EAST PRESTON PARISH COUNCIL

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

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PLANNING AND LICENSING COMMITTEE

MINUTES: of the Committee Meeting held on Monday, 12th October 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, Steve Toney

ALSO: Clerk to the Council, Simon Cross

Mrs Sioned Vos, East Preston & Kingston Preservation Society

ABSENT: 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;

The meeting opened at 17:58.

Cllr Bowman welcomed everyone to the meeting.

759/26 APOLOGIES AND REASONS FOR ABSENCE

An apology and a reason for absence were accepted from Cllrs Moore (unwell) and Wilkinson (a prior commitment).

760/26 DECLARATION OF PERSONAL AND/OR PREJUDICIAL/PECUNIARY INTERESTS

None.

761/26 PUBLIC SESSION

No members of the public were present.

762/26 ARUN DISTRICT COUNCIL (ADC) PLANNING APPLICATIONS

Observations by 1st October 2026

EP/79/26/PL Portable toilets with decking and a 2.65m high timber screen fence to match the existing Salt Beach Kiosk, Sea Road, East Preston, BN16 1PD

Following the committee's last meeting, the Clerk had written to the ADC Planning Officer asking for an extension to the closing date for comments and explaining the committee's concerns.

The Planning Officer had replied twice. On 2nd October, she replied, "Thanks for your email. I am happy to accept an extension for deadline for Parish comments. I have received confirmation from the agent that that the toilets will be connected to the mains sewer, so will not need to be emptied. Further, accessible toilets were considered, but given the constraints of the site, they were not deemed required under this application. With regard to other points raised, I will discuss with agent and respond in due course."

On 12th October, she further replied, "The agent has confirmed that: • there is no plan to allow non customers to use the toilets, as access to the toilets is via the customer seating area; • the sauna will not be moving. Further, Env Health have been consulted and raise no objection."

Both replies were circulated to councillors as soon as possible.

Committee members remained concerned the general public would want to use the toilets and this could be a problem for the business, but it would be the business's problem.

The committee had been broadly supportive of the application all along and AGREED unanimously not to raise any objections to it.

Observations by 22nd October 2026

None

Observations by 29th October 2026

None

763/26 ARUN DISTRICT COUNCIL (ADC) PLANNING APPLICATIONS IN OTHER AREAS

There were none to consider.

764/26 WEST SUSSEX COUNTY COUNCIL (WSCC) PLANNING APPLICATIONS

There were no WSCC Planning Applications to consider.

765/26 LICENSING APPLICATIONS

There were none to consider.

766/26 MINUTES OF THE MEETING HELD ON 28TH SEPTEMBER 2026

Draft Minutes from the meeting held on 28th September were circulated to all councillors on 30th September asking for suggested amendments by the end of 1st October. None had been received.

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

767/26 MATTERS ARISING FROM PREVIOUS MEETINGS

Minute 978/23 – K/46/23/PL – Land north-east of Kingston Lane, Kingston – the Clerk reported his Kingston PC counterpart had replied to the East Preston resident with concerns about the footpath heading east from the northernmost bend in Kingston Lane and had said as the walking route described was not an officially recognised public footpath, a request to the county council to remove the blockage was no viable. Furthermore, the Kingston Clerk had advised her

council had considered this in July 2022 and had agreed it would not pursue this. However, she was prepared to ask her council if they would discuss this again.

Minute 690/26 – EP/66/26/HH – 30 Lavinia Way – Cllr Bradshaw reported he now believed the half-pipe structure was portable and therefore not a permanent structure. He had informed the Clerk of this before it had been possible to raise a compliance case.

768/26 RECENT DECISIONS

The committee NOTED the following decisions:

* denotes Applications against which the council raised objections

EP/71/26/HH * Extension to the side and infill extension to the rear…
51 Warren Crescent, East Preston
Approved subject to Conditions (Delegated)

EP/66/26/HH Single storey rear extension…
30, Lavinia Way, East Preston
Approved subject to Conditions (Delegated)

EP/86/26/NMA Non-material amendment following the grant of EP/14/26/HH relating to a change in first floor roof light position […] and amended window frame colour
Approved (Delegated)

769/26 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]

ENF/310/26 Alleged unauthorised garden structure
[redacted], East Preston, BN16 [redacted]

On 2nd October, the Planning Compliance officer had written to this council, "Having investigated this matter and visited the site, it has been established that the development in question is not considered permitted development and a planning application has been invited to regularise the development."

770/26 PLANNING INSPECTORATE APPEALS

None.

771/26 EAST PRESTON NEIGHBOURHOOD PLAN (EPNP) REVIEW

Cllr Bowman thanked Mrs Vos for her input in responding to the ADC officer's further questions which Cllr Bowman had been away. With some further alterations made by the Clerk, the Plan was closer than ever to being adopted. The Clerk said he had some more work to do on adding in hyperlinks this week, but should be able to get that done.

772/26 CORRESPONDENCE

The Clerk reported the council had received its Community Infrastructure Levy (CIL) payment letter for the period covering 1st October 2025 to 31st March 2026. The council had received no money for this period, leaving the council's CIL fund at £14,630.22.

The committee had also been made away of plans by Places for People to install a parcels delivery locker on land towards the eastern end of St Mary's Drive. Plans had been circulated to the committee with the intention the proposal be discussed at this meeting. The Clerk had been in touch with Places for People and had expressed concern Places for People only planned on consulting with its own residents and two other properties at the eastern end of St Mary's Drive, one the WSCC

former Children & Family Centre, the other an empty bungalow seeking a new tenant. On 7th October, the Clerk's contact at Places for People advised of the 38 responses received at that point, 31 had been against the scheme and Places for People had decided not to proceed. The Clerk had informed the committee of this. Meanwhile, the Clerk had also contacted Neil Crowther, ADC Group Head of Planning and Building Control, asking whether ADC had been approached by Places for People about this proposal and whether he thought such a locker would require planning permission; no reply received.

773/26 NEW MATTERS FOR THE NEXT MEETING (26TH OCTOBER 2026)

None.

The Meeting ended at 18:14.

Chairman: Cllr Christine Bowman Date: **23rd November 2026**

(END)