



Established 1894

Angmering Parish Council

The Corner House
The Square
Angmering
West Sussex, BN16 4EA

Telephone/Answerphone 01903 772124

E-mail: admin@angmering-pc.gov.uk

Website: www.angmeringparishcouncil.gov.uk

MINUTES OF THE MEETING OF THE PLANNING AND INFRASTRUCTURE COMMITTEE HELD IN THE KING SUITE, ANGERING VILLAGE HALL ON TUESDAY 28 MAY 2024 AT 7.30PM

Committee: Sylvia Verrinder (Chair)
Paul Bicknell, John Oldfield, Norma Harris, Bill Hall, 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, Bill Hall, John Oldfield, Norma Harris, Paul Bicknell, 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	24/001	ELECTION OF THE CHAIR Cllr. Oldfield nominated Cllr. Verrinder to be Chair. This was seconded by Cllr. Bicknell and unanimously agreed. Councillor Verrinder thanked the Committee for their nomination and support and said that she would continue to do the best she could to support of the P&I team, the Parish Council, and the residents of Angmering. She then expressed that this will be another very busy year for P&I, with much work still to do with regards to: - <ul style="list-style-type: none">• The result of the General Election and how it will/may affect Angmering,• The ADC Local Plan Review (Direction of Travel Document)• The South Downs National Park Local Plan Review• Angmering's Neighbourhood Plan Review• Any further major developments still to be placed on this table. The Chair then thanked former members of the Committee for their support and application comments and wish them well for the future. She then welcomed Councillor Carey Bennett to the Committee.	

Before moving on to the next item the Chair said that to the best of her knowledge, fire safety/emergency evacuation procedures have never taken place at Parish Council Meetings. She felt that in view of an incident that previously happened such procedures should be undertaken at the start of a meeting. With the agreement of the Committee, she went on to say:

"Should there be a fire or other emergency where we must evacuate the building, the first route of escape is via the patio doors in the King Suite. Should these be blocked then it is via the entrance door to this hall or through the door to the kitchen which will take you into the children's play area. All routes are signed to the Village Hall Car Park where you are to assemble". The Clerk/Fire/Emergency Warden is to ensure the evacuation of the entire building whilst contacting the emergency services. The Chair felt that this procedure should be carried out at all meetings where members of the public are present.

- 2 **24/002 ELECTION OF THE VICE CHAIR**
Cllr. Hamilton-Street nominated Cllr. Hall to be Vice Chair. This was seconded by Cllr. Bicknell and unanimously agreed.
- 3 **24/003 TERMS OF REFERENCE**
Cllr. Bicknell apologised that he had not looked at the document. A short conversation took place but no questions were asked or changes requested. Therefore the terms of reference were agreed.
- 4 **24/004 APOLOGIES FOR ABSENCE**
None.
- 5 **24/005 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA.**
None.
- 6 **24/006 APPROVAL OF MINUTES**
Approval of the minutes of the meeting of the committee from **Tuesday 7 May 2024** were agreed by all and signed by the Chair.
- 7 **24/007 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.

The following additional items were added:

- The WSCC Planning and Rights of Way committee meeting to be held on 11th June has been cancelled.
- **The Kingston Parish Development** to which APC supported the objection has been "Call-in" but was not accepted by the Secretary of State. It would be interesting to know the reason(s) why.

- Information has been received that there is to be a briefing of the “**Local Nature Recovery strategy**” (LNRS) which is to be held in West Sussex on 11th June 6-7pm – venue to be confirmed. Any P&I Councillor interested in attending this, please let Katie know.
- Information has been received that the **SDNP Design Guide** has been shortlisted for this year’s Royal Town Planning Institute (RTPI) Awards. Along with the ADC Design Guide this will give us useful information when making comments on presented applications in either Local Planning area that Angmering sits in. APC P&I wish the SDNP all the best for the award.
- It has been brought to our notice that the developer of the Golfers Lane (Fairways Gardens) site is proposing to ask ADC for a S73 adjustment to their agreement to remove the Affordable Homes from the Approved Agreement. APC awaits the publication of this application.

Application A/63/24/HH Air Source Heat Pump – Acacia Crescent. This application was heard at ADC on 24th May 2024 and approved as the boundary around the property was changed and now includes the pump. APC objected to this application as the pump was then outside the declared property boundary. This was discussed and suggested that APC write to the planning officer/development management committee to ascertain if, with the change of boundary, some form of fencing will be constructed to preserve the safety of the pump and to address the former concerns APC had in their objection with regard to health and safety and public right of way.

