



How to contact us:
Write to: Manor House, Church Street,
Littlehampton, West Sussex, BN17 5EW
Email: lhc@littlehampton-tc.gov.uk
Call: 01903 732063
Find us online: www.littlehampton-tc.gov.uk
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 5 October 2026 at 6.30pm.

Present:

Councillor Wiltshire – Chair
Councillor Daws
Councillor Long
Councillor Tandy
Councillor Woodman
Councillor O'Neill

In attendance:

Emily Sapsed – Democratic and Corporate Services Officer

2026 to 2027

34. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

36. Apologies

There were apologies from Councillor Lee, Councillor O'Neill attended as their substitute.

37. 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 O'Neill declared an personal interest across the agenda as a member of Arun District Council.

38. Minutes

The Minutes of the meeting held 10 August 2026, previously circulated, were confirmed as a true record and signed by the Chair.

39. Chair's Report and Urgent Items

- 39.1. Following the agenda's publication, officers were notified of a consultation on Arun District Council's On-Street Parking Strategy 2027 to 2030. This was circulated to members of the committee requesting comments, it was suggested that the request be shared with all councillors. Allowing comments to form a response to the consultation to be agreed under delegated authority to the Town Clerk in consultation with the Chair.

40. Public Forum

- 40.1. There were no members of the public present.
- 40.2. River ward councillors were informed by a resident of a proposed Traffic Regulation Order (TRO) which had been shared amongst local residents. Further information about this would be sought so the item could be considered at a future meeting.

41. Officer's Reports

41.1. Planning and Other Arun District Council Matters

41.1.1. Planning Applications, Lists 37, 38, 39 and 40 if available

It was resolved that:

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

41.2. Delegated Responses

It was resolved that:

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

42. Rampion 2 Windfarm

There were none.

43. West Sussex County Council and Other Highways Matters

Members were informed of the 2026 to 2027 briefing sessions programme hosted by West Sussex County Council. Details would be circulated to all councillors outside of the meeting.

44. Masterplan – North Littlehampton

Substitute plans had been added to strategic applications for the Hampton Park development in North Littlehampton. The committee received details of three updated applications, previously circulated, which also contained their comments previously submitted in January 2026. The committee maintained its previously submitted comments.

It was resolved that:

No changes be made to the committee's previous comments.

45. Exempt Business

There was none.

The meeting was closed at 7.08pm.

Chair

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	No Objection
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	Objection: The committee objected to the application and raised concerns of the proposed plans restricting access and generating traffic onto roads that are frequently crowded. The drive-through's exit would put additional strain on the small roundabout which already hosts high amounts of traffic and is in a poor condition. Parking provisions were also considered to be insufficient.

LITTLEHAMPTON TOWN COUNCIL
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Representation on Lists 37, 38 and 39

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
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	No Objection: The committee had no objections to the applications and encouraged the applicants suggested biodiversity enhancements.
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	No Objections: The committee had no objections but were disappointed to see the habitat lost. Members encouraged the conditional requirement to replenish planting, exceeding what was previously there.
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	No Objections.

LITTLEHAMPTON TOWN COUNCIL
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Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
39	Courtwick with Toddington	FT	<u>LU/227/26/CLP</u>	Lawful development certificate for the proposed demolition and erection of a single storey side extension.	1 Seaton Close Littlehampton	No Objections.