



EAST PRESTON PARISH COUNCIL

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PLANNING AND LICENSING COMMITTEE

MINUTES: of the Committee Meeting held on Tuesday, 13th May 2025 at East Preston Infant School, Lashmar Road, East Preston at 18:00

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

ALSO: Clerk to the Council, Simon Cross

ABSENT: Sioned Vos, Chairman, East Preston & Kingston Preservation Society
Councillors David Moore and Steven Wilkinson

The following abbreviations may appear in these Minutes:

ADC – Arun District Council;
APC – Angmering Parish Council
KPC – Kingston Parish Council;
WSCC – West Sussex County Council.

AoSERA – Angmering-on-Sea Estate Residents' Association;
EPKPS – East Preston and Kingston Preservation Society;
RPC – Rustington Parish Council;
WRA – Willowhayne Residents' Association;

With no members of the public expected, the meeting opened at 17:54.

Following the Annual Meeting of the Council on 12th May, the membership of the committee was Cllrs Bowman, Bradshaw, Mathias, Moore and Wilkinson. As Chairman and Vice-Chairman of the Council respectively, Cllrs Toney and Linton were entitled to attend and vote at meetings of this committee.

On 2nd May, the Clerk had asked members of the committee to let him know whether they wished to stand for Chairman and/or Vice-Chairman of the committee. Cllrs Bowman and Bradshaw had replied they were willing to stand for Chairman and Vice-Chairman respectively.

The committee AGREED Cllr Linton could act as second teller alongside the Clerk.

351/25 APPOINTMENT OF A COMMITTEE CHAIRMAN FOR THE YEAR 2025/26

Cllr Bowman was appointed unopposed.

Cllr Linton confirmed all five councillors present had voted.

352/25 APPOINTMENT OF A COMMITTEE VICE-CHAIRMAN FOR THE YEAR 2024/25

Cllr Bradshaw was appointed unopposed.

Cllr Linton confirmed all five councillors present had voted.

353/25 APOLOGIES AND REASONS FOR ABSENCE

Apologies and a reason for absence were received and accepted from Cllrs Moore and Wilkinson (both alternative commitments).

354/25 DECLARATION OF PERSONAL AND/OR PREJUDICIAL/PECUNIARY INTERESTS

Cllr Bowman	Planning Applications EP/39/25/HH, and EP/40/25/HH	Personal; Cllr Bowman lives on the same private estate as the Application sites and is married to the Planning Director of the estate's Residents' Association board
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355/25 PUBLIC SESSION

No members of the public were present.

356/25 ARUN DISTRICT COUNCIL (ADC) PLANNING APPLICATIONS

The committee considered the following Planning Applications:

Observations by 30th May 2025

EP/39/25/HH Extension to existing garage
7 Selhurst Close, East Preston, BN16 2SR

Mrs Vos said the Preservation Society would not be commenting upon this Application.

No public representations had been received.

The committee AGREED unanimously not to object to this Application.

Comments were made about the lack of clarity of some of the drawings.

Observations by 6th June 2025

EP/40/25/HH Proposed front boundary wall
Honeysuckle Cottage, 14 Michel Grove, East Preston, BN16 2SX

Mrs Vos said the Preservation Society committee was still deciding whether or not it should comment upon this Application.

No public representations had been received.

After some discussion, the committee AGREED to object to this Application as it is contrary to §4.26 which stated, referring to Character Area One, "The existing street scene should be protected and the construction of high front walls or fences should be resisted."

357/25 ARUN DISTRICT COUNCIL (ADC) PLANNING APPLICATIONS IN OTHER AREAS

There were no Applications in other areas to be discussed.

358/25 WEST SUSSEX COUNTY COUNCIL (WSCC) PLANNING APPLICATIONS

There were no WSCC Planning Applications to consider.

359/25 LICENSING APPLICATIONS

There were no Licensing Applications to consider.

360/25 MINUTES OF THE MEETING HELD ON 28TH APRIL 2025

Draft Minutes from the meeting held on 28th April had been circulated to all councillors on 30th April asking for suggested amendments by 1st May.

The committee AGREED the Minutes could be signed as a true record of the meeting held on 28th April. Cllr Bowman duly signed the Minutes.

361/25 MATTERS ARISING FROM PREVIOUS MEETINGS

Nothing was raised.

362/25 RECENT DECISIONS

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

* denotes Applications against which the council raised objections

EP/15/25/HH Part single, part two storey rear extension...
38 Roundstone Drive, East Preston

Approved subject to Conditions (Delegated Powers)

363/25 PLANNING COMPLIANCE MATTERS

None

364/25 PLANNING INSPECTORATE APPEALS

None

365/25 EAST PRESTON NEIGHBOURHOOD PLAN (EPNP) REVIEW

Cllr Bowman, also chairman of the Neighbourhood Plan Review Steering Group, reported the committee of East Preston & Kingston Village Hall Foundation had expressed concerns about the continued inclusion of the Conservative Hall as a community venue within the draft revised Neighbourhood Plan. The Planning & Licensing Committee AGREED unanimously it was right to keep the Conservative Hall listed as a community venue as the new owner had publicly said the venue will still be available for hire by community groups. Cllr Bowman had asked the Village Hall committee to include its comments as part of its response to the stakeholder consultation on the revised Neighbourhood Plan.

366/25 TERMS OF REFERENCE

The committee undertook the annual review of its Terms of Reference. The Clerk had proposed a small change to §2.9 regarding arboricultural Applications. The Clerk had also proposed to withdraw reference to the West Sussex County Council Structure Plan 2001-2016 from §5.6 as a search of the WSCC website did not throw up such a document.

The committee AGREED unanimously to agree to the proposed Terms of Reference for the committee. These will form v6 of the committee's Terms of Reference.

367/25 CORRESPONDENCE

There was no correspondence to consider.

368/25 NEW MATTERS FOR THE NEXT MEETING (19TH MAY)

The Clerk corrected the statement made at the last meeting both May meetings would be on Tuesdays because of the Bank Holiday. The committee's second and final meeting in May was definitely on Monday, 19th May.

The Meeting ended at 18:18.

Chairman: **Cllr Christine Bowman**

Date: **19th May 2025**

(END)