

DRAFT SUBJECT TO THE APPROVAL OF MAIN COUNCIL 7TH OCTOBER 2025

**FELPHAM PARISH COUNCIL
MINUTES OF THE MEETING OF THE PLANNING & LICENCING ADVISORY COMMITTEE &
NEIGHBOURHOOD PLAN COMMITTEE**

on **TUESDAY 9TH SEPTEMBER 2025** at 7.15 p.m.

PRESENT:

Chair: Councillor Glen Hewlett, Vice Chair: Councillor Graham Page

Councillors: Bob Budd, Gloria Moss, Jane Parker, Rick Parker

Councillors: (Ex Officio) Past Young

PL 22. APOLOGIES FOR ABSENCE:

Councillors: Antony Bassett, Tom Harty, Kirsty Halls, Russ Marsden-Sear

PL 23. DECLARATIONS OF INTEREST:

None

PL 24. QUESTION TIME:

A member of the public enquired regarding the Felpham Neighbourhood Plan. Councillor Glen Hewlett advised that the current plan does not expire until 2031. The CIL is secure until 2031 and so advice received is that it is not necessary to review the Plan at this time.

PL 25. CLERK'S REPORT:

Attached to the minutes.

PL 26. CORRESPONDENCE:

- i. Members noted that the following applications had been approved by Arun District Council since the last meeting:
 - FP/42/25/HH - Retention of fence - 2 Henfield Way, Felpham
 - FP/45/25/HH - New single storey rear extension, following demolition of existing conservatory. Alterations to fenestration - 16 Hinde Road, Felpham
 - FP/46/25/CLP - Planning Permission not required - Lawful development certificate for a proposed deck of 230mm in height from ground at the rear of the dwelling, addition of sliding doors to the existing rear elevation and relocation of door (including of removal of window and an additional window) to the east elevation - 19 Halliwick Gardens, Felpham
 - FP/50/25/HH - Single storey rear extension. Alterations to fenestration. Internal alterations - Sea Echo, 2 Longport Road, Felpham
 - FP/56/25/T - Fell 1 No. Holm Oak (T1) - 11 Admiralty Road, Felpham

- FP/71/25/NMA - Non-material amendments following the grant of FP/87/24/HH relating to removal of proposed skylights in rear extension, amendments to existing windows and additional windows – 32 Ley Road, Felpham.
- FP/55/25/HH - Loft conversion with dormer - 35 Davenport Road, Felpham
- FP/60/25/CLP - Planning Permission not required - Lawful development certificate for the proposed insertion of an ATM into the glass frontage at 1 Grassmere Parade - Grassmere Parade Felpham Road Felpham
- FP/64/25/CLP - Planning Permission not required - Lawful development certificate for the proposed conversion of attached garage to hobby room - 23 Bursledon Close, Felpham
- FP/67/25/HH - Approved subject to Conditions - Demolish existing sun room and replace with a single storey rear extension - 61 Wroxham Way, Felpham
- FP/104/25/NMA - Non material amendment following the grant of FP/60/22/HH to extend the existing garage to align with approved new porch and balcony over - 8 Wansford Way, Felpham
- FP/74/25/T - 1 No. Holm Oak (T3) remove lower western branch to leave a height of 3.5m above ground - 8 Ceres Place, Felpham
- FP/59/25/PL - Change of use of rear garden and erection of cattery. This application is in CIL zone 4 (zero rated) - 18 Compton Drive, Felpham
- FP/80/25/T - Removal of each of the lowest branches on western aspect of 2 No. Monterey Pines (T1 and T2) and removal of dead or dangerous branches throughout the trees – 3 Monterey Pines, Felpham
- FP/76/25/HH - Single storey rear extension and first floor extension above existing carport - 23 Overdown Road, Felpham
- FP/83/25/HH - Single storey side extension - 6 Andrew Avenue, Felpham
- FP/85/25/PL - Demolition of outbuilding and erection of 1no self-build detached dwelling and creation of a new access to serve the existing dwelling (resubmission following FP/53/24/PL). This application is in CIL Zone 4 and is CIL Liable as a new dwelling. By: Delegated Powers Croindene 8 Strand Way Felpham
- FP/101/25/PDH Prior Approval Not Required - Notification under extended permitted development rights for a single storey rear extension extending 3.95m beyond the rear wall of the original dwelling house, with a maximum height of 2.9m and an eaves height of 2.6m - 11 Myrtle Copse Felpham
- FP/88/25/HH - Proposed carport - 21 Goodwood Avenue Felpham
- FP/63/25/- Proposed part single, part two storey rear extension - 111 Felpham Way Felpham

ii. Members noted that the following applications had been refused by Arun District Council since the last meeting:

- FP/40/25/HH - Demolition of the existing garage and replacement with new garage incorporating a residential annex to the main house - Old Watch House, Old Coastguards, Felpham
- FP/44/25/HH - Erection of a carport - 11A Outerwyke Avenue, Felpham
- FP/37/25/HH - Proposed integral front garage - 7 Sea Drive, Felpham

iii. Members noted that the following applications had been withdrawn since the last meeting:

- FP/73/25/T - 1 No. Sycamore (T1) Fell - 29 Links Avenue, Felpham

PL 27 TO VOTE TO ACCEPT COUNCILLOR DAVE SMART AS A MEMBER OF THE PLANNING, LICENSING & NEIGHBOURHOOD PLAN COMMITTEE.

