

Steyning Parish Council



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MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON TUESDAY 16TH FEBRUARY 2016 AT 7.00PM AT THE STEYNING CENTRE

Present: Cllrs Toomey, Muncey, Hanson, Lloyd and Muggridge

Members of the public: 4 including Cllrs G Sullivan, S Sullivan and R Goldsmith

Clerk: Hazel Roxby

MINUTES

P15/202. APOLOGIES FOR ABSENCE – apologies were received and accepted from Cllr Bowell and Trundle

P15/203. DECLARATIONS OF INTEREST –

203.1 There were no declarations of interest from Councillors.

P15/204. MINUTES

Cllr Muncey **proposed, seconded** by Cllr Toomey that the minutes of the meeting of Tuesday 2nd February be approved as a correct record of the meeting and signed by the Chairman. **Agreed**

P15/205 MATTERS ARISING AND ACTIONS

- 205.1-174.2** Deputy Clerk to request feedback from Manny Singh and suggest Site notice and neighbour letter for all applications. Awaiting Reply
- 205.2 - 198** The decision notice for Old Timbers High Street was forwarded to all committee members. Members voiced concern and disappointment re the loss of a business in the High Street. Letter to be written to HDC to inform of the committees' concern, especially since the property was already on the market. It was noted that the Parish Council Business Plan should be updated and add statement concerning protection of High Street business.
- 205.3 - 199** Obtain Solicitor and HDC advice for Tennis Club Proposals. Cllr Lloyd reported that he had received advice from HDC suggesting that the Tennis Club should complete pre-application planning advice form and meet with the planning team for advice and then report back to this committee. It was agreed to write to the Tennis Club suggesting this and not to get in touch with the Solicitors for legal advice until the pre-application advice is received.
- 205.4–133** SDNP/15/05230/FUL at Maudlin Mill Farm, Bostal Road- Deputy Clerk was requested to write to the case officer for information as to why the process is taking so long.
- 205.5 -** Chalk pit Newham Lane - Email received from Graham Goodenough informing that there is an ongoing HSE investigation at present and no further information is available. He would like to meet with members at some point. It was agreed to accept his offer of a meeting.



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P15/206 PLANNING APPLICATIONS

206.1 – DC/16/0157 – Norfolk House, Tanyard Lane – Two storey rear extension and conversion of existing single dwelling to form two semi detached dwellings.

Cllr Muncey **proposed, seconded** by Cllr Toomey **OBJECTION. The committee are concerned that the proposed plan is over development of the site, adequate parking is not being provided and the gardens will be very small. The rear extension will mean that the building will be closer to the stream which has been known to have flooded in the past. Agreed**

206.2 – DC/16/0165 – 55 Coombe Road – Erection of a single storey side extension and rear conservatory.

Cllr Muncey **proposed, seconded** by Cllr Hanson **No Objection. Agreed**

206.3 – DC/16/0226 – Old Farm Cottage, Staplefields, Horsham Road - Replacement of existing roof slope (LBC)

Cllr Muncey **proposed, seconded** by Cllr Lloyd **No Objection** subject to the advice of the HDC's Conservation Area Officer on the building technique and mix of Horsham Stone and clay. **Agreed**

P15/207 LATE

P15/208 ENFORCEMENT NOTIFICATIONS

None for this meeting

P15/209 PLANNING DECISIONS FROM HDC

Permitted

DC/15/2698 - 30 Hills Road - Proposed pitched roof over existing bay window and porch area to front elevation.

DC/16/0083 - 27 Laines Road - Erection of two storey extension and first floor extension to rear and associated works.

Refused

DC/15/2751 - Sheppenstrete House Sheep Pen Lane - Reconstructed conservatory and infill porch (Lawful Development Certificate - Existing)

P15/210 Draft Steyning Conservation Area Character Assessment Document - To discuss and agree letter re consultation document to be sent to residents.

Cllr Muncey **proposed, seconded** by Cllr Hanson the letter be amended as discussed at the meeting and hand delivered to all residents within the Conservation Area and the proposed extended Conservation Area. **Agreed**
The Draft Steyning Conservation Area Character Assessment Document will be available in the Parish Council Office, the Library and on the Parish Council website.

P15/211 SHELAA Document - to discuss HDC SHELAA Document concerning Steyning

Cllr Muncey **proposed, seconded** by Cllr Syred that Horsham District Council be alerted to the out of date Information re Steyning and inform them of the updated information. **Agreed**

P15/212. CORRESPONDENCE/INFORMATION –

212.1 Letter from Mouse Cottage, Mouse Lane

212.2 Acknowledgement of request concerning scaffolding at HSBC Bank.

212.3 Information from HDC to advise application DC/15/2143 Calcot Farm, Horsham Road Retrospective application for the change of use of part of a farm building to a meat cutting room, chilling and storage of meat is being considered on 16th February . Cllr Lloyd informed that the application was agreed. The committee requested that a letter be written with concern that the Parish Council was not consulted on the changes made to the application prior to it going to HDC's planning meeting

212.4 Information concerning paperless planning

212.5 Information has been received concerning work being carried out on a storage building in Wykeham Close, which is within the Conservation Area. It appears the roof height has increased, 3 Velux type windows and a mezzanine floor have been installed. The Deputy Clerk was asked to inform John Attfield of the work being



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carried out.

P15/213. DATE OF NEXT MEETING: Tuesday 1st March at 7.00pm

The meeting closed at 7.55pm.

Signed: Date: 1st March 2016

Chairman

Actions.

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| 205.1 | Request feedback from Manny Singh on site notices and letters being sent out. | D/Clerk |
| 205.2 | Write to HDC concerning Old Timbers, High Street | D/Clerk |
| 205.3 | Inform Tennis Club of information received from HDC | GM |
| 205.4 | Request information on SDPN/15/05230 | D/Clerk |
| 205.5 | Request meeting with Graham Goodenough | D/Clerk |
| 200. | Hand deliver amended letter to residents in Conservation Area | Committee |
| 200 | Put document in Library and on website Have copy in the office | D/Clerk |
| 211 | Inform HDC of new information for SHELAA Document concerning Steyning | D/Clerk |
| 212.3 | Write to HDC concerning Calcot Farm | D/Clerk |
| 212.5 | inform John Attfield of works in Wykeham Close | D/Clerk |



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