Tuesday 13th August 2019

Notice is hereby given that there will be a meeting of the PLANNING AND TRANSPORTATION COMMITTEE held in the NEW MILLENIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 19TH AUGUST 2019 at 6.30PM to consider matters set out in the following Agenda.

**Committee:** Cllrs C Blanchard-Cooper (Chair), Chace, Long, Molloy and Tandy

PETER HERBERT
Town Clerk

**AGENDA**

2019/2020

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 C Blanchard-Cooper 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 22nd July 2019, circulated herewith (pages 3 - 9). 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 30, 31, 32 and 33 if available. (Pages 10 - 11)

8.2 **Arun District Council Consultation on ‘Gypsy and Traveller’**
The District Council has published this consultation as part of their ongoing work re: policies and guidance to support the Local Plan. The Committee is asked to consider and comment upon the guidance which can be found at: https://arun.objective.co.uk/portal/planning/

8.3 **Arun District Council Statement of Licensing Policy**
The District Council has published this consultation as part of their ongoing work re: policies and guidance to support the Local Plan. The Committee is asked to consider and comment upon the guidance which can be found at: https://www.arun.gov.uk/download.cfm?doc=docm93jjjm4n14211.pdf&ver=14460

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 NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 22ND JULY 2019 at 6.30PM

Present: Cllrs C Blanchard-Cooper (Chair), Chace and Long.

2019/2020

23. EVACUATION PROCEDURES
   The evacuation procedures were noted.

24. FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES
   The procedures were noted.

25. APOLOGIES
   There were apologies from Councillors Molloy and Tandy.

26. 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 no further declarations were made.

27. MINUTES
   The Minutes of the meeting held on 24th June 2019, (previously circulated), were confirmed as a true record and signed by the Chair.

28. CHAIR'S REPORT AND URGENT ITEMS
28.1 Community Infrastructure Levy (CIL) Statement of Modifications
   As part of the process of setting the CIL charging schedule, the Town Council had received confirmation of the next stage in the examination process. Observing the concerns that had been raised about the charging structure previously, particularly in relation to town centre development, members considered it important that the Town Council be represented at the Hearings. Consultees were required to submit a request to be heard in writing to the Arun Planning Policy and Conservation Team between 31 July 2019 and 28 August 2019. It was therefore RESOLVED that:
These concerns be re-submitted and a request to be heard at the Public Examination be lodged on behalf of the Town Council.

28.2 Notice of Application for a Premises Licence Under the Gaming Act 2005 – 50 High Street
A notice had been placed in the window of the former Bunces premises in the High Street advising that an application for a premises licence under the Gaming Act 2005 by Cassino Book Makers had been made. It was understood that Cassino were looking to move from their existing operation (a gaming machine operation) to this site. Whilst it was acknowledged that this would be a larger operation, more prominently placed in the High Street, the application was consistent with the District Council's statement of gaming licensing principles. The public were therefore encouraged to send comments to the District Council licensing Team. The Committee RESOLVED that:

The application be noted.

29. PUBLIC FORUM
There were 2 members of the public present.
29.1 Mr Ellis addressed the Committee on the following matters.
29.2 Commenting on the Gaming License application, Mr Ellis stated that in his view it was vital that the council make an objection because of the impact that a larger operation might have on young people. He also considered that an operation of this nature being more prominently placed in the High Street could deter any future investment in the town. It was thought that a change of use would be required if the gaming facility moved into the new premises. The committee therefore noted the points from Mr Ellis for consideration should a planning application come forward in the future.

29.3 Regarding the District Council Open Space consultation, Mr Ellis emphasised the need for this type of provision to be properly considered when development proposals come forward.

29.4 Mr Ellis made a number of points regarding the District Council's consultation concerning Parking Standards. Firstly, he suggested that the standard should recognise the need to accommodate larger vehicles when looking at parking bay sizes. The Standards needed to better reflect the area where parking provision is made to take into consideration the close proximity of education facilities and transport hubs as these often generated additional parking needs in their own right. Lastly, Standards to recognise the growing trend for dropped curbs to allow off-street parking and the subsequent reduction in the availability of on-street parking with space being required to support this. The Chairman thanked Mr Ellis for his comments which were noted for consideration by the committee later in the meeting.

30 PLANNING AND OTHER DISTRICT COUNCIL MATTERS
30.1 Planning Applications – Lists 26, 27, 28 and 29. It was RESOLVED that:

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

30.2 Arun District Council Consultation on ‘Public Open Space’

The Committee received details of this consultation which contained draft guidance on the District Councils requirements for the provision of open space, including outdoor playing pitches, indoor and built sports facilities within new developments. It was RESOLVED that:

The consultation be noted.

