

Littlehampton Business Community Meeting

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

NOTES

Attendees

Representatives from 12 Businesses

Council Officers:

Laura Chrysostomou – Town Clerk, Littlehampton Town Council (LTC)
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

1. Welcome and Refreshments

Sofia Chittenden opened the meeting and the group introduced themselves.

2. Creation of a Business Community Voice

2.1 Confirmation of Members and roles

David Wride from Survival 2 Significance explained that the roles and responsibilities agreed in the previous meeting have been allocated. The Area Communicators and Facilitators met to support in the creation of a draft Terms of Reference for the business forum. The group received a list of which Area Communicator is covering which area, which can be found in Appendix 1.

A member of the group asked if Officers could clarify the flow chart that had been shared at the previous meeting, and how information will get back to the council. Officers outlined that members of the Business Forum should still use the normal reporting methods when an issues arises, the Facilitators will be able to support reporting on topics specific to their role. If these reports do not bring any action, it should be fed back to the Business Representatives, so that it can be taken to the Town Centre Action Group. Officers and Councillors from both the District and Town Council sit on this group.

2.2 Draft Terms of Reference for consideration

The Communications and Marketing Manager from Littlehampton Town Council went through the draft Terms of Reference with the group. These can be found in Appendix 2.

3. Updates from Littlehampton Town Council and Arun District Council

Littlehampton Town Council updated the group on their free Easter events in the High Street. The first will be on Wednesday 9 April and the second on Wednesday 16 April. These will have free entertainment and activities from 11am – 3pm. After discussions in the previous business Forum around how the events can support businesses, it was suggested that a trail is run throughout the Easter holidays. Posters for the trail will be put in shop windows for the duration of the holidays, and those that complete the trail will be entered in a prize draw. If they hand their completed form in on either of the event days, they will receive an extra prize given out by the Town Council.

The Communities and Wellbeing Manager gave an update to the group on the work their team is undertaking to combat antisocial behaviour in Littlehampton Town Centre. The document can be found in Appendix 3.

Arun District Council's updates from the Economic Development team:

- ADC have received requests from businesses for social media training. This is something they would be happy to arrange, but they will need to know who would be interested and what time of day works best. Please let them know if there is any other training your business would like as they may be able accommodate this.
- Seven new Belly Bins will be going in along the seafront. The current bins will be relocated to minimise littering in another area.
- ADC have applied for funding for a future project in Littlehampton
- They recently hired a Place Maker to highlight Littlehampton's Town identity and create a colour palette for future projects
- There has also been funding applied for to cover festoon lights along the seafront

In February ADC appointed a Business Crime Reduction Partnership manager. At this meeting Chloe Jones introduced herself to the group, and briefly discussed her role. An introductory email was shared with the Business Mailing List from Littlehampton Town Council, as well as an email updating the group on changes that will be made.

4. Any Other Business

It was raised that there is also Customer Service Training going ahead on Wednesday 19 March, with places still available. Please use the link here for more information [Improve your customer service skills - free courses for businesses | Latest news | Arun District Council](#)

5. Date of next meetings

Tuesday 25 March, Tuesday 29 April

The meeting closed at 20:00.