
PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 24TH FEBRUARY 2025 AT 7.30PM AT THE STEYPNING CENTRE.

Present: Cllrs Trundle, M Alexander, Ballance, Hanson, Foxwell, Johnson

Members of the public: None

Clerk: Leanne Poole

MINUTES

P24/119 APOLOGIES

119.1 Apologies were received from Cllrs Young & Lloyd

P24/120 DECLARATIONS OF INTEREST

120.1 None

P24/121 QUESTIONS FROM THE FLOOR

121.1 None

P24/122 MINUTES – to agree the Planning & Premises minutes of the meeting on 27th January.

122.1 Cllr Trundle **proposed, seconded by** Cllr Hanson to accept the minutes of Monday 27th January 2025 as a true and fair record. **Agreed 5 for and 1 abstention.**

P24/123 MATTERS ARISING AND ACTIONS

123.1 **Coombe Court and Saxon Room floors** – Deputy Clerk to continue to gather quotes for the re-sanding of the floors in 2026. See item 129.2.

123.2 **Coombe Court Stage Curtains** - Deputy Clerk to gather quotes for the repair of the curtain track. See item 129.3.

P24/124 PLANNING APPLICATIONS

124.1 None

P24/125 LATE PLANS

125.1 **DC/25/0184** - 2 Thornsroft - Demolition of existing single storey timber porch and replace with masonry two storey extension.

Cllr Trundle **proposed, seconded by** Cllr Johnson. **No objection. Agreed.**

125.2 **CA/25/0023** - The Chantry House 34 Church Street - Fell 1x Tulip (Works to Trees in a Conservation Area)

Cllr Trundle **proposed, seconded by** Cllr Ballance. **No objection, subject to consultation with the HDC Arboricultural Officer. Agreed.**

P24/126 PLANNING DECISIONS FROM HDC and SDNP

Permitted

126.1 **DC/24/1836** - 49 Kings Stone Avenue, Steyning, West Sussex, BN44 3FJ. Description: Surgery to 1x Field Maple.

126.2 **DC/24/1816** – Gatewick, Church Lane, Steyning, West Sussex, BN44 3RS. Description: Surgery to 1x Horse Chestnut.

126.3 **DC/24/1828** – Gatewick, Church Lane, Steyning, West Sussex, BN44 3RS. Description: Fell 3x Ash, 1x Maple and 1x Horse Chestnut.

126.4 **DC/21/2394** - 141 Shooting Field, Steyning, West Sussex, BN44 3SW. Description: Demolition of 2No. residential dwellings and all ancillary structures. Construction of 14No. 2 bedroom apartments with secure and covered cycle storage, car parking provision and refuse enclosure.

Refused

126.5 **DC/24/1813** - 40 Bank House, Flat B, High Street, Steyning, West Sussex, BN44 3YE. Description: Removal of Condition 8 of 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.

126.6 **DC/24/1922** - 29 Kings Stone Avenue, Steyning, West Sussex, BN44 3FJ. Description: Demolition of existing side garage and erection of a two-storey side and rear extension. Installation of three rooflights to the front elevation.

P24/127 ENFORCEMENT NOTICES

127.1 EN/25/0034 - Wappingthorn Lodge, Horsham Road, Steyning, West Sussex, BN44 3AA. Alleged: tree surgeon/garden clearance business being run from the property.

P24/128 REPORT FOR THE STEYNING CENTRE

128.1 **Bookings** – The projected income for February is £6,328.82. There are two new classes recently added to our weekly activity programme: a martial arts practice on a Tuesday morning and a Free Dance class on a Thursday. Both bookings are going well.

128.2 **Film nights** – The film for February was Wilding. 124 tickets were sold, totalling £744. Once all the expenditures had been taken out, the profit was £216.24. Feedback from attendees was positive, highlighting both the film selection and the welcoming atmosphere of the event. The next film is The Apprentice, and tickets are on sale now.

128.3 **Front door upgrade** – To enhance accessibility, we are in the process of gathering quotes for an upgrade to the double front doors. This improvement will not only benefit regular users of the centre but also provide a more welcoming and modern entrance for visitors. One quote has been received so far at approximately £5,500 and we are currently awaiting another assessment to explore further options.

128.4 **Additional caretaker** – To provide greater flexibility and cover, the Personnel Committee Chairman approved advertising for an additional caretaker. The job was advertised on 6th February on Indeed, social media, and our noticeboards, and we have received 14 applications. We aim to shortlist three candidates for interviews, which will be scheduled soon.

128.5 **Maintenance** - IT technician Tom Packer visited to address issues with WiFi connectivity and problems with the microphones. He successfully resolved the internet issue; however, he was unable to identify any faults with the microphones.

Additionally, we have purchased a new high-level ladder, new tools for the caretakers, and cleaning equipment to help make their tasks more efficient. We have also updated our first aid supplies, including new first aid kits for general use and the kitchen.

P24/129 FINANCE – PLANNING AND PREMISES

129.1 To discuss and agree the income and expenditure reports for January 2025.

Cllr Trundle **proposed, seconded by** Cllr Foxwell that SPC accepts the planning and premises income and expenditure reports for January 2025. **Agreed**

129.2 To discuss and agree quotes for Coombe Court and Saxon Room floors.

Four quotes have been received at £9,828, £10,362, £11,500 and £12,000 all plus VAT.

Cllr Ballance **proposed, seconded by** Cllr Alexander to accept the quote for £10,362 plus VAT, subject to satisfactory references. **Agreed.**

129.3 To discuss and agree quotes for Coombe Court stage curtain track repair.

Two quotes have been received at £1,661 plus VAT and £1,757 with an additional optional cost to install a guard assembly cover for the hand winch at £390 plus VAT.

Cllr Trundle **proposed, seconded by** Cllr Ballance that the deputy clerk requests cost of hand winch cover from company 1 and to request that company 2 includes this in their main quote at a reduced cost. **Agreed.**

P24/130 CORRESPONDENCE/INFORMATION

130.1 None.

P24/131 CONFIDENTIAL SESSION

131.1 Cllr Trundle **proposed, seconded by** Cllr Hanson to resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under agenda item 14 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed.**

P24/132 TO DISCUSS THE RENTAL OPTIONS OF COMMITTEE ROOM 3

132.1 Horsham District Council has requested a reduction in the office space fee at the Steyning Centre from £6,766.70 to £3,500 for the next financial year, citing financial constraints and a need to review costs. Cllr Trundle **proposed, seconded by** Cllr Foxwell that the clerk responds to request the annual fee is amended to £4,800. **Agreed 5 for and 1 abstention.**

P24/133 DATE OF NEXT MEETING – Monday 24th March 2025 at 7.30pm

The Chairman closed the meeting at 8:25pm.

Signed Chairman

Link to the meeting - <https://youtu.be/sXdgK7Vj1jg>

John Fullbrook
Clerk to the Council