

Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
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MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 24TH MAY 2021 AT 7.30PM AT THE STEYNING CENTRE.

Present: Cllrs Trundle, Young, Northam, Hanson, Bell and I. Alexander

Members of the public: None

Clerk – Hazel Roxby

MINUTES

- P21/01** **APOLOGIES**
1.1 Cllrs Rudkin and S. Alexander were absent.
- P21/02** **DECLARATIONS OF INTEREST –**
2.2 There were no declarations of personal interest from councillors
- P21/03** **QUESTIONS FROM THE FLOOR -**
3.1 None.
- P21/04** **MINUTES** – to agree and sign the minutes of the last meeting on Monday 26th April 2021.
4.1 Cllr Trundle **proposed, seconded** by Cllr Young that the minutes of 26th April 2021 be accepted as a true and fair record of the meeting. **Agreed.**
- P21/05** **MATTERS ARISING AND ACTIONS –**
5.1 Deputy Clerk to produce report of last years planning applications and the difference of opinions in comments from committee to HDC. The report was sent to all Committee members and is on the website as a supporting paper for this meeting. **Actioned**
- P21/06** **PLANNING APPLICATIONS**
6.1 **DC/21/0713 – 23 Penfold Way** – Erection of first floor flank extension over existing single storey projection.
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection. Agreed.**
- 6.2** **DC/20/0437 – 12 Thornscroft** - Erection of a single storey rear extension, a two storey side extension, a single storey front porch extension and a side/rear access ramp.
Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection. Agreed.**

- P21/07**
7.1 **LATE PLANS**
WSSC.023/21 – Steyning C of E Primary School – Installation of an all weather running track and associated works.
 Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection. Agreed** 5 for and 1 abstention.
- 7.2** **C/21/0715 - The Mount Roman Road** - Extensions and alterations to existing roof, comprising half-hipped roof extensions to sides, replacement of front dormer with 2no dormers and construction of a rear dormer.
 Cllr Young **proposed, seconded** by Cllr Northam **No Objection. Agreed.**
- P21/08**
8.1 **ENFORCEMENT NOTIFICATIONS**
EN/21/0194 -Glebe Farm Kings Barn Lane - Alleged: digging of ditches along boundary
- P21/09**
PLANNING DECISIONS FROM HDC and SDNP
APPLICATIONS PERMITTED
- 9.1** **DC/21/0370 - 41 Hills Road** -: Erection of a ground and first floor rear extension and front porch.
- 9.2** **DC/21/0629 - Silvermead Cripps Lane** - Surgery to 1 x Japanese Maple and 1 x Honey Locust. Fell 1 x Honey Locust (Works to Trees in a Conservation Area)
- 9.3** **DC/21/0818 Site - 56 High Street** - Surgery to 1 x Yew (Works to Trees in a Conservation Area)
- P21/10**
10.1 **DEPUTY CLERKS REPORT FOR STEYNING CENTRE**
Bookings update – The Steyning Centre was able to re-open on 17th May. 13 regular groups have returned at present and many others have indicated that they will be returning after 21st June if regulations are lifted. Parish Council and committee meetings are being held, socially distanced, in Coombe Court and Saxon Room, at present recording and microphone equipment are being hired from the council's IT Contractor whilst we investigate the best equipment for moving forward once all restrictions are lifted. The caretakers are cleaning between groups and before locking up in the evenings.
- 10.2** **Film nights update** - The first film night will be 2nd June, the film is Radioactive. So far 42 tickets have been sold. Tickets are sold in advance to enable caretakers to set up the correct amount of socially distanced chairs and tables. Refreshments are served to their table during the break. A track and trace list is kept for the required 3 weeks to comply with government guidelines, there is also the QR poster, as per the Government Guidelines that customers can check in with. A one-way entrance and exit system managed by the staff ensures we comply to Covid safe guidelines.
- 10.3** **TSS report update** - The bi-annual TSS Report was carried out in December. They have issued recommendations, none of the work is mandatory.
- Changing Rooms**
- Mains water supply in the store cupboard is insulated - Caretaker to do
 - Labelling Hot Water System, inlet and out pipes – Caretaker to do
 - Remove blind end pipes – Deputy Clerk to get a quote from the plumber
- Steyning Centre**
- Fit rodent screen to overflow pipe – TC Maintenance has done this
 - Label inlet and outlet pipes – Caretaker to do

- Fit warning pipe and divert vent pipes to tundish and drain point - get plumber's advice
- Relocated TMV's at corridor toilets – get plumber's advice

High Street Toilets

- Fit drain valve to mains water supply – get plumber's advice
- Label inlet and outlet pipes – Caretaker to do
- Fit temperature gage to HWS flow pipe – get plumber's advice

The quotes or report for plumbing work will be brought back to the next meeting.

D.CLERK

10.4

Lighting Update - Phase one of the LED lighting project has been completed. The outside lights and outside toilet lights have all been replaced as the replacement bulbs for these were obsolete. Phase two and three are due to be discussed as part of the projects for 2021/22

CLERK/
WORKING
PARTY

10.5

High Street Toilets update. - Mr Picking has given up the opening and closing of the toilets at the end of April and this has been taken on by Mr Sowerby. The toilets are opened before 8am and closed between 6pm and 8pm every day except Christmas day. The arrangement is working well so far. The toilets are still being cleaned 3 times a day by the caretakers.

10.6

Income and expenditure update - The end of year report is not available yet as the year end close down has not yet been completed with the accounts software providers. Once this and the internal audit has been done it will be reported to the next meeting.

D.CLERK

**P21/11
11.1**

REQUEST FROM SAFeR TO INSTALL A DEFIBRILLATOR OUTSIDE THE MAIN ENTRANCE

A request has been received from the Trustees of the Steyning Area First Responders (SAFeR) to have the defibrillator cupboard, which is situated at present in the Steyning Centre foyer, relocated to the outside of the Steyning Centre under the main entrance canopy so that it is available 24/7 in the case of a nearby cardiac arrest. The Trustees will provide the cabinet and will maintain it and replace the pads as and when required. They have asked if the council would consider contributing £100 plus VAT to the cost of the electrical installation for the heater that comes on in very cold conditions and the light that comes on when the cabinet is accessed.

Cllr Northam **proposed, seconded** by Cllr Bell to recommend to F&GP committee that the donation of £100 be granted to SAFeR for the installation of the cabinet for the defibrillator and to request the Clerk to agenda the request for any further donation that the Council may like to make towards the Charity's costs. **Agreed.**

D.CLERK/
CLERK

P21/12

12.1

CORRESPONDENCE/INFORMATION.

12.2

South Down News May edition .

Kestral Alarms have carried out the annual checks on the CCTV at the Steyning Centre. The monitor in the foyer is broken, Kestral will be sending a report and a quote for a replacement monitor This will be on next month's agenda.

P21/13

13.1

DATE OF NEXT MEETING

Monday 28th June 2021 at 7.30pm

The Chairman closed the meeting at 8.05pm