

MINUTES of a MEETING of the PLANNING AND TRANSPORTATION COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 7th MARCH 2016 at 6.30PM

Present: Cllrs Buckland (Chair),
Blanchard-Cooper, Chester, and
Warren QVRM

2015/2016

138. EVACUATION PROCEDURES

The evacuation procedures were noted.

139. FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES

The procedures were noted.

140. APOLOGIES

There were apologies from Councillor Purchase.

141. 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. Councillor Buckland declared a personal interest across the agenda in Arun District Council and West Sussex County Council matters as a District and County Councillor.

142. MINUTES

The Minutes of the meeting held on 8th February 2016, previously circulated, were confirmed as a true record and signed by the Chair.

143. CHAIR'S REPORT AND URGENT ITEMS

143.1 Changes to the opening hours of railway ticket offices

The Committee received details of proposals to modernise operations at a number of railway stations operated by Southern Rail (copy attached to the minutes). Observing the increased reliance upon self-service ticket machines and the "Station Host", Members questioned whether the technology would be available to meet passenger needs, particularly when travelling long distances. Whilst it was noted that the "Station Host" would be able to access the ticket office machines, it was agreed that Officers would obtain clarification on the availability of tickets and circulate the information to Members. It was therefore **RESOLVED** that:

The update be noted.

144. PUBLIC FORUM

There were two members of the public present.

- 144.1** Regarding Southern Rail's proposed changes to the opening hours of the Littlehampton Station ticket office, Mr Terry Ellis of the Littlehampton Civic Society stated that Station was an important gateway to the Town. He commented that as such, there was a heavy reliance on the Railway station being manned and that this should continue to ensure the smooth movement of visitors from the station to local attractions.

- 144.2** The Chair thanked Mr Ellis for his comments.

- 144.3** Mr Ellis asked if the Town Council was aware that focus group meetings had been arranged on 16th March by the District Council to discuss Littlehampton Regeneration and the related 9 Big Ideas proposals and that designers had already been appointed. Emphasising the need for the three local authorities to be working together, he asked why the Town Council wasn't more involved in the process.

- 144.4** In response the Assistant Town Clerk, assured Mr Ellis that the Town Council continued to work with the District Council on the regeneration proposals for the Town. She confirmed that the Town Council and Members had received invitations to the focus groups and that Ward Members and the Major Projects Manager would be attending the focus group sessions on 16th.

145. PLANNING MATTERS

- 145.1 Planning Applications – Lists 6,7,8 and 9.**

It was **RESOLVED** that:

The representations of the Council (appended to these Minutes as Appendix 1) be forwarded to Arun District Council.

146. TOWN COUNCIL PRIORITIES

The Committee received a report which identified the priorities for this Council (2015 – 2019) that would be monitored/reviewed by the Planning and Transportation Committee (previously circulated). Similar reports were being prepared for all the Town Council's Committees and would identify any future actions and/or recommendations that would be required by the respective Committee to take each priority forward. It was **RESOLVED** that:

The update be noted.

147. TRANSPORTATION AND WEST SUSSEX COUNTY COUNCIL MATTERS

- 147.1 Update on Bus Provision**

The Committee received a report (previously circulated) which outlined the current position with regard to bus services in Littlehampton. The report also set out the current situation regarding the no 12 bus service and proposals for a new service funded by S106 monies from the new developments in North Littlehampton. The Committee went on to consider the report in more detail.

- 147.2** Discussion focussed on the key components of a new service as set out in paragraph 4.4 of the report. These were supported with the inclusion of other

areas if appropriate. It was however noted that the Section 106 funding derived from the Courtwick and North Littlehampton developments specified that funding would be passed to the County Council with the proviso that it was applied "towards a bus service and to no other purpose". The current negotiations were therefore centred on securing a new bus route in accordance with this agreement.

147.3 It was noted that any subsidised bus service could not compete with an existing commercial route but would in part determine the shape/route of any new bus service. The objectives for a new service were to encourage residents of the new developments to use public transport services and to give them access to key facilities in the town. It was emphasised that the long term aim for the new service was to become commercially viable and therefore not requiring subsidy, after the S106 funding was exhausted. Routes might also be subject to change when the Fitzalan Road extension was completed so any interim service would be reviewed at this stage.

147.4 Recognising that these discussions were being progressed through the North Littlehampton Steering Group, suggestions that it would be beneficial to organise a public transport consultation event and involve neighbouring parishes in the negotiations were not supported. It was also considered prudent that the Town Council remain open minded and as flexible as possible regarding future service provision. The Assistant Town Clerk confirmed that the Committee would continue to receive reports as the negotiations progressed. Noting that the development in North Littlehampton had only recently started it was acknowledged that routes through the development had the potential to alter as building progressed. The views of Members would therefore be sought when a firm route proposal was known. The Committee therefore **RESOLVED**:

- 1) **To note that the Town Council financial subsidy for the No.12 bus (including the Courtwick diversion) could end as soon as 31st March 2017 if a new service was in place.**
- 2) **That officers continue to review with partners a new route that provides a service to central amenities in Littlehampton, in accordance with conditions laid down in S106 agreements for the Courtwick and North Littlehampton new developments.**

147.2 The Future of the 3in1 Card Concessionary Travel Scheme

The Committee received details of a public consultation from the County Council (previously circulated) which sought views on the 3in1 Card Concessionary Travel Scheme. Enquiries made with the young people who used the Project 82 facilities showed that there was little awareness or use of the Card. It was therefore **RESOLVED** that:

Members be encouraged to respond individually to the consultation.

148. THE ADOPTION OF NEW ROADS

- 148.1** The Committee had before it a report (previously circulated) which contained background regarding the process by which local highway authorities may adopt roads. The Department for Transport (DfT) had established a working group to produce guidelines in respect of roads on planned new residential developments. A draft Advice Note had subsequently been published (copy attached to the minutes) which aimed to improve the effectiveness of the process for road adoption. It was noted that the DfT were seeking comments on the draft.
- 148.2** Members wished to have more time to consider the content of the Draft and it was agreed they would forward their views to the Committee Assistant who would collate responses. In view of their roles in the planning and approval of highways infrastructure, the Committee also considered it important that the proposals be brought to the attention of both the District and County Council and that they be encouraged to respond to the DfT questionnaire. It was therefore **RESOLVED** that:

- 1) *The Draft Advice Note be sent to the District and County Council's.*
- 2) *Members forward comments to the Committee Assistant by 24th March 2016.*

149. SEA DEFENCE CONFERENCE

The Committee received details of a conference hosted by Selsey Town Council (previously circulated) aimed at bring together representatives of coastal communities affected by sea flooding. This was a free event and numbers were limited to two representatives per parish. It was therefore proposed that the Assistant Town Clerk and the Chair of the Committee attend the conference as the Town Council's representatives. The Committee supported this proposal and it was therefore **RESOLVED** that:

The attendance of the Chair at the Sea Defence Conference on 26th April 2016 be agreed as an Approved Duty.

150. MASTERPLAN – NORTH LITTLEHAMPTON

The Committee noted that the Steering Group met on 26th February 2016 and that the Town Clerk would be meeting with the District Council shortly to discuss road names on the new development.

151. EXEMPT BUSINESS

There was none.

The meeting closed at 7.48pm.

CHAIR

Appendix 1

LITTLEHAMPTON TOWN COUNCIL Planning & Transportation Committee Monday 7th March 2016 Representation on Lists 6, 7 and 8

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Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
6	River	IB	LU/5/16/CLE	Application for certificate of lawfulness for an existing use for 3 No. flats	21 Beach Road Littlehampton	No objection
6	Beach	DP	LU/3/16/L	Application for Listed Building Consent to convert one bed flat into two bed flat involving re-arrangement of 3 internal partitions	Flat 2 16 South Terrace Littlehampton BN17 5NZ	No objection providing that the room sizes meet the minimum space standards.
6	River	IB	LU/19/16/PL	Variation of condition 7 imposed under LU/517/04/ to restrict access from River Road and Surrey Street.	Former Littlehampton Market Surrey Street Littlehampton BN17 5BG	No objection.
7	River	IB	LU/13/16/PL	Replacement of single glazed windows with double glazed bi-fold windows at front of property. Replacement of door leading on to balcony at front of property	64C South Terrace Littlehampton BN17 5LG	No Objection.
7	Courtwick with Toddington		LU/26/16/HH	Demolition of existing porch & erection of new porch to front elevation (resubmission following LU/314/15/HH).	The Lodge Courtwick Lane Littlehampton BN17 7PA	No objection.
7	Courtwick with Toddington		LU/29/16/PL	1 no. ATM as a through glass installation	97 Wick Street Littlehampton	No objection.
7	Courtwick with Toddington		LU/30/16/A	Advertisement Re: ATM as a through glass installation	98 Wick Street Littlehampton	No objection.

Appendix 1

LITTLEHAMPTON TOWN COUNCIL Planning & Transportation Committee Monday 7th March 2016 Representation on Lists 6, 7, 8 and 9

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Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
7	River	IB	LU/22/16/PL	2 no. replacement windows	Flat 2 St Catherine's Court Irvine Road Littlehampton BN17 5HP	No Objection
8	Beach	DP	LU/6/16/HH	Demolish boundary wall and replace with a close boarded timber fence 1.8m high and 16m long.	2 The Winter Knoll Littlehampton BN17 6ND	No Objection
8	Beach	DP	LU/25/16/HH	Vehicular crossover & front drive	108 Beaumont Park Littlehampton BN17 6PH	No Objection subject to the comments of West Sussex County Council as the Highways Authority.
8	Courtwick with Toddington		LU/28/16/HH	PVCu conservatory to rear	12 Boniface Avenue Littlehampton BN17 7PD	No objection.
8	Courtwick with Toddington		LU/23/16/HH	Side garage extension	Oak Ridge Toddington Lane Littlehampton BN17 6JX	No objection.
8	Beach	DP	LU/41/16/L	Listed planning consent for the removal & replacement of stud partition wall & doorway to bathroom & reduce length of current bathroom.	Flat 2, Ground Floor 24 South Terrace Littlehampton BN17 5PA	No Objection.
9	Beach	DP	LU/40/16/PL	Removal & replacement of stud partition wall & doorway to bathroom & reduce length of current bathroom.	Flat 2, Ground Floor 24 South Terrace Littlehampton BN17 5PA	No Objection.

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Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
9	River	IB	LU/45/16/PL	6no. two bed & 3no. one bed apartments with associated cycle & refuse storage	The Locomotive Inn 5 Terminus Road Littlehampton BN17 5BS	No objection. However, concerns remain that without car parking provision, the development will add to the existing problem of congestion generated by car parking in the immediate vicinity. OBJECTION: This would have an adverse impact on the residential amenity of neighbours by reason of the scale and size of the proposals which were considered overbearing and out of character when compared with existing development in the vicinity.
9	River	IB	LU/51/16/HH	Two storey rear extension & single storey side extension. Resubmission of LU/386/15/HH	52 Highdown Drive Littlehampton BN17 6HH	
9	River	IB	LU/46/16/HH	Porch at front elevation	56 East Street Littlehampton BN17 6AN	No objection.