



Chailey Parish Council
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Minutes

The full meeting of the of the Council was held on Tuesday 20th January 2026 at The Reading Room, Chailey Green at 7.30 pm.

Present: Cllrs Berry, Avery, Evans, Jordan, Murphy, Forman, Smart, Millam, Fisher.

Public Present: District Councillors Saunders and Slater.

In attendance: Bettina Newell and Nicola Menniss, Clerks.

Cllr Berry opened the meeting at 7.30pm

26/001.Apologies for Absence: Cllr Dunford.

26/002.Declarations of interest: in accordance with section 31 of the Localism 2011 members are to declare any Disclosable Pecuniary Interests in items on this agenda and the Clerk must report any written requests for dispensation in respect of items on this Agenda – Cllr Evans declared an interest on item 13 of the agenda.

26/003.Questions/Comments from members of the public: Cllrs Saunders and Slater gave a verbal report at item 26/008.

26/004. Items considered as a matter of urgency: None.

26/005.PLANNING –

i) LW/25/0634 – Glendene House, Station Road, North Chailey, BN8 4HG

Proposal: Erection of 1 no. detached dwelling – Additional Documents.

CPC observed that this application is a simplified version of the earlier submission received previously and remarked that there were no objections this time from neighbouring residents. They further believed that the developer had considered prior feedback from CPC and the neighbours. However, Cllr Murphy raised several points that he would like to be addressed:

- It was noted that the layout has been designed for potential future expansion – CPC requests that no additional land be developed.
- The Arboriculturalist report indicates that no trees are to be removed, yet the plans suggest that at least four trees will be cut down.
- The ecology report has not been conducted by a qualified Ecologist – this should be based on hectares; therefore, we request that a proper assessment be carried out.

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□ The soakaways have not been verified, making the proposed drainage velocity unfeasible. (Drainage concerns at this site were highlighted in previous meetings, so it is crucial that these issues are resolved before any work begins).

Provided that conditions are established regarding the above points, CPC will endorse the application for one dwelling. Cllr Smart proposed to support the application, which was seconded by Cllr Murphy, with 6 in favour and one abstention.

ii) LW/25/0685 - Holford Manor, Holford Manor Lane, North Chailey, BN8 4DU

Proposal: Replacement of side extension with two storey side extension, construction of basement, alteration to front and rear fenestration and associated hard soft landscaping.

Cllr Berry proposed no objection to this application, seconded by Cllr Smart. All in favour.

iii) LW/25/0667 – Little Rough Wood, Lower Station Road, Newick, BN8 4HT

Proposal: Single Storey rear extension, extension to front porch, single story first floor front and rear extensions with raising of roof height, alterations to fenestration on both sides, and replacement of fence.

Cllr Berry proposed no objection to this application, seconded by Cllr Forman, all in favour.

iv) LW/25/0572/CD – Grassington Farm, Warren Lane, North Chailey, BN8 4HW

Proposal: Discharge of Conditions 7 (Materials and Finishes), 11 (CMP), 13 (External Lighting) and 15 (Road Crossings) in relation to approval LW/24/0691

Chailey Parish Council (CPC) accepts Condition 7 (Materials and Finishes). CPC has remarked that Condition 11 (CMP) must be discharged before any work commences on site. If work on site has already started, then CPC questions whether this has been executed in the proper sequence. Consequently, Condition 11 should be discharged prior to any activities, as no development, including groundwork or demolition, should occur until a construction management plan has been submitted and approved. CPC has not observed evidence of this and must therefore conclude that the correct procedure has not been followed regarding this Condition.

CPC does not accept Condition 13 (External Lighting) and Condition 15 (Road Crossings) due to the lack of sufficient information provided.

CPC wishes to point out that there are several Conditions that need to be discharged before work can commence, which they believe warrant further review.

Considering the reasons above, CPC raises no objection to Condition 7. Objections were raised against Conditions 11, 13, and 15. This was proposed by Cllr Jordan and seconded by Cllr Berry, with all in favour.

v) TW/25/0107/TPO – Oakwood House, 6 Warrenwood North Chailey, BN8 4JR

G1 – Holly – Thinning of canopy by 75% - understory management to increase light penetration, regeneration and promoting biodiversity;

T5 – Scots Pine – Reduce the tree to standing monolith of approximately 10m in height – To reduce the risk of failure;

G2 – Oak – Removal of tree – proximity to new structure;

T4 – Birch – Removal of tree due to suppression and poor form – To improve visual amenity and structural health of canopy;

G3 – Oak – (5 No.s) – 2-3m Crown reduction – To reduce potential failure and encourage balanced and structurally stable canopy.

Chailey Parish Council (CPC) has raised a query regarding G2 Oak, specifically concerning the removal of the tree due to its proximity to a new structure. CPC is uncertain whether the new structure has obtained planning approval. If the tree is to be removed based on a planning application that has not yet been submitted, then they formally object to this application.

Considering the points made above, Cllr Millam expressed his objection to the removal of G2 Oak without knowing the planning decision on the new structure, while he supported the other applications on the condition that the Tree Officer is satisfied with them. This was seconded by Cllr Evans, with the rest of the Council being in favour.

vi) Planning Inspectorate Ref: APP/P1425/H/25/3374783

Appeal Starting Date: 17 December 2025

Appeal by: C/O Agent - Stantec UK Ltd

Proposal: Installation of 1no illuminated small format advertising display

Site: Chailey Service Station, East Grinstead Road, North Chailey, East Sussex, BN8 4DH - An appeal has been lodged against the Conditions imposed on an advertisement – original planning application LW//25/0447

CPC expressed strong objections to the initial planning application in September 2025. They opposed the illuminated advertising sign and continue to do so. CPC felt disappointed when LDC subsequently approved the application, but they were relieved that certain Conditions were imposed; these Conditions are:

i) LDC mandates the removal of the sign after 5 years.

ii) LDC stipulates that lighting is permitted only during opening hours.

CPC believes that the advertising sign should be illuminated only between 8.00am and 6.00pm, as extending these hours would disturb nearby residents. The Council acknowledges the services provided by the Garage but insists that Chailey is a rural village, and the proposals for the Garage are not in harmony with the local character. The sign itself holds no significance for the residents and will only serve as a nuisance; keeping it illuminated at night is inappropriate and disrespectful to the community. Therefore, CPC strongly endorses the Conditions and urges LDC to uphold their stance on the two Conditions they have set. Cllr Evans proposed supporting the Conditions established by LDC and requested that they consider the times referenced by CPC. This proposal was seconded by Cllr Fisher, with all the Council in favour.

vii) To note LDC planning decisions and results of appeals.

Planning Application	Applicant	Work requested	CPC decision	LDC decision
LW/23/0596	Land adjacent to Honeysuckle Cottage, Station Rd, North Chailley BN8 4PJ	Outline application, with all matters other than access arrangements reserved, for the erection of up to 2no. dwellings, access, landscaping, and associated infrastructure (amended application from 3 to 2 dwellings and new illustrative plan 22_146_PRO1 Option a Rev B)	Object June 2025 FC mtg	Approved

26/006. To agree the minutes of the Full Council Meeting held on Tuesday 9th December 2025. These were considered and accepted as an accurate record of the meeting. Cllr Forman proposed to approve the Minutes, seconded by Cllr Avery. Six in favour. Cllr Murphy did not vote as he was not at the December meeting.

26/007. To receive and if thought fit approve financial reports for December 2026. The Council prior to the meeting had received the following financial reports from Emma, the RFO:

- Payments and receipts list for December
- Performance against budget as at end of December
- Bank reconciliation and bank statements – signed by Cllrs Berry and Avery during the meeting.
- A copy of the Q3 VAT return.

Cllr Evans proposed to approve the financial reports for December 2025, seconded by Cllr Fisher. All in favour.

26/008. Questions/comments from or for Joa Saunders and Mark Slater, District Councillors for Chailey. Members of the public are encouraged to contact the Clerk prior to the meeting if they wish to put questions to the District Councillors who will only be present at the meeting if there are issues for discussion.

Cllr Slater updated the Council on the Lewes Local Plan – there are a number of consultations being held in various villages; there is one being held in Cooksbridge on Monday 26th January. There will be consultations in Newick, Wivelsfield etc. These are open evenings where the Planners will talk through the Local plan, which is now in Phase 2 of Regulation 18. Once the Consultation has gone through, it will then proceed into its final stage of Reg 19 which is putting it together and making sure that the legal processes have all been adhered to. It will then be sent to the Government at the end of 2027. There is a deadline of December 2026 – if this is not met, then LDC will need to start all over again. Cllr Slater was aware that there is some development in Chailey, but we are not being hit as hard as some nearby villages. The plan is to put a Local Plan in which does not reach the Government's figures (the Government wants us to build 15,000 houses) Lewes Planners

are saying that there is insufficient infrastructure within the district to make that a sustainable goal and they are advising that 8,570 new builds is a realistic target – it is hoped that the argument will be strong enough for the Government to accept. If we can then go forward with a Local Plan in place, it will offer some protection for the next 15 years.

Cllr Slater informed that the Renters' Right Act has successfully passed through Government and is set to become law this year. This development indicates that many individuals residing in the private rented sector will gain additional rights compared to previous years. Consequently, it is essential to establish Officers who will be responsible for addressing the anticipated complaints arising from this sector. Furthermore, a significant amount of surveying conducted on private rented properties indicates that their condition is worse than initially perceived.

At this point in the meeting, the Chair brought forward item 11 for discussion.

26/009. Council to receive reports from the Speedwatch Coordinator and will deliberate on whether the information contained in these reports will assist in determining the acquisition of the Blackcat device (discussed at the December meeting)

Cllr Evans expressed the view that the guidance given by the Speedwatch team indicates that there is no benefit in engaging in the shared use of a Blackcat device. This device does not notify drivers of their speed; rather, it records the details of the traffic that passes through. The primary concern in Chailey is Mill Lane, which has been the subject of numerous complaints received by CPC. Cllr Evans suggested that the installation of chicanes would be suitable for alerting individuals as they enter the village area, thereby encouraging them to reduce their speed. Nevertheless, he believes that the Highways department opposes the placement of obstacles on the road. It was acknowledged, however, that a "Smiley Face" device could be advantageous if there is a desire to lower the speed limit from 40mph to 30mph. CPC has long advocated for a reduction in the speed limit, and this request has been communicated to Highways on multiple occasions without success.

Cllr Evans would like the Parish Council to motivate residents to participate in the Speedwatch Group.

Cllr Millam said that the Smiley Activates Messages would be more effective and felt that this approach encourages drivers to reduce their speed.

Cllr Slater informed CPC that there is a new Government initiative known as the "School Street Initiative," which permits temporary restrictions on motorised traffic during school pick-up and drop-off times. Cllr Slater questioned whether this initiative could assist in addressing the issues on Mill Lane.

It was concluded that, at this time, there is no necessity for a Blackcat device, and therefore, the option to invest in shared ownership or hire with Barcombe and Hamsey Parish Councils will not be pursued. However, it was agreed that the signs stating "Check Your Speed Before We Do" could be requested from the Road Safety Team. Suggested signage points are:

- Entrance of Mill Lane (to the 30mph zone)
- Entrance to the 40mph zone on the A275 heading north.
- Entrance to the 40mph zone on the A275 heading south
- Entrance to the 30mph zone on the A272 heading east and west.
- Entrance to the 40mph zone from Sheffield Park towards Chailey.

Should the signage be implemented, it should be coordinated with the Speedwatch team.
Clerk to action.

At this point in the meeting, Cllrs Saunders and Slater left the meeting.

26/010. Lewes Local Plan – Phase 2, Reg. 18 – The Council shall inform the Clerk of any additional comments they may have regarding the Lewes Local Plan.

The Clerk reminded the Council that the consultation period for the LLP ends on the 28th February. CPC to finalise their thoughts at the February meeting in preparation for submission.

26/011. Cllr Berry to raise the Reading Room refurbishment.

Before the meeting, the Council received a report from the Chair regarding the state of the Reading Room. Cllr Berry expressed concern about the growing frustration of entering the building when it is extremely cold during the winter months. Cllr Berry deemed it unacceptable for the Clerks to operate under such conditions.

Currently, there is just over £48,000 available in the CIL budget, of which £30,000 is earmarked for the crossing at Mill Lane. We anticipate an additional income from CIL over the next few years, estimated at approximately £400,000.

It was acknowledged that no significant decisions could be made immediately; however, Cllr Berry urged the Council to start considering improvements to the working conditions of the Clerks while simultaneously evaluating the building's infrastructure. Given that the building is over 100 years old, it likely lacks proper insulation. After some deliberation, it was agreed to establish a committee comprising Cllrs Berry, Murphy, and the RFO to discuss matters such as setting a budget and determining whom to commission for advice on the optimal options for refurbishment or reconstruction.

26/012. Cllr Berry to discuss purchase of Telephone Box outside Reading Room and the practicality of relocating it to North Chailey for use as a Library.

Cllr Berry has received feedback from several residents saying that the telephone box located outside the Reading Room is in a state of disrepair and looks unsightly. The kiosk has been decommissioned and is currently owned by BT, with the Council having the option to purchase it for £1.00. According to BT, the phone box is classified as grade II listed. Cllr Berry contemplated whether; after adhering to the necessary planning procedures, it could be relocated to North Chailey and be used as a Library, or if it would be better to leave it in its current location but enhance its condition through painting. Cllr Murphy is to provide Cllr Berry with the contact information for the Heritage Officer at Lewes, who may be able to assist. This matter will be revisited in a future meeting for a progress update.

26/013. Council to consider report received from Chailey School for funding of 3G Artificial Football Pitch.

Before the meeting, the Council had received a report from Chailey School regarding a proposed FA-approved 3G pitch to be situated at the School. At this point, the School is seeking support from CPC for this initiative. The pitch would provide significant value to the community. However, the pitch is quite costly, and they are unlikely to receive backing from the Football Association due to its stance on the locations of such football pitches, especially with one planned in Lewes.

The establishment of this pitch would greatly benefit the School, as the current fields are poorly drained, making them challenging to utilise throughout most of the year. Several years ago, there was a similar proposal to introduce a 3G pitch at the School, but the village rejected it due to concerns about lighting and dark skies.

Cllr Smart has liaised with the Sports Club in North Chailey, which holds differing opinions on the issue; some members oppose the project due to concerns about noise and lighting, while others are eager to support the initiative for the benefit of the children who would use it.

Cllr Murphy will explore other potential options within the FA that may be available to the School, such as the possibility of installing permanent drainage and improving the field. While this may not meet with the School's desires, it could address the existing drainage issues.

After considerable discussion, it was determined that the Parish Council supports, in principle, the concept of a 3G pitch in Chailey, with access from the School, contingent upon compliance with planning considerations, neighbourhood concerns, lighting, and traffic management.

26/014. Council to review and consider Health and Safety document for Chailey Windmill.

On the whole the Council were satisfied with the document subject to some changes that Cllr Avery would like to make. To revisit at the next meeting.

26/015. Council to consider bringing forward opening date for Small Grant applications from 1st June to 1st May.

CPC expressed no objections to bringing forward the opening and closing dates for the Small Grant applications. Clerk is to inform in advance those applicants who regularly apply for the grant.

26/016. Council to receive report from Cllr Joa Saunders / Cllr Mark Slater, LDC
Cllr Saunders and Cllr Slater provided a verbal report at the meeting.

26/017. Council to receive a report from East Sussex County Councillor, Matthew Milligan.

CPC noted Cllr Milligan's report and Cllr Evans requested that the item on Tourism be included in Chailey News and the Council's website. Clerk to action.

26/018. To receive verbal reports from Councillors on their area(s) of responsibility and/or involvement with village organisations:

Cllr Evans reminded the Council that the next Highways/SLR meeting will be held on the 10th March 2026. Councillors to contact the Clerk by the 24th February if they wish for any matters relating to Highways to be raised.

Cllr Avery reported that there has been some fly tipping (grass mowings/garden rubbish) which has been dumped over the fence from St Georges onto the Common. Cllr Berry will speak with St George's Management Company and Clerk to notify Andy Mitchell, Countryside Officer.

Cllr Millam reported that tree works have been carried out on Cinder Hill.

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Cllr Millam has cut back the trees on the footpath leading from the shop in South Chailey to the Brickworks. He mentioned that there are a lot of leaves on the footpath which need clearing. The Clerk indicated that this issue has already been addressed and reported to LDC for action, but requested that the footpath be monitored, and will follow up with LDC if the leaves remain uncollected.

Cllr Millam said that he will be attending an Allotment inspection – he also mentioned that a member of the public had enquired about an allotment plot, but unfortunately, he is out of the area.

Cllr Fisher advised the Council that two of the plots at the Allotments have now been split which are 1 and 11. Plot 1 and 1A are occupied as is plot 11, but there are no tenants for plot 11A. The Allotment Committee are not prepared to release the plot just yet as there is a tree that is overhanging the plot minimising light. Cllr Fisher to look into getting tree cut back.

Plot 20 also suffers from trees coming from Chailey Heritage boundary. Clerk to contact the School and ask to pollard.

Cllr Fisher updated the Council on the application to LDC regarding repairs to the steps at the Windmill. He has now submitted an application for the Certificate of Lawfulness of proposed works to a Listed Building. Cllr Fisher to report back on progress at the next meeting. Cllr Murphy suggested that it might be beneficial to speak with the Heritage Officer at LDC.

Cllr Fisher further reported that he has a meeting with Don Cranfield and Ibstock Chailey Brickworks to discuss possible funding for the museum at the Windmill.

Cllr Berry reported that herself and the Clerk attended the Parish Hall committee meeting on Monday 19th January. They now have seven Trustees, Cllr Berry being one of them. The Treasurer reported that they are getting busier with bookings, and the number of hirers is increasing. The Clerk had suggested that they might want to use the website and advertise the various functions that they hold there. The hall itself is looking very nice, the new cookers funded by Community CIL monies have now been installed. There are new heating and lighting and the floor has been re-polished. They could do with a new fridge/freezer, and Cllr Berry will help on obtaining suitable grants for this purpose.

26/019.Risk Implications: to note and consider any implications arising from the Council's duty under section 17(1) of the Crime and Disorder Act 1998: None.

26/020.Confidential matters: to consider a resolution to exclude the press and public from the meeting in accordance with section 1(2) of the Public Bodies (Admission to meetings) Act 1960 in order to discuss items of a confidential or commercially sensitive nature: None.

26/021.To note the date of the next meeting: Tuesday 17th February 2026 at 7.30pm in The Reading Room, Chailey Green.

Meeting closed at 21.46.

Signed:
Chair

Date:

Initials:

Date: