
MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 24TH OCTOBER 2022 AT 7.30PM AT THE STEYPNING CENTRE.

Present: Cllrs Trundle, Young, Ian Alexander, Parsons, Hanson and Simon Alexander

Members of the public: 3

Clerk – Hazel Roxby

MINUTES

P22/78

APOLOGIES

78.1

Apologies were received from Cllrs Northam and Rudkin

P22/79

DECLARATIONS OF INTEREST

79.1

There were no declarations of interest from Cllrs.

P22/80

QUESTIONS FROM THE FLOOR -

80.1

None

P22/81

MINUTES – to agree minutes of the last meeting on Monday 26th September 2022

81.1

Cllr Trundle **proposed, seconded** by Cllr Ian Alexander to accept the minutes of 26th September 2022 as a true and fair record of the meeting. **Agreed**

The Chairman moved item 11 on the agenda forward as 2 members of the public attending wished to speak on the item.

P22/82

STEYPNING LOCAL HERITAGE LIST – To discuss updates list and recommend for adoption by Parish Council.

82.1

The updated Heritage list and explanation from the Steypning Society has been received and sent to committee members. The Chairman and Vice Chairman of the Steypning Society attended the meeting. They informed that there had been a good response to the original document which was sent to all owners of the properties included in it. There were requests from 2 owners to have their properties removed from the list. The library has been added to the document. Owner's permission has been received for the 2 green field sites that have been added to the list. The full report and Heritage List are on the Steypning Society website and will also be placed on the Parish Council website. Steypning Parish Council has been requested to adopt the Heritage List which will be held by Horsham District Council.

Cllr Trundle **proposed, seconded** by Cllr Simon Alexander to recommend to full council the approval and adoption of the Steypning Local Heritage List. **Agreed.**

P22/83

MATTERS ARISING AND ACTIONS

83.1

55.1 – Soft Play equipment for Playgroup – The plan has been changed to purchasing equipment that can be used for preschool children and young children's parties held at the Steyning Centre. Deputy Clerk and Clerk met with Pre-School manager on Thursday 29th September to discuss the possibility of a new toddlers stay and play session on Fridays afternoons. Preschool to report back after half term. **Ongoing**

83.2

55.2 – Request from PPG - Accept offer of Real Time Information Screen for foyer – **Actioned.** A meeting was held on 13th October with the PPG, three 6TH Form pupils, Clerk and Deputy Clerk. The youths gave a presentation of the information that will be available and how the screen will work. It is hoped the screen will be installed soon. **Ongoing.**

83.3

55.3. – Bus Shelter Floor Removal in one bay – Recommended to request at F& GP Committee to put the project on the project list for this financial year. The item was discussed at the October F&GP meeting and Cllrs Lloyd and Platt were requested to liaise with HDC concerning funding towards the floor removal of the 3rd bay. **Ongoing**

83.4

55.4 - Checks on Cricket, Tennis and Bowls Club Buildings -Update Cllrs Young and S Alexander to carry out the checks. **Actioned** All the checks have been carried out and the Buildings are in a good state of repair. The Bowls Club have requested to remove the coal bunker as it has not been in use for many years. They will remove it themselves and use the hard base to store the waste bins. Deputy Clerk has requested a contractor to check the fence and report back on remedial works required. **Ongoing.**

83.5

55.6 – Repairs to mains fuse board outside High Street toilets. - Committee agreed the fuse board with 4 sockets at £620.00 plus VAT should be done as soon as possible. Awaiting a date for the work to be done.

83.6

73.1 – Support for Residents – A place to be Warm during winter - The Deputy Clerk was asked to find out what other local Parish Councils are doing and also to respond to the resident to see if any of the other groups that were originally contacted have been able to offer help for the initiative. The resident has not had any responses. Storrington, Upper Beeding and Henfield Parish Councils are liaising with other groups in the villages and will be advertising their activities. East Grinstead have given grants to venues to assist with free tea, coffee, soup and a space for people to sit. None are opening the community centre rooms as they have perceived there could be issues. HDC are creating a list of venues that are planning to open to support the "Warm Front". The committee suggested monitoring the situation and discuss at subsequent meetings a level of assistance or possible grant assistance recommendation to F&GP.

83.7

75.1 – Donation Offer - apply for the grant and make the donation to the 'Love to move' community group. The grant has been received and passed on to the community group. **Actioned.**

P22/84

PLANNING APPLICATIONS

84.1

DC/22/1820 – Buckleys Orchard, 28B Goring Road – Surgery to 1 Beech
Councillors Agreed No Objection

84.2

DC/22/1593 – 2 The Gardens, Charlton Street – Erection of a first-floor side extension and single storey rear extension.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed.**

- 84.3** **DC/22/1763 – 22 Coxham Lane** – Remodelling of existing dwelling, including erection of a single storey front, side and rear extensions, raising of ridge height, roof extensions and alterations to form a first floor and associated works.
Cllr Ian Alexander **proposed, seconded** by Cllr Trundle **OBJECTION due to over-development of the site. Agreed** (5 for and 1 abstention)
- 84.4** **SDNPA/22/04436/APNR – Land West and North West of Pepperscombe Farm, Newham Lane** – Prior notification for works to the existing access track to enable access to forestry machinery for felling and extraction of ash trees following prior notification
SDNP/22/03660/APNR
Cllr Trundle **proposed, seconded** by Cllr Simon Alexander **No Objection. Agreed.**
- 84.5** **DC/22/1831 – Tunsgate , Jarvis Lane** – Surgery to 1 x Flowering Cherry (Works to Trees in a Conservation Area)
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection. Agreed**
- 84.6** **DC/22/1858 Gatewick Church Lane** – Surgery to 3 x Sycamore trees
Cllr Trundle **proposed, seconded** by Cllr Simon Alexander **No Objection. Agreed.**
- 84.7** **SDNP/22/04613/FUL – Charlton Court Farm, Mouse Lane** – Installation of PV Solar panel array
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed.**
- 84.8** **SDNPA/22/04614/CND & 04753/CND – Charlton Court Farm, Mouse Lane** – Variation of Condition 1 of previously approved application SDNP/21/04275/LIS (Erection of a single side kitchen extension and installation of replacement windows to house, refurbishment and alterations of domestic outbuildings for use home gym and storage, refurbishment and alterations of existing office building, erection of toilet outbuilding and decking and ancillary pool outbuilding and pergola) to enable minor amendments to approved design of existing out-building. LBC and Full permission.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed.**
- 84.9** **DC/22/1913 – 23 Bowmans Close** – Surgery to 1 x Sycamore
Cllr Ian Alexander **proposed, seconded** by Cllr Hanson **No Objection. Agreed.**
- P22/85** **LATE PLANS**
70.1 None for this meeting
- P22/86** **ENFORCEMENT NOTIFICATIONS**
86.1 None
- P22/87** **PLANNING DECISIONS FROM HDC and SDNP**
87.1 **APPLICATIONS PERMITTED**
87.2 **DC/22/1004 - 51 Coombe Road** - Erection of a detached timber framed garage.
87.3 **DC/22/1349 - Steyning Cricket Club Charlton Street** - Installation of a 30m x 2.74m artificial turf cricket pitch.
87.4 **DC/22/1396 - Old Coach House Vicarage Lane** - Surgery to 1x Sycamore
87.5 **DC/22/1409 - 24 Newham Lane** - Conversion of loft to form habitable living space, incorporating hip to gable roof extension, creation of rear dormer and installation of 2no rooflights to front.

- 87.6 DC/22/1431 - Pilgrim Cottage White Horse Square** - Replacement of front glazed roof with a slate roof and rooflights. Replacement of x3 windows and x1 door at ground floor
- 87.7 DC/22/1373 - 6 Castle Way** -: Non Material Amendment to previously approved application DC/21/0759 (Erection of a first floor side extension) to allow for amendments to ground and first floor windows.
- 87.8 DC/22/1499 - The Hollow Tanyard Lane** -: Surgery to 1 x Beech
- DC/22/0100 - Land North of Huddleston Farm Horsham Road** - Installation of a solar farm with associated infrastructure.
- 87.9 DC/22/1555 - 12 Shooting Field** - Installation of cladding to front and side elevations at first floor level.
- 87.10 DC/22/1574 - 2 Coxham Cottages Coxham Lane** - Demolition of single storey front and side extension and erection of a two-storey front and side extension

P22/88 DEPUTY CLERKS REPORT FOR STEYNING CENTRE

- 88.1 Bookings** – The bookings continue to be good for October. There have been a few enquiries for rooms for another drama group and a keep fit group for a Sunday morning. The expected income for October is £6, 042.87.
- 88.2 Film nights** – The film for October was ‘Operation Mincemeat’. The film was very popular and 89 tickets were sold. Once the royalties and invoices were paid there was a profit of £95.00 from the film and the wine sold. The film in November is Downton Abbey and 30 tickets are already being sold.

P22/89 SOUND AND VISION IMPROVEMENTS FOR THE STEYNING CENTRE AS PER AGREED

- 89.1 BUDGET 2022-23-** to discuss the upgrades suggested and estimated costs. The budget for 2022 was agreed for £4,500.00 for the re-vamp of the sound system at the Steyning Centre. In March a further amount of £4,500 was agreed to improve the visual equipment. Prices for upgrades were circulated to Committee Members. Cllr Trundle **proposed, seconded** by Cllr Simon Alexander to move forward with the upgrades to Saxon Room AV, the Committee Rooms AV and whole building WI-FI enhancement. **Agreed.** The Deputy Clerk to ensure that microphones are set up for next months meeting to enable councillors to check if upgrades to the audio in the room is required.

P22/90 FINANCE - 2023-24 BUDGET FOR THE STEYNING CENTRE - To consider the figures and costs for the 2023-24 budget.

- 90.1** The draft budget is the first look at the figures for next year’s budget. Councillors increased the expenditure budget lines 4252,4257,4401 and 4402 and decreased the income budget lines for 1015 and 1017. The Deputy Clerk will ask the Clerk to put the proposed figures in the draft and report back to the November Meeting for further discussion.

P22/91 CORRESPONDENCE/INFORMATION.

P22/92 DATE OF NEXT MEETING - Monday 28th November 2022 at 7.30pm

The Chairman closed the meeting at 9.52pm

Signed Chairman

Link to the meeting <https://youtu.be/mebLs2mHyKU>