

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 6 October 2025 at 6.30 pm.

Present:

Councillor Christine Wiltshire – Chair
Councillor Sean Lee – Vice Chair
Councillor Freddie Tandy
Councillor Jeffrey Daws
Councillor Jill Long
Councillor Woodman*

In attendance:

Juliet Harris - Assistant Town Clerk

2025 to 2026

68. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

70. Apologies

There were none.

71. 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.

72. Minutes

The minutes of the meeting held on Monday 8 September 2025, previously circulated, were confirmed as a true record and signed by the chair.

73. Chair's Report and Urgent Items

73.1. Licence Application No 122334: re: Littlehampton Service Station Morrisons Supermarket, Hawthorn Road, Littlehampton

The committee had before it, a license application, copy attached to the minutes, proposing a variation to the current license requesting to serve alcohol until midnight. It was observed that if approved this would result in expanding the existing licence for one hour. Reviewing the request alongside the licensing objectives the application was considered acceptable.

It was resolved that:

The application be supported.

74. Public Forum

There were two members of the public present

74.1. Community Traffic Regulation Order (TRO) – Claridge House, Church Street

The Committee heard from a member of the public who sought the Town Council's support for the above TRO.. Speaking about the increased congestion in the area, the explained that the purpose of the proposed yellow lines would be to prevent parking and improve visibility for traffic entering and leaving Claridge House in Church Street.. Expanding on the details of the proposal they emphasised the increased need to improve road safety and added that the petition had garnered 50 signatures of support. The chair thanked them for their representation which was noted for consideration when the Committee came to discuss the item later in the meeting.

74.2. Planning Application LU/117/25/HH –91 Wick Farm Road, Littlehampton

Councillor Butcher addressed the Committee from the public forum regarding this application. Referencing the objections from residents that had already been submitted he sought the Committee's support in opposing these plans on the grounds that they represented an overdevelopment of the of the property, were intrusive and would lead to an increase in visitors which would have a detrimental impact on the residential amenity of the neighbouring properties. The chair thanked Councillor Butcher for his representation which was noted for consideration when the Committee came to discuss the item later in the meeting

75. Planning and Other Arun District Council Matters

75.1. Planning Applications, Lists 37, 38, 39, and 40

*7.07pm Councillor Woodman left the meeting.

It was resolved that:

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

75.2. Licence Application No: 122299 re: Street Record, Littlehampton – Regular Markets Consent for 12 Occasions

- 75.2.1. The committee considered a license application, previously circulated, which sought consent for a regular market on 12 occasions in Littlehampton High Street. Members highlighted the positive feedback from the current market and their preference for this to continue.

The Committee therefore resolved:

To support to the application.

76. Rampion 2 Windfarm

There was nothing further to report.

77. West Sussex County Council (WSSC) and Other Highways Matters

77.1. Traffic Regulation Order (TRO) Consultation – Hampton Park Main Avenue and Various Roads

- 77.1.1. The committee had before them a TRO application, previously circulated, which sought to implement a 20mph speed along various roads in the new Hampton Park development alongside the construction of a pedestrian crossing. Whilst supportive of the TRO, members were also reminded of previous correspondence with the Local Highways Authority (West Sussex County Council) which had indicated that a traffic audit would be undertaken following the completion of the Lymminster Bypass. In supporting the TRO, it was therefore also agreed that an update on the progress with the traffic audit be sought from them.

It was resolved that:

The Traffic Regulation Order application for speed limits and a pedestrian crossing within Hampton Park be supported

77.2. Community Traffic Regulation Order (CTRO) – Claridge House, Church Street

- 77.2.1. The Committee proceeded to consider the proposal, taking into consideration the representation received from the public forum earlier in the meeting. It was

noted that the proposal aimed to improve accessibility, safety, and visibility around the area of the entrance to Claridge House and was supported by the local County Councillor. Observing that Church Road also formed part of a main bus route and carried a 30-mph speed limit, the proposed restrictions were considered both reasonable and proportionate and would enhance accessibility and safety within the area.

The Committee therefore resolved:

To support the Community Traffic Regulation Order and that the comments above be forwarded to the County Council.

78. Other Transport Matters

78.1. Govia Thameslink Railway Stakeholder Survey

The committee received notification of the abovementioned Stakeholder Survey that was being carried by Govia Thameslink. Details of the survey would be circulated to members, and the committee would consider a response on behalf of the Town Council at the next meeting.

It was resolved that:

The Update be noted.

79. Masterplan – North Littlehampton

It was noted that a meeting of the North Littlehampton Advisory Group had been scheduled for Friday 17 October 2025.

80. Exempt Business

There was none.

The meeting closed at 7.41pm.

Chair

Appendix 1

LITTLEHAMPTON TOWN COUNCIL Planning and Transportation Committee 6 October 2025. Representation on Lists 37, 38, 39 and 40

Plan List No.	Ward	Ward Cllr	Planning No.	Details of Application	Location	Comments
37	Courtwick with Toddington	FT	LU/188/25/PL	Change of use from a residential dwelling to a small care facility for up to 2 children aged between 12 - 16 years old. This application is in CIL zone 2 (zero rated).	11 Eagles Chase Littlehampton BN17 7RF	Objection: Observing the concerns raised by Environmental Health about the potential impact of the development on the residential amenity of the properties in the surrounding area, the Committee endorsed their comments.
37	Courtwick with Toddington	FT	LU/163/25/PL	Amendment to LU/59/25/PL to allow for the formation of overspill car park, rationalisation of existing car park and formation of resident's garden including fence panels (resubmission following LU/310/24/PL). This application may affect the setting of listed buildings and is in CIL Zone 2 (Zero Rated) as other development.	Strawberry Field Courtwick Lane Littlehampton BN17	No objection
37	Wickbourne	FT	LU/117/25/HH	Single storey rear extension and part side extension.	91 Wick Farm Road Littlehampton BN17 7HJ	Objection: On the grounds that the proposal, by virtue of its bulk and mass, is an overdevelopment of the site and will have an adverse impact on the residential amenity of neighbours by reason of increased

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Plan List No.	Ward	Ward Cllr	Planning No.	Details of Application	Location	Comments
						noise and overshadowing.
38	River	JD	LU/182/25/PL	Fit-out of property to accommodate a community Banking Hub branch to include the replacement of entrance door, shopfront windows, stall risers and side window to accommodate double glazing, a new vinyl wrapped composite ACM panel will be fixed to the frontage fascia in RAL 7021 black / grey for placement of new advertisement signage fascia and an ATM will be integrated into the right-hand window, on the side elevation within the external courtyard, one aperture will be filled in, two new openings will be created in the external wall to accommodate louvres and the replacement of existing condenser unit located on the flat roof . This application is in CIL Zone 4 (Zero Rated) as other development.	43 High Street Littlehampton	The Committee welcomed the addition of this much-needed facility and the services it would bring, as well as the investment in the High Street. It was considered that this development would contribute positively to the revitalisation of the area aligning with the goals set out in the Town Council's Town Centre Strategy and Action Plan.
38	River	JD	LU/183/25/A	Various non illuminated advertisements on front and side elevations to include new ATM machine on front elevation.	43 High Street Littlehampton	
39	River	JD	LU/177/25/PL	Readvertisement due to Amended description. Change of use from 7 No bedroom HMO (Sui Generis) to C2 (Residential Institution) use with 8 No self-contained bedrooms alongside the construction of an office pod/assessment unit for support staff and garden/allotment space on existing forecourt. This application is in CIL Zone 4 (Zero Rated) as other development.	12 Cornwall Road Littlehampton	No Objection
40	Beach	BW	LU/199/25/S73	Variation of condition following the approval of LU/136/19/PL relating to condition 3 - approved lighting schedule.	Skate Park Sea Road Littlehampton	No objection

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Plan List No.	Ward	Ward Cllr	Planning No.	Details of Application	Location	Comments
40	River	JD	LU/124/25/RES	Readvertisement due to Amended description to include 32 moorings Approval of reserved matters following outline consent LU/238/20/OUT for 60 No dwellings to include a multifunctional gym building, and 32 No leisure moorings. 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	The Committee maintained its previous objection.
40	River	JD	LU/201/25/A	2 No 1.905m internally illuminated LCD display screens, one on each side of the Streethub Unit.	Pavement o/s 63 High Street Littlehampton	Objection: On the grounds that the development would have a negative visual impact on the street scene and detract from the newly regenerated High Street. It's position would also significantly impact accessibility and disturb activities such as the weekly market and events.
40	River	JD	LU/195/25/PL	Change of use from offices to 2 No. 1 bedroom flats. This application is in CIL zone 4 (zero rated).	1 & 2 Norfolk House Beach Road Littlehampton	No objection
40	Courtwick with Toddington	FT	LU/193/25/PL	Proposed residential development for 4 houses and associated landscaping. This application may affect the setting of a Listed Building and is in CIL Zone 2 (CIL liable as new dwellings).	Court Wick Park Courtwick Lane Littlehampton	Subject to the tree maintenance plan and biodiversity statements being considered satisfactory, the committee had no

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Plan List No.	Ward	Ward Cllr	Planning No.	Details of Application	Location	Comments
						objection to the application.
40	Courtwick with Toddington	FT	LU/205/25/CLP	Lawful development certificate for the proposed 24-hour opening of Morrisons Petrol Station.	Petrol Filling Station Morrisons Littlehampton Hawthorn Road Littlehampton	Objection: On the grounds that if permitted this would have an adverse impact on the amenity of residents in the surrounding area and was not compatible with or in the spirit of the variation granted (LU/307/12) to the original approval (LU/271/11) restricting delivery activity at the site.
40	Wickbourne	FT	LU/198/25/CLP	Lawful development certificate for a proposed rear extension.	22 The Crossways Littlehampton	No objection

Date of letter: **02 October 2025**

LICENSING ACT 2003

Licence: **Premises Licence**

Application Type: **Variation**

Application No: **122334**

Dear Sir/Madam,

Applicant: **Motor Fuel Limited**

Date Received: **02 October 2025**

An application was made to Arun District Council under the Licensing Act 2003 by the above-named applicant. If you would like to make a representation please use the link below.

[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: **30 October 2025**.

Please see below for the details relating to this licence.

Yours faithfully

Sally Dunlop

Technical Support Assistant

Applicant: **Motor Fuel Limited**

Applicant Address:

Applicant Telephone:

Applicant Email:

Additional Applicant:

Location: **Morrisons Supermarket, Hawthorn Road, Littlehampton, BN17 7LT**

Premises Capacity:

Details of proposed variation: **The variation is to update the plans to allow for an extension to include a Gregg's concession. Plan attached**

DPS:

LBHIL3441

LB Hillingdon

LBHIL3441

LB Hillingdon

The opening hours of the premises:

Day	Start Time	End Time
Monday	06:00	00:00
Tuesday	06:00	00:00
Wednesday	06:00	00:00
Thursday	06:00	00:00
Friday	06:00	00:00
Saturday	06:00	00:00
Sunday	06:00	00:00

Seasonal Variations: **NA**

Non-standard Times: **NA**

Licensable Activities authorised by the licence:

Provision of Late Night Refreshments:Indoors and Outdoors
Sale or Supply of Alcohol: For consumption off the premises

Late Night Refreshment Times :

Day	Start Time	End Time
Monday	23:00	00:00
Tuesday	23:00	00:00
Wednesday	23:00	00:00
Thursday	00:00	23:00
Friday	23:00	00:00
Saturday	23:00	00:00
Sunday	23:00	00:00

Seasonal Variations:

Non-standard Times:

Supply of Alcohol

Day	Start Time	End Time
Monday	06:00	00:00
Tuesday	06:00	00:00
Wednesday	06:00	00:00
Thursday	06:00	00:00
Friday	06:00	00:00
Saturday	06:00	00:00
Sunday	06:00	00:00

Seasonal Variations:

Non-standard Times:

Plays:

Day	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Seasonal Variations: Non-standard times:		

Films:

Day	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Seasonal Variations: Non-standard times:		

Indoor Sporting Events:

Day	Start Time	End Time
Monday		

Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Seasonal Variations: Non-standard times:		

Boxing or Wrestling entertainment:

Day	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Seasonal Variations: Non-standard times:		

Live Music:

Day	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Seasonal Variations: Non-standard times:		

Recorded Music:

Day	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Seasonal Variations: Non-standard times:		

Performance of Dance:

Day	Start Time	End Time
Monday		

Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Seasonal Variations: Non-standard Times:		

Anything of a similar description to that falling within (E), (F) or (G):

Day	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Conditions consistent with the Operating Schedule

General Objectives:

All staff engaged in the sale of alcohol will be trained in accordance with the premises licence holders training procedures.

Prevention of Crime and Disorder:

All staff will receive suitable training, including refresher training, in relation to the proof of age Challenge 25 policy to be applied on the premises. The following forms of identification are acceptable; photo driving licence, passport, proof of age standards scheme PASS card and any other locally or nationally approved form of identification. CCTV shall be provided on the premises and shall be kept in good working order. CCTV to be installed in accordance with Home Office Guidelines relating to UK police requirements for a digital CCTV system. CCTV images shall be retained for at least 28 days, and except for mechanical breakdown beyond the control of the proprietor, shall be made available upon request to the police. Any system failure will be remedied as soon as practicable. All checkout operators will operate a refusal log. It will be the responsibility of the DPS, or duty manager, to ensure that any request from the police for a recording to be made for evidential purposes, is carried out as soon as possible, in compliance with data protection legislation. Spirits will be stored and displayed behind the service counter, beyond arms reach of the public. The premises shall, at all times, maintain and operate a sales refusals log and an incident log which shall be reviewed by the DPS at intervals of no less than twelve, 12, weeks, and feedback given to staff as relevant.

Public Safety:

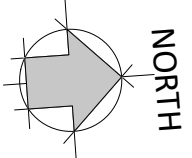
Prevention of Public Nuisance:

The premises shall, at all times, maintain and operate a sales refusals register and an incident log which shall be reviewed by the designated premises supervisor at intervals of no less than twelve, 12, weeks and feedback given to staff as relevant. Both a refusal log and an incident log will be kept on the premises to record all refusals and incidents of crime and disorder. These records will be made available to the authorised members of the local licensing authority and, or the police, upon request.

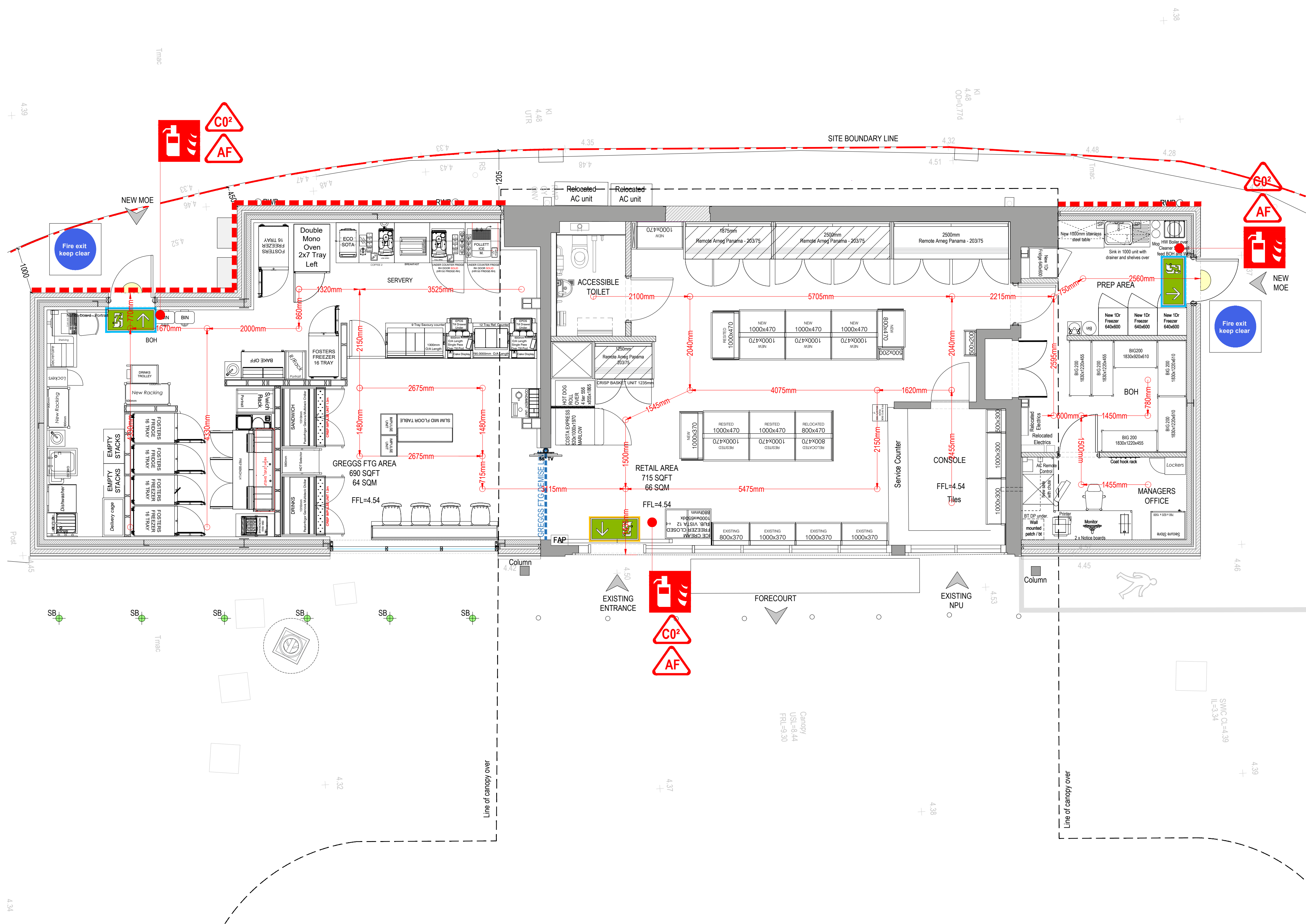
Protection of Children from Harm:

The premises will operate a Challenge 25 policy whereby any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID to prove their age. Signage advertising the Challenge 25 policy will be displayed in prominent locations in the premises. All staff will receive suitable training (including refresher training) in relation to the proof of age Challenge 25 policy to

be applied on the premises. The following forms of identification are acceptable; photo driving licence, passport, proof of age standards scheme PASS card and any other locally or nationally approved form of identification. All staff members engaged, or to be engaged, in selling alcohol on the premises shall receive full training pertinent to the Licensing Act, specifically, in regard to age restricted sales, and the refusal of sales to persons believed to be under the influence of alcohol or drugs. Induction training must be completed, and fully documented, prior to the sale of alcohol by the staff member and refresher training thereafter at intervals of no less than six, 6, months. All restricted sales training undertaken by the staff members shall be fully documented and recorded. All training records shall be made available to the Sussex police, local authority licensing officers, and the local Trading Standards service upon request. Till prompts are in use at the store..



The entire premises is to be licensed for the sale of alcohol
and the provision of late night refreshment



PART B - FIRE SAFETY TRAVEL DISTANCE (TD) - Reference Table 2.1, page 14 and Diagram 2.2, Page 15 of Approved Document B - Vol 2, where 18m in single direction and 45m in more than on direction have been used to assess the means of escape.

PART B - FIRE SAFETY EXIT SIGNS
5.28 Every doorway or other exit providing access to a means of escape, other than exits in ordinary use (e.g. main entrances), should be distinctively and conspicuously marked by an exit sign in accordance with BS ISO 3864-1 and BS 5499-4.

PART B - FIRE SAFETY ESCAPE ROUTES AND EXITS
Final exit doors should have simple fastenings able to be operated quickly in an emergency, e.g., panic bar/push pad door release, designed to BS EN 1125.

EXISTING FIRE FIGHTING EQUIPMENT TO BE CHECKED ON SITE.

FIRE EXIT SIGNAGE DETAILS

- A) WALL MOUNTED SIGN:
- 
- ADHESIVE BACKED OR DRILLED FOR FIXING. 50MM ABOVE DOORS/OPENINGS
- B) SUSPENDED SIGN:
- 
- EACH COMPLETE WITH 2NO S/S STEEL WIRES AND NECESSARY FIXINGS. HEIGHT AFFL TO MATCH OTHER INTERNAL SIGNAGE

ALL FIRE SIGNS MUST CONFORM TO
BS5499-1:2002, BS5499-4:2016, BS5499-5, 6:2002,
BS5499-11:2002 & BS180 7010 2020

EMERGENCY FIRE EXIT DIRECTION SIGNS OVER ESCAPE ROUTE DOORS MUST BE ILLUMINATED

- LOCATION OF SMOKE DETECTOR WITH CEILING VOID DETECTION AND LED WARNING AT CEILING LEVEL.
- LOCATION OF SMOKE DETECTOR
- HEAT DETECTOR
- NOTE= Location of smoke and heat detector to be confirmed by specialist and to be installed in accordance with manufactures requirements.
- XXXX mm
- FIRE STRATEGY ROUTE
- "FIRE EXIT - KEEP CLEAR" VINYL SIGN APPLIED TO DOOR EXTERIOR
- NOTE: Main contractor to inspect fire escape signage for compliance with current regulation.

FIRE FIGHTING EQUIPMENT

- FIRE FIGHTING EQUIPMENT LOCATION



AQUEOUS FILM FORMING FOAM
6 LITRE 27A-AFFF



CO² 2KG

FIRE EXTINGUISHER PATTERSSING -
25 x 150 x 600 mm LONG SOFTWOOD CHAMFERED PATTERSS
FIXED AT 1m TO TOP OF PATTERSS FROM FFL

30 MIN FIRE RATED FIRE CONSTRUCTION TO FIRE COMPARTMENTS (NOT GREATER THAN 20M) INCLUDING CONCEALED FIRE BARRIERS.

60 MIN FIRE RATED CONSTRUCTION INCLUDING CONCEALED FIRE BARRIERS.

DRAWING NOTES

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GENERAL NOTES

ESCAPE LIGHTING
AS DEFINED BY BRITISH STANDARD 5266:PART 1 (2016) SHALL BE PROVIDED TO THESE PREMISES, SUFFICIENT TO ENABLE PERSONS TO EXIT BUILDING IN THE EVENT OF FAILURE OF NORMAL LIGHTING

FIRE FIGHTING EQUIPMENT
SHOULD BE PROVIDED AS DETAILED AND IN ACCORDANCE WITH BRITISH STANDARD 5306:PART 3 (2017)

FIRE FIGHTING SYSTEM
TO BE PROVIDED WITH FIRE WARNING SYSTEM COMPLYING WITH BRITISH STANDARD 5839:PART 1 (2017)

FIRE ALARM SYSTEM
TO BE INSTALLED IN ACCORDANCE WITH BS 5839:PART 1 (2017)

NOTICES:
A 'RUNNING MAN' SIGN SHALL BE INSTALLED ABOVE DOORS IN ACCORDANCE WITH BS5499

NOTICES:
FIRE SAFETY SIGNS SHALL BE INSTALLED ABOVE DOORS IN ACCORDANCE WITH BS5499:PART 1

- PROVIDE EXIT BUTTONS AND BREAK GLASS POINTS AT 1200MM AFFL TO ALL AREAS WITH ACCESS CONTROL.
- PROVIDE FIRE BARRIER TO CEILING / FLOOR VOIDS AT 20M CENTRES MAXIMUM.
- ALL SERVICE PENETRATIONS IN COMPARTMENT WALLS, FLOOR & SOFFIT TO BE FIRE-STOPPED WITH THE APPROPRIATE FIRE DAMPERS.
- PROVIDE STATUTORY FIRE/WARNING SIGNS TO MOE DOORS AS REQUIRED.
- PROVIDE FIRE DETECTION AND ALARM SYSTEM TO BS 5839 PART 1 AND TO L1 STANDARD.
- PROVIDE ESCAPE LIGHTING TO BS 5266 PART 1.
- SPREAD OF FLAME TO WALL AND CEILING SURFACES IN THE SALES BUILDING SHOULD BE NOT LESS THAN CLASS 1 AND ESCAPE CORRIDORS NOT LESS THAN CLASS 0.

REV	DATE	DESCRIPTION	HP/JN
A	07.08.2025	Layout Revised	HP/JN
REV	DATE	DESCRIPTION	DRAWN/CHECKED
REVISION NOTES			

CONSTRUCTION



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PROJECT
FS2360 LITTLEHAMPTON MORRISONS S/S
HAWTHORN ROAD,
WICK, LITTLEHAMPTON,
BN17 7LA

DRAWING TITLE
PROPOSED FIRE STRATEGY PLAN

DRAWN BY	DATE	SCALE	PAPER SIZE
LB	25.07.2025	1:50	A1
CHECKED BY	DRAWING NUMBER	REV	
JN	14654-311	A	

