

Published 17TH October 2023

**TO ALL MEMBERS OF THE PLANNING AND PREMISES COMMITTEE YOU ARE
HEREBY SUMMONED TO A MEETING AT THE STEYPNING CENTRE TO BE HELD
ON MONDAY 23RD OCTOBER 2023 AT 7.30PM.**

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO 'ATTEND' THE MEETING

GDPR Notice Following the Local Audit and Accountability Act 2014 and with regard to regulations on Access to Local Government Meetings, members of the public are advised that they have the right to film/record meetings of Steypning Parish Council. Members of the public are also advised that by attending a meeting of Steypning Parish Council they give their consent to being filmed/ recorded by other members of the public if such activity is taking place. Any equipment used in the Steypning Centre and plugged into the main electrical supply must be PAT tested

A G E N D A

- 1.0 **APOLOGIES** – to receive apologies and reasons for absence.
- 2.0 **DECLARATIONS OF INTEREST** – to receive Councillors declarations of interest in items on the agenda
- 3.0 **QUESTIONS FROM THE FLOOR** - Up to 15 minutes (2 minutes per person) will be available for the public to make representations or ask questions relevant to items on the agenda.
- 4.0 **MINUTES** – to agree and sign the Planning & Premises minutes of the meeting of Monday 25th September 2023 as a true and fair record.
- 5.0 **MATTERS ARISING AND ACTIONS**
 - 5.1 **32.1 – Bus Shelter ramp** – Deputy Clerk to obtain an estimate/quote to lower the floor of 1 bay in the bus shelter and to investigate the possibility of fund from the Accessibility department at Horsham District Council -. At present 1 builder has been asked to supply an estimated for the cost of the work to be done. As the builder is not coming back with an estimate after several chases it was suggested the Deputy Clerk try a different builder.
 - 5.2 **19.3 – Automatic door service** – to ensure that the replacement figure of £4221.00 is budgeted for in the 2024/25 budget. **Ongoing**
 - 5.3 **41.2 - Sound System** - Deputy Clerk to report back on the information requested at the meeting. **Agenda item 12.2**
 - 5.4 **41.3 Black-out linings Coombe Court** – Quote 1 agreed. Deputy Clerk to order the work. **Actioned.**
 - 5.5 **54.3 Saxon Floor Issue** – The floor has now been sorted and the swelling has completely gone. 2 new thresh holds have been made and an air vent has been inserted in the area that the swelling occurred.
- 6.0 **RECENT PLANNING APPLICATIONS - comments sent to HDC during August**
As per the attached list
 - 6.1 **DC/23/1802 – Dingemans Court, Shooting Field** – Fell 1 x Birch
- 7.0 **PLANNING APPLICATIONS**
 - 7.1 **DC/23/1796 -6 Church Mead** – Erection of first floor extension over existing garage
 - 7.2 **DC/23/1804 – Silver Copse, Castle Field** – Erection of a rear ground floor extension and front porch

- 7.3 DC/23/1837 – Yew Tree Cottage, Horsham Road** – Surgery to 1 x Thuja (Works to Trees in a Conservation Area)
- 7.4 DC/23/1776 – Bramber Brooks (off) The Street Bramber** – Excavation and creation of wetland ponds, bunds, a raised public access footpath, removal of existing timber bridges and replacement with bridged footpath sections and railings. Installation of coir matting on the banks of the footpath to prevent erosion and destabilisation of the banks along with re-seeding.
- 7.5 DC/23/1881 – Gatewick Church Lane** – Surgery to 1x Silver Birch, 1 x Portuguese Laurel and 1 x Field maple
- 8.0 LATE PLANS**
- 8.1** None at the time of printing
- 9.0 ENFORCEMENT NOTIFICATIONS**
- 9.1 EN/23/0447 27/09/2023** The Green House Wappingthorne Farm Lane - Alleged: construction of brick extension without permission - Sam Nye
- 9.2 EN/23/0448 27/09/2023 37** High Street Alleged: failure to discharge condition 4(ii) of DC/21/2524 prior to commencing works - Sam Nye
- 10.0 PLANNING DECISIONS FROM HDC and SDNP**
- 10.1 DC/23/1356 -19 Roman Road** - Non Material Amendment to previously approved application DC/21/2666 (Erection of a first floor side extension and conversion of loft to form habitable living space incorporating creation of a rear dormer and installation of 3no front rooflights
- 10.2 DC/23/1492 - 53 Penfold Way-** Surgery to group of sycamores (works to tree in conservation area)
- 10.3 DC/23/1493 - 52 High Street** - Fell x1 Elder tree (works to tree in conservation area)
- 10.4 DC/23/1503 - 19 Roman Road** - Clad dormer in black composite cladding
- 10.5 WSCC/030/23 – Steyning Fire Station** – Installation of Solar Panels to southern roof pitch, air source heat pump and replacement of existing windows and doors.
- 11.0 DEPUTY CLERK’S REPORT FOR STEYNING CENTRE**
- 11.1 Bookings** – Update
- 11.2 Film nights** – Update
- 11.3 PPL-PRS** – To receive information concerning to new billing process for the Music and entertainment royalties.
- 12.0 FINANCE**
- 12.1 Income and Expenditure Reports for September 2023** – to discuss and agree the income and expenditure for September.
- 12.2 Sound System upgrade instead of projector** - Deputy Clerk to report back on the additional information requested at the last meeting.
- 13.0 BUDGET 2024-25 – to discuss projects for consideration for 2024-25 budget**
- 14.0 CORRESPONDENCE/INFORMATION.**
- 14.1 Report form Cllr Ballance on Planning training at HDC**
- 14.2 Response from HDC Enforcement on Springwell’s boundary wall.**
- 15.0 DATE OF NEXT MEETING** - Monday 27th November 2023 at 7.30pm

John Fullbrook
Clerk to the Council