
PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 15TH DECEMBER 2025 AT 7.30PM AT THE STEYNING CENTRE

Present: Cllrs Hanson, Trundle, Lloyd, Ballance

Members of the public: 0

Clerk: Leanne Poole

DRAFT MINUTES

P25/90 APOLOGIES

90.1 Apologies received from Cllrs Foxwell and Alexander.

P25/91 DECLARATIONS OF INTEREST

91.1 None

P25/92 QUESTIONS FROM THE FLOOR

92.1 None.

P25/93 MINUTES – To agree the Planning & Premises minutes of the meeting on Monday 24th November

93.1 Cllr Trundle **proposed, seconded by** Cllr Hanson to accept the minutes of Monday 24th November 2025 as a true and fair record. **Agreed 3 for and 1 abstention.**

P25/94 MATTERS ARISING AND ACTIONS

94.1 Steypning Centre front door upgrade - ongoing.

P25/95 PLANNING APPLICATIONS

95.1 **DC/25/1696** - Farm track to the East of Pump House - Surgery to mixed tree species.

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

95.2 **DC/25/1911** - 95 High Street - Erection of an infill extension between existing garage and summer house outbuilding, and conversion to habitable living space. (Householder Application).

Cllr Trundle **proposed, seconded by** Cllr Ballance. **No objection provided the accommodation remains ancillary to the main dwelling for owner/occupier use only. Agreed 3 for and 1 abstention.**

95.3 **DC/25/1912** - 95 High Street - Erection of an infill extension between existing garage and summer house outbuilding, and conversion to habitable living space. (Listed Building Consent).

Cllr Trundle **proposed, seconded by** Cllr Ballance. **No objection provided the accommodation remains ancillary to the main dwelling for owner/occupier use only. Agreed 3 for and 1 abstention.**

95.4 **DC/25/1559** - 8 Laines Road - Erection of a part single storey, part two storey rear extension and two storey side extension. (Amended plan).

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

95.5 **DC/25/1793** - Steypning Grammar Upper School - Surgery to 2 x Oak and 1 x Ash. Cllr Trundle **proposed, seconded by** Cllr Hanson. **No objection. Agreed.**

P25/96	LATE PLANS
96.1	None.
P25/97	PLANNING DECISIONS FROM HDC and SDNP
	Permitted
97.1	DC/25/1580 - Old Timbers, 84 High Street, Steyning, West Sussex, BN44 3RD. Description: Removal of first floor bathroom, and repurpose as a walk in wardrobe. Conversion of existing first floor kitchen into a bathroom. Installation of ground floor kitchen (Listed Building Consent).
97.2	DC/25/1578 - 4 Clivedale, Castle Lane, Steyning, West Sussex, BN44 3GA. Description: Variation of Condition 1 of previously approved application DC/25/1227 (Remodelling of existing dormers, changes to existing fenestration and installation of horizontal timber cladding) to adjust the position of the two dormer windows and rooflight.
97.3	DC/25/1002 - Wappingthorn Lodge, Horsham Road, Steyning, West Sussex, BN44 3AA. Description: Demolition of existing buildings, and construction of a detached dwelling.
97.4	DC/25/1324 - Bramber Brooks, The Street, Bramber, BN44 3WE. Description: Variation of Condition 1 of previously approved application DC/23/1776 (Excavation and creation of wetland ponds, bunds, a raised public access footpath, removal of existing timber bridges and replacement with bridged footpath sections.
97.5	DC/25/1540 - Market Field, Steyning, West Sussex, BN44 3SU. Description: Surgery to 1 x Horse Chestnut, 2 x Sycamore and 1 x Holly. Fell 1 x Juniper and group of Elm.
97.6	DC/25/1608 - 1 Coxham Cottages, Coxham Lane, Steyning, West Sussex, BN44 3LT. Description: Erection of a two storey side extension.
97.8	DC/25/1847 - Kings Barn Lane, Steyning, West Sussex, BN44 3YG. Description: The installation of 1 No. omni antenna, 1 No. enclosure, and ancillary support equipment.
P25/98	REPORT FOR THE STEYNING CENTRE
98.1	Bookings The projected income for November is £8,394.03. There have been several successful bookings this month, including the toy fair, art shows, dances and a very successful drama production. We have received many kind emails praising all caretakers for their hard work and helpful attitudes during these events – <i>"We would especially like to thank the caretaker who could not have been more helpful. Everything was set up just as we had asked and we did not need to bother him unduly, but he was there to hand for anything we needed. He really was so very helpful to us and what with all the other arrangements you had put in hand, it just made the evening so much more pleasurable and relaxing for us".</i>
98.2	Film Nights There is no film in December. The January film will be <i>Downton Abbey: The Grand Finale</i>.
98.3	Amplifier Replacement Steyning Film Society agreed to replace the old amplifier in the gallery cabinet to keep sound quality high during film screenings. Tom Packer installed the new unit and set it up to run the speakers and the hearing loop.
98.4	Christmas Decorations We have purchased new Christmas decorations for the Steyning Centre. The Vintage Years group have put their tree up in Coombe Court. Customers have been commenting positively about this.
98.5	Christmas Closure The Steyning Centre will be closed from 24th December and will re-open on 2nd January. During the closure, our caretaker will take the opportunity to touch up any paintwork and extra cleaning. We have a New Years Eve booking for Jive dance. The hall is being charged at double time.
P25/99	ENFORCEMENT NOTICES
99.1	None.

P25/100 SPC RESPONSE TO CONSULATATIONS

100.1 Consultation on South Downs National Park technical advice note - Members invited to review the document and submit comments by 18 December 2025.

SPC does not fully support this advice note based on the following concerns –

- **Sections 2.5–2.8:** Members questioned the routine infilling of cavity walls, noting the risk of damp and damage in historic buildings. It was agreed the document should more clearly advise seeking independent professional advice before works are undertaken.
- **Section 3.8 (Solar panels):** Members expressed concern regarding ground-mounted solar panels due to potential ground and habitat damage and agreed professional advice should be sought prior to installation.
- **Section 3.9 (Wind turbines):** Members questioned the recommended use of wind turbines, citing concerns over wildlife impacts and environmental damage arising from maintenance requirements, including oil and diesel use, which increase overall carbon footprint.
- **Section 3.10 (Heat pumps):** Members noted that installation in historic buildings is likely to be prohibitively expensive due to insulation requirements, potential radiator replacement, and limited grant support.

100.2 Statutory Consultation on Local Government Reorganisation - Members invited to complete an SPC response following collation of members emails.

Members of the committee felt they did not have sufficient information to make a decision at the meeting and therefore agreed to correspond by email, submitting their responses to each section to the Deputy Clerk for collation and submission by 9 January.

Cllr Trundle **proposed, seconded by** Cllr Ballance to delay SPC's response. **Agreed.**

P25/101 FINANCE – PLANNING AND PREMISES

101.1 To discuss and agree the Income and Expenditure Reports for October and November

Cllr Trundle **proposed, seconded by** Cllr Hanson that SPC accepts the Planning and Premises Income and Expenditure Reports for October and November 2025. **Agreed.**

P25/102 CORRESPONDENCE/INFORMATION

102.1 None.

P25/103 DATE OF NEXT MEETING – Monday 26th January 2026 at 7.30pm

The Chairman closed the meeting at 8.48pm

Signed Chairman

Link to the meeting - <https://youtu.be/YOpoKJzdLD0>