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## MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 23<sup>rd</sup> SEPTEMBER 2024 AT 7.30PM AT THE STEYPING CENTRE.

**Present:** Cllrs Trundle, M Alexander, Young, Ballance, Foxwell, Johnson, Hanson

**Members of the public:** 1

**Clerk:** Leanne Poole

# MINUTES

- P24/50 APOLOGIES** – to receive apologies and reasons for absence.  
**50.1** Apologies were received from Cllr Lloyd.
- P24/51 DECLARATIONS OF INTEREST** – to receive Councillors declarations of interest in items on the agenda  
**51.1** None.
- P24/52 QUESTIONS FROM THE FLOOR**  
**52.1** None.
- P24/53 MINUTES** – to agree and sign the Planning & Premises minutes of the meeting on Monday 19<sup>th</sup> August 2024 as a true and fair record.  
**53.1** Cllr Trundle **proposed, seconded by** Cllr Ballance to accept the minutes of Monday 19<sup>th</sup> August 2024 as a true and fair record.
- P24/54 MATTERS ARISING AND ACTIONS**  
**54.1** **Response Letter** – The Clerk amends the response letter as agreed, and then sends this letter to residents as appropriate. **Actioned.**
- P24/55 NOTIFICATION OF PLANNING APPLICATIONS DISCUSSED BY EMAIL DUE TO DEADLINE**  
**55.1** **DC/24/0919– 72 Kings Stone Avenue** – Erection of a single storey rear extension.  
Cllr Trundle **proposed, seconded by** Cllr Young. **No objection. Agreed.**  
**55.2** **DC/24/1169 – 64 High Street** – Installation of 1x externally illuminated fascia sign, 1x internally illuminated hanging sign and window (building within a Conservation Area). See 55.3.  
**55.3** **DC/24/1173 – 64 High Street** – Installation of 1x externally illuminated fascia sign, 1x internally illuminated hanging sign and window stickers (Listed Building Consent).  
Cllr Trundle **proposed, seconded by** Cllr Young. **Objection** - SPC strongly object to all the signage proposals including the window stickers on the grounds that they are totally out of keeping within a Conservation Area and as a listed building. Also, SPC feels that the HDC Conservation Officer be consulted about these plans. **Agreed.**

**P24/56 PLANNING APPLICATIONS**

- 56.1 DC/24/1170 – Primrose Cottage, Horsham Road** – Erection of detached double garage following the demolition of the existing garage.  
Cllr Trundle **proposed, seconded by Cllr Johnson. No objection. Agreed**
- 56.2 DC/24/1239 – 3 Newham Lane** – Erection of a single storey rear extension, erection of a pergola to the rear elevation, installation of cladding to the first floor and changes to fenestration.  
Cllr Trundle **proposed, seconded by Cllr Foxwell. No objection. Agreed**
- 56.3 CA/24/0009 – St Johns, Jarvis Lane** – Fell 1x Holly and 1x Scots Pine (Works to Trees in a Conservation Area)  
Cllr Trundle **proposed, seconded by Cllr Ballance. No objection based on new tree and shrub replanting with native species. Agreed**
- 56.4 CA/24/0010 – Penns Cottage, Horsham Road** – Surgery to 1x Spruce and Fell 1x Tree of Heaven and 1x Fan Palm (Works to Trees in a Conservation Area)  
Cllr Trundle **proposed, seconded by Cllr Alexander. No objection. Agreed**
- 56.5 DC/24/1334 – 75 High Street** – Roofing repairs, replacement of rooflight, damp and timber treatments and electrical rewiring (Listed Building Consent).  
Cllr Trundle **proposed, seconded by Cllr Ballance. No objection. Agreed**

**P24/57 LATE PLANS**

- 57.1 DC/24/1415 – 3 Gatewycke Terrace** – Installation of solar panels to the south elevation pitched roof.  
Cllr Trundle **proposed, seconded by Cllr Johnson. No objection. Agreed**
- 57.2 DC/24/1349 – 29 Kings Stone Avenue** – Demolition of existing side garage and erection of a two storey side and rear extension. Installation of three rooflights to front elevation.  
Cllr Trundle **proposed, seconded by Cllr Alexander. Objection on basis of over development of small semi detached chalet bungalow which would impinge on the attached bungalow. Agreed.**
- 57.3 DC/24/1368 - 47 Hills Road** - Erection of a part two storey and single storey rear extension. Alterations to boundary fence.  
Cllr Trundle **proposed, seconded by Cllr Johnson. No objection. Agreed**

**P24/58 PLANNING DECISIONS FROM HDC and SDNP**

**58.1 Permitted**

- DC/24/0847** - 33 Penlands Vale, Steyning, West Sussex, BN44 3PL. Description: Garage conversion into dining space and erection of a single storey side extension and relocation of existing front door.
- 58.2 DC/24/0897** - Cedar Cottage, De Braose Way, Bramber, West Sussex, BN44 3FD. Description: Surgery x1 Cedar
- 58.3 DC/24/0909** - Wappingthorn Manor, Horsham Road, Steyning, West Sussex, BN44 3AA. Description: External Repairs to Stonework, Brickwork, Roof and Rainwater Goods (Listed Building Consent)
- 58.4 DC/24/0918** - Dingemans Court, Shooting Field, Steyning, West Sussex, BN44 3RU. Description: Surgery x1 Silver Maple

- 58.5 **DC/24/0935** - 10 Coxham Lane, Steyning, West Sussex, BN44 3LG. Description: Erection of front open porch and single storey flat roof rear extension.
- 58.6 **DC/24/0912** - 64 High Street, Steyning, West Sussex, BN44 3RD. Description: Removal of a single skin brick wall, 500mm wide by 2,5m tall to the front right of the building to gain access between 64 and the neighbouring property. Removal of waste and replacement with access gate for future maintenance. (Listed Building Consent)

- 58.7 **DC/24/1122** - 91 Kings Stone Avenue, Steyning, West Sussex, BN44 3FJ. Description: Erection of a single storey rear extension.

**P24/59 ENFORCEMENT NOTICES**

- 59.1 None.

**P24/60 TO REVIEW SPC COMMENTS FOR HDC PLANNING SOUTH COMMITTEE REPRESENTATION**

- 60.1 To discuss and agree statement content to reflect SPC views on planning application DC/21/2233 (Land North of Glebe Farm and Kings Barn Lane)  
Cllr Trundle **proposed, seconded** by Cllr Young that Cllr Johnson is delegated to make the agreed amendments and circulates the response to the committee before presenting it to the HDC South Committee on 26<sup>th</sup> September 2024.

**P24/61 DEPUTY CLERK'S REPORT FOR STEYNING CENTRE**

- 61.1 **Bookings** – A new weekly U3A table tennis booking started in September and all regular bookings are now back. The monthly expected income for September is £4906.39
- 61.2 **Film nights** – In July, the film was *Back to Black*. 56 tickets were sold, totalling £336. Once all the expenditures had been taken out, the deficit was £54.40. The next film is *The Fall Guy* and tickets are on sale now.
- 61.3 **Coombe Court and Saxon Room Floor** – Works to the floors in the Saxon Room and Coombe Court were completed. The cost was £4540.00 They have advised that in 2026, the floor will need to be sanded to remove the dents and deep scratches and this is likely to be in the region on £12,000. Deputy Clerk now has the spec and will go out to two other companies to gather quotes. Cllr Ballance raised the question of how many times the floor had been refurbished. Deputy Clerk to investigate and bring back to next meeting.

**P24/62 FINANCE - Income and Expenditure Reports for August 2024**

- 62.1 Cllr Trundle **proposed, seconded** by Cllr Alexander that SPC accepts the planning and premises income and expenditure reports for August 2024. **Agreed**
- 62.2 Deputy Clerk stated budget setting would be dealt with at next meeting.

**P24/63 CORRESPONDENCE/INFORMATION**

- 63.1 None.

**P24/64 DATE OF NEXT MEETING** – Monday 28<sup>th</sup> October at 7.30pm  
The Chairman closed the meeting at 8.52pm

Signed ..... Chairman  
Link for this meeting - <https://youtu.be/YEvdGwiuS1A>