



To Chairman and Members of the Planning, Highways and Licensing Committee

Councillors: Fran Pritchett (FP) (Chairman), Ben Clennell (BC), Howard Coote (HC), Sally Morris (SM), Ian Nisbet (IN),  
John Pritchett BEM (JP), Andy Watkins (AW).  
(With copies to other Members for information.)

You are summoned to a meeting of the **PLANNING, HIGHWAYS AND LICENSING COMMITTEE** to be held on  
**Monday 29<sup>th</sup> January 2024 at 6.45 pm.**  
**At the Willingdon Community Library Hub, Coppice Avenue, Willingdon.**

Signed: *N. Williamson*

Nicola Williamson (Clerk to Willingdon and Jevington Parish Council)

24<sup>th</sup> January 2024

**AGENDA**

**The public have a right and are welcome to attend.**

*The press and public are reminded that they must remain silent when the meeting is in progress in accordance with the Public Bodies (Admission to Meetings) Act, 1960. Meetings may be recorded in line with the protocol agreed by the Parish Council (copies available on request).*

1. Apologies, Councillors not present and substitute Members.
2. Declarations of interest: To receive notices of declaration, personal & prejudicial, in respect of items on this agenda.
3. To accept the minutes of the meeting of 8<sup>th</sup> January 2024.
4. Public Question Time.
5. Planning Applications

	Address	Proposed Works
WD/2023/3046/F	3 Millstream Gardens, Polegate, East Sussex, BN26 5PU	Single storey rear extension.
WD/2023/1564/F	3 Goodwood Close, Willingdon, BN20 9JF	Replacement dwelling. <b>Reduced scale and revised design.</b>
SDNP/24/00054/FUL	Bramley Farm, Wannock Road, Polegate, East Sussex, BN26 5EZ	Reinstatement of a farm access.
WD/2023/3006/F	39 St Annes Road, Willingdon, BN20 9NJ	Conversion from garden room to beauty salon.
WD/2023/3108/F	20 Downsvalley Road, Willingdon, BN20 9QG	Single storey rear extension and alterations to existing buildings including insertion of roof windows.
WD/2023/3132/F	32 Combe Rise, Willingdon, BN20 9LN	Rear extension, porch and loft conversion

6. Planning Decisions.

Plan Number	Address	Decision	Comments
WD/2023/2966/F	9 Farmlands, Avenue, Polegate, BN26 5LL	Approve	No Objections
WD/2023/2897/F	8 Regnum Close, Lower Willingdon, BN22 0XH	Approve	No Objections

7. Planning Enforcement.

8. Large Development Sub-Committee.

9. WDC Draft Local Plan

10. Urgent items – for noting or referral to next agenda for Full Council or appropriate committee / sub-committee.

11. Confirm the date of the next meeting – **Monday 19<sup>th</sup> February 2024 at 7.00 pm.**

Parish Clerk  
The Parish Office,  
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East Sussex BN20 9PJ



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The minutes of the **PLANNING AND LICENSING COMMITTEE**

Held on **Monday 8<sup>th</sup> January 2024 at 7pm**

At Willingdon Community Hub Library, Coppice Avenue

**Present:** Cllrs Fran Pritchett (FP) (Chair), Ben Clennell (BC), Howard Coote (HC), Ian Nisbet (IN), Sally Morris (SM), John Pritchett BEM (JP), Andy Watkins (AW).

**In Attendance:** Nicola Williamson (NW) – Parish Clerk.

<u>Item</u>	<u>Subject</u>	<u>Action By</u>
<b>P24/01</b>	<b><u>Apologies, Councillors not present and notifications of substitutes</u></b> These were no apologies.	
<b>P24/02</b>	<b><u>The minutes from the meeting held on Monday 18<sup>th</sup> December 2023</u></b> The minutes of Monday 18 <sup>th</sup> December 2023 were signed as a true and accurate record by Cllr F Pritchett (Chair).	
<b>P24/03</b>	<b><u>Declaration of interest</u></b> There were no declarations of interest.	
<b>P24/04</b>	<b><u>Public Question Time</u></b> There were no Members of Public present.	
<b>P24/05</b>	<b><u>Planning applications</u></b>  <b>WD/2023/2999/F 28 Gorringle Drive, Willingdon, BN20 9ST.</b> Erect single storey extension at side, form rooms in roof with dormer at rear, erect porch at side and form enlarged parking area with permeable tarmac.  Members <b>AGREED</b> to <b>OBJECT</b> to this application for the following reasons: Poor plans. Yet again loss of bungalow stock. Out of keeping and incongruous to the street scene. This proposed development is overbearing and has no architectural merit. The Members hoped that the enlarged parking area does not take any of the amenity land. The gables at the rear of the property look extremely dominating on a small plot. This will be detrimental to the neighbours taking away all their privacy.  <b>WD/2023/2981/FR 4 The Triangle, Willingdon, BN20 9PJ.</b> Retrospective application for lean-to-storage area on the rear elevation and proposed alterations.  Members <b>AGREED</b> to support this application.	

	WD/2023/2901/F 11 Coppice Avenue, Willingdon, BN20 9PN. Demolition of existing conservatory and erection of a new single storey rear extension.  Members <b>AGREED</b> to support this application but recommended that blinds are fitted to roof windows in the extension to adhere to the dark skies policy.				
<b>P24/06</b>	<b>Planning Decisions</b>				
	<b>Plan Number</b>	<b>Address</b>	<b>Decision</b>	<b>Comments</b>	
	WD/2023/2376/F	11 Pendine Gardens, Willingdon BN22 0BJ	Approve	No Objections	
	These were <b>NOTED</b> .				
<b>P24/07</b>	<b>Planning Enforcement</b>				
	There was no planning enforcement to report at this time.				
<b>P24/08</b>	<b>Urgent Items – for noting or referral to next agenda for Full Council or appropriate committee/sub-committee.</b>				
	<p>CLlr J Pritchett BEM asked if the large Oak Tree on Hindsland was being cut down. NW to contact David Scane to ask and to check if any of the trees have TPO's on them. Also, if any trees were cut down would they be replaced.</p> <p>NW reported that she had contacted Maria Caulfield's office to chase up an urgent meeting about the Medical Centre.</p> <p>Hindsland Street names – As regards the proposed names of the residents WDC had contacted NW to report that as the residents had not been deceased over 20 years, contact would need to be made to the families to get permission to use the surnames. This will prove quite difficult. NW to contact WDC to enquire whether this is actual law or a WDC policy.</p>				<p><b>NW</b></p> <p><b>NW</b></p> <p><b>NW</b></p>
<b>P24/09</b>	<b>Date of Next Meeting</b>				
	Monday 29 <sup>th</sup> January 2024 at 7.00 pm				

**Meeting closed at 7. 30 pm.**

**Signed.....Chair**

**Date.....**

Parish Clerk  
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The minutes of the **Large Development Sub Committee**  
held on  
**Monday 8<sup>th</sup> January 2024 at 6.00pm,**  
**At The Willingdon Community Hub Library, Coppice Avenue, Willingdon.**

**Present:** Cllrs' John Pritchett BEM (JP) (Chairman), Ian Nisbet (IN), Fran Pritchett (FP), Andy Watkins (AW)

**In Attendance:** Nicola Williamson – Parish Clerk (NW), Advisor - Douglas Murray (DM).

<u>Item</u>	<u>Subject</u>	<u>Action By</u>
<u>LDSC24/01</u>	<b><u>Apologies Received</u></b> There were no apologies.	
<u>LDSC24/02</u>	<b><u>Declarations of Interest</u></b> There were no declarations of interest.	
<u>LDSC24/03</u>	<b><u>To accept the Minutes of the last meeting held on 20<sup>th</sup> November 2023</u></b>  The minutes of the meeting held on 20 <sup>th</sup> November 2023 were agreed as a true and accurate record of the meeting and signed by the Chairman John Pritchett.	
<u>LDSC24/04</u>	<b><u>Brodricklands Pavilion and Sports Ground</u></b> <b>(i) <u>To discuss and agree the Pavilion specification costings.</u></b> The updated costings from Barratts/David Wilson Homes for the Pavilion had previously been circulated to Members. Members were pleased that they had managed to get the building costs down which originally were £247,987.16 to £164,061.91 Cllr Watkins had asked if WDC had agreed the updated Pavilion Plans and was concerned if they hadn't this would incur more costs. NW confirmed that the updated plans have all been agreed by WDC. Members had an in-depth discussion and <b>AGREED</b> the revised costs of £164,061.91. Members then discussed any extra cost that must be factored into these costings. Members <b>AGREED</b> that solar panels should be installed. Members <b>AGREED</b> that £200,000 should be earmarked from the CIL monies received. Members <b>AGREED</b> to earmark £150,000 as a commuted sum for ongoing maintenance, considering possible tennis/netball courts and/or bowling green as well as the agreed football pitches. Members <b>AGREED</b> £60,000 for sheds for the allotments. Members <b>AGREED</b> £50,000 for the Wildflower maintenance. Members <b>AGREED</b> to <b>RECOMMEND</b> to the CIL Committee to earmark these figures for Finance and General Purposes to <b>AGREE</b> and <b>RECOMMEND</b> to Full Council. <b>(ii) <u>Next actions</u></b> NW to contact Jamie Low of BDW Homes to ask for confirmation of car parking spaces and allotments and the numbers vary from WDC plans to what BDW Homes have confirmed. NW to report that the updated costs for the Pavilion have been	

	provisionally agreed and will need to be agreed by the F & GP Committee. NW reported that the Environmental Agency had confirmed they do not maintain the ditches surrounding the sports ground. NW to try and arrange a site meeting with the EA to discuss this matter further.	
<u>LDSC24/05</u>	<u>Urgent items and items for referral to next agenda</u> None	
<u>LDSC24/06</u>	<u>Next Meeting date- TBC</u>	

Meeting closed at 6.58 pm.

Signed.....Chair

Date.....

**Parish Costs (Extra over from Building Regs Standards)**

Item	Total Cost	Comments
Larger Pavilion	£ 71,295.16	To remain, nothing noted on spec
External Lighting (subject to specification and quant) Based on 6 External lanterns	£ 1,125.00	Subject to specification/extent.
BT/Internet (Estimate)	£ 12,500.00	Cost estimate
Toilets, showers and sinks (to BDW specification) any increase in specification to be reviewed and price accordingly.	Included	
Changing rooms flooring (basic non-slip flooring to meet building regs)	Included	
Painted blockwork walls (2 coats of white emulsion) throughout	£ 17,531.25	Basic spec is painted woodwork only, painted blockwork as per the price quoted.
Standard pendant lighting in dry rooms, bulkhead lighting in wet rooms	Included	
De-centralised fan ventilation	Included	
Doors	Included	
White PVC windows	Included	
Boiler/Heating System	Included	
Kitchen - Fitted furniture (no quartz/granite, laminate worktops)	£ 5,162.50	Cost provided based on uplift from basic sink and worktop.
Appliances	Excluded	
Kitchen sockets additional	£ 1,250.00	Based on 8No extras sockets.
Mechanical ventilation system (estimate)	£ 28,125.00	Cost estimate
Vinyl to committee/club room	£ 9,800.00	Subject to specification/extent.
Safety mirrors (£195 each) Based on 20No.	£ 3,900.00	Included - basic specification.
Benches (subject to style and quants) Based on 2 runs of 3mtr and 4mtrs	£ 4,375.00	Upgraded fitted benches.
Lockable changing room doors	Included	
Plaster finish to kitchen and club room only	£ 8,998.00	
Solar panels supplied and fitted	£ 22,200.00	
<b>Total</b>	<b>£186,261.91</b>	