How to contact us

Write to: Manor House, Church Street,
Littlehampton, West Sussex, BN17 5EW
Email: ltc@littlehampton-tc.gov.uk
Call: 01903 732063
Find us online: www.littlehampton-tc.gov.uk

Minutes of the Town Centre Action Group meeting held in the New Millenium Chamber on Tuesday 29 September 2026 at 18:00.

Present:

Councillor Alan Butcher (Councillor at Littlehampton Town Council, Deputy Mayor)
Councillor Freddie Tandy (Councillor at Littlehampton Town Council)
Councillor Christine Wiltshire (Councillor at Arun District Council)
Councillor Ricky Borrett (Councillor at West Sussex County Council for Littlehampton Town)
Laura Chrysostomou (Littlehampton Town Council, Town Clerk)
Sofia Chittenden (Littlehampton Town Council, Head of Community Engagement and Development)
Chloe Marchant (Littlehampton Town Council, Community and Events Apprentice)
Heather Allen (Arun District Council, Economic Development Officer)
Miriam Nicholls (Arun District Council, Business and Economy Manager)
Richard Groome (East Beach Guest House, Business Representative)
Siobhan Jones (East Beach Café, Business Representative)
Michael Holland (Quality Textiles, Business Representative)
Dax O'Connor (Arun District Council, Community Safety Manager)

UNAPPROVED

1. Introductions and Apologies

Introductions were made between the group.

Apologies from: Councillor Maralyn May (Mayor of Littlehampton), Georgia Hudson (Sergeant, Sussex Police, Neighbourhood Policing Team) and Paul Wakeland (Bah-Humbug Sweets, Business Representative)

2. Previous Minutes

The minutes from the May meeting were confirmed and approved.

3. Action Plan Update

Town Council and Arun District Council

- High Street Events
  Four summer High Street events were delivered successfully with positive business feedback. Littlehampton Town Council (LTC) will circulate a business survey to gather feedback and inform future events.
- Signage audit

Littlehampton Town Council

How to contact us

Write to: Manor House, Church Street,
Littlehampton, West Sussex, BN17 5EW
Email: ltc@littlehampton-tc.gov.uk
Call: 01903 732063
Find us online: www.littlehampton-tc.gov.uk

Following the implementation of the Town Centre Signage Strategy work had progressed in addressing issues including replacing, removing and cleaning signage. Outstanding items remain under review.

- Peacocks Alleyway

Arun District Council (ADC) outlined plans to improve lighting in the alleyway beside Peacocks, linking the High Street to St Martin's Car Park. Subject to Town Centre Action Group approval, ADC can secure £9,300 in funding, including a standalone electricity supply. The proposal also requires the support of the Peacocks property owner. It was agreed this should be supported.

- Wayfinding

ADC sought the support from the group on the proposed expansion of the wayfinding project to the west side of the river, with two additional signs recommended at a cost of £3,300. ADC has worked with Littlehampton Museum to create new heritage panels for these locations. It was agreed this should be supported.

Following reports of damage to wayfinding totems, all units were audited using photographic and text records. A protective coating has been applied to prevent further deterioration. As the totems remain functional, they will continue to be monitored rather than replaced at this stage.

- ADC's Business Grants

The scheme for new and established businesses remains active, with 84 applications processed to date, although not all met the eligibility criteria. Businesses in Littlehampton have received more than £28,000 in grant funding. Funding has also been redistributed to ensure all grant pots are fully allocated.

- Public Art

ADC had identified that a previously unclaimed £22,219 Section 106 contribution, due to expire next year, could be utilised by LTC to support the Town Centre Strategy through a public art project. The group were supportive of the proposal with the project being led by LTC, with support and guidance provided by ADC as required.

- High Street Cleansing and Works

Graffiti outside Peacocks can no longer be removed by LTC's Amenity Team, as the owner has withdrawn consent due to damage caused by repeated cleaning. ADC advised that offensive graffiti may still be addressed through alternative measures.

UNAPPROVED

Littlehampton Town Council

How to contact us

Write to: Manor House, Church Street,
Littlehampton, West Sussex, BN17 5EW
Email: ltc@littlehampton-tc.gov.uk
Call: 01903 732063
Find us online: www.littlehampton-tc.gov.uk

ADC advised that the Section 58 notice, which restricted excavation of town centre paving, has expired and utility companies can now undertake works without this restriction.

Most of the town centre deep-cleaning programme has been completed. West Sussex County Council's Highway Rangers have cleared blocked gullies, with a full clean scheduled for November or December. Street washing continues three times a week, with priority given to stained areas and the vicinity of Sainsbury's. The chewing gum removal machine remains out of service, with a sweeper currently being used as an alternative, although it has limitations on what it can effectively remove.

The Littlehampton Business Forum (LBF) raised concerns about cleaning frequencies on Surrey Street and how these align with High Street cleansing schedules.

Discussions are ongoing about increasing planting and greening the town centre. Concerns were raised about the tree outside Pier Road Café having a broken branch, which ADC will refer to its Arboriculture Team.

- Community Protection Officers and Anti-Social Behaviour

The Community Safety Team had been operating with reduced staffing levels during the summer, with some workload being shared with Sussex Police.

Although reports of anti-social behaviour remain high, CPOs have observed lower levels of activity while present in the town centre. Businesses will be consulted to help identify peak times for anti-social behaviour and target patrols more effectively.
Local schools have agreed to deliver educational initiatives on e-scooter and e-bike safety, supported by a School Liaison Officer.

The Community Safety Partnership will review Littlehampton's key community safety priorities at the end of October, including a detailed analysis of crime data and year-on-year trends.

Following discussions with the Littlehampton Business Forum (LBF), local businesses have been identified as a high-risk group and a dedicated support scheme is being developed.

Discussions are ongoing regarding measures to address anti-social behaviour around public toilets in Littlehampton, following concerns raised by the LBF about public safety. Anti-social behaviour has increased since the start of the school term, and further business support will be explored with the Manager of the Arun Business Crime Reduction Partnership (BCRP).

UNAPPROVED

Littlehampton Town Council

How to contact us

Write to: Manor House, Church Street,
Littlehampton, West Sussex, BN17 5EW
Email: ltc@littlehampton-tc.gov.uk
Call: 01903 732063
Find us online: www.littlehampton-tc.gov.uk

Local pubs have reported improved engagement from police and greater focus on the night-time economy. The LBF has appointed the General Manager of Wetherspoons as its Late Night Ambassador to help strengthen this partnership. ADC advised that DISC currently lacks night-time economy data because Littlehampton Pubwatch is not part of the scheme.

Sussex Police

PS Georgia Hudson provided a further update to be shared in her absence.
There are currently five Police Community Support Officer's (PCSO) allocated to Littlehampton Town Centre, with two of them being part time. There is one Police Officer allocated to Littlehampton and one that will be on a short term attachment by October.
Police have liaised with ADC in relation to anti-social behaviour and relevant notices are being issued.

Littlehampton Business Forum

Autumn workshops continue to be well attended, with five attendees at the most recent session and ten registrations across the next three workshops.

The Meet the Makers programme runs from 1 October to 28 November, showcasing creativity across Littlehampton. Fifteen businesses offered venue space, with eight venues hosting a total of 17 experiences.

Upcoming events include a Wellness Fair and Book Festival, supported by the Library, Littlehampton Museum and Experience Sussex.

Thirteen businesses attended the latest Littlehampton Business Forum (LBF) meeting, where Christmas plans were agreed. A "21 Days of Christmas" social media campaign will promote local businesses registered with Love Littlehampton. Late Night Shopping will take place on the first three Fridays in December, alongside extended Friday Market trading, entertainment and Father Christmas appearances on two evenings. Small Business Saturday could feature 15 stallholders.

Arun District Council (ADC) has confirmed free parking for both Christmas Light Switch On on 21 November and Small Business Saturday on 5 December.

The LBF will also run a Christmas hamper competition to grow its marketing database, with local businesses invited to donate prizes and vouchers worth a combined £250.

4. Town Centre Action Group 2027 Meetings

UNAPPROVED

Littlehampton Town Council

How to contact us

Write to: Manor House, Church Street,
Littlehampton, West Sussex, BN17 5EW
Email: ltc@littlehampton-tc.gov.uk
Call: 01903 732063
Find us online: www.littlehampton-tc.gov.uk

The group acknowledged that the 18 May 2027 meeting will be rescheduled to June 2027 due to the election period.

Meeting ended at 19:02.

UNNAPPROVED