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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 23 March 2026 at 6.30pm.

Present:

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

In attendance:

Melanie Nicholls – Head of Corporate Services and Governance

2025 to 2026

148. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

150. Apologies

There were none.

151. 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.

152. Minutes

The Minutes of the meeting held on 23 February 2026 previously circulated, were confirmed as a true record and signed by the Chair.

153. Chair's Report and Urgent Items

The Chair informed members of upcoming planning training sessions in April and June, the details of which would be circulated after the meeting.

154. Public Forum

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

155. Officer's Reports

155.1. Planning and Other Arun District Council Matters

155.1.1. Planning Applications, Lists 9, 10, 11, and 12 if available.

It was resolved that:

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

155.1.2. Licensing Application No: 122962 re: Favourite Pizza and Chicken, 8A High Street, Littlehampton, West Sussex, BN17 5EE

The committee considered a license application, previously circulated, which proposed a variation to their current license, extending the hours they can serve takeaway hot food and drinks.

It was resolved that:

The support of the license application be forward to Arun District Council.

155.2. Delegated Responses

Members were asked to note the previously circulated list of responses that had been managed under delegated authority to the Town Clerk in consultation with the Chair.

It was resolved that:

The responses be noted.

155.3. Neighbourhood Plan

The Head of Corporate Services and Governance (HCSG) gave an oral update regarding the feasibility of reviewing the Neighbourhood Plan ahead of schedule as requested at the previous meeting. Following informative training on updates to the planning system,

it was recommended that the Town Council's Neighbourhood Plan not be reviewed at present due to many currently uncertain factors.

The final approval of the new National Planning Policy Framework was still pending, and the embedding and understanding of which could reportedly take at least 18 months. Housing requirements and a timeframe to review The Local Plan and site allocation across Arun District were all unknown. With the upcoming introduction of a strategic mayoral authority, local government reorganisation and devolution, the effect on the planning system would quickly outdate a plan created now.

Further updates from the training included that, once housing allocations and other uncertainties were clarified, a new Neighbourhood Plan would provide a valuable local insight on biodiversity, protecting greens spaces and design guidance. Officers would continue to monitor and provide updates on the Neighbourhood Plan's position.

It was resolved that:

The updates be noted.

155.4. Consultation: Local Cycling and Walking Infrastructure Plan

Members had before them the consultation response, previously circulated, to the Local Cycling and Walking Infrastructure Plan, which was finalised by the Town Clerk and Chair as agreed at the previous meeting.

It was resolved that:

The response be noted.

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

Members had before them the consultation response, previously circulated, to the National Planning Policy Framework, which was finalised by the Town Clerk and Chair as agreed at the previous meeting.

It was resolved that:

The response be noted.

156. Rampion 2 Windfarm

The continued push for community benefits, specifically a visitors centre, within Littlehampton, was raised at Full Council on Thursday 19 March 2026.

The potential use of the Look and Sea Centre's observation room was suggested, Officers were investigating as to whether it is still available to rent or if it's under new management. It was reported that further stakeholder engagement would need to take place before bids for community benefits would be considered. Officers would continue to monitor, enquire into expected timelines when appropriate, and update the Committee.

157. West Sussex County Council and Other Highways Matters

There were no further updates.

158. Masterplan – North Littlehampton

There were no further updates.

159. Exempt Business

There was none.

The meeting was closed at 7:07 pm.

Chair

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee on 23 March 2026.
Representation on Lists 9, 10, 11 and 12

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
9	River	JD	LU/30/26/PL	READVERTISEMENT due to Amended description. Replacement of existing timber single glazed windows for timber double glazed units, replacement of doors, repair works to localised areas, or the replacement of, the stone lintels that are defective as required. 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.
9	River	JD	LU/31/26/L	READVERTISEMENT due to Amended description. Listed building consent for the replacement of existing timber single glazed windows for timber double glazed units, replacement of doors, repair works to localised areas, or the replacement of, the stone lintels that are defective as required.	Flintstone Centre East Street Littlehampton	Subject to conservation officer comments, no objection.
10	Beach	BW	LU/32/26/HH	Single storey side/rear extension and hip to gable loft conversion with rear dormer.	34 Parkside Avenue Littlehampton	No Objection
10	Courtwick With Toddington	FT	LU/41/26/CLP	Application for certificate of lawfulness for a proposed rear extension.	4 Sandfield Avenue Littlehampton	No Objection
11	Beach	BW	LU/25/26/PL	Change of use from light industrial with 1 No flat to 7 No flats, first floor extension and solar pv panels on the flat roof. This application affects the setting of listed buildings, affects the character and appearance of the Littlehampton Sea Front Conservation Area and is in CIL Zone 4 (Zero Rated) as flats.	17A Selborne Road and 25C Western Road Littlehampton	The committee had no objections to the application but encouraged the inclusion of bee and swift bricks to support habitats within the extension.

LITTLEHAMPTON TOWN COUNCIL
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11	Courtwick with Toddington	FT	LU/45/26/HH	Erection of a single storey attached side garage.	17 Fairhaven Gardens Wick	No Objection
11	Wickbourne	FT	LU/50/26/CLP	Application for certificate of lawfulness for a proposed permanent change of use from C3 Dwellinghouse to C2 Residential institution.	17 West Way Littlehampton	No Objection
12	Courtwick with Toddington	FT	LU/53/26/HH	Construction of ramped access at front of property.	34 Falcon Gardens Littlehampton, BN17 7RB	No Objection
12	Beach	BW	LU/57/26/CLP	Lawful development certificate for a proposed loft conversion including flat roofed dormer to the rear and new rooflights.	19 St Floras Road Littlehampton, BN17 6BD	No Objection
12	Beach	BW	LU/58/26/CLP	Lawful development certificate for replacement windows.	4 Old Warehouse Mews Western Road Littlehampton, BN17 5GE	No Objection
12	Courtwick with Toddington	FT	LU/59/26/CLP	Lawful development certificate for the proposed loft conversion including new rear dormer window, velux at front and high level side facing window at second floor.	40 Lyminster Road Littlehampton, BN17 7LB	No Objection