
MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 24TH JANUARY 2022 AT 7.30PM AT THE STEYNING CENTRE.

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

Members of the public: 11 members of public

Clerk – Hazel Roxby

MINUTES

P21/120

APOLOGIES

120.1

Apologies were received from Cllrs Bell and Rudkin

P21/121

DECLARATIONS OF INTEREST

121.1

There were no declarations of interest from councillors.

P21/122

QUESTIONS FROM THE FLOOR -

122.1

A resident from the Furlongs made a representation and objection to planning application DC/21/2784 – 7 The Furlongs on behalf of himself and the other residents of the Furlongs and Penlands Rise.

The Chairman thanked him for his comments and informed she would bring the item forward for discussion at the beginning of item P21/125.

P21/123

MINUTES – to agree minutes of the last meeting on Monday 13th December 2021

123.1

Cllr Trundle **proposed, seconded** by Cllr Ian Alexander to accept the minutes of 13th December as a true and fair record of the meeting. **Agreed**

P21/124

MATTERS ARISING AND ACTIONS

124.1

110.1 Request dates for an evening meeting for the new Year with Richborough, preferably an evening meeting – **Actioned. Email request sent on 21st December and followed up with a reminder on 14th January.** Email received that Richborough could do a meeting on 27th January in person or could do 26th January via zoom. Both dates were not convenient, Deputy Clerk to request dates for February.

D/Clerk

124.2

110.5 Budget 2022-23 - The Committee suggest the electricity and water budgets for the Steyning Centre should be considered for an increase. **Actioned**

124.3

110.6 - Blinds for the committee room to be purchased with left over budget up to the value of £400.00 - **Ongoing**

124.4

110.8 – Update on Historic Buildings project - Cllr Ian Alexander informed that at present there is no update as the author of the report has been unwell.

Cllr I
Alexander

124.5

116.4 – Bus Shelter ramp –HDC have sent a response to request a ramp be installed at the bus shelter - **See Item 10.4**

- 124.6** **116.5 – High Street Toilets** – Following more blockages at the toilets, a drain unblocking specialist was called in to clear the blockage. **Actioned.** Toilet paper dispensers instead of toilet rolls have now been installed to hopefully prevent any further issues. **Actioned**
- 124.7** **117.2 – Book agreed floor polish and 2 coats of sealant for 2022** **Actioned.** Booked for 8th to 12th August, Customers that will be affected have been informed.

P21/125 **PLANNING APPLICATIONS**

The Chairman brought Item 6.3 on the agenda forward for discussion as the members of the public were In attendance for this item.

- 125.1** **DC/21/2784 – 7 The Furlongs** – Erection of a detached dwelling together with associated driveway and parking.
Cllr Trundle **proposed, seconded** by Cllr I Alexander **OBJECTION due to loss of privacy to neighbours. The proposed plan is out of keeping with the street scene. Agreed** (4 for and 2 abstentions).
Members of the public left the meeting.
- 125.2** **DC/21/2758 – 31 Penfold Way** – Variation of condition 1 of previously approved application DC/17/1163 - (Demolition of existing garage, erection of 1 dwelling and alterations to Existing access) to allow for amendments to the approved scheme.
Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection. Agreed** (4 for and 2 Abstentions).
- 125.3** **DC/21/2749 – 4 High Street** – Removal of Condition 2 of previously approved application DC/19/2230 -(Retrospective application for the installation of air conditioning units within A dental practise) relating to the air conditioning units.
Cllr Trundle **proposed, seconded** by Cllr I Alexander **No Objection. Agreed.**
- 125.4** **DC/21/2771 – Lavengro., Wykeham Close** – Conversion of loft into habitable living space, incorporation creation of a rear dormer and installation of 1 rooflight to side.
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection. Agreed.**
- 125.5** **DC/21/2868 – 22 Newham Lane** – Demolition of existing conservation and erection of a single storey rear extension. Erection of a single storey side porch extension with relocated door and single storey front in extension. Conversion of loft to form habitable accommodation incorporating rear roof extension, the creation of 2 side dormers and installation of rooflights to all elevations.
Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection. Agreed.**
- 125.6** **DC/21/2539 – Green and Healthy, 70 High Street** – Installation of an air conditioning unit to the western internal wall, with ducting leading an external unit positioned at the rear. LBC.
Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection. Agreed.**
- 125.7** **DC/21/2666 19 Roman Road** – Erection of a first-floor side extension and conversion of loft to form habitable living space incorporating creation of a rear dormer and installation of 3 front rooflights.
Cllr Trundle **Proposed, seconded** by Cllr Alexander **No Objection. Agreed.**
- P21/126** **LATE PLANS**
- 126.1** **DC/22/0030 – 5 Penfold Way** – Demolition of existing detached garage of a single storey side and rear extension. Erection of a front porch.

Cllr Hanson **proposed, seconded** by Cllr Northam **No Objection. Agreed** (4 for and 2 abstentions).

Cllr I Alexander commented on the number of applications that are bungalows being converted to houses which is reducing the number of bungalows in Steyning.

Cllr I Alexander to carry out research into a possible policy against bungalows being turned into houses and bring back results to the next meeting.

Cllr I
Alexander

P21/127
127.1

ENFORCEMENT NOTIFICATIONS

EN22/0009 – Land to the rear of 60-62 High Street – Alleged construction works are closer to boundaries of Elm Terrace that approved under DC/18/1688.

P21/128

PLANNING DECISIONS FROM HDC and SDNP

APPLICATIONS PERMITTED

128.1

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.

128.2

DC/21/2713 - Land Rear of 44 Penfold Way Bramber Road - The proposal incorporates the installation of 1x DSLAM equipment cabinet olive green, the dimensions of which are, Height 1300mm x Length 800mm x Depth 450mm.

128.3

DC/21/1434- 12 Saxon Road - Installation of cladding to the front and side elevations.

128.4

DC/21/2414 -4 Elm Terrace Elm Grove Lane - Conversion of loft and installation of rooflights to front and rear.

128.5

DC/21/2425 - Honeys 25 - 27 Church Street - Installation of rooflight to rear elevation (Listed Building Consent)

128.6

DC/21/2488 - 2 Old Market Square Station Road - Surgery to x1 Ash (works to trees in conservation area)

128.7

DC/21/2003- Rosecot, Holland Road - Demolition of conservatory and erection of a front porch, dormer, two storey side extension, and rear dormer.

128.8

DC/21/2493 - 12 Church Street - Removal of non-original walls and partitions, installation of replacement and 1no. new timber-framed windows, replacement of ground-slab, re-exposure of rear gable timbers, replacement of defective lintel in rear living room, replacement of clay peg-tiles

128.9

DC/21/2494 - 12 Church Street - Removal of non-original walls and partitions, installation of replacement and 1no. new timber-framed windows, replacement of ground-slab, re-exposure of rear gable timbers, replacement of defective lintel in rear living room, replacement of clay peg-tiles

128.10

SDNP/21/02696 – Great Drove Farm – Use of outbuilding as self-catering holiday let

128.11

DC/21/1620 - 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 1no apartment and 1no holiday let with associated internal and external alterations and additions (Full Application).

128.12

DC/21/1621 - 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 1no apartment and 1no holiday let with associated internal and external alterations and additions (Listed Building Consent).

128.13

DC/21/2259 - Doves Place Coxham Lane - Fell x1 Beech, Surgery to x1 Beech

P21/129

DEPUTY CLERKS REPORT FOR STEYNING CENTRE

129.1

Bookings - During January there were cancellations of 6 groups events at the Steyning Centre due to concerns following the Omicron Variant outbreak. The groups are all restarting in February. The income that was expected for bookings was £4,792.98,

however the actual income is £4,279.39. It was noted that the Deputy Clerk had researched if further grants for Community Centres were available, but there are none at present.

129.2 Film nights – The film in January was Dream Horse and 25 tickets were sold. After the film and hall hire costs were paid there was a loss of £131.00. The next film is Off The Rails on Wednesday 2nd February. 22 tickets have already been sold.

129.3 LED Lighting 2nd Phase - All the lighting has been completed with the exception of 3 cupboards which will be completed on 25th January 2022.

129.4 Bus Shelter Ramp – HDC have informed that providing a ramp at the Bus Shelter would be the responsibility of the Parish Council as they hold the lease. HDC advised that a building surveyor be contacted to ascertain what type of ramp could be installed within the allowed regulations. HDC would need to be consulted before any alterations to the building are made. The Deputy Clerk requested a building surveyor to assess the bus shelter and provide drawings for the best solution. The Building Surveyors drawings show the positioning of a ramp with the correct gradient of slope at the lowest kerb side of the bus shelter that would also not create a trip hazard. The Building Surveyor advised that the conservation officer and WSCC would need to be contacted for advice/permission before a ramp as per the drawings could be installed. Cllrs discussed the option and requested that the Deputy Clerk arrange a meeting with the Building Surveyor to discuss other ideas/options.

D/clerk

129.5 Canopy for Playgroup reading area - The playgroup has requested permission to erect a canopy for the reading area just outside of Saxon Room. The money for the project was grant funded to the playgroup for this project. Drawings and examples of canopy's were tabled.

Cllrs agreed in principle to a temporary canopy being planned and designed. Cllrs request to be kept informed of the progress. Deputy Clerk to investigate with the Clerk and the Preschool whose asset the canopy would ultimately be and who will be responsible for the insurance and the maintenance.

D/clerk

P21/130 FINANCIAL REPORT

130.1 Income and Expenditure report for November and December 2021 – to accept the reports as a correct record of the finances.

Cllr Northam requested if an extra column for expected bills could be included in the reports. Deputy Clerk to forward this request to the Clerk.

D/clerk

Cllr Trundle **proposed, seconded** by Cllr Northam to accept the Income and Expenditure reports for November and December 2021 as a correct record. **Agreed.**

130.2 Steyning Centre Hire Prices – Cllrs discussed increasing Steyning Centre hall hire prices for 2023-24. It was noted that prices did not go up for 2022-2023. Customers have already stated to book for 2023-24 and will need to be informed of the prices.

Cllr Northam **proposed, seconded** by Cllr Trundle to increase the prices by 4% rounded up to the nearest 5p. **Agreed.**

D/Clerk

130.3 Dishwasher replacement - Following the suggestion at 11th January F&GP *"It was suggested that Premises committee reconsider attempting to purchase a new dishwasher via maintenance funds this year rather than wait until it was to be financed as a project item for next year"*

Cllr Hanson **proposed, seconded** by Cllr I Alexander to delegate the Deputy Clerk to get comparable quotes up to the value of £4,500 and if the prices are reasonably comparable, to move forward with the purchase with no need to report back to the committee.

D/Clerk

Deputy clerk to ensure a new dishwasher will be included in the annual service. **Agreed**

P21/131

CORRESPONDENCE/INFORMATION.

131.1

South Downs National Park Planning News.

131.2

Details from SDNPA concerning a consultation on the proposed local connection test being carried out for 8 weeks between 11th January and 8th March 2022.

Cllrs felt that the consultation should go to Full Council to ascertain if the council wish to respond.

Clerk

P21/132

DATE OF NEXT MEETING - Monday 28th February 2022 at 7.30pm

The Chairman closed the meeting at 9.36pm

Signed Chairman - 28th February 2022

Link to the meeting <https://youtu.be/dGnTNACyRCU> and
<https://youtu.be/HE9xLMyDcoE>

Due to technical issues during the meeting there are 2 recordings.