



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

6 July 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 13 July 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 18 May 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 25, 26, 27, and 28 if available

To consider the attached, on page 9.

8.1.2 Licensing Application No: 123410 re: St Mary's Church Hall The Parish Church Of St Mary The Virgin, Church Street, Littlehampton, West Sussex

To consider and comment upon the attached application, pages 10 to 16.

8.2 Delegated Responses

To note the responses agreed by delegated authority, pages 17 to 18.

8.3 Consultation: Local Cycling and Walking Infrastructure Plan (LCWIP) Phase 2

To agree a response to this consultation and share comments to form the response.

Details of the consultation can be seen through this link: [Project: Arun Local Cycling & Walking Infrastructure Plan | Ethos Consultants](#)

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 18 May 2026 at 6.30pm.

Present:

Councillor Wiltshire – Chair
Councillor Lee – Vice Chair
Councillor Daws
Councillor Long
Councillor Tandy

In attendance:

Laura Chrysostomou – Town Clerk
Emily Sapsed – Democratic and Corporate Services Officer

2026 to 2027

1. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

3. Apologies

There were apologies from Councillor Woodman.

4. Declarations of Interest

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the agenda. The standing declarations were noted and no further declarations were made.

5. Minutes

The Minutes of the meeting held on Monday 20 April 2026, previously circulated, were confirmed as a true record and signed by the Chair.

6. Chair's Report and Urgent Items

There were none.

7. Public Forum

There was one member of the public present, and no written representations made.

8. Officer's Reports

8.1. Planning and Other Arun District Matters

8.1.1. Planning Applications, Lists 17, 18, 19 and 20 if available

It was resolved that:

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

8.1.2. Licence Application No: 123182 re: Strobilus Café 31 High Street, Littlehampton, West Sussex, BN17 5EG

The committee considered a license application, previously circulated, which sought to renew their outdoor seating pavement licence.

It was resolved that:

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

8.2. Delegated Responses

Members were asked to note the previously circulated list of responses that had been managed under delegated authority to the Town Clerk in consultation with the Chair.

It was resolved that:

The responses be noted.

9. Exempt Business

There was none.

The meeting was closed at 7.08 pm.

Chair

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee 18 May 2026.
Representation on Lists 17, 18, 19 and 20

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	Subject to the conservation officer's comments, the committee had no objections to the application.
18	River	JD	LU/81/26/HH	Single storey rear extension	38 Pier Road Littlehampton	No Objections.
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	The committee supported the application, due to the employment opportunities being provided by a local business. Members encouraged the conditional inclusion of

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee 18 May 2026.
Representation on Lists 17, 18, 19 and 20

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
						biodiversity mitigation detailed within the applicants Planning and Heritage Statement (5.4).
19	Courtwick with Toddington	FT	LU/96/26/PL	Retention of change of use from agricultural land to containerised storage facility (B8). This application may affect the setting of a listed building and is in CIL Zone 2 (Zero Rated) as other development.	Flint Acre Toddington Lane Littlehampton BN17 7PN	The committee had no objections to the application and encouraged the conditional inclusion of biodiversity mitigation detailed within the applicants Planning and Heritage Statement (5.3).
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	Subject to the conservation officer's comments, the committee had no objections to the application.
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	The committee objected to the application due to the negative visual impact and it being out of character with neighbouring properties.

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee 18 May 2026.
Representation on Lists 17, 18, 19 and 20

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
19	Beach	BW	LU/92/26/HH	Side and rear extension.	20 Fairway Littlehampton BN17 6PY	No Objections.
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	The committee had no objections, subject to the resolutions of drainage concerns of the previously submitted application.
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	No Objections.
20	Courtwick with Toddington	FT	LU/101/26/PL	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. This application affects the setting of a listed building and is in CIL Zone 2 (Zero Rated) as other development.	Court Wick Park Courtwick Lane Littlehampton	Subject to the conservation officer's comments, the committee had no objections to the application.
20	River	DJ	LU/104/26/PD	Prior notification under Schedule 2, Part 3, Class MA for a change of use from offices to 2 No self-contained flats.	37 High Street Littlehampton	No Objections.

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee 13 July 2026.
Representation on Lists 25, 26 and 27

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
25	River	JD	LU/137/26/PL	Change the use from Class E to a mixed Class E and C3 Residential Use consisting of 4 No. commercial units at ground floor level, No. 4 residential units at first floor level, No. 2 residential units at second floor level and proposed external alterations including a first floor extension to the eastern elevation, 4 No. dormers and 2 No. roof lights (resubmission following LU/168/25/PL). This application is in CIL Zone 4 (Zero Rated) as flats.	1 Beach Road Littlehampton BN17 5HY	
25	Brookfield	JL	LU/139/26/HH	Single-storey rear extension, two-storey side extension.	39 Windward Close Littlehampton BN17 6QX	
26	Brookfield	JL	LU/131/26/HH	Single storey rear extension.	31 Grove Crescent Littlehampton, BN17 6AD	
27	Beach	BW	LU/143/26/HH	Erection of a single storey outbuilding.	24 The Estuary Littlehampton, BN17 6NE	



Licensing Act 2003 – Notice

Reference Number: 123410

**Mr Kevin Fox
St Mary's Church Hall
The Parish Church of St Mary The Virgin
Church Street
Littlehampton
West Sussex
BN17 5EN**

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

Proposed qualifying club activities are as follows:

Supply of alcohol for consumption on the premises Monday to
Saturday from 1730 to 2200

The application is open to representation from interested parties and
responsible authorities between 26th June 2026 to 24th July 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 make a false statement in
connection with an application and the maximum fine for this offence
is unlimited

Date of letter: **25 June 2026**

LICENSING ACT 2003

Licence: **Club Premises Certificate**

Application Type: **New**

Application No: **123410**

Dear Sir/Madam,

Applicant: **Mr Kevin Fox**

Date Received: **25 June 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: **24 July 2026**.

Please see below for the details relating to this licence.

Yours faithfully

Sally Dunlop

Technical Support Assistant

Applicant: **Mr Kevin Fox**

Applicant Address:

Applicant Telephone:

Applicant Email:

Location: **The Parish Church Of St Mary The Virgin, Church Street, Littlehampton,**

Premises Capacity:

Details of proposed variation:

DPS:

The opening hours of the premises:

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

Seasonal Variations:

Non-standard Times:

Licensable Activities authorised by the licence:

Section :Indoors

Sale or Supply of Alcohol: For consumption on 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	17:30	22:00
Tuesday	17:30	22:00
Wednesday	17:30	22:00
Thursday	17:30	22:00
Friday	17:30	22:00
Saturday	17:30	22:00

Sunday		
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Seasonal Variations: **possibly December Christmas Meal**

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):

Day	Start Time	End Time

Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Conditions consistent with the Operating Schedule

General Objectives:

The Licensing objectives will be briefed by the Committee to Members and copies of the 4 objectives circulated to all members.

Prevention of Crime and Disorder:

Meals following Lodge meetings are a quiet affair, only the singing of the National Anthem may be heard. CCTV is not installed at the Church and this is one of our recommendations to Father Tim Newton. A Risk assessment will be completed and circulated at the Committee meeting. Howard lodge have existed since 1736 and dined in Littlehampton since 1940s

Public Safety:

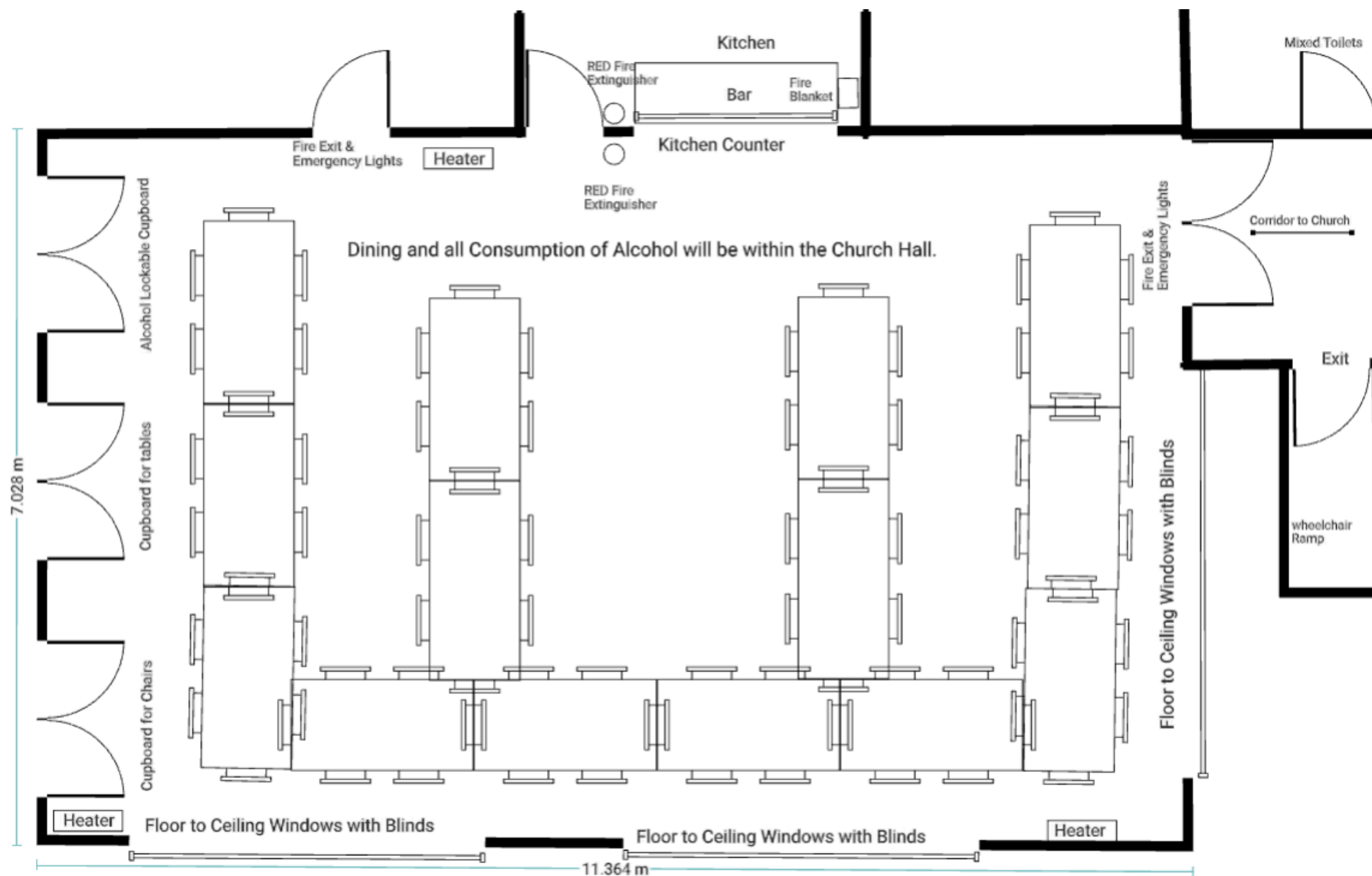
Before each meal which we call the Festive Board(FB), fire escape briefing and assembly points are briefed by the Director of Ceremonies. Toilets and disabled access and exits are also briefed. Some local police officers, community wardens and former paramedics attend the Meeting and FB

Prevention of Public Nuisance:

Attendance is generally a quiet affair and finishes abruptly between 21:30 and 22:00. Exiting the Hall is done in a sedate and quiet manner as the average age is 65 for members. However, a briefing and also signage will be applied to the exit door to remind members to leave quietly and consider neighbours.

Protection of Children from Harm:

Children will not be allowed except possibly at a Christmas meal. Challenge 25 will be observed. All members of the Dining Club must be 18 years of age as this is a requirement to become a Freemason and a therefore a member of the Dining Club.



Delegated Responses

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

Plan List No.	Planning No.	Details of Application	Location	Comments
21	LU/77/26/HH	Single storey rear extension.	73 Colebrook Road Wick BN17 7NU	There may be no detriment to the biodiversity in this specific site, but building materials alone have a high carbon footprint and therefore an improvement to the biodiversity offers some token of counterbalance. This could be to provide a hole in your fence for hedgehog access, planting a shrub that encourages bees and putting up a bird box or bee hotel.
23	LU/118/26/HH	To replace soft wood double glazed sliding sash windows with sliding sash eco upvc windows. This application may affect the character and appearance of the Littlehampton Sea Front Conservation Area.	4 Old Warehouse Mews Western Road Littlehampton	No Objections
23	LU/132/26/L	Listed building consent for replacement on non compliant PVCU windows with Period Correct Timber Sash Windows.	Mewsbrook House 59 East Street Littlehampton	Support
23	LU/119/26/S73	Variation of condition 3 imposed under LU/249/19/PL relating to hours of operation.	Cassino Slots 48-50 High Street Littlehampton	The committee objected to the application. While the Town Council wish to support nighttime economy, it was felt the application could have an adverse effect on neighbouring amenity, by reason of noise and disturbance. As seen raised by Sussex Police in their consultation.
23	LU/130/26/HH	Proposed single storey side extension.	11 Fleet Close Littlehampton	The committee had no objections, however they wished to draw the applicant's attention to the following: This is a high density Swift and House Martin nesting area, so a swift box or house martin cup would be of a great natural environmental benefit to this area, to help protect an A listed species. You can get help for this by contacting Littlehampton area Swift Swallows and House Martins Group: laswifmartins@gmail.com

Delegated Responses

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

23	LU/133/26/PL	Change of use from part E(c) Business and part C4 Residential, to C3 Residential. This application is in CIL Zone 4 and is CIL Liable as a new dwelling.	Office 34 New Road Littlehampton	No Objections
24	LU/109/26/PL	Erection of a single-storey timber garden cabin to be used as a small-scale dog grooming business ancillary to the main dwelling.	17 Ernest Fitches Way Littlehampton BN17 7EP	The committee had no objections, however the wished to draw the applicant's attention to the following: Biodiversity enhancement, there are a growing number of House Martin cups being installed and occupied in Kingley Gate. You can get help for this by contacting Littlehampton area Swift Swallows and House Martins Group: laswiftmartins@gmail.com