



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

12 May 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 18 May 2026

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 20 April 2026, circulated herewith, pages 4 to 8. 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 17, 18, 19, and 20 if available

To consider the attached, pages 9 to 10.

8.1.2 Licensing Application No: 123182 re: ADDRESSSS Strobilus Cafe 31 High Street, Littlehampton, West Sussex, BN17 5EG

To consider and comment upon the attached application, pages 11 to 13.

8.2 Delegated Responses

To note the responses agreed by delegated authority, pages 14 to 21.

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 Committee held in The New Millennium Chamber, Manor House, Church Street, Littlehampton BN17 5EW on Monday 20 April 2026 at 6.30pm.

Present:

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

In attendance:

Melanie Nicholls – Head of Corporate Services and Governance

2025 to 2026

160. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

162. Apologies

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

163. 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.

164. Minutes

The Minutes of the meeting held on 23 March 2026, previously circulated, were confirmed as a true record and signed by the Chair.

165. Chair's Report and Urgent Items

The Chair reminded members of an upcoming planning training session in April.

The Committee was informed of a license application for a variation to East Beach Café's current license, the details had been circulated ahead of the meeting. Members were asked for their comments of support or objection so a response could be formed under delegated authority to the Town Clerk in consultation with the Chair.

166. Public Forum

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

167. Officer's Reports

167.1. Planning and Other Arun District Matters

167.1.1. Planning Applications, Lists 13, 14, 15 and 16 if available.

It was resolved that:

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

167.1.2. Licensing Application No: 123030 re: 6 Bayford Road, Littlehampton, BN17 5HL

The committee considered a license application, previously circulated, which proposed a variation to their current license, extending the hours they can sell alcohol.

It was resolved that:

The support of the license application be forwarded to Arun District Council.

167.1.3. Licensing Application No: 123092 re: 19 The Hamlet, Waterford Gardens, Climping, Littlehampton, BN17 5RY

The committee considered a license application, previously circulated. As the application was outside the Parish boundaries of Littlehampton, members agreed not to comment.

168. Rampion 2 Windfarm

The Head of Corporate Services and Governance provided an update on Rampion 2 following a spokesperson's confirmation of funding bids being made. Community benefits would likely only become available once funding for the project has been approved. Recent correspondence from the Rampion 2 representative confirmed that the project values contact with members through the Rampion 2 Liaison Group. This update was noted by members.

169. West Sussex County Council and Other Highways Matters

There were no further updates.

170. Masterplan – North Littlehampton

There were no further updates.

171. Exempt Business

There was none.

The meeting was closed at 7.16 pm.

Chair

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee on 20 April 2026.
Representation on Lists 13, 14, 15 and 16

| Plan List No. | Ward | Ward Councillor | Planning No. | Details of Application | Location | Comments |
|---------------|---------------------------|-----------------|------------------------------|--|---|---|
| 13 | Beach | BW | LU/67/26/HH | Replacement windows on house. (This application may affect the character and appearance of the Littlehampton Sea Front Conservation Area). | 5 Old Warehouse Mews Western Road Littlehampton BN17 5GE | The committee objected to the application due to the negative visual impact and it being out of character with neighbouring properties. |
| 14 | Wick | FT | LU/8/26/PL | Replacing part of the school field with a Multi Use Games Area (MUGA) - 92sqm of Duralawn surfacing with football pitch marking, 3m high fencing and gate, removal of existing wooden climbing frame and installation of 69sqm of Duralawn surfacing and 3 new wooden activity frames, tarmac resurfacing of 145sqm school playground with new line markings. This application is in CIL Zone 4 (Zero Rated) as other development. | St Catherines Roman Catholic Primary School Highdown Drive Littlehampton BN17 6HL | Subject to drainage requirements being met, the committee had no objections to the applications and were happy to see the space being upgraded. |
| 14 | River | JD | LU/70/26/CLP | Lawful development certificate for the proposed use as supported living accommodation for adults with complex care needs (Class C2). | Vernon House 10 Maltravers Drive Littlehampton BN17 5EY | No objection. |
| 14 | Wickbourne | FT | LU/74/26/PD | Prior notification under Schedule 2, Part 14, Class M for PV solar installation. | Si Protec Units 20-23 Eldon Way Lineside Industrial Estate Littlehampton BN17 7HE | No objection. |
| 15 | Courtwick With Toddington | FT | LU/63/26/PL | Part retention for hard landscaping works including hard standing to site frontage with Hawthorn Road, provision of crossover across site frontage with Hawthorn Road, reconfiguration of car park layout, 2 No. cycle stores, 1 No. smoking shelter, reduction in size of existing refuse store and provision of second refuse store within rear car park area, 1.2m high metal fence within car park and EV charging points. | Liberty House 4 Hawthorn Road Littlehampton BN17 7TW | No objection. |

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee on 20 April 2026.
Representation on Lists 13, 14, 15 and 16

| | | | | | | |
|----|---------------------------|----|------------------------------|---|--|--|
| | | | | This application is in CIL Zone 2 (Zero Rated) as other development. | | |
| 15 | Courtwick With Toddington | FT | LU/71/26/HH | Conversion of garage to accommodate bedroom and ensuite. | 41 Henry Lock Way Littlehampton BN17 7FB | No objection. |
| 15 | River | JD | LU/75/26/PL | Change of use from a B&B to 1 No. residential property. This application is in CIL Zone 4 and is CIL Liable as a new dwelling. | Sharoleen Private Hotel 85 Bayford Road Littlehampton BN17 5HW | The committee had no objections to the applications but were disappointed to read the applicant's statement and reason for closure, especially as they've provided a valuable service of housing to support those in crisis. |
| 16 | Beach | BW | LU/68/26/PL | Detached pre-fabricated garage building to replace existing store for the storage of theatrical props and scenery. This application is in CIL Zone 4 (Zero Rated) as other development. | Littlehampton Sportsfield, Store St Floras Road Littlehampton BN17 6BD | Support. |
| 16 | Wickbourne | FT | LU/78/26/HH | Rear Extension. | 16 Selwyn Avenue Littlehampton BN17 7NF | No objections with the committee supporting the applicant's use of bird boxes within the extension, requesting that they consider swift boxes to support the local area's population. |
| 16 | Brookfield | JL | LU/82/26/CLP | Application for certificate of lawfulness for a proposed single storey rear extension, new front porch, additional window and loft conversion with rear dormer. | 11 Fleet Close Littlehampton BN17 6SD | No objection. |

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee 18 May 2026.
Representation on Lists 17, 18 and 19

| Plan List No. | Ward | Ward Councillor | Planning No. | Details of Application | Location | Comments |
|---------------|---------------------------|-----------------|-----------------------------|--|--|----------|
| 18 | River | JD | LU/94/26/L | Listed building consent for the installation of a 3000mm high weld mesh fencing and associated single leaf along a section of the northern boundary line as well as along the rear elevation to be installed offset from any flintstone wall present, ornamental fencing and associated gates to be installed located adjacent to the existing southern side entrance to the building as well as the installation of 3000mm high weld mesh fence encapsulating the existing boiler room entrance to the rear of the building, partially demolish the existing side secondary entrance along with the ramp to this entrance, with associated fixings removed, ground is to be made good to match existing and two additional steps provided, wall repairs are to be surveyed in detail following the careful removal of the flat roof extension, with specialist repairs to be specified to ensure that a suitable repair at this location is made. | Flintstone Centre East Street Littlehampton | |
| 18 | River | JD | LU/81/26/HH | Single storey rear extension | 38 Pier Road Littlehampton | |
| 19 | Courtwick with Toddington | FT | LU/95/26/PL | Retention of change of use from agricultural land to scaffolding yard (Sui Generis). This application may affect the setting of a listed building and is in CIL Zone 2 (Zero Rated) as other development. | P and O Scaffolding Ltd Toddington Lane Littlehampton BN17 7PN | |
| 19 | Courtwick with Toddington | FT | LU/96/26/PL | Retention of change of use from agricultural land to containerised storage facility (B8). This application | Flint Acre Toddington Lane | |

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee 18 May 2026.
Representation on Lists 17, 18 and 19

| | | | | | | |
|----|---------------------------------|----|-----------------------------|--|--|--|
| | | | | may affect the setting of a listed building and is in CIL Zone 2 (Zero Rated) as other development. | Littlehampton BN17 7PN | |
| 19 | Courtwick with Toddington | FT | LU/102/26/L | Listed building consent for internal and external alterations to building to facilitate conversion and change of use to a children's care home, reinforcement of brick and flint garden wall with buttresses and reconsolidate wall with coping courses. | Court Wick Park Courtwick Lane Littlehampton BN17 7PD | |
| 19 | Beach | BW | LU/90/26/HH | Replace existing timber windows with PVC windows and existing timber doors, Front and Back with GRP doors of similar design. Overline existing timber fascia boards with Hockey stick profile PVC fascia boards. This application is in the Littlehampton Sea Front Conservation Area. | 2 Old Warehouse Mews Western Road Littlehampton BN17 5GE | |
| 19 | Beach | BW | LU/92/26/HH | Side and rear extension. | 20 Fairway Littlehampton BN17 6PY | |
| 19 | Wick | FT | LU/98/26/PL | Erection of 1 No single storey dwelling with car parking and provision of driveway and car parking for No. 16 Swanbourne Road (resubmission following LU/96/25/PL). This application is in CIL Zone 4 and is CIL Liable as a new dwelling. | 16 Swanbourne Road Littlehampton BN17 6HS | |
| 19 | River | JD | LU/99/26/PL | New fixed external seating. This application is in CIL Zone 4 (Zero Rated) as other development. | 8-10 Clifton Road Littlehampton BN17 5AS | |

Date of letter: **06 May 2026**

Licence: **Pavement Licence**

Application No: **123182**

Dear Sir/Madam,

Applicant: **Mr Tornike Kikvadze**

Date Received: **06 May 2026**

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: **20 May 2026.**

Please see below for the details relating to this licence.

Yours faithfully

Sandra Sayers
Technical Support Assistant

Applicant: **Mr Tornike Kikvadze**

Applicant Address: †

Location of Premises: **31 High Street, Littlehampton, West Sussex, BN17 5EG**

Email Address:

Telephone number:

Mobile number: †

How many Tables :: 10

How many Chairs :: 20

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 :: This is Littlehampton High Street

Description of the furniture :: 3 tables and chairs to out outside including the barriers

Please provide the previous licence number ::

How many customer Toilets :: 1

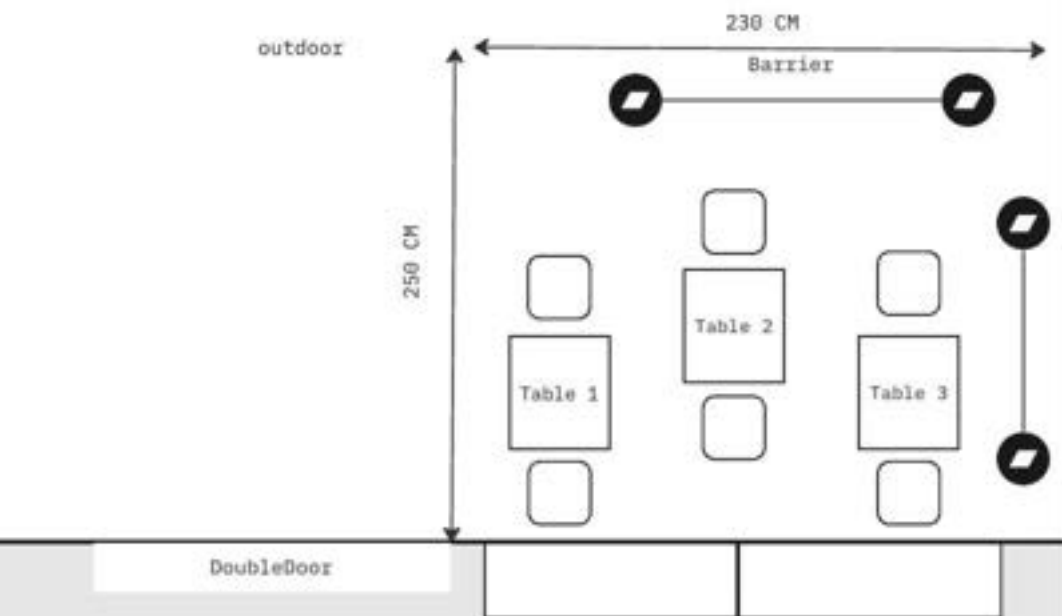
Trading Times:

Day: Monday to Saturday

Start Time: 09:00

End Time: 15:00

Further Details:



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 |
|----------------------|----------------------------|--|-----------------|
| 20 April 2026 | License Number: 123100 | East Beach Cafe, The Promenade, Littlehampton, BN17 5GB Details attached as Appendix 1 | Support |

LICENSING ACT 2003 NOTICE OF APPLICATION TO VARY A PREMISES LICENCE

Notice is hereby given that **Brownfield Catering LTDs** has applied to Arun District Council on **14/04/26** to vary the Premises Licence in respect of: **East Beach Café, The Promenade, Littlehampton, BN175GB**

The proposed variation is: To remove the license condition that requires alcohol to be sold only as an ancillary to a table meal. The premises will remain a food-led café/restaurant, but this variation will allow for the sale of alcohol to customers without the requirement of food. Operating hours (11:30 am – 11:00 pm) remain unchanged.

The Licensing Register for Arun District Council is kept at: **Arun Civic Centre, Maltravers Road, Littlehampton, West Sussex, BN17 5LF**. The application may be inspected during normal office hours or online at **www.arun.gov.uk**.

Any person wishing to make representations to this application may do so in writing to the Licensing Unit at the address above or by email to **licensing@arun.gov.uk**.

Representations must be received no later than: 12/05/2026

Date of letter: **14 April 2026**

LICENSING ACT 2003

Licence: **Premises Licence**
Application Type: **Variation**
Application No: **123100**

Dear Sir/Madam,

Applicant: **Brownfield Catering Ltd**

Date Received: **14 April 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: **12 May 2026**.

Please see below for the details relating to this licence.

Yours faithfully

Sally Dunlop
Technical Support Assistant

Applicant: **Brownfield Catering Ltd**

Applicant Address:

Applicant Telephone:

Applicant Email:

Additional Applicant:

Location: **East Beach Cafe, The Promenade, Littlehampton, BN17 5GB**

Premises Capacity:

Details of proposed variation: **This variation seeks to remove the restrictive condition that alcohol must only be served as an ancillary to a table meal. The intention is to allow flexibility for patrons to enjoy a drink without the requirement of food.**

26216

Arun District Council**The opening hours of the premises:**

| Day | Start Time | End Time |
|------------|-------------------|-----------------|
| Monday | 09:00 | 21:00 |
| Tuesday | 09:00 | 21:00 |
| Wednesday | 09:00 | 21:00 |
| Thursday | 09:00 | 22:00 |
| Friday | 09:00 | 23:00 |
| Saturday | 09:00 | 23:00 |
| Sunday | 09:00 | 22:00 |

Seasonal Variations: **Summer Months we may open a little later during weekdays occasionally in very good weather.**

Non-standard Times: **na**

Licensable Activities authorised by the licence:

Sale or Supply of Alcohol: For consumption on the premises

Plays: Indoors and Outdoors

Films: Indoors and Outdoors

Live music: Indoors and Outdoors

Recorded music: Indoors and Outdoors

Performances of dance:

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

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 | 12:00 | 21:00 |
| Tuesday | 12:00 | 21:00 |
| Wednesday | 12:00 | 21:00 |
| Thursday | 12:00 | 21:00 |
| Friday | 11:30 | 22:00 |
| Saturday | 11:30 | 22:00 |
| Sunday | 12:00 | 20:00 |

Seasonal Variations: **n/a**

Non-standard Times: **n/a**

Plays:

| Plays: Indoors and Outdoors | | |
|--|------------|----------|
| Day | Start Time | End Time |
| Monday | 08:00 | 23:00 |
| Tuesday | 08:00 | 23:00 |
| Wednesday | 08:00 | 23:00 |
| Thursday | 08:00 | 23:00 |
| Friday | 08:00 | 23:00 |
| Saturday | 08:00 | 23:00 |
| Sunday | 08:00 | 23:00 |

Occasional drama performances.
Probably outside in summer only.

Seasonal Variations: Non-standard times:

Films:

| Films: Indoors and Outdoors | | |
|--|------------|----------|
| Day | Start Time | End Time |
| Monday | 08:00 | 00:00 |
| Tuesday | 08:00 | 00:00 |

| | | |
|--|-------|-------|
| Wednesday | 08:00 | 00:00 |
| Thursday | 08:00 | 00:00 |
| Friday | 08:00 | 00:00 |
| Saturday | 08:00 | 00:00 |
| Sunday | 08:00 | 00:00 |
| <p>Film showings. Probably outside in summer only, winter films are weekly.</p> <p>Seasonal Variations: Non-standard times:</p> | | |

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:

| Live music: Indoors and Outdoors | | |
|---|------------|----------|
| Day | Start Time | End Time |
| Monday | 08:00 | 00:00 |
| Tuesday | 08:00 | 00:00 |
| Wednesday | 08:00 | 00:00 |
| Thursday | 08:00 | 00:00 |
| Friday | 08:00 | 00:00 |
| Saturday | 08:00 | 00:00 |
| Sunday | 08:00 | 00:00 |
| | | |

Occasional jazz and classical events mostly. Need to be able to use PA system. Probably outdoors in summer only. Most events will take place Thursday to Sunday, 10.00 to 22.00.

Seasonal Variations: Non-standard times:

Recorded Music:

| Recorded music: Indoors and Outdoors | | |
|---|-------------------|-----------------|
| Day | Start Time | End Time |
| Monday | 08:00 | 00:00 |
| Tuesday | 08:00 | 00:00 |
| Wednesday | 08:00 | 00:00 |
| Thursday | 08:00 | 00:00 |
| Friday | 08:00 | 00:00 |
| Saturday | 08:00 | 00:00 |
| Sunday | 08:00 | 00:00 |
| Background music through stereo system. Probably outdoors in summer only. Later for private parties, 02.00 max. | | |
| Seasonal Variations: Non-standard times: | | |

Performance of Dance:

| Performance s of dance: | | |
|---|-------------------|-----------------|
| Day | Start Time | End Time |
| Monday | 08:00 | 00:00 |
| Tuesday | 08:00 | 00:00 |
| Wednesday | 08:00 | 00:00 |
| Thursday | 08:00 | 00:00 |
| Friday | 08:00 | 00:00 |
| Saturday | 08:00 | 00:00 |
| Sunday | 08:00 | 00:00 |
| Occasional dance performances for special events. Probably outdoors in summer only. | | |
| 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 and Outdoors | | |
|---|-------------------|-----------------|
| Day | Start Time | End Time |
| | | |

| | | | |
|-----------|-------|-------|------------|
| Monday | 08:00 | 00:00 | Appendix 1 |
| Tuesday | 08:00 | 00:00 | |
| Wednesday | 08:00 | 00:00 | |
| Thursday | 08:00 | 00:00 | |
| Friday | 08:00 | 00:00 | |
| Saturday | 08:00 | 00:00 | |
| Sunday | 08:00 | 00:00 | |
| | | | |

Conditions consistent with the Operating Schedule

General Objectives:

The premises currently operates as a food-led café/restaurant. This variation seeks to remove the restrictive condition that alcohol must only be served as an ancillary to a table meal. The intention is to allow flexibility for patrons to enjoy a drink without the requirement of food. The premises will remain primarily food-led, and the hours of operation remain unchanged

Prevention of Crime and Disorder:

The premises will remain a food-led café/restaurant; we are not seeking to operate as a vertical drinking establishment (bar/pub). Substantial food and non-intoxicating beverages will remain available at all times that alcohol is served. We will continue to operate a strict Challenge 25 policy, requiring valid ID for anyone who looks under 25. We have an additional two personal license holders on site with another in line to hold one.

Public Safety:

The capacity of the premises and the current seating-to-standing ratio will remain largely unchanged to ensure a safe, seated environment for all patrons. Staff will be trained to recognize signs of intoxication and will refuse service to anyone deemed to be a risk to themselves or others.

Prevention of Public Nuisance:

As there is no change to our operating hours (closing at 11:00 PM), there will be no increase in late-night noise or footfall. Signage will be displayed at the exit requesting customers to respect our neighbors and leave the premises quietly.

Protection of Children from Harm:

The premises maintains a family-friendly atmosphere. By remaining food-led, we ensure the environment remains suitable for children. A refusals log will be maintained and made available to the Police or Licensing Authority upon request.