

**MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON
TUESDAY 17TH MARCH 2015 AT 7PM AT THE STEYNING CENTRE**

Present: Cllrs Alexander, Toomey, Ness-Collins, Muggridge and Muncey.

Members of the public: Hazel Roxby (Deputy Clerk)

Clerk: Rebecca Luckin

MINUTES

1.0 APOLOGIES –were received and accepted from Cllr Bowell and Lloyd.

2.0 DECLARATIONS OF INTEREST – there were none.

3.0 MINUTES – Cllr Alexander **proposed, seconded** by Cllr Muggridge that the minutes of the meeting of 17th February 2015 be approved as a correct record of the meeting and signed by the Chairman. **Agreed.**

4.0 MATTERS ARISING AND ACTIONS

4.1 Chris Lyons, HDC Director of Planning, confirmed that paper plans will still continue to be sent out, but there is a backlog of approximately 6 weeks in the planning department due to being short staffed. The Planning Committee will access plans online, during meetings, if necessary.

4.2 Conservation Area document –Councillors expressed concern regarding signage and works within the Conservation Area that were being undertaken by property owners seemingly unaware of their responsibilities. A one page leaflet will be drafted and approved, prior to delivery to every household in the Conservation Area.

5.0 PLANNING APPLICATIONS

DC/15/0328 – Wyckham Dale Farm, Wyckham Lane – Single Storey rear extension. Councillors noted that the property was in an isolated location and that proposed development would not be visible from the highway.

Cllr Alexander **proposed, seconded** by Cllr Muncey '**no objection**'. **Agreed.**

DC/15/0329 Nash Farm, Horsham Road – Material minor amendment application for changes to the garage design approved under planning reference DC/14/0496 Councillors noted that significant work was currently being undertaken and that the minor amendment referred to a proposed garage.

Cllr Toomey **proposed, seconded** by Cllr Muggridge – '**no objection**'. **Agreed.**

6.0 LATE APPLICATIONS – there were none.

7.0 ENFORCEMENT NOTIFICATIONS

7.1 The Clerk noted that HDC Enforcement are investigating a concern of non-compliance regarding exterior steps at 111 High Street, Steyning, sited in the Conservation Area.

7.2 Chalk Pit, Newham Lane, Steyning – a member of the public had provided a copy of a concern that had been submitted to HDC Enforcement. **Steyning Parish Councillors will write in support of the concern.** Cllr Rogers may liaise with HDC.

8.0 PLANNING DECISIONS FROM HDC

Permitted:

DC/14/2542 - 66 High Street - Proposed internal alterations to the ground floor and associated minor external works (Full Planning)

DC/14/2545 - 66 High Street - Proposed internal alterations to the ground floor and associated minor external works (Listed Building Consent) Application Number:

DC/15/0197 – Watersmead, Dog Lane -Surgery to 1 x Sycamore (Trees in a Conservation Area)

9.0 CORRESPONDENCE

9.1 The HDC Local Enforcement Plan was circulated to the members of the planning committee. The Clerk will circulate copies to Councillors and place the item on the next agenda.

10.0 DATE OF NEXT MEETING: Tuesday 7th April 2015 at 7.00pm

The meeting closed at 19.38pm

Signed: Date: 7th April 2015
Chairman

Action list:

4.2 Conservation Area document A one page leaflet will be drafted and approved, prior to delivery to every household in the Conservation Area. **Cllr Alexander**

7.2 Chalk Pit, Newham Lane, Steyning – a member of the public had provided a copy of a concern that had been submitted to HDC Enforcement. Steyning Parish Councillors will write in support of the concern. **Clerk to draft.**

9.1 The HDC Local Enforcement Plan was circulated to the members of the planning committee. The **Clerk** will circulate copies to Councillors and place the item on the next agenda

