



How to contact us

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Town Clerk – Laura Chrysostomou

29 September 2026

You are hereby summoned to attend a meeting of the:

Planning and Transportation Committee

Venue: The New Millennium Chamber, The Manor House, Church Street,
Littlehampton BN17 5EW

Date: Monday 5 October 2026

Time: 6.30 pm

Committee:

Councillor Wiltshire - Chair

Councillor Lee - Vice Chair

Councillor Daws

Councillor Long

Councillor Tandy

Councillor Woodman

Laura Chrysostomou, Town Clerk

Agenda 2026 to 2027

1. Evacuation Procedures

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

During this meeting, the public are allowed to film the Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. Any items in the Exempt Part of an agenda cannot be filmed. If another member of the public objects to being recorded, the person or persons filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

3. Apologies

4. Declaration of Interest

Members and Officers are reminded to make any declaration of disclosable pecuniary or personal and/or prejudicial interests that they may have in relation to items on this Agenda.

You should declare your interest by stating:

- a. the item you have the interest in
- b. whether it is a disclosable pecuniary interest, whereupon you will be taking no part in the discussions on that matter, or
- c.
 - i. Whether it is a personal interest and the nature of the interest
 - ii. Whether it is also a prejudicial interest
 - iii. If it is a prejudicial interest, whether you will be exercising your right to speak under Public Forum.

It is recorded in the register of interests that:

- Councillor Wiltshire, Long, Tandy, and Woodman are Members of Arun District Council.
- Councillor Long is a Member of Arun District Council's Planning Policy Committee.
- Councillor Woodman is a Member of Arun District Council's Planning Committee

These interests only need to be declared at the meeting if there is an agenda item to which they relate.

5. Minutes

To confirm the Minutes of the meeting held on 10 August 2026, circulated herewith, pages 4 to 8. In accordance with the Town Council's Standing Orders, Section 9a, Members are reminded that no discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy.

6. Chair's Report and Urgent Items

7. Public Forum

Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this committee. A period of 15 minutes is allocated for this purpose. If possible, notice of intention to address the Committee should be given to the Clerk by noon of the day of the meeting.

8. Officer's Report

8.1 Planning and Other Arun District Council Matters

8.1.1 Planning Applications, Lists 37, 38, 39 and 40 if available

To consider the attached, page 9.

8.2 Delegated Responses

To note the responses agreed by delegated authority, page 10.

9. **Rampion 2 Windfarm**
10. **West Sussex County Council and Other Highways Matters**
11. **Masterplan – North Littlehampton**

To consider whether to amend previous comments submitted to Hampton Park planning applications, attached pages 11 to 12.

12. **Exempt Business**

It is **Recommended** that:

The public and accredited representatives of the press be excluded from the Meeting under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.



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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

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
						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.

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee on 5 October 2026.
Representation on Lists 37, 38 and 39

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
37	Beach	BW	LU/204/26/L	Listed building consent for the replacement of dilapidated rear escape staircase.	37 South Terrace Littlehampton BN17 5NU	
37	Brookfield	JL	LU/207/26/PL	Installation of a drive-through lane to serve the existing Burger King restaurant. This application affects a Public Right of Way. Is in CIL Zone 4 (Zero Rated) as other development.	Burger King Restaurant Worthing Road Littlehampton BN17 6LE	
38	Courtwick with Toddington	FT	LU/174/26/PL	Erection of a detached dwelling with open carport. This application affects the setting of listed buildings, is in CIL Zone 2 and is CIL Liable as a new dwelling.	Flint Acre Toddington Lane Littlehampton	
38	Wickbourne	FT	LU/209/26/HH	Retrospective application for the erection of a 1.8m boundary fence adjacent to the public highway.	97 Arundel Road Littlehampton	
39	River	JD	LU/189/26/L	Listed building consent for replacement of 5 no. sash windows at the rear of the property.	Harbour House 61 Surrey Street Littlehampton	
39	Courtwick with Toddington	FT	LU/227/26/CLP	Lawful development certificate for the proposed demolition and erection of a single storey side extension.	1 Seaton Close Littlehampton	

Delegated Responses

Applications responded to under delegated authority to the Town Clerk in consultation with the Chair and committee members.

Plan List No.	Planning No.	Details of Application	Location	Comments
34	LU/196/26/CLP	Application for certificate of lawfulness for a proposed rear extension.	11 Sandfield Avenue Littlehampton BN17 7LL	No objections.
36	LU/192/26/PL	Retention and alteration (extension) of C3 unit and change of use to remaining ground floor area to Class E(g) for office use. In CIL Zone 4 (Zero Rated) as other development.	27 Clifton Road Littlehampton	No objections subject to flooding requirement being suitably met.
36	LU/200/26/HH	Proposed side extension.	111 Oakcroft Gardens Littlehampton	No objections.
36	LU/199/26/CLP	Proposed loft conversion.	111 Oakcroft Gardens Littlehampton	No objections.
	License Application Number: 123650	New two year pavement license.	Licence Area: Admiral Taverns Limited The Crown Hotel, 29, High Street, Littlehampton, West Sussex, BN17 5EG	Members decided to support the application in line with our Town Centre Strategy which aims to increase business through outside seating. We encourage the four safety objectives be met through the same, and any additional, precautions as seen in the applicant's premises and alcohol license. Additionally, continued consideration be given to not overcrowd and encroach on the pedestrian walkway.
	License Application Number: 123681	Renewal of two year pavement license.	Licence Area: Costa Coffee 55 High Street, Littlehampton, West Sussex, BN17 5EJ	Support.

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee 5 October 2026.
Representation on Hampton Park Applications

Planning No.	Details of Application	Location	Comments
<u>LU/249/25/RES</u>	Amendment with additional substitute and Supplementary drawing pack plans. Approval of reserved matters following LU/47/11/ (amended by LU/182/15) comprising 288 No residential dwellings, the formation SUDs features, children's play space, landscaping, car parking, roads, landscaping and public access to the northern extent of the Black Ditch Open Space.	Phase 6a Hampton Park Littlehampton	Previous comment on 5 January 2026: No objections.
<u>LU/250/25/RES</u>	Amendment with additional substitute and Supplementary drawing pack plans. Approval of reserved matters following the grant of LU/47/11/ (amended by LU/182/15/PL) for 111 No dwellings, 1472sqm of retail floor space, 418sqm of community centre floor space, a civic public open space (0.35ha), a community car park and a super LEAP (incorporating fitness equipment / trail) comprising 0.62ha.	Local Centre and Phase 6b Hampton Park Littlehampton	Previous comment on 5 January 2026: The committee had no objections to the application subject to the following comments resolution: Members welcomed the development of the retail, community and civic open spaces; it was seen to be beneficial to the wellbeing of the community. A significant concern to the committee was the absence of an amended Section 106 agreement, which would undoubtedly be discussed in future with all interested parties. The revised agreement should be equivalent to the previously understood contributions and enhance positive impacts to the community. In the absence of such agreement the Town Council would object. Members agreed in principle to the relocation of the community centre within the local centre, subject to confirmation of transfers and ownership, due to financial implications this could have on the Town Council. The developer should aspire to achieve current BREEAM criteria to the highest standard possible across all anticipated areas of the

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee 5 October 2026.
Representation on Hampton Park Applications

Planning No.	Details of Application	Location	Comments
			development. It was encouraged by members that the previously agreed 2012 criteria be met as a minimum across updated and recently submitted plans. That included the Community Centre, despite the amended plans now falling under the minimum BREEAM size requirement. It was encouraged that consideration should be put into the building's design and construction, to allow for development of BREEAM features in future to improve compliance with the criteria.
<u>LU/252/25/RES</u>	Amendment with additional substitute and Supplementary drawing pack plans. Approval of reserve matters following LU/47/11/ (as amended by LU/182/15/) for the remaining open space elements including playing pitches, changing rooms, car parking area, northern allotments and the eastern extent of the Black Ditch Open Space.	Hampton Park Littlehampton	Previous comment on 5 January 2026: The delivery of green spaces and improvements to the Black Ditch were appreciated by the committee as valuable infrastructure that will benefit the wider community. To ensure these resources can be used by everyone accessibility measures should be implemented including a Changing Places Toilet and changing facility within the proposed changing rooms. Members were open and keen to discuss the management of the proposed playing pitches in future. The developer should aspire to achieve current BREEAM criteria to the highest standard possible across all anticipated areas of the development. It was encouraged by members that the previously agreed 2012 criteria be met as a minimum across updated and recently submitted plans. That included the changing rooms, despite the plans falling under the minimum BREEAM size requirement. It was encouraged that consideration should be put into the building's design and construction, to allow for development of BREEAM features in future to improve compliance with the criteria.