



The Steypning Centre
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PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 22ND JUNE 2026 AT 7.30PM AT THE STEYNING CENTRE

Present: Cllrs Trundle, Ballance, Hanson, M Alexander

Members of the public: 0

Clerk: Leanne Poole

DRAFT MINUTES

P26/13 APOLOGIES

13.1 Apologies received from Cllrs Foxwell and Lloyd.

P26/14 DECLARATIONS OF INTEREST

14.1 None.

P26/15 QUESTIONS FROM THE FLOOR

15.1 None.

P26/16 MINUTES – To agree the Planning & Premises minutes of the meeting on Tuesday 26th May 2026

16.1 Cllr Trundle **proposed, seconded by** Cllr Ballance to accept the minutes of Tuesday 26th May 2026 as a true and fair record. **Agreed.**

P26/17 PLANNING APPLICATIONS

17.1 **SDNP/26/01990/FUL** - Charlton Court Granary, Mouse Lane - Proposed Solar Array

Cllr Trundle **proposed, seconded by** Cllr Ballance. **OBJECTION due to lack of information about the battery storage and potential hazards associated with them. The solar panels should be raised above the ground, on a roof to protect the land from environmental damage. Agreed.**

17.2 **DC/26/0846** - 8 Church Street - Erection of a two storey rear extension and alterations to fenestration.

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

17.3 **DC/26/0845** - 37 Kings Stone Avenue - Erection of a single-story rear extension, conversion of loft into habitable living space, installation of a rear dormer and hip-to-gable roof extension, formation of raised rear deck, erection of attached bike store and detached garden shed, installation of solar PV panels, air source heat pump and associated external alterations including re-rendering, replacement windows and doors.

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

17.4 **DC/26/0888** - 20 Ingram Road - Side and rear extensions and increased roof height to existing garage.

Cllr Ballance **proposed, seconded by** Cllr M Alexander. **OBJECTION due to lack of information, floor plans and detail. Agreed.**

17.5 **CA/26/0069** – Chantryside, Church Street - Surgery to 2x Yew, 2x Leylandii, 1x Pyracantha, 1x Yew Hedge, 1x Bay, 1x Viburnum, 1x Forsythia, 1x Hazel and 1x Lilac (Works to Trees in a Conservation Area).

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



Town Clerk: John Fullbrook
Deputy Clerk: Leanne Poole

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- P26/18 LATE PLANS**
- 18.1 DC/26/0534** – Chewton - Demolition of side extension. Erection of single storey front extension. Loft conversion together with hip to gable roof, installation of front and rear dormers and balcony above rear bay window. Alterations to fenestration and elevational treatment.
Cllr Trundle **proposed, seconded by Cllr Hanson. OBJECTION as the original design materials have not been superseded, the revised plans appear to comprise non-material internal amendments only, and it is still out of sympathy with the surrounding properties and streetscape. Agreed.**
- 18.2 CA/26/0072** – Atherton, Jarvis Lane - Fell 1x Holly (Works to Trees in a Conservation Area).
Cllr Trundle **proposed, seconded by Cllr Ballance. No objection. Agreed.**
- P26/19 PLANNING DECISIONS FROM HDC and SDNP**
- Permitted**
- 19.1 DC/26/0325** - Land North of Glebe Farm and Kings Barn Lane. Description: Removal of conditions 19 (water efficiency measures) and 21 (water neutrality strategy) and variation of trigger of Condition 14 (traffic noise mitigation) of planning approval 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 Steyning by-pass).
- P26/20 ENFORCEMENT NOTICES**
- 20.1 EN/26/0200** - Calcot Farm, Horsham Road. Alleged: Removal of hedgerow to facilitate access to field.
- P26/21 REPORT FOR THE STEYNING CENTRE**
- 21.1 Bookings**
The projected income for May is £5,803.08. Bookings continue to perform well, although many of the regular hirers are now beginning their summer breaks. New groups, including the silent disco and Indian cooking classes have proved popular, with more dates being booked for future months.
- 21.2 Film Nights**
The June screening of *Hamnet* sold 60 tickets. The evening resulted in a profit of £163.15. Audience feedback was very positive. The film for July is *Wuthering Heights* and ticket sales are on sale now.
- 21.3 Front Door Upgrade**
Plans to upgrade the front entrance doors are progressing. A planning application has been submitted, although further information is required from the contractor before it can be validated.
- 21.4 Caretakers**
During quieter periods, our caretakers have taken on a range of additional duties. Steve has been carrying out maintenance work at the play areas, while Paul has been using his carpentry skills to restore furniture and assist with various projects around Steyning.
- 21.5 Water heater**
The new water heater in the ladies' toilets has been installed at a cost of £591.60. We were very pleased with the standard of work carried out, and the contractor proved to be conscientious and professional throughout. We would therefore be happy to consider him for future work.
- 21.6 CCTV Cupboard – High Street**
Access was required to the CCTV cupboard located in the High Street to facilitate the installation of public Wi-Fi and support future CCTV provision. The key, previously held by Sussex Police, could not be located despite numerous attempts over several months to make contact. As a result, a locksmith replaced the lock on the reinforced door at a cost of £688.44.
- P26/22 FINANCE – PLANNING AND PREMISES**
- 22.1 To discuss and agree the income and expenditure reports for April 2026.**
Cllr Trundle **proposed, seconded by Cllr Hanson** that STC accepts the Planning and Premises Income and Expenditure Reports for April 2026. **Agreed.**

- 22.2 To consider a request from Greening Steyning for a room hire discount.**
Cllr Trundle **proposed, seconded by** Cllr M Alexander that Greening Steyning receive a 10% discount for the room hire on 24th June for their screening of the ‘People’s Emergency Briefing’. **Agreed 3 for, 1 abstention.**
- P26/23 STREET NAMING FOR GLEBE FIELDS DEVELOPMENT**
23.1 To consider suggested street names for the Glebe Fields development and agree any actions.
Cllr Trundle **proposed, seconded by** Cllr Hanson that the committee agrees to invite The Steyning Society and The History Society (and any others) to submit suggestions for street names for the Glebe Fields development, with recommendations to be considered by the F&GP Committee on 7th July 2026. Members also suggested their own ideas to be put forward – St Cuthman, St Andrew, Field, Paddock, Orchard, Meadow, Church, Farm. **Agreed.**
- P26/24 CORRESPONDENCE/INFORMATION**
24.1 The committee noted that the annual Roundhill Romp, Organised by Steyning Athletics Club, will take place on 1st July 2026. Access to the changing room facilities has been granted for participants.
- P26/25 DATE OF NEXT MEETING – Monday 27th July 2026 at 7.30pm**

The Chairman closed the meeting at 8.44pm

Signed Chairman

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