority to the Town Clerk in consultation with the Chair.

40. Public Forum

- 40.1. There were no members of the public present.
- 40.2. River ward councillors were informed by a resident of a proposed Traffic Regulation Order (TRO) which had been shared amongst local residents. Further information about this would be sought so the item could be considered at a future meeting.

41. Officer's Reports

41.1. Planning and Other Arun District Council Matters

41.1.1. Planning Applications, Lists 37, 38, 39 and 40 if available

It was resolved that:

The representations of the council, attached to these minutes as Appendix 1, be forwarded to Arun District Council.

41.2. Delegated Responses

It was resolved that:

The list of responses, previously circulated, managed under delegated authority to the Town Clerk be noted.

42. Rampion 2 Windfarm

There were none.

43. West Sussex County Council and Other Highways Matters

Members were informed of the 2026 to 2027 briefing sessions programme hosted by West Sussex County Council. Details would be circulated to all councillors outside of the meeting.

44. Masterplan – North Littlehampton

Substitute plans had been added to strategic applications for the Hampton Park development in North Littlehampton. The committee received details of three updated applications, previously circulated, which also contained their comments previously submitted in January 2026. The committee maintained its previously submitted comments.

It was resolved that:

No changes be made to the committee's previous comments.

45. Exempt Business

There was none.

The meeting was closed at 7.08pm.

Chair

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee on 5 October 2026.
Representation on Lists 37, 38 and 39

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
37	Beach	BW	LU/204/26/L	Listed building consent for the replacement of dilapidated rear escape staircase.	37 South Terrace Littlehampton BN17 5NU	No Objection
37	Brookfield	JL	LU/207/26/PL	Installation of a drive-through lane to serve the existing Burger King restaurant. This application affects a Public Right of Way. Is in CIL Zone 4 (Zero Rated) as other development.	Burger King Restaurant Worthing Road Littlehampton BN17 6LE	Objection: The committee objected to the application and raised concerns of the proposed plans restricting access and generating traffic onto roads that are frequently crowded. The drive-through's exit would put additional strain on the small roundabout which already hosts high amounts of traffic and is in a poor condition. Parking provisions were also considered to be insufficient.

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee on 5 October 2026.
Representation on Lists 37, 38 and 39

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
38	Courtwick with Toddington	FT	LU/174/26/PL	Erection of a detached dwelling with open carport. This application affects the setting of listed buildings, is in CIL Zone 2 and is CIL Liable as a new dwelling.	Flint Acre Toddington Lane Littlehampton	No Objection: The committee had no objections to the applications and encouraged the applicants suggested biodiversity enhancements.
38	Wickbourne	FT	LU/209/26/HH	Retrospective application for the erection of a 1.8m boundary fence adjacent to the public highway.	97 Arundel Road Littlehampton	No Objections: The committee had no objections but were disappointed to see the habitat lost. Members encouraged the conditional requirement to replenish planting, exceeding what was previously there.
39	River	JD	LU/189/26/L	Listed building consent for replacement of 5 no. sash windows at the rear of the property.	Harbour House 61 Surrey Street Littlehampton	No Objections.

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee on 5 October 2026.
Representation on Lists 37, 38 and 39

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
39	Courtwick with Toddington	FT	<u>LU/227/26/CLP</u>	Lawful development certificate for the proposed demolition and erection of a single storey side extension.	1 Seaton Close Littlehampton	No Objections.

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



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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 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

Minutes of the Ordinary Meeting of the Community Resources Committee held in The New Millennium Chamber, Manor House, Church Street, Littlehampton BN17 5EW on Thursday 23 July 2026 at 6.30pm.

Present:

Councillor Tandy – Chair
Councillor Blanchard-Cooper
Councillor Daws
Councillor Tilbrook
Councillor Wiltshire
Councillor Butcher
Councillor May

In attendance:

Jon Short – Head of Finance and Service Delivery
Dennis Gittins – Facilities and Contracts Manager

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 Councillors Lee and O'Neill, Councillors Butcher and May attended as substitutes.

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 Councillors Butcher and May declared personal interests across the agenda as members of Arun District Council.

15. Minutes

The Minutes of the meeting held on 4 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 made.

18. Officer's Reports

18.1. Littlehampton Town Floral Contract Proposal

18.2. Members had before them a report, previously circulated, which outlined the Floral Task and Finish Group's work and recommendations for the renewal of the Littlehampton Town Floral Services contract. The committee were asked to consider and endorse proposals that introduced desirable biodiversity and 'greener' environmentally conscious ways of planting across the council's locations.

18.3. A programme of planter replacement and trials of different materials would take place across the next two to three years. The aspiration for signage on planters that identified they are maintained by the Town Council was highlighted and would be budgeted for. The proposals were thoroughly discussed and the committee considered them a sensible basis for the contract that remained appealing to prospective contractors once tendered in 2027.

It was resolved that:

1. The Task and Finish Group's proposals for the 2027 to 2030 floral services contract, as set out in paragraph 4 and appendices 2 and 3 of the report, be agreed.
2. The contents of the report be otherwise noted.

18.4. Community Resources Update

18.5. The committee received a report, previously circulated, which updated members on work being undertaken to progress community projects and initiatives within the remit of the committee. This included supplementary feedback from Grant Aid recipients 2025 to 2026 and Sports Forum notes.

It was resolved that:

1. The additional Grant Aid feedback as set out in Appendix 1 of the report and Sports Forum notes from the meeting held on 6 July 2026 as set out in Appendix 2 of the report be noted.
2. The contents of the report be otherwise noted.

19. Exempt Business

There was none.

The meeting was closed at 6.49 pm.

Chair



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Town Clerk – Laura Chrysostomou

Minutes of the Ordinary Meeting of the Community Resources Committee held in
The New Millennium Chamber, Manor House, Church Street, Littlehampton BN17
5EW on Thursday 3 September 2026 at 6.30pm.

Present:

Councillor Tandy – Chair
Councillor Blanchard-Cooper
Councillor Daws
Councillor O'Neill
Councillor Tilbrook
Councillor Wiltshire

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 apologies from Councillor Lee.

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 23 July 2026 previously circulated, were confirmed as a true record and signed by the Chair.

25. Chair's Report and Urgent Items

The Chair notified members of an Urgent Action to allow the reallocation of Grant Aid funding to install a defibrillator. This was requested by Maltravers Bowling Club who's funding was initially awarded to purchase new equipment. This Urgent Action would be reported to the next committee meeting to note.

26. Public Forum

There were five members of the public present, and one written representations made.

26.1. Abandoned car on Worthing Road

An update was requested regarding the removal of an abandoned car from Worthing Road allotment site. This would be investigated by officers who would follow up with the plot holder outside of the meeting.

26.2. Pesticide usage by the Town Council and it's contractors

26.2.1. A plot holder raised concerns about the use of harmful pest deterrents across the Town Council's services, by both its Amenity Team and contractors who maintain the council's properties.

26.2.2. Completely banning harmful pest deterrents, following Bognor Town Council's example, was suggested alongside a questionnaire to tenants for their thoughts on the use of pesticides and herbicides.

26.2.3. Officers would investigate the use of pesticides across the range of services and share this with the plot holder following the meeting. Should it be found that pesticides are used by the Town Council or its contractors, it would be addressed appropriately where possible. The banning of pesticides across allotment sites would need to be reviewed alongside the tenancy agreement, the expected timeframe of this was unknown. Collecting feedback through a plot holder survey about the services provided and their use of pesticides ahead of the tenancy agreement review would be explored. Officers would continue to be mindful of the concerns raised in this area and work in accordance with the Council's biodiversity policy.

26.3. Written Representation

The written representation received on the day of the meeting and response from the Town Council was tabled for members to note and are appended to these minutes.

27. 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 would also be reported to the Policy and Finance Committee on Monday 21 September.

It was resolved that:

The urgent actions be noted.

28. Officer's Report

28.1. Allotment Working Group Notes

The committee had before them, previously circulated, notes from the May Allotment Working Group (AWG) meeting. The Chair of the Community Resources Committee planned to send a letter of thanks to the plot holder who was stepping down from their long-standing position of site representative.

It was resolved that:

The notes of the Allotment Working Group meeting held on 28 May 2026 be noted.

28.2. Museum Periodic Report

28.2.1. Members had before them a report, previously circulated, which contained updates on recent activities and exhibitions delivered by the museum. It included proposals for the acquisition of a small number of items. The need to bring acquisitions to the committee for approval for small items would be reviewed by officers, as members felt they were always sensible suggestions that were in line with the museum's Collections Development policy. The efficiency of the acquisition process would be reviewed by officers who would also ensure compliance with any linked professional standards.

28.2.2. The report requested approval of a Front of House Role Profile for a new volunteer position, this was attached to the report as Appendix 3. This review of the museum reception area's operation was in anticipation of the Town Council's reception being relocated to Progress Point in the high street in Spring of 2027.

28.2.3. The Committee reviewed the visitor engagement and Councillor Blanchard-Cooper shared personal thanks to the team for their resilience and

professionalism when managing hateful and unpleasant Facebook comments on museum posts that supported Pride.

It was therefore resolved that:

1. The recommended acquisitions of items set out in Appendix 1 of the report be approved.
2. The Volunteer Front of House Role Profile, as outlined in Appendix 3 of the report, be approved.
3. The visitor engagement figures and contents of the report be otherwise noted.

28.3. Transforming Littlehampton Museum – Project Progress Report

- 28.3.1. The committee had before them a report, previously circulated, which shared progress on the Transforming Littlehampton Museum Project funded by a National Lottery Heritage Fund grant. The Head of Community Engagement and Development reported that since the report was published the remainder of the consultants had been appointed.
- 28.3.2. In anticipation of the volume of items being dispersed, methods of committee review were discussed, such as; looking at batches, a sub-committee or task and finish group. This would be considered and agreed when brought to the committee in future.

It was therefore resolved that:

The report be noted.

28.4. Community Resources Update

The committee received a report, previously circulated, which updated members on work being undertaken to progress community projects and initiatives within the remit of the committee. This included the sports funding feedback report as set out in Appendix 1 of the report. The application opening date for sports funding 2026 was on Monday 14 September 2026.

It was resolved that:

The sports funding 2025 feedback and contents of the report be noted.

28.5. Community Centre Action Plan

- 28.5.1. The committee received a report, previously circulated, which asked the committee to consider and comment on a Community Centre Action Plan

(CCAP), attached to the report as Appendix 1. The CCAP covered a wide range of areas from actions that promoted the venues, to maintenance.

- 28.5.2. Members commented on the timeframe for reviewing wood cladding at items 3.2 and 3.4 in the action plan. For time slots that are frequently unused, the addition of promotional discounts to current hirers was suggested for item 4.8 in the action plan. The feasibility of these updates would be investigated by officers and the CCAP would be amended accordingly.

It was resolved that:

1. Following review of the areas mentioned above, the Community Centre Action Plan be approved.
2. The contents of the report and action plan updates be otherwise noted.

28.6. Southfields Jubilee Centre Signage

- 28.6.1. Members had before them a report, previously circulated, which sought approval for a new logo for Southfields Jubilee Centre (SJC) to be used across a range of promotional materials. Options for members to review and comment upon had been set out within Appendix 2 of the report. They were designed similarly to the K2 Youth and Community Centre logo to align branding across Town Council venues.
- 28.6.2. After discussions, members felt a redesigned SJC logo could include the jubilee diamond seen on the building and requested amendments to the design to reflect this. The committee's comments would be considered, and the design would be reviewed. It was agreed an option would be chosen from the reviewed designs delegated authority.

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 Southfields Jubilee Centre.
3. The contents of the report be otherwise noted.

28.7. Events Periodic Report

- 28.7.1. The Head of Community Engagement and Development (HCED) presented a report, previously circulated, which provided updates on progress made to upcoming events. It also asked the committee to consider agreeing

provisions for a beacon lighting to the 2027 events programme in celebration of Sussex Day's 1550 Anniversary.

- 28.7.2. Members shared their thanks to the teams for their hard work delivering a summer full of fun events. The additional information regarding attendance, outreach and positive feedback collected was also appreciated.

It was resolved that:

1. The Sussex Day 1550 Beacon Lighting be added to the 2027 event programme.
2. The contents of the report be otherwise noted.

28.8. Event Sponsorship

- 28.8.1. The HCED presented a report, previously circulated, which recommended the adoption of an expanded sponsorship framework. Previous agreement of a three year event programme agreed up to 2028 allows for multi-event sponsorship packages. The four proposed complimentary options were:

- Individual Event Sponsorship
- Multi-Event Partnership Packages
- Multi-Year Sponsorship Agreements
- Formal In-Kind Sponsorship Scheme

- 28.8.2. Officers would share this information with the business forum, update the sponsorship brochure to reflect the additions and share with regular sponsors.

It was resolved that:

1. Additional complementary sponsorship options be adopted within the sponsorship framework.
2. The contents of the report be otherwise noted.

28.9. Adverse Weather Policy

- 28.9.1. The committee received a report, previously circulated, that introduced an Adverse Weather Policy for town council events. Its purpose was to establish clear and consistent processes for assessing adverse weather conditions affecting outdoor events. It would support the Town Council's event team, stallholders, and be provided to local organisations holding their own events alongside other helpful resources. Members suggested some areas for

officers to investigate, such as the wind speed mile per hour limit for Beacon Lightings and the effect the death of a national figure could have on events.

It was resolved that:

1. The Adverse Weather Policy be approved.
2. The contents of the report be otherwise noted.

28.10. Quarterly Business Plan Progress Report

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

It was resolved that:

The updates and contents of the report be noted.

29. Finance

29.1. Committee Budget Monitor

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.

It was resolved that:

The report be noted.

30. Exempt Business

There was none.

The meeting was closed at 7.48 pm.

Chair

Written representation:

What principles do elected members believe should guide the Town Council's approach to the safety and wellbeing of allotment tenants, and how should these be reflected in its policies and enforcement of the Tenancy Agreement?

Town Council response:

The Town Council believes that the safety, wellbeing, and fair treatment of all allotment tenants are at the heart of good allotment management.

We want our allotment sites to be welcoming, safe and enjoyable places for everyone, and our Tenancy Agreement and policies are intended to support that aim. The Tenancy Agreement reflects these principles through provisions relating to conduct, nuisance, site safety, disputes, equal treatment, and the role of site representatives.

In applying those policies, the Council seeks to act fairly, consistently, and proportionately, with decisions based on the information and evidence available.

The Council is committed to listening to concerns and taking them seriously through its feedback and complaints procedures. At the same time, we recognise that some matters may fall outside the Council's powers, responsibilities, or professional expertise. In those circumstances, it is often in the best interests of those involved to be directed to specialist agencies or organisations that are better placed to provide advice, support, or intervention.

By following these principles, the Council aims to support the wellbeing of all tenants and foster a positive, respectful allotment community.



How to contact us:
Write to: Manor House, Church Street,
Littlehampton, West Sussex, BN17 5EW
Email: lhc@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 Property and Personnel held in The New Millennium Chamber, Manor House, Church Street, Littlehampton BN17 5EW on Monday 14 September 2026 at 6.30pm.

Present:

Councillor May - Chair
Councillor Butcher – Vice Chair
Councillor Tilbrook
Councillor Dr Walsh KStJ
Councillor Worne*
Councillor Tandy
Councillor Daws

In attendance:

Jon Short – Head of Finance and Service Delivery

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 Councillors O'Neill and Northeast, Councillors Daws and Tandy attended as substitutes respectively.

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 no further declarations were made.

15. Minutes

The Minutes of the meeting held on 2 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 made.

18. Officer's Reports

18.1. Absence Monitoring

Members had before them a report, previously circulated, which provided an update on staff absences for the first quarter of 2026 to 2027.

It was resolved that:

The report be noted.

18.2. Property, Facilities and Equipment Update – Manor House Windows

18.2.1. A report, previously circulated, provided an update on progress to the planned refurbishment of Manor House windows. This is a priority within the planned preventative maintenance programme for Manor House following a building survey completed in 2025. Advice regarding conservation requirements and unanticipated costs was sought and would continue to be investigated by officers as they carried out this work.

18.2.2. Members suggested that following the completion of this area of work, painting the outside of the Manor House should be the next priority, this request was noted.

It was resolved that:

The report be noted.

18.3. Property, Facilities and Equipment Update – Amenity Team Vehicle

18.3.1. The committee received a report, previously circulated, which presented options for the leased Amenity Team Electric van. Due to the van's good condition, sustainability and expected longevity, the first option to purchase the electric van, was considered to be the most cost effective option.

- 18.3.2.** Members also received a proposal to explore the use of a more versatile vehicle suited to supplement the Amenity Team's wide range of works carried out in winter conditions. The potential to lease a vehicle like this to assist the Amenity Team was considered to be sensible by the committee, particularly if done seasonally, as mentioned in the report. Officers would be mindful of the committee's comments when pursuing this in future, noting that any further actions would be subject to future reporting.

It was resolved that:

1. The Amenity Team's current electric van be purchased, detail as option one within the report.
2. Alternative options for seasonal lease of a versatile vehicle, better suited to requirement of ground maintenance during inclement weather, be supported and further investigated.

18.4. Staffing Update

The committee considered a report, previously circulated, which provided updates on staffing, including recent and future recruitments. It was highlighted that staff costs associated with the Pride in Place Programme would be invoiced and reimbursed by Arun District Council as the accountable body of the programme, who receive the funding directly from the Ministry of Housing, Communities and Local Government. Additionally, the Head of Finance and Service Delivery informed members that options to fill the vacancy of the Amenity Team Operative vacancy were being explored internally.

*Councillor Worne left the meeting at 6.46pm.

It was resolved that:

The report be noted.

18.5. 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.

*Councillor Worne rejoined the meeting at 6.49pm

It was resolved that:

The updates and contents of the report be noted.

19. Finance

19.1. Committee Budget Monitor

The Head of Finance and Service Delivery presented a report, previously circulated, which highlighted significant variances from budget in income and expenditure relating to this committee's area of work. It was highlighted that car parking income figures contained a mix of monthly and annual payments which were noted as being within expectations.

It was resolved that:

The report be noted.

20. Exempt Business

There was none.

The meeting was closed at 6.51pm.

Chair

Littlehampton Town Council

Non-Confidential

Full Council

Date: 15 October 2026

Report by: Town Clerk

Subject: Civility and Respect Pledge

1. Summary

- 1.1. This report provides an overview of the Local Government Civility and Respect Pledge and recommends that Council reaffirms its commitment to this pledge.

2. Recommendations

Council is recommended to:

1. Reaffirm its commitment to the Local Government Civility and Respect Pledge.
2. Encourage all Councillors to sign the Councillor's Statement of Assurance, to further demonstrate personal commitment to civility and respect in all council activities. Attached as Appendix 1.

3. Background

- 3.1. The Civility and Respect Pledge Improving civility and respect was launched jointly by the National Association of Local Councils (NALC), One Voice Wales and the Society of Local Council Clerks (SLCC), to promote positive working relationships within local government. To date, 2110 councils have signed up to the Pledge and work continues to promote take up.
- 3.2. The pledge recognises that civility and respect are essential to healthy debate, good governance, and effective community leadership. Many councils across England and Wales have now signed the pledge and renew it annually as a public commitment to upholding high standards of conduct between councillors, officers, and the public.
- 3.3. The full Councillor Code of Conduct policy can be viewed on the website under the standards section of the policies and strategic documents page, linked here: www.littlehampton-tc.gov.uk/policies-and-strategic-documents

- 3.4. The Town Council signed the Pledge on 12 October 2023 and following a review of the Code of Conduct in 2024, incorporated this within its Councillor Code of Conduct. In doing so the Council committed to the following:
- Treating councillors, staff, partners, and members of the public with civility, dignity, and respect.
 - Providing appropriate training for councillors and staff.
 - Adopting and upholding an effective Code of Conduct.
 - Maintaining good governance through appropriate policies and procedures, such as dignity-at-work and grievance policies.
 - Calling out poor behaviour when it occurs and addressing issues at an early stage.
 - Learning from and sharing best practice across the sector.
- 3.5. The Pledge is not a legal document but a public declaration of intent and it is considered good practice for the Council to reaffirm its commitment to the Pledge each year, typically on the anniversary of signing and at the Annual Council Meeting following an election. Doing so publicly demonstrates leadership and commitment to maintaining high standards in local governance.
- 3.6. To complement the Council-level pledge, the Councillor's Statement of Assurance (Appendix 1) was introduced in 2025. This statement allowed each councillor to personally affirm their commitment to uphold the principles of the Pledge. Signing the statement is voluntary but strongly encouraged, as it reinforces individual accountability and supports a respectful and collaborative council culture. Currently, not all councillors have signed the pledge and are therefore asked to consider signing it.

4. Financial Implications

- 4.1. There are none arising from this report.
- 4.2. Littlehampton Town Council does have in place a budget for councillor training and for staff training.

Laura Chrysostomou

Town Clerk



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

Councillor's Statement of Assurance

I confirm that I have read the council's Code of Conduct, including the principles of public life, and understand my obligations and the behaviour expected of me whenever I am acting as a councillor.

Understanding my duties as a councillor, I will adopt the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership. I will also:

- Behave respectfully towards others, including those I disagree with.
- Uphold the values identified in my council's Code of Conduct.
- Attend training required by the council as part of my role as a councillor.

Signed _____

Name _____

Date _____

Littlehampton Town Council

Non-Confidential

Full Council

Date: 15 October 2026

Report by: Town Clerk

Subject: Town Council Committee Calendar Dates 2026, 2027 and 2028

1. Background and Updates

- 1.1. The Town Council sets the meeting dates for Council and its Committees at least 18 months in advance. The calendar undergoes periodic reviews because 11 of the Town Council's 15 Councillors are also elected to Arun District Council and this can impact on availability. It should be noted that the District Council reviews its schedule of meetings at half yearly intervals with the next review due in May 2027. If a Town Council meeting is amended throughout the year to ensure a meeting is quorate, members are notified electronically.
- 1.2. In the 2026 calendar the following changes have been proposed:
 - Community Resources Committee meeting date moved from 22 October to 5 November.
 - Full Council meeting on 19 November be changed to provisional, therefore it can be used if required.
- 1.3. The updated calendar of meetings for 2026, 2027 and 2028 are therefore attached, as Appendix 1, 2 and 3 respectively, for approval.

2. Recommendations

Council is recommended to:

Approve the updated calendar of meetings for 2026, 2027 and 2028.

3. Financial Implications

- 3.1. There are none arising from this report.

Laura Chrysostomou

Town Clerk

Littlehampton Town Council Committee Meetings 2026

To be approved by Full Council October 2026

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FC = Full Council

6.30pm

P&T = Planning and Transportation

6.30pm

AWG = Allotments Working Group

6.30pm

P&P = Property and Personnel

6.30pm

CRC = Community Resources

6.30pm

P&F = Policy and Finance

6.30pm

G&A = Governance and Audit

6.30pm

ATM = Annual Town Meeting

6.00pm

BH = Bank Holiday

* Reserved Dates

(Note to members: * are reserved for meetings only if required.)

Littlehampton Town Council Committee Meetings 2027

To be approved by Full Council October 2026

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FC = Full Council

CRC = Community Resources

P&T = Planning and Transportation

P&P = Property and Personnel

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ATM = Annual Town Meeting

BH = Bank Holiday

6.30pm

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* Reserved Dates

(Note to members: * are reserved for meetings only if required.)

Littlehampton Town Council Committee Meetings 2028

To be approved by Full Council October 2026

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6.30pm

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ATM = Annual Town Meeting

BH = Bank Holiday

6.30pm

6.30pm

6.00pm

* Reserved Dates

(Note to members: * are reserved for meetings only if required.)

Littlehampton Town Council

Non-Confidential

Full Council

Date: 15 October 2026

Report by: Town Clerk

Subject: Representatives on Outside Bodies

1. Summary

1.1. Following a vacancy and further details about some groups, Council is being asked to revise, nominate and approve the list of Representatives on Outside Bodies. The changes are as follows:

1. Shopmobility – Vacancy to be filled.
2. Fare Divide – Frequency and total number of representatives confirmed.
3. Voluntary Action Arun and Chichester – Frequency and total number of representatives confirmed.

2. Recommendations

Council is recommended to:

Revise and approve the nominations for representatives on outside bodies.

3. Background

3.1. The Town Council appoints its committees, including Chairs and Vice-Chairs and representatives on outside bodies, at its Annual Council meeting. Since then, a vacancy has occurred due to a conflict of interest, additionally, further information has been clarified on the meeting frequency for a new Service Funding Agreement Group. The list of outside bodies is attached as Appendix 1.

4. Financial Implications

4.1. There are none.

Laura Chrysostomou

Town Clerk

**LITTLEHAMPTON TOWN COUNCIL:
REPRESENTATIVES ON OUTSIDE BODIES 2026 to 2027**

Organisation	Frequency	Total No.of Reps	Officer	Councillor	Name of Representatives
East Arun (formally Littlehampton) Health Services Advisory Group	Dormant but could reconvene as a Health Liaison forum	4	1	3	Councillor May Councillor Butcher Councillor Long Head of Corporate Services and Governance
National Association of Local Councils (NALC) and West Sussex Association of Local Councils (WSALC) matters	As required	2	1	Mayor	Town Clerk Mayor Councillor May
North Littlehampton Members Advisory Group (NLAG)	Periodic	4	1	3	Town Clerk Cllrs Butcher, Long & Wiltshire
Rampion 2 Community Liaison Group	As required	1		1	Councillor Wiltshire or Councillor Tilbrook
Police and Community Safety Liaison	Periodic	2	1	1	Town Clerk Mayor Councillor May or Chair of P&F Councillor Butcher
Littlehampton Harbour Advisory Body	As required	1		1	Councillor Lee (Chair)
The Arun Flood Forum (NB: Participation rotated between the parishes in the District most impacted by flooding)	As required	1		1	Councillor Butcher
Arun District Association of Local Councils (ADALC)	As required	2	1	Mayor	Town Clerk Mayor Councillor May
Arun Community Transport (ACT)	Bi-monthly	1		1	Councillor Butcher
Littlehampton Sportsfield Management Committee	6 weekly Mondays	1		1	Councillor Tilbrook
Arun and Chichester Citizens Advice	Quarterly or Bi-annually	1		1	Councillor Woodman
Fare Divide	As required	1		1	Councillor Woodman
Home-Start Arun	Bi-annually and one off	1		1	Councillor Wiltshire
Littlehampton District Lions Club	Fortnightly	1		1	Councillor Blanchard-Cooper

Confirmed by Full Council 14 May 2026

**LITTLEHAMPTON TOWN COUNCIL:
REPRESENTATIVES ON OUTSIDE BODIES 2026 to 2027**

Organisation	Frequency	Total No.of Reps	Officer	Councillor	Name of Representatives
Shopmobility	Bi-monthly	1		1	VACANT
Littlehampton and District Foodbank	Quarterly and one off	1		1	Councillor Long
Voluntary Action Arun and Chichester	Bi-annually and as required.	1		1	Councillor Blanchard-Cooper

Confirmed by Full Council 14 May 2026

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Littlehampton Town Council

Non-Confidential

Full Council

Date: 15 October 2026

Report by: Town Clerk

Subject: Business Plan Progress Report

1. Summary

- 1.1. This report updates the Council on progress made to the Business Plan since the key objectives for 2026 to 2027 were agreed in May 2026. Each committee has received quarterly reports allowing them to monitor progress and keep the Business Plan under review.

2. Recommendations

The Council is recommended to:

1. Note the updates to the Action Plan Monitor in Appendix 1.
2. Otherwise note the contents of the report.

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. The 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 Monitor in appendix 1 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: An 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 overspend, 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. On 14 May 2026, at its Annual Meeting, Council agreed the key objectives for the business plan year 2026 to 2027. Subsequently, each Committee has received updates through their respective quarterly periodic reports enabling them to monitor progress and keep the Business Plan under review. This report provides Council with an update on progress with those objectives since May 2026.

- 3.5. The bullet points below draw out key objectives that relate to its respective committee:

- 3.6. Policy and Finance Committee:

- 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.

- 3.7. Property and Personnel Committee:

- Policy Reviews: Personnel Policies and staff Code of Conduct:
 - Rewrite according to updated legislation as it is confirmed
 - Consult with staff group
 - Task and Finish Group examination
 - Seek approval through committee structure

- Embed realigned staff structure, supporting new and existing staff to develop in their roles
 - Recruit to vacancies
 - Revise and roll out induction and probation schedule for new staff
 - Appointment support for all staff working in revised roles
 - Roll out new meeting schedule to facilitate focus on Business Plan targets
- Ensure seamless ICT support
 - Current contract extended to June 2027
- Premises Maintenance Plans
 - Obtain planning permission for essential updates to Manor House Glazing. Tender for works. Appoint contractor.
 - Implement preventative premises maintenance plan for Southfields Jubilee Centre and resulting programme of works
 - Explore environmentally friendly options to reduce energy and water consumption in our buildings.

3.8. Community Resources Committee:

- Implement objectives from the Allotment Strategy Action Plan delivering improvements to infrastructure
- Develop new websites
 - Visit Littlehampton to align with and amplify district and county tourism ambitions
 - Love Littlehampton to operate as the comprehensive and reliable online resource for residents seeking information about local facilities, businesses and groups.
- Develop a robust volunteer policy and set of procedures.
- Initiate the research phase of a new Community Liaison Strategy
- Deliver a range of funding for community benefit.
- Finalise Community Centre Action Plans with specific actions for promotion, maintenance, operations including occupancy rates and implementation of online booking system
- Working with the Task and Finish Group to overhaul tender specification and award floral contract centring environmental sustainability and increased biodiversity.
- Deliver the Events Strategy and Action Plan including encouraging and facilitating a range of events and activities led by community groups and working with external organisations to develop and / or support them to bring events and activities to the town.
- Christmas lights: Implement revised three-year scheme.
- Complete production of events portal allowing online stall booking.
- Initiate the National Lottery Heritage Fund 'Transforming Littlehampton's Museum: Building Solid Foundations for the next 100 Years'
- Establish a clear identity for the museum within Manor House.
- Rosemead Park: Prioritise further work to secure boundaries and an additional assessment of playground and pathways including sensory path.

- To provide a youth service that offers young people enriching opportunities and develops positive relationships between young people and the wider community.

3.9. Updates to these areas have been reported to their respective committee and can be seen in the action plan attached as Appendix 1.

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

MC - Museum Curator
EM - Events Manager

TCSPO - 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	Quarter 1 Updates	Quarter 2 Updates	Committee	Officer	Finance	Supporting information
1.1	Allotments	Allotment Strategy & Action Plan	1. North fence and gate Worthing Road site	In discussions with Wick FC for them to replace most of north fence (TBC) and LTC complete one section with gate.	3 quotes received with lowest at £3,650 net. Wick FC have not received planning permission yet. They have also been asked to install acoustic fencing which would cover the same area; which they are not keen to do. Clarification requested before going ahead. Decision expected 20 October 2026.	CRC	FCM	£8,000	Allotment Infrastructure Reserve £300 2026 to 2027 budget £10,000
1.2	Allotments	Allotment Strategy & Action Plan	2. West Fence section Worthing Road site			CRC	FCM	£1,650	Allotment maintenance budget 2026 to 2027
1.3	Allotments	Allotment Strategy & Action Plan	3. South fence section Mill Lane site	Dependent on outcome of discussions with Wick FC	Subject to authorisation, these works can now go ahead.	CRC	FCM	£1,200	Allotment Infrastructure Reserve £300 2026 to 2027 budget £10,000
1.4	Allotments	Allotment Strategy & Action Plan	4. South west fence section Fort Road site	Dependent on outcome of discussions with Wick FC	Subject to authorisation, these works can now go ahead.	CRC	FCM	£800	Allotment Infrastructure Reserve £300 2026 to 2027 budget £10,000
1.5	Allotments	Allotment Strategy & Action Plan	5. Review and assess community project initiatives on allotments			CRC	FCM		
1.6	Allotments	Allotment Strategy & Action Plan	6. Bring budget under control through agreed principles of reducing the level of subsidy and increasing rental income.			CRC	HFSD		
2	Arts Development	Town of Culture	If successful in progressing to stage two for the Town of Culture develop full bid for submission winter 2026	Awaiting outcome	Not successful.	CRC	HCED		An expression of interest was submitted for the UK Town of Culture 2028. An outcome is expected in Spring 2026 - the shortlisted towns receive an award of £60,000 to be spent on developing the full bid which would be due in winter 2026. Links to UKSPF Research outcomes.
3.1	Communications	Visit Littlehampton and Love Littlehampton Website Revamp	1. Deliver a website dedicated to tourism that aligns with district and county wide ambitions	New websites are now live and officers are continuously updating content	Content being added regularly.	CRC	HCED	A service funding agreement has been signed with ADC for the funding of £3,000 for the site content, management and maintenance. £700 hosting fees from LTC budget	Links to UKSPF Research outcomes.
3.2	Communications	Visit Littlehampton and Love Littlehampton Website Revamp	2. Deliver Love Littlehampton and establish it as a reliable source of information for residents about local facilities, businesses and groups	New Project Officer: Town Centre Strategy will be visiting town centre businesses to encourage listings	All Business Forum information now on the website and more resources for businesses to be added.	CRC	HCED		Work with the Littlehampton Business Forum and the Community Engagement Manager to increase content. Links to UKSPF Research outcomes. Links to the Town Centre Strategy and the Events Strategy.
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	Draft included as a report to September Policy and Finance	P&F	HCED		
5	Community Development	Develop a robust volunteer policy and set of procedures	Review existing policy and source external relevant input to ensure it meets required standards to enable the growth of the council's volunteer bank	This piece of work will begin in Q2	Policy is being reviewed, and research is in process, looking at other councils and providers of volunteers.	CRC	CEM		Develop framework to support expansion of volunteering opportunities - explore other volunteer frameworks when opportunity arises
6	Community Development	Develop a Community Liaison Strategy	Initiate the research phase of the development	This piece of work will begin in Q2	Research phase is in development to bring a proposal to the Community Resources Committee at a future date	CRC	CEM		Links to UKSPF Research outcomes.

#	Category	Goals	Objectives 2026 to 2027	Quarter 1 Updates	Quarter 2 Updates	Committee	Officer	Finance	Supporting information
7.1	Community Development: Grants	Deliver a range of funding for community benefit	1. Commence, monitor and report on new service funding agreements	Nine Service Funding Agreements awarded	Members to be sent terms of reference for Representatives on Outside Bodies and other relevant information pertaining to their Service Funding Agreement holder.	CRC	CEM	Service budget reviewed and agreed annually as part of budget & precept setting process. £31,000 per year	New Policy and Procedure agreed for the Town Council's suite of community funding in 2025 to 2026.
7.2	Community Development: Grants	Deliver a range of funding for community benefit	2. Award, monitor and report twice a year on Grant Aid	Grant Aid 2026 is subject of a report to the June Community Resources Committee	All 43 recipients of Grant Aid 2026 received their funding totalling £23,637.	CRC	CEM	£25,000 per year	
7.3	Community Development: Grants	Deliver a range of funding for community benefit	3. Award, monitor and report twice a year on Sports Funding	A report will be given to Committee in Q2	Sports Funding will open for applications on Monday 14 September 2026.	CRC	CEM	£4,000 per year	The Sports Funding replaced the Sports Excellence Grants in 2025.
7.4	Community Development: Grants	Deliver a range of funding for community benefit	4. Award, monitor and report on Event Support Funding as required	Ongoing One grant successfully awarded	- Two further grant applications were received. - One application remained under consideration. - One application was awarded successfully.	CRC	EM	£2,000 per year	New Event Support Funding Policy in place
8.1	Community Development	Pride in Place	1. Recruit Project Manager	Successfully appointed		FC	TC	£20,000,000	Pride in Place – the Town Council agreed in early 2026 that it would lead and manage the £20 million programme.
8.2	Community Development	Pride in Place	2. Support the formation and implementation of the Neighbourhood Board and confirmation of the boundary by 17 July 2026	Working with Marketing Agency and Board Chair to develop materials to support Open Day activities on 23 May		FC	PIP:PM		
8.3	Community Development	Pride in Place	3. Implement and oversee governance frameworks to ensure the Pride in Place Programme fully complies with Government requirements			FC	HCSG		
8.4	Community Development	Pride in Place	3. Lead and support community awareness raising, engagement and participatory involvement	Community and Engagement Manager will work with Pride in Place Project Manager to develop an engagement plan for the summer period Open Day on 23 May will provide an opportunity to recruit Board and Community Champions Group members as well as early engagement with the wider community		FC	HCED		
8.5	Community Development	Pride in Place	4. Submit Regeneration Plan to Ministry of Housing, Communities and Local Government by 30 November 2026			FC	TC		

#	Category	Goals	Objectives 2026 to 2027	Quarter 1 Updates	Quarter 2 Updates	Committee	Officer	Finance	Supporting information
9.1	Community Facilities: Venues	Provide cost effective, accessible and environmentally friendly facilities, that provide safe vibrant places for people to come together	1. Finalise Community Centre Action Plans with specific actions for promotion, maintenance, operations including occupancy rates and implementation of online booking system	New online booking system initiated and now being refined. Compliance and risk assessments undertaken. Weekly promotion on Facebook.	Draft Community Centre Action plans prepared and to be considered at the Community Resources Committee meeting in September 2026.	CRC	OM		To take forward the Committee policy steer for the action plans for each of the Council's venues for hire: Manor House, Southfields, K2 and Hampton Park.
9.2	Community Facilities: Venues	Provide cost effective, accessible and environmentally friendly facilities, that provide safe vibrant places for people to come together	2. Balance the need to provide valuable community resources with the need to generate income to reduce the gap between income and expenditure.			CRC	HFSD		
10	Environmental Protection	Enhance biodiversity and environmental sustainability, via revised contracts for LTC owned or managed outside spaces	Working with Task and Finish Group to overhaul tender specification and award floral contract centring environmental sustainability and increased biodiversity.	Initial Floral Task and Finish Group meeting held. Ideas put forward for further investigation.	Floral Task and Finish Group meetings now completed. Proposal incorporated biodiversity, and environmental sustainable practices. Presented to CRC 23 July and approved. To be tendered 3rd quarter.	CRC	FCM	£26,035	
11.1	Events	To deliver the Events Strategy and Action Plan	1. Deliver the town council's core programme of events	Summer programme of events on track and subject of a report to the June Community Resources Committee	Armed Forces, Families and Veterans Day High Street events, the Sandcastle Competition and Screen on the Green all delivered successfully.	CRC	EM	Overall budget is £86,837.50	New Events Strategy agreed in 2024. Links to the Town Centre Strategy.
11.2	Events	To deliver the Events Strategy and Action Plan	2. The Town Council will run or support a series of cohesive events that aim to bring people together by celebrating diversity and recognising the heritage of the town	Successfully delivered events on the High Street during the Easter holidays, with one event focusing on community	•The first High Street event was delivered in partnership with the Museum. •The Access Card was accepted at Town Council events.	CRC	EM		Links to UKSPF Research outcomes.
11.3	Events	To deliver the Events Strategy and Action Plan	3. Encourage and facilitate a range of activities and events that help create a vibrant town, increase footfall and deter antisocial behaviour	Supported the Littlehampton Business Forum with their Arts and Crafts events by providing event management guidance and a grant from the Event Support Funding	Summer High Street events planned with a range of activities and in local businesses, including the library.	CRC	EM		
11.4	Events	To deliver the Events Strategy and Action Plan	4. Work with external organisations to develop and/or support them to bring events and activities to the Town	Supporting the Littlehampton Business Forum with their event plans Hosted a successful Event Forum meeting where organisations began discussing collaboration opportunities including new events for 2027	•The Littlehampton Business Forum events meeting was attended. •Opportunities to develop the forum's ideas and previous events were discussed. •A series of Meet the Maker events was planned by the Business Forum.	CRC	EM		
12.1	Governance Policy and Guidance	Review Governance Policies	1. Review Standing orders		Expected February 2027 following NALC's extensive review of their template.	G&A	HCSG		
12.2	Governance Policy and Guidance	Review Governance Policies	2. Review Financial Regulations		Expected February 2027 following NALC's extensive review of their template.	G&A	HFSD		
12.3	Governance Policy and Guidance	Review Governance Policies	3. Review scheme of Delegation to Committees		Expected February 2027	G&A	HCSG		
12.4	Governance Policy and Guidance	Review Governance Policies	4. Review scheme of delegation to Officers		Expected February 2027	G&A	HCSG		

#	Category	Goals	Objectives 2026 to 2027	Quarter 1 Updates	Quarter 2 Updates	Committee	Officer	Finance	Supporting information
13	High Street Regeneration	Deliver a high quality Christmas Lights scheme	Implement revised three year scheme	Contractor successfully appointed and new 3D items being explored	Application submitted.	CRC	TCSP0	The budget is £25,000 per annum	
14.1	High Street Regeneration	Open Progress Point the High Street Hub	1. Secure tenancy	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.	Lease being negotiated and currently sits with solicitors. Planning application has been submitted to ADC.	P&F	PSO		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		Discussions on final design have progressed well with final design sign off expected imminently. Fit Out now expected in Q3 due to delays to expected landlord works prior to handover.	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		Local groups and service providers have been contacted for their input into how Progress Point could be used to benefit residents.	P&F	CEM		
14.4	High Street Regeneration	Open Progress Point the High Street Hub	4. Recruit and train staff	Job description being created	Job description & PS drafted	P&F	OM		
14.5	High Street Regeneration	Open Progress Point the High Street Hub	5. Open and deliver Progress Point			CRC	OM		
15.1	Human Resources: Advisory Services	Policy Reviews: Personnel policies and Code of Conduct	1. Rewrite and develop according to updated legislation as it is confirmed.	Ongoing		P&P	HCSG		Personnel - review suite of policies & implement employee handbook
15.2	Human Resources: Advisory Services	Policy Reviews: Personnel policies and Code of Conduct	2. Consult with staff group	First set of policies considered, next meeting booked for June.		P&P	HCSG		
15.3	Human Resources: Advisory Services	Policy Reviews: Personnel policies and Code of Conduct	3. Task & Finish Group to examine	Awaiting recruitment of HR Officer to lead on this		P&P	HCSG		
15.4	Human Resources: Advisory Services	Policy Reviews: Personnel policies and Code of Conduct	4. Seek approval through Committee structure	Q2 to Q3		P&P	HCSG		
16.1	Human Resources: Workforce Development Planning	Embed realigned staff structure, supporting new and existing staff to develop in their roles	1. Recruit to vacancies. Revise and roll out induction and probation schedule for new staff	Most recruitments completed and induction ongoing. Finance Manager and HR and Organisational Development Officer currently re-advertised.	Finance Manager and HR Officer successfully recruited. Inductions ongoing.	P&P	Line Managers		In light of expanding portfolio, business plan and devolution of services review of scope, capacity, equipment, responsibilities, partnership working arrangements to ensure that we have the right number of staff in the right place, doing the right work at the right level, in order to deliver our services, projects and initiatives.
16.2	Human Resources: Workforce Development Planning	Embed realigned staff structure, supporting new and existing staff to develop in their roles	2. Appointment support for all staff working in revised roles	Ongoing		P&P	Line Managers		
16.3	Human Resources: Workforce Development Planning	Embed realigned staff structure, supporting new and existing staff to develop in their roles	3. Roll out new meeting schedule to facilitate focus on Business Plan targets	First meeting held May 2026, booked quarterly for the rest of the year.	Second meeting held September 2026	P&P	OM		

