

To Support the Report for Item 10.1 – Additional Supporting paper

Steyning Neighbourhood Plan Monthly Report- January 2018

We have so far attracted 12 applicants for the minimum of 6 and maximum of 8 vacancies on the Steering Group and have been delighted with the enthusiasm and mix of skills and interests represented. The calibre of applicants is so high that we would like to propose to the Council that we increase the maximum size of the Steering Group from 10 to 12 members, still to include two representatives from the Parish Council. If the group was any larger we feel effective decision-making may be compromised. The minimum size of the group overall will remain at eight.

It looks certain that the Steyning Neighbourhood Plan will be able to proceed and it is hoped that everyone who has applied will be able to contribute to a working group even if they do not end up joining the steering group. Interviews will finish on 15th January but obviously the applicants should be informed of the outcome prior to the names of final Steering Group members being circulated to councillors. A list will be circulated just as soon as everyone has confirmed acceptance.

The date for the first Steering Group meeting has been set as Tuesday 30th January at 7.30pm and an agenda (currently in preparation) will be published on the SPC website giving at least 3 days' notice. We have kept the Neighbourhood Planning team at Horsham District Council aware of our progress and the next step will be to ask them to formally designate the plan area.

Gill Muncey and Liz Trundle

ITEM 12.1

Dear Parish Clerk

Dated 8th Dec

Please find below details of the public consultation on the draft West Sussex Rights of Way Management Plan (this is the Council's revised Rights of Way Improvement Plan). I am sending this to you as representing Parish and Towns Councils – please circulate as appropriate. You may already be aware of this as it has been in WSCC's Parish Newsletter but I believe this may not go to all Councils.

Many thanks.

Opinions sought on draft West Sussex Rights of Way Management Plan

People's opinions are being sought on the County Council's draft Rights of Way Management Plan for 2018 to 2028.

Anyone with an interest in accessing the countryside is encouraged to express their views.

Deborah Urquhart, Cabinet Member for Environment, said: "We want to hear people's opinions, whether they are someone who simply enjoys rural walks, or are a landowner or another stakeholder. All responses will be considered and the document will be amended as appropriate before publication in 2018."

The County Council manages more than 4,000km, or 2,500 miles, of Public Rights of Way, such as footpaths, bridleways and byways. The draft plan sets out its approach to managing the network, as well as signposting how improvements can be achieved over the next 10 years.

The Council's vision for Public Rights of Way is: "to enable people to enjoy the countryside on foot, by bicycle and by horse, for health, recreation and to access services, while recognising the need to balance this with the interests of those who live and work in the countryside and the management of special landscapes".

You can take part in the consultation at: <https://haveyoursay.westsussex.gov.uk/highways-and-transport/rowmp>.

The closing date is **31 January, 2018**.

Paper copies are available to view at all West Sussex libraries: <https://www.westsussex.gov.uk/find-my-nearest/library/>

and the main county council offices:

<https://www.westsussex.gov.uk/find-my-nearest/council-office/>

If you need this information in an alternative format, please email: pro@westsussex.gov.uk or telephone 01243 777620.

The Council published its first Rights of Way Improvement Plan in 2007 and, as directed by the Countryside and Rights of Way Act 2000, is reviewing it for the next ten years through consultation with the public and wider stakeholders.

The new draft plan has been called the West Sussex Rights of Way Management Plan to bring more weight and focus to the management of the existing Public Rights of Way network.

Best wishes

Jane

Jane Noble

Senior Access Officer

Rights of Way - Highways and Transport

Steypning Parish Council



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MEETING OF AMENITIES COMMITTEE

HELD ON 28TH NOVEMBER 2017 AT 7.30PM
IN THE STEYPNING CENTRE

Present: Cllrs Lloyd, Muncey, S Sullivan, Willett, and Bowell

Clerk : John Fullbrook

Members of the Public: 4

Meeting started at 7.30pm

DRAFT MINUTES

ACTION

- A/17/62** **APOLOGIES FOR ABSENCE**
62.1 Apologies received from Cllr Toomey and Cllr Goldsmith
- A/17/63** **DECLARATIONS OF INTEREST**
63.1 Cllr S Sullivan - member of SCO (Steypning Community Orchard) and lives adjacent to MPF
- A/17/64** **QUESTIONS FROM THE FLOOR**
64.1.1 **Q. From Sally Sanderson** – *re Agenda item 9.3 – In Allotments Association view the most important thing in terms of plot clearance is to trim and cover- especially over winter. Also have an offer from our Canada gardens rep. offering the services of the Scouts to assist with the clearance of the plots when the skips are provided.*
64.1.2 **A.** Chair replied with many thanks
- 64.2.1** **Q. From Cllr Lloyd** - *As so many representatives from the Allotments Association here tonight is there any news relating to the recent Shed Fire?*
64.2.2 **A.** Clerk replied the shed in question had been burnt to the ground with, it seemed, most of the contents having been removed but not stolen, prior to this happening. Clerk had contacted Fire Officers, then Neighbourhood Wardens, then Police, all of whom knew nothing about it. The Clerk had then registered a crime number.
Sally S added fortunately they had removed the equipment prior to the fire and hadn't lost anything of any value



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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- 64.3.1** **Q. From Roger Brown** – Raised 2 points under Agenda item 8.3 – He wanted to be sure that the Ash and Elm work was authorised and that when the Orchard Ash tree is cut down that the contractor could leave both logs and chippings?
- 64.3.2** **A.** The Chair explained that we would be explaining what has been authorised under 8.3 and that there would be no problem associated with ensuring the contractor leaves chippings and logs provided the Clerk liaises with the contractor as this should provide no additional costs. **CLERK**
- 64.3.3** **Q. From Roger Brown** - 150 hedging plants and 17 tree saplings on order to plant around Allotment hedgerow – could we possibly utilise one of the vacant plots as a nursery?
- 64.3.4** **A.** The Chair said that would be a very good idea
- 64.4.1** **Q. From the Steyning Community Orchard group** – We have sent in a request for grant aid, to the Council to cover our insurance – Is there any news?
- 64.4.2** **A.** The Chair explained it would be discussed under Finance committee – Also the Orchard to go onto next Agenda **CLERK**

A/17/65
65.1

MINUTES OF PREVIOUS MEETING

Cllr **Bowell proposed, seconded** by Cllr Sullivan that the minutes of the meeting held on 24th October be agreed and signed as a true record of the meeting. **Agreed**

A/17/66
66.1

MATTERS ARISING FROM PREVIOUS MINUTES

- 66.1** A/17/52.2.2 Proposed Car Parking plans to be put on Web site – Clerk Actioned
- 66.2** A/17/53.1 Minutes amended in accordance with request – Clerk Actioned
- 66.3** A/17/42.7 Ownership of entrances – Clerk needs to write again to Mrs Acton to gain an understanding as to the ownership of the strip of land or ‘Ransom strip’, adjacent the entrance to the North West MPF **CLERK**
- 66.4** A/17/54.2 Works associated with hedgerow group – under item 8.3
- 66.5** A/17/55.1 Scope of works and quotes for root removal at flint wall – under item 8.2
- 66.6** A/17/55.3 Artificial grass into MPF play area – under item 8.1.
- 66.7** A/17/55.6 Contact residents re trees T40 and T41 – under item 8.3
- 66.8** A/17/42.9 Benches into the MPF play ground – under item 8.3.
- 66.9** A/17/42.10 Identification of illegal dropped kerbs and overhanging vegetation - ongoing. **Cllr Bowell**
- 66.10** A/17/42.11 Rate relief letter for Public Toilets – Director of Corporate resources Jane Eaton emailed Clerk to say – ‘Sorry, but paragraph 9 (b) of

section 47 of the Local Government Finance Act specifically excludes any precepting authority from discretionary rating relief. Your only options are government lobbying or a change of ownership'. Councillors to keep a watching brief on this situation, and if there is a new development, to contact HDC once again.

- 66.11** A/17/42.12 Concrete humps to Allotments entrance – Clerk Actioned
- 66.12** A/17/55.14 Outstanding tree work as per schedule dated 23rd Dec. 15 – under item 8.3
- 66.13** A/17/55.18 Clearing vacant Allotment plots under item 9.3
- 66.14** A/17/55.20 Water pump in High street - Cllr Bowell updated that no one appears to have ownership. –Council have added it to Asset register and Steyning society to help with renovation
- 66.15** A/17/56.1 Car Park proposals response -under item 6.2
- 66.16** A/17/57.1 Grass cutting monitoring – under item 7.1
- 66.17** A/17/58.2 Holes on the MPF - Southern water to complete their final CCTV check, but in the meantime premises team have filled up the holes with earth and there is therefore no current safety issue
- 66.18** A/17/60.2 Light on Pathway by Steyning centre – It is still unclear as to the Ownership of this light but Clerk has agreed with HDC that works can still be completed but it is not a bulb issue, more a wiring malfunction, and it is confirmed that engineers will be out by 18th December
- 66.19** A/17/60.3 Banners on fence on entrance to By-Pass. Cllr Muncey reported that new guidelines being put in place and that Council can promote via web site and Your Steyning. Steyning centre to put bookings procedure in place by January 1st. Clerk to inform Bramber re Clays hill. **CLERK**
- A/17/67** **HIGHWAYS**
- 67.1** Car Parking issues –Cllr Muncey reported, Ben Golds yet to respond to request to inform us as to when most recent changes should take place – as previously recorded – another note to go into your Steyning. **Cllr Muncey**
- 67.2** Proposed Car Park developments – no reply as yet to our response
- 67.3** Highways liaison event on the 24th November – Reports on Budget cuts to their department and the consequences of this. It should be noted that HDC Budget in 2013/14 as a whole was approx. £14 Million and for 2019/20 will be approx. £7 Million hence the reduced services. Useful contacts made by Cllrs Muncey and Lloyd. Also useful to know that response on the 'Love West Sussex' web site is comparatively swift and especially when dealing with requests for pot hole remedial action. The Chanctonbury Area only

gets one Traffic regulation order per year but if Council wanted to pursue Yellow lines for instance then at a cost it is possible.

A/17/68

CONTRACT MONITORING

68.1

Clerk updated on Grass cutting – The final cuts for this year have been completed and the Council are to receive an additional cut for both the MPF and Abbey Field which will be arranged for completion prior to normal resumption of grass cutting program next spring.

A/17/69

MEMORIAL PLAYING FIELD, OPEN SPACES AND HEDGEROWS

69.1

Playground working party report. Cllr Howell is putting together a working party including four volunteer residents and two other Councillors. Contractors and suppliers have been contacted and there will be a preliminary report back for next meeting

Cllr Howell

69.2

Cllr Lloyd reported that the Wilson memorial trust have approved the plan to supply and maintain a new exercise equipment installation and the preferred location is to be , as previously discussed, between the Fletchers Car park and its playground. Council to form a working party through Cllr Lloyd and it will delegate authority to them. Cllr Lloyd will inform as to when the first meeting will convene, and will report back to next meeting.

Cllr Lloyd

69.3

Flint wall earthworks adjacent Car Park- proposed developments. 5 options were presented by the Clerk. Cllr Howell **proposed, seconded** by Cllr Lloyd that the Clerk circulates final quote which will include parts of options 4 and 5 and consequently the Clerk will have delegated authority to proceed to a cost not in excess of £1,740.00. **Agreed**

CLERK

69.4

After a discussion about additional works undertaken by Steyning Centre staff. Cllr Howell **proposed, seconded** by Cllr Muncy that a vote of thanks be given to James for his recent work notably for Bus shelter and Allotment maintenance. **Agreed**

CLERK

69.5

The clerk reported on all agreed Hedgerow and tree works due to be completed during the last week in January and then a second week in March so that Councillors are fully briefed.

69.6

MPF Trees T40 and T41 – Local residents have organised for a quote from a tree surgeon and the clerk will check and amend the scope of works based upon the guidance already produced by the Council's tree surgeon's specification. Subject to the quote specification being aligned to this, the Council agreed the Clerk can approve the works to proceed through contacting the residents.

CLERK

69.7

There has been much progress made with regards to overgrown hedge clearance, ground levelling and it is now proposed that the Hedgerow working group meet again close to Christmas to re-assess the next steps forward and especially with regards to the next phase of planting, and then this can be reported bac to the next committee.

Cllr
Lloyd/Goldsmith

- A/17/70**
- 70.1** **ALLOTMENTS**
 Cllr Bowell will be meeting newly elected Chairman of the Allotment association and will report back to next meeting. **Cllr Bowell**
- 70.2** All contracts have now been confirmed for this year
- 70.3** Vacant plots – The council are advertising for new tenants. The clerk reported on the 10 vacant plots. Cllr Bowell **proposed, seconded** by Cllr Lloyd the hedgerow group be permitted to use Allotment 58A2 as a temporary nursery for their recently purchased plants. **Agreed** **CLERK**
- 70.4** Nine remaining plots to be strimmed and covered and some of the plots require for shrubs to be removed. Cllr Lloyd **proposed, seconded** by Cllr Muncey that the Clerk has delegated responsibility to engage contractor and complete works and purchase weed suppressing membrane for no more than a total cost of £1500. **Agreed** **CLERK**
- 70.5** Steyning centre will then be in a position to maintain the vacant plots at an average of 2 hours per week
- 70.6** The Council will still provide skips for general Allotment clearance and Cllr Bowell will liaise with the new Chairman of the Allotments Association to finalise the date for this service to be provided. **Cllr Bowell**

- A/17/71**
- 71.1** **FINANCE**
 The Income & Expenditure reports were discussed for the November period. Cllr Bowell **proposed, seconded** by Cllr Lloyd that that the income and expenditure reports for November be accepted as a true record. **Agreed.**
- 71.2** The committee discussed the Amenities budget lines for the year 2018/19. The committee remained mindful of Street-cleaning and Bin emptying budgets.
- 71.3** The committee discussed priorities concerning Amenities projects for the year 2018/19. It was felt particular emphasis could be given to playground development next year as existing budgets should cover most other items.

A/17/72

72.1 **INFORMATION / CORRESPONDANCE ITEMS**
 None

A/17/73

DATE OF NEXT MEETING – 23rd January 2018 at 7.30pm

Meeting closed at 9.35 pm

Signed: Date: **23rd January 2018**

Chairman



Parish Clerk: John Fullbrook
 Deputy Clerk: Hazel Roxby

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THE MINUTES OF THE PREMISES COMMITTEE MEETING THE STEYNING CENTRE TUESDAY 2ND JANUARY 2018 AT 7.30PM

Present: Cllrs Hanson, Muncey, Toomey, Picking and Syred

Members of the public:

Minutes: Deputy Clerk: Hazel Roxby

Minutes

PR17/74 Apologies for absence

74.1 Apologies of absence were received and accepted from Cllrs Sullivan and Northam

PR17/75 Declarations of Interest

75.1 There were no declarations of Interest received from Cllrs.

PR17/76 Questions from the Floor

76.1 None

PR17/77 Minutes of the previous meeting

77.1 Cllr Syred **proposed, seconded by** Cllr Muncey that the minutes of the meeting of 5th December 2017 be accepted as a true record of the meeting. **Agreed.**

PR17/78 Matters arising and Actions

78.1-66.1 Cllr Muncey and the Clerk have informed Rampion of the Council's financial circumstances in connection with the grant application for LED lighting. The application has been completed giving full explanations of future expenditure and known allocations of spend. The Clerk is to attach some documents and the form will be sent to meet the deadline date of 9th January. **Action**
If the application is unsuccessful phase one of the lighting replacements will be carried out at the estimated cost of £3,700.

78.2-66.7 Further investigations for a drinks vending machine. Agenda Item



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- 78.3-66.7** The work to the kitchen to comply with regulations has been carried out and gas safe certificates have been issued. The blown window in the kitchen has also been replaced.
- 78.4-66.8** The new skylights have been installed.
- 78.5-66.9** A rolling maintenance plan is being created for work to be carried out over the next few years and for annual maintenance work to be carried out by caretakers. **Action**
- 78.6-69.4** Income and expenditure for Steyning Centre – Ongoing- Report to next meeting.
- 78.7-69.5** Replacement of water tank in pavilion – deferred to the summer
- 78.8-70.2** Replacement of thermostatic radiator valves has been ordered. The work will be carried out in February at £638.00 plus VAT. **Action**
List of other improvements and prices – agenda item.
- 78.9-70.3** Coffee machine options – agenda item
- 78.10-71.1** Showcase leaflets have been printed and are ready for delivery to the editor of Your Steyning and will go out in the February addition. **Action**
- PR17/79** **Deputy Clerk’s Report and Steyning Centre update**
- 79.1** The broken hot water tank in disabled toilet has been replaced. Invoice is awaited.
- 79.2** The annual service of the automated front doors was carried out on 2nd January 2018. A master control card on the left hand door sensor has failed. The contractor will supply a price for the part and labour.
- 79.3** The caretaker has re- done the silicone around the basins in the ladies and gents toilets.
- PR17/80** **Cricket Pavilion, Bowling and Tennis Club Houses and High Street Toilets**
- 80.1** Timer panel for heating and water at the pavilion has broken. The problem is from the tank that has been emptied awaiting a decision for replacement or removal. The plumber has bypassed the issue to allow the heating to work on a very low setting, but it does have to be on 24/7, during the winter months to prevent any freezing pipes. The Deputy Clerk was asked to check if the work to the panel would be covered by insurance. **Action**
- 80.2** It was noted that the new Tennis Club is now open and being used. Deputy Clerk was requested to contact the club concerning the use of the disabled toilet, that was stated in the planning application, to be open to the public when the building is open. **Action**
- PR17/81** **Financial items**
- 81.1** To sign the Income & Expenditure Reports for November 2017 following the Clerks explanations on queries (December income and expenditure will be presented in February) Cllr Syred **proposed, seconded** by Cllr Hanson that income and expenditure report for November be accepted as a true record. **Agreed.**
- 81.2** The committee discussed the Budget list that was circulated for premises committee for 2018/19. The following changes were requested.
i. to decrease the room hire income total to £63.000 instead of £65.000 as councillors feel that £65.000 is an unrealistic target.

- ii. To increase the coffee machine expected income from £300.00 to £1.000 due to purchase of a new machine with increased cup size and increased purchase price of drinks.
- iii. Decrease the expected income from film nights to £6.500 from £7.000 as councillors feel that £7.000 is an unrealistic target.
- iiii. to raise the expected cost of coffee machine supplies to £350.00 from £300.00 to cater for the cost of supplies for a new machine. **Action**
- Cllr Syred **proposed** the above changes, **seconded** by Cllr Muncey. **Agreed.**
The Deputy Clerk was asked to research other water company suppliers to see if costs could be lower.
- 81.3** The update of possible improvements and approximate prices was discussed
- 81.3-i** A new cooker for Saxon Room is badly needed; prices for an electric induction cooker were tabled. Cllr Hanson commented that an induction cooker would require special saucepans and many customers and caterers would not have these. Cllr Syred **proposed, seconded** by Cllr Toomey to delegate the Deputy Clerk to purchase an electric cooker with a lid to the same size as the existing cooker up to the value of £600.00. **Agreed.** **Action**
- 81.3-ii** Prices for replacement notice boards for foyer were tabled, following a discussion it was agreed to purchase the Nobo hard wearing woven noticeboards at a cost of £815.00. Cllr Hanson **proposed, seconded** by Cllr Picking to go forward with this purchase. **Agreed.** **Action**
- 81.3-iii** It was agreed that new blinds are needed for the Clerk and Deputy Clerk offices and the corridor kitchen. The Deputy Clerk to get prices and report to next meeting. **Action**
- 81.3-iiii** Quotes have been requested for new flooring for the gents toilets and other areas. Prices awaited. Report to next meeting **Action**
- 81.3-iiiii** Prices have been requested for new signage external and internal. Report to next meeting.
- 81.3-iiiiiii** A price of £11.000 to £12.000 for replacement of Coombe Court windows has been received. Councillor Syred to raise the need for new windows in Coombe Court at F& GP meeting and request if it is possible to budget for this for 2018/19.
- It was noted that the interactive white board, comfortable seating for the foyer, door furniture and curtains for the committee rooms have been removed from the possible improvements list for this budget. These items will be added to the rolling maintenance programme. **Action**
- 81.4** Prices and suggestions for drinks vending machine were sent out to members. **Action**
Following a discussion Cllr Syred **proposed, seconded** by Cllr Toomey to purchase the machine from Westaways vending at the cost of £1223.00 subject to having a 12 month warranty and being able to start a maintenance plan in year 2 and finding out the expected life span of the machine. **Agreed.**
The cost for drinks will be raised to £1 as the cups are twice the size of what is currently available. **Action**
- PR17/82** **Showcase Event**
- 82.1** The letters informing the 35 groups of the arrangements for the showcase on 24th February have been sent.
- 82.2** Discuss attendance of parish councillors at the event. Cllr Syred to ask at full

PR17/83

Correspondence

83.1

Three letters of thanks to the caretakers for their hard work and care have been received from customers

PR17/84

Date of the next meeting

84.1

Tuesday 6th February 2018 7.30pm

The Chairman closed the meeting at 8.37pm



Steyning Parish Council



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MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON TUESDAY 19TH DECEMBER 2017 AT 7.00PM AT THE STEYNING CENTRE

Present: Cllrs Muggridge, S Sullivan, Hanson and Picking

Members of the public: Cllr G Sullivan

Clerk – Hazel Roxby

MINUTES

P17/66 APOLOGIES

There were apologies received from Cllrs Trundle and Pearcey

P17/67 DECLARATIONS OF INTEREST –

67.1 Councillor Cllr Sullivan declared a Disclosable pecuniary Interest in item 70.7 as the application is for new development on her property.

P17/68 MINUTES – to agree and sign the minutes of the 23rd October and 27th November 2017

68.1 The minutes of the meeting of 23rd October and 27th November 2017

Cllr Hanson **Proposed, seconded by** Cllr Muggridge that the minutes of 23rd October be accepted as a true record. **Agreed.**

Cllr Muggridge **Proposed, seconded by** Cllr Picking that the minutes of 27th November be accepted as a true record. **Agreed.**

P17/69 MATTERS ARISING AND ACTIONS.

69.1 It was noted that the lay-by beside the Chalk Pit in Newham Lane is a continued safety issue with unlit pallet of bricks, land rover and forklift resulting in an unsightly visual impact. The Deputy Clerk was asked to contact Cllr David Barling of WSCC if there is anything that can be done to remedy this situation. Cllr Barling is looking into the situation.

Cllr Muggridge advised that the Horsham Planning team suggested Parish Councils raise enforcement complaints via the HDC website. Accordingly, Cllr Muggridge **proposed, seconded by** Cllr Picking that the Deputy Clerk raises an Untidy Land Order relating to the lay-by via the HDC website. **Agreed.**



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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P17/70 PLANNING APPLICATIONS

70.1 Cllrs suggest that applications DC/17/2620, DC/17/2621 and DC/17/2626, DC/17/2625 be discussed and considered together, as they are inextricably linked. Cllrs also request that due to the significance of this proposed development in the centre of Steyning Conservation Area, these applications are referred to the full HDC Planning Committee.

DC/17/2620 & 2621 – Land to the rear of Lloyds Bank TSB Limited, 37 High Street –
Proposed erection of chalet bungalow to form 2 x three bedroom dwellings and conversion of the existing barn know as Carters barn to provide 1x bedroom dwelling together with associated internal works, drainage works, car parking, refuse storage and cycle storage.
(Listed building consent & Full planning)

Cllr Hanson **Proposed, seconded by Cllr Sullivan OBJECTION.**

Cllrs feel the proposed buildings represent overdevelopment of this sensitive site, very close to a Grade II listed building. Cllrs are concerned for the loss of well-established trees and vegetation in the Conservation Area. The proposed parking arrangements seem to be inadequate for the number of properties planned, which include 7 bedrooms in total. The access, egress and turning would be extremely difficult, or impossible.

Agreed

70.2 **DC/17/2626 – Lloyds Bank TSB –** Proposed conversion of former Lloyds Bank to provide 4xflats and 1 retail unit with erection of single storey rear extension and associated internal alterations (Listed Building Consent)

Cllr Muggridge **Proposed, seconded by Cllr Hanson OBJECTION**

Cllrs strongly object to the total lack of parking provision in this application for 4 dwellings (9 bedrooms in total), and reject the proposition that the “sustainable” location obviates the need for car parking. Steyning has only a limited bus service and no other public transport. In addition all public car parks are payable and time-limited, and consequently on-street parking is already excessive and causes traffic congestion.

However, Cllrs do not object in principle to the proposed conversion of this historic building, and welcome the inclusion of a retail unit, providing the available land to the rear (as per DC/17/2620 & 2621) were used to provide adequate parking for this application. Agreed

70.3 **DC/17/2567 – Headly Cottage, 50 Goring Road-** Demolition of the existing two storey dwelling house and redevelopment to provide two semi -detached houses with associated parking and landscaping.

Cllr Muggridge **Proposed, seconded by Cllr Sullivan No Objection** However, Cllrs suggest that a style of windows should be re-considered to better match the design heritage of the building proposed. e.g. sash style windows. **Agreed**

70.4 **DC/17/2671- 7 Borough Gate, High Street –** Proposed installation of 1 x dormer window to front roof slope and 2 x rooflights to rear slope with associated loft conversion.

Cllr Hanson **Proposed, seconded by Cllr No Objection** providing the works & materials matches the others in the immediate area. **Agreed**

70.5 **DC/17/2732 – 81 High Street –** Fell 1 x Cordyline (**Works to Trees in a Conservation Area**)

Cllr Hanson **Proposed, seconded by Cllr Sullivan No Objection** subject to the advice of HDC's Arboricultural Officer. **Agreed**

- 70.6 DC/17/2741 – Gervays Hall, Jarvis Lane-** Demolition of the front garden wall and entrance steps and erection of a new wall and wider steps
Cllr Hanson **Proposed, seconded by Cllr Picking No Objection** subject to matching materials being used to match the existing wall, consisting of brick and flint, due to its location in the Conservation Area. **Agreed.**

Cllr S Sullivan left the room and took no part in the discussion or voting. Cllr G Sullivan left the public gallery.

- 70.7 DC/17/2609 – 19 Newham Lane –** Part demolition of existing dwelling and erection of a single three bedroomed chalet bungalow with balcony to rear.
Cllr Picking **proposed, seconded by Cllr Muggridge No Objection** to the application in principle, however Cllrs are concerned that the balcony to the rear overlooks neighbouring gardens and may be intrusive to their privacy. **Agreed.**

Cllr Sullivan returned to the meeting.

- 70.8 DC/17/2751 – THE Old Priory, Vicarage Lane –** Fell 1 x Conifer and surgery to 1 x Yew, 1 x Conifer, 1 x Willow and 1 x Leylandii Hedge (Works to trees in a Conservation Area)
Cllr Hanson **proposed, seconded by Cllr Sullivan No Objection** subject to the advice of HDC's Arboricultural Officer. **Agreed.**

P17/71 LATE PLANS

- 71.1** None

P17/72 ENFORCEMENT NOTIFICATIONS

- 72.1 White House -** Unauthorised high fence – Newham Lane – An Application has been submitted for an 8ft close-boarded fence but has not currently been validated. The applicant will be contacted requesting more information.
- 72.2** There is no further information on 47 High Street. It was noted that all current shops in the High Street may not be aware of the Parish Councils Conservation Area colour and property alteration guidelines. It was suggested that the Business Chamber could be asked to inform their members of the guidelines.
- 72.3** Robins Wood, Horsham Road was noted as still requiring an enforcement response. Deputy Clerk to raise a complaint via the HDC website and request the HDC planning team to investigate the current situation.

**P17/73 PLANNING DECISIONS FROM HDC
AGREED**

- 73.1 DC/17/2146 - Laurus Kings Barn Lane -**Surgery to 1 x Oak and 1 x Lime
- 73.2 DC/17/2306 - Springwells Bed and Breakfast 9 High Street -** Proposed repositioning of external door and window following internal reconfiguration (Full Planning)
- 73.3 DC/17/2309 - Springwells Bed and Breakfast 9 High Street -** Proposed repositioning of external door, removal of internal partition walls and associated alterations to ground floor layout(Listed Building Consent)

Refused

- 73.4 DC/17/2105 - 1 Rosemary Avenue -** Proposed replacement of existing boundary wall and erection of replacement wooden fence to side and rear.

Appeals

- 73.5 DC/17/1161 Fringe Cottage Mouse Lane** - Proposed single storey front extension
Appeal Against Refusal of Planning – Appeal allowed.
- 73.6 DC/16/2673 2 Henderson Walk** - Erection of single and two storey rear extensions -
Appeal Against Refusal of Planning - Appeal Dismissed

P17/74 CORRESPONDENCE/INFORMATION

- 74-1** The Gypsy, Traveller and Travelling Show people Draft Site Allocations Development Plan Document. Consultation
- 74.2** Rampion Offshore Wind Winter Newsletter
- 74.3** The hand out from HDC'S Planning Training meeting has been forwarded to the members of the planning committee.
- 74.5** Mayfield Market Towns Vision Document has been received setting out a vision for a new market town in Horsham and Mid Sussex. The document can be seen in the Office.

P17/75 DATE OF NEXT MEETING: Monday 22nd January 2018 at 7.30pm

The Chairman closed the meeting at 8.55 pm