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Town Clerk – Laura Chrysostomou

Minutes of the Ordinary Meeting of the Planning and Transportation held in The New Millennium Chamber, Manor House, Church Street, Littlehampton BN17 5EW on Monday 23 February 2026 at 18.30pm.

Present:

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

In attendance:

Melanie Nicholls – Head of Corporate Services and Governance
Emily Sapsed – Democratic and Corporate Services Officer

2025 to 2026

135. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

137. Apologies

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

138. 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 Butcher declared a personal interest across the agenda as a member of Arun District Council.

139. Minutes

The Minutes of the meeting held on 26 January 2026, previously circulated, were confirmed as a true record and signed by the Chair.

140. Chair's Report and Urgent Items

- 140.1. The Chair highlighted an upcoming 'Updates to Planning' training session, available to members on Thursday 26 February 2026. It was expected to explain the changes seen within the draft National Planning Policy Framework (NPPF) and their effects on Parish and Town Councils. With the NPPF consultation response to be agreed within the meeting, it seemed sensible for the Chair and Town Clerk to finalise the response following the training.
- 140.2. The Committee was informed of a license application for a variation to The Crowns current license, the details would be circulated following the meeting. Members were asked to send their comments of support or objection so a response could be formed under delegated authority to the Town Clerk in consultation with the Chair.

141. Public Forum

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

142. Planning and Other Arun District Council Matters

142.1. Planning Applications, Lists 5, 6, 7 and 8 if available

It was resolved that:

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

142.2. Consultation: Local Cycling and Walking Infrastructure Plan

Members were asked to agree a response to the District Council's Local Cycling and Walking Infrastructure Plan consultation. Comments were previously circulated, which suggested areas of improvement for accessibility to walkers, wheelers (for example mobility aids, push chairs), cyclists and equestrians around Littlehampton. Discussions focused on clarifying these points and additional areas the committee wanted to highlight. It was agreed that comments within the meeting would be used to amend the final response to be submitted and then noted at the next meeting.

It was resolved that:

The Committee's comments be submitted in response to the Local Cycling and Walking Infrastructure Plan consultation.

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

The Committee were asked to comment on the draft NPPF and had the Town Council's previous response in front of them for reference, circulated within the agenda. Having reviewed the draft policy, members wished to draw attention to the importance of having an up-to-date Neighbourhood Plan and funding to carry out that work. It was noted that the current plan was set to be in place until 2029 and that Arun District Council's Local Plan also required review. The feasibility of updating the Town Council's Neighbourhood Plan would be investigated by officers and reported at the next meeting. Members comments would form a response, which would be approved by the Chair and Town Clerk following the 'Updates in Planning' training, mentioned above.

It was resolved that:

The consultation response be finalised by the Chair and Town Clerk, following the 'Updates in Planning' training.

144. Rampion 2

There was nothing further to report.

145. West Sussex County Council (WSSCC) and Other Highways Matters

It was resolved that:

West Sussex County Council's response, previously circulated, in regard to a traffic audit and artwork installations on roundabouts be noted.

146. Masterplan – North Littlehampton

There was nothing further to report.

147. Exempt Business

There was none.

The meeting was closed at 19.38 pm.

Chair

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Representation on Lists 5, 6, 7 and 8.

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	No objection
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	No objection
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	Subject to conservation officer comments, no objection.
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	Subject to conservation officer comments, no objection.
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	Objection: The committee welcomed the development of the site which had been in poor condition for a long time. Plans within this application were considered to be overdevelopment because it would adversely affect the

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						area's parking, which is already limited, and due to the lack of external garden amenity space. Members felt its location within flood zone 3 was not fully addressed by the documents available and any redevelopment of the land should be subject to the conservation officer's comments.
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	No objection
8	JD	River	LU/24/26/PL	Extension to the side of the building, external and internal alterations and the installation of solar panels on the roof (resubmission following LU/171/25/PL). This application is in CIL Zone 4 (Zero Rated) as other development.	1-5 St Martins Lane	No objection
8	JL	Brookfield	LU/35/26/HH	Proposed two storey rear extension and single storey side porch and new windows to side north elevation.	11 Fleet Close Littlehampton	Objection: The committee objected to the application due to overdevelopment and overshadowing. The proposed two story extension was seen to be over-bearing and out of scale compared to the neighbouring properties.

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						Should the application be approved, members suggested the conditional addition of a swift box due to its proximity to reported swift nests.
8	BW	Beach	LU/37/26/HH	Single storey side extension.	1 Leeward Road Littlehampton	No objection