
MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 25TH SEPTEMBER 2023 AT 7.30PM AT THE STEYPNING CENTRE.

Present: Cllrs Trundle, M Alexander, Johnson. Hanson and Ballance

Members of the public: None

Clerk – Hazel Roxby

MINUTES

P23/44 APOLOGIES

44.1 Apologies were received from Cllrs Young, Foxwell and Lloyd.

P23/45 DECLARATIONS OF INTEREST

45.1 There were no declarations of interest from Councillors

P23/46 QUESTIONS FROM THE FLOOR -

46.1 None

P23/47 MINUTES – to agree minutes of the last meeting on Monday 24th July 2023

47.1 Cllr Trundle **proposed, seconded** by Cllr Johnson to accept the minutes of 24th July 2023 as a true and fair record of the meeting. **Agreed**

P23/48 MATTERS ARISING AND ACTIONS (taken as read)

48.1 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.

D/Clerk

48.2 19.3 – Automatic door service – to ensure that the replacement figure of £4221.00 is budgeted for in the 2024/25 budget. **Ongoing**

48.3 32.3 - Fence on Bowling Club Boundary – materials purchased, Cllr I Alexander and S Alexander to carry out the work. **Actioned.** Thanks were given to Cllrs Ian Alexander and Simon Alexander for carrying out the work.

48.4 32.5 - Replace lighting in bus shelter to LED Lighting – Work to be carried out during August. **Actioned**

48.5 40.3 - Publish a weekly/monthly list of events at the Steypning Centre – Publish on website and PPG information screen. **Actioned.**

48.6 41.2 - Ceiling Projector - To discuss and agreed moving forward with the ceiling projector for Coombe Court. Projector no longer considered a cost-effective project. Committee wish to consider upgrading the sound system for all users of Coombe Court in collaboration with the

Film Society. Deputy Clerk to set up a meeting with IT contractor and reps from Film Society.
Actioned. Report is item 12.2

48.7 41.3 Black-out linings Coombe Court – Quote 1 agreed. Deputy Clerk to order the work.
Actioned. The curtains are expected before October.

48.8 41.4- Replacement of pumps for the central heating boiler . quote 1 agreed. Deputy Clerk to order the work. **Actioned.**

P23/49 RECENT PLANNING APPLICATIONS - comments sent to HDC during August

49.1 DC/23/1445 – 71 Kings Stone Avenue - Application to confirm the construction of external decking to rear (east) elevation and steps to ground level took place in excess of 4 years from the date of the application. **(Lawful Development Certificate – Existing)**
Councillors agreed **No Objection** to the Lawful Development Certificate.

49.2 DC/23/1492 – 53 Penfold Way – Surgery to a group of Sycamore trees
Councillors have **No Objection** to this application subject to the advice of the Arboricultural Officer. **Agreed.**

49.3 DC/23/1493 – 52 High Street – Fell x 1 Elder tree
Councillors have **No Objection** to this application subject to the advice of the Arboricultural Officer. **Agreed**

49.4 DC/23/1503 – 19 Roman Road – Clad dormer in black composite cladding.
Cllr Johnson **proposed, seconded** by Cllr Ballance **OBJECTION** on the grounds of the application for Black composite cladding is not in keeping with the Street view. **Agreed**

49.5 SDNP/23/03391 – Pepperscombe Farm Newham Lane – Campsite Pepperscombe Lane Farm – Certificate.

Cllrs of the Planning Committee have **No Objection** to this application. **Agreed.**

49.6 SDNP/23/03122 – Great Drove Farm Bostal Road – Removal of Condition 2 of previously Approved application.

Cllrs of the Planning Committee have **No Objection** to this application. **Agreed.**

P23/50 PLANNING APPLICATIONS

50.1 DC/23/1582 – 61 Kings Stone Avenue - Erection of a detached single storey annexe at the rear of the garden including the extension of the residential curtilage and installation of retaining walls and terracing (Part Retrospective)
Cllr M Alexander **proposed, seconded** by Cllr Ballance **OBJECTION** Cllrs are concerned that the **hard landscaping is out of sympathy with the neighbouring properties and rural aspect. There is a lack of evidence of research of registered owners of the curtilage and it is also in breach of HDC's regulatory decision, condition 5, of application DC/22/1793 of 8th February 2023.**
Agreed.

50.2 DC/23/1652 – The Chantry House – 34 Church Street – Surgery to 1 x Tulip and 1 x Ash (Works to Trees in A Conservation Area)
Cllr Trundle **proposed, seconded** by Cllr Johnson **No Objection. Agreed.**

50.3 DC/23/1692 and 93 - The White Horse 23 High Street – Extension of existing patio area and installation of a pergola, alteration to car park egress parking arrangements.
Cllr Trundle **proposed, seconded** by Cllr Johnson **No Objection. Agreed.**

50.4 DC/23/1163 - 11 Stonecroft Tanyard Lane – Erection of single storey rear extension
Cllr Trundle **proposed, seconded** by Cllr M Alexander **No Objection** however there is concern at the extent of the hard landscaping, but Cllrs are pleased to see note that a soak away is being included. **Agreed** 2 for and 3 abstentions.

- P23/51 LATE PLANS**
51.1 None
- P23/52 ENFORCEMENT NOTIFICATIONS**
52.1 EN/23/0335 24/07/2023 7 Laines Road - Alleged: height of building is not in accordance with the plans approved under DC/22/0834 Sam Nye
52.2 EN/23/0361 14/08/2023 Honeys 25 - 27 Church Street - Alleged: without permission, installation of exterior lighting to front elevation and new paving to front. Sam Nye
52.3 EN/23/0430 18/09/2023 8 Newham Close -Alleged: Erection of shed in car parking space and construction of pond
- P23/53 PLANNING DECISIONS FROM HDC and SDNP**
Permitted
53.1 DC/23/0702 - Silver Copse Castle Field - Erection of a single storey side and rear extension.
53.2 DC/23/0736 - Steyning Tennis Club Charlton Street- Replacement of existing tennis court floodlights with LED floodlights.
53.3 DC/23/1044 -16 Ingram Road - Erection of single storey front extension
53.4 DC/23/1113 -The Coach House Sheep Pen Lane - Erection of a single storey rear extension
53.5 DC/23/1036 - 2 Coxham Cottages, Coxham Lane - Erection of a front porch and enlarged existing extension. Amendment to approval DC/22/1574 (Demolition of single storey front and side extension and erection of a two-storey front and side extension).
53.5 DC/23/1045 -12 Penfold Way - Conversion of garage into habitable living space, porch addition to front elevation, alterations to fenestration to front and rear elevations and replacement of tile hanging with boarding on front elevation
53.6 DC/23/1233 - 23 Coxham Lane - Erection of two storey front extension, raising of roof to create first floor, erection of front porch, and associated external alterations. Installation of part cladding, replacement windows, and replacement roof to garage.
53.7 DC/23/1313 - 7 Laines Road - Demolition of existing garage and erection of a replacement garage with incidental artist studio above.
53.8 DC/23/1401 - 3 Gatewycke Terrace Tanyard Lane - Surgery to 1x Sycamore and 1x Cypress (Works to Trees in a Conservation Area)
53.9 DC/23/0048 - Northover Horsham Road - Removal of existing barn and erection of a replacement agricultural barn for the storage of hay and agricultural plant and machinery including the provision of a solar panel array with associated landscaping
53.10 DC/23/1445 - 71 Kings Stone Avenue - Application to confirm the construction of external decking to rear (east) elevation and steps to ground level took place in excess of 4 years from the date of the application (Lawful Development Certificate - Existing)
53.11 DC/23/1525 - 56A High Street - Prior Notification for Change of Use of Class E Commercial to 2 bed residential flat
Refused
53.12 DC/23/1104 - 13 Penlands Way - Erection of a single storey side extension to existing outbuilding, and conversion to ancillary accommodation, including installation of flat roof dormer, 1no roof lantern, and solar panels
- P23/54 DEPUTY CLERKS REPORT FOR STEYNING CENTRE**
54.1 Bookings – The bookings for August slowed down as usual for the summer period. A new weekly Martial Arts class started in August in the Saxon Room. The Saturday Farmers Market used the centre for a last- minute booking due to high winds and rain, they were very pleased with the venue and it worked out well. The expected income for August was £2771.25 The bookings for September have seen all the regular bookings return after the summer break. There is a new weekly yoga in Saxon Room. Heber Opera has returned for its annual theatre

show. Unfortunately, the comedy nights have cancelled their future bookings due to not selling enough tickets. The expected income for September is £4768.30.

- 54.2 Film nights** – The film night in August was ‘ticket to paradise’ -94 tickets were sold. After all deductions were taken out there was a profit of £ 95.68. The film in September was ‘Living’ – 48 tickets were sold, there was a loss of £69.50. The next film is ‘what’s love got to do with it’ Tickets are on sale in the Office.
- 54.3 Floor issue in Saxon Room** - The floor in Saxon room has warped in an area near the hatches to Saxon and Coombe court kitchens. The reason was due to the poor summer weather and recent humidity that has made the floor swell and caused a lump. The floor contractors came out on 13th September to carry out work to resolve the issue and will be back early October to complete the work. They have had to cut away some of the floor to allow it to expand. There is also a need to renew the beading round the sides of the room, replace the skirting boards and make 2 new doorway thresholds and place a vent in the floor to stop the same thing happening again. The work is expected to cost £850.00.

P23/55 FINANCE -

- 55.1 Income and Expenditure for July and August 2023** - To agree the reports as a true record of the finances for July and August 2023
Cllr Trundle **proposed, seconded** by Cllr M Alexander to accept the financial reports for July and August as a true record. **Agreed**

- 55.2 Sound System upgrade instead of projector** - To discuss and agree moving forward with the sound system upgrade for Coombe Court in connection with the film society requirements for upgrading.

The IT contractor met with the Film Society to discuss if their requirements for the sound system would fit in with the councils plans to upgrade the sound system in Coombe Court. Unfortunately, they require a completely different system.

The quote to upgrade the sound system for coombe court is for £6590.00 excluding optional microphones, cables and stands (these could be added at a later date)

The money left over from last year’s projects for the Steyning Centre is £3,338.00 and there is an IT budget for this year at £2,500 giving a total of £5838.00 available for the project, approx. £800.00 short. Cllrs asked the Deputy Clerk to go back to the contractor to request more information on the make and models of the speakers, the subwoofer and the digital mixer and how long he expected the work would take to install and configure.

- 55.3** Cllrs were asked to consider which projects they may wish to consider for the budget process for 2024/25 and report back to next meeting.

P23/56 CORRESPONDENCE/INFORMATION.

- 56.1** Cllr Ballance queried whether there has been further information on the Enforcement for Springwell’s boundary wall that should be replaced. Cllr Balance asked to look into the issue.

P23.57 DATE OF NEXT MEETING - Monday 23rd October 2023 at 7.30pm

The Chairman closed the meeting at 8.32pm

Signed Chairman

Link to the meeting https://youtu.be/36D_M17dt70