
MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 27TH JUNE 2022 AT 7.30PM AT THE STEYPNING CENTRE.

Present: Cllrs Trundle, Young, Ian Alexander, Hanson, Simon Alexander, Northam and Rudkin

Members of the public: 1

Clerk – Hazel Roxby

MINUTES

P22/23

APOLOGIES

23.1

Apologies were received from Cllr Parsons.

P22/24

DECLARATIONS OF INTEREST

24.1

There were declarations of Personal interest from Cllr Hanson on item 28.10

P22/25

QUESTIONS FROM THE FLOOR -

25.1

None.

P22/26

MINUTES – to agree minutes of the last meeting on Monday 23rd May 2022

26.1

Cllr Trundle **proposed, seconded** by Cllr Simon Alexander to accept the minutes of 23rd May 2022 as a true and fair record of the meeting. **Agreed**

P22/27

MATTERS ARISING AND ACTIONS

27.1

173.3 - Canopy for Playgroup reading area - Deputy Clerk informed that a meeting was held with the Pre School managers, Clerk and Deputy Clerk to discuss changing the plan from purchase and erection of a canopy to purchasing equipment that can be used for preschool children and young children's parties held at the centre and also for a new toddlers group that is being discussed at present. The Pre school Managers are to have some discussions over the summer period and report back in September. – **Ongoing.**

27.2

173.4 - Dishwasher Replacement – Delivered and installed on 27th May 2022 **Actioned**

27.3

173.5. – Bus Shelter ramp – A meeting with the Accessibility Consultant is to be arranged with the Deputy Clerk at the beginning of May. Update - Agenda Item 10.3

27.4

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

P22/28

PLANNING APPLICATIONS

28.1

DC /22/0893 – 20 Penlands Rise – Construction of a dormer to the front elevation.

Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed** 6 for and 1 Abstention

- 28.2 DC/22/0881 – 17 Canons Way** – Erection of a single storey rear extension, first floor side extension and part garage conversion.
Cllr Trundle **proposed, seconded** by Cllr Simon Alexander **No Objection. Agreed** 5 for, 1 objection and 1 Abstention.
- 28.3 DC/22/1034 – Ashburton, High Street** – Surgery to 2 Sycamore (Works to trees in a Conservation Area)
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**
- 28.4 DC/22/1069 – 5 Southdown Terrace** – Fell 3 Ash Trees (Works to Trees in a Conservation Area)
Cllr Northam **proposed, seconded** by Cllr Young **No Objection** subject to the advice of HDC's Arboricultural Officer. **Agreed**
- 28.5 DC/22/0983 – Calcot Farm** – Erection of an agricultural barn.
Cllr Simon Alexander **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed** 5 for 1 objection and 1 abstention.
A member of the public and Cllr Rudkin spoke against the application.

Cllr Rudkin and the member of public left the meeting at 8.10pm
- 28.6 DC/22/0986 – 9 Kings Barn Lane** – Erection of a first floor rear extension, installation of 4 rooflights, installation of cladding to front and rear, installation of solar panels to rear and alterations to windows and doors.
Cllr Trundle **proposed, seconded** by Ian Alexander **No Objection. Agreed**
- 28.7 DC/22/0524 – 18A Newham Lane** – Erection of a first-floor rear extension and extension to the existing rear dormer
Cllr Trundle **proposed, seconded** by Simon Alexander **No Objection. Agreed**
- 28.8 DC/22/0965 – Barclays Bark, Bank House 40 High Street** - Amendments to previously approved plans DC/21/1621 (change of use of first floor from offices (Use Class E) comprising of 1 apartment and 1 holiday let with associated internal and external alterations and additions) LBC
Cllr Trundle **proposed, seconded** by Simon Alexander **No Objection. Agreed**
- 28.9 DC/22/1006 – 38 Roman Road** – Demolition of existing conservatory and erection of a single storey rear extension
Cllr Trundle **proposed, seconded** by Simon Alexander **No Objection. Agreed**

Cllr Hanson declared an interest in this application as she lives nearby and took no part in the vote
- 28.10 DC/22/1018 – Wappingthorn Lodge, Horsham Road** - Extensions, alterations and change of use of stables, garage and machinery store to form 1 dwelling house.
Cllr Trundle **proposed, seconded** by Simon Alexander **No Objection. Agreed**
- P22/29 LATE PLANS**
None at time of printing

- P22/30**
30.1 **ENFORCEMENT NOTIFICATIONS**
None
- P22/31** **PLANNING DECISIONS FROM HDC and SDNP**
APPLICATIONS PERMITTED
- 31.1** **DC/21/2362 - 3 Dukes Yard** - Creation of a rear dormer to replace existing rooflights and enlargement and alterations to 3no dormers to the front and rear. Conversion of part integral garage to form home office, alterations to fenestration and associated external alterations
- 31.2** **DC/22/0758 - 67A High Street** - Description: Replacement of 3no conservation rooflights with 3no larger conservation rooflights to rear roof slope (Listed Building Consent).
- 31.3** **DC/22/0786 - 1 Gatewycke Terrace Tanyard Lane** -: Erection of a single storey side and rear extension with pitched roof.
- 31.4** **DC/22/0499 - Dingemans Court, Shooting Field** - Surgery to 2 x Sycamore
- 31.5** **DC/22/0853 - The Maltings Church Street** - Fell to 1 x Yew tree (Works to Trees in a Conservation Area)
- 31.6** **Withdrawn**
DC/22/0405 - 11 Portway - Prior Approval for the erection of a single storey rear larger home extension, which would project 4.30m from the rear elevation, comprising a maximum height of 2.80m and an eaves height of 2.80m.
- 31.7** **Refused**
DC/22/0373 - Old Coach House Vicarage Lane - Fell 1 x Sycamore Decision:
- P22/32** **DEPUTY CLERKS REPORT FOR STEYNING CENTRE**
- 32.1** **Bookings** – June has been another busy month. Some of the cyclist groups have returned for the summer months. There was a new children's theatre group on 18th June. The feedback was good from the group and they have said that they will very likely book again for their next production. The income for the hall hire was £4077.47.
- 32.2** **Film nights** – The film in June was 'Belfast', 93 tickets were sold. After the film and hall hire costs were paid there was a profit of £ 78.37. The next film is 'The Duke' on Wednesday 6th July. Some tickets have already been sold.
- 32.3** **Bus Shelter Ramp** - The drawings and spec of the proposed work to the bus shelter have been received from Philip Clay and sent out to committee Members. Sean Rix has been consulted as to whether planning permission would be required, he has confirmed that neither planning permission or Conservation Area Consent is required as the works falls under Schedule 2, Part 12 of the General Permitted Development Order.
It was noted that there will be a need to appoint a Construction Design Management Consultant to manage the Health and Safety side of the project. The proposed work is likely to be a 4-week job costing in the region of £10,000 to £15,000 due to the huge increase in material costs. As the project has not been budgeted for and is not on the project list for this financial year the committee considered the step.
Cllr Trundle **proposed, seconded** by Cllr Young to request at F& GP Committee that the project be put on the project list for this financial year. To delegate Cllrs Young and Simon Alexander to research funding options that may be available for the project and to report to the F&GP Meeting. **Agreed.**

- 32.4** **Checks on Club Buildings** - Cllrs to carry out checks on Cricket, Tennis and Bowls club buildings as per the lease requirement to ensure the buildings are in good condition. Cllr Trundle **proposed, seconded** by Cllr Hanson that Cllrs Young and Simon Alexander undertake the checks and make arrangements with the Chairmen of the clubs to do so. **Agreed.**
- 32.5** **Committee Rooms use for Committee meetings-** To discuss using the committee rooms for SPC committee meetings as they were pre covid. Cllrs had some concerns for using the smaller area especially if there are members of the public in attendance as covid is still rife. Cllr Trundle **proposed, seconded** by Cllr Hanson that the committee rooms should be only used for meetings when the Saxon Room is requested for customer use. **Agreed.**
- 32.6** **Notice Boards for High Street Bus Shelter recesses-** To discuss installation of 2 notices boards in the recesses at the bus shelter for SPC advertising and information and request quotes and report back to the next meeting. Cllr Trundle **proposed, seconded** by Cllr Northam that the recesses be painted with a dark colour on the inside of the recess and White on the outside and to then be used for a trial period for SPC notices. **Agreed.**
- P22/33** **FINANCE**
33.1 **Income and Expenditure report for April 2022** – to accept the reports as a correct record of the finances. Cllr Trundle **proposed, seconded** by Cllr Simon Alexander to accept as a true and fair record of the premises income and expenditure for April. **Agreed.**
- P22/34** **CORRESPONDENCE/INFORMATION.**
34.1 Open Space newsletter and AGM information
- P22/35** **DATE OF NEXT MEETING** - Monday 25th July 2022 at 7.30pm

The Chairman closed the meeting at 8.52pm

Signed Chairman -

Link to the meeting

<https://youtu.be/ZvppwA7PekU> and <https://youtu.be/kvljFi7VC94>