



EAST PRESTON PARISH COUNCIL

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15th June 2020

Dear Councillor and Parishioners

PLANNING AND LICENSING COMMITTEE

NOTICE IS HEREBY GIVEN AND COUNCILLORS ARE SUMMONED to a Meeting of the above Committee to be held on **Monday, 22nd June 2020** via the Zoom remote meeting application commencing at **18:00**. Details for the Zoom meeting will be provided upon request.

Members of the public have the right to attend and may speak for up to fifteen minutes at the beginning of the meeting.

Yours sincerely

Simon Cross
Clerk to the Council

To: All Members of the Planning and Licensing Committee.

A G E N D A

1. Introductions, to include a rollcall of councillors and officers present.
2. Annual Appointment of the Chairman of the Planning & Licensing Committee.
3. Annual Appointment of the Vice-Chairman of the Planning & Licensing Committee.
4. Apologies and Reasons for Absence.
5. Members and Officers are reminded to make any Declarations of Personal and/or Prejudicial Interests that they may have in relation to items on this Agenda.

Notice should be given at this part of the Meeting of any intended Declaration. The nature of the interest should then be declared later at the commencement of the item or when the interest becomes apparent. If the interest is Prejudicial, the Member should state whether he or she will be exercising the right to speak on the Application.

6. A **Public Question Time** of up to fifteen minutes. This question time is the only opportunity for the Public to speak during the meeting. Members of the public are asked to introduce themselves and restrict comments to topics on the Agenda only.
7. To consider Planning Applications on the Weekly List of Statutory Notices received from Arun District Council (ADC). (The running order of this item may change at the discretion of the Chairman in order to accommodate any members of the public in attendance.)

Observations by 25th June 2020

- EP/55/20/HH** Single storey rear extension
49 Somerset Road, East Preston
- EP/56/20/HH** New garage
2 Golden Avenue, East Preston

Observations by 2nd July 2020

None

Observations by 9th July 2020

- EP/57/20/HH** Loft conversion with side dormer and hip to gable extension to rear
32 Vermont Drive, East Preston, BN16 1LA

Observations by 16th July 2020

- EP/67/20/PL** 1 No. detached house & formation of associated new access
Land adjacent to 45 The Ridings, East Preston, BN16 2TW

8. To consider Planning Applications received from West Sussex County Council (WSSCC).

None

9. To consider Licensing Applications received from Arun District Council (ADC) or West Sussex County Council (WSSCC).

None

10. To carry out the Annual Review of the Terms of Reference of the Planning & Licensing Committee.

11. To approve the Minutes of the Meeting held on 9th March 2020.

12. To receive an update on any matters from previous meetings.

13. To note advice of Decisions made by Arun District Council (ADC).

* denotes Application against which the council raised objections

- EP/158/19/HH** Demolition of existing garage & outbuildings. Alterations to external materials...
The Breakers, 29 Tamarisk Way, East Preston

Withdrawn

- EP/3/20/PL** Erection of a cast iron lamp post to match the existing lampposts on the Village Green,
and attachment of 3 No. CCTV cameras to post
Village Green, Sea Road, East Preston

Approved subject to Conditions

EP/5/20/HH	Single storey side extension (The application may affect the setting of a Listed Building) 15 Nursery Close, East Preston	Approved subject to Conditions
EP/16/20/HH	Remove existing thatch roof and replace with tile roof, removal of chimney and recladding of some existing walls 9 South View, East Preston	Approved subject to Conditions
EP/18/20/HH	Erection of a wall... 4 Seaview Road, East Preston, BN16 1LX	Refused
EP/22/20/HH	Single storey front extension and porch to front Mariners House, South Strand, East Preston, BN16 1NY	Approved subject to Conditions
EP/32/20/HH	Single storey rear infill extension 82 North Lane, East Preston, BN16 1HE	Approved subject to Conditions
EP/42/20/CLP	Lawful development certificate for a single storey side extension... 2 The Croft, East Preston Planning Permission not required	
EP/43/20/T	Fell 1 No. Lime tree Preston Hall, Timberley, The Street, East Preston	Approved subject to Conditions

14. To note any compliance matters.

ENF/385/18	Alleged Unauthorised Breach of Condition in Respect of Roof Materials 11 Beechlands Close, East Preston, BN16 1JT	“Further to my previous communications, I can now advise that, following the replacement of the roof tiles, the Breach of Condition Notice has been complied with and the breach of planning control has now ceased. No further action is required and the case will be closed.” (letter dated 19 th May 2020)
ENF/127/20	Alleged Unauthorised Changes to Front Garden 10 Copse View, East Preston, BN16 1AY	“Your concerns regarding the possible breach of planning control at the above address have been noted and registered for further investigation.” (letter dated 8 th June 2020)

15. To note any Planning Inspectorate appeal updates.

3244501	Hip To Barn Hip Extension & Single Storey Rear Extension 2 Hillview Crescent, East Preston, BN16 1RD	(as of 15 th June, not yet decided)
4000721	Application For Variation Of Condition No.2 Imposed On Planning Permission EP/52/18/PL Relating To Amended Internal Layout & External Appearance Of Plots 4, 5, 6 & 7 And Alterations To External Layout And Landscaping Scorton, 9 Lime Tree Close, East Preston, BN16 1JA	(as of 15 th June, not yet decided)

16. To consider any matters related to the East Preston Neighbourhood Plan.
17. To receive any update on the Areas of Special Character in East Preston.
18. To receive a report on a meeting between the Clerk and Martyn White, ADC Conservation Officer.
19. To note and/or consider the following correspondence:
 - a) any urgent correspondence received since the publication of this Agenda.

This meeting is open to the public. Members of the public are asked to be present five minutes before the start of the meeting.

Terms of Reference

Committee is asked to carry out the annual review of the committee's Terms of Reference.

Terms of Reference for Planning and Licensing Committee version 3

1. Constitution

- 1.1. The Planning and Licensing Committee is constituted as a committee of the East Preston Parish Council.
- 1.2. The committee's terms of reference may be amended at any time by the council. Minor amendments can be made within the committee itself.
- 1.3. The committee may from time to time investigate, discuss or review matters outside its terms of reference if required to do so by the council.

2. Authority

- 2.1. The committee is authorised by the council to manage any activity within its terms of reference.
- 2.2 The committee is authorised to respond on behalf of the council to any Planning Applications received from Arun District Council and West Sussex County Council.
- 2.3 The committee is authorised to respond on behalf of the council to any licensing applications received from Arun District Council and West Sussex County Council.
- 2.4 The committee is authorised by the council to obtain external legal or other professional advice and to secure the attendance of anyone it considers has relevant experience, expertise or knowledge with the agreement of the Chairman of the Council and the Chairman of the Finance & General Purposes Committee.
- 2.5 The Chairman of the Committee is authorised by the council to make a determination on simple applications to enable a meeting to be cancelled when only one application is on the agenda.
- 2.6 Following a decision not to object to an Application, should the Clerk feel that there has been significant new public correspondence; the Clerk should contact all committee members to advise them of the correspondence and seek their opinions. After considering the opinions of committee members, the Chairman of the committee, with the Clerk, may then overturn a decision not to object.

3. Membership

- 3.1. The Committee shall be appointed by the Council from amongst its members and shall consist of not fewer **than three members and not more than five**. In accordance with Standing Order 13(a)(vii), the Chairman and Vice-Chairman of the Council may attend this committee and exercise their right to speak and to vote.
- 3.2. The Committee shall elect a Chairman for the municipal year at its first meeting in every year ~~and confirm its programme of meetings for the year, which shall have been settled in the previous calendar year.~~
- 3.3. The Clerk of the Council is Secretary to the Committee.
- 3.4 ~~Where there are more councillors willing to sit on a committee than spaces available, the Chairman of the Council and incumbent Chairman of the Committee, should agree to one of those extra councillors becoming the committee's official substitute.~~

Where it is necessary to include a substitute councillor, because of known absence or a conflict of interest, the official substitute should be approached first. Where that councillor is also unavailable or the committee does not have an official substitute, the Chairman of the Committee and the Clerk should agree between them the order in which to approach other councillors.

The maximum number of substitute councillors at any one committee meeting should be three (for committees of seven members) or two (for committees of five members). (added by Full Council on 4th November 2019, Minute 946/19, Resolution 1372)

4. Meetings

- 4.1. Meetings shall be held as necessary by the Clerk and the Chairman.
- 4.2. Additional meetings may be called by the Council or by the Chairman of the Committee.
- 4.3. The quorum necessary for the transaction of the business of the Committee shall be at least one half of the members or not less than 3.
- 4.4. After any evening meeting, regardless of the venue, the Chairman and / or Vice-Chairman of the Committee must stay with the Clerk or Assistant Clerk until he or she has locked up the whole of the venue, as necessary. (added by Full Council on 4th November 2019, Minute 946/19, Resolution 1373)

5. Responsibilities

- 5.1. To ensure the Council receives full details of all planning applications received by Arun District Council (ADC) and West Sussex County Council (WSCC) relating to the parish of East Preston.
- 5.2. To ensure the Council receives full details of all licensing applications received by Arun District Council (ADC) relating to the parish of East Preston.
- 5.3. To ensure that proper procedures are in place to guide responses to planning applications.
- 5.4. To give prior notification of planning applications on current weekly lists received from ADC to be considered by the Planning and Licensing Committee at each meeting.
- 5.5. To consider representations made by residents of East Preston and the general public and respond to issues raised on specific applications.
- 5.6. To assess planning applications to ensure they have regard to the East Preston Neighbourhood Plan, ADC Local Plan and West Sussex County Council Structure Plan 2001-2016, East Preston Village Design Statement together with Statutory Provisions and the National Planning Policy Framework.
- 5.7. To make publicly available council responses and representations to applications including use of the Parish Council website.
- 5.8. To attend ADC Development Control Committee (DCC) meetings as necessary to make representations and present the council's considerations and comments on specific applications.
- 5.9. To participate in the consultation and preparatory stages in the process of determining local development plan policies by providing local information and local needs and requirements.
- 5.10. To attend any training deemed reasonable by the committee.
- 5.11. To attend any site inspections arranged by ADC DCC as appropriate.

6. Reporting Procedures

- 6.1. The business of the committee shall normally be reported in writing to the council meeting following the committee meeting, and the Minutes considered at the next committee meeting.
- 6.2. To report back regularly to Full Council planning notifications that the committee considers have identified specific issues in regard to local needs and environmental impact.

Adopted 22nd June 2020