

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

	<p>Present: Cllrs, Alison Stevenson (AS), Helen Caudrey (HC), Paul Williams (PW), Nick Major (NM), Nicky Gould (NG), and Lyndon Hoare (LH). Ethan McLaughlan (EM) – Youth Representative Mid Sussex District Cllrs Jenny Edwards & Gary Marsh</p>												
1122	<p>Public Participation District Cllr GM provided a brief update to the Parish Councillors, on the progress of the district plan, which was that it is back in examination with the anticipated date in which the examiner will respond being sometime in February.</p>												
1123	<p>Apologies for absence: Cllrs, Lloyd Thompsett (LT), Ian Black (IB) and resignation received from Massi Smith (MS),</p>												
1124	<p>Declarations of Personal or Disclosable Pecuniary Interests in any item listed on the agenda Cllrs LH and AS – both declared personal interests in item 8, Planning Application DM/25/2895 – Plumtree Cottage. Cllr NM declared a personal interest in item 8, Planning Application DM/25/3009. Ethan McLaughlan declared a pecuniary interest in the grant application and left the room whilst it was discussed.</p>												
1125	<p>To approve the minutes of the meetings held on: 5th November 2025 The minutes were agreed with an amendment to a word and signed by the chairman.</p>												
1126	<p>Chairman's announcements None.</p>												
1127	<p>Matters currently being pursued, report from the Clerk Bus Shelter – Haywards Heath Road - The Clerk intervened to ensure that Compass Bus's insurers and the third-party insurer understood that the Parish Council will not, and cannot, be seen to make payment of the VAT element of the repair costs, as this is not a purchase being made by the Parish Council. The invoice must be paid in full before Shelter Solutions will commence manufacture and order the necessary parts. The Clerk reiterated the protracted and challenging nature of the process to date in securing the repair of the bus shelter.</p>												
1128	<p>Planning Updates <i>See end of minutes</i></p>												
1129	<p>Planning - to consider the following applications</p> <table border="1"> <thead> <tr> <th>Number</th> <th>Site/ Address</th> <th>Proposal</th> </tr> </thead> <tbody> <tr> <td>DM/25/2746</td> <td>3 Diamond Cottages, Bretts Orchard</td> <td>Trees in a Conversion Area (T1) Yew – Fell to stump level.</td> </tr> <tr> <td colspan="3">Balcombe Parish Council has no objection to the proposed planning application.</td></tr> <tr> <td>DM/25/2870</td> <td>2 Watermead</td> <td>The proposed work includes a garage conversion into home office space.</td> </tr> </tbody> </table>	Number	Site/ Address	Proposal	DM/25/2746	3 Diamond Cottages, Bretts Orchard	Trees in a Conversion Area (T1) Yew – Fell to stump level.	Balcombe Parish Council has no objection to the proposed planning application.			DM/25/2870	2 Watermead	The proposed work includes a garage conversion into home office space.
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Balcombe Parish Council raises no objection.		
DM/25/2895	Plumtree Cottage, Stockcroft Road	Silver Birch – Fell to ground
Balcombe Parish Council defers to the tree officer. BPC Commented that as long as the tree is diseased and beyond life, they have no objection to it being felled.		
DM/25/3009	8 Barnfield	Proposed loft conversion.
Balcombe Parish Council raises no objection to the planning application in principle but commented that the drawings provided for the side elevation are incomplete. They also noted that the rear elevation appears to be incongruously spaced.		
DM/25/2993	Worth Forest Glamping Worth Lodge Cottage, High Street	Removal of two existing shipping containers and construction of a new timber structure measuring 4m x 6m.
BPC commented that they had no objections as long as the new structure remains a temporary structure and not for residential use.		
1130	<p>To consider Planning applications received after publication of Agenda</p> <p>Two tree applications had been received a matter of hours prior to the meeting, and it was confirmed that The Clerk would ask for an extension for BPC to comment after the next meeting.</p>	
1131	<p>Financial</p> <p>November's Cash Book Receipts & Payments were approved.</p>	
1132	<p>Bramble Hall Lease Renewal – Approval of New lease</p> <p>The Cllrs considered the new lease, and the preference was to try and obtain another five-year lease. The Clerk was tasked with trying to negotiate a five-year lease on the terms that the initial two years fee would be £8,000 per year, and the remaining three years increasing to £8,500. At the time of the meeting the Clerk hadn't received confirmation from the United Reform Church; as to how much the legal fees incurred in preparing the lease agreement would cost but it was anticipated around £1,500.</p>	
1133	<p>Village Carpark update (NM) to include:</p> <ol style="list-style-type: none"> The Ransom Strip of Land Annual access charge for access road. 	

