



PLANNING & INFRASTRUCTURE (PI)

TERMS OF REFERENCE

Role

The role of the Planning & Infrastructure committee is to oversee all aspects of planning, housing & commercial properties, infrastructure, highways, transport & traffic, flooding, green & open spaces, the environment, licensing, Angmering Conservation Area and the South Downs National Park.

Objectives

The purpose of this committee is to;

- Represent APC as a planning consultee ensuring full use of NHP
- Coordinate APC response to consultations relating to planning and infrastructure
- Monitor infrastructure needs of the parish i.e. schools, surgeries
- Contribute to APC CiL project plan
- Deliver areas of the APC Business Plan
- To consider issues relating to roads, footpaths, PROW's, cycle paths, parking, verges, and vegetation,
- To consider all issues relating to transport including public transport.
- To monitor issues relating to built up area boundary, housing allocation numbers, proposed developments and the Angmering Conservation area
- To monitor issues of flooding within the parish and make representations to the appropriate authorities to address the situations
- To oversee the preservation of allocated green spaces within the Neighbourhood Plan and identify any other areas for consideration.
- To ensure that the Parish Councils wish to protect the environment is enacted particularly with reference to dark night skies & light pollution policies, Tree Policy and Biodiversity Net Gain.
- To work with the South Downs National Park Authority and look to improve access for residents living south of the A27
- To monitor issues relating to the Angmering Conservation Area and to work with the Conservation Area Officer to update and improve the Conservation Area
- Monitor and review Neighbourhood Plan & associated policies as required
- To be aware of all planning issues and changes as directed by Government.

Membership

At the AGM in May a new committee will form with a minimum of 6 and maximum of 8 Councillors, with a quorum of 3 at each meeting.

Members of the community can be co-opted onto the committee but cannot vote. Co-opted members cannot exceed Councillors at any committee or working group meeting.

Meetings

The committee will meet every 3 weeks.

The committee can form a Working Group to undertake a specific project, with clear objectives and end date. They will report non-binding recommendations back to P&I committee for discussion, agreement and actions.

Glossary

APC – Angmering Parish Council

NHP – Neighbourhood Plan

CiL – Community Infrastructure Levy

PROW – Public Right of Way



Established 1894

Angmering Parish Council

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MINUTES OF THE MEETING OF THE PLANNING AND INFRASTRUCTURE COMMITTEE HELD IN THE KING SUITE, ANGMERING VILLAGE HALL ON TUESDAY 29 APRIL 2025 AT 7.30PM

- Committee:** Sylvia Verrinder (Chair)
Paul Bicknell, John Oldfield, Norma Harris, Carey Bennett and Nikki Hamilton-Street (as Chair of APC)
For the meeting to take place 3 committee members need to be present, this is known as quorum and is a legal requirement.
- Present:** Councillors; Sylvia Verrinder, John Oldfield, Norma Harris, Carey Bennett and Nikki Hamilton-Street
- In attendance:** Tracy Lees, Committee Clerk
- Acronym:** Planning and Infrastructure Committee: PI; Angmering Parish Office: APC; West Sussex County Council: WSCC; Arun District Council: ADC; South Downs National Park: SNDP; Conservation Area: CA; Environment Agency: EA; AFAS: Angmering Flood Alleviation Scheme. Construction Management Plan: CMP;

AGENDA ITEM	MINUTE NO.		ACTION FOR
1	24/312	APOLOGIES FOR ABSENCE Apologies were received and approved for Cllr. Bicknell.	
2	24/313	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. None.	
3	24/314	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee from Tuesday 8 April 2025 were agreed by all and signed by the Chair.	
4	24/315	THE CHAIRS REPORT ON ANY MATTERS OF INTEREST AND THOSE OUTSTANDING FROM THE PREVIOUS MEETING, BUT NOT INCLUDED ON THIS AGENDA. TO ALSO INCLUDE AN UPDATE ON THE STATUS OF THE ACTION LIST. A copy of the Chairs report had previously been sent to all committee members and was accepted with no questions being asked. The report was also uploaded onto the APC website. No questions were asked.	

