
PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 23RD FEBRUARY 2026 AT 7.30PM AT THE STEYPNING CENTRE

Present: Cllrs Hanson, Trundle, Ballance, M Alexander

Members of the public: 0

Clerk: Leanne Poole

MINUTES

P25/117 APOLOGIES

117.1 Apologies received from Cllr Foxwell. Cllr Lloyd was absent.

P25/118 DECLARATIONS OF INTEREST

118.1 None.

P25/119 QUESTIONS FROM THE FLOOR

119.1 None.

P25/120 MINUTES – To agree the Planning & Premises minutes of the meeting on Monday 26th January

120.1 Cllr Trundle **proposed, seconded by** Cllr Hanson to accept the minutes of Monday 26th January 2026 as a true and fair record. **Agreed.**

P25/121 PLANNING APPLICATIONS

121.1 DC/25/2149 – Jarvis, Jarvis Lane - Erection of a single storey in-fill extension to rear elevation. Repair, restoration, selective alterations, including window repairs/replacements. Construction of a new driveway, and associated works (Householder).

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

121.2 DC/25/2150 - Jarvis, Jarvis Lane - Erection of a single storey in-fill extension to rear elevation. Repair, restoration, selective alterations, including window repairs/replacements. Construction of a new driveway, and associated works (Listed Building Consent).

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

121.3 DC/26/0191 - 29 Kings Stone Avenue - Variation of Condition 1 of previously approved application DC/25/1017 (Erection of side and rear extensions, including roof extensions with rear dormer and front, side and rear rooflights) to raise the height of the rear flat roof, small adjustment to the stairs and associated windows, reduction in the rear bifold doors, and change in orientation/type of the rear rooflight.

Cllr Trundle **proposed, seconded by** Cllr M Alexander. **No objection. Agreed.**

121.4 CA/26/0017 - Little Whitcombe, Church Street - Surgery to 1x Mixed Species Group (Works to Trees in a Conservation Area)

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

- P25/122 LATE PLANS**
- 122.1 CA/26/0019** - Twittenside, Montrose House, Penfold Way - Fell 1x Field Maple and 1x Ash (Works to Trees in a Conservation Area)
Cllr M Alexander **proposed, seconded by Cllr Trundle. No objection in consultation with HDC arboriculture officer. The committee would support replanting with appropriate species. Agreed.**
- 122.2 CA/26/0020** - Twittenside, Anegada Penfold Way - Fell 1x Beech (Works to Trees in a Conservation Area)
Cllr M Alexander **proposed, seconded by Cllr Trundle. No objection in consultation with HDC arboriculture officer. The committee support replanting with appropriate species. Agreed.**
- P25/123 PLANNING DECISIONS FROM HDC and SDNP**
- Permitted**
- 123.1 DC/25/1696** - Farm Track To The East of Pump House, North West of Kings Barn Farm. Description: Surgery to mixed species.
- 123.2 DC/25/1911** - 95 High Street, Steyning, West Sussex, BN44 3RE. Description: Erection of an infill extension between existing garage and summer house outbuilding, and conversion to habitable living space. (Householder Application).
- 123.3 DC/25/ 1918**- Smugglers Cottage, 36 Church Street, Steyning, West Sussex, BN44 3YB. Description: Replacement of existing roof tiles and associated lead soakers/flashings including any rainwater goods and flat roof coverings to the dormers. (Listed Building Consent).
- 123.4 DC/25/1793** - Steyning Grammar Upper School, Shooting Field, Steyning, West Sussex, BN44 3RX. Description: Surgery to 2 x Oak and 1 x Ash.
- 123.5 DC/25/2034** - 34 Roman Road, Steyning, West Sussex, BN44 3FN. Description: Demolition of conservatory. Erection of a single storey rear extension. Changes to fenestration.
- Withdrawn**
- 123.6 DC/25/1912** -95 High Street, Steyning, West Sussex, BN44 3RE. Description: Erection of an infill extension between existing garage and summer house outbuilding, and conversion to habitable living space. (Listed Building Consent).
- P25/124 ENFORCEMENT NOTICES**
- 124.1 SDNP/22/00047/COU** - Land at Pivotts Farm, Washington Road, Steyning.
- P25/124 REPORT FOR THE STEYNING CENTRE**
- 124.1 Bookings**
The projected income for December is £5,341.82, exceeding the previous month. Bookings are still going well with regular hirers and there have been several enquiries for party bookings. Enquiries for spring and summer events are beginning to increase.
- 124.2 Film Nights**
The February screening of *The Penguin Lessons* sold 41 tickets. The evening resulted in a loss of £70, taking into account hall hire charges. Attendance was slightly lower than hoped, however audience feedback was positive. The film for March is *The Ballad of Wallis Island*.
- 124.3 Repairs at The Steyning Centre**
A plumber attended site to address a leak from a toilet in the ladies' facilities. The issue has now been resolved.
- 124.4 High Street Public Toilets**
There was a call from a member of the public to report that one of the locks on the High Street public toilets was not functioning correctly. This issue has now been rectified and is fully operational once again.
- 124.5 Maintenance**
Steve has been doing some touch-up painting at the Steyning Centre and in the changing rooms to tidy up areas showing general wear and tear.
He has also been checking salt bin levels regularly and topping them up where needed.
- 124.6 Staffing**
Recruitment is ongoing for the caretaker position. The vacancy has been advertised, and initial enquiries have been received. Applications will be reviewed shortly, with interviews to follow.

- 124.7** In the interim, caretaking duties are being covered to ensure the continued smooth operation of The Steyning Centre.
- P25/125** **TO DISCUSS AND AGREE PLANNING APPLICATION FOR FRONT DOOR RENEWAL.**
125.1 Cllr Trundle **proposed, seconded by** Cllr Ballance that planning permission be sought and the associated costs approved. **Agreed.**
- P25/126** **FINANCE – PLANNING AND PREMISES**
126.1 **To discuss and agree the Income and Expenditure Reports for January**
Cllr Trundle **proposed, seconded by** Cllr Ballance that SPC accepts the Planning and Premises Income and Expenditure Reports for January 2026. **Agreed.**
126.2 **To discuss and agree electricity supplier quotes.**
Cllr Trundle **proposed, seconded by** Cllr Ballance to continue the supply from Laser Energy. **Agreed.**
126.3 **To discuss and agree Gardening Contractor requested rate increase.**
Cllr Trundle **proposed, seconded by** Cllr M Alexander that two further quotations be obtained before a decision is made. **Agreed.**
- P25/127** **DRAFT NATIONAL PLANNING POLICY FRAMEWORK (NPPF) CONSULTATION**
127.1 Cllr Trundle **proposed, seconded by** Cllr Ballance that a working party be convened at 1.00pm on 2nd March to formulate a SPC response to the consultation. The working party will comprise Cllrs Trundle, Ballance, M Alexander, Hanson and Bell, with input from Cllr Johnson via email. **Agreed.**
- P25/128** **CORRESPONDENCE/INFORMATION**
128.1 None
- P25/129** **DATE OF NEXT MEETING – Monday 23rd March 2026 at 7.30pm**

The Chairman closed the meeting at 8:09pm

Signed Chairman

Link to the meeting - <https://youtu.be/MK4vkrzStCE>