



EAST PRESTON PARISH COUNCIL

Council Office, 122 Sea Road, East Preston, West Sussex. BN16 1NN

Tel: 01903 770050

<http://eastpreston-pc.gov.uk>

Email: clerk@eastpreston-pc.gov.uk

PLANNING AND LICENSING COMMITTEE

MINUTES: of the Committee Meeting held on Monday, 22nd February 2021 at 18:00hrs via the Zoom online meeting application

MEMBERS PRESENT: Councillors Christine Bowman, Kit Bradshaw, Elizabeth Linton, Glyn Mathias (Chairman), David Moore, Steve Toney and Steven Wilkinson

ALSO: Clerk to the Council, Simon Cross

Mrs Sioned Vos, East Preston and Kingston Preservation Society

Mrs Lauren Willard, Inspired Designs (until 18:49)

Ten members of the public

The following abbreviations may appear in these Minutes:

ADC – Arun District Council;
EPKPS – East Preston and Kingston Preservation Society;
KPC – Kingston Parish Council;
WRA – Willowhayne Residents' Association;

AoSERA – Angmering-on-Sea Estate Residents' Association;
FPC – Ferring Parish Council;
RPC – Rustington Parish Council;
WSCC – West Sussex County Council.

The meeting opened at 18:00.

The meeting was held in accordance with *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020* and the council's own *Protocol for Remote Meetings*.

165/21 APOLOGIES AND REASONS FOR ABSENCE

All committee members were present.

An apology was received from one member of the public.

166/21 DECLARATION OF PERSONAL AND/OR PREJUDICIAL/PECUNIARY INTERESTS

Cllr Moore	Planning Application EP/2/21/HH	Personal; knows the occupants of an adjacent property
Cllrs Bowman, Linton and Mathias	Planning Application EP/11/21/HH	Personal: all also residents of the Willowhayne private estate
Cllr Moore	Planning Application EP/16/21/PL	Personal; also resident on the Angmering-on-Sea private estate
Cllr Wilkinson	Planning Application EP/16/21/PL	Personal; also resident on the Angmering-on-Sea private estate and a board member of the same estate

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167/21 PUBLIC SESSION

The meeting agreed members of the public could speak at the appropriate Agenda Item.

168/21 ARUN DISTRICT COUNCIL (ADC) PLANNING APPLICATIONS

The committee considered the following Planning Applications:

Observations by 4th March 2021

EP/2/21/HH Erection of front extension to create first floor balcony, following demolition of existing conservatory with changes to external materials and wall finishes
27A Sea Lane, East Preston, BN16 1NH

Cllr Moore declared a Personal Interest in this Application as he knows the occupants of one of the properties adjacent to the development site. He retained the right to speak and vote upon this Application.

Mr and Mrs T spoke in support of their Planning Application. As their agent, Mrs Willard also spoke in support of this Planning Application.

Mrs S spoke on behalf of her parents and grandfather who live adjacent to the development site and explained their concerns about and objections to this proposal.

Mrs Vos said the Preservation Society would be objecting to this Application because of the likely increased overlooking of neighbouring properties and the choice of materials not harmonising with the local palette of mainly natural colours. Mrs Vos believed the proposal would conflict with Policies D DM1 and D DM4 of the Arun Local Plan and policies within the East Preston Neighbourhood Plan.

Before the meeting, the Clerk had circulated comments received from several other households.

The committee AGREED to raise objections to this Application on the grounds of overlooking and the choice of materials as described by the Preservation Society. Cllr Wilkinson chose to abstain from this vote.

(Mrs S and Mr and Mrs T left the meeting at this point.)

Observations by 11th March 2021

EP/14/21/HH Single storey side and rear extensions and conversion of roofspace to habitable use
38 The Roystons, East Preston, BN16 2TS

Mrs H addressed the meeting explaining her objections to the proposed development. She also reported objections on behalf of one of her neighbours.

Mrs Vos stated the Preservation Society would be objecting to this Application on a number of grounds.

The Clerk said the council had not had any other public representations about this Application.

The committee AGREED unanimously to object to this Application as it is in a prominent location and the proposal is of poor design, overbearing, not subservient to the existing property and not in keeping with other properties in the area. There were also concerns about the revised property overlooking its neighbours more than currently.

(Mrs H left the meeting at this point.)

EP/16/21/PL

Replacement garage
Land East of 1 The Way, East Preston, BN16 1QJ

Cllrs Moore and Wilkinson declared a Personal Interest in this Application as detailed in Minute 166/21 above. They retained the right to speak and vote upon this Application.

Mr H, Mr H, Mr D and Mr S all commented on this Application, some comments supportive, some less so. All appreciated Mr L's prior communications with them and that the site was finally likely to be developed.

Mrs Vos said the Preservation Society would be objecting to this Application on the grounds the proposal would change the streetscene in as much as the proposed property would *appear* significantly taller than the now-collapsed structure on the site as the proposed property had a gable end rather than the hip of the previous building which reduced the visual impact. The proposed property would also be higher than the width of The Way at this point. Mrs Vos described The Way as "an almost rural-type road", more so than other roads in the village. The Preservation Society felt the proposal was contrary to Policy D DM1 of the Arun Local Plan and Policies 1 and 2 of the East Preston Neighbourhood Plan.

Cllr Wilkinson reported the Board of the AoSERA would not be objecting to this Application.

Mr L and Mrs W spoke in support of Mr L's Application. Mr L said he might use the upstairs as office space in the future. Mrs W said the upstairs would not satisfy current standards as living accommodation.

The committee AGREED unanimously to support the Preservation Society's objections and object to this Application on the grounds of its location at the very front of the site, its height, the gable front, the potential for converting the upstairs to living accommodation and its impact upon the streetscene.

(Messrs B, H, H, L and S and Mrs W left the meeting at this point.)

Observations by 4th March 2021

EP/10/21/HH

Demolition of an existing garage & erection of 2 No. 2 bed dwellings (resubmission following EP/115/20/PL)
4 Beechlands Close & east of 18 Beechlands Court, Montpelier Road, East Preston, BN16 1JZ

Mrs Vos said the Preservation Society would again be objecting to this Application as too little has changed from the previous version to make it acceptable.

The Clerk reported he had received nothing in writing to date, but local residents who had objected to the previous Application had been in touch to express their concerns about this iteration.

The committee AGREED unanimously to object to this Application on similar grounds to the previous Application.

EP/11/21/HH

Two single storey side extensions
14 West Ridings, East Preston, BN16 2TD

Mrs Vos said the Preservation Society would not be objecting to this Application.

The Clerk said no public representations had been received about this Application.

The committee AGREED unanimously not to object to this Application.

EP/13/21/PL

Erection of garden pods to Plots 4 & 5 & the replacement of the previously approved bike store with a shed to Plot 7, following EP/148/19/PL
Scorton, 9 Lime Tree Close, East Preston, BN16 1JA

Mrs Vos said the Preservation Society would not be objecting to this Application.

The Clerk said no public representations had been received about this Application.

The committee AGREED unanimously not to object to this Application.

Observations by 11th March 2021

EP/17/21/HH Single storey rear extension
Beverley, Montpelier Road, East Preston, BN16 1JY

Mrs Vos said the Preservation Society would not be objecting to this Application.

The Clerk and one committee member had both spoken to a resident who had concerns about the impact of this development upon her property. The Clerk had also heard from another resident who had no concerns about this Application.

The committee AGREED unanimously not to object to this Application.

169/21 WEST SUSSEX COUNTY COUNCIL (WSCC) PLANNING APPLICATIONS

There were no WSCC Planning Applications to consider.

170/21 LICENSING APPLICATIONS

There were no Licensing Applications to be considered.

171/21 MINUTES OF THE MEETING HELD ON 8TH FEBRUARY 2021

The draft Minutes had been circulated to all committee members on 11th February.

The committee AGREED the Minutes could be signed as a true record of the meeting held on 8th February. The committee AGREED this action could be completed by Cllr Mathias when he next visited the Council Office.

172/21 MATTERS ARISING FROM PREVIOUS MEETINGS

Minute 056/21 – Arun District Council (ADC) Planning Applications – EP/1/21/PL – Scorton, 9 Lime Tree Close – the Clerk had received the following response from Juan Baeza, Senior Planning Officer, to his email to Neil Crowther.

“Dear Simon. Neil Crowther forwarded me your email for a response as team leader responsible for this site. Apologies for my late response.

“I see that your members make the observation that this has happened before the application has been determined and this is very regrettable. However, as you rightly say the majority of conditions imposed are not monitored but where it is reported that they are being breached we need to take a view whether or not it is expedient to take formal enforcement action to address that breach. In this case the view is that it is not and permission for EP/1/21/PL will shortly follow which of course you will be notified of.”

173/21 RECENT DECISIONS

The committee NOTED the following decision recently made by the Local Planning Authority, ADC:

* denotes Application against which the council raised objections

EP/156/20/PL Installation of 4 No solar power operated lights...
Land adjacent to Warren Recreation Ground, Sea Road, East Preston

Withdrawn

EP/157/20/HH Demolition of part of existing garage and outbuildings. Erection of new 3 bay garage...
Breakers, 29 Tamarisk Way, East Preston

Approved subject to Conditions (Delegated)

EP/3/21/NMA Non material amendment following the grant of EP/119/20/HH to simplify roof drainage...
Nutwood, 5 Selhurst Close, East Preston

Approved (Delegated)

174/21 **COMPLIANCE MATTERS**

ENF/297/20 Alleged Unauthorised Structure

“Thank you for your enquiry, which was received by the Compliance team on the 17th September 2020.

“Due to an ongoing staff shortage we will be unable to investigate your enquiry within our normal time scales. I apologise for the delay. Your enquiry will be dealt with but it is unlikely to have an initial response before 3 months.”

(letter dated 5th October 2020)

175/21 **PLANNING INSPECTORATE APPEALS**

Nothing to report.

176/21 **EAST PRESTON NEIGHBOURHOOD PLAN (EPNP)**

Nothing to report.

177/21 **AREAS OF SPECIAL CHARACTER**

Nothing to report.

178/21 **CORRESPONDENCE – EAST PRESTON & KINGSTON PRESERVATION SOCIETY**

The following report had been circulated in advance of the meeting:

Correspondence – East Preston & Kingston Preservation Society

Committee is asked to consider an email from David Sawers, Chairman of East Preston & Kingston Preservation Society.

Mr Sawers contacted the council on 6th February expressing his surprise to see the Planning Officer dealing with a particular case was the same Planning Officer had given the applicant Pre-Application advice. I contacted a Senior Planning Officer at ADC on this and he replied, “Its council practice to allocate applications to officers who have had dealings with the site by way of other applications made.” Mr Sawers is concerned about this policy: “Will the Parish Council comment on this policy? One effect is to disenfranchise Parish Councils, because officers will reach a view on a proposal without hearing the opinions of any outside bodies. Having reached a conclusion and told the applicant that planning permission is likely to be granted, the officer is unlikely to refuse the application. If a different officer is Case Officer, the arguments about an application can get a proper hearing, with an officer who hopefully has not already reached a conclusion.”

Simon Cross – **Clerk to the Council**

12th February 2021

As Mr Sawers’s concerns were in regard to a live Planning Application, the committee AGREED to watch how the Application progressed through the system to decision point. It would then consider Mr Sawers’s comments again.

179/21 **CORRESPONDENCE – ARUN DISTRICT COUNCIL – COMMUNITY INFRASTRUCTURE LEVY**

The following report had been circulated in advance of the meeting:

Correspondence – Arun District Council – Community Infrastructure Levy

Committee is asked to note the following email received on 10th February.

Dear All,

I hope this email finds you well. Since last writing to you regarding Community Infrastructure Levy (CIL) matters, there have been some important changes which we'd like to update you on. This email will cover the following key matters:

- a. Updated HELAA trajectories – how will these impact your forecasted CIL income?
- b. Upcoming CIL payments due in April
- c. Arun's CIL Spending Process and the Infrastructure Investment Plan
- d. Proposed meeting date to discuss all the above

As well as sending you updates via this email. Please also feel free to contact us at CIL@arun.gov.uk if you have any questions.

The Updated HELAA Trajectories

We wrote to you on the 4th September 2020 with regards to your Parish/Town CIL income trajectory. This was prepared using housing delivery forecasts from the Housing and Land Availability Assessment (HELAA) document. Towards the end of 2020, this document was updated, and is available on the council's website: [HELAA, Brownfield Land & Self Build Registers | Arun District Council](#).

The document shows no forecasted income for your parish however, there may be other development that comes through over the next 3 years on smaller sites.

CIL Payments

All town and parish councils will shortly receive their bi-annual letter explaining whether you will be receiving CIL receipts. I must emphasise the importance of this letter and that you read it carefully and respond as necessary with the required information.

An email was previously sent, setting out hints and tips on preparing a useable and deliverable spending plan. However, please get in touch, if you require further assistance.

Preparing a CIL spending plan is an important task for all town and parish councils, because it sets out a clear and transparent approach to CIL spending and can guide spending. However, it will also play an important role in responding to the Arun District Council's Infrastructure Investment Plan consultation.

Arun's CIL Spending Process and Infrastructure Investment Plan (IIP) 2022-2025

On 25 January 2021, the council approved the proposed CIL Governance and Spending processes. For further detail, please refer to Agenda Item 29, page 6: [\(Public Pack\)Agenda Document for Full Council, 13/01/2021 18:00 \(arun.gov.uk\)](#).

To summarise, the council has agreed that CIL will be spent on those infrastructure projects which are listed on an agreed Infrastructure Investment Plan (the IIP). The IIP will be prepared over the course of this year, and once approved, will last for a 3 year period.

You will shortly be receiving a stakeholder consultation letter regarding the preparation of the IIP. It will ask whether your town or parish wish to submit any projects for CIL spending between 2022-2025. Therefore, we would like to further emphasise now, the importance of preparing your infrastructure spending plan, with specific thought given to any projects that could be jointly funded or might overlap with District Council priorities.

Again, if you have any questions, please get in touch.

Proposed Update Meeting Date

This email contains a number of CIL updates. We will send a Microsoft Teams invite for a CIL Update meeting on **Thursday 11th March at 11am.**

This meeting will cover the key points above but will mainly give you the opportunity to ask any questions that you have about CIL.

We hope that this date is suitable. If you are unable to attend, notes will be circulated, and the offer for separate meetings/phone calls is open to any town/parish council, remains open.

Please look out for a calendar invite in your inbox.

We look forward to hearing from you on the matters above and to seeing you on 11th March at the update meeting.

Kind regards,

Julie Grieves

Community Infrastructure Levy Officer

The council needs to start thinking about creating a Spending Plan.

Simon Cross – **Clerk to the Council**

12th February 2021

The Clerk said he would attend the meeting on the 11th March and report back as appropriate.

180/21 **NEW MATTERS FOR THE NEXT MEETING (15TH MARCH)**

None.

The Meeting ended at 18:57.

Chairman: *Clr Glyn Mathias* Date: **16th March 2021**