

MINUTES OF BALCOMBE PARISH COUNCIL MEETING (BPC) HELD IN BRAMBLE HALL ON WEDNESDAY 3rd September 2025

	Present: Cllrs Alison Stevenson (AS), Helen Caudrey (HC), Paul Williams (PW), Lloyd Thompsett (LT), Nick Major (NM), Massi Smith (MS), Lyndon Hoare (LH), Nicky Gould (NG), Ian Black (IB), Ethan McLaughlan – Youth Representative
106 6	Apologies for absence: West Sussex County Councillor Bruce Forbes
106 7	Declarations of personal or pecuniary interests in any item listed on the agenda Cllrs NG, AS, HC, LT Item 8 – DM/25/2076 - personal interest. Cllr NM – Item 8 – DM/25/1973 - personal interest. Cllrs MS, IB – item 8 – DM/25/1845 – personal interest. Cllr LT – item 8 – DM/25/2111 – personal interest.
106 8	To approve the minutes of the meeting held on: 2nd July 2025 The minutes were agreed and signed by the chairman.
106 9	To approve the minutes of the extraordinary meeting held on: 27th August 2025 The minutes were agreed and signed by the chairman.
107 0	Chairman’s announcements None.
107 1	Public Participation Four members of the public were present to represent and support planning application DM/25/1973 – 11 Barnfield.
107 2	Matters Currently Being Pursued – Report from the Clerk <ul style="list-style-type: none"> • Pavilion - The Clerk has attempted to obtain a response from MSDC regarding the surrender of the pavilion but has not yet received one. MSDC has previously been notified of BPC’s intention to surrender the pavilion at the end of the lease term. However, it was agreed that this should be formally minuted and sent to MSDC to ensure the Parish Council has provided the required six months’ notice. The Clerk also requested any plans or records from MSDC’s Facilities Management team, who have since confirmed that they do not hold any such documentation. BPC has therefore requested to surrender the pavilion <i>as is</i> and is awaiting a response on the next steps to ensure compliance with the lease terms. • Balcombe Football Club - Although the team’s treasurer had confirmed that 13 matches would be played during the 2024–25 season, only 5 matches took place due to pitch conditions. While some summer training has taken place in advance of the 2025–26 season, the team has now confirmed that all home matches will be played at Warden Park School’s 3G pitch. As a result, no matches will be played at Balcombe Recreation ground, and the pavilion will not be used. • Recreation Ground Management - Balcombe Parish Council has notified MSDC that it will not be managing the Recreation Ground going forward. • Stumble Mead Memorial Bench: The Clerk, on behalf of Tony Stevens’ family, has submitted funding requests to both the Fete Committee and the Christmas Tree Society in an effort to provide a replacement memorial bench at Stumble Mead. The family has also kindly offered to make a financial contribution toward the cost. At the time of the meeting, the Christmas Tree Society had confirmed their commitment to contributing to the project. The Clerk is currently awaiting a response from the Fete Committee regarding their support. • Bus Shelter – Haywards Heath Road: The Clerk understands that repairs to the bus shelter are now underway, with Shelter Solutions—the original contractor—appointed by Compass Travel’s insurance

MINUTES OF BALCOMBE PARISH COUNCIL MEETING (BPC) HELD IN BRAMBLE HALL ON WEDNESDAY 3rd September 2025

	<p>company to carry out the work. The process of dealing with the insurance company has been lengthy and at times frustrating, but progress is now being made.</p> <ul style="list-style-type: none"> • Play Park / Recreation Ground: Unfortunately, no response has yet been received from MSDC's Head of Contracts and Services, Jo Reid. However, the matter has now been passed to MSDC's Landscape Architect, Nicole Batten-Evatt, who has offered a Zoom meeting to discuss the issues further. The Clerk has accepted the invitation and will attend the meeting along with Cllrs LT, MS, and HC in an effort to make further progress. The date of the meeting is to be confirmed. 		
1073	Planning Updates		
	DM/25/1539	Forest View House, Haywards Heath Rd	Permission Granted 21 st August 2025
	DM/25/0355	Lower Ricks, London Road	Granted Permission on 14th August 2025 (Variation of conditions 2 and 3 of planning application DM/24/0874)
	DM/25/0873	Blackbirds, Bramble Hill	Granted Permission on 11th July 2025.
	DM/25/1206	Development Site London Road	Granted Permission on 15th July 2025 (Variation of condition No: 2 of planning application DM/24/2270)
	DM/25/1342	Wynstay House, Stockcroft Road	Granted Permission on 6th August 2025
	DM/25/1357	Deanlands, Stockcroft Road	Granted Permission on 22nd July 2025.
	DM/25/1413	Flagstones, Stockcroft	Granted Permission on 28th July 2025.
	DM/25/1500	45 Newlands	Granted Permission on 16th July 2025.
	DM/25/1715	Symonds Flats, Haywards Heath Road	Tree - No objection to the proposal 1 st August 2025
	DM/25/1684	2 Watermead	Withdrawn Lawful Development Cert 22 nd August 2025
	Appeal Ref: APP/D3830/W/25/3362865	Stumble Ridge, Oldlands Avenue	Appeal dismissed 26 th August 25
1074	Planning - to consider the following applications		
	Number	Site/ Address	Proposal
	DM/25/1413	Arosa, Oldlands Avenue	T1 London Plane - fell. T2 Monterey Cypress tree - fell.
	Balcombe Parish Council would like to defer to the tree officer.		

