

17 February 2026

You are hereby summoned to attend a meeting of the:

Planning and Transportation Committee

Venue: The New Millennium Chamber, The Manor House, Church Street,
Littlehampton BN17 5EW

Date: 23 February 2026

Time: 18.30 pm

Committee:

Councillor Christine Wiltshire - Chair
Councillor Sean Lee - Vice Chair
Councillor Jeffrey Daws
Councillor Jill Long
Councillor Freddie Tandy
Councillor Bob Woodman

Laura Chrysostomou, Town Clerk

Agenda 2025 to 2026

1. Evacuation Procedures

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

During this meeting, the public are allowed to film the Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. Any items in the Exempt Part of an agenda cannot be filmed. If another member of the public objects to being recorded, the person or persons filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

3. Apologies

4. Declaration of Interest

Members and Officers are reminded to make any declaration of disclosable pecuniary or personal and/or prejudicial interests that they may have in relation to items on this Agenda.

You should declare your interest by stating:

- a. the item you have the interest in
- b. whether it is a disclosable pecuniary interest, whereupon you will be taking no part in the discussions on that matter, or
- c.
 - i. Whether it is a personal interest and the nature of the interest
 - ii. Whether it is also a prejudicial interest
 - iii. If it is a prejudicial interest, whether you will be exercising your right to speak under Public Forum.

It is recorded in the register of interests that:

- Councillor Wiltshire, Long, Tandy, and Woodman are Members of Arun District Council.
- Councillor Long is a Member of Arun District Council's Planning Policy Committee.
- Councillor Woodman is a Member of Arun District Council's Planning Committee

These interests only need to be declared at the meeting if there is an agenda item to which they relate.

5. Minutes

To confirm the Minutes of the meeting held on 26 January 2026, circulated herewith, pages 4 to 7. In accordance with the Town Council's Standing Orders, Section 9a, Members are reminded that no discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy.

6. Chair's Report and Urgent Items

7. Public Forum

Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this committee. A period of 15 minutes is allocated for this purpose. If possible, notice of intention to address the Committee should be given to the Clerk by noon of the day of the meeting.

8. Planning and Other Arun District Council Matters

8.1 Planning Applications, Lists 5, 6, 7, and 8 if available

To consider the attached, Appendix A on page 8.

8.2 Consultation: Local Cycling and Walking Infrastructure Plan

To agree a response to this consultation. Comments on pages 9 to 10.

9. Consultation: Draft National Planning Policy Framework (NPPF)

To agree a response to this consultation. For information, previous response on pages 11 to 12.

10. Rampion 2 Windfarm

11. West Sussex County Council (WSCC) and Other Highways Matters

To note the response from WSCC regarding a traffic audit, pages 13 to 14.

12. Masterplan – North Littlehampton

13. Exempt Business

It is **Recommended** that:

The public and accredited representatives of the press be excluded from the Meeting under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.



How to contact us
Write to: Manor House, Church Street,
Littlehampton, West Sussex, BN17 5EW
Email: ltc@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 26 January 2026 at 6.30pm.

Present:

Councillor Lee – Vice Chair
Councillor Daws
Councillor Long
Councillor Tandy
Councillor Woodman
Councillor May

In attendance:

Emily Sapsed – Democratic and Corporate Services Officer

2025 to 2026

1. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

3. Apologies

There were apologies from Councillor Wiltshire, Councillor May attended as substitute.

4. 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 Councillor May declared a personal interest across the agenda as a member of Arun District Council.

5. Minutes

The Minutes of the meeting held on 5 January 2026, previously circulated, were confirmed as a true record and signed by the Chair.

6. Chair's Report and Urgent Items

The Chair highlighted two consultations, which would be items on the next meeting's agenda on Monday 23 February. Details of the National Planning Policy Framework were previously circulated following the last meeting, to be re-circulated with additional information published since. Details of the Local Cycling and Walking Infrastructure Plan consultation would be circulated to members following the meeting. Members were encouraged to forward comments ahead of the upcoming meeting to officers to collate and draft a response.

7. Public Forum

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

8. Officer's Reports

Planning and Other Arun District Council Matters

8.1. Planning Applications, Lists 2, 3 and 4 if available

It was resolved that:

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

9. Proposed Upgrade to an existing Radio Base Station Installation at CTIL 10986427 The Sports Ground, St Floras Road, Littlehampton, West Sussex, BN17 5ST

The committee received pre-application plans, previously circulated, for upgrades to an existing radio base station, and had no further questions at this stage.

10. Rampion 2 Windfarm

There was nothing further to report.

11. West Sussex County Council and Other Highways Matters

There was nothing further to report.

12. Masterplan – Hampton Park / North Littlehampton

There was nothing further to report.

13. Exempt Business

There was none.

The meeting was closed at 18:41pm.

Chair

UNAPPROVED

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee Monday 26 January 2026.
Representation on Lists 2, 3 and 4 if available.

| Plan List No. | Ward | Ward Councillor | Planning No. | Details of Application | Location | Comments |
|----------------------|-------------|------------------------|------------------------------------|---------------------------------|--|----------------------|
| 3 | Brookfield | JL | <u>LU/253/25/A</u> | Installation of various signage | Fitzalan Link Road, Wick Littlehampton | No Objections |
| 4 | Brookfield | JL | <u>LU/6/26/HH</u> | Two-storey side extension. | 71 Fastnet Way Littlehampton | Support |

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee 23 February 2026
Representation on Lists 5, 6, and 7.

| Plan List No. | Ward CLLR | Ward | Planning No. | Details of Application | Location | Comments |
|----------------------|------------------|---------------------------|------------------------------|---|--|-----------------|
| 5 | JL | Brookfield | LU/13/26/HH | Conversion of the existing attached garage into habitable space, with roof lights, a single storey side extension. | 15 Camelia Close Littlehampton | |
| 6 | BW | Beach | LU/19/26/CLP | Lawful development certificate for a proposed single storey rear extension to replace conservatory/sun room. | 10 Lundy Close Littlehampton BN17 6NX | |
| 7 | JD | River | LU/30/26/PL | Replacement of existing timber single glazed windows for timber double glazed units, replacement of 2 doors, repair works to localised areas of the stone lintels that are defective This application affects the setting of listed buildings, affects the character and appearance of the East Street, Littlehampton Conservation Area and is in CIL Zone 4 (Zero Rated) as other development. | Flintstone Centre East Street Littlehampton | |
| 7 | JD | River | LU/31/26/L | Listed building consent for the replacement of existing timber single glazed windows for timber double glazed units, replacement of 2 doors, repair works to localised areas of the stone lintels that are defective. | Flintstone Centre East Street Littlehampton | |
| 7 | JD | River | LU/29/26/PL | Demolition of existing garage/offices with associated hard standing and construction of 2 No residential building comprising of 3 No one bedroom houses and 1 No two bedroom house. This application affects the character and appearance of the Littlehampton (River Road) Conservation Area and is in CIL Zone 4 and is CIL Liable as new dwellings. | 25 River Road Littlehampton | |
| 7 | FT | Courtwick with Toddington | LU/33/26/S73 | Variation of condition 2 imposed under LU/139/24/PL relating to approved plans and condition 3 relating to rewording of condition. | Land to the East of Flint Acre Toddington Lane Littlehampton | |