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	<p>c. To decide if BPC should undertake responsibility of controlling the car park as per the S106 agreement and VCPMP.</p> <p>This item was brought forward on the agenda and discussed following Item 6. The Parish Council again requested assistance from District Councillors GM and JE to help achieve a beneficial outcome for the village. Cllrs GM and JE offered to try to arrange a meeting with MSDC planning officers Steve Ashdown and Ann Biggs in order to explore options and agree a way forward. The Parish Council will await further communication from Cllrs GM and JE regarding the proposed meeting.</p> <p>MSDC has confirmed that the Village Car Park Management Plan (VCPMP) has now been accepted. However, visibility of the finalised plan has yet to be evidenced on MSDC's planning portal. As a result of the acceptance of the VCPMP, Shanly Homes is now able to prepare the car park and proceed with the sale of plots 1–7.</p> <p>At this stage, the Parish Council does not feel able to take ownership of the car park without a second/separate vehicular entrance and a direct pedestrian access route into the car park. Councillors expressed concern that there remain too many uncertainties. Previous requests for meetings between the Parish Council and MSDC officers have been declined.</p> <p>The Parish Council has investigated the costs required to meet the full list of criteria necessary to submit a planning application for a separate entrance. The estimated total cost would be approximately £20,000 which the Parish Council does not consider to be feasible. Shanly Homes previously quoted a cost of £65,000 to construct the second entrance; however, the Parish Council now believes Shanly Homes is no longer willing to undertake this work, and communication with the developer has again become difficult. The Parish Council is therefore giving serious consideration to purchasing the access strip of land ("ransom strip") from West Sussex County Council. Shanly Homes has previously offered to cover costs up to £10,000, which is believed to be approximately the total cost, including legal fees.</p> <p>Under the current layout, the Parish Council would incur an annual charge of approximately £1,000 to access the car park via the sole entrance, payable to a management company appointed by Shanly Homes. There is concern that this charge could increase in the future. Cllr GM offered to make enquiries as to whether MSDC and/or Shanly Homes would consider granting an easement as a potential compromise.</p> <p>Action: The Clerk is to contact Shanly Homes regarding the proposed purchase of the ransom strip and to seek clarification on how Shanly Homes would reimburse the Parish Council for the purchase and associated legal costs.</p>
1134	Support of the revised proposed TRO was agreed - to change the speed North of the Village to 40mph from its current 50mph. Cllrs AS volunteered to respond to the resident who had communicated to the Parish Council.
1135	<p>Pavilion Painting and carpentry Works – Contractor Appointment</p> <p>This was deferred until MSDC's appointed surveyor conducts the de survey and the Parish Council are in receipt of the report.</p> <p>The Clerk is to chase MSDC for this to be carried out as soon as possible as this is holding up any works that is deemed necessary in order to surrender the Pavilion at the end of March.</p>

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1136	<p>Grant Application – Ethan McLaughlan The Parish Council considered a grant application from Ethan McLaughlan requesting £402 to fund completion of the St John Ambulance <i>First Aid at Work</i> course. The application was refused on the grounds that it did not meet the conditions set out in the Parish Council's Grant Policy.</p>		
1137	<p>Receive an update from: Recreation, play, youth, halls, schools – Cllrs HC, MS, and LT attended another follow-up Teams meeting with MSDC to progress plans for the play area.</p> <p>Neighbourhood Plan - No updates</p> <p>Planning & New Development – As above with regards to the Shanly Homes development and Village car park.</p> <p>Traffic – Cllr NG stated that an engineer has been booked to look at the SID as the LEDs on the numbers are not displaying correctly. It is hoped it can be rectified on site.</p> <p>Public Transport – No updates.</p> <p>Energy – No updates</p> <p>Admin and Assurance – No updates.</p> <p>Health – No updates</p> <p>Environmental – No updates</p> <p>Parish Council website – Cllr LH. provided a brief update and stated that the working group members had shortlisted and had sent a brief to some manufacturers in order to choose a provider.</p>		
1138	<p>Correspondence</p>		
1139	<p>Exchange of Information PCSO Paul Umney has asked the Parish Council if a beat surgery can be scheduled in Bramble Hall on 9th March 2026.</p>		
	<p>Planning updates:</p>		
	DM/25/2333	Blackbirds, Bramble Hill Proposed installation of an office shed in the garden.	Granted Permission on 19th November 2025.
	DM/25/1973	11 Barnfield Loft conversion proposing 2 dormers windows on the rear elevation and velux windows on the front roof slope.	Granted Permission on 17th November 2025
	DM/25/2433	Worth Lodge Cottage, High Street Variation of Condition 2 relating to planning reference DM/24/2404	Granted Permission on 17th November 2025

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DM/25/2565	Lytton House, London Road Various proposed tree works to a beech tree	No objection 11 th November 2025
DM/25/2031	Bagpiths Cottage, Haywards Heath Road Add internal wall to dining room to create study room with sliding door. Reinstate fireplace/log burner in living room.	Permission Listed Building 6 th November 2025
DM/25/2710	Jobes T1 – English Oak: crown lift 1.5m, T2 crown thin 10%. T3 English Oak - crown lift 5M, T4 Crown thin 20%, T5 – English Oak – Fell	Permission granted 26 th November 2025

The Chairman closed the meeting at 10.13pm

THE NEXT REGULAR MEETING OF THE COUNCIL WILL be 7th January 2026 –
8pm in Bramble Hall

Signed Chairman:.....

Date: