



# EAST PRESTON PARISH COUNCIL

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## **PLANNING AND LICENSING COMMITTEE**

**MINUTES:** of the Committee Meeting held on Monday, 10<sup>th</sup> August 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, Steve Toney and Steven Wilkinson

**ALSO:** Clerk to the Council, Simon Cross

Mrs Sioned Vos, East Preston & Kingston Preservation Society

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 17:57.

Cllr Bowman welcomed everyone to the meeting.

### **617/26 APOLOGIES AND REASONS FOR ABSENCE**

All committee members were present.

### **618/26 DECLARATION OF PERSONAL AND/OR PREJUDICIAL/PECUNIARY INTERESTS**

|              |                                  |                                                                                                                                                                     |
|--------------|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Cllr Bowman  | Planning Application EP/68/26/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/68/26/HH | Personal: Cllr Mathias lives four doors along from the application site                                                                                             |

### **619/26 PUBLIC SESSION**

No members of the public were present.

## **620/26     ARUN DISTRICT COUNCIL (ADC) PLANNING APPLICATIONS**

Observations by 20<sup>th</sup> August 2026

- EP/68/26/HH**     Two storey front extension. New windows. New cladding to the first floor.  
8 Tamarisk Way, East Preston, BN16 2TF
- Mrs Vos said the Preservation Society would not be commenting upon this application but found it disappointing there were no details of the roofing materials nor of the balcony railings.
- One neighbour had advised the Clerk he had no problem with this proposal.
- The committee AGREED unanimously not to object to this application, but it would raise a concern similar to that mentioned by Mrs Vos, i.e. the belief ADC was not validating applications as well as it should do.

## **621/26     ARUN DISTRICT COUNCIL (ADC) PLANNING APPLICATIONS IN OTHER AREAS**

There were none to consider.

## **622/26     WEST SUSSEX COUNTY COUNCIL (WSCC) PLANNING APPLICATIONS**

There were no WSCC Planning Applications to consider.

## **623/26     LICENSING APPLICATIONS**

There were none to consider.

## **624/26     MINUTES OF THE MEETING HELD ON 27<sup>TH</sup> JULY 2026**

Draft Minutes from the meeting held on 27<sup>th</sup> July had been circulated to all councillors on 28<sup>th</sup> July asking for suggested amendments by midday on 30<sup>th</sup> July. None had been received.

The committee AGREED unanimously the Minutes could be signed as a true record of the meeting held on 27<sup>th</sup> July. Cllr Bowman duly signed the Minutes.

## **625/26     MATTERS ARISING FROM PREVIOUS MEETINGS**

None.

## **626/26     RECENT DECISIONS**

The committee NOTED the following decisions:

\* denotes Applications against which the council raised objections

- |                    |                                                                                       |                                            |
|--------------------|---------------------------------------------------------------------------------------|--------------------------------------------|
| <b>EP/30/26/HH</b> | Side extension and rear extension<br>3 Boundary Way, East Preston                     | Approved subject to Conditions (Delegated) |
| <b>EP/42/26/HH</b> | First floor rear extension<br>3 Tamarisk Way, East Preston                            | Approved subject to Conditions (Delegated) |
| <b>EP/49/26/HH</b> | Single storey extension and alterations...<br>Tuts Cottage, Manor Close, East Preston | Approved subject to Conditions (Delegated) |

**EP/51/26/HH** Proposed single storey front extension...  
Dene Cottage, 156 Sea Road, East Preston

Approved subject to Conditions (Delegated)

**EP/53/26/HH** Single-storey rear and side extension...  
4 Seaview Road, East Preston

Approved subject to Conditions (Delegated)

**627/26 PLANNING COMPLIANCE MATTERS**

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

**ENF/193/26** Alleged Unauthorised Breach of Planning Control relating to EP/121/25/PL Roof Structure  
[REDACTED], East Preston, [REDACTED]

The Planning Compliance Officer visited the premises on 6<sup>th</sup> August and then reported to the Clerk she had seen for herself the enclosed structure at the back of the premises. She reported there were also some Conditions from the Planning Permission that had yet to be discharged. She would continue to pursue all these matters.

**628/26 PLANNING INSPECTORATE APPEALS**

None.

**629/26 EAST PRESTON NEIGHBOURHOOD PLAN (EPNP) REVIEW**

Cllr Bowman reported ADC had returned the draft Neighbourhood Plan last week with comments on formatting changes and these had been worked upon by Cllr Bowman and Mrs Vos. Together with the Clerk, they would meet after the end of this meeting to have another check through. Cllr Bowman felt the end was in sight.

**630/26 TERMS OF REFERENCE**

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

## **Terms of Reference**

**Committee is asked to complete the annual review of the committee's Terms of Reference.**

The committee's current Terms of Reference are v6 which were last reviewed on 13<sup>th</sup> May 2025.

Proposed v7 follow. The Personnel Committee has agreed to a change in §3.1 for all committees, updating the Standing Order referenced. There are proposed new §§5.12 and 5.13, but they are up for discussion.

Simon Cross – **Clerk to the Council**

31<sup>st</sup> July 2026

The committee AGREED unanimously to the two additional Terms of Reference suggested by the Clerk. These were §5.12, To oversee, on behalf of the council, the Community Infrastructure Levy funds held by the council; and §5.13, When a response is required before the next monthly council meeting, to respond, on behalf of the council, to any Traffic Regulation Order consultations. These would form version 7 of the committee's Terms of Reference.

**631/26 CORRESPONDENCE**

The Clerk reported he had received no further comments on the Kingston Parish Council letter mentioned at the last meeting.

Nothing was suggested.

*The Meeting ended at 18:14.*

Chairman: **Cllr Christine Bowman** Date: **24<sup>th</sup> August 2026**

(END)