
PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 25th NOVEMBER 2024 AT 7.30PM AT THE STEYPING CENTRE.

Present: Cllrs Trundle, Lloyd, M Alexander, Young, Ballance, Johnson, Foxwell

Members of the public: None

Clerk: John Fullbrook, Leanne Poole

MINUTES

P24/80 APOLOGIES

80.1 Apologies were received from Cllr Hanson.

P24/81 DECLARATIONS OF INTEREST

81.1 There was a declaration of personal interest from Cllr Johnson in consideration of agenda item 6.1, in that she is acquainted with the owner of the property.

P24/82 QUESTIONS FROM THE FLOOR

82.1 None.

P24/83 MINUTES – to agree the Planning & Premises minutes of the meeting on Monday 28th October 2024.

83.1 Cllr Trundle **proposed, seconded by** Cllr Johnson to accept the minutes of Monday 28th October 2024 as a true and fair record. **Agreed.**

P24/84 MATTERS ARISING AND ACTIONS

84.1 **Coombe Court and Saxon Room floors** – Deputy Clerk to gather quotes for the re-sanding of the floors in 2026. Deputy clerk reported that three companies have been approached for quotes – two have been received and one is awaited.

P24/85 PLANNING APPLICATIONS

85.1 **CA/24/0041** - The Maltings, Church Street - Surgery to 2x Yew (Works to Trees within a Conservation Area)
Cllr Trundle **proposed, seconded by** Cllr Young. **No objection – Agreed 6 for and 1 abstention.**

85.2 **DC/24/1671** – 42 Penfold Way - Demolition of existing conservatory and erection of a single storey side extension.
Cllr Trundle **proposed, seconded by** Cllr Alexander. **No objection. Agreed.**

85.3 **DC/24/1646** - Gervays Hall, Southdown Nursery School - Surgery to 1x Lime.
Cllr Trundle **proposed, seconded by** Cllr Ballance. **No objection. Agreed.**

- 85.4** **DC/24/1707** - 24 Laines Road - Erection of a two storey side extension and alterations to fenestration. Cllr Trundle **proposed, seconded by** Cllr Lloyd. **No objection – Agreed 6 for and 1 Against.**
- P24/86** **LATE PLANS**
- 86.1** None.
- P24/87** **PLANNING DECISIONS FROM HDC and SDNP**
- 87.1** **Permitted**
DC/24/1334 - 75 High Street, Steyning, West Sussex, BN44 3RE. Description: Removal of internal modern studwork walls. Roofing repairs, replacement of rooflight, damp and timber treatments and electrical rewiring (Listed Building Consent).
- 87.2** **DC/24/1368** - 47 Hills Road, Steyning, West Sussex, BN44 3QG. Description: Erection of a part two storey and single storey rear extension. Alterations to boundary fence.
- 87.3** **DC/24/1415** - 3 Gatewaycke Terrace, Tanyard Lane, Steyning, West Sussex. BN44 3RL. Description: Installation of solar panels to the south elevation pitched roof.
- P24/88** **ENFORCEMENT NOTICES**
- 88.1** None.
- P24/89** **DEPUTY CLERK’S REPORT FOR STEYNING CENTRE**
- 89.1** **Bookings** - The projected income for November is £6,539.92.
- 89.2** **Film nights** – The film for November was *The Trouble with Jessica*. 57 tickets were sold, totalling £342. Once all the expenditures had been taken out, the deficit was £41.01. The next film in January is *Thelma* and tickets are on sale now.
- 89.3** **Heating system upgrade - Suggested Phases of Work at the Steyning Centre**
- Stage 1
- Reduce the carbon footprint of the offices, theatre, and sports hall. Work with appointed contractors to implement Construction Design Management alongside health and safety policy.
 - Replace the failed over-door heater in the main kitchen with a modern unit featuring real-time control.
 - Service the existing air handling unit in the theatre to improve ventilation and comfort control, including installing a new diverter valve.
 - Prepare for AC system installation by draining the heating system, removing radiators, and ensuring safe pipework.
- Stage 2
- Install two separate AC systems: one in the Saxon Room and three in the Coombe Court. Each hall will have independent control systems, with condensers mounted outside and evaporators installed within the halls.
- Stage 3
- Upgrade office radiators to high-efficiency models with individual temperature control, aligning with green policy goals. Work to be scheduled to minimise disruption.
- The Committee discussed and accepted the plan as proposed in the supporting document.

- 89.4 Entrance doors** - On 31st October, Shaws visited the building to discuss plans for upgrading the front entrance. Their ideas included replacing the front doors and potentially installing sliding doors to modernise the exterior and improve accessibility. We haven't heard back from Shaws yet or received any quotes following their visit. In the meantime, Window Wise is scheduled to visit on 27th November to provide their own quote for similar work. We'll await their input before making any decisions and will provide further updates as more information becomes available.
- P24/90 FINANCE - Income and Expenditure Reports for October 2024 –**
- 90.1** Cllr Trundle **proposed, seconded by** Cllr Johnson that SPC accepts the planning and premises income and expenditure reports for October 2024. **Agreed.**
- 90.2** **To consider the Premises budget 2025/26 and to agree recommendation to F&GP committee.** The Clerk outlined the reasoning behind the figures as detailed within supporting papers. Members considered, and raised questions in regards to the draft document.
Cllr Trundle **proposed, seconded by** Cllr Young that SPC accepts the Premises budget (as per supporting papers) with the amendment of the alarm system to £590 and recommends it to the F&GP Committee. **Agreed.**
- P24/91 CORRESPONDENCE/INFORMATION**
- 91.1** Update from Cllr Alexander regarding Wi-Fi mast installation on the high street – The meeting has been postponed to 29th November. Cllr M Alexander, District Cllr Finnegan and representatives from The Steyning Society, Steyning Business Chamber and The Steyning & District Partnership also to attend.
- 91.2** Information regarding BT Voice digital switchover – Information was given to councillors regarding the upcoming digital switchover, due January 2027.
- 91.3** Horsham District Council are considering booking the large hall at The Steyning Centre to host their full council meeting.
- P24/92 DATE OF NEXT MEETING – Monday 16th December at 7.30pm**

The Chairman closed the meeting at 8:45pm

Signed Chairman

Link for this meeting - https://youtu.be/2aNZ0PMj_Lk