



The Steyning Centre
Fletchers Croft
Steyning
West Sussex, BN44 3XL

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MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 27TH February 2023 AT 7.30PM AT THE STEYNING CENTRE.

Present: Cllrs Young, Hanson, Trundle and Ian Alexander

Members of the public: None

Clerk – Hazel Roxby

DRAFT MINUTES

P22/135 APOLOGIES

135.1 Apologies were received from Cllrs. Simon Alexander, Parsons and Northam
Cllr Rudkin was absent.

P22/136 DECLARATIONS OF INTEREST

136.1 There were no declarations of personal interest from Cllrs

P22/137 QUESTIONS FROM THE FLOOR -

137.1 None

P22/138 MINUTES – to agree minutes of the last meeting on Monday 23rd January 2023

138.1 Cllr Trundle **proposed, seconded** by Cllr Ian Alexander to accept the minutes of 23rd January 2023 as a true and fair record of the meeting. **Agreed**

P22/139 MATTERS ARISING AND ACTIONS

139.1 124.1 – Request from PPG for information screen in foyer – Actioned The new screen is now on the wall in the foyer and working well.

139.2 124.2 – Bus Shelter ramp – This item was discussed at the October F&GP meeting and Cllrs Lloyd and Platt were requested to liaise with HDC concerning funding towards the agreed ramp project. **Ongoing**

139.3 124.7 – Projects for 2023-24 – Inform Clerk of projects to add to list for 2023-24. **Actioned**
Deputy Clerk to order microphones for meetings if they work with the current system. **Actioned.**

139.4 124.8 Sound and Vision improvements for the Steyning Centre as per agreed Budget 2022 -
To have the £1,514.83 remaining unspent budget from £9000.00 earmarked for the ceiling projector in Coombe Court for 2023/24. To be done at next F&GP meeting. **Ongoing.**

139.5 124.9 Bus Shelter – Deputy Clerk to investigate other parishes use of bus shelter shutters and if they are successful or not. **Ongoing.**

139.6 129.1 - Antisocial Behaviour at the High Street Bus Shelter - that Premises Committee convene a working party open to all Councillors to discuss issues and associated factors relating to the current High Street problems to possibly include



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inviting PCSO's, Wardens, County & District Councillors, a representative from the School, a representative for the Youth Services and some resident volunteers, in order to come up with possible solutions, and whose recommendations could be brought back to SPC Full Council

- 139.7 130.1 - Green Building Guidelines** - Deputy Clerk to send the guidelines to HDC and inform Cllrs Lloyd and Platt, HDC District Councillors and report back their response to the next meeting.
- 139.8 132.2 -Annual Gas Check** - Deputy Clerk to order the work to replace the ignitor for the cooker in Coombe Court Kitchen.
- 139.9 132.4 Fence on Bowls Club Boundary** Deputy Clerk was asked to get a quote to replace the fence, posts and gravel boards and also a quote to replace the fence and gravel boards if the posts are in good order. Deputy Clerk to inform the Bowls Club of the decision and request, due to budget constraints if the Club would be willing to contribute to the replacement – **Actioned**. Bowls Club have informed that they are unable to contribute to the cost of the fence. due to the Club finding themselves struggling with their own budget constraints.

P22/140 PLANNING APPLICATIONS

- 140.1 DC/23/0054 – New Brambles, 46A Goring Road** Alterations to Windows and Doors at ground floor level, including replacement of garage door with bay window and conversion of garage to form habitable space.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**
- 140.2 DC/23/0105 – 28 Portway** – Erection of a single storey side extension.
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection. Agreed**
- 140.3 DC/23/0195 – Bay Cottage Dog Lane** – Fell 1 x Bay and x Leyland Cyprus
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection subject to a replacement Bay tree being planted. Agreed**

P22/141 LATE PLANS

- 141.1 DC/23/0116 – St Johns, Jarvis Lane** – Demolition of defective existing front wall to Highway and erection of new wall.
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection. Agreed**

P22/142 ENFORCEMENT NOTIFICATIONS

- 142.1 None**

P22/143 PLANNING DECISIONS FROM HDC and SDNP APPLICATIONS PERMITTED

- 143.1 DC/22/0834 - 7 Laines Road** - Demolition of existing garage and erection of a replacement garage with incidental artist studio above.
- 143.2 DC/22/2186 - Dingemans Court, Shooting Field** - Surgery to 1x Silver Maple
- 143.3 DC/22/1890 - 41 Shooting Field** -: Erection of a single storey rear extension.
- 143.4 DC/22/2071 - The Steyning Bookshop 106 High Street** - Installation of 1x air-to-air heat pump to rear elevation.
- 143.5 DC/22/2262 - 16 Penfold Way** - Erection of a two-storey front extension and a single storey rear extension.
- 143.6 DC/22/1793 - 61 Kings Stone Avenue** - Demolition of existing garden room and erection of a detached single storey annexe at the rear of the garden.
- 143.7 DC/22/2222 - 12 Chandlers Way** - Erection of a single storey front extension and associated works.

143.8 DC/22/1744 – 9 Laines Road - Conversion and alterations to existing detached double garage to rear of site to form additional habitable living space.

143.9 DC/22/2275 - Ash Lea Coxham Lane - Surgery to 1x Ash

P22/144 ANTISOCIAL BEHAVIOUR AT THE HIGH STREET BUS SHELTER – Update from meeting held on 22nd February 2023.

144.1 The summary of the meeting held on 22nd February with the residents, traders, PCSO's, Wardens, HDC representatives and Youth Worker to continue to report any incidents of anti-social behaviour every time it happens. For resources to be diverted to Steyning there needs to be reports. Residents want CCTV at the High St and the MPF of quality that is useful to the police and would like this to happen sooner rather than later. This request to be taken to Full Council Meeting in April.

Horsham District Council will carry out an Environmental Visual Audit which they will report back to the Parish Council. The wardens hours will be looked at to see if there is any way they can work later on particular evenings for a period of time. This is difficult as they only work certain hours, there is only 2 of them and they have no powers of arrest. The Youth Leader also offered to work some later shifts.

The police were requested to give as much resources as possible but it was noted that this can only be done if the incidents are reported.

The Parish Council to write to the police and say there are issues with anti-social behaviour and need more resources.

P22/145 GREEN BUILDING GUIDELINES - To discuss the response from Horsham District Council and how the guidelines/guidance could be incorporated if required.

145.1 The response and comments on the Green Building Guidelines from The Head of Development and Building Control, Emma Parks, has been sent out as a supporting paper. Emma's comments have been entered into the original guidelines in red.

Cllr Trundle **proposed, seconded** by Cllr Young to accept the guidelines including the comments from HDC as guidance for the planning and premises committee's considerations.

Agreed.

P22/146 DEPUTY CLERKS REPORT FOR STEYNING CENTRE

146.1 Bookings - The bookings during February have been very good. The new comedy night was very successful and the group have booked the hall on a monthly basis for the next 12 months. The Love to Move group has been extremely successful and were visited last week by British Gymnastics and have been offered a further £2000 grant under the same rules as the last grant that the council assisted them to apply for. An application has been sent in on their behalf and will hear if it has been successful in the next few weeks. If the application is successful, the council will receive the grant money and be required to pass it on to the group in the same way it was done before. The expected income for February is £4984.00.

146.2 Film nights– The film night in February, 'Where the Crawdads Sing', was a very good film and 127 tickets were sold. After all deductions were taken out there was a profit of £251.46. The film in March is 'Fisherman's Friends one and all' and tickets sales are going well.

146.3 Update on plumbing issues – There has been a leak in the Changing rooms at the Memorial Playing Field from the water tank had a leak in the loft. This has been dealt with by the plumber at a cost of £95. A water heater in the loft at the Steyning Centre leaked through the Saxon Room kitchen ceiling, the heater was replaced at a cost £130.00.

P22/147 FINANCE -

147.1 Income and Expenditure for January 2023 – To discuss and agree the income and expenditure reports as a correct record of the finances for January.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander to accept the income and expenditure reports as a correct record of the finances. **Agreed.**

147.2 Replacement Taps for the Steyning Centre - To discuss and agree a quote to replace all leaking taps in the Steyning centre and the outside toilets.
The quote has been sent out as a supporting paper detailing the cost to replace 9 sets of taps in the Steyning Centre and the outside toilets at £1215.00. All the present taps are either dripping, leaking or loose. 2 sets have already had to be replaced on different occasions at the cost of £160 per time. To carry out the work to replace all the others at the same time would be cost effective.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander to accept the quote for the replacement taps and have the work carried out. **Agreed.**

147.3 Automatic door service - to receive a report on the door service and discuss any further action required.
The automatic doors were serviced on 8th February. The report has been sent out as a supporting paper. The left-hand pump unit is making a creaking noise, the cause is a leak in the oil reservoir. The pumps are at least 16 years old and a replacement is no longer available. The contractor feels that it will be a few years before a replacement will be required. The cost at present to replace the whole unit is £4221.00 plus VAT.

Cllr Trundle **proposed, seconded** by Cllr Young to ensure that this is included in the budget request for 2024/25 and have the replacement work carried out in 2024. **Agreed**
147.4 Fence on Bowling Club Boundary – to discuss and agree quote to replace the fence and gravel boards.
The quote to replace the fence and gravel boards on the boundary to the Bowls Club is £1320.00. The Contractor has informed that the current posts are not reusable.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander to defer this item until next month to give Councillors time to re-look at the area and discuss at the next meeting. **Agreed.**

P22/148 CORRESPONDENCE/INFORMATION.

148.1 Consultation on revising the National Policy Planning Policy Framework (NPPF) WSALC
WSALC and CPRE have sent information concerning the consultation for the NPPF. WSALC have also sent out the questions from the consultation and a summary of the consultation is trying to achieve and a further table giving a model response to each question.
WALC also give this advice if you wish to comment as a council.
The consultation deadline for comments is **11:45pm on 2 March 2023.**
Cllr Trundle **proposed, seconded** by Cllr Young that due to the deadline being 2nd March a response as a committee is not possible, however councilors could respond as individuals .
Agreed.

P22/149 DATE OF NEXT MEETING - Monday 27th March 2023 at 7.30pm

The Chairman closed the meeting at 8.40pm

Signed Chairman

Link to the meeting <https://youtu.be/2azoZaVwllw>