

Balcombe Parish Council

A G E N D A

TO ALL COUNCILLORS

Published 31st October 2025

You are summoned to attend a meeting of Balcombe Parish Council on Wednesday 5th November 2025 at 8.00pm at Bramble Hall

Charlotte Jim – Clerk

1. Public Participation
2. Apologies for absence
3. Declarations of personal or pecuniary interests in any item listed on the agenda
4. To approve the minutes of the meeting held on 8th October 2025 ([attached](#))
5. Chairman's announcements
6. Matters currently being pursued, report from the Clerk
7. Planning updates – *see end of agenda*
8. Planning - to consider the following applications:

Number	Site/ Address	Proposal
DM/25/2685	Albany, Deanland Road	Conversion of garage into habitable space with replacement higher flat roof.
DM/25/2311	Llain, 4 Nostel Priory Cottage, Haywards Heath Road	To replace all existing windows, currently comprising a mixture of wooden frames and UPVC, with Steel Replacement aluminium profiles. Alteration to external door opening to be reduced and converted to a side window. Replacement of french door with bi fold door. Garage door replacement with bi-fold door and conversion to form part of new kitchen. Adjustment of parking bays. Front door replacement.
DM/25/2565	Lytton House, London Road	Trees in a Conservation Area Reduce the overall height of the Beech tree by up to 2 metres. Reduce crown volume by no more than 30%, pruning back to suitable growth points. Clear branches from overhead utility lines. Lift canopy and reduce lateral branches overhanging the public road.
DM/25/2676	17 Barnfield	Proposed loft conversion.
DM/25/2710	Jobes	Tree Surgery T1 - English Oak: Crown lift 1.5m, Crown thin 10%. T3 - English Oak : Crown lift 5m, Crown thin 20%. T5 - English Oak : Fell.
DM/25/2324	Stone Hall, Haywards Heath Road	Listed Building Consent Extensive rewiring within the building and the reorganisation and refurbishment of the rooms within the more modern North West wing of the building.

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DM/25/1973	11 Barnfield	Loft conversion with hip to gable conversions, 3x pitched roof dormers on the rear elevation and velux windows on the front roof slope. Amended drawings received on 06.10.2025 to omit roof enlargement and modify rear dormers.
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9. To consider Planning applications received after publication of Agenda
10. Financial
To review and approve October's Cash Book Receipts & Payments
11. Village Carpark update
To provision £25,000 for the production of plans, necessary reports and for the acquisition of land for a separate entrance to the proposed village car park in the Rectory Gardens development. (NG)
12. WSCC Highways
To arrange to meet with WSCC Highways regarding reported highway issues and to discuss new matters, including SID location and TRO for London Road outside the station (NM & NG).
 - a. Centre of the Village – S278 Application
 - b. 20mph CHS Application
 - c. Ripple Print
 - d. Finger Posts
 - e. Narrow Roads – Redbridge Lane
 - f. Road resurfacing
13. Receive an update from working groups: Recreation, play, youth, halls, schools/ Neighbourhood Plan/ Planning & New Development/ Traffic/ Public Transport/ Energy/ Admin and Assurance/Health/Environmental/ Parish Council website.
14. To agree the following Staffing Documents
**Note (If any of the below items result in discussion this item will move to the end of the meeting and be covered under 'Private and Confidential' – resulting in the Exclusion of the public and press due to the confidential nature of the business to be discussed)*
 - a.) To agree the Terms of the Staffing Committee
 - b.) To agree the Clerk's job description
 - c.) To agree the Clerk's updated employment contract in line with the NALC model contract.
15. Correspondence
16. Exchange of Information

Planning updates:

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DM/25/2364	Beech House, Deanland Road Beech(T1) – Crown thinned by 30%.	No objection 16 th October 2025
DM/25/2394	Bowders Farm, Haywards Heath Road To install 2 new stay wires on pole 615576. 3 existing stays on this pole will be removed. To replace HV poles 615577 and 615564 with stout poles.	No objection 21 st October 2025
DM/25/2395	Kibo House, Stockcroft Road (T1) Large Leylandii - Fell. (T2 and 3) Two Adjacent Leylandii - Reduce Crowns By 2m	No objection 20 th October 2025
DM/25/2324	Bowders Farm, Haywards Heath Road Erection of a 30M X 12M steel framed agricultural general purpose stage building	Prior approval not required. 7 th October 2025

THE NEXT REGULAR MEETING OF THE COUNCIL WILL be 3rd December 2025 –
8pm in Bramble Hall