

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 1 December 2025 at 16.30pm.

Committee:

Councillor Wiltshire - Chair
Councillor Butcher
Councillor Daws
Councillor Long
Councillor Tandy
Councillor Woodman

**Laura Chrysostomou, Town Clerk
Agenda 2025 to 2026**

95. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

97. Apologies

There were apologies from Councillor Lee, Councillor Butcher attended as a substitute.

98. 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.

99. Minutes

The Minutes of the meeting held on 3 November 2025, previously circulated, were confirmed as a true record and signed by the Chair.

100. Chair's Report and Urgent Items

100.1 Three urgent items were discussed by the committee. Firstly, due to scheduling and the likely content of upcoming plan lists, it was put forward that responding to applications through previously delegated authority would mitigate the need for the next meeting. This being the Planning and Transportation committee scheduled for Monday 5 January 2026. Members were asked to consider it as provisional unless otherwise notified.

100.2 Members were reminded of two items that had been circulated to them outside of the meeting. Those being a License Application from Littlehampton Badminton and Squash Club, and a Traffic Regulation Order (TRO) for Courtwick Road by Selwyn Avenue. These would both be responded to as urgent action.

101. Public Forum

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

102. Officer's Report

102.1 Standing Orders / Urgent Actions

Members had before them two urgent actions, previously circulated, confirming the responses to the proposed Pastoral Church Building Scheme and the decision to support the pavement license consultation for Greggs at 53 High Street.

It was resolved that:

The Urgent Actions be noted.

102.2 Planning and Other Arun District Council Matters

Planning Applications, Lists 45, 46, 47, and 48 if available

It was resolved that:

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

103. Rampion 2 Windfarm

There was nothing further to report.

104. West Sussex County Council and Other Highways Matters

There was nothing further to report.

105. Finance

105.1 Committee Draft Budgets 2026 to 2027, 2027 to 2028, 2028 to 2029

Members had before them a report, previously circulated, which set out draft budget proposals for the Planning and Transportation Committee budget. It covered the municipal years from 2026 through to 2029. Members were asked to comment on the proposed budgets before they are taken to the Policy and Finance Committee.

It was resolved that:

1. The draft Committee Budget for 2026 to 2027 and the projected budgets for 2027 to 2028 be approved and recommended to the Policy and Finance Committee.
2. The contents of the report be otherwise noted.

106. Masterplan – North Littlehampton

There was nothing further to report.

107. Quarterly Business Plan Progress Report

Members had before them 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. An update to the Community Transport Initiative goal since the exploratory meeting was highlighted by members. It was noted that the temporary community transport to Littlehampton Wave had been in operation.

It was resolved that:

The report be noted.

108. Exempt Business

There was none.

The meeting was closed at 16:53 pm.

Chair

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee 1 December 2025.
Representation on Lists 45, 46, 47 & 48

Plan List No.	Ward	Ward Cllr	Planning No.	Details of Application	Location	Comments
47	River	JD	LU/231/25/PL	Change of use of single C3 dwelling and C4 HMO into a single C3 residential dwelling house, This application is in CIL Zone 4 and is CIL Liable as a new dwelling.	40 Pier Road Littlehampton	Support
47	Wickbourne	FT	LU/229/25/HH	Single storey rear conservatory.	11 Courtwick Road Littlehampton	No objection
48	River	JD	LU/234/25/PL	Single storey rear extension and alterations. This application affects the character and appearance of the Littlehampton Sea Front Conservation Area and is in CIL Zone 4 (Zero Rated) as other development.	5 Selborne Place Selborne Road Littlehampton	Subject to support from the Conservation Officer, the committee had no objections to the application. They also encouraged the applicant to consider the addition of swift boxes, further increasing their biodiversity enhancements.