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6 September 2022

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

Planning and Transportation Committee

Venue: Fleming Room, Manor House, Church Street, Littlehampton BN17 5EW

Date: Monday 12 September 2022

Time: 6.30 pm

Committee:

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

Peter Herbert, Town Clerk

2022 to 2023

Agenda

- 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 meeting held on 15 August 2022, circulated herewith, pages 4 to 9. In accordance with the Town Council's 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 33, 34, 35 and 36 if available, attached, page 10.

9. Transportation and other West Sussex County Council Matters

9.1. England Coast Path in West Sussex

To note the update from West Sussex County Council, attached, page 11.

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.

**Minutes of a Meeting of the Planning and Transportation Committee held in
The New Millennium Chamber, Manor House, Church Street, Littlehampton
BN17 5EW on Monday 15 August 2022 at 6.30 pm**

Present:

Councillor Tandy – Chair
Councillor Buckland
Councillor Long

2022 to 2023

34. Evacuation Procedures

The evacuation procedures were noted.

35. Filming of Council Meetings, Use of Social Media and Mobile Phones

The procedures were noted.

36. Apologies

There were apologies from Councillors Turner and Tilbrook.

37. 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.

The Assistant Town Clerk declared a personal interest regarding River House LU/209/22/L, as the applicant was an acquaintance.

38. Minutes

The Committee received the minutes of the meeting held on 18 July 2022, previously circulated, were confirmed as a true record and were confirmed as a true record and signed by the Chair.

39. Chair's Report and Urgent Items

39.1. The Rampion 2 Stakeholder Group

It was noted that a meeting of the Stakeholder Group was planned for 14 September 2022.

40. Public Forum

There were no members of the public present.

40.1. There was a written representation from Mr Chester who asked:

'It's a joy to walk around Hampton Park and see so many new trees planted, many of them semi mature. A few look to be suffering. Has the Town Council sought assurance from developers that a special watering programme has been put in place to ensure they all survive the drought?'

We thank Mr Chester for his question which has been shared with the developer. In response they advised that the first phase of the development had been handed over to a management company who will be responsible for the necessary watering.

Persimmon were still responsible for the second and third phases of the development which had been watered. Whilst they would aim to water every two weeks, this hadn't always been possible. They would be carrying out an audit of all the trees on site and would look to do some watering of those suffering the most to try and avert too much damage, taking into consideration the current situation.

41. Planning and Other District Council Matters

41.1. Planning Applications – Lists 29, 30, 31 and 32

It was Resolved that:

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

42. Transportation and West Sussex County Council Matters

42.1. Arundel Local Cycling and Walking Infrastructure Plan Consultation

Members had before them details of a consultation by Arundel Parish Council, previously circulated. Members had previously supported the scheme and considered the proposals sensible. The Committee welcomed the idea of formulating a plan that would bring together the initiatives and deliver improved walking and cycling links in the parishes of Arundel, Ford, Lyminster and Littlehampton. These would serve the incoming residents on new developments in these parishes and also support tourism. Members also wished to reinforce the message regarding the need for these improvements to be integrated with the recently improved coastal cycle path on the A259.

It was Resolved that:

A letter of support be sent to the Arundel Cycling and Walking Group, to convey the above comments of support.

43. Masterplan – North Littlehampton

There was nothing further to report.

44. Exempt Business

There was none.

The meeting closed at 6.59 pm.

Chair

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee 15 August 2022
Representation on Lists 29, 30, 31 and 32 if available

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
29	River	IB	LU/205/22/PL	Demolition of existing car garage (B2) and the erection of 2no. residential buildings comprising 4no. flats (C3) with associated works (resubmission of LU/151/21/PL). This application affects the character and appearance of the Littlehampton (River Road) Conservation area and is in CIL Zone 4 (zero rated) as flats.	25 River Road Littlehampton BN17 5BZ	Objection on the grounds that the design by virtue of its scale and massing was considered to be out of character for the area, an over-development of the site and would have a detrimental impact on the neighbourhood. There were also concerns of flooding risk to the underground parking.
29	River	IB	LU/209/22/L	Listed building consent for 6 x solar panels to existing rear east facing roofs. (This application may affect the character and appearance of the Littlehampton (River Road) Conservation Area).	River House 10 River Road Littlehampton BN17 5BN	No objection
29	River	IB	LU/215/22/HH	Single storey rear extension.	37 Stanhope Road Littlehampton BN17 6AQ	No objection
29	Courtwick with Toddington	JL/FT	LU/217/22/HH	Single storey rear extension to main house and extension to garage to form link and create additional bedroom and ensuite.	13 Mill Lane Littlehampton BN17 7PH	No objection
29	Beach	WT	LU/220/22/CLP	Lawful development certificate for proposed removal and bricking up of existing bathroom window and installing new window opening with frosted glass (500mm x800mm) on South Elevation.	42 The Winter Knoll Littlehampton BN17 6NB	No objection
30	River	IB	LU/168/22/HH	Erection of single storey front extension	10 Kent Road Littlehampton BN17 6LG	No objection

Appendix 1

LITTLEHAMPTON TOWN COUNCIL Planning and Transportation Committee 15 August 2022 Representation on Lists 29, 30, 31 and 32 if available

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
30	River	IB	LU/200/22/PL	Variation of condition following LU/116/21/PL relating to Condition No 2 - approved plans.	Land South of The Littlehampton Academy, Fitzalan Road, Littlehampton BN17 6ED	No objection
30	Beach	WT	LU/206/22/PL	Conversion of flat nos. 2 & 3 to a maisonette, installation of a new staircase and enlargement of bathroom by removing wall between existing study and bathroom. (The application affects the setting of a Listed Building and may affect the character and appearance on the Littlehampton Seafront Conservation area.)	Flat 3 22 South Terrace Littlehampton BN17 5PA	No objection, subject to the Conservation Officer's comments being complied with.
30	Beach	WT	LU/207/22/L	Listed building consent for the conversion of flat nos. 2 & 3 to a maisonette, installation of a new staircase and enlargement of bathroom by removing wall between existing study and bathroom.	Flat 3 22 South Terrace Littlehampton BN17 5PA	No objection, subject to the Conservation Officer's comments being complied with.
30	Brookfield	AT/BW	LU/218/22/HH	Single storey front extension following removal of existing front bay window.	4 Ullswater Drive Littlehampton BN17 6SS	No objection
31	River	IB	LU/216/22/PL	Construction of extension to self storage centre. This application is in CIL Zone 4 (Zero Rated) as other development.	Unit K Riverside Industrial Estate Bridge Road Littlehampton BN17 5DF	No objection
31	Beach	WT	LU/225/22/L	Listed building consent for creation of a holiday cottage by demolishing garage & extending workshop. This application affects the character & appearance of the Littlehampton Sea Front Conservation Area & may affect the setting of listed buildings.	Rear of 15 South Terrace Littlehampton BN17 5NZ	No objection, a long as any damage caused to the chapel from works undertaken is sympathetically repaired.
32	Courtwick with Toddington	JL/FT	LU/188/22/HH	Single story rear extension with flat rooflight.	8 Neal Crescent Wick BN17 7TH	No objection

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee 15 August 2022
Representation on Lists 29, 30, 31 and 32 if available

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
32	Courtwick with Toddington	JL/FT	LU/236/22/TEL	Proposed 16.0m Phase 8 Monopole C/W wrapround Cabinet at base and associated ancillary works. (Already detailed on the agenda item 8.2)	Hawthorn Road Wick, Littlehampton BN17 7SQ	No objection

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee 12 September 2022
Representation on Lists 33, 34, 35 and 36 if available

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
34	Courtwick with Toddington	JL/FT	LU/243/22/CLP	Lawful development certificate for a proposed trade counter and a bathroom showroom in which to display products and sell to trade and members of the public and install a mezzanine floor which will cover 38% of the floor plan.	Minster Court, Unit 3 Courtwick Lane Littlehampton	
33	Courtwick with Toddington	JL/FT	LU/244/22/HH	First floor rear extension	Apple Tree Cottage Toddington Lane Littlehampton BN17 6JX	
35	Courtwick with Toddington	JL/FT	LU/242/22/PL	Rear extension, rear dormer and change of use from a single dwelling to two flats. This application is in CIL Zone 2 and is CIL liable as flats. (Resubmission of LU/5/22/PL)	37 Griffin Crescent Littlehampton BN17 7LH	
35	Courtwick with Toddington	JL/FT	LU/250/22/HH	Single storey rear extension.	19 Trinity Way Littlehampton	
35	River	IB	LU/256/22/PL	Convert and extend garage to form 1 bed house. This site may affect the character & appearance of the Littlehampton Sea Front Conservation Area & is in CIL Zone 4 and is CIL Liable as new dwelling. (Resubmission of LU/214/21/PL)	St Martins 3 Irvine Road BN17 5LA	
35	Wickbourne	JL/FT	LU/261/22/HH	Install front level access platform with ramp and replace front window with UPVC door.	37 Joyce Close Wick Littlehampton BN17 7JG	
35	Beach	WT	LU/262/22/HH	Single storey rear extension.	19 Trinity Way Littlehampton	

Sent: 31 August 2022 13:14

Subject: England Coast Path – Notification of works in Parish

Dear Sir/Madam

I am writing to inform you that contractors working on behalf of WSCC Public Rights of Way team will soon begin work on establishing the infrastructure for the England Coast Path (ECP) in West Sussex, part of the route of which traverses your Parish/Town.

The works will start at Shoreham-by-Sea, to link up with the existing section of the ECP and then gradually proceed west along the coastal route until finishing at West Wittering car park. The remainder of the ECP from West Wittering going west to the County border has yet to be approved by the Secretary of State and works will commence along this section of the ECP at a later point.

The works along the Shoreham to West Wittering stretch will start in September 2022 and will be complete by 31st March 2023. Once the works are complete a notification will be made to Defra, after which the Secretary of State will make an order creating new public access rights along the route.

For works taking place on land under the Parish Council's ownership, I will endeavour to contact you just prior to this to provide an update of when this is scheduled to take place. Any such works will be that already agreed in previous communications.

The full establishment works for the most part include replacing and installing new signage directing along the ECP, however other works are included such as surface improvements, replacement gates, step construction etc.

The ECP in West Sussex mostly follows along existing public access routes e.g., public footpaths, pavements, promenade paths, but will also create new public access routes to provide a continuous trail. Once the route is open there will also be new open access rights along the coastal margin.

The route of the ECP has been established by Natural England who have consulted with all the affected landowners. The infrastructure works have been agreed in partnership with Natural England and the affected landowners. The works will be fully funded by a government grant.

Our Communications team will soon be creating a press release and social media posts advising the public of the above works.

For more information on the England Coast Path, please see the below links:

- [England Coast Path - West Sussex County Council](#)
- <https://www.gov.uk/government/collections/england-coast-path-east-head-to-shoreham#:~:text=On%2018%20March%202021%20the,approved%20route%20in%20due%20course>

For enquiries from members of the public please direct them to contact prow@westsussex.gov.uk or direct to our ECP [webpage](#).

Kevin Dewitt

Project Officer – England Coast Path
Public Rights of Way, Highways Operations
West Sussex County Council