
PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 26TH JANUARY 2026 AT 7.30PM AT THE STEYPNING CENTRE

Present: Cllrs Hanson, Trundle, Ballance, Alexander

Members of the public: 0

Clerk: Leanne Poole

MINUTES

P25/104 APOLOGIES

104.1 Apologies received from Cllrs Lloyd and Foxwell.

P25/105 DECLARATIONS OF INTEREST

105.1 None.

P25/106 QUESTIONS FROM THE FLOOR

106.1 None.

P25/107 MINUTES – To agree the Planning & Premises minutes of the meeting on Monday 15th December

107.1 Cllr Trundle **proposed, seconded by** Cllr Hanson to accept the minutes of Monday 15th December 2025 as a true and fair record. **Agreed.**

P25/108 MATTERS ARISING AND ACTIONS

108.1 Steypning Centre front door upgrade – see item 112.8.

P25/109 PLANNING APPLICATIONS

109.1 DC/25/1918 - Smugglers Cottage, 36 Church Street - Replacement of existing roof tiles and associated lead soakers/flashings including any rainwater goods and flat roof coverings to the dormers. (Listed Building Consent).

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

109.2 DC/25/2034 - 34 Roman Road - Demolition of conservatory. Erection of a single storey rear extension. Changes to fenestration.

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

109.3 DC/25/2086 - 9 Penlands Way - Erection of a single storey rear extension and changes to fenestration.

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

109.4 DC/25/1994 - Chancton Down, Horsham Road - Conversion of cattery building into 1no. dwelling.

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

109.5 CA/25/0147 – Tribschen, Mouse Lane - Fell x2 Laurels (Works to Trees in a Conservation Area).

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

109.6 DC/25/2116 - Dingemans Court - Surgery to 1 x Maple. Surgery to 1 x Hawthorn.

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

- 109.7** **DC/25/2155** - Dingemans Court - Surgery to 1 x Apple. Surgery to 1 x Acacia. Surgery to 1 x Whitebeam. Surgery to 1 x Field Maple. Surgery to 1 x Silver Birch.
Cllr Trundle **proposed, seconded by Cllr Hanson. No objection. Agreed.**
- 109.8** **DC/25/2117** - 20A Newham Lane - Replacement of flat garage roof with pitched roof, increase in garage footprint and erection of new boundary wall and gates.
Cllr Trundle **proposed, seconded by Cllr Ballance. No objection. Agreed.**
- 109.9** **DC/26/0030** - Huddlestone Farm, Horsham Road - Variation of Condition 1 of previously approved application DC/22/0100 (Installation of a solar farm with associated infrastructure) Relating to the Traffic Management Plan.
Cllr Trundle **proposed, seconded by Cllr Ballance. OBJECTION due to long term intrusion to nearby residential property, Nutwood House. Agreed.**
- 109.10** **DC/25/1953** – Alders, Horsham Road - Change of use of 2no. outbuildings to be used as self-contained holiday lets (Use class C3). (Retrospective).
Cllr Trundle **proposed, seconded by Cllr Ballance. No objection. Agreed 3 for 1 abstention. Members were disappointed that full predevelopment plans had not been submitted.**
- P25/110** **LATE PLANS**
- 110.1** **DC/26/0058** – Pilgrims Cottage - Erection of a single storey rear extension.
Cllr Trundle **proposed, seconded by Cllr Alexander. No objection. Agreed.**
- P25/111** **PLANNING DECISIONS FROM HDC and SDNP**
Permitted
- 111.1** **DC/25/1378** - 18 Sir Georges Place. Description: Creation of car parking space within the curtilage of flats 18, 19, 20 and 21 with provision new steps for side and rear access.
- 111.2** **DC/25/1650** - 140 High Street. Description: Scheme of internal and external alterations. (Householder Application).
- 111.3** **DC/25/1651** - 140 High Street. Description: Scheme of internal and external alterations. (Listed Building Consent).
- 111.4** **DC/25/1138** - Land North of Glebe Farm and Kings Barn Lane. Description: 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.
- 111.5** **DC/25/1723** - Gatewick Farm. Description: 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.
- 111.6** **DC/25/1754** - 67 Penlands Vale. Description: 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.
- 111.7** **DC/25/1518** – Clivedale. Description: Surgery to 1 x Beech.
- 111.8** **DC/25/1629** – Laurus. Description: Surgery to 1 x Lime. Surgery to 1 x Oak.
- 111.9** **DC/25/1781** – Chewton. Description: Surgery to 1x Beech.
- P25/112** **REPORT FOR THE STEYNING CENTRE**
- 112.1** **Bookings**
The projected income for December is £4,887.10. Bookings are going well and there have been several one off bookings for parties.
- 112.2** **Film Nights**
The January film was *Downton Abbey: The Grand Finale*. 49 tickets were sold and overall there was a loss of £29.75. It was noted that the sound quality was better than previous film nights and staff believe this was down to the addition of acoustic boards in Coombe Court and a new amplifier. The next film is *The Penguin Lessons*.

- 112.3 Alarm System**
ADT attended site to upgrade the intruder alarm system. The majority of the works have now been completed, with one additional part outstanding before the upgrade can be fully finalised. ADT will also be providing a quotation for the upgrade of the fire alarm system.
- 112.4 Grand Piano**
The grand piano has been professionally tuned. The cost of the tuning was £80.
- 112.5 Historic SPC Minutes**
Historic Steyning Parish Council minutes have now been transferred to the West Sussex Record Office for secure archiving and future reference.
- 112.6 Staffing**
John Grimster has submitted his notice and will be leaving his caretaker role. This is due to health reasons. John will be greatly missed by staff and customers alike. Arrangements are being made to advertise for a new caretaker to fill the vacancy.
- 112.7 Water Heater in ladies toilets**
Hot water has been unavailable in the ladies' toilets at the Steyning Centre for over a month due to a faulty water heater. A quote of £1,960 has been received to supply and install a replacement unit. Members have requested further quotes be sought and brought back to the next meeting.
- 112.8 To discuss and agree quotes for Steyning Centre front door upgrade.**
Cllr Trundle **proposed, seconded by** Cllr Ballance that the Planning & Premises committee recommends to Full Council that the cost of the Steyning Centre door upgrade be funded from the relevant earmarked reserves on accepting a quote from company 1 for the price of £17,365.80 + VAT. **Agreed.**
- P25/113 ENFORCEMENT NOTICES**
113.1 None.
- P25/114 FINANCE – PLANNING AND PREMISES**
114.1 To discuss and agree the Income and Expenditure Reports for December
Cllr Trundle **proposed, seconded by** Cllr Alexander that SPC accepts the Planning and Premises Income and Expenditure Reports for December 2025. **Agreed.**
- 114.2 Steyning Centre fees and charges for 2027/28 - to discuss and agree any price increase for April 2027 to March 2028.**
Cllr Trundle **proposed, seconded by** Cllr Hanson to increase the Steyning Centre fees and charges for 2027/28 by 4%. **Agreed.**
- P25/115 CORRESPONDENCE/INFORMATION**
115.1 Receipt of 35-day Section 106 Notice – DC/21/2233
Modification of planning obligations to approved application DC/21/2233 - Land North of Glebe Farm and Kings Barn Lane Kings Barn Lane Steyning West Sussex
Cllr Victoria Finnegan advised that a 35-day notice has been issued in relation to proposed amendments to the Section 106 agreement for planning application DC/21/2233.
Initial concerns were raised on receipt of the notice; however, the proposed changes reflect matters previously discussed and agreed at Planning Committee.
The amendments relate to the following:
 - Improvements to electricity hookups in the communal areas. Victoria has written back to request that water hookups, as agreed in the committee report, are also explicitly included to support community use of the space.
 - Removal of a restrictive covenant which previously prevented the establishment of a community area.

- Amendment of the wording relating to funding for White Bridge to include associated works, such as paths and surrounding infrastructure, and not solely the metal structure.
- Revisions to the affordable housing mix to better align with the Horsham District Council housing register, including a greater emphasis on larger properties.

In addition, Cllr Finnegan has requested that the Parish Council and the wider partnership be involved in any future design work relating to the pavilion and community space, with a view to improving its current appearance and functionality.

P25/116 **DATE OF NEXT MEETING** – Monday 23rd February 2026 at 7.30pm

The Chairman closed the meeting at 8.32pm

Signed Chairman

Link to the meeting - <https://youtu.be/0afih62z-II>