

**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 8 September 2025 at 6.30 pm.**

**Present:**

Councillor Christine Wiltshire – Chair  
Councillor Freddie Tandy  
Councillor Jeffrey Daws  
Councillor Jill Long  
Councillor Woodman  
Councillor Butcher

**In attendance:**

Juliet Harris - Assistant Town Clerk\*

**2025 to 2026**

**54. Evacuation Procedures**

The evacuation procedures were noted.

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

The procedures were noted.

**56. Apologies**

There were apologies from Councillors Lee with Councillor Butcher attending as his substitute.

**57. 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 Councillor Butcher declared a personal interest across the agenda as a member of Arun District Council. The Assistant Town Clerk also declared a prejudicial and pecuniary interest in item 62.2, licence application 122170 in the agenda, as her husband was a club member at Littlehampton Golf Club. She confirmed that she would leave the meeting for this discussion.

## **58. Minutes**

The minutes of the meeting held on Monday 11 August 2025, previously circulated, were confirmed as a true record and signed by the chair.

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

There were none.

## **60. Public Forum**

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

## **61. Presentation by The Western Sussex Rivers Trust**

**61.1.** The Chair welcomed Ms Barnetson, the Water Champion for Parishes and Communities from Western Sussex Rivers Trust ( [Home - Western Sussex Rivers Trust](#) ) to the meeting, who proceeded to present and discuss her work with the committee. She began by explaining that the Trust's primary objectives were to restore and enhance natural water sources ensuring that rivers remained healthy and vibrant. In her role she therefore focussed on supporting parish councils and local communities to understand their local riverscapes and encouraging them to engage in activities around habitat management and public education.

**61.2.** The Trust relied on a network of Water Champions to help them support local communities and landowners in this work. This ranged from measuring water quality to helping deliver projects that enhance habitats for wildlife surrounding rivers. It was noted that modern life had highlighted that the way we live had the capacity to damage as much as improve these habitats. She explained some of the actions that could be taken to enhance the riverscape and natural water courses. These included looking for places to introduce roadside sustainable drainage systems (SuDs), rain garden and rain garden planters, the use of water butts and looking at construction techniques for ways of building that support gradual water run off and reduce water consumption.

**61.3.** The Committee discussed these suggestions and also noted that the Trust often worked on projects that were initiated through the County Council's Operation Watershed Scheme ( [Operation Watershed - West Sussex County Council](#) ) Aiming to address issues with drainage infrastructure, these had been successful in bringing together communities and landowners to deliver local projects that improved resilience to protect homes, businesses and highways. It was agreed that more detailed information about this would be circulated to the committee. Recalling the local natural water networks in the parish, members were pleased to note that Ms Barnetson's presentation could also be given to residents and local groups. The Chair thanked Ms Barnetson for her

presentation, and it was agreed that the presentation would be shared with the Committee after the meeting.

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

### **62.1. Planning application LU/141/25/PL 57 River Road, Littlehampton**

- 62.1.1.** The Committee considered the resubmitted planning application for the demolition and re-development of 57 River Road. This followed the previously approved application LU/251/21/PL and proposed an increase in the number of apartments from six to nine. Discussion focused on the density, parking provision, and design, particularly the balconies overlooking River Road. Members expressed concerns that the projecting balconies, introduced as amenity space, appeared intrusive to neighbouring properties. This raised issues of privacy and visual impact on the street scene.
- 62.1.2.** Further concerns were raised regarding the insufficient parking provision to support the increased number of dwellings. Members noted that this may exacerbate existing parking pressures on River Road, which was narrow and heavily used. It was also observed that some potential for solar panels had not been utilised for this purpose. This was seen as a missed opportunity to incorporate sustainability measures into the development.
- 62.1.3.** While members welcomed the redevelopment of this vacant site and acknowledged the design's sympathy with the neighbouring building, they felt that the changes made since the previous, approved application had resulted in a scheme that was less acceptable overall.

#### **The Committee therefore Resolved:**

To object to the current planning application on the grounds that it was intrusive by virtue of the balconies facing River Road, had inadequate parking provision, and lacked sustainable features, such as solar panels, despite the opportunity to incorporate them.

### **62.2. Planning Applications, Lists 33, 34, 35, and 36**

#### **It was Resolved that:**

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

\*The Assistant Town Clerk left the meeting at 7.54pm

### **62.3. Licence Application No 122170 re: Littlehampton Golf Club, Rope Walk, Littlehampton, West Sussex, BN17 5DL**

- 62.3.1.** The Committee considered the proposed variation to the Golf Club's existing premises licence, which sought to expand access to the restaurant and bar facilities to members of the public, rather than limiting use to club members

only. Members welcomed this proposal and felt that opening the venue to the wider public would be beneficial both to the business and to the broader community, enhancing the town's hospitality offering.

- 62.3.2.** There were, however, concerns that key elements relating to the licensing objectives were not explicitly included in the variation application. While there may have been no intended change to these provisions from the existing licence, the Committee felt that these conditions should have been clearly stated in the application for transparency and reassurance. Acknowledging that the Licensing Team had oversight and enforcement of the statutory responsibilities in this respect, it was also considered that they would have a mechanism in place to ensure that these elements were maintained. It was also noted that the Thursday hours for the supply of alcohol appeared to contain what was likely to be an error, showing both the start and end time as 10:00. The Committee agreed this should be flagged for correction alongside the submitted comments.

**The Committee therefore Resolved:**

To support to the application and that the comments in minutes 62.3 above be forwarded to Arun District Council.

\*The Assistant Town Clerk rejoined the meeting at 8.01pm

**63. Rampion 2 Windfarm**

There was nothing further to report.

**64. West Sussex County Council and Other Highways Matters**

There was nothing further to report.

**65. Officer's Report**

**65.1. Quarterly Business Plan Progress Report**

Members received a report, previously circulated, which provided an update on progress made towards achieving the business plan goals as they related to the committee's work.

**It was Resolved that:**

The report be noted.

**66. Masterplan – North Littlehampton**

There was nothing further to report.

**67. Exempt Business**

There was none.

The meeting closed at 8.03 pm.

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**Chair**

UNAPPROVED

## Appendix 1

### LITTLEHAMPTON TOWN COUNCIL Planning and Transportation Committee Monday 8 September 2025. Representation on Lists 33, 34, 35 and 36

Plan List No.	Ward	Ward Cllr	Planning No.	Details of Application	Location	Comments
33	River	JD	<a href="#">LU/158/25/PL</a>	Replacement weatherboarding. This application is in CIL Zone 4 (Zero Rated) as other development.	Shelley Lodge Church Street	<b>No Objection</b>
33	River	JD	<a href="#">LU/160/25/CLP</a>	Lawful development certificate for the proposed change of use from dwelling (C3) use of existing dwelling as a children's home for a maximum of 3 children with up to 3 carers (C2 Residential Institution).	25 Bayford Road Littlehampton	<b>No Objection</b>
34	River	JD	<a href="#">LU/168/25/PL</a>	Change the use from Class E to a mixed Class E and Residential Use (C3) to include 2 No residential units and 2 No commercial units at ground floor level, 4 No residential units at first floor level, 2 No residential units at second floor level, alterations to include a two storey extension to the eastern elevation, four dormers and two roof lights. This application may affect the setting of listed buildings and is in CIL Zone 4 (Zero Rated) as flats and other development.	1 Beach Road Littlehampton BN17 5HY	<b>Support</b>
34	River	JD	<a href="#">LU/159/25/TEL</a>	Prior notification under Schedule 2, Part 16, Class A for the installation of a replacement shared electronic communications base station consisting of 1 No 22.5m height lattice mast, antennas, transmission dishes, new and relocated equipment cabinets, a compound secured by 2.7m palisade fencing with a pedestrian access gate and ancillary development.	Land at Harwood Road Littlehampton BN17 7AU	<b>No objection</b>
34	River	JD	<a href="#">LU/153/25/S73</a>	Variation of condition following the grant of LU/132/23/HH relating to condition 2 - approved plans.	3 Merton Drive Littlehampton BN17 7DU	<b>No Objection</b>
35	River	JD	<a href="#">LU/171/25/PL</a>	Extension to the side of the building, external and internal alterations, installation of solar panels on the roof and a vestibule on front elevation. This application is in CIL Zone 4 (Zero Rated) as other development.	1-5 St Martins Lane Littlehampton	<b>Support</b>

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Plan List No.	Ward	Ward Cllr	Planning No.	Details of Application	Location	Comments
35	River	JD	<a href="#">LU/173/25/PL</a>	Change of use from caravan storage to the storage of caravans, large vehicles such as heavy goods vehicles and trailers. This application is a departure from the Development Plan, is in CIL Zone 1 and is Zero Rated.	Arun Self Storage Littlehampton Marina Ferry Road Littlehampton	<b>No Objection</b>
36	Beach	BW	<a href="#">LU/152/25/CLP</a>	Lawful development for the proposed widening of the drive way, including the removal of part of the boundary wall, and increasing the width of existing dropped kerb to match the new driveway.	33 Parkside Avenue Littlehampton	<b>No Objection</b>
36	River	JD	<a href="#">LU/179/25/A</a>	Installation of 1 No. new communications kiosk with integrated defibrillator and illuminated advertising display.	Land Outside 65 High Street Littlehampton	<b>The Committee maintained its previous stance and object to the proposals on the grounds that there was already a defibrillator in close proximity to the site and that if approved the development would have a negative visual impact on the street scene and detract from the newly regenerated High Street.</b>
36	River	JD	<a href="#">LU/178/25/PL</a>	Installation of 1 No. new communications kiosk with integrated defibrillator and advertising display. This application is in CIL Zone 4 (Zero Rated) as other development.	Land Outside 65 High Street Littlehampton	
36	River	JD	<a href="#">LU/177/25/PL</a>	Change of use from 7 No bedroom HMO (Sui Generis) to C2 (Residential Institution) use with 7 No self contained bedrooms and construction of office pod/assessment unit for support staff on existing forecourt. This application is in CIL Zone 4 (Zero Rated) as other development.	12 Cornwall Road Littlehampton	<b>No Objection</b>