

Littlehampton Business Community Meeting

Tuesday 25 March 2025, 18:15
The Manor House, Church Street, Littlehampton BN17 5EW

Attendees:

Representatives from 12 Businesses

Council Officers:

Miriam Nicholls – Business and Economy Manager, Arun District Council (ADC)

Heather Allen – Economic Development Officer, Arun District Council (ADC)

Chloe Jones – Business Crime Reduction Partnership, Arun District Council (ADC)

Sofia Chittenden – Communications & Marketing Manager (LTC)

Elise Bicknell – Town Centre Strategy Project Officer (LTC)

David Wride – Survival 2 Significance

Chair – Richard Groome from East Beach Guest House

1. Welcome and Introductions

The Chair opened the meeting and the group introduced themselves.

2. Meet your Facilitators and Area Communicators

The Chair referred to Appendix 1 (the powerpoint presentation) and introduced each individual and their role. Those who were in attendance briefly spoke about what their role involved or the area that they covered.

It was asked by a member of the group, what would happen now that the Friday Market has left. Officers outlined that the Town and District Council are working together to look at options for a market going forwards. Another member of the group raised the situation behind the market leaving, the wider group assured them that what is posted online is not always accurate, and that they have seen positive change due to work undertaken by the Antisocial Behaviour Team. The member raised further concern over antisocial behaviour in their area of the town, and the Business Crime Reduction Partnership Manager explained that they would be able to support in using the Disc app to report any antisocial behaviour or crimes. Officers highlighted that Appendix 3 would be an update on a restructure in the ASB Team.

3. The Future

3.1 Aims

The group looked at a timeline of the Littlehampton Business Forum from the beginning of bringing the group together until now, to highlight how far the

group has grown. The aims and objectives from the terms of reference were read, so that anyone who had not attended a meeting before was aware of the unified goals.

3.2 Draft Six Months Action Plan

The draft six month action plan was shown to the wider group, this had been originally put together by Communicators and Facilitators to create a base for the actions. Overall, the group were pleased with the plans and did not have any edits or further suggestions. If you would like to see the six month action plan please refer to Appendix 2.

3.3 Future meetings

It was shared that the forum should aim to find a new location for future meetings, in order to expand separately and outside of the council. Littlehampton Town Council stated that they would be happy for the group to hold their meetings in the New Millenium Chamber, should they need a location in the future. The Chair asked the group to look into finding a location for future meetings. It had previously been agreed that future meetings would be held every two months, however this is subject to change. The group was reminded that the next meeting would be held on Tuesday 29 April at 18:15, at The Menu.

3.4 Communications

A QR code was highlighted in the on screen presentation. The group were asked to scan this and sign up to the new Littlehampton Business Forum Mailing List, created and managed by the Coordinator. This mailing list will be used as communication between the group regarding meetings, new projects, meeting notes and agendas. The Town Council will be keeping their mailing list for sending out council updates, information and the Town Centre Action Group Newsletter.

4. Updates from Littlehampton Town Council and Arun District Council

Littlehampton Town Council Officers updated on the Easter High Street events and confirmed the entertainment and workshops. They also confirmed that flyers were available for businesses to take and have in their shops. Appendix 3 was highlighted to the group (previously referenced in item 2) as it explains the ASB team will be removing community wardens and replacing them with Community Protection Officers. It was also announced that the Town Centre Strategy Project Officer, is leaving the post at the end of April. It was noted to the group what a pleasure it had been to work with everyone, and to see the Business Forum become established. The Town Council have advertised the role.

Arun District Council shared the Town Centre Voucher Booklet that will go live throughout April. The initiative gives people who attend the Zipline at Caffyns

Field a free booklet of vouchers with discounts for 27 Town Centre shops. The BCRP manager updated on how they will be continuing to work with Businesses and develop the DISC reporting app.

5. Chair and Note taker for next meeting

At previous meetings it was agreed that a Chair and Notetaker would be allocated at the prior meeting. The group was asked for any volunteers for this. Unfortunately, there were no volunteers in the room. Therefore, the current Chair agreed to Chair the next meeting, and the Notetaker would be agreed nearer the time.