

**Minutes of a Meeting of the Planning and Transportation Committee held in The New Millennium Chamber, Manor House, Church Street, Littlehampton, BN17 5EW on Monday 11 August 2025 at 4.30 pm.**

**Present:**

Councillor Freddie Tandy - Chair  
Councillor Jeffrey Daws  
Councillor Jill Long  
Councillor Butcher

**In attendance:**

Juliet Harris - Assistant Town Clerk

**2025 to 2026**

**40.** In the absence of the Chair and Vice Chair, the Committee was required to elect a chair. Having been nominated and the nomination duly seconded, it was resolved that Councillor Tandy would Chair the meeting.

**41. Evacuation Procedures**

The evacuation procedures were noted.

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

The procedures were noted.

**43. Apologies**

There were apologies from Councillors Woodman and Wiltshire, the latter of which Councillor Butcher attended as a substitute. It was also noted that Councillor Lee was delayed and would join the meeting as soon as he was able.

**44. Declaration 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, Councillor Butcher declared a personal interest across the agenda as a member of Arun District Council.

## **45. Minutes**

The minutes of the meeting held on Monday 14 July 2025, previously circulated, were confirmed as a true record and signed by the chair.

## **46. Chair's Report and Urgent Items**

### **46.1. Premises Licence 122070 – Premier Inn Former Waitrose Site, Avon Road, Littlehampton, West Sussex**

The committee had received a premises license application, copy attached to the minutes, which sought to enable regulated entertainment and the sale of food, beverages and alcohol in the proposed development of a Premier Inn. Members were supportive of the proposal.

#### **It was Resolved that:**

The application be supported.

### **46.2. Pavement License 122081 – Portuguese Grill, 33 High Street, Littlehampton, West Sussex, BN17 5EG**

The committee had received the renewal application for a pavement license at the above premises on the High Street, copy attached to the minutes. Members were supportive of the proposal.

#### **It was Resolved that:**

The application be supported.

## **47. Public Forum**

There were no members of the public present.

### **47.1. Community Traffic Regulation Order (TRO) Application – Lyminster Road B2284 Speed and Weight Restrictions**

The Committee received a written representation supporting a request for a Community TRO on Lyminster Road and seeking the introduction of speed and weight restrictions along the newly titled B2284. The Representation was noted and would be considered by the Committee when it came to review the request later in the meeting.

## **48. Officers Reports**

### **48.1. Urgent Action – Pavement License 121965: Fior Di Latte 52 High Street**

- 48.1.1.** Members had before them an urgent action, previously circulated, confirming the decision to support the pavement license 121965 for Fior Di Latte 52 High Street.

**It was Resolved that:**

The urgent action be noted.

**48.2. Planning and Other Arun District Council Matters**

**48.2.1. Planning application LU/124/25/RES Land west of Bridge Road Roundabout, Littlehampton**

The committee considered the reserved matters application for layout, appearance, and landscaping following outline consent LU/238/20/OUT. The revised proposal reduced the number of dwellings from 105 to 60. Members raised no objections to most elements of the scheme but expressed significant concerns over the South Block of flats, particularly its seven-storey height and siting. The block was considered overly bulky, out of character with its surroundings, and visually stark in contrast to nearby buildings. The committee indicated that resolving these issues would make the plans more acceptable.

**The Committee therefore Resolved:**

To object to the application and that the comments in minutes 48.2.1 above be forwarded to Arun District Council.

**48.2.2. Planning Applications, Lists 29, 30, 31, and 32.**

**It was Resolved that:**

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

**49. Rampion 2 Windfarm**

There was nothing further to report.

**50. West Sussex County Council and Other Highways Matters**

**50.1. Community Traffic Regulation Order (TRO) Application – Lyminster Road B2284 Speed and Weight Restrictions**

- 50.1.1.** Members had before them details of a request for a TRO, previously circulated, which sought to introduce a speed and weight restriction along Lyminster Road. Following the opening of the Lyminster Bypass intended to draw large vehicles and faster moving traffic away from the residential area, the old road was still being used by HGVs and as a rat run. Residents in the vicinity had therefore come together seeking further measures to discourage this and had received support from their West Sussex County Councillor. It was also noted that the

written representation received in the public forum included a petition from eighteen neighbours and residents of that road who supported the application.

