|  |  |
| --- | --- |
|  | **WALBERTON PARISH COUNCIL**  **INCLUDING FONTWELL AND BINSTED**  Parish Council Office, The Pavilion, The Street,  Walberton, Arundel, West Sussex, BN18 0PJ  Tel: 01243 554528  clerk@walberton-pc.gov.uk  [www.walberton-pc.gov.uk](http://www.arun.gov.uk/walberton) |

**MINUTES OF THE WALBERTON PARISH COUNCIL PLANNING COMMITEE**

**HELD IN THE PAVILION AT 7.15pm ON TUESDAY 10 JUNE 2025**

**1.** **Record of attendance and apologies**

P/229/25 In attendance were Councillors McElvogue, Higham, Evans, Riordan and Titmus.

The Clerk: S Turner

There was 1 member of the public present.

Apologies received from Cllr Hewson

**2.** **Election of Chair and Vice Chair**

P/230/25 Committee Chairman

Cllr Titmus proposed Cllr McElvogue who consented to stand. Seconded by Cllr Riordan.

Resolved: Cllr McElvogue be appointed as Committee Chairman.

Vice Chairman

Cllr Riordan offered to stand. Seconded by Cllr Higham.

Resolved: Cllr Riordan be appointed as Vice Chairman.

**3.** **Declaration of interests in items on the agenda**

P/231/25 Cllr McElvogue declared a pecuniary interest in project management.

**4.** **Confirmation of the Minutes**

P/232/25 The minutes of the Planning Committee meeting of 1st April 2025 were confirmed as being a true record of the business conducted.

**5.** **Public questions (max 15 minutes)**

P/233/25 No questions were asked from the public.

**6.** **Matters arising**

P/234/25 Cllr McElvogue briefed the Committee on the discussions with the developers regarding the S106 for planning application WA/74/24/OUT. Further clarification is required on the provision of a childcare facility, not just the land and the 3-year time period.

**RESOLVED:** Cllr Titmus and Cllr McElvogue are signatories for the Parish Council and would be able to sign the S106 agreement.

There were no other matters arising.

**7.** **Planning applications**

P/235/25 **Out of meeting**

|  |  |  |
| --- | --- | --- |
| a. | [WA/101/24/PL](https://www1.arun.gov.uk/PublicViewer/Authenticated/Main.aspx?user_key_1=WA/101/24/PL) | Longacres Eastergate Lane, Walberton |
|  | No objection submitted on 2/4/25 | |
| b. | [WA/19/25/HH](https://www1.arun.gov.uk/PublicViewer/Authenticated/Main.aspx?user_key_1=WA/19/25/HH) | 8 Orchard Way Fontwell Arundel BN18 0SH |
|  | No objection submitted on 2/4/25 | |
| c. | [WA/17/25/PL](https://www1.arun.gov.uk/PublicViewer/Authenticated/Main.aspx?user_key_1=WA/17/25/PL) | Land to the North of Lake Lane Barnham PO22 0AJ |
|  | Objection submitted on 4/4/25 | |
| d. | [WA/22/25/HH](https://www1.arun.gov.uk/PublicViewer/Authenticated/Main.aspx?user_key_1=WA/22/25/HH) | Downs House Avisford Park Road Walberton BN18 0AP |
| No objection submitted on 2/4/25 | | |
| e. | [WA/109/24/OUT](https://www1.arun.gov.uk/PublicViewer/Authenticated/Main.aspx?user_key_1=WA/109/24/OUT) | Sussex Business Village Lake Lane Barnham PO22 0AL |
|  | Support submitted on 2/4/25 |  |
| f. | [WA/26/25/PL](https://www1.arun.gov.uk/aplanning/OcellaWeb/planningDetails?reference=WA/26/25/PL) | Potwell House, Potwell Park, Arundel Road, Fontwell |
| Objection with comments submitted 3/5/25 | | |
| g. | [WA/23/25/DOC](https://www1.arun.gov.uk/aplanning/OcellaWeb/planningDetails?reference=WA/23/25/DOC) | Willows West Walberton Lane Walberton |
| No objection submitted on 1/5/25 | | |
| h. | [WA/21/25/PL](https://www1.arun.gov.uk/aplanning/OcellaWeb/planningDetails?reference=WA/21/25/PL) | Land to the south of The Black Horse Pub, Binsted Farm, Binsted Lane, Walberton |
| No objection submitted on 11/5/25 (with conditions) | | |
| i. | [WA/27/25/PL](https://www1.arun.gov.uk/aplanning/OcellaWeb/planningDetails?reference=WA/27/25/PL) | Stoneybrook Farm, Eastergate Lane BN18 0BA |
| Objection submitted on 16/5/25 | | |
| j. | WA/24/25/HH | Clear Springs Farm, Arundel Road, Walberton |
| No Objection submitted on 12/5/25 | | |
| k. | [WA/32/25/PD](https://www1.arun.gov.uk/aplanning/OcellaWeb/planningDetails?reference=WA/32/25/PD) | Land to the Rear of Melrose Cottage Freeman Close |
| No comment submitted on 22/5/25 | | |
| l. | WA/36/25/L | Jessamine Cottage, The Street, Walberton |
| No objection submitted on 19/5/25 | | |
| m. | [WA/37/25/HH](https://www1.arun.gov.uk/aplanning/OcellaWeb/planningDetails?reference=WA/37/25/HH) | 12 Pound Road Walberton BN18 0PU |
| No objection submitted on 22/5/25. | | |
| n. | [WA/30/25/HH](https://www1.arun.gov.uk/aplanning/OcellaWeb/planningDetails?reference=WA/30/25/HH) | Fern Cottage The Street Walberton BN18 0PF |
| No objection submitted on 22/5/25 | | |
| o. | [WA/34/25/PL](https://www1.arun.gov.uk/aplanning/OcellaWeb/planningDetails?reference=WA/34/25/PL) | Greenways, Dairy Lane, Walberton |
| Objection with Comments submitted on 30/5/25 | | |

