
PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 27TH JANUARY 2025 AT 7.30PM AT THE STEYPING CENTRE.

Present: Cllrs Trundle, Lloyd, Young, M Alexander, Ballance, Hanson

Members of the public: None

Clerk: Leanne Poole

MINUTES

P24/106 APOLOGIES

106.1 Apologies were received from Cllrs Foxwell and Johnson.

P24/107 DECLARATIONS OF INTEREST

107.1 None

P24/108 QUESTIONS FROM THE FLOOR

108.1 None

P24/109 MINUTES – to agree the Planning & Premises minutes of the meeting on 16th December.

109.1 Cllr Trundle **proposed, seconded by** Cllr Hanson to accept the minutes of Monday 16th December 2024 as a true and fair record. **Agreed.**

P24/110 MATTERS ARISING AND ACTIONS

110.1 **Coombe Court and Saxon Room floors** – Deputy Clerk to continue to gather quotes for the re-sanding of the floors in 2026. Ongoing.

110.2 **DC/23/0539** Demolition of existing 14no garages and the construction of 3no. 2-bed dwellings with associated external works and landscaping. Garage Block at Kings Barn End Kings Stone Avenue Steyping West Sussex. – Planning application going to HDC planning committee. This application has been approved.

P24/111 PLANNING APPLICATIONS

111.1 **DC/24/1922** - 29 Kings Stone Avenue - Demolition of existing side garage and erection of a two-storey side and rear extension. Installation of three rooflights to the front elevation. Cllr Trundle **proposed, seconded by** Cllr Ballance. **OBJECTION due to overdevelopment of a chalet bungalow that is intrusive to neighbours and too close to the boundary. Agreed.**

111.2 **DC/24/1960** - 101 Penlands Vale - Demolition of a single garage and creation of a double garage with new entrance porch. Installation of a gable window to the rear elevation. Increase width of existing drive to provide access to double garage. Cllr Trundle **proposed, seconded by** Cllr Ballance. **OBJECTION as cladding is not in keeping with the area. Agreed.**

- 111.3** **DC/24/1957** - 9 Saxon Road - Erection of single storey side and rear extensions.
Cllr Trundle **proposed, seconded by** Cllr Lloyd. **OBJECTION due to plans being misleading. The plans include a first-floor redevelopment that does not match the description. Agreed.**
- 111.4** **DC/24/1992** - 5 King Alfred Close - Surgery to 3 x Sycamore, 1 x Horse chestnut, 1 x Thuja and 1 x Poplar.
Cllr Trundle **proposed, seconded by** Cllr Young. **No objection. Agreed.**
- 111.5** **DC/24/1761** – Steyning Football Club - Demolition of 50 seat spectator stand. Erection of 150 seat spectator stand.
Cllr Trundle **proposed, seconded by** Cllr Ballance. **No objection provided the football club increases the toilet facilities. Agreed.**
- 111.6** **DC/24/1720** - Northover Manor Farm - Change of use of 2 bays in an agricultural/commercial open yard to:
Bay A - The Storage and maintenance of road gritting vehicles. Bay B - The storage of salt for the gritting of roads.
Cllr Trundle **proposed, seconded by** Cllr Alexander. **No objection. Agreed.**
- 111.7** **DC/25/0026** - 32 High Street - Replace 2no. existing ground floor front elevation windows with new timber sash windows (Full Application).
Cllr Trundle **proposed, seconded by** Cllr Ballance. **No objection. Agreed.**
- 111.8** **DC/25/0027** - 32 High Street - Replace 2no. existing ground floor front elevation windows with new timber sash windows (Listed Building Consent).
Cllr Trundle **proposed, seconded by** Cllr Ballance. **No objection. Agreed.**
- P24/112** **LATE PLANS**
- 112.1** None.
- P24/113** **PLANNING DECISIONS FROM HDC and SDNP**
Permitted
- 113.1** **DC/24/1532** - The Courtyard, Oak House, Elm Grove Lane, Steyning, West Sussex, BN44 3BW. Description: Alteration to window on the rear elevation.
- 113.2** **DC/24/1560** – Gatewick, Church Lane, Steyning, West Sussex, BN44 3RS. Description: Surgery to group of Tilia Platyphyllos and Fagus Sylvatica Purpurea, 1x Fagus Sylvatica Purpurea, and group of Populus x Euroamericana. Fell 1x Sorbus Intermedia and 2x Acer Platanoides.
- 113.3** **DC/24/1591** – Gatewick, Church Lane, Steyning, West Sussex, BN44 3RS. Description: Replacement and restoration of the access points and gates to Gatewick House. (Householder Application).
- 113.4** **DC/24/1592** – Gatewick, Church Lane, Steyning, West Sussex, BN44 3RS. Description: Replacement and restoration of the access points and gates to Gatewick House. (Listed Building Consent).
- 113.5** **DC/24/1169** - 64 High Street Steyning West Sussex BN44 3RD. Description: Installation of non-illuminated fascia sign and non-illuminated hanging sign.
- 113.6** **DC/24/1173** - 64 High Street Steyning West Sussex BN44 3RD. Description: Installation of non-illuminated fascia sign and non-illuminated hanging sign (Listed Building Consent).

- 113.7** **DC/24/1671** - 42 Penfold Way Steyning West Sussex BN44 3PG. Description: Demolition of existing conservatory and erection of a single storey side extension.
- 113.8** **DC/24/1707** - 24 Laines Road Steyning West Sussex BN44 3LL. Description: Erection of a two storey side extension and alterations to fenestration.
- 113.9** **DC/24/1609** - 75 High Street, Steyning, West Sussex, BN44 3RE. Description: Demolition of existing single storey rear extension, garage, and garden room. Erection of single storey rear extension and replacement garage and garden room (Householder)
- 113.10** **DC/24/1610** - 75 High Street, Steyning, West Sussex, BN44 3RE. Description: Demolition of existing single storey rear extension, garage, and garden room. Erection of single storey rear extension and replacement garage and garden room (Listed Building Consent)
- 113.11** **DC/24/1646** - Gervays Hall, Southdown Nursery School, Jarvis Lane, Steyning, West Sussex, BN44 3GL. Description: Surgery to 1x Lime.
- P24/114** **ENFORCEMENT NOTICES**
114.1 None.
- P24/115** **REPORT FOR THE STEYNING CENTRE**
115.1 **Bookings** – The bookings are still going well. We have new regular bookings including a dance exercise class and youth drop-in session on Friday nights. The expected income for January is £5,076.96.
- 115.2** **Film nights** – The film for January was ‘Thelma’. Unfortunately, due to ice and snow, this film was cancelled as the projectionist was unable to get to the Steyning Centre. 12 tickets were sold in advance. Some refunds have been issued already but tickets are transferrable to the February film ‘Wilding’.
- 115.3** **First aid course** – On 23rd January, Tessa, Leanne and John Grimster attended an emergency first aid at work course.
- 115.4** **Stage curtains in Coombe Court** – There is a provisional booking for November for a drama group who will need use of the stage curtains. Contact has been made with several local companies who will be attending the Steyning Centre to provide quotes to repair the curtain track.
- 115.5** **Bus Shelter** – There has been a young man sleeping inside the bus shelter occasionally. The wardens are aware and have made contact to ask if there is anything they can do to help him. He is happy as things are and likes to move around. Local residents have been taking hot drinks and food to him.
- Caretakers have been cleaning the walls and ceilings that unfortunately had dirt and mould on them. Anti mould paint has been purchased, and the bus shelter walls and ceiling can be repainted once the weather is warmer and drier.
- 115.6** **WiFi in Steyning High Street** – WiFi is being installed in the bus shelter to make it easier to buy parking tickets and for the farmers market.
- 115.7** **Hall Price increase for 2026/27** – The supporting paper shows the price increase at 3, 4 and 5% to the 2026/27 price which starts on 1st April. The price increase is requested now as the bookings for 2026/27 are already being requested, the regular customers are always booking a year in advance as they plan their programmes and budgets now for the next year.
- 115.8** **Hire of Committee Room 3** (Building Control office) – There is the possibility that Building Control may no longer hire this room.

115.9 **New caretaker for the Steyning Centre** – We will shortly be advertising for this position to provide additional cover.

P24/116 FINANCE – PLANNING AND PREMISES

116.1 Income and expenditure reports for November and December 2024.
Cllr Trundle **proposed, seconded by** Cllr Hanson that SPC accepts the planning and premises income and expenditure reports for November and December 2024. **Agreed**

116.2 **Steyning Centre fees and charges for 2026/27** - to discuss any price increase for April 2026 to March 2027.
Cllr Trundle **proposed, seconded by** Cllr Ballance to increase the hall prices for 2026/27 by 5%. **Agreed**

P24/117 CORRESPONDENCE/INFORMATION

117.1 Correspondence from South Downs National Park for Local Plan Review: Have Your Say Now (Reg 18 Public Consultation) for Councillors consideration and to agree any actions.
Councillors have agreed to make individual representations.

P24/118 DATE OF NEXT MEETING – Monday 24th February 2025 at 7.30pm

The Chairman closed the meeting at 8:38pm.

Signed Chairman

Link to the meeting - <https://youtu.be/-Yg-5bXw5TE>

John Fullbrook
Clerk to the Council