
PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 24TH NOVEMBER 2025 AT 7.30PM AT THE STEYNING CENTRE

Present: Cllrs Hanson, Trundle, M Alexander

Members of the public: 0

Clerk: Leanne Poole

MINUTES

P25/76 APOLOGIES

76.1 Apologies received from Cllrs Ballance and Foxwell. Cllr Lloyd was absent.

P25/77 DECLARATIONS OF INTEREST

77.1 Cllr Trundle declared a personal interest in application DC/25/1518 as she lives in a neighbouring property.

P25/78 QUESTIONS FROM THE FLOOR

78.1 None.

P25/79 MINUTES – To agree the Planning & Premises minutes of the meeting on Monday 27th October

79.1 Cllr Trundle **proposed, seconded by** Cllr Alexander to accept the minutes of Monday 27th October 2025 as a true and fair record. **Agreed**

P25/80 MATTERS ARISING AND ACTIONS

80.1 Steypning Centre front door upgrade - ongoing.

P25/81 PLANNING APPLICATIONS

81.1 **DC/25/1518** – Clivedale, Castle Lane - Surgery to 1 x Beech

Cllr Hanson **proposed, seconded by** Cllr Alexander. **No objection. Agreed 2 for, 1 abstention.**

81.2 **DC/25/1781** – Chewton, The Crescent - Surgery to 1x Beech

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

81.3 **DC/25/1754** - 67 Penlands Vale - Erection of a single storey rear extension, with terraced area above.

Alterations to fenestration colour, installation of 2no. windows on the north/north western elevation.

Alterations to the render on the east/north eastern elevation.

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

81.4 **DC/25/1745** - Hammes Barn, Washington Road - Application to confirm the continuous use of the building for business and commercial activities (Lawful Development Certificate Existing)

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

81.5 **DC/25/1786** - 77 Kings Stone Avenue - Demolition of garage. Erection of a single storey side and rear extension. Enclose front entrance porch to create lobby.

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

- 81.6** **DC/25/1138** - Land North of Glebe Farm - 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 Steyning by pass, provision of public open space, community orchard, sustainable drainage and other ancillary and enabling works. {Notification of SPC submission process} Cllr Trundle **proposed, seconded by** Cllr Alexander that this Committee delegate responsibility for any final 'Reserved Matters' Planning Application comments in regard to Land north of Glebe Farm ref. DC/25/1138 to the SPC Neighbourhood Plan Steering Committee. **Agreed.**
- 81.7** **CA/25/0135** - The Chantry House, 34 Church Street - Surgery to 2 x Mixed Species Group and 1 x Bay. (Works to Trees in a Conservation Area).
Cllr Trundle **proposed, seconded by** Cllr Hanson. **OBJECTION due to insufficient information. Agreed.**
- 81.8** **DC/25/1723** - Gatewick Farm - Application to confirm the continuous use of land for the storage of caravans, motorhomes and vehicles and the siting of metal storage containers and their use for storage purposes for a period in excess of ten years (Lawful Development Certificate Existing)
Cllr Trundle **proposed, seconded by** Cllr Alexander. **OBJECTION due to the area being subject to enforcement order EN/25/0123. Agreed.**
- 81.9** **CA/25/0137** – Tunsgate, Jarvis Lane - Surgery to 1 x Cherry. (Works to Trees in a Conservation Area).
Cllr Trundle **proposed, seconded by** Cllr Hanson. **No objection. Agreed.**
- 81.10** **CA/25/0138** – Ashburton, High Street - Fell 1 x Horse Chestnut. (Works to Trees in a Conservation Area).
Cllr Trundle **proposed, seconded by** Cllr Alexander. **OBJECTION due to insufficient information. Agreed.**
- 81.11** **DC/25/1847** - Kings Barn Lane - The installation of 1 No. omni antenna, 1 No. enclosure, and ancillary support equipment.
Cllr Trundle **proposed, seconded by** Cllr Hanson. **No objection. Agreed.**
- 81.12** **DC/25/1851** - Opposite 31 Goring Road - Installation of above-ground cabinets to house electronic equipment.
Cllr Trundle **proposed, seconded by** Cllr Alexander. **OBJECTION due to the colour not being in sympathy with the surrounding area and the cabinets obstructing the path.**
- P25/82** **LATE PLANS**
- 82.1** None.
- P25/83** **PLANNING DECISIONS FROM HDC and SDNP**
Permitted
- 83.1** **DC/25/1351** - Staplefields, Ty-Barn, Horsham Road, Steyning, West Sussex, BN44 3AA. Description: Erection of a single storey front extension and two storey side extension.
- 83.2** **DC/25/1381** - Wappingthorn Manor, Horsham Road, Steyning, West Sussex, BN44 3AA. Description: Variation of Condition 1 of previously approved application DC/24/0849 (Renovation of existing bothy, erection of a replacement garage, creation of new parking area, erection of garden store, glass house, and works to existing pool building, and associated landscaping (in lieu of previous permission refs: DC/21/0399 & DC/21/0400 and DC/21/0812 & DC/21/0813) (Householder Application)) for amendments to parking layout and landscaping.
- 83.3** **DC/25/1410** - 2 Chantry Orchard, Tanyard Lane, Steyning, West Sussex, BN44 3SL. Description: Alterations to property including installation of a bay window, rooflight and changes to existing doors and windows.
- 83.4** **DC/25/1431** - 19 Newham Lane, Steyning, West Sussex, BN44 3LR. Description: Erection of a Carport.
- 83.5** **DC/25/1396** - 11 White Horse Square, Steyning, West Sussex, BN44 3GQ. Description: Existing and proposed use of property as a residential house including the associated garden (Lawful Development Certificate - Existing).
- 83.6** **DC/25/1432** - The Memorial Playing Field (Mpf) Steyning, BN44 3LS. Description: Installation of 1x non-illuminated free standing sign.
- P25/84** **REPORT FOR THE STEYNING CENTRE**
- 84.1** **Bookings**
The projected income for October is £6192.12.