Councillors voted to accept Dave Smart as a member of the Planning, Licencing & Neighbourhood Plan Committee.

PL 28. PLANNING APPLICATIONS

FP/110/25/HH	101A Limmer Lane Felpham PO22 7LP	Erection of a summerhouse / garden room in the rear garden.	No objection Note: Drawings not to scale
FP/122/25/A	The Southdowns 133 Felpham Way Felpham PO22 8QJ	Installation of various signage.	No objection
FP/123/25/CLP	35 Firs Avenue Felpham PO22 8QA	Lawful development certificate for the proposed use of a dwelling house to provide residential care accommodation to 3 No. young people.	No objection Note: Bathroom facilities may not be adequate on the first floor.

PL 19. PLANNING APPLICATIONS RECEIVED AFTER PUBLISHED AGENDA:

FP/124/25/PDH	50 Flansham Lane Felpham PO22 6AH	Notification under extended permitted development rights for a single storey rear extension, extending 4.5m beyond the rear wall of the original dwelling house, with a maximum height of 3.3m and an eaves height of 2.8m.	No objection Note: No dimensions on block plan
FP/126/25/HH	2 Stanhorn Grove Felpham PO22 8FP	Conversion of detached garage to form annexe.	OBJECT Does not comply with national minimum space standards in the UK. Insufficient parking on site. Scale bars do not scale.
FP/125/25/HH	14 First Avenue Felpham PO22 7LG	Single storey rear extension. First floor side extension above existing ground floor.	OBJECT No scale bars. Not clear if a 1m gap from the boundary has been maintained on the first floor.

			Bedroom 5 – There may be issues with overlooking and it is unclear whether this is diffused glass. Fails to comply with Arun District Council Parking Requirements.
FP/127/25/NMA	10 Felpham Gardens Bognor Regis PO22 8QS	Non material amendment following the approval of FP/61/20/PL to change from approved Cedar cladding to plain clay tile hanging.	No objection

PL 20. PREVIOUS PLANNING APPLICATION DECISIONS:

FP/59/25/PL	18 Compton Drive Felpham PO22 6QW	Change of use of rear garden and erection of cattery. This application is in CIL zone 4 (zero rated).	OBJECT: Garden is too small for this occupation and the potential noise levels too high.
FP/73/25/T	29 Links Avenue Felpham PO22 7BL	1 No. Sycamore (T1) Fell.	No objection
FP/74/25/T	8 Ceres Place Felpham PO22 7RG	1 No. Holm Oak (T3) remove lower western branch to leave a height of 3.5m above ground.	No objection
FP/76/25/HH	23 Overdown Road Felpham PO22 7HW	Single storey rear extension and first floor extension above existing carport.	OBJECT: Contrary to ADC policy, the first-floor extension on the west boundary is less than 1m from the boundary.
FP/78/25/DOC	1 Burley Road Felpham PO22 7NF	Approval of details reserved by condition imposed under reference FP/176/24/PL relating to condition number 3 - surface water drainage scheme, condition number 4 - acoustic, condition number 5 - Biodiversity Enhancement Layout and condition number 6 -	No objection

		schedule of materials and finishes.	
FP/80/25/T	3 Monterey Pines Felpham PO22 7LA	Removal of each of the lowest branches on western aspect of 2 No. Monterey Pines (T1 and T2) and removal of dead or dangerous branches throughout the trees.	No objection
FP/83/25/HH	6 Andrew Avenue Felpham PO22 7QS	Single storey side extension.	No objection NOTE: Garage will only be usable for storage.
FP/85/25/PL	Croindene 8 Strand Way Felpham PO22 7LH	Demolition of outbuilding and erection of 1no self-build detached dwelling and creation of a new access to serve the existing dwelling (resubmission following FP/53/25/PL). This application is in CIL Zone 4 and is CIL Liable as a new dwelling.	OBJECT: Overcrowding and inadequate parking for a 4-bedroom property. Note: No objection was raised to the previous application FP/53/25/PL which was a 3-bedroom build.
FP/88/25/HH	21 Goodwood Avenue Felpham PO22 8EH	Proposed carport.	OBJECT: Not in keeping with the street scene, overcrowding and blocking off all-natural light to ground floor rooms.
PE/00629/25	26 Ashmere Lane Felpham	Notice of Intention under the Electronic Communications Code (Conditions and Restrictions) Regulations (2003) to install 1 No. 9 m medium wooden pole. 496609,100153.	Information only.
FP/63/25/HH	111 Felpham Way Felpham PO22 8QB	Proposed part single, part two storey rear extension.	No objection
FP/92/25/HH	49 Minton Road Felpham PO22 7JX	Garage conversion to a habitable space, rear single storey wraparound extension, first floor side extension to the west elevation, and front canopy.	No objection

