
MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 22ND JANUARY 2024 AT 7.30PM AT THE STEYPNING CENTRE.

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

Members of the public: None

Clerk – Hazel Roxby

DRAFT MINUTES

P23/102 APOLOGIES

102.1 Apologies were received from Cllrs Lloyd and Foxwell

P23/103 DECLARATIONS OF INTEREST

103.1 There were no declarations of interest from Councillors

P23/104 QUESTIONS FROM THE FLOOR -

104.1 None

P23/105 MINUTES – to agree minutes of the last meeting on Monday 18th December 2023

105.1 Cllr Trundle **proposed, seconded** by Cllr Young to accept the minutes of 18th December 2023 as a true and fair record of the meeting. **Agreed.**

P23/106 MATTERS ARISING AND ACTIONS (taken as read)

106.1 93.1 – Bus Shelter ramp – 2 builders out of the 7 contacted have now been out on site and 2 quotes have been received. Agenda Item 11.3

106.2 93.3 – Greening Steypning Report – the recommendation for F&GP to put £10,000 in the budget for a solar package was an agenda item for 12th December. **Actioned**

106.3 99.2 Flat roof quote - Agenda Item 11.3

106.4 100.2 South Downs National Park Draft Settlement Facilities Assessment – Deputy Clerk was asked to amend the proforma. Actioned and sent back.

P23/107 PLANNING APPLICATIONS

107.1 DC/23/2266 –New Brambles, 46a Goring Road – Erection of a single storey rear extension. Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection. Agreed.**

107.2 DC/23/2295 – 71 High Street - Fell 1 Western Red Cedar (Thuja Plicata), Surgery 1 Thuja/Holly Mixed Hedge, Surgery 1 Bay (Taurus Nobilis) (Works to trees in a Conservation Area)
Cllr Trundle **proposed, seconded** by Cllr Ballance **No Objection.** Cllrs suggest, and ask that the Arboricultural Officer considers that the roots to tree be ground out to prevent any future damage to the nearby drain system. **Agreed**

- 107.3 DC/24/0040 – 59 Kings Barn Lane** – Replacement roof over existing garage forming room in roof space
Cllr Trundle **proposed, seconded** by Cllr M Alexander **No Objection. Agreed.**
- 107.4 DC/23/2124 – 61 Kings Stone Avenue** - Change of use of Annex (Class C3) to air b&b (Class C1) and extension of the land/residential curtilage to the east.
Cllr Trundle **proposed, seconded** by Cllr Ballance **OBJECTION Due to the lack of definitive evidence of the ownership of the curtilage and overdevelopment of the garden area. Cllrs are concerned that the building is too close to the boundary making it impossible to carry out future maintenance. Agreed**
- P23/108 LATE PLANS**
- 108.1 DC/23/2161 - 11 Church Street** - Change of Use from Educational offices, archives and reception area to co-working space (Offices/Studios).
Cllr Young **proposed, seconded** by Cllr Trundle **No Objection. Agreed.**
- P23/109 PLANNING DECISIONS FROM HDC and SDNP Permitted**
- 109.1 SDNP/23/02314/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 extension) Variation sought to incorporate additional designs to part of approval proposals and amalgamation of additional drawings to reflect minor changes to approved design of granary.
- 109.2 DC/23/1952 – Ash Lea, Coxham Lane** – Fell 1 Ash Tree.
- 109.3 DC/23/1985 – 38 Market Field** – Surgery to 1 Acer (Sycamore)
- 109.4 DC/23/1692 - 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. (Full Application)
DC/23/2107 - Musberry Lodge 12 High Street - Erection of a single storey rear extension.
- Withdrawn**
- 109.5 DC/23/2028 - 12 Rosemary Avenue** - Erection of a two-storey side extension and dormer windows to the front and rear roof slope. Single-storey rear extension and open porch over front door.
- P23/110 ENFORCEMENT NOTIFICATIONS**
- 110.1** None for this meeting
- P23/111 DEPUTY CLERKS REPORT FOR STEYNING CENTRE**
- 111.1 Bookings** – The bookings are still going well. Bright Lights Comedy are back at the end of January for a comedy night after a summer and Autumn break. The expected income for January is £4,622.74.
- 111.2 Film nights** – The film for January was ‘The Unexpected Pilgrimage of Harold Fry’. 44 tickets were sold, once the fees were paid there was a loss of £110.00. The film for February will be ‘The Great Escaper’ which is based on a true story, which have always proved to be very popular in the past. It was queried at the last meeting what the losses were for this financial year on the film nights. The current year has so far made a loss of £146.39 however there are still February and March films to go. The film nights began in 2014 and over the years the profit made has been in the region £12,000. The Community film nights has always been praised for being a fantastic contribution to the community held by the council and on many occasions over the years (before covid) would very often have over 120 people attending each month.

111.3 Automatic Door service – The annual service was carried out on 4th January. The left hand pump is noisy and losing oil. A replacement system has been budgeted for in the precept for 2024/25. Once the precept is received an order will be made for the replacement system.

111.4 Annual Service of Gas Cookers in Coombe Court – Report from the service carried out on 11th January 2024. The 3 gas cookers are all working well and there are no issues to be dealt with.

P23/112 FINANCE –

112.1 Income and Expenditure for December 2023 - To agree the reports as a true record of the finances for December 2023.

Cllr Trundle **proposed, seconded** by Cllr Johnson to accept the financial reports for December as a true record. **Agreed.**

112.2 Flat Roof – To discuss quotes received and agree the way forward.

2 quotes for repairs have been received at £700 and £1,500

2 quotes have been received to replace the felt to the upper section of the roof the quotes are £2,200 and £2,450 Plus VAT.

Cllr Young **proposed seconded** by Cllr Johnson to accept the estimate to completely re-felt the upper roof at the cost of £2450 plus VAT. **Agreed.**

112.3 Bus Shelter quotes - report on quotes received.

2 quotes have been received at £13,170. plus VAT and £22,000 plus VAT. Deputy Clerk informed that possible traffic management and permission costs from WSCC were not included in the quotes so it is likely the costs would increase.

Cllr Johnson **proposed, seconded** by Cllr Young that, in principle, accept the lower quote and report the costs to F&GP, with queries on the handrail and floor tile prices, Cllrs would be looking to reduce the costs by revising the spec and would seek to explore external funding. **Agreed.**

112.4 Hall Price increase for 2025/26 – to discuss and agree price increases for April 2025 to March 2026 to enable bookings to be made for that period.

The supporting paper shows the price increase options at 3, 4 and 5% on to the 2024/25 price which starts on 1st April. The price increase is requested now as the bookings for 2025/26 are already being requested, the regular customers always booking a year in advance as they plan their programmes and budgets now for the next year.

Cllr Hanson **proposed, seconded by** Cllr Johnson to increase the prices for 2025/26 by 3%. **Agreed.**

P23/113 Horsham District Local Plan Regulation 19 - to discuss and agree a way forward, to compile response to the Consultation Period from 19th January to 1st March 2024.

At the Parish Council meeting on Monday 15th January the Planning and Premises committee were delegated to review and draft a response to be agreed and sent to HDC by 1st March.

A working party will be formed to meet as soon as possible to discuss and produce a response to be reported to Full Council on 19th February. Amendment if required can be agreed at the Planning and Premises Meeting of 26th February and response to be sent to HDC by 1st March.

P23/114 CORRESPONDENCE/INFORMATION.

114.1 HDC have requested for 1 representative from each parish to attend a Planning Peers Challenge Meeting on Wednesday 28th February from 5.45 to 6.45pm at Parkside, Chart Way Horsham. Cllr Ballance will attend the meeting on 28th February.

P23/115 DATE OF NEXT MEETING - Monday 26th February 2024 at 7.30pm

The Chairman closed the meeting at 9.11pm

Signed Chairman

Link to the meeting <https://youtu.be/zHN7UGlh3ng>