

# ALBOURNE PARISH COUNCIL [2025]

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## **Minutes of the Parish Council meeting of Albourne Parish Council**

**held on: Tuesday, 9<sup>th</sup> December, 2025 at 7.00 p.m. in the Village Hall.**

*Present:* Cllr John Drew (JD) – Chairman  
Cllr Joy Parks (JP) – Vice Chairman  
Cllr Di Smith (DS)  
Cllr Imelda Spencer (IS)  
Cllr Suzanne Sawyer (SS)  
Cllr John Spencer (JS)

*In attendance:* Iain McLean; Parish Council Clerk (attending remotely via Zoom), Councillor Geoff Zeidler (MSDC), and 3 members of the public.

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- 1. (2025/097) - Councillor JD formally opened the meeting, welcomed those present, and received apologies for absence.** Apologies for absence were received from Councillor Shane Axtell, and the reason accepted.
- 2. (2025/098) – Declarations of interest.** There were none declared on this occasion.
- 3. (2025/099) – Adjournment for any questions or issues raised by members of the public.** A resident referred to the data from a survey of parents regarding School parking. There had been 98 responses, and it was clear that the car was the dominant means of getting to at the School. Some children are walked to the School, but this is a minority. The favoured option for trying to resolve the problem was staggered times for drop off and pick up, and the School is looking into this with parents. Both bus use and car sharing were also considered, and although there may be some take up, these were very much second best favoured options. The use of the grassed area outside the School was considered, but there will be issues with WSCC as they own the land, and will need to approve any firm proposals. However, the Parish Council referred to previous safety concerns, given that the area is used by others, and so all Councillors expressed the view that they were against the use of the grass area outside the school for a parking area, stating that this is a green space and not for parking. The Parish Council could however, look into having more warning signs, as a child was nearly knocked over by a car recently. Overall, it was felt that the problems with the car parking are caused by a small group of inconsiderate parents.

4. (2025/100) – Approval of Minutes. The minutes of the Parish Council meeting held on 4<sup>th</sup> November 2025 were duly approved and will be signed off, as a true record, by the Chairman as soon as possible.

5. (2025/101) – To receive reports (if any) from WSCC Councillor Joy Dennis (JD), and MSDC Councillor Geoff Zeidler (GZ). An update by Cllr GZ was given as follows- MSDC Update *The next MSDC Council meeting is 10<sup>th</sup> December. Last year's Deputy Chair of the Council has resigned from the Liberal Democrat Party and is now sitting as an Independent. The Council officers will provide a "political balance" report soon. The Government has launched its consultation on the structure of Local Government Reorganisation (LGR) [Consultation on Proposals for Local Government Reorganisation in East Sussex and Brighton and Hove and West Sussex - Ministry of Housing, Communities and Local Government - Citizen Space](#) and include options including those from Brighton in which Mid Sussex is linked to a range of East Sussex Districts. Responses are due by 11<sup>th</sup> January 2026. The MSDC consultation on Parking Charges for the villages is expected to be launched in the month before the scheme is implemented in April 2026. Planning The Council is proposing to approve "Position Statements" on Sustainable Development and Infrastructure which can give guidance to applications to be determined whilst the District Plan is being reviewed. These do not have legal weight, but will hopefully ensure developers adhere to the new District Plan intent. There is a meeting with the Inspector due in January to find a way forwards. The "Sayers Village" Master-plan is being led by Berkeley Homes who are co-ordinating with Albourne; Hurst & SC; and Twineham PCs and the smaller developers to create a more in-depth picture based on local input. There have been 2 workshops so far which have been constructive and there will be a Community Engagement in late January to share the emerging plan. In the meantime I am invited to, and attend whenever possible all the Pre-Application and Design Review meetings between the individual developers and MSDC so retain a perspective on progress. Services The 1-2-3 waste collection service has been rolled out but suffered issues including the Website going down; poor responses to enquiry issues; and establishment of the schedules. It is a shame that the print version of Mid Sussex Matters is no longer used as this would have helped keep residents informed. Many local Face-book pages are now sharing the collection schedules to try and assist. If any residents continue to have issues then I am happy to assist the Parish Councils in identifying and resolving issues. GZ also referred to the fact that a new Inspector had been appointed to deal with the District Plan examination, being the Inspector who had dealt with the previous Plan. He also referred to the fact that the Government is proposing to drop the Duty to Co-operate in the production of District Plans going forward. Cllr JP asked about the re-wilding area, i.e. why had this been removed, and given that it has been, the post advertising it now needs to be taken away. The Clerk said that he had written to the officer at MSDC, but had not had any responses. He will forward the emails to Cllr GZ. He will also pursue again, the issue of the gulley cleansing on the Street, but referred to the contract issues, which make this difficult to resolve. Cllr JP wished to record thanks to Glendale for their swift work in resolving the fencing/gate issues recently raised with them at the Recreation Ground.*

## 6. (2025/102) – Planning matters.

6.1 Eight planning applications were considered, and the plans and relevant policies presented and discussed. It being proposed by Cllr JS and seconded by Cllr SS, the Council therefore RESOLVED to comment to MSDC as follows:-

PROPERTY AND APP. NO.	PROPOSAL	AGREED RESPONSE
DM/25/2818 - Bishops	Proposed internal doorway between two bedrooms by	Albourne Parish Council has no

Place, London Road	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.	objections to this application.
<del>DM/25/2814 Listed Building Consent app. (comments to MSDC by 09.12.25) (WITHDRAWN)</del>	<del>Bishops Place, London Road</del>	<del>Erection of a flagpole up to 6m high.</del>
DM/25/2813 - Bishops Place, London Road	Erection of a flagpole up to 6m high.	Albourne Parish Council has no objections to this application.
<b>DM/25/2999 Listed Building Consent application - West House Farm, Henfield Road</b>	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.	Albourne Parish Council has no objections to this application, but the listed tree which is proposed for felling should be replaced if the felling is approved.
DM/25/2998 - 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.	Albourne Parish Council has no objections to this application, but the listed tree which is proposed for felling should be replaced if the felling is approved.
DM/25/1847 - 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)	Albourne Parish Council notes that the overall size of the proposal is larger, but repeats its previous response, which is - Albourne Parish Council has no objections to this application. However, there needs to be a condition requiring a proper construction traffic management plan to be put in place for both vehicle movements and to control parking, as Church Lane is a narrow rural road, and the property is situated right on a double bend.
DM/25/3028 - 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	Albourne Parish Council has no objections to this application.

	ancillary accommodation. Construction of replacement stables, games room outbuilding, and a bike, bin and storage outbuilding.	
DM/25/3040 <b>Listed Building Consent application</b> - 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.	Albourne Parish Council has no objections to this application.
DM/25/3035 - 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.	Albourne Parish Council has no legal reason to object to the application and therefore has no further comment to make.

6.2 On current traffic and highway matters, there were no updates to report at this meeting. All the outstanding issues remain under review. The use of the traffic speed data had been discussed as a means of supporting a number of initiatives. It was noted that Hurstpierpoint and Sayers Common Parish Council has offered to help with the downloading of data.

6.3. On items (i) and (ii) regarding the District Plan and the master-planning for the Sayers Village development proposal, Cllr JS reported that on the latter, there is now a good process in place involving close working between the 3 Parish Councils (Albourne, Hurstpierpoint and Sayers Common, and Twineham), the Sayers Common Village Society, and WILD (Watchdog for Intrusive Local Development). A number of meetings have taken place, both at that level, and with the various developers and MSDC officers. The main obstacles still need to be addressed, such as the overall impact of the development on our local communities, traffic generation, flooding and drainage. There is also a need to feed the data from the Speed Indication Devices (SIDs), which are deployed by the Parish Councils including Albourne, to feed into the roads and transport equations. It will also be necessary to get WSCC Highways and the Water Companies on board as it won't be the developers or MSDC that can deliver proper solutions to the problems that have been identified. Where individual site planning applications have been made, the Parish Council will comment and

input, but will continue to press for a cohesive Master-Plan to overarch the development as has always been the intention both within and outside the draft District Plan. (iii) After discussion, it was proposed by Cllr JS and seconded by Cllr SS to renew the engagement of Andrew Simpson Planning Limited to assist with advice and guidance with regard to the above matters up until the end of March. The cost is budgeted for, and capped at £2,500. It was then unanimously **RESOLVED** to agree the proposal.

## **7. (2025/103) – Finance report and matters.**

7.1 The financial summary and the Bank reconciliation for the month, were received, noted, and approved. Cllr JD asked about the precept information recently received from MSDC, and how the tax base is calculated. This will be coming back to the meeting in January for further discussion and the setting of the precept for 2026/7.

7.2 The invoices were presented for payment, and it was RESOLVED to agree and to make the following payments:-

AMOUNT	PROCUREMENT	PAYEE
£622-77	Clerk's salary + on costs (November)	West Sussex County Council
£96-00	Village Hall training for the Clerk and Cllr Di Smith	WSALC Limited
£187-38	Bulbs and planting equipment for the Millennium Garden	Meadowmania (Reimbursement for Michael Nailard)
£420-00	Autumn hedge cutting in the Millennium Garden, trimming hedge at front of Village Hall, and disposing of the cuttings, etc.	Adie Rowe
£129-60	New sign for the front of the Village Hall	Action Press

**8. (2025/104) – Calendar of Parish Council meetings for 2026.** The proposed calendar of Parish Council meetings for 2026, generally maintaining the tradition of meeting on the first Tuesday of every month, was **AGREED**, but with one change. This is that the Annual Parish Council meeting and the Annual meeting of Albourne Electors will take place on the same day in May. Accordingly, the former will be at 6.00 p.m. on Tuesday, 5<sup>th</sup> May 2026, and the latter at 7.30 p.m. on the same evening.

**9. (2025/105) – Current issues.** Cllr JD went through the rolling list of actions, and updated the document as necessary. This will be published separately. The main updates are (i) the riparian kits still need to be sent to landowners. The Clerk and Cllr SA are looking into land ownership. (ii) Cllr IS outlined the next steps in terms of progressing Operation Speed-watch. (iii) The Street/Barleycroft overhanging hedge has been done by Clarion. (iv) The new bus shelter on the B2118 is due to be installed soon. (v) Clarion need to be contacted regarding the water butts and the guttering for the allotments water supply. (vi) The trees in the Recreation Ground still need to be trimmed back and any broken branches removed. (vii) The dropped gulley by the School has been done, but is deteriorating again. Tim Boxhall at WSCC has already been advised of this by Cllr JP, and so hopefully the matter will be re-visited again soon. (viii) The working Group set up to deal with the level of hiring fees for the Village Hall for the Under 5s Pre-school Group has now met. The review

Group's recommendations were agreed, and will therefore be put to the next meeting of the Village Hall Management Committee at the end of January.

**10. (2025/106) - Councillors exchange of information/new matters.** It was noted that WSCC have not accepted that the potential conflict of traffic turning into Starley Close from the B2118, is not something they wish to act on, and so unfortunately this now seems to be the end of the matter. However, it was noted that speed limitations, and other highway measures proposed to be taken in connection with the new retirement development known as Wellcroft (the former Hazeldens site) may help the situation. Cllr JS reported that he has spoken with Julian Saunders of the Sayers Common Village Society, about the flooding issues in Albourne, and the idea is to produce a plan of all the ditches, streams and drains in the area, which it is hoped can be co-ordinated with the Master-plan. It may also be that the Monday Group can assist with any projects that come about.

The meeting closed at 8.50 p.m.

SIGNED.....John Drew/Joy Parks  
Chairman/Vice Chairman

***NEXT ORDINARY MEETING: TUESDAY, 6<sup>th</sup> JANUARY 2026 @ 7.00 p.m.***