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## MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 28<sup>TH</sup> NOVEMBER 2022 AT 7.30PM AT THE STEYPNING CENTRE.

**Present:** Cllrs Trundle, Ian Alexander and Parsons,

**Members of the public:** None

**Clerk** – Hazel Roxby

## MINUTES

**P22/93 APOLOGIES**

**93.1** Apologies were received from Cllrs Hanson, Simon Alexander, Northam and Young. Cllr Rudkin was absent.

**P22/94 DECLARATIONS OF INTEREST**

**94.1** There were no declarations of interest from Cllrs.

**P22/95 QUESTIONS FROM THE FLOOR -**

**95.1** None

**P22/96 MINUTES – to agree minutes of the last meeting on Monday 24<sup>th</sup> October 2022**

**96.1** Cllr Trundle **proposed, seconded** by Cllr Ian Alexander to accept the minutes of 24<sup>th</sup> October 2022 as a true and fair record of the meeting. **Agreed**

**P22/97 MATTERS ARISING AND ACTIONS**

**97.1 83.1 – Soft Play equipment for Pre-school – Update Item 10.3**

**97.2 83.2 – Request from PPG for information screen in foyer - Ongoing .**

**97.3 83.3 – 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**

**97.4 83.4 – Fence on Bowls Club Boundary -** Deputy Clerk to speak to contractor concerning fence and report back on works required – **Ongoing**

**97.5 83.5 – Repairs to mains fuse board outside High Street toilets. - Actioned** Contractor has been asked to carry out the work.

**97.6 83.6 – 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**

**97.7 82.1 Steypning Local Heritage list –** recommended to full council for approval and adoption of the Steypning Local Heritage List. **Ongoing** To be taken to January Parish Council Meeting

**97.8 89.1 Sound and vision improvements for the Steypning centre as per agreed budget 2022-23**  
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 IT contractor has investigated the individual wireless microphones for committee use, the cost range from £2415 to £3555. The recommendation would be to purchase the rechargeable battery system at £3555.00.

Cllrs tested the current microphones during the meeting. Consensus was that although they work well, each person at the meeting does need an individual microphone to ensure that everyone can be heard. Deputy Clerk to check that the wireless microphones would work with the current receiver and transmitter in both Saxon Room and Coombe Court and would not need further purchases for them to work.

**P22/98 PLANNING APPLICATIONS**

The Chairman brought forward agenda items 6.4,6.6, 6.7,6.10 and 6.11to discuss on block

**98.1 DC/22/1983 – Ashburton, High Street – Surgery to 1 oak, 1 Holm Oak and fell 5 Leylandii.**

**98.2 DC/22/2034 – Gatewick Church Lane – Surgery to 2 x Portuguese Laurel and 1 x Hawthorn.**

**98.3 DC/22/2054 – Sir Goughs House, 23 Church Street – Surgery to 1 x Apple Tree**

**98.4 DC/22/2168 - Chantry Green House Church Street – Fell x 1 Holm Oak**

**98.5 DC/22/2112 – Godstalls Lane - Surgery to 4 x Cherry,1 x Horse Chestnut, 4 x Hornbeam, 6 x Field Maple, 6 x Norway Maple, 2 x Goat Willow, 1 x Elm**

Cllr Trundle **proposed, seconded** by Cllr Parsons, having considered the applications and that there is no need for TPO's, **No Objection to these applications. Agreed.**

**98.6** Cllr Parsons declared a personal interest in this application an took no part in the vote.

**DC/22/1744 – 9 Laines Road - Conversion of double garage to rear of site to form additional habitable living space.**

Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **OBJECTION. Cllrs felt that the proposed application is inappropriate development in a tightly packed road. Agreed.**

**98.7 DC/22/1890 – 41 Shooting Field– Erection of single storey rear extension and loft conversion.**

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

**98.8 DC/22/1910 – 28 Portway – Erection of a single storey side extension**

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

**98.9 DC/22/1793 – 61 Kings Stone Avenue – Detached single storey annexe**

Cllr Ian Alexander **proposed, seconded** by Cllr Trundle **OBJECTION. Cllrs feel that the proposed application is inappropriate living space for a dwelling with no access other than footpaths to the proposed building and has no parking facility. Agreed**

**98.10 DC/22/1967 – Hadleigh, Newham Lane – Extension to dropped kerb and widening of existing crossover.**

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

**98.11 DC/22/2049 – 28 Abbey Road – Erection of a first-floor side extension.**

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

**P22/99 LATE PLANS**

**99.1 DC/22/2116 – 2 Thornscroft – Erection of a two-storey side extension. Conversion of loft to form habitable living space, incorporating a hip gable roof extension and creations of 2 dormers to front and rear.**

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

**P22/100 ENFORCEMENT NOTIFICATIONS**

**100.1 None**

**P22/101 PLANNING DECISIONS FROM HDC and SDNP**

**APPLICATIONS PERMITTED**

**Permitted**

- 101.1 DC/22/1584 - Meadow Cottage Horsham Road** - Demolition of double garage and erection of single timber framed pitched roof garage with integrated store
- 101.2 SDNP/22/04613/FUL – Charlton Court Farm, Mouse Lane** – Installation of PV Solar panel array
- 101.3 DC/22/1831 - Tunsgate Jarvis Lane** - Surgery to 1 x Flowering Cherry (Works to Trees in a Conservation Area)
- 101.4 DC/22/1471 - Chantryside Church Street** - Fell 1 x Cherry and 1 x Thuja and surgery to 1 x Forsythia (Works to trees in Conservation Area)
- 101.5 DC/22/1606 - Star Inn 130 High Street** - Replacement roof covering to ground floor toilet (Full Application).
- 101.6 DC/22/1607 - Star Inn 130 High Street** - Replacement roof covering to ground floor toilet (Listed Building Consent).
- 101.7 DC/22/1681 - 8 De Braose Way** - Description: Erection of a single storey and part first floor rear extension (to existing roof), formation of two dormer windows to southern elevation and enlargement of existing dormer to northern elevation.

**Refused**

- 101.8 SDNPA/22/04436/APNR - Land West and Northwest 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.
- 101.9 DC/22/1593 - 2 The Gardens Charlton Street** - Erection of a first-floor side extension and single storey rear extension.
- 101.10 DC/22/1820 – Buckley's Orchard 23B Goring Road** - Surgery to 1x Beech

**Withdrawn**

- 101.11 DC/22/1542 - 1 Rosemary Avenue** - Construction of a driveway with retaining wall and vehicle crossover. Amendments to western boundary (Part retrospective).

**Appeal**

- 101.12 DC/22/0148 – 1 Rosemary Avenue** – Ground Floor Rear extension – Appeal dismissed due to unacceptable harm to the character and appearance of the host dwelling and its semi-pair .

**P22/102 DEPUTY CLERKS REPORT FOR STEYNING CENTRE**

- 102.1 Bookings** - The bookings continue to be good for November. The expected income for November is £7, 658.10. There have been requests for hall hire for extra jive nights, a group wanting a monthly comedy night, a group wanting to start a monthly meeting for model car racing and 2 extra classes a week for sit down exercise classes. The jive has already started, and the other events have been booked in to start in January 2023.
- 102.2 Film nights** - The film for October was 'Downton Abbey'. The film was very popular, 110 tickets were sold. Once the royalties and invoices were paid there was a profit of £161.00 from the film and the wine sold. There is no film in December as it clashes with late night shopping. The film in January is 'Elvis'.
- 102.3 Preschool Update** - The pre-school have unfortunately informed that due to very low intake numbers of children, only 10 at the moment going down to 5 after July 23, and staff shortage, that they have no choice but to close the sessions at the Steyning Centre after Christmas.

They are still hoping in the future to be able to start a toddler's group and if numbers of children pick up, they hope to be able to come back to the Steyning Centre

**P22/103 FINANCE - 2023-24 BUDGET FOR THE STEYNING CENTRE** - To discuss and agree the figures and costs for the 2023-24 budget.

**103.1** Following the last meeting the clerk changed the expenditure budget lines 4252,4257,4401 and 4402 and decreased the income budget lines for 1015 and 1017 as per councillor's request. The new budget costs for the Planning and Premises committee were sent out to councillors and on the website.

Cllr Ian Alexander **proposed, seconded** by Cllr Parsons to agree to the suggested decrease in income budget line 1007. To increase the expenditure budget 4342 to £12,000. **Agreed**

**103.2** Cllr Ian Alexander **proposed, seconded** by Cllr Parson that the projects to be considered for 2023-24 for the Planning and Premises committee would be to replace the ceiling projector in Coombe Court and the Bus shelter proposed lowering of the floor for the disabled access (along with applying for funding). To get an assessment of the Steyning Centre plumbing and Saxon Room Widows to find out how urgent theses are for inclusion into projects. Deputy Clerk to purchase microphone system (mentioned in item 98.8) providing that £3555 (excluding VAT) is the total price and that it all works with the current receiver and transmitter system. **Agreed.**

**P22/104 BOUNDARY COMMISSION – ARUNDEL AND SOUTH DOWNS** – to discuss consultation and

**104.1** possible response for the proposed revised boundary for Arundel and South Downs of which Steyning is included.

Andrew Griffith MP has written concerning the Boundary Commission and advised that there are revised proposals for West Sussex to equalise the number of electors per parliamentary constituency. There was strong opposition to the previous pairing of South Downs villages with Coastal Towns. There is now further consultation on pairing, the maps of existing constituency, initial and revised proposals have been sent to councillors and put on the website. The consultation ends on 5<sup>th</sup> December, Parish councils and individuals are able to respond. The link for their website to view the proposal is <https://boundarycommissionforengland.independent.gov.uk/2023-review/south-east/> the section for West Sussex is on page 39.

Cllr Trundle **Proposed, seconded** by Cllr Parsons to agree with the revised Constituency proposal for the Arundel & South Downs boundary and reference bullet points 3,4,5 and 6 made by Andrew Griffith MP. Deputy Clerk to send the response to the consultation by 5<sup>th</sup> December. **Agreed.**

**P22/105 CORRESPONDENCE/INFORMATION.**

**105.1** None for this meeting

**P22/106 DATE OF NEXT MEETING** - Monday 19<sup>th</sup> December 2022 at 7.30pm

The Chairman closed the meeting at 8.58 pm

Signed ..... Chairman

Link to the meeting <https://youtu.be/A46VfSQ9uho>