



## How to contact us

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Town Clerk – Laura Chrysostomou

**12 May 2023**

**Notice is hereby given that there will be an Annual meeting of The Town Council**

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

**Date:** Thursday 18 May 2023

**Time:** 6:30 pm

**Laura Chrysostomou, Town Clerk**

**2023 to 2024**

## 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. Installation of Town Mayor**

To install the Deputy Mayor, Councillor Tandy, as Town Mayor and Chair of the Council.

#### **4. Declaration of Office and Welcome Address**

To receive the Town Mayor's declaration of acceptance of office.

#### **5. Appointment of Deputy Mayor**

To elect and appoint a Deputy Mayor who will also be Vice-Chair of the Council and Town Mayor elect.

#### **6. Vote of thanks to the outgoing Mayor**

Council is asked to record its thanks and appreciation to Councillor Long for her service to the Council and the Community of Littlehampton in the office of Mayor during the past year.

#### **7. Apologies**

#### **8. 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:

- Councillors Blanchard-Cooper, Butcher, Long, May, O'Neill, Tandy, Tilbrook, Wiltshire, Woodman, and Worne, are Members of Arun District Council.
- Councillor Northeast is a Member of Arun District Council and Chairman of the Keystone Centre Management Committee
- Councillor Dr Walsh KStJ is a Member of Arun District Council, West Sussex County Council and the Littlehampton Harbour Board

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

#### **9. Public Forum**

Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this Council. A period of 15 minutes is allocated

for this purpose. If possible, notice of intention to address Council should be given to the Clerk by noon of the day of the meeting.

## **10. Minutes**

To confirm the Minutes of the meeting held on 23 March 2023, circulated herewith, pages 5 to 13. 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.

## **11. Chair's Report and Urgent Items**

## **12. Appointment of Committees, Representatives on Outside Bodies and Cheque Signatories**

Report attached, pages 14 to 21.

## **13. Correspondence or Issues in Respect of the District or County Council**

### **13.1. Coastal Erosion – The West Bank**

To note the attached letter sent following the March 2023 Council meeting, page 22.

## **14. Property and Personnel Committee**

Council is requested to cancel the Committee meeting scheduled for Monday 5 June 2023.

## **15. Reports from Committees – Non-Exempt**

### **15.1. Recommendations from Committees**

There are none.

### **15.2. Committee Minutes – Non-Exempt**

#### **15.2.1. Planning and Transportation**

To receive the Minutes of the meeting held on 27 March 2023 circulated herewith, pages 23 to 28 , at which the following items were discussed:

Minutes:

117.1. Arun District Charging Bay Proposal

119.1. Planning Application LU/55/23/PL

119.2. Plan Lists 9,10,11 and 12.

120.1. West Sussex Speed Limit Policy

120.2. A259 Bognor Regis to Littlehampton Proposals

120.3. West Sussex County Council Post-16 Transport Policy Statement

120.4. Traffic Congestion in and around Littlehampton

120.5. Potholes

- 120.6. A27 Arundel bypass
- 121. Master Plan – North Littlehampton

### **15.2.2. Planning and Transportation**

To receive the Minutes of the meeting held on 24 April 2023 circulated herewith, pages 29 to 33, at which the following items were discussed:

Minutes:

- 130.1. Planning Application LU/83/23/PD, 56 to 57 Pier Road
- 130.2. Planning Application LU/93/23/PL, 46a and 47 Pier Road
- 130.3. Plan Lists 13, 14, 15 and 16.
- 130.4. Phase 5, Toddington Lane, Street Naming
- 132. Master Plan – North Littlehampton

## **16. Reports of Representatives on Outside Bodies**

Members are invited to report on any business relating to their attendance on an outside body as the elected representative of the Town Council.

## **17. 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 the Ordinary Meeting of the Town Council held in the New Millennium Chamber, Manor House, Church Street, Littlehampton on Thursday 23 March 2023 at 6.30pm**

**Present:**

Councillor Long – Town Mayor  
Councillor Blanchard-Cooper  
Councillor Buckland  
Councillor Butcher  
Councillor Chace  
Councillor Molloy  
Councillor Northeast  
Councillor Price  
Councillor Rhodes  
Councillor Tandy  
Councillor Turner  
Councillor Dr Walsh KStJ  
Councillor Woodman

**2022 to 2023**

**79. Evacuation Procedure**

The evacuation procedures were noted.

**80. Filming of Council Meetings Use of Social Media and Mobile Phones**

The procedures were noted.

**81. Apologies**

There were none.

**82. Declarations of Interest**

Members and Officers were reminded to make any declarations of disclosable, pecuniary, or personal and or prejudicial interests that they might have in relation to items on the Agenda. The standing declarations were noted, and no further declarations were made.

**83. Minutes**

The Minutes of the Council meeting held on 19 January 2023, previously circulated, were confirmed as a true record and signed by the Mayor.

**84. Town Mayor's Report and Urgent Items**

**84.1. Town Mayor's Report**

The Mayor's engagements report, copy attached to the Minutes, had been circulated to Members before the meeting for information. On behalf of the Town Mayor, who had lost her voice, the Deputy Mayor expressed her gratitude to Members, especially those who were not standing in the forthcoming elections, the Town Clerk and his staff for their help during her Mayoral year.

**85. Public Forum**

There six members of the public present.

- 85.1.** Mr Farquhar addressed Council as Chairman of the Littlehampton Allotment and Leisure Gardens Association. Referring to the recent trespass incident at the Town Council's Worthing Road allotment site, Mr Farquhar asked the Council to review the boundary security at the site particularly in the southeast corner. He also thanked the Community Resources Officer for the support he had given allotment holders coordinating the reporting of theft and damage and linking with the police.

In response, the Town Clerk stated that the recent incident had been troubling and emphasised the importance of identifying issues that needed to be brought to the attention of the new council.

- 85.2.** Mr Chester acknowledged that this would be the Town Clerk's last meeting before he retired. He joined the Mayor in thanking him and wished him a happy retirement. Mr Chester then proceeded to address the Council on the impact of climate change on the West Bank. Speaking of the dilapidated groynes on the West Beach he stated that these had rendered the beach virtually non-existent. He also observed that the Environment Agency were currently carrying out their annual maintenance of the shingle bank on this side of the river. All of which in his view pointed to a deterioration of the flood defences that provided protection for the businesses and residents in the vicinity including access to Ferry Road which if lost would cut them off from the A259. Local opinion suggested that the defences might not last as long as the Environment Agency had predicted and he therefore wished to raise this serious issue with the Council and put on record that it needed to be addressed.

In response the Town Clerk stated that the Town Council had fought hard to get protection for this area against the threat of inundation including the need for the West Bank Development to deliver flood protection to all residents on that part of the river. To bring about the much needed change in thinking he therefore suggested that Council consider writing to the local MP and added that adopting a similar approach with the Environment Agency would provide an opportunity to seek clarity regarding mitigation. Observing the work that had been carried out to reinforce the flood

defences on the East Bank in recent years, Members considered finding solutions for the West Bank was now a priority, particularly as there now appeared to be little hope that development would come forward and deliver the necessary infrastructure. There was wide support for this course of action and it was therefore **Resolved** that:

A letter be sent to the local MP and the Environment Agency seeking action to address the deterioration of the flood defences on the West Bank of the River Arun.

- 85.3.** Mrs Evans, an allotment holder at Worthing Road addressed the Council on the matter of the recent trespass incident. Mrs Evans reported that she and other allotment holders had also experienced violence and aggression and she asked what the Town Council was going to do about it.

Acknowledging the frustration and concerns of plot holders, the Town Clerk stated that where plot holders felt threatened in this way they should dial 999 and report such incidents to the police immediately. He emphasised the importance of making sure that the police had this information as it enabled them and the agencies they worked with to build up a picture and put measures in place to tackle the problem. He added that Officers would be emphasising this in the next issue of the Town Council's Allotment Newsletter.

**86. Correspondence or Issues in Respect of the District or County Council**

**86.1. Traffic Congestion in and around Littlehampton**

Council received and noted the exchange of correspondence with the County Council regarding traffic congestion, previously circulated.

**87. Reports from Committees – Non-Exempt**

**87.1. Recommendations from Committees**

Council considered a report, previously circulated, which drew together the recommendations from the last cycle of Committee meetings that needed to be approved by Council. There were four:

**87.1.1. Policy and Finance Committee: 13 March 2023**

**Minute 49.2 – Annual Investment Strategy 2033 to 2024**

It was **Resolved** that:

The Annual Investment Strategy 2023 to 2024 be approved.

**87.1.2. Governance and Audit Committee: 7 February 2023**

**87.1.2.1. Minute 17.3.1. Standing Orders and Financial Regulations**

Council **Resolved** that:

The proposed changes to the Standing Orders and Financial Regulations be approved.

#### **87.1.2.2. Minute 17.4. Annual Review of Internal Controls**

Council **Resolved** that:

Statements 2, 5, 6 and 7 of the Annual Governance Statement be approved.

#### **87.1.2.3. Minute 17.5. Annual Review of Corporate Risk Register**

It was **Resolved** that:

The Council's Corporate Risk Management Strategy and Procedure be approved.

### **87.2. Committee Minutes – Non-Exempt**

#### **87.2.1. Planning and Transportation**

Council received the Minutes of the meetings held on 30 January and 27 February 2023, previously circulated.

Regarding Minute 98.2. Arun District EV Charging Bay Proposals, it was noted that notwithstanding the objections, some of the charging bays had been installed while some of the existing EV charging points in St Martins Carpark were not being maintained. It was reported that the County Council was reviewing its procedure for rolling out the Charging Point Scheme and would be consulting with Councillors on the next phase. During the ensuing discussion ideas for future sites were put forward at the Lyminster School and in the parking area adjacent to the Wick roundabout / Arundel Road junction. Overall, there was concern that the Scheme had not been properly thought through, contained no long term plans to address future demand and did nothing to address the poor state of repair of the existing stock. These points were noted and would be reviewed by the Planning and Transportation Committee at its meeting the following Monday with a view to making further representations on the Scheme to both the District and County Councils.

Regarding Planning application LU/1/23/PD, it was reported that there had been a petition opposing the proposals. The Chair of the Committee explained that the Town Council had lacked the scope to object given the need to do so under accepted planning reasons and that the proposals were classified as permitted development.

#### **87.2.2. Governance and Audit**

Council received and noted the Minutes of the meeting held on 7 February 2023, previously circulated, with no matters arising.

#### **87.2.3. Property and Personnel**

Council received and noted the Minutes of the meeting held on 6 March 2023, previously circulated, with no matters arising.

#### **87.2.4. Policy and Finance**



Council received and noted the Minutes of the meeting held on 13 March 2023, previously circulated, with no matters arising.

**87.2.5. Community Centres Sub-Committee**

Council received and noted the Minutes of the meeting held on 14 March 2023, previously circulated.

**87.2.6. Community Resources**

Council received and noted the Minutes of the meetings held on 16 February and 16 March 2023, previously circulated.

**88. Officer Reports**

**88.1. Littlehampton Traders Partnership**

**88.1.1.** The Town Clerk updated Members on the outcome of the recent traders meeting. Following the dissolution of the Partnership at the beginning of the year, the Traders had met on 14 March 2023 to consider the way forward. Discussion had focussed on the future of the Partnership and concerns raised included the deficit on the Traders contribution to the Disk Parking Scheme; the absence of a Town Centre Manager; differences within the Partnership and the lack of PCSOs and Business Wardens. The Traders hoped to have funding for 2023 to 2024 parking, should the outstanding matter with the District Council be resolved. In light of this the Partnership had decided to dissolve itself.

**88.1.2.** The Town Clerk reported that he would urgently seek to form a Town Traders Forum to assume continuing communication between the Councils and all traders. That Forum would be allowed to nominate two people to the Town Centre Action Group which would then need to talk through the way forward. Members acknowledged the changing nature of trading conditions in the High Street which was a nationwide trend and considered this a positive move forward. Future options for the Disk Parking Scheme would be an urgent matter for the discussion by the new Council.

**88.1.3.** A vote of thanks was proposed for the Traders Partnership Management Committee and all those who had worked with them in recognition of their contribution over the years. This was unanimously supported by Council.

It was therefore **Resolved** that:

The update be noted and the work undertaken to date to support Traders be endorsed.

**88.2. Town Centre Events**

Council received a report, previously circulated, which set out a proposal for the delivery of a series of events and initiatives over a period of eight to nine months to celebrate the completion of the public realm improvement works. These had been drafted in consultation

with the Councillor Members of the Town Centre Action Group and were welcomed by Council, particularly the Christmas Market. Observing that the Christmas Lights contract was about to be re-tendered Members wished to ensure that theme and display was aligned to that adopted by the Christmas Market. The Town Clerk assured Members that this would be the case as both pieces of work were being managed by the same team of Officers.

It was therefore **Resolved** that:

1. The proposal to run a series of summer events in the High Street at a cost of £10,500 as set out in paragraphs 3.3.1 to 3.3.3. of the report be approved.
2. The proposal to host a ribbon cutting event at a cost of £1,000 as set out in paragraphs 3.4.1 to 3.4.3. of the report be approved.
3. Options for the delivery of an art trail be explored as set out in paragraphs 3.5.1. to 3.5.6. of the report be approved.
4. The proposal to run a shopping scheme at a cost of £1,700 as set out in paragraphs 3.6.1. to 3.6.4. of the report be approved.
5. Options for the delivery of a Christmas Market in the Town Centre be explored as set out in paragraphs 3.7.1. to 3.7.8. of the report be approved.
6. The contents of the report be otherwise noted.

### **88.3. Town Council Priorities**

Council received a report, previously circulated, updating progress on the remaining priorities that were identified by the current Administration. This would be presented to the New Council for assimilation into their thinking regarding future priorities. Acknowledging the range of achievements and the difficulties of the last four years, Members expressed their thanks to Officers for their work.

It was therefore **Resolved** that:

The progress and updates with the 2019 to 2023 priorities as set out in Appendix A attached to the report and the financial implications be noted.

### **88.4. Change to Committee Calendar 2023**

Council was requested to approve changing the date of the Annual Council Meeting from 11 to 18 May 2023. This was considered prudent and would allow time for the successor Council to embed following the Coronation.

It was therefore **Resolved** that:

The Annual Council Meeting be held on Thursday 18 May 2023.

**88.5. New Town Clerk**

**88.5.1.** It was noted that the new Town Clerk, Ms Laura Chrysostomou would join the Town Council on Monday 24<sup>th</sup> April 2023. Recognising the many years of service that Mr Herbert had dedicated to the role of Town Clerk, Councillor Dr Walsh commended him for his service, professionalism, advice and guidance over the years. He also acknowledged Mr Herbert's engagement with Members, residents, and neighbouring authorities. On behalf of Councillors and the residents of Littlehampton he therefore thanked Mr Herbert for his steadfast support of the Town and his work on its behalf. Members showed their appreciation and gave Mr Herbert a round of applause.

**88.5.2.** In response, Mr Herbert thanked Members and said it had been an honour and privilege to work for the Town and the Town Council. He had been blessed to have worked with many exceptional staff and he hoped that Councillors would continue to appreciate how good they were and show them the respect they deserved.

**89. Reports of Representatives on Outside Bodies**

There were none.

**90. Statement by Councillor Turner**

Confirming that she would not be standing in the forthcoming elections, Councillor Turner wished to place on record her thanks to Officers and her fellow Councillors, especially the Mayor and Deputy Mayor for their support.

**91. Exempt Business**

There was none.

The meeting closed at 7.29 pm.

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**Town Mayor**

Mayoral Events attended between 20 January 2023 and 22 March 2023-Councillor Jill Long

#	Attendee	Date	Organisation	Event	Activities at event	Venue
111	M	20/01/2023	Littlehampton Musical Society	Puss in Boots Pantomime	Attend	The Windmill Theatre
112	M	21/01/2023	The Edwin James Festival Orchestra	New Year Orchestral Concert	Attend	The Littlehampton United Church
113	M	24/01/2023	Sussex Police	Community Engagement	Attend	High Street, Littlehampton
114	M	25/01/2023	West Sussex Association of Local Councils Ltd	Chairs Forum	Attend	Virtual Meeting
115	M	31/01/2023	Littlehampton & District Foodbank	Littlehampton & District Foodbank session	Attend	The Littlehampton United
116	M	15/02/2023	Littlehampton Town Council	K2 Spades in the ground photoshoot	Attend	K2 Site, Eldon Way, Wick
117	M	15/02/2023	Bersted Parish Council	Chairman's Network Meeting	Attend	On-line
118	M	20/02/2023	U3A Lifestyle Group	Talk for Arun East U3A	Attend	Guide Hall, Woodlands Centre

Mayoral Events attended between 20 January 2023 and 22 March 2023-Councillor Jill Long

#	Attendee	Date	Organisation	Event	Activities at event	Venue
119	M	25/02/2023	Littlehampton Town Council	Charity Pancake Olympics	Attend	Littlehampton High Street
120	M	02/03/2023	Arun District Association of Local Councils	ADALC Conference	Attend	Atherley Chamber, Arundel Town Hall, Maltravers Street,
121	M	04/03/2023	Joint Twinning Quiz	Joint Twinning Quiz	Attend	Angmering Village Hall
122	M	06/03/2023	Neighbourhood Policing Team	NPT Inspector & Parish & Town Monthly Meeting	Attend	On-line
123	M	08/03/2023	Chichester District Council	Chichester District Council Reception	Attend	Chichester College, Westgate Fields, Chichester
124	M	09/03/2023	Littlehampton Town Council	Annual Town Meeting	Attend	Southfields Jubilee Centre
125	M	22/03/2023	Littlehampton Rotary Club	Rotary Arun Youth Community Awards Event	Attend	The Windmill Theatre

**Littlehampton Town Council**

**Non-Confidential: Full Council**

**Date: 18 May 2023**

**Report by: Town Clerk**

**Subject: Appointment of Committees, Representatives on Outside Bodies and Cheque Signatories**

**1. Appointment of Committees, Representatives on Outside Bodies**

- 1.1.** The Town Council appoints its Committees, including Chairs and Vice-Chairs and representatives on outside bodies at its Annual Council meeting. The Group Leaders have been approached for their nominations and this report therefore sets out the proposals for the Committee places, Appendix 1, and appointments to outside bodies, Appendix 2, for 2023 to 2024. Any proposals received after the publication of this report will be circulated to councillors and presented at the meeting.
- 1.2.** In the past, Council has used the rules of proportionality as a guide for filling seats on Committees. The balance of representation was reviewed and agreed by Full Council in March 2021:
- a. Each Councillor should have seats on two Committees. There are therefore 30 seats available.
  - b. The guide for the numbers on each Committee should be as follows:
    - Planning and Transportation: six, including a councillor from each of the four District Council wards in Littlehampton.
    - Policy and Finance: six, including the Chair or Vice Chair of each of the other Committees.
    - Community Resources: six
    - Property and Personnel: six
    - Governance and Audit: six
  - c. Each of the political groups should chair at least one of the Committees. This should also apply to the Vice-Chairs, which should be of a different political party to the Chair, and it should be noted that for the Governance and Audit Committee the Chair and Vice-Chair must be from a minority political group.
  - d. It is also important to remember that the Mayor and Deputy Mayor will only be voting members on the Committees that they sit on.

- 1.3.** Although desirable, proportionality is not a binding rule and furthermore, the Planning and Transportation Committee has specific criteria for membership. This Committee needs to have a member from each of the four District wards, a criterion that is met with the proposed membership.
- 1.4.** In terms of Committee membership, the main changes arise from the outcome of the recent local government elections which have resulted in a majority Labour Council with nine Councillors. The Liberal Democrats are the only other political group represented on the Town Council with six Councillors. A theoretical breakdown for proportional party membership, excluding the Planning and Transportation Committee, is set out in the table below:

<b>Committee</b>	<b>Total</b>	<b>Labour</b>	<b>Liberal Dem</b>
Policy & Finance Committee	6 seats	Labour 4 seats (3 of which are the Chair or Vice Chair of P&P, CRC & P&T committees)	2 Liberal Democrats (including Chair of the G&A committee)
Community Resources Committee	6	3 or 4	2 or 3
Property & Personnel Committee	6	3 or 4	2 or 3
Governance & Audit Committee	6	3 or 4	2 or 3
<b>Total</b>	<b>24</b>	<b>15</b>	<b>9</b>

### **1.5. The Planning and Transportation Committee**

Membership of this Committee is not included in proportionality as representation is determined geographically, based on the four District Wards (i.e., Beach, Brookfield, Courtwick with Toddington and River) rather than the six Town Council Wards, with two other seats, as set out in the following table:

<b><u>District Wards</u></b>	<b><u>LTC Wards</u></b>	<b><u>No. of Councillors</u></b>
Beach	Beach	1
Brookfield	Brookfield	1
Courtwick with Toddington	Courtwick with Toddington & Wickbourne	1
River	River & Wick	1
Other	N/A	2

## **1.6. Community Centres Sub-Committee (CCSC)**

The Sub-Committee was formed by the Council in November 2020 to oversee the projects that the Council is engaged in to build the K2 Youth and Community Centre in Wick, replacing the Keystone Centre, and in North Littlehampton where a new community Centre will be delivered as part of the new Hampton Park development. Membership of the CCSC should reflect the political balance of the Council and was comprised of the Chairs of the Property and Personnel and Community Resources Committees and the Vice Chairs of the Policy and Finance and Community Resources Committees.

It should be noted that the previous Council agreed that for continuity, the membership of the Sub-Committee be left unchanged. The two major projects are at advanced stages, construction of the K2 Youth and Community Centre in Wick is now underway and a final design proposal for the new community centre in the North Littlehampton is imminent. Council may therefore wish to maintain this stance which, depending on the Committee membership proposals, could also prompt the need to review the membership criteria. Council should also appoint the Chair and Vice-Chair of the Sub-Committee.

## **1.7. Progress Editorial Board**

The Board oversees the content and publication of the Town Council's newsletter and is formed with one representative from each political party. As there are now only two political groups represented on the Council it is proposed that each party nominates two Councillors to ensure representation at Board meetings.

## **1.8. Outside Bodies**

The list of nominees for representatives on outside bodies is attached as Appendix 2. Should more councillors wish to fill a position than provision has been made, the Town Clerk will investigate whether this is possible. However, Council will need to agree a first preference in these circumstances.

## **2. Authorised Payment Signatories**

- 2.1.** Having confirmed the appointments to Committees, in accordance with the Town Council's Financial Regulations, Council is also asked to confirm the named councillors authorised to sign payments and any changes that may be required to the Bank Mandate – The Town Mayor and Chairs of the Community Resources, Planning and Transportation, Policy and Finance and Property and Personnel Committees. In cases of duplication the Vice-Chair of the appropriate Committee shall be the designated signatory.

## **3. Recommendations**

**Council is Recommended to:**

1. Approve the Committee appointments and nominations for representatives on outside bodies for 2023 to 2024.



2. Appoint Chairs and Vice-Chairs to the Council's Committees.
3. Appoint the Community Centres Sub-Committee including the Chair and Vice-Chair.
4. Appoint the Progress Editorial Board.
5. Confirm The Mayor, the Chairs of the Policy and Finance, Community Resources, Planning and Transportation and Property and Personnel Committees as authorised Member signatories and that the Town Council's bank mandate be amended accordingly.

#### **4. Financial Implications**

There are no financial implications arising from this report.

**Laura Chrysostomou**  
**Town Clerk**

Appendix 1 Committee Membership Nominations						
Committee	Member Nominated		Category	Party	Chair	Vice Chair
Policy & Finance (7)	Councillor Butcher			Labour	✓	
	Councillor Dr Walsh KStJ		Chair of P&P	Lib Dem		✓
	Councillor Woodman		Chair of G&A	Lib Dem		
	Councillor Lee		Chair of CRC	Labour		
	Councillor Tandy		Chair of P&T	Labour		
	Councillor Northeast			Labour		
	Councillor O'Neill			Labour		
		Member/Group Nominations				
Community Resources (7)	Councillor Lee			Labour	✓	
	Councillor Blanchard-Cooper			Lib Dem		✓
	Councillor May			Labour		
	Councillor Wiltshire			Labour		
	Councillor Long			Lib Dem		
	Councillor O'Neill			Labour		
	Councillor Daws			Labour		
		Member/Group Nominations				
Governance & Audit (6)	Councillor Woodman			Lib Dem	✓	
	Councillor Tilbrook			Lib Dem		✓
	Councillor Lee			Labour		
	Councillor Richards			Labour		
	Councillor Northeast			Labour		
	Councillor May			Labour		
		Member/Group Nominations				
Planning & Transportation (6)	Councillor Tandy		Other	Labour	✓	
	Councillor Wiltshire		Other	Labour		✓
	Councillor Woodman		Beach District Ward	Lib Dem		

Appendix 1 Committee Membership Nominations						
Committee	Member Nominated		Category	Party	Chair	Vice Chair
Planning & Transportation (6)	Councillor Richards		Courtwick with Toddington District Ward	Labour		
	Councillor Long		Brookfield District Ward	Lib Dem		
	Councillor Daws		River District Ward	Labour		
Member/Group Nominations						
Property & Personnel (5)	Councillor Dr Walsh KStJ			Lib Dem	✓	
	Councillor Northeast			Labour		✓
	Councillor Butcher			Labour		
	Councillor Worne			Lib Dem		
	Councillor O'Neill			Labour		
Member/Group Nominations						
Community Centres Sub-Committee (5)	Councillor Tandy			Labour	✓	
	Councillor Long			Lib Dem		✓
	Councillor May			Labour		
	Councillor Wiltshire			Labour		
	Councillor Blanchard-Cooper			Lib Dem		
Member/Group Nominations						
Progress Editorial Board						
	Councillor Northeast			Labour		
	Councillor Long			Lib Dem		
	Councillor Tilbrook			Lib Dem		
	To follow			Labour		

## NOMINATIONS: REPRESENTATIVES ON OUTSIDE BODIES 2023 to 2024

Organisation	Frequency	Total No. of Reps	Officer	Councillor	Name of Representatives
East Arun (formally Littlehampton) Health Services Advisory Group	Dormant but could reconvene as a Health Liaison forum	5	1	3	Assistant Town Clerk Councillor Dr Walsh KStJ Councillor Long Councillor May Councillor Butcher
Arun Community Transport	As required	1		1	Councillor Richards
Keystone Centre	Monthly	1	1		Assistant Town Clerk / Community Resources Officer
Littlehampton Bonfire Society	As required	1			Councillor Blanchard-Cooper
Littlehampton Sportsfield Management Committee	6 weekly Mondays	1		Chair CRC	Councillor Lee or Councillor Tilbrook
Arun and Chichester Citizens Advice	Bi-monthly	1		1	Councillor Woodman or Councillor Wiltshire
Arun District Council and Littlehampton Town Council Liaison Forum	Three times a year	6	1	To select up to 6 main Members	Town Clerk Mayor Councillor Blanchard-Cooper Councillor Long Councillor Walsh Vacancy
National Association of Local Councils and West Sussex Association of Local Councils matters	As required	1		1	Town Clerk / Mayor
North Littlehampton Members Steering Group (NLSG)	Periodic	4	1	3	Town Clerk Councillor Dr Walsh KStJ Councillor Long Councillor May
Rampion 2 Community Liaison Group	As required	1		1	Councillor Woodman or Councillor Wiltshire

## NOMINATIONS: REPRESENTATIVES ON OUTSIDE BODIES 2023 to 2024

Organisation	Frequency	Total No.of Reps	Officer	Councillor	Name of Representatives
Sports Forum	Quarterly	1	1	Chair of CRC	Councillor Lee
Police and Community Safety Liaison	Periodic	1	1	1	Mayor Town Clerk
Littlehampton Harbour Advisory Body	As required	1		1	Councillor Lee
Public Gateway Steering Group	As required	2	1	1	Town Clerk Councillor – link to NLSG

Rt Hon Nick Gibb MP  
House of Commons  
London  
SW1A 0AA

4 May 2023  
PH/JH/Full Council

Dear Mr Gibb

**Re: Coastal Erosion – The West Bank, Littlehampton**

The Town Council have asked me to write to you and share their concerns regarding the impact of climate change and the management of the West Bank coastline in Littlehampton.

At a recent meeting of Full Council, it was evident that there was local disquiet about the impact of climate change on the West Bank of the River Arun. This had resulted in serious damage to the groynes which until recently had not been repaired. Whilst it is evident from work that is currently underway that repairs are being made, it is unclear whether these were prompted by the urgent repairs to the West Wall harbour defences, and it is therefore uncertain what is planned in the future to maintain the defences at this point.

Members share the concerns of residents on this matter as any deterioration of the flood defences here which provide protection for the businesses and residents in the vicinity, would if lost cut them off from the A259. Work on the development of the Local Flood Risk Management Strategy, 2021 to 2026 by West Sussex County Council is also currently paused. Members therefore consider that finding solutions for the West Bank is a priority, particularly as there now appears to be little hope that development will come forward and deliver the necessary infrastructure.

On behalf of residents, I am therefore writing to enlist your help in ascertaining the official stance on the management of this area and the plans for future maintenance work.

Yours sincerely

Juliet Harris  
**Assistant Town Clerk**

Copies to:  
Executive Director of Flood and Coastal Risk Management, Environment Agency  
Cabinet Member for Environment and Climate Change, West Sussex County Council, Local Lead Flood Authority

**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 27 March 2023 at 6.30 pm**

**Present:**

Councillor Tandy – Chair  
Councillor Buckland\*  
Councillor Long  
Councillor Turner  
Councillor Woodman

**2022 to 2023**

**112. Evacuation Procedures**

The evacuation procedures were noted.

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

The procedures were noted.

**114. Apologies**

There were no apologies.

**115. Declarations of Interest**

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and or prejudicial interests that they might have in relation to items on the Agenda. The standing declarations were noted and no further declarations were made.

**116. Minutes**

The Committee received the minutes of the meeting held on 27 February 2023, previously circulated, were confirmed as a true record and signed by the Chair.

\*Councillor Buckland joined the meeting at 6.33pm.

## **117. Chair's Report and Urgent Items**

### **117.1. Arun District Charging Bay Proposal**

117.1.1. Following the discussion at Full Council on 23 March 2023, the Committee was asked to revisit the current situation regarding the roll out of EV Charging Bays in the Parish. Notwithstanding the withdrawal of the Wick Farm Road proposals, there remained considerable concerns about the way in which sites had been determined and the lack of consultation. It was understood that the County Council were revisiting the procedure for allocating sites and had contacted colleagues at the District Council seeking input into the next phase of the scheme which was due to be rolled out in May. Whilst this would not prevent the planned installations in Fitzalan Road and Beamont Park, it was though it did provide an opportunity for Members to put forward alternative sites.

117.1.2. Members noted the ideas at Full Council where sites at the Lyminster School and in the parking area adjacent to the Wick roundabout / Arundel Road junction were put forward. The Committee also re-iterated the view that the use of the public car parks had been overlooked. This was considered short sighted, and it also ignored the poor maintenance of some of the existing sites particularly in the St Martins Carpark. Awareness of the scheme was growing, and residents were also now beginning to come forward with additional sites. Where these had been received it was agreed that they, alongside the suggestions of the Town Council, be relayed to both the District and County Councils to be explored as part of the next phase of the scheme. Acknowledging that some of the existing facilities were located in Arun District Council's car parks it also considered prudent that this be raised with them seeking confirmation of the timescale for repairs.

It was therefore **Resolved** that:

1. The suggested sites be forwarded to the District and County Council for consideration as part of the next phase of the Scheme.
2. The District Council be contacted to ascertain the timescale for repairs to the charging points in the St Martins Car Park.

## **118. Public Forum**

There were no members of the public present.

## **119. Planning Applications**

### **119.1. Planning Application LU/55/23/PL - Land North and West of Toddington Farm Cottages, Toddington Lane.**

The Committee received details of this proposal to build ten houses with landscaping and external works. Members proceeded to review the proposals in more detail and discussion focussed on the drainage and sewerage management plans. It was noted that the development would rely on connecting to the main sewer. This was a significant concern as the existing system in the area was believed to be incapable of supporting current use and



the proposals relied heavily on the statutory undertaker adopting and reinforcing the existing infrastructure to make them work. Given the history of flooding and sewerage discharge in the vicinity the majority of the Committee were not confident that this would happen. Councillors Tandy and Woodman expressed support for the plans which would bring much needed social housing however, the majority of the Committee could not support the proposals.

The Committee therefore **Resolved** to object to the planning application on the grounds that the drainage and foul water management arrangements were inadequate.

#### **119.2. Lists 9,10,11 and 12.**

It was **Resolved** that:

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

### **120. Transportation and other West Sussex County Council Matters**

#### **120.1. West Sussex Speed Limit Policy**

The Committee received and noted the County Council's Speed Limit Policy update, previously circulated.

#### **120.2. A259 Bognor Regis to Littlehampton Proposals**

The Committee had before it details of the revised proposals to upgrade the Littlehampton section of the A259 through to Bognor Regis, previously circulated. Members proceeded to review the proposals in more detail and the following points were noted from the ensuing discussion:

##### **120.2.1. A259 Ferry Road Junction**

Members considered that the loss of the previously planned roundabout at this point was a mistake and that should the proposed development of the West Bank as envisaged in the Local Plan be realised it would undoubtedly require a radical re-think of the Scheme at this point. At the very least it was thought that the junction should be made left turn only when joining the A259.

##### **120.2.2. Bridge Road (Tesco) Roundabout**

Members had no problem with the introduction of a pedestrian crossing but did consider it would cause widespread congestion if the crossing were signalised. As an example of the problems signalised crossings can cause, Members pointed to the Wick Roundabout and the tail backs that were a frequent occurrence when the signalised crossings on the east and west sides of the roundabout were activated.

##### **120.2.3. Wick Roundabout**

Members lamented the loss of the potential for improvements here as it was thought that this junction would only become busier as the proposed development of North Littlehampton progressed.

##### **120.2.4. Speed Limit Changes**

Members considered that traffic flow would be greatly improved if the speed limit on the Kingley Gate section ~~and~~ through to Terminus Road was set at 40

MPH rather than the 40/50 MPH proposed. In putting this forward Members were conscious that changes in the speed limit could force a review of the speed limits on the approaching roads in the area.

It was **Resolved** that:

The Committee's views as set out in minutes 120.2.1. to 120.2.4. above be forwarded to West Sussex County Council.

### **120.3. West Sussex County Council Post-16 Transport Policy Statement**

The Committee had before it the County Council's consultation on their Draft Post-16 Transport Policy, previously circulated. Members were broadly supportive of the Policy in terms of the aims and objectives. Continuity of drivers was considered particularly important for learners with special educational needs or disabilities. Whilst this did not form part of the Policy, it was considered important that this be highlighted to the County Council.

It was **Resolved** that:

The Committee's views as set out in minute 120.3. above be forwarded to West Sussex County Council.

### **120.4. Traffic Congestion in and around Littlehampton**

The Committee received and noted the exchange of correspondence with the County Council regarding traffic congestion.

### **120.5. Potholes**

The Committee received and noted the exchange of correspondence with the County Council regarding the pothole repair situation.

### **120.6. A27 Arundel bypass**

The Committee received and noted the revised timeframe for the delivery of the scheme which had been deferred to 2025 to 2030.

## **121. Master Plan – North Littlehampton**

There was nothing further to report.

## **122. Exempt Business**

There was none.

The meeting closed at 7.44 pm.

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**Chair**

## Appendix 1

### LITTLEHAMPTON TOWN COUNCIL Planning and Transportation Committee 27 March 2023 Representation on Lists 9,10, 11 and 12

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
9	Wickbourne	JL/FT	LU/422/22/HH	Drop kerb	11 Courtwick Road Littlehampton BN17 7NE	No Objection
9	River	IB	LU/44/23/PL	Change from room associated with residential use to self-contained flat with its own access. This application is in CIL Zone 4 (Zero Rated) as flat.	36 Beach Road Littlehampton BN17 5HT	Objection – the proposals constitute an over development of the site. Observing the history of flooding in the vicinity the Committee also endorsed the comments of the Environment Agency.
9	River	IB	LU/49/23/PL	Alterations to existing shop and flat to create 2 No additional flats with new window at front elevation and 5 No new secure cycle spaces within alleyway next to the communal entrance to the flats. This application is in CIL Zone 4 (Zero Rated) as flats.	Flat Above 62 High Street Littlehampton BN17 5EA	Objection – The Committee shared the views of the Private Sector Housing and Public Health Team regarding the safety, size and ventilation arrangements and considered that the proposals were not appropriate and constituted an over development of the site.

## Appendix 1

### LITTLEHAMPTON TOWN COUNCIL Planning and Transportation Committee 27 March 2023 Representation on Lists 9,10, 11 and 12

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
9	River	IB	LU/50/23/PL	Render to walls. This application is in CIL Zone 5 (Zero Rated) as other development.	The Little Lookout Coastguard Road Littlehampton BN17 5LH	No Objection
10	Courtwick with Toddington	JL/FT	LU/55/23/PL	Demolition of existing building and erection of 10 No dwellings with associated landscaping and external works. This application may affect the setting of a listed building and is in CIL Zone 2 and is CIL Liable as new dwellings.	Land North and West of Toddington Farm Cottages Toddington Lane Littlehampton	Objection - See minutes
10	Wick	JL/FT	LU/45/23/HH	Single storey rear extension.	29 Stanley Road Littlehampton BN17 6JE	No Objection
10	Brookfield	AT	LU/52/23/HH	Drop Kerb.	66 Horsham Road Littlehampton BN17 6DS	Objection – on the grounds that the proposals would adversely affect highway safety.
10	Brookfield	AT	LU/56/23/CLP	Lawful development for a proposed loft conversion with rear dormer.	9 Jib Close Littlehampton	No Objection
12	Wickbourne	JL/FT	LU/37/23/HH	Drop kerb to build a driveway.	20 Heo Green Littlehampton BN17 7JB	No Objection
12	River	IB	LU/68/23/HH	Loft conversion	23 Furzedown Littlehampton BN17 5NJ	No Objection

**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 24 April 2023 at 6.30 pm**

**Present:**

Councillor Tandy – Chair  
Councillor Buckland  
Councillor Long  
Councillor Woodman

**2022 to 2023**

**123. Evacuation Procedures**

The evacuation procedures were noted.

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

The procedures were noted.

**125. Apologies**

There were apologies from Councillor Turner

**126. Declarations of Interest**

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and or prejudicial interests that they might have in relation to items on the Agenda. The standing declarations were noted, and no further declarations were made.

**127. Minutes**

The Committee received the minutes of the meeting held on 27 March 2023, previously circulated, were confirmed as a true record and signed by the Chair.

**128. Chair's Report and Urgent Items**

There were none.

## **129. Public Forum**

There were no members of the public present.

- 129.1.** There was written representation from Mr Chester regarding planning application LU/83/23/PD, 56 to 57 Pier Road who invited the Committee to reconsider its stance on the application which proposed the conversion of the ground floor to residential. In doing so he asked Members to take into consideration his objection to the proposals which he had registered with the Planning Authority, on the grounds that the proposed future use of the area would in his view hugely impact the residential amenity at ground floor level and render the proposed flats out of place.

The Chair thanked Mr Chester for his representation which was noted.

## **130. Planning Applications**

### **130.1. Planning Application LU/83/23/PD, 56 to 57 Pier Road**

The Committee had before it details of proposals to convert the ground floor of these premises from retail to apartments. The Committee had previously not objected to the development and recalling the representation made earlier in the public forum and the potential changes to the street scene, Members considered that it would be for future occupants to decide whether they wished to live in the area. Whilst the loss of residential was disappointing, on balance Members held the view that it was preferable that the premises were occupied.

The Committee therefore **Resolved**:

Not to object to the application.

### **130.2. Planning Application LU/93/23/PL, 46a and 47 Pier Road**

This application had only just been received and proposed significant changes to the original plans. Observing that the closing date for comments was 20 May, Members therefore wished to have further time for proper consideration of the proposals and deferred consideration of the application to the next meeting.

It was **Resolved** that:

The District Council be requested to allow an extension of time enabling the plans to be considered by the Committee at the next meeting on 22 May 2023.

### **130.3. Lists 13, 14, 15 and 16.**

It was **Resolved** that:

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

#### **130.4. Phase 5, Toddington Lane, Street Naming**

The Committee received a report, previously circulated, which sought Members views on proposals for street names in this phase of development in North Littlehampton. Members were supportive of the proposal to use road names linked with the forthcoming coronation and also considered it would be beneficial to add an emblem to the street sign to denote the theme and suggested that in this case a crown would be appropriate.

It was therefore **Resolved** that:

The Committee's views as set out in minute 130.4. above be relayed to the district council.

#### **131. Transportation and other West Sussex County Council Matters**

There were none.

#### **132. Master Plan – North Littlehampton**

There was nothing further to report.

#### **133. Exempt Business**

There was none.

The meeting closed at 7.21 pm.

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**Chair**

## Appendix 1

### LITTLEHAMPTON TOWN COUNCIL Planning and Transportation Committee 24 April 2023 Representations on Lists 13, 14, 15 and 16

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
13	Beach	BW	LU/51/23/PL	Replacement of current Main Stand. This site is in CIL Zone 4 (Zero Rated) as other development	The Sportsfield St Floras Road Littlehampton BN17 6BD	Supported.
13	River	IB	LU/70/23/PL	Replace two sets of wooden windows with UPVC windows	St Catherines Court, Flat 45 Irvine Road Littlehampton BN17 5HP	No objection.
13	River	IB	LU/77/23/PL	Subdivision of 3 No existing dwelling units to create 1 No studio and 4 No 1 bed dwellings. This application affects the character and appearance of the Littlehampton Sea Front Conservation Area and is in CIL Zone 4 (Zero Rated) as flats	Wellesley Court Fitzalan Road Littlehampton BN17 5JW	No objection subject to no issues being raised regarding evacuation in the event of a fire.
14	River	IB	LU/82/23/PL	Remove external staircase and provide patio area as part of flat 1, add cycle storage and amend the opening in the kitchen area from a single door with sidelights to French doors with sidelight. This application is in CIL Zone 4 (zero rated) as other development.	Felix Dancewear 39 Beach Road Littlehampton BN17 5JA	No objection.
14	River	IB	LU/68/23/PL	Loft conversion (re-advertised due change of designation from HH to PL)	23 Furzedown Littlehampton	No objection.
15	Courtwick with Toddington	JL/FT	LU/389/22/PL	Demolition of existing stables and erection of 2 No dwellings. This application is a Departure from the Development Plan and is in CIL Zone 3 and is CIL Liable as new dwellings.	Woodcote Stables Woodcote Lane Littlehampton BN17 7PT	No objection.
15	River	IB	LU/86/23/HH	Construction of a two storey side extension and a single storey front porch.	77 Cornwall Road Littlehampton BN17 6EQ	No objection.
16	Beach	WT	LU/93/23/PL	Replacement of all existing windows with double glazed white framed UPVC units	First Floor Flat B 51 Norfolk Road Littlehampton BN17 5HE	No objection.



## Appendix 1

### LITTLEHAMPTON TOWN COUNCIL Planning and Transportation Committee 24 April 2023 Representations on Lists 13, 14, 15 and 16

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
16	Courtwick with Toddington	JL/FT	LU/97/23/PL	Alterations to external area at front of Public House premises to provide new low energy LED bulb festoon lighting with new timber support post and new freestanding timber planters. This application affects the setting of a listed building and is in CIL Zone 2 (Zero Rated) as other development	The Six Bells Inn Lyminster Road Littlehampton BN17 7PS	Supported.
16	Courtwick with Toddington	JL/FT	LU/98/23/L	Listed building consent for alterations to external area at front of Public House premises to provide new low energy LED bulb festoon lighting with new timber support post and new freestanding timber planters.	The Six Bells Inn Lyminster Road Littlehampton BN17 7PS	Supported.
16	Brookfield	AT/BW	LU/85/23/HH	Single storey rear extension	15 Grove Crescent Littlehampton BN17 6AD	No objection.