

ALBOURNE PARISH COUNCIL [2025]

Minutes of the Parish Council meeting of Albourne Parish Council

held on: Tuesday, 2nd September, 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 Suzanne Sawyer (SS)

In attendance: Councillors John Spencer and Imelda Spencer (attending by Zoom link), Iain McLean; Parish Council Clerk, Councillor Geoff Zeidler (MSDC), Councillor Joy Dennis (WSCC) and 2 members of the public.

1. **(2025/078) - Councillor JD formally opened the meeting, welcomed those present, and received apologies for absence.** Apologies for absence were received from Councillors John Spencer, Imelda Spencer, and Shane Axtell, and the reasons accepted.
2. **(2025/079) – Declarations of interest.** There were none declared on this occasion.
3. **(2025/080) – Adjournment for any questions or issues raised by members of the public.** The bad state of footpaths and pavements was raised, but it was noted that these are not statutory services, and priority has to be given to other more costly services, such as adult social care, and children's services. It may be that any new unitary Authorities might be able to do better, but there can be no guarantee of any additional funding at this stage.
4. **(2025/081) – Approval of Minutes.** The minutes of the Parish Council meeting held on 1st July 2025 (there was no meeting in August) were duly approved and will be signed off, as a true record, by the Chairman as soon as possible.
5. **(2025/082) – To receive reports (if any) from WSCC Councillor Joy Dennis (JD), and MSDC Councillor Geoff Zeidler (GZ).** Cllr GZ gave his report. The latest situation on the District Plan is discussed under the planning item below. On devolution and local government re-organisation, the preferred options will be put to central Government at the end of September, and a decision taken. There would then be a further period of public consultation. He referred to the re-generation of Burgess Hill, and the joint venture project that is taking this forward. MSDC has reviewed the services of the Parks and Open spaces

contractor, Glendale, with very positive results. He is pursuing the issue of the MSDC proposal to introduce car parking charges into village car parks, and the law of unintended consequences that this might have. He has been in correspondence with the Cabinet member and the leader of the District Council over this, and has recently had a more positive response to the concerns he has raised. There will be further consultation in due course. **Cllr JD** gave her report. Operation Watershed (flooding alleviation) is ongoing and WSCC is reviewing how it has been working. The riparian toolkit has been produced and it was confirmed that the Parish Council has a copy. This is in tandem with the recently published new Flood Risk Strategy. However, the toolkit needs to be disseminated to landowners in the Parish so that they are aware of their responsibilities. Twineham School is closing due to low pupil numbers. Work is being carried out soon to the kerbs and gullies on the B2116. She is dealing with a concern raised about the exit onto Truslers Hill Lane from Albourne Vineyard, which causes traffic problems. She also felt that there are other interim solutions to the TRO issue (see item 6.3 below) such as flashing 20 mph signage during school times. She will look further into this with WSCC officers, but agreed that the long term aim to mandatorily reduce the speed limit should remain as an objective. It may be that the way these applications are assessed will change in the future.

6. (2025/083) – Planning matters.

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

PROPERTY	PROPOSAL	AGREED RESPONSE
DM/25/1788 - The Stables, Honeybourne Farm, Truslers Hill Lane	The proposed siting of a Shepherds Hut for use as tourist accommodation.	As a one off only, Albourne Parish Council has no objections to this application, and would be in support of the proposal.
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.	Albourne Parish Council has no objections to this application, and subject to (i) a proper landscaping plan being put in place, (ii) compliant biodiversity gain being secured, (iii) proper access and parking provision, and (iv) a traffic assessment on the effect of the proposal on the access road, the Council would be in support of the proposal.
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.	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/25/1860 - Mount Farm, Shaves Wood Lane	Proposed single storey garden room.	Albourne Parish Council has no objections to this application, and would be in support of the proposal.
DM/25/1913 - 2 Oak Cottages, Truslers Hill Lane	Oak: Reduce growth by 2.5 - 3m back to live growth point.	Albourne Parish Council has no objections to this application.
DM/25/1860 - Mount Farm, Shaves Wood Lane	Proposed single storey garden room. Amended layout plan received 11.08.2025 to show alteration to rear height.	Albourne Parish Council repeats its previous response in that it has no objections to this application, and would be in support of the proposal.
DM/25/2050 - Bowleys, Church Lane	Erection of a two storey side and rear extension.	Albourne Parish Council has no objections to this application, and would be in support of the proposal.

6.2 On the District Plan and the master-planning for the Sayers Village development proposal, the anticipated meetings with MSDC and the developers, individually, or collectively, are still in the course of being arranged. The examination of the District Plan is still on hold, but MSDC is putting together a Planning Statement that may hold some weight in deciding planning applications. It was noted that Welbeck Land (one of the developers for the land) has put out a consultation document to residents. Cllr GZ acknowledged the delay in organising further meetings, but was assured that hopefully these will take place later this month. It was noted that Berkeleys will be leading on the meetings, as they are the largest of the five developers involved in the housing project for Albourne/Sayers Common.

6.3. Current traffic and highway matters are covered in item 7 below. However, Cllr JD referred to the meeting with Alison Bennett, MP on the 28th August, and said that she will see what influence she may be able to bring to bear regarding the ongoing aim to reduce the speed limit on the relevant stretch of the B2116 to 20 mph.

6.4 The need to spend the remaining monies in the s.106 planning fund was discussed, and whether there any projects that could make use of this fund. Options included, (i) the 2 lanes into 1 issue at the junction of the B2118 with the B2116, although it was recognised that this is not necessarily a matter of money. (ii) The possible refurbishment of dilapidated street signs (Cllr SS will look further into this). (iii) The repair of the direction sign finger post at the High Cross triangle, and (iv) a highway assessment of the entrance/exit to the new development at Starleys which potentially brings traffic entering and exiting into conflict with those at Church Lane off the B2118. The Clerk will also take up with the s.106 officer at MSDC.

7. (2025/084) – Finance report and matters.

7.1 The financial summary and the Bank reconciliation for the month, were received, noted, and approved.

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

AMOUNT	PROCUREMENT	PAYEE
£601-52	Clerk's salary + on costs (July)	West Sussex County Council
£2,928-00	Work to the streetlamps, new LED bulbs, and re-painting of columns	Streetlights
£57-19	Paint for Village Gateways maintenance	John Drew (reimbursement) (Brewers Decorator Centres)
£18-99	Paint brushes, etc., for Village Gateways maintenance	John Parks (reimbursement) (Wickes, and Hassocks Hardware)
£601-52	Clerk's salary + on costs (August)	West Sussex County Council
£1,304-10	Planning advice regarding the District Plan, and the Sayers Common Village development proposal	Andrew Simpson Planning Limited

8. (2025/085) – Current issues. Cllr JD went through the rolling list of actions, and updated the document as necessary. This will be published separately. The main update was from Cllr IS on the proposal to install a new bus shelter on the east side of the B2118. Two quotes have been secured, one of which will both provide and install the shelter, and one which will supply but not install. This will affect the financial assessment. However, a third quote is being sought, and the matter will go to the next meeting on 7th October, when a final decision will be made. Other updates were (i) the painting of the Village Gateways has been done, (ii) the preferred strimmer for helping with the maintenance of Parish Council garden assets has been agreed, and Cllr JD will acquire this, (iii) on the re-wilding area, Cllr JP will seek advice from the Flora and Fauna person who helped with the bird nesting boxes, (iv) on the water butts for the allotments, Cllr SS is taking this forward with Cllr SA, and will see if Peter Holding might be able to help, (v) Cllr JP has managed to find someone (Freedom for Dogs) to take the dog bin that the Parish Council has been unable to use, (vi) on the Millennium Garden, Adie Rowe will be contacted by Cllr JP to take forward the hedge cutting. Brian Truran will take over the maintenance of the Medieval Pound, (vii) the meeting with the School to discuss the parking and other issues is still in the course of being organised.

9. (2025/086) - Councillors exchange of information/new matters. It was reported that that the brown sign for the Singing Hills Golf Club on the B2118 is hanging loose, but the Club claim it is not their responsibility. This will be checked. Also, the trees coming from a private property are overhanging the pathway along the Recreation Ground, and the Clerk will write to the owner asking that these are trimmed back. Cllr SS has reported other trees that need cutting back in the Recreation Ground, and this matter should now be with MSDC's contractor, Glendale.

The meeting closed at 9.00 p.m.

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

NEXT ORDINARY MEETING: TUESDAY, 7th OCTOBER 2025 @ 7.00 p.m.