



Chailey Parish Council
www.chaileyparishcouncil.gov.uk

DRAFT Minutes

The full meeting of the Council was held on Tuesday 21st July 2026 at The Reading Room, Chailey Green at 7.30 pm.

Present: Cllrs Smart, Berry, Millam, Avery, Dunford, Evans, Forman, Fisher & Cranfield

Public Present: One member of the public was present.

In attendance: Nicola Menniss, Clerk.

Cllr Smart opened the meeting at 7.30pm

26/138. Apologies for Absence: None

26/139. 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 Berry identified a local architect referenced under Item 22, noting prior domestic work undertaken for her and confirming that this did not constitute a recommendation and that she had no pecuniary interest.

26/140. Questions/Comments from members of the public:

A representative of Chailey Commons Society attended to discuss the tenancy agreement for the lease of the small field next to the Burnt House Site. (*comments at 26/148*)

26/141. Items considered as a matter of urgency: None

At this point in the meeting, Cllr Smart took the opportunity to present Cllr Berry with a gift from the Council in appreciation of her contribution during her time as Chair of the Council.

26/142. PLANNING –

i) LW/26/0264 – Highbury Farm, Markstakes Lane, Chailey, E Sx BN8 4BS

Proposal: Reserved matters application for appearance and landscaping of plot 2 only, relating to outline application LW/22/0089 – for the erection of 2no self-build dwelling houses

Cllrs observed that this application had already been approved before the Council's request for extension but that for retrospective purposes, the Council agreed unanimously no comment.

ii) **LW/26/0285 – Cinder Farm, Cinder Hill, Chailey, E Sx BN8 4HR**

Proposal: Structural repairs, insulation to walls, removal of modern partitions, installation of bathroom and alterations to modern fireplace.

Cllr Forman proposed no comment, seconded by Cllr Dunford, all in favour.

iii) **LW/26/0259 – The Old Coalyard, Lower Station Road, Newick, E Sx BN8 4HU**

Proposal: Removal of condition 3 (Facilities) in relation to approval LW/26/0016 as it is not considered necessary, enforceable or reasonable.

The Council noted that the original planning application LW/26/0016 clearly approved a two-storey extension and a single storey extension to the Coach House to allow for annex accommodation that would not be 'standalone' (Officer's report). This also makes reference to the 'internal layout which does not include a secondary kitchen'

Application LW/26/0259 suggests that Condition 3 is a duplication of Condition 2 and asks for it to be removed because they achieve the same outcome. CPC objects on the basis that this is a misinterpretation of the Conditions. Condition 3 states that the development shall not contain 'any additional kitchen or facilities' whereas Condition 2 requests that the 'accommodation remains ancillary'

Of concern is that the original application fails to show an existing kitchen on the existing plans.

The Parish Council objects to this application. Proposed by Cllr Avery, seconded by Cllr Smart, all in favour.

iv) **LW/26/0349 – Land North of Grassington, East Grinstead Road, North Chailey, E Sx**

Proposal: Permission in Principle for 2-4 no. dwellings.

The Parish Council resolved to object to the Permission in Principle application on the following material planning grounds, supported by relevant national and local policy.

1. Inaccuracies and Unreliable Supporting Information

Cllr Berry reported that a site visit found no evidence of the farm track described in the applicant's planning statement. While the gate shows signs of access, no track extending across the field could be identified. Residents with over 33 years' knowledge of the area confirm that no such track has ever existed or been used, and it does not appear on any Land Registry plans.

The applicant's submission also incorrectly refers to a pub, post office and tearooms in the North Chailey / Kings Head crossroads area. These amenities do not exist. The Council considers these factual inaccuracies to undermine confidence in the reliability of the wider planning statement.

Relevant policy:

- *NPPF para. 31 & 128* – planning decisions must be based on accurate, proportionate and reliable evidence.
- *Lewes Core Policy CP2* – requires high-quality, accurate supporting information.

2. Ribbon Development and Harm to Rural Character

Cllr Evans noted that previous appeals for development along this part of the A275 have been dismissed due to ribbon development, citing Appeal Decision APP/P1425/A/03/1113466, Land adjacent to Northfields, of 2003 where the Planning Inspector, Jonathan Bore, dismissed the appeal on grounds that “development is sporadic in character,.... an undeveloped field, not an infill site.... Would begin to create an undesirable ribbon of housing which would erode the character of the countryside”.

Development would extend built form along the roadside in a linear manner, eroding rural character and contributing to the perception of settlement coalescence.

The land lies close to Neals Farm, a known deer crossing point, and forms part of the rural approach to major East Sussex countryside attractions. Development in this area has historically occurred on the **east side** of the A275, not the west, and the proposal would disrupt this established pattern.

Relevant policy:

- *NPPF para. 174 & 180* – protect the intrinsic character and beauty of the countryside.
- *Lewes Core Policy CP10 (Natural Environment & Landscape)* – conserve and enhance landscape character.
- *Lewes Core Policy CP11 (Built & Historic Environment)* – respect local context and settlement form.
- *DM25 (Design)* – development must be sympathetic to rural landscape character.

3. Outside Settlement Boundary – Countryside Protection

The site lies **outside the settlement boundary**, and therefore within designated countryside. Development in such locations is restricted unless it meets specific rural exceptions. Limited or non-use of the field by the landowner does not justify development; the land remains suitable for grazing or agricultural purposes, and its current condition does not diminish its countryside status.

Relevant policy:

- *Lewes Core Policy CP1 (Housing Delivery)* – directs housing to sustainable settlements and allocated sites.
- *Lewes Core Policy CP14 (Renewable & Sustainable Resources)* – protects countryside from inappropriate development.
- *DM24 (Protection of the Countryside)* – resists development that harms rural character or extends built form into open countryside.

4. Landscape, Ecology and Rural Setting

The field contributes to the historic field pattern of the Upper Ouse Valley and supports ecological connectivity, including deer movement associated with Neals Farm. Development would introduce built form, domestic paraphernalia and lighting, resulting in harm to landscape quality and ecological function. The rural approach to nearby countryside attractions would

also be adversely affected. The **Appeal Decision APP/P1425/W/17/3180632 (Buckles Wood Field, 2018)**, references ‘long views northwards across open countryside towards Sheffield Park National Trust garden, and to Ashdown Forest, an extensive area of heathland of international importance.’ The historic Bluebell Railway also falls within this landscape area.

Relevant policy:

- *NPPF para. 180 & 182* – protect biodiversity and ecological networks.
- *Lewes Core Policy CP10* – safeguard landscape features and ecological value.
- *DM33 (Biodiversity & Green Infrastructure)* – protect wildlife corridors and rural landscape features.

Conclusion

The Parish Council considers the proposal to be:

- **based on inaccurate and unreliable supporting information,**
- **contrary to national and local countryside protection policies,**
- **harmful to rural character and landscape,**
- **representative of ribbon development, and**
- **in conflict with established settlement boundaries.**

For these reasons, the Parish Council **objects** to the Permission in Principle application for development along this part of the A275. **Proposed objection: Cllr Avery, Seconded by Cllr Cranfield, All in favour.**

At this point in the meeting, Cllr Fisher gave an update on the Cygnets. Residents had scheduled a meeting with the Planning Officer to discuss the stop order; however, the Officer did not attend. The matter has since been referred to District Councillor Slater for further action.

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

Planning Application	Applicant	Work requested	CPC decision	LDC decision
LW/26/0225	Cinder Farm, Cinder Hill, Chailey E Sx BN8 4HR	Roof repairs, window refurbishment, timber frame and infill panel repairs, land drainage improvement and internal alterations and repairs	No comment	Approved

LW/26/0117	Land adjacent to Honeysuckle Cottage, Station Road, North Chailey, E Sx	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.	Objection.	Approved
LW/25/0693	Tutts Farm, Ridglands Lane, Newick	Conversion of granary building to single dwelling, repairs to barn to provide ancillary space & works of insulation, doors, windows and other works & landscaping.	No objection. Preservation of historic buildings.	Approved
LW/26/0133	Morning Mead, Coldharbour Lane, North Chailey, E Sx BN8 4HJ	Demolition of existing side conservatory and rear extensions and erection of single storey wrap around side/rear extension.	No objection.	Approved.
LW/26/0138	Holford Manor, Holford Manor Lane, North Chailey, E Sx BN8 4DU	Demolition of 3 nos. existing detached outbuildings and erection of single-storey ancillary building including associated soft/hard landscaping.	No objection.	Approved.
LW/26/0199	2 Rose Cottages, Haywards Heath Road, North Chailey, E Sx BN8 4DL	Erection of single storey rear/side extension	No Comment.	Approved.