#	Category	Goals	Objectives 2026 to 2027	Quarter 1 Updates	Quarter 2 Updates	Committee	Officer	Finance	Supporting information
17	Information Communication Technology (ICT)	Ensure seamless ICT support	Current contract ends June 2026	See Business Plan Report Q1	ICT contract was extended for one year, approved by P&P on 2 June 2026.	P&P	HCSG		
18.1	Information Management	Digitisation	1. Review and reduce shared drive information resources, ensuring legislative compliance and, reduction of obsolete information and streamlined structure.	Trialling streamlined folder structure, starting with Democratic Services (DS). Reduction of documents and size will be recorded.	Work as continued, reduction to be reported in future.	G&A	HCSG		Exploratory discussions with ICT support provider highlighted the need to reduce and reorganise the shared information resources.
18.2	Information Management	Digitisation	2. Complete production of events portal allowing online stall booking	This should be achieved in Q2	A dedicated Events login was approved.	CRC	EM		
18.3	Information Management	Digitisation	3. Trial and report on using ICT to support agenda and minute production.			P&F	HCSG		
18.4	Information Management	Digitisation	4. Trial and report on using CoPilot for non-personal data as an organisation	Professional CoPilot account to be acquired, linked to the organisations folders and tested.		G&A	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.
19	Museum	Document the museum's collections to reach Spectrum's standards	Create or amend 300 inventory records on MODES and transcribe 200 entries into excel spreadsheets per month	This target has been met or exceeded each month during this quarter	This target has been met or exceeded each month during this quarter	CRC	MC		The Collection Documentation Project is an ongoing piece of work.
20.1	Museum	Initiate the National Lottery Heritage Fund 'Transforming Littlehampton's Museum: Building Solid Foundations for the next 100 Years'	1. Employ a Project Officer to work with volunteers to create a Dispersals Group to evaluate items for appropriate dispersal	The Project Officer has been appointed and will start work on 1 June 2026	The Project Officer started on 1 June 2026. Participants to a Community Dispersal Group of volunteers recruited. Work for dispersal group initiated.	CRC	MC	The National Lottery Heritage Fund grant is £127,913 with £7,320 from Museum earmarked reserves as match funding for this project.	The National Lottery Heritage Fund Project is Phase Three of the Project Time Machine.
20.1	Museum	Initiate the National Lottery Heritage Fund 'Transforming Littlehampton's Museum: Building Solid Foundations for the next 100 Years'	2. Contract an Options Appraisal Consultant to evaluate and cost possible housing and funding for the Museum and form a Forward Plan	The Invitation to Tender Document has been drafted, but not yet published. This will happen in June 2026. Delayed slightly due to staff capacity.	Interviews for shortlisted candidates will take place on 1 September	CRC	MC		
21.1	Museum	Establish a clear identity for the Museum within the Manor House	1. Create a plan to best align the current shared reception area with the museum's identity to improve visitor experience	This work will begin in Q2	A draft re-design of the reception space has been created for review	CRC	MC		As the Town Council moves its public access point to the High Street Hub reorient so Manor House is synonymous with the museum.
21.2	Museum	Establish a clear identity for the Museum within the Manor House	2. Establish a robust volunteer policy and procedure that includes the operation of the reception area	The Museum team has started planning for this - and talked to existing volunteers to see if they would like to assist.	A Role Profile has been created for new Front of House volunteers with a recruitment day having been successful.	CRC	MC		
22.1	Parks and Open Spaces: Maintenance	Rosemead Park - Security and safety improvements	1. Prioritise further works to secure boundaries	Awaiting confirmation from contractor as to when further works to secure the logs will take place.	Further work to secure boundaries has been undertaken.	CRC	FCM		

#	Category	Goals	Objectives 2026 to 2027	Quarter 1 Updates	Quarter 2 Updates	Committee	Officer	Finance	Supporting information
22.2	Parks and Open Spaces: Maintenance	Rosemead Park - Security and safety improvements	2. Additional assessment of playground and pathways including sensory path. Contract any essential work required.			CRC	FCM	1. £125,849 S106 received 2022, to be used by 2031 - play equipment & pathways only - full review in 2026 - spend only on essential works until then. 2. £193, 794 S106 with ADC and will require a business case and deed of agreement to be paid over to LTC.	
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.
24.1	Property Maintenance	Premises Maintenance Plans	1. Obtain planning permission for essential updates to Manor House glazing - link to energy management goals. Detailed specification drawings for window / Sign off by Conservation Officer at ADC / Planning application / Tender for works / Appoint contractor	Meeting date to be confirmed now that a window specification has been received.	HFSD and FCM met ADC Conservation Officer to discuss proposal. Guidance given and LTC can now proceed with planning application works.	P&P	FCM	Manor House £65,000 budget and £102,433 in reserves	Links to Community Centre Action Plan
24.2	Property Maintenance	Premises Maintenance Plans	2. Implement premises maintenance plan for Southfields Jubilee Centre and resulting programme of works	In progress	In progress	P&P	FCM	Southfields £34,588 reserves	Links to Community Centre Action Plan
24.3	Property Maintenance	Premises Maintenance Plans	3. Explore environmentally friendly options to reduce energy and water consumption in our buildings	In progress	In progress	P&P	FCM		Explore installation of solar panels and rainwater harvesting for existing assets. Links to Community Centre Action Plan.
25.1	Town Centre Management	To deliver the Town Centre Strategy and Action Plan	1. Ensure the Town Centre and its facilities are clean and inviting	Recent reports from Business Forum representatives to Arun District Council have highlighted some areas that need more frequent cleaning	LTC and ADC Officers seeking extended pavement washing beyond peak footfall hours. Relevant issues, including blocked drains, have been reported to West Sussex Highways and Highways Rangers.	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.	Pre and post high street event business surveys have been issued, responses will be analysed in due course.	P&F	TCSP0		Links to the Events Strategy.

#	Category	Goals	Objectives 2026 to 2027	Quarter 1 Updates	Quarter 2 Updates	Committee	Officer	Finance	Supporting information
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	Visit and Love Littlehampton Website listing promotion continues through business leaflet drops, newsletters and LBF ambassadors.	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	Littlehampton Business Forum meeting on 26 May to discuss ideas	Initial discussions have taken place with a provider on a potential specialist market next year, with further meetings scheduled.	P&F	TCSP0		Links to the Events Strategy.
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	A welcome pack has been produced for new 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	Exploring ideas to further encourage movement of visitors between town centre and waterfront	The Signage Strategy has been reviewed and updated, with actions progressed in partnership with local authorities.	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	Business Crime Reduction Partnership work is ongoing. Regularly promote reporting methods and encourage active reporting	A multi-agency meeting on anti-social behaviour was held, with LBF exploring a warden-style scheme	P&F	TCSP0		
26	Youth Services	To provide a youth service that offers young people enriching opportunities and develops positive relationships between young people and the wider community	Current contract ends September 2026	This is subject of a report to the June Community Resources Committee	Members approved a two and half year extension to this contract to align with the financial year and electoral term. This will be in place for the beginning of October 2026.	CRC	CEM	£60,000	

Littlehampton Town Council

Non-Confidential

Full Council

Date: 15 October 2026

Report by: Town Clerk and Deputy Town Clerk and Responsible Financial Officer

Subject: External Auditor Certificate and report 2025 to 2026

1. Summary

- 1.1. Attached, as appendix 1, is the External Auditor's Certificate and report for the 2025 to 2026 accounts.
- 1.2. The conclusion of the Audit has been advertised on the website and copies of the complete Annual Return made available for purchase.
- 1.3. The outcome of the External Audit will also be reported to the Governance and Audit Committee at their next meeting in February 2027.
- 1.4. With regards to the 'Other Matters' section of the auditor's certificate, the auditors stated that boxes one to six did not total box seven of the AGAR report by £1 due to rounding.

2. Recommendations

- 2.1. The Council is recommended to note the External Auditor certificate and report for the 2025 to 2026 accounts.

Laura Chrysostomou

Town Clerk

Jon Short

RFO and Head of Finance and Service Delivery

Section 3 - External Auditor Report and Certificate 2025/26

In respect of **Littlehampton Town Council**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

Boxes 1-6 of Section 2 of the AGAR do not arithmetically add down to box 7 by £1 when summed. When rounding the numbers for the return care should be taken to ensure boxes 1-6 sum to box 7 in accordance with Paragraph 2.20 of SAPP Practitioners' Guide 2025 and that box 7 agrees or reconciles to box 8 as is required per Paragraph 2.24 of SAPP Practitioners' Guide 2025.

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name



External Auditor Signature

Date

11/08/2026

Littlehampton Town Council

Non-Confidential

Full Council

Date: 15 October 2026

Report by: Town Clerk and Deputy Town Clerk and Responsible Financial Officer

Subject: Local Government Pension Scheme (LGPS) – 2025 to 2026
Employer Performance

1. Summary

- 1.1. Each year, all employers participating in the Local Government Pension Scheme (LGPS) are required to submit a statutory end-of-year return for scheme members who contributed to the Scheme during that financial year. Attached as Appendix 1 is the Town Council's report for 2025 to 2026.

2. Recommendations

Council is recommended to:

Note the report on the Local Government Pension Scheme 2025 to 2026 Employer Performance and the positive assessment received for Littlehampton Town Council.

3. Background and Update

- 3.1. The end-of-year return process is a statutory requirement for all LGPS employers and plays a critical role in ensuring the accuracy and integrity of member data. Accurate information is essential to:
- Ensure pension benefits are calculated and paid correctly and on time.
 - Maintain the financial accuracy of the Pension Fund; and
 - Support the assessment of pension liabilities for which the Fund is responsible.
- 3.2. The West Sussex Pension Fund's pensions administration team has reviewed employer performance as part of its 2026 annual returns process. The full results for Littlehampton Town Council are provided in Appendix 1.

- 3.3. The Council's submission was assessed as demonstrating no areas of concern across all performance measures. This reflects the Council's ongoing commitment to maintaining accurate and timely pension administration processes and effective communication with the LGPS administration team.
- 3.4. Following completion of the 2025 to 2026 end-of-year process, the Town Council has been recognised by the West Sussex Pension Fund administration team as achieving a positive outcome, with no concerns identified across the three benchmarked criteria:
- Timeliness
 - Financial Control
 - Data Quality
- 3.5. The Responsible Financial Officer (RFO) will continue to maintain current standards in terms of the management and submission of pension data, engage with training and support opportunities offered by the Pension Fund and monitor compliance with LGPS employer obligations on an annual basis.

4. Financial Implications

- 4.1. There are none arising from this report.

Laura Chrysostomou

Town Clerk

Jon Short

RFO and Head of Finance and Service Delivery

Laura Chrysostomou
Littlehampton Town Council
Manor House
Church Street
Littlehampton
BN17 5EW

West Sussex Pension Fund
administered by
Hampshire Pension Services
The Castle, Winchester
Hampshire SO23 8UB
01962 845588
westsussex.gov.uk/pensions

Enquiries to Employer Services
Telephone 01962 845588

Reference Employer Performance - 431
Email Pensions.EOY@hants.gov.uk

September 2026

Dear Laura,

Local Government Pension Scheme (LGPS) – 2025/2026 Employer Performance

At the end of each scheme year, all employers are required to submit a statutory end-of-year return for their LGPS members who contributed to the Scheme during any part of that year.

The end of year process is a critical activity to ensure that member data is accurate and up to date. Reliable information underpins our ability to deliver a high-quality administration service to all stakeholders, ensuring benefits are paid correctly and on time, and enabling accurate assessment of the pension liabilities we are responsible for.

As part of our commitment to improving the quality of membership data and to support the management of the Pension Fund, the pensions administration team have reviewed scheme employer performance following the 2025/26 annual returns process.

The performance of all scheme employers has been benchmarked for timeliness, financial control, and data quality, as evidenced in your annual return submission.

We are writing to thank you for your ongoing work and support to ensure that this process has achieved a positive outcome, and your organisation has been rated as showing no concerns across the three benchmarked criteria (timeliness, financial control, and data quality).

The full results of this exercise for Littlehampton Town Council have been attached as an appendix to this letter.

To support the continued delivery of a high-quality administration service, the team are keen to continue to work in partnership with employers. In addition to the regular newsletters that offer guidance and share the latest updates, and the employer-focused training opportunities, the team is available to provide tailored support or to discuss any concerns related to the administration of the Scheme. You can find their contact details above.

Yours sincerely,

A handwritten signature in black ink that reads "Rachel Wood". The script is cursive and fluid.

Rachel Wood
Head of Pensions

Description	Key	2026	2025	2024								
Timeliness: The deadline for a correct and completed annual return to be submitted to the fund is 30 April.	<table><tr><th>Performance</th><th>RAG</th></tr><tr><td>Return received before deadline.</td><td> Green</td></tr><tr><td>Return received after the deadline, but less than one month late.</td><td> Amber</td></tr><tr><td>Return received more than a month late.</td><td> Red</td></tr></table>	Performance	RAG	Return received before deadline.	Green	Return received after the deadline, but less than one month late.	Amber	Return received more than a month late.	Red	Green	Green	Green
Performance	RAG											
Return received before deadline.	Green											
Return received after the deadline, but less than one month late.	Amber											
Return received more than a month late.	Red											
Financial Control: The contributions due as detailed on the annual return should match the pension contributions received by the Fund and reported as part of monthly remittances. If there are genuine reasons for a discrepancy, then these should be detailed on the return so contributions can be reconciled.	<table><tr><th>Performance</th><th>RAG</th></tr><tr><td>No reconciliation issues</td><td> Green</td></tr><tr><td>Minor reconciliation issues quickly resolved</td><td> Amber</td></tr><tr><td>Major reconciliation issues or slow to respond</td><td> Red</td></tr></table>	Performance	RAG	No reconciliation issues	Green	Minor reconciliation issues quickly resolved	Amber	Major reconciliation issues or slow to respond	Red	No reconciliation issues.	No reconciliation issues.	No reconciliation issues.
Performance	RAG											
No reconciliation issues	Green											
Minor reconciliation issues quickly resolved	Amber											
Major reconciliation issues or slow to respond	Red											
Data Quality: The information contained on the annual return should match the member records that we hold for that organisation e.g. notification of starters, leavers, amendments to records. Queries raised should be resolved within 10 working days of being raised.	<table><tr><th>Performance</th><th>RAG</th></tr><tr><td>No data quality issues (below 2% of membership queried).</td><td> Green</td></tr><tr><td>Minor data quality issues (between 2% and 5% of membership queried).</td><td> Amber</td></tr><tr><td>Major data quality issues (greater than 5 queries and 5% of membership queried) or slow to respond.</td><td> Red</td></tr></table>	Performance	RAG	No data quality issues (below 2% of membership queried).	Green	Minor data quality issues (between 2% and 5% of membership queried).	Amber	Major data quality issues (greater than 5 queries and 5% of membership queried) or slow to respond.	Red	Minor data quality issues quickly resolved.	Minor data quality issues quickly resolved.	Minor data quality issues quickly resolved.
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