

ALBOURNE PARISH COUNCIL



You are hereby summoned to attend the Parish Council Meeting on
Tuesday, 2nd September 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 1st July 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, as recently circulated to members).

6. Planning matters.

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

APPLICATION NO.	PROPERTY	PROPOSAL
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DM/25/1788 *	The Stables, Honeybourne Farm, Truslers Hill Lane	The proposed siting of a Shepherds Hut for use as tourist accommodation.
SDNP/25/02803/FUL *	Pondtail Wood, Muddleswood Road, Newtimber	Proposed 5.7m deep x 9m long x 4.8m high enclosed timber structure to be used as a learning space to aid the running of an already established Forest School - including U3a classes.
DM/25/1847 *	Nulli Secundus, Church Lane	Proposed two storey side extension including link building with alterations to the existing building with veluxs and changes to the fenestration, including demolition of existing garage and new garage construction with office in the roof space.
DM/25/1860 *	Mount Farm, Shaves Wood Lane	Proposed single storey garden room.
DM/25/1913 (comments to MSDC by 19.08.25 extended to 03/09/25)	2 Oak Cottages, Truslers Hill Lane	Oak: Reduce growth by 2.5 - 3m back to live growth point.
DM/25/1860 (comments to MSDC by 01/09/25)	Mount Farm, Shaves Wood Lane	Proposed single storey garden room. Amended layout plan received 11.08.2025 to show alteration to rear height.
DM/25/2050 (comments to MSDC by 09/09/25)	Bowleys, Church Lane	Erection of a two storey side and rear extension.

** Note: In view of the fact that the deadline for the response was prior to the date of the meeting, these applications have been dealt with under the delegated authority provisions of Standing Orders, and the agreed responses will be set out in the minutes in the normal way.*

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 any other alternative options to pursue.
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 Distract Plan, and (ii) any updates on the progress of the Sayers Common Village development proposal.

4. To review the situation with regard to the balance of the unspent s.106 fund, and to consider what highway projects might be appropriate to use the available monies for.

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]***
3. To decide whether to agree the 3.2% national pay award settled by the National Association of Local Councils (NALC) and the National Joint Council for Local Government Services (NJC) for the period 01.04.25 to 31.03.26.

- 8. 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).

- 9. Councillors exchange of information/new matters raised by Councillors.**

(Dated and posted 28th August 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