

ALBOURNE PARISH COUNCIL



You are hereby summoned to attend the Parish Council Meeting on
Tuesday, 9th December 2025 at 7.00 p.m. in the Village Hall

(The meeting is open to members of the press & public)

SIGNED.....*Iain McLean*.....The Parish Clerk

Iain McLean

AGENDA

1. The Chairman of the Parish Council opens the meeting, and receives any apologies for absence.

2. Declarations of interest.

To receive any declarations of interest from Members of the Parish Council.

3. Adjournment for any questions or issues raised by members of the public.

4. Approval of Minutes.

To receive and formally approve the minutes of the Parish Council meeting held on 4th November 2025 (as previously circulated) – to consider any matters arising from the minutes not otherwise on the Agenda.

5. Q and A session with:-

1. WSCC – Cllr Joy Dennis. 2. MSDC – Cllr Geoff Zeidler (see also his latest written report, if available prior to the meeting).

6. Planning matters.

1. To consider the six planning applications below and to decide on the responses to Mid Sussex District Council (and where appropriate West Sussex County Council, and the South Downs National Park Authority):-

APPLICATION NO.	PROPERTY	PROPOSAL
DM/25/2818 (comments)	Bishops Place, London	Proposed internal doorway

to MSDC by 28.11.25)	Road	between two bedrooms by removal of one vertical stud in the wall and cutting across a wind-shear bracing beam. Internally, the door being fitted is consistent with existing doors and fittings.
DM/25/2814 Listed Building Consent app. (comments to MSDC by 09.12.25) (WITHDRAWN)	Bishops Place, London Road	Erection of a flagpole up to 6m high.
DM/25/2813 (comments to MSDC by 09.12.25)	Bishops Place, London Road	Erection of a flagpole up to 6m high.
DM/25/2999 Listed Building Consent application (comments to MSDC by 16.12.25)	West House Farm, Henfield Road	Construction of rear single-storey extension, external and internal alterations, general repair and conservation works to main house. Demolition of existing outbuilding and construction of replacement carport building.
DM/25/2998 (comments to MSDC by 16.12.25)	West House Farm, Henfield Road	Construction of rear single-storey extension, external and internal alterations, general repair and conservation works to main house. Demolition of existing outbuilding and construction of replacement carport building.
DM/25/1847 (comments to MSDC by 17.12.25)	Nulli Secundus, Church Lane	Proposed two storey side extension and single storey rear extension with alterations to the existing building with matching front pitched roof addition and changes to the fenestration including demolition of existing garage and new garage construction with office in the roof space (amended description and plans 25/11/25)
DM/25/3028 (comments to MSDC by 23.12.25)	West House Farm, Henfield Road	Proposed demolition of modern farm buildings. Extension and conversion of existing barn to dwelling house. Conversion of existing stable building to ancillary accommodation. Construction

		of replacement stables, games room outbuilding, and a bike, bin and storage outbuilding.
DM/25/3040 Listed Building Consent application (comments to MSDC by 23.12.25)	West House Farm, Henfield Road	Proposed demolition of modern farm buildings. Extension and conversion of existing barn to dwelling house. Conversion of existing stable building to ancillary accommodation. Construction of replacement stables, games room outbuilding, and a bike, bin and storage outbuilding.
DM/25/3035 (comments to MSDC by 23.12.25)	Middle House, Lanehurst, Twineham Lane	This Lawful Development Certificate (LDC) application seeks to confirm that the entire rear garden of the property forms part of its lawful curtilage, as illustrated in the plans submitted under application DM/25/2161. This is an application to establish whether the development is lawful. This will be a legal decision where the planning merits of the proposed use cannot be taken into account.

2. (i) To receive a report/update on any outstanding traffic and highway issues, and to take any necessary decisions. (ii) To review the position with regard to the ongoing proposal to reduce the speed limit on the B2116 (by way of a Traffic Regulation Order, or other means) down to 20 mph on the relevant stretch, and to consider whether there are alternative options to pursue. (iii) In the context of the measures that the Parish Council has been trying to implement, to discuss a proposal by the School to use the grassed verge area outside the School as a drop off/pick up zone, and to confirm that the land is owned by WSCC.
3. To receive a general report from Councillors and/or the Clerk on any other current planning outcomes, appeals, and/or enforcement matters, District Plan/Neighbourhood Plan issues (both MSDC and Horsham District Council), and to agree any appropriate actions - to include particularly (i) any update on the situation regarding the examination of the District Plan, and (ii) any updates on the progress of the Sayers Common Village development proposal, and reports of meetings held or forthcoming in order to take matters forward. (iii) to discuss and decide on the renewal of the arrangement with Andrew Simpson Planning Limited to continue to provide planning advice and support in connection with the Sayers Common Village housing development proposal in the draft District Plan.

7. Finance report and matters.

1. To receive an update on the current financial position/Bank reconciliation

statement. ***[Attachment: financial summary circulated]***

2. To approve payment of the invoices and to make the payments. ***[Attachment: list circulated]***
8. **Calendar of Parish Council meetings for 2026.** To note and approve the proposed calendar of meetings for 2026, generally maintaining the tradition of the first Tuesday in each month ***[Attachment: schedule of proposed meetings circulated]***
9. **Current issues.** To discuss any updates, and to take any appropriate decisions/actions regarding current issues (see minutes of the last meeting, and the latest rolling list of actions as recently circulated by the Chairman).
10. **Councillors exchange of information/new matters raised by Councillors.**

(Dated and posted 3rd December 2025)

To: *All members of Albourne Parish Council*
c.c. *Parish Council notice-board*
Albourne Parish Council website
Cllr Joy Dennis; WSCC Ward Councillor
Cllr Geoff Zeidler; MSDC Ward Councillor