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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 18 May 2026 at 6.30pm.

Present:

Councillor Wiltshire – Chair
Councillor Lee – Vice Chair
Councillor Daws
Councillor Long
Councillor Tandy

In attendance:

Laura Chrysostomou – Town Clerk
Emily Sapsed – Democratic and Corporate Services Officer

2026 to 2027

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 Woodman.

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 no further declarations were made.

5. Minutes

The Minutes of the meeting held on Monday 20 April 2026, previously circulated, were confirmed as a true record and signed by the Chair.

6. Chair's Report and Urgent Items

There were none.

7. Public Forum

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

8. Officer's Reports

8.1. Planning and Other Arun District Matters

8.1.1. Planning Applications, Lists 17, 18, 19 and 20 if available

It was resolved that:

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

8.1.2. Licence Application No: 123182 re: Strobilus Café 31 High Street, Littlehampton, West Sussex, BN17 5EG

The committee considered a license application, previously circulated, which sought to renew their outdoor seating pavement licence.

It was resolved that:

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

8.2. 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.

9. Exempt Business

There was none.

The meeting was closed at 7.08 pm.

Chair

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee 18 May 2026.
Representation on Lists 17, 18, 19 and 20

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
18	River	JD	LU/94/26/L	Listed building consent for the installation of a 3000mm high weld mesh fencing and associated single leaf along a section of the northern boundary line as well as along the rear elevation to be installed offset from any flintstone wall present, ornamental fencing and associated gates to be installed located adjacent to the existing southern side entrance to the building as well as the installation of 3000mm high weld mesh fence encapsulating the existing boiler room entrance to the rear of the building, partially demolish the existing side secondary entrance along with the ramp to this entrance, with associated fixings removed, ground is to be made good to match existing and two additional steps provided, wall repairs are to be surveyed in detail following the careful removal of the flat roof extension, with specialist repairs to be specified to ensure that a suitable repair at this location is made.	Flintstone Centre East Street Littlehampton	Subject to the conservation officer's comments, the committee had no objections to the application.
18	River	JD	LU/81/26/HH	Single storey rear extension	38 Pier Road Littlehampton	No Objections.
19	Courtwick with Toddington	FT	LU/95/26/PL	Retention of change of use from agricultural land to scaffolding yard (Sui Generis). This application may affect the setting of a listed building and is in CIL Zone 2 (Zero Rated) as other development.	P and O Scaffolding Ltd Toddington Lane Littlehampton BN17 7PN	The committee supported the application, due to the employment opportunities being provided by a local business. Members encouraged the conditional inclusion of

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee 18 May 2026.
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						biodiversity mitigation detailed within the applicants Planning and Heritage Statement (5.4).
19	Courtwick with Toddington	FT	LU/96/26/PL	Retention of change of use from agricultural land to containerised storage facility (B8). This application may affect the setting of a listed building and is in CIL Zone 2 (Zero Rated) as other development.	Flint Acre Toddington Lane Littlehampton BN17 7PN	The committee had no objections to the application and encouraged the conditional inclusion of biodiversity mitigation detailed within the applicants Planning and Heritage Statement (5.3).
19	Courtwick with Toddington	FT	LU/102/26/L	Listed building consent for internal and external alterations to building to facilitate conversion and change of use to a children's care home, reinforcement of brick and flint garden wall with buttresses and reconsolidate wall with coping courses.	Court Wick Park Courtwick Lane Littlehampton BN17 7PD	Subject to the conservation officer's comments, the committee had no objections to the application.
19	Beach	BW	LU/90/26/HH	Replace existing timber windows with PVC windows and existing timber doors, Front and Back with GRP doors of similar design. Overline existing timber fascia boards with Hockey stick profile PVC fascia boards. This application is in the Littlehampton Sea Front Conservation Area.	2 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.

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee 18 May 2026.
Representation on Lists 17, 18, 19 and 20

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
19	Beach	BW	LU/92/26/HH	Side and rear extension.	20 Fairway Littlehampton BN17 6PY	No Objections.
19	Wick	FT	LU/98/26/PL	Erection of 1 No single storey dwelling with car parking and provision of driveway and car parking for No. 16 Swanbourne Road (resubmission following LU/96/25/PL). This application is in CIL Zone 4 and is CIL Liable as a new dwelling.	16 Swanbourne Road Littlehampton BN17 6HS	The committee had no objections, subject to the resolutions of drainage concerns of the previously submitted application.
19	River	JD	LU/99/26/PL	New fixed external seating. This application is in CIL Zone 4 (Zero Rated) as other development.	8-10 Clifton Road Littlehampton BN17 5AS	No Objections.
20	Courtwick with Toddington	FT	LU/101/26/PL	Internal and external alterations to building to facilitate conversion and change of use to a children's care home, reinforcement of brick and flint garden wall with buttresses and reconsolidate wall with coping courses. This application affects the setting of a listed building and is in CIL Zone 2 (Zero Rated) as other development.	Court Wick Park Courtwick Lane Littlehampton	Subject to the conservation officer's comments, the committee had no objections to the application.
20	River	DJ	LU/104/26/PD	Prior notification under Schedule 2, Part 3, Class MA for a change of use from offices to 2 No self-contained flats.	37 High Street Littlehampton	No Objections.