- 84.2 Film Nights**
November's planned film, *The Phoenician Scheme*, couldn't be shown as the projectionist was unwell. Twenty tickets had been sold in advance, and everyone has either received a refund or can use their ticket for the next screening in January.
- 84.3 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 will install the new unit and set it up to run the speakers and the hearing loop. The purchase and installation should take around two weeks. The current amplifier belongs to the Steyning Centre and is still in working order, so it will be kept on site as a spare.
- 84.4 Annual Catering Equipment Service**
The annual service of the catering equipment is scheduled for Wednesday 26 November. Engineers will be on site to carry out routine checks and maintenance. The Saxon Room fridge has already been replaced separately, as it was no longer working.
- 84.5 Flat Roof Leak**
A leak was found in the flat roof. The company that originally carried out the work attended and repaired it free of charge.
- 84.6 Accident Report – Friday 24 October 2025**
A member of the public has reported an accident that occurred on Friday 24 October 2025 while exiting the men's toilets by the bus shelter on the High Street. They did not see the step down and fell, hitting their head. Members of the public assisted, and an ambulance was called. Following a site visit, it was agreed that the step needed clearer marking. Nosing strips have now been fitted.

P25/85 ENFORCEMENT NOTICES

85.1 None.

P25/86 CONSULTATION REQUEST

86.1 To note that the South Downs National Park Authority has invited the parish to review and fact check a new "has potential" site within the updated Land Availability Assessment. This site {Bayards Field} has been reassessed due to new information. Comments needed to be submitted by Monday 24 November 2025. The response has been prepared by the Neighbourhood Plan Steering Group as per delegated by SPC Full Council.

P25/87 FINANCE – PLANNING AND PREMISES

87.1 To discuss and agree the Income and Expenditure Reports for October

The report was not discussed as it was not yet available.

87.2 To consider the Premises budget 2026/27 as per supporting papers and to agree recommendation to F&GP committee.

Cllr Trundle **proposed, seconded by** Cllr Hanson that SPC accepts the Premises budget (as per supporting papers). **Agreed.** The committee would like to prioritise the renewal and accessibility improvements of the bus shelter and the High Street toilets.

P25/88 CORRESPONDENCE/INFORMATION

88.1 None.

P25/89 DATE OF NEXT MEETING – Monday 15th December 2025 at 7.30pm

The Chairman closed the meeting at 8.34pm

Signed Chairman

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