8 24/008 **PUBLIC CONSULTATION**

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

Cllr. Hamilton-Street raised the concerns of the committee that with all the ongoing highways work by various agencies causing disruption and delay to motorists and residents of Angmering along the two main routes through the village (Station Road to Water Lane, Roundstone Lane to Arundel Road) and their connecting routes, that there appears to be no form of co-ordination between these agencies to lessen the impact they collectively have on these highways and residents. It must be noted that some agencies do notify the Parish Office of their intention to carryout necessary work and road closures, which means residents are forewarned, however there are a few who do not, and this adds to the chaos and frustration that ensues. The Clerk is requested to write to the Highways Agency to explain the situation and frustration caused and to ask for some form of co-ordination plan with all these agencies be designed. This is very necessary to Angmering during the mass development that is likely to continue for the next 5-10 years.

Action: The Chair will speak with the Clerk to compose a letter to WSCC Highways.


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To consider Arun District Council File Lists 169, 170 and 171 of 2024:

FILE LIST 169: Observations to Arun District Council by 31 May 2024

<p><u>A/74/24/HH</u> Garage conversion DECISION: No Objection COMMENT: As this property has two designated parking spaces at the rear of the property and is in a purpose-built parking area, APC supports this construction. However, with the loss of one parking space, and in accordance with ADC Policy TSP1 and DDMI (3). the remaining space must be retained for its designated purpose, which is to provide carparking space only, Parking on the highway should be avoided as this would result in inconvenience, and thereby detrimental to residential amenity and potential harm to the safety of other highway users. The possibility of parking on the highway would also conflict with Aruns Parking SPD and Part 1 of the Arun Design Guide.</p>	<p><u>ADDRESS</u> 23 Rowan Way Angmering</p>
<p><u>A/62/24/DOC</u> Approval of details reserved by condition imposed under reference A/227/21/OUT relating to conditions 5 – construction management plan, 9 - acoustic assessment, 12- foul drainage system, 13 - surface water drainage scheme, 14 - works to watercourses, 15 - maintenance and management of surface water drainage system, 19 - construction environmental management plan, 22 - Landscaping strategy and 25 - fire hydrants. DECISION: Objection COMMENT: Condition 5 – CMP - Objection APC has objected to this condition as: -</p> <ul style="list-style-type: none"> • the anticipated site programme needs updating. • There is no indication as to how the developer will manage deliveries without blocking the road particularly the exit from the A27. • APC feels that the plans for washdown is unclear with regard to the runoff location. • There is no plan or indication as to the numbers and types of vehicles to be used nor to the frequency of their movement and deliveries. • Arundel road is a main commuter route through Angmering with St Margaret's School close by, therefore APC suggests that the movement of HGV at this busy time should be considered outside commuter times to lessen the impact of 	<p><u>ADDRESS</u> Wilmington Arundel Road Angmering</p>

