
PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 23rd JUNE 2025 AT 7.30PM AT THE STEYNING CENTRE.

Present: Cllrs Lloyd, M Alexander, Hanson, Trundle.

Members of the public: 0

Clerk: Leanne Poole

MINUTES

- P25/13 APOLOGIES**
13.1 Cllrs Ballance and Foxwell.
- P25/14 DECLARATIONS OF INTEREST**
14.1 None.
- P25/15 QUESTIONS FROM THE FLOOR**
15.1 None.
- P25/16 MINUTES** – to agree the Planning & Premises minutes of the meeting on Tuesday 27th May
16.1 Cllr Trundle **proposed, seconded by** Cllr Hanson to accept the minutes of Tuesday 27th May 2025 as a true and fair record. **Agreed 3 for 1 abstention.**
- P25/17 MATTERS ARISING AND ACTIONS**
17.1 **Steypning Centre main entrance door replacement** - Deputy Clerk to gather quotes for the entrance door to be replaced.
Partition door service and removal – To discuss and agree the service and partial removal of partition doors.
Cllr Trundle **proposed, seconded by** Cllr Hanson that SPC accepts the quote for £2000 plus VAT. **Agreed.**
- P25/18 PLANNING APPLICATIONS**
18.1 None
- P25/19 LATE PLANS**
19.1 None.
- P25/20 PLANNING DECISIONS FROM HDC and SDNP**
Permitted
20.1 **DC/25/0347** - 43-45 Co-Operative Stores, High Street, Steypning, West Sussex, BN44 3RE. Description:
Installation of a Digital display screen positioned inside the store.
20.2 **DC/25/0459** - Steypning Tennis Club, Charlton Street, Steypning, West Sussex, BN44 3LE. Description:
Resurfacing of the court surfaces at Steypning Tennis Club.

- 20.3** **DC/25/0535** - 69 Roman Road, Steyning, West Sussex, BN44 3FN. Description: Conversion of garage into habitable living space with new link to house and raising of roof height.
- 20.4** **DC/24/1761** - Steyning Football Club, Shooting Field, Steyning, West Sussex, BN44 3RQ. Description: Demolition of 50 seat spectator stand. Erection of 150 seat spectator stand.
- 20.5** **DC/25/0473** - 56 High Street, Steyning, West Sussex, BN44 3RD. Description: (Retrospective) Change of Use of existing outbuilding to use as ancillary accommodation to the existing dwelling (Full Application).
- 20.6** **DC/25/0739** - Land North of Glebe Farm and Kings Barn Lane. Description: Non Material Amendment to application DC/21/2233 (Outline for up to 265 dwellings, demolition of No. 37 Kings Barn Lane, and provision of vehicular access from the A283 Steyning by-pass), to allow delivery of approved access roundabout off the Steyning Bypass.
- 20.7** **DC/25/0437** - Ash Lea, Coxham Lane, Steyning, West Sussex, BN44 3LG. Description: Erection of orangery to rear elevation.
- 20.8** **DC/25/0234** - Calcot Farm, Horsham Road, Steyning, West Sussex, BN44 3AA. Description: Change of use of part of former agricultural building and 10m x 18m of adjacent yard to commercial use for the storage of soil improver bagging equipment, bagging of soil improver, storage of bagged surplus soil improver and distribution of the same.
- P25/21** **ENFORCEMENT NOTICES**
- 21.1** **EN/25/0188** - 59 Penlands Vale, Steyning, West Sussex, BN44 3PL. Alleged: Erection of structure on a platform in the rear garden without planning permission
- P25/22** **REPORT FOR THE STEYNING CENTRE**
- 22.1** **Bookings** – The projected income for May is £5981.96. Bookings are still going well, there have been several one-off children’s parties, and our regular hirers are continuing to use the rooms consistently throughout the week.
- 22.2** **Film nights** – The film for June was *Conclave*. 111 tickets were sold, totalling £666. Once all the expenditures had been taken out, there was a profit of £259.24. The next film is *Bridget Jones: Mad About the Boy*, and tickets are selling well so far.
- 22.3** **Maintenance** – Committee Room 3 has been redecorated this month. A skip was hired to assist with ongoing upstairs clearance. All minutes dated prior to the year 2000 are being transferred to the West Sussex Records Office. As part of a general clearance and small asset disposal in line with a need to update the SPC asset list, Tom Packer has removed hard drives from outdated PCs, and the staff kitchen has been restocked with new cutlery and cups.
- 22.4** **Caretaking and Staffing** – The caretaker position remains advertised on Indeed and social media. Interviews are currently underway.
- 22.5** **Steyning Athletics Club Roundhill Romp** – To discuss and agree the use of changing rooms and toilets by Steyning Athletics Club for their event on 2nd July 2025.
Cllr Trundle **proposed, seconded by** Cllr Lloyd that SPC agree for the Steyning Athletic Club to use the MPF, changing rooms and the High Street toilets for their Roundhill Romp event. **Agreed.**
- P25/23** **CORRESPONDENCE/INFORMATION**
- 23.1** None.
- P25/24** **DATE OF NEXT MEETING** – Monday 28th July 2025 at 7.30pm

The Chairman closed the meeting at 7.48pm.

Signed Chairman

Link to the meeting - <https://youtu.be/wpX49GN4-NY>