
MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 26TH JUNE 2023 AT 7.30PM AT THE STEYPNING CENTRE.

Present: Cllrs Trundle, Hanson, Young, M Alexander, Foxwell, Ballance and Lloyd

Members of the public: None

Clerk – Hazel Roxby

MINUTES

P23/15 APOLOGIES

15.1 Apologies were received from Cllr Johnson.

P23/16 DECLARATIONS OF INTEREST

16.1 There was no declaration of personal interest from councillors

P23/17 QUESTIONS FROM THE FLOOR -

17.1 None

P23/18 MINUTES – to agree minutes of the last meeting on Monday 22nd May 2023

18.1 Cllr Trundle **proposed, seconded** by Cllr Hanson to accept the minutes of 22nd May 2023 as a true and fair record of the meeting. **Agreed**

P23/19 MATTERS ARISING AND ACTIONS (taken as read)

19.1 169.1 – 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** Cllrs asked Deputy Clerk to contact the new District Cllrs or the department for Property & Facilities at HDC concerning funding towards the floor lowering proposal.

19.2 169.2- 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 **Actioned . Agenda Item 11.3**

19.3 169.7 – Automatic door service – to ensure that the replacement figure of £4221.00 is budgeted for in the 2024/25 budget. **Ongoing**

19.4 169.9-Recommendations from communities committee - Replace lighting in bus shelter to LED Lighting – **Cllr Balance to investigate practical lighting for the bus shelter and report back to next meeting Agenda Item 11.2**

19.5 175.2 - Fence on Bowling Club Boundary – Cllr Ian Alexander **proposed, seconded** by Cllr Trundle to ask Steypning Partnership volunteers to inspect and, if possible, remove the fence and gravel boards and to inform Deputy Clerk of the outcome. **Ongoing.** Cllr Ian Alexander had contacted the Deputy Clerk to say that the Partnership could carry out the work, they

would need to price up the materials and invoice for these. Cllrs Agreed to move forward with this work.

- 19.6 Replacement Oven Quote** – Order replacement cooker. New cooker installed 21st June.
Actioned

P23/20 PLANNING APPLICATIONS

- 20.1 DC/23/1045 – 12 Penfold Way** – Conversion of garage into habitable living space, alterations to fenestration to front and rear elevations and replacement of tile hanging to boarding on front elevation.

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

- 20.2 DC/23/0736 – Steyning Tennis Club, Charlton Street** – Replacement of existing tennis court Floodlights with LED floodlights.

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

- 20.3 DC/23/1044 - 16 Ingram Road** – Erection of single storey front extension.

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

- 20.4 DC/23/1113 – The Coach House Sheep Pen Lane** – Erection of single storey rear extension

Cllr Trundle **proposed, seconded** by Cllr Ballance **No Ojection.** Although they have no objection to the application, Cllrs are concerned that the proposal is taking up over half of the garden area and could be classed as over development, but they note that there are no objections from the neighbours. **Agreed**

- 20.5 DC/23/1104 – 13 Penlands Way** – Erection of a single storey side extension to existing outbuilding

Cllr Trundle **proposed, seconded** by Cllr Lloyd **No Objection - Cllrs would like a condition put in place that states that the prosed extension is ancillary to the existing property and is not used for any commercial use. Agreed** 5 for 1 Objection and 1 abstention.

P23/21 LATE PLANS

- 21.1 SDNPA/23/0214/CND - Charlton Court Granary ,Mouse Lane** - Variation of condition 1 of previously approved application SDNP/19/05470/FUL (Part demolition of outbuildings and conversion of redundant agricultural buildings to form one dwelling with the erection of an extension) Variation sought to incorporate additional designs to part of approved proposals and amalgamation of additional drawings to reflect minor changes to approved design of granary.

The website for this application was unavailable for viewing before the meeting. Deputy Clerk to email the planning application to Cllrs to comment by email.

P23/22 ENFORCEMENT NOTIFICATIONS

- 22.1 SDNP/23/00244/BRECON - 25/05/2023** Alleged: creation of asphalt track which is shown as being an informal farm track on drawings approved under SDNP/21/00427/FUL (condition 8) Charlton Court Farm, Mouse Lane, Steyning, West Sussex -BN44 3DG -
Deputy Clerk to check the progress of this application and report back to the next meeting.

P23/23 PLANNING DECISIONS FROM HDC and SDNP Permitted

- 23.1 DC/23/0053 - 69 Kings Stone Avenue** - Erection of raised decking area to the rear of the property. **DC/23/0415 - Millfield Bramber Road** - Replacement garage and repositioning of existing summer house.

23/2 **DC/23/0787 - 35 Church Street** Steyning West Sussex BN44 3YB Description: Surgery to 1x Yew (Works to Trees in a Conservation Area)

Withdrawn

23.3 **DC/23/0481 - Lloyds Bank TSB Limited 37 High Street** - Non Material Amendment to previously approved application DC/21/2524 (Variation of conditions 1, 3, 4, 5, 6, 7, 8, and 10 to previously approved application DC/20/0622 (Conversion of building to 4no flats and ground floor commercial space (Class A1), conversion of barn to form a 2-bed detached dwelling, with all associated external works, refuse storage and cycle storage (Full Application)) to allow for amendments to the layout of the main building and rewording of all other conditions to allow development of the rear barn to be commenced independently to the main building, and vice versa, subject to the relevant information for the conditions to be submitted and approved) to allow for alterations to plans with new floor plans and site plan.

P23/24 **DEPUTY CLERKS REPORT FOR STEYNING CENTRE**

24.1 **Bookings** - The bookings for June are starting to slow down for the summer period. The expected income for June is £3,512.07.

24.2 **Film nights** – The film night in June was ‘Empire of Light’ - 94 tickets were sold. After all deductions were taken out there was a profit of £ 94.32. The film in July is ‘A man called Otto’. Tickets are on sale in the Office.

24.3 **Black-out blinds Coombe Court** – to discuss replacement of black-out blinds due broken track and torn blinds. The black out blinds/curtains have been in situ for 10/12 years and the rail is damaged and the curtains are torn. There are 3 companies coming out to give quotes to replace all sections. It is anticipated that these will be quite expensive as they are floor to ceiling blinds. Deputy Clerk to report back to next meeting for agreement.

P23/25 **FINANCE -**

25.1 **Income and Expenditure for April and May 2023** - To agree the reports as a true record of the finances for April and May.

Cllr Trundle **proposed, seconded** by Cllr Hanson that the reports be accepted as a true record of the finance for April and May. **Agreed.**

25.2 **Bus shelter lighting replacement to LED** – To discuss and agree quote for the replacement of lighting in the bus shelter to LED lighting. Many thanks to Robin for finding robust lamp fittings for the bus shelter. The contractor has been able to find a company that supplies the lamps and has quoted £200.00 to supply and fit them.

Cllr Trundle **proposed, seconded** by Cllr Young to accept the quote and order the work for the LED Lights at the bus shelter. **Agreed.**

25.3 **Ceiling projector in Coombe Court** – to discuss and agree moving forward with the ceiling projector for Coombe Court, an up-to-date quote to supply and install a new projector in Coombe Court was requested. The cost is £3,936. The money that is available is £3,338.00 The contractor is also suggesting that a portable sound system is purchased at £740.00 it will give sound to the projector and also would be able to be used for music in the room for other events. This would be using £1,338 of this year’s £2,500 IT budget.

Cllr Ballance suggested that a lease price be obtained and reported back to the next meeting.

P23/26 **CORRESPONDENCE/INFORMATION.**

26.1 Deputy Clerk informed that there have been ongoing issues with the boiler, replacement valves have been done but there is only one of the two pumps working at present. Deputy Clerk asked to obtain 3 quotes for the replacement of the pumps and report back to the next meeting.

P23/27 Notification from a resident that behind 61 Kings Stone Avenue a retaining wall appears to have erected outside of the property boundary. This has been reported to HDC. Deputy Clerk to report back at the next meeting any outcome from the reported enforcement.

DATE OF NEXT MEETING - Monday 24th July 2023 at 7.30pm

The Chairman closed the meeting at 8.27pm

Signed Chairman

Link to the meeting <https://youtu.be/HYZW4eGQo7Y>