30.3 Arun District Council Consultation on ‘Arun Parking Standards’

The committee received details of this consultation which contained draft guidance on parking standards for the District. This was derived from guidance and data used by the Highways Authority (WSCC) and was designed to meet the requirements of National Planning Policy Framework and changes in transport such as increased use of electric vehicles. The draft guidance included tables setting out requirements for cycles as well as cars, recognising the needs of both residential and non-residential flats and houses, including visitor and staff parking. It was acknowledged that the guidance was complex however, the committee endorsed the views expressed during the public forum session and it was therefore resolved that:

The points set out in minutes 29.4 be forwarded to the District Council.

31. LITTLEHAMPTON HERITAGE GROUP

31.1 The Committee received a report (previously circulated) which contained an update on the work of the Group and proposals for future support. Heritage Lottery Grant funding had enabled the Group to become formally constituted in its own right and develop a skills and a sound knowledge base to underpin its work. The core work of the Group focussed on collating, updating and storing information about Littlehampton’s built heritage and the Group aimed to become a recognised consultee in the planning process. Future work would focus on maintaining the database that had been created to store this information and contributing to the development of a Design Guidance Statement which was being drafted by the District Council as part of the Arun Local Plan.

31.2 The Committee acknowledged the relevance and importance of the work of the Group particularly in terms how the Group worked alongside the Conservation Officer to ensure that there was a permanent record of the heritage of the Town. Noting the future projects that were being explored, it was also considered that there might be opportunities to engage with the Museum. Recognising that
the Group was volunteer led, there would be limited resources to continue its work. It was therefore considered that a Service Funding Agreement could provide the stability that would enable the Group to meet its long-term objectives. It was therefore RESOLVED that:

1) **The Community Resources Committee be recommended to consider a Service Funding Agreement with the Littlehampton Heritage Group based on a clearly defined work plan.**

2) **The achievements of the Littlehampton Heritage Group be otherwise noted.**

32. **TRANSPORTATION AND WEST SUSSEX COUNTY COUNCIL MATTERS**
   There were none.

33. **MASTERPLAN – NORTH LITTLEHAMPTON**
   There were none.

34. **EXEMPT BUSINESS**
   There was none.

The meeting closed at 7:30pm.

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CHAIR
## Appendix 1

**LITTLEHAMPTON TOWN COUNCIL**

**Planning & Transportation Committee Monday 22nd July 2019**

**Representation on Lists 26, 27 and 28**

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<table>
<thead>
<tr>
<th>Plan List No.</th>
<th>Ward</th>
<th>Ward Councillor</th>
<th>Planning No.</th>
<th>Details of Application</th>
<th>Location</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>26</td>
<td>River</td>
<td>MM</td>
<td>LU/198/19/HH</td>
<td>Demolition of existing conservatory and construction of new single storey side extension. Construction of single storey extension behind garage.</td>
<td>5 Rayden Close Littlehampton BN17 5QF</td>
<td>No Objection</td>
</tr>
<tr>
<td>26</td>
<td>River</td>
<td>MM</td>
<td>LU/191/19/PD</td>
<td>Notification for Prior Approval for a Change of Use from Financial and Professional Services (Class A2) to Restaurant (Class A3) and alterations to High Street shopfront, provision of extract duct &amp; formation of bin store.</td>
<td>52 High Street Littlehampton BN17 5SY</td>
<td>No Objection</td>
</tr>
<tr>
<td>27</td>
<td>River/Wick</td>
<td>MM</td>
<td>LU/152/19/HH</td>
<td>Two storey side extension and single storey rear extension and loft conversion (Amendment to LU/255/18/HH)</td>
<td>64 Cornwall Road Littlehampton BN17 6EQ</td>
<td>No Objection</td>
</tr>
<tr>
<td>27</td>
<td>River</td>
<td>MM</td>
<td>LU/200/19/PL</td>
<td>Variation of condition 2 imposed under LU/98/17/PL relating to approved plans for minor fenestration alterations &amp; use of zinc instead of concrete tiles &amp; render</td>
<td>Hm Coastguard Lookout Station The Promenade Littlehampton BN17 5LH</td>
<td>No Objection</td>
</tr>
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### Appendix 1

