



Tuesday 23rd April 2019

Notice is hereby given that there will be a meeting of the **PLANNING AND TRANSPORTATION COMMITTEE** held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **MONDAY 29 APRIL 2019** at **6.30PM** to consider matters set out in the following Agenda.

Committee: Cllrs C Blanchard-Cooper
(Chair), Ayres, Buckland,
Chester, Tandy, Warren QVRM

PETER HERBERT
Town Clerk

AGENDA

2018/2019

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(s) 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. DECLARATIONS 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:

- Cllr Buckland is a Member of Arun District Council and West Sussex County Council

- Cllr Warren QVRM is a Member of Arun District Council
- Cllr Ayres is a Member of Arun District Council

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 Monday 1st April 2019, circulated herewith (pages 3 - 11). In accordance with the Town Councils' Standing Orders, Section 9 (a), 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. PLANNING AND OTHER ARUN DISTRICT COUNCIL MATTERS

8.1 Planning Applications – Lists 14, 15, 16 and 17 if available, Appendix 1 (pages 12 – 13).

9. TRANSPORTATION AND OTHER WEST SUSSEX COUNTY COUNCIL MATTERS

10. MASTERPLAN – NORTH LITTLEHAMPTON

11. 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.

MINUTES of a MEETING of the PLANNING AND TRANSPORTATION COMMITTEE held in the MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 1 APRIL 2019 at 6.30PM

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

2018/2019

168. EVACUATION PROCEDURES

The evacuation procedures were noted.

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

The procedures were noted.

170. APOLOGIES

There were none.

171. 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. In addition, Councillors Ayres, Buckland and Warren QVRM declared interests in agenda item 9.3, Community Infrastructure Levy as District Councillors. The Major Projects and Democratic Services Manager declared a personal interest in planning application LU/52/19/PL, the Look and Sea Centre as a resident whose property was adjacent to the premises.

172. MINUTES

The Minutes of the meeting held on Monday 4th March 2019, (previously circulated), were confirmed as a true record and signed by the Chair.

173. CHAIR'S REPORT AND URGENT ITEMS

There were none.

174. PUBLIC FORUM

There were two members of the public present.

174.1 Mr Ellis addressed the Committee on matters. Regarding planning application LU/91/19/PL, The Promenade, he urged the Committee to exercise caution in considering the application because it could lead to

the creation of permanent structures on the sea front. Referring to the Banjo Road element of the application, he also stated that in his view this could restrict the availability of coach parking which, without alternative arrangements in place, could have a detrimental impact on the roads in the vicinity.

174.2 Mr Ellis addressed the Committee in his capacity as Chairman of the Littlehampton Heritage Group, regarding planning application LU//81/19/PL, Lovelong House, 18-22 East Street. He stated that the signage proposals were overbearing and out of character for a building in a conservation area. Drawing Members attention to the local planning authority's rules regarding advertising notices in sensitive areas, he stated that "halo" lighting was not permitted. He declared that in his view the proposal was both unnecessary and ugly and should be resisted. He added that any fixings should be appropriate for a flint wall. He also sought the Town Council's assistance in establishing whether the existing aluminium and glass porch had planning consent.

174.3 The Chair thanked Mr Ellis for his comments which were noted and would be taken into account when the Committee came to consider the applications. Officers would also investigate the position regarding the porch at 18-22 East Street and advise Mr Ellis of their findings. For the record, Councillors Buckland and Chester declared personal interests in this planning application as members of the Littlehampton Heritage Group. They stated that they had an open mind regarding the matter and would reach their decision on the application based on merit and not bias.

175. SUSSEX POLICE SAFETY CAMERA TEAM

175.1 The Committee received a presentation from Mr Preece, the Manager of the Safety Camera Team, regarding the enforcement of Road Traffic Offences and the rules relating to the use of speed cameras. He began with the background to the initiative and explained the composition of partnership and its aims. He then proceeded to explain how sites were prioritised for action and the criteria for the installation of speed cameras. A scoring system based on vehicle collision data was used to determine the location of speed cameras and this method of analysis was also used to judge the location of temporary measures such as Community Speed Watch (CSW) which aimed to address local anti social driving behaviour.

175.2 It was noted that a combination of data, police intelligence and public concerns formed part of the overall analysis of sites that might be appropriate for intervention. Even if a site did not meet the criteria, based on Home Office guidance, there was the potential for "on the ground" work, subject to the availability of resources. This work could include engineering solutions e.g. pedestrian islands or redesigning a sharp bend.

175.3 Referring to the earlier incident in the year at Floyds Corner, Mr Preece went on to explain how the CSW initiative worked. This was a nationwide initiative which provided residents, with the support of the Police, the opportunity to monitor vehicle speeds using speed detection devices. Sussex Police through the County Speed Watch Coordinator, assessed sites to determine whether they were suitable for monitoring to take place and provided training for volunteers. Once trained, community groups could borrow or purchase monitoring equipment and through the Operation Crackdown initiative, begin collating and reporting data. Letters were then issued to the registered keepers of vehicles identified through the monitoring.

