
PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 18th AUGUST 2025 AT 7.30PM AT THE STEYNING CENTRE

Present: Cllrs Lloyd, Hanson, Ballance, Foxwell

Members of the public: 0

Clerks: John Fullbrook, Leanne Poole

MINUTES

P25/38 APOLOGIES

38.1 Cllrs Trundle and Alexander.

P25/39 DECLARATIONS OF INTEREST

39.1 Cllr Lloyd declared a personal interest in application DC/25/1138 as she is a resident of Kings Barn Lane.

P25/40 QUESTIONS FROM THE FLOOR

40.1 None.

P25/41 MINUTES – To agree the Planning & Premises minutes of the meeting on Monday 28th July

41.1 Cllr Hanson **proposed, seconded by** Cllr Ballance to accept the minutes of Monday 28th July 2025 as a true and fair record. **Agreed**

P25/42 PLANNING APPLICATIONS

42.1 DC/25/1138 - Land North of Glebe Farm and Kings Barn Lane - Approval of Reserved Matters following the Outline Planning Permission (reference DC/21/2233) relating to the Appearance, Landscaping, Layout and Scale for 265no. dwellings, demolition of No. 37 Kings Barn Lane to provide new pedestrian/cycle/emergency link, provision of vehicular access from the A283 Steypning by pass, provision of public open space, community orchard, sustainable drainage and other ancillary and enabling works.

The Chair and Clerk explained that considerable work had been undertaken by the SPC Neighbourhood Plan Steering Committee in determining a set of recommendations in consideration of this committees approval of SPC comments on this reserved matters application. Members of the Planning and Premises committee subsequently considered these recommendations in this meeting and included some additional comments. Cllr Hanson **proposed, seconded by** Cllr Ballance **to agree the recommendations put forward from the Neighbourhood Plan Steering Committee with amendments, as per noted below. Agreed.**

1. Building orientation and height adjacent Kings Barn Lane boundary

SPC appreciate there has been compromise which has helped deal with residents' concerns – and to ensure that these measures are adhered to. But also to say that there are still some outstanding negotiations with residents involving further compromise.

SPC require Vistry to consider lowering the profile of plot 121 and/or moving the building, or changing it to a single or 1.5 storey height.

2. Kings Barn Lane Boundary planting and fence/wall construction

SPC appreciate there has been compromise, with Vistry now including wider gaps between boundary walls, including additional planting, and that trees would be part of the solution – and to ensure that these measures are adhered to. However, also to be aware of the following which has been discussed at many community engagement meetings since 13th March 25 – SPC request that Vistry ensure there is a planning condition attached to the reserved matters approval requiring commitment to consult with KBL residents (within a timescale agreed with the ward member) regarding details of the boundary treatments and advanced planning in this area (to include but not limited to 5m buffer, 1.8m fencing inside any of the existing substantial hedges, security, woodland structural planting and the maintenance thereof). Refer also to Condition 17 of the Planning Committee Report (26th September 2024) which requires “*structural planting along buffer zones to be retained/enhanced*” and Policy 30 and 33 of the HDPF.

3. Green Energy

SPC appreciate there has been compromise as stated within the ‘Energy Statement’ which ensures gas will not be used on site, and that each plot will have heat supplied by a mix of Air and Ground source heat pumps – and to ensure that these measures are adhered to, but to also include solar roof installations on any south facing (up to 30 degrees of south), predominantly on black slate roofs with PV tiles. The number of Plots involved may be above the levels of necessity of provision as per the ‘Energy Statement’ Carbon footprint calculations, but SPC consider they remain an essential element in consideration of energy sustainability, and in any case would likely promote house sales which would outweigh any additional construction costs. Clarification and identification on properties that will include solar is required please, including numbers.

SPC request a new condition - requiring PV roof installation on all south facing properties as per the community engagement feedback which determined the type required. To preserve street views any street facing, south facing, grey/black tiled roofs should be slate look PV tiles.

SPC require sight of the energy statements for individual properties as part of the full build management plan in advance, including details of the location of ground source and air source heat pumps.

4. Walking & Cycling east exit from site to connect with White Bridge/ Downs Link

SPC appreciate a link has been included within the scheme, but to suggest it is moved to the sites Southeastern corner to promote better likelihood of pedestrian and cycle usage and to avoid unsafe passage along unlit country lane. Including a Twitten to run down between new development and Kings Barn Lane boundary in the southeastern corner, following the community engagement consultation plans submitted in March 2025. – This scheme fits in with Boundary plans and would likely cost less than the proposed present exit / connection route.

5. Market Housing & Affordable Housing

Note the following as per the Planning and Affordable housing Doc - 6.9.4. The mix for the market housing has been slightly amended since the overall mix indicated at Outline. To summarise, the proposals include no 1-bedroom dwellings (previously 16%) but include a higher percentage of 3-bedroom dwellings (43% vs 34%); the proposals include a lower percentage of 2- bedroom dwellings (11% vs 31%), a higher percentage of 4-bedroom dwellings (36% vs 18%) and now includes a small number of 5-bedroom dwellings (11% vs non at outline).

Whilst SPC appreciate that Vistry will further consult on market housing mix, we are seriously concerned about 4 and 5 bed houses being 47% of the mix and this was thought to be unreasonably high.

SPC requires that the affordable housing needs reflect the needs of Steyning and should be amended as per 6.9.11 on the Planning and Affordable housing Doc -

6.9.11 At a late stage in the Pre-Application process, the Council’s Housing Team raised concerns regarding the mix of affordable housing; they commented:

The Housing Register in Steyning currently has 155 households waiting for housing of which is broken down to 42 households (27%) in need of a 1-bedroom unit, 33 households (21%) in need of a 2-bedroom unit, 51 households (33%) in need of a 3-bedroom unit and 29 households (19%) in need of 4 or more bedrooms.

6. Electric Hook Up

SPC appreciate there has been consideration of an electric hook up on the 'village green area' but there is a need to ensure water is also supplied to that position {To facilitate potential future Community Events}

7. LEAP / LAP provision and street furniture choices

SPC appreciate the scope of this proposed multiple play-site provision as per stated within the *Design Access Statement* document, and to ensure that the look, quality, type and number of these installations and the 'Blue box checklist' is adhered to

There is a requirement for ongoing discussions with the parish council to ensure appropriate installation of LEAP / LAP equipment provision as has been previously agreed, as well as a requirement for ongoing discussions with the parish council to ensure appropriate installation of suitable street furniture choices.

8. Road Names

SPC appreciate that Vistry have acknowledged there should be further liaison with the Parish Council in order to come up with suitable road names and thereby to avoid duplication or confusion with existing Steyning Road names, plus to ensure an appropriate theme for the site is taken on board.

For example, there is a requirement for Roman Road not to be duplicated

9. Boundary walls (noted as Brick)

There are a number of boundary walls due to be constructed in brick that are shown in the housing / site plan – SPC ask that the design includes flint infills to give them more of a Steyning / South Downs feel.

10. Rainwater Harvesting

SPC appreciate there has been much work been undertaken to include this important measure which will certainly assist with water neutrality calculations, but want to ensure that these measures, and the system as a whole and as stated within the specification document is installed please – *Stormwater Harvesting system*.

11. Site Trees / Shrubs and Orchards

There has been a great deal of community engagement with notable key stakeholders in this field and SPC are pleased that their knowledge and expertise has so far been appreciated and has led to amendments to the planting programme. However given the latest plans SPC requires that these additional notes are adhered to please.

SPC's lead Orchard and Tree specialist volunteer has scrutinised the applicable docs and has stated the following:-

Structural Tree Planting

- *Multiple English Oaks (Quercus Robur) are listed. Consider including Sessile Oak (Quercus petraea), also native to the UK but less common locally.*
- *Instead of non-native Italian Alder (Alnus cordata), native Alder (Alnus glutinosa) could be used, though it requires damp soil.*

- *Black Poplar could be included, particularly in wetter areas. A current Sussex project led by the Western Rother Rivers Trust and Kew at Wakehurst is propagating saplings from a very limited population of mature trees in the county.*
- *Bird Cherry (Prunus padus): These are fast-growing, tall, and dense trees with limited ecological or aesthetic value beyond short-lived blossom. They create heavy shade, drop significant debris, and can become problematic as they mature.*
- *A large number of Common Hawthorn are proposed. For variety, some could be replaced with Midland Hawthorn (Crataegus laevigata), which is rarer, flowers earlier, and supports pollinators at a different time of year.*

Native Hedge Over Easements

- *The plan proposes a 50/50 mix of Hawthorn and Blackthorn. This is suitable for the NW hedge, where there is space for Blackthorn to spread.*
- *For the SE hedge, adjacent to the orchard, Hawthorn-only is recommended. Blackthorn spreads via underground suckers and may become invasive among fruit trees. Hawthorn offers blossom and berries without this issue.*

Orchard

- *The orchard plan has changed from c.18 to c.15 trees, now divided by hard-surfaced paths. An oval-shaped feature nearby (possibly a track) is noted, though not clearly explained in the submitted documents.*
- *Orchard note indicates species/varieties are to be agreed with a local community group.*

12. Traffic Management Plan

There is currently no Traffic Management plan available for scrutiny – SPC wishes to be able to check and comment on this document when it becomes available.

SPC wanted to thank Vistry for their non-material amendment to application DC/21/2133 to allow for vehicular access direct from the A283 Steyning By-pass via approved access roundabout as first phase of the development in line with Condition 10 of the Outline Planning Permission – as this would reduce the possibility of potentially huge problems from delivery drivers using inappropriate lanes within Steyning.

13. Dementia friendly town

SPC requires that Vistry reference all appropriate dementia friendly design checklist documents when completing this project – in line with SPC's wish for Steyning to be a Dementia friendly town.

For example, the approach to each road should have a distinct and recognisable look to aid memory and orientation.

14. Build Management Plan

There is currently no Build Management Plan available for scrutiny – SPC wishes to be able to check and comment on this document when it becomes available. It was also noted that SPC had asked for the contractor's use and installation of Swift Boxes/Bricks when appropriate to do so.

OTHER PLANS

- 42.2** **DC/25/1226** - Doves Place, Coxham Lane - Surgery to 1x Maritime Pine
Cllr Hanson **proposed, seconded by** Cllr Lloyd. **No objection, subject to consultation with the HDC Arboriculture Officer. Agreed.**
- 42.3** **CA/25/0077** - 12 Church Street - Surgery to 1x Yew and 1x Copper Beech (Works to Trees in a Conservation Area)
Cllr Ballance **proposed, seconded by** Cllr Hanson. **No objection, subject to consultation with the HDC Arboriculture Officer. Agreed.**

- 42.4 DC/25/1160** - 52 High Street - Provide a new oak beam and supporting post in place of the original, replicating the original materials and appearance and detailing, including assumed mortise and tenon joints, notches, holes, old fixing positions to maintain and support to the original building structure and fabric above. (Listed Building Consent).
Cllr Hanson **proposed, seconded by** Cllr Ballance **No objection, subject to consultation with Sean Rix at Horsham District Council. Agreed.**
- P25/43 LATE PLANS**
- 43.1 DC/25/1227** – 4 Clivedale, Castle Lane - Remodelling of existing dormers, changes to existing fenestration and installation of horizontal timber cladding.
Cllr Ballance **proposed, seconded by** Cllr Hanson. **No objection. Agreed.**
- P25/44 PLANNING DECISIONS FROM HDC and SDNP**
Permitted
- 44.1 DC/23/0539** - Garage Block at Kings Barn End Kings Stone Avenue Steyning West Sussex. Description: Demolition of existing 14no garages and the construction of 3no. 2-bed dwellings with associated external works and landscaping.
- P25/45 ENFORCEMENT NOTICES**
- 45.1** None.
- P25/46 REPORT FOR THE STEYNING CENTRE**
- 46.1 Bookings** – The projected income for July is £3,929.33. Bookings have slowed during the summer period as many groups have taken a break. We anticipate an increase in bookings from September.
- 46.2 Film Nights** – The July film was *Ocean*, with 58 tickets sold, generating £348.00 in income. After all expenditures, the profit was £46.40. The next film will be *Mr Burton*, and tickets are now on sale.
- 46.3 Maintenance** – The caretakers have used the quieter summer period to carry out additional cleaning of the kitchens, carpet cleaning, and painting.
- 46.4 Gorilla Pizza Kitchen** – The owner of the pizza van, which trades from the MPF car park on Friday nights, has requested permission to trade from 5:30 pm to 8:00 pm on Sunday 7 September. This is in connection with a small event at the Cricket Club, where they have been invited to provide food by the organiser. Could councillors consider this request.
Cllr Lloyd **proposed, seconded by** Cllr Foxwell to give permission for the Gorilla Pizza Kitchen to trade in the MPF car park from 5:30 pm to 8:00 pm on Sunday 7 September. **Agreed.**
- P25/47 FINANCE – PLANNING AND PREMISES**
- 47.1 To update grand piano contract with TASS**
Cllr Hanson **proposed, seconded by** Cllr Lloyd that a memorandum of understanding be drafted with the Arts Society. The agreement would confirm that any additional costs incurred from the grand piano, beyond the income it generates, must be covered by Steyning Parish Council. **Agreed.**
- 47.2 To discuss and agree the income and expenditure reports for June 2025**
Cllr Hanson **proposed, seconded by** Cllr Ballance that SPC accepts the planning and premises income and expenditure reports for June 2025. **Agreed.**
- P25/48 CORRESPONDENCE/INFORMATION**
- 48.1** None.
- P25/49 DATE OF NEXT MEETING** – Monday 22nd September 2025 at 7.30pm

The Chairman closed the meeting at 9:10pm

Signed Chairman