
MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 19TH DECEMBER 2022 AT 7.30PM AT THE STEYPNING CENTRE.

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

Members of the public: None

Clerk – Hazel Roxby

MINUTES

P22/107 APOLOGIES

107.1 Apologies were received from Cllrs Ian Alexander, Northam, Young and Rudkin.

P22/108 DECLARATIONS OF INTEREST

108.1 There were declarations of personal interest from Cllr Hanson on Item 112.4 as a nearby neighbour and Cllr Trundle on Item 112.3 as a friend of the owners.

P22/109 QUESTIONS FROM THE FLOOR -

109.1 None

P22/110 MINUTES – to agree minutes of the last meeting on Monday 28TH November 2022

110.1 Cllr Trundle **proposed, seconded** by Cllr Parsons to accept the minutes of 28th November 2022 as a true and fair record of the meeting. **Agreed** 3 for and 1 abstention.

P22/111 MATTERS ARISING AND ACTIONS

111.1 **97.2 – Request from PPG for information screen in foyer - Ongoing .**

111.2 **97.3 – Bus Shelter ramp –.** 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 agreed ramp project. **Ongoing**

111.3 **97.4 – Fence on Bowls Club Boundary -** Deputy Clerk to speak to contractor concerning fence and report back on works required – **Ongoing** The Bowls Club and Contractor have informed that the best and favoured option is for the fence at the Mill Road boundary to be removed and just to have a kick/gravel board in place to prevent cars driving up to the hedge. Deputy Clerk to get a quote for the work

111.4 **97.5 – Repairs to mains fuse board outside High Street toilets. - Actioned** Contractor has been asked to carry out the work. The work has now been completed.

111.5 **97.6 – Support for Residents – A place to be warm during winter - The** Deputy Clerk to monitor The situation and inform committee of any venues offering a “Warm Front” . **Ongoing** information has been received that Sakala, a shop in the High Street next to the fish and Chip shop will be opening their upstairs room as a warm space in January, except Mondays. The Wardens have been informed of this.

- 111.6** **97.7-Steyping Local Heritage list** – recommended to full council for approval and adoption of the Steyping Local Heritage List. **Ongoing**
- 111.7** **97.8 - Sound and vision improvements for the steyping centre as per agreed budget 2022-** move forward with the upgrades to Saxon Room AV, the Committee Rooms AV and whole building WI-FI enhancement. **Actioned see agenda item 11.2**
- 111.8** **103.2 – Projects for 2023-24** – Inform Clerk of projects to add to list for 2023-24. **Actioned**
Deputy Clerk to order microphones for meetings if they work with the current system.
Actioned
- 111.9** **104.1 -Boundary Commission – Arundel and Southdowns** - Deputy Clerk to send response of support for revised Constituency proposal and reference bullet points 3,4,5 and 6. **Actioned.**

P22/112 PLANNING APPLICATIONS

The Chairman brought forward agenda items 6.1, 6.2, 6.3 and 6.6 for discuss on block

- 112.1** **DC/22/2169 - Little St Johns Jarvis Lane Steyping** – Fell 1 x Field Maple Tree
- 112.2** **DC/22/2186 – Dingemans Court Shooting Field** – Surgery to 1 x Silver Maple
- 112.3** **DC/22/2217 – 7 Perrots Lane** – Surgery to 1 x Sycamore Tree
- 112.4** **DC/22/2275 – Ash Lea, Coxham Lane** – Surgery to 1 Ash
Cllr Trundle **proposed, seconded** by Cllr Simon Alexander **No Objection Agreed**
- 112.5** **DC/22/1895 – Wappingthorn Manor, Horsham Road** – Erection of an indoor tennis dome and hardstanding area. (Retospective)
Cllr Trundle **proposed, seconded** by Cllr Simon Alexander No Objection. **Agreed** 2 for and 2 abstentions.
- 112.6** **DC/22/2207 – 5 Penfold Way** – Demolition of existing detached garage and erection of a single side and rear extension. Erection of a front porch. Conversion of a loft to form habitable living space, incorporating creation of a dormer and installation of 3 rooflights to front.
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection. Agreed**

P22/113 LATE PLANS

- 113.1** **DC/22/2215 – 22 Newham Lane** – Demolition of existing conservatory and erection of a single storey rear extension, erection of a single storey side porch extension with relocated front door and single storey front infill extension. Conversion of loft to form habitable accommodation, incorporating hip to gable extension, creation of rear dormer, installation of 4 rooflights to front and window to side.
Cllr Trundle **proposed, seconded** by Cllr Simon Alexander **No Objection. Agreed.**
- 113.2** **DC/22/2071 – The Steyping Bookshop, 106 High Street** – Installation of 1 x Air to air heat pump to rear elevation.
Cllr Trundle **proposed, seconded** by Cllr Hanson. **No Objection Agreed.**

P22/114 ENFORCEMENT NOTIFICATIONS

- 114.1** **None**

**P22/115 PLANNING DECISIONS FROM HDC and SDNP
APPLICATIONS PERMITTED
Permitted**

- 115.1** **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.

115.2 DC/22/1763 - 22 Coxham Lane - Remodelling of existing dwelling, including erection of single storey front, side and rear extensions, raising of ridge height, roof extensions and alterations to form a first floor and associated works.

115.3 DC/22/1858 – Gatewick, Church Lane - Surgery to 3 x Sycamores

115.4 DC/22/1913 - 23 Bowmans Close - Surgery to 1x Sycamore

115.5 DC/22/2034 - Gatewick Church Lane - Surgery to 2x Portuguese Laurel, and 1x Hawthorn (Works to Trees in a Conservation Area)

115.6 SDNPA/22/04613/FUL – Charton Court Farm, Mouse Lane – Installation of PV Solar panel array

Refused

115.7 DC/22/1018 - Wappingthorn Lodge Horsham Road - Extensions, alterations and change of use of stables, garage and machinery store to form 1 dwelling house.

P22/116 DEPUTY CLERKS REPORT FOR STEYNING CENTRE

116.1 Bookings - The bookings for December remained good. There was one cancellation due to the snow and ice on 11th December all other groups kept their bookings. The expected income for December is £4,096.91.

116.2 Film nights – There was no film in December as it would have clashed with late night shopping. The film in January is ‘Elvis’, ticket sales for the film are going well.

P22/117 FINANCE -

117.1 Expenditure for Oct and November - to accept the reports as a correct record of the finances.

Cllr Trundle **proposed, seconded** by Cllr Simon Alexander to accept the reports for October and November 2022 as a correct record of the finances. **Agreed**

117.2 Sound and vision improvements for the steyning centre as per agreed budget 2022 - The upgrade of Saxon Room AV and Audio has been completed as has the Committee Rooms AV upgrade and the whole building WIFI enhancement. The total for this work is £3,931. It was agreed at the last meeting to purchase the microphone system if it was compatible with the current system. The system is compatible and has been purchased at the cost of £3,554.17. The total expenditure so far from the £9,000 project allocation for 2022-23 is £7,485.17. The amount left is £1,514.83 which will be proposed to earmark this money to go towards the ceiling projector project which has been requested for completion in for 2023-24.

117.3 Bus Shelter – to discuss further requests for shutters for the bus shelter and recommendations, if any, from the Wardens Steering Group meeting on 14th December. There were no recommendations concerning shutters from the Warden Steering Group Meeting.
Cllr Simon Alexander informed that the Steering Group had discussed the Wardens giving more support for events in the High Street in the future. The Council to provide the dates to the Wardens Team.

The Clerk has contacted a company for information and a pre site survey estimate has been received for an electrically operated shutter at £5,820. A site survey would need to be carried out if a precise quote is required.

The PCSO's had reported that there are not many incidents of antisocial behaviour being reported. Posters informing how to report antisocial behaviour to be placed on the website and notice board in the High Street.

Cllr Trundle **proposed, seconded** by Cllr Simon Alexander **that the committee is not in favour of having shutters on the bus shelter as it restricts use by other users and does not solve the problem, it just moves it elsewhere. Agreed.** Deputy Clerk to investigate other users of shutters and if they are working or not. Deputy Clerk to put CCTV and lighting for the bus shelter on the next agenda for discussion.

P22/118 CORRESPONDENCE/INFORMATION.

118.1 Information from WSCC concerning Rock Common Quarry. Letter sent to all Cllrs and on the website.

118.2 South Downs Planning Newsletter Autumn and Winter. Sent to all Cllrs and on the website

P22/119 DATE OF NEXT MEETING - Monday 23rd January 2023 at 7.30pm

The Chairman closed the meeting at 8.30pm

Signed Chairman

Link to the meeting <https://youtu.be/Nimw3B4waww>