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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 13 July 2026 at 6.30pm.

Present:

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

In attendance:

Emily Sapsed – Democratic and Corporate Services Officer

2026 to 2027

10. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

12. Apologies

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

13. 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, Councillor May also declared a personal interest across the agenda as a member of Arun District Council. Councillor Long, would not be attending Planning Policy Committee during her year as Chair of Arun District Council.

14. Minutes

The Minutes of the meeting held on Monday 18 May 2026, previously circulated, were confirmed as a true record and signed by the Chair.

15. Chair's Report and Urgent Items

There were none.

16. Public Forum

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

17. Officer's Reports

17.1. Planning and Other Arun District Matters

17.1.1. Planning Applications, Lists 25, 26 and 27

It was resolved that:

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

17.1.2. Licence Application No: 123410 re: St Mary's Church Hall The Parish Church of St Mary The Virgin, Church Street, Littlehampton, West Sussex

The committee considered a license application, previously circulated, which sought to supply alcohol for consumption on the premises for hirers and functions.

It was resolved that:

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

17.2. 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. These were for applications from lists 21, 22, 23 and 24, which would have been reviewed at the cancelled June meeting.

It was resolved that:

The responses be noted.

17.3. Consultation: Local Cycling and Walking Infrastructure Plan (LCWIP) Phase 2

Members were asked to agree a response to Phase 2 of the District Council's Local Cycling and Walking Infrastructure Plan consultation. It was agreed that comments within the meeting would be used to form a response which would be submitted following approval from the Chair and Town Clerk. The final response would be included in the next meeting's agenda to note.

It was resolved that:

The Committee's comments be incorporated into a response to the Local Cycling and Walking Infrastructure Plan consultation, with delegation to the Town Clerk and Chair to agree the final response.

18. Rampion 2 Windfarm

There were no further updates.

19. West Sussex County Council and Other Highways Matters

Members were informed of a traffic survey on roads across Littlehampton, the data of which would be used to form a 'one year after' report of the Lyminster Bypass Scheme. This report was expected to be brought to members in future, for stakeholder review, once drafted.

It was resolved that:

The update be noted.

20. Masterplan – North Littlehampton

There were no further updates.

21. Exempt Business

There was none.

The meeting was closed at 7.34 pm.

Chair

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee 13 July 2026.
Representation on Lists 25, 26 and 27

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
25	River	JD	LU/137/26/PL	Change the use from Class E to a mixed Class E and C3 Residential Use consisting of 4 No. commercial units at ground floor level, No. 4 residential units at first floor level, No. 2 residential units at second floor level and proposed external alterations including a first floor extension to the eastern elevation, 4 No. dormers and 2 No. roof lights (resubmission following LU/168/25/PL). This application is in CIL Zone 4 (Zero Rated) as flats.	1 Beach Road Littlehampton BN17 5HY	Objection: The committee objected due to the revised residential layout, specifically flat K, falling under the nationally described space standards for a 1 bedroom, 2 person dwelling. Objection for the application overall could be reconsidered once habitable size standards had been met, as seen demonstrated in the superseded plans in the previous application. Previously, support was given for the ground floor's commercial units which aligned with the aims and objectives of our Town Centre Strategy. Support for the additional commercial units was maintained by the committee.
25	Brookfield	JL	LU/139/26/HH	Single-storey rear extension, two-storey side extension.	39 Windward Close Littlehampton BN17 6QX	No objection: The committee had no objections to the application and encouraged the addition of bee bricks or bird boxes to the applicants plans to support biodiversity.
26	Brookfield	JL	LU/131/26/HH	Single storey rear extension.	31 Grove Crescent Littlehampton, BN17 6AD	No objection: The committee had no objections and welcomed the applicants considerate biodiversity enhancements.
27	Beach	BW	LU/143/26/HH	Erection of a single storey outbuilding.	24 The Estuary Littlehampton, BN17 6NE	No objection