
MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 23RD AUGUST 2021 AT 7.30PM AT THE STEYNING CENTRE.

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

Members of the public: 3 including Cllr Rudkin.

Clerk – Hazel Roxby

MINUTES

P21/54 APOLOGIES

54.1 Apologies were received from Cllrs Northam, Bell, Alexander
Cllr Rudkin attended the meeting as a member of the public and left the meeting after
item 59.

P21/55 DECLARATIONS OF INTEREST

55.1 There was a declaration of personal interest from Cllr Hanson to item 59 as she lives near
the site proposed for Solar Panels.

P21/56 QUESTIONS FROM THE FLOOR –

56.1 Trevor Cree asked if Enso Energy could clarify during their presentation when their planning
application might be submitted.

**P21/57 MINUTES – to agree and sign the minutes of the last meeting on Monday 26th July and
Friday 13th August 2021.**

57.1 Cllr Trundle **proposed, seconded** by Cllr Hanson that the minutes of 26th July 2021 be
accepted as a true and fair record of the meeting. **Agreed**

57.2 Cllr Trundle **proposed, seconded** by Cllr Hanson that the minutes of 13th August 2021 be
accepted as a true and fair record of the meeting. **Agreed**

P21/58 MATTERS ARISING AND ACTIONS –

58.1 **Pe/21/44.3 - High Street Toilets/ bus shelter and Steypning Centre anti-social behaviour
issues.** - Anti-Social behaviour has continued at the bus shelter and the Steypning Centre
since the last meeting. Clerk and Deputy Clerk have been working with the wardens and
PCSO's on a daily basis, using footage from the newly installed CCTV cameras, to try to stop
the youths congregating in these areas. With the aid of the Wardens, PCSO's and Police,
letters have now been written to the individuals concerned to prevent them being on the
grounds of the Steypning Centre and at the Bus Shelter in the High Street. The issues are still
on going and there has also been further issues of graffiti and burning of safety surfaces in

Fletchers Croft play area. The Office Staff will continue to liaise with the Wardens and PCSO's on any further issues if the behaviour continues.

- 58.2 **Pe/21/45.2 - Cameras and Microphones for recording of meetings once the Covid Regulations are lifted and normal meetings can resume** – The cameras and microphones will be ordered on 27th August . They will be set up by the IT contractor.
- 58.3 **Pe/21/46.1 Social Distancing measures shall continue to be applied in the public areas of SPC premises until such time as Committee resolves otherwise.-** All groups are complying with the request to wear masks in the public areas. The groups are carrying out their own Covid 19 restriction measures and are also keeping to reasonable numbers for the activities they are having.
- 58.4 **Pe/21/47.3 Write letter of thanks to St Andrews Pre School Manager – Actioned.**
- 58.5 **Pe/21/47.4 Correspondence from Rampion Wind Farm** - Rampion Wind Farm information To be placed on the website. **Actioned**
- 58.6 **Pe/21/47.5 Correspondence from Enso Energy re Solar Application** - Enso Energy are attending this meeting with a short presentation and are holding an exhibition on 15th September at the Steyning Centre.
- 58.7 **Pe/21/47.6 Link to WSCC Planning application for the Rock Common Quarry to be put on website – Actioned.**
- 58.8 **Pe/21/47.7 – Glebe Farm Steyning information and link to be placed on website – Actioned**

P21/59 ENSO ENERGY PRESENTATION – Short presentation from Enso Energy re Solar Application at Huddlestone Farm.

59.1 Enso Energy gave a short presentation. The slides from the presentation will be attached to the minutes and will also be placed on the post page of the parish council website. There will a public exhibition held at the Steyning Centre on 15th September in Coombe Court from 2-7pm.

Enso Energy is planning to do a brochure delivery to all houses in the area. The brochure will include a map of the planned area of the solar panels.

There will be a statutory consultation carried out once the planning application is submitted in late October/ early September.

59.2 **Questions**

- How many panels will there be?
A- Enso Energy was unable to answer the question at this early stage of the process
- Where are the panels coming from?
A- Enso Energy was unable to answer the question at this early stage of the process
- What will be at the exhibition?
A-There will be display boards and representatives to answer questions
- How big will the site be?
A- It was explained that a size could not be given at this early stage as there are many things that will need to be considered such as footpaths, hedgerows, the ground topography etc. which will all take up space before they will know what area will be left for panels.
- It was requested that evidence from other Enso Energy sites be shown to back up their statement for the bio-diversity of the areas.
- Would the panels be coming from Australia ?
A- it is very unlikely that the panels would come from Australia

P21/60 PLANNING APPLICATIONS

60.1 **DC/21/1069 – 28 Portway** – Erection of a new boundary wall, with timber inserts, to north, east, south and western boundaries.

Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**

- 60.2** **DC/21/1434 – 12 Saxon Road** – Installation of cladding to the front and side elevations.
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection. Agreed**
- 60.3** **DC/21/1691 – 22 Roman Road** – Erection of a single storey side extension.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**
- 60.4** **DC/21/1481 – 103 High Street** – Erection of a single storey rear and side extensions and associated alterations (Householder Application and LBC)
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection. Agreed**
- 60.5** **DC/21/1485 – Honeys 25-27 Church Street** – Part demolition of the existing rear extension and erection of a single storey rear extension. Installation of a new roof light to the rear elevation and internal alterations (**LBC and Householder Application**)
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**
- 60.6** **DC/21/1559 – 69 Kings Barn Lane** – Erection of a two storey side extension, single storey rear infill extension and first floor rear extension incorporating a balcony/deck area.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **OBJECTION due to the neighbour's loss of privacy due to being overlooked from the first floor balcony/sun deck. Agreed**
- 60.7** **DC/21/1606 – 2 Castle Way** – Erection of a single storey rear extension.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**
- 60.8** **DC/21/1597 – 51 Coombe Road** – Erection of a detached workshop/store building
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed.** 3 votes for and 1 abstention.
- 60.9** **DC/21/1384 – Horsebrook Cottage, Steyning Road** – Erection of an agricultural outbuilding to store animal feed and Machinery.
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection. Agreed**
- 60.10** **DC/21/1614 & 1615 – 95 High Street** – Erection of an entrance porch at the rear of the property. (Householder and LBC)
Cllr Trundle **proposed, seconded** by Cllr Young **No Objection. Agreed**
- 60.11** **DC/21/1620 & 1621– Barclays Bank Plc 40 High Street** – Change of use of first floor from Offices (use class E) to a residential use (Use Class C3) comprising of 1 apartment and 1 holiday let with associated internal and external alteration and additions (Full and LBC Applications)
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**
- 60.12** **DC/21/1661 – 1 Church Mead** – Erection of a single storey rear extension
Cllr Trundle **proposed, seconded** by Cllr Young **No Objection. Agreed**
- Pe21/61** **LATE PLANS**
- 61.1** None