**LITTLEHAMPTON TOWN COUNCIL**

**Planning & Transportation Committee Monday 22nd July 2019**

**Representation on Lists 26, 27 and 28**

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<tr>
<td>27</td>
<td>River</td>
<td>MM</td>
<td>LU/203/19/CLP</td>
<td>Certificate of Lawfulness for replacement of two existing white PVC windows to the top floor one-bedroom apartment by new PVCu windows of a similar appearance</td>
<td>Flat 7 3 Fitzalan Road Littlehampton</td>
<td>No Objection</td>
</tr>
<tr>
<td>28</td>
<td>Brookfield</td>
<td>JP</td>
<td>LU/206/19/HH</td>
<td>Demolition of existing detached prefabricated garage and construction of replacement detached prefabricated garage following subsidence related damage</td>
<td>46 Kendal Close Littlehampton</td>
<td>No Objection</td>
</tr>
<tr>
<td>28</td>
<td>Courtwick with Toddington</td>
<td>JL/FT</td>
<td>LU/209/19/HH</td>
<td>Demolish existing brick store. New two storey side extension and front porch</td>
<td>12 Griffin Crescent Littlehampton BN17 7LJ</td>
<td>No Objection</td>
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<td>Plan List No.</td>
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<td>29</td>
<td>Courtwick with Toddington</td>
<td>JL/FT</td>
<td>LU/219/19/PL</td>
<td>Application for the variation of condition 35 on LU/355/10 in relation to Barn Owl tower.</td>
<td>Courtwick Lane Littlehampton</td>
<td>No objection</td>
</tr>
<tr>
<td>29</td>
<td>River</td>
<td>MM</td>
<td>LU/214/19/PL</td>
<td>Erection of 2no. outbuildings to the rear of 18-22 East Street to provide communal/multi-functional space &amp; therapy rooms ancillary to the lawful use of the site as a Private Detox &amp; Rehabilitation Clinic (C2 Residential Institutions)</td>
<td>18-22 East Street Littlehampton BN17 6AW</td>
<td>No objection</td>
</tr>
<tr>
<td>29</td>
<td>Courtwick with Toddington</td>
<td>JL/FT</td>
<td>LU/210/19/PL</td>
<td>Demolition of the existing vacant dwelling and workshop and the erection of 10 detached dwellings (9 dwellings net) - Resubmission of LU/133/19/PL</td>
<td>Inglecroft Toddington Lane Littlehampton BN17 6JU</td>
<td>Objection: On the grounds that the development will have an adverse impact on highways safety because of the increased usage and the visibility when turning off and on to Toddington Lane.</td>
</tr>
<tr>
<td>29</td>
<td>Beach</td>
<td>BBC/CBC</td>
<td>LU/132/19/L</td>
<td>Application for Listed Building Consent for external repairs to fabric of building, upgrading of internal elements, relocation of boiler flue &amp; repainting rear render white from yellow - This application may affect the character and appearance of the Littlehampton Seafront Conservation Area</td>
<td>20 Western Road Littlehampton BN17 5PG</td>
<td>No objection</td>
</tr>
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**Appendix 1**

**LITTLEHAMPTON TOWN COUNCIL**

Planning & Transportation Committee Monday 19th August 2019

Representation on Lists 30, 31 and 32

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<tr>
<td>30</td>
<td>River</td>
<td>MM</td>
<td>LU/222/19/L</td>
<td>Remedial works to install a new supporting beam at 1st floor level supported on a new vertical post from basement. The application may affect the character and appearance of the Littlehampton Conservation Area</td>
<td>12 River Road Littlehampton BN17 5BN</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>River</td>
<td>MM</td>
<td>LU/229/19/T</td>
<td>Various works to 7 No. Sycamore trees and 5 No. Himalayan Birch trees</td>
<td>Pharos Quay River Road Littlehampton BN17 5BF</td>
<td></td>
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<tr>
<td>30</td>
<td>Beach</td>
<td>BBC/CBC</td>
<td>LU/230/19/NMA</td>
<td>Non material amendment following the grant of reference LU/314/16/PL for amendments to southern car park and coach parkin</td>
<td>Littlehampton Wave Sea Road Littlehampton</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>Brookfield</td>
<td>DC</td>
<td>LU/234/19/HH</td>
<td>Ground floor side and rear extension, first floor rear extension</td>
<td>Parkfield Worthing Road Littlehampton BN17 6JN</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>Brookfield</td>
<td>DC</td>
<td>LU/232/19/HH</td>
<td>Single storey rear extension to form a bedroom and shower room</td>
<td>81 Timberleys Littlehampton BN17 6QA</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>River</td>
<td>MM</td>
<td>LU/211/19/PL</td>
<td>Replacement of two front windows with vertical sash double glazed PVCu units</td>
<td>Flat B 47 Arundel Road Littlehampton BN17 7BY</td>
<td></td>
</tr>
</tbody>
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**Planning & Transportation Committee Monday 19th August 2019**  
**Representation on Lists 30, 31 and 32**

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<td>31</td>
<td>Courtwick with Toddington</td>
<td>JL/FT</td>
<td>LU/221/19/PL</td>
<td>A temporary workshop building to be located on car park of main site.</td>
<td>The Bodyshop, Norway Lane Wick, Littlehampton, BN17 6LS</td>
<td></td>
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<tr>
<td>31</td>
<td>Wickbourne</td>
<td>TS</td>
<td>LU/236/19/HH</td>
<td>Single storey rear and side extension</td>
<td>15 North Ham Road Wickham, BN17 7AR</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>Courtwick with Toddington</td>
<td>JL/FT</td>
<td>LU/241/19/HH</td>
<td>Increased proposed depth of rear extension as approved under LU/121/19/HH</td>
<td>3 Granary Way Wickham, BN17 7QY</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>Wick/ Wickbourne</td>
<td>TS</td>
<td>LU/240/19/PL</td>
<td>Change of use of part of car park to a beer garden.</td>
<td>Littlehampton Trades &amp; Labour Club Wickham Street, BN17 7JH</td>
<td></td>
</tr>
</tbody>
</table>