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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 20 April 2026 at 6.30pm.

Present:

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

In attendance:

Melanie Nicholls – Head of Corporate Services and Governance

2025 to 2026

160. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

162. Apologies

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

163. 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.

164. Minutes

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

165. Chair's Report and Urgent Items

The Chair reminded members of an upcoming planning training session in April.

The Committee was informed of a license application for a variation to East Beach Café's current license, the details had been circulated ahead of the meeting. Members were asked for their comments of support or objection so a response could be formed under delegated authority to the Town Clerk in consultation with the Chair.

166. Public Forum

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

167. Officer's Reports

167.1. Planning and Other Arun District Matters

167.1.1. Planning Applications, Lists 13, 14, 15 and 16 if available.

It was resolved that:

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

167.1.2. Licensing Application No: 123030 re: 6 Bayford Road, Littlehampton, BN17 5HL

The committee considered a license application, previously circulated, which proposed a variation to their current license, extending the hours they can sell alcohol.

It was resolved that:

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

167.1.3. Licensing Application No: 123092 re: 19 The Hamlet, Waterford Gardens, Climping, Littlehampton, BN17 5RY

The committee considered a license application, previously circulated. As the application was outside the Parish boundaries of Littlehampton, members agreed not to comment.

168. Rampion 2 Windfarm

The Head of Corporate Services and Governance provided an update on Rampion 2 following a spokesperson's confirmation of funding bids being made. Community benefits would likely only become available once funding for the project has been approved. Recent correspondence from the Rampion 2 representative confirmed that the project values contact with members through the Rampion 2 Liaison Group. This update was noted by members.

169. West Sussex County Council and Other Highways Matters

There were no further updates.

170. Masterplan – North Littlehampton

There were no further updates.

171. Exempt Business

There was none.

The meeting was closed at 7.16 pm.

Chair

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Representation on Lists 13, 14, 15 and 16

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
13	Beach	BW	LU/67/26/HH	Replacement windows on house. (This application may affect the character and appearance of the Littlehampton Sea Front Conservation Area).	5 Old Warehouse Mews Western Road Littlehampton BN17 5GE	The committee objected to the application due to the negative visual impact and it being out of character with neighbouring properties.
14	Wick	FT	LU/8/26/PL	Replacing part of the school field with a Multi Use Games Area (MUGA) - 92sqm of Duralawn surfacing with football pitch marking, 3m high fencing and gate, removal of existing wooden climbing frame and installation of 69sqm of Duralawn surfacing and 3 new wooden activity frames, tarmac resurfacing of 145sqm school playground with new line markings. This application is in CIL Zone 4 (Zero Rated) as other development.	St Catherines Roman Catholic Primary School Highdown Drive Littlehampton BN17 6HL	Subject to drainage requirements being met, the committee had no objections to the applications and were happy to see the space being upgraded.
14	River	JD	LU/70/26/CLP	Lawful development certificate for the proposed use as supported living accommodation for adults with complex care needs (Class C2).	Vernon House 10 Maltravers Drive Littlehampton BN17 5EY	No objection.
14	Wickbourne	FT	LU/74/26/PD	Prior notification under Schedule 2, Part 14, Class M for PV solar installation.	Si Protec Units 20-23 Eldon Way Lineside Industrial Estate Littlehampton BN17 7HE	No objection.
15	Courtwick With Toddington	FT	LU/63/26/PL	Part retention for hard landscaping works including hard standing to site frontage with Hawthorn Road, provision of crossover across site frontage with Hawthorn Road, reconfiguration of car park layout, 2 No. cycle stores, 1 No. smoking shelter, reduction in size of existing refuse store and provision of second refuse store within rear car park area, 1.2m high metal fence within car park and EV charging points.	Liberty House 4 Hawthorn Road Littlehampton BN17 7TW	No objection.

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				This application is in CIL Zone 2 (Zero Rated) as other development.		
15	Courtwick With Toddington	FT	LU/71/26/HH	Conversion of garage to accommodate bedroom and ensuite.	41 Henry Lock Way Littlehampton BN17 7FB	No objection.
15	River	JD	LU/75/26/PL	Change of use from a B&B to 1 No. residential property. This application is in CIL Zone 4 and is CIL Liable as a new dwelling.	Sharoleen Private Hotel 85 Bayford Road Littlehampton BN17 5HW	The committee had no objections to the applications but were disappointed to read the applicant's statement and reason for closure, especially as they've provided a valuable service of housing to support those in crisis.
16	Beach	BW	LU/68/26/PL	Detached pre-fabricated garage building to replace existing store for the storage of theatrical props and scenery. This application is in CIL Zone 4 (Zero Rated) as other development.	Littlehampton Sportsfield, Store St Floras Road Littlehampton BN17 6BD	Support.
16	Wickbourne	FT	LU/78/26/HH	Rear Extension.	16 Selwyn Avenue Littlehampton BN17 7NF	No objections with the committee supporting the applicant's use of bird boxes within the extension, requesting that they consider swift boxes to support the local area's population.
16	Brookfield	JL	LU/82/26/CLP	Application for certificate of lawfulness for a proposed single storey rear extension, new front porch, additional window and loft conversion with rear dormer.	11 Fleet Close Littlehampton BN17 6SD	No objection.