



The Steyning Centre
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Steyning
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MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 22ND NOVEMBER 2021 AT 7.30PM AT THE STEYNING CENTRE.

Present: Cllrs Trundle, Young, Northam, Hanson, Parsons and Ian Alexander

Members of the public: 3

Clerk – Hazel Roxby

MINUTES

P21/92

APOLOGIES

92.1

Apologies were received from Cllrs Bell and Rudkin

P21/93

DECLARATIONS OF INTEREST

93.1

There were no declarations of interest from councillor

P21/94

QUESTIONS FROM THE FLOOR -

94.1

Russell Barnes informed that he is the agent for item 83.1 and is happy to answer questions at that time.

P21/95

95.1

MINUTES – to agree minutes of the last meeting on Monday 25th October 2021
Cllr Trundle **proposed, seconded** by Cllr Young to accept the minutes of 25th October as a true and fair record of the meeting. **Agreed**

P21/96

96.1

MATTERS ARISING AND ACTIONS

83.1 – DC/21/2233 - Land North of Glebe Farm and Kings Barn Lane – Send Objection to HDC – **Actioned** Richborough Estates have informed that arranging a meeting before Christmas is proving difficult for them and have requested to rearrange for a date early in the New Year. Deputy Clerk to respond and request dates for early in the New Year.

D Clerk

96.2

84.1 – New equipment tested at the last meeting. – **Actioned** - The camera and microphones and the new software for the recording of meetings is working very well and producing good quality recordings that are placed on the spc website.

96.3

88.4 – High Street Toilets - Return to 2 cleans per day from 3. **Actioned.** Extra cleans will be in place for the late night shopping on 1st December.

D Clerk

96.4

88.5 - Boundary Fence at back of centre – Close board fence at the back of the centre has been done and no further trespassing has been noted on the camera. **Actioned**
The work to repair the fence from the side gates to the new close board fence is quoted at £733.00 for material and labour this will be carried out as soon as possible.

D Clerk

96.5

89.1 – Budget 2022-23 - Create wish list for budget items - **see item 89.2**

96.6

89.2 – Double Plug Socket at Bus Shelter - Quote received for £290.00 and the work has been requested to be done as soon as possible.

D clerk



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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- P21/97**
97.1 **PLANNING APPLICATIONS**
DC/21/2394 – 141 Shooting Field – Demolition of 2 x residential dwellings and all ancillary structures. Construction of 14 x 2 bedroom apartments with secure and covered cycle storage, car parking provision and refuse enclosure
Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection. Agreed**
- 97.2** **DC/21/2370 – Foxhall Farm, Kings Barn Lane** – Erection of a single storey oak framed orangery to the rear.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**
- 97.3** **DC/21/2392 – Chestnut Cottage, 57 Goring Road** – Demolition of existing rear extension. Erection of a single storey rear extension with associated landscaping and new air source heat pump to the front elevation.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**
- 97.4** **DC/12/2362 – 3 Dukes Yard** – Creation of a rear dormer to replace existing rooflights and enlargement and alterations to 3 dormers to the front and rear. Conversion of part integral garage to form home office. Alterations to fenestration and associated external alterations.
Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection. Agreed**
- 97.5** **DC/21/2488 – 2 Old Market Square, Station Road** – Surgery to 1 Ash Tree (works to trees in a conservation area)
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection** - the committee noted that there is not a TPO on this tree and do not consider that it requires one. **Agreed.**
- 97.6** **DC/21/2414 – 4 Elm Grove Terrace, Elm Grove Lane** – Conversion of loft and installation of rooflights to front and rear
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**
- 97.7** **DC/21/2507 – 7 Penlands Rise** – Demolition of existing garage and erection of a single storey side extension. Loft conversion incorporating creation of a rear dormer, installation of front and rear rooflights
Cllr Ian Alexander **proposed, seconded** by Cllr Hanson **No Objection. Agreed.**
- 97.8** **DC/21/2493 & 94 – 12 Church Street** – Removal of non-original walls and partitions, installation of replacement and 1 new timber-framed windows, replacement of ground-slab, re-exposure of rear gable timbers, replacement of defective lintel in living room, replacement of clay pegs-tiles of main roof eastern slope, in-filling of 2 side facing window openings and installation of 3 conservation area style skylight windows, demolition of ground storey floor storey height chimney-breast within kitchen, restraint of eaves level of the first-floor storey height of right flank wall, remedial works and replacements to rotted timbers of right flank wall, removal of eastern wall and internal wall of rear store, installation of w.c and wash –hand basin in cloakroom en-suite to first floor front bedroom, and construction of timber framed rear storm-porch (Householder and listed LBC)
Cllr Trundle **proposed, seconded** by Ian Alexander **No Objection. Agreed**

- 97.9** **DC/21/2495 – The Mount, Roman Road** – Variation of condition 1 of previously approved application DC/21/0715 (extensions and alterations to existing roof, comprising half-hipped roof extensions to sides, replacement of front dormer with 2 dormers and construction of a rear dormer) to allow for alterations to the roof design.
Cllr Ian Alexander **proposed, seconded** by Cllr Trundle **No Objection. Agreed**
- 97.10** **DC/21/2425 – Honeys 25-27 Church Street** – installation of rooflight to rear elevation (LBC)
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed** 5 for and 1 abstention.
- P21/98** **LATE PLANS**
- 98.1** **DC/21/2524 and 2525 – Lloyds Bank TSB, 37 High Street** - Variation of Conditions 1,3, 4,5,6,7,8 and 10 to previously approved application DC/20/0622 (Conversion of building to 4 flats and ground floor commercial space (Class A1) conversion of barn to form a 2 bed detached dwelling, with all associated external works, refuse storage and cycling storage (Full Application) to allow for amendments to the layout of the main building and rewording of all other conditions to allow development of the rear barn to be commenced independently to the main building, and vice versa, subject to the relevant information for the conditions to be submitted and approved.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection Agreed** 5 for and 1 objection.
- 98.2** **DC/21/2149 - St Andrews Parish Church Vicarage Lane** - Installation of four lamp posts along the church footpath and two lanterns fixed to the church building - one above the south porch doors and one on the southeast corner of the south aisle and four flood lights to illuminate stained glass windows.
Cllr Ian Alexander **proposed, seconded** by Cllr Northam **No Objection Agreed.**
- P21/99** **ENFORCEMENT NOTIFICATIONS**
- 99.1** **EN/21/0503 21/10/2021 91 Penlands Vale, Steyning** - Alleged: removal of section of boundary wall and excavation of concrete and soil from rear of property
- P21/100** **PLANNING DECISIONS FROM HDC and SDNP**
- 100.1** **DC/21/2019 -2 Newham Lane** - Erection of a front porch and single storey side extension, with alterations to existing rear extension.
- 100.2** **DC/21/1562 - Claytiles Bostal Road** - Surgery to 1x Ash Decision
- 100.3** **DC/21/1536 - The Beeches Coxham Lane** - Replacement of all existing windows with casement windows.
- 100.4** **DC/21/1995 - The Beeches Coxham Lane** - Erection of a 2 car oak framed garage with tiled roof Decision: **DC/21/2056 - 4 Saxon Road** =- Loft conversion with increased ridge height, extended side gables, rear dormer and front rooflight.
- 100.5** **DC/21/2098 - 27 High Street** - Internal alterations with erection of a stud partition to create a W.C (Listed Building Consent).
- 100.6** **DC/21/2150 - Church of St. Andrew and St. Cuthman Vicarage Lane** - Erection of 1x non-illuminated free-standing sign.
- 100.7** **DC/21/2340 - 75 High Street** - Fell x1 leylandii (Works to trees in Conservation Area)
- 100.8** **DC/21/2179 - 30 Middle Mead** -Erection of a single storey front and side / rear extensions.

- 100.9 DC/21/2343 - 6 Gatewycke Terrace Tanyard Lane** - Surgery to 1 x Ash (Works to Trees in a Conservation Area)
- WITHDRAWN**
- 100.10 DC/21/2108 - Hammes Farm Washington Road** - Conversion of open barn to an annexe, including new ridge height and rear dormers
- REFUSED**
- 100.11 DC/21/1614 - 95 High Street-** Erection of an entrance porch at the rear of the property (Householder Application).
- 100.12 DC/21/1615 - 95 High Street** - Erection of an entrance porch at the rear of the property (Listed Building Consent).
- P21/101**
- 101.1 DEPUTY CLERKS REPORT FOR STEYNING CENTRE**
Bookings update – this month there has been some weekend annual events returning, the Craft Fair, the Holistic Fair, The Piscatorial Society and also a fund raising event for the Steyning Museum. The income for the month is £5,914.90.
- 101.2 Film nights update** – the film was The Father - there were 57 people attending the film. There was a loss of £52.67 from the tickets and wine sold. The next film is Dream Horse
D clerk
- 101.3 LED Lighting 2nd Phase** – The Contractor is due to complete the works for phase 2 of the LED lighting on 25th November
- 101.4 Projector** - The Panasonic projector, purchased over 10 years ago, has failed on the last 3 occasions of use. It is no longer compatible with up-to-date laptops. The IT Contractor has given advice for a projector with a higher resolution and built-in processor at a cost of £450.00. This will be purchased under the Clerks delegated expenditure allowance.
D clerk
- P21/102**
- 102.1 FINANCIAL REPORT**
Income and Expenditure for September and October – The information was unavailable for this month
- 102.2 Budget – 2022-23** - The budget figures for 2022 – 23 and a briefing note were tabled for discussion.
Cllrs queried if the gas is on a fixed or variable rate and felt that the budgeted amount should be increased from £3,500 to £4,500 to cover the expected rise in gas prices. Cllrs discussed the age of the Steyning Centre and major items that will be requiring maintenance or replacement in the near future such as the roof, windows, partition doors and solar panels.
It was suggested that a new line should be created within the budget expenses for Earmarked Reserves for the major items at the Steyning Centre. The first amount for this would be £5,000 from the income over expenditure line on the proposed budget and there should be an amount added each year so that there is a sum of money available for major items in the future.
Cllr Trundle **proposed, seconded** by Cllr Young that the draft budget figures be accepted and put forward to F&GP subject to an increase to £4,500 for gas and the setting up of a Major Item expenditure Earmarked Reserve of £5,000 which will be added to each year. **Agreed**
D clerk

102.3

Cllrs discussed the project wish list for 2022-23 and prioritised it as follows

1. Saxon and Coombe Court flooring in the region of £4,000 to £5,000
2. Dishwasher –cost to supply and install from Catercraft (the company that are contracted to service our kitchen equipment) is in the region of £4,500.
3. A re-vamp of the sound system - £4,500
4. A re-vamp of the security cameras around the Steyning Centre – £2,000.00

D clerk

Replace committee room curtains with blinds, in the region £400.00, was not placed in the priority list but it was suggested that they should be done with any left over budget money at the end of March 2021.

Cllr Trundle **proposed, seconded** by Cllr Ian Alexander to agree the priority list for the projects and recommend it to F&GP on 14th December. **Agreed.**

D clerk

**P21/103
103.1**

Partition Service - to discuss and agree to undertake the service to the partitions – the service was last done in 2017. the cost for a service and maintenance is £455.00.

Cllr Hanson **proposed, seconded** by Cllr Trundle to order the service to the partitions. **Agreed.**

**P21/104
104.1**

CORRESPONDENCE/INFORMATION.

Cllr Ian Alexander informed that he had done the walk about with the Steyning Society for the Historic Buildings project. The Steyning Society requested help from the Parish Council with the letters to be sent to all the properties that are on the list of historic buildings.

Cllr Ian Alexander to clarify with the Steyning Society exactly what help is required.

Cllr
Alexander

P21/105

DATE OF NEXT MEETING - Monday 13th December 2021 at 7.30pm

The Chairman closed the meeting at 9.35pm