



Chailey Parish Council
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Minutes

The full meeting of the of the Council was held on Tuesday 17th February 2026 at The Reading Room, Chailey Green at 7.30 pm.

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

Public Present: There were three members of the public present.

In attendance: Nicola Menniss, Clerk.

Cllr Berry opened the meeting at 7.30pm

26/022. Notice of Recording: The Chair informed those present that the meeting was being digitally recorded by the Council to assist in the preparation of the minutes. The recording will be safely stored and subsequently deleted once the minutes have been formally approved and signed as a correct record.

26/023. Apologies for Absence: Cllr Forman & Evans.

26/024. Declarations of interest: in accordance with section 31 of the Localism Act 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 Fisher declared an interest on item 14 of the agenda.

26/025. Questions/Comments from members of the public: Ms Rachel Townsend came to talk on Planning application LW/25/0722 & LW/25/0634. Mr Peter & Mr Benjamin McIntosh came to talk on Item 9 of the agenda.

26/026. Items considered as a matter of urgency:

Residents raised concerns regarding vehicles being parked on the pavement outside Chailey Place Cottage making it difficult for pedestrians to pass without stepping onto the busy main road on a dangerous bend. The Clerk wrote a letter to the Occupant of Chailey Place Cottage on 11th February, and we have received a reply from the gentleman who lives there. He explains that his wife underwent major surgery towards the end of last year, resulting in limited mobility, which is why he has been parking so close to the front door. However, his wife's condition is improving & the vehicle will now rarely be parked in that location going forward, apart from for legitimate loading purposes. We will respond to his e-mail thanking him for clarifying his situation & hope that this settles the matter.

26/027.PLANNING –

i) LW/25/00722 – Glendene House, Station Road, North Chailey, BN8 4HG

Proposal: Erection of 2 no. detached dwelling

CPC observed that this PiP Application re-introduces the erection of 2 other dwellings making 3 in total which was the basis of the original planning application to which the Council objected to. The view of the Council remains unchanged. That 3 dwellings represents overdevelopment of the site and will re-iterate all previous objections regarding this site in response.

Ms Rachel Townsend also commented that everything she said before still stands and that her concerns regarding the sewage & drainage of the site remain the same.

Resubmission of previous responses proposed by Cllr Berry, seconded by Cllr Avery, with the rest of the Council being in favour.

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

Proposal: Erection of 1no. detached dwelling – AMMENDED PLANS.

CPC observed that these include changes to the access/driveway, location of bike stores & storage bins, amendment to entrances and dimensions of the drive. As before, if conditions are established, CPC will endorse the application for one dwelling only. Agreement to resubmit original responses. Proposed by Cllr Jordan, seconded by Cllr Avery, rest of the Council being in favour.

At this point in the meeting, Ms Rachel Townsend left the meeting.

iii) TW/26/0009/TCA – 1 Durrants, Chailey Green Road, Chailey Green, BN8 4DA

Proposal: T1 – Yew- Reduce to ground level – To prevent structural damage.

Cllr Millam commented that the tree is too close to the building and reducing the tree to ground level would be the best thing to do.

Cllr Berry proposed no objection to this application, if the tree officer is satisfied. Seconded by Cllr Fisher. All in favour.

iv) LW/26/0016 – The Old Coalyard, Lower Station Road, Newick, BN8 4HU

Proposal: Two storey side extension, single storey side extension, addition of 3 no. rooflights to existing roof and alteration to existing fenestration.

CPC observed that this application is in relation to the annexe, not the house. Cllr Berry commented that the Newick plan has been quoted in error by the applicants as the site is actually in the Chailey Parish. CPC take into consideration the neighbours' comments on obscure glazing but note that the distance from one building to the other doesn't fulfil this requirement. The general position of the Council is no objection provided that this expansion is in line with the previous planning permissions. Cllr Murphy proposed no objection, Cllr Berry seconded, All in favour.

v) **LW/25/0738 – Hoods Croft, North Common Road, North Chailey, BN8 4ED**

Proposal: Change of use from ancillary accommodation to a holiday let.

Cllr Jordan observed that this application is fully consistent with the Chailey neighbourhood plan, which encourages economic development of this sort. Cllr Jordan proposed no objection, seconded by Cllr Fisher, all in favour.

vi) **LW/25/0698 – Tutts Farm, Ridgelands Lane, Newick, BN8 4RS**

Proposal: Conversion of granary building to single dwelling, repairs to barn to provide ancillary space along with associated works comprising insulation, doors, windows and other works, with associated landscaping.

CPC noted that this is a detailed and thorough application which will preserve historic buildings and therefore support this application. Proposed by Cllr Berry, seconded by Cllr Fisher, All in favour.

vii) **LW/25/0003 – Chailey Heritage School, Haywards Heath Road, North Chailey, BN8 4EF**

Proposal: Change of use from Use Class E (Offices) to Use Class C2 (Residential Care Facility) and minor external alterations including new PV panel array and extended hard landscaping.

No objections raised and Cllr Berry proposed the support of this application, seconded by Cllr Fisher, all in favour.

viii) **To note LDC planning decisions and results of appeals.**

Planning Application	Applicant	Work requested	CPC decision	LDC decision
LW/25/0667	Little Rough Wood, Lower Station Road, Newick, BN8 4HT	Single Storey Rear Extension.	No Objection, Jan 20 th	Approved

At this point in the meeting, the Chair brought forward item 9 for discussion

26/028. Council to consider resident request to discuss public footpath on Markstakes Lane.

Mr Peter McIntosh & Mr Benjamin McIntosh of Furzeley Farm seek the agreement of CPC, as landowner, to formally divert footpath **Chailey 58B** so that it follows Markstakes lane to the main woodland entrance. This entrance is clearly visible from the road, safer to access with roadside parking, clear signage and dog bins and aligns with the main network used by the public.

The residents advised CPC that they have opened a dialogue with the Rights of Way Officer at East Sussex County Council but wish to have CPC approval before they continue with their application.

Cllr Berry suggested that the applicants also advise William Coleman, Chair of Chailey Commons Society of their intentions. Cllr Berry also advised that Clive Smith our Solicitor, is currently registering CPC ownership of Markstakes Common and we will also advise him of the diversion proposal for information. Although not present, Cllr Forman's approval of the proposal was noted. The Council voted All in favour unanimously.

Initials:

Date:

At this point in the meeting, Mr Peter & Mr Benjamin McIntosh left the meeting.

26/029. Cllr Fisher to raise residents' concerns regarding Dandara Development, South Chailey BN8 4AS

Continued concerns from last year regarding flooding, unauthorised parking, no provision of a roll-out plan or plan for water management and the surface water management have been received by the residents. The Clerk has drafted a letter in support of the residents for consideration. However, Cllr Murphy has observed that the developers have submitted a Drainage Silt Management Plan which discusses the water management in detail and includes an environmental management plan as part of it. Furthermore, Dandara haven't started development yet so the site will be viewed currently as a green field. Cllr Murphy has cautioned that these plans should be considered before submitting any formal letter. Cllr Fisher will go back to the residents to offer further support to look through these documents. Cllr Murphy will also help if required.

26/030. To agree the minutes of the Full Council Meeting held on Tuesday 20th January 2026. These were considered and accepted as an accurate record of the meeting. Cllr Jordan proposed to approve the Minutes, seconded by Cllr Smart. Seven in favour. Cllr Dunford did not vote as she was not at the January meeting.

26/031. To receive and if thought fit approve financial reports for January 2026.

The Council prior to the meeting had received the following financial reports from Emma, the RFO:

- Payments and receipts list for January
- Performance against budget as at end of January
- Bank reconciliation and bank statements

Cllr Smart proposed to approve the financial reports for January 2026, seconded by Cllr Dunford. All in favour.

26/032. Cllr Berry to give update on Telephone Box outside the Reading Room.

Cllr Berry has spoken to Alex, the Heritage Officer at LDC. He confirmed that the box is listed nationally and therefore, particularly rare. He will look at the proposed move to the car park at the Sports pavilion to see if it is a suitably safe place, given its special listing. All things considered, it may be best for CPC to buy the telephone box and restore it in its current location.

26/033. Council to revisit grant of right of way to Broadwater House.

In 2021, CPC had a query from the residents of Broadwater House about regularizing their access across the common. We have received a request from their Solicitors to now formalise the right of way. CPC's position is not to object to this request, but that the applicants should bear the full legal costs of this. Clerk to contact the Solicitors and ask for full details of what they want to do before proceeding with formalisation.

26/034. 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.* – District Councillors not present.

26/035. Lewes Local Plan - Phase 2, Reg. 18 – Final Response. Council to consider consultation response form. Clerk to complete & submit on behalf of the council for submission by 28th February 2026.

Comments around concerns about what constitutes a green gap. Cllr Berry observes that the gap between Newick & Chailey should be bigger and that there should be a green gap between South Chailey and Hamsey. Cllr Avery suggested referring to Chailey's unique green spaces as per our Neighbourhood plan. John Kay, Chair of Lewes District Branch of CPRE has shared his initial impressions of the plan with all Parish Councils and has asked for feedback on how we will be responding. The Clerk advises that there is a flaw in Q3 of the response document which has been flagged up by Isabelle Mouland of Seaford Town Council and awaiting a response from LDC. Agreement by Council for the Clerk & Chair to work on the response in consideration of all points raised. Note to Cllrs that there is still time to email issues to the Clerk before the submission date.

26/036. Council to consider quotes received for Pollarding trees overhanging allotments.

The trees need taking down as they are dangerous to the public and need to be attended to before the end of February. After much discussion, the Council decided to go with Zion Tree Care for completion of this work, on a lump sum fixed price basis. Clerk to request if this can be invoiced in April so that the work can be paid for out of next years budget. Otherwise, this will need to be paid out of the existing general reserves budget. Cllr Murphy proposes, seconded by Cllr Berry, All in favour.

26/037. Council to consider updated Health & Safety document for Chailey Windmill

Subject to two minor amendments, Cllr Berry proposed acceptance of this document. Seconded by Cllr Fisher, All in favour.

26/038. Cllr Smart to discuss, post February Committee meeting, query to CPC around necessity for independent arbiter for Chailey Sports Club and enquiry for further funding.

Cllr Smart advises that Chailey Sports Club have asked for assistance with auditing of their accounts. Our RFO says she is happy to do a basic annual audit if they can supply a full set of accounts, a copy of their cash book and invoices and receipts. Cllr Smart will liaise directly with Emma and Jem from the Sports Club and feedback to the Council. The Sports Club have also asked about extra funding. Cllr Berry advises the Club to apply for the Small Grants as they usually do. But that the request needs to be for something specific. The forms are very straightforward and will be issued nearer the time by the Clerk. The small grants open on 1st May this year. If the date for submission is missed, they will have to wait another year to apply.

26/039. Cllr Fisher – update on Windmill Funding

Ibstock have been very forthcoming with offers of help to provide items for the Windmill and Cllr Fisher will consider the display of an appropriate badge of sponsorship on the Windmill in due course. They have offered to provide panels to hang prints & photographs on, a flat screen TV monitor, labour & materials for refitting the granary ceiling, fitting of new lighting & cleaning of the outside of the Windmill. Ibstock will also provide exhibits for the museum and videos on brickmaking in Chailey. The possibility of holding a family brickmaking event at the Windmill on Heritage Mills Day was also discussed. Unfortunately, they can no longer provide the use of their Cherry Picker to investigate the water leak by the window, due to insurance restrictions. Cllr Fisher will see if he can locate the water leak by stripping some

of the internal fabric to see if it can be fixed from inside the Windmill. Some discussion then followed on the possibility of running more events at the Windmill & hiring it out as a facility as it was noted that it has been used in productions by BBC & ITV in the past. Cllr Murphy mentioned that it might be useful to speak to Alex, the Heritage Officer for Lewes regarding further Windmill grants and funding options. Finally, Cllr Berry advised that she has uncovered some useful legacy documentation pertaining to the handover of the Windmill and these will be kept in the red folder, in the Cabinet in the Clerk's office. Finally, Cllr Fisher advised that the Windmill also now has a SumUp Machine.

26/040. Council to receive report from Cllr Joa Saunders / Cllr Mark Slater, LDC – District Councillors not present.

26/041. Council to receive report from East Sussex County Councillor, Matthew Milligan.

The Council considered Cllr Milligan's written report.

26/042. To receive verbal reports from Councillors on their area(s) of responsibility and/or their involvement with village organisations:

Cllr Smart reported that the Bluebell Federation is planning to take on another two Schools.

Cllr Fisher advises that he is meeting with David Lewis, Head of Estates at Chailey Heritage to discuss the trees on the boundary between the School and the Allotments. Cllr Millam maintains that the ditch is the actual boundary and therefore, the trees are on the Chailey Heritage side. He will report back on the outcome. Clerk to email the Hedges & Boundaries document to full Council & re-send copy of Chailey Heritage Title Deed to Cllrs Fisher & Berry.

26/043. 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.

26/044. 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.

26/045. To note the date of the next meeting: Tuesday 17th March 2026 at 7.30pm in The Reading Room, Chailey Green.

Meeting closed at 21.30.

**Signed:
Chair**

Date:

Initials:

Date: