

**Minutes of a meeting of the Planning and Transportation Committee held in
The New Millenium Chamber, The Manor House, Church Street, Littlehampton
BN17 5EW on 9 September 2024 at 6.30 pm.**

Present:

Councillor Wiltshire

Councillor Lee

Councillor Daws

Councillor Long

Councillor Tilbrook

Councillor Richards

In attendance:

Juliet Harris – Assistant Town Clerk

2024 to 2025

51. Statement

Councillor Richards addressed the Committee on the Grenfell Tower disaster. Before the Committee looked at the plan lists Councillor Richards asked that Members take a moment to remember all those effected by the Grenfell Tower disaster in 2017. This was tragic event and observing that the final report by the Public Inquiry dealing with the root causes of the fire had just been published, Councillor Richards felt it important that Members should not lose sight of the importance of safety in building plans when considering planning matters.

52. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

54. Apologies

There were apologies from Councillors Long and Woodman, Councillor Tilbrook attended as a substitute for Councillor Woodman.

55. 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.

56. Minutes

The Minutes of the meeting held on 12 August 2024 were confirmed as a true record and signed by the Chair.

57. Chair's Report and Urgent Items

57.1. Licence Application Number: 120140 - Strobilus Cafe LTD 31 High Street Littlehampton, BN17 5EG

The Committee had before it an application for a pavement licence at the above premises on the High Street, copy attached to the minutes. Members were supportive of the proposals.

It was resolved that:

The application be supported.

58. Public Forum

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

59. Planning and other Arun District Council Matters

59.1. Standing Orders / Urgent Action

Members had before them a standing order, which had been previously circulated, confirming the decision not to object to the renewal of the pavement license for Greggs on the High Street, application reference number 120063.

It was resolved that:

The Urgent Action be noted.

59.2. Planning Applications, Lists 33, 34, 35 and 36.

It was therefore resolved that:



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

60. Changes to the National Planning Policy Framework (NPPF)

It was noted that the Town Council's response to the consultation on proposed reforms to the NPPF and other changes to the planning system would be considered by the Policy and Finance Committee on 16 September. This was to allow time to review the Local Planning Authority's assessment of the proposals which would be published shortly. Members were reminded that all councillors were invited to make representations during the public forum session of that meeting and that if they were unable to attend, to send their comments to the Assistant Town Clerk who would collate them and share them with the committee.

It was resolved that:

The update be noted.

61. Rampion 2 Windfarm

There was nothing further to report.

62. Proposals to close The Church of St James the Great, Littlehampton

The Committee received notification of the above proposals from the diocese of Chichester, previously circulated. This was the start of a consultation process pending a decision on the future of the Church which it was observed currently hosted the Community Fridge. It was thought that the Church had been deconsecrated and although no longer used as a place of worship, it remained a valuable community space. The Committee therefore hoped that any future decision on its future would take this into account.

It was therefore resolved that:

The Committee's views as set out above be sent to the diocese.

63. West Sussex County Council and other Highways Matters

63.1. A27 Arundel Bypass

It was reported that following the Chancellor's announcement on 21 August 2024, the Bypass would not be taken forward and that National Highways were bringing the project to a close. In noting this, the Committee also observed that the Lyminster bypass was due to be completed at the end of the year.

It was resolved that:

The update be noted.

63.2. Transport for the Southeast

Members had before them a link to the Transport for Southeast website which set out the findings from their recent survey on public transport. Commending the report to Members, the Chair reported that it highlighted the very desperate need for expansion and improvements to public transport infrastructure in this part of the country.

It was resolved that:

The update be noted.

63.3. Flood Investigations

63.3.1. Members had before them a report, previously circulated, which set details of a questionnaire launched by the County Council. This sought information from residents on the flooding experienced during Storm Kathleen in April 2024. River Ward councillors reported that having spent time talking to residents on the West Bank who were most affected, that a key issue had been the lack of notice that the storm was escalating. It had subsequently come to light that the Environment Agency flood warning system relied on electronic communications which some residents were unable to access.

63.3.2. Members considered that this demonstrated a flaw in the EA protocols that needed to be addressed, even if it meant instigating letter drops to areas at risk, Members considered that this could still be the only way some residents would know that there was a risk and what to do. Members also hoped that the County Council had written to residents on the West Bank with details of this questionnaire to ensure that everyone effected had the opportunity to respond.

It was therefore resolved that:

The Committee's views as set out in minutes 63.3.1. and 63.3.2. above be sent to the County Council.

64. Masterplan, North Littlehampton

There was nothing further to report.

65. Committee Business Plan Update

Members had before them a report, previously circulated, providing an update on progress with delivering goals as they relate to the committees.

It was resolved that:

The report and appendix be noted.



66. Exempt Business

There was none.

The meeting was closed at 7.30pm.

Chair

Appendix 1

LITTLEHAMPTON TOWN COUNCIL Planning and Transportation Committee 09 September 2024 Representation on Lists 33, 34, 35 and 36

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
33	Brookfield	JL	LU/153/24/HH	Install new drive and drop kerb to the side of bungalow.	104 Horsham Road Littlehampton	No Objections
33	Brookfield	JL	LU/200/24/CLP	Lawful development certificate for a single storey rear extension to reposition kitchen.	22 Falkland Avenue Littlehampton	No Objections
33	River	JD	LU/194/24/HH	Single storey rear extension to detached garage, including conversion to habitable use.	29 Fitzalan Road Littlehampton	No Objections
34	Wickbourne	DR	LU/174/24/PL	This is a re-advertisement: 2 storey front extension. This application is in CIL zone 4 (zero rated) as other development.	Unit R, Block B Arndale Road Littlehampton BN17 7GA	No Objections
35	Beach	BW	LU/208/24/L	Listed building consent for a single storey rear extension and internal alterations to increase kitchen area.	15 Flat 3 South Terrace Littlehampton BN17 5NZ	No Objections
35	River	JD	LU/140/24/PL	The upgrade of the existing telecommunication base station, comprising the removal of 2 no. existing antennas, located behind a glass-reinforced plastic (GRP) screen and replacement with 2 no. replacement antennas, 2 no. new antennas, 1 no. 300mm dish antenna, 1 no. 600mm antenna, all mounted on 2 no. support poles behind a new and extended GRP screen, rising to a height of 19.5m above surrounding ground level and ancillary works, to include 1 no. GPS module and remote radio units. Additional radio equipment to be housed in the existing equipment room within the building. This application is in CIL zone 4 (zero rated) as other	Dance Industry Building Sparks Court Clifton Road Littlehampton BN17 5ES	No Objections

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				development, may affect the character and appearance of the Littlehampton (River Road) conservation area and may affect the setting of listed buildings.		
35	Wickbourne	DR	LU/187/24/PL	Construction of 1 No. 3-Bedroom self-build dwelling. This application is in CIL Zone 4 and is CIL Liable as a dwelling.	7 Roman Acre Littlehampton	No Objections
36	Brookfield	JL	LU/204/24/HH	Single storey side/rear extension, following demolition of existing conservatory.	29 Admirals Walk Littlehampton	No Objections
36	Courtwick with Toddington	DR	LU/211/24/A	Installation of various signage. (Retrospective).	Phase 5 Hampton Park Toddington Lane Littlehampton	No Objections
36	Coutwick With Toddington	DR	LU/203/24/HH	Single storey front extension with access ramp.	20 Harting Road Littlehampton	Support
36	Wick	DR	LU/217/24/CLP	Lawful development certificate for 2 No. proposed single storey rear extensions.	115 Beaconsfield Road Littlehampton	No Objections