<p>disruption and unnecessary hold ups. It must be noted that Arundel Rd becomes a one lane highway during school drop of/pick up times.</p> <ul style="list-style-type: none"> • The route to/from the site must be via the A27 only and not through the village residential connecting routes to Arundel Road, the village centre (Conservation Area) and south along Arundel Road which in itself and due to the increased traffic has become a one lane highway due to parking. It must be noted that the two main routes through the village have been designated "Unsuitable for HGV" and are signed. <p>APC supports the objection comments by Environmental Health regarding the lack of detail as to how noise and/or emissions will be controlled.</p> <p>9 – Acoustics –No Objection APC supports the comments by Environmental Health.</p> <p>12- Foul Drainage System, 13 - Surface Water Drainage Scheme, 14 - Works to Watercourses, 15 - Maintenance and Management of Surface Water Drainage System, - Objection APC reserves the right to comment when the Drainage Engineers report on these conditions has been published, it is noted that surface water drainage is to the northwest of the site but there is no indication as to where this is to drain to nor how it is to be maintained.</p> <p>19 - Construction Environmental Management Plan (Ecological Mitigation & Enhancement Strategy) – No Objection Has this gone far enough to cover the additional 10% Biodiversity Net Gain requirement.</p> <p>22 - Landscaping Strategy – No Objection APC supports the landscaping and soft landscaping plan but asks does this meet the additional 10% Biodiversity Net Gain requirement.</p> <p>25 - Fire Hydrants. – No Objection APC supports the concerns by WSFRS that the required number of fire hydrants will be placed as stated in the plan.</p> <p><u>A/72/24/DOC</u> Approval of details reserved by condition imposed under reference A/184/21/PL relating</p>	<p><u>ADDRESS</u> Land South of</p> 
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<p>to condition 4 - landscape and ecological management plan.</p> <p>DECISION: Objection</p> <p>COMMENT: There is no indication that an Environmental Permit has been applied for or granted.</p> <p>There are no comments published from any ADC Officer nor from the Flood Authority.</p> <p><u>A/75/24/DOC</u></p> <p>Approval of details reserved by condition imposed under reference A/168/21/PL relating to conditions 18 - surface water drainage scheme and 19 – maintenance and management of surface water drainage scheme.</p> <p>DECISION: Objection</p> <p>COMMENT: Correspondence has been received from our resident adviser to whom APC is working with and will be added as an objection to the portal by APC. All present have read and agree. The document can be found alongside the minutes on the APC website.</p> <p>There is currently a Stop Notice and Enforcement Notice applied to the continued construction of this site.</p> <p>As there is no ADC Drainage Engineer's report, APC reserves the right to comment again once the Drainage Engineers Report has been published. It has been brought to APC's notice that the former applications relating to Conditions 18 (A/49/23) and 19 (A/254/22) which were refused by ADC are being appealed. APC now awaits notification of the appeals.</p> <p><u>A/76/24/DOC</u></p> <p>Approval of details reserved by condition imposed under reference A/11/23/PL relating to condition 12 - surface water drainage scheme.</p> <p>DECISION: Objection</p> <p>COMMENT: It is understood that prior to commencement of construction there is to be a site wide drainage survey on this site. Therefore, APC reserves the right to comment once the Drainage Engineers Report has been published.</p>	<p>Water Lane Angmering</p> <p><u>ADDRESS</u> Land south of Littlehampton Road and east of Worthing Road Angmering</p> <p><u>ADDRESS</u> BMW House, Chandlers Garage Ltd Water Lane Angmering</p>
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FILE LIST 170 – Observations to Arun District Council by 7 June 2024

<p><u>A/68/24/HH</u></p> <p>Conversion of part of garage to form study.</p> <p>DECISION: No Objection</p>	<p><u>ADDRESS</u> 4 Sage Place Angmering</p>
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<p>COMMENT: Previous attempts to change this garage to living quarters were refused by ADC as it considered that there is insufficient space available for such parking on the highway, which would result in inconvenience and thereby detrimental to residential amenity and potential harm to the safety of other highway users. Whilst APC has no objection to this conversion it must be noted that APC still feels that the possibility of parking on the highway would conflict with Aruns Parking STD and Part 1 of the Arun Design Guide.</p> <p><u>A/83/24/HH</u> Two-storey side extension DECISION: No Objection COMMENT: Materials and design to be in keeping with the main house and the street scene.</p>	<p><u>ADDRESS</u> 101 Lloyd Goring Close Angmering</p>
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FILE LIST 171 – Observations to Arun District Council by 14 June 2024

<p><u>A/86/24/DOC</u> Approval of details reserved by condition imposed under reference A/283/22/PL relating to conditions 10 – acoustic report, 12 - discharge of odour and fumes from the kitchen and 19 – updated copy of management manual for surface water drainage. DECISION: Objection COMMENT: 10 - No Objection and no Comment 12 – No Objection and no Comment 19 – Object – No Drainage Engineers Report. APC reserves the right to comment once the Drainage Engineers Report has been published. It must be noted that there are no comments/reports from the Environment Agency nor WSCC LLFA regarding flooding nor mitigation of flooding.</p>	<p><u>ADDRESS</u> Broadlees Dappers lane Angmering</p>
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At the end of this agenda item Cllr. Hamilton-Street suggested that a policy was written to cover garage conversions so all application can be treated fairly and were in line with each other. After a short discussion all agreed that this should be put in place.

Action: A Garage Conversion Policy to be written and brought to the next meeting for review.

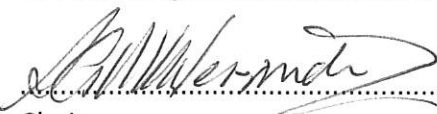
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- 10 24/010 **PLANNING APPLICATIONS NOT ON A WEEKLY LIST**
None.
- 11 24/011 **WEST SUSSEX COUNTRY COUNCIL PLANNING APPLICATIONS**
None.



- 12 **24/012 SOUTH DOWNS NATIONAL PARK PLANNING APPLICATIONS**
None.
- 13 **24/013 PLANNING DECISIONS – NOT APPROVED**
The refusals were noted by the committee.
- 14 **24/014 LICENSING MATTERS**
Pavement License - "Juna" 1 Marsh House, The Square, Angmering
Application 119678 to enable seating outside the premises and extend summer opening times was received. As the decision was needed prior to this meeting, the committee agreed by e-mail that they had no objection and supported this application.
Cllr. Oldfield left the meeting after this agenda item at 20:48.
- 15 **24/015 CONSERVATION AREA REPORTS**
The Chair advised that APC were still awaiting a report from ADC on the presented extension assessment regarding Weavers Hill. The Chair stated that she had spoken to the Conservation Officer (CO), who said that there is no likelihood of any answer until later in the year. This is due to the ongoing work being done with the review of the ADC Local Plan. APC's assessment still needs to go through the application process and to wider public consultation.
- However, there is to be a Conservation Area Designation Review for the whole of Arun. ADC has a duty under Section 69 of the Town & Country Planning Act to review their areas from time to time to determine whether any parts or any further parts of their area meet the definition of a conservation area, and if they do, to designate them as such. This ADC intends to do, which will put additional pressure on the CO.
- At the Arun District Conservation Area Advisory Panel held on Monday 20th May there was a discussion regarding a design award. All panel members and local councils will be asked to nominate a suitable, dwelling, area, street etc for nomination. The panel is currently in the process of setting up the criteria which will be published later. However, in the meantime, APC is requested to consider any dwellings (new or old), areas, views etc to be presented for nomination when more information is to hand.
- The Clerk will continue periodically to contact the Conservation Officer for an update.
- Cllr. Hamilton-Street suggested that a letter should be sent to Neil Crowther asking him to see if he could get this matter expedited as APC have already undertaken the work that was required.
Action: Letter to be written by the Clerk to Neil Crowther.
- Cllr. Bicknell wanted to talk about plastic windows being installed in conservation areas, a discussion took place around what was considered as acceptable materials.
- 16 **24/016 SOUTH DOWNS NATIONAL PARK**
The next planned meeting is to be held on Thursday 13 June 2024.
Awaiting publication of the agenda.

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- 17 **24/017 COMPLIANCE**
An Enforcement Notice had been issued for the Manor Place Application - developer Redrow Homes.
- 18 **24/018 APPEALS**
None.
- 19 **24/019 CORRESPONDENCE**
Correspondence continues between the owner of School House, Arundel Road and WSCC Highways. A meeting between the owner and Charlotte Weller (Highways Operations Manager) is planned for the 6th June 2024.
- 20 **24/020 HIGHWAYS MATTERS**
TRO Matters – The Chair commented that information has been received from Oliver King WSCC regarding the TRO's for Dappers Lane, B2140 Station Road and Heathfield Avenue. Both applications are still in progress.
- Parking outside the shops around the Village Green and white parking lines - It is reported that there is some improvement in the situation which is due to the enforcement team monitoring the situation.
- 21 **24/021 ARUN DISTRICT COUNCIL PLANNING COMMITTEES**
Planning Committee Meeting
Next meeting to be held on: Wednesday 5 June at 2pm
The agenda has been published and there is one application concerning Angmering:
A/40/24/PI Land to the West Avenals Farm, Water Lane, Angmering – APC objected to this application.
- Planning Policy Committee**
Next meeting to be held on: Thursday 6 June at 6pm
The agenda has been published and there are no significant matters affecting Angmering, however, the committee will be discussing the Council Vision 2022-2026 Annual Report for 2023-2024
- Meetings are held at the Council Chamber, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF.
- 22 **24/022 MATTERS REQUIRING CONSIDERATION AT FUTURE MEETINGS OF:**
1. This Committee:
Cllrs need to look at the Annual Plan and prioritise their objectives.
2. Full Council:
None.
- DATE OF NEXT MEETING**
The Committee's next meeting is on Tuesday 18 June 2024 at 7.30pm, King Suite, Angmering Village Hall.
- The meeting concluded at **21:00**
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Chairman
- Date 