

Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
West Sussex, BN44 3XZ

www.steyningpc.gov.uk

Telephone: 01903 812042

MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 28TH JUNE 2021 AT 7.30PM AT THE STEYNING CENTRE.

Present: Cllrs Trundle, Young, Hanson, Bell, S Alexander and I Alexander

Members of the public: 1

Clerk – Hazel Roxby

MINUTES

- P21/14** **APOLOGIES**
14.1 Belated apologies were received from Cllr Northam
Cllrs Rudkin was absent
- P21/15** **DECLARATIONS OF INTEREST**
15.2 There was a declaration of personal interest from councillor I Alexander on item 6.4.
- P21/16** **QUESTIONS FROM THE FLOOR -**
16.1 None.
- P21/17** **MINUTES** – to agree and sign the minutes of the last meeting on Monday 24TH May 2021.
17.1 Cllr Trundle **proposed, seconded** by Cllr Young that the minutes of 24th May 2021 be accepted as a true and fair record of the meeting. **Agreed**
- P21/18** **MATTERS ARISING AND ACTIONS –**
18.1 C/20/52 Steyning Centre Lean-to project details to be brought back to committee - **Ongoing**
– the Pre School will get in touch if this project is to be continued.
Pe/21/10.3 update and Quote for non-mandatory work highlighted in TSS report- item 11.2
18.2 Pe/21/10.4 Quote for Phase 2 of LED lighting – item 11.3
18.3 Pe/21/11.1 update on request for £120.00 for defibrillator installation - this item was
18.4 agreed at F&GP Meeting on 15th June and the grant has been paid to the Steyning Area
Community Responders.
18.5 Pe/21/12.1 Quote for CCTV monitor for the foyer - item 11.4
- P21/19** **PLANNING APPLICATIONS**
19.1 **DC/21/0769 – 88 High Street** – Installation of external refrigeration units to rear/side
Cllr Bell **proposed, seconded** by Cllr Trundle **No Objection subject to a satisfactory noise**
assessment being undertaken . Agreed



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

Email: clerk@steyningpc.gov.uk
Email: hazel.roxby@steyningpc.gov.uk

- 19.2** **DC/21/1047 – 89 High Street** – Retrospective application for the erection of an outbuilding/ summerhouse.
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection. Agreed**
- 19.3** **DC/21/1159 – Ashburton, High Street** – Fell 3 x Ash (Works to Trees in a Conservation Area)
Cllr Trundle **proposed, seconded** by Cllr I Alexander Cllrs discussed that there is no requirement for a TPO for the tree. **No Objection subject to the advice of HDC's Arboricultural Officer to verify that the tree needs to be felled. Agreed**
- 19.4** **DC/21/0759 – 6 Castle Way** – Erection of a first floor side extension
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection. Agreed**
- 19.5** **DC/21/0716 – 42 High Street** – Erection of a single storey rear extension and refurbishment of existing outbuilding (listed Building Consent)
Cllr Trundle **proposed, seconded** by Cllr S Alexander **No Objection. Agreed**
- 19.6** **DC/21/0779 – 13 Shooting Field** – Erection of a single storey side extension.
Cllr Trundle **proposed, seconded** by Cllr Young **No Objection. Agreed**
- 19.7** **DC/21/0812 & 0813 – Wappingthorn Manor, Horsham Road** – Demolition of existing staff cottage and erection of a new staff Cottage
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection. Agreed**
- 19.8** **DC/21/1404 – Jarvis, Jarvis Lane** – Surgery to 1 x Sycamore (Work to Trees in a Conservation Area)
Cllr Trundle **proposed, seconded** by Cllr Hanson **subject to the advice of HDC Arboricultural Officer. Agreed**
- 19.9** **DC/21/0876 – 2 Penlands Rise** – Erection of a single storey side extension.
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection . Agreed**
- 19.10** **DC/21/1199 - 64 Kings Stone Avenue** - Erection of a single storey side extension
Cllr Trundle **proposed, seconded** by Cllr S Alexander **No Objection . Agreed**
- P21/20** **LATE PLANS**
- 20.1** **DC/21/0756 – 15 Chandlers Way** – Single storey front extension
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection. Agreed.**
- 20.2** **DC/21/0984 & 1488 – Springwells , High Street** - Change of use from a bed and breakfast (Class C1) to a private dwelling (Class C3) with associated alterations (Full Application and LBC)
Cllr Trundle **proposed, seconded** by Cllr Young **No Objection. Agreed.**
- P21/21** **ENFORCEMENT NOTIFICATIONS**
- 21.1** **EN/21/0277** - 27 Newham Close - Alleged: construction of large summerhouse 2.7m high in rear garden Rob Leet
- 21.2** **EN/21/0290** - Chequer Inn 41 High Street -Alleged: breach of conditions 3 (external heaters), 4 (amplified music) and 7 (external lighting) of DC/07/1683; iron fencing removed and replaced with timber structure; installation of external televisions Rob Leet

- P21/22 PLANNING DECISIONS FROM HDC and SDNP APPLICATIONS PERMITTED**
- 22.1 DC/21/0435 - The Dairy 5 Coxham Lane** - Non Material Amendment to previously approved application DC/20/1405 (Erection of a two storey side and rear extension) Amendment to material, adjust and reposition window to rear.
- 22.2 DC/21/0392 - Downlands, Mill Road** - Erection of a detached outbuilding providing habitable accommodation.
- 22.3 DC/21/0399 & 0400 - Wappingthorn Manor, Horsham Road** - Erection of four-bay garage and store with studio above and erection of garden room and tennis pavilion with associated works. (Full Planning) & (Listed Building Consent)
- 22.4 DC/21/0586 - 10 Church Street** - Variation of condition 1 of listed building consent DC/19/0857 (Variation of condition 1 on previously approved application DC/17/2479. (Proposed alterations and renovations to existing building, including relocation of the kitchen, construction of a mode
- 22.5 DC/21/0422 - Bradbourne House Wykeham Close** - Erection of a two-storey extension to north-east elevation and erection of a detached double carport.
- 22.6 DC/21/0678 & 0679 - Star Inn 130 High Street** - Retrospective application for the erection of a canopy and installation of decking to the side elevation. (Full Application) & (Listed Building Consent)
- 22.7 DC/21/0694 - 30 Penfold Way** - Erection of a two storey side extension.
- 22.8 DC/21/0959 - 21 Shooting Field** - Prior Approval for the erection of a single-storey rear larger home extension, which would project 5.00m from the rear elevation, comprising a maximum height 3.00m and an eaves height of 2.70m.
- 22.9 DC/21/0377 - 20 Newham Lane** - Erection of replacement single storey rear extension and front porch.
- 22.10 DC/21/0424 - Land Adjacent To 31 Penfold Way** - Erection of 1 no. dwelling.
- 22.11 DC/21/0933 - Land South of Calcot Farm Bungalow Horsham Road** - Prior Approval for the erection of an agricultural building.

P21/23 DEPUTY CLERKS REPORT FOR STEYNING CENTRE

- 23.1 Bookings update** - 16 groups that have returned to their usual bookings since 17th May. There have been enquires from three new groups and one of them has confirmed to start in July. Four groups that had intended to come back at the end of June and beginning of July had to postpone when the Covid Regulations were not changed. The groups have made bookings after 19th July in the hope that the regulations will be lifted. The income for bookings recorded for June was £2,953.37 which is a shortfall of £1,197.66 against the usual predicted bookings.
- 23.2 Film nights update** - The first film night back was 2nd June, 54 persons attended. Once the hall hire, wine, film royalties and projectionist fees were paid there was a loss of £34.50. The next Film is on 7th July. The film will be Military Wives. The tickets are on sale in the office.
- 23.3 High Street Toilets/ bus shelter issues and resident request for shutters.** – the new contractor for the opening and closing of High Street toilets is working well. Due to unsociable behaviour in the High Street a request has been made by a resident for shutters to be put on the bus shelter. Cllrs discussed the issues of the anti-social behaviour and the solutions. They have been working with the Wardens, PCSO's and Police, there was recently a Dispersal Order in the High Street carried

out by the police. Cllrs suggested that they continue to work with the Wardens, PCSO'S and Police to attempt to resolve the issue. It was suggested that the request also is passed to the F&GP projects working party. Deputy Clerk to reply to the resident and inform them of the committees' decision.

- 23.4** Rates Relief for High Street Toilets – The Government have agreed a 100% rate relief on public toilet. HDC have sent the rates bill back to show that there is payment due on the toilet rates this year.

P21/24 FINANCIAL REPORT

24.1 To agree the Income & Expenditure reports for April & May 2021

Cllr S Alexander **proposed, seconded** by Cllr Trundle that the income and expenditure report be accepted as a true and fair record of the income and expenditure for April and May 2021. **Agreed**

- 24.2 To discuss and agree, if necessary, quote for non –.Mandatory work highlighted in TSS report.** Cllrs discussed the quote for the non-mandatory work amounting to £1,375.00. It was noted that the other work listed had been carried out by the caretakers or TC Maintenance.

Cllr S Alexander **proposed, seconded** by Cllr Trundle that the list of work and prices be taken to the projects working party meeting. **Agreed.**

24.3 To discuss and agree quote for phase 2 of the LED lighting project

2 quotes had been received for Phase 2 of the LED project, as per the scope of works, £4,549.25 and £3,805.00. Cllr Young proposed, seconded by Cllr S Alexander to go ahead with the quote for £3,805.00 and ensure that the toilets, outside security lights, Coombe Court and the kitchens and bar are first priority.

24.4 To discuss and agree quote, if necessary, for CCTV monitor for the foyer

The CCTV monitor in the foyer is no longer working. Kestral Alarms have quoted £270.00 to supply and fit a new monitor. It was noted that the monitor is not mandatory to the CCTV system but is a reminder to customers and visitors that CCTV is in operation. Cllr I Alexander **proposed, seconded** by Cllr Hanson to accept the quote for the monitor **Agreed** (5 for and 1 against).

24.5 To discuss and agree Cameras and Microphones options and prices for recording of meetings once the Covid Regulations are lifted and normal meeting can resume.

Cllrs discussed the options proposed by the SPC IT Advisor that was sent out as a supporting paper.

Cllr I Alexander **proposed, seconded** by Cllr S Alexander that a working party of the Planning and Premises Committee be convened to discuss the best type of equipment that is required and the prices for the equipment and report back to the next meeting. **Agreed**

P21/25 REQUEST FROM HORTICULTURAL SOCIETY AND CLLR GOLDSMITH

- 25.1 To discuss and agree the requests from Horticultural Society** - The letter from the Horticultural Society was sent to Committee members as a supporting paper. Cllr discussed the facility being provided and noted that other cupboard hirers had already paid for the facility for the 2021-22 period and that access had not been prevented to any hirer wanting to access their cupboard for any reason. They also discussed that some groups are more disadvantaged than others and could possibly be considered by F&GP for grant assistance.

Cllr Trundle **proposed, seconded** by Cllr S Alexander that the Deputy Clerk write to the Horticultural Society to inform that although the committee considered against waiving the hire charge, they suggest the group could ask F&GP Committee for a grant to assist with the cost of the cupboard hire. **Agreed**

25.2 Request from Cllr Goldsmith for consider six months free use of the Steyning Centre.

Cllrs discussed the request and the pros and cons of giving free use of the centre.

Cllr S Alexander **proposed, seconded** by Cllr I Alexander not to move forward with free use of the Steyning Centre as this would negate the grants received and subsequently could end with a higher Precept request and an increase in hall hire prices. Groups finding hardship in paying the hall hire could apply the F&GP for grant to help with costs.

P21/26 CORRESPONDENCE/INFORMATION.

26.1 Notification of Town and Country Planning Act 1990 appeal against refusal of Planning consent for 5 Penfold Way.

P21/27 DATE OF NEXT MEETING - Monday 26th July 2021 at 7.30pm

The Chairman closed the meeting at 9.45pm