

02 September 2025

You are hereby summoned to attend a meeting of the:

**Planning and Transportation Committee**

**Venue:** The New Millennium Chamber, The Manor House, Church Street,  
Littlehampton BN17 5EW

**Date:** 8 September 2025

**Time:** 6.30 pm

**Committee:**

Councillor Christine Wiltshire (Chair)

Councillor Sean Lee (Vice Chair)

Councillor Jeffrey Daws

Councillor Jill Long

Councillor Freddie Tandy

Councillor Bob Woodman

**Laura Chrysostomou, Town Clerk**

**Agenda 2025 to 2026**

**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 or persons 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 Declaration 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:

- Councillor Wiltshire, Long, Tandy, and Woodman are Members of Arun District Council.
- Councillor Long is a Member of Arun District Council's Planning Policy Committee.
- Councillor Woodman is a Member of Arun District Council's Planning Committee

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 11 August 2025, circulated herewith, pages 4 to 17. In accordance with the Town Council's Standing Orders, Section 9a, 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 Western Sussex Water Trust – Presentation**

## **9 Planning and Other Arun District Council Matters**

### **9.1 Planning Applications, Lists 33, 34, 35, and 36 if available**

To consider the attached, pages 18 to 19.

**9.2 Licensing Application No: 122170 re: Littlehampton Golf Club, Rope Walk, Littlehampton, West Sussex, BN17 5DL**

To consider and comment upon the attached application, pages 20 to 27.

**10 Rampion 2 Windfarm**

**11 West Sussex County Council and Other Highways Matters**

**12 Officer's Report**

**12.1 Quarterly Business Plan Progress Report**

Report attached, pages 28 to 31.

**13 Masterplan – North Littlehampton**

**14 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, 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.

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**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**

<b>Plan List No.</b>	<b>Ward</b>	<b>Ward Councillor</b>	<b>Planning No.</b>	<b>Details of Application</b>	<b>Location</b>	<b>Comments</b>
30	Wickbourne	FT	<a href="#"><u>LU/125/25/HH</u></a>	Side of roof gabled with hip and rear dormer.	132 Manning Road Littlehampton	<b>No objections</b>
31	Brookfield	JL	<a href="#"><u>LU/143/25/HH</u></a>	Installation of a new driveway and a dropped kerb.	80 Southfields Road Littlehampton	<b>No objections</b>
32	River	JD	<a href="#"><u>LU/146/25/PL</u></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: **5 Houghton Hall Business Park, Houghton Regis, LU5 5XE**

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)		

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**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.tWhere 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.tPatrons 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.tNoise or vibration shall not emanate from the premises so as to cause a nuisance to nearby properties. 4.tContact 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.tPolicies 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:

## Appendix 1

### LITTLEHAMPTON TOWN COUNCIL Planning and Transportation Committee Monday 8 September 2025. Representation on Lists 33, 34 and 35

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
33	River	JD	<a href="#">LU/158/25/PL</a>	Replacement weatherboarding. This application is in CIL Zone 4 (Zero Rated) as other development.	Shelley Lodge Church Street	
33	River	JD	<a href="#">LU/160/25/CLP</a>	Lawful development certificate for the proposed change of use from dwelling (C3) use of existing dwelling as a children's home for a maximum of 3 children with up to 3 carers (C2 Residential Institution).	25 Bayford Road Littlehampton	
34	River	JD	<a href="#">LU/141/25/PL</a>	Partial demolition of number 57 River Road, change of use & re-development to provide a flatted development comprising 9 No apartments with private amenity space, parking & cycle storage, including the partial demolition of the adjacent boundary wall to provide a new pedestrian access & the creation of a floating pontoon with resident morning spaces (resubmission following LU/251/21/PL). This application affects the character & appearance of the Littlehampton River Road Conservation Area & is in CIL Zone 4 (Zero Rated) as flats.	57 River Road Littlehampton BN17 5DD	
34	River	JD	<a href="#">LU/168/25/PL</a>	Change the use from Class E to a mixed Class E and Residential Use (C3) to include 2 No residential units and 2 No commercial units at ground floor level, 4 No residential units at first floor level, 2 No residential units at second floor level, alterations to include a two storey extension to the eastern elevation, four dormers and two roof lights. This application may affect the setting of listed buildings and is in CIL Zone 4 (Zero Rated) as flats and other development.	1 Beach Road Littlehampton BN17 5HY	

## Appendix 1

### LITTLEHAMPTON TOWN COUNCIL Planning and Transportation Committee Monday 8 September 2025. Representation on Lists 33, 34 and 35

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
34	Wickbourne	FT	<a href="#">LU/159/25/TEL</a>	Prior notification under Schedule 2, Part 16, Class A for the installation of a replacement shared electronic communications base station consisting of 1 No 22.5m height lattice mast, antennas, transmission dishes, new and relocated equipment cabinets, a compound secured by 2.7m palisade fencing with a pedestrian access gate and ancillary development.	Land at Harwood Road Littlehampton BN17 7AU	
34	Wickbourne	FT	<a href="#">LU/153/25/S73</a>	Variation of condition following the grant of LU/132/23/HH relating to condition 2 - approved plans.	3 Merton Drive Littlehampton BN17 7DU	
35	River	JD	<a href="#">LU/171/25/PL</a>	Extension to the side of the building, external and internal alterations, installation of solar panels on the roof and a vestibule on front elevation. This application is in CIL Zone 4 (Zero Rated) as other development.	1-5 St Martins Lane Littlehampton	
35	River	JD	<a href="#">LU/173/25/PL</a>	Change of use from caravan storage to the storage of caravans, large vehicles such as heavy goods vehicles and trailers. This application is a departure from the Development Plan, is in CIL Zone 1 and is Zero Rated.	Arun Self Storage Littlehampton Marina Ferry Road Littlehampton	



## **Licensing Act 2003 – Notice**

**Reference Number: 122170**

**Littlehampton Golf Club  
Rope Walk  
Littlehampton  
West Sussex  
BN17 5DL**

has made an application for a Premises Licence under  
the Licensing Act 2003

Proposed licensable activities are as follows:

Supply of alcohol for consumption on and off the premises from  
10:00 to 00:00 Monday to Sunday

The application is open to representation from interested parties and  
responsible authorities between 28<sup>th</sup> August 2025  
and 24<sup>th</sup> September 2025

A public register of all Licensing Act permissions and applications is held by Arun District  
Council at [www.eh.arun.gov.uk](http://www.eh.arun.gov.uk)

All representations should be made in writing and sent to:  
Licensing Team, Environmental Health,  
Arun District Council, Arun Civic Centre, Maltravers Road,  
Littlehampton, West Sussex BN17 5LF  
or emailed to [licensing@arun.gov.uk](mailto:licensing@arun.gov.uk)

Relevant representations will be shared in full with the applicant for  
consideration as well as being provided for consideration at a public  
hearing where necessary

It is an offence to knowingly or recklessly make a false statement in  
connection with an application and the maximum fine for this offence  
is unlimited

Date of letter: **27 August 2025**

LICENSING ACT 2003

Licence: **Premises Licence**

Application Type: **New**

Application No: **122170**

Dear Sir/Madam,

Applicant: **Littlehampton Golf Club Ltd**

Date Received: **27 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: **24 September 2025**.

Please see below for the details relating to this licence.

Yours faithfully

Deena Harrington  
Technical Support Assistant

Applicant: **Littlehampton Golf Club Ltd**

Applicant Address: **Littlehampton Golf Club, Rope Walk, Littlehampton, West Sussex, BN17 5DL**

Applicant Telephone: **01903717170**

Applicant Email: **manager@littlehamptongolf.co.uk**

Additional Applicant:

Location: **Littlehampton Golf Club, Rope Walk, Littlehampton, BN17 5DL**

Premises Capacity:

Details of proposed variation:

DPS:

**The opening hours of the premises:**

Day	Start Time	End Time
Monday	07:00	20:00
Tuesday	07:00	20:00
Wednesday	07:00	20:00
Thursday	07:00	20:00
Friday	07:00	20:00
Saturday	07:00	20:00
Sunday	07:00	20:00

Seasonal Variations: **M/A**

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

**Licensable Activities authorised by the licence:**

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

**Late Night Refreshment Times :**

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

Seasonal Variations:

Non-standard Times:

**Supply of Alcohol**

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

Seasonal Variations: **No**

Non-standard Times: **No**

**Plays:**

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

**Films:**

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

**Indoor Sporting Events:**

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

**Boxing or Wrestling entertainment:**

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

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

**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		
<b>Seasonal Variations: Non-standard times:</b>		

**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		



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## **Conditions consistent with the Operating Schedule**

### **General Objectives:**

The variation applied for is to allow the Club to continue as before but we will be opening to the general public. They will be able to use the clubhouse as a bar and a restaurant.

### **Prevention of Crime and Disorder:**

No change from before

### **Public Safety:**

There are no concerns about the safety of the public when they are on the premises.

### **Prevention of Public Nuisance:**

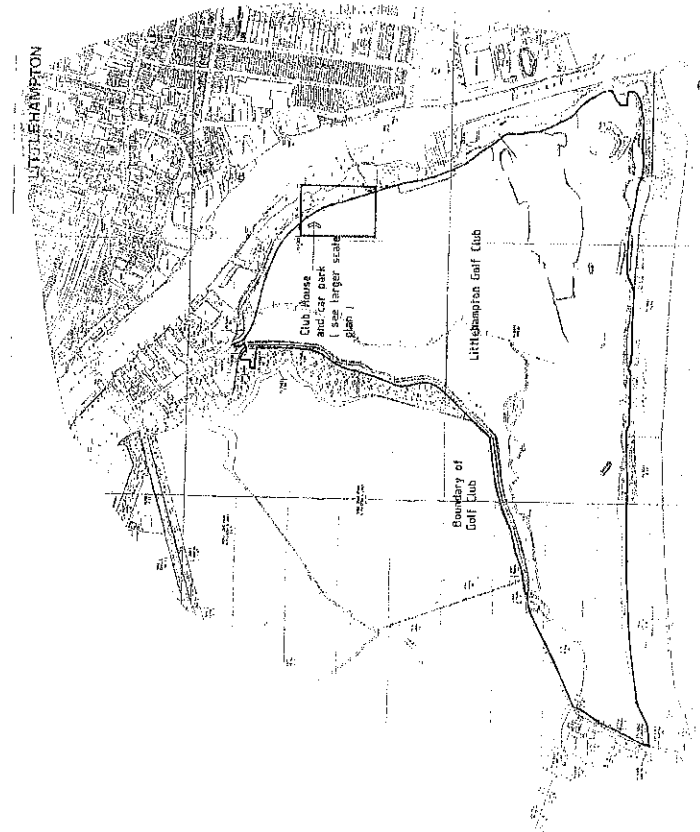
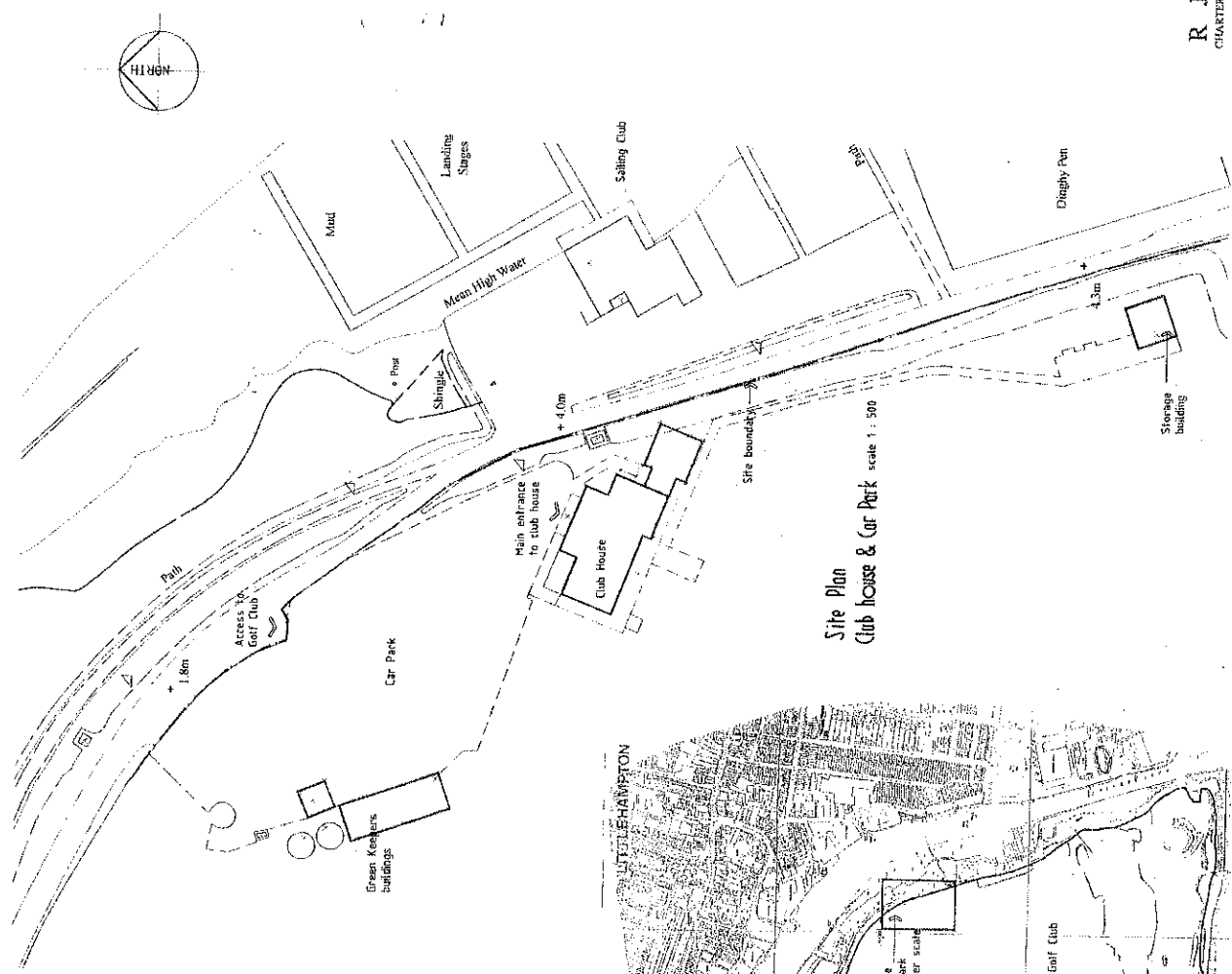
No change from before

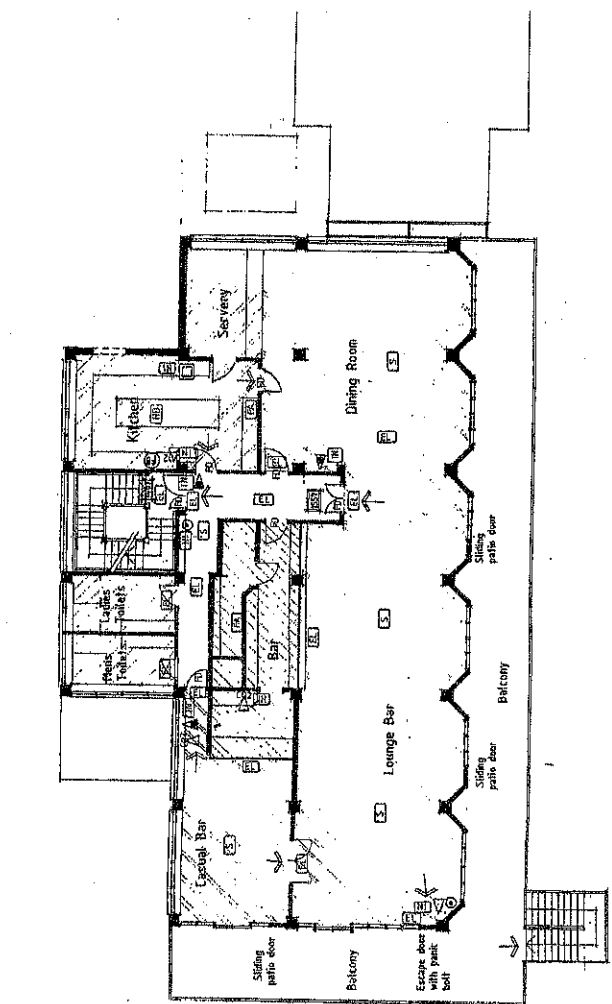
### **Protection of Children from Harm:**

No change from before.

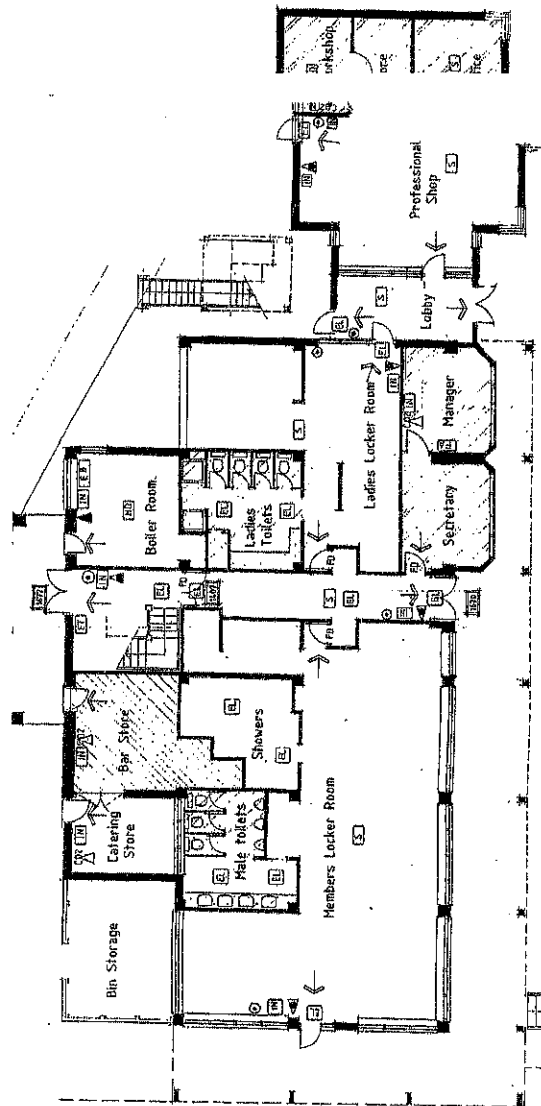
PROJECT	Littlehampton Golf Club		
NO. 10737	Site Plan & Location Plan		
DATE	1973	BY	05-57-02

**R J C A**  
 CHARTERED ARCHITECTS  
 1, ADE KIN BARN  
 10, CHICHESTER  
 WEST SUSSEX  
 PO20 8DS  
 05-57-02



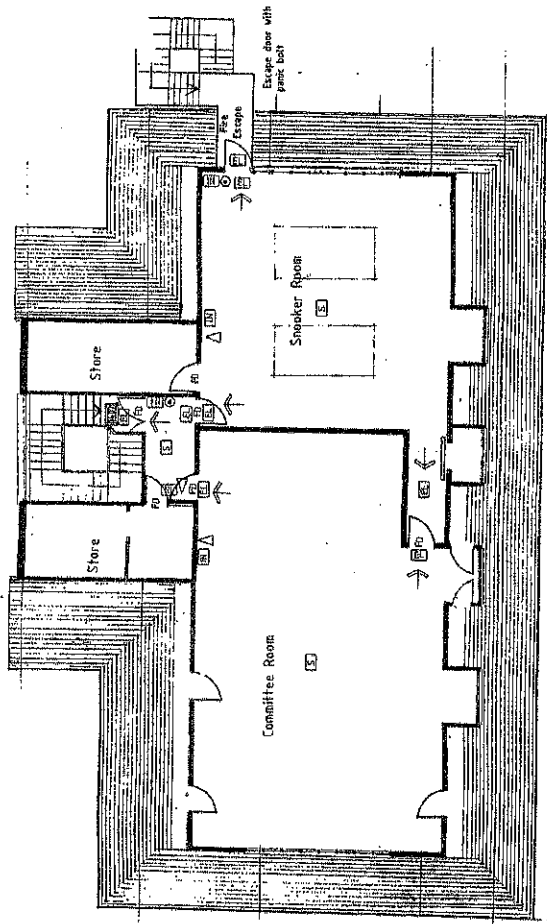


First Floor



Ground Floor

ENVIRONMENTAL  
HEALTH  
16 MAY 2011  
**RECEIVED**



Second Floor

LEGEND

- |                   |  |                      |  |
|-------------------|--|----------------------|--|
| △                 | FIRE EXTINGUISHER - 6L WATER                 | □ (hatched)          | Two average or higher                      |
| □ (dotted)        | FIRE INSTRUCTION NOTICE                      | □ (diagonal lines)   | Area of consumption of intoxicating liquor |
| □ (cross-hatched) | FIRST AID BOX                                | □ (vertical lines)   | Toilet accommodation                       |
| △                 | FIRE EXTINGUISHER - AQUAMIST                 | □ (horizontal lines) | Area of kitchen and staff areas            |
| □ (wavy lines)    | EMERGENCY TELEPHONE                          |                      |  |
| □ (dots)          | SMOKE DETECTOR                               |                      |  |
| ▲                 | FIRE EXTINGUISHER - 4 kg powder              |                      |  |
| ▽                 | FIRE EXTINGUISHER - CARBON DIOXIDE 2kg       |                      |  |
| △                 | FIRE EXTINGUISHER - FOAM                     |                      |  |
| □ (solid)         | HEAT DETECTOR                                |                      |  |
| ○                 | FIRE ALARM CALL POINT                        |                      |  |
| □ (solid)         | FIRE BLANKET                                 |                      |  |
| □ (solid)         | FIRE EXTINGUISHER - FRY GUARD - WET CHEMICAL |                      |  |
| ↑                 | EXIT ROUTES                                  |                      |  |
| □ (solid)         | EMERGENCY LIGHTING                           |                      |  |
| □ (solid)         | ELECTRICAL DISTRIBUTION BOARD                |                      |  |
| FD                | FIRE DOOR                                    |                      |  |
- All single internal doors are 775mm wide  
Double doors are as indicated  
on floor plans - indicated thus **1001**

**R J C A**  
CHARTERED ARCHITECTS

LAME KEN BARR  
CHARTERED

COLWORTH  
WILT DORSER

POW 126

Tel: 01249 389111 Fax: 01249 389122

**Littlehampton Golf Club**

**Floor Plans** For licensing purposes

DATE	1:100	DATE	05 / 51 / 01
SCALE	1:100	SCALE	05 / 51 / 01
PROJECT	1:100	PROJECT	05 / 51 / 01

# **Littlehampton Town Council**

## **Non-Confidential**

### **Planning and Transportation Committee**

**Date:** 08 September 2025

**Report by:** Town Clerk

**Subject:** Quarterly Business Plan Progress Report

#### **1. Summary**

- 1.1. Each Committee will receive updates through their respective quarterly periodic reports enabling them to monitor progress and keep the Business Plan under review. This report provides an update on progress with delivering the goals as they relate to the work of this Committee.

#### **2. Recommendations**

- 2.1. The Committee is recommended to note the Business Plan updates in Appendix 1.

#### **3. Background**

- 3.1. The Town Council agreed its Business Plan for the next four years at Full Council in November 2023. Following approval of the Business Plan, the objectives were integrated with the Town Council's Capital Programme where appropriate and incorporated in the Town Council's Corporate Risk Register which is reviewed annually by the Governance and Audit Committee. The Strategy and Action Plan goals are now also integrated in the staff appraisals and business workplans.
- 3.2. Business Plan consists of two elements:
  - The Strategy which sets out the Town Council's mission statement, vision, strategic priorities, values, and operational framework
  - The Action Plan which details the goals to achieve the strategy and the relating objectives with specific actions, timelines, and resource implications for achieving the goals.
- 3.3. Officers have been working alongside members to deliver the goals and objectives set out in the Action Plan. The Action Plan in appendix 1 sets out

the goals that fall within the remit of this Committee and includes quarterly update columns to show progress throughout the year. There is also a 'status' column that uses RAG (red, amber, and green) visual reporting system to convey a high-level status of a project or task. The colours are used to indicate the following:

Red: and alert, usually denoting one or more of the following: significant overspend, significant delay, a rise in quality issues, significant resource shortage, or unsatisfied stakeholders.

Amber: A caution, meaning the project is potentially hindered by obstacles or hazards such as considerable overspends, a delay in the schedule, lack of resources.

Green: A clear indication that the project is moving along as planned on schedule, within budget, no issues with resources, quality is meeting expectations and stakeholders are satisfied.

- 3.4. The table below draws out key objectives from the Action Plan for the business year 2025 to 2026 as they relate to the work of this committee. These were agreed by council at the annual meeting on 8 May 2025.

Input into Arun District Council's Local Plan review and consider implications on Littlehampton Town Council's Neighbourhood Plan Review
Community Transport Initiative
Arun River West Bank Regeneration
To analyse the potential impact of the Rampion 2 development and respond to the application

- 3.5. There are some areas of work where responsibility is shared with other committees. Key areas of work relating to this Committee relate to monitoring and keeping abreast of planning policy changes locally and at a national level as they are quite strategic in nature. Consequently, the Committee maintains a monitoring brief and acts as a sounding board when opportunities arise to progress the Business Plan objectives that fall within its remit. The work of the Committee is focussed on monitoring the progress with the Rampion 2 Windfarm proposals. In this respect the committee maintains a watching brief on the project and is alert to opportunities to secure community benefits should the opportunity arise. Otherwise, the focus of work continues to be responding to planning and licencing

applications referencing Town Council strategies where relevant, for example the recent Premier Inn and Harvester development applications.

#### **4. Financial Implications**

- 4.1. The budget set in January 2025 sought flexibility within the 2025 to 2026 and future budgets to deliver the Council's aspirations to improve the town and the quality of life.
- 4.2. Resources to deliver the goals and objectives are set out in the Action Plan for 2025 to 2026, and some may need to be further defined and/or reviewed.

Laura Chrysostomou  
**Town Clerk**

Goals	Objectives							PROGRESS 2025 TO 2026				
	Description	Timeline	Committee	Officer	Total Cost	Resources / Funding	LTC Budget Allocated	Status as at May 2025 In Progress / On Hold / Complete (outcome)	Q1 (APRIL - JUNE 25)	Q2 (JULY - SEPT 25)	Q3 (OCT - DEC 25)	Q4 (JAN - MARCH 26)
Major Regeneration & Development Initiatives												
Community Transport Initiative	Observing the Council's stance in respect of future support for a community transport initiative, it was considered prudent that this priority be retained should an opportunity to develop a bus service to support the new and growing community in North Littlehampton come forward. Investigate Town circular bus recognising the need to travel to different areas across the Town to access services and facilities and explore whether it would be used.	Unknown	P&T	ATC	Unknown	S106 funding allocated for the development of bus route to serve the new development of £194,000 (plus indexation to be paid to ADC).	Bus Expenditure EMR provision of £7,000.	On hold	Monitor for progression should opportunities become apparent during interaction with operators, ADC and developers in NLA.			
Arun River West Bank Regeneration	Work with the District Council and Harbour authorities by supporting and enabling initiatives / activities that promote tourism and access to the Arun River West Bank. Linked with ADC Local Plan. Community voice. Engage with Rampion & stakeholders on east/west bank. Links to branding of the Town.	2023 to 2027	P&T	ATC	N/a	N/a	N/a	On Hold	1. Rampion 2 Wind Farm Development consent given 4 April 25. Monitor for opportunities to engage with developer on community benefits package via LTC representation on Rampion 2 Stakeholder Forum. Maintain dialogue with Harbour Board. 2. Local Plan Update - Monitor			
Major Projects and Community Resources												
To analyse the potential impact of the Rampion 2 development and respond to the application	1. LTC pressing for Community Benefits Package for the parish through other channels.Feb.25 Govt announced decision on application deferred to April 25. 2. LTC to consider what a community benefits package looks like.	Development consent given 4 April 2025	P&T	ATC	N/a	N/a	N/a	On Hold	1. Rampion 2 Wind Farm Development consent given 4 April 25. Monitor for opportunities to engage with developer on community benefits package via LTC representation on Rampion 2 Stakeholder Forum. Maintain dialogue with Harbour Board. 2. Review when development timetable is known.			
Corporate initiatives and projects												
Neighbourhood Plan 2014-2029 (Arun Local Plan Review) *	LNP coming to the end of timeframe and most of aspirations fulfilled. LTC was a trail blazer in this area. Stance as agreed by FC 26 January 2017: "The Town Council accept that it would be prudent to review the Neighbourhood Plan once a Local Plan is adopted and once the Government have introduced a sensible mechanism for doing so". The Town Council will work with Arun District Council on small sites development briefs where we both agree that a site in HELAA is appropriate for residential development and we would anticipate including such a site in an updated Neighbourhood Plan." •LNP policies need to be aligned to Local Plan •Heritage Group – updating Littlehampton Seafront conservation area – should be included and recommended for adoption as part of updated Local Plan	There is no timeframe within which neighbourhood plans are required to be reviewed but, when other policies are updated, e.g. the Arun Local Plan, this may mean that existing neighbourhood plan policies become out-of-date / conflict with a strategic policy / superseded by other local policies. July 2023 - ADC recommence work on updating the ALP	P&T, Council	ATC	Unknown	EMR = £11,956	2024/5 =£1K	On Hold				
Review of speed limits in and around the Town Centre should the opportunity come forward.	Although outside the remit of the Town Council, recognising speeding remains a concern for residents, this has been added should an opportunity arise.		P&T	ATC	N/a	N/a	N/a	On hold				