



Chailey Parish Council
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DRAFT Minutes

The full meeting of the Council was held on Tuesday 19th May 2026 at The Reading Room, Chailey Green at 7.30 pm.

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

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

In attendance: Nicola Menniss, Clerk.

Cllr Berry opened the meeting at 7.30pm

26/085. Apologies for Absence: Cllr Forman

26/086. Notice of Recording: The meeting was 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.

26/087. 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 – None received.

26/088. Questions/Comments from members of the public: Several parishioners attended. One to raise concerns regarding planning application LW/26/0176 and three regarding the proposed Sigma homes development (not yet a formal planning application).

26/089. Items considered as a matter of urgency: None

26/090. PLANNING –

- i) **LW/26/0175 – Camelia Cottage, Station Road, North Chailey, E Sx BN8 4PJ**
Proposal: Demolition of existing bungalow and erection of 5no. residential dwellings with associated access and infrastructure.

Mr Michael Campbell of Lower Station Road addressed the Council. Key points included:

- The applicant is linked to previous applications on the wider site (LW/21/0942 – 7 dwellings).
- Highways have objected to the proposed access.
- The Transport Statement refers to “Phase 1 of 5 dwellings followed by Phase 2 of 8 dwellings”, implying a total of 13 dwellings.

Initials:

Date:

- A separate application (LW/20/60212 – non-material amendment to remove reference to “7 dwellings”) has been refused, reinforcing concerns that the developer is attempting to re-shape the original permission.
- Surface-water drainage remains unresolved. Water flows downhill through established properties, causing flooding.
- Mr Campbell and neighbours have experienced significant surface-water and foul-water issues, including sewage surcharging from manholes.
- A ditch at the bottom of the site is blocked and has not been maintained for many years.
- The pumping station on Lower Station Road is already under strain, with tankers attending even in dry weather.

Councillors observed that the Transport Statement’s reference to a second phase of 8 dwellings is inappropriate within an application for 5 dwellings. The cumulative impact (potentially 13 dwellings) constitutes overdevelopment. The drainage evidence contradicts the applicant’s claim of “no detrimental impact”. Cllr Millam has personally witnessed the extent of flooding through Mr Campbell’s garage and sewage overflow. The existing drainage network is already failing, and additional development would worsen the situation.

The Council objects to this application. It represents overdevelopment of the site when considering the clearly referenced second phase. There are unresolved and serious surface-water drainage problems, with evidence of flooding to neighbouring properties. This also includes risk of foul-water system overload and surcharging at the pumping station. There are inaccuracies and inconsistencies within the supporting documents, particularly the Transport Statement’s reference to a second phase and Highways concerns regarding access. Cllr Evans proposed the objection, seconded by Cllr Smart, all in favour.

ii) Agenda Item 8 – Sigma Homes Pre-application Public Consultation considered to allow members of the public to speak

Members of the public attended regarding the developer’s consultation for approximately 65 dwellings across two parcels of land (55 + 10).

Public comments included:

- Severe traffic and safety issues on Mill Lane, particularly for schoolchildren crossing.
- Drainage concerns, given existing problems in the area.
- Lack of clarity regarding access arrangements.
- The consultation website was inaccessible or misleading.

The Council informed that Sigma homes were previously invited to attend a Council meeting to discuss the proposal but declined. The Parish Council does not normally respond to pre-application consultations but acknowledged residents’ concerns and will comment formally on the planning application when it is submitted. Cllr Millam advised that the Landowner, Mr. Tillard would like to be informed when the council will discuss this planning application so that he can attend. Cllr Evans raised concerns regarding the

proposed site access and the implications for safely crossing the A275. He also noted that Chailey School may have an interest in any improvement funding for their 3G pitch proposal. Residents were encouraged to stay in contact & watch the Parish Council website for developments.

Members of the public left the meeting at this point

iii) **TW/26/0024/TPO** - Westlands House, Warrs Hill Road, North Chailey, E Sx BN8 4JE
Proposal: T1, T2, T3, T4 – Sycamores, Firs – fell to ground – Dead Trees. Risk of falling, therefore exempt from TPO restrictions. Applicant may remove these. **No need for CPC comment.**

iv) **LW/26/0133 – Morning Mead, Coldharbour Lane, North Chailey, E Sx BN8 4HJ**
Proposal: Demolition of existing side conservatory and rear extensions and erection of single storey wrap around side/rear extension.

