



How to contact us

Write to: Manor House, Church Street,
Littlehampton, West Sussex, BN17 5EW

Email: lrc@littlehampton-tc.gov.uk

Call: 01903 732063

Find us online: www.littlehampton-tc.gov.uk

Town Clerk – Laura Chrysostomou

17 March 2026

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: Monday 23 March 2026

Time: 18.30 pm

Committee:

Councillor Wiltshire - Chair

Councillor Lee - Vice Chair

Councillor Daws

Councillor Long

Councillor Tandy

Councillor 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 23 February 2026, circulated herewith, pages 4 to 9. 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. Officer's Report

8.1 Planning and Other Arun District Council Matters

8.1.1 Planning Applications, Lists 9, 10, 11, and 12 if available

To consider the attached, pages 10 to 11, as Appendix A.

8.1.2 Licensing Application No: 122962 re: Favourite Pizza and Chicken, 8A High Street, Littlehampton, West Sussex, BN17 5EE

To consider and comment upon the attached application, pages 12 to 17.

8.2 Delegated Responses

To note the responses agreed by delegated authority, pages 18 to 26.

8.3 Neighbourhood Plan

Oral update from Officers.

8.4 Consultation: Local Cycling and Walking Infrastructure Plan

To note the consultation attached, pages 27 to 28.

8.5 Consultation: Draft National Planning Policy Framework (NPPF)

To note the consultation attached, page 29.

9. Rampion 2 Windfarm

10. West Sussex County Council and Other Highways Matters

11. Masterplan – North Littlehampton

12. 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.



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Town Clerk – Laura Chrysostomou

Minutes of the Ordinary Meeting of the Planning and Transportation held in The New Millennium Chamber, Manor House, Church Street, Littlehampton BN17 5EW on Monday 23 February 2026 at 18.30pm.

Present:

Councillor Wiltshire – Chair
Councillor Daws
Councillor Long
Councillor Tandy
Councillor Woodman
Councillor Butcher

In attendance:

Melanie Nicholls – Head of Corporate Services and Governance
Emily Sapsed – Democratic and Corporate Services Officer

2025 to 2026

135. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

137. Apologies

There were apologies from Councillor Lee, Councillors Butcher attended as his substitute.

138. 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 Councillor Butcher declared a personal interest across the agenda as a member of Arun District Council.

139. Minutes

The Minutes of the meeting held on 26 January 2026, previously circulated, were confirmed as a true record and signed by the Chair.

140. Chair's Report and Urgent Items

- 140.1. The Chair highlighted an upcoming 'Updates to Planning' training session, available to members on Thursday 26 February 2026. It was expected to explain the changes seen within the draft National Planning Policy Framework (NPPF) and their effects on Parish and Town Councils. With the NPPF consultation response to be agreed within the meeting, it seemed sensible for the Chair and Town Clerk to finalise the response following the training.
- 140.2. The Committee was informed of a license application for a variation to The Crowns current license, the details would be circulated following the meeting. Members were asked to send their comments of support or objection so a response could be formed under delegated authority to the Town Clerk in consultation with the Chair.

141. Public Forum

There were no members of the public present, and no written representations made.

142. Planning and Other Arun District Council Matters

142.1. Planning Applications, Lists 5, 6, 7 and 8 if available

It was resolved that:

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

142.2. Consultation: Local Cycling and Walking Infrastructure Plan

Members were asked to agree a response to the District Council's Local Cycling and Walking Infrastructure Plan consultation. Comments were previously circulated, which suggested areas of improvement for accessibility to walkers, wheelers (for example mobility aids, push chairs), cyclists and equestrians around Littlehampton. Discussions focused on clarifying these points and additional areas the committee wanted to highlight. It was agreed that comments within the meeting would be used to amend the final response to be submitted and then noted at the next meeting.

It was resolved that:

The Committee's comments be submitted in response to the Local Cycling and Walking Infrastructure Plan consultation.

143. Consultation: Draft National Planning Policy Framework (NPPF)

The Committee were asked to comment on the draft NPPF and had the Town Council's previous response in front of them for reference, circulated within the agenda. Having reviewed the draft policy, members wished to draw attention to the importance of having an up-to-date Neighbourhood Plan and funding to carry out that work. It was noted that the current plan was set to be in place until 2029 and that Arun District Council's Local Plan also required review. The feasibility of updating the Town Council's Neighbourhood Plan would be investigated by officers and reported at the next meeting. Members comments would form a response, which would be approved by the Chair and Town Clerk following the 'Updates in Planning' training, mentioned above.

It was resolved that:

The consultation response be finalised by the Chair and Town Clerk, following the 'Updates in Planning' training.

144. Rampion 2

There was nothing further to report.

145. West Sussex County Council (WSSCC) and Other Highways Matters

It was resolved that:

West Sussex County Council's response, previously circulated, in regard to a traffic audit and artwork installations on roundabouts be noted.

146. Masterplan – North Littlehampton

There was nothing further to report.

147. Exempt Business

There was none.

The meeting was closed at 19.38 pm.

Chair

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee 23 February 2026
Representation on Lists 5, 6, 7 and 8.

Plan List No.	Ward Cllr	Ward	Planning No.	Details of Application	Location	Comments
5	JL	Brookfield	LU/13/26/HH	Conversion of the existing attached garage into habitable space, with roof lights, a single storey side extension.	15 Camelia Close Littlehampton	No objection
6	BW	Beach	LU/19/26/CLP	Lawful development certificate for a proposed single storey rear extension to replace conservatory/sun room.	10 Lundy Close Littlehampton BN17 6NX	No objection
7	JD	River	LU/30/26/PL	Replacement of existing timber single glazed windows for timber double glazed units, replacement of 2 doors, repair works to localised areas of the stone lintels that are defective This application affects the setting of listed buildings, affects the character and appearance of the East Street, Littlehampton Conservation Area and is in CIL Zone 4 (Zero Rated) as other development.	Flintstone Centre East Street Littlehampton	Subject to conservation officer comments, no objection.
7	JD	River	LU/31/26/L	Listed building consent for the replacement of existing timber single glazed windows for timber double glazed units, replacement of 2 doors, repair works to localised areas of the stone lintels that are defective.	Flintstone Centre East Street Littlehampton	Subject to conservation officer comments, no objection.
7	JD	River	LU/29/26/PL	Demolition of existing garage/offices with associated hard standing and construction of 2 No residential building comprising of 3 No one bedroom houses and 1 No two bedroom house. This application affects the character and appearance of the Littlehampton (River Road) Conservation Area and is in CIL Zone 4 and is CIL Liable as new dwellings.	25 River Road Littlehampton	Objection: The committee welcomed the development of the site which had been in poor condition for a long time. Plans within this application were considered to be overdevelopment because it would adversely affect the

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee 23 February 2026
Representation on Lists 5, 6, 7 and 8.

Plan List No.	Ward Cllr	Ward	Planning No.	Details of Application	Location	Comments
						area's parking, which is already limited, and due to the lack of external garden amenity space. Members felt its location within flood zone 3 was not fully addressed by the documents available and any redevelopment of the land should be subject to the conservation officer's comments.
7	FT	Courtwick with Toddington	LU/33/26/S73	Variation of condition 2 imposed under LU/139/24/PL relating to approved plans and condition 3 relating to rewording of condition.	Land to the East of Flint Acre Toddington Lane Littlehampton	No objection
8	JD	River	LU/24/26/PL	Extension to the side of the building, external and internal alterations and the installation of solar panels on the roof (resubmission following LU/171/25/PL). This application is in CIL Zone 4 (Zero Rated) as other development.	1-5 St Martins Lane	No objection
8	JL	Brookfield	LU/35/26/HH	Proposed two storey rear extension and single storey side porch and new windows to side north elevation.	11 Fleet Close Littlehampton	Objection: The committee objected to the application due to overdevelopment and overshadowing. The proposed two story extension was seen to be over-bearing and out of scale compared to the neighbouring properties.

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee 23 February 2026
Representation on Lists 5, 6, 7 and 8.

Plan List No.	Ward Cllr	Ward	Planning No.	Details of Application	Location	Comments
						Should the application be approved, members suggested the conditional addition of a swift box due to its proximity to reported swift nests.
8	BW	Beach	LU/37/26/HH	Single storey side extension.	1 Leeward Road Littlehampton	No objection

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee on 23 March 2026.
Representation on Lists 9, 10 and 11

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
9	River	JD	LU/30/26/PL	READVERTISEMENT due to Amended description. Replacement of existing timber single glazed windows for timber double glazed units, replacement of doors, repair works to localised areas, or the replacement of, the stone lintels that are defective as required. This application affects the setting of listed buildings, affects the character and appearance of the East Street, Littlehampton Conservation Area and is in CIL Zone 4 (Zero Rated) as other development.	Flintstone Centre East Street Littlehampton	Previous Meeting: Subject to conservation officer comments, no objection.
9	River	JD	LU/31/26/L	READVERTISEMENT due to Amended description. Listed building consent for the replacement of existing timber single glazed windows for timber double glazed units, replacement of doors, repair works to localised areas, or the replacement of, the stone lintels that are defective as required.	Flintstone Centre East Street Littlehampton	Previous Meeting: Subject to conservation officer comments, no objection.
10	Beach	BW	LU/32/26/HH	Single storey side/rear extension and hip to gable loft conversion with rear dormer.	34 Parkside Avenue Littlehampton	
10	Courtwick With Toddington	FT	LU/41/26/CLP	Application for certificate of lawfulness for a proposed rear extension.	4 Sandfield Avenue Littlehampton	
11	Beach		LU/25/26/PL	Change of use from light industrial with 1 No flat to 7 No flats, first floor extension and solar pv panels on the flat roof. This application affects the setting of listed buildings, affects the character and appearance of the Littlehampton Sea Front Conservation Area and is in CIL Zone 4 (Zero Rated) as flats.	17A Selborne Road and 25C Western Road Littlehampton	

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee on 23 March 2026.
Representation on Lists 9, 10 and 11

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
11	Courtwick with Toddington		LU/45/26/HH	Erection of a single storey attached side garage.	17 Fairhaven Gardens Wick	
11	Wickbourne		LU/50/26/CLP	Application for certificate of lawfulness for a proposed permanent change of use from C3 Dwellinghouse to C2 Residential institution.	17 West Way Littlehampton	



Licensing Act 2003 – Notice

Reference Number: 122962

Mr Khanjar Hamraz T/A Favourite Pizza and Chicken

**8A High Street
Littlehampton
West Sussex
BN17 5EE**

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

Proposed licensable activities are as follows:

Extension of Late Night Refreshment between the hours of
2300 and 0200 Sunday to Thursday and 2300 to 0300 Friday
and Saturday.

The application is open to representation from interested
parties and responsible authorities between 12th March 2026
and 8th April 2026

A public register of all Licensing Act permissions and applications is held by Arun District Council, at
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

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 to make a false
statement in connection with an application and the maximum
fine for this offence is unlimited.

Date of letter: **12 March 2026**

LICENSING ACT 2003

Licence: **Premises Licence**
Application Type: **Variation**
Application No: **122962**

Dear Sir/Madam,

Applicant: **Mr Khanjar Hamraz**

Date Received: **12 March 2026**

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: **08 April 2026**.

Please see below for the details relating to this licence.

Yours faithfully

Sally Dunlop
Technical Support Assistant

Applicant:

Applicant Address:

Applicant Telephone:

Applicant Email:

Additional Applicant:

Location: **8A High Street, Littlehampton, BN17 5EE**

Premises Capacity:

Details of proposed variation: **The premises is a takeaway food business. I am applying to extend the late night refreshment hours to allow hot food and drinks to be served between 2300 and 0200 Sunday to Thursday and 2300 and 0300 Friday and Saturday. The normal opening hours of the premises are 11:00 to 03:00. No other changes to the premises licence are requested.**

DPS:

The opening hours of the premises:

Day	Start Time	End Time
Monday	11:00	02:00
Tuesday	11:00	02:00
Wednesday	11:00	02:00
Thursday	11:00	02:00
Friday	11:00	03:00
Saturday	11:00	03:00
Sunday	11:00	02:00

Seasonal Variations: N/A

Non-standard Times: N/A

Licensable Activities authorised by the licence:

Section :

Section :

Section :

Section :

Section :

Section :

Provision of Late Night Refreshments:Indoors

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

Late Night Refreshment Times :

Day	Start Time	End Time
Monday	23:00	02:00
Tuesday	23:00	02:00
Wednesday	23:00	02:00
Thursday	23:00	02:00
Friday	23:00	03:00
Saturday	23:00	03:00
Sunday	23:00	02:00

Seasonal Variations: N/A

Non-standard Times: N/A

Supply of Alcohol

Day	Start Time	End Time
Monday		

Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Seasonal Variations:

Non-standard Times:

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		
Seasonal Variations: Non-standard times:		

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		
Seasonal Variations: Non-standard Times:		

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

Anything of a similar description to that falling within (E), (F) or (G):		
Day	Start Time	End Time
Monday	12:00	00:00
Tuesday	12:00	00:00
Wednesday	12:00	00:00
Thursday	12:00	00:00
Friday	12:00	00:00
Saturday	12:00	00:00
Sunday	12:00	00:00

Conditions consistent with the Operating Schedule

General Objectives:

The premises operates as a takeaway food business providing hot food to the public. The premises opens daily from 11:00 AM. The business will operate responsibly and in accordance with the licensing objectives. After midnight the business will mainly operate as a delivery service to reduce customers gathering outside the premises and minimise disturbance to nearby residents.

Prevention of Crime and Disorder:

The premises will operate a CCTV system covering the entrance and customer areas. Recordings will be kept and made available to the police or authorised officers upon request. Staff will be trained to manage customers responsibly and refuse service if necessary. Management will cooperate fully with the police and local authorities to prevent crime and disorder.

Public Safety:

The premises will maintain a safe environment for customers and staff. Fire safety equipment will be installed and regularly maintained. Staff will follow health and safety procedures and emergency exits will be kept clear at all times. The premises will comply with all food hygiene and safety regulations.

Prevention of Public Nuisance:

Staff will ensure customers leave the premises quietly and respectfully. Signs will be displayed asking customers to respect neighbours and keep noise to a minimum. Waste will be managed responsibly and collections will take place at appropriate times. After midnight the business will mainly operate as a delivery service to reduce disturbance outside the premises.

Protection of Children from Harm:

The premises is a takeaway food establishment and does not sell alcohol. Staff will remain vigilant to ensure children are not exposed to harm. Any safeguarding concerns will be reported to the relevant authorities if necessary..

Delegated Responses

Applications responded to under delegated authority to the Town Clerk in consultation with the Chair and committee members.

Date Received	Type of Application	Location	Comments
26 February 2026	License Number: 122886	Street Record, High Street, Littlehampton, West Sussex Details attached as Appendix 1	Support
23 February 2026	License Number: 122864	The Crown Hotel, 29 High Street, Littlehampton, West Sussex, BN17 5EG Details attached as Appendix 2	Support with encouragement to continue to engage with local reporting services.

Date of letter: **26 February 2026**

Licence: **Regular Markets Consent Annual - Market Operator**

Type:

Application No: **122886**

Dear Sir/Madam,

Applicant:

Date Received: **26 February 2026**

An application for a Street Trading Consent was made to Arun District Council under the Local Government (Miscellaneous Provisions) Act 1982 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 14 day 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: **11 March 2026**.

Please see below for the details relating to this licence.

Yours faithfully

Sally Dunlop
Technical Support Assistant

Applicant:

Applicant Address:

Location of Street Trading Consent: **Street Record, High Street, Littlehampton, West Sussex**

Email Address:

Telephone number: †

Mobile number:

Specific details relating to this application are on the attached pdf.

Date of letter: **23 February 2026**

LICENSING ACT 2003

Licence: **Premises Licence**
Application Type: **Variation**
Application No: **122864**

Dear Sir/Madam,

Applicant: **ADMIRAL TAVERNS LIMITED**

Date Received: **23 February 2026**

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: **21 March 2026**.

Please see below for the details relating to this licence.

Yours faithfully

Sally Dunlop
Technical Support Assistant

Applicant: **ADMIRAL TAVERNS LIMITED**

Applicant Address: †

Applicant Telephone:

Applicant Email: - - - - -

Additional Applicant:

Location: **The Crown Hotel, 29, High Street, Littlehampton, BN17 5EG**

Premises Capacity:

Details of proposed variation: **The proposed variation has been submitted to request the increase of hours for permitted licensable activities as follows:- Sale of Alcohol:- Monday - Wednesday:- 08:00 - 00:00 Thursday - Saturday :- 08:00 - 03:00 Sunday:- 08:00 - 01:00 Recorded Music: Indoors and Outdoors Monday- Wednesday:- 12:00 - 00:00 Thursday - Saturday:-**

12:00 - 03:00 Sunday:- 12:00 - 01:00 Opening Hours Monday- Wednesday:- 08:00 - 00:30 Thursday- Saturday:- 08:00 - 03:30
Sunday:- 08:00 - 01:30 This application will also request a change of layout of the current premises to allow addition of a porch area to the frontage of the premises (as shown in plan attached

DPS:

119959

ARUN DISTRICT COUNCIL

The opening hours of the premises:

Day	Start Time	End Time
Monday	08:00	00:30
Tuesday	08:00	00:30
Wednesday	08:00	00:30
Thursday	08:00	03:30
Friday	08:00	03:30
Saturday	08:00	03:30
Sunday	08:00	01:30

Seasonal Variations: **As currently permitted**

Non-standard Times: **Christmas Eve, Christmas Day, Boxing Day, New Years Day, Good Friday, Easter Saturday, Sunday and Monday and all other Bank Holidays plus the day preceding a bank holiday 08.00 to 02.30. New Years Eve from the beginning of normal licensed hours to the beginning of normal licensed hours the following day. On the morning on which summertime begins, where the terminal hour is later than 01.00, the terminal hour shall be extended by one hour. A maximum of 12 unspecified extensions will be permitted to extend the hour alcohol may be supplied until 1am and the time the**

Licensable Activities authorised by the licence:

Section Recorded Music:Indoors and Outdoors

Section Recorded Music:Indoors and Outdoors

Provision of Late Night Refreshments:Indoors

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

Indoor sporting events:

Live music: Indoors and Outdoors

Recorded music: Indoors and Outdoors

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

Late Night Refreshment Times :

Day	Start Time	End Time
Monday	23:00	00:00
Tuesday	23:00	00:00
Wednesday	23:00	00:00
Thursday	23:00	02:00
Friday	23:00	02:00
Saturday	23:00	02:00
Sunday	23:00	01:00

Seasonal Variations:

Non-standard Times:

Supply of Alcohol

Day	Start Time	End Time
Monday	08:00	00:00
Tuesday	08:00	00:00
Wednesday	08:00	00:00
Thursday	08:00	03:00
Friday	08:00	03:00
Saturday	08:00	03:00
Sunday	08:00	01:00

Seasonal Variations: **As currently permitted**

Non-standard Times: **Christmas Eve, Christmas Day, Boxing Day, New Years Day, Good Friday, Easter Saturday, Sunday and Monday and all other Bank Holidays plus the day preceding a bank holiday 08.00 to 02.30. New Years Eve from the beginning of normal licensed hours to the beginning of normal licensed hours the following day. On the morning on which summertime begins, where the terminal hour is later than 01.00, the terminal hour shall be extended by one hour. A maximum of 12 unspecified extensions will be permitted to extend the hour alcohol may be supplied until 1am and the time the premises closes until 1.30am. Late Night Refreshment may also be supplied until 1.30am. These unspecified extensions are subject to Sussex Police and the Licensing Authority being given a minimum of 7 days prior notice and Sussex Police having an absolute veto in respect of these occasions**

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:

Indoor sporting events:		
Day	Start Time	End Time
Monday	09:00	00:00
Tuesday	09:00	00:00
Wednesday	09:00	00:00
Thursday	09:00	00:00
Friday	09:00	00:00
Saturday	09:00	00:00
Sunday	09:00	00:00
<p>Christmas Eve, Christmas Day, Boxing Day, New Years Eve, New Years Day, Good Friday, Easter Sunday, Sunday and Monday and all other bank holidays plus the day preceeding a bank holiday 09.00 to 02.00. On the morning on which summer time begins, where the terminal hour is later than 01.00, the terminal hour shall be extended by one hour.</p>		
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:**Live music:**

Indoors and Outdoors		
Day	Start Time	End Time
Monday	12:00	23:30
Tuesday	12:00	23:30
Wednesday	12:00	23:30
Thursday	12:00	00:00
Friday	12:00	01:00
Saturday	12:00	01:00
Sunday	12:00	00:00
<p>Bands etc. Christmas Eve, Christmas Day, Boxing Day, New Years Day, Good Friday, Easter Saturday, Sunday and Monday and all other bank holidays plus the day preceding a bank holiday 12.00 to 01.00. New Years Eve 12.00 to 01.30.</p> <p>Seasonal Variations: Non-standard times:</p>		

Recorded Music:

Recorded music: Indoors and Outdoors		
Day	Start Time	End Time
Monday	12:00	23:30
Tuesday	12:00	23:30
Wednesday	12:00	23:30
Thursday	12:00	00:00
Friday	12:00	01:00
Saturday	12:00	01:00
Sunday	12:00	00:00
<p>Discos, DJs etc. Christmas Eve, Christmas Day, Boxing Day, New Years Day, Good Friday, Easter Saturday, Sunday and Monday and all other bank holidays plus the day preceding a bank holiday 12.00 to 01.00. New Years Eve 12.00 to 01.30.</p> <p>Seasonal Variations: Non-standard times:</p>		

Performance of Dance:

Day	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

Sunday		Appendix 2
Seasonal Variations: Non-standard Times:		

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

Anything of a similar description to that falling within (E), (F) or (G): Indoors		
Day	Start Time	End Time
Monday	12:00	23:30
Tuesday	12:00	23:30
Wednesday	12:00	23:30
Thursday	12:00	00:00
Friday	12:00	01:00
Saturday	12:00	01:00
Sunday	12:00	00:00

Conditions consistent with the Operating Schedule

General Objectives:

The premises will promote the licensing objectives in accordance with the Section 182 Guidance. The premises will operate in accordance with all relevant legislation. Additional Personal Licence holders to be appointed to support the Designated Premises Supervisor and the Company to notify the Sussex Police of what steps are in place to address this situation. Adequate staff training and management controls to ensure awareness of drugs, anti social behaviour, binge drinking and the protection of children from harm. Save for exceptional circumstances, the DPS or a Personal Licence holder will be on the premises, in a working capacity, from 23.00 until closing time each evening. A log book, which will be made available for inspection upon request to officers of Sussex Police or Arun District Council, will be maintained on a daily basis and will detail any incidents occurring on the premises together with details of what action was taken, and any steps taken to promote the licensing objectives whenever regulated entertainment is held.

Prevention of Crime and Disorder:

The premises will be an active member of the Littlehampton, Arun, Pub watch Scheme and will be represented at a minimum of 75 percent of all meetings. There will be a radio link to other member premises. CCTV cameras to be installed and properly maintained inside and outside the premises including all entrances and exits in consultation with Sussex Police. All CCTV recordings to be kept for a minimum of 31 days and to be made available to the Licensing Authority and or the Police immediately upon request. If video tapes are used, these to be replaced on a yearly basis to ensure recording quality is of a satisfactory standard. No aggressive or cut price promotions to take place on the premises. Security Lighting. No more than 12 unspecified extensions per year to be allowed and an operating plan covering the additional measures that will be taken to manage crime and disorder on these occasions to be completed, in addition a minimum of 7 days notice to be given to both the Police and the Licensing Authority and the Police to have absolute veto in respect of these occasions in line with ACPO Policy. These 12 unspecified extensions are additional to the 12 Temporary Event Notice applications that can be made. Responsible management and staff training. Adoption of industry best practices e.g. Pub Watch groups and photo ID policies actively in use. CCTV and security lighting installed and regularly tested. Use of toughened glass.

Public Safety:

Regular risk management and risk assessment to ensure all equipment work to the highest standards. Adequate First Aid Kits readily available and regularly restocked. Correct operation of fire exits and monitoring of people leaving premises. No open drink vessels may be removed from the premises. Only toughened or plastic glassware will be used throughout the premises. Regular patrols, both inside and outside the premises will be conducted to ensure that all empty glasses and bottles are promptly cleared away SIA trained and registered door supervisors will be deployed on the premises from 21.00 until closing time every evening when the premises is to remain open for the sale of alcohol after midnight, or is to remain open to the public after 12.30am. There will be a minimum of at least one door supervisor to every 100 or part 100 customers plus one additional door supervisor at the main entrance. Those performing the role of door supervisor will not perform any other role when engaged for the purpose of door supervision activities. If during the hours in which door supervisors are required to be deployed at the premises, entry to the premises remains possible by any means other than the main entrance, currently via both the side entrance door and the rear gates, additional door supervisors will be

required to control each additional entry point and patrol this area throughout the time it is so available. In addition, if during the time when door supervisors are required to be deployed on the premises, the upstairs restaurant area is made available for use by customers consuming alcohol otherwise than as ancillary to a table meal, a door supervisor will be required to patrol this area throughout the time it is so available.

Prevention of Public Nuisance:

The performance of live music and the playing of recorded music to take place indoors only. Live music will only take place for a maximum of six hours on any one day. Regular inspection by staff of internal and external areas of the pub. Management of people and traffic arriving and leaving the premises to ensure we do not exceed maximum limitations. Regular checks on external lighting and extraction system to ensure working correctly. Due Diligence Log completed when regulated entertainment takes place which includes patrolling the boundary of the site regularly to ensure musical entertainments are kept at a reasonable level. Windows and doors to be kept closed during regulated entertainment except for access and egress. All amplified entertainments to take place inside the premises. Notices to be displayed requesting that customers leave the premises quietly. There will be no drinks promotions at the premises which encourage excessive or irresponsible drinking, i.e. all you can drink and 2 for 1 and like offers.

Protection of Children from Harm:

Children to be accompanied by a parent or guardian at all times whilst on the premises. Proof of age scheme actively in use, e.g. Challenge 21. Refusals Register kept on site. No person under the age of 18 years will be allowed in the downstairs licensed area of the premises after 21.00 each evening, or in any licensed area of the premises at all after 23.00 each evening, except for the purpose of access, egress and passing through..



How to contact us
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Find us online: www.littlehampton-tc.gov.uk
Town Clerk – Laura Chrysostomou

Sent via email

12 March 2026

To Sir / Madam,

Please consider the comments within this letter in response to the consultation for your Local Cycling and Walking Infrastructure Plan. The following areas were put forward by Littlehampton Town Council's Planning and Transportation Committee. We hope that our views will be taken into consideration when drafting this exciting new plan.

- **Ferry Road – A259 Climping to River Arun Footbridge 'Red Bridge'**: As a part of the National Cycle Route connecting the entire south coast, there are areas of poor road conditions, low lighting and fast traffic. These safety concerns make areas of this well-used route, by both locals and tourists, unsuitable and unsafe.
- **North/South Access**: Potential to promote quick and easy access between Arundel and Littlehampton if proper infrastructure is put in place. Ensuring a continuous cycle path connecting the Coast and the South Downs, particularly through the heavy traffic flow and poor path conditions at Crossbush, the A27 and the lack of sufficient lighting along the new bypass through Hampton Park. The route can benefit the health and wellbeing of its users but is currently unsafe and inaccessible.
- **B2284 Lyminster Road**: A quieter and more scenic route now traffic is diverted through the new Lyminster Bypass, should be considered as an alternative route for families and tourists depending on the road and paths condition. Could assist in the above link between Arundel and Littlehampton.
- **Fitzalan Corridor**: New and advantageous link road between the A27 and the Littlehampton Seafront. The new Bypass through developments is in good condition and with wide shared cycleways. The older southern section of road has potential for improvements and is wide enough to support future development of shared or dedicated cycle lanes.
- **Arundel Road / Clun Road**: The area frequently flood and has dangerously low visibility, narrow footpath and frequent speeding affecting all users of the road. Particularly around St James Church where additional traffic calming measures

would assist in improving safety for what is prominently used to access local schools.

- **Wick to Railway Station:** A frequently used footpath that links the area of Wick to Littlehampton train station through the Lineside Industrial Estate and under the railway by Tesco. It's subject to flooding, with areas of the path being narrow and in poor condition. While maintenance has improved over the years, some additional attention to its upkeep and accessibility would benefit its users. This route serves as the only access to main supermarket and station for a large number of residents making this an important route.
- **Wick 'Dog Walk':** This is a shared use path that runs around the northern perimeter of the Wickbourne estate, adjacent to the A259. There are security and crime concerns from its users. The committee wanted to raise awareness and highlight its importance and convenience as a connection to Littlehampton Train Station and other existing services. Having areas of bike maintenance and additional awareness of safety could enhance this area for local residents.
- **White Meadows:** Suggested traffic lights and crossing to make the area safer for students during the busy drop-off and pick-up times. The current overwhelming amount of vehicle and foot traffic cannot be safely accommodated by the lollipop person and other local measures.
- **Lyminster Bypass / Hampton Park:** Connection to the town centre is poorly lit. No streetlights along the new bypass making travel difficult and unsafe for those walking, wheeling or cycling. Crossings surrounding the Fitzalan roundabout are interrupted and dangerous due to heavy traffic, particularly by the crossing on the Northern carriageway, Nightingale Way. Use of lighting sensitive to wildlife should be considered.
- **Worthing Road Body Shop Roundabout:** With the potential development of retail in the area, increasing amounts of traffic and its frequent use as a school route. A review of easy and safe pedestrian access between all the roundabout's exits would be beneficial in connecting with the wider areas.

Yours sincerely,

Councillor Christine Wiltshire
Chair, Planning and Transportation Committee
Littlehampton Town Council



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Town Clerk – Laura Chrysostomou

Sent via email.

10 March 2026

To Sir / Madam,

The Draft National Planning Policy Framework (NPPF) has been considered by The Town Council's Planning and Transportation Committee. We wish to reiterate the comments in our previous representation, sent on 24 September 2024 and enclosed here for reference.

Whilst not addressed directly in the NPPF the committee wish to highlight that pressure on developers to complete developments for which they have received planning permission will be critical to meeting the government goal of building 1.5 million homes.

While the Town Council's role as statutory consultee will only be impacted indirectly by the policy changes, it's close connection to the community will remain invaluable. Continued support of neighbourhood plans that aim to allow local communities to promote development, plan positively and address community needs was appreciated. With the importance of local and neighbourhood plans highlighted within the draft NPPF, consistency between all three levels of documents and the prevention of repetition were both seen to be advantageous.

Members reiterate their request for central funding being made available to Town and Parish authorities to assist the re-development of neighbourhood plans. Such support facilitates the integration of community views on appropriate sites for development and valued green spaces to be protected, aligning well with principles outlined in the English Devolution Community Empowerment Bill. The committee also welcomed the protection of wildlife corridors and habitats through Nature Recovery Strategies.

We hope our views will be taken into consideration.

Yours sincerely,

Councillor Christine Wiltshire
Chair, Planning and Transportation Committee
Littlehampton Town Council