

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

	Present: Cllrs, Alison Stevenson (AS), Helen Caudrey (HC), Lloyd Thompsett (LT), Ian Black (IB), and Lyndon Hoare (LH).
1165	Public Participation None
1166	Apologies for absence Cllrs Paul Williams, & Nicky Gould (NG)
1167	Declarations of Personal or Disclosable Pecuniary Interests in any item listed on the agenda Cllr LH personal interest in the Co-option of the New Councillor.
1168	The minutes of the meeting held on: 7th January 2026 were approved and signed by the Vice Chairman
1169	The minutes of the meeting held on: 4th February 2026 were approved and signed by the Vice Chairman.
1170	To consider applications for the co-option of a Parish Councillor to fill the current vacancy and, if appropriate, to resolve to appoint a candidate. John Clarkson was unanimously co-opted onto the Parish Council and warmly welcomed. John brings extensive IT knowledge and leadership experience and has supported the local community for a number of years.
1171	Chairman’s announcements The Vice-Chairman (HC), chairing the meeting, noted for the minutes the resignation of Nicholas Major, which had been shared with Parish Councillors prior to the meeting. Nick had been an active member of the Parish Council for several years, working tirelessly with West Sussex County Council Highways to secure necessary improvements and with Shanly Homes regarding the proposed village car park. The Parish Council thanked Nick for his service and noted that his involvement in village life is likely to continue.
1172	Matters currently being pursued, report from the Clerk Bus Shelter – Repairs completed. It is hoped greater care will be taken by bus drivers to prevent recurrence. Bramble Hall – Awaiting lease renewal documents. Pavilion – The Clerk updated members on progress of the surrender. Painting is ongoing, with legionella compliance, roof and guttering works, and internal cleaning to be scheduled to ensure timely handover. External decoration will not proceed, and the Clerk will agree a sum with Mid Sussex’s surveyor for these works as well as a confirmed fee being transferred to the Parish Council for MSDC’s Surveyor’s fees for the preparation of the schedule. Streetlights – Following the felling of a tree in Jobes, a shield has been authorised for a lantern (No. 55) to prevent glare into a resident’s property. A lantern (No. 71) on the London Road has also been fitted with a new sensor and shield after receiving a complaint about it remaining on overnight. Lantern No. 51 in Jobes is operational again after replacement of a faulty fuse.
1173	Planning Updates <i>See end of minutes</i>

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Planning - to consider the following applications			
Number	Site/ Address	Proposal	
DM/25/3101	Blackbirds Bramble Hill	Removal/Variation of Condition Variation of condition No: 2 relating to DM/25/0873 to allow for minor changes to the overall design which include rear extension parapet roof additional of roof glazing in the side extension and enlarged porch extension with open gable. Amended Plans received 02.02.2026.	
Balcombe Parish Council do not object to the planning application.			
DM/26/0216	11 Barnfield	Retrospective Velux window and a side door added to the existing garage and proposed rooflight to rear roof. (Amended description 11/02/2026)	
Balcombe Parish Council did not comment on the planning application.			
DM/26/0308	3 Diamond Cottages, Bretts Orchard	Trees in a Conservation Area Yew Tree in rear garden - fell to stump level.	
Balcombe Parish Council would like to defer to the Tree Officer's professional assessment. Balcombe Parish Council notes that it is believed the house is newer than the tree. If the Tree Officer finds that the tree is in good health and does not pose a risk to safety, then the Parish Council objects to its removal.			
DM/26/0351	3 Waterworks Cottages, Redbridge Lane	Construction of new timber frame garage.	
Balcombe Parish Council do not object to the planning application.			
DM/26/0090	Northcote, Stockcroft Road	Single storey rear extension	
Balcombe Parish Council did not comment on the planning application.			
DM/26/0251	34 Newlands	Erection of a detached single- storey outbuilding for use as a	

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			home office and gym, incidental to the main dwelling.
	Balcombe Parish Council do not object to the planning application.		
	DM/26/0478	17 Barnfield	Proposed Roof extension and loft conversion with dormer window housing a Juliet balcony to right side elevation and roof light windows to front, rear and side elevations.
	Balcombe Parish Council objects to the planning application. The Parish Council considers that the proposed roof extension and loft conversion would alter the character of the existing dwelling and have a negative impact on the street scene. Members also felt the proposal would appear overbearing and that the design and resulting appearance are not in keeping with the character of the area or the local vernacular.		
1175	<p>To consider Planning applications received after publication of Agenda. Clerk to request extensions for applications: DM/26/0519 The Studio and Gwen Cottage, Haywards Heath Road – no sketch plan and application form were uploaded to the portal. DM/26/0526 – A Vodaphone mask on Haywards Heath Road.</p>		
1176	<p>To review the following Parish Council policies:</p> <p>a) Standing Orders – To review the current Standing Orders. <i>(minor editing and wording changes only, with no substantive amendments).</i> <i>These were deferred to the next meeting.</i></p> <p>b) Code of Conduct – To consider updating the current Code of Conduct in line with the latest version of the NALC Model Code <i>(The Clerk’s recommendation is that no amendments are required at this time).</i> These were approved with no changes made.</p> <p>The Clerk noted that Financial Regulations, Standing Orders, and the Code of Conduct must be reviewed annually to meet audit requirements. Councillors are reminded that agenda items and relevant documents must be read in advance to ensure all members can participate fully and make informed decisions at the next meeting.</p>		
1177	<p>Financial February’s Cash Book Receipts & Payments were reviewed and approved.</p>		
1178	<p>Receive an update from working groups: <u>Recreation, play, youth, halls, schools</u> – Cllrs HC & LT stated that a date needs to be confirmed for a further park meeting with MSDC. <u>Neighbourhood Plan</u> – No updates. <u>Planning & New Development</u> – An online meeting took place between members of BPC and MSDC to try and resolve the issues in relation to the village carpark being offered as part of the Shanly Homes development. <u>Traffic</u> – Cllr IB provided an update that the Traffic Regulation Order application - London Road – Balcombe had been notified that the scheme has been successful through West</p>		

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	<p>Sussex County Council’s formal moderation process, with an approved scored of 31 points. The next steps is a statutory legal process; this will involve arranging a formal public consultation on the proposed scheme. This consultation will run for a period of three weeks, and WSCC Highways will also be engaging with Sussex Police.</p> <p><u>Public Transport</u> – No updates.</p> <p><u>Energy</u> – No updates</p> <p><u>Admin and Assurance</u> – No updates</p> <p><u>Health</u>- Whilst Jo Co Café are closed for three weeks volunteers have organised and offered to deliver prescriptions to residents directly from the Surgery.</p> <p><u>Environmental</u> – No updates</p> <p><u>Parish Council website</u> – Cllr LH is awaiting an update on the progress.</p>
1179	<p>To consider a request from the Village Fete Committee for financial assistance towards the event insurance premium and to resolve accordingly - £168.</p> <p>It was RESOLVED to grant the money for the insurance.</p>
1180	<p>Correspondence</p> <ul style="list-style-type: none"> • CPRE- Proposed reforms to the National Planning Policy Framework and other changes to the planning system. • Mid Sussex District Council - Angus Energy Site - Balcombe Members Briefing Note February 2026
1181	<p>Exchange of Information</p>

Planning updates:

DM/25/2685	Albany, Deanland Road	Granted Permission on 24 th February 2026
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The Chairman closed the meeting at 8.54pm

THE NEXT REGULAR MEETING OF THE COUNCIL WILL be 1st April 2026 – 8pm in Bramble Hall

Signed Chairman:.....

Date: