



EAST PRESTON PARISH COUNCIL

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PLANNING AND LICENSING COMMITTEE

MINUTES: of the Committee Meeting held on Monday, 27th July 2026 at Council Office 2, 118 Sea Road, East Preston at 18:00

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

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

ABSENT: Councillor 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;

The meeting opened at 17:54.

Cllr Bowman welcomed everyone to the meeting.

584/26 APOLOGIES AND REASONS FOR ABSENCE

An apology and a reason for absence were accepted from Cllr Wilkinson (family matter).

585/26 DECLARATION OF PERSONAL AND/OR PREJUDICIAL/PECUNIARY INTERESTS

Cllr Bowman	Planning Application EP/47/26/HH	Personal; Cllr Bowman lives on the same private estate as the application site and is married to the Planning Director of the estate's Residents' Association board
Cllr Mathias	Planning Application EP/47/26/HH	Personal: Cllr Mathias lives three doors along from the application site

586/26 PUBLIC SESSION

No members of the public were present.

587/26 ARUN DISTRICT COUNCIL (ADC) PLANNING APPLICATIONS

Observations by 6th August 2026

EP/47/26/HH Demolition of sunroom and replacement with two story front extension; two storey side extension; single storey rear extension and revised roof
Crabapple Cottage, 10 Tamarisk Way, East Preston, BN16 2TF

Mrs Vos advised the Preservation Society would not be commenting upon this application.

One set of immediate neighbours had informed the Clerk they had no objections to this application.

Some concern was raised about there being less than 1m between the proposed second-storey extension and the boundary. At least one measurement on one drawing was numerically inaccurate.

The committee AGREED unanimously not to raise any objections to this application.

588/26 ARUN DISTRICT COUNCIL (ADC) PLANNING APPLICATIONS IN OTHER AREAS

There were none to consider.

589/26 WEST SUSSEX COUNTY COUNCIL (WSCC) PLANNING APPLICATIONS

There were no WSCC Planning Applications to consider.

590/26 LICENSING APPLICATIONS

The committee was alerted to the fact a tanning shop was about to open behind Arun Business Supplies. The Clerk had checked with ADC no registration with ADC was necessary.

591/26 MINUTES OF THE MEETING HELD ON 22ND JUNE 2026

Draft Minutes from the meeting held on 22nd June had been circulated to all councillors on 23rd June asking for suggested amendments by the 24th June. None had been received.

The committee AGREED unanimously the Minutes could be signed as a true record of the meeting held on 22nd June. Cllr Bowman duly signed the Minutes.

592/26 MATTERS ARISING FROM PREVIOUS MEETINGS

Minute 786/25 – Planning Application EP/89/25/PL for 123 Sea Road – the Clerk had advised the committee electronically the café business which had intended to operate from this premises had not opened and had been replaced by a sports therapist, The Recovery Lab.

Various Minutes – The Podgy Spaniel, 19-21 Sea Road, East Preston, BN16 1JN – it was reported this business had opened fully for a second time and was now running successfully. The Clerk had received no further feedback from the ADC Building Regulations officer.

593/26 RECENT DECISIONS

The committee NOTED the following decisions:

* denotes Applications against which the council raised objections

EP/40/26/DOC	Approval of details reserved by condition imposed under EP/104/24/HH... 16 Sea Lane, East Preston	Approved (Delegated)
EP/43/26/PL	Ground floor alterations... Green Willow Care Home, 21-23 Vicarage Lane, East Preston	Approved subject to Conditions (Delegated)
EP/44/26/A	Installation of various signage East Preston Depot, Station Road, East Preston	Approved subject to Conditions (Delegated)
EP/45/26/HH	Alteration to existing... Melita, South Strand, East Preston	Approved subject to Conditions (Delegated)

594/26 **PLANNING COMPLIANCE MATTERS**

- ENF/317/25** Alleged unauthorised fencing
[REDACTED], East Preston, BN16 [REDACTED]
- Subject of planning application EP/11/26/HH which had been refused. On 17th July, the Clerk had queried with the ADC Planning Compliance Officer whether the case genuinely remained open. Four days later, the officer had replied, "I can confirm that the case is still open, and I am in contact with the owner regarding the fence."
- ENF/193/26** Alleged Unauthorised Breach of Planning Control relating to EP/121/25/PL Roof Structure
[REDACTED], East Preston, [REDACTED]
- As reported to the previous meeting, a Planning Compliance Officer had confirmed she would visit the site in due course.

595/26 **PLANNING INSPECTORATE APPEALS**

None.

596/26 **EAST PRESTON NEIGHBOURHOOD PLAN (EPNP) REVIEW**

Cllr Bowman reported the revised plan was currently in the hands of ADC. Cllr Bowman believed it had now been agreed a referendum was not required.

597/26 **COMMUNITY INFRASTRUCTURE LEVY (CIL) FUNDS**

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

Community Infrastructure Levy funds

Committee is asked to consider the council's Community Infrastructure Levy (CIL) funds.

To date, council has received just over £14,500 in CIL payments related to developments within the village.

There are currently two projects against which we could spend some of this money.

Firstly, extending the pavement between the Village Hall and the entrance to the Warren Recreation Ground. Council agreed this pavement should be extended by West Sussex County Council with some financial support if it helped to move the project along.

Secondly, and not discussed by council yet, some CIL money could be diverted to the creation of a community hub at 118 Sea Road if that is what council wishes.

I have been in touch with the CIL officer at ADC and she believes both proposals meet the initial criteria for a CIL project.

Tonight, I am **asking this committee to agree, on behalf of the council, it still wishes to pursue extending the pavement between the Village Hall and the entrance to the Warren Recreation Ground with some financial input if necessary. I think any actual donation would need to be agreed at Full Council.**

I am also **asking the committee to agree, in principal, to the council spending some CIL money on the creation of a community hub at 118 Sea Road.** I appreciate it may be too early to agree this, councillors' ideas of how to use 118 Sea Road may still be too disparate.

Simon Cross – **Clerk to the Council**

17th July 2026

The Clerk advised he had submitted a Community Highways Scheme application to extend the pavement in Sea Road between the entrance to the Warren Recreation Ground and the northern side of East Preston & Kingston Village Hall Foundation. This had initially been approved by the council in April 2021 (Minute 285/21, Resolution 1523) and he asked the committee, on behalf of the council, to confirm it was still happy to support this Community Highways Scheme application. The committee AGREED unanimously, on behalf of the council, it still supported this application.

The Clerk then asked committee to propose a sum of CIL funds the council could contribute towards the above pavement extension, leaving a sum of CIL funds for use in the council's new building. The committee AGREED unanimously to offer, when the time came, up to £5,000 towards the pavement extension project. Should WSCC require a larger contribution, that could be considered by Full Council at the time.

598/26 CORRESPONDENCE

The Clerk read from a letter from Kingston Parish Council concerning changes to the National Planning Policy Framework (NPPF). The Clerk agreed to circulate the letter for the committee to discuss further at its next meeting.

599/26 NEW MATTERS FOR THE NEXT MEETING (10TH AUGUST 2026)

Nothing was suggested.

The Meeting ended at 18:28.

Chairman: **Cllr Christine Bowman** Date: **10th August 2026**

(END)