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20th April 2021

Notice is hereby given that there will be a meeting of the:

Planning and Transportation Committee

Date: **Monday 26th April 2021**

Time: **6.30pm**

Committee:

Councillor Tandy (Chair)
Councillor Buckland
Councillor Chace
Councillor Long
Councillor Rhodes
Councillor Turner

Peter Herbert, Town Clerk

Agenda

Virtual Meeting Protocol

2020/21

The provisions of the Coronavirus Act 2020 allow local authorities to put in place different meeting arrangements for the period from 4 April 2020 to 7 May 2021. This meeting will be a 'virtual meeting' and any member of the press and public may listen-in and view the proceedings via a weblink which will be publicised on the Town Council website at least 24 hours before the meeting.

The Town Council's Protocol and Procedures for 'virtual meetings' can be viewed at <https://www.littlehampton-tc.gov.uk/committee-meetings>

Any members of the public wishing to address the Council or any of its Committees during the Public Forum or seeking further information on the items to be discussed, will need to email lrc@littlehampton-tc.gov.uk one clear working day before the meeting and provide details of their question.

1. Mobile Phones

Members are requested to switch their mobile devices to silent for the duration of the meeting and are asked to note the previously approved protocol for remote meetings which is in place for the duration of this meeting.

2. Apologies

3. 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:

- Councillor Buckland is a Member of Arun District Council and West Sussex County Council
- Councillor Rhodes is a Member of Arun District Council

These interests only need to be declared at the meeting if there is an agenda item to which they relate.

4. Minutes

To confirm the Minutes of the meeting held on 29th March 2021, circulated herewith (pages 4 - 13). In accordance with the Town Councils' Standing Orders, Section 9 (a), Members are reminded that no discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy.

5. Chair's Report and Urgent Items

6. Public Forum

Any members of the public wishing to address the Council or any of its Committees during remote meetings should email lrc@littlehampton-tc.gov.uk one clear working day before the meeting with their submission. These will be read out by the Chair or a supporting officer at the meeting. During this period, and to enable the Council to answer as many questions as possible at the meeting, the submission should not exceed 200 words. The Clerk, in consultation with the Chair of the meeting, reserves the right to summarise written questions. All written questions and responses will be made available on the Town Council web site alongside the meeting minutes.

7. Planning and other Arun District Council Matters

7.1. Planning Applications- Lists 13, 14, 15 and 16 if available (Attached, Pages 14 – 15)

7.2. Arun District Payphone Consultation- Attached (Pages 16 – 18)

8. Transportation and other West Sussex County Council Matters

8.1. Planning Applications WSCC/011/21 - Ford Circular Technology Park- Attached (Page 19) and details can be found at <https://westsussex.planning-register.co.uk/Planning/Display/WSCC/011/21>

9. Masterplan- North Littlehampton

10. 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.

**Minutes of a Meeting of the Planning and Transportation Committee held on
Monday 29th March 2021 at 6.30pm**

Present:

Councillor Tandy (Chair)

Councillor Chace

Councillor Long

Councillor Rhodes

Councillor Turner

The Deputy Mayor, Councillor Molloy attended ex-officio.

2020/2021

This meeting is available to view using the following link:

<https://www.youtube.com/watch?v=720JA1ZCp5o>

114. Virtual Meeting Protocol and Use of Mobile Devices

The Chairman opened the meeting and explained how it would be conducted and the protocol that would be followed, including how any break in the proceedings due to technical difficulties would be managed.

115. Apologies

There were no apologies.

116. 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. The standing declarations were noted, and no further declarations were made at this point.

117. Minutes

The Minutes of the meeting held on 1st March 2021 (previously circulated) were confirmed as a true record and it was noted that arrangements would be made for these to be signed at a later date.

118. Chair's Report and Urgent Items

There were none.

119 Public Forum

119.1. In accordance with the Remote Meetings Protocol introduced by the Town Council, members of the public who wished to address the Council or any of its Committees during a remote meeting should have emailed their representations one clear working day before the meeting. The Chairman reported that one representation had been received.

119.2. Ms Lynch asked:

In preparation for the Planning and Transportation meeting I am forwarding to you details of a petition with 373 signatures opposing the speed limit of the Fitzalan Link Road. Currently the speed limit is set be 40mph when the road opens and we believe for the safety of the hundreds of children that will be walking up and down that road on daily basis it should be reduced to 30mph. The petition reads" West Sussex County Council and Highways have increased the speed limit on the Fitzalan link Road to 40mph from 30mph before the road is even finished. This road runs alongside the biggest school in the town, is in a residential area, is just approximately half a mile long and is alongside the newly refurbished play park at Rosemead. This is an accident just waiting to happen. There will be hundreds of children walking and cycling up and down this road on a daily basis..... How can 40mph be safe for these children? Another of the consequences of the new speed limit is that behind residents houses will now sit a 3.5 metres high steel fence at a maximum of 1.5 metres from the residents boundary lines, causing no end of distress for the residents of Highdown Drive".

She therefore sought the support of the Committee to secure a 30mph speed limit on the Fitzalan link Road .

119.3. Response:

The Assistant Town Clerk thanked Ms Lynch for her statement which was noted and would be considered by the Committee when they came to discuss the matter at Agenda item 8.1.

120. Planning and Other District Council Matters

Councillor Rhodes declared a personal interest in the following matter regarding Planning Application LU/51/21/HH and as a resident of Kingley Gate.

120.1. Planning Applications – Lists 9, 10, 11 and 12

It was **Resolved** that:

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

120.2. Community Infrastructure Levy (CIL)

The Committee received a report (previously circulated) updating Members on the development of Districtwide Infrastructure Investment Plan. This was being drafted by the District Council and would guide the allocation of funding derived from CIL Parish and Town Councils were asked to identify opportunities infrastructure projects to address development in their areas. It was noted that the Town Council had recently reviewed its Priorities and it was therefore proposed that this formed the basis of the Town Council's CIL Infrastructure Spending List. This would also be recirculated to Members before it was submitted. This approach was considered sensible and it was therefore **Resolved** that:

- 1. The Town Council's approved list of Priorities forms the basis of the Council's CIL Infrastructure Spending List (ISL) and that all Members be invited to make suggestions of additional infrastructure projects that could be added to the ISL.**
- 2. Authority be delegated to the Town Clerk, in consultation with the Mayor and the Chair of the Policy and Finance Committee to approve the Town Council's response to this consultation.**

Councillor Long declared a personal interest in the following matter as a local resident.

120.3. Planning Application A/26/21/RES, Land west of Brook Lane and South of A259 Angmering BN16 3JL

The Committee had before it details of plans for the appearance, landscaping and general layout of the proposed development of this site which had outlined planning consent. This would be a mixed use development comprising residential dwellings and parking, a care home and provision for a footbridge railway crossing. Regarding the layout, Members were concerned about the adequacy of parking provision and in terms of the general safety of pedestrians supported the calls for the public footpath to be repaired and brought up to standard taking full account of the increased footfall as a result of the residential housing. Significant concerns also remained regarding the access into and from the site on to the A259. The development would

generate a significant increase in road users and further development was planned along this stretch of the A259. Members therefore considered it imperative for road safety reasons that the speed limit on the A259 be reduced.

Finally, whilst it was noted that the footbridge over the railway was not part of this application, Members had significant concerns about the safety of users and wished to highlight that an enclosed structure be considered. In view of the concerns that remained regarding the impact of this development on local infrastructure, the Committee therefore **Resolved** :

To object to the application and that the Committee's comments as set out in Minute 120.3, above, be forwarded to the District Council.

121. Transportation and West Sussex County Council Matters

121.1. To consider a request for support for a reduction in the speed limit on the Fitzalan link road to 30mph

Councillor Tandy declared a personal interest in the following matter as an employee of The Littlehampton Academy.

The Deputy Mayor had asked that the Committee consider supporting a 30mph speed limit on the Fitzalan Link Road. The Committee also had before it some research and information regarding the impact on road safety for pedestrians of traffic moving at different speeds. There was overwhelming evidence that a reduction in speed reduced both the likelihood and severity of accidents involving pedestrians and she urged the Committee to support the earlier representation on this matter. Acknowledging that the Link Road already served one local school and that there were plans for a further school within the Hampton Park development, Members were unclear as to the rationale for the proposed 40 mph speed limit. It was also commented that there were many examples of areas with similar facilities where the speed limit was more appropriately set. Overall, the Committee considered that it was neither logical or more importantly safe to have varying or a 40-mph speed limit along this highway. The Committee unanimously supported the call for a 30mph speed limit on the link road and it was therefore **Resolved** that:

A letter be sent to the Cabinet Member for Highways at West Sussex County Council urging reconsideration of this decision and a reduction in the speed limit to 30 mph on the Fitzalan Link Road.

122. Masterplan – North Littlehampton

122.1. Planning Application LU/178/20/RES, Phase 2B at Hampton Park Toddington Lane Littlehampton BN17 7PL

The Committee received revised plans relating to the landscaping of Phase 2B at Hampton Park in Toddington Lane. These proposed slight changes to the layout of this phase following a review of the drainage provision. Having reviewed the plans, Members considered the proposals practical and the Committee **Resolved** :

Not to object to the planning application and that this be communicated to the District Council.

123. Exempt Business

There was none.

The meeting closed at 7:55pm.

CHAIR

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 29th March 2021
Representation on Lists 9, 10, 11

Page 1 of 3

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
9	Beach		LU/56/21/HH	Rear Extension	8 West Head Littlehampton BN17 6QP	No Objection
9	Brookfield	DC/AT	LU/57/21/HH	Single storey rear and side extension.	32 Bell Davies Road Littlehampton BN17 6DU	No Objection
9	River	IB	LU/52/21/HH	Internal changes to create additional bedroom with no changes to elevations	18a River Road Littlehampton BN17 5BN	Objection: On the grounds that this would have an adverse impact on the residential amenity of the neighbouring properties. The Committee also maintained its concerns about the impact of the ongoing development of this site in terms of the parking and the apparent flouting of previous planning conditions that had been imposed by the Local Planning Authority
9	Courtwick with Toddington	JL/FT	LU/58/21/PL	Erection of a semi-detached building comprising 2 No. 3 bedroom house with associated parking & landscaping. This application may affect the setting of a listed building and is in CIL Zone 2 and is CIL Liable as new dwellings.	Land adjacent to Toddington Lane Farm Cottages Toddington Lane BN17 7PP	No Objection
9	Wick		LU/51/21/HH	Erection of single storey rear extension	12 Challen Vale Littlehampton BN17 7BZ	No Objection

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 29th March 2021
Representation on Lists 9, 10, 11

Page 2 of 3

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
9	Courtwick with Toddington	JL/FT	LU/59/21/PL	Variation of condition 14 imposed under LU/249/17/PL to change condition to read 'Upon completion of a minimum of 50% of the SuDS system but prior to occupation of plots 1 and 2, the owner shall either provide an updated copy of the management manual or confirmation in writing that no changes are required to the manual. Upon completion of the complete SuDS system but prior to occupation of plot 3, 4 and 5, the owner shall either provide an updated copy of the management manual or confirmation in writing that no changes are required to the manual.	Directors Cottage Toddington Lane Littlehampton BN17 7PP	No Objection
10	Courtwick with Toddington	JL/FT	LU/46/21/HH	Single storey side/rear extension with alterations to front elevation	38 Lyminster Road Wick Littlehampton BN17 7LB	Objection: The Committee were concerned that the design, being required to provide additional living accommodation, contained no provision for bathroom facilities.
11	Beach		LU/71/21/HH	Single storey side extension	2 Meadow Way Littlehampton BN17 6BW	No Objection

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 29th March 2021
Representation on Lists 9, 10, 11

Page 3 of 3

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
11	Brookfield	DC	LU/47/21/HH	Single Story Rear Extension & Garage Conversion	2 Iris Close Littlehampton BN17 6UZ	No Objection
11	Beach		LU/62/21/L	Listed building consent for works to renew mortar flashing with lead flashing, re-pint to brick work & repair cornice/dental course to front, replace 3 No windows to top floor, repair & refurbish 9 No. wooden sash windows, replace canopy & refurbish/repaint balcony, repair & refurbish 2 No. set of wooden balcony doors, replace skirting board in lower ground floor, render & repair to front brick & rear flint walls ,refurbish/repaint front door entrances to lower ground floor, repair front brickwork, re plaster & paint front entrance & hallway, remove toilet front utility room on lower ground floor & re-tile top floor bathroom & add shower unit, reform lower ground floor steps & refurbish & repaint both front door entrances on lower ground & ground floor.	13 South Terrace Littlehampton BN17 5NZ	Support

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 29th March 2021
Representation on List 12

Page 1 of 2

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
12	Beach		LU/50/21/PL	Provision of 20 No. new beach huts on concrete bearers to broadly match existing. This site is in CIL Zone 5 (Zero Rated) as other development.	Littlehampton Promenade South of Putting Green Sea Road Littlehampton	No objection to the principle of the additional beach huts but Members wished to ensure that provision was made to facilitate wheel chair access. The Committee therefore request that the Local Planning Authority consider equipping a minimum of three huts with accessible facilities.
12	Brookfield	DC/AT	LU/93/21/CLP	Lawful development certificate for the proposed removal of an existing conservatory and construction of replacement conservatory/sun room	116 Bluebell Drive Littlehampton BN17 6UU	No Objection
12	River	IB	LU/70/21/HH	Ground floor rear extension.	22 Gloucester Place Littlehampton BN17 7AF	No Objection
12	Courtwick with Toddington	JL/FT/VR	LU/91/21/CLP	Lawful development certificate for the proposed conversion of integral garage into habitable space.	61 Linnet Close Littlehampton BN17 7GW	No Objection
12	Wick with Toddington	FT/JL/VR	LU/89/21/CLP	Lawful development certificate for a proposed single storey side extension	25 Amberley Close Littlehampton BN17 6HW	No Objection

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 29th March 2021
Representation on List 12

Page 2 of 2

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
12	River	IB	LU/85/21/L	Listed building consent for the change of use of premises to a mixed use comprising of 1 No. 4-bedroom HMO unit & retention of 1 No. bed-sit unit at first floor, 2 No. holiday let use units at ground floor with reduction in size of retained hairdressers, ancillary retail storage space & staff facilities to be provided at basement level.	36 - 38 Surrey Street Littlehampton BN17 5BH	No Objection
12	River	IB	LU/84/21/PL	Change of use of premises to a mixed use comprising of 1 No. 4-bedroom HMO unit & retention of 1 No. bed-sit unit at first floor; 2 No. holiday let use units at ground floor with reduction in size of retained hairdressers & ancillary retail storage space & staff facilities to be provided at basement level. This application affects the setting of listed buildings & affects the character & appearance of the Littlehampton (River Road) Conservation Area.	36 - 38 Surrey Street Littlehampton BN17 5BH	No Objection

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 26th April 2021
Representation on Lists 13, 14, 15

Page 1 of 2

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
13	Beach		LU/72/21/PL	Single storey infill side extension	Ground Floor Flat 2A Parkside Avenue Littlehampton BN17 6BG	
13	Courtwick with Toddington	JL/FT/VR	LU/83/21/HH	Erection of first floor rear extension	49 Northway Road Littlehampton BN17 7JX	
13	Wickbourne		LU/90/21/HH	Installation of drop kerb and driveway	2 Elspring Mead Littlehampton BN17 7JE	
13	Wick/ Wickbourne		LU/92/21/PL	Application for the variation of Conditions 3 and 4 following grant of LU/119/13 - to vary the opening hours/operating arrangements.	9 Wick Parade Wick Street Littlehampton BN17 7JQ	
14	Beach		LU/96/21/PL	Kite surf school equipment store and office in connection with existing kite cafe and surf school. This application is in CIL Zone 5 (Zero Rated) as other development.	Promenade Shelter Sea Road Littlehampton	
14	River	IB	LU/76/21/PL	Sub division of dwelling into 3 No. 2 bed flats. This application may affect the setting of a listed building & is in CIL Zone 4 (Zero Rated) as flats.	71 Beach Road Littlehampton BN17 5JH	

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 26th April 2021
Representation on Lists 13, 14, 15

Page 2 of 2

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
14	River	IB	LU/100/21/PL	Change of Use from Office to C3 Residential (This application may affect the setting of a Listed Building)	Felix Dancewear 39 Beach Road Littlehampton BN17 5JA	
14	River	IB	LU/102/21/L	Reinstatement of the collapsed flint wall so that it matches the existing flint boundary wall which extends around the perimeter of the site	Winterton Lodge Goda Road Littlehampton BN17 6SY	
14	Courtwick with Toddington	JL/FT/VR	LU/101/21/PL	Erection of one detached chalet dwelling	Normandie Toddington Lane Littlehampton	

From: btp.authorisation.team@bt.com <btp.authorisation.team@bt.com>
Sent: 06 April 2021 11:11
Subject: Arun District Payphone Consultation

**We'd like to remove payphones in your area so please tell us your views.
Our 90 day consultation ends on 5 July 2021**

Dear Chief Planning Officer,

We're continually reviewing the demand for our payphones and we've identified 1 public payphones in your area that aren't being used enough. We're proposing to remove them under the 90 day consultation process. The list of payphones is attached.

To make sure that the local community are fully informed, we've placed consultation notices (including the posting date) on these payphones. I've attached a sample copy.

Want to keep a phone box?

With payphones being used less, communities are looking at new ways of using them. Thousands have been turned into cafes, mini libraries and defibrillator sites. For just £1, most red boxes can be adopted. Plus, modern glass boxes can be adopted if communities want to house a defibrillator. Visit bt.com/adopt for more information.

Why do we want to remove payphones?

Overall use of payphones has declined by over 90 per cent in the last decade and the need to provide payphones for use in emergency situations is diminishing all the time, with at least 98 per cent of the UK now having mobile call coverage. This is important because as long as there is mobile network coverage, it's possible to call the emergency services, even when there is no coverage from your own mobile network provider.

Ofcom's [affordability report](#) found, several years ago, that most people no longer view payphones as essential for consumers in most circumstances.

What we're asking you to do

We'd really appreciate your help and feedback on whether the payphones are still needed.

Ofcom's [statement](#) gives local authorities the responsibility of consulting with local communities on removal of the payphone service. Ofcom normally expect these consultations to involve other public organisations such as parish or community councils and work within the terms of the Communications Act 2003.

What to do next

Please complete and return the attached annex with your decision on each payphone by email to btp.authorisation.team@bt.com. Please retain proof that the email was sent or apply a read receipt.

- Just select **agree** if you're happy for us to remove it.
- If the local community wish to **adopt**, please provide their contact details and we'll do the rest.
- If you decide to **object**, please complete the last column with your reasons. It's important that you objectively justify your decisions based on why the payphone service is still needed. Annex 1 in [Ofcom's full guidance about removing phone boxes](#) states that BT's Universal Service Obligation applies to the telephone, not the phone box. The guidance also details the appeals process we must follow for unreasonable objections. It would, for example, be inappropriate for a local authority to object to removal of a public call box on "heritage grounds" or because it is a local landmark.

We'll assume you have no objection to the removal of a payphone if information on the form is incomplete, not returned, or an adoption does not proceed. Please be aware that once removed, kiosks cannot not be re-instated.

If you've got any questions, please email us at btp.authorisation.team@bt.com.

Yours faithfully



Please return in this format to ensure that the telephone number of the kiosk is clearly shown

	Telephone Number	Address	Postcode	Average calls per month	Posting Completed Date	Agree Adopt Object	Reason for objection - based on need for telephony only not the kiosk
1	01903732176	OPP NO. 112 PCO1 CLUN ROAD WICK LITTLEHAMPTON	BN17 7ER	10	21/03/2021		

Parish

EMAIL

13 April 2021

Dear Sir/Madam

**TOWN AND COUNTRY PLANNING ACT 1990
THE TOWN AND COUNTRY PLANNING (ENVIRONMENTAL IMPACT ASSESSMENT)
REGULATIONS 2017
COUNTY MATTER APPLICATION (EIA)**

Application Number	WSCC/011/21
Location	Ford Circular Technology Park, Ford Road, Ford BN18 0XL
Proposal	Demolition of existing buildings and structures and construction and operation of an energy recovery facility and a waste sorting and transfer facility for treatment of municipal, commercial and industrial wastes, including ancillary buildings, structures, parking, hardstanding, and landscape works
Applicant	Ford Energy From Waste, Grundon Waste Management, Viridor Energy
Grid Reference	499479 103331

Following consideration of matters raised in respect of planning application WSCC/036/20, the applicant has decided to redesign their development proposals.

As such the applicant has withdrawn planning application WSCC/036/20 and submitted a new planning application for revised proposals, as detailed above.

In summary, the key significant changes from the previous application are to the proposed site layout, building footprint/design/height, landscaping, and site circulation.

Please visit our website to view the details for the planning application WSCC/011/21: <https://westsussex.planning-register.co.uk/planning/display/WSCC/011/21> You will also be sent a USB stick containing the planning application documents.

Should you wish to comment, please do so by **13 May 2021** with your observations. If I have not heard from you by this date, I shall assume that you have no comments to make; however, if your observations are likely to be delayed beyond the date give, please inform me as soon as possible.

Please send all comments to planning.applications@westsussex.gov.uk.

Your comments will be made available for public view on our website.

Should you have any queries, please do not hesitate to contact me.

Yours faithfully

James Neave
County Planning
Email: james.neave@westsussex.gov.uk
Phone: 0330 222 5571