

**MINUTES OF THE BALCOMBE PARISH COUNCIL MEETING (BPC) HELD IN
BRAMBLE HALL ON WEDNESDAY 4th February 2026**

	Present: Cllrs, Alison Stevenson (AS), Helen Caudrey (HC), Nicky Gould (NG), Cllrs, Lloyd Thompsett (LT), Ian Black (IB), and Lyndon Hoare (LH).		
1148	Public Participation None		
1149	Apologies for absence Cllr Paul Williams & Cllr Nick Major		
1150	Declarations of Personal or Disclosable Pecuniary Interests in any item listed on the agenda Cllrs HC & IB declared personal interests in item 8, planning application DM/25/3236 and item 13 relating to the Village Primary School. Cllr NG declared personal interest in item 8, Planning Application DM/26/0090.		
1151	To approve the minutes of the meetings held on: 7th January 2026 Due to a formatting inconsistency under reference 1143, and the Chairman's belief that a wording change had not been included in the version presented, the minutes were not approved in full. The Clerk later confirmed the minutes were correct, and page 1 will be reprinted and resubmitted for approval at the March meeting.		
1152	Chairman's announcements The Chairman reported receiving an email from a resident living on the outskirts of the village/Cuckfield regarding parking issues at the train station, specifically that the car park is full, resulting in parking on verges or neighbouring roads. BPC reiterated that, despite previous discussions with Balcombe Estate and the train station/car park operators, no alternative options are currently available.		
1153	Matters currently being pursued, report from the Clerk <u>Bus Shelter</u> – Haywards Heath Road – Repair expected to take place Thursday 5 th February. Facebook posts and cones/signage have been placed to try and keep vehicles from obstructing the contractor's access. <u>Bramble Hall</u> – The United Reform Church have been notified to proceed with the preparation of the lease renewal document. <u>Pavilion</u> – The Clerk and Chairman have authorised contractors to carry out painting, carpentry, and an asbestos survey. As the building is to be surrendered, any incomplete works may require a financial contribution to be agreed with MSDC, and the Clerk continues to work towards compliance with the schedule. <u>Finger posts</u> – The Finger post for the Junction with Mill Lane/West Hill and Paddockhurst has been returned to the village for safekeeping, but no further progress has been made by WSCC with regards to the island where it is situated. The finger post on The High Street/Junction with Redbridge Lane has been refurbished and returned. The new finger post that will be situated on the London Road, North of the Village has been delayed but the contractor has now removed the old, dilapidated post and hopes to have this made and installed soon.		
1154	Planning Updates <i>See end of minutes</i>		
1155	Planning - to consider the following applications		
	Number	Site/ Address	Proposal

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DM/25/3236	Balcombe Primary School, London Road	Proposed enclosed outdoor Octagonal classroom to be situated at the rear of the school
Balcombe Parish Council have no objections to the planning application.		
DM/26/0170	Land To The Front Of 18 And 19 Oldlands Avenue	Tree Surgery 3 x Limes - cut back to previous pollard points
Balcombe Parish Council object to the tree works and commented that in their opinion it is too soon since the previous pollarding in 2024.		
1156	<p>To consider Planning applications received after publication of Agenda</p> <p>DM/26/0216 – 11 Barnfield – Velux window and a side door added to existing garage.</p> <p>DM/26/0090 – Northcote, Stockcroft Road - Single Storey rear extension</p> <p>DM/26/0251 – 34 Newlands - Erection of a detached single storey outbuilding for use as a home office and gym incidental to the main dwelling.</p> <p>The Clerk is to request extensions for the above planning applications so they can be listed on the next meeting’s agenda, allowing residents the opportunity to attend and provide feedback.</p>	
1157	<p>Financial</p> <p>January’s Cash Book Receipts & Payments were reviewed and approved.</p>	
1158	<p>Bramble Hall Lease Renewal – Provision for Legal Fees</p> <p>Councillors agreed that appointing BPC’s own solicitor for the lease renewal was unnecessary, as the terms remain unchanged from the previous lease. A provision of £1,500 (ex VAT) was approved should this later be deemed necessary once the United Reformed Church has provided a copy of the new lease to BPC via the Clerk.</p>	
1159	<p>Works to Surrender the Pavilion</p> <p>The following were reported by the Clerk to be ratify expenditure authorised under delegated authority:</p> <ul style="list-style-type: none"> a) Painting and decorating: £4,580.00 (inclusive of materials) b) Carpentry works: Estimated around £1,500 c) Asbestos survey and register: £295.00 d) It was RESOLVED to authorise up to a further £4,000 expenditure under delegated authority to the Clerk and Chairman for any remaining works required to surrender the pavilion, including compliance, repairs, clearance and cleaning. 	

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1160	<p>Balcombe Primary School – Grant Application The grant application was considered from Balcombe Primary School for £6,300 towards educational subscriptions. BPC RESOLVED to provide a grant of £4,000 in line with the previous year's grant.</p>
1161	<p>New Parish Council website: Cllr LH presented the costings and package requirements for the new BPC website. BPC RESOLVED to approve the commission of Aubergine to deliver a new Parish Council website, with expenditure of up to £1,200 for the initial set-up.</p>
1162	<p>Receive an update from working groups: <u>Recreation, play, youth, halls, schools</u> – Clerk stated that a new date needs to be confirmed for a further park meeting with MSDC. <u>Neighbourhood Plan</u> – MSDC have announced the dates in which the examination is taking place for the proposed amendments to the District Plan. <u>Planning & New Development</u> – The affordable Housing flats on the new development are being managed by Worthing Homes, Cllr AS spoke to them regarding the clause that 50% of the flats must be allocated to Balcombe individuals. Apparently the five flats have now been let to local people, but none are from Balcombe. It was therefore discussed that should any flats become available in the future they would be offered to applicants from Balcombe. District Cllr Gary Marsh was asked to help make progress on the Village carpark and BPC are awaiting a response from MSDC in relation to enforcement. <u>Traffic</u> – Cllrs discussed the Vehicle Activated Signs and proposed that WSCC be contacted to recalibrate these to flash at a lower speed in order to target speeding vehicles as it is thought that they are only currently activated at around 37mph. Cllrs NG has been comparing Speed Indicator devices suitability and locations. There is some section 106 monies that could be applied for to purchase two further devices. The application for the TRO south of the village is progressing to the next stage. Cllr IB has been in contact with WSCC. <u>Public Transport</u> – Additional station car parking was discussed, as above. <u>Energy</u> – No updates <u>Admin and Assurance</u> – No updates <u>Health</u>- There were no updates. Cllr AS reported that attempts to contact the NHS have been unsuccessful to date, as a detailed email was returned undelivered. She is currently seeking an alternative contact to whom the concerns can be raised. <u>Environmental</u> – No updates <u>Parish Council website</u> – See above.</p>
1163	Correspondence
1164	Exchange of Information

Planning updates:

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	Granted Permission on 9th Jan 2026
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	upgraded access road leads to two new detached properties to the land at the rear (west) of the bungalow at "Robin Shaw", Wayside.	
DM/25/2870	2 Watermead The proposed work includes a garage conversion into home office space.	Granted Permission on 9th January 2026
DM/25/3009	8 Barnfield Proposed loft conversion	Granted Permission on 19th January 2026.

THE NEXT REGULAR MEETING OF THE COUNCIL WILL be 4th March 2026 – 8pm in
Bramble

Signed Chairman:.....

Date: