
MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 24TH JULY 2023 AT 7.30PM AT THE STEYNING CENTRE.

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

Members of the public: 1

Clerk – Hazel Roxby

MINUTES

P23/28 APOLOGIES

28.1 Apologies were received from Cllr Foxwell and Lloyd

P23/29 DECLARATIONS OF INTEREST

29.1 There was a declaration of personal interest from councillor Ballance to item 37.1 as he is a friend of the applicant. Councillor Trundle declared a personal interest to item 37.2 as an employee of the business the application is being applied for.

P23/30 QUESTIONS FROM THE FLOOR -

30.1 None

P23/31 MINUTES – to agree minutes of the last meeting on Monday 26th June 2023

31.1 Cllr Trundle **proposed, seconded** by Cllr Hanson to accept the minutes of 26th June 2023 as a true and fair record of the meeting. **Agreed** 5 for and 1 abstention

P23/32 MATTERS ARISING AND ACTIONS (taken as read)

32.1 19.1 – Bus Shelter ramp –. The item was discussed at the October F&GP meeting. **Ongoing** Deputy Clerk to contact district councillors concerning funding towards lowering the floor proposal. **Actioned Deputy Clerk to report back.** Victoria Finnigan informed that there may be some 106 monies available, possible £2,100.00. that could be applied for from WSCC for the lowering of the bus shelter floor. The Clerk to look into the possibility of 106 Money. There is no assistance available from Horsham District Council. Deputy Clerk to investigate the possibility of funding through the accessibility department at HDC. Deputy Clerk to obtain a quote for the work to lower the bus shelter floor in the 3rd bay, the one nearest the Community notice board, of the bus shelter and report back to a future meeting.

d/clerk

d/clerk

32.2 19.3 – Automatic door service – to ensure that the replacement figure of £4221.00 is budgeted for in the 2024/25 budget. **Ongoing**

32.3 19.5 - 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 I Alexander to**

produce prices for gravel boards to carry out the work – Actioned Cllr I Alexander has requested that the Deputy Clerk order 8 gravel boards and 2 weed suppressant sheets.

d/clerk

Actioned Work to be carried out on 28th July.

32.4 24.3 - Black-out linings Coombe Court – Deputy Clerk to get 3 quotes for the work to replace the tracks and black out linings - **Agenda item 12.3**

32.5 25.2 - Replace lighting in bus shelter to LED Lighting – Deputy Clerk to agree the quote and order the work. **Actioned.** Work is to be done in August when the PATS and Electrical testing is carried out in August.

32.6 25.3 - Ceiling Projector - To discuss and agreed moving forward with the ceiling projector for Coombe Court. Deputy Clerk to look into costs for leasing a projector and report back to next meeting. **Actioned. Agenda Item 12.2**

32.7 26.1 Replacement of pumps for the central heating boiler. Agenda Item 12.4

The Chairman brought forward item 37.1 for discussion as the member of public is the applicant for the application.

Cllr Ballance declared a personal interest in the Item and took no part in the discussion or voting

P23/33 Epicurus Garden, 27 High Street – Wine Bar – Premises Licence Application.

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

The member of the public left the meeting

P23/34 PLANNING APPLICATIONS

34.1 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.

Following the last meeting, as the plans were not available on the website at the time the Deputy Clerk was asked to send out the plans as soon as they were available. Actioned, Cllrs were requested to send in their comments Cllrs emailed No Objection to the application.

34.2 DC/23/1233 – 23 Coxham Lane - Erection of two storey corner infill extension to the front and first floor rear extension. Removal of roof and replacement with pitched roof to create additional internal space. Installation of part cladding, replacement windows and replacement roof to garage.

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

34.3 DC/23/1337 – Little St Johns, Jarvis Lane - Fell 1 x Copper Beech and 1 Beech (Works to Trees in a Conservation Area)

Cllr Trundle **proposed, seconded by Cllr Young OBJECTION** Cllrs are concerned for the felling of 2 healthy trees in a Conservation Area and would like consideration of surgery to be considered instead in conjunction with the Arboricultural Officer's advice. **Agreed**

34.4 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).

Cllr Trundle **proposed, seconded by Cllr Johnson OBJECTION the proposed additional**

extension almost doubles the size of the property and Cllrs are concerned that this is over development of the site. There is no new water neutrality information to back up the extension and no new information concerning conforming to the local plan. Cllrs are concerned that the extension would have a negative impact on the adjoining neighbour. Agreed

34.5 DC/23/1364 – St Johns, Jarvis Lane - Fell 1xGinkgo (Work to Trees in a Conservation Area)
Cllr Trundle **proposed, seconded by** Cllr Ballance **OBJECTION to felling a health tree in the Conservation Area Cllrs would support an alternative surgery alternative with the advice of the Arboricultural Officer. Agreed.**

34.6 DC/23/1313 – 7 Laines Road – Demolition of existing garage and erection of a replacement garage with incidental artist studio above.
Cllr Hanson **proposed, seconded by** Cllr Trundle **No Objection subject to the proposal being ancillary to the house. Agreed 5 for and 1 against.**

P23/35 AMENDED PLANS

35.1 DC/23/1113 – The Coach House, Sheep Pen Lane – Erection of a single storey rear extension.
Cllr Trundle **proposed, seconded by** Cllr Hanson **No Objection**

35.2 DC/23/0702 – Silver Copse, Castle Field – Erection of a single storey side and rear extension
Cllr Trundle **proposed, seconded by** Cllr Ballance **OBJECTION due to insufficient information of the change. If a resolution has been made Cllrs would like to see the changes. Agreed.**

P23/36 LATE PLANS

36.1 DC/23/1401- 3 Gatewycke Terrace, Tanyard Lane - Surgery to 1x Sycamore and 1x Cypress (Works to Trees in a Conservation Area)
Cllr Trundle **proposed, seconded by** Cllr Hanson **No Objection.**

P23/37 ENFORCEMENT NOTIFICATIONS

37.1 EN/23/0310 - Northover Horsham Road - Alleged: unauthorised waste handling/storage operation Sam Nye

37.2 EN/23/0311 - Northover Horsham Road - unauthorised storage of various vehicles, portable office building and shipping container Sam Nye

P23/38 PREMISE LICENCE APPLICATIONS –

38.1 *Cllr Trundle declared a personal interest in the Item and took no part in the voting*
Martins Newsagents, 64 High Street – Under new management and planning to start a new line on the second floor for the sale of alcohol.
Cllr Ballance **proposed, seconded by** Cllr Johnson **OBJECTION Cllrs are concerned that there are already 3 other businesses in Steyning selling alcohol. The shop has already had issues with burglaries previously. Agreed.**

P23/39 PLANNING DECISIONS FROM HDC and SDNP

39.1 Permitted

DC/23/0897 - Little Nash, Horsham Road - Demolition of conservatory and erection of a single storey front extension.

39.2 DC/23/0781 - The Hollow, Tanyard Lane - Removal of existing raised deck structure and installation of a replacement raised deck structure.

39.3 DC/23/0972 - 65 Roman Road - Erection of a single storey rear extension and alterations to existing decking.

- 39.4 DC/23/0981 - 12 Kings Barn Lane** - Part demolition of existing conservatory and construction of a single storey rear extension
- 39.5 DC/23/0897 - Little Nash Horsham Road** - Demolition of conservatory and erection of a single storey front extension.
- P23/40 DEPUTY CLERKS REPORT FOR STEYNING CENTRE**
- 40.1 Bookings** – The regular bookings for July have slowed down for the summer period. There has been an exhibition held by the Camera Club over a whole weekend, there has also been an antiques road show type evening held. The expected income for July is £4,556.62
- 40.2 Film nights** – The film night in July was ‘A man called Otto’ -77 tickets were sold. After all deductions were taken out there was a profit of £ 21.46. The film in August is ‘ticket to Paradise’. Tickets are on sale in the Office.
- 40.3 To discuss and agree publishing a list of weekly / monthly events at the Steyning Centre**
A page has been added to the Parish Council web site to display regular bookings being held at the centre, it will also be displayed on the PPG information screen and the Steyning Centre noticeboard. d/clerk
- P23/41 FINANCE -**
- 41.1 Income and Expenditure for June 2023** - To agree the reports as a true record of the finances for June 2023
Cllr Trundle **proposed, seconded** by Cllr Hanson to accept the financial reports for June as a true record. **Agreed**
- 41.2 Ceiling projector in Coombe Court** – to discuss moving forward with the ceiling projector for Coombe Court. After researching several companies, and receiving advice from our IT Contractor, we have been told that leasing a projector for a long period was not cost effective to the companies or to the customers.
Having reviewed the usage of projectors at the centre in the last 6 years there has only been 48 hire requests. There is a portable projector that can be hired at £6.80 per session. It was noted that the Film Society would be interested in having a meeting to discuss upgrading the sound system and would be interested in assisting with the funding for this. Cllr Trundle **proposed, seconded** by Cllr Johnson that the projector is no longer considered a cost-effective project and instead the committee wish to consider upgrading the sound system for all users in Coombe Court in collaboration with the Film Society. Deputy Clerk to set up a meeting with the IT contractor and representatives from the Film Society. **Agreed.** d/clerk
- 41.3 Black-out blinds Coombe Court** – to discuss replacement of black-out blinds due broken track and torn blinds. 3 quotes have been received Quote 1 - £1354.17 plus VAT
quote 2 £ 2011.50 plus VAT Quote 3 £1916.00 plus VAT
Cllr Trundle **proposed, seconded** by Cllr Ballance to accept quote number 1 . Deputy Clerk to accept and order the work. d/clerk
- 41.4 Replacement of pumps for the central heating boiler** - to discuss and agree quotes for the work to be carried out. 3 quotes have been received Quote 1 £2624.29 plus VAT - Quote 2 £3396.30 - quote 3 £2.950.00.
Cllr Trundle **proposed, seconded** by Cllr Hanson to accept quote 1. Deputy Clerk to accept the quote and order the work. **Agreed.** d/clerk
- P23/42 CORRESPONDENCE/INFORMATION.**
Nothing for this meeting

P23/43 **DATE OF NEXT MEETING -** Monday 21st August 2023 at 7.30pm

The Chairman closed the meeting at 9.24 pm

Signed Chairman

Link to the meeting