
MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 23RD OCTOBER 2023 AT 7.30PM AT THE STEYNING CENTRE.

Present: Cllrs Young, M Alexander, Johnson. Hanson, Ballance and Lloyd

Members of the public: 2

Clerk – Hazel Roxby

MINUTES

P23/58 APOLOGIES

58.1 Apologies were received from Cllrs Trundle and Foxwell

P23/59 DECLARATIONS OF INTEREST

59.1 There were no declarations of interest from Councillors.

P23/60 QUESTIONS FROM THE FLOOR -

60.1 Mr Adam Mosley, the applicant for planning application DC/23/1870 32 High Street, gave a statement and answered questions from Councillors on the application.

P23/61 MINUTES – to agree minutes of the last meeting on Monday 25th September 2023

61.1 Cllr Hanson **proposed, seconded** by Cllr Ballance to accept the minutes of 25th September 2023 as a true and fair record of the meeting. **Agreed.**

P23/62 MATTERS ARISING AND ACTIONS (taken as read)

62.1 32.1 – Bus Shelter ramp – Deputy Clerk to obtain an estimate/quote to lower the floor of 1 bay in the bus shelter and to investigate the possibility of fund from the Accessibility department at Horsham District Council -. **At present 1 builder has been asked to supply an estimated for the cost of the work to be done.** As the builder is not coming back with an estimate after several chases it was suggested the Deputy Clerk try a different builder. **Actioned** 1 spoke to/ 2nd left message, waiting to hear from both.

D/Clerk

62.2 19.3 – Automatic door service – to ensure that the replacement figure of £4221.00 is budgeted for in the 2024/25 budget. **Ongoing**

62.4 41.2 - Sound System - Deputy Clerk to report back on the information requested at the meeting. **Actioned Agenda item 12.2**

62.5 41.3 Black-out linings Coombe Court – Quote 1 agreed. Deputy Clerk to order the work. **Actioned.** The curtains have been fitted.

- 62.6** **54.3 Saxon Floor Issue** – The floor has now been sorted and the swelling has completely gone. 2 new thresh holds have been made and an air vent has been inserted in the area that the swelling occurred.
- P23/63** **RECENT PLANNING APPLICATIONS - comments sent to HDC during August**
63.1 **DC/23/1802 – Dingemans Court, Shooting Field** – Fell 1 x Birch
 Cllrs have commented **No Objection, Cllrs would like to see a tree planted in the area to replace the loss of this tree**
- P23/64** **PLANNING APPLICATIONS**
Cllr Young brought forward Item 8 on the agenda.
Cllr Ballance declared a personnel interest in this item as he lives adjacent to the property.
- 64.1** **DC/23/1870 – 32 High Street** – Variation of condition 2 and 4 of previously approved application DC/05/0899 Variation sought to allow for change to opening hours and public use of the walled garden vis access through coffee shop.
 Cllr Young **proposed, seconded by Cllr Lloyd No Objection** 5 for and 1 abstention.
A member of the public left the meeting after this item.
- 64.2** **DC/23/1796 -6 Church Mead** – Erection of first floor extension over existing garage
 Cllr Young **proposed, seconded by Cllr M Alexander No Objection. Agreed.**
- 64.3** **DC/23/1804 – Silver Copse, Castle Field** – Erection of a rear ground floor extension and front Porch.
 Cllr Young **proposed, seconded by Cllr Hanson No Objection. Agreed.**
The remaining member of public left after this item.
- 64.4** **DC/23/1837 – Yew Tree Cottage, Horsham Road** – Surgery to 1 x Thuja (Works to Trees in a Conservation Area)
 Cllr Young **proposed, seconded by Cllr M Alexander No Objection** subject to the advice of HDC's Arboricultural Officer . **Agreed.**
- 64.5** **DC/23/1776 – Bramber Brooks (off) The Street Bramber** – Excavation and creation of wetland ponds, bunds, a raised public access footpath, removal of existing timber bridges and replacement with bridged footpath sections and railings. Installation of coir matting on the banks of the footpath to prevent erosion and destabilisation of the banks along with re-seeding.
 Cllr Young **proposed, seconded by Cllr Johnson No Objection. Agreed**
- 64.6** **DC/23/1881 – Gatewick Church Lane** – Surgery to 1x Silver Birch, 1 x Portuguese Laurel and 1 x Field maple
 Cllr M Alexander **proposed, seconded by Cllr Hanson** that as there is insufficient information on the website for this application, Cllrs feel unable to make a decision and refer the application for the advice of HDC's Arboricultural Officer. **Agreed.**
- P23/65** **LATE PLANS**
65.1 This item was taken at 65.1 of the meeting.

P23/66 ENFORCEMENT NOTIFICATIONS

- 66.1 EN/23/0447 27/09/2023** The Green House Wappingthorne Farm Lane - Alleged: construction of brick extension without permission - Sam Nye
- 66.2 EN/23/0448 27/09/2023 37** High Street Alleged: failure to discharge condition 4(ii) of DC/21/2524 prior to commencing works - Sam Nye
- 66.3 EN/23/0471 13/10/2023 61 Kings Stone Avenue** Alleged: renting of annexe as separate unit of accommodation in breach of condition 5 of DC/22/1793
- Cllr Ballance queried how HDC are getting on with these enforcements. The Deputy Clerk was asked to check the processes on the website and contact HDC if required and report back to the next meeting.

P23/67 PLANNING DECISIONS FROM HDC and SDNP Permitted

- 67.1 DC/23/1356 -19 Roman Road** - Non Material Amendment to previously approved application DC/21/2666 (Erection of a first floor side extension and conversion of loft to form habitable living space incorporating creation of a rear dormer and installation of 3no front rooflights
- 67.2 DC/23/1492 - 53 Penfold Way-** Surgery to group of sycamores (works to tree in conservation area)
- 67.3 DC/23/1493 - 52 High Street** - Fell x1 Elder tree (works to tree in conservation area
- 67.4 DC/23/1503 - 19 Roman Road** - Clad dormer in black composite cladding
- 67.5 WSCC/030/23 – Steyning Fire Station** – Installation of Solar Panels to southern roof pitch, air source heat pump and replacement of existing windows and doors

P23/68 DEPUTY CLERKS REPORT FOR STEYNING CENTRE

- 68.1 Bookings** – The bookings for October have continued to be consistent. The expected income is £5916.21
- 68.2 Film nights** – The October Film was ‘Whats Love got to do with it’ there were 47 tickets sold after fees and refreshments were paid there was a loss of £113.50. The next film is ‘Alleluiah’
- 68.3 PPL-PRS – To receive information concerning to new billing process for the Music and entertainment royalties.** The Music and entertainment licence has now increased back to the pre covid costs again. We have had 2 years invoices to pay this year as the company has changed hands and merged and therefore last year’s payment was not requested, they are now playing catch up.

P23/69 FINANCE –

- 69.1 Income and Expenditure for September 2023** - To agree the reports as a true record of the finances for September 2023.
- Cllr Young **proposed, seconded** by Cllr M Alexander to accept the financial reports for September as a true record. **Agreed**
- 69.2 Sound System upgrade instead of projector** - To discuss and agree moving forward with the sound system upgrade for Coombe Court in connection with the film society requirements for upgrading.
- The IT contractor send the information that was requested at the previous meeting:
- Speakers are Electro-Voice EVID S8.2t (100V line) – White – 90W each
 - Amplifier is a JBL 2x300w model suitable for the above line speakers
 - Existing speaker cabling is sufficient and in good condition and will be reused
 - Digital mixer is a Zoom Livetrack L-20R - I’ve never used this before but it’s about 1/5 of the price of a professional installation specific mixer and it should do what we need and

handle all the inputs and processing required. Configuration is through an iPad but I can't see us needing to change it much as I will create a suitable preset for 99% of situations

- Bluetooth and aux input panel is the same model as in the Saxon room – this will be halfway down the room (roughly where the projector cables currently drop down)
- Subwoofer is an EV ELX200-12SP
- The installation price allows for myself plus one assistant for two days installing, plus a couple of follow up visits from me as I'm sure things will need tweaking in the first few weeks. It's possible the installation will be quicker than two days in which case I would be able to reduce the price afterwards, but I can't guarantee this as we need to adapt the existing installed system to fit the new equipment/configuration – and that is a bit of an unknown.

The film society requested to have a new speaker system which would require cabling running along the side of the wall from the balcony to the side of the stage which is where the council would also need cabling to run for the upgrade of the current system. The IT contractor has suggested that the cabling for the sound system upgrade could be done as a phase 1 of councils planned sound system upgrade at the same time and combine costs for that part of the work. He believes that do both cabling and installing speakers at the same time could save between 10% and 15% in labour costs. Phase 2 of the project could then be carried out after April next year.

Cllr Young **proposed, seconded** by Cllr M Alexander to go ahead with phase 1 of the sound system upgrade at the same time as installing the Film Society cabling with an aim to complete phase 2 once the precept is received in April 2024. **Agreed.**

P23/70 BUDGET 2024-25 – to discuss projects for consideration for 2024-25 budget

70.1

The proposed budget includes an increase on the gas, electricity and water rates budgets to keep up with the expected inflated bills. The Maintenance and Renewals budget has been increased to include the automatic front door mechanism replacement at £4221.00 and the re-polishing of Coombe Court and Saxon floors. Cllrs were offered 3 prices for the hall floors maintenance, £3,685.00 for re-polish and 1 coat of heavy traffic seal, £4,54.00 for re-polish and 2 coats of heavy traffic seal or £10,795.00 to sand out deep scratches and 2 coats of heavy traffic seal.

Cllr Young **proposed, seconded** by Cllr Hanson to agreed the quote for £4,540 for a re-polish and 2 coats of seal for 2024 and to consider having a fine sanding done in 2026 to remove the deeper scratches. **Agreed** 5 for and 1 against.

Deputy Clerk to obtain quotes in good time for the budget requirements for 2026.

Cllrs to read the Potential Energy Saving Options report from the Greening Steyning Group and bring suggestions back to the next meeting. Cllrs suggested that Committee Room 3 and the High Street toilets are inspected before the next meeting and report to the next meeting if maintenance or repairs are required. Cllrs Hanson and Lloyd volunteered to inspect the High Street Toilets.

Clerk and Greening Steyning member to be invited to the next meeting.

P23/71 CORRESPONDENCE/INFORMATION.

71.1

Report from Cllr Ballance on Planning training at HDC – Slides from the meeting have been sent to members. Cllr Ballance report that the meeting covered an interesting precis on planning and discussions on water neutrality. He feels there is a need for concern for the future with proposals for National Planning.

- 71.2** The response from HDC to Cllr Ballance question concerning the Enforcement notice on Springwells Boundary Wall replacement was sent out to committee members.
- 71.3** Information from Victoria Finnigan concerning DC/23/1582 61 Kings Stone Avenue, which was Objected to by the SPC Planning and Premises meeting in September, she has said that if the planning officers are minded to approve the application she will request that it is taken into committee.

P23/72 DATE OF NEXT MEETING - Monday 27th November 2023 at 7.30pm

The Chairman closed the meeting at 9.02pm

Signed Chairman

Link to the meeting <https://youtu.be/KYwQ27Hxc4g>