175.4 It was noted that following an analysis of Police data, Floyds Corner had not been identified as a site requiring intervention and that the layout of the highway was not conducive to the effective deployment of a mobile speed camera unit. It was also noted that parish councils had stepped in to support CSW groups in their areas which often took the form of grant support to purchase / hire cameras. He emphasised that the equipment needed to be a Home Office approved device and the need for all volunteers to receive the appropriate training. He agreed to provide further information regarding the costs of cameras and contact details for the CSW Co-Ordinator for circulation to the Committee after the meeting. The Chairman thanked Mr Preece for his presentation and he left the meeting.

176. PLANNING AND OTHER DISTRICT COUNCIL MATTERS

176.1 Planning Applications – Lists 10,11,12 and 13.

It was **RESOLVED** that:

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

176.2 Planning Application LU/47/19/RES - Kingley Gate, Courtwick Lane

The Committee had before it proposals regarding the boundary treatment and emergency access arrangements on the Kingley Gate development at Courtwick Lane (previously circulated). It proposed that bunds and emergency access gates be introduced to control access at this point. It was noted that WSCC Highways had provided technical guidance and that the proposals were considered workable in terms of access to the facilities on this part of the development. The Committee therefore **RESOLVED**:

Not to object to the proposals.

176.3 Draft Charging Schedule and Community Infrastructure Levy (CIL)

176.3.1 The Committee received details of a consultation by the District Council which contained the proposed charging schedule for the Community Infrastructure Levy (CIL), (previously circulated). Members were disappointed that despite previous representations, it was still

intended that development within the Town Centre would be extremely unlikely to attract CIL. The Town Council had consistently questioned the rationale behind this aspect of the proposals. Recalling the recent application to develop the former Waitrose supermarket site in Avon Road, Members considered that this demonstrated clearly the deficiencies in the District Council's logic.

- 176.3.2** The Committee had strongly opposed the plans to re-develop the former supermarket site on the grounds that it would do nothing to enhance the Town Centre because it lacked appropriate infrastructure to manage / deter antisocial behaviour, improve public car parking and reverse the decline in the retail sector. In view of the change of use from retail to residential that had become a feature of the evolution of the Town Centre environment in Littlehampton, Members considered that this point remained pertinent. It was therefore **RESOLVED** that:

The Committee's views as set out above, be forwarded to the District Council.

177. TRANSPORTATION AND WEST SUSSEX COUNTY COUNCIL MATTERS

177.1 A27 Arundel Bypass Scheme

The Committee received an update from Highways England regarding plans to hold a further non-statutory consultation for the A27 Arundel Bypass scheme in late summer 2019 (previously circulated). It was **RESOLVED** that:

The update be noted.

178. MASTERPLAN – NORTH LITTLEHAMPTON

- 178.1** The northern section of the Lyminster Bypass had been approved by the County Council's Planning Committee on 26th March 2019. A provisional date for the next Steering Group meeting had been scheduled for Wednesday 29th May 2019. It was **RESOLVED** that:

The update be noted.

179. EXEMPT BUSINESS

There was none.

The meeting closed at 8.20pm.

CHAIR

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 1st April 2019
Representation on Lists 10, 11 and 12

Page 1 of 3

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
10	Brookfield	DC/FT/MW	LU/59/19/PL	Installation of 5 No. 'vehicle-to-ground' lifts, HVAC plant units, a canopy cover over the associated service yard area for a temporary period of five years, installation of 3 No. level access doors, minor alterations to internal access road including widening works, creation of a new spur, provision of a pedestrian footbridge & associated lighting & drainage infrastructure provision.	Land at Watersmead Business Park Worthing Road Littlehampton BN17 6LS	No Objection
10	River	IB	LU/65/19/CLP	Lawful development certificate for a proposed replacement kitchen & bathroom single storey extension.	24 Sussex Street Littlehampton BN17 6JD	No Objection
10	Courtwick with Toddington	MA	LU/70/19/HH	Two storey side extension	20 Holly Drive Littlehampton BN17 6LB	No Objection
10	Courtwick with Toddington	MA	LU/68/19/HH	Demolition of existing garage & erection of a two storey side & rear extension.	1 Northway Road Littlehampton BN17 7JX	No Objection

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 1st April 2019
Representation on Lists 10, 11 and 12

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
11	River	IB	LU/52/19/PL	Application under Regulation 3 of the Town & Country Planning General Regulations 1992 for a change of use (except Youth Hostel) to A3 (Food & Drink). This application may affect the setting of a listed building & may affect the character & appearance of the Littlehampton (River Road) Conservation Area.	The Look And Sea Centre Surrey Street Littlehampton BN17 5AW	No objection.
11	River	IB	LU/76/19/PL	Replacement shopfront. This application may affect the setting of listed building & may affect the character & appearance of the Littlehampton (River Road) Conservation Area.	3B Pier Road Littlehampton BN17 5BA	No objection.
11	Brookfield	FT/MW	LU/10/19/HH	First floor side extension	2 Horsham Road West Littlehampton BN17 6DL	No objection
11	Ham	MA	LU/75/19/HH	Rear extension and raised patio	38 Clun Road Wick Littlehampton BN17 7DY	No Objection

