

MINUTES OF THE BALCOMBE PARISH COUNCIL MEETING (BPC) HELD IN BRAMBLE HALL ON WEDNESDAY 8th October 2025

	Present: Cllrs, Alison Stevenson (AS), Helen Caudrey (HC), Paul Williams (PW), Nick Major (NM), Ian Black (IB), Nicky Gould (NG), and Lyndon Hoare (LH).
1090	Apologies for absence: Cllrs, Lloyd Thompsett (LT), Massi Smith (MS), Manouchehr Nahvi (MN) Ethan McLaughlan – Youth Representative Mid Sussex District Cllr Jenny Edwards
1091	Declarations of personal or pecuniary interests in any item listed on the agenda None received
1092	To approve the minutes of the meetings held on: 3rd September 2025 The minutes were agreed and signed by the chairman.
1093	Chairman’s announcements None.
1094	Public Participation None.
1095	<p>Matters currently being pursued, report from the Clerk</p> <p>Lamp Post – Column 47 (Entrance to Jobs)</p> <ul style="list-style-type: none"> • Issue: Column is severely corroded and requires urgent action (replacement or cutting down to 1m for safety). • Costs: <ul style="list-style-type: none"> ◦ UK Power Networks: £1,918.80 ◦ Streetlight Contractor: £1,350 (for new column and lantern) • Action: Council RESOLVED to approve both quotes. • Clerk to instruct Streetlights to proceed and make payment in advance to UKPN. <hr/> <p>Cluster Meeting</p> <ul style="list-style-type: none"> • Date & Venue: 7th October at The Ark, Turners Hill. • Purpose: Re-established Cluster Group for joint discussions and actions concerning Local Government Reform (LGR), Share local information, coordinate communication with MSDC and WSCC, and act collectively on common issues. • Plan: Meet 3–4 times a year, timed before MSDC Liaison meetings. <hr/> <p>Bramble Hall Lease Renewal</p> <ul style="list-style-type: none"> • Status: Awaiting response from the United Reformed Church Property Department on lease fee. • Next Step: Clerk to follow up to ensure lease renewal is on track for March 2026. <hr/> <p>Damaged Bus Shelter (Haywards Heath Road)</p> <ul style="list-style-type: none"> • Update: Insurance claim approved via Compass Bus. • Next Step: Contractor is ordering replacement parts and progressing the repair. <hr/> <p>Pavilion Lease</p>

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	<ul style="list-style-type: none"> Update: Jo Reid (MSDC) acknowledged the intent to surrender lease back to MSDC on 1st April 2026. Next Step: Awaiting further instructions to ensure compliance before handover. 		
1096	Planning Updates		
	<i>See bottom of minutes</i>		
1097	Planning - to consider the following applications		
	Number	Site/ Address	Proposal
	DM/25/2364	Beech House, Deanland Road	Trees in a Conservation Area Beech (T1) - crown thinned by 30%.
	Balcombe Parish Council commented that in their opinion the proposed works to the tree seemed reasonable. Their preference was to defer to the tree officer.		
	DM/25/2191	Broadhurst Wood Redbridge Lane	Remove conservatory; remove existing 2 storey northeast extension & chimney, erect new 2 storey extension to form new entrance at ground floor; internal alterations to the house; replace all windows and doors.
	Balcombe Parish Council have no concerns regarding the proposals in general with the exception of the black aluminium windows and doors proposed for the reworked elevations. The council thought this would impact the overall appearance of the property and would prefer fenestration similar to existing or to match the replacement earthy-clay coloured windows on other elevations.		
	DM/25/2395	Kibo House, Stockcroft Road	(T1) Large Leylandii - Fell. (T2 and 3) Two Adjacent Leylandii - Reduce Crowns By 2m
	No objections		
	DM/25/2333	Blackbirds Bramble Hill	Proposed installation of an office shed in the garden
	Balcombe Parish Council has no objection in principle to the installation of a garden office shed. However, the Council expressed concern regarding the proposed location of the structure. It was noted with disappointment that two native trees are proposed to be removed. Additionally, the Council is concerned that the positioning of the shed could negatively impact a neighbouring tree and would result in the removal of a boundary hedge, to be replaced by the garden office. The Council considers the current siting of the proposed structure to be inappropriate and potentially detrimental to the surrounding natural environment and neighbouring properties. As such, while not objecting to the concept, the Parish Council feels that the proposed application is ill-placed in its current form.		
	DM/25/2433	Worth Lodge Cottage,	Variation of condition 2 relating to planning reference DM/24/2404

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	High Street	
<p>Balcombe Parish Council noted that key documentation appears to be missing from the planning portal, including a decision notice for the previous application, DM/24/2404, which makes it difficult to fully assess the current variation request.</p> <p>In addition, the submitted plans do not include dimensions indicating the proposed new roof height, which the Council considers essential for evaluating the visual and spatial impact of the changes.</p> <p>The Council also wishes to emphasise that any additional space created by this variation should remain strictly for storage purposes and ancillary to the main dwelling and not be used as residential accommodation.</p>		
1098	<p>To consider Planning applications received after publication of Agenda</p> <p>The Committee noted the relisting of planning application DM/25/1973 – 11 Barnfield. However, due to the short notice of the revised drawings, Councillors agreed that their preference would be to request an extension for comments to allow adequate time for review. This would also allow residents and neighbours sufficient time to view the updated plans and submit their comments.</p>	
1099	<p>Financial</p> <p>September's Cash Book Receipts & Payments were approved.</p>	
1100	<p>Village Carpark update</p> <p>a) Car Park Management Plan (MSDC)</p> <p>The Parish Council is still awaiting a response from Mid Sussex District Council regarding its comments on the proposed Car Park Management Plan.</p> <p>b) Separate Entrance (MSDC/WSCC)</p> <p>MSDC has now provided guidance outlining the information the Parish Council must supply in order to submit a pre-application regarding the creation of a separate entrance to the village car park. Councillors agreed it is important to proceed with the pre-application without further delay, to clarify whether such an entrance would be permitted in principle.</p> <p>It was also noted that, in 2021, WSCC Highways had previously indicated agreement in principle to the Parish Council purchasing the strip of land directly in front of the proposed second entrance. Councillors agreed that re-engaging with WSCC at this stage is essential to move the project forward.</p>	
1101	<p>Receive an update from: Recreation, play, youth, halls, schools –</p> <p>On 30th September, Cllrs MS, HC, and LT, along with the Clerk, met online with Mid Sussex District Council officers Jo Reid (Head of Contracts and Services) and Nicole Batten-Evatt (Landscape Architect) to discuss potential improvements to the village play area. MSDC confirmed that while Balcombe remains categorised as a Category C project (not currently a priority for council-led upgrades), they are supportive of Balcombe Parish Council taking the lead in managing any improvements to the play area.</p> <p>There are available Section 106 funds that could be used to support this, along with earmarked reserves already set aside by the Parish Council.</p>	

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The group also discussed the possibility of incorporating Section 106 funding allocated for 'kick-about' space and skate park facilities into a broader plan. Cllrs HC and MS stated that the Council's intention is to enhance the existing play park, and/or consider placing equipment for older children within the adjacent recreation ground.

MSDC officers also raised concerns about the age and condition of the current play equipment, suggesting that some elements may soon require replacement.

A follow-up meeting has been scheduled to continue discussions and explore the next steps.

The Primary **School** has a new head teacher who is being shared with Turners Hill Primary School – Mr Turney.

Neighbourhood Plan - No updates

Planning & New Development – The Shanly Homes development; Rectory Gardens is progressing and the properties are now actively being marketed for sale. See above for updates on progress with the village carpark.

Traffic – Cllr Nicky Gould reported that she has written to Sussex Police to ask how best to progress some of the ideas discussed at the August meeting. A similar request has also been sent to West Sussex County Council (WSCC), asking for an opportunity to discuss these proposals further. A response has been received from Sussex Police, confirming that the matter will be discussed internally next week and raised during their monthly meeting with WSCC Highways. Cllr Gould also summarised the intention to gather the necessary information to support an application for the purchase of additional Speed Indicator Devices (SIDs). She has contacted a manufacturer for a quotation, as well as a company that could manage the SIDs on behalf of the Parish Council. She noted that an audit of potential SID locations is yet to be carried out, and the necessary approval sought to expand the number of permitted locations.

Speedwatch

- New signage has been issued by Sussex Police. BPC have requested 6 for installation on London Road and Haywards Heath Road – which will be undertaken at some point probably by West Sussex Fire and Rescue (or one of the CSW Co-coordinators) examples: check your speed before we do.
- There is to be a Speedwatch Focus week in conjunction with a Brake Road Safety week 16-22 November. It is hoped that CSW will be able to support it with a couple of sessions at least. Currently there are 4 'active' volunteers. Availability continues to be a challenge and roadworks. With winter approaching – weather disruption is expected as well.

Public Transport – Govia Thameslink Railway to be nationalised from 31 May 2026

Energy – No updates

Admin and Assurance – Suggestion to add Cllr initials/name to the agenda where they would be leading on an agenda item.

Health – Ouse Valley Practice at Handcross are promoting flu and covid vaccinations and carrying these out in house as Clair Hall in Haywards Heath is no longer used as a vaccination centre. Eligible patients are advised to contact them and book appointments.

*It was also suggested to the Ouse Valley surgery's manager that that a calendar be placed on the prescription box to enable residents to understand when prescription requests would be collected and the prescriptions available for collection from Jo Co Café.

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	<p>*Cllr LH also stated that 'Balcombe Cares' have received an increased number of requests for transport to the surgery as well as hospital appointments. They are in need of additional volunteer drivers.</p> <p>Environmental – No updates</p> <p>Parish Council website – A quote was obtained from a company recommended to the Clerk and the working group will continue to look at other village websites to determine a suitable layout etc for the proposed new Balcombe PC website.</p>	
1102	<p>To agree to apply for a TRO to reduce the speed limit outside the station from 60-40 mph</p> <p>The Councillors RESOLVED to apply for the TRO from entrance to Kemps Farm to the where the road changes to 30mph by the station carpark entrance. Cllr IB volunteered to lead on this project in gathering the needed information. It was believed that Cllr MN although not present would also contribute to the application.</p>	
1103	<p>To agree to form a Staffing Committee</p> <p>The Cllrs RESOLVED to form a Staffing Committee.</p> <p style="padding-left: 40px;">a.) To agree the Terms of the Staffing Committee</p> <p>These were deferred to the November meeting.</p> <p style="padding-left: 40px;">b.) To confirm Staffing Committee members</p> <p>The members were confirmed to be the following Councillors: MS, LT, HC, LH, NG and AS with the quorate being 3 members present.</p>	
1104	<p>Correspondence</p> <p>It was proposed to organise a follow up meeting over Teams to try to progress some of the ongoing areas. A date is to be confirmed.</p>	
	<p>Exchange of Information</p> <p>PCSOs - Paul Umney and Nicola Lowe continue to provide cover to us, plus Handcross, Pease Pottage and Staplefield villages. It's likely to be another 6 months until the position is filled.</p> <p>The best contact email to share information (not report crimes) is: Midsussex@sussex.police.uk</p> <p>Other:</p> <p>All incident reports to 101 or sussex.police.uk/report-online</p> <p>999 (if persons or property in immediate danger)</p>	
1105	<p>Agreement of the Clerk's updated contract in line with the NALC model contract. The decision was deferred to the November council meeting to allow time for the job description to be reviewed by a WSALC/NALC representative prior to agreement.</p>	
	<p>Planning updates:</p>	
	<p>DM/25/2111</p> <p>Arosa, Oldlands Avenue</p>	<p>T1 London Plane - Fell. T2 Monterey Cypress Tree - Fell.</p> <p>Permitted 17th September 2025</p>

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DM/25/2076 Trees At and Adjacent to Stumlet, Oldlands Avenue	Various trees	Permitted 17th September 2025
DM/25/1845 Lodgeland Farm, Crawley Lane	Construction of 3 covered cattle yards over existing hardstanding areas to serve existing dairy enterprise	Granted Permission 30th September 2025

The Chairman closed the meeting at 9.52pm

THE NEXT REGULAR MEETING OF THE COUNCIL WILL be 5th November 2025 –
8pm in Bramble Hall

Signed Chairman:.....

Date: