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

Present: Cllrs Trundle, Young, Hanson, Ian Alexander, Parsons & Rudkin

Members of the public: 3

Clerk – Hazel Roxby

MINUTES

P21/154

APOLOGIES

154.1

Apologies were received from Cllrs Northam and Bell

P21/155

DECLARATIONS OF INTEREST

155.1

There were no declarations of interest from councillors

P21/156

QUESTIONS FROM THE FLOOR -

156.1

None

P21/157

MINUTES – to agree minutes of the last meeting on Monday 28TH February 2022

157.1

Cllr Trundle **proposed, seconded** by Cllr Young to accept the minutes of 28th February 2022 as a true and fair record of the meeting. **Agreed**

P21/158

MATTERS ARISING AND ACTIONS

158.1

141.1 Meeting with Richborough Estates on 7th March – Actioned - The notes from the meeting with Richborough Estates were sent out to committee members and are on the website. Richborough have come back by email with some responses to the actions that they noted down on the evening. The email was forwarded to committee members for information. An email was received from a resident concerned with Richborough Estates comments regarding the water neutrality. Deputy Clerk to forward the email to Richborough and ask for a response. d/clerk

158.2

143.2 - Blinds for the committee room to be purchased with left over budget up to the value of £400.00 - **Ongoing** Direct Blinds coming to measure and quote on Friday 1st April

158.3

143.3 – Update on Historic Buildings project - Ongoing - Item 167.1

158.4

143.4- Bungalows being turned into houses - Item 168.1

158.5

143.6 - 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. – awaiting information from the Playgroup.

158.6

143.9 Dishwasher Replacement – Actioned. - the dishwasher is ordered, a deposit has been paid and there is a 12 week lead time for delivery.

158.7 **148.3. – Bus Shelter ramp** – The Deputy Clerk was asked to seek permission from HDC to lower the bus shelter floor and if granted in principle get a quote. The Deputy Clerk informed the meeting that HDC have stated that they agree with the plan to lower the floor subject to being kept informed of quotes and proposed plans before any work is started. An explorative dig would be required to ascertain if the columns are weight bearing or decorative as they are unable to find the original building plans. Deputy Clerk has received 2 verbal ball park figures of between £15,000 and £20,000 from builders for removing the floor and creating a sloping floor from pavement level on the left-hand side up to 130mm on the righthand side.

The cost does not include an exploratory dig for the columns and to check for utilities (drainage/water pipes, electrical wires), replacement seating, possible cost of having to close to pavement with WSCC permission, having to relocate a temporary bus stop with the bus company and requesting to use the bus stop or HDC for use of car park spaces to locate the skips whilst work is carried out. The cost for drawings of a plan is £500.00 which includes the cost of work already completed by Mr Clay. HDC suggested that before moving forward with incurring any costs that the Parish council would need to ensure the funds are available and to commit to completing the project once started.

It was suggested that advice be sought about the possibility of increasing the height of the pavement to the level with the bus shelter.

Cllr Trundle **proposed, seconded** by Cllr Ian Alexander that the Deputy Clerk consult with an Accessibility Consultant for advice on the best solution to make the bus shelter accessible. **Agreed.**

d/clerk

158.8 **148.5 – Request from PPG** - Accept offer of Real Time Information Screen for foyer – **Actioned.** Waiting to hear from PPG when the screen will be installed.

158.9 **149.2 – Cupboard Hire Charges** – Item to go to F&GP – **Actioned.** This item was discussed at F&GP and refunding or waiving the cupboard rent was not agreed.

158.10 **149.3 – Gardeners Rate Increase** – To accept the increase – **Actioned.**

158.11 **149.4 – Partition Doors Service** – To inform company not going ahead with repair currently. **Actioned**

158.12 **150.1 - SDNPA consultation Self-Build and Custom Housebuilding Register** – to Request from SDNPA where the current criteria came from for the local connection test. **Actioned** – the committees comment on the consultation was sent and a response has been received from them. Their response is a supporting paper.

Cllr Trundle brought forward item 12 on the agenda for discussion as 2 members of the Steyning Society were present to assist with the discussion on the item.

P21/159 **HISTORIC BUILDINGS PROJECT** – To discuss and agree the draft letter to owners of properties identified for the Local Heritage List.

159.1 The amended draft letter was sent to the committee members. The first line of the letter and penultimate paragraph originally stating Steyning Parish Council as being involved have been changed to state the Steyning Society are the contacts.

159.2 Cllr Ian Alexander **proposed, seconded** by Cllr Young to support the Steyning Society Heritage List and the draft letter. **Agreed.**

159.3 Cllr Ian Alexander **proposed, seconded** by Cllr Hanson to print 4 of the Steyning Local Heritage List booklet, to give a copy to the library and keep 3 copies at the Steyning Centre for residents to view and to put a copy on the Parish Council website. **Agreed.**

159.4 Cllr Ian Alexander **proposed, seconded** by Cllr Trundle that the office would print 120 copies of the letter and 3-page leaflet for the Steyning Society to deliver. **Agreed**

2 members of the public thanked the committee for their help and left the meeting.

- P21/160** **PLANNING APPLICATIONS**
- 160.1** **DC/22/0437 – Dog Lane** – Surgery to 2 x Conifers (Adj to Watersmead) (Works to Tree in a Conservation Area). The Committee noted that a TPO was not required
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**
- 160.2** **DC/22/0501 and 0514 – Norfolk Arms, 18 Church Street** - Change of use from public house (Sui Generis) to residential (C3) to create 1 X 3-bed and 1 x 4 bed semi -detached dwellings, and associated alterations (full and Listed Building Consent).
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection** subject to more information being made available on the cosmetic renovations of the front elevation.
Agreed 5 for and 1 abstention.
- 160.3** **DC/22/0365 – Dingemans Court, Shooting Field** – Surgery to 1 x Hawthorn and 1 x Silver Birch.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**
- P21/161** **LATE PLANS**
- 161.1** **DC/22/0346 – 2 The Gardens, Charlton Street** – Fell 1 x tree (Works to trees in a Conservation Area)
Cllr Trundle **proposed, seconded** Cllr Ian Alexander **OBJECTION due to lack of information on the type of tree to be felled. Cllrs queried why surgery has not been considered. Agreed.**
- 161.2** **DC/22/0373 – Old Coach House, Vicarage Lane** – Fell 1 x Sycamore.
Cllr Ian Alexander **proposed, seconded** by Cllr Hanson **No Objection** 5 for and 1 Abstention.
- 161.3** **DC/22/0525 – Elmside, 25 Goring Road** – Erection of a front porch and creation of bay windows to the front elevation.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**
- P21/162** **ENFORCEMENT NOTIFICATIONS**
- 162.1** **None for this meeting**
- P21/163** **PLANNING DECISIONS FROM HDC and SDNP**
- 163.1** **DC/21/2868 - 22 Newham Lane** - Demolition of existing conservatory and erection of a single storey rear extension Erection of a single storey side porch extension with relocated front door and single storey front infill extension. Conversion of loft to form habitable accommodation incorporating rear roof extension, the creation of 2no side dormers and installation of rooflights to all elevations.
- 163.2** **DC/22/0022 - Southdown House Station Road** - Surgery x1 Sycamore (Works to trees in conservation area) **DC/22/0094 - 4 Saxon Road** - Non-Material Amendment to previously approved application DC/21/2056 (Loft conversion with increased ridge height, extended side gables, rear dormer and front rooflight) to allow for amendments to the approved scheme including installation of side doors.
- 163.3** **DC/22/0030 - 5 Penfold Way** - Demolition of existing detached garage and erection of a single storey side and rear extension. Erection of a front porch. Conversion of loft to form

habitable living space, incorporating creation of a rear dormer and installation of 3no rooflights to front.

- 163.4** **DC/22/0344 - St Andrews Parish Church Vicarage Lane** - Works to Trees in a Conservation Area (Surgery to Horse Chestnut)
- 163.5** **DC/22/0352 Site: 41 Hills Road** - Non-material amendment to previously approved application DC/21/0370 (Erection of a ground and first floor rear extension and front porch) to allow for the installation of a window with obscured glass in the first-floor northern side elevation to serve a bathroom.
- 163.6** **DC/21/2524 - Lloyds Bank TSB Limited 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 4no flats and ground floor commercial space (Class A1), conversion of barn to form a 2-bed detached dwelling, with all associated
- 163.7** **DC/21/2525 - Lloyds Bank TSB Limited 37 High Street** - Conversion of building to 4no flats and ground floor commercial space, conversion of barn to form a 2bed detached dwelling, with all associated external works, refuse storage and cycle storage (Listed Building Consent)
- 163.8** **DC/21/2614 - Westonbrook Saxon Road** - Surgery x 3 Horse Chestnut
- REFUSED**
- 163.9** **DC/21/1069 - 28 Portway** - Erection of new boundary wall, with timber inserts, to north, east, south and western boundaries.

Cllr Rudkin left the meeting at 8.35pm without giving apologies or reason for leaving.

P21/164 **DEPUTY CLERKS REPORT FOR STEYNING CENTRE**

- 164.1** **10.1 Bookings** - During March the regular bookings continued with no cancellations. The Pilates booked an extra regular session every week and the Jive group booked an extra regular session every month. The expected income during March is £6,507.23.
- 164.2** **10.2 Film nights** – The film in March was The Last Bus, 86 tickets were sold. After the film and hall hire costs were paid there was a profit of £75.12. The next film is House of Gucci on Wednesday 6th April. 20 tickets have already been sold.
- 164.3** **10.3 Fire Alarm Service** – the 6 monthly check was carried out in February and there are no issues to report.
- 164.4** **10.4 Fire Extinguisher Service** - the 6 monthly fire extinguisher check for the changing rooms extinguishers was carried out at the beginning of March, there are no issues to report.

P21/165 **FINANCIAL REPORT**

- 165.1** Income and Expenditure report for February 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**

165.2 Request for discount on hall hire for a wedding from a member of Staff - to discuss and agree or pass to Personnel Committee.
The committee discussed the request for discount for hiring the Steyning Centre for his wedding. The committee were in support of the idea.
Cllr Trundle **proposed, seconded** by Cllr Hanson to recommend to the Personnel Committee to create a policy for staff discount which would be for personal use.
Agreed.

P21/166 BUNGALOWS BEING TURNED INTO HOUSES – to discuss and agree if there is support for a policy against bungalows being turned into houses.

166.1 Cllr Ian Alexander voiced his concerns for the number of bungalows in Steyning being extended to become houses and queried if the committee supported the creation of a policy. Following a thorough discussion Cllrs decided that each application should be taken on its merits, however there should be very careful consideration of these applications especially those that would be removing accessibility for disabled persons e.g.by moving bedrooms and bathroom facilities to the first floor .

P21/167 CORRESPONDENCE/INFORMATION.
None for this meeting.

P21/168 DATE OF NEXT MEETING - Monday 25th April 2022 at 7.30pm

The Chairman closed the meeting at 9.08pm

Signed Chairman - 25th April 2022

Link to the meeting https://youtu.be/O5gL38_WEzA