

30 November 2021

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

Planning and Transportation Committee

Venue: *The New Millennium Chamber, The Manor House, Church Street,
Littlehampton BN17 5EW

**Please note that should Government guidance change before this meeting is scheduled to take place, the Committee will meet virtually and, in accordance with the decision made by Full Council on 29th April 2021, revert to an Advisory Group following the Supplementary Agenda format attached, pages 38 to 40.*

Date: Monday 6 December 2021

Time: 6.30pm

Committee:

Councillor Long – Chair
Councillor Buckland
Councillor Tandy
Councillor Tilbrook
Councillor Turner
Councillor Woodman

Peter Herbert, Town Clerk

Agenda

2021 to 2022

- 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 or persons 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:

- Councillor Buckland is a Member of Arun District Council
- Councillor Tilbrook 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.

5. Minutes

To confirm the Minutes of the Advisory Group meeting held on 8 November 2021, circulated herewith, pages 4 to 10. In accordance with the Town Councils' Standing Orders, Section 9a, Members are reminded that no discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy.

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 45, 46, 47 and 48 if available, attached, pages 11 to 12

8.2. Planning Application LU/252/21/PL – 6 Selbourne Place, Littlehampton

The Committee is asked to review its response to this application in light of the comments from the HMO Officer, attached, Page 13.

- 8.3. Fitzalan Acoustic Barrier** – A Special Meeting of the District Council's Planning Committee will take place at 2pm on 15 December 2021 to consider consultant reports regarding the barrier. The Committee is asked to consider making a representation.
- 9. Review of Strategic Aims & Objectives** – Report attached, pages 14 to 18
- 10. Transportation and other West Sussex County Council Matters**
- 10.1. Ford Circular Technology Park, Ford Road, Ford BN18 0XL** – to note the attached update, page 19
- 11. Masterplan – North Littlehampton**
- 11.1. Planning Application LU/369/21/RES – Central Wetland Area Hampton Park Toddington Lane Littlehampton BN17 7PL**
- The Committee is asked to consider and comment upon this application – full details can be found on Arun Planning Portal at [Planning application search | Arun District Council](#). A copy of the Design & Access Statement is attached for information, pages 20 to 33.
- 12. Finance**
- 12.1. Committee Budget Proposals**
- 13. 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 Advisory Group on
Monday 8 November 2021 at 6.30pm**

Present:

Councillor Long – Chair
Councillor Tandy
Councillor Tilbrook
Councillor Turner
Councillor Woodman

2021 to 2022

This meeting is available to view using the following link:

<https://www.youtube.com/watch?v=rXFHDPpLbO4>

69. 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.

70. Apologies

There were apologies from Councillor Buckland.

71. 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 Councillor Tandy declared a personal interest in planning application LU/339/21/CLP as the applicant was a relative of an acquaintance.

Councillor Tilbrook also declared a personal interest across the agenda in Planning Applications, and other District Council matters, as a Member of Arun District Council's Planning Committee. He confirmed that when considering the planning applications for Littlehampton, he would do so without predetermination, taking into account the papers that were before him at that meeting.

72. Minutes

The Minutes of the meeting held on 11 October 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.

73. Chair's Report and Urgent Items

There were none.

74. Public Forum

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.

There were none.

75. Planning and Other District Council Matters

75.1. Planning Applications – Lists 41, 42, 43 and 44

It was **Resolved** that:

In accordance with the decision made by Full Council on 29 April 2021, authority be delegated to the Town Clerk to inform the District Council of the Advisory Group's comments – appended to these Minutes as Appendix 1.

75.2. Planning Application LU/334/21/HH – 3 Maltravers Drive

Due to a technical problem the plans relating to the above application were not available. Members were therefore unable to consider the application and it was agreed that this be raised with the District Council and that when resolved the plans be shared with Members and comments collated. It was therefore **Resolved** that:

In accordance with the decision made by Full Council on 29 April 2021, authority be delegated to the Town Clerk in consultation with the Chair, to agree a response to this application on behalf of the Advisory Group and inform the District Council.

Councillor Long declared a personal interest in the following matter as the site was adjacent to her property.

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

75.3.1. The Committee had before it details of various substitute plans and documents relating to the design and layout of the above development. The Town Council had previously objected to the application and had concerns regarding parking, the treatment of the public right of way (ROW) and the proposed bridge over the railway on the southern boundary of the site. Regarding the ROW, it was

noted correspondence between the County Council and the developer continued regarding the access arrangements for cycles and pedestrians throughout the site. Regarding the bridge, it was also noted that this was the subject of a separate condition under the approved plans and that proposals were still awaited.

- 73.3.2.** Members still had significant reservations about the safety of the access arrangements to and from the new development which relied upon the A259 and would be via a shared arrangement with another development proposed to the east. It was also observed that it was unclear whether the further comments from the District Council Drainage Engineers had been satisfactorily resolved. Considering the recent weather and localised flooding that had resulted and the fact that the site was low-lying in places, Members questioned if the drainage arrangements were sufficient. Overall, the Advisory Group remained concerned about the impact of the development in terms of highways safety and drainage and therefore **RESOLVED** to:

Maintain the Town Council's objection and in accordance with the decision made by Full Council on 29 April 2021, that authority be delegated to the Town Clerk to inform the District Council.

76. Transportation and West Sussex County Council Matters

There were none.

77. Masterplan – North Littlehampton

The next meeting of the steering group was scheduled to take place on Friday 19 November. It was **RESOLVED** that:

The update be noted.

78. Exempt Business

It was **Resolved** 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.

This item is a confidential report for Members of the Council only in accordance with Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, being information relating to the financial or business affairs of any particular person.

79. Officers Exempt Reports

79.1. Arun HELAA Update

79.1.1. Members had before them (circulated to Members of the Council only), details of two sites that had come forward through the 2021 call for sites process. These were situated in the Town and in North Littlehampton and both had been initially assessed as being not currently developable. Regarding development in the Town, Members considered it important to highlight that these sites were few and invariably constrained due to the high density of residential accommodation that currently existed and the demands on local infrastructure particularly in respect of parking provision. It was therefore considered important to highlight that whilst development in this area might be preferable, it should only be permitted if there was provision for sufficient infrastructure.

79.1.2. Turning to North Littlehampton, whilst it was accepted that logically, the remaining undeveloped land in this area represented the main potential for future development, this could not be achieved unless there was a clear strategy in place to address the need for supporting infrastructure. Members therefore considered it important that the Town Council's stance in this respect be reiterated and that it would look to work with Arun District Council on small site's development briefs where both agree that a site in the HELAA is appropriate for residential development. Members therefore looked forward to having a meaningful conversation with the District Council to develop a strategic plan for this area. It was therefore **Resolved** that:

In accordance with the decision made by Full Council on 29 April 2021, authority be delegated to the Town Clerk to inform the District Council of the Advisory Group's comments.

The meeting closed at 7.32 pm.

CHAIR

Appendix 1

LITTLEHAMPTON TOWN COUNCIL Planning & Transportation Committee 8 November 2021 Representation on Lists 41, 42, 43, 44

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
41	River	IB	LU/305/21/PL	Replace windows with double glazed UPVC windows (This application may affect the character and appearance of the Littlehampton Sea Front Conservation Area)	Amstel Court Flat 17 Selborne Road Littlehampton BN17 5NR	Objection: The Committee supported the comments of the Conservation Area Advisory Panel in terms of the design and materials proposed and considered that if approved this would set an unfortunate precedent.
42	Wickbourne	JL/FT	LU/290/21/PL	Construction of a new industrial unit with the replacement of an existing industrial unit with proposed maximum heights of 14 metres. This application is in CIL Zone 4 (zero rated) as other development.	Metcraft Ltd Harwood Road Littlehampton BN17 7BB	Supported.
42	Wickbourne	JL/FT	LU/325/21/HH	Erection of two storey rear extension	75 Colebrook Road Littlehampton BN17 7NU	No objection.
42	Wickbourne	JL/FT	LU/277/21/PL	The retention of an automated teller machine. This application is in CIL Zone 4 (Zero Rated) as other development.	2 Wick Parade Wick Street Littlehampton BN17 7JQ	No objection.
42	River	IB	LU/331/21/PL	Variation of condition approved under LU/159/19/PL relating to condition 2-plans condition.	2 Croft Cottages Pier Road Littlehampton BN17 5LS	No objection.
42	Wickbourne	JL/FT	LU/278/21/A	Retention of 1 No. internally illuminated fascia sign & surround sign on front elevation.	2 Wick Parade Wick Street Littlehampton BN17 7JQ	No objection.
42	Beach	BW	LU/319/21/HH	Erection of single storey side and rear extension following the demolition of existing rear conservatory	97 White Horses Way Littlehampton BN17 6NL	No objection.

Appendix 1

LITTLEHAMPTON TOWN COUNCIL Planning & Transportation Committee 8 November 2021 Representation on Lists 41, 42, 43, 44

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
43	River	IB	LU/315/21/PL	Change of use from (C3) Dwelling house to 7 bed House in Multiple Occupation (Sui Generis) (resubmission following LU/240/21/PL). This site is in CIL Zone 4 and is CIL Liable as a House in Multiple Occupation.	12 Cornwall Road Littlehampton BN17 6EE	Objection: The Committee acknowledged the steps that had been taken to reconfigure the internal space and that the accommodation met the internal space standards. However, Members considered that despite the Comments from WSCC Highways, the proposals, by virtue of the position of the site and lack of parking provision and onsite turning space, were unsafe and would constitute an adverse impact on the residential amenity of those living in the surrounding area.
43	Brookfield	JP	LU/327/21/CLP	Lawful development certificate for a proposed single storey rear extension and loft conversion.	20 Coniston Way Littlehampton	No objection.
43	Wickbourne	JL/FT	LU/328/21/A	Installation of 3 x internally illuminated and 2 x non-illuminated fascia signs	Unit 2 Broad Piece Littlehampton BN17 5RA	No objection.
44	Beach	BW	LU/335/21/HH	Erection of self-contained annexe in rear following the demolition of existing rear shed.	14 West Head Littlehampton	No objection.
44	Brookfield	AT	LU/333/21/HH	Two storey side extension, single storey rear extension and part conversion of garage to habitable use.	2 Larkspur Close Littlehampton	No objection.

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee 8 November 2021
Representation on Lists 41, 42, 43, 44

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
44	Courtwick with Toddington	JL/FT	LU/339/21/CLP	Lawful development certificate for a proposed new detached outbuilding	Southdown Nursery The Bungalow Old Mead Road Littlehampton	No objection.
44	River	IB	LU/334/21/HH	Single storey rear infill extension.	3 Maltravers Drive Littlehampton	No Objection.

Appendix 1

LITTLEHAMPTON TOWN COUNCIL Planning & Transportation Committee 6 December 2021 Representation on Lists 45, 46, 47, 48

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
45	Beach	BW	LU/343/21/HH	Part demolition of garage, single storey side extension and pitched roof to match existing house	2 Fairway Littlehampton BN17 6PY	
46	Beach	BW	LU/360/21/CLP	Lawful development certificate for the proposed amend to the type of material and colour of the finishes of the existing approval LU/131/20/PL.	15 South Terrace Littlehampton	
46	River	IB	LU/346/21/HH	Erection of first floor rear extension including 1 x rear juliet balcony and alterations to ground floor rear fenestration/openings.	47 St Marys Close Littlehampton BN17 5QE	
46	River	IB	LU/340/21/PL	Application for works to existing building including; Insertion of new windows and rooflights, infilling of windows, replacement of window with Juliet balcony door and replacement of roofs and new coping to flint wall. This application is in CIL Zone 4 and is zero rated as other development.	The Old Printworks 7 Arundel Road Littlehampton BN17 7BY	
46	River	IB	LU/358/21/CLP	Lawful development certificate for a proposed single storey rear extension.	12 St Marys Gardens Littlehampton	
46	Wickbourne	JL/FT	LU/350/21/PL	Retention of solar PV panels on roof of employment units. This site is in CIL Zone 4 (Zero Rated) as other development.	Units 33-36 on Land at Lineside Industrial Estate Northwest Eldon Way Littlehampton BN17 7HE	
46	Wickbourne	JL/FT	LU/362/21/HH	Erection of single storey side/rear extension including the installation of 2 x rooflights to pitched roof.	1 North Ham Road Littlehampton BN17 7AR	

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee 6 December 2021
Representation on Lists 45, 46, 47, 48

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
47	River	IB	LU/359/21/PL	Change of use from C2 residential to an HMO (Sui Generis) (resubmission following LU/124/21/PL. This application may affect the setting of a listed building and may affect the East Street, Littlehampton Conservation Area.	18-22 East Street Littlehampton BN17 6AW	
47	Wick	JL/FT	LU/364/21/HH	Erection of single storey rear extension following the demolition of existing rear conservatory	23 Blakehurst Way Littlehampton BN17 6HE	

Subject: FW: LU/252/21/PL - 6 Selbourne Place, Selbourne Road, Littlehampton, BN17 SNH. Conversion of 8 to 9 bedroom HMO.

With regards to the kitchen size, this would meet the minimum standards required based on a 9-bed HMO. The kitchen size referred to by the Town Council is in relation to a kitchen/diner (a kitchen which is large enough to accommodate dining facilities when there is no separate communal dining facilities available), however the property benefits from a large living room

(31.2m²) which could provide separate dining facilities. Therefore, the minimum kitchen size required for 9 occupants is 13m², which this kitchen meets.

However, I have concerns regarding the current HMO licence that is in place and the size of the ensuite bathrooms being proposed.

The current licence permits 8 occupants and 8 households across 8 bedrooms, however I note the proposed plans have created an additional 2 bedrooms, suggesting the property may now comprise 10 bedrooms rather than 9. The room to the third floor is currently permitted as a bedroom. Of course, it is possible the owner has decided to no longer use that room as a bedroom; I note it is not labelled 'bed' on the proposed plans as the other bedrooms are.

In addition, condition 45 of the current HMO licence raises concerns regarding the size of the ensuite bathrooms to bedrooms 1, 2 & 6 (bed 6 is labelled as bed 5 on the proposed plans) and actually concludes they are considered inadequate. However, it was taken into account that the property offered 3x communal bath/shower rooms which only one other occupant would be using, therefore it was considered acceptable for the ensuite bathrooms to remain as they were (and not have work completed to them) as long as those occupants would have full access to those communal bathrooms. The proposed plans have not only removed 2 of the 3 communal bathrooms, but some of the bedroom layouts, including walls, have changed. Therefore, it is now possible that other ensuite bathrooms may no longer be considered acceptable, too.

If we look at the plans alone, the property is able to achieve a 9-bed HMO based on room sizes and available kitchen and bathroom facilities, however this will be subject to an HMO inspection being undertaken, and the owner being granted planning permission for 9-bedrooms does not necessarily mean the HMO licence will be granted for 9 occupants (assuming the bedrooms are to remain as single-occupancy rooms).

Lastly, as the layout of the property has changed, as well as the number of occupants increasing, the HMO Licence Holder must apply to have the licence varied.

Apologies Anita, one more comment I forgot to include in my initial response; bedroom 9 only appears to have a door in place at the rear. All habitable rooms must have an opening window casement, equivalent to 1/20th of the floor area, to the outside air to provide adequate ventilation. French or patio doors that have no separate openable casements, or where there is no alternative openable casement within the room, are not considered acceptable in bedrooms.

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Planning and Transportation Committee

Date: 06 December 2021

Report by: Town Clerk

Subject: Town Council's Aims and Objectives

1. Summary

- 1.1 The Aims and Objectives document sets out the Town Council's strategy for delivering local services and initiatives as defined in the Priorities. The Council's Priorities were reviewed and agreed during the March 2021 Committee cycle. Subsequently and in accordance with the Governance and Accountability in Local Councils guidance, the associated Risk Register was also updated and approved by Council in October.
- 1.2 The Town Council's Aims and Objectives have now also been reviewed and revised to ensure they are relevant and reflect the Priorities of Council. Each Committee is therefore asked to consider the attached document, Appendix 1 as it relates to their work and recommend to Council that they are approved.
- 1.3 No changes were required to the Aims and Objectives as they relate to the work of this Committee.

2. Recommendations

- 2.1 The Committee is **RECOMMENDED** to:

Recommend to Council that the Aims and Objectives as they relate to the work of this Committee are adopted.

3. Financial Implications

There are no direct financial implications arising from this report.

Peter Herbert
Town Clerk

Littlehampton Town Council

“Caring For Our Town”

Strategic Policies

Section 1 Mission Statement

We, the Members of Littlehampton Town Council, are committed to providing, maintaining and developing services and local initiatives which will improve the quality of life of the residents of Littlehampton & Wick

Principal Aims

We will serve our community by

- Providing and maintaining a range of public services and seeking to develop effectively other services, either directly or by supporting local organisations and other providers
- Actively pursuing our representative role

Beliefs and Values

In carrying out the Council's aims, we will be guided by the following principles:

- **We will deliver** services to the highest quality in terms of efficiency, effectiveness and value for money.
- **We will promote** a culture of continuous improvement.

- **We will conduct** business openly, impartially and democratically and where necessary consult widely with parishioners, all sections of the community and interested parties.
- **We will comply** with the National Code of Local Government Conduct and the Nolan Principles in public life.
- **We will obtain** from contractors and partners the best possible service value whether from statutory bodies or subcontracted services.
- **We will act** in the best interests of local people in making representations to and entering into partnerships with:
 - a. Arun District and West Sussex County Councils
 - b. Outside Agencies
 - c. Central Government
 - d. Other appropriate private, public or voluntary sector groups
- **We will adopt** a positive approach to resolving issues.
- **We will encourage** all staff to reach their full potential.

~~Reviewed and approved by Full Council on 25th June 2020~~

Section 2 Committee Specific Policies

Committee	Policy	Aims and Objectives	
		0 to 3 years – short term	4 plus years – medium, long term
P&T	10. Planning & Transportation		
	<p>Planning Applications</p> <ul style="list-style-type: none"> • To deal efficiently and openly with planning applications. • To seek high standards of planning design and build, retaining the high quality of the conservation areas, areas of special character and significant buildings in Littlehampton. • To seek a higher standard of protection for flint walling as a distinctive characteristic of the area and to look for opportunities to provide more. <p>Neighbourhood Development Plan</p> <ul style="list-style-type: none"> • To deliver, in conjunction with the community and where possible, the key objectives of the Plan. 	<p>The Town Council will:</p> <ul style="list-style-type: none"> • Ensure that the process for commenting on applications remains efficient and transparent. • Ensure that all planning applications received from the District and County Council for consideration are dealt with within the agreed timescale. • Support the Heritage Group in delivering the objectives of the Neighbourhood Plan. 	

Section 2 Committee Specific Policies

Committee	Policy	Aims and Objectives	
		0 to 3 years – short term	4 plus years – medium, long term
P&T	Strategic Planning <ul style="list-style-type: none"> Seek to ensure that the Town Council is involved in the development of major planning and infrastructure initiatives so that the voice of the town is heard and that local people are given the opportunity to be consulted and involved at an early stage. 	The Town Council will: <ul style="list-style-type: none"> Seek to ensure that all major developments address the needs of the Town including regeneration; deprivation; infrastructure and are eco-compliant. Pursue the replacement of telephone and electrical overhead cables with underground cabling and the removal of redundant poles by the utility companies. 	
P&T	Transportation <ul style="list-style-type: none"> To promote sustainable transport networks and cycle routes. To press for improved traffic management in the Town. To support the need for a community Bus or transport services. 	The Town Council will: <ul style="list-style-type: none"> Promote the use of public transport and press for improved services. Support the local Community Transport in initiatives 	The Town Council will: <ul style="list-style-type: none"> Continue to press the responsible authorities to produce a clear view on the Town's transport infrastructure needs in relation to current and future likely development. Seek a study by West Sussex County Council on traffic flow and management and parking through the Town.

To All Consultees
BY EMAIL

26 November 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	WSSC/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

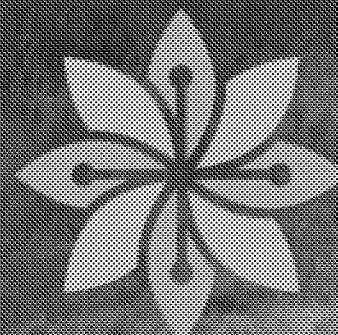
This is to advise that the above application was formally withdrawn on 26 November 2021.

If 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

SUSTAINABLE COMMUNITY



HAMPTON PARK

• WEST SUSSEX •

CWA DESIGN AND ACCESS STATEMENT

OCTOBER 2021



Persimmon
Together, we make a home.

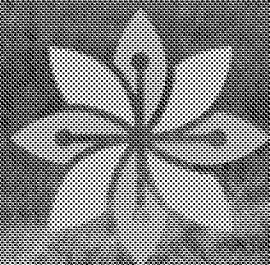




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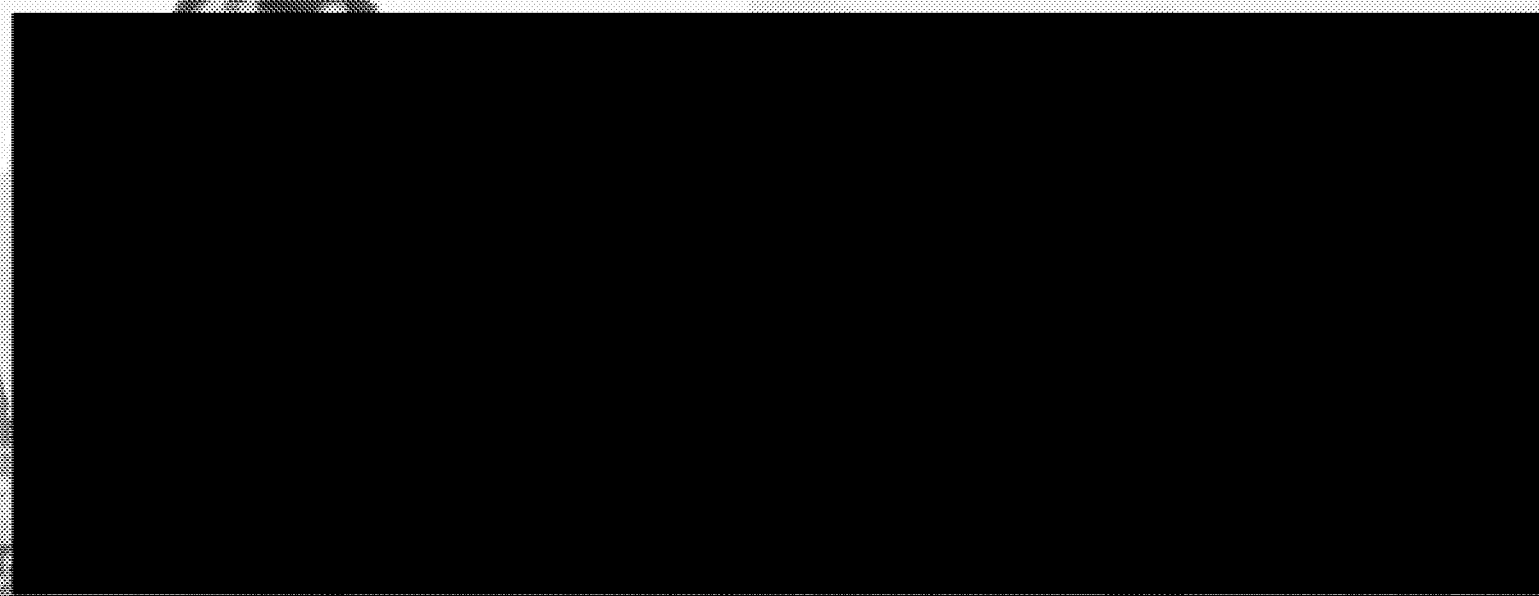
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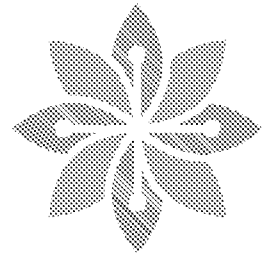
SUSTAINABLE COMMUNITY



HAMPTON PARK

• WEST SUSSEX •





INTRODUCTION

This Design and Access Statement accompanies the Reserved Matters application in relation to Persimmon Homes' land at North Littlehampton.

The original Outline application was approved in 2013 under reference LU/47/11, and subsequently amended under a s73 application (LU/182/15/PL), which included a Development Framework document and masterplan.

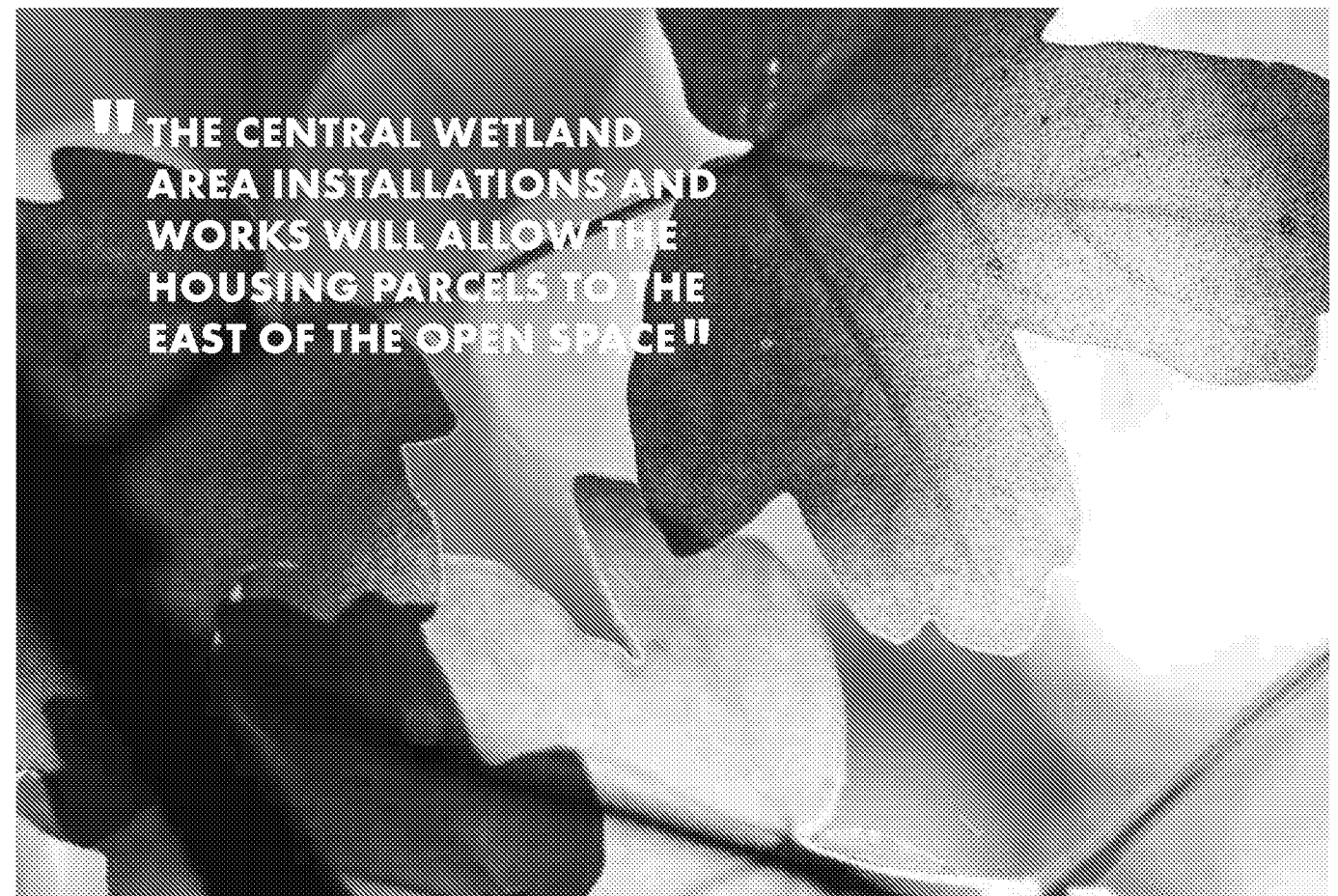
Integral to the Hampton Park development is the Central Wetland Area and how, effectively, it ties together the land parcels either side and the overall scheme. What follows provides further details of this key area of open space and the intended road and circulation links.

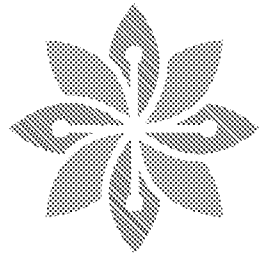
The design parameters have been established through a close examination by the consultant team responsible for the North Littlehampton Development Framework Document (November 2017) and the approved masterplan therein. Following on from that, a detailed dialogue has taken place over the last 18 months with the Authority's Landscape, Drainage and Highways officers.

Fundamentally, the Central Wetland Area installations and works will allow the housing parcels to the east of the open space, plus the community hub to be bought forward. There are two elements, which together take in some 6.53 ha of land:

1. The Central Wetland Area, within which will be:
2. The Central Spine Road 'bridge' structures.

We begin with the largest of the two components – the Central Wetland Area.





PART 1: CENTRAL WETLAND AREA

Contextually, the Central Wetland Area is the main green space and flood storage facility within the neighbourhood-wide development at Hampton Park.

THE PURPOSE OF THE CENTRAL WETLAND AREA

The Central Wetland Area is centrally located within the overall scheme and designed to include a variety of features for a rich user-experience, including parkland, water features and the retention of existing mature trees to the south, to create a woodland feel. It is a key part of the neighbourhood setting and its infrastructure.

The landscape proposals show how pedestrians and cyclists can move conveniently through the POS, and how linkages are formed between parcels either side of the Central Wetland Area; the adjoining photographs and 3D visuals show the scheme's appearance.

The landscape character areas within this open space embody the following principles:

- A woodland glade on the area's southern edge
- Species-rich wetland planting alongside the footpaths
- Wildflower meadows on the grassed road embankment
- Open vista northwards towards the Black Ditch and countryside beyond.

In effect, a series of routes will connect different habitats from the woodland to the wetland areas and wildflower meadows. By following the route of these 'nature trails' the different habitats can be experienced.

Although the wetland area is a large moderately sunken space, centrally positioned within the development, it acts as a 'gateway' and visual link to the Black Ditch, further north, and the landscape features have been designed to maintain an open prospect northward to the area beyond. To this end, the area is widest at its northern edge, to capture flood water, and tapers to its narrowest point toward the southern boundary, where there is a more woodland character. This gives the space something of a 'funnel' shape through its longitudinal axis.

On the southernmost tip of the open space, is the Community Hub, comprising the community and youth facility and primary school. These facilities play an important role in anchoring the public open space while allowing hub-users immediate access to the amenity areas. Together, the Community Hub and Central Wetland Area

form an important focal point to the broader neighbourhood. The southern area will link directly into Toddington Lane, where the setting is more rural.

Immediately west of the Central Wetland Area is the recently consented Phase 2B proposals for 46 dwellings. And immediately east of the CWA is the Phase 5 proposals for 260 units. Both of these housing schemes frame and overlook the open space, providing good natural surveillance. This key area of open space provides a safe / overlooked area for children to explore and travel more broadly. The consultant team do not believe the CWA's pathways should be lit – this would detract from the area's aesthetic and introducing an urbanising component which would not be in keeping with the scheme's ethos.

FLOOD STORAGE

In addition to aesthetic qualities and parkland character, the wetland area is the main flood storage basin within the overall scheme: a shallow depression / swale feature has been designed through the length of the space, including a pond, to store and direct surface water toward the Black Ditch and southwards. And, conversely, it has capacity to receive flood water from the Black Ditch and from the development parcels either side.

In terms of design, the adjoining properties will sit higher than the open space, with gentle grassed embankments rising up to the homes (see Figure 5), creating a very legible adjunct and framing device for the public open space.

To create the appropriate levels of rain water storage, the Central Wetland Area will be remodelled - ground levels will be lowered to 1.38m from an existing level of

approximately 1.6m – to create the required storage volumes and informal drainage basins. In addition, the drainage channels that weave through the proposals will have a depth of 400mm. These low-flow channels are designed to direct the flow of water through the development and include oversized box culverts where they interface with a footpath.

It should be noted that for the majority of the time, there will be no water in the Central Wetland Area, except in a rare flood event. In other words, the area and the footpaths will be dry for the most part.

Detailed discussions have taken place with the Council's officers and the Central Wetland Area incorporates a SUDs design that integrates with the housing parcels either side, and the overall drainage strategy for Hampton Park in a manner which contributes positively to the scheme's aesthetic. In that sense, Policy GE SP1 (Quality of the Environment) is fully embraced.

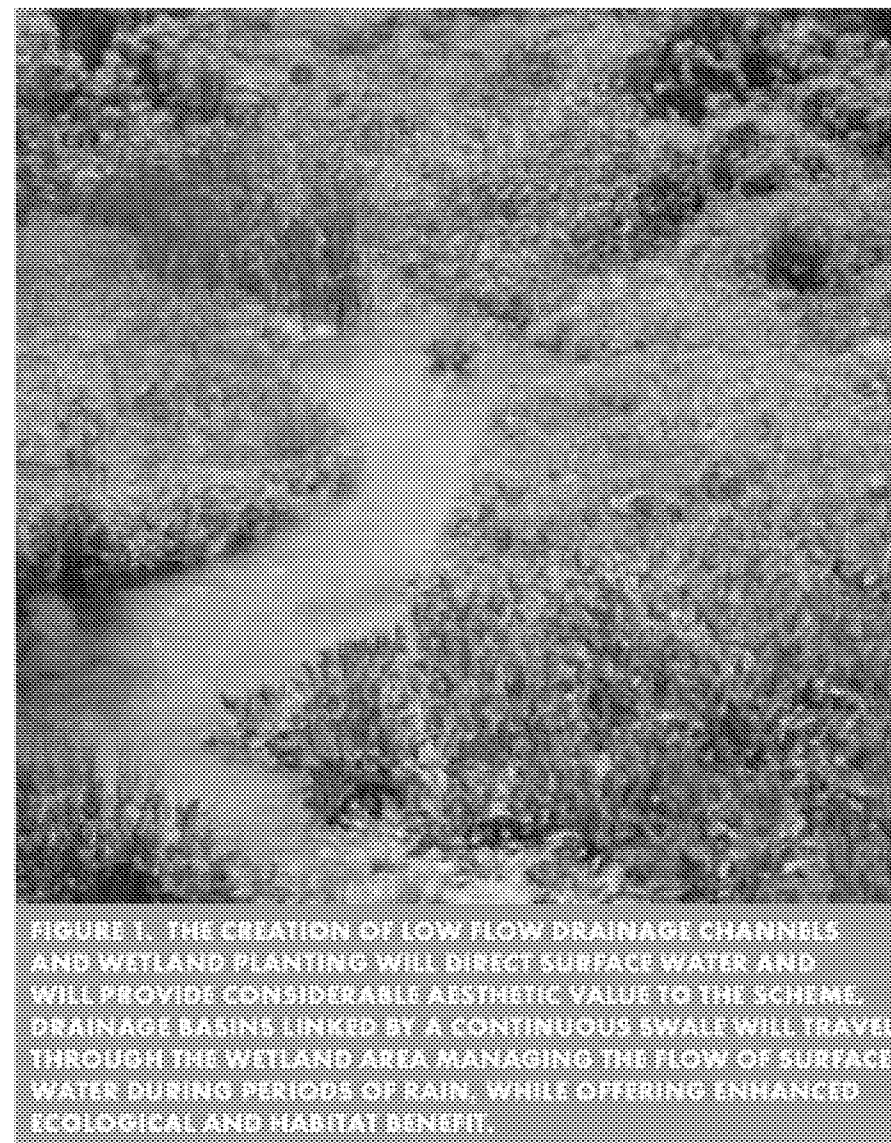


FIGURE 1. THE CREATION OF LOW FLOW DRAINAGE CHANNELS AND WETLAND PLANTING WILL DIRECT SURFACE WATER AND WILL PROVIDE CONSIDERABLE AESTHETIC VALUE TO THE SCHEME. DRAINAGE BASINS LINKED BY A CONTINUOUS SWALE WILL TRAVEL THROUGH THE WETLAND AREA MANAGING THE FLOW OF SURFACE WATER DURING PERIODS OF RAIN, WHILE OFFERING ENHANCED ECOLOGICAL AND HABITAT BENEFIT.

TREES

There are a number of mature trees of notable quality within the Central Wetland Area that are being retained as part of the woodland character. These are concentrated toward the southern end, and will be important in creating an 'established' green framework and grain for the site.

The proposals create a verdant and woodland setting to enhance the user-experience, whilst creating a tranquil space for walkers and cyclists to enjoy. Therefore, the existing high-quality trees will be retained as part of the theme of providing an established woodland setting, and these will be supplemented with new tree planting, using native species.

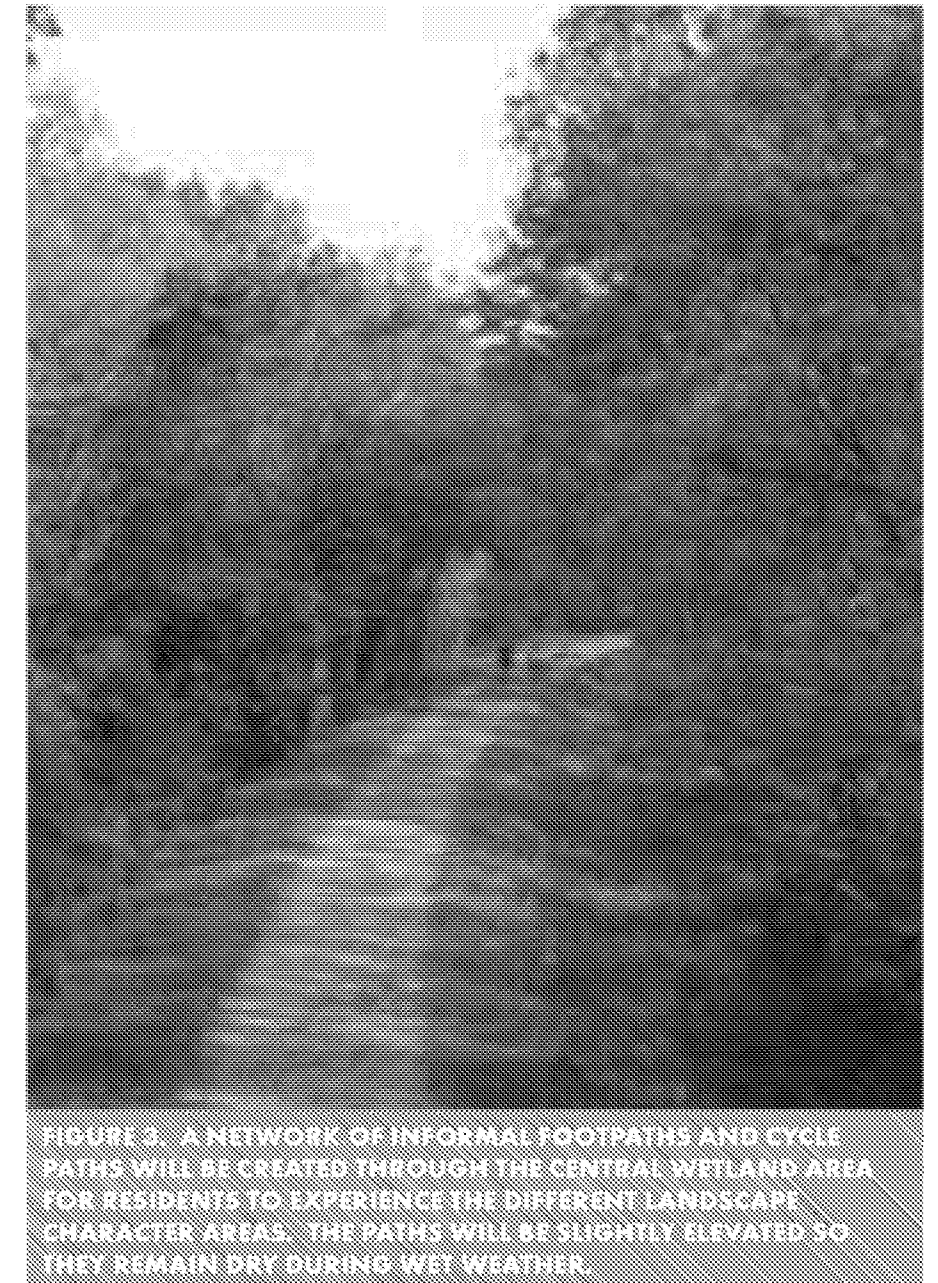
As noted earlier, there will be element of ground lowering/ re-modelling to create water storage areas; this means that some of the ground, including the base of some trees, will sit proud of the ground. To address that change, the gradient between the trees/ flood storage will be 1:20, so there is no issue around safety or root impact.



PATHWAYS

To enhance the user experience and enjoyment through the Central Wetland Area, a series of 3m (in width) footpaths and cycle paths are proposed, that connect the development parcels adjoining the POS. The pathways will be suitably surfaced to fit the open space/ park-like ambience and details are given in the attached landscaping report.

As a point of clarification, the footpaths will be raised so they will still be usable during periods of wet weather; this will also help maintenance and management.



ECOLOGY

The Central Wetland Area provides the main opportunity area for biodiversity opportunity and enhancement within the scheme. The wetland species will provide a suitable habitat for wildlife to flourish and the existing and proposed trees will provide an opportunity for birds and bats to forage across a broader area than presently applies.



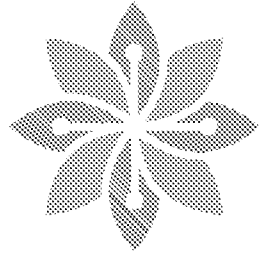
FIGURE 4. WILDFLOWER PLANTING THROUGH PARTS OF THE CENTRAL WETLAND AREA WILL PROVIDE OPPORTUNITIES FOR ECOLOGICAL ENHANCEMENTS BY PROVIDING AMONGST OTHER THINGS FORAGING WILDLIFE. WILDFLOWERS WILL BE MUCH IN EVIDENCE ON THE GENTLY-SLOPING EMBANKMENTS.

THE RELATIONSHIP BETWEEN THE CENTRAL WETLAND AREA AND THE GREEN SWALES IN PHASE 5

An attractive feature within the Phase 5 composition is the incorporation of green swales, one dividing the area in two, with a second green swale on the eastern edge. These longitudinal green fingers are intended to direct the surface water flow toward the Central Wetland Area in a controlled manner. At the same time, they will provide an important amenity break within the new parcels. They have been an integral part of the design and the overall drainage strategy linked to the Central Wetland Area.



FIGURE 5. ABOVE IS AN EXAMPLE OF THE LINEAR SWALES SIMILAR TO THAT PROPOSED IN PHASE 5. SURFACE WATER WILL BE DIRECTED FROM THESE SWALES TO THE CENTRAL WETLAND AREA; THE LATTER WILL HAVE A DISTINCTLY MORE INFORMAL FEEL IN ITS MEANDERING PATHS AND DRAINAGE CHANNELS.



PART 2: THE CWA AND THE MAIN SPINE ROAD/ BRIDGE STRUCTURES

The spine road through the overall scheme, links the northern roundabout of the Lyminster Bypass, to the retail quarter and Phase 2 / Phase 2B, and then toward the Central Wetland Area.

This central spine road continues across the CWA, via two crossing points, providing linkages through the eastern parcels via a circular route.

The road will be built to adoptable standards, as directed by West Sussex County Council Highways division, with a minimum width of 6.2 metres plus a grass verge and separate footpath / cycle path along its length.

Continuing through Phase 5, the spine road crosses the southern edge of the Central Wetland Area and joins Toddington Lane, with a change in priority junction. This

part of the spine road enables the delivery of the primary school, the youth facility, community centre and housing parcels further east. In that sense, the CWA forms part of/ is an adjunct to the community hub.

Where the road interfaces with the Central Wetland Area, two crossing structures/ abutments are proposed, to the north and south. Consideration has been given to the design and form of these structures to create a high-quality feel for the development. We propose that the embankments are grassed with relatively few features - to maintain the open vista toward the Black Ditch.

In practical terms, the landscaped crossing structures will sync with the green setting of the open space, and undertake the engineering across the CWA in a sensitive manner. The central culvert through the northern crossing has a width of 12.8 metre and a height of 1.9 metre and provides the connection between the larger compensation areas to the south with the Black Ditch to the north. The central culvert will not be accessible. This existing network of ditches in the land to the north will assist with drainage back to the Black Ditch.

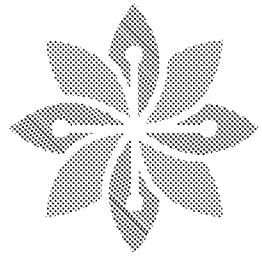
Visually, the crossing structures will appear as gentle grassed embankments with a 1:3 slope, rising to a height of 3.03metres. The attached drawings show an arched bridge / tunnel that will allow flood water (and wildlife) to move and recede through the Central Wetland Area. At its apex, the tunnel will be 2.1 metres in height and will be designed to avoid people accessing the tunnel.

Secondly, on the southern edge of the Central Wetland Area, a similar, smaller crossing is being created – that links to Toddington Lane – with a wildlife corridor and drainage channel.

For ecological considerations, a mammal tunnel is proposed comprising a pipe with a 600mm diameter to allow badgers, and other wildlife, to move through the wetland area.

**"FOR ECOLOGICAL
CONSIDERATIONS, A MAMMAL
TUNNEL IS PROPOSED COMPRISING
A PIPE WITH A 600MM DIAMETER
TO ALLOW BADGERS, AND
OTHER WILDLIFE, TO MOVE
THROUGH THE WETLAND AREA."**





CONCLUSION

These infrastructure elements are an integral part of the overall scheme - both in terms of enabling delivery of Phase 5's housing, the primary school and community hub... and for the creation of a central parkland area.

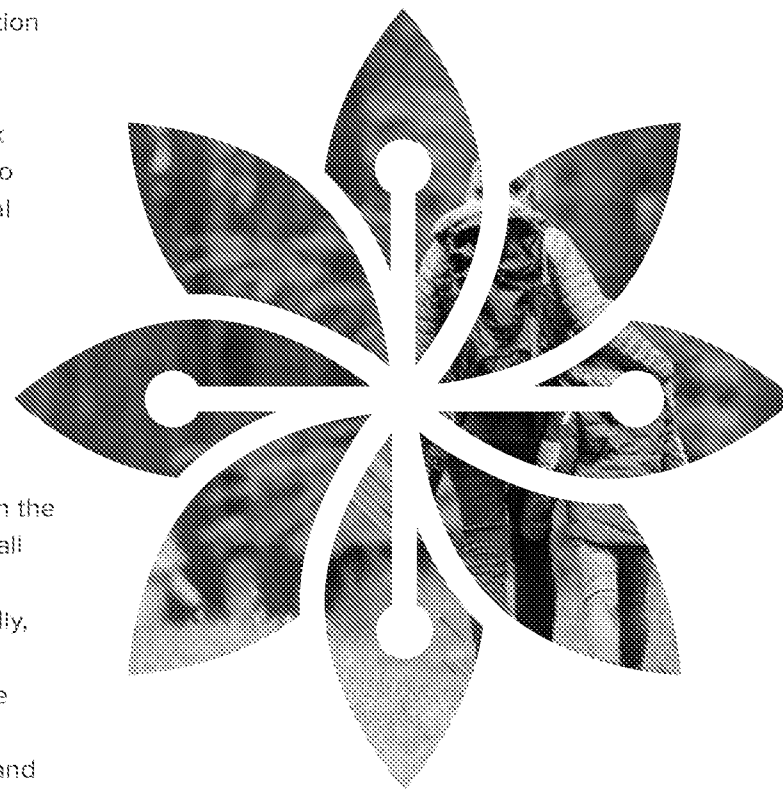
The CWA sits at the heart of the development and this new community, and provides a key aesthetic component, giving the development an enhanced and special sense of place and identity.

Clearly, the central spine road has to unite homes in the separate areas of Phase 2B and Phase 5 and these plans have been tasked to synthesise both visual appeal and engineering function.

For its part, the Central Wetland Area provides the main area of open space / green infrastructure / ecological mitigation for Phase 2B and Phase 5 (and the overall development), and in effect, that will be extended by the Black Ditch to the north, where there will be wide ranging views available across the countryside. In that sense, the open and expansive visual link northwards will be maintained.

The landscape, tree, engineering, drainage and flood compensation components have all been considered in the design's evolution. The proposals work functionally and aesthetically to create an attractive and special space for existing and new residents. The parkland will be safe, and overlooked, and attractively framed by homes that sit above and alongside in Phase 2B and Phase 5.

Principally, the CWA aligns with the guiding principles for the overall masterplan and development framework document. Secondly, the proposals are considered an appropriate response to the site, its setting and the overall aspirations of the masterplan and the fulfilment of the Local Plan's requirements and policies.



**THE LANDSCAPE,
TREE, ENGINEERING,
DRAINAGE AND FLOOD
COMPENSATION
COMPONENTS HAVE ALL
BEEN CONSIDERED IN THE
DESIGN'S EVOLUTION.**



HAMPTON PARK

• WEST SUSSEX •



Littlehampton Town Council

Non-Confidential

Committee: Planning and Transportation Committee

Date: 6 December 2021

Report by: Town Clerk

Subject: P&T Draft Budget 2022 to 2023, 2023 to 2024 and 2024 to 2025

1. Summary

- 1.1 This report sets out the draft Planning & Transportation Committee Budget for 2022 to 2023 and the projected budgets for 2023 to 2024 and 2024 to 2025. The current 2021 to 2022 budget is also included for comparison, Appendix 1.
- 1.2 The Earmarked Reserves (EMR) that relate to this Committee are included as Appendix 2.
- 1.3 The full Council budget has been prepared to reflect a 3.5 percent increase in Band D for 2022 to 2023 and currently a 2 percent increase for 2023 to 2024 and 2024 to 2025. The figures for 2023 to 2024 and 2024 to 2025 do not reflect any increase in the Council Tax base.

Members are reminded of the restrictions on voting outlined in Section 106 of the Local Government Finance Act 1992.

In particular it should be noted that where a Member has at least two months arrears of Council Tax he or she must not vote on any matter relating directly to the setting of a precept or any recommendation, resolution or other decision which might affect the calculation of the precept – though they may remain in the meeting and may speak.

2. Recommendations

- 2.1 The Committee is Recommended to:
 1. Comment upon the draft Committee budget for 2022 to 2023 and the projected budgets for 2023 to 2024 and 2024 to 2025 and recommend its proposals to the Policy and Finance Committee.
 2. Note the Committee's Earmarked Reserve Position.

3. Background

3.1 Attached as Appendix 1 to this report is the draft budget for this Committee for 2022 to 2023 and the projected budgets for 2023 to 2024 and 2024 to 2025. Also included for information on the Summary page Appendix 1 are:

- The proposed Precept
- The proposed Band D Council Tax
- The General Reserve Balance at the beginning of 2021
- Total Earmarked Reserves at the beginning of the year and as of 25 November 2021

Budgets do not include salaries or recharges from Central Support Services.

3.2 To support the Committee's understanding of the budgets the EMRs that relate to this Committee are included as Appendix 2.

3.3 The Summary page shows that overall, the proposed Planning and Transportation Committee budget has been reduced for the coming budget.

3.4 Budgets have been projected until 2024/2025 to inform long term planning. All known future expenditure has been included in these projections.

3.5 Planning and Transportation

3.5.1 The proposed budget of £1,000 has been allocated to Planning Initiatives. The Town Centre Plan, as part of the Arun District Council initiative for the Town Centre, is in its final stages of production and no further costs have been earmarked going forward.

3.5.2 There is £7,000 in the Bus Expenditure EMR for any possible Community Transport initiative with West Sussex County Council, reflecting the Council's Priorities.

3.5.3 An income line is included for Community Infrastructure Levy (CIL) through which the Council could obtain income as a Neighbourhood Plan Authority. Council will need to agree how any potential CIL income is spent, bearing in mind any jointly agreed infrastructure projects that might need to be progressed.

Peter Herbert

Town Clerk

LITTLEHAMPTON TOWN COUNCIL

DRAFT PLANNING & TRANSPORTATION SUMMARY BUDGETED EXPENDITURE

SERVICES	Actual Budget 2021/22 £	Proposed Budget 2022/23 £	Projected Budget 2023/24 £	Projected Budget 2024/25 £	Percentage change %
106 Planning and Transportation	10,000	1,000	1,000	1,000	
TOTAL NET EXPENDITURE	10,000	1,000	1,000	1,000	-90.00%
Known Expenditure from EMR Neighbourhood Plan	(9,000)	-			
P&T Expenditure from Precept	1,000	1,000	1,000	1,000	

<u>Whole Council Budget</u>	Budget 2021/22 £	Proposed 2022/23 £	Projected 2023/24 £	Projected 2024/25 £
Funding Required	1,316,228	1,378,789	1,448,526	1,446,583
Other Funding (from) / to balances	(4,547)	(18,665)	(61,200)	17,795
Grant receivable	-	-	-	-
DRAFT PRECEPT FOR YEAR	1,311,681	1,360,124	1,387,326	1,415,048
DRAFT BAND D COUNCIL TAX	128.84	133.35	136.01	138.73
DRAFT INCREASE IN BAND D COUNCIL TAX	2.00%	3.50%	2.00%	2.00%

<u>Additional Information</u>	01/04/2021	25/11/2021
General Fund 01/04/2021	352,404	352,404
Earmarked Reserves 01/04/21	2,146,181	
Earmarked Reserves 25/11/21		2,146,181
Total useable Reserves	£2,498,585	£2,498,585

Appendix 1

Planning & Transportation Draft Budgets 2022/2023-2024/2025

	Budget 21/22 £	Draft Budget 22/23 £	Proposed Budget 23/24 £	Proposed Budget 24/25 £
106 Planning and Transportation				
Planning Initiatives	10,000	1,000	1,000	1,000
	10,000	1,000	1,000	1,000
Community Infrastructure Levy (CIL)		-		
Total income		-		
Net Expenditure		1,000		

Appendix 2

P & T Earmarked Reserves 2021/2022

Reserve	Opening Balance 01/04/21 £	Expenditure to date £	Closing Balance 26/11/21 £	Notes
Neighbourhood Plan	10,956.34		10,956.34	£9,000 may be used for Town Centre Plan with ADC
Bus Service	7,000.00		7,000.00	
Total	17,956.34	0.00	17,956.34	

30 November 2021

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

Planning and Transportation Advisory Group*

Venue: Virtual meeting

Date: Monday 6 December 2021

Time: 6.30pm

Committee:

Councillor Long – Chair

Councillor Buckland

Councillor Tandy

Councillor Tilbrook

Councillor Turner

Councillor Woodman

Peter Herbert, Town Clerk

Agenda

*In accordance with the decision made by Full Council on 29 April 2021, the Advisory Groups will be meeting in place of Committees. In all respects other than the final decision, they will act as Committees but delegate decisions to the Town Clerk. This is to maintain access and transparency whilst restrictions on public gatherings remain.

2021 to 2022

Virtual Meeting Protocol

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
- Councillor Tilbrook 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 8 November 2021, circulated herewith, pages 4 to 10. In accordance with the Town Councils' Standing Orders, Section 9a, 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 45, 46, 47 and 48 if available, attached, pages 11 to 12

7.2. Planning Application LU/252/21/PL – 6 Selbourne Place, Littlehampton

The Committee is asked to review its response to this application in light of the comments from the HMO Officer, attached, Page 13.

7.3. Fitzalan Acoustic Barrier – A Special Meeting of the District Council's Planning Committee will take place at 2pm on 15 December 2021 to consider consultant reports regarding the barrier. The Committee is asked to consider making a representation.

8. Review of Strategic Aims and Objectives – Report attached, pages 14 to 18

9. Transportation and other West Sussex County Council Matters

9.1. Ford Circular Technology Park, Ford Road, Ford BN18 0XL – to note the attached update, page 19

10. Masterplan – North Littlehampton

10.1. Planning Application LU/369/21/RES – Central Wetland Area Hampton Park Toddington Lane Littlehampton BN17 7PL

The Committee is asked to consider and comment upon this application – full details can be found on Arun Planning Portal at [Planning application search | Arun District Council](#). A copy of the Design & Access Statement is attached for information, pages 20 to 33

11. Finance

11.1. Committee Budget Proposals

12. 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.