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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 10 August 2026 at 6.30pm.

Present:

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

In attendance:

Emily Sapsed – Democratic and Corporate Services Officer

2026 to 2027

22. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

24. Apologies

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

25. 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.

26. Minutes

The Minutes of the meeting held on 13 July 2026, previously circulated, were confirmed as a true record and signed by the Chair.

27. Chair's Report and Urgent Items

There were none.

28. Public Forum

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

29. Officer's Reports

29.1. Planning and Other Arun District Council Matters

29.1.1. Planning Applications, Lists 29, 30, 31 and 32 if available

It was resolved that:

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

29.1.2. Licensing Application No: 123552 re: Portuguese Grill, 33 High Street, Littlehampton, West Sussex, BN17 5EG

The committee considered the above license application for pavement seating outside the business on the high street.

It was resolved that:

Support of the license application be forwarded to Arun District Council.

29.1.3. Licensing Application No: 123565 re: Blue Sea and Bubbles 26 Surrey Street, Littlehampton, West Sussex, BN17 5BG

The committee considered the above license application which sought to supply alcohol on and off the premises, from 10am to 10.30pm.

It was resolved that:

Support of the license application be forwarded to Arun District Council.

29.2. Delegated Responses

It was resolved that:



The list of responses, previously circulated, managed under delegated authority to the Town Clerk be noted.

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

It was resolved that:

The consultation response, previously circulated, be noted.

30. Rampion 2 Windfarm

There were no further updates.

31. West Sussex County Council and Other Highways Matters

Members were informed of a supplementary application, the details of which were circulated to members and as follows:

Application Number: WSCC/037/26

Location: Cornfield School, Cornfield Close, Littlehampton, BN17 6HY

Proposal: Retrospective application for the retention of a modular classroom building and associated infrastructure.

Applicant: WSCC Assistant Director of Property & Assets

Grid Reference: 503230 103327

Further information is available to view through this link:

<https://westsussex.planning-register.co.uk/planning/display/WSCC/037/26>

The continued use of the modular classroom at Cornfield School was seen to be sensible by members, who endorsed the application.

It was resolved that:

Support of the application be forwarded to West Sussex County Council.

32. Masterplan – North Littlehampton

There were no further updates.

33. Exempt Business

There was none.

The meeting was closed at 7.15pm.

Chair

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee 10 August 2026.
Representation on Lists 29, 30, 31 and 32

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
30	Beach	BW	LU/120/26/HH	Retrospective application for replacement pitched roofs to house and outhouse and new guttering and fascias to all elevations. Removal of chimney stack on main roof. Replacement of original timber-glazed doors on east elevation with uPVC doors and replacement uPVC window to 1st floor bathroom on south elevation. This application may affect the character and appearance of the Littlehampton Sea Front Conservation Area.	7 Norfolk Place Littlehampton BN17 5PD	Objection: The committee objected to the application, with conservation area planning guidance stating "The materials and design of replacement windows and doors should match the original". The compliance in design was appreciated but the change in material was seen to be inconsistent with conservation area guidance and the applicant's heritage statement, which indicated 'like for like changes'.
30	Wick	FT	LU/171/26/CLP	Application for certificate of lawfulness for a proposed loft conversion with rear dormer.	14 Swanbourne Road Littlehampton BN17 6HS	This application was withdrawn.
31	Courtwick with Toddington	FT	LU/157/26/PL	Change of surface from grass to artificial turf and erection of new 2.5m acoustic fencing. This application is in CIL Zone 2 (zero rated) as all other development.	Wick Football Club Crabtree Park Coomes Way Littlehampton BN17 7LS	No objection: The committee had no objections to the application, they raised and interest in the long term environmental impact of the materials used for the artificial turf. They

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						supported anticipated links between the community and the increased use of this area.
31	Courtwick with Toddington	FT	<u>LU/173/26/OUT</u>	Outline planning application (with all matters except access reserved) for the construction of up to 20 residential units. This application may affect the setting of listed buildings.	Westholme Nursery Toddington Lane Littlehampton BN17 7PP	No objections.
31	Beach	BW	<u>LU/168/26/HH</u>	Single storey side and rear extension including the addition of a patio and entrance porch with canopy.	20 Fairway Littlehampton BN17 6PY	No objections.
32	Courtwick with Toddington	FT	<u>LU/164/26/PL</u>	Proposed use of part of the Littlehampton Club Campsite site (formerly used for static caravans) for caravan and motorhome storage. In CIL Zone 2 (zero rated) as all other development.	Littlehampton Caravan Park Mill Lane Littlehampton BN17 7PH	No objection: The committee had no objections to the application and wished to raise their fire safety concerns of the close pitches amongst recent dry conditions with the applicant.