



**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

**MINUTES OF THE WALBERTON PARISH COUNCIL PLANNING COMMITTEE
HELD IN THE PAVILION AT 7.15pm ON TUESDAY 18 NOVEMBER 2025**

- 1. Record of attendance and apologies**
P/398/25 In attendance were Councillors McElvogue (Chair), Kress Von Wendland, Hewson, Evans, Higham, Riordan, C Garlick and J Garlick.
Arun District Council (ADC) Cllr McAuliffe
There was 2 members of the public present.
The Clerk: S Turner
Apologies received from Cllr Titmus
- 2. Declaration of interests in items on the agenda**
P/399/25 Cllr McElvogue declared a personal interest in project management and Barnham Lane.
Cllrs C Garlick, J Garlick and Kress Von Wendland declared a personal interest in Avisford Grange.
- 3. Confirmation of the Minutes**
P/400/25 The minutes of the Planning Committee meeting of 21 October 2025 were confirmed as being a true record of the business conducted.
- 4. Matters arising**
P/401/25 One item was noted relating to WA/74/25/OUT - Land off Arundel Road, Fontwell. This is an agenda item at ADC's Planning Committee 19/11/25. Cllrs McElvogue and Riordan will be attending.

Change in agenda item to bring forward item 6a, Highways and Traffic after Public Questions
- 5. Public questions (max 15 minutes)**
P/402/25 a. Mr Newland asked the Parish Council what plans they had for the village pond.
(Mr Newland specialises in ponds and water management had been invited to assess the village pond to put forward ideas and recommendations on what environmental actions could be taken to improve the pond).
The Chair gave an update that no plans had been formally agreed; that some Parish Councillors had been tasked to look at options and West Sussex Rivers Trust had also looked at the pond and offered suggestions of improvement.
The village pond was an agenda item at Full Council where a wider discussion could be held. Whether to keep the fish or not was under debate and legal aspects may also have to be considered. Mr Newland was asked to send a written report with his suggestions, as a member of the public, for consideration at Full Council.

- b. A resident asked how likely it would be for WSCC to agree to the 20mph speed limit on The Street. Could more be done towards this and specifically could someone discuss this further at the cycle path improvement consultation on 29 November 2025. The Chair informed the meeting that there was a strong chance of WSCC agreeing to the 20mph speed limit and that the speed limit reduction was part of the cycle path improvement scheme.

The Chairman also confirmed that it was worth continuing with speed watch and to canvas for more volunteers on 29 November 2025.

Agenda item 15a brought forward

Highways and Traffic – report on the following:

- c. A27 - Cllr McAuliffe had attended the meeting to inform the Parish Council of his data gathering exercise on the A27 Arundel Bypass and whether the Parish Council would like to be included.

Cllr McAuliffe explained that this was not an Arun District Council (ADC) project, but he was keen to understand areas of consensus from the Ward that he represents, bearing in mind the Mayoral elections and who would be responsible for highways and the A27.

RESOLVED: to support Cllr McAuliffe and will host meeting in Pavilion.

6. Correspondence

P/403/25

Considered the following correspondence

- a. Royal Mail letter box to be discussed later in the meeting, refer to item 21, AOB.
- b. **NOTED** The Parish Council had been copied into correspondence from ADC to Residents of Walberton regarding the formal objection to TPO WA/4/25
- c. Concerns had been received regarding the size of the proposed glasshouse on Lower Farm, Yapton Lane. **RESOLVED** to write to ADC regarding the issues raised.
- d. Welcome Signs – was there any plan to have a large welcome to Walberton sign/s? **RESOLVED** to have signs referring to the Parish foremost with reference to the villages underneath. To ask the Project Manager to obtain costs for production and installation for 9/10 signs but locations would need to be checked.
- e. Request to find out whether the Parish Council wanted to continue with the Resident's welcome letter **RESOLVED** to continue and to update the letter. To assist with funding if required.
- f. HGV Traffic – Tye Lane. To seek an enforceable traffic regulation order. **DISCUSSED** that whilst the development was on-going, there was little that the Parish Council could do, whereas in The Street, further action could be taken.

7. Section 106 agreements – update on:

P/404/25

- a. Childcare facility - Fontwell Field (WA/74/24/OUT - Land off Arundel Road Fontwell. A meeting was held on 19 November 2025 and negotiations continue.

8. Planning applications

P/405/25

Out of meeting

None.

In meeting

To consider the following planning applications:

- a. **WA/85/25/DOC - Barnfield House Arundel Road Walberton**

Approval of details reserved by condition imposed under reference WA/58/23/S73 relating to conditions 12 - cycle parking and 18 - acoustic testing (see WA/86/25/DOC for condition 9 - as-built drawings of surface water drainage scheme). [View Details](#)

Decision due by: 04-12-25

RESOLVED no comment

- b. WA/86/25/DOC - Barnfield House Arundel Road Walberton**
 Approval of details reserved by condition - imposed under reference WA/58/23/S73 relating to condition 9 - as-built drawings of surface water drainage scheme (see WA/85/25/DOC for conditions 12 – cycle parking and 18 - acoustic testing). [View Details](#)
 Decision due by: 04-12-25
RESOLVED no comment
- c. WA/89/25/DOC - Lower Farm Yapton Lane Walberton**
 Approval of details reserved by condition imposed under WA/65/24/PL relating to conditions 3-surface water drainage, 4- additional surface water run-off and 5- surface water drainage survey (please see WA/90/25/DOC for approval of details reserved by condition 6- Environmental Management Plan and 7- lighting plan, 11-Archaeological works, 13-vehicular access, 14-safeguarding mineral resources, 16-BNG plan-30 year monitoring plan, 17-Construction Environmental Management Plan and 19-statutory Biodiversity Net Gain Plan). [View Details](#)
 Decision due by: 12-12-25
RESOLVED Concerns raised at the meeting to be submitted to ADC.
- d. WA/91/25/DOC Lower Farm Yapton Lane Walberton**
 Approval of details reserved by condition imposed under WA/65/24/PL relating to conditions 7-lighting plan, 8- black out blinds,10-safeguarding land for cycle/footpath on western boundary and 15-covered and secure cycle parking. [View Details](#)
 Decision due by: 17-12-25
RESOLVED no comment
- e. WA/92/25/DOC - Fairmead Farm Land Binsted Lane, Walberton**
 Approval of details reserved by condition imposed under [WA/63/25/PL](#) relating to conditions 8-schedule of materials and finishes, 5-Biodiversity Enhancement Layout and 8-Biodiversity Gain Plan. [View Details](#)
 Decision due by: 19-12-25
RESOLVED no comment
- f. WA/90/25/DOC - Lower Farm Yapton Lane Walberton**
 Approval of details reserved by condition imposed under WA/65/24/PL relating to conditions 6-Environmental Management Plan, 11-Archaeological works, 14- safeguarding mineral resources, 16-BNG plan-30 year monitoring plan, 17- Construction Environmental Management Plan and 19- statutory Biodiversity Net Gain Plan (please see WA/89/25/DOC for discharge of conditions 2-surface water drainage, 3- additional surface water run-off and 5- surface water drainage survey). [View Details](#)
 Decision due by: 26-12-25
RESOLVED Concerns raised at the meeting to be submitted to ADC

9.
P/406/25

Planning decisions

NOTED: All planning decisions previously circulated with agenda

- a. WA/73/25/TC - Holly Tree Cottage The Street Walberton**
 1 No. Loquat (T1) crown reduction to leave a height of 3m and a spread of 2.5m and crown lift to 1m from ground level (southern side), 1 No. Portugal Laurel (T2) crown reduction to leave a height of 5m and a spread of 4m, 1 No. Magnolia (T3) crown reduction to leave a height of 3.5m and a spread of 3.5m and crown lift to 1m from ground level. 1 No. Portugal Laurel (T4) crown reduction to leave a height of 5.5m and a spread of 5.5m, 2 No. Lawson Cypress (T5 & T6) to fell, 1 No. Lawson Cypress (T7) crown lift to 3m from ground level and 1 No. Eucalyptus (T8) crown reduction to leave a height of 4m. These trees are within the Walberton Village Conservation Area.

No Objection By: Delegated Powers 10-10-25 [View Decision Details](#)

b. WA/74/25/TC - Old Stores House The Street Walberton

Fell 1 No. Cherry (T1), crown reduction to 1 No. Persian Ironwood (T2) to leave a height of 6m and lateral spread of 3m and crown lift 1 No. Sycamore (T3) by removing the lowest branches to a height of 4m from ground level. These trees are in the Walberton Village conservation area.

No Objection By: Delegated Powers 10-10-25 [View Decision Details](#)

c. WA/76/25/T - Land West Of Yapton Lane, Walberton

Raise crown of 2 No. Willow Trees on northern side to 4m by removing two to three damages to lower limbs, reduce remaining upper limbs by 2m on northern side to suitable growth points leaving branch length of 2m.

Withdrawn By: Delegated Powers 21-10-25 [View Decision Details](#)

d. WA/78/25/TC - The Old Stables The Street, Walberton

Fell 1 No. Crabapple (T1) within the Walberton Village Conservation area.

No Objection By: Delegated Powers 20-10-25 [View Decision Details](#)

e. WA/85/25/DOC - Barnfield House Arundel Road, Walberton

Approval of details reserved by condition imposed under reference WA/58/23/S73 relating to conditions 12 - cycle parking and 18 - acoustic testing (see WA/86/25/DOC for condition 9 - as-built drawings of surface water drainage scheme).

Part Approved By: Delegated Powers 21-10-25 [View Decision Details](#)

f. WA/70/25/HH - Walberton House, The Street, Walberton

Installation of detached car port. (This application may affect the character and appearance of the Walberton Village Conservation Area and a listed building).

Refused By: Delegated Powers 29-10-25 [View Decision Details](#)

g. WA/52/25/PL - Cherry Tree Nursery, Eastergate Lane, Walberton

Removal of residential caravan and erection of 1 No. self-build dwelling. This application is a Departure from the Development Plan and is in CIL Zone 3 and is CIL liable.

Refused By: Delegated Powers 06-11-25 [View Decision Details](#)

h. WA/93/25/TC - Peach Cottage, The Street, Walberton

Fell 1 No. Mature Laburnum. This tree is in the Walberton Village Conservation area.

Withdrawn By: Delegated Powers 31-10-25 [View Decision Details](#)

No questions raised.

10.

P/407/25

Appeals

a. Appeal Notification - WA/26/25/PL - Potwell Park, Potwell Copse, Arundel Rd, Fontwell (All representations must be received by the 15 September 2025. Parish Council submitted an objection in May 2025)

NOTED: Dismissed by Planning Inspectorate – 11/11/2025

b. Appeal Notification – WA/102/24/PL - Longacre, The Street, Walberton BN18 0PY (Representations to be submitted by 15 October 2025) Parish Council submitted an objection in January 2025)

NOTED: Decision still pending

11.

P/408/25

Compliance/ Enforcement

WA/21/25/PL – Land south of The Black Horse Pub, Binsted Farm (Siting of 6 No. glamping pods with associated access, car parking and landscaping). The Chairman reported that

Arun District Council were looking into the enforcement issues (environmental, heritage and planning) relating to this site and had asked if Cllr Evans could assist them.

RESOLVED For Cllr Evans to continue to support ADC.

12. **Neighbourhood Plan (NP)**

P/409/25 **DISCUSSED** the NP review, which was commenced last year, however, due to funding being withdrawn, the Parish Council had taken time to consider what their options were going forward. The Design Codes had almost been completed, and the Clerk is to set up a meeting in January.

13. **Rights of Way**

P/410/25 a. Update on the upgrade of Yapton Lane footpath from permissive to actual right of way (P23) **NOTED** there was no further updates.

14. **Neighbouring Parish applications and updates**

P/411/25 This item is to be moved up the agenda to after item 9, Planning Decisions.

15. **Highways and Traffic**

P/412/25 To receive an update on the following:

- a. A27 – this item was discussed earlier in the meeting, refer to item 5c.
- b. A29 Bypass – information on this is available on WSCC’s website. **DISCUSSED** location and that it could provide additional infrastructure.
- c. Local cycling and walking infrastructure plan - Consultation event on 29 November 2025. All Parish Councillors asked to attend. Apologies were given by Cllrs Higham, C Garlick and J Garlick.
- d. Traffic Calming – was discussed in item e,
- e. Traffic Surveys – Locations had been agreed and looking to obtain costs. WSCC licence would be required. **RESOLVED** as the speed gun had not been found, to obtain costs for another.
- f. HGV’s – this item was discussed earlier in the meeting, refer to item 6.
- g. Verges – nothing to report.
- h. Signage / finger posts – **DISCUSSED** that the Parish Council’s handy man was repairing them and was aware of the missing one at the Village Pond.

16. **Fontwell Meadows**

P/413/25 Cllr Riordan gave an update on the Paddocks.

The contractor is still working on the area and it would be some months before they finish and are able to transfer the land.

17. **Avisford Grange**

P/414/25 The transfer options of the two play parks and the allotments to the Parish Council.

The Parish Council have a new solicitor and discussions were on going.

DISCUSSED grass cutting and the posts that had been erected without any signage. Any future signage, ideally in Parish Council design, would have to be considered. Whose responsibility are the 3 bins near the tennis courts?

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

P/415/25 To receive an update

NOTED There had been no correspondence received from Arun District Council and no change on the map.

NOTED ADC’s Brownfield land Register, due to be noted at Planning Policy Committee on 26/11/25. Walberton has 2 sites which should be included in the Neighbourhood Plan.

19. **South Downs National Park Authority**

P/416/25 **NOTED**: October news (previously circulated)

20. **Campaign for the Protection of Rural England (CPRE)**
P/417/25 **NOTED** the October newsletter (previously circulated)

21. **Any other business**

P/418/25

- a. **DISCUSSED** Royal Mail letter box, Maple Road that is out of service. The Clerk confirmed that the Parish Council had not received any communication and was endeavouring to contact Royal Mail. Cllr J Garlick had contacted WSCC to obtain information, but they too were unaware of the situation.
- b. Received an update from Cllr Evans on speed reduction on Binsted Lane which has support from Cllr Trevor Bence, WSCC.
RESOLVED To take this forward as part of the cycle path improvements.
- c. **DISCUSSED** Village Pond ownership. The Chairman confirmed that the Parish Council own the pond. (The water on top of the pond and that passes through, plus the land). The Parish Council does not own the culvert or the water the other side of the culvert but does own the wall. Further legal advice may need to be sought.
- d. The date of the next Full Council is 2 December 2025. **RESOLVED** to be held at Fontwell Community Centre.

22. **Date of next meeting**

P/419/25

The proposed date of the next meeting on 16 December 2025 – CANCELLED
The proposed date of the following meeting will be in the new year.

There being no further business, the meeting closed at 9.35 pm

Signed:

Chair

Date.....