
MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 24TH JUNE 2024 AT 7.30PM AT THE STEYPNING CENTRE.

Present: Cllrs Liz Trundle, Mariella Alexander, Robin Ballance, Vicci Johnson, Charlotte Lloyd, Deborah Hanson.

Members of the public: None

Clerks: John Fullbrook, Leanne Poole

MINUTES

P24/14 APOLOGIES

14.1 Apologies were received from Councillors Foxwell and Young.

P24/15 DECLARATIONS OF INTEREST

15.1 There was a declaration of personal interest from Cllr Lloyd in consideration of agenda item 6.4, in that she lives adjacent to the property.

P24/16 QUESTIONS FROM THE FLOOR

16.1 None

P24/17 MINUTES - To agree and sign the Planning & Premises minutes of the meeting of Tuesday 28th May 2024 as a true and fair record of the meeting.

17.1 Cllr Trundle **proposed**, **seconded** by Cllr Hanson to accept the minutes of Tuesday 28th May 2024 as a true and fair record of the meeting. **Agreed.**

P24/18 MATTERS ARISING AND ACTIONS (taken as read)

18.1 **Flat Roof** – Quote of £2,450.00 to re-felt the roof was accepted and the work ordered. Originally works to be carried out in March or April. **Ongoing.** The contractor has informed he will carry out the work as soon as possible weather permitting. There is a backlog of work but the office have been assured this will be completed soon.

18.2 **Response Letter** - The Clerk amends the response letter as agreed, and then members agree final copy via email. With Clerk to then send this letter to residents as appropriate. Before completing this action however, the Clerk was tasked with determining why and for how long the HDC planning portal in connection to the Glebe Farm outline plan would remain receptive to new comments from residents, and it was reported that Cllr Finnegan had asked for it to remain open for as long as possible for the benefit of Steypning residents. The Clerk then confirmed that he had agreed with Cllr Finnegan that she would receive, and pass on to the appropriate planning officer, all the comments which had been sent directly to SPC via the Clerk's office or the Chair, in the meantime and in advance of the response letter being sent to residents, and the members present approved that the Clerk add a line in the response letter to this effect.

P24/19 PLANNING APPLICATIONS

- 19.1 DC/24/0847 – 33 Penlands Vale** – Garage conversion into dining space and erection of a single storey side extension and relocation of existing front door.
Cllr Trundle **proposed, seconded by Cllr Hanson. No objection. Agreed.**
- 19.2 DC/24/0849 – Wappingthorn Manor Horsham Road** – Renovation of existing bothy – erection of replacement garage and works to existing pool house.
Cllr Trundle **proposed, seconded by Cllr Ballance. No objection. Agreed.**
- 19.3 DC/24/0813 – 12 Rosemary Avenue** – Demolition of existing garage, erection of new porch, single storey side extension and single storey infill rear extension.
Cllr Trundle **proposed, seconded by Cllr Alexander. No objection subject to the materials being used are in keeping with other properties in the area. Agreed.**
- 19.4 DC/24/0810 – 12 Kings Barn Lane** – Part demolition of conservatory and erection of a single storey extension.
Cllr Trundle **proposed, seconded by Cllr Ballance. No objection. Agreed.**
- 19.5 DC/24/0816 – Bidlington Cottage High Street** – Fell x 3 Leylandii Trees
Cllr Trundle **proposed, seconded by Cllr Ballance. No objection. Agreed.**
- 19.6 DC/24/0851 – 62 High Street** – Installation of handrails to both sides of existing entrance.
Cllr Trundle **proposed, seconded by Cllr Lloyd. No objection. Agreed.**
- 19.7 DC/24/0918 – Dingemans Court Shooting Field** – Surgery to 1 x maple tree
Cllr Trundle **proposed, seconded by Cllr Hanson. No objection. Agreed.**
- 19.8 DC/24/0897 – Cedar Cottage De Broase Way** – Surgery to 1 x Cedar Tree
Cllr Trundle **proposed, seconded by Cllr Hanson. No objection, subject to agreement by the HDC Arboricultural Officer. Agreed.**

P24/20 LATE PLANS

- 20.1** None at time of printing

P24/21 PLANNING DECISIONS FROM HDC and SDNP

Permitted

- 21.1 DC/24/0225** - Sprockets Castle Lane Steyning West Sussex BN44 3GA Surgery to 1x Corsican Pine
- 21.2 DC/24/0456** - 11 Penlands Rise Steyning West Sussex BN44 3PJ Erection of a single storey side and rear extension, and a front entrance porch with pitched roof.
- 21.3 DC/24/0484 and 85** - 32 High Street Steyning West Sussex BN44 3YE Change of use for the ground floor and basement commercial use to residential and material alterations to bring the property back into use as a single dwelling house (Full Application) {See below}
- 21.4 DC/24/0490** - 71 High Street Steyning West Sussex BN44 3RE Description: Decision: Fell x1 Thuja and x1 Holly Hedge and replant (works to trees in conservation area)
- 21.5 DC/24/0492** - 35 Hills Road Steyning West Sussex BN44 3QG Erection of a two-storey side extension.
- 21.6 DC/22/1895** - Wappingthorn Manor Horsham Road Steyning West Sussex BN44 3AA Description: Erection of an indoor tennis court building and hardstanding area.
- 21.7 DC/24/0409** - 64 High Street Steyning West Sussex BN44 3RD Description: Repair and partial rebuild to existing chimney stack to the rear of the property and associated internal works to the fireplace
- 21.8 DC/24/0493** - 16 Church Mead Steyning West Sussex BN44 3ST Description: Erection of a single storey rear extension

- 21.9** **DC/24/0540** - 9 Mimmack Close Steyning West Sussex BN44 3SH Description: Erection of a single storey rear extension.
- 21.10** **DC/24/0574** - Dingemans Court Shooting Field - Surgery x1 Elm
- 21.11** **DC/24/0823** - 72 Kings Stone Avenue Prior Approval for the erection of a single storey rear larger home extension, which would project 6.80m - **Withdrawn**
Refused
- 21.12** **DC/23/1870** - 32 High Street Steyning West Sussex BN44 3YE Description: Variation of Conditions 2 and 4 of previously approved application DC/05/0899 (Change of use to tea room and gift shop). Variation sought to allow for change to opening hours and the public use of the walled garden via access through the coffee shop.
- 21.13** **DC/24/0484 and 85 – {from above}**. Though one application was permitted, the second was refused, and in this instance, the permitted element is cancelled out as so the full application is refused.

P24/22

22.1 **ENFORCEMENT NOTIFICATIONS**

None

P24/23

23.1 **CLERKS REPORT FOR THE STEYNING CENTRE**

Bookings – Bookings are still going well, slowing down as usual for the summer and the expected income for June is £3930.44.

23.2

Film nights – The film for June was One Life and 93 tickets were sold. Once all payments have been made, the total profit was £63.87.

23.3

Finance – No finance to update for this month.

P24/24

24.1 **CORRESPONDENCE/INFORMATION.**

SPC has noted the lengthy correspondence sent by Trevor Cree on Bramber Brooks. The comments about flood risk and its mitigation and public access pertaining to the whole site are directed to the land owner, Horsham DC. In October 2023, this committee had no objection to the Environment Agencies plans for bird scrapes, on a small part of the Bramber Brooks site, agreed in 2016 as environmental mitigation to the Shoreham Adur Tidal Flood defence scheme and supported by local ornithology groups.

P24/25

DATE OF NEXT MEETING - Monday 22nd July 2024 at 7.30pm
The Chairman closed the meeting at 8.10pm.

Signed Chairman

Link for this meeting -