

MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 13TH DECEMBER 2021 AT 7.30PM AT THE STEYPNING CENTRE.

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

Members of the public: None

Clerk – Hazel Roxby

MINUTES

P21/106

APOLOGIES

106.1

Apologies were received from Cllrs Bell, Northam and Rudkin

P21/107

DECLARATIONS OF INTEREST

107.1

There were no declarations of interest from councillor.

P21/108

QUESTIONS FROM THE FLOOR -

108.1

None.

P21/109

MINUTES – to agree minutes of the last meeting on Monday 22nd November 2021

109.1

Cllr Trundle **proposed, seconded** by Cllr Ian Alexander to accept the minutes of 22nd November as a true and fair record of the meeting. **Agreed**

P21/110

MATTERS ARISING AND ACTIONS

110.1

96.1 Request dates for a meeting for the new Year with Richborough – A date of 12th January was offered. Some of the committee members were unable to make the date. Deputy Clerk to request a choice of dates and to ask for an evening meeting.

D Clerk

110.2

96.5 The fence at the side of Steypning Centre is now completed – **Actioned**

110.3

96.6 – Double Plug Socket at Bus Shelter is done - **Actioned**

110.4

101.4 – A new Projector was ordered and received– **Actioned**

110.5

102.2 Budget 2022-23 - Budget to be recommended to F&GP subject to an increase from £3,500 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. - **Actioned** -The committee suggest that the electricity and water budgets should also be considered for increase at the F&GP meeting.

D Clerk

110.6

102.3 - Blinds to be purchased with left over budget up to the value of £400.00 - **Ongoing**

110/7

103.1 - The partition service has been ordered for 21st January - **Actioned**

110/8

104.1 – Update on Historic Buildings project - Cllr Ian Alexander reported that he had been on a walk of historic buildings with Sean Rix, HDC Conservation Officer, and the Steypning Society. The Conservation Officer was happy with the selected buildings and walls to be put on the register. The next steps will be that the register, once completed, will come to the Parish Council for approval, and if agreed, a letter will be sent to inform the owners that their property has been selected for the Historic Buildings Register. Following

this process the register will be published by HDC and Steyning Parish Council.

P21/111

PLANNING APPLICATIONS

111.1

DC/21/2597 – Foxhall Farm, Kings Barn Lane – Creation of External walls to existing barn building.

Cllr Trundle **proposed, seconded by Cllr Hanson No Objection. Agreed**

111.2

DC/21/2614 – Westonbrook, Saxon Road – Surgery x 3 Horse Chestnut

Cllr Trundle **proposed, seconded by Cllr Parsons No Objection. Agreed**

111.3

DC/21/1970 - Hammes Farm Washington Road - Erection of a two storey side extension

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

111.4

DC/21/2539 - Green and Healthy, 70 High Street - Installation of an air conditioning unit to the western internal wall, with ducting leading to an external unit positioned at the rear (Listed Building Consent)

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

111.5

DC/21/2692 - 6 Penlands Vale - Construction of a front facing dormer.

Cllr Trundle **proposed, seconded by Cllr Parsons No Objection. Agreed** 4 for and 1 Objection.

111.6

DC/21/2598 – Dukes House, 1 Dukes Lane - Demolition of existing conservatory and erection of a single storey side extension.

Cllr Trundle **proposed, seconded by Cllr Young No Objection. Agreed**

P21/112

AMENDED PLANS

112.1

DC/21/1069 – 28 Portway - Erection of new boundary wall, with timber inserts, to north, south and Western boundaries.

112.2

DC/21/1620 – Barclays Bank PLC - 40 High Street -Change of use of first floor from offices (Use Class E)

Cllr considered the amendments and felt their original comments of **No Objection** did not require changing.

P21/113

LATE PLANS

113.1

DC/21/2731 – 72 Kings Stone Avenue – Erection of a single storey and rear extension.

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

113.2

DC/21/2732 – Dukes House, 1 Dukes Lane - Reduction and alteration to existing pool room building to create a studio and associated landscaping

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

P21/114

ENFORCEMENT NOTIFICATIONS

None at the time of printing

P21/115

PLANNING DECISIONS FROM HDC and SDNP

APPLICATIONS PERMITTED

115.1

DC/21/1389 - The Maltings Church Street - Part demolition of existing garage and conversion of remaining into a utility room with associated works. Erection of single storey rear extensions and a first floor extension.

- 115.2 DC/21/2216 - 57 Coombe Road** - Removal of existing side utility room projection, erection of a replacement single storey side utility room extension and enlargement of existing garage.
- 115.3 DC/21/2423 - 47 Goring Road** - Non Material Amendment to previously approved application DC/20/0021 (Erection of a two storey side extension and basement) to allow for the removal of a door and installation of a window to the East elevation
- P21/116 DEPUTY CLERKS REPORT FOR STEYNING CENTRE**
- 116.1 Bookings** - The expected income up to the end of December is £4,583.72. there has been 3 cancellations since the omicron variant was announced. All were to be held in Coombe Court and were planned to have more than 80 persons attending.
- 116.2 Film nights** - There was no film in December as it would have clashed with the late night shopping. The film for January is Dream Horse. The new regulations state that masks must be worn and when people are buying tickets they will be informed of the new rules.
- 116.3 LED Lighting 2nd Phase** - the completion of the 2nd phase has been delayed due to staff shortages due to covid illnesses.
- 116.4 Bus Shelter** – letter from a volunteer driver for Steyning Mini Bus Association sent to all committee members for discussion at the meeting. Cllrs discussed the need for a ramp and to make the bus shelter accessible. The Deputy Clerk to speak to HDC for permission to carry out work and if they can advise a way forward with the work and if grants would be available for the work. D clerk
- 116.5 High Street Toilets** – there has been some vandalism in the last 10 days. Toilet rolls have been put down the toilet to cause blockages. The plumber has been required to attend blockages 3 times in 1 week recently. New dispensers have been ordered that dispense sheets of paper instead of toilet rolls in an attempt to stop the destruction. D clerk
- P21/117 FINANCIAL REPORT**
- 117.1 Income and Expenditure for September and October** – to accept the reports as a correct record of the finances.
Cllr Trundle **proposed, seconded by Cllr Ian Alexander** that the Income and Expenditure report be accepted as a true record of the September Income and Expenditure . **Agreed**
- 117.2 Budget – 2022-23** – A quote from Smartwood Flooring has been received. It was noted that the floors would now benefit from a sand and seal to get to the deeper scratches and preserve the floor for longer.
Cllr Trundle **proposed, seconded by Cllr Hanson** to have a polish and 2 coats of sealant at the quoted price of £3,7300 for 2022 and to budget over the years of 2022/23 and 2023/24 to have the sand and seal in 2024 in the region £9,220. **Agreed.** D clerk
- P21/118 CORRESPONDENCE/INFORMATION.**
- 118.1** None
- P21/119 DATE OF NEXT MEETING** - Monday 24th January 2022 at 7.30pm

The Chairman closed the meeting at 8.25pm

Signed Chairman - 24th January 2022

Link to the meeting <https://youtu.be/n-vbqf8V4w8>