Littlehampton
Town Council

Manor House- Church Street- Littlehampton· West Sussex BN17 5EW
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Town Clerk - Peter Herbert

Tuesday 19th June 2018

Notice is hereby given that there will be a meeting of the **PLANNING AND TRANSPORTATION COMMITTEE** held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **MONDAY 25th JUNE 2018** at **6.30PM** to consider matters set out in the following Agenda.

Committee: Cllrs C Blanchard-Cooper (Chair), Ayres, Buckland, Chester, Tandy, Warren QVRM

PETER HERBERT

Town Clerk

AGENDA

2018/2019

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 Committee 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(s) 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. **DECLARATIONS 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:

- Cllr Ayres is a Member of Arun District Council
- Cllr Buckland is a Member of Arun District Council and West Sussex County Council
- Cllr Warren QVRM is a Member of Arun District Council

You then need to re-declare your interest and the nature of the interest at the commencement of the item or when the interest becomes apparent.

5. MINUTES

To confirm the Minutes of the meeting held on Tuesday 29th 2018, circulated herewith (pages 3 to 6).

6. CHAIR'S REPORT AND URGENT ITEMS

7. 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.

8. PLANNING AND OTHER ARUN DISTRICT COUNCIL MATTERS

8.1 Planning Applications – Lists 22,23,24 and 25 if available - (appendix 1, pages 7 to 8).

8.2 The Planning Process and Requests to Convert Retail Units to Residential Accommodation Using Permitted Development Rights – Report attached (pages 9 to 11)

9. TRANSPORTATION AND OTHER WEST SUSSEX COUNTY COUNCIL MATTERS

9.1 West Sussex Joint Minerals Local Plan – to note the attached update from West Sussex County Council (pages 12 to 13)

10. MASTERPLAN – NORTH LITTLEHAMPTON

11. EXEMPT BUSINESS

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 – Peter Herbert

MINUTES of a **MEETING** of the **PLANNING AND TRANSPORTATION COMMITTEE** held in the **MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **TUESDAY 29 MAY 2018** at **6.30PM**

Present: Cllrs C Blanchard-Cooper (Chair), Ayres, Buckland, Chester, Tandy, Warren QVRM

2018/2019

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 no apologies.

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. There were none were declared.

5. **MINUTES**
The Minutes of the meeting held on Monday 30th April 2018, (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 was one member of the public present.
Mr Terry Ellis asked for clarification on the letter regarding Agenda item 8.2, the notification procedure for the alterations to planning applications where there is a made neighbourhood plan. In view of the ongoing issues with potholes in the area, he also asked if it was possible for the Town Council to undertake pothole repairs. The Assistant Town Clerk explained that this had been explored with the West Sussex County Council but that they continued to be the responsible authority for carrying out this work.

8. PLANNING AND OTHER DISTRICT COUNCIL MATTERS

8.1 Planning Applications – Lists 18, 19, 20 and 21

It was **RESOLVED** that:

The representations of the Council (appended to these Minutes as Appendix 1) be forwarded to Arun District Council.

9.2 Notification Procedure Regarding Alterations to Planning Applications Where There is a Made Neighbourhood Plan

The Committee had before it notification from Arun District Council (previously circulated) regarding the notification procedure for alterations made to planning applications for Town and Parish Councils were there is a made neighbourhood plan. The Town Council was requested to confirm its agreement to this procedure which would still see the Council receiving notification of changes made to planning applications other than were the amendments reduced the intensity of a proposal. It was **RESOLVED** that:

The correspondence be noted and that appropriate confirmation that the Committee agreed with the proposal be sent to the District Council.

10. TRANSPORTATION AND WEST SUSSEX COUNTY COUNCIL MATTERS

10.1 A27 Arundel Bypass Preferred Route Announcement

The Committee received the information from Highway England which confirmed the preferred route option for the proposed A27 Arundel bypass as route 5A. It was noted that Highways England would be working with the relevant local authorities to draw up the plans. It was **RESOLVED** that:

The update be noted.

11. MASTERPLAN – NORTH LITTLEHAMPTON

There was nothing further to report.

12. EXEMPT BUSINESS

There was none.

The meeting closed at 7:26pm.

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CHAIR

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Tuesday 29 May 2018
Representation on Lists 18, 19, 20 and 21

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
18	Courtwick with Toddington	MA	LU/72/18/PL	Change of use from light industrial (B2 General industrial) to leisure (Gymnasium) (D2 Assembly and leisure)	Unit 14 Wickham Business Centre Harwood Road Littlehampton BN17 7AU	**Objection:** It was observed that the proposed change of use had limited employment opportunities and did not contain parking facilities. Overall, Members considered that the application lacked sufficient information or evidence to enable a judgement to be made as to whether this was the only viable economic use of the site. The Committee therefore supported the objection lodged by the Economic Development Team on the grounds that the change of use was contrary to the economic development policy for the area.
19	Courtwick with Toddington	MA	LU/94/18/HH	Side & rear single storey extension & removal of existing boundary wall plus erection of new boundary fence	34 Colebrook Road Littlehampton BN17 7NS	**Objection:** On the grounds that the development would be overbearing and out of character for the area.
19	Beach	BBC	LU/102/18/HH	Widened of existing vehicle cross over	16 West Head Littlehampton	No Objection
20	Brookfield	FT/MW	LU/113/18/HH	Two storey side extension	51 Falkland Avenue Littlehampton BN17 6AB	No Objection

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Tuesday 29 May 2018
Representation on Lists 18, 19, 20 and 21

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
21	Courtwick with Toddington	MA	LU/127/18/HH	Remove entrance step and build level platform level with internal floor, with ramp to ground level with level platform at lower level. Upper platform and ramp to have brick upstand and hand and mid rail to free edges.	86 Courtwick Rd Littlehampton BN17 7NX	No Objection: It was noted there was no planning notice onsite.
21	River	IB	LU/76/18/PL	4 No. tables with chairs & awning to front elevation. This application affects the setting of a listed building	67 High Street Littlehampton BN17 5EJ	No Objection
21	River	IB	LU/126/18/HH	Extend front entrance porch	44 St Marys Close Littlehampton BN17 5QQ	No Objection

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 25 June 2018
Representation on Lists 22, 23 and 24

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
22	Brookfield	FT/MW	LU/103/18/HH	Single storey rear/side extensions	24 Beacon Way Littlehampton BN17 6QS	
22	Courtwick with Toddington	MA	LU/131/18/PL	Erection of 2 No. new buildings for caravan/motorhome storage & self-storage in place of existing glasshouse & building approved under application LU/47/16/PL. This application is a Departure from the Development Plan	Castleview Nursery Old Mead Road Littlehampton BN17 7PU	
22	Courtwick with Toddington	MA	LU/130/18/PL	External cladding at first floor level	Littlehampton Trades & Labour Club Wick Street Littlehampton BN17 7JH	
23	River	IB	LU/65/18/L	Repair and restoration of slate tiled roof of outbuilding. Replacement of flat felt roof on old outhouse with slate tiled roof to match adjoining outbuilding and neighbour's outbuildings	5 River Road Littlehampton BN17 5BN	
24	Courtwick with Toddington	MA	LU/81/18/HH	Single storey rear extension (re-submission)	31 North Ham Road Littlehampton BN17 7AS	

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 25 June 2018
Representation on Lists 22, 23 and 24

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
24	Courtwick with Toddington	MA	LU/140/18/PL	Housing unit to provide weather protection for a new air compressor.	Modern Moulds Business Centre Unit A1 - Unit A3 Harwood Road BN17 7AU	
24	Ham	MA	LU/152/18/HH	Loft conversion & first floor dormer to west elevation	20 Mantling Road Littlehampton BN17 7DG	

LITTLEHAMPTON TOWN COUNCIL

Non- Confidential

Committee: Planning and Transportation Committee

Date: 25th June 25018

Report by: Town Clerk

Subject: The Planning Process and Requests to Convert Retail Units to Residential Accommodation Using Permitted Development Rights

1. Summary

1.1 At the suggestion of Councillor Chester the Committee is requested to explore the issues around the increasing move towards changes in the use of retail space in our local town centres. This report explores the issues around the changing shape of local town centres caused by the growth in the conversion of retail units to residential accommodation and the impact on the long-term sustainability of our town centres. It proposes a course of action which, if the Committee considers the issue is serious enough, could be taken forward with Local Planning Authority (LPA).

2. Recommendation

2.1 The Committee is RECOMMENDED to:

Consider whether to approach the Local Planning Authority seeking an Article 4 Direction to remove permitted development rights for change of use from A1 (shops) and A2 (financial and professional services) to C3 (dwelling houses) in the District and Local Centres in Littlehampton.

3. Current Position

3.1 Concern is growing regarding the conversion of retail units to residential accommodation using permitted development rights and the impact on the long-term sustainability of our town centres. The recent and expected loss of several long-standing businesses in the Wick shopping centre are evidence of where this has happened and it is thought that this could be faced in Littlehampton Town Centre before long.

3.2 Research has shown that there are a variety of reasons why this is happening. The key issues that relate to this area are:

- Development of this nature not only represents a possible threat to the viability and range of goods available to sustain a local centre, it represents difficulty when it comes to the appearance and conditions necessary to protect a neighbourhood as well as a threat to employment.
- Given the proliferation of out of town stores along the A259 corridor, it could be argued that the planning system needs to give greater protection to

ensuring the future of local centres. This does not mean that permission would not be granted for a well-designed scheme where proof has been submitted that continuing the existing use is unviable, just that it will have to go through the full planning process with consultation and proper consideration of all the issues.

3.3 Permitted Development Rights can be used to change the use of commercial outlets:

- where the building was in A1 (shops) use on 20 March 2013,
- the A1 use itself was not permitted development,
- the cumulative floor space of the existing building does not exceed 150 square metres,
- the development would not result in the external dimensions of the building extending beyond the external dimensions of the existing building; and
- there is no demolition (other than partial demolition which is reasonably necessary to convert the building to C3 (dwelling houses) use.

3.4 Under the approval process the LPA need only consider the transport and highways impacts, contamination and flooding risks in relation to the building and whether it is undesirable for the building to change to a C3 use because of the impact of the change of use. The approval process does not however allow the LPA:

- To consider the impact of the loss of A1 retail units outside designated centres or whether converted shop units are suitable to deliver good quality accommodation to the standards that the they would require.
- To attach conditions to decisions to protect the amenity and safety of neighbouring residents and future occupants.
- To consider the sustainability of acknowledged centres, the impact of the loss of retail to preserve convenience shopping for residents living out of main centres.

3.5 One way to tackle this issue which has been adopted elsewhere involves the adoption by the LPA of an Article 4 direction. These can be used to remove national permitted development rights but should only be used in situations where it is necessary to protect local amenity or the wellbeing of the area. Justification must be provided for the purpose and extent of the Direction. When making a direction the LPA must therefore be satisfied that it is expedient that development that would normally benefit from permitted development rights should not be carried out unless permission is granted for it on an application. A Direction can cover any geographic area from a specific site to a whole local authority and permitted development rights relating to operational development or the change of use in the land.

3.6 This would in effect mean that full planning permission would be required to secure the change of use from A1 (shops) and A2 (financial and professional services) if also considered necessary, to C3 (dwelling houses). Whilst this may not alter the outcome of any application it would allow proper consultation to be undertaken and consideration of the some of the wider issues. For example, this would provide the LPA with an opportunity to manage the loss of retail floor space through the planning system, undertake a full assessment of the

economic impact of any proposals and the quality of potential new accommodation.

3.7 It would however require the LPA to devote more resources to handle the increased volume in planning applications that would result. Members are therefore asked to consider is whether the issue is serious enough to justify making a request to the LPA and the expenditure that would be incurred in implementing it and whether the outcome of implementing the article four direction would be worth the effort in achieving it.

4. Background Information

4.1 The Town and Country Planning (General Permitted Development) (England) Order 2015 is the principal order. The Order sets out classes of development for which a grant of planning permission is automatically given, provided that no restrictive condition is attached or that the development is exempt from the permitted development rights. See the National Planning Portal website at: https://www.planningportal.co.uk/info/200187/your_responsibilities/37/planning_permission/2

4.2 Procedures for Article 4 directions - The Town and Country Planning (General Permitted Development) (England) Order 2015 - Schedule 3 at: http://www.legislation.gov.uk/uksi/2015/596/schedule/3/made

5. Financial Implications

There are none for this Council.

Peter Herbert
Town Clerk

west sussex county council

Working in Partnership

South Downs National Park Authority

13 June 2018

Dear Sir/Madam,

Re: West Sussex Joint Minerals Local Plan – Planning Inspectors Report.

In partnership, West Sussex County Council and the South Downs National Park Authority have prepared a Joint Minerals Local Plan.

A public examination of the submitted Plan took place from 19 September to 28 September 2017. During the hearing sessions, the Inspector indicated that changes needed to be made to the submitted Plan to make it 'sound' and suitable for adoption. A representations period took place during January–March 2018 on Proposed Modifications to the submitted Plan.

The Authorities received the Planning Inspector's Report on 30 May 2018 and the Joint Minerals Local Plan has been found **sound.**

The Authorities will now consider the report and decide whether or not to adopt the Plan during July 2018. Once adopted, the Plan will become part of the statutory 'development plan' for West Sussex, replacing the West Sussex Minerals Local Plan 2003. It will be used to make decisions about planning applications for mineral development.

If you would like to view the Planning Inspector's Report and the associated schedule of modifications, they are available on our website; www.westsussex.gov.uk/mwdf, at all libraries, as well as the following deposit points listed below;

- **West Sussex County Council**, County Hall, West Street, Chichester, PO19 1RQ (Mon-Thurs 8:30am-5:00pm; Fri 8:30am-4:30pm)
- **South Downs Centre**, North Street, Midhurst, GU29 9DH (Mon-Thurs 9am-5pm; Fri 9am-4:30pm)
- **Adur & Worthing Councils**, The Shoreham Centre, Pond Road, Shoreham-by-Sea, BN43 5WU (Mon-Fri 9am-5pm)
- **Adur & Worthing Councils**, Portland House, 44 Richmond Road, Worthing, BN11 1HS (Mon-Fri 9:00am-5:00pm)
- **Arun District Council Reception**, Planning Department Reception, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF (Mon-Thurs 8:45am-5:15pm; Fri 8:45am-4:45pm)
- **Chichester District Council Reception**, East Pallant House, 1 East Pallant, Chichester, PO19 1TY (Mon-Thurs 8:45am-5:10pm; Fri 8:45am-5pm)
- **Crawley Borough Council Reception**, Town Hall, The Boulevard, Crawley, RH10 1UZ (Mon-Fri 8:30am-5pm)

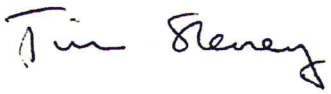
Planning Services, West Sussex County Council,
County Hall, Chichester, West Sussex PO19 1RH
mwdf@westsussex.gov.uk 01243 642118

- **Horsham District Council and West Sussex County Council Reception**, Parkside, Chart Way, Horsham, RH12 1RL (Mon-Fri 9:00am-5:00pm)
- **Mid Sussex District Council Reception**, Oaklands, Oaklands Road, Haywards Heath, RH16 1SS (Mon-Thurs 8:45am-5:15pm; Fri 8:45am-4:15pm)

For further information, please contact the County Council's Planning and Transport Policy Team on 01243 642118 or email the team via mwdf@westsussex.gov.uk. Further information is also available on our website at www.westsussex.gov.uk/mwdf.

Yours sincerely,

Mike Elkington
Head of Planning Services
West Sussex County Council



Tim Slaney
Director of Planning
South Downs National Park Authority