The above case outcomes were noted & reference made to the decisions in the agenda pack.

26/143. To note LDC decision on Rock House Camping Site.

It was noted that Lewes District Council has determined that planning permission is required for the temporary Campsite. Cllr Smart commented that it was encouraging to see action being taken in response to breaches of planning.

26/144. Council to consider request from Quatro Consultancy for a pre-planning proposal meeting.

The Clerk advised that Quatro is the PR Consultancy representing the North Barnes Team partnership between Eton College and Welbeck Land.

The Council unanimously agreed that engaging with a PR consultancy prior to public consultation or the submission of a planning application would be inappropriate, as it could reasonably be interpreted as an endorsement of the proposal.

26/145. To agree the minutes of the Full Council Meeting held on Tuesday 16th July 2026. These were considered and accepted as an accurate record of the meeting. Cllr Forman proposed to approve the Minutes, seconded by Cllr Dunford, all in favour.

26/146. To receive and if thought fit approve financial reports for March 2026. The Council prior to the meeting had received the following financial reports from Emma, the RFO:

Financial Matters:

- To note report from Responsible Finance Officer
- To note payments and receipts for June
- To note bank statement and reconciliation for June
- To receive statement of performance against budget as at end of June
- Reconciliation for Savings and Bank Account for signature by Chair

The Council noted the financial documents.

26/147. 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 Cllrs not present.

At this point in the meeting, ITEM 14 of the agenda was discussed.

26/148. Council to approve & sign Tenancy Agreement for three-year lease of small field next to Burnt House site to Chailey Commons Society.

The representative of Chailey Commons Society advised that they are seeking the tenancy agreement for the lease of the small field next to the Burnt House Site. The proposed use being grazing for ponies, mowing, storage of equipment and hay.

Cllr Forman sought clarification on the boundary Hedge management and requested the inclusion of clearing of brambles & bracken in clause 5 (b). The representative advised that Neals Farm trim the small boundary hedge but gave verbal assurance that the build-up of weeds & vegetation in the field would not worsen under their management and any hedging encroachment on the field would be dealt with.

On this basis, approval of Tenancy agreement was proposed by Cllr Cranfield, seconded Cllr Dunford, all in favour.

26/149. Consider co-option of a new Councillor.

The Council noted the Personnel Advisory Committee's recommendation and agreed to co-opt the new Councillor in the September meeting. Proposed by Cllr Berry, seconded by Cllr Fisher, all in favour.

The member of the public departed at this point in the meeting.

26/150. Transparency Act compliance – Council approval for declaration on website.

Cllr Berry proposed approval, seconded by Cllr Smart, all in favour.

26/151. Council to approve the Data Audit

Cllr Berry proposed, seconded by Cllr Fisher, all in favour.

26/152. To consider a small grant for Rainbows.

It was noted by the Council that Chailey Rainbows believe one of their guiders hand-delivered a grant application to the Reading Rooms before the deadline of 31st May with the Chailey Brownies application. The Clerks cannot recall seeing an application and there is no email/paper-based application on file. The RFO & website provider will create an online submissions portal for 2027 applications to remove this risk. Rainbows have resubmitted their application and it was agreed to award the grant of £350.

Proposed by Cllr Dunford, Seconded by Cllr Avery, all in favour.

26/153. To consider a response to Lewes & Eastbourne Planning Policy SCI (Statement of Community Involvement) Consultation.

Subject to checking the accuracy of the reference to 'Newick Road', as pointed out by Cllr Evans, the Council unanimously agreed on the submission response. Clerk to process.

26/154. Council to appoint two delegates for the ESALC AGM conference on 4th November 2026, AMEX Stadium.

The Council noted Cllr Cranfield's wish to attend; however, it was agreed to defer the item to the September agenda to allow newly appointed Councillors the opportunity to consider their attendance as well.

26/155. Council to consider & approve clearance of vegetation from banks in Sports Club Car Park.

Cllr Millam reported back that work to cut all vegetation around the banks of the car park and trim back vegetation around newly planted trees would be required. Council approved Cllr Millam to carry out the work at a cost of £380.00 + VAT.

Further Council discussion followed on the issue of illegal car parking at the Sports Club Car Park. The number of cars in a state of disrepair and the frequency of change & replacement would suggest that a local car repair shop is using the Parish Council's car park for business purposes. Cllr Smart is continuing to investigate potential enforcement measures relating to CCTV provision and vehicle-clamping arrangements.

26/156. To note that all Parish Council Defibrillators have been fitted with a registered Bleed Control Kit.

This was noted by the Council.

26/157. Update on Chailey Flies Issue.

The Clerk received reports in May from residents near the Hazeldene Pumping Station that fly levels were significantly higher than normal, with further reports in June indicating levels comparable to those experienced last year. Cllr Smart and ESCC Cllr Keenan inspected the area but observed no flies, odours or signs of sewage discharge. The Clerk had previously contacted Southern Water and LDC Environmental Health in April to follow up on actions agreed in August 2025. Additional correspondence was sent when residents reported the issue had returned, requesting an urgent survey of the sewer network. Southern Water has since completed a full survey and reported no faults or fly activity. Cllrs Saunders and Slater remain in discussion with Southern Water and Environmental Health; however, residents continue to report high fly levels and the issue persists.

LDC has now escalated the fly infestation issue to executive level. Cllr Slater has advised that LDC Assistant Director for Customer Service has engaged Brighton University to assist with tracking and analysing the problem and will provide updates. Residents affected are asked to email EnvironmentalProtection@lewes-eastbourne.gov.uk so that sufficient data can be gathered to support the investigation.

26/158. To receive an update on recent green waste fly-tipping incidents on Chailey Commons and consider potential actions to mitigate further occurrences.

Cllr Berry reported that there have been further incidents of grass cuttings and used straw & manure dumping on Red House Common down the lane opposite New Heritage Way. This seems to be part of a notable continuous seasonable problem despite reminders from Chailey Commons Society & other concerned groups.

The Council proposes to send letters to residents and investigate the provision of signage along this stretch of the Common against dumping/fly tipping.

26/159. Reading Room renovation project. To review quotes and appoint an architect to produce plans for the project suitable for a pre and full planning application.

Cllr Evans sought further clarification on the key drivers for this project. These were identified in the January meeting to improve the Clerks' working conditions and address longstanding issues with the Council building's ageing infrastructure, including inadequate insulation & lack of disabled access. It was agreed that the Reading Room should continue to be hired out as many residents find it useful as a small meeting space at an affordable hire option. Following much discussion, it was agreed that renovation works need to be carried out on the internal fabric of the Reading Room to maintain and ensure longevity of the building as a key Chailey landmark & village asset.

The Council agreed to adopt the RFO recommendation of Ben Jones Architects subject to satisfactory references.

26/160. To adopt a mobile phone for the Clerk as the primary CPC contact number.

The Council unanimously agreed to adopt a mobile phone for the primary CPC Contact number.

26/161. Council to receive a report from Lewes District Cllr Joa Saunders / Cllr Mark Slater. Fly Infestation update noted.

26/162. Council to receive a report from East Sussex County Councillor, Charlotte Keenan. No report received.

26/163. To receive verbal reports from Councillors on their area(s) of responsibility and/or on their involvement with village organisations.

Cllr Fisher & Berry advised of the upcoming Allotment meeting of 27th July. Some discussion on the impact of the Hosepipe ban on Allotments was raised. Cllr Fisher also made comment on the overhanging trees on the walk up from the Brickworks to Chailey Stores.

Cllr Dunford will be attending a Chailey Commons Society meeting on Thursday.

Cllr Evans & Smart are currently organising the next Highways meeting for October, but the Committee still needs a third member. Don Cranfield has volunteered to be part of the committee.

26/164. 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.

26/165. 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.

26/166. To note the date of the AGM meeting: Tuesday 15th September 2026 at 7.30pm in The Reading Room, Chailey Green.

Meeting closed at 21.27.

Signed:
Chair:

Date:

Initials:

Date: