
MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 28TH FEBRUARY 2022 AT 7.30PM AT THE STEYPNING CENTRE.

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

Members of the public: 6 including Cllr Goldsmith

Clerk – Hazel Roxby

MINUTES

P21/139

APOLOGIES

139.1

Apologies were received from Cllrs Parsons, Northam and Bell

P21/140

DECLARATIONS OF INTEREST

140.1

There were declarations of personal interest from councillors Hanson and Rudkin on item 144.1 DC/22/0100 Land at Huddlestone Farm .

P21/141

QUESTIONS FROM THE FLOOR -

141.1

Q. Mr Richard Patterson asked what the purpose of the meeting with Richborough Estates is and what do the committee hope to gain from it?

A. Cllr Trundle responded that Cllrs had requested the meeting to be able to ask questions concerning the proposals for Glebe Farm development. The meeting, at Richborough Estates request, is for Cllrs only.

Q. Mr Paterson asked if the committee would make it clear that there is very little support in the community for this proposal? Will notes of the meeting be made available?

A. Cllr Trundle confirmed that notes will be made available and Richborough will be informed that there is little support for the proposal in the community.

141.2

Q. Mr Ashby requested that he be able to speak to item 149.2 when the committee reach that point in the meeting.

A. Cllr Trundle agreed to allow this.

141.3

Q. Mrs Rudkin made a representation in objection to planning application DC/22/0100 - Huddlestone Farm.

A. Cllr Trundle thanked Mrs Rudkin for her very valuable comments in objection to the application.

P21/142

MINUTES – to agree minutes of the last meeting on Monday 24th January 2022 and Extra Ordinary meeting on 14th February 2022

142.1

Cllr Trundle **proposed, seconded** by Cllr Ian Alexander to accept the minutes of 24th January and the Extra Ordinary Meeting on 14th February 2022 as a true and fair record of the meetings. **Agreed**

P21/143

MATTERS ARISING AND ACTIONS

143.1

124.1 Request dates for February with Richborough preferably an evening meeting.

Actioned -Deputy Clerk informed that a face to face meeting for Councillors with Richborough Estates has been arranged for Monday 7th March at 6pm.

143.2

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

143.3

124.4 – Update on Historic Buildings project - Ongoing -Cllr Ian Alexander informed that there is no update at present. It is hopefully coming next week.

143.4

126.1 - Bungalows being turned into houses - Research possible policy - Cllr Ian Alexander informed that he has had no luck finding a policy at present. He requested that the item comes back to the next meeting to request support for a policy against bungalows being turned into houses.

D Clerk

143.5

129.4 – Bus Shelter ramp –Deputy Clerk to arrange a meeting with the Building Surveyor to discuss other ideas for a ramp at the bus shelter.- **Actioned** update at item 148.3

143.6

129.5 - Canopy for Playgroup reading area - 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. – The Deputy Clerk informed that the playgroup are still working on their response to these questions.

D clerk

143.7

130.1 -Extra Column for income and expenditure report – Deputy Clerk to forward the request to the Clerk. **Actioned.**

143.8

130.2 – Steyning Centre Hall Hire Prices - Increase hall hire prices by 4% for 2023-24.- **Actioned** - New price list created for 2023-24

143.9

130.3 Dishwasher Replacement -Deputy Clerk to get comparable quotes for a dishwasher for Coombe Court up to the value of £4,500 and move forward with purchase. **Actioned** 5 quotes were sought but only 2 companies gave quotes, both very similarly priced. An order has been placed with Catercraft as they have a very good aftercare service and a maintenance programme which has been used successfully by the Parish Council for many years.

143.10

SDNPA consultation Self-Build and Custom Housebuilding Register - to go to Full Council to ascertain if the council wish to respond. **Actioned** Update at item 150.1

P21/144

PLANNING APPLICATIONS

Cllrs Rudkin and Hanson declared a personal interest to item 144.1 as neighbours to the application and took no part in the vote.

144.1

DC/22/0100 – Land North of Huddleston Farm, Horsham Road – Installation of a solar farm with associated infrastructure.

Cllrs Hanson, Rudkin and a member of the public made representations against the application.

Cllr Ian Alexander **proposed, seconded** by Cllr Trundle **OBJECTION - due to the proposed site being on farmland in a biodiverse area with wetlands and ancient woodlands that can be seen from the South Downs National Park and would include within it public footpaths and a bridlepath. Agreed.**

144.2

DC/22/0148 – 1 Rosemary Avenue – Erection of a single storey rear extension.

Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed** 4 for and 1 abstention.

Cllr Rudkin gave his apologies and left the meeting at 8.20pm

- 144.3** **DC/22/0344 – St Andrews Parish Church, Vicarage Lane - Works to Trees in a Conservation Area (Surgery to Horse Chestnut)**
Cllr Trundle **proposed, seconded** by Cllr Young **No Objection. Agreed**
- 144.4** **DC/22/0187 – 8 Greenacres – Erection of a single storey side extension.**
Cllr Ian Alexander **proposed, seconded** by Cllr Hanson **No Objection. Agreed.**
- P21/145** **LATE PLANS**
- 145.1** **DC/22/0311 – Northover, Horsham Road – Demolition of existing buildings and erection of 5 dwellings. Conversion of existing granary building to form 1 dwelling. Relocation of existing barn building to north, alterations to existing access, landscaping and associated works.**
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection. Agreed.**
- P21/146** **ENFORCEMENT NOTIFICATIONS**
- 146.1** **None for this meeting**
- P21/147** **PLANNING DECISIONS FROM HDC and SDNP**
APPLICATIONS PERMITTED
- 147.1** **DC/21/1970 - Hammes Farm Washington Road - Erection of a two-storey side extension**
- 147.2** **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.**
- 147.3** **DC/21/2732 - Dukes House 1 Dukes Lane - Reduction and alterations to existing pool room building to create a studio and associated landscaping.**
- 147.4** **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).**
- 147.5** **DC/21/2597 - Foxhall Farm Kings Barn Lane - Creation of external walls to existing barn building. DC/21/2598 -Dukes House 1 Dukes Lane - Demolition of existing conservatory and erection of a single storey side extension.**
- 147.6** **DC/21/2692 - 6 Penlands Vale - Construction of a front dormer**
- 147.7** **DC/21/2731 - 72 Kings Stone Avenue - Erection of a single storey side and rear extension.**
- 147.8** **DC/21/2758 - 31 Penfold Way - Variation of Condition 1 of previously approved application DC/17/1163 (Demolition of existing garage, erection of 1 no. dwelling and alterations to existing access) to allow for amendments to the approved scheme.**
- 147.9** **DC/21/2771 - Lavengro Wykeham Close - Conversion of loft into habitable living space, incorporating creation of a rear dormer and installation of 1no rooflight to side**
- P21/148** **DEPUTY CLERKS REPORT FOR STEYNING CENTRE**
- 148.1** **Bookings - During February all the regular groups returned to their normal regular bookings. One group has requested 6 additional bookings throughout the year in Coombe Court. The expected income during February is £5,172.88.**
- 148.2** **Film nights – The film in February was Off the Rails, 75 tickets were sold. After the film and hall hire costs were paid there was a profit of £34. 88. The next film is The Last Bus on Wednesday 2nd March. 20 tickets have already been sold.**

148.3 **Bus Shelter Ramp** – Following a meeting with the Building Surveyor, Cllrs Young and Ian Alexander on 21st February, Cllr Ian Alexander informed that the Building Surveyor advised that for commercial buildings the step should be no more than 170mm. The bus shelter step slopes from 170mm on the left-hand side up to 300mm on the right-hand side. Follow discussions on types of ramps external and internal the best option given is to lower the whole floor of the bus shelter by 170mm which would make the left-hand side level with the pavement and the step at the right-hand side would be down to 130mm. It was noted that the floor and edge tiles are looking worn, and this would be an opportunity to make the bus shelter fit for all residents and visitors. Cllr Ian Alexander **proposed, seconded** by Cllr Young that permission be sought from Horsham District Council to lower the bus shelter floor, if granted, a quote be obtained for the work. Consideration of new seating to also be an option. **Agreed.**

129.4 **Automatic Door Service** – The annual automatic door service was carried out on 2nd February. There are no issues with the doors. The next service will be in February 2023.

148.5 **Request from PPG** – to discuss the request for a real time health information screen in the foyer at the Steyning Centre. A link with information for the proposed project, with no cost to the Parish Council, was sent to committee members. The screen will be managed remotely by the PPG with real time information from the Health Centre. There is space on the wall in the foyer opposite the main entrance that could house a small screen for this trial project. Cllr Trundle **proposed, seconded** by Cllr Young that Deputy Clerk replies to PPG in favour of having a screen installed in the foyer. **Agreed.**

148.6 **Welcome Back Fund by HDC** – to receive information on the HDC for refurbishment of High Street toilet windows and doors. HDC have informed that they have a project from Government to brighten up Parish Councils public toilets in the district. They have agreed to refresh the public toilets in the High Street by refurbishing all wooden doors, windows and facias. The doors will have all new door furniture as well as security. Wooden parts of the toilet block will be sanded, repaired and re-painted in keeping with the conservation area. Old bins adjacent to the toilet block will be replaced with new planting troughs and hanging baskets, planted with pollinator friendly planting. A new recycling bin will be installed for improved sustainability in terms of waste disposal. This will all improve the look of the block and provide a great welcome to visitors. The cost (to HDC) will be approx.. £2k for refurbishment works and £2k for planting, troughs and bins.

P21/149 **FINANCIAL REPORT**

149.1 Income and Expenditure report for January 2022 – to accept the reports as a correct record of the finances.

Cllr Trundle **proposed, seconded** by Cllr Hanson to accept the Income and Expenditure reports for January 2022 as a correct record. **Agreed**

149.2 **Cupboard Hire Charges** - To reconsider the decision, not to waive the cupboard hire charge, made by the Planning and Premises committee on 28th June 2021. The previously circulated information, letters and briefing paper from the F&GP meeting were re-sent to Cllrs for this item. The payment of £113.20 is still outstanding from the Horticultural Society. The Committee noted that all the other cupboard invoices have been paid for 2021-22. Groups were informed at the time that they were able to apply for a grant from F&GP Committee should they require assistance with the payments, but no group had done so.

Mr Ashby made a representation to the committee concerning the Horticultural Society's request to have all cupboard hires waived due to the Covid Pandemic and assist groups with their financial status following the difficult time with no income.

Cllrs suggested that the Horticultural Society apply to F&GP Committee for a grant from the council for the cupboard hire fee.

Cllr Ian Alexander **proposed, seconded** by Cllr Trundle that this item go to F&GP to discuss a review of the cupboard hire fees. **Agreed**

149.3 Gardening Contractor - To discuss and agree Gardening Contractor's rate increase from £18 per hour to £19 per hour from 1st April 2022.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander to accept the rate increase. **Agreed.**

149.4 Partition Door Service – to discuss and agree remedial repair to telescopic panel identified during the recent service. Following the service Ezyglide identified that the Top and bottom sliding seal on the telescopic panel in the committee Rooms is not operating which will impede the acoustic integrity of the partition. They have quoted £655.00 + VAT for the repair. Deputy Clerk informed that the doors are very rarely closed and at present there is not a requirement for sound proofing of the doors.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander not to go ahead with repair to the telescopic panel at this time. **Agreed.**

P21/150 150.1 SDNPA consultation Self-Build and Custom Housebuilding Register – to discuss and agree a response to the consultation as agreed at the Parish Council Meeting on 21st February.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander to request from the SDNPA where the current criteria came from for the local connection test. **Agreed**

P21/151 CORRESPONDENCE/INFORMATION.
2023 Review of Parliamentary constituencies -
<https://boundarycommissionforengland.independent.gov.uk/2023-review/guide-to-the-2023-review-of-parliamentary-constituencies/> The secondary consultation will run from 22 February to 4 April 2022.
Deputy Clerk to send the link to Cllrs and to put on the website for individuals to make comments if they wish.

P21/152 DATE OF NEXT MEETING - Monday 28th March 2022 at 7.30pm

The Chairman closed the meeting at 9.30pm

Signed Chairman - 28th March 2022

Link to the meeting