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 1st April 2019
Representation on Lists 10, 11 and 12

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
12	River	IB	LU/81/19/A	1 No. illuminated logo sign with halo lit lettering fixed to wall on front elevation.	Lovelong House 18-22 East Street Littlehampton BN17 6AW	Objection: On the grounds that the proposals would have an adverse effect on the character and appearance of the East Street Conservation Area by virtue of their size, design and the materials proposed. The illuminated "Halo" signage was also in conflict with the local Planning Authority Supplementary Guidance regarding Advertisements and the guidelines for advertising in Conservation Areas.
12	Courtwick with Toddington	MA	LU78/19/PL	Alterations to roof to form new rooms and division into two dwellings	32 Griffin Crescent Littlehampton BN17 7LJ	Objection: On the grounds that the proposals will result in the creation of dwellings that are deficient in terms of external and internal space provision and do not therefore meet the current space standards.
12	Beach		LU/82/19/HH	Proposed single storey front extension with roof terrace	38 St Winefrides Rd Littlehampton BN17 5HA	No Objection

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 1st April 2019
Representation on Lists 13

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Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
13	Courtwick with Toddington	MA	LU/84/19/PL	1 New dwelling on land rear of 141 Wick Street	Land to rear of 141 Wick Street Littlehampton BN17 7JY	No Objection
13	Brookfield	FT/MW	LU/86/19/HH	Proposed Conservatory	161 Timberleys Littlehampton BN17 6QD	No Objection
13	Brookfield	FT/MW	LU/96/19/CLP	Lawful development certificate for a proposed single storey rear extension.	8 Solent Close Littlehampton BN17 6SQ	No Objection
13	Courtwick with Toddington	MA	LU/85/19/HH	Proposed Loft Conversion	Hunters Lodge Lyminster Road Wick Littlehampton BN17 7PS	No Objection

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 1st April 2019
Representation on Lists 13
Page 2 of 2

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
13	River	IB	LU/91/19/PL	Change of use of parts of seafront for temporary food & drink outlets & other seaside uses together with associated temporary/portable structures & equipment for use by businesses associated with those outlets.	Various Sites Along The Promenade Littlehampton BN17 5LF	<p>Objection: It was noted that the application was seeking approval for the use of temporary structures within the individual locations specified. A number of concerns were raised about the potential impact of the proposals which caused Members to question the plans.</p> <p>Regarding, Banjo Road, the application lacked detail regarding how the resultant displacement of coaches would be accommodated. Members therefore had serious concerns about the impact that the unavailability of this area for coach parking would have on the surrounding roads.</p> <p>Regarding the sea front and promenade areas, there was also concern that the definition of potential uses was in conflict with the existing businesses in these areas.</p> <p>Observing that the nature of any future units would be through vetting and licensing procedures, Members also sought clarification on the following points:</p> <p>The application lacked detail regarding the process for agreeing the licensing of these activities, what consultation would be undertaken and whether Ward Members would be involved.</p> <p>Whilst the temporary use of the areas specified in the application was unlikely to constitute development that would require planning permission, further clarification was also sought regarding the basis for marketing the sites and how planning would be monitored/ controlled.</p>

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 29th April 2019
Representation on Lists 14, 15, 16

Page 1 of 2

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
15	Beach		LU/83/19/CLP	Lawful development certificate for the proposed use of existing dwellings as 2 No. separate dwelling	41 Western Rd Littlehampton BN17 5PG	
15	River	IB	LU/324/18/PL	Demolition of existing hotel & replacement with new 14 bedroom hotel with ancillary restaurant & function rooms	The Nelson Hotel 61 Pier Road Littlehampton BN17 5LP	
15	Brookfield	DC/FT/MW	LU/59/19/PL	Installation of 5 No. 'vehicle-to-ground' lifts, HVAC plant units, a canopy cover over the associated service yard area for a temporary period of five years, installation of 3 No. level access doors, minor alterations to internal access road including widening works, creation of a new spur, provision of a pedestrian footbridge & associated lighting & drainage infrastructure provision.	Land at Watersmead Business Park Worthing Road Littlehampton BN17 6LS	

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 29th April 2019
Representation on Lists 14, 15, 16

Page 2 of 2

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
15	River	IB	LU/110/19/CLP	Lawful development certificate for a proposed rear single storey extension.	23 St Catherines Rd Littlehampton	
15	Beach		LU/99/19/CLP	Lawful development certificate for the proposed infill of internal courtyard with insulated roof to create new waiting are	The Park Surgery St Floras Road Littlehampton	
16	Brookfield	FT/MW	LU/111/19/HH	Single storey rear extension to form a bedroom and shower room (option 1)	81 Timberleys Littlehampton BN17 6QA	
16	Brookfield	FT/MW	LU/112/19/HH	Single storey rear extension to form a bedroom and shower room (Option 2)	81 Timberleys Littlehampton BN17 6QA	
16	River	IB	LU/102/19/HH	Boundary wall to front	11 Maltravers Drive Littlehampton BN17 5EX	