
MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 22ND MAY 2023 AT 7.30PM AT THE STEYPNING CENTRE.

Present: Cllrs Trundle, Hanson, Young, Ballance and Lloyd

Members of the public: None

Clerk – Hazel Roxby

MINUTES

P23/01 APOLOGIES

01.1 Apologies were received from Cllrs M Alexander, Johnson and Foxwell.

P23/02 DECLARATIONS OF INTEREST

02.1 There was no declaration of personal interest from councillors

P23/03 QUESTIONS FROM THE FLOOR -

03.1 None

P23/04 MINUTES – to agree minutes of the last meeting on Monday 24th April 2023

04.1 Cllr Trundle **proposed, seconded** by Cllr Hanson to accept the minutes of 24th April 2023 as a true and fair record of the meeting. **Agreed** 3 For and 2 Abstentions

P23/05 MATTERS ARISING AND ACTIONS (taken as read)

05.1 169.1 – 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**

05.2 169.2 Sound and Vision improvements for the Steypning Centre as per agreed Budget 2022 - To have the £1,514.83 remaining unspent budget from £9000.00 earmarked for the ceiling projector in Coombe Court for 2023/24. To be done at next F&GP meeting. **Ongoing.**

05.3 169.3 -Annual Gas Check - Engineer has informed that parts are not available for the faulty oven, Deputy Clerk has requested a quote for a replacement. **Quote received. Item 12.3**

05.4 169.4 - Antisocial Behaviour at the High Street Bus Shelter – HDC to carry out environmental Visual Audit. **Police to give more resources.** Residents to report every time there is an issue. Parish Council to write to Police requesting more resources. CCTV for High Street and MPF request to go to full Council Meeting in April. **Actioned**

05.5 169.7 – Automatic door service – to ensure that the replacement figure of £4221.00 is budgeted for in the 2024/25 budget. **Ongoing**

- 05.6** **169.9-Recommendations from communities committee** - Replace lighting in bus shelter to LED Lighting – ongoing - **Quote received Item 12.2**
- 05.7** **175.2 - Fence on Bowling Club Boundary** – Cllr Ian Alexander **proposed, seconded** by Cllr Trundle to ask Steyning Partnership volunteers to inspect and, if possible, remove the fence and gravel boards and to inform Deputy Clerk of the outcome. **Ongoing**

P23/06 PLANNING APPLICATIONS

- 06.1** **DC/23/0685 New Wharf Farm Horsebridge Common** – Change of use of land to paddlesport training, storage and hire of canoes, kayaks and paddle boards, retention of shingle hard surfacing for associated carparking and the siting of two storage trailers and a porta loo between April and September each year.
Cllr Trundle **proposed, seconded** by Cllr Ballance **No Objection. Agreed.**

- 06.2** **DC/23/0702 Silver Copse Castle Field** – Erection of single storey side and rear extension
Cllr Trundle **proposed, seconded** by Cllr Ballance **No Objection. Agreed**

- 06.3** **DC/23/0787 – 35 Church Street – Surgery to 1 x Yew** (Works to trees in a Conservation Area)
Cllrs commented that a TPO is not required at this time.
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection subject to the advice of the Arboricultural Officer. Agreed.**

- 06.4** **DC/23/0897 – Little Nash Horsham Road** – Demolition of conservatory and erection of single storey front
Cllr Trundle **proposed, seconded** by Cllr Young **No Objection. Agreed.**

- 06.5** **DC/23/0781 – The Hollow Tanyard lane** – Removal of existing raised deck structure and installation of a replacement raised deck structure.
Cllr Trundle **proposed, seconded** by Cllr Ballance **No Objection. Agreed.**

P23/07 Premises Licence Application

- 07.1** **Premises Licence Application PREM/2324/23 - David's Tent Field, Wiston Estate** - Retail Sale of Alcohol on the Premises – Wednesday to Sunday 16:00hrs to 22:00hrs - Provision of Regulated Entertainment - Wednesday to Sunday 16:00hrs to 22:00hrs - Event dates Friday 8th September to Sunday 10th September
Cllr Trundle **proposed, seconded** by Cllr Ballance **No Objection. Agreed.**

P23/08 LATE PLANS

- 08.1** **DC/23/0981 – 12 Kings Barn Lane** – Part demolition of existing conservatory and construction of a single storey rear extension.
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection. Agreed.**

- 08.2** **DC/23/0972 – 65 Roman Road** – Erection of a single storey rear extension and alterations to existing decking
Cllr Trundle **proposed, seconded** by Cllr Ballance **No Objection. Agreed.**

P23/09 ENFORCEMENT NOTIFICATIONS

- EN/23/0184 - 17/04/2023 1 - Rosemary Avenue** - works to install driveway and dropped kerb, following withdrawal of application DC/22/1542

P22/10 PLANNING DECISIONS FROM HDC and SDNP (taken as read)

APPLICATIONS PERMITTED

- 10.1 DC/23/0116 - St Johns Jarvis Lane** - Demolition of defective existing front wall to highway and erection of new wall.
- 10.2 DC/23/0262 - 5 The Old Court House Bank Passage** - Installation of a black enamel flue.
- 10.3 DC/23/0300 - 14 Penlands Way** - Removal of existing rear extension and erection of a replacement rear extension.
- 10.4 DC/23/0379 - 35 Church Street** - Fell 1x Bay Laurel and Surgery to 1x Pine (Works to Trees in a Conservation Area)
- 10.5 DC/21/1705 - Land at The Rear of 80 High Street** - Demolition of modern detached garage and erection of a chalet style dwelling.
- 10.6 DC/23/0416 - 26 Sir Georges Place** - Surgery to 1x Willow
- 10.7 DC/23/0472 - New Wharf Farm Horsebridge Common Ashurst** - Application to confirm the works including creation of an access track, hardstanding area, racking and three sets of wooden steps took place more than four years prior to the date of this application (Lawful Development Certificate - Existing).
- 10.8 DC/23/0503 - Penfold Church Hall Church** - Fell 1x Pear and 1x Goat Willow (or similar) (Works to Trees in a Conservation Area)
- 10.8 DC/23/0117 - St Johns Jarvis Lane** - Removal of existing oak sleeper retaining wall and erection of new concrete and brick retaining wall with garden wall over.
- 10.10 DC/23/0512 - Penfold Church Hall, Church Street** - Structural repairs to the rear of building (Listed Building Consent). Decision: Application Permitted

WITHDRAWN

- 10.11 DC/23/0380 -23 Coxham Lane** - Erection of a single storey porch, and front extension. Removal of existing roof, raising of the ridge height, and roof extension to provide an enlarged first floor and associated works.

P22/11 DEPUTY CLERKS REPORT FOR STEYNING CENTRE

- 11.1 Bookings** - The bookings during May remained constant. The expected income for May is £5,498.46
- 11.2 Film nights** - The film night in May was The Banshees of Inisherin, 78 tickets were sold. After all deductions were taken out there was a profit of £ 25.75 The film in June is 'Empire of Light'. Tickets are on sale in the Office.

P22/12 FINANCE -

- 12.1 Income and Expenditure for April 2023** – Due to the end of year closedown this item will be carried over to the next meeting.
- 12.2 Bus shelter lighting replacement to LED** – To discuss and agree quote for the replacement of lighting in the bus shelter to LED lighting. A quote of £200 to supply and fit new LED lighting (like for like) for the bus shelter. The working party held on 11th October 22 had suggested that 'nicer' lights could be installed, Cllrs voiced concern for vandalism if expensive 'nicer' lighting is installed. Cllr Hanson requested that the item be deferred and Cllr Ballance be delegated to investigate suitable lighting and report back to the next meeting.
- 12.3 Replacement Oven Quote** – To discuss and agree the need or not for a replacement oven in Coombe Court Kitchen. The ignition button on Bartlett oven in Coombe Kitchen has stopped working, the oven can still be lit with an igniter. Catercraft quoted to supply and fit a replacement oven and remove and dispose of the old oven at £4,575.00 plus VAT. The Falcon 6 Burner cooker is used a lot and is 30 years old and showing signs of age and poor

condition. Catercraft have quoted a cost of £2,371.00 plus VAT to supply and fit a replacement and remove the old one.

Cllr Trundle **proposed, seconded** by Cllr Hanson to replace the Falcon 6 cooker with a like for like replacement at £2,371.00 plus VAT and to keep the Bartlett oven as a backup until it finally stops working. **Agreed.**

- 12.4** **Boiler issues** – The boiler is not working, Valiant came out at a cost of £425 and did some work in the expansion tank to get the boiler working. They informed that it possibly would need replacing due to age. The tank has stopped working, ‘Heatcraft’ are coming out on Thursday to look at the issue. Their call out charge is £57 and the hourly rate is £57.00.

P22/13 CORRESPONDENCE/INFORMATION.

- 13.1** The Green Building Guidance note were tabled for Cllrs and Cllr Trundle explained that they had been written by the Greening Group and was checked by Horsham District Council planning department. The comments from Emma Parkes at HDC are in red in the Guidance.

P22/14 DATE OF NEXT MEETING - Monday 26th June 2023 at 7.30pm

The Chairman closed the meeting at 8.36pm

Signed Chairman

Link to the meeting Due to a technical error with the sound there is no recording available