- P21/62** **ENFORCEMENT NOTIFICATIONS**
62.1 **SDNP/21/00467/BRECON** – Alleged development carried out and use implemented before discharge of conditions attached to SDNP/18/05218/FUL .
- P21/63** **PLANNING DECISIONS FROM HDC and SDNP**
APPLICATIONS PERMITTED
- 63.1** **DC/21/0198 - The Green House Wappingthorn Farm Lane** - The use of the Green House Wappingthorn Farm Lane Steyning, as a single dwelling for a continuous period in excess of four years (Certificate of Lawful Development - Existing).
- 63.2** **DC/21/0756 - 15 Chandlers Way** - Erection of a single storey front extension.
- 63.3** **DC/21/0759 - 6 Castle Way** - Erection of a first floor side extension.
- 63.4** **DC/21/0812 - Wappingthorn Manor Horsham Road** - Demolition of existing staff cottage and erection of a new staff cottage (Full Application).
- 63.5** **DC/21/0813 - Wappingthorn Manor Horsham Road** - Demolition of existing staff cottage and erection of a new staff cottage (Listed Building Consent).
- 63.6** **DC/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.
- 63.7** **DC/21/1803 - Steyning Grammar School Church Street** - Installation of 3 poles Decision: NO OBJECTION to Notification
- 63.8** **DC/21/0979 - Oak Barn The Courtyard Elm Grove Lane** -Change of use from a holiday cottage to a residential dwelling (Class C3).
- 63.9** **DC/21/1120 - 31 Roman Road** - Construction of a new roof with front and rear dormers. Erection of a single storey side and rear extension.
- 63.10** **DC/21/1243 - 61 Laines Road-** Partial demolition of existing single storey rear extension and erection of a new single storey rear extension.
- 63.11** **DC/21/1454 - Chanctonfold Units 1 and 2 Horsham Road** - Use of land as a 'Forest School' with construction of detached shelter and associated landscaping works.
- 63.12** **DC/21/0876 - 2 Penlands Rise-** Erection of a single story side extension.
- 63.13** **DC/21/0964 Site: 10 Church Street** - Part demolition of existing brickwork wall to rear of property to improve car parking provision.
- 63.14** **DC/21/1199 -64 Kings Stone Avenue** - Erection of a single storey side extension.
- 63.15** **DC/21/1231 - Honeys 25 - 27 Church Street** - Fell 1 x Fir and Variegated Holly and Surgery to 1 x Laurel and 1 x Pear (Works to Trees in a Conservation Area) Application Number:
- 63.16** **DC/21/1488 - Springwells Bed and Breakfast 9 High Street** - Change of use from a bed and breakfast (Class C1) to a private dwelling (Class C3) with associated alterations (Full Application)
- WITHDRAWN**
- 63.17** **DC/21/1326 - Hammes Farm Washington Road** - Conversion of existing studio building to form an annexe incorporating raising of ridge height, creation of accommodation within the roof space, creation of 5no dormers and installation of 1no rooflight and alterations and additions to windows and doors
- 63.18** **DC/21/0984 - Springwells 9 High Street** - Change of use from a bed and breakfast (Class C1) to a private dwelling (Class C3) with associated alterations (Listed Building Consent).
- P21/64** **DEPUTY CLERK'S REPORT FOR STEYNING CENTRE**
64.1 **Bookings update** - Deputy Clerk reported that there are 2 new groups starting in September, and two regular customers have increased their bookings, one for dance groups from 2 times a week to 3 times and an 1 extra booking per month for the choir. The income for bookings recorded for August was £3231.78 which is a shortfall of £151.84 against the usual predicted bookings.

64.2 **Film nights update** - The film August was Cinema Paradiso, 43 persons attended. Once the hall hire, wine, film royalties and projectionist fees were paid there was a loss of £24.75. The next Film will be The Secret Garden on 1st September Tickets are on sale from the office. It is intended to continue with serving refreshments to tables however it does depend on numbers attending.

P21/65 **FINANCIAL REPORT**

65.1 **To agree the Income & Expenditure reports for June and July 2021**

Cllr Trundle **proposed, seconded** by Cllr Ian Alexander that the income and expenditure report for June be accepted as a true and fair record . **Agreed** 3 votes for and 1 abstention.

Cllr Trundle **proposed, seconded** by Cllr Ian Alexander that the income and expenditure report for July be accepted as a true and fair record. **Agreed** 3 votes for and 1 abstention.

65.2 **To discuss and agree options for being able to accept credit card/debit card payments.**

There have been asked many requests for a credit card facility especially for customers purchasing film tickets. Cheques are still accepted and customers are encourage to use bank transfer for hall hire payments. However, it would be much appreciated if there could be credit card payment option.

There are many card machines available and having liaised with our IT contractor, the most suitable ones for our usage would be either a **Globle Payments Ingenico 5000** which is recommended by HSBC (Parish Council bank) which has a rental of £15 per month, has a 12 month contract and 1% plus 0.03p on all cards. The other is **Sumup** which has a cost of £149 plus VAT to purchase but has no monthly fees. The interest rate is 1.69% . Both of these are wi-fi and don't need to be connected to a computer or Tablet. They both have printer facility.

Tom Packer (IT Contractor) has said of the Sum up and the Globle machines:

They actually both look like pretty good options. For a smaller £5 transaction the SumUp would be half a penny more expensive in charges, so nothing in it, but on a £50 transaction the SumUp would be 30p more expensive. The printer will be useful on the sumup. And then after the initial 10 months where the HSBC hire would have effectively cost the same as the sumup, you are then paying for the HSBC whereas the sumup would still be free.

In summary, I like the SumUp as long as you're not going to be taking lots of larger transactions, where the lower % fee could be better with HSBC.

Following a discussion

Cllr Trundle **proposed, seconded** by Cllr Hanson that the Sumup machine and printer be purchased at the cost of £149.00 plus VAT. **Agreed**

P21/66 **CORRESPONDENCE/INFORMATION.**

66.1 **None**

P21/67 **DATE OF NEXT MEETING** - Monday 6th September 2021 at 7.30pm

The Chairman closed the meeting at 9.10 pm

