



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 Tuesday, 12th May 2026 at Council Office, 122 Sea Road, East Preston at 18:00

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

ALSO: Clerk to the Council, Simon Cross
Mrs Sioned Vos, East Preston & Kingston Preservation Society

ABSENT: Councillors Kit Bradshaw and David Moore

The following abbreviations may appear in these Minutes:

ADC – Arun District Council;
APC – Angmering Parish Council;
KPC – Kingston Parish Council;
WSSC – 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;

The meeting opened at 18:02.

Cllr Bowman welcomed everyone to the meeting.

Following the Annual Meeting of the Council on 11th May, the membership of the committee remained 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 6th 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 Wilkinson could act as second teller alongside the Clerk.

324/26 APPOINTMENT OF A COMMITTEE CHAIRMAN FOR THE YEAR 2026/27

Cllr Bowman was appointed unopposed.

Cllr Wilkinson confirmed all five councillors present had voted.

325/26 APPOINTMENT OF A COMMITTEE VICE-CHAIRMAN FOR THE YEAR 2026/27

Cllr Bradshaw was appointed unopposed.

Cllr Wilkinson confirmed all five councillors present had voted.

326/26 APOLOGIES AND REASONS FOR ABSENCE

An apology and a reason for absence were accepted from Cllrs Bradshaw (holiday) and Moore (attending a Littlehampton Town Council event as chairman of Littlehampton Sea Cadets).

327/26 DECLARATION OF PERSONAL AND/OR PREJUDICIAL/PECUNIARY INTERESTS

None.

328/26 PUBLIC SESSION

No members of the public were present.

329/26 ARUN DISTRICT COUNCIL (ADC) PLANNING APPLICATIONS

Observations by 22nd May 2026

EP/33/26/HH Extension, new roof and loft conversion
51 Warren Crescent, East Preston, BN16 1BL

Mrs Vos said the Preservation Society would be objecting to this application for a number of reasons such as overdevelopment, overbearing to neighbours, possibly inaccurate measurements on the plans, no streetscene or cross-section and more.

Four members of the public had objected to the district council and these objections were made available to the committee.

The committee AGREED unanimously to object to this application on the grounds listed below together with concerns about parking and the design being out-of-keeping with that section of Warren Crescent.

The committee also AGREED concerns should be expressed to ADC about how the plans for this application were validated with no streetscene and no cross-section.

330/26 ARUN DISTRICT COUNCIL (ADC) PLANNING APPLICATIONS IN OTHER AREAS

There were none to consider.

331/26 WEST SUSSEX COUNTY COUNCIL (WSCC) PLANNING APPLICATIONS

There were no WSCC Planning Applications to consider.

332/26 LICENSING APPLICATIONS

There were no Licensing Applications to consider.

333/26 MINUTES OF THE MEETING HELD ON 14TH APRIL 2026

Draft Minutes from the meeting held on 14th April had been circulated to all councillors on 15th April asking for suggested amendments by midday on 16th April. None had been received.

The committee AGREED unanimously the Minutes could be signed as a true record of the meeting held on 14th April. Cllr Bowman duly signed the Minutes.

334/26 MATTERS ARISING FROM PREVIOUS MEETINGS

Minute 263/26 – Licensing Applications – The Podgy Spaniel, 19-21 Sea Road, East Preston, BN16 1JN – the Clerk reported he had submitted the council’s concerns about this application, and had received the following response:

Simon,

Thank you for your e-mailed comments in respect of the licence application for the Podgy Spaniel Restaurant.

For a representation to be valid it must refer to one or more of the licensing objectives, whilst your concern over the potential for nuisance is noted, there is no evidence or intelligence to support the view that the restaurant will cause such problems. The applicant has now agreed a raft of additional conditions with both Sussex Police and our own Environmental Health team.

These include the fitting of CCTV throughout including outside, the service of alcohol only to persons seated at tables and served by waiter, the reduction of hours to an 8am start for the outside area for the service of breakfast. Acoustic screening has also been installed around the rear outside seating area. Staff training and notices in respect of noise to be displayed.

The fact that no other local premises opens for the service of Alcohol at 10 am is not a valid representation under the Act and cannot be considered , many licensed venues across the Arun area are licensed to supply alcohol at 10am or earlier and we have seen no identified issues.

For the above reasons I must reject the representation, but your comments will be held on file, should the licence be issued and in the unlikely event that a problem is identified we would engage with the operator to see if the issue can be resolved or as a last resort the licence could be reviewed.

Kind regards

Bob

Bob Brown

Licensing Officer, Technical Services

The Clerk said his letter of objections had referred to public nuisance so he was unsure about Bob’s opening sentence. The committee was unsure what to make of Bob’s letter.

335/26 RECENT DECISIONS

The committee NOTED the following decisions:

EP/11/26/HH	Retrospective application for fence 6 Fairlands, East Preston	Refused (Delegated)
EP/14/26/HH	Rear single storey replacement extension... 7 The Roystons, East Preston	Approved subject to Conditions (Delegated)
EP/15/26/T	Crown lift to 2 No. Beech... Seacroft Apartments, 17 Sea Lane, East Preston	Approved subject to Conditions (Delegated)
EP/18/26/CLP	Lawful development certificate for a proposed single storey rear garden outbuilding 94 North Lane, East Preston	Planning Permission nor required (Delegated)

336/26 PLANNING COMPLIANCE MATTERS

ENF/317/25 Alleged unauthorised fencing
[REDACTED], East Preston, BN16 [REDACTED]

Subject of planning application EP/11/26/HH which has been refused. The planning compliance case remained open.

Cllr Bowman reported she had met with the householder who had talked through revised proposals which had been subsequently implemented and which Cllr Bowman felt were far more in keeping with the streetscene.

ENF/82/26 Alleged unauthorised dormer window
[REDACTED], East Preston, BN16 [REDACTED]

There was no update on this case.

tbc Alleged lack of tree works
[REDACTED], East Preston, BN16

On behalf of a resident, the council had submitted a planning compliance case related to tree works – the pleaching of a beech tree, a condition of Planning Permission EP/133/20/DOC did not appear to be being completed.

337/26 PLANNING INSPECTORATE APPEALS

None.

338/26 EAST PRESTON NEIGHBOURHOOD PLAN (EPNP) REVIEW

Cllr Bowman reported the Steering Group's comments on the independent examiner's questions had been sent to him on the afternoon of the meeting.

339/26 CORRESPONDENCE

The committee noted a briefing note entitled *National Scheme of Delegation for Planning Committee's* (sic) and sent by Neil Crowther, ADC Group Head of Planning & Building Control. This had been circulated electronically to all members on 29th April. The committee generally felt the expansion of delegation to officers meant a lessening of the weight afforded to local comments.

340/26 TERMS OF REFERENCE

The committee was unable to undertake the annual review of its Terms of Reference. This was because the Clerk had noticed a discrepancy between the Terms of Reference for all of the council's committees and the council's Standing Orders. He planned to refer this to the council's Personnel Committee following which he will bring the Terms of Reference back for annual review.

341/26 NEW MATTERS FOR THE NEXT MEETING (8TH JUNE 2026)

Nothing was suggested. Cllr Bowman reported she was unavailable for the meeting which would be chaired by Cllr Bradshaw.

The Meeting ended at 18:23.

Chairman: **Cllr Kit Bradshaw** Date: **8th June 2026**

(END)