- 50.1.2.** The committee supported the weight restriction and suggested that if the County Council was minded to review the restrictions, that the TRO be expanded to include extending the double yellow lines by the level crossing to deter parking and preserve highway access. It was considered that by doing so, this would improve the safety of the road and make it a more attractive route for pedestrians and cyclists, promoting the use of sustainable methods of transport. Subject to speed limit restriction measures being clarified in the next phase of the application, members agreed to support the application.

**It was Resolved that:**

The Community Traffic Regulation Order application for speed and weight restrictions along Lyminster Road be supported. And that the Committee's comments as set out in minutes 50.1.1. and 50.1.2. above be forwarded to the County Council.

**51. Masterplan – North Littlehampton**

There was nothing further to report.

**52. Western Sussex Water Trust**

It was noted that a presentation from Western Sussex Rivers Trust would be given at the next meeting on 8 September 2025.

**53. Exempt Business**

There was none.

The meeting closed at 5.07pm.

---

**Chair**

Appendix 1

**LITTLEHAMPTON TOWN COUNCIL**  
**Planning and Transportation Committee 11 August 2025**  
**Representation on List 29, 30 31 and 32**

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
29	Beach	BW	<a href="#">LU/122/25/HH</a>	Raising of the existing flat roof area of existing garage to line through with the top of the existing crown roof.	9 The Estuary Littlehampton	<b>No objections</b>
29	River	JD	<a href="#">LU/132/25/CLE</a>	Lawful development certificate to establish an existing lawful use as a House in Multiple Occupation.	5 Queen Street Littlehampton	<b>Subject to the property being properly registered and licenced, the committee had no objections.</b>
29	Courtwick with Toddington	FT	<a href="#">LU/89/25/A</a>	Erection of 7m internally illuminated pole sign.	Morrisons Littlehampton Worthing Road Littlehampton West Sussex	<b>No objections</b>
29	Wickbourne	FT	<a href="#">LU/119/25/PL</a>	Extension of industrial unit and installation of new palisade fencing gates to adjoin existing dropped kerb (resubmission following LU/303/24/PL). This application is in CIL Zone 4 (Zero Rated) as other development.	Unit 11a To Unit 11d Lineside Way Littlehampton	<b>No objections</b>
29	Wickbourne	FT	<a href="#">LU/123/25/CLP</a>	Lawful development certificate for the proposed replace an existing rear window in the single-storey rear extension with new patio doors leading to the garden, installation of 2 No rooflights in the flat roof of the rear extension, removal of front timber fence in order to enable an off-street parking space.	12 Clun Road Littlehampton	<b>No objections</b>
30	River	JD	<a href="#">LU/115/25/PL</a>	Exchange wooden windows in lounge and bedroom with PVCu triple glazed windows.	Flat 38 St Catherines Court Irvine Road Littlehampton	<b>No objections</b>

Appendix 1

**LITTLEHAMPTON TOWN COUNCIL**  
**Planning and Transportation Committee 11 August 2025**  
**Representation on List 29, 30 31 and 32**

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
30	Wickbourne	FT	<a href="#">LU/125/25/HH</a>	Side of roof gabled with hip and rear dormer.	132 Manning Road Littlehampton	<b>No objections</b>
31	Brookfield	JL	<a href="#">LU/143/25/HH</a>	Installation of a new driveway and a dropped kerb.	80 Southfields Road Littlehampton	<b>No objections</b>
32	River	JD	<a href="#">LU/146/25/PL</a>	Replace of wooden windows in the lounge and bedroom with double glazed UVPC windows.	58 St Catherines Court Irvine Road Littlehampton	<b>No objections</b>

Date of letter: **06 August 2025**

LICENSING ACT 2003

Licence: **Premises Licence**

Application Type: **New**

Application No: **122070**

Dear Sir/Madam,

Applicant: **Whitbread Group plc**

Date Received: **05 August 2025**

An application was made to Arun District Council under the Licensing Act 2003 by the above-named applicant. If you would like to make a representation please use the link below.

[Click here to complete the form](#)

In order that consideration of the application may not be delayed, it will be appreciated if a reply can be sent to us by: .

Please see below for the details relating to this licence.

Yours faithfully

Deena Harrington

Technical Support Assistant

Applicant: **Whitbread Group plc**

Applicant Address:

Applicant Telephone:

Applicant Email:

Additional Applicant:

Location: **Former Waitrose Site, Avon Road, Littlehampton,**

Premises Capacity:

Details of proposed variation:

DPS:

Gurbinder Singh Sandhu

4 Montpelier Close, Coventry.

CV225288065

Coventry City council

**The opening hours of the premises:**

Day	Start Time	End Time
Monday	00:00	24:00
Tuesday	00:00	24:00
Wednesday	00:00	24:00
Thursday	00:00	24:00
Friday	00:00	24:00
Saturday	00:00	24:00
Sunday	00:00	24:00

Seasonal Variations: **N/A**

Non-standard Times: **N/A**

**Licensable Activities authorised by the licence:**

Provision of Late Night Refreshments:Indoors and Outdoors

Sale or Supply of Alcohol: For consumption on and off the premises

Films: Indoors

**Late Night Refreshment Times :**

Day	Start Time	End Time
Monday	23:00	00:30
Tuesday	23:00	00:30
Wednesday	23:00	00:30
Thursday	23:00	00:30
Friday	23:00	00:30
Saturday	23:00	00:30
Sunday	23:00	00:30

Seasonal Variations: **N/A save as below**



Non-standard Times: **When hours for sale of alcohol are extended hereunder these hours are also extended (see box J below)**

**Supply of Alcohol**

Day	Start Time	End Time
Monday	10:00	00:30
Tuesday	10:00	00:30
Wednesday	10:00	00:30
Thursday	10:00	00:30
Friday	10:00	00:30
Saturday	10:00	00:30
Sunday	10:00	00:30

Seasonal Variations: **N/A**

Non-standard Times: **To extend the proposed hours on New Year's Eve to New Year's Eve - terminal hour as proposed being 00.30 on 2nd January. The premises shall remain open to permit the sale of alcohol to hotel residents 24 hours a day.**

**Plays:**

Day	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
<b>Seasonal Variations: Non-standard times:</b>		

**Films:**

<b>Films: Indoors</b>		
Day	Start Time	End Time
Monday	10:00	00:30
Tuesday	10:00	00:30
Wednesday	10:00	00:30
Thursday	10:00	00:30
Friday	10:00	00:30
Saturday	10:00	00:30
Sunday	10:00	00:30
Exhibition of a film principally video entertainment on screens and tv screens		
<b>Seasonal Variations: Non-standard times:</b> When hours for sale of alcohol are extended hereunder these hours are also extended (see box J below)		

**Indoor Sporting Events:**

Day	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
<b>Seasonal Variations: Non-standard times:</b>		

**Boxing or Wrestling entertainment:**

Day	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
<b>Seasonal Variations: Non-standard times:</b>		

**Live Music:**

Day	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
<b>Seasonal Variations: Non-standard times:</b>		

**Recorded Music:**

Day	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

**Seasonal Variations: Non-standard times:**

**Performance of Dance:**

Day	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
<b>Seasonal Variations: Non-standard Times:</b>		

**Anything of a similar description to that falling within (E), (F) or (G):**

Day	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

**Conditions consistent with the Operating Schedule**

**General Objectives:**

The steps which we have identified in relation to the four licensing objectives are listed below

**Prevention of Crime and Disorder:**

1. The use of door staff will be risk assessed on an ongoing basis by the licence holder of premises supervisor. Where engaged, door staff shall be licensed by the Security Industry Authority. 2. Staff will receive training on matters concerning underage sales, drugs policies and operating procedures. 3. There shall be a zero tolerance policy in relation to drugs at the premises and there shall be regular checks by management to prevent the use of drugs by patrons. Drugs seized shall be stored securely and handed to the police. 4. The premises shall operate a proof of age scheme and will require photographic identification from any person who appears to be under the age of 21 years. 5. The management of the premises will liaise with police on issues of local concern or disorder. 6. CCTV will be installed with recording facilities such recordings shall be retained for a period of 31 days and made available within a reasonable time upon request by the police, such as to cover the main entrance to the premises.

**Public Safety:**

1. To comply with the reasonable requirements of the fire officer from time to time. 2. The premises will have adequate safety and fire fighting equipment and such equipment will be maintained in good operational order. 3. Staff will be trained on matters of safety, evacuation and use of emergency equipment as required. 4. Spillages and breakages will be removed as soon as possible to reduce the risk to patrons and staff. 5. Fire Exits and means of escape shall be kept clear and in good operational condition.

**Prevention of Public Nuisance:**

1. Where appropriate, prominent, clear and legible notices shall be displayed at all exits requesting the public respect the needs of local residents and to leave the premises and area quietly. 2. Patrons will be encouraged by staff to leave quietly and respect the interests of the occupiers of any nearby noise sensitive premises, Where appropriate the licensee or a suitable staff member will monitor patrons leaving at the closing time. 3. Noise or vibration shall not emanate from the premises so as to cause a nuisance to nearby properties. 4. Contact numbers for local taxi firm(s) shall be kept at the premises and made available to patrons requiring a taxi.

#### **Protection of Children from Harm:**

The restrictions set out in the Licensing Act 2003 will apply. No unusual or additional risks of harm to children have been identified. 2. No films or videos of any description will be shown so that they can be viewed by persons under the age of any applicable BBFC/Local Authority certification. 3. Children under the age of 16 shall not be permitted to enter the premises after 21:00 unless dining with an adult or attending a pre booked function or resident in the hotel. 4. There shall be adequate controls in place including staff training to safeguard against the sale of alcohol to persons under 18 years. 5. The premises supervisor or appointed staff member shall ensure that when children are admitted to the premises their presence is not inconsistent with the style of operation of the premises at that time and the licensable activities that are being carried out. 5. Policies in relation to children shall be adequately communicated to patrons by staff or through appropriate signage..

Date of letter: **08 August 2025**

Licence: **Pavement Licence**

Application No: **122081**

Dear Sir/Madam,

Applicant: **Mr Paulo Fernando RODRIGUES**

Date Received: **08 August 2025**

An application was made to Arun District Council under the Business and Planning Act 2020 by the above-named applicant. If you would like to make a representation please use the link below. Representations must specify in detail the grounds of opposition. Your views will be considered alongside Guidance and Policy when the application is determined. Please note we are unable to accept any representations outside of the short consultation window.

[Click here to complete the form](#)

In order that consideration of the application may not be delayed, it will be appreciated if a reply can be sent to us by: **21 August 2025**.

Please see below for the details relating to this licence.

Yours faithfully

Sandra Sayers  
Technical Support Assistant

Applicant: **Mr Paulo Fernando RODRIGUES**

Applicant Address: **33 High Street, Littlehampton, West Sussex, BN17 5EG**

Location of Premises: **33 High Street, Littlehampton, West Sussex, BN17 5EG**

Email Address

Telephone number:

Mobile number:

How many Tables :: 4

How many Chairs :: 16

Type of Premises :: Other use for the sale of food or drink for consumption on or off the premises

Description of the area of the Highway :: In the main High Street next to th Crown Pub

Description of the furniture :: Plastic Tables and Chairs

Please provide the previous licence number :: 115394

How many customer Toilets :: 2

Trading Times:

Day: Monday

Start Time: 8 am

End Time: 6pm

Further Details:

Day: Tuesday

Start Time: 8 am

End Time: 6 pm

Further Details:

Day: Wednesday

Start Time: 8 am

End Time: 6 pm

Further Details:

Day: Thursday

Start Time: 8 am

End Time: 6 pm

Further Details:

Day: Friday

Start Time: 8 am

End Time: 6 pm

Further Details:

Day: Saturday

Start Time: 8 am

End Time: 6 pm

Further Details: