
PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 28th OCTOBER 2024 AT 7.30PM AT THE STEYNING CENTRE.

Present: Cllrs Trundle, Lloyd, M Alexander, Young, Ballance, Johnson

Members of the public: None

Clerk: Leanne Poole

MINUTES

P24/65 APOLOGIES

65.1 Apologies were received from Cllrs Foxwell and Hanson.

P24/66 DECLARATIONS OF INTEREST

66.1 None.

P24/67 QUESTIONS FROM THE FLOOR

67.1 None.

P24/68 MINUTES – to agree the Planning & Premises minutes of the meeting on Monday 23rd September 2024.

68.1 Cllr Trundle **proposed, seconded by** Cllr Young to accept the minutes of Monday 23rd September 2024 as a true and fair record. **Agreed.**

P24/69 MATTERS ARISING AND ACTIONS

69.1 Coombe Court and Saxon Room floors – Deputy Clerk to gather quotes for the re-sanding of the floors in 2026. Deputy clerk reported that 4 companies have been approached for quotes and these are now awaited.

P24/70 NOTIFICATION OF PLANNING APPLICATIONS DISCUSSED BY EMAIL DUE TO DEADLINE

70.1 DC/24/1417– Doves Place, Coxham Lane – Fell 1x Beech.

Cllr Trundle **proposed, seconded by** Cllr Young. **No objection** – Subject to confirmation from the HDC Arboriculturist that the tree is diseased, and as this is a TPO covered tree, that details are given of a suitable replacement tree to be planted. **Agreed.**

70.2 CA/24/0021 – 4 Norfolk Cottages - Surgery to 1x Silver Birch (Works to trees in a conservation area) Cllrs have agreed **no objection** to this application.

P24/71 PLANNING APPLICATIONS

- 71.1 CA/24/0024 – Gatewick, Church Lane** - Surgery to 6x Common Holly and 1x English Yew, and Fell 1x Southern Catalpa and 1x Sweet Chestnut (Works to Trees in a Conservation Area)
Cllr Trundle **proposed, seconded by Cllr Ballance. No objection. Agreed.**
- 71.2 CA/24/0025 – Gatewick, Church Lane** - Fell 2x Ash, 3x Sycamore, 1x Chinese Poplar, 2x Field Maples, 1x Sweet Chestnut, 1x Willow, and Surgery to 4x Laurel and 2x Hawthorn (Works to Trees in a Conservation Area)
Cllr Trundle **proposed, seconded by Cllr M Alexander. No objection subject to notification of replanting – Agreed 5 for and 1 against.**
- 71.3 CA/24/0026 – Penfold Cottage, 30 High Street** - Fell 1x Tree of Heaven and 1x Oak (Works to trees in a conservation area)
Cllr Trundle **proposed, seconded by Cllr Young. OBJECTION on the basis of lack of information to make a decision. Agreed.**
- 71.4 CA/24/0028 - 8 High Street** - Surgery to 1x Taxus Yew (Works to Trees in a Conservation Area)
Cllr Trundle **proposed, seconded by Cllr M Alexander. No objection. Agreed.**
- 71.5 DC/24/1534 - Huddlestone Farm, Horsham Road** - Creation of an access track.
Cllr Trundle **proposed, seconded by Cllr Ballance. OBJECTION on the basis that the concerns raised by the representation letter by Nutwood House and lack of clarity of the proposed access road changes. Agreed 5 for and 1 abstention.**
- 71.6 DC/24/1537 – 2 Thornscroft** - Replacement of existing single storey timber porch with new masonry porch and erection of a first floor extension over. Demolition of existing summerhouse and pergola and erection of a single storey rear extension.
Cllr Trundle **proposed, seconded by Cllr Johnson. No objection. Agreed.**
- 71.7 CA/24/0033 - 10 Gatewycke Terrace, Tanyard Lane** - Surgery x2 Silver Birch (Works to Trees in a Conservation Area)
Cllr Trundle **proposed, seconded by Cllr M Alexander. No objection. Agreed.**
- 71.8 DC/24/1560 – Gatewick, Church Lane** - Surgery to group of Tilia Platyphyllos and Fagus Sylvatica Purpurea, 1x Fagus Sylvatica Purpurea, and group of Populus x Euroamericana. Fell 1x Sorbus Intermedia and 2x Acer Platanoides.
Cllr Trundle **proposed, seconded by Cllr Johnson. No objection, subject to visit by the HDC Arboricultural Officer. Agreed.**
- 71.9 DC/24/1532 - The Courtyard, Oak House, Elm Grove Lane** - Alteration to window on the rear elevation.
Cllr Johnson **proposed, seconded by Cllr Trundle. No objection. Agreed.**

P24/72 LATE PLANS

- 72.1 DC/24/1591 - Gatewick, Church Lane** - Replacement and restoration of the access points and gates to Gatewick House. (Householder Application).
Cllr Trundle **proposed, seconded by** Cllr Ballance. **No Objection - Agreed 5 for and 1 abstention.**
- 72.2 DC/24/1592 - Gatewick, Church Lane** - Replacement and restoration of the access points and gates to Gatewick House. (Listed Building Consent).
Cllr Trundle **proposed, seconded by** Cllr Ballance. **No Objection - Agreed 5 for and 1 abstention.**
- 72.3 DC/24/1609 - 75 High Street-** Demolition of existing single storey rear extension, garage, and garden room. Erection of single storey rear extension and replacement garage and garden room (Householder)
Cllr Trundle **proposed, seconded by** Cllr Johnson. **No Objection - Agreed 5 for and 1 abstention.**
- 72.4 DC/24/1610 - 75 High Street-** Demolition of existing single storey rear extension, garage, and garden room. Erection of single storey rear extension and replacement garage and garden room (Listed Building Consent)
Cllr Trundle **proposed, seconded by** Cllr Johnson. **No Objection - Agreed 5 for and 1 abstention.**
- 72.5 CA/24/0037 – St Andrews Parish Church** - Surgery to 2x Portuguese Laurel, 2x Mixed Group, 1x Horse Chestnut, 3x Irish Yew, 1x Cupresses, 1x Ivy, 1x Yew, and Fell 1x Hawthorn within a Mixed Group, 1x Holm Oak, and 1x Yew (Works to Trees within a Conservation Area)
Cllr Johnson **proposed, seconded by** Cllr M Alexander. **No objection. Agreed.**

P24/73 PLANNING DECISIONS FROM HDC and SDNP

- 73.1 Permitted**
DC/24/0459 - Springwells Bed and Breakfast, 9 High Street, Steyning, West Sussex, BN44 3GG. Description: Removal of part of boundary wall to the south of the property (retrospective) (Listed Building Consent).
- 73.2 DC/24/0507** - Doves Place, Coxham Lane, Steyning, West Sussex, BN44 3LG. Description: Surgery x1 Pine
- 73.3 DC/24/0818** - The Nook, Wykeham Close, Steyning, West Sussex, BN44 3GR. Description: Replacement of two windows on the side elevation.
- 73.4 DC/24/1141** - Court Mill, Mill Road, Steyning, West Sussex, BN44 3LN. Description: Surgery to 1x Conifer Hedge, 1x Prunus Species, 1x Willow, 3x Willow Stumps, 2x Elms, 1x Stump, 1x Cherry/Rose. (Works to Trees in a Conservation Area).
- 73.5 DC/24/0919** - 72 Kings Stone Avenue, Steyning, West Sussex, BN44 3FJ. Description: Erection of a single storey rear extension
- 73.6 DC/24/1170** - Primrose Cottage, Horsham Road, Steyning, West Sussex, BN44 3AB. Description: Erection of detached double garage following the demolition of the existing garage.
- 73.7 Refused**
SDNP/24/01998/HOUS - Great Drove Farm, Bostal Road, Steyning, West Sussex, BN44 3PD. Description: Demolition of existing conservatory and erection of single-storey extensions.

P24/74 ENFORCEMENT NOTICES

74.1 None.

P24/75 TO DISCUSS GREEN BUILDING GUIDELINES - To discuss how SPC should be considering these in future.

75.1 Cllrs discussed these being relevant to future developments where SPC would be expecting applications to follow the green agenda and to keep guidelines in mind for future developments.

P24/76 DEPUTY CLERK'S REPORT FOR STEYNING CENTRE

76.1 **Bookings** – The projected income for October is £6,657.35. This figure has been positively influenced by several major events hosted through our regular customers.

76.2 **Film nights** – The film for October was *The Fall Guy*. 60 tickets were sold, totalling £360. Once all the expenditures had been taken out, the deficit was £34.50. The next film is *The Trouble with Jessica* and tickets are on sale now.

76.3 **Entrance Doors** - The council are currently looking into upgrading the existing doors at the entrance to The Steyning Centre. Deputy Clerk is in the process of gathering quotes and advice from several local companies to ensure the best option for quality and budget.

76.4 **Heating System Upgrade** - Heatcraft has been scheduled for a visit on the 29th of October to assess and discuss potential upgrades to our heating and air conditioning system. This will ensure there is an efficient system in place for the coming seasons.

76.5 **Stage Curtains in Coombe Court** - Options are being explored to replace the curtains in Coombe Court, which were lost due to a faulty mechanism. Solutions are being considered and updates will be given when there is more information.

76.6 **Roof leak** - There was a small leak in the roof during the recent heavy rain. The caretaker inspected it and believed the leak was due to ill-fitting fixtures around the skylight. He has fixed the issue, and it will be continued to be monitored.

76.7 **First aid courses** - First aid courses are being explored for staff members.

P24/77 FINANCE - Income and Expenditure Reports for September 2024 –

77.1 Cllr Trundle **proposed, seconded by** Cllr Ballance that SPC accepts the planning and premises income and expenditure reports for September 2024. **Agreed.**

77.2 **To consider the Premises budget 2025/26 as per supporting papers.**

The proposed budget for 2025/26 was circulated to all councillors and will be brought back to the next meeting for approval.

P24/78 CORRESPONDENCE/INFORMATION

78.1 None.

P24/79 DATE OF NEXT MEETING – Monday 25th November at 7.30pm

The Chairman closed the meeting at 9:20pm

Signed Chairman

Link for this meeting - <https://youtu.be/27ma124jrjg>