

Draft Medium Term Action Plan 2023 to 2027

Goals	Objectives					
Major Regeneration & Development Initiatives	Description	Timeline	Committee / Officer	Budget / funding / cost	Status	Way Forward
Work with Arun District Council & partners in delivery of Public Realm	Final stages of phases 1,2 and 3 managed by ADC Board Snagging Town Council leading on official launch event	June to Sept 23 Aug to Sept 23 21 Oct 23	Officer- TC Committee- P&F			
Work with Arun District Council & partners in delivery of Seafront Regeneration	(1) Input into planning stage (2) Construction phase	(1) Summer 2023 (2) 2024	Officer- TC, E&TCSM Committee- P&F, CRC			
Work with Arun District Council on Gateway Public Art North Littlehampton	This was being progressed by the District Council and the sum of £40,000 was allocated in the Section 106 development agreement for North Littlehampton to deliver the project. This was planned at prominent points of entry to the Town and a steering group had been formed to oversee the project. The Town Council wished to see a scheme that would draw visitors into the Town and Councillors wanted to be involved in the discussions. New Council wish to seek clarification on what is permissible and see local schools and artists engaged in design. To be linked with Town Branding project.	Unknown (Town Branding 2025 to 2026)	Officer- C&MM, ATC Committee- P&F	N/A		
Community Transport Initiative	Observing the Council's stance in respect of future support for a community transport initiative, it was considered prudent that this priority be retained should an opportunity to develop a bus service to support the new and growing community in North Littlehampton come forward. Investigate Town circular bus recognising the need to travel to different areas across the Town to access services and facilities and explore whether it would be used.	Unknown	Officer- ATC Committee- P&T	Bus Expenditure Earmarked Reserve provision of £7,000. NLA S106 funding allocated for the development of bus route to serve the new development of £194,000 (plus indexation to be paid to ADC).		
West Bank Regeneration Future of the port	Work with the District Council and Harbour authorities to improve facilities and access to the Arun River West Bank. Linked with ADC Local Plan. Community voice. Engage with rampion & stakeholders on east/west bank. Port: entrance, defences, environment. Links to branding of the Town.	2023 to 2027	Officer- ATC Committee- P&T			

Major Projects and Community Resources	Description	Timeline	Committee / Officer	Budget / funding / cost	Status	Way Forward
K2 Youth & Community Centre, Wick	This project is underway and will replace the existing Keystone Centre at Eldon Way in Wick with a brand-new youth centre, that can also be used by the community, on the open space on the opposite side of the road to the existing Centre. The centre will include a main hall, kitchen and meeting rooms and parking provision. The Council is working in partnership with the District Council to deliver a holistic plan for the new site which will see the outside space provision also upgraded to include a Multi-Use Games Area. The District Council is also contributing £250,000 toward the new centre. Progress with the project is being overseen by the Town Council's Community Centres Sub-Committee which reports to Council. - Need to develop a business plan becoming a priority.	Business Plan inc terms & conditions Autumn 2023. Build to be completed November 2023. Internal fit out Dec 2023 to Jan 2024. Operation Spring 2024	Officer- ATC Committee- Progress overseen by the Community Centres Sub-Committee which reports to Council. (Construction and building management = P&P. Hiring CRC)	Maximum budget agreed for the project = £1,846,194 (inc contingency of 10% of build cost) . Revenue budget provision has been approved at £30,000 p/a for 2 years from 2022 to 24 & £10,000 projected for 2 years from 2024 to 2026.	PROGRESSING 1. Construction underway with completion currently scheduled for November 2023. First occupation January 2024. 2. Funding earmarked from 2021/22 to meet initial revenue costs of new centre.	
Hampton Park (North Littlehampton) Community Centre & Youth Facility	There is provision for a new Community Centre (including youth facility) at Hampton Park which has been secured through the Section 106 Developer Agreement. The site has been allocated and amalgamating the community and youth centre facilities meets the long-held ambition to provide a joint facility in this part of the parish. S106 currently valued @ Circa £1.77M LTC will need to top up funding requirement £ amount TBC.	Initial designs started. LTC likely to take responsibility for construction. Timeframe unknown, estimated: Agree aspirations, feasibility study, budget, develop business plan, public consultation, submit planning application Sept 2023 to March 2024. Planning & loan approval June 2024 Construction tender & appointment July to Sept 2024. Precommencement construction & design work Sept to Dec 2024. Construction Jan to Dec 2025. Open Jan 2026	Officer- ATC Committee- Progress overseen by the Community Centres Sub-Committee which reports to Council. (Construction and building management = P&P. Hiring CRC)	Revenue budget provision at £20,000 for 2021 to 2022, £35,000 for 2022 to 2023 and £20,000 for 2023 to 2024 with £20,000 projected for 2 years from 2024 to 2026 to provide initial support until the centre is established.	PROGRESSING 1. Submission date for planning application TBC	
CIL (Community infrastructure Levy)	Review priorities for spending. Consideration be given to directing future funds to Hampton Park Centre & other regeneration projects as identified in Policy 23 of the Neighbourhood Plan		Officer- ATC Committee- P&F, FC	Currently CIL received in 2022 to 23 £2,487.50 is directed to K2. 2023 to 24 - to be determined.		
To analyse the potential impact of the Rampion 2 development and respond to the application	To link with Arun District Council in relation to the development of their Local Impact Assessment		Officer - ATC Committee - P&T			

Hampton Park (North Littlehampton) Allotments sites	(1) Holly Drive (southern) (2) Northen	(1) Plg App. Awaiting approval Sept 2023 Confirm layout Oct 2023 Construction Nov 2023 to July 2024 Market & first tenants Nov 2024 (2) TBC contruction unlikely before 2025	Officer- ATC Committee- CRC & P&P (agreements, fees & maintenance)	N/a Delivery is developer funded	PROGRESSING (1) Plg App approval awaited (2) TBC	
Rosemead Park	(1) Consider allowing concessions to operate on the site (2) Plans for the development of the site utilising the acquired and expected S106 funding (3) Explore obtaining Green Flag Status	(1) Feasability work 2024 to 2025. (2) Funding must be spent on the purposes specified within 10 years of receipt 2032. (3) 2025 to 2026	Officer- CRO, ATC Committee- CRC & P&P (agreements, fees & maintenance only)	£125,849.26 section 106 received 2022 A further £193,794 section 106 due		
Museum	(1) Collection Documentation Project (2) Project "Time Machine" HLF grant funded project (3) Be vigilant to opportunities to locate the collection	(1) Ongoing to 2025 (2) Project Plan Sept to Dec 2023; Freelance support tender & appointment Feb 2024; Community engagement & evalaution work May to Aug 2024; Develop Audience Engagement Plan Spet 2024 to March 2025; project evaluation & next steps June/July 2025	Officer- ATC, MC Committee- CRC & P&P		(3) Look & Sea Centre – ground floor = ADC concession Plg App. LU/51/20/PL – permission granted to convert upper two floors to create 6 suites for tourist accommodation (C1 Hotels).Applicant: Harbour Lights Littlehampton Ltd - work underway	
Allotment Strategy & Action Plan	(1) Review and inform budget (2) Bring budget under control through agreed principles of reducing the level of subsidy and increasing rental income.	Review Action Plan priorities & assess funding requirements Aug to Oct 2023 Agree fees for 2025 by Dec 2023	Officer- CRO, ATC Committee- CRC & AWG		Nov.22 CRC agreed fee increases to be at a minimum of the rate of inflation and that the Strategy be reviewed annually	
Review Grant and Service Funding Agreement Criteria	(1) Holistic review of criteria, monitoring and evaluation (2) Review funding available aligned to priorities of new Council (3) Review SFA criteria and objectives	(1) September 2023 (2) October to December 2023 (3) SFAs 2025	Officer- ATC, CRO Committee- CRC			
Investigate "Community Grant Lottery"	(1) Potential to expand and widen the grant programme (2) Explore potential for partnership involvement including surrounding parishes		Officer- DTC, ATC, CRO Committee- P&F			
Review Bonfire Society SFA	Funding increased to £7,500 for 2023/4 - agreement and funding to be reviewed Autumn 2023	October 2023	Officer- ATC, CRO Committee- CRC			
Develop a memorial bench policy	Invesitgate policies from other authorities and explore thoroughly the logistics of implementing such a policy.	2026	Officer- DTC, CRO Committee- P&P			

Rewilding / Wildflower Meadows / tree wardens	Investigate potential for such schemes with objectives for review. Review the Fitzalan Link Road wildflower planting scheme.		Officer- ATC, CRO Committee- P&P			
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Town Centre	Description	Timeline	Committee / Officer	Budget / Funding / Cost	Status	Way Forward
Town Centre Strategy and Action Plan	Original aspiration for work was to strengthen Supplementary Planning Guidance with a focus on retaining retail focus and control of HMOs. Now focussed on delivering positive change that places the Town Centre both at the heart of the Town and as a retail and leisure hub for the Eastern Arun area. Overseen by The Town Centre Action Group (TCAG) which comprises representatives of key stakeholders and authorities with a remit to work in partnership to deliver the objectives and goals in the emerging Strategy & Action Plan.	Town Centre Strategy adopted by LTC Oct 2022 and to be reviewed by the TCAG at its first meeting. Inaugral TCAG meeting September 2023. ADC to consider Strategy at Economy Cttee Oct 2023. Business Forum meeting Oct 2023 Strategy & Action Plan to be agreed by partners Nov 2023	Officer- E&TCSM, TCSP0 & C&MM Committee- P&F	Town Centre Initiatives budget of £10,000 from 2023 to 2024 and projected forward for 2 years to 2026	Business directory compiled. Expressions of interest for business reps for the TCAG sought & confirmed. Preparatory work undertaken in partnership with ADC for TCAG meeting. Invites to inaugural TCAG sent for Sept 2023.	
UK Shared Prosperity Fund Project	As lead partner, work with Arun District Council on the UK Shared Prosperity Fund Bid to appoint a consultant to: •Develop a sustainable and empowered group of Town Centre business representatives. •Engage with freeholders/landlords to develop strong relationships to facilitate other areas of development in the Town Centre. •Support the newly formed Town Centre Action Group to take forward the Town Centre Strategy and Action Plan which aims to coordinate activities to achieve economic growth in the area. •By working in collaboration with partners develop a strong destination identity to increase visitors that stay longer, spend more, return and recommend	Contract to be awarded in September 2023. Project to be completed by end of March 2025	Officer- C&MM & TCSP0 Committee- P&F	Bid of £60k £10k for ADC officer support	Tender issued in partnership with ADC Aug 2023.	
High Street Community Hub	Suggestions to include: (1) Front facing service for Town & District Councils (2) Community Banking facility (3) Flexible space for drop in access to services such as Community Wardens, PCSOs, CAB etc Links with the Town Centre Strategy and Action Plan work	Devise a vision & rationale document setting out objectives, identifying partners, resources needed and funding streams 2023 to 2024 Source premises and deliver 2024 to 2025	Officer- TC, DTC, TCSP0, CRO Committee- P&F			
Town Centre Events	(1) To create annual programme of events designed to attract visitors to the Town Centre as part of the Town Centre Strategy. (2) Deliver an event to celebrate the completion of the	Summer 2023 events planned. October launch event. Shopping incentive prize draw	Officer- E&TCSM, TCSP0 Committee- P&F	(1) £25,000 per annum (2) Public Realm funding	Summer 2023 programme underway. First event successful. Arrangements for launch event underway.	
Town Centre Car Parking Disc Scheme - Review	As outlined in the Town Centre Strategy to review the Car Parking Disc Scheme which is managed by Arun District Council	Review autumn 2023 for implementation January 2024	Officer- TC Committee- P&F	Disc Parking Scheme £28,250 p/a	ADC undertaking informal engagement with Town Council Aug 2023	

Town Centre Policing - Community Wardens Review	The Community Warden initiative was introduced to enhance "policing" in the Town, including Town Centre, Wick and other Town "hotspots". In partnership with ADC the pilot scheme of Community Wardens was introduced in 2021 and provides three Wardens whose work is overseen by the Arun Safer Partnership.	The incoming Council is recommended to undertake a full review / evaluation of the Scheme.	Officer- TC Committee- P&F	Community Wardens- £70,000 p/a		
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Communications & Events	Description	Timeline	Committee / Officer	Budget / funding / cost	Status	Way Forward
Review Communications Strategy	Undertake a full review of the 2017 to 2021 Communications Strategy to include developing a Social Media Strategy. Review & refresh of website (launched 2018).	Review strategy autumn/winter 2023 Adopt new strategy Jan 2024 Review website 2024	Officer- C&MM Committee- P&F		Social Media audit undertaken August 2023	
Visit Littlehampton Website Refresh	Refresh the website in consultation with officers and councillors	Review & refresh website in liaison with ADC. Launch Spring 2024	Officer- C&MM, E&TCSM Committee- P&F	£3k from ADC	Started	
Review Progress Newsletter	Capitalising on the increasing popularity of the website, social media and E-Progress, the previous administration reduced the number of paper publications from 4 to 2 a year and stopped door to door delivery, opting for distribution through specific pick up points across the Town. To be reviewed after one year.	Review in 2024	Officer- C&MM Committee- P&F	Budget for 2023 to 2024 =£2,710 rising to £3,000 projected to 2026.		
Town Branding	Work in this area paused by the previous administration pending the completion of the Town Centre Strategy. The incoming Council is recommended to take this	2025 to 2026	Officer- TC, C&MM Committee- P&F			
Events	(1) Review Annual Events Programme (2) Review capacity	2024 to 2025	Officer- E&TCSM Committee- CRC			
Sponsorship	Review sponsorship offer and capacity to successfully obtain	2024 to 2025	Officer- C&MM, TCSP Committee- P&F			

Corporate initiatives and projects	Description	Timeline	Committee / Officer	Budget / funding / cost	Status	Way Forward
Embed new administration and develop medium term business plan	(1) Develop & deliver new council induction program (2) Develop new medium term business plan with resource requirements that feeds into budget	(1) May to Sept 23 (2) July to Dec 23	Officer- TC, ATC Committee- Council, P&F, Mayor, Group Leads		Induction program almost completed & reviewed. September committee cycle has considered the emerging Business Plan.	
Staffing Resources	In light of expanding portfolio and emerging business plan 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.	2023 to 2024	Officer- TC, DTC, ATC, C&MM Committee- P&P (potential task & finish group)		PM receptionist altered to apprentice role	
Grant Funder	Explore options to enable Council to actively seek and draft funding bids	2025 to 2026	Officer- ATC Committee- P&P, P&F			
Volunteers	Develop framework to support expansion of volunteering opportunities	2026 to 2027	Officer- DTC, ATC, CRO Committee- P&P			
Neighbourhood Plan 2014-2029 (Arun Local Plan Review) *	LNP coming to the end of timeframe and most of aspirations fulfilled. LTC was a trail blazer in this area. Stance as agreed by FC 26 January 2017: "The Town Council accept that it would be prudent to review the Neighbourhood Plan once a Local Plan is adopted and once the Government have introduced a sensible mechanism for doing so". The Town Council will work with Arun District Council on small sites development briefs where we both agree that a site in HELAA is appropriate for residential development and we would anticipate including such a site in an updated Neighbourhood Plan.	There is no timeframe within which neighbourhood plans are required to be reviewed but, when other policies are updated, e.g. the Arun Local Plan, this may mean that existing neighbourhood plan policies become out-of-date / conflict with a strategic policy / superseded by other local policies. Review LNP 2025 to 2026	Officer- ATC Committee- Council, P&T		July 23 - ADC have confirmed they are recommencing work on updating the ALP •LNP policies need to be aligned to Local Plan •Heritage Group – updating Littlehampton Seafront conservation area – should be included and recommended for adoption as part of updated Local Plan	
Premises Maintenance Plans	Building Surveys for current premises to be carried out and premises maintenance plans put in place and fed into budget planning. Implement system of review	Building Survey Manor House July 2023 Planned preventative maintenance programme for next 10 years prepared Aug 2023 Programme factored into budget cycle autumn/winter 2023	Officer- DTC Committee- P&P	c £466K over 10 years for Manor House	Manor House survey completed July 2023	

Explore environmentally friendly options to reduce energy and water consumption in our buildings	Explore installation of solar panels and rainwater harvesting for existing assets		Officer- DTC Committee- P&P			
Community Centre Business Plan development	To develop business plans for each of the Council's venues for hire: Manor House, Southfields, K2 & Hampton Park. Review the terms and conditions of hire.	Develop business plans and review of terms & conditions Sept to Dec 2023	Officer- DTC, ATC, CRO, PA to TC Committee- CRC			
Policy Reviews	(1) GDPR (2) Personnel - review suite of policies & implement employee handbook (3) Governance policy review, Civility & Respect Pledge (4) Model Fin Regs and SOs (5) ICT (6) Insurance Policy Review (7) Explore investments with Boom Banking with ADC	(1) GDPR: Audit Aug 2023; Impact Assessments Aug 2023; Review revised policies Oct/Nov 2023; Council to adopt new policies by March 2024. (2) Personnel policies spring 2024 (3) C&R pledge Oct 2023 (4) Jan 2024 (5) Linked with GDPR winter 2023/2024 (6) Sept 2023 (7) Spring 2024	Officer- DTC, ATC, CRO Committee- P&P, G&A		GDPR audit & impact assessments underway July 2023. Document destruction work underway. Revised/new policies ready for review.	
Review Floral contract, planters and gateway displays	Floral Contract is a two year contract that expires in 2024 and will need to be reviewed. In addition some of the existing planters and gateway displays will need to be reviewed for condition and replacements or alternatives provided.	Review condition of planters autumn 2023 Review summer 2024 Implement spring 2025	Officer- DTC, ATC, CRO Committee- CRC, P&P			
Review Christmas Lighting contract	The Christmas Lighting contract was awarded for three years to include a display in 2023, 2024 and 2025.	Review autumn 2025 Implement Christmas 2026	Officer- E&TCSM Committee- CRC			
Review Youth Services contract	The Youth Service contract was awarded for three years to include 2023, 2024 and 2025.	Review 2025 to implement October 2026	Officer- ATC, CRO Committee- CRC			
Undertake five year health and safety survey of trees	All trees within the Town Council's ownership must be surveyed every five years	2026	Officer- ATC, CRO Committee- P&P			
Business Continuity Plan	The business practices implemented in response to the nationwide response to the Covid 19 pandemic had demonstrated the Council's ability to continue to operate effectively in an unprecedented situation. However, it remained a priority to ensure that business continuity arrangements were formally recorded.	It will be necessary to review the action that has been taken in the context of business continuity arrangements going forward when we are able to return to normal business.	Officer- Management team Committee- P&P, P&F	N/A	PROGRESSING Actions well tested during the Covid pandemic to be reviewed and updates to the business continuity plan will be brought back to the new Council.	

Digitisation	To create more accessible, efficient and effective processes for managing resources through digitisation and improved systems: (1) Bookings, Allotments, Accounting (2) Assets (3) Job Tickets (4) Agendas, Minutes and live streaming of Committee Meetings	Review options and costings autumn 2023 Implement (1) by April 2024	Officer- DTC, C&MM, PA to TC Committee- P&F		Investigation underway	
Forums for stakeholder presentations	To provide a forum for stakeholder presentations or access to various statutory service providers		Officer- TC, ATC Committee- Council			
Councillor Surgeries and workspace	(1) Implement councillor surgeries - could be in Council venue, on Community Stall or promoting external	(1) Autumn 2023	Officer- ATC, C&MM, PA to TC			
Mayors for Peace	Council lobbied to sign up https://www.mayorsforpeace.org/en/	2024 to 2025	Full Council			
Review of speed limits in and around the Town Centre should the opportunity come forward.	Although outside the remit of the Town Council, recognising speeding remains a concern for residents, this has been added should an opportunity arise.		Officer - ATC Committee - P&T			