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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 5 January 2026 at 6.30pm.

**Present:**

Councillor Wiltshire – Chair  
Councillor Daws  
Councillor Long  
Councillor Tandy  
Councillor Woodman

**In attendance:**

Laura Chrysostomou – Town Clerk  
Melanie Nicholls – Project Support Manager

**2025 to 2026**

**109. Evacuation Procedures**

The evacuation procedures were noted.

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

The procedures were noted.

**111. Apologies**

There were none.

**112. 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.

**113. Minutes**

The Minutes of the meeting held on 1 December, previously circulated, were confirmed as a true record and signed by the Chair.

#### **114. Chairs's Report and Urgent Items**

The Chair highlighted to members that a draft Nation Planning Policy Framework had been published alongside an open consultation by the Government. It would be circulated after the meeting for members of the Council to review, comment on and respond individually should they choose to. It was agreed that any comments received would be collated and used to form a response, should the committee wish to do so in a future meeting.

#### **115. Public Forum**

There was one members of the public present, and no written representations made.

#### **116. Officer's Reports**

##### **116.1. Standing Orders / Urgent Actions**

Members had before them two urgent actions, previously circulated, which confirmed the responses to the Littlehampton Badminton and Squash Club's license application and a Traffic Regulation Order for Courtwick Road and Selwyn Avenue.

**It was resolved that:**

The urgent actions be noted.

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

###### **116.2.1. Planning Applications, Lists 49, 50, 51, 52 and 1 if available**

**It was resolved that:**

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

###### **116.2.2. License Application No: 122620 re: Littlehampton Service Station Morrisons Supermarket, Hawthorn Road**

The Committee considered a license application, previously circulated, which proposed a variation to their current license. Concerns were raised that selling alcohol 24 hours a day would result in anti-social behaviour and that this had not been mitigated in the application. Members raised the lack of detail in the application, particularly the absence of any measures regarding compliance with the Public Safety license objective. The committee felt that without safety precautions such as a night pay hatch and lone working policy, as seen consistently at other local service stations, the safety of the station's staff and members of the public were at risk.

**It was therefore resolved that:**

The objection to the license application and the comments in minutes 116.2.2 above be forwarded to Arun District Council.

**117. Rampion 2 Windfarm**

There were no further updates.

**118. Statutory Consultees – Government Consultation**

Members had before them, previously circulated, details of a government consultation regarding the roles of national statutory consultees. It contained proposals to review the scope of what statutory consultees advise on, with the aim to make the planning process more efficient across all organisations involved. The committee reviewed the proposals and remained neutral.

**It was therefore resolved that:**

No formal response from the committee was required and any comments should be submitted individually.

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

There were no further updates.

**120. Masterplan – Hampton Park / North Littlehampton**

**It was resolved that:**

The representations of the Council, appended to these minutes as Appendix 2, be forwarded to Arun District Council.

**121. Exempt Business**

There was none.

The meeting was closed at 19:57 pm.

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**Chair**

**LITTLEHAMPTON TOWN COUNCIL**  
**Planning and Transportation Committee 5 January 2026.**  
**Representation on Lists 49, 50, 51, & 52**

Plan List No.	Ward	Ward Cllr	Planning No.	Details of Application	Location	Comments
49	River	JD	<a href="#">LU/242/25/HH</a>	Single storey rear extension and alterations to fenestration.	50 North Street Littlehampton BN17 6JH	<b>No Objections:</b> the committee were happy to note the applicant's planned biodiversity enhancements.
49	River	JD	<a href="#">LU/247/25/PD</a>	Prior approval under Schedule 2, Part 3, Class MA for the change of use from a business (Class E) to 1 No flat (C3).	78 A High Street Littlehampton BN17 5DX	<b>No Objections:</b> Due to the application's alignment with our Town Centre Strategy encouraging residential space above retail. Members suggested that conditionally the shop front retail space should be exempt from further permitted development in future.
50	Courtwick with Toddington	FT	<a href="#">LU/223/25/HH</a>	Creation of integral ancillary annexe, involving erection of single storey front/rear extension and roof extension to facilitate conversion of loft to habitable use with rear juliet balcony. Erection of single storey rear extension. Alterations to fenestration. Demolition of existing integral garage and conservatory.	Kestrel Mill Lane Littlehampton	<b>Object:</b> Seen as an overdevelopment, the scale of the proposed plans are not in keeping with the surrounding properties. It would also put pressure on parking which is already limited in the area.
50	River	JD	<a href="#">LU/239/25/PL</a>	Demolition of existing double garage and erection of 1 No 1 bed dwelling to rear of existing dwelling. This application is in CIL Zone 4 and is CIL Liable as a new dwelling.	19 Maxwell Road Littlehampton	<b>Object:</b> Members felt compliance with Aruns policy regarding internal space standards hadn't been met adequately. They should comply with the one bedroom two

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Plan List No.	Ward	Ward Cllr	Planning No.	Details of Application	Location	Comments
						persons nationally described space standards due to the double bed seen in the plans. It was also considered overdevelopment due to the loss of garden space and the additional strain it would cause to parking in the area.
52	River	JD	<a href="#">LU/244/25/HH</a>	Single storey rear and side extension.	9 Horsham Road West Littlehampton	<b>No Objections</b>
52	Courtwick with Toddington	FT	<a href="#">LU/236/25/HH</a>	Single storey side extension.	Weavers Cottage 259 Toddington Lane Littlehampton	<b>No Objections:</b> the committee were happy to note the applicant's planned biodiversity enhancements.
52	Courtwick with Toddington	FT	<a href="#">LU/254/25/HH</a>	Front access concrete ramp with brick upstands and galvanised steel handrails.	Paddock View Cottage 181B Lyminster Road Wick Littlehampton	<b>No Objections</b>
52	Wickbourne	FT	<a href="#">LU/245/25/PL</a>	A portion of the existing gas-fired boiler plant will be fully removed and replaced with a new air source heat pump system. This application is in CIL Zone 4 (Zero Rated) as other development.	White Meadows Primary School Whitelea Road Littlehampton	<b>Support</b>

**LITTLEHAMPTON TOWN COUNCIL**  
**Planning and Transportation Committee 5 January 2026**  
**Representation on Hampton Park Applications**

Planning No.	Details of Application	Location	Comments
<a href="#">LU/251/25/S73</a>	Variation of conditions 4 and 32 imposed under LU/47/11/ (as amended by LU/346/14/PL and LU/182/15/PL) relation to plans condition and rewording of condition.	Hampton Park Littlehampton	<p><b>The committee had no objections to the variation of condition 4.</b></p> <p><b>The committee had no objections to the variation of condition 32, subject to the following conditions:</b></p> <p>The developer aspire to achieve current BREEAM criteria to the highest standard possible across all anticipated areas of the development. It was encouraged by members that the previously agreed 2012 criteria of 'very good' be met as a minimum across updated and recently submitted plans. Including those, recently amended, which fall under the minimum BREEAM size requirement, such as the community centre and the changing facilities.</p> <p>It was encouraged that consideration be put into the building's design and construction, to allow for development to expand BREEAM features in future to improve compliance with the criteria.</p>
<a href="#">LU/249/25/RES</a>	Approval of reserved matters following LU/47/11/ (amended by LU/182/15) comprising 288 No residential dwellings, the formation SUDs features, children's play space, landscaping, car parking, roads, landscaping and public access to the northern extent of the Black Ditch Open Space.	Phase 6a Hampton Park Littlehampton	<b>No Objections.</b>
<a href="#">LU/250/25/RES</a>	<p><b>Readvertisement due to Additional design summary, cover letter and plans</b></p> <p>Approval of reserved matters following the grant of LU/47/11/ (amended by LU/182/15/PL) for 111 No dwellings, 1472sqm of retail floor space, 418sqm of community centre floor space, a civic public open space (0.35ha), a community car park and a super</p>	Local Centre and Phase 6b Hampton Park Littlehampton	<p><b>The committee had no objections to the application subject to the following comments resolution:</b></p> <p>Members welcomed the development of the retail, community and civic open spaces; it was seen to be beneficial to the wellbeing of the community. A significant concern to the committee was the absence of an amended Section 106 agreement, which would undoubtedly be discussed in future with all interested parties. The revised agreement should be equivalent to the previously understood contributions and</p>

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	LEAP (incorporating fitness equipment / trail) comprising 0.62ha.		<p>enhance positive impacts to the community. In the absence of such agreement the Town Council would object. Members agreed in principle to the relocation of the community centre within the local centre, subject to confirmation of transfers and ownership, due to financial implications this could have on the Town Council.</p> <p>The developer should aspire to achieve current BREEAM criteria to the highest standard possible across all anticipated areas of the development. It was encouraged by members that the previously agreed 2012 criteria be met as a minimum across updated and recently submitted plans. That included the Community Centre, despite the amended plans now falling under the minimum BREEAM size requirement.</p> <p>It was encouraged that consideration should be put into the building's design and construction, to allow for development of BREEAM features in future to improve compliance with the criteria.</p>
<a href="#">LU/252/25/RES</a>	Approval of reserve matters following LU/47/11/ (as amended by LU/182/15/) for the remaining open space elements including playing pitches, changing rooms, car parking area, northern allotments and the eastern extent of the Black Ditch Open Space.	Hampton Park Littlehampton	<p><b>The committee supported the application for the following reasons:</b></p> <p>The delivery of green spaces and improvements to the Black Ditch were appreciated by the committee as valuable infrastructure that will benefit the wider community. To ensure these resources can be used by everyone accessibility measures should be implemented including a Changing Places Toilet and changing facility within the proposed changing rooms. Members were open and keen to discuss the management of the proposed playing pitches in future.</p> <p>The developer should aspire to achieve current BREEAM criteria to the highest standard possible across all anticipated areas of the development. It was encouraged by members that the</p>

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**Representation on Hampton Park Applications**

Planning No.	Details of Application	Location	Comments
			<p>previously agreed 2012 criteria be met as a minimum across updated and recently submitted plans. That included the changing rooms, despite the plans falling under the minimum BREEAM size requirement.</p> <p>It was encouraged that consideration should be put into the building's design and construction, to allow for development of BREEAM features in future to improve compliance with the criteria.</p>
<a href="#">LU/263/25/RES</a>	Approval of reserved matters (access, appearance, landscaping, layout and scale) following the approval of LU/47/11/ for Southern Allotments.	Southern Allotments Hampton Park Littlehampton	<p><b>The committee supported the application and requested the following amendments to the plans be considered:</b></p> <p>The following comments are consistent with prior discussions between the Town Council and the developer regarding requirements for the Northern Allotments. The suggested revisions would assist in the efficient management of the site once completed.</p> <p>The standardisation of plot sizes to either 62.5m squared (2.5 rods) or 125m squared (5 rods) to align with our yearly rental charges.</p> <p>On the current plans "ALLOTMENT LANDSCAPE PROPSALS 5111/NMA/100 REVA", there are six plots considered land locked. Revisions to the layout to connect each plot to the main central path would allow easier access for maintenance by our amenity team.</p> <p>Additional space for a tractor turning circle be included to further assist the future maintenance of the site.</p> <p>Discussions to progress the improvement of this versatile space between the developer and the Town Council were welcomed.</p>