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

v) **LW/26/0138 – Holford Manor, Holford Manor Lane, North Chailey, E Sx**
Proposal: Demolition of 3 nos. existing detached outbuildings and erection of single-storey ancillary building associated soft/hard landscaping.

Following some discussion on the building materials & variation of outbuildings on this site, Cllr Berry proposed no objection, seconded by Cllr Millam, all in favour.

vi) **LW/26/0117 – Land adjacent to Honeysuckle Cottage, Station Road, North Chailey, E Sx**
Proposal: Approval of reserved matters application for details of appearance, landscaping, layout and scale relating to outline approval LW/23/0596 for the outline application, with all matters other than access arrangements reserved, for the erection of up to 2no. dwellings, access, landscaping and associated infrastructure.

Cllr Berry proposed objection to this application in line with Newick Parish Council's objections. Cllr Fisher seconded, all in favour.

vii) **LW//26/0199 – 2 Rose Cottages, Haywards Heath Road, North Chailey, E Sx**
Proposal: Erection of single storey rear/side extension

Cllr Berry proposed no comment, seconded by Cllr Millam, all in favour.

viii) **LW//26/0227 – Changelands, Haywards Heath Road, North Chailey, E Sx BN8 4EZ**
Proposal: Single Storey side extension.

Cllr Berry commented on the many improvements made to this plot by the owner and proposed support of this application. Seconded by Cllr Millam, all in favour.

- ix) **TW/26/0029/TPO – Droffas Oak, 5 Great Rough, Newick, E Sx BN8 4HY**
Proposal: Scots Pine, reduction of lateral branches up to 4m, to reduce shading.

Cllr Millam proposed support of this application, seconded by Cllr Smart, all in favour.

- x) **TW/26/0027/TCA – The Gatehouse, St. Georges, Mill Lane, North Chailey, E Sx BN8 4EG**

Proposal: Ash – Fell to ground level.

Cllr Smart proposed no objection, seconded by Cllr Millam, all in favour.

- xi) **LW/26/0089 – Land to the South of Markstakes Lane, Chailey, E Sx**

Proposal: Creation of a vehicular access to agricultural land, with associated gates and hardstanding.

The Council noted the applicant’s statement that historic access to the land had previously been taken through an adjoining field, but that this parcel has since been sold to third parties, resulting in the loss of that route. Cllrs expressed uncertainty as to why the existing access could no longer be used, as rights of access are ordinarily retained when land is sold unless expressly removed.

Concerns were raised regarding:

- The rationale for creating a new access when an established access point appears to remain physically present.
- Whether the agricultural justification is sound, given the limited size and configuration of the land.
- Whether the proposed access and hardstanding may facilitate future development unrelated to agriculture.
- The lack of clarity on the size of the plot and the necessity of a separate entrance.

CPC acknowledged that the hedgerow at the proposed access point is of poor quality and that maintaining agricultural productivity is desirable. However, the justification provided did not fully explain why the historic access cannot continue to be used. The Parish Council objects to the application at this stage and requests further information from the planning authority regarding the loss of the existing access and the agricultural necessity for creating a new one. Proposed by Cllr Avery, seconded by Cllr Berry, all in favour.

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

LW/25/0043	Hickwells, Cinder Hill, Chailey, East Sussex, BN8 4HP.	Relocation of the main bathroom door by 200mm, removal of existing partition wall/door between the guest room and ensuite at first floor level.	Support	Approved.
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Appeal. Newick PC are consultees. CPC allowed to comment	Land south of Allington, Newick.	27 dwelling development – original application LW/24/0217	Objection Sept 25	Refused. Appeal Allowed.
LW/25/0572/CD	Grassington Farm, Warren Lane, North Chailey BN8 4HW	Discharge of conditions	No objection to No.7, Objections to 11, 13 & 15, Jan 20 th	Split Decision. Conditions 7,11,13 discharged. Condition 15 not discharged.
APP/P1425/H/25/3374783	Illuminated Display at Chailey Garage, East Grinstead Road BN8 4DH	Appeal	Strongly endorses LDC Conditions, Jan 20th	Approved. Appeal on LDC Conditions Allowed.
LW/25/0722	Glendene House, Station Road, North Chailey, BN8 4HG	PiP erection of No.2 dwellings adjacent to existing No. 1 dwelling to rear of site.	Resubmission of earlier objections	Approved.
LW/26/0016	The Old Coalyard, Lower Station Road, Newick	Two storey side extension, single storey side extension, addition of 3 no. rooflights to existing roof and alteration to existing fenestration.	No objection providing expansion is in line with previous planning permissions.	Approved.
LW/26/0101	Church Farm, Church Lane, Chailey Green E Sx BN8 4DA	Variation of condition 3 (Landscaping Scheme) in relation to approval LW/25/0069 to extend the period of time for implementation from pre-occupation to within 3 years of occupation.	No objection	Approved.

Cllr Evans asked for clarification of the appeal decision relating to the Chailey Garage illuminated display. Clerk to check and confirm the details to the Council.

At this point in the meeting, the Chair returned to Item 1 of the agenda.

Initials:

Date:

26/091. Council to elect a Chair and to receive the Chair’s declaration of acceptance of that office.

Cllr Berry proposed & Cllr Dunford seconded a motion that Cllr Smart be appointed as Chair for the coming year. There were no other nominations, and the motion was approved. Cllr Smart completed a Declaration of Acceptance of Office as Chair.

26/092. Council to elect a Vice-Chair and to receive the Vice-Chair’s declaration of acceptance of that office.

Cllr Dunford proposed & Cllr Smart seconded a motion that Cllr Berry be appointed as Vice-Chair for the coming year. There were no other nominations, and the motion was approved. Cllr Berry completed a Declaration of Acceptance of Office as Vice-Chair.

Cllr Berry continued to Chair the meeting, as agreed with Cllr Smart prior to the meeting.

26/093. To agree the minutes of the Full Council Meeting held on Tuesday 21st April 2026.

These were considered and accepted as an accurate record of the meeting with one minor word amendment in minute number 26/081. Cllr Fisher proposed to approve the Minutes, seconded by Cllr Smart, all in favour.

26/094. Matters arising from April Full Council Meeting: None.

26/095. To consider appointments to Council Committees (Planning & Environs and Personnel Advisory Committee). Representatives to external organisations.

At this point in the meeting, Cllr Berry announced that from his letter of resignation, this would be Cllr Jordan’s last meeting. Furthermore, that Cllr Murphy had also resigned due to a change in circumstances. Therefore, some vacancies on committees would need to be filled. Cllr Berry also advised that the current Personnel Advisory Committee have had an informal discussion & would like to recommend Don Cranfield to be co-opted back onto the council, to be added to the agenda for June. This would mean that we still have two vacancies on the Council and the Clerk advised that an advertisement for new Councillors has already been added to the Chailey News June edition.

Appointments to Committees and Sub Committees		Member(s) 2025/26	Members(s) 2026/27
Full Council			
Chair	1	Cllr Berry	Cllr Smart
Vice Chair	1	Cllr Dunford	Cllr Berry
Planning & Environs Committee			
Chair	1	Cllr Fisher	Cllr Fisher
Vice Chair	1	Cllr Millam	Cllr Millam
Chailey Windmill Advisory Committee			
Chair	1	Cllr Fisher	Cllr Fisher

Personnel Advisory Committee			
Chair	1	Cllr Berry	Cllr Berry
Other Members	2	Cllr Avery & Jordan	Cllr Avery & Dunford

Appointments of Council representatives to Outside Bodies		Member(s) 2025/26	Members(s) 2026/27
Chailey Commons Society	1	Cllr Dunford	Cllr Dunford
Chailey Sports Club	1	Cllr Smart	Cllr Smart
Chailey Parish Hall	1	Cllr Berry	Cllr Berry
Strengthening Local Relationships, ESCC Highways	3	Cllrs Evans (Chair), Jordan & Smart	Cllr Evans (Chair but with 1 year's notice), Cllr Smart & (1 x Vacancy)
Lewes District Association	1	The Chair of the Council	The Chair of the Council
Grantham Trust	1	Vacant	Vacant
Chailey Bonfire Society	1	Cllr Millam	Cllr Millam
Chailey St. Peter's School	1	Cllr Smart	Cllr Smart

Posts of Responsibility:		Member(s) 2025/26	Members(s) 2026/27
Member for Finance	1	Cllr Forman	Cllr Forman
Allotments Officer	1	Cllr Millam/Cllr Berry	Cllr Millam/Cllr Berry
Parish Tree Wardens	2	Cllr Millam	Cllr Millam
Neighbourhood Plan	3	Cllrs Avery, Evans and Jordan	TBC
Chailey News co-ordinator	1	Clerk	Clerk
Provision for Young People	2		
Liaison with Emergency Services	2	Cllr Berry/Clerk	Cllr Berry/Clerk
Website Administrator	1	Clerk	Clerk
Inspection of Council assets	1	Clerk/Council Members	Clerk/Council Members

26/096. To agree the dates of Full Council and Planning & Environs Committee Meetings in 2027

Cllr Avery queried whether Planning & Environment Committee meetings should be reinstated due to increasingly large and late-arriving planning agendas. Delays at Lewes District Council were noted, but both Cllr Dunford and the Clerk expressed a preference not to add a second evening meeting each month. The Clerk outlined that the proposed Scheme of Delegation would enable timely responses to planning applications arising between meetings, following consultation with a small number of councillors. This could be done via email or brief in-person discussion. Virtual meetings cannot be used for decision-making. Major or significant applications may still require a specially convened meeting. Cllr Avery also sought clarification on the purpose of the reserve dates for emergency planning meetings. The Chair confirmed these provide a framework should additional meetings be required, though councillors are not obliged to keep all dates free. The meeting dates were adopted by the Council.

26/097. To review and adopt changes made to Model Standing Orders 2026 (England)

The Standing Orders 2025 were reviewed by the Finance Officer and no amendments were made. The Council were satisfied. Cllr Berry proposed adoption of the Standing Orders in the current form, seconded by Cllr Millam, all in favour.

Initials:

Date:

26/098. To review and adopt changes made to Financial Regulations.

The Financial regulations were reviewed by the Finance Officer and amended to include the Delegation of Authority to the Clerk and an additional line to include permission for the Parish Clerk to have a Debit Card for minor Council expenditure, should the Council wish to approve. These were based on the model document.

Cllr Avery requested that point 2.7 read 'in the event of computer failure, **an attempt should be made** to restore all documents from the cloud to a new computer.

Cllr Berry proposed that the financial regulations be adopted with this amendment. Seconded by Cllr Jordan, all in favour.

26/099. To review and consider adoption of Scheme of Delegation 2026 - 2027.

Subject to the grammatical & wording amendments identified by Cllr Avery, the Council adopted the Scheme of Delegation. Proposed by Cllr Avery, seconded by Cllr Berry, all in favour.

26/100. Review & sign Sports Club Tenancy Agreement 2026.

The Council noted there were no wording changes from the previous year. This was duly signed by two Councillors and the Clerk. Cllr Smart has offered to take it to the Sports Club for signature if required.

26/101. Council to consider the un-let field, Chailey Commons.

The Council considered the Commons Society request to lease the small field next to the Burnt House site for pony management and storage & enquiry to lease part of the neighbour's field. The Council has noted that the neighbouring tenant currently does not wish to relinquish part of their field. It was proposed by Cllr Berry, seconded by Cllr Dunford, and agreed unanimously to offer the Commons Society a three-year lease for the small field at a peppercorn rent (£0), with standard maintenance responsibilities. The Finance Officer will draft the lease. The Council expressed its support for the project.

26/102. CIL Pot Bid Update.

The Council noted the update from the Clerk and Finance Officer and agreed that the CIL submission would be finalised after the Auditor's visit, with all supporting quotes and evidence included. After considering supportive emails from ESCC Cllr Keenan and ESCC Transport, the Council agreed not to pursue electronic real-time bus information at £6,200.00 per unit. The Council makes no changes to the current CIL bid.

26/103. To consider and approve the Council's Risk Management and Asset schedule.

The Clerk advised that the only change to the Risk Management Assessment is an increase to the insured street furniture amount from £61,724 to £67,205. The Clerk has received the insurance renewal documents, and the Council premium has increased by £245.38 per annum. Cllr Berry proposed acceptance of the document, seconded by Cllr Fisher, all in favour.

The Asset schedule was provided to the Council before the meeting. The Clerk has checked most of the assets but will ask Councillor assistance with some of the remaining ones.

Namely, Burnt house field, 3 Acre field, Windmill new Fantail, Granary (by windmill), Rowheath football posts and bench, Turret clock Windmill and the Store at Rowheath.

