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PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 26TH OCTOBER 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

P26/50 APOLOGIES
50.1 Apologies were received from Cllr Lloyd and Cllr Foxwell.

P26/51 DECLARATIONS OF INTEREST
51.1 None.

P26/52 QUESTIONS FROM THE FLOOR
52.1 None.

P26/53 MINUTES – To agree the Planning & Premises minutes of the meeting on Monday 21st September 2026
53.1 Cllr Trundle **proposed, seconded by** Cllr Hanson to accept the minutes of Monday 21st September 2026 as a true and fair record. **Agreed.**

P26/54 PLANNING APPLICATIONS
54.1 **CA/26/0114** - 46A High Street - Surgery to 1x Cotoneaster, mixed broadleaf species and shrubs.
Cllr Trundle **proposed, seconded by** Cllr Hanson. **No objection. Agreed.**
54.2 **DC/26/1417** - 17 Penlands Way - Erection of a part single storey and part two storey rear extension with associated alterations, including front porch, revised fenestration, and external rendering.
Cllr Trundle **proposed, seconded by** Cllr Ballance**. OBJECTION due to the development being too close to the neighbour's boundary fence and the intruding large window, overlooking number 2's patio. Agreed.**
54.3 **CA/26/0119** – Watersmead, Dog Lane - Surgery to 1x Persian Ironwood (Works to Trees in a Conservation Area)
Cllr Trundle **proposed, seconded by** Cllr Hanson. **No objection. Agreed.**
54.4 **DC/26/1454** - Downs View, Mill Road - Remodelling of existing dwelling, with demolition of existing first floor and roof, front garage, front porch and side utility, and erection of first floor and roof, two storey rear extensions and front porch**.**
Cllr Trundle **proposed, seconded by** Cllr Ballance. **No objection, but the committee would recommend the solar panels are replaced with PV tiles to enhance the design in the South Downs National Park. Agreed.**
54.5 **CA/26/0109 -** 5 Southdown Terrace - Fell x T1 Maple (Sycamore) (Works to Trees in a Conservation Area).
Cllr Trundle **proposed, seconded by** Cllr Ballance. **No objection. Agreed.**

54.6 **DC/26/1302** - 59 Penlands Vale - Replacement of shed. (Retrospective).
Cllr Trundle **proposed, seconded by** Cllr Hanson. **OBJECTION due to lack of dimensional details of original shed to enable comparison. Agreed.**

54.7 **DC/26/1425** - Springwells House - Installation of an internal staircase and lift serving the ground and first floors. (Listed Building Consent).
Cllr Trundle **proposed, seconded by** Cllr Ballance. **No objection. Agreed.**

54.8 **DC/26/1335** - Land South of Sunningdale, Horsham Road - Erection of a detached 5-bedroom dwelling with a detached garage, swimming pool, vehicular access and associated works.
Cllr Ballance **proposed, seconded by** Cllr Alexander. **No objection, but the committee have concerns about accessibility onto a fast B road and encourage hedge cutback to improve sight lines. Agreed.**

54.9 **DC/26/1450** - 7 Borough Gate, High Street - Replacement of windows, doors and conservatory.
Cllr Trundle **proposed, seconded by** Cllr Ballance. **No objection provided the windows are like for like and perfectly flush. Agreed.**

54.10 **CA/26/0126** - The Chantry House, 34 Church Street - Surgery to 2x Bay, 1x Tulip, 1x Ash, 1x Indian Bean, 1x Maple, 1x Hornbeam, 1x Prunus and 3x Beech (Trees in a Conservation Area).
This application was not discussed due to the work already having taken place, however, the committee would not have had any objections.

54.11 **S106/26/0041** - Linden Homes Development Site Kings Barn Lane- Application to discharge Schedule 5, Part 2, Paragraph 2.2 LEAP and Public Open Space Specification of Section 106 of Legal Agreement LS/002162 of planning permission DC/21/2233
Cllr Trundle **proposed, seconded by** Cllr Ballance. **OBJECTION due to the unsuitable location and safety issue for young children with a path running through the play area, which would be used by walkers, cyclists, scooters and dog walkers. The preference would be for the playground to be located in an area where the footpath runs alongside, not *through* the ground and that the entrance gates are limited to two maximum, preferably one. STC has previously expressed an interest in long term management and continue to express this interest. Therefore, it would require the selection of good quality accredited equipment in order to ensure its long term viability and safety. Agreed.**

54.12 **DC/26/1530 -** 46A High Street - Stripping and renewal of roof tiles, felt and battens. Addition of thermal insulation between rafters. Inspection and repair of roof structure. (Listed Building Consent).
Cllr Trundle **proposed, seconded by** Cllr Ballance. **No objection. Agreed.**

P26/55 **LATE PLANS**

55.1 **DC/26/1638 -** Dingemans Court, Shooting Field - Fell 1 x Ash Tree (TPO 140)
Cllr Trundle **proposed, seconded by** Cllr Ballance. **No objection. Agreed.**

P26/56 **PLANNING DECISIONS FROM HDC and SDNP**

Permitted

56.1 **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.

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

56.3 **DC/26/1214 -** Dormer House School Lane - Change of use from former school boarding house and residential flat (Use Classes C2 and C3) to a single dwelling (Use Class C3), replacement of windows, and alteration of ground floor bay to patio doors. (Full Application).

56.4 **DC/26/1215** - Dormer House School Lane - Change of use from former school boarding house including residential flat (Use Classes C2 and C3) to a single dwelling (Use Class C3), replacement of windows, and alteration of ground floor bay to patio doors. (Listed Building Consent).

56.5 **DC/26/1315** - Land Adjacent To Devonshire House College Hill - Non Material Amendment to previously approved application ST/88/94 (Erection of a 4-bedroomed, 3-storey house with integral garage and access) for alterations to fenestration.

Refused

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

56.7 **DC/26/1324** - Doves Place Coxham Lane - Outline Application for the erection of a single dwelling with all matters reserved.

P26/57 ENFORCEMENT NOTICES

57.1 **EN/26/0369** - 4 Reads Walk - Alleged: unauthorised extension of garden curtilage onto adjacent land and the carrying out of an unauthorised engineering operation to infill the culvert on adjacent land

P26/58 REPORT FOR THE STEYNING CENTRE

58.1 Bookings

The projected income for September is £5,214.73. Bookings have picked back up now that the summer period is over.

58.2 Film Nights

The September screening of *Tuner* was well received, with very positive feedback from the audience. 68 tickets were sold, totalling £408.

The upcoming film for November is *The Invite* and tickets are on sale now. There will be no film in December.

58.3 The Steyning Centre

Catercraft previously provided commercial catering equipment services, including servicing, maintenance and repairs to kitchen equipment. Heatcraft provided heating and ventilation services, including the maintenance and repair of heating systems.

Both companies have gone into liquidation, so alternative contractors are being sought to ensure that the necessary servicing and maintenance can continue.

58.4 Entertainment Licence Renewal

The Music Licence for the Steyning Centre, which covers the use of recorded and live music, has been renewed for the period 6 October 2026 to 5 October 2027. The licence, issued by PPL PRS Ltd, allows for exercise classes, dance and fitness sessions, live music, film shows, and other events held at the Centre.

The total cost for the renewal is £2,513.81 (including VAT).

58.5 Steyning Centre Door Upgrade

HDC has yet to approve the planning application (DC/26/0702) for the front door upgrade at The Steyning Centre. There have been several delays due to requests for additional information and revised plans.

As the information requested was beyond the capabilities of STC staff to prepare, an architect was required. Following recommendations, local architect Philip Clay was appointed to prepare the necessary documentation at a cost of £630.

P26/59 FINANCE – PLANNING AND PREMISES

59.1 To discuss and agree the income and expenditure reports for August 2026.

Cllr Trundle **proposed, seconded by** Cllr Ballance that STC accepts the Planning and Premises Income and Expenditure Reports for August 2026. **Agreed.**

59.2 To consider the Premises budget 2027/28 as per supporting papers and to agree recommendation to F&GP committee.

Cllr Trundle **proposed, seconded by** Cllr Ballance that that STC accepts the Premises budget (as per supporting papers). **Agreed.**

59.3 To consider any aspirations of this committee as per consideration of the 3 year plan, and agree any actions.

The committee discussed potentially renovating the high street toilets and bus shelter in the future, as well as improving the energy efficiency of the Steyning Centre in terms of insulation and replacing windows. It was also noted that the front door upgrade will help with the energy efficiency at the Steyning Centre.

59.4 **To discuss and agree the quotations for the Coombe Court Kitchen to be deep cleaned.**
The committee discussed potentially introducing a deposit system for hirers using the main kitchen and would like to work towards renewing the hygiene certificate. Three quotes were discussed for the deep cleaning, all with the same specification and similar costs.
Cllr Trundle **proposed, seconded by** Cllr Ballance that Quote 1 be accepted at a cost of £1560 including VAT as the council have used this company before and feedback was positive. **Agreed.**

P26/60 **CORRESPONDENCE/INFORMATION**

60.1 Information regarding the Shoreham Cement Works redevelopment was given and it was noted that there is due to be a consultation event at the Shoreham Centre on 4th November 2026.

P26/61 **DATE OF NEXT MEETING –** Monday 23rd November 2026 at 7.30pm

The Chairman closed the meeting at 9.20pm.

Signed …….. Chairman

Link to the meeting – https://youtu.be/Sytc-3rUWDs

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