



How to contact us
Write to: Manor House, Church Street,
Littlehampton, West Sussex, BN17 5EW
Email: lhc@littlehampton-tc.gov.uk

Call: 01903 732063

Find us online: www.littlehampton-tc.gov.uk

Town Clerk – Laura Chrysostomou

Minutes of the Ordinary Meeting of the Planning and Transportation Committee held in The New Millennium Chamber, Manor House, Church Street, Littlehampton BN17 5EW on Monday 3 November 2025 at 6.30pm.

Present:

Councillor Lee – Vice Chair

Councillor Daws

Councillor Long

Councillor Tandy

In attendance:

Laura Chrysostomou – Town Clerk

2025 to 2026

81. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

83. Apologies

There were apologies from Councillor Wiltshire and Woodman.

84. 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.

85. Minutes

The Minutes of the meeting held on 6 October 2025, previously circulated, were confirmed as a true record and signed by the Chair.

86. Chair's Report and Urgent Items

- 86.1. The Chair reminded members of available planning training upcoming throughout November. Members who attended a recent session had found it helpful. During the session devolution and local government reorganisation

was also raised. Member's experience and knowledge as representatives of local communities would continue to be vital to informing the Town Council's planning responses.

87. Public Forum

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

- 87.1. Firstly, ahead of the meeting Councillor Butcher shared his support for planning application LU/58/25/DEM, which was a prior notification for the demolition of North Street public toilets. This representation was noted for consideration when the Committee came to discuss that item later in the meeting.
- 87.2. Secondly, concern was raised by a High Street landlord regarding planning application LU/211/25/PD, which was a prior approval to change the use to residential accommodation above 80-82 High Street, previously occupied by Boots pharmacy. There was some confusion regarding whether this accommodation would be Housing Multiple Occupancies (HMO) and intended to convert retail space on the High Street. The Clerk clarified that the application did not currently indicate a change of use to a HMO, just to three residential flats on the first floor. Plans indicated that the ground floor would remain as retail space.

88. Officer's Reports

88.1. Planning and Other Arun District Council Matters

88.1.1. Planning Application LU/200/25/PL Pavement o/s 63 High Street

The Committee considered the planning application for the removal of existing payphone kiosks, and the installation of a BT Streethub advertising unit outside 63 High Street. The committee objected to the application due to the unsuitable site placement of the new BT Streethub unit. While the committee supported the removal of the existing payphones, and would in future consider supporting their replacement, they maintained their objection on the grounds that the site's development would have a negative visual impact on the street scene and detract from the newly regenerated High Street. Its position would significantly impact accessibility and impinge on the ability to deliver events as well as disturb activities such as the weekly market, all of which supports the economic vitality and safe environment of the High Street as set out in the Town Centre Strategy.

The Committee therefore resolved:

To object to the application and that the comments in minutes 88.1.1 above be forwarded to Arun District Council.

88.1.2. Planning Applications, Lists 41, 42, 43, and 44 if available

It was resolved that:

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

88.1.3. Licensing Application No: 122405 re: Birds Of Paradise Deli 26 Beach Road, Littlehampton, West Sussex, BN17 5HT

The Committee considered a license application, previously circulated, which sought to supply alcohol for consumption on and off the premises throughout the week. They noted the applicant's thorough and detailed response in addressing objective conditions and felt the license would benefit the new business.

The Committee therefore resolved:

To support the license application and that the comments in minutes 88.1.3 above be forwarded to Arun District Council.

89. Other Planning Matters

89.1. Proposed Upgrade to an existing Telecommunications Base Station at Minister Court, Courtwick Lane, Wick, Littlehampton, West Sussex, BN17 7RN

The committee received pre-application plans, previously circulated, for upgrades to an existing telecommunication base station. Members agreed to acknowledge that the plans had been received, and that the committee had no further questions at this stage.

90. Rampion 2 Windfarm

There was nothing further to report.

91. West Sussex County Council and Other Highways Matters

91.1. Traffic Regulation Order (TRO) Consultation – ARN9014MM: Toddington Lane

The Committee had before them a TRO application, previously circulated, which sought to implement waiting restrictions along Toddington Lane. This was a part of the ongoing development on the surrounding area ahead of the proposed permanent closure of the Toddington Lane railway level crossing. Members felt that the parking restrictions would accommodate the new road layout and facilitate the safer passage of traffic.

It was resolved that:



The Traffic Regulation Order application for waiting restrictions on Toddington Lane be supported.

91.2. West Sussex Draft Local Nature Recovery Strategy

Members were asked to note the report, previously circulated, which shared details of West Sussex County Council's draft Local Nature Recovery Strategy. Following the Town Council's biodiversity policy, details of this survey were shared on social media and members were invited to complete the survey individually. The importance of this strategy in planning matters going forward was highlighted, as it aimed to prioritise restoring and enhancing nature. With local government reorganisation and devolution expected, members of the committee were aware of similar strategies becoming more necessary to consider when reviewing planning applications.

92. Other Transport Matters

92.1. Govia Thameslink Railway (GTR) Stakeholder Consultation

Members received a report, previously circulated, which sought their response to the detailed questionnaire regarding GTR's key areas of stakeholder commitment. Having reviewed the consultation, the committee supported GTR's ongoing commitment to communications and engagement. Any future engagement, especially regarding fares, ticketing, timetabling and service planning and how that would continue to benefit the community, was welcomed. The Town Council would be happy to assist in sharing communications and engagement opportunities.

It was resolved that:

The comments in minutes 92.1 above be forwarded to Govia Thameslink Railway in response to their stakeholder consultation.

93. Masterplan – North Littlehampton

There was nothing further to report.

94. Exempt Business

There was none.

The meeting was closed at 6.59 pm.

Chair

Appendix 1

LITTLEHAMPTON TOWN COUNCIL Planning and Transportation Committee 3 November 2025. Representation on Lists 41, 42, 43 & 44

Plan List No.	Ward	Ward Cllr	Planning No.	Details of Application	Location	Comments
42	River	JD	LU/211/25/PD	Prior approval under Schedule 2, Part 3, Class MA for the change of use from a business (Class E (g) (i)) to 3 No flats (C3).	80-82 High Street Littlehampton	Support: On the grounds that the application is in line with the aims set out in the Town Centre Strategy, for more residential accommodation available above High Street retail.
42	Wickbourne	FT	LU/209/25/S73	Removal of conditions 6-risk of contamination and 7-remediation strategy for contamination and variation of conditions 2-plans condition, 4-colour schedule for materials, 5-Biodiversity Enhancement Layout and 8- vehicular parking following the approval of LU/300/23/PL relating to design amendments.	BCMY Ltd 1 Fort Rd Wick	Support
43	River	JD	LU/58/25/DEM	Prior notification under Schedule 2, Part 11, Class B for the demolition of public toilets.	North Street Public Toilets Littlehampton	Support
43	Courtwick with Toddington	FT	LU/217/25/HH	Single story side/front extension.	8 Griffin Crescent Littlehampton	Support
43	Courtwick with Toddington	FT	LU/213/25/CLP	Lawful development certificate for a proposed garden shed.	16 Hinchliff Drive Wick	No Objection
44	Brookfield	JL	LU/220/25/A	1 No. internally illuminated fascia sign.	Yeomans Seat Garage 52 Horsham Road Littlehampton	No Objection
44	River	JD	LU/215/25/CLP	Lawful development certificate for a proposed single storey rear extension, additional fenestrations and a new soakaway.	50 North Street Littlehampton	No Objection