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

Present: Cllrs Trundle, Ballance, Foxwell, M Alexander, Hanson.

Members of the public: 0

Clerk: Leanne Poole

MINUTES

P25/130 APOLOGIES

130.1 Apologies received from Cllr Lloyd.

P25/131 DECLARATIONS OF INTEREST

131.1 Cllrs Foxwell and Ballance declared an interest in DC/26/0305 as they are friends with the applicant.

P25/132 QUESTIONS FROM THE FLOOR

132.1 None.

P25/133 MINUTES – To agree the Planning & Premises minutes of the meeting on Monday 23rd February

133.1 Cllr Trundle **proposed, seconded by** Cllr Ballance to accept the minutes of Monday 23rd February 2026 as a true and fair record. **Agreed.**

P25/134 MATTERS ARISING

134.1 Water Heater in ladies' toilets. See item 140.2.

134.2 Gardening Contractor requested rate increase. See item 140.3.

P25/135 PLANNING APPLICATIONS

135.1 **DC/26/0315** - Elmley House, Holland Road - Surgery to x1 Corsican Pine Tree

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

135.2 **DC/26/0325** - Land North of Glebe Farm and Kings Barn Lane - Variation of conditions 19 and 21 of previously approved application reference DC/21/2233 (Outline application for up to 265 dwellings, demolition of No. 37 Kings Barn Lane to provide new pedestrian/cycle/emergency link, provision of vehicular access from the A283 Steypning by-pass, provision of public open space, community orchard, sustainable drainage and other ancillary and enabling works. All matters reserved except for vehicular access from A283) relating to water neutrality.

Cllr Trundle **proposed, seconded by** Cllr Foxwell. **No objection. Agreed 4 for, 1 abstention.**

135.3 **DC/26/0305** - 90 High Street - Refurbishment works to existing detached garage.

Cllr Trundle **proposed, seconded by** Cllr M Alexander. **No objection. Agreed 3 for, 2 abstentions.**

135.4 **DC/26/0308** - Chequer Inn, 41 High Street - Installation of 1 x double sided illuminated hanging sign to existing bracket to with new linolites and drop panel, and 1 x clean and relamp of existing lantern. (Advertisement Application).

Cllr Trundle **proposed, seconded by** Cllr M Alexander. **No objection provided illumination is switched off at closing time. Agreed.**

- 135.5** **DC/26/0309** - Chequer Inn, 41 High Street - Installation of 1 x double sided illuminated hanging sign to existing bracket to with new linolites and drop panel, and 1 x clean and relamp of existing lantern. (Listed Building Consent). Cllr Trundle **proposed, seconded by** Cllr M Alexander. **No objection provided illumination is switched off at closing time. Agreed.**
- 135.6** **DC/26/0351** - 39 First Floor High Street - Erection of timber partition stud walls, installation of new WC at First floor (Listed Building Consent)
Cllr Trundle **proposed, seconded by** Cllr Hanson. **No objection. Agreed.**
- 135.7** **DC/26/0322** – Steyning Grammar School - Part-demolition of existing teaching buildings, MUGAs and all-weather pitch. Construction of replacement 2-storey and 3-storey teaching buildings, flood-lit all-weather pitch and hard surfaced sports courts, with associated access, parking, landscaping and infrastructure.
Cllr Trundle **proposed, seconded by** Cllr Ballance that this application be delegated to the Neighbourhood Plan Steering Committee to agree a response. **Agreed.**

P25/136 LATE PLANS

- 136.1** **DC/26/0333** - Wyckham Farmhouse - Internal alterations to revise the line of separation between Wyckham Farm Cottage and Wyckham Farmhouse. (Listed Building Consent).
Cllr Trundle **proposed, seconded by** Cllr Foxwell. **No objection. Agreed.**

P25/137 PLANNING DECISIONS FROM HDC and SDNP

Permitted

- 137.1** **DC/25/1559** - 8 Laines Road, Steyning, West Sussex, BN44 3LL. Description: Erection of a part single storey, part two storey rear extension and two storey side extension.
- 137.2** **DC/25/2086** - 9 Penlands Way, Steyning, West Sussex, BN44 3PN. Description: Erection of a single storey rear and side extension and changes to fenestration.
- 137.3** **DC/25/2117** - 20A Newham Lane, Steyning, West Sussex, BN44 3LR. Description: Replacement of flat garage roof with pitched roof, increase in garage footprint and erection of new boundary wall and gates.
- 137.4** **DC/25/2116** - Dingemans Court, Shooting Field, Steyning, West Sussex, BN44 3RU. Description: Surgery to 1 x Maple and 1 x Hawthorn.
- 137.5** **DC/25/2155** - Dingemans Court, Shooting Field, Steyning, West Sussex, BN44 3RU. Description: Surgery to 1 x Apple, 1 x Acacia, 1 x Whitebeam, 1 x Field Maple and 1 x Silver Birch.
- 137.6** **DC/25/1953** – Alders, Horsham Road, Steyning, West Sussex, BN44 3AA. Description: Change of use of 2no. outbuildings to be used as self-contained holiday lets (Use class C3). (Retrospective).

Refused

- 137.8** **DC/26/0042** - Cowshed Studio, Hammes Barn, Washington Road, Steyning, West Sussex, BN44 3DA. Description: Prior Notification for the Change Of Use from commercial (Use Class E) to residential (Use Class C3) to form 1no. dwelling.

P25/138 ENFORCEMENT NOTICES

- 138.1** **EN/26/0095** - Land Parcel at 518445 111452 Kings Barn Lane - Alleged: Construction traffic associated with the development at land north of Glebe Farm and Kings Barn Lane not using approved route

P25/139 REPORT FOR THE STEYNING CENTRE

139.1 Bookings

The projected income for February is £5,628.67. Bookings are still going well with regular hirers and there have been several enquiries for party bookings.

139.2 Film Nights

The March screening of *The Ballad of Wallis Island* sold 65 tickets. The evening resulted in a profit of £65. Audience feedback was positive. The film for April is *The Life of Chuck*.

- 139.3 Repairs at The Steyning Centre**
Three quotes have been received to replace the water heater in the ladies' toilets. These have come in at £1026.23, £1800 and £1960. Councillors are requested to consider and approve one of the quotations. This replacement is required to ensure compliance with water hygiene standards, as advised by TSS, and to mitigate the risk of Legionella.
- 139.4 Bicycle racks**
New bicycle racks have been installed at the front of the building, improving accessibility and encouraging sustainable travel.
- 139.5 Staffing**
Recruitment for the caretaker position remains ongoing. The initial advertisement on Indeed did not generate suitable applicants. The role has since been promoted via social media and local notice boards to widen reach.

P25/140 FINANCE – PLANNING AND PREMISES

- 140.1 To discuss and agree the Income and Expenditure Reports for February**
Cllr Trundle **proposed, seconded by** Cllr Hanson that SPC accepts the Planning and Premises Income and Expenditure Reports for February 2026. **Agreed.**
- 140.2 To discuss and agree quotes for water heater replacement.**
Cllr Trundle **proposed, seconded by** Cllr Foxwell to accept the quote of £1062.23 for the new water heater in the ladies' toilets in The Steyning Centre, subject to references being obtained and a warranty provided. **Agreed.**
- 140.3 To discuss and agree Gardening Contractor requested rate increase.**
Cllr Trundle **proposed, seconded by** Cllr M Alexander that SPC accept the rate increase of our current contractor as the price of £25 per hour is in line with other quotes received. **Agreed.**

P25/141 CORRESPONDENCE/INFORMATION

None

P25/142 DATE OF NEXT MEETING – Monday 27th April 2026 at 7.30pm

The Chairman closed the meeting at 8.15pm

Signed Chairman

Link to the meeting - https://youtu.be/JDgkMXeHN_I