
MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 27TH NOVEMBER 2023 AT 7.30PM AT THE STEYNING CENTRE.

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

Members of the public: 2

Clerk – Hazel Roxby

MINUTES

P23/73 APOLOGIES

73.1 Apologies were received from Cllr Hanson.

P23/74 DECLARATIONS OF INTEREST

74.1 There was a declaration of interest from Councillor Johnson as a member of the Greening Steyning Group in item 86.1.

P23/75 QUESTIONS FROM THE FLOOR -

75.1 None

P23/76 MINUTES – to agree minutes of the last meeting on Monday 23rd October 2023

76.1 Cllr Trundle **proposed, seconded** by Cllr Johnson to accept the minutes of 23rd October 2023 as a true and fair record of the meeting. **Agreed.**

P23/77 MATTERS ARISING AND ACTIONS (taken as read)

77.1 62.1 – Bus Shelter Dropped Floor – 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 - HDC have confirmed that they have no funding to assist with this project. It was noted that the Wilson Memorial Trust or the Bus Companies may be able to assist with grants. Deputy Clerk to investigate. 4 builders have been contacted – 3 have not responded even after being chased, 1 builder responded but unfortunately does not have the correct insurance to be able to carry out the work on the Highway. 3 different builders have now been contacted – 2 have responded that they will visit the site. Deputy Clerk to report back at the next meeting.

77.2 62.2 – Automatic door service – to ensure that the replacement figure of £4221.00 is budgeted for in the 2024/25 budget. **Actioned**

77.4 69.2 - Sound System - Phase 1 of the sound system project was completed on 25th and 26th November. Phase 2 will be completed once the budget is available in April 2024.

- P23/78 RECENT PLANNING APPLICATIONS - comments sent to HDC during August**
- 78.1 DC/23/1952 – Ash Lea, Coxham Lane -Fell 1 Ash Tree**
Cllrs Agreed **No Objection** subject to the advice of HDC's Arboricultural Officer. **Agreed**
- 78.2 DC/23/1540 – 1 Rosemary Avenue - Application to confirm the height of fence abutting Rosemary Avenue is no higher than 1 metre and fence abutting southern boundary of Rosemary Avenue is no higher than 2 metres. (Lawful Development Certificate Existing)**
Cllrs Agreed **No Objection. Agreed**
- 78.3 DC/23/1965 – 38 Market Field – Surgery to 1 Acer Pseudoplanus (Sycamore)**
Cllrs Agreed **No Objection** subject to the advice of HDC's Arboricultural Officer. **Agreed**
- P23/79 PLANNING APPLICATIONS**
- 79.1 DC/23/1993 & 2031 – The White Horse Inn, 23 High Street – Installation of 1 externally illuminated hanging sign, 2 non illuminated post signs, 2 internally illuminated menu case sign, 1 externally illuminated fascia sign, 1 non illuminated projecting sign, 1 non illuminated door plaque, 6 non illuminated fascia sign and 7 static floodlights. (Full and LBC applications)**
Cllr Trundle **proposed, seconded** by Cllr Johnson **No Objection. Agreed**
- 79.2 DC/23/2070 – 18 Coombe Road – Erection of a first - floor rear extension. Internal alteration with installation of new windows and doors.**
Cllr Trundle **proposed, seconded** by Cllr Lloyd **No Objection. Agreed**
- P23/80 LATE PLANS**
- 80.1 DC/23/2056 – Gatewick Farm – Steyning Bypass – Erection of 1 storage barn to replace existing storage containers.**
Cllr Trundle **proposed, seconded** by Cllr Foxwell **No Objection. Agreed** 6 for and 1 abstention.
- 80.2 DC/23/2028 - 12 Rosemary Avenue - Erection of a two storey side extension and dormer window to front and rear elevation.**
Cllr M Alexander **proposed, seconded** by Cllr Ballance **OBJECTION** Cllrs are concerned for the loss of accessible buildings in Steyning e.g. single storey buildings.
- P23/81 ENFORCEMENT NOTIFICATIONS**
- 81.1 EN/23/0488 30/10/2023 Bay Cottage Dog Lane -Alleged: construction of carport is not in accordance with the plans approved under DC/22/0571 with regard to carport height and style of room.**
The available results of Enforcement Notifications have been emailed to the committee members.
- P23/82 PLANNING DECISIONS FROM HDC and SDNP**
- Permitted**
- 82.1 DC/23/1652 - The Chantry House, 34 Church Street - Surgery to 1x Tulip and 1x Ash (Works to Trees in a Conservation Area)**
- 82.2 DC/23/1693 - The White Horse Inn 23 High Street - Extension of existing patio area and installation of a pergola. Alterations to car park egress, parking arrangements and associated works. (Listed Building Consent)**
- 82.3 DC/23/1163 - 11 Stonecroft Tanyard Lane - Erection of a single storey rear extension**
- 82.4 DC/23/1802 - Dingemans Court Shooting Field - Fell 1x Birch**

- 82.5 DC/23/1841 -15 Kings Stone Avenue** - Prior Approval for the erection of a single-storey rear larger home extension, which would project 6.00m from the rear elevation, comprising a maximum height of 4.00m and an eaves height of 3.00m
- 82.6 Withdrawn**
DC/22/2116 - 2 Thornscroft - Erection of a two-storey side extension. Conversion of loft to form habitable living space, incorporating hip to gable roof extension and creations of 2no dormers to front and rear.
- P23/83 DEPUTY CLERKS REPORT FOR STEYNING CENTRE**
- 83.1 Bookings** – The bookings for November have continued to be consistent. There have been all the usual extra bookings in the lead up to Christmas. The expected income is £6,042.38.
- 83.2 Film nights** – The November Film was ‘Allelujah’ there were 43 tickets sold after fees and refreshments were paid there was a loss of £130.33. The next film is in January and will be ‘The unlikely pilgrimage of Harold Fry’. Deputy Clerk to report on the income/expenditure for the films since April 23 and also overall since 2014 when the Films started.
- P23/84 FINANCE –**
- 84.1 Income and Expenditure for October 2023** - To agree the reports as a true record of the finances for October 2023.
 Cllr Trundle **proposed, seconded** by Cllr Johnson to accept the financial reports for October as a true record. **Agreed.**
- P23/85** Cllr Trundle brought this item forward for discussion.
- 85.1 GREENING STEYNING REPORT** – to discuss the Potential Energy Saving Options for The Steyning Centre report.
 Geoff Barnard and Malcolm Duke attended the meeting to explain the Potential Energy Saving report.
 The suggested options given to reduce the energy costs and carbon saving measures are:
1. Upgrade the control system that is in use at present, rough cost £4,000 /£5,000.
 2. Fit a modern low carbon heating system £40,000 to £70,000.
 3. Install additional solar panels and battery storage. £15,000 to £30,000.
- 85.2** Following a long discussion Cllr Trundle **proposed, seconded** by Cllr Johnson to recommend to F&GP that the sum of £10,000 be put in the budget and for grants to be applied for a solar package range to be installed. **Agreed**
- 85.3** Cllr Trundle **proposed, seconded** by Cllr Johnson to get quotes for a solar and battery package. **Agreed.**
 Geoff and Malcolm were thanked for attending the meeting and their work to produce the report.
- P23/86 BUDGET 2024-25 – to discuss projects for consideration for 2024-25 budget.**
- 86.1** Following the last meeting discussions, a version 2 of the budget was created to include the automatic door mechanism replacement at £4221.00 and the floor polish at £2,271.00 (the deposit £2,271.00, has been paid in the 23/24 budget) were included into the budget. Increases for gas, electricity and Water bills were taken into account.t.
 Cllr Trundle **proposed, seconded** by Cllr Young to accept version 2 of the budget for 2024/25 **Agreed.**

P23/87 CORRESPONDENCE/INFORMATION.

87.1 Deputy Clerk to report on Martyn's Law legislation – SLCC held a meeting on 16th November to Inform of the new law that is going through legislation now. It follows the terrorist attack in Manchester in 2017. If it gets through parliament, it will affect the Steyning centre as it qualifies with an event hall that can hold events with over 100 attendees. There may well be expenditure for training of Caretakers and Staff. It is hoped that Government would help with grants for some of the expenditure if required. There is an Awareness E Learning training which the Deputy Clerk will investigate. Deputy Clerk will report back as soon as there is any further information.

87.2 **Variation of Premises Licence Application for the White Horse. Now that the planning application DC/23/1693 - The White Horse Inn 23 High Street - Extension of existing patio area and installation of a pergola. Alterations to car park egress, parking arrangements and associated works. (Listed Building Consent) has been permitted, they are seeking to be able to open at 8am for non-licensable activities, all other hours and activities remain unchanged. The committee had no comments that they wished to be sent to HDC.**

DATE OF NEXT MEETING - Monday 18th December 2023 at 7.30pm

The Chairman closed the meeting at 9.09pm

Signed Chairman

Link to the meeting <https://youtu.be/TVPLnpZ8kLk>