26/104. To receive and if thought fit approve financial reports for May 2026. The Council prior to the meeting had received the following financial reports from Emma, the RFO:

- Payments and receipts list for April
- Performance against budget as at end of April
- Statement for Bank Account
- Reconciliation for Bank Account (for reference only)
- Parish CIL – Payment of £14,442.47 in CIL received for the development at Fantasy, Kilnwood Lane.
- £15,625 is earmarked for matched funding for the District Pot CIL bid (2 bus stops, 1 bench, 2 SIDs, 2 wigwags) and £30,000 is earmarked for the A275 crossing. This leaves £16,670.59 unallocated, though grant applications may be received in June that might be more suitable for CIL funding. Cllr Berry has suggested for the June agenda: improvements to the defibrillator provision and Reading Rooms improvements.
- June PC meeting – The Council will consider the internal audit report and the small grants for 2026, the Finance Officer will Clerk this meeting.
- Treewise – Treewise made a payment of £110 into the Council's account on 29 April. To the Finance Officer's knowledge this had not been expected. Treewise had work scheduled for 12 May, so if the payment has been made in error, the Finance Officer can add the refund to the invoice and repay him.

Cllr Avery queried why the Chair received £200 rather than £250, and Cllr Berry clarified that the Chair must pay tax on the allowance received.

Cllr Jordan proposed approval of the financial reports, seconded by Cllr Smart, all in favour.

26/105. Council to receive a report from East Sussex County Councillor, Charlotte Keenan. Email introduction received by the Council.

26/106. Council to receive a report from Cllr Joa Saunders / Cllr Mark Slater, LDC. No reports received.

26/107. To receive verbal reports from Councillors on their area(s) of responsibility and/or their involvement with village organisations:

Cllr Jordan expressed his gratitude for the privilege of serving the parish over many years and confirming he would remain available for occasional advice. The Chair thanked him for his outstanding contribution, and a small token of appreciation was presented.

Cllr Smart reported an increasing number of vehicles being left in the Sports Club car park, raising concerns that the area may be used for storing or trading cars. The Sports Club is aware and liaising with the Council. Six vehicles are currently present. Notices will be placed on all vehicles, and details (including photos, tax and MOT status) recorded for referral to LDC Planning Enforcement, as commercial use of the parish car park would breach planning regulations. The police are also being informed. Cllr Millam noted that overgrown vegetation contributes to the car park feeling secluded; clearance of the banks will be added to the next agenda. Wider issues of fly-parking and pressure on verges were discussed.

A suggestion to explore lockable gates for the inner car park was raised, though restrictions on fencing common land were noted. The matter may require further investigation.

Cllr Millam reported that The Bonfire Society continues to make good progress and raised over £3,000 from the St George's Day event. No incidents were reported this year. He will also be inspecting a tree at St George's later in the week as part of ongoing responsibilities. Cllr Millam also advised that he was not informed about the date of the last Allotment Inspection and has asked that the Allotment Association be reminded that the best way to contact him is via his mobile phone/whatsapp.

Cllr Fisher reported on recent activities at the Windmill. An open day was held on 10 May for National Mills Day, supported by the local radio group, who made a small donation. On the Sunday, representatives from Ibstock, Swanage held a traditional hand brick-making workshop, attended by around 50 visitors; the bricks will be fired and returned to participants. A group of 20 Cubs also visited for an evening tour. A further meeting with Ibstock is scheduled to finalise boundary works, and recent repairs to the steps are holding well. A resident from St George's has expressed interest in becoming a Friend of the Windmill. The Windmill will open twice monthly until the end of September. An inspection of the allotments found conditions to be very good. The division of larger plots has been successful, with Plot 11 now in excellent condition. Other newly divided plots are progressing well. Issues remain regarding boundary trees, and further contact will be made with Chailey Heritage. One plot was noted for its particularly high standard, and the Finance Officer has written to the tenant. Improved oversight and regular inspections continue to benefit the site.

Cllr Berry gave an update on the recent Village Hall meeting. Progress continues, although an issue remains regarding the regularisation of land ownership. A small section of land appears not to be covered by existing Land Registry documents, and further legal work may be required. This may incur an additional solicitor's fee, and efforts are being made to resolve the matter while the current solicitor, Clive Smith, is still available at a favourable rate. The Village Hall Committee is likely to submit a Small Grants application for new tables and mugs. Otherwise, the Hall is reported to be operating well. The next Village Hall meeting will take place on Tuesday 16 June. Lastly, Cllr Berry expressed her own personal thanks to the Council, noting that it had been an absolute pleasure and a privilege to serve as Chair of the Parish Council. She thanked colleagues for their support and conveyed her best wishes to Cllr Smart in the role, confirming her full support and that of fellow councillors.

26/108. 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.

26/109. 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.

26/110. To note the date of the next meeting: Tuesday 16th June 2026 at 7.30pm in The Reading Room, Chailey Green.

Meeting closed at 21.45.

Signed:
Chair:

Date:

Initials:

Date: