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19 December 2022

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

Planning and Transportation Committee

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

Date: Tuesday 3 January 2023

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 5 December 2022, circulated herewith, pages 4 to 10. 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 49, 50, 51 and 52 if available, pages 11 to 12.

9. Transportation and other West Sussex County Council Matters

9.1. Highways Online Reporting Process

To note the update from West Sussex County Council, page 13.

10. Masterplan – North Littlehampton

11. Exempt Business

It is Recommended that:

The public and accredited representatives of the press be excluded from the Meeting under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.

**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 5 December 2022 at 6.30 pm**

Present:

Councillor Tandy – Chair
Councillor Buckland
Councillor Long
Councillor Price
Councillor Turner

2022 to 2023

67. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

69. Apologies

There were apologies from Councillor Woodman. Councillor Price attended as substitute.

70. 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 made.

71. Minutes

The Committee received the minutes of the meeting held on 7 November 2022, previously circulated, were confirmed as a true record and signed by the Chair.

72. Chair's Report and Urgent Items

There were none.

73. Public Forum

There were three members of the public present.

73.1. The Chair read out a representation from Mrs. Forster, a resident of Peregrine Road, Littlehampton.

Mrs. Forster sought the formal support of the Town Council for the introduction of double yellow lines in Peregrine Road. This was requested to counter a growing problem in the road which had become congested during the day with vehicles being parked, often inconsiderately, making it difficult for residents to access their drives. This was despite many having paid for curtesy white lining which was being ignored. Often residents were left stranded and there were also concerns that there would be a serious accident unless measures were put in place to deter this activity. Mrs. Forster had also contacted her County Councillor, Dr Walsh, and had also been recommended to contact the Town Council to gain support with this request. Mrs. Forster also provided pictures illustrating the problem.

The Committee then heard from Mrs. Forster and one of her neighbours who explained in more detail how the congestion in Peregrine Road was affecting residents. It was noted that vehicles were often parked on the road for several days at a time and in certain places affected visibility of the Road for pedestrians and car users. It was also a primary route to nearby local schools and a bus route. Highlighting that the problem was visible from Horsham Road, they stressed that it was not acceptable to wait for an accident to happen and that control was urgently needed to prevent this.

The Assistant Town Clerk updated Members regarding the progress with this request and confirmed that West Sussex Highways had yet to determine the extent of the restrictions that might be required. They were however aware of the request and that it was supported by the local Councillor, Dr Walsh. It was noted that the next step, if the request met the criteria, would be for a site inspection to understand the requirements and make detailed assessment. The process of putting new restrictions in place was however lengthy and to prioritise their request residents were recommended to get local support in place and a petition was suggested. In addition, it was also suggested that residents consider setting up a community speed watch initiative and it was agreed that information on how to do this be sent to Mrs Forster.

The Committee sympathised with the residents and had no hesitation in supporting this request.

The Committee therefore **Resolved:**

To support the request for a Traffic Regulation Order to control parking in Peregrine Road and that this be relayed to West Sussex County Council.

74. Planning and Other District Council Matters

74.1. Planning Applications – Lists 45,46,47 and 48

It was Resolved that:

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

74.2. Planning Compliance Strategy Update

The Committee had before it a report, previously circulated, that had been compiled by the District Council and included a definitive version of the proposed new planning enforcement strategy. The District's Planning Committee had yet to approve the Strategy which had been revised following consultation with parishes. The Committee had wanted to be kept informed of progress as planning enforcement issues were a matter of deep concern. In noting the Strategy, it was observed that whilst some of the comments from parishes had been taken on board this was not accurately reflected in the revised document. In particular and in response to a representation by this Committee, HMOs were to be reclassified as a Priority 2 breach. They were however still listed in Section 10 of the Strategy as a Priority 4 breach. This would be raised with the District Council so that it could be corrected.

It was therefore Resolved that:

The point of clarification be sent to the District Council and the revised Strategy be noted.

74.3 Rampion 2 Windfarm Proposal

The Committee received a copy, previously circulated, of the District Council's initial assessment revised windfarm proposals. It was noted that the District Council had no further comments on the revisions to the scheme and that they were in the process of trying to instruct consultants who would prepare a Local Impact Report on their behalf. Officers would continue to monitor progress with this.

It was Resolved that:

The update be noted.

75. Transportation and West Sussex County Council Matters

75.1. A27 Arundel bypass - Supplementary Consultation

Members had been notified of the supplementary consultation, previously circulated, launched by Highways England regarding changes to the scheme design for certain section of the Bypass. The changes to the Crossbush Junction were noted.

It was Resolved that:

The update be noted.

76. Masterplan – North Littlehampton

It was noted that a meeting of the Steering Group was planned for the New Year and that a date had yet to be confirmed.

It was Resolved that:

The update be noted.

77. Finance

77.1. Planning and Transportation Committee - Draft Budgets 2023 to 2024, 2024 to 2025 and 2025 to 2026

The Committee received a report, previously circulated, which set out the draft Planning and Transportation Committee Budget for the three years covering 2023 to 2026 as well as the Earmarked Reserves that related to this Committee.

It was Resolved that:

1. The draft Committee budget for 2023 to 2024 and the projected budgets for 2024 to 2025 and 2025 to 2026 be recommended to the Policy and Finance Committee.
2. The Committee's Earmarked Reserve position be noted.

78. Exempt Business

There was none.

The meeting closed at 7.29pm.

Chair

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee 5 December 2022
Representation on Lists 45, 46, 47 and 48

| Plan List No. | Ward | Ward Councillor | Planning No. | Details of Application | Location | Comments |
|---------------|------------|-----------------|---------------|--|--|--|
| 45 | Brookfield | AT | LU/360/22/HH | Single storey rear extension and enlarged porch | 42 Oakcroft Gardens Littlehampton BN17 6LT | No Objection. |
| 47 | Wickbourne | JL/FT | LU/372/22/PL | Erection of 1 No self-contained dwelling at side of existing terrace house (resubmission following LU/167/22/PL). This application is in CIL Zone 4 and is CIL Liable as new dwelling. | 17 Cherry Croft Littlehampton BN17 7NT | Objection on the grounds that the proposals constituted an overdevelopment of the site that was not in keeping with the character of the neighbourhood. |
| 47 | River | IB | LU/348/22/PL | Replacement of 15 No. existing timber sliding sash timber windows with 14No PVCU windows and a PVCU door with a window above. | 51B Beach Road Littlehampton BN17 5JG | Objection on the grounds that the proposals, to replace wood with UPVC, are contrary to Arun Local Plan Policy HER DM2 which require alterations to buildings on the Local List to relate sensitively to the building and respect its architectural, or historic interest. |
| 47 | Wick | JL/FT | LU/383/22/CLP | Lawful development certificate for a proposed loft conversion with 3 side dormers to a bungalow. | 25 Madehurst Way Littlehampton BN17 6HD | Objection on the grounds that the proposals by virtue of their scale, height, and massing in relation the neighbouring properties, constituted an overdevelopment of the site. |

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LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee 5 December 2022
Representation on Lists 45, 46, 47 and 48

| Plan List No. | Ward | Ward Councillor | Planning No. | Details of Application | Location | Comments |
|---------------|------------|-----------------|---------------|--|---|--|
| 47 | Wickbourne | JL/FT | LU/375/22/PL | Erection and siting of fibre exchange telecommunications infrastructure to provide a full fibre (gigabit) to the premises service. This application is in CIL Zone 4 (zero rated) as other development | Old Mower Workshop Fort Road Community Park Fort Road Littlehampton BN17 7QU | Supported. |
| 47 | Beach | BW | LU/371/22/HH | Single storey side and rear extension. | 21 The Haven Littlehampton BN17 6NU | No Objection. |
| 48 | Wickbourne | JL/FT | LU/385/22/PL | Construction of 3 No garages on existing garage compound. This application is in CIL Zone 4 (zero rated) as other development. | Garage Compound Colebrook Road Littlehampton BN17 7NS | No Objection. |
| 48 | River | IB | LU/380/22/CLP | Lawful development certificate for the proposed change of use from dwelling to a 6 bed HMO | 135 Bayford Road Littlehampton BN17 5HW | Objection on the grounds that the proposals are contrary to Local Plan Policy H SP4 in that they would adversely affect the character of the area as it represents an over concentration of this type of development in Bayford Road. It would also generate excessive parking demands in the area, lacks parking provision and adequate open space provision. |
| 48 | Beach | BW | LU/384/22/HH | Part two storey, part single storey front and single storey side extension, following demolition of existing detached garage. | 5 Shannon Close Littlehampton BN17 6PR | No Objection. |

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Planning and Transportation Committee 5 December 2022
Representation on Lists 45, 46, 47 and 48

| Plan List No. | Ward | Ward Councillor | Planning No. | Details of Application | Location | Comments |
|---------------|---------------------------|-----------------|--------------|--|--|---------------|
| 48 | Beach | BW | LU/373/22/PL | Retrospective application for altered roof bar, additional storage container, covered bin area, extensions to east of main building to form beverage ordering counter and water sports reception. Replacement food ordering counter to west of main building. This application is in CIL Zone 5 (zero rated) as other development. | The Beach Cafe Sea Road Littlehampton BN16 2NA | Supported. |
| 48 | Courtwick with Toddington | JL/FT | LU/370/22/HH | Single storey front extension and conversion of garage. | 18 Falcon Gardens Littlehampton BN17 7RB | No Objection. |

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee 3 January 2023
Representation on Lists 49, 50, 51 and 52 if available

| Plan List No. | Ward | Ward Councillor | Planning No. | Details of Application | Location | Comments |
|---------------|------------|-----------------|---------------|---|---|----------|
| 49 | River | IB | LU/348/22/PL | Readvertisement due to Reference amended from LU/348/22/HH to LU/348/22/PL. Replacement of 15 No. existing timber sliding sash timber windows with 14 No. PVCU windows and a PVCU | 51B Beach Road Littlehampton BN17 5JG | |
| 49 | River | IB | LU/379/22/PL | Change of use of existing C3/C4 (dwelling and HMO) use to 1 No. one bed C3 dwelling and 1 No. two bed C3 dwelling. | 40 Pier Road Littlehampton BN17 5LW | |
| 49 | Beach | WT | LU/388/22/HH | Erection of external open porch and alterations to fenestration | 92 South Terrace Littlehampton BN17 5LJ | |
| 49 | Brookfield | BW/AT | LU/386/22/HH | Garden store | 16 Gosden Road Littlehampton BN17 6DX | |
| 49 | River | IB | LU/387/22/PL | Dormer windows and gable end roof addition to an existing first floor flat. This application may affect the character and appearance of the East Street, Littlehampton Conservation area. | First Floor Flat Gratwicke House 10B East Street Littlehampton BN17 6AW | |
| 49 | Wickbourne | JL/FT | LU/382/22/PL | 2 storey front extension, roof extension and internal re-arrangement. This application is in CIL Zone 4 (zero rated) as other development. | Wickbourne Chapel Clun Road Wick BN17 7DZ | |
| 50 | Brookfield | DC | LU/393/22/TEL | Prior approval under Schedule 2, Part 16, Class A for proposed 5G telecoms installation, H3G 17m street pole and additional equipment cabinets. | Horsham Road street works Littlehampton BN17 6LX | |

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee 3 January 2023
Representation on Lists 49, 50, 51 and 52 if available

| Plan List No. | Ward | Ward Councillor | Planning No. | Details of Application | Location | Comments |
|---------------|---------------------------|-----------------|--------------|---|--|----------|
| 50 | River | IB | LU/390/22/PL | Conversion from 6 to 7 bedrooms HMO. This site is in CIL Zone 4. | 40A High Street Littlehampton BN17 5ED | |
| 50 | Courtwick with Toddington | JL/FT | LU/399/22/PL | Demolition of existing dwelling and detached garage, and erection of 6no. dwellings comprising 2no. 2-bedroom semi-detached bungalows and 4no. 2-bedroom terrace dwellings, retention of existing access, provision of landscaping. This application is in C IL Zone 2 (CIL Liable) as new dwellings. | Elmfield Toddington Lane Littlehampton BN17 6JX | |

'Report a Problem With a Road or Pavement'

Parish & Town Council update December 2022

Ongoing work to improve our customer journey to [Report a problem with a road or pavement](#) has now commenced with the launch of new online forms in November 2022.

These new forms have enhanced mapping capabilities and are mobile friendly for reporting defects when out and about. We have classified and grouped the types of defect reports previously reported via 'Love West Sussex' and created separate landing pages on our website for the following: [Flooding, blocked drains and gullies](#); [Road and cycle path faults \(including potholes\)](#); [Pavement and verges](#); [Trees, hedges, weeds and grass](#) and [Obstructions on the road, pavement or cycle path](#).

Reports are automatically loaded into our Highways Case Management System (known as 'Confirm') and then assigned to the right team. Customers who historically reported via Love West Sussex are being advised of change in process and redirected to the correct eform for the issue being reported.

We will run the two reporting systems in parallel for a few months through to Spring 2023 to support transition. Then at a date to be confirmed in the New Year, we will cease to subscribe and will end the contract with 'Love West Sussex' provided by Blackburn IT Services trading as BBITS.

From that date onwards, Blackburn IT Services will promote their national Environmental Issue reporting product called '[Love Clean Streets](#)' thereby enabling members of the public to report Environmental Issues. Reports are then sent directly to the relevant District & Borough Council based on the postcode/location of the issue.



Reminder: WSCC is not responsible for the management of the following issues but currently continues to redirect customers to:

[District or Borough Council](#) for issues relating to parking, fly tipping, litter or street cleaning, non-highway related graffiti and bus shelters. Where we have partnerships in place for the removal of graffiti from highway assets with our District, Borough or Town Council colleagues, we will redirect to the relevant partner.

Actions & Next Steps

As part of this change initiative it would be helpful to us if you could:

- Check your website content pages and remove any reference to Love West Sussex including hyperlinks and replace with [Report a problem with a road or pavement](#) .
- Promote this change with residents via your local newsletters/magazines and social media channels.

'Please Note: West Sussex County Council has changed the process for reporting road & pavement issues. If you have bookmarked or saved the Love West Sussex web URL or App to your device then please delete and save [Report a problem with a road or pavement](#)'



Communication & Mobilisation

We are implementing a dedicated communication plan to support this change initiative with regular and timely updates being provided to Members, residents, district and borough and town and parish councils via Highways Transport & Planning Newsletters and Autumn Engagement Forums.

To ease the migration to the new ways of working we will continue to subscribe to Love West Sussex for a short while longer as we gradually phase out and decommission our Love West Sussex website and App in Spring 2023. We are now in transition and will continue to notify and promote the new ways of working. Please note that the new online forms capture exactly the same information as the old reports and we are merely changing the process for reporting issues.