
MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 25TH APRIL 2022 AT 7.30PM AT THE STEYPNING CENTRE.

Present: Cllrs Trundle, Young and Ian Alexander.

Members of the public: None

Clerk – Hazel Roxby

MINUTES

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APOLOGIES

169.1

Apologies were received from Cllrs Hanson, Bell, Parsons, Rudkin and Northam.

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DECLARATIONS OF INTEREST

170.1

There were no declarations of interest from councillors.

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QUESTIONS FROM THE FLOOR -

171.1

None.

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MINUTES – to agree minutes of the last meeting on Monday 28TH March 2022

172.1

Cllr Trundle **proposed, seconded** by Cllr Ian Alexander to accept the minutes of 28th March 2022 as a true and fair record of the meeting. **Agreed**

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MATTERS ARISING AND ACTIONS

173.1

158.1 Richborough Estates - Deputy Clerk to forward an email received from a concerned resident to Richborough Estates. **Actioned.** A response from Richborough estates was received just before the meeting. Deputy Clerk to forward the email to committee members.

173.2

158.2 - Blinds for the committee room to be purchased with left over budget up to the value of £400.00 - **Actioned.** Blinds Ordered.

173.3

158.5 - Canopy for Playgroup reading area - Deputy Clerk to investigate with the Clerk and the Preschool whose asset the canopy would ultimately be and who will be responsible for the insurance and the maintenance. – **Ongoing.**

173.4

158.6 - Dishwasher Replacement – Awaiting delivery.

173.5

158.7. – Bus Shelter ramp – Deputy Clerk to consult with an Accessibility Consultant for advice on the best solution to make the bus shelter accessible. **Update** – A meeting with the Accessibility Consultant is to be arranged with the Deputy Clerk at the beginning of May.

173.6

158.8 – Request from PPG - Accept offer of Real Time Information Screen for foyer – **Actioned.** Awaiting delivery

173.7

159.3 & 4– Historic Buildings Project – Deputy Clerk to print 4 copies of the Local Heritage List Booklet and give a copy to the Library and keep 3 copies. Also to print 120 copies of

the agreed letter and leaflets and give to The Steyning Society. **Actioned.** Cllr Ian Alexander informed that the letters have been delivered to the residents whose houses are on the Historic Buildings register.

- 173.8** **Request for discount on hall hire for a wedding from a member of staff** – Recommended for the personnel committee to create a policy for staff discount which would be for personal use. **Actioned** – The Personnel Committee agreed a policy for 25% discount for personal use and recommended that the Parish Council adopt it at their meeting on 11th April. The policy was agreed.

P21/174 **PLANNING APPLICATIONS**

- 174.1** **DC/22/0571 – Bay Cottage, Dog Lane** – Erection of a first floor extension above the existing Front cloakroom. Erection of a single and two storey side and rear extension. Erection of a 1st floor rear extension above the existing conservatory and erection of a carport to the rear of the dwelling.

Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed.**

- 174.2** **SDNPA/22/01567/FUL – Charlton Court Granary, Mouse Lane** – Part demolition of existing derelict barn outbuildings and grain silo (flint and tile barn to be retained). Proposed extension and conversion of redundant agricultural buildings to form single residential dwelling. Erection of an ancillary outbuilding for storage to be adjacent agricultural land in the same ownership. Associated hard and soft landing.

Cllr Ian Alexander **proposed, seconded** by Cllr Trundle **No Objection. Agreed**

- 174.3** **SDNPA/22/01769/FUL – Charlton Court Farm, Mouse Lane** – Demolition of existing buildings and construction of machinery and general purpose store (in lieu of building approved under SDNP/21/00427/FUL)

Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**

- 174.4** **DC/22/0499 – Dingermans Court, Shooting Field** - Surgery to 2 x Sycamore

Cllr Trundle **proposed, seconded** by Cllr Young **No Objection. Agreed.**

- 174.5** **DC/22/0712 – St Kevins, Kings Barn Villas** – Demolition of existing conservatory and erection of a single storey rear extension.

Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**

P21/175 **LATE PLANS**

- 175.1** **DC/22/0758 – 67A High Street** – Replacement of 3 conservation rooflights with 3 larger conservation rooflights to rear roof slope (listed building consent)

Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**

- 175.2** **DC/22/0786 – 1 Gatewycke Terrace, Tanyard Lane** – Erection of a single storey side and rear extension with pitched roof.

Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**

P21/176 **ENFORCEMENT NOTIFICATIONS**

- 176.1** **EN/22/0124 04/04/2022 103 High Street** - Alleged: development is not in accordance with plans approved under DC/21/1481 and DC/21/1482.
EN/22/0147 13/04/2022 Land Adjacent Devonshire House College Hill Steyning West Sussex BN44 3GB Alleged: commencement of ST/88/94 outside of three year time period
Jennifer Baxter

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177.1

PLANNING DECISIONS FROM HDC and SDNP

APPLICATIONS PERMITTED

DC/19/1394 - Newmans Gardens Car Park, Tanyard Lane - Installation of a freestanding illuminated digital display

DC/21/1384 Site: Horsebrook Cottage Steyning Road - Erection of an agricultural outbuilding to store animal feed and machinery.

DC/21/2749 - 4 High Street - Removal of Condition 2 of previously approved application DC/19/2230 (Retrospective application for the installation of air conditioning units within a dental practice) Relating to the air conditioning units.

DC/22/0067 - 9 De Braose Way - Conversion of loft to form habitable living space, incorporating creation of dormers to north and south and associated alterations.

DC/22/0187 - 8 Greenacres - Erection of a single storey side extension.

DC/22/0314 - Memorial Recreation Ground Charlton Street - Surgery to 1 x Apple (Works to Trees in a Conservation Area)

DC/22/0437 - Dog Lane - Surgery to 2 x Conifers (Adj to Watersmead) (Works to Trees in a Conservation Area)

DC/22/0058 - Dukes House 1 Dukes Lane - Surgery to 1 x Oriental plane and 1 x Copper beech TPO 592

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178.1

DEPUTY CLERKS REPORT FOR STEYNING CENTRE

Bookings – April has been another good month for bookings. There has been the usual break in bookings for Easter from the Playgroup and a few of the regular groups however most of the keep fit, yoga and Pilates groups carried on over the Easter holiday. The expected income during April is £5,501.59.

178.2

Film nights – The film in April was House of Gucci 70 tickets were sold. After the film and hall hire costs were paid there was a profit of £24.17. The next film is West Side Story on Wednesday 4th May. 25 tickets have already been sold.

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179.1

FINANCIAL REPORT

Income and Expenditure report for March 2022 – to accept the reports as a correct record of the finances.

Cllr Trundle **proposed, seconded** by Cllr Ian Alexander to accept the Income and Expenditure reports for March 2022 as a correct record. **Agreed**

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180.1

CORRESPONDENCE/INFORMATION.

An email was received from Huddlestone Farm requesting clarification of the public footpath detail in the SPC response to planning application DC/22/0369. An email was drafted and agreed by committee. Email of response has been sent to Huddlestone Farm.

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DATE OF NEXT MEETING - Monday 23rd May 2022 at 7.30pm

The Chairman closed the meeting at 8.00pm

Signed Chairman - 23rd May 2022

Link to the meeting

<https://youtu.be/O0z3fCv9Vxw>