



The Steypning Centre
Fletchers Croft
Steypning
West Sussex, BN44 3XZ

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PLANNING & PREMISES COMMITTEE MEETING HELD ON TUESDAY 26TH MAY 2026 AT 6.00PM AT THE STEYNING CENTRE

Present: Cllrs Trundle, Ballance, Hanson, Lloyd.

Members of the public: 0

Clerk: Leanne Poole

MINUTES

P26/01 APOLOGIES

01.1 Apologies received from Cllrs Foxwell and M Alexander.

P26/02 DECLARATIONS OF INTEREST

02.1 None.

P26/03 QUESTIONS FROM THE FLOOR

03.1 None.

P26/04 ELECTION OF VICE-CHAIRMAN – to elect a vice-chairman for the municipal year

04.1 Cllr M Alexander was nominated for Vice-Chairman. Cllr Trundle **proposed, seconded by** Cllr Ballance that Cllr M Alexander be Vice-Chairman. **Agreed.**

P26/05 MINUTES – To agree the Planning & Premises minutes of the meeting on Monday 27th April

05.1 Cllr Trundle **proposed, seconded by** Cllr Ballance to accept the minutes of Monday 27th April 2026 as a true and fair record. **Agreed 3 for, 1 abstention.**

P26/06 PLANNING APPLICATIONS

06.1 CA/26/0057 – Steypning Grammar School Boarding - Surgery x 1 Maple, x 1 Holly (Works in a Conservation Area)

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

06.2 CA/26/0063 - Fletchers Croft St Cuthberts Open Space - Surgery to 1x Alder.

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

06.3 DC/26/0675 - 121 Shooting Field - Construction of ramped access to connect the existing front entrance to the public footpath to facilitate wheelchair access.

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

06.4 DC/26/0695 - Hammes Barn Washington Road - Change of Use of an existing building from commercial use (Use Class E) to a single residential dwelling (Use Class C3) at the Cow Shed Studio.

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

P26/07 LATE PLANS

07.1 PREM/6409/26 - Wildfires Festival, Wiston Estate - New Premises Licence Application.

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

07.2 DC/26/0322 - Steyning Grammar Upper 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 Hanson. No objection – the committee support the amended plan and the inclusion of the 2g all-weather pitch. Agreed.**

P26/08 PLANNING DECISIONS FROM HDC and SDNP

Permitted

08.1 DC/26/0305 - 90 High Street, Steyning, West Sussex, BN44 3RD. Description: Refurbishment works to existing detached garage.

08.2 DC/26/0308 - Chequer Inn, 41 High Street, Steyning, West Sussex, BN44 3RE. Description: 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).

08.3 DC/26/0309 - Chequer Inn, 41 High Street, Steyning, West Sussex, BN44 3RE. Description: Installation of 1 x double sided illuminated hanging sign to existing bracket to with new linolites and drop panel, and 1 x clean and re-lamp of existing lantern. (Listed Building Consent).

08.4 DC/26/0315 - Elmley House, Holland Road, Steyning, West Sussex, BN44 3GJ. Description: Surgery to x1 Corsican Pine Tree

08.5 DC/25/2149 – Jarvis, Jarvis Lane, Steyning, West Sussex, BN44 3GL. Description: 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.

08.6 DC/26/0333 - Wyckham Farmhouse, Wyckham Lane, Steyning, West Sussex, BN44 3YW. Description: Internal alterations to revise the line of separation between Wyckham Farm Cottage and Wyckham Farmhouse. (Listed Building Consent).

08.7 DC/26/0351 - 39 First Floor, High Street, Steyning, West Sussex, BN44 3YE. Description: Erection of timber partition stud walls, installation of new WC at First floor (Listed Building Consent)

08.8 DC/26/0431 - 6 Norfolk Cottages, High Street, Steyning, West Sussex, BN44 3GT. Description: Fell 4 x Sycamore (Works to trees in a Conservation Area).

P26/09 ENFORCEMENT NOTICES

09.1 EN/26/0138 - 20 Thornsroft, Steyning, West Sussex, BN44 3RP. Alleged: Condition of the front and rear garden of the house is harming the amenity of the area.

P26/10 REPORT FOR THE STEYNING CENTRE

10.1 Bookings

The projected income for April is £6013.64. Bookings are still going well with regular hirers and there has been very positive feedback from customers, praising the facilities and caretakers.

10.2 Film Nights

The May screening of *The Choral* sold 60 tickets. The evening resulted in a profit of £39.10. Audience feedback was very positive. The film for June is *Hamnet* and ticket sales are progressing well.

10.3 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.

The current doors stopped functioning this month and engineers attended site. They confirmed that the drive unit is failing and that the fuse protecting the motor circuit had blown. A new fuse has been fitted, but it is unclear how long the existing doors will remain operational.

- 10.4 Staffing**
A new caretaker has been appointed. Training is currently underway to familiarise him with the building and day to day procedures.
- 10.5 Water heater**
The new water heater in the ladies’ toilets is scheduled to be installed on 27 May at a cost of £510. This replacement is required to ensure compliance with water hygiene standards, as advised by TSS

P26/11 CORRESPONDENCE/INFORMATION
11.1 None

P26/12 DATE OF NEXT MEETING – Monday 22nd June 2026 at 7.30pm

The Chairman closed the meeting at 6:19pm

Signed Chairman

Link to the meeting - <https://youtu.be/hwyHhThS0Oc>