
PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 28TH APRIL 2025 AT 7.30PM AT THE STEYPNING CENTRE.

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

Members of the public: None

Clerk: Leanne Poole

MINUTES

P24/147 APOLOGIES
147.1 None.

P24/148 DECLARATIONS OF INTEREST
148.1 None

P24/149 QUESTIONS FROM THE FLOOR
149.1 None

P24/150 MINUTES – to agree the Planning & Premises minutes of the meeting on 24th March.
150.1 Cllr Trundle **proposed, seconded by** Cllr Lloyd to accept the minutes of Monday 24th March 2025 as a true and fair record. **Agreed.**

P24/151 PLANNING APPLICATIONS
151.1 **DC/25/0347**– 43-45 Co-Operative Stores - Installation of a Digital display screen positioned inside the store.
Cllr Trundle **proposed, seconded by** Cllr Ballance. **No objection. Agreed 7 for 1 abstention.**

151.2 **DC/25/0459** - Steypning Tennis Club - Resurfacing of the court surfaces at Steypning Tennis Club.
Cllr Trundle **proposed, seconded by** Cllr Young. **No objection. Agreed.**

151.3 **DC/25/0212** - 29 Kings Stone Avenue - Erection of a garden room. Amended application.
Cllr Trundle **proposed, seconded by** Cllr Foxwell. **OBJECTION due to lack of evidenced changes from the superseded application, in terms of size and style.**

151.4 **DC/25/0474** - 56 High Street - Change of Use of existing outbuilding from Class E to residential domestic use as ancillary accommodation to the existing dwelling (Listed Building Consent).
Cllr Trundle **proposed, seconded by** Cllr Ballance. **No objection provided it is used as ancillary accommodation to the existing dwelling.**

151.5 **DC/25/0473** - 56 High Street - Change of Use of existing outbuilding from Class E to residential domestic use as ancillary accommodation to the existing dwelling (Full Application).
Cllr Trundle **proposed, seconded by** Cllr Ballance. **No objection provided it is used as ancillary accommodation to the existing dwelling.**

- 151.6** **DC/25/0530** - Old Farm Cottage - Part demolition of existing south side extension and cat slide roof, erection of a single storey extension and partial replacement of roof. (Resubmission of a previously approved expired approval DC/20/0156 and DC/20/0155). (Householder Application).
Cllr Trundle **proposed, seconded by Cllr Ballance. No objection. Agreed.**
- 151.7** **DC/25/0531** - Old Farm Cottage - Part demolition of existing south side extension and cat slide roof, erection of a single storey extension and partial replacement of roof. (Resubmission of a previously approved expired approval DC/20/0156 and DC/20/0155). (Listed Building Consent).
Cllr Trundle **proposed, seconded by Cllr Ballance. No objection. Agreed.**
- 151.8** **DC/25/0535** - 69 Roman Road - Conversion of garage into habitable living space with new link to house and raising of roof height.
Cllr Trundle **proposed, seconded by Cllr Johnson. No objection. Agreed.**
- 151.9** **DC/25/0527** - 14 Saxon Road - Erection of rear, side and front extensions, new roof with front gable, and front and rear dormers.
Cllr Trundle **proposed, seconded by Cllr Ballance. OBJECTION due to overdevelopment of the property, over 100% increase in size and it being out of keeping with the surrounding properties. Agreed.**
- 151.10** **DC/25/0437** – Ash Lea, Coxham Lane - Erection of an Oak Framed Orangery to rear elevation.
Cllr Trundle **proposed, seconded by Cllr Young. No objection. Agreed.**
- P24/152** **LATE PLANS**
152.1 None.
- P24/153** **PLANNING DECISIONS FROM HDC and SDNP**
Permitted
- 153.1** **DC/24/1720** - Northover Manor Farm, Horsham Road, Steyning, West Sussex, BN44 3AA. Description: 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.
- 153.2** **DC/25/0184** - 2 Thornscredit, Steyning, West Sussex, BN44 3RP. Description: Demolition of existing single storey timber porch and replace with masonry two storey extension.
- 153.3** **DC/25/0222** - 12 Thornscredit, Steyning, West Sussex, BN44 3RP. Description: Erection of a single storey rear extension, two storey side extension, front porch extension and a side/rear access ramp.
- P24/154** **ENFORCEMENT NOTICES**
154.1 **EN/25/0109** - 10 Abbey Road, Steyning, West Sussex, BN44 3SQ. Alleged: Installation of antenna without planning permission.
- P24/155** **REPORT FOR THE STEYNING CENTRE**
155.1 **Bookings** – The projected income for March is £7,122.58. Bookings are still going well. Several one-off party bookings have also been made. Our regular hirers are continuing to use the rooms consistently throughout the week.
- 155.2** **Film nights** – The film for April was *Paddington in Peru*. 92 tickets were sold, totalling £552. Once all the expenditures had been taken out, there was a profit of £104.99. The next film is *A Complete Unknown*, and tickets are on sale now.

- 155.3 Maintenance** – The security light in the foyer has now been fixed, ensuring the area remains lit for caretakers locking up during evening shifts. A loose connection to the kitchen dishwasher has also been repaired. Replacement lights have been installed in the MPF changing rooms. The outside toilets became blocked during the month, and 1st Clearflow attended to clear the issue.
- 155.4 Caretaking and Staffing** – Matthew Boyle has now completed his induction and is settling in well. He’s already proving a helpful addition to the team, particularly with weekend bookings and helping with setting up and packing away for larger events.
- P24/156 FINANCE – PLANNING AND PREMISES**
156.1 To discuss and agree the income and expenditure reports for March 2025.
Cllr Trundle **proposed, seconded by** Cllr Johnson that SPC accepts the planning and premises income and expenditure reports for March 2025. **Agreed**
It was noted that the room hire figure should be lower, as the room hire invoice for 2025/26 for Committee Room 3 was paid early.
- P24/157 STEYNING CENTRE MAIN ENTRANCE DOOR REPLACEMENT**
157.1 To discuss options to upgrade the entrance doors.
Members considered three options to address ongoing issues with the main entrance door, which is currently awkward, not fully accessible, and problematic for users with mobility issues, pushchairs, or bags. It was agreed to proceed with Option 3 – replacing the existing door and installing automatic bi-parting sliding doors, followed by internal assisted swing doors. This option will improve accessibility, reduce heat loss, and create a more user-friendly and welcoming entrance space. Deputy Clerk to gather quotes.
- P24/158 CORRESPONDENCE/INFORMATION**
158.1 None.
- P24/159 DATE OF NEXT MEETING** – Tuesday 27th May 2025 at 7.30pm

The Chairman closed the meeting at 8.13pm

Signed Chairman

Link to the meeting - <https://youtu.be/v9l0t4a7rlo>