MINUTES OF BALCOMBE PARISH COUNCIL MEETING (BPC) HELD IN BRAMBLE HALL ON WEDNESDAY 3rd September 2025

DM/25/2076	Trees At And Adjacent To Stumlet, Oldlands Avenue	Mulberry (T1) reduce crown by 1m. Cedar (T2) remove the 2nd branch up on the west side. Cedar (T3) reduce lower branches reaching towards house by 3m. Silver Birch (T4). Reduce crown height by 3m, shape canopy and thin out epicormic growth. Lime (T5) raise canopy by 2-2.4m above footpath and 5m above road. Beech (T6) reduce lower branches by 3m, Norway Maple (T7) fell and stump grind roots. Paulownia (T8) reduce crown by 4m. Holly (T9) reduce longest branch on north side by 1m, shape and reduce canopy by 0.5m and thin crown by 10 percent. Yew (T10) reduce overall canopy by 2m. Beech (T11) reduce 3 branches that are interfering with the telephone wires by 1m. Lime (T12) raise canopy by 2-2.4m above footpath and 5m above road and remove lowest two limbs with large visible scarring.
Balcombe Parish Council have no objections to the proposed works to all the trees within the application.		
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.
<p>Cllr NM was asked to leave by one of the applicants, so he voluntarily obliged and removed himself from the meeting whilst the application was discussed.'</p> <p>The Parish Council made the following comments: The proposal includes three large dormer windows on the rear roof slope. Although not shown in the current plans there may be a requirement to raise the chimney to meet building regulations.</p> <p>The Parish Council raises no objection to the principal of converting the loft space to provide additional living space nor to installation of Velux windows on the front elevation.</p> <p>However, the proposed mass of dormer windows to the rear elevation is considered overly dominant and presents a top-heavy appearance, adversely affecting the balance and visual harmony of the property. This design fails to respect the building's existing proportions and is therefore out of character with its surroundings.</p> <p>The Parish Council felt that the bulk of the dormers could be reduced by lowering the roof lines of the dormers below the main roof ridge line making them more subservient within the existing roof and possibly reducing the dormers from 3 to 2.</p>		
DM/25/1845	Lodgeland Farm, Crawley Lane	Construction of 3 covered cattle yards over existing hardstanding areas to serve existing dairy enterprise.
Balcombe Parish Council support the application and have no concerns with the proposal.		

MINUTES OF BALCOMBE PARISH COUNCIL MEETING (BPC) HELD IN BRAMBLE HALL ON WEDNESDAY 3rd September 2025

DM/25/1688	Robinshaw, Haywards Heath Road	The erection of two new dwellings, as well as 8 parking spaces and a single-storey garage structure to the existing house at Upper Stumble. An upgraded access road leads to the two new detached properties to the land at the rear (west) of the bungalow at “Robin Shaw”, wayside.
Balcombe Parish Council objects to the planning application and has sent comments to MSDC (attached).		
DM/25/2031	Bagpiths Cottage, Haywards Heath Road	Add internal wall to dining room to create study room with sliding door. Demolish garden shed and install new shed in different location. Reinstate fireplace / log burner in living room. Replace concrete patio with slab style flooring. Replace door in dining room with sash window.
Balcombe Parish Council have no objection in principle to the application but would like to defer the decision to the Conservation Officer.		
1075	Planning - To consider Planning applications received after publication of the agenda None	
1076	Financial a. July's Cash Book, Receipts & Payments were approved. b. August's Cash Book, Receipts & Payments were approved.	
1077	The completion of the External Audit for the year ended 31st March 2025 was noted along with comments raised by the Auditor. The Notice of Conclusion of Audit has been published.	
1078	New Parish Council Website and Use of .gov.uk Domain and Email Addresses The Councillors agreed to establish a working group to progress the development of a new Parish Council website, including reviewing design options and potential hosting providers. The group will also explore the use of a .gov.uk domain and associated email addresses.	
1079	Relinquishment of Pavilion Lease The Council formally ratified the decision to relinquish the lease on the Pavilion and to surrender its management back to Mid Sussex District Council. The Clerk and Councillors agreed that this decision should be formally recorded in the minutes.	
1080	The Safeguarding Policy was formally Ratified by the council.	
1081	Update on Bramble Hall Lease Discussions The United Reformed Church's Property Department has confirmed they are willing to renew the lease for Bramble Hall for a further five years. While the Parish Council is appreciative of continued access to the hall and recognises its value as a community asset, Councillors have asked the Clerk to enter further negotiations to seek a reduction in the lease fee. The Parish Council remains grateful for the use of Bramble Hall; however, under the terms of the full repairing and insuring lease, the building continues to require ongoing maintenance, which places a financial responsibility on the Council.	
1082	The presentation provided by Ethan on Public Access Trauma First Aid Kit was reviewed by Cllrs and it was agreed to purchase three kits initially and place these with the defibrillators around the village.	

