

**MINUTES OF BALCOMBE PARISH COUNCIL (BPC)  
HELD IN BRAMBLE HALL ON  
Wednesday 11<sup>TH</sup> January 2022 at 8 pm**

Present: Cllrs Alison Stevenson – Chair (AS), Lloyd Thompsett – Vice Chairman (LT), Manouchehr Nahvi (MN), Massi Smith (MS), Nicky Gould (NG).

Co-opted Cllrs: Nick Mayor (NM) and Paul Williams (PW).

**620. Declarations of personal or pecuniary interest**

MS – Land adjacent to Balcombe House – Personal

**621. Apologies for absence**

Helen Caudrey (HC) – Studying for a professional exam, Gary Marsh (GM) – Mid Sussex District Councillor and Bruce Forbes – West Sussex County Councillor.

**622. To approve the Minutes of the Meetings held on 14<sup>th</sup> December 2022**

The minutes for the meetings were approved as a true record and signed by the chairman.

**623. Public Participation**

None

**624. Matters currently being pursued, report from the Clerk**

- PCSO confirmed a Beat Surgery is due to take place on Friday 3<sup>rd</sup> February at the Pavilion between 9:30am – 11am.

- EICR testing has been completed for Bramble Hall and the Pavilion. Remedial works is required for Bramble Hall. UKPN to upgrade the electricity supply free of charge. Remedial work to be agreed at a cost of £385.50; this was agreed by council.

**Updates on Planning applications:**

Number	Site/Address	Proposal	Decision/ Decision Date
DM/22/3482	Church Lodge, London Road	T1 – yew – Taxus baccata – remove two branches growing towards and touching porch of church prior to remedial building work required. Reduce overhanging branches by up to 2m to give clearance to church building.	No Objection – 15 <sup>th</sup> December 2022
DM/22/2978	Wellgrove Cottage, Stockcroft Road	Extensions to dwelling, including demolition of storage shed. Amended plans received 01.12.2022 showing design amendments for new front doorway, amended position for nine solar panels and retention of one chimney.	Decision date approved – 3 <sup>rd</sup> January 2023

**625. Planning - to consider the following applications:**

Number	Site/Address	Proposal
DM/22/3766	15 Bramble Mead	Proposed single storey side extension, front porch extension, internal alterations.

Balcombe Parish Council have no objections

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DM/22/3882 and DM/22/3885	Casteye Barn, Haywards Heath Road, RH17 6NZ	Installation of new front door configuration in place of existing W19 (an existing casement window opening with weatherboarded structural opening beneath).
Balcombe Parish Council have no objections.		
DM/23/0034	Kibo House, Stockcroft Road, RH17 6HP	Oak (T1) raise crown by 2.5m and reduce remaining crown by 2m due to considerable growth and excessive shading.
Balcombe Parish Council would like to defer this item until the next meeting. This will provide additional time to look at the planning application and comment.		
DM/22/2878	Kibo House, Stockcroft Road	AMENDED DESCRIPTION - Creation of enclosed carport to front and side access steps to garden. New outdoor kitchen/dining, raised planting and seating area to the side/rear garden. Hip to gable roof conversions to the front and rear. Changes to fenestration throughout and internal alterations. Inclusion of timber weatherboarding on front and north (side) elevations and render to first floor rear projection. 1.8 metre timber privacy screen to north (side) elevation to serve rooftop terrace area. AMENDED PLANS received 23rd December 2022.
Balcombe Parish Council are pleased to see changes to the design and that the previous comments have been taken onboard. Improvements to the fenestration and window sizes have been reduced which is pleasing. The design has been reverted back to the traditional materials which is more in keeping with the surroundings. No objections.		

**626. To consider Planning Applications received after publication of Agenda.**

Number	Site/Address	Proposal
DM/22/3823	Little Bretts, Haywards Heath Road, RH17 6PG	Installation of new kitchen units and installation of a log burner.

Clerk to request extension for above planning application to enable the public and Parish Council sufficient time to review the application.

**627. To consider applications for casual vacancies and Co-option of new Councillors.**

Nick Major and Paul Williams were co-opted onto Balcombe Parish Council.

