



ALDINGBOURNE PARISH COUNCIL

MINUTES of the Planning Meeting of the Aldingbourne Parish Council held on Tuesday 14 October 2025 at 7.00pm at Aldingbourne Community Sports Centre, Olivers Meadow, Westergate PO20 3YA.

Members: Cllr Sue Foott (Chair of the parish council and the planning committee)
Cllr Richard Rickard
Cllr Charles Brown
Cllr Ron Flitter
Cllr Anita Lawrence

In attendance: Marie Singleton – Parish Clerk.

1236 **Agenda item 1 - Apologies for Absence**
Cllr Katherine Jarman (personal).

1237 **Agenda item 2 - Declarations of Interest**
Nothing to declare.

1238 **Agenda item 3 - Public Participation**
No members of the public were in attendance.

1239 **Agenda item 4 - Approval of the Minutes of Planning Committee held 9 September 2025**
The minutes of the Planning Committee Meeting held 9 September 2025 were unanimously approved. Proposed by Cllr Brown, seconded by Cllr Lawrence. Cllr Foott signed the minutes as Chair of the Planning Committee.

1240 **Agenda item 5 - Matters arising from the Minutes of the meeting held 9 September 2025**
To consider any matters arising solely from the minutes relating to the meeting held on 9 September 2025.

Item 1201 – Tree Survey of Westergate Street – Cllr's Jarman and Rickard have now undertaken a survey and the report provided was discussed. It was agreed that the specific trees identified in the e-mail previously circulated by Cllr Rickard 08.10.25 should be used as a starting point, and to ask ADC to consider TPO's on these trees. The Clerk was asked to send this information to Mark Warwick the Tree Officer at ADC.

Item 1225 – Woodgate Centre – as agreed at the previous planning meeting an e-mail was sent to ADC regarding resident's concerns 02.10.25, A response to the e-mail sent 02.10.25 was via a phone call to the clerk and ADC advised the following:-

- The original application was a full application and not just outline and as such there will be no requirement for a Reserved Matters Application.
- The original developer Pye Homes has been actively looking for a new buyer, but ADC are not aware of who this may be and if they have found a buyer as they have received no formal notification.
- ADC would not be surprised if there is work going on at the site as the original application was approved in October 2023 and will expire in October 2026 as the parish council were aware, there are also 14 conditions that still need to be met before commencement by anybody begins, so it is likely that there are people in attendance undertaking numerous surveys, and preparatory work on the conditions etc.
- The access approved was always going to be down Woodgate Road and no alternative options were provided.
- The conditions are complex, particularly around the drainage issues but no discharge of these conditions have yet been made to ADC.
- No building work can take place until all the conditions have been discharged.

ADC already monitor all sites that have been formally approved, and in the next couple of weeks he will send in a monitoring officer to have a look at what is happening

A further follow up e-mail was then sent and 07.10.25.

Cllr Foott also advised that she had been in contact with Arun District Councillor Sue Wallsgrove who had also received concerns from other residents on parking issues and is in communication with ADC on their behalf.

1241 **Agenda item 6 – Chair's Report**

Nothing to report.

1242 **Agenda item 7 – Planning Correspondence**

All the planning related correspondence was noted, and any responses agreed as appropriate.

- To note Clerk has responded to ADC on planning decisions as per the previous minutes.
- WSCC Highways, transport & planning newsletter – circulated 30.09.25.
- WSCC Planning and Rights of Way Committee agenda 07.10.25 – circulated 02.10.25.
- Decision Statement for Middleton-On-Sea Neighbourhood Development Plan 2024-2041 – circulated 25.09.25.
- Proposal for a new commercial building on land at West Barn, Old Dairy Lane Norton received from their planning consultants – circulated 30.09.25 along with Clerks response.

- E-mail from processmatters2 regarding ADC planning portal link on website down due to ADC changing code without prior notice – circulated 06.10.25.
- Appeal Decision for AL/117/24/OUT Londown House received from ADC – circulated 16.09.25.
- SDNPA Notification relating to ADNP/25/03754/HOUS – Proposed oak framed open garage and garden store, Foxwood Barn – circulated 30.09.25 response required by 14.10.25 - <http://planningpublicaccess.southdowns.gov.uk/online-applications> - there was no objections on this application by all councillors in attendance.
- ADC have commissioned a market research company to carry out a resident's survey for the Hedgerows Development to gather feedback on how residents feel about living in the area and identify any opportunities for improvement and help inform ADC approach to future development. After a discussion councillors felt that although it was a resident's survey, it was decided it would be prudent to comment specifically on one of the questions posed that referred to infrastructure and services. The clerk was asked to convey to ADC their disappointment that infrastructure and services were always an afterthought, and that these should be considered first before any development was started to ensure residents had the best services available when moving into an area and were not left scrambling around to find sufficient services. It was also agreed to reiterate that the development is out of keeping with other developments within the parish in terms of scale and design and therefore contravenes the policies of the ANP. A final point to be made is to ask ADC to advise all estate agents that signs should not be located on the green space area at the front of the development and for all the current signs to be removed.

1243 **Agenda item 8 - To receive an update regarding the Aldingbourne Neighbourhood Plan**

Nothing new to report, awaiting response from ADC on housing targets.

1244 **Agenda item 9 - To note matters relating to the current BEW Masterplan and management of the Strategic Allocation process.**

BEW Advisory Group – Southern Consortium Update – circulated 18.09.25 - noted. It was also noted that the decision notice on the approval of application BN/11/22/OUT was still not showing on the ADC planning portal.

1245 **Agenda item 10 – ABE Community Land Trust (CLT)**

It was noted that the AGM took place 23.09.25 and that Cllr Rickard had been appointed to the Board of the CLT. Cllr Rickard was congratulated on his appointment.

1246 **Agenda item 11 – To discuss any recent Planning Applications as noted below**

Application Number: WSCC/034/25 – deadline 17.10.25

Address: Aldingbourne Primary School, Westergate

Application details: Installation of a modular building and associated works (Library).

NO OBJECTION – following a discussion it was agreed by all councillors in attendance that there was no objection to the application and the provision of library services within the parish was supported, it was however disappointing to see the limitations that were being

offered to residents as it was primarily a library service for the school. The Clerk agreed to write to WSCC Library Services asking for more information on what would be available, so this could all be conveyed to residents, including details of an opening date, hours of operation and the type of services to be provided, and how they would be advertising the service.

Application Number: AL/89/25/PL – deadline 06.11.22

Address: Dell Cottage, Norton Lane, Aldingbourne PO20 3NH

Application details: Installation of a gate at a junction of Dell Cottage Access Road and Norton Lane, this application is in CIL Zone 3 (zero rated).

NO OBJECTION by all councillors in attendance.

Application Number: AL/83/25/HH – deadline 09.10.25

Address: The Coach House, Norton Lane, Norton

Application details: Erection of a garden room (This application may affect the character and appearance of the Norton Lane, Norton Conservation Area).

NO OBJECTION by all councillors in attendance.

Application Number: AL/84/25/PL – deadline 30.10.25

Address: The Grange, Westergate Street, Westergate

Application details: Removal of mobile home and replacement with 1 No self-build dwelling and associated works (alternative to AL/150/22/PL). This application is in CIL Zone SD5 BEW Strategic Site and is Zero Rated for CIL.

NO OBJECTION by all councillors in attendance but would like a condition in place that ensures that the surface water disposal is approved before commencement begins as stated in the report from Southern Water.

Application Number: AL/90/25/PL – deadline 30.10.25

Address: Unit 3 Newlands Road, Bersted PO22 8FJ

Application details: Site alterations to include removal of pillar from canopy, installation of new smoking shelter and installation of new waste platform. This application is in CIL Zone 4 (Zero Rated) as other development.

NO OBJECTION in principle however it was felt this could be a Bersted Parish Council application as that is the address on the application or possibly Felpham. The Clerk advised that confirmation had been sought from ADC but as no response had been received would now pass on the details to the other clerks for information.

1247 **Agenda item 12 - To note any recent planning decisions**

Application Number: AL/78/25/HH

Address: Tara, Hook Lane, Aldingbourne PO20 3TE

Application Details: First floor rear dormer extension, front dormer extension, and alterations to existing dormers following demolition of existing ground floor side storage/garage extensions.

APPROVED 03.10.25,

Application Number: AL/68/25/S73

Address: Bayard Level Mare Lane, Eastergate PO20 3SA

Application Details: Removal of condition 2 (occupation limited to those employed by the adjacent livery stables) following the grant of AL/116/94.

APPROVED 17.09.25.

Application Number: AL/71/25/HH

Address: The Square House, Hook Lane, Aldingbourne

Application Details: Construction of 1 no building on the site of the former Malthouse to form a garage. (resubmission of AL/17/25/HH)

WITHDRAWN AT THE REQUEST OF THE APPLICANT.

Application Number: AL/72/25/L

Address: The Square House, Hook Lane, Aldingbourne

Application Details: Listed building consent for construction of 1 no building on the site of the former Malthouse to form a garage. (resubmission of AL/18/25/L)

WITHDRAWN AT THE REQUEST OF THE APPLICANT.

1248 **Agenda Item 13 - Date of next meeting – Tuesday 11 November 2025 at 7.00pm.**

Meeting finished 8.05 pm.

Signed (Chair of the Planning Committee)

Date

PLEASE NOTE THESE MINUTES ARE IN DRAFT AND SUBJECT TO AMENDMENT UNTIL APPROVED AT THE NEXT PLANNING MEETING TO BE HELD ON TUESDAY 11 NOVEMBER 2025.