

# Steyning Parish Council



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## MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON TUESDAY 17TH MAY 2016 AT 7.00PM AT THE STEYNING CENTRE

**Present:** Cllrs Muggridge, Northam, Syred, Trundle, , Willett and Hanson

**Members of the public:** Cllr G Sullivan

**Clerk:** Hazel Roxby

### MINUTES

#### **P16/1 ELECTION OF CHAIRMAN.** To elect a Chairman for the forthcoming year

The Clerk asked for nominations for a Chairman.

Cllr Muggridge was nominated. There were no other nominations.

Cllr Northam **proposed, seconded by** Cllr Hanson that Cllr Muggridge be Chairman for the forthcoming year.

**Agreed**

Cllr Muggridge took the Chair.

Cllr Muggridge thanked the committee for their vote and said he hoped to be able to share out the work amongst the team due to his working time constraints

#### **P16/2 ELECTION OF VICE CHAIRMAN.** To elect a vice- Chairman for the forthcoming year

Cllr Muggridge asked for nominations for Vice Chair

Cllr Trundle was nominated. There were no other nominations.

Cllr Muggridge **proposed, seconded by** Cllr Northam that Cllr Trundle be Vice Chairman of this committee

**Agreed**

#### **P16/3 APOLOGIES.**

3.1 Apologies were received and accepted from Cllr Picking.

#### **P16/4 DECLARATIONS OF INTEREST.**

4.1 There were no declarations of interest from Councillors.

#### **P16/5 MINUTES –**

5.1 Cllr Muggridge **proposed, seconded by** Cllr Syred that the minutes of the meeting of 3<sup>rd</sup> May 2016 be accepted as a true record of the meeting. **Agreed.**

#### **P16/6 MATTERS ARISING AND ACTIONS-** To receive information arising from the last meeting.

**6.1- 254.1** Cllr Muggridge will summarise and present the proposed changes discussed to the parish council's draft



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Conservation Area Document the committee as soon as possible. Cllr Muggridge informed that Cllr Muncey has kindly agreed to help him with this task.

- 6.2-254.3** A letter be sent to WSCC asking for double yellow lines within the Conservation Area to be made narrower and paler (attach photos submitted from resident to demonstrate the issue).
- 6.3-254.4** The Cricket Club has been informed that the committee had no objection to their proposal for illuminated sign on right-hand side of the entrance to car park and that they should now seek planning permission. Deputy Clerk received a reply thanking the committee and informing that they will now submit a planning application.
- 6.4-254.5 & 259.1** A request to a planning officer from WSCC to hold a public meeting has been done and a public drop in session is to be held on 23<sup>rd</sup> May at the Steyning Centre from 3pm to 8pm. It is hoped that councillors will be able to have a question and answer session with WSCC; a time is to be agreed. A public meeting was held on Saturday 14<sup>th</sup> May, approximately 40 to 50 members of the public attended, the local MP, Nick Herbert, 2 District Councillors and the County Councillor also attended. An action group of approximately 12 people has been formed and a meeting of the group was held on Monday 16<sup>th</sup> May. It is planned that another meeting of this group will be held before the public drop in session. The County Council CLC meeting is being held at the Steyning Centre on Monday 6<sup>th</sup> June. The Joint Minerals Plan will be an agenda item. Cllr Muggridge **proposed, Seconded** by Cllr Willett that due to the public meetings, public interest and urgency of this item that it now be formally escalated to the full council. **Agreed.**
- 6.5- 256.3** Cllr Muggridge requested feedback at the last meeting concerning Tree applications. HDC have informed that the purpose of them consulting us on “notifications of intent” to carry out works to a tree/trees in a conservation areas is for us to have the opportunity to raise any comments/objections we may have to those works being carried out. They also informed that Parish Councils could if we wish, as could anyone else, ask HDC to consider putting a TPO on such a tree as part of our reply. Any comments received from any consultee including ourselves, are taken into consideration when HDC consider the notification. Several other local councils confirmed that they comment on each tree on its merit and very rarely request a TPO to be applied.
- 6.6-260.1** The comments agreed have been sent to HDC for the SHELAA Assessment 2016.

## **P16/ 7 PLANNING APPLICATIONS**

### **7.1 SDNP/16/00475/HOUS – The White House, Newham Lane – Temporary Fencing (Retrospective)**

Cllrs discussed concerns for the length and height of the fence.

Cllr Muggridge **proposed, seconded** by Cllr Syred **OBJECTION. The committee are sympathetic to the reasons for the siting of the fence, however they are concerned that the height and length are excessive and block a valued view into Steyning from the South Downs,—Should the proposal should be permitted by HDC, the Committee would like a conditions applied that the term temporary is limited to a maximum of 3 years. Agreed with 1 abstention.**

## **P16/8.0 LATE PLANS**

**8.1 DC/16/0603 – 1 Borough Gate High Street – To remove existing unit and replace with a new larger white PVC-u conservatory to the rear of the property.**

Cllr Muggridge **proposed, seconded** by Cllr Northam **No Objection. Agreed**

## **P16/9.0 ENFORCEMENT NOTIFICATIONS -.**

**9.1** The Compliance Officer has been dealing with queries re Elmley House and has informed that the porch being erected at the front of the building does not require planning permission. The replacement windows and cladding did not require planning permission and therefore it has been found that there is no breach of planning and the case is now closed.

## **P16/10.0 PLANNING DECISIONS FROM HDC-**

**Permitted**

**DC/16/0225 – Old Farm Cottage, Staplefields, Horsham Road – Replacement of existing roof (Full Planning)**



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- DC/16/0226 - Old Farm Cottage, Staplefields, Horsham Road** – Replacement of existing roof. LBC
- DC/16/0570 – Sheppenstrate House, Sheep Pen Lane** – Reconstructed conservatory and infill porch ( Lawful Development Certificate).
- DC/16/0169 - 68 High Street** - Painted signage on front elevation at first floor level and erection of 1x hanging sign on front elevation at first floor level
- DC/16/0569 - Wyckham Dale Cottages Wyckham Lane** - Erection of a two storey side extension and balcony to south west elevation
- DC/16/0575 - 15 Rosemary Avenue** - Proposed side extension, rear infill extension and first floor loft conversion
- DC/16/0621 - 22 High Street** - Surgery 1 x Lime Tree (Works to Trees in a Conservation Area)
- DC/16/0694 - 9 Penlands Vale** - Surgery to 2 x Ash trees (Tree Preservation Order)

#### **Refused**

- DC/16/0567 - Sheppenstrate House, Sheep Pen Lane** – Reconstructed conservatory and infill porch (LBC).
- DC/16/0550 - Bramber Brook The Street Bramber** - Erection of a single dwelling house

#### **P16/11.0 HORSHAM DISTRICT COUNCIL CONSULTATIONS – RUNNING UNTILL 17<sup>TH</sup> JUNE**

**11.1** CIL Draft Charging Schedule

**11.2** Planning Obligation and Affordable Housing SPD

Both documents are available to view on [www.horsham.gov.uk](http://www.horsham.gov.uk)

Cllr Muggridge asked the committee to look at these documents on line and report back to the next meeting

#### **P12/12.0 CORRESPONDENCE/INFORMATION**

**12.1** Correspondence from CAGNE sent to all members and taken as read – It was agreed at the last meeting that a representative would not be sent for this council as there are closer areas that would be benefit more for having a representative.

**12.2** Correspondence has been received from a member of the public concerning Parish Councils reasons for being consulted by HDC on tree works. The issues have been discussed in item 6.5.

**12.3** Correspondence from a resident re Hammes Farm extraction project has been received – this was sent to committee members and taken as read.

#### **P16/13.0 DATE OF NEXT MEETING: Tuesday 7<sup>th</sup> June 2016 at 7.00pm**

Cllr Muggridge thanked Cllr Muncey for her Stirling hard work during her time as Chairman, this was endorsed by the members of the committee.

The Chairman closed the meeting at 7.45pm



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