**NOTED**: that ‘no comment’ was also a suitable response for a Parish Councillor when being consulted on a planning application. This would leave the decision to Arun District Council.

**In meeting**

|  |  |  |
| --- | --- | --- |
| p. | WA/38/25/HH | Little Danes Yapton Lane Walberton BN18 0LS |
|  | Comments to be submitted by 19/6/25    **RESOLVED:** No comment. | Demolition of existing swimming pool house and construction of new Swimming Pool House. This application may affect the setting of a listed building. |

**8.** **Planning decisions**

P/236/25 **NOTED**: All planning decisions as per the agenda.

**9.** **Appeals**

P/237/25

|  |  |  |
| --- | --- | --- |
| p. | [WA/35/23/OUT](https://www1.arun.gov.uk/PublicViewer/Authenticated/Main.aspx?user_key_1=WA/35/23/OUT) | Land East of Wandleys Lane Fontwell |
|  | Appeal allowed with Conditions | Outline Planning Application for Up To 95 No. Residential Dwellings (Including 30% Affordable), With All Matters Reserved Apart from Access. This Application Is a Departure from the Development Plan |

**10.** **Complicance/Enforcement**

P/238/25 Updates were given on the following:

1. HGV movements issues

**DISCUSSED**: An incident in May when an HGV was stuck in The Street by the school entrance on its way to Tye Lane development. A parked vehicle had to be moved to free the HGV. This incident was raised with the developers who agreed the HGV had taken the wrong route and they would remind contractors that there is a designated route to the site which they should be using.

**Action:** The Clerk is to contact Arun District Council to inform the Enforcement Team and request more signage.

1. Tye Lane new footpath

**DISCUSSED:** That the new footpath has made the road very narrow and what impact this has had on the emergency exit route. The Plans need to be reviewed.

**11.** **Fontwell Field (National Trust Land)**

P/239/25 This was discussed earlier in the meeting, refer to item 5 above.

**12.** **Neighbourhood Plan**

P/240/25 The committee were reminded of the next NP meeting and that Design Codes were to be reviewed.

**13.** **Rights of Way**

P/241/25 a. ROW/3253424 - (Walberton and Arundel Addition of a Restricted Byway and Upgrade of Footpath 342 to a Bridleway

**NOTED:** An update was circulated 27/5/25 and there were no further comments.

b. Update on upgrade of Yapton Lane footpath from permissive to actual right of way (P23)

**DISCUSSED**: That this will progress and hopefully allow for a proper footpath. This was raised with the cycle improvements, and the Consultant is liaising with the developer. The type of paving for the path was questioned and suggested that a gritty type of path would be preferable and more in keeping with trees and woodland/rural aspect. The planning application should be reviewed and enquiries made to Arun District Council.

**14.** **Arun District Council**

P/242/25 There were no reports from Arun District Council.

**15.** **Neighbouring Parish applications and updates**

P/243/25 **NOTED**: BN/46/25/PL, Land South of Wandleys Lane, Eastergate – Application for construction of 10 No. dwellings with new access from Wandleys Lane, landscaping and areas for ecology & amenity space.

**16.** **Business Plan activity**

P/244/25 The Clerk is to check that the Business Plan is up to date with the recent projects.

**DISCUSSED:** The purpose of the business plan and that it is for capital projects eg. A new pavilion.

**17.** **Highways and Traffic**

P/245/25 Updates were given on the following:

1. A27 / A29 Bypass

No update. Andrew Griffith, MP to be invited for a MP/FAQ session, suggested date 12 September 2025.

1. Traffic Calming Working Group

An update was given at the Parish Meeting, more volunteers are required, training for speed watch is also required and PCSO Caroline Wilson would need to be contacted for further information on training.

To ask WSCC regarding safety concerns and to report speed signs that are not visible.

**NOTED**: Thank you to the volunteers of the Traffic Calming Working Group for their sterling work.

1. Local cycling and walking infrastructure plan.

The plans and surveys have been circulated to residents, were on public display in the Pavilion at the Parish Meeting and are due to go on the website soon.

Residents’ comments and feedback are welcomed to assist with the decision making on the plans.

**DISCUSSED**: parking and whether this slows people down, stops lorries and should the zig zag in The Street be extended.

**18.** **Fontwell Meadows**

P/246/25 Updates were received from the Project Manager and Cllr Riordan who had met with Dandara last week:

1. to clarify who is responsible for which green areas on the estate as the boundaries on the plan are not clear. It is hoped to receive an amended plan soon.
2. There could be at least another 6 months before the paddocks are handed over to the Parish Council.

**19.** **Avisford Grange**

P/247/25 The transfer options of the two play parks and the allotments to the Parish Council.

**DISCUSSED**:The options available to the Parish Council who were minded for option 3, which was:

To seek a deed of variation to the S106 that will include the allotments as exempt disposal & change the POS to be transferred to Parish rather than the management company – this will have associated costs we would need you to pay/contribute to

The deed of variation for the S106 was quoted for around £5-7,000

**RESOLVED:** that this was a good use of Parish Council funds.

**20.** **HELAA (Housing & Economic Land Availability** **Assessment)**

P/248/25 The Clerk confirmed that no correspondence had been received.

**21.** **Community Infrastructure Levy trajectory**

P/249/25 There were no updates to report.

**22.** **BEWAG (Barnham, Eastergate & Westergate Advisory Group)**

P/250/25 **RESOLVED:** This item be removed from the agenda.

**23.** **South Downs National Park Authority**

P/251/25 **NOTED**: May’s news and updates had been circulated

**NOTED**: SNPA’s previous Planning Committees (10/4/25 and 8/5/25) with the next Planning committee on 10th July 2025 SDNPA Planning committee

**24.** **Campaign for the Protection of Rural England (CPRE)**

P/252/25 **NOTED:**  the April newsletter (circulated 28/5 and May 29/5) and the AGM.

**25.** **Correspondence**

P/253/25 Correspondence had been received concerning the following planning issues:

* Concerns that people are putting up notices in the parish that do not relate to events etc within the Parish and was this permitted? It would be the responsibility of the landowner.
* An enquiry regarding changing the name of a house.
* An incorrect listed building on the Parish Council’s website
* The HGV in The Street, referred to in item 9a
* The open space at Fontwell Meadows, referred to in item 18.

**26.** **Quotes and Payments**

P/254/25 To consider any quotes and approve payments (retrospectively).

3 payments were **APPROVED** (retrospectively) 8 payments were **APPROVED** which were yet to be made and 10 direct debit payments were noted.

2 quotes were **APPROVED**

**27.** **Any other business**

P/255/25 Cllr Evans raised a query regarding footpath 341, Muddy Lane to the kissing gate and whose responsibility is it to maintain.

**CONFIRMED:** Not the responsibility of the Parish Council, it could fall to WSCC.

Cllr Evans raised a concern regarding the speeding traffic on Binsted Lane. There is no signage for speed restrictions, plus HGVs use the narrow lane making the Lane dangerous for pedestrians and cyclists.

**RESOLVED:** To take this item forward

**NOTED:** Planning responses – no objection, objection, support and no comment, referred to above in item 7

**RESOLVED**: To use Utility Aid, an energy broker to review contracts for utilities at FFC as British Gas contract coming to an end.

**DISCUSSED:**

Walberton Players banner - to agree that Walberton Players can hang up signs at x locations (or banner on the Jubilee Gate) to advertise their local events in the year so long as poster (banner) is not offensive and only put up a month before and taken down within a week of the event. This can be delegated to the clerk to decide and manage reducing email.

**RESOLVED**: This responsibility delegated to the Clerk

Devolution – Further to Cllr Trevor Bence’s talk at the Annual Full Council on 27/5/25 and as suggested at the meeting attended earlier in the year by Cllrs Higham, Vawer and the Clerk, to put together a comprehensive list of all of the Parish Council’s assets, with mapping details, general maintenance details, contractors etc To also include areas/assets that we look after and how etc but do not own. Plus areas/assets we would like to own.

This would enable the Parish Council to be better prepared and informed for Devolution/Restructuring and would also feed into the Parish Online mapping system. A possible new project for the Project Manager?

**RESOLVED**: This project be delegated to the Project Manager to start but would need to be reassessed. It should also include training on Parish Online mapping software. The Clerk is to arrange this.

**28.** **Date of next meeting**

P/256/25 The proposed date of the next meeting is 15 July 2025

There being no further business, the meeting closed at 21.24pm

Signed: …………………………………………………………………. Date……………………………………………

Chair