

All minutes are draft and subject to approval at the next meeting

FERRING PARISH COUNCIL

Planning & Licensing Committee (Decision Powers)

Minutes of the Planning & Licensing Committee Meeting held at the Village Hall 21st July 2025 at 7.00pm

Present	Councillors	Ruth Arnold (Chairman)
		John Tero (Vice Chairman)
		Roger Elkins
		Clare Royal
		Lesley Young
		Simon Bromley

1	Elect a Chairman Councillor Ruth Arnold was elected as the Committee Chairman	
2	Elect a Vice Chairman Councillor John Tero was elected as the Committee Vice Chairman	
3	Apologies for Absence There were no apologies.	
4	Declarations of Interest There were no declarations of interest.	
5	Public Question Time There were no public in attendance.	
6	To confirm the Minutes of the last Meeting 19th May 2025 The Minutes of the Planning & Licensing Committee Meeting held 19 th May 2025 were approved by the Committee as a correct record and signed by the Chairman.	
7	Actions update from the last meeting There was nothing to mention.	
8	To review the terms of reference for Planning & Licensing Committee Councillor Roger Elkins enquired as to where the Terms of Reference	

	<p>originated from and raised questions regarding its content. The Clerk advised that it is good practice that Committees have a Terms of Reference and that the document is reviewed by the Committee annually following the Annual Statutory Council Meeting in May. In terms of the content of the Terms of Reference for the Planning & Licensing, this was written by an ex-committee chairman a few years ago and the committee approved the content.</p> <p>After a brief discussion, the Planning & Licensing Committee felt that the content remains valid and approved the Terms of Reference for the Planning & Licensing Committee</p> <p>The above will be recommended for Full Council approval.</p>	
9	<p>To acknowledge planning list 20 & 25 Comments as agreed via email Committee RESOLVED at the Planning & Licensing Committee Meeting on 19th April 2021 that any future planning application lists not covered by a Planning & Licensing Committee Meeting are permitted to be resolved via email, ensuring meeting quorum and majority vote is met.</p> <p>Councillor Roger Elkins mentioned that Government is considering the option of hybrid meetings and questioned if the committee could continue to comment on applications via email and claimed that there is a written authority that this option ceased in May 2021.</p> <p>The Clerk advised that the Planning & Licensing at their meeting on 19th April 2021, as outlined above, had granted dispensation the committee for applications to be agreed via email in-between meeting dates. The Clerk asked for the written authority to be passed to her.</p>	RE
10	<p>Planning Applications – to consider responses to List 26 - 28, Councillors are asked to familiarise themselves with applications prior to the meeting.</p> <p>FG/71/25/CLE Lawful development certificate for the existing non installation of a partition wall and insertion of a mezzanine floor. Highdown Industrial Park Littlehampton Road Ferring – <i>No Comment</i></p> <p>FG/73/25/CLP Lawful development certificate for a proposed side extension. 23 St Osmund Road Ferring – <i>No Comment</i></p> <p>FG/74/25/DOC Approval of details reserved by condition imposed under reference FG/105/20/PL relating to condition number 3 - car parking, condition number 5 - cycle parking spaces, condition number 8 renewable and low carbon energy supply and condition number 9 - charging of electric vehicles. The Tudor Close Public House Ferringham Lane Ferring – <i>No Comment</i></p>	

	<p>FG/78/25/TC</p> <p>Fell 1 No Weeping Willow tree and various other tree works within the Ferring Conservation Area.</p> <p>Barberry Lodge, 17 Ferring Street and Glebe Gate, 19 Ferring Street Ferring</p> <p><i>– It was agreed that the Clerk will ask if the trees have TPO's.</i></p>	CLERK
11	<p>Housing & Economic Land Availability (HELAA) – Call for sites</p> <p>ADC has issued the Housing & Economic Land Availability (HELAA) – call for sites update for the following locations:</p> <p>Land Rear of Henty Arms, Ferring Lane, Ferring</p> <p>Ferring Village Hall, Ferring Street, Ferring</p> <p>Land at Ferringham Lane, Ferring</p> <p>The Committee approved that the mentioned sites status is Not Currently Developable (NCD). The Clerk will write to ADC Local Plan to confirm this.</p>	CLERK
12	<p>All about Ferring Magazine</p> <p>The search for a FPC volunteer Tree Warden will be included in the next issue.</p>	
13	<p>Urgent matters arising, since the preparation of this Agenda & Items to be referred to the next agenda</p> <p>Councillor Ruth Arnold gave her apologies for the meeting on 1st September 2025.</p>	
14	<p>Date of Next Meeting</p> <p>Monday 1st September 2025</p> <p>Meeting closed at 7.22pm</p> <p>Mrs Nadine Phibbs Clerk to Council</p>	
	<p>Minutes approved</p> <p>Chairman</p> <p>Date</p>	