8.2 Consultation: Local Cycling and Walking Infrastructure Plan

Comments from Drop-In session on 10 February 2026

- **Ferry Road – A25G Climbing to River Arun Footbridge ‘Red Bridge’:** As a part of the National Cycle Route connecting the entire south coast, there are areas of poor road conditions, low lighting and fast traffic. These safety concerns make areas of this well used route, by both locals and tourists, unsuitable and unsafe.
- **North/South Access:** Potential to promote quick and easy access between Arundel and Littlehampton if proper infrastructure is put in place. Ensuring a continuous cycle path connecting the Coast and the South Downs, particularly through the heavy traffic flow and poor path conditions at Crossbush, the A27 and the lack of sufficient lighting along the new bypass through Hampton Park. The route can benefit the health and wellbeing of its users but is currently unsafe and inaccessible.
- **B2284 Lymminster Road:** A quieter and more scenic route now traffic is diverted through the new Lymminster Bypass, should be considered as an alternative route for families and tourists depending on the road and paths condition. Could assist in the above link between Arundel and Littlehampton.
- **Fitzalan Corridor:** New and advantageous link road between the A27 and the Littlehampton Seafront. The new Bypass through developments is in good condition and with wide shared cycleways. The older southern section of road has potential for improvements and is wide enough to support future development of shared or dedicated cycle lanes.
- **Wick to Railway Station:** A frequently used footpath that links the area of Wick to Littlehampton train station through the Lineside Industrial Estate and under the railway by Tesco. It's subject to flooding, with areas of the path being narrow and in poor condition. While maintenance has improved over the years, some additional attention to its upkeep and accessibility would benefit its users.
- **Wick ‘Dog Walk’:** This is a shared use path that runs around the northern perimeter of the Wickbourne estate, adjacent to the A259. There are security and crime concerns from its users. Raising awareness and highlighting its importance and convenience as a connection to Littlehampton Train Station and other existing services. Having areas of bike maintenance and additional awareness of safety could enhance this area for local residents.
- **Arundel Road / Clun Road:** Dangerously low visibility for all users of the road.

8.2 Consultation: Local Cycling and Walking Infrastructure Plan

Comments from Drop-In session on 10 February 2026

- **White Meadows:** Suggested traffic lights and crossing to make the area safer for students during the busy drop-off and pick-up times.
- **St James Church:** Traffic calming measures needed alongside flood prevention.
- **Hampton Park:** Connection to town centre is poorly lit. No streetlights along the new bypass making travel difficult and unsafe for those walking, wheeling or cycling.
- **Worthing Road Body Shop Roundabout:** With the potential development of retail in the area, increasing amounts of traffic and its frequent use as a school route. A review of easy and safe pedestrian access between all the roundabout exits would be beneficial in connecting with the wider areas.

Planning Policy Consultation Team
Planning Directorate – Planning Policy Division
Ministry of Housing, Communities and Local Government
Floor 3, Fry Building
2 Marsham Street
London
SW1P 4DF

24 September 2024

To Sir / Madam,

The Town Council is mindful that as a parish council with a neighbourhood plan, whilst there is much in these proposals that it can't answer, it has a responsibility to represent the views of residents on those planning policies that specifically impact the Town.

The parish has areas of deprivation, and a chief concern is the delivery of more affordable housing and the timely provision of infrastructure to support housing growth. There is a strong view that the failure to keep pace with the need for low-cost housing in the parish has been detrimental to the local community and in some cases contributed towards the breakup of family units that provide social stability. Members therefore wish to emphasise the need for the NPPF to have greater focus on prioritizing policies that encourage the delivery of good quality, sustainable social and low-cost housing.

Coupled with this is the overwhelming need for reform to the way in which infrastructure is delivered. Whilst members' comments in this respect relate mainly to roads, local experience has shown that this is equally true of primary health care provision and education facilities, especially primary schools as well as the provision of local retail that enables more environmentally friendly living. In terms of how members would like to see the NPPF respond to this it is considered that more should be done to strengthen the ability of local planning authorities to secure and enforce the timely, better coordinated and holistic delivery of these gains. Not only would this benefit new residents coming into the parish, it would also help promote the parish as an area that could support economic growth and attract better quality employment opportunities. A classic example of failed infrastructure delivery is the recent decision not to proceed with the A27 Arundel Bypass scheme and the indefinite deferral of the new primary school in north Littlehampton.

Finally, whilst the proposed NPPF policy changes clearly aim to promote the creation of environmental initiatives including clean energy, the Town Council considers that the NPPF policies on climate change initiatives could be strengthened.

We hope that our views will be taken into consideration when finalising the changes to these important policies.

Yours sincerely,

Councillor Alan Butcher
Chair, Policy and Finance Committee
Littlehampton Town Council

11. West Sussex County Council (WSCC) and Other Highways Matters

Response regarding Traffic Audit

"Dear Cllr Wiltshire and Cllr Butcher,

Thank you for your letter sent by email to Councillor Joy Dennis, Cabinet Member for Highways and Transport, on 12th January 2026 with respect to a request for update on a traffic audit relating to the Parish of Littlehampton. Cllr Dennis has asked that I consider the matter and respond directly to you on her behalf.

I have responded to the bullet points you numbered in your letter as follows:

1. The current status and anticipated timeline for the traffic audit associated with the completion of the Lyminster Bypass;

As part of the A284 Lyminster Bypass (North) project, a Stage 3 Road Safety Audit took place shortly following the opening of the road to traffic;

A Road Safety Audit (RSA) is an independent formal assessment of potential road safety-related problems connected with a new road or road improvement scheme. An RSA is carried out at various stages during a scheme's design process and after construction. The principal objective of the RSA process is to identify where a potential collision might occur on the public highway because of the proposed or constructed works. The RSA, in identifying such risks, will then recommend what can be done to reduce the potential for such a collision and/or limit its consequences. However, the Stage 3 RSA of Lyminster Bypass (North) does not include the Nightingale Way Roundabout as this is part of the developer-built road and would have been subject to a separate RSA.

Also, as part of the A284 Lyminster Bypass (North) project, a 'One Year After' Monitoring Report will be prepared in 2026 to report on scheme performance against the metrics outlined in the business case. The work to prepare this is in its early stages, but there is nothing to report at this stage and it is likely to be end of 2026 before this is ready to be published.

On an ongoing basis, as part of the County Council's role as the local highway authority, it considers the need for further studies to explore issues and plan future improvements, particularly assessing the impacts of development. In Arun District there is likely to be a strategic transport study to support a new Arun Local Plan that will be significantly influenced by the timetable for preparing the new plan. The County Council is liaising with Arun District Council in relation to this work and a project brief has been largely agreed, but there is currently no fixed timetable for this work to take place.

11. West Sussex County Council (WSCC) and Other Highways Matters

Response regarding Traffic Audit

- 2. *Whether the findings of that audit will inform future considerations relating to speed management, parking pressures, and road safety within the wider parish.***

As mentioned above, there are no findings at this stage but these will be considered in the future once information becomes available.

- 3. *The regulations relating to artwork installations on the highway and roundabouts.***

There are provisions under Section 115A-K of Highways Act 1980 through which public art can be installed and licensed. Different aspects of the Act can be used depending on the type and nature of the proposal.

In order to initiate the process the applicant should apply for [pre-application advice](#) prior to making a planning application for the installation.

The position of the artwork would need to be designed by a competent engineer to ensure it does not impinge upon safety. This could be by blocking sightlines, by distracting or confusing drivers, by being placed in a location where there is a heightened risk of collisions, or by being formed in a way that is inherently dangerous in a highways environment. It should also not negatively affect access to maintain any highways asset or those of utility companies.

There would need to be appropriate professional indemnity and Public Liability insurances held by the designer and owner of the artwork and in addition all operatives working on the highway to install the artwork would need to have appropriate Lantra and or Streetworks qualifications.

We will confirm these requirements and any others in response to the pre-app advice request and in response to a planning application.

Yours sincerely,
Senior Project Manager Highways Projects”