**628. To receive an update from groups:**

**Recreation, Play, youth and halls:** LT offered to find out if BPC can manage the project to upgrade the MSDC playground. MSDC have not committed to a time frame in which the playground facilities will be upgraded. Section 106 Money has been allocated from the new developments to this. Cllr LT attended a meeting at Warden Park School to identify how they were spending their allotted Section 106 money. They have accrued S106 from several developments and the money has been covenanted for replacement of the current temporary buildings. Warden Park School have submitted plans for a new geography block and special need facility but too are finding the process difficult as MSDC hold the funds. Their SIFT application was signed off in June 22. LT would like to set up a meeting with Balcombe Primary School and talk to chair

of governors to identify how the S106 money will be spent. He will ask WSCC if any more money is being held for Balcombe Primary.

**Neighbourhood Plan:** Responses to the draft District Plan consultation were submitted to MSDC in December 2022.

**Planning & New Development:** Awaiting alternative date for a meeting with Shanly Homes to discuss the village car park. Landscape plans (to discharge planning condition) have been rejected by MSDC. AS to speak to district councillors.

**Transport:** A meeting took place with Richard Speller (WSCC Highways) on Friday 6<sup>th</sup> January – a number of topics were addressed including the buff road surface which is proposed for the centre of the village enhancement project and two potential highways schemes (Haywards Heath Road footpath and a school crossing). Richard Speller offered to produce some site sketches, and to support BPC progress the schemes. Another meeting is being planned at the end of January with Richard and his colleague Christine Ellison as RS is leaving WSCC. Operation Watershed (upgrade to highway network drainage/gulley's) was discussed.

**Energy:** No updates

**Admin and Assurance:** No updates provided.

**629. Financial**

- a. Decembers Cash Book Receipts & Payments were signed.  
The payments made list in December was circulated. Costs included:  
Stephen Malthouse - £450, Start Traffic £161.71, Xmas Tree Society £112.

**630. To approve a precept of £76,998, based on an increase of 2.66%; due to new build properties and changes in discounts.**

The councillors resolved to set the precept at £76,998 for financial year 2023-2024.

**631. To approve Street Lights to carryout repairs/upgrades:**

- a. Column 62 in London Road - broken pole bracket and install Secondary Isolation. New bracket and box will be a chargeable extra (£390 + Vat).
- b. To replace the fourteen lanterns on London Road (£4,900 + £390) = £5,290 + Vat. in total.  
It was resolved to approve all in principle subject to further confirmation on lamppost numbers/exact locations.

**632. To agree the following subscription renewals:**

- a. WSALC        £506.64 (increase of 2% from 2022/23)
- b. NALC         £110.41

It was resolved to continue to subscribe to both membership bodies.

**633. To review Draft Budget for Financial Year 2023-2024**

LT and MS offered to look at the draft budget and to finalise at the next full council meeting.

**634. To review and approve grant applications from the following applicants:**

- Balcombe Primary School - £4801.39 - it was resolved to request an updated list of lesson/teaching material subscriptions to match financial dates.

- The Victory Hall Management Committee - £5000

It was resolved to review both grants after additional information obtained and draft budget calculations completed.

Commented [NG1]: It was resolved to?

**635. To discuss Surface Water Flooding in the Village.**

Cllr HC to update at the next meeting.

**636. Winter resilience plan.**

Clerk requested permission from the Councillors to appoint SMART gardens to refill the grit bins when needed. This was approved in principle as well as potentially collecting grit/salt from a WSCC Highways depot should BPC’s reserves become low.

It was discussed to add a grit bin/s in the New Barnfield development and to add the location to the gritting route. Cllr PW offered to contact the management company to request further information as to their responsibility to the development.

**637. Correspondence.**

A number of correspondence items were shared with Councillors.

Including participating in the Gatwick Airport Limited Airspace Change Proposal (ACP 2018-60) to redesign the arrival and departure routes that serve the operation in line with the UK Airspace Modernisation Strategy. Cllrs MN and LT have offered to participate and have registered to attend the online session.

**638. Exchange of information**

- o Cllr AS proposed a catch-up meeting on Thursday 26<sup>th</sup> January.
- o There will be a Fete meeting on 24<sup>th</sup> January to discuss the allocation of the funds.
- o Cllr LT provided an update on the Ukraine families in Balcombe being hosted in Balcombe and thanked the Parish Council on behalf of the families for the grant.

**There being no further business the Chairman closed the meeting at 10.07pm**

**THE NEXT REGULAR MEETING OF THE COUNCIL WILL BE Wednesday 8<sup>th</sup> February 2022 at 8pm – Bramble Hall.**

**Signed Chairman: .....**

**Date: .....**