
MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 26th SEPTEMBER 2022 AT 7.30PM AT THE STEYPNING CENTRE.

Present: Cllrs Trundle, Young, Ian Alexander and Parsons

Members of the public: None

Clerk – Hazel Roxby

MINUTES

P22/63

APOLOGIES

63.1

Apologies were received from Cllrs Hanson, Northam, Simon Alexander and Rudkin

P22/64

DECLARATIONS OF INTEREST

64.1

There were no declarations of interest from Cllrs.

P22/65

QUESTIONS FROM THE FLOOR -

65.1

None

P22/66

MINUTES – to agree minutes of the last meeting on Tuesday 30th August 2022

66.1

Cllr Trundle **proposed, seconded** by Cllr Parsons to accept the minutes of 30th August 2022 as a true and fair record of the meeting. **Agreed**

P22/67

MATTERS ARISING AND ACTIONS

67.1

55.1 – Soft Play equipment for Playgroup – The plan has been changed to purchasing equipment that can be used for preschool children and young children's parties held at the Steypning Centre. There are thoughts of starting a toddler's group as well. Deputy Clerk and Clerk are meeting with Pre-School manager on Thursday 29th September.

67.2

Ongoing

55.2 – Request from PPG - Accept offer of Real Time Information Screen for foyer – **Actioned.** There has been a delay on the Health Kiosk and it is unlikely to be available until October.

67.3

55.3. – Bus Shelter ramp – Recommended to request at F& GP Committee to put the project on the project list for this financial year. Cllrs Young and S Alexander to research funding options and report to F&GP. **Actioned** Item awaiting action by F&GP Committee.

67.4

55.4 - Checks on Cricket, Tennis and Bowls Club Buildings -Update Cllrs Young and S Alexander to carry out the checks. **Actioned** All the checks have been carried out and the Buildings are in a good state of repair. All 3 clubs have reported being affected by anti-social behaviour and would be in support of CCTV cameras being installed at the MPF. The Bowls Club have requested that a coal bunker and green chain link fence be removed from

the entrance to the club – Deputy Clerk will look into the ownership and if it would be possible to have these removed.

The Bowls Club are also concerned for a large Sycamore tree behind the club house and have a request for the hedges between their grounds and the Memorial Gardens to be cut to the same height all the way round—the Community Committee will be asked to look into these items.

- 67.5** **55.6 – Repairs to mains fuse board outside High Street toilets.** - to delegate clerk to ask if more than 2 sockets would be required, if so, request estimate for addition work. **Actioned.** Estimate for fuse board with 4 sockets for outside supplies is £620.00 plus vat. Previous estimate for 2 sockets was £490.00 plus VAT. Committee agreed the fuse board with 4 sockets at £620.00 plus VAT should be done as soon as possible.

P22/68

PLANNING APPLICATIONS

68.1

DC/22/1542 – 1 Rosemary Avenue – Construction of a driveway with retaining wall and vehicle crossover. Amendments to western boundary (Part retrospective).

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

68.2

SDNPA/22/03841/LDE – The White House, Camping Site, Newham Lane – Application to confirm the continuous use of site for caravan and camping, including over winter storage of caravans, purposes for a period in excess of ten years. (Lawful Development Certificate)

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

68.3

DC/22/1681 – 8 De Braose Way – Erection of a single storey and part first floor rear extension (to existing roof), formation of two dormer windows to southern elevation and enlargement of existing dormer to northern elevation.

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

68.4

DC/22/1584 – Meadow Cottage, Horsham Road – Demolition of double garage and erection of single timber framed pitched roof with integrated store.

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

68.5

DC/22/1606/1607 – Star Inn, 130 High Street – Replacement roof covering to ground floor toilet (Full and LBC)

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

P22/69

LATE PLANS

69.1

None for this meeting

P22/70

ENFORCEMENT NOTIFICATIONS

70.1

EN/22/0415 12/09/2022 - 49 Shooting Field - Alleged: running of furniture restoration business from residential property

P22/71

PLANNING DECISIONS FROM HDC and SDNP APPLICATIONS PERMITTED

71.1

DC/22/0966 - Barclays Bank, Bank House 40 High Street - Non Material Amendment to previously approved application DC/21/1620 (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.

71.2

DC/22/1160 - 26 Portway -: Demolition of existing conservatory and erection of a single storey side and rear extension.

- 71.3 DC/22/0720 - 22 High Street** - Replacement of defective concrete roof tiles with slate tiles on the front and south elevations. Installation of secondary glazing to 11 windows. (Part-Retrospective) (Householder Application).
- 71.4 DC/22/0721 - 22 High Street** -: Replacement of defective concrete roof tiles with slate tiles on the front and south elevations. Installation of secondary glazing to 11 windows. (Part-Retrospective) (Listed Building Consent).
- 71.5 DC/22/0858 - 1 Pompeys Terrace Mouse Lane** - Replacement of 2 no. existing single glazed window with sash windows and replacement of the existing rear door with a stable door.
- REFUSED**
- 71.6 DC/22/1484 - Northover Horsham Road** - Prior Notification for the erection of an agricultural barn for the storage of hay and agricultural plant and machinery to allow for the maintenance of the land.
- P22/72**
- 72.1 DEPUTY CLERKS REPORT FOR STEYNING CENTRE**
Bookings –August as usual has been a much quieter month with many bookings taking a summer break. There has been a blood doner session this August and several weekend Cycling Events. The expected income for August is £1690.79.
 During September all the regular bookings returned. There is a new weekly group, Love to Move, that has just begun. The expected income for September is £5,157.39.
- 72.2 Film nights** – The Film for July was ‘The Phantom of the open’, 42 tickets were sold. Once all the film rental and royalties were paid there was a loss of £108.75.
 The film for September was ‘King Richard’, 45 tickets were sold. There was a loss of £98.75 once all the rental and royalties were paid
- 72.3 August Maintenance** - During the summer recess the caretakers have carried out painting of the foyer, Saxon Room, the toilets and the committee rooms. The new salt bin adjacent to the Steyning Centre has been installed. The Saxon and Coombe Court floors have been lightly sanded and re polished. New wire has been put on the wooden gates at the side of the centre. The PATS and the annual Electrical testing has been carried out. The annual report is awaited.
- P22/73**
- 73.1 SUPPORT FOR RESIDENTS, A PLACE TO BE WARM DURING WINTER.**
 There has been an email request to ask if the Steyning Centre could offer a room in the daytime for those residents who cannot afford to heat their homes.
 The Centre has a diary of bookings for every day with community groups, events and the pre-school. Regular availability for the committee rooms would be Monday mornings 10am to 1pm, Thursday afternoons 2pm to 4pm and Friday mornings 10am to 1pm.
 Cllrs discussed the suitability of the centre for this proposal and how it would be managed especially if residents with young children turned up as there are no facilities to entertain young children outside of the regular pre-school. The Deputy Clerk was asked to find out what other local Parish Councils are doing and also to respond to the resident to see if any of the other groups that were originally contacted have been able to offer help for the initiative.
- P22/74**
- 74.1 FINANCE**
Income and Expenditure report for August 2022 – to accept the reports as a correct record of the finances.
 Cllr Trundle **proposed, seconded** by Cllr Ian Alexander to accept the report for August 2022 as a correct record of the finances. **Agreed**

74.2 At the last meeting It was queried if the Council qualify for the Energy Cap on electricity. As a business the Steyning Centre electricity is not capped, however, the council is in a contract with Kent County Council on a reduced rate of electricity and also has a fixed rate deal for 36 months with the British Gas.

P22/75 **Donation offer** - To discuss and agree a Donation Offer from The British Gymnastics Foundation to assist a new community group, Love to Move group, that has just started at the Steyning Centre.

75.1 The group started at the Steyning Centre on 6th September and is every Tuesday afternoon for an initial 20-week period. The aim of the group is to help people with long term health conditions, disabilities, long covid and other debilitating illnesses to aid recovery and enable them to get more active, increase mobility, strength, core stability, social engagement and ability to live better independently for longer.

The Parish Council can assist the group to achieve this by applying for a grant for £1000.00, which is being offered by Sport England and The British Gymnastics Foundation the money would pay for an experienced tutor for the group for the 20 weeks that it is running. The grant would be paid to the Parish Council to make the donation to the group to cover the cost.

The Love to Move Group, in its first 3 weeks, has had 15 attendees being helped by 3 tutors. It is an excellent start of a new programme to aid people in the community of Steyning and local areas.

It is hoped that the committee will agree to accept the Grant offered to assist the Love to Move Group to be able to help facilitate the sessions for the residents.

Cllr Trundle **proposed, seconded** by Cllr Young to apply for the grant and make the donation to the 'Love to move' community group. **Agreed.**

P22/76 **CORRESPONDENCE/INFORMATION.**

Appeal Decisions for Application DC/21/1614 and 1615 – 95 High Street – Erection of an entrance porch at rear of the property. Appeals dismissed.

P22/77 **DATE OF NEXT MEETING** - Monday 24th October 2022 at 7.30pm

The Chairman closed the meeting at 8.20pm

Signed Chairman -

Link to the meeting https://youtu.be/Pj_deS97yE0