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

Present: Cllrs Hanson, Trundle, Ian Alexander and Simon Alexander

Members of the public: 2

Clerk – Hazel Roxby

Also present John Fullbrook.

DRAFT MINUTES

P22/150 APOLOGIES

150.1 Apologies were received from Cllrs Young, Northam and Parsons
Cllr Rudkin was absent.

P22/151 DECLARATIONS OF INTEREST

151.1 There were no declarations of personal interest from Cllrs

P22/152 QUESTIONS FROM THE FLOOR -

152.1 None

P22/153 MINUTES – to agree minutes of the last meeting on Monday 27th February 2023

153.1 Cllr Trundle **proposed, seconded** by Cllr Ian Alexander to accept the minutes of 27th February 2023 as a true and fair record of the meeting. **Agreed** 3 for and 1 abstention.

P22/154 MATTERS ARISING AND ACTIONS

154.1 124.2 – Bus Shelter ramp –. The 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**

154.2 124.8 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.**

154.3 124.9 Bus Shelter – Deputy Clerk to investigate other parishes use of bus shelter shutters and if they are successful or not. **Actioned.** Only Henfield Parish Council have installed shutters.

154.4 132.2 -Annual Gas Check - Deputy Clerk to order the work to replace the ignitor for the cooker in Coombe Court Kitchen. **Actioned –** Engineer has informed that parts are not available for the faulty oven, Deputy Clerk has requested a quote for a replacement oven.

154.5 144.1 - Antisocial Behaviour at the High Street Bus Shelter – HDC to carry out environmental Visual Audit. Police to give more resources. Residents to report every time there is an issue. Parish Council to write to Police requesting more resources. CCTV for High Street and MPF request to go to full Council Meeting in April.

154.6 145.1 -Green Building Guidelines – Cllrs agreed to accept the guidelines including the

comments from HDC to be used for the Planning and Premises Committee's considerations.

- 154.7 146.1 – Grant for Love to Move** – The grant from British Gymnastics Foundation has been agreed for £2000.00. **Actioned.** Money to be transferred once it is received.
- 154.8 147.2 - Replacement Taps for the Steyning Centre** – The work has been ordered
- 154.9 147.3 – Automatic door service** – to ensure that the replacement figure of £4221.00 is budgeted for in the 2024/25 budget.
- 154.10 147.4 Fence on Bowls Club Boundary** - item was deferred so that Councillors could look at the area and bring back to the next meeting their suggestions.

P22/155 PLANNING APPLICATIONS

- 155.1 DC/23/0262 5 The Old Court House Bank Passage** – Installation of Black enamel flue.
Cllr Trundle **proposed, seconded by Cllr Simon Alexander No Objection. Agreed.**
- 155.2 DC/23/0281 45 Kings Barn Lane** – Demolition of existing conservatory and erection of single storey rear extension.
Cllr Trundle **proposed, seconded by Cllr Ian Alexander No Objection. Agreed.**
- 155.3 DC/23/0279 St Johns Jarvis Lane** - Demolition of existing lean to, extension to front and making good of existing entrance.
Cllr Trundle **proposed, seconded by Cllr Ian Alexander No Objection. Agreed.**
- 155.4 DC/23/0379 35 Church Street** - Fell 1 x Bay Laurel and Surgery to 1 x Pine tree.
Cllr Trundle **proposed, seconded by Cllr Hanson OBJECTION to the felling of a what appears to be a healthy tree and would prefer surgery be carried out instead. Cllrs support the School comments that the removal of the tree will cause a loss of privacy to the school play area. Cllrs support the surgery to the Pine tree. Agreed.**
- 155.5 DC/23/0416 26 Sir Georges Place** – Surgery to 1 x Willow Tree
Cllr Trundle **proposed, seconded by Cllr Ian Alexander No Objection. Agreed**
- 155.6 DC/23/0300 14 Penlands Way** Removal of existing extension and replace with new extension.
Cllr Trundle **proposed, seconded by Cllr Ian Alexander No Objection. Agreed.**
- 155.7 DC/23/0437 17 High Street** Surgery to 6 x trees
Cllr Trundle **proposed, seconded by Cllr Simon Alexander No Objection. Agreed.**

P22/156 LATE PLANS

- 156.1 DC/23/0380 – 23 Coxham Lane** – Erection of a single storey porch, and front extension. Removal of existing roof, raising of the ridge height, and roof extension, an enlarged first floor and associated works.
Cllr Trundle **proposed, seconded by Cllr Simon Alexander OBJECTION due to no evidence given in the plan concerning water neutrality which would be affected by an increase from a 3 to a 6 bedroom house. Cllrs are also concerned that the proposal is over development of the site. Agreed.**
- 156.2 DC/23/0117 – St Johns, Jarvis Lane** – Removal of existing oak sleeper retaining wall and erection of new concrete and brick retaining wall with garden wall over.
Cllr Ian Alexander **proposed, seconded by Cllr Hanson No Objection. Agreed.**

156.3 DC/23/0415 – Millfield, Bramber Road – Replacement garage and repositioning of existing summer house.

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

P22/157 ENFORCEMENT NOTIFICATIONS

157.1 None

P22/158 PLANNING DECISIONS FROM HDC and SDNP APPLICATIONS PERMITTED

158.1 DC/21/2097 – 27 High Street - Change of Use from restaurant (Class E(b)) to part wine bar (Class Sui Generis) and part residential (Class C3 dwellinghouse)

158.2 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.

158.3 DC/23/0101 - Old Timbers 84 High Street - Fell 1x Birch and Surgery to 1x Magnolia (Works to Trees in a Conservation Area)

158.4 DC/23/0109 - St Johns Jarvis Lane - Fell 1x Holly (Works to Trees in a Conservation Area)

158.5 DC/23/0195 - Bay Cottage Dog Lane Steyning West Sussex BN44 3GE Description: Fell 1x Bay and 1x Leyland Cypress (Works to Trees in a Conservation Area)

158.6

P22/159 DEPUTY CLERKS REPORT FOR STEYNING CENTRE

159.1 Bookings - The bookings during March have been very good. The expected income for March is £5372.45.

159.2 Film nights – The film night in March was ‘Fisherman’s Friends one and all’, 88 tickets were sold. After all deductions were taken out there was a profit of £81.17. The film in April is ‘Mrs Harris goes to Paris’. Tickets are on sale in the Office.

159.3 Drinks machine and FITS update – The coffee machine income for the year is £217.00 and the expenditure is £49.00.

The income from the solar panels (Feed in Tariff Scheme) for the year is £1095.50

P22/160 STEYNING CENTRE HALL HIRE PRICES FOR 2024-25 – to discuss and agree prices for the hall hire for 2024-25 bookings.

160.1 Bookings are coming in for 2024-25, a price for the year is required to be able to let customers know the costs of the hall for their events. Examples of price increases from 3% to 7% to the committee members along with comparisons of local hall room prices were sent out for information and discussion.

Cllr Trundle **proposed, seconded** by Cllr Simon Alexander the price for hall hire for 2024/25 be increased by 6%. **Agreed** 3 for and 1 against.

P22/161 RECOMMENDATIONS FROM COMMUNITY COMMITTEE – to discuss and prioritise the items raised at the beautification working party held in October last year.

161.1 There was a recommendation from the Community Committee that this committee discuss and prioritise ideas raised at the beautification working party meeting.

Cllr discussed the list of possible improvements suggested by the Community Committee.

They discounted changing the seating, changing the colour of the walls, renewing the toilets and upgrading the fenestration until a decision is made on whether a section of the floor will be removed to create a flat area for the disabled.

Cllrs Trundle **proposed, seconded** by Cllr Ian Alexander to replace the lighting in the bus shelter for LED lighting using the money left over from the Rampion grant money for energy efficiency improvements. **Agreed.**

P22/162 FINANCE -

- 162.1 Income and Expenditure for February 2023** – To discuss and agree the income and expenditure reports as a correct record of the finances for February
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander to accept the income and expenditure reports as a correct record of the finances for February . **Agreed.**
- 162.2 Fence on Bowling Club Boundary** – to discuss and agree or otherwise 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 quote to remove the fence and put concrete gravel boards in is £650.00.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander to agree the quote for removing the fence and putting in place concrete gravel boards. **Agreed.**

P22/163 CORRESPONDENCE/INFORMATION.

- 163.1** The Tennis Club have informed that they are applying for planning permission to replace the existing floodlighting with energy efficient LED lighting. This should come through as a planning application and councillors will be able to comment in the normal way. .

P22/164 DATE OF NEXT MEETING - Monday 24th April 2023 at 7.30pm

The Chairman closed the meeting at 8.37pm

Signed Chairman

Link to the meeting <https://youtu.be/Qpun5nVilqs>