FP/100/25/OUT	12 Ashmere Gardens Felpham PO22 7QX	Outline application with all matters reserved for the erection of 1 No self-build, 2-bed detached bungalow.	<p>OBJECT: Insufficient space for development: Site space external is a total of 60.8m2. Minimum space standards internal gross area for a 2 bedded property is 61m2 or 70m2 for single storey 3 person occupancy (61m2) or 4 persons occupancy (70m2) (Laid down in March 2015 Department for Communities and Local Government Technical housing standards described space standard)</p> <p>No separate driveway access to property and no means of achieving it. One additional car space provided at front of existing property. Parking standards state "at least 2". Will inevitably lead to parking on local close. Fails to meet ADC parking standards.</p> <p>Not in keeping with the street scene.</p> <p>Overdevelopment of the site.</p>
FP/99/25/HH	16 The Midway Felpham PO22 7HA	New porch, single storey front extension, alterations to cladding and removal of chimney.	No objection
FP/101/25/PDH	11 Myrtle Copse Felpham PO22 8FQ	Notification under extended permitted development rights for a single storey rear extension extending 3.95m beyond the rear wall of the original dwelling house, with a maximum height of 2.9m and an eaves height of 2.6m.	No objection
FP/97/25/HH	35 Downview Road Felpham PO22 8HH	Part single, part two storey side extensions, single storey side/rear extension, front porch canopy and roof extension including conversion of loft to	No objection

		habitable use with side and rear dormers.	
FP/103/25/A	97 Felpham Way Felpham Bognor Regis West Sussex PO22 8QB	Installation of 1 No. internally illuminated sign.	No objection
FP/104/25/NMA	8 Wansford Way Felpham PO22 7NL	Non material amendment following the grant of FP/60/22/HH to extend the existing garage to align with approved new porch and balcony over.	No objection
FP/115/25/T	20 Virginia Gardens Felpham PO22 6BE	1 No. Oak (T1) crown reduction to leave a height of 12m and a spread of 12m and crown lift to 3m from ground level.	No objection
FP/114/25/T	1 Northwyke Close Felpham PO22 8QH	1 No. Popular (T1) radial reductions on the east to leave a spread of 6m and on the south to leave a spread of 5m.	No objection
FP/116/25/T	4 Lauren Gardens Felpham PO22 8EQ	1 No. Oak (T1) crown reduction to leave a height of 7m and a spread of 6m.	No objection.
FP/108/25/DOV	Land off Stanhorn Grove Felpham PO22 8FA	Application to enter into a Deed of Variation to modify schedule 2.2 & 3.2 of the Section 106 agreement dated 27/06/2023 (linked to FP/104/22/PL) to bring library and fire and rescue contributions in line with varied approval FP/32/25/S73.	No objection
FP/118/25/TC	Cranford Waterloo Road Felpham PO22 7EH	1 No. Cordyline Australis (T1) to fell and 1 No. Common Olive Tree (T2) to fell. These trees are within the Felpham Conservation Area.	No objection

PL 21. MATTERS OF URGENT PUBLIC IMPORTANCE (with the prior consent of the Chairman):

None

DATE OF NEXT MEETING: Tuesday 7th October 7pm

Signed.....

Date.....

Clerk's Report Sep 2025

Plans for 1,250 Barnham homes and changes to the A29 approved

https://www.sussexexpress.co.uk/news/politics/council/plans-for-1250-barnham-homes-and-changes-to-the-a29-approved-5243009?fbclid=IwQ0xDSwLwtydleHRuA2FIbQIxMQABHIYSzQRGkxL6nIsHVM53AI_zxqPwl9yrAXyELb6scM0SkpTXvH_KahUhEvs_aem_U-T5gSMC6zIIJnFv7R8mig#md3rg2s7zedpbe9q1m2t73ofz2yxl1fq

A259 Bognor to Littlehampton - Comet Corner Planning

The scheme has received approval at Outline Business Case stage from the Department for Transport with the Full Business Case being prepared for submission.

Alongside this, the planning application for the new four-arm roundabout at Comet Corner junction has been submitted. It is listed under WSCC/030/25 and includes improved bus connections, cycle and pedestrian facilities, and associated landscaping including widened embankments, drainage and ecological mitigation.

Oystercatcher Junction planning application is being prepared and will be submitted separately. These are the only two planning applications associated with the scheme as the rest of the work is permitted development. The Full Business Case is being finalised and can be submitted concurrently with the planning applications.