



## How to contact us

Write to: Manor House, Church Street,  
Littlehampton, West Sussex, BN17 5EW

Email: [lrc@littlehampton-tc.gov.uk](mailto:lrc@littlehampton-tc.gov.uk)

Call: 01903 732063

Find us online: [www.littlehampton-tc.gov.uk](http://www.littlehampton-tc.gov.uk)

Town Clerk – Laura Chrysostomou

5 August 2025

You are hereby summoned to attend a meeting of the:

### **Planning and Transportation Committee**

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

**Date:** Monday 11 August 2025

**Time:** 4.30 pm

#### **Committee:**

Councillor Christine Wiltshire (Chair)

Councillor Sean Lee (Vice Chair)

Councillor Jeffrey Daws

Councillor Jill Long

Councillor Freddie Tandy

Councillor Bob Woodman

**Laura Chrysostomou, Town Clerk**

### **Agenda 2025 to 2026**

#### **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 Declaration 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 Wiltshire, Long, Tandy, and Woodman are Members of Arun District Council.
- Councillor Long is a Member of Arun District Council's Planning Policy Committee.
- Councillor Woodman is a Member of Arun District Council's Planning Committee

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 14 July 2025, circulated herewith, pages 4 to 8. 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 Officer's Report**

### **8.1 Standing Orders / Urgent Actions**

To note the attached Urgent Action, pages 9 to 15, to respond to the Pavement License 121965 52 High Street application.

## **8.2 Planning and Other Arun District Council Matters**

### **Planning Applications, Lists 29, 30, 31, and 32 if available**

To consider the attached, pages 16 to 17.

## **9 Rampion 2 Windfarm**

## **10 West Sussex County Council and Other Highways Matter**

### **10.1 Traffic Regulation Order – Lyminster Road B2284 Speed and Weight Restrictions**

The Committee is asked to support the attached community application, pages 18 to 21, seeking weight and speed restrictions along Lyminster Road.

## **11 Masterplan – North Littlehampton**

## **12 Westen Sussex Water Trust**

Members are asked to note that a presentation that will be given next meeting by a representative from Western Sussex Rivers Trust.

## **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 Committee held in  
The K2 Youth and Community Centre, Eldon Way, Wick, BN17 7HE on  
Monday 14 July 2025 at 6.30 pm.**

**Present:**

Councillor Wiltshire – Chair  
Councillor Daws  
Councillor Long  
Councillor Tandy  
Councillor Woodman

**In attendance:**

Juliet Harris - Assistant Town Clerk

**2025 to 2026**

**28. Evacuation Procedures**

The evacuation procedures were noted.

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

The procedures were noted.

**30. Apologies**

There were apologies from Councillor Lee.

**31. Declaration 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.

**32. Minutes**

The minutes of the meeting held on Monday 16 June 2025, previously circulated, were confirmed as a true record and signed by the chair.

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

#### **33.1. Land North of Littlehampton Academy – Street Naming Consultation**

Members received a consultation, copy attached to the minutes, which requested comments on four new street names for the development on the Land North of Littlehampton Academy. The proposal was considered as an urgent item due to the limited response time frame. The proposals were based on coastal theme and whilst this was appreciated, members considered it would be more meaningful if the roads were more reflective of the area's history and landscape. With this in mind, members suggested the use of names such as Amberley, Bignor, Chantry, and Rackham—which were known local landscape areas and historically used as house names at Littlehampton Community School.

#### **It was resolved that:**

The above comments be forwarded to Arun District Council in response to the consultation.

### **34. Public Forum**

There were no members of the public present, and no written representations made.

### **35. Planning and Other Arun District Council Matters**

#### **35.1. Planning Applications, Lists 25, 26, 27, and 28 if available.**

#### **It was resolved that:**

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

### **36. Rampion 2 Windfarm**

There was nothing further to report.

### **37. West Sussex County Council and Other Highways Matters**

#### **37.1. Traffic Regulation Order: Northern Section of the Lyminster Bypass Speed Limits**

Members considered a Traffic Regulation Order (TRO), previously circulated, outlining proposed speed limits for the newly opened northern section of the Lyminster Bypass. In considering the proposals it was felt that the 40mph section proposed at the northern section be extended south to the Lyminster Road junction. This adjustment aimed to ease the

transition between the 30mph and the 50mph speed limits on the bypass, allowing vehicles to merge more smoothly into the traffic flow. Additionally, it was suggested that the TRO incorporate waiting restrictions near field entrances along the bypass to discourage parking by delivery drivers, who had been observed congregating in these areas and using them as waiting points.

**It was resolved that:**

The above comments be forwarded to West Sussex County Council in response to the consultation.

**38. Masterplan – North Littlehampton**

There was nothing further to report.

**39. Exempt Business**

There was none.

The meeting closed at 6.48pm.

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**Chair**





## Appendix 1

### LITTLEHAMPTON TOWN COUNCIL Planning and Transportation Committee 14 July 2025. Representation on Lists 25, 26 & 27

Plan List No.	Ward	Ward CLLR	Planning No.	Details of Application	Location	Comments
25	Brookfield	JL	<a href="#">LU/103/25/HH</a>	Dropped curb and block paving to create a driveway.	36 Horsham Road Littlehampton BN17 6DA	<b>No Objections</b>
25	Courtwick with Toddington	FT	<a href="#">LU/102/25/CLP</a>	Lawful development certificate for the proposed rendering of the front elevation	29 Toddington Park Littlehampton BN17 6JZ	<b>No Objections</b>
26	Courtwick with Toddington	FT	<a href="#">LU/104/25/HH</a>	Addition of balcony to rear of property accessed by converting existing window to a double door.	1 Murray Rise	<b>No Objections</b>



## Standing Order 36 – Urgent Action

Standing Order 36 states that **“Where an urgent decision is required and it is not possible to call a meeting under either Standing Order 1 or 17”** – which provide for calling extraordinary meetings of Council or Committees – **or the matter is of minor importance, but not previously delegated, the Town Clerk is authorised to make that decision having consulted the respective Chair of the Council or appropriate Committee. Any Urgent Actions shall be reported to the next meeting of Council or the appropriate Committee.”**

When completing the checklist below, the following issues must be borne in mind:

- Standing orders and financial regulations remain in force and must be complied with.
- In the absence of the Town Clerk, the Deputy Town Clerk or the Assistant Town Clerk shall progress urgent actions. No other officers may commence or undertake an urgent decision procedure.

<b>1</b>	<b>What decision is required?</b>	Decision on Pavement Licence Consultation
<b>2</b>	<b>Why is this decision urgent?</b> <ul style="list-style-type: none"> <li>• <b>Why should it not wait until the next programmed meeting of council or committee?</b></li> <li>• <b>Why should it not wait until an extraordinary meeting of council or committee is called?</b></li> </ul>	The timeframe is such that it will be too late for the August 2025 Planning and Transportation Committee.
<b>3a</b>	<b>What are the financial implications?</b>	None
<b>3b</b>	<b>Has a budget been approved?</b>	N/A
<b>3c</b>	<b>Which budget are you recommending the expenditure to come from? Please check that sufficient funds are available.</b>	N/A
<b>3d</b>	<b>Is a supplementary estimate required? Note: if so, this could necessitate a further urgent decision</b>	N/A
<b>3e</b>	<b>If any of the following apply:</b> <ol style="list-style-type: none"> <li><b>1. A supplementary estimate</b></li> <li><b>2. The use of earmarked reserves</b></li> <li><b>3. Expenditure over £500*</b></li> </ol> <b>Approval of the Responsible Financial Officer is required. In the absence of the Responsible Financial Officer the town clerk is the deputy Responsible Financial Officer.</b> <b>*For this point only, in the absence of the Responsible Financial Officer and Town Clerk, the Assistant Town Clerk can give approval.</b>	N/A

<b>4</b>	<b>Is the decision consistent with Council policies?</b>	Yes
<b>5a</b> <b>5b</b> <b>5c</b>	<b>Committee decisions only</b> <b>Is this decision a matter delegated solely to one Committee?</b> <b>If not, which other Committees have been or will be consulted?</b> <b>Was this, or will this be through the urgent action procedure?</b> <b>Please detail</b>	Yes – Planning and Transportation.
<b>6</b>	<b>Has the matter been discussed with agreed consultees – ward councillors, other local authorities etc?</b> <b>If not, is the matter so urgent that this is impractical? If so, why?</b>	Yes – Details of the consultation where shared with members of the planning and transportation committee requesting comments. There were no objections.
<b>7</b>	<b>Record of any conflict of interest declared by a Member consulted on the decision</b>	N/A
<b>8</b>	<b>What alternative options have been considered – both practical and financial?</b>	N/A
<b>9</b>	<b>Has the procurement strategy been followed, where expenditure is involved?</b>	N/A
<b>10</b>	<b>Briefly outline any implications relating to:</b> <ul style="list-style-type: none"> <li>• Crime and disorder</li> <li>• Disability discrimination</li> <li>• Human rights act</li> <li>• Freedom of information</li> <li>• Data protection</li> <li>• Environmental impact</li> </ul>	N/A
<b>11</b>	<b>Have appropriate risk assessments been undertaken?</b>	N/A
<b>12</b>	<b>Date of consultation with Chair</b>	01/07/25
<b>13</b>	<b>Signature of Chair</b>	
<b>14</b>	<b>Date of decision</b>	01/07/25
<b>15</b>	<b>Signature of Town Clerk</b>	
<b>16</b>	<b>Signature of Responsible Financial Officer – if required under 3e</b>	N/A
<b>17</b>	<b>Date reported to Council or Committee</b>	Planning and Transportation 11.08.2025

Date of letter: **21 July 2025**

Licence: **Pavement Licence**

Application No: **121965**

Dear Sir/Madam,

Applicant: **ITALIAN SOURDOUGH PIZZERIA LTD**

Date Received: **18 July 2025**

An application was made to Arun District Council under the Business and Planning Act 2020 by the above-named applicant. If you would like to make a representation please use the link below. Representations must specify in detail the grounds of opposition. Your views will be considered alongside Guidance and Policy when the application is determined. Please note we are unable to accept any representations outside of the short consultation window.

[Click here to complete the form](#)

In order that consideration of the application may not be delayed, it will be appreciated if a reply can be sent to us by: **03 August 2025**.

Please see below for the details relating to this licence.

Yours faithfully

Sandra Sayers  
Technical Support Assistant

Applicant: **ITALIAN SOURDOUGH PIZZERIA LTD**

Applicant Address: **52 High Street, Littlehampton, West Sussex, BN17 5EA**

Location of Premises: **52 High Street, Littlehampton, West Sussex, BN17 5EA**

Email Address:

Telephone number: **01903726433**

Mobile number:

How many Tables :: 6

How many Chairs :: 24

Type of Premises :: Other use for the sale of food or drink for consumption on or off the premises

Description of the area of the Highway :: Pedestrianized high street

Description of the furniture :: patio plastic tables and chair

Please provide the previous licence number ::

How many customer Toilets :: 2

Trading Times:

Day: Monday

Start Time: 1100

End Time: 2100

Further Details:

Day: Tuesday

Start Time: 1100

End Time: 2100

Further Details:

Day: Wednesday

Start Time: 1100

End Time: 2100

Further Details:

Day: Thursday

Start Time: 1100

End Time: 2100

Further Details:

Day: Friday

Start Time: 1100

End Time: 2100

Further Details:

Day: Saturday

Start Time: 1100

End Time: 2100

Further Details:

Day: Sunday

Start Time: 1100

End Time: 2100

Further Details:

## Online Application Details

<b>General Details</b>	
Licence Type	Pavement Licence
Application Type	New 2 Year Pavement Licence
Location to be Licenced	52 High Street Littlehampton West Sussex BN17 5EA
Trading Name	FIOR DI LATTE
I am the	Proposed Licence Holder
Agent Details	
Proposed Licence Holder Details	FIOR DI LATTE 52 High Street Littlehampton BN17 5EA Tel: Mob: Email:
Additional Proposed Licence Holder(s)	
Additional Contacts	
Street Trading Licence	
Store Location	60146
Contact	Fior Di Latte 52 High Street Littlehampton West Sussex BN17 5EA Tel: Mob: Email:
Licence Type Additional Data Setting	
Type of Premises	Other use for the sale of food or drink for consumption on or off the premises
Description of the area of the Highway	Pedestrianized high street
Description of the furniture	patio plastic tables and chair
How many customer Toilets	2
How many Tables	6

How many Chairs	24
Street Trading Time	
Day	Monday Tuesday Wednesday Thursday Friday Saturday Sunday
Start Time	1100 1100 1100 1100 1100 1100 1100
End Time	2100 2100 2100 2100 2100 2100 2100
Further Details	

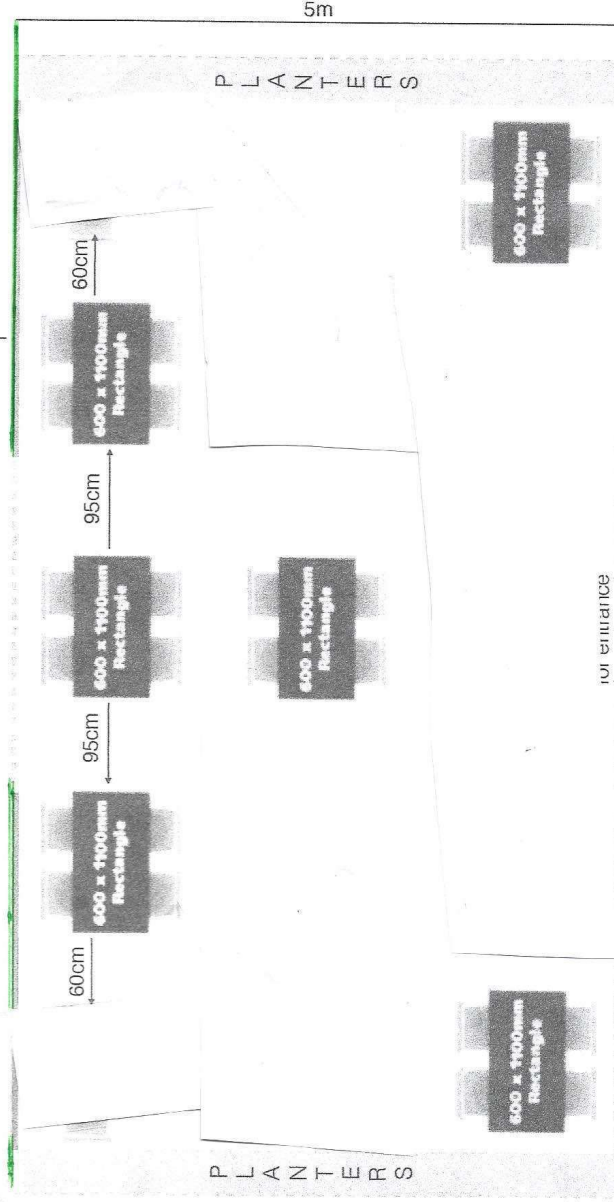
Customer Comments: There has been a pavement licence here for over 2 years, and an existing one in place until Sept 2026, The same furniture is being used without exception. I trust this will encourage a favourable prompt issuing of the pavement licence. Previous document 118767



# PEDESTRIANISED HIGH STREET

The green line marks where the canvas barriers will be placed to enclose the seating area, whilst still allowing access for disabled access.

5m



5m

PLANTERS

600 x 1100mm  
Rectangle

60cm

600 x 1100mm  
Rectangle

95cm

600 x 1100mm  
Rectangle

95cm

600 x 1100mm  
Rectangle

60cm

PLANTERS

600 x 1100mm  
Rectangle

10m

ENTRANCE TO FIREBIRD FROM HIGH ST

10m

NOT TO SCALE

## Appendix 1

### LITTLEHAMPTON TOWN COUNCIL Planning and Transportation Committee 11 August 2025 Representation on List 29, 30 and 31

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
29	Beach	BW	<a href="#">LU/122/25/HH</a>	Raising of the existing flat roof area of existing garage to line through with the top of the existing crown roof.	9 The Estuary Littlehampton	
29	River	JD	<a href="#">LU/124/25/RES</a>	Approval of reserved matters following outline consent LU/238/20/OUT for 60 No dwellings to include a multifunctional gym building. This application is a Departure from the Development Plan, may affect a public footpath, lies within the parish of Climping and is in CIL Zone 3 and is CIL Liable as new dwellings.	Land west of Bridge Road Roundabout Littlehampton	
29	River	JD	<a href="#">LU/132/25/CLE</a>	Lawful development certificate to establish an existing lawful use as a House in Multiple Occupation.	5 Queen Street Littlehampton	
29	Courtwick with Toddington	FT	<a href="#">LU/89/25/A</a>	Erection of 7m internally illuminated pole sign.	Morrisons Littlehampton Worthing Road Littlehampton West Sussex	
29	Wickbourne	FT	<a href="#">LU/119/25/PL</a>	Extension of industrial unit and installation of new palisade fencing gates to adjoin existing dropped kerb (resubmission following LU/303/24/PL). This application is in CIL Zone 4 (Zero Rated) as other development.	Unit 11a To Unit 11d Lineside Way Littlehampton	
29	Wickbourne	FT	<a href="#">LU/123/25/CLP</a>	Lawful development certificate for the proposed replace an existing rear window in the single-storey rear extension with new patio doors leading to the garden, installation of 2 No rooflights in the flat roof of the rear extension, removal of front timber fence in order to enable an off-street parking space.	12 Clun Road Littlehampton	
30	River	JD	<a href="#">LU/115/25/PL</a>	Exchange wooden windows in lounge and bedroom with PVCu triple glazed windows.	Flat 38 St Catherines Court	

## Appendix 1

**LITTLEHAMPTON TOWN COUNCIL**  
**Planning and Transportation Committee 11 August 2025**  
**Representation on List 29, 30 and 31**

					Irvine Road Littlehampton	
30	Wickbourne	FT	<a href="#">LU/125/25/HH</a>	Side of roof gabled with hip and rear dormer.	132 Manning Road Littlehampton	
31	Brookfield	JL	<a href="#">LU/143/25/HH</a>	Installation of a new driveway and a dropped kerb.	80 Southfields Road Littlehampton	

Your reference number is WSCC-732359805.

Thank you for completing a request for a new Traffic Regulation Order. All proposals have an assessment and you will be informed of the outcome.

**Are you:** A local resident, group/organisation, council

**First name:**

**Last name:**

**Address:**

Flat name/number	House name/number	Street	Town	County	Postcode
		LYMINSTER ROAD	LITTLEHAMPTON	WEST SUSSEX	

**Phone number:**

**Alternative phone number (optional):**

**Email address:**

**Name of the local county councillor you have discussed this request with:** Gary Markwell

**Name of the village, town or city you would like the TRO on:** Wick, Littlehampton

**Name of the road you would like the TRO on:** Lyminster Road - B2284 stretch

**Are there any other adjacent roads you require the TRO to be applied to?:** No

**Type of TRO requesting:** Speed limits / zones, Other

**If other, please specify :** Weight limit

**Why is the TRO necessary?:** We have had road closure / railway crossing closure for 9 weeks which was lifted 17/07/2025. It is noticeable that the heavier vehicles have reappeared despite the new bypass, but also that speeding late at night has resumed, cars and motorbikes alike.

In respect of heavy vehicles, they can seriously vibrate our building and windows when they use the crossing as they don't slow down, creating a slight bounce of the vehicle when they speed across. We don't live right by the crossing but a dozen houses down or so. If we are affected, then others closer to it must be too. Whilst I don't have a petition to submit, I have spoken to a few locals who agree that something needs to be done. We are now downgraded to a B road, so does this mean that we are within our rights to ask for restricted and less heavy duty traffic? Also , whilst street lighting implies a 30mph speed limit, it is not adhered to and never has been. Even the late night tractors carrying out essential sileage and harvest runs are in excess of 50mph. The bypass may alleviate some of this, but I doubt everyone will choose it if they see the B2284 as a rat run.

In respect of the later question asking for a sketch, I don't think what you are requesting will be adding any value, as my request seems self explanatory. The bypass in itself was to alleviate the traffic burden on our road, and when the road was closed, it was easier to navigate, exit our properties and side roads, cross for use of the local shops etc. I have attached our local councillor's email of support in it's place.

In respect of the question of funding, I am unsure how to answer that so have said No simply to comply with a compulsory answer required

**Please attach additional information to support your application.:** Gary Markwell corresp..eml

**Is the TRO likely to have a further impact on adjacent/other roads/routes?:** No

**Attach a sketch to help us understand more with your request:** Gary Markwell corresp..eml

**Is there any funding available that can be contributed towards the cost of this TRO?:** No

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**From:** Gary Markwell <gary.markwell@westsussex.gov.uk>  
**Sent:** 18 July 2025 10:46  
**To:**  
**Subject:** RE: Application for road weight and speed restriction support please

Thank you for your email.

I would be happy to support your application.

Do let me know if there is anything more you need from me at this stage.

Kind regards,

**Cllr Gary Markwell**

**County Councillor for Arundel & Courtwick Division**

West Sussex County Council

[www.facebook.com/gmarkwell](https://www.facebook.com/gmarkwell)

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**From:**  
**Sent:** 16 July 2025 15:00  
**To:** Gary Markwell <gary.markwell@westsussex.gov.uk>  
**Subject:** Application for road weight and speed restriction support please  
**Importance:** High

**\*\*EXTERNAL\*\***

We live in Lyminster Road, and have been affected for the last 9 weeks by the road closures, and railway crossing closure too.

Now this has not all been in a bad way, as it has been a lot quieter, with only the odd high-speed vehicle thinking it's OK to annoy the neighbourhood and break the peace.

What I want to do is ask for your support in having a speed restriction, and vehicle weight too, now that we are open again. We have also been downgraded from the A284 to the B2284, so I'm unclear if that backs up a reduction in general volume as well as speed that is entitled to use a B rated road. The truck and haulage traffic in general over the last 5-6 years has got extremely bad, and the speeds they often do over the lines, to beat the train timetables, has meant a lot of vibration to our property, not least they are exceeding the speed limit. We are not right by the tracks, so goodness knows how the ones nearest are faring.



What I argue in support of these changes is that we have now got a bypass that should cater for the heavier traffic, and higher speed as appropriate on an A rated road. Our properties have been badly affected by all the works, and it would be some recompense that we have simply 'localised' traffic rather than the previous container- style lorries, and other similar heavy haulage vehicles. The speed limit restriction is also key , as we have become a rat run for a lot of law breakers, but nothing is policed along here. Maybe cameras if resource is too low?

I note there is a weight restriction in place at Courtwick Road, off Wick Street, so it looks possible for this to happen.

I intend to apply for a weight and speed restriction to be considered, and their online guidelines state that I seek our local councillor's support...can I ask that you respond accordingly?

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