MINUTES OF BALCOMBE PARISH COUNCIL MEETING (BPC) HELD IN BRAMBLE HALL ON WEDNESDAY 3rd September 2025

1083	<p>Co-option Update</p> <p>Although there has been some initial interest and a few enquiries, there are currently no candidates in waiting. The Clerk has already advertised the vacancy on Facebook and will now produce posters to be displayed on the parish noticeboards.</p>
1084	<p>Village Carpark update – Village Car Park Management Plan (VCPMP) summary and separate entrance progress.</p> <p>A detailed report outlining BPC’s concerns regarding the Village Car Park Management Plan (VCPMP) has been submitted to Mid Sussex District Council (MSDC). The Chairman thanked all those involved in the preparation of the report.</p> <p>Further information has been requested from MSDC’s planning department regarding the requirements for submitting a pre-application for a potential separate entrance to the car park.</p> <p>Cllrs PW and NM have a meeting scheduled with Shanly Homes to discuss progress on the village car park.</p> <p>Cllr NG has been exploring enforcement options relating to the car park and proposed engaging District Councillors Jenny Edwards and Gary Marsh to seek their support in progressing this matter with MSDC.</p>
1085	<p>Receive an update from working groups:</p> <p>Recreation, play, youth, halls & schools – Clerk and Cllrs to attend an online meeting with MSDC to try and progress the play park upgrades. Clerk is in negotiations with United Reform Church to obtain a new lease on Bramble Hall.</p> <p>Neighbourhood Plan – no updates</p> <p>Planning & New Development - Cllrs NM and PW have a meeting scheduled with Shanly Homes to try and progress the Village Carpark.</p> <p>Traffic- Councillors met with Sussex Police Road Safety in August to discuss the various road safety and speed reduction and projects that have so far stalled with WSCC Highways. Following discussion and a tour of the village, it was proposed to look at the schemes ‘in the round’ and to see whether it is possible to re-evaluate them using a more ‘tactical’ approach to WSCC. We are also anticipating a visit from WSP consultants engaged by the WSCC Safer Routes to School team that will evaluate and propose ways to improve pedestrian safety in the village on the routes to school.</p> <p>Public Transport- No updates</p> <p>Admin and Assurance - No updates</p> <p>Health/update on Surgery closure – A memorandum was circulated by the surgery stating that the pharmacy will be closing early on Friday to allow for necessary improvements to the dispensary, in response to increased footfall.</p> <p>Environmental – No updates.</p>
1086	<p>The annual inflationary rise in the Clerks Salary as set by the National Joint Council for Local Government Services (NJC) was agreed.</p>
1087	<p>Correspondence</p> <p>Autumn Show – Saturday 7th September in the Victory Hall.</p>
1088	<p>Exchange of Information</p>
1089	<p><i>Public and press excluded due to the confidential nature of the business to be discussed</i></p>

**MINUTES OF BALCOMBE PARISH COUNCIL MEETING (BPC) HELD IN
BRAMBLE HALL ON WEDNESDAY 3rd September 2025**

	<p>Council considered the proposal to update the Clerk's contract of employment in line with the latest NALC model contract and to adopt a revised job description. The Clerk left the meeting for this item. As the documents had only recently been finalised, it was agreed that both the existing and proposed contract and job description would be circulated to all Councillors for review. The decision was deferred to the October meeting to allow sufficient time for consideration.</p>
--	---

The meeting closed at 10:15pm

THE NEXT REGULAR MEETING OF THE COUNCIL WILL BE
Wednesday 8th October 2025 – 8pm - Bramble Hall

Signed Chairman:.....

Date: