



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

Tel 01903 812042

www.steyningpc.gov.uk

PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 27TH JULY 2026 AT 7.30PM AT THE STEYNING CENTRE

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

Members of the public: 22

Clerk: Leanne Poole, John Fullbrook

DRAFT MINUTES

P26/26 APOLOGIES

26.1 None.

P26/27 DECLARATIONS OF INTEREST

27.1 Cllr Trundle declared an interest in application DC/26/1112, as a neighbouring resident.
It was noted that application DC/26/0702 had been submitted by Steypning Town Council.

P26/28 QUESTIONS FROM THE FLOOR

28.1 The Chair stated that questions relating to specific planning applications were to be taken when the relevant application was considered.

P26/29 MINUTES – To agree the Planning & Premises minutes of the meeting on Monday 22nd June 2026

29.1 Cllr Trundle **proposed, seconded by** Cllr Hanson to accept the minutes of Monday 22nd June 2026 as a true and fair record. **Agreed.**

P26/30 PLANNING APPLICATIONS

30.1 DC/26/0946 - Steypning Cricket Club - Demolition of the existing club house and changing room building and the construction of a new single storey pavilion and part 1.5 storey changing facility with associated landscaping and storage areas.

The Committee received a summary of the Cricket Clubs pre-application engagement. Previous concerns had included the scale of the development, noise and light pollution, proximity to neighbouring properties, parking, increased social use and the effect upon the conservation area.

Members noted that the revised application had:

1. Removed an entire floor from the pavilion and reduced the building height by more than two metres.
2. Reduced the size and capacity of the function room.
3. Positioned doors and windows away from neighbouring properties.
4. Located air conditioning equipment on the side of the building facing the police station.
5. Used materials intended to reflect the conservation area, including brick, flint and slate.
6. Been designed to achieve carbon-negative operation.
7. Included improved and accessible changing, toilet and spectator facilities.

The Chair of the F&GP Committee provided an update on progress regarding the proposed lease with the Steyning Cricket Club, noting that this update related to lease discussions rather than the planning application itself.

The committee had previously raised concerns about achieving an appropriate balance between the Cricket Club's sporting function and the proposed hospitality use. Having reviewed the revised proposals, the F&GP committee considered that a more appropriate balance had now been achieved.

Cllr Trundle **proposed, seconded by Cllr Lloyd. No objection, with a view to further discussion on material selection and colour palette with Steyning Town Council. Agreed 5 for, 1 abstention.**

- 30.2 DC/26/0702** – The Steyning Centre - Replacement of existing entrance automatic swing doors with external automatic sliding doors.

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

- 30.3 CA/26/0074** - Holland Cottage, Church Street - Fell 1x Pear.

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

- 30.4 DC/26/1041** - Steyning Grammar Upper School - Surgery to 3 x Oak.

Cllr Trundle **proposed, seconded by Cllr Ballance. No objection subject to consultation with HDC arboriculture officer. Agreed.**

- 30.5 DC/26/0978** - Beltane Cottage, 29 Church Street - Replacement of 6 steel windows with slim line double glazed Royale Stepped Aluminium Heritage frames (Listed Building Consent).

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

- 30.6 DC/26/0911** - 20 Newham Close - Installation of level access platform and steps to the front and rear. Replacement of door with level threshold door.

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

- 30.7 DC/26/0915** - Alderwood Ponds, Horsham Road - Application to confirm the Use of 'The Dwelling' building as a self-contained dwellinghouse (Lawful Development Certificate Existing).

Cllr Trundle **proposed, seconded by Cllr Lloyd. No objection. Agreed 5 for, 1 abstention.**

- 30.8 DC/26/0955** - Calcot Farm, Horsham Road - Change of use of part of a former agricultural building and 10m x 18m of adjacent yard to commercial use; for the storage of soil improver bagging equipment, bagging of soil improver, storage of bagged surplus soil improver and distribution of the same. (Retrospective).

Cllr Trundle **proposed, seconded by Cllr Alexander. OBJECTION – the committee strongly object to the unlicensed and illegal toxic activity being carried out in close proximity to neighbouring properties, a food and drink business, a stream, borehole and the River Adur, causing severe health and fire hazards, and environmental and biodiversity damage. The fire service has confirmed the access is in breach of fire access regulations in width. The planning application should be refused immediately. Agreed.**

- 30.9 DC/26/0953** - 119 High Street - Change of Use from a bakery, shop and residential flat to 4 no. residential units (3 x 2-bed flats and 1 x 2-bed maisonette) with associated alterations, including a hip to gable roof extension and addition of dormer windows.

Cllr Trundle **proposed, seconded by Cllr Alexander. No objection, though there is concern due to a lack of parking facilities. Agreed 5 for, 1 abstention.**

P26/31 LATE PLANS

- 31.1 DC/26/1050** - Chancton Down - Demolition of cattery building. Construction of a (self-build) dwelling with detached garage / car port.

Cllr Alexander **proposed, seconded by Cllr Trundle. No objection. Agreed 5 for, 1 abstention.**

- 31.2 DC/26/1112** - 4 Clivedale - Demolition of existing outbuilding and erection of a replacement outbuilding.

Cllr Hanson **proposed, seconded by Cllr Ballance. No objection. Agreed 5 for, 1 abstention.**

P26/32 PLANNING DECISIONS FROM HDC and SDNP

Permitted

- 32.1 DC/26/0845** - 37 Kings Stone Avenue - Conversion of loft into habitable living space with hip-to-gable roof extension, rear dormer and front rooflights. Erection of a single storey rear extension with raised rear platform. Erection of side extension and detached side shed. Installation of solar PV panels, air source heat pump and associated external alterations including re-rendering, and replacement windows and doors.

- 32.2** **DC/26/0989** - Downsview 34 Shooting Field - Non Material Amendment to previously approved application DC/25/0930 (Conversion of loft into habitable living space with rear dormer and side window) to add 1no. window to rear dormer north elevation.
- 32.3** **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.
- 32.4** **DC/26/0675** - 121 Shooting Field - Construction of ramped access to connect the existing front entrance to the public footpath to facilitate wheelchair access.
- Refused**
- 32.5** **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.
- P26/33** **ENFORCEMENT NOTICES**
- 33.1** **EN/26/0220** - The Barn, 20 Church Street. Alleged: Proposed use of The Barn for Airbnb purposes.
- 33.2** **EN/26/0225** - 1 Bramber Road. Alleged: erection of a fence above one metre, adjacent to the highway without planning permission
- P26/34** **REPORT FOR THE STEYNING CENTRE**
- 34.1** **Bookings**
The projected income for June is £5,355.97. Bookings are going well and while many of the regular groups have paused for their summer breaks, we have had several one off bookings, including a playgroup graduation, a year 6 leaving party and various birthday parties.
- 34.2** **Film Nights**
The July screening of *Wuthering Heights* sold 27 tickets. The evening resulted in a loss of £161.90. Attendance was lower than anticipated, which may have been due to the Roundhill Romp and the England World Cup match taking place on the same evening. The film for August is *H is for Hawk* and tickets are on sale now.
- 34.3** **The Steyning Centre**
The floors in Coombe Court and the Saxon Room are scheduled to be sanded and polished from 10 August. The work is expected to take approximately five days, during which all bookings have been cancelled. During the recent heatwave, three large fans were purchased for use throughout The Steyning Centre. These have been well received by users.
The damaged roller blind in the Saxon Room has been replaced at a cost of £250.
- 34.4** **Caretakers**
During quieter periods, the caretakers have been carrying out painting and decorating works throughout The Steyning Centre.
Steve has continued routine maintenance within the playgrounds, while Paul recently repaired a piece of playground equipment in Fletchers Croft following a report from a member of the public.
Our new caretaker, Mike, is also a gardener and we hope he will be able to assist with the maintenance of the Memorial Gardens.
- 34.5** **Audiovisual Upgrade for STC Meetings**
Members discussed recurring problems with the portable audio-visual equipment, including recordings with no sound or picture. The deputy clerk will gather suitable options and bring back to the next meeting for discussion.
- P26/35** **FINANCE – PLANNING AND PREMISES**
- 35.1** **To discuss and agree the income and expenditure reports for May & June 2026.**
Cllr Trundle **proposed, seconded by** Cllr Lloyd that STC accepts the Planning and Premises Income and Expenditure Reports for May and June 2026. **Agreed.**

35.2 To discuss and agree quote for deep clean of toilets and bus stop area.
It was noted that the contractor had completed the work to a good standard previously and that the quotation was reasonable.
Cllr Hanson **proposed, seconded by** Cllr Alexander that the quote of £1362 is accepted and the work carried out. **Agreed.**

P26/36 CORRESPONDENCE/INFORMATION

36.1 Members were reminded of the old Steyning Grammar School site development meeting taking place on Wednesday 29 July 2026.

P26/37 DATE OF NEXT MEETING – Monday 17th August 2026 at 7.30pm

The Chairman closed the meeting at 9.36pm.

Signed Chairman

Link to the meeting – due to a recording error, the meeting is in two parts:

<https://youtu.be/0Dcp-frLC2s>

<https://youtu.be/OmfQg6x6CBU>