The Chair added the following **Additional items**:

- A) Applications Withdrawn at the applicant's request:
- **A/21/25/S73** – Shrublands – Re-wording of conditions
 - **A/219/24/DOC** – Shrublands – Conditions 28/29 Drainage
 - **A/33/25/T** – Beech Glade, 4 Blue Cedars Close. – Felling of Monterey Pine.
- B) Planning Permission not required:
- **A/31/25/CLP** – 1 Nursery Road – single storey extension.
- C) Application **A/39/23/PL**
 At the ADC Planning Meeting on 18th March 2025, this application was heard and deferred. This is the application relating to the Land West of Brook Lane and South of the A259. Demolition of existing buildings and construction of a Commercial Development. There were two reasons for refusal, put forward by officers, one of which related to the site falling within the flood zone and the inappropriate nature of the flood compensation and the interaction between this and the drainage strategy. The Committee Resolved that the application be Deferred to allow officers to review the implications of the newly published flood maps by the Environment Agency in relation to the application. APC had no objection to the initial application but did make comment regarding the flooding of the site. There were no questions or comments.
Action: Would the Clerk try to obtain a copy of the said newly published EA flood maps relating to Angmering.
- D) Application **A/37/25/AOO** – Land North of Water Lane.
 At a meeting on 25th April 2025 this application was heard, part approved, and part refused. The refusal relates to the Green Open Space, whilst the part Approved relates to the LEMP.

Action List

Weavers Hill - Extension to the Conservation Area

At the last P&I meeting the Clerk was asked to write to the Karl Roberts, Conservation Officer, at ADC to progress this addition. This is the reply that has been received: *"Work is progressing on the production of the appraisal. I have been working on this alongside some other appraisals, and my normal workload. The key dates we have been given for reorganisation/devolution are some way off – 2027/28, and this appraisal will be completed prior to that.* So it is really a case of us now waiting and hoping this will be finalised prior to the 2027 Local Council Election.

5 24/316 PUBLIC CONSULTATION

No members of the public were present, and no questions were sent in.

To consider Arun District Council File Lists 217, 218 and 219 of 2025:

FILE LIST 217: Observations to Arun District Council by 3 May 2025

<p><u>A/32/25/L</u></p> <p>Listed building consent for proposed external works to replace sections of rotten shiplap cladding with identical boards to match the existing structure, minor repairs to corner posts that have experienced rot. Within porch area, rotted non original plywood to be replaced with shiplap cladding identical to building, existing guttering and downpipes cleaned and re-hung. External walls repainted to current white and black colours. Internal works restoring original layout of the Gratwicke building - removal of the existing toilets, replaced with installation of two new toilets in current kitchen area, existing kitchen soil and water pipes repurposed for new toilet facilities, existing floor to be carpeted, remove and replace ceilings, upgrade electrical system to include new fuse board, replacement of all internal doors with traditional wooden panel doors, painted white.</p> <p>DECISION: No Objection</p> <p>COMMENT: APC P&I welcomes the effort being made to bring this listed building back to its original form and use.</p> <p>The Chair said that as this building is listed it will be added to the Angmering List.</p>	<p><u>ADDRESS</u></p> <p>Gratwicke building Ham Manor Golf Club West Drive Angmering</p>
<p><u>A/55/25/DOC</u></p> <p>Approval of details reserved by condition imposed under reference A/44/24/PL relating to condition number 9 Construction Management Plan (CMP), condition number -13 - internal noise levels and condition number 15 external noise levels.</p> <p>Already Approved</p> <p>It must be noted that this application, according to the presented documents, relates to the 4-bedroom dwelling (Gate House) abutting Arundel Road and not the other proposed 7 dwellings also on site.</p>	<p><u>ADDRESS</u></p> <p>Wilmington Arundel Road Angmering</p>

FILE LIST 218: Observations to Arun District Council by 11 May 2025

<p><u>A/51/25/HH</u></p> <p>Demolition of existing single garage and construction of new side extension.</p>	<p><u>ADDRESS</u></p>
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<p>DECISION: No Objection COMMENT: APC feels that this extension will have no harmful effect on the property or surrounding area provided that the design and materials is in keeping with the main building and those around.</p> <p><u>A/53/25/HH</u> Single story side extension. DECISION: No Objection COMMENT: APC feels that this extension will have no harmful effect on the property or surrounding area provided that the design and materials is in keeping with the main building and those around.</p> <p><u>A/58/25/DOC</u> Approval of details reserved by condition imposed under reference A/224/23/RES relating to condition number 3 - schedule of materials and finishes. DECISION: No Objection COMMENT: It is understood, in accordance with the presented documents, that this application relates to the development of 7 dwellings and not the separate 4-bedroom house abutting Arundel Road also known as "Gate House". APC would ask that a sample of the materials to be used, is presented to ADC Planning for their approval.</p>	<p>33 Merryfield Crescent Angmering</p> <p><u>ADDRESS</u> 37 Old Worthing Road Angmering</p> <p><u>ADDRESS</u> Wilmington Arundel Road Angmering</p>
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FILE LIST 219: Observations to Arun District Council by 16 May 2025

<p><u>A/64/25/DOC</u> Approval of details reserved by condition imposed under reference A/44/24/PL relating to condition number condition 12- external lighting. DECISION: No Objection COMMENT: Whilst APC has no objection to this application, clarity is required that it only relates to the separate 4-bedroom dwelling (Gate House) that abuts Arundel Road. APC would therefore expect that a similar application would be presented for the other 7 dwellings as shown on the presented plans.</p>	<p><u>ADDRESS</u> Wilmington Arundel Road Angmering</p>
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7 24/318 **PLANNING APPLICATIONS NOT ON A WEEKLY LIST**
None.

8 24/319 **WEST SUSSEX COUNTRY COUNCIL PLANNING APPLICATIONS**
None.

- 9 **24/320 SOUTH DOWNS NATIONAL PARK PLANNING APPLICATIONS**
None.
- 10 **24/321 PLANNING DECISIONS – NOT APPROVED/REFUSED**
None.
- 11 **24/322 LICENSING MATTERS**
None.
- 12 **24/323 CONSERVATION AREA REPORTS**
Update received in agenda item 4 regarding the Action List.
- 13 **24/324 SOUTH DOWNS NATIONAL PARK MATTERS**
Next planning meeting is to be held on 8th May 2025 - the agenda has been published and there are no applications or matters affecting Angmering.
- 14 **24/325 COMPLIANCE**
The Chair gave the following update:
ENF/267/23 - 8 Meadowside – Fencing. Part compliant, Remaining row of panels still to be removed at the front of the property this is an ongoing case. No further updates.
Action: The Clerk to find out the current situation and the cause of the delay. KH
- 15 **24/326 APPEALS**
The Chair gave the following update:
Broadlees 20 dwellings Dappers Lane - PINS Ref APP/C3810/W/24/3358077
Application A/133/24/RES was Refused by ADC on 3rd February 2025. Approval of reserved matters (appearance, landscape, layout, and scale) following outline consent A/153/22/OUT. This application is in CIL Zone 2 and is CIL Liable as new dwellings. Awaiting the date and location of the appeal.
- 16 **24/327 CORRESPONDENCE**
We have received an e-mail from WSCC regarding the current situation of the three TRO's applied for:

ARN2304 – Dappers Lane – 20mph: When the final quote for the work is received, this will be on the first programme of the new financial year.

ARN2401 – Station Road – Nr the Station: Awaiting the result of the public consultation (which is now closed) from the TRO Legal Team

ARN2404 – Water Lane/Station Road/The Square – Parking outside shops: Still awaiting the date for the Public Consultation.

The Highways Action List, agenda item 17, has been updated.
- 17 **24/328 HIGHWAYS MATTERS**
The Chair talked through the updates on the Highways Concerns spreadsheet which was sent out to all committee members in the supporting papers prior to the meeting.

The Chair reported that in relation to the flooding on Station Road it is understood that the dwellings in that area do not have mains drainage and

therefore do not contribute to the flooding which could be caused by possible blockage of the drainage system on both sides of Station Road from Greenwood Drive to The Blue Star Roundabout. This situation will be monitored when there is another bout of heavy rainfall. It is also understood that WSCC will now only be clearing drains twice a year instead of 4 times per year.

18 24/329 ARUN DISTRICT COUNCIL PLANNING COMMITTEES

Planning Committee Meeting

Next meeting is on 8 May 2025 at 2pm

The agenda now published, there are no applications affecting Angmering.

Planning Policy Committee

Next meeting is on 12 June at 6pm 2025 – awaiting the agenda

Meetings are held at the Council Chamber, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF.

19 24/330 MATTERS REQUIRING CONSIDERATION AT FUTURE MEETINGS OF:

1. This Committee:

None.

2. Full Council:

None.

Before the meeting concluded Cllr. Hamilton-Street congratulated the Committee regarding the installation of the new roundabout on the A280. This was only installed because APC requested it when it was discovered it was never part of the plan for the A280.

The Chair finished off the meeting by saying the following:

As this is the last meeting of this Council Year, I would like to thank all of you for your comments and support during the last year. I know that 2025/2026 is going to be a very busy year with the advent of Devolution and Re-organisation. It is currently unknown just how much this is going to affect not only Planning but also the whole Council and District. I feel sure that whatever is thrown at us we will continue to do our utmost for the good of the Parish and our residents. I also wish you all the best in the new Council Year 2025/2026.

Cllr. Bennett thanked the Chair for all she had done, all agreed.

DATE OF NEXT MEETING

The Committee's next meeting is on **Tuesday 20 May 2025** at 7.30pm, King Suite, Angmering Village Hall.

The meeting concluded at **19:55**.

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Chairman

Date.....



Planning & Infrastructure Committee Chairs Report 20th May 2025

1) **Future Dates of Authority Planning Committees**

Applications and matters that could affect Angmering

Members are requested to view the following agendas, planning matters and websites, then make comment where necessary.

Authority & Committee		Next Date 2025/26	Comment
ADC	Planning	11 th June	Awaiting Agenda
ADC	Planning Policy	12 th June	Awaiting Agenda
SDNP	Planning	10 th July	Awaiting Agenda
WSCC	Planning & Rights of Way	21 st May	This meeting is cancelled due to lack of content the next meeting is on 10 th June 2025.
WSCC	Community, Highways & Environment Scrutiny	23 rd June	Awaiting Agenda.

2) **Applications**

There were no planning applications for Angmering that are either part approved, refused, withdrawn or did not require permission since the last Planning & Infrastructure meeting.

3) **NALC Climate Emergency Network**

On 9th May 2025 I attended this meeting online. A very interesting meeting regarding Flooding and development on landfill sites. A report of this meeting will be forwarded as soon as possible.

Sylvia G M Verrinder

Councillor Sylvia Verrinder TD

Chair: Planning & Infrastructure Committee 2024/2025

Angmering Parish Council

Michael Elkington

Head of Planning Services

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County Planning

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To All Consultees
BY EMAIL

8 May 2025

Dear Sir/Madam

**TOWN AND COUNTRY PLANNING ACT 1990
TOWN AND COUNTRY PLANNING (DEVELOPMENT MANAGEMENT PROCEDURE)
(ENGLAND) ORDER 2015
APPLICATION MADE UNDER REGULATION 3**

Application Number	WSCC/012/25
Location	The Angmering School, Station Rd, Angmering, BN16 4HH
Proposal	Installation of two new external canopies.

With reference to our correspondence about the above application, I can now advise that it has been granted planning permission subject to conditions.

Details are available on our website:

<https://westsussex.planning-register.co.uk/planning/display/WSCC/012/25>

Yours faithfully

Tyra Money
County Planning
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