



**Chailey Parish Council**  
**www.chaileyparishcouncil.gov.uk**

**DRAFT Minutes**

**The full meeting of the Council was held on Tuesday 15<sup>th</sup> September 2026 at The Reading Room, Chailey Green at 7.30 pm.**

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

**Public Present:** George Marsh being considered for co-option

**In attendance:** Nicola Menniss, Clerk.  
Charlotte Keenan (County Councillor)

Cllr Smart opened the meeting at 7.30pm and welcomed all attendees.

**26/167. To co-opt a Councillor and to receive the declaration of acceptance of that office** – Cllr Smart welcomed George to the meeting and expressed the Council's pleasure at his appointment. It was noted that the Personnel Committee had highly recommended him, and that Councillors were unanimously supportive of his co-option. Cllrs introduced themselves in turn and Cllr Marsh joined the meeting. He signed the acceptance of office in front of the Clerk, who co-signed. He also completed a register of interests form and acceptance to receive meeting papers in electronic format.

**26/168. Apologies for Absence:** Cllr Forman

**26/169. 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.

**26/170. 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 Millam declared under Item 6.6 that he is working as a groundwork contractor for Remus, the developer for Headway House. Cllr Evans advised that he is a close neighbour to the Northfields site under Item 6.7

**26/171. Questions/Comments from members of the public: No members of the public were present.**

**26/172. Items considered as a matter of urgency: None**

**26/173. PLANNING –**

**i) LW/26/0377 – Shelleys Farm, Markstakes Lane, Chailey, E Sx BN8 4BS**

**Proposal:** Demolition of existing conservatory and erection of side, rear and front extensions, replacement windows, rear and side dormers, and associated roof alterations.

The Council noted that the property had undergone previous alterations in the 1960s and again in the 2000s. Cllrs observed that the proposed extension represents a substantial increase in footprint, estimated at approximately 50%. However, the proposal does not appear to result in overlooking, and no neighbouring objections were identified in the submitted documents.

Cllr Evans proposed no objection, seconded by Cllr Dunford, all in favour.

**ii) LW/26/0353 – Land West of Oxbottom Lane, Newick, E Sx**

**Proposal:** Variation of Condition 2 (Plans) relating to LW/21/1000 In order to improve the schemes viability. Alterations to Plots 11-14 including conversion of Plots 11 and 12 to detached dwellings with revised access and garage arrangements, and the substitution of house types on Plots 13 and 14 with the type approved on Plots 16 & 17.

Council noted that the revised proposals significantly reduce the number of affordable and semidetached dwellings, despite the developer having previously secured permission on the basis of the original mix. Cllrs agreed that any marginal reduction in traffic generation does not outweigh the loss of smaller, affordable homes. Cllr Evans cited the Chailey Neighbourhood Plan, which identifies a clear need for 1-, 2- and 3-bedroom dwellings. Chailey has an existing surplus of larger 4- and 5-bedroom dwellings.

Concerns were raised regarding drainage and flood risk, existing pressures on local utilities, and the increased hard surfacing created by additional garages. Further observations that the inclusion of extra garages and revised access arrangements represent unapproved alterations and contradict earlier statements that residents would rely on bus services.

Visual impact concerns were also expressed regarding the blue fencing erected around the site; Cllr Keenan reported having contacted Enforcement who have confirmed no action can be taken.

**The Council resolved to strongly object to the application on grounds that the revised housing mix is contrary to the Chailey Neighbourhood plan, reduces the provision of smaller and affordable homes, and represents a departure from the scheme originally approved. Proposed by Cllr Berry, seconded by Cllr Cranfield, all in favour.**

**iii) 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.

The Council noted that the site has been subject to multiple sequential planning applications. The previously approved seven dwellings have not been built, and the current proposal for a further five units would result in a cumulative total of twelve dwellings on the combined land parcel. Council agreed that this represents overdevelopment and that the site should have been brought forward as a single comprehensive application rather than in fragmented stages. Cllr Keenan advised that the two-stage approach circumvents affordable housing requirements, as the threshold of ten units is avoided when applications are separated.

Significant unresolved drainage and flood-risk issues were discussed, and it was noted that no drainage works have been undertaken, existing ditch systems described in the submission do not exist on the adjoining land, and additional hardstanding would increase surface-water run-off. Referenced repeated incidents of stormwater entering neighbouring property, including flooding of one resident's garage and sewage surcharging during heavy rainfall.

The Transport Statement was considered unrealistic, particularly the assumption that residents would make only three two-way trips per day due to a “moderately frequent bus service”. It was noted that the bus service is limited, finishes early in the evening, and does not provide a practical alternative to private vehicle use. No allowance is made for visitors or deliveries.

Concerns were also raised regarding the constrained access arrangements, which were considered unsuitable for serving both the previously approved seven dwellings and the additional five proposed.

Council noted that a previous application in 2026 seeking to alter the number of dwellings on the site was refused, providing relevant precedent.

In line with previous objections, Chailey Parish Council **strongly objects** to the application on the following grounds:

1. Cumulative and fragmented development amounting to overdevelopment of the site.
2. Use of a two-stage approach that avoids affordable housing provision.
3. Unresolved and worsening drainage and flood-risk impacts on neighbouring land.
4. Unrealistic and unsupported transport assumptions.
5. Unsafe and inadequate access arrangements.

Proposed by Cllr Berry, seconded by Cllr Dunford, all in favour.

**iv) LW/26/0440 – Grassington Farm, Warren Lane, North Chailey, E Sx BN8 4HW**

**Proposal:** Retention and use as ancillary garage/storage of an existing section of the agricultural building previously approved for demolition, in association with Unit 8.

Cllr Fisher proposed no objection to this application, seconded by Cllr Smart, all in favour.

**v) LW/26/0396– Sunnycroft, Mill Lane, Chailey, E Sx BN8 4PU**

**Proposal:** Conversion of the existing detached garage to provide ancillary accommodation, including addition of rear extension, new roof and alternation to fenestration.

Council noted that the proposal appears to constitute an annexe linked to the main dwelling rather than a separate unit. The Council observed that the structure sits close to the boundary and that the proposed height increases from 4.3m to 4.7m, though no neighbour objections were recorded.

It was agreed that, based on the submitted information and in the absence of neighbour concerns, the Council would raise no objection, subject to a condition ensuring that the accommodation remains ancillary to the main dwelling and not used as an independent residential unit.

Cllr Fisher proposed no objection, seconded by Cllr Millam, all in favour

**vi) LW/26/0343– Headway House, Jackies Lane, Newick, E Sx BN8 4QX**

**Proposal:** Demolition of two existing buildings, erection of replacement purpose-built charity building and erection of 25 dwellings, with associated infrastructure and landscaping works.

Cllr Berry expressed her sympathy with workers & volunteers of the Headway Charity but planning considerations must be at the forefront of the Council's response. It was proposed to resubmit the Council's thorough objection to this application with minor additions. Proposed by Cllr Avery, seconded by Cllr Cranfield, all in favour except Cllr Millam abstention.

**Vii) LW/26/0459– Northfields, East Grinstead Road, North Chailey, E Sx BN8 4JB**

**Proposal:** Erection of 2no. detached dwellings with all matters except access reserved.

Council observed that:

- The site lies **outside the Chailey planning boundary** and remains part of a continuous hedged rural corridor with no recent new dwellings constructed along this section of road. Cllr Evans referred to the **2003 appeal decision**, in which the Inspector described the land as an undeveloped field rather than infill, and warned that development would contribute to **sporadic ribbon development** and harm rural character. Council agreed this remained relevant.
- The location is **not sustainable**, with no bus services and limited access to local amenities.
- The applicant's planning statement refers to wider housing need and sustainability arguments, despite the application being submitted with all matters except access reserved.
- If housing need is being cited, the Council's established position is that any new development should prioritise **affordable housing and bungalows**, whereas the proposal is for two large detached dwellings.
- A previous application to remove hedgerow at the site had been refused, and any development would result in **additional traffic movements**.

It was agreed that the issues raised in the applicant's supporting documents allow the Council to comment on the **principle of development**, not solely the access arrangements.

Following discussion, members agreed to **object** to the application on the following grounds:

- Concerns regarding **highway safety**, including the suitability of a new access along a well-used tourist route to Sheffield Park & the Bluebell Railway. Omissions of motorcycle data from the traffic survey.
- The site is **outside the planning boundary**.
- The proposal would contribute to **ribbon development** and harm the **rural character** of East Grinstead Road.
- The location is **not sustainable**, contrary to the applicant's assertions.
- The proposal does not address local need for **affordable or smaller homes**.

Cllr Berry Proposed, seconded by Cllr Cranfield, All in favour except Cllr Evans abstention.

**Viii) TW/26/0078/TCA– Mill House, St. Georges Mill Lane, North Chailey, E Sx BN8 4DJ**

**Proposal:** T1 – Horse Chestnut – Fell to ground level – poor state, dead wood, overhanging footpath.

As Tree Warden, Cllr Millam confirmed he had inspected the tree approximately four months ago and advised at the time that its condition was poor and would likely require removal. Council agreed that the works should be done, subject to approval by the Tree Officer.

Cllr Avery proposed, seconded by Cllr Dunford, all in favour.

**ix) LW/26/0465– Chailey Heritage, Clinical Services, Beggars Wood Road, Chailey, E Sx BN8 4JN**

**Proposal:** Prior Notification under The Town and Country Planning (General Permitted

Development) (England) Order 2015 (as amended) - Schedule 2, Part 14, Class J for the installation of solar equipment across three roof spaces.

Council agreed to support this application. Proposed by Cllr Berry, seconded by Cllr Fisher, all in favour.

- X) LW/26/0400 - Little Wildings, Markstakes Lane, Chailey, E Sx BN8 4BS**  
**Proposal:** Installation of a row of ground-mounted solar photovoltaic panels with associated infrastructure.

Council had no objection to this plan. Proposed by Cllr Dunford, seconded by Cllr Smart, all in favour.

**Xi) To note LDC planning decisions and result of appeals**

| <b>Planning Application</b> | <b>Applicant</b>                                              | <b>Work requested</b>                                                                                                                                                       | <b>CPC decision</b>      | <b>LDC decision</b>      |
|-----------------------------|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| TW/25/0031/TCA              | 1 Durrants, Chailey Green                                     | T1 Yew, reduce to ground level. T2 Yew, reduce crown by shortening branch lengths up to 3m                                                                                  | No Comment<br>April 2025 | LDC TPO Order Confirmed. |
| LW/26/0264                  | Highbury Farm, Markstakes Lane, Chailey, E Sx BN8 4BS         | 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 | No Comment               | Approved                 |
| LW/26/0259                  | The Old Coalyard, Lower Station Road, Newick, E Sx BN8 4HU    | Removal of condition 3 (Facilities) in relation to approval LW/26/0016 as it is not considered necessary, enforceable or reasonable.                                        | Objection                | Approved                 |
| TW/26/0024/TPO              | Westlands House, Warrs Hill Road, North Chailey, E Sx BN8 4JE | T1, T2, T3, T4 – Sycamores, Firs – fell to ground – Dead Trees, risk of falling                                                                                             | No comment.              | Approved.                |

*The above case outcomes were noted.*

**26/174. Update on unauthorised parking at Chailey Sports Ground Car Park.**

Cllr Smart reported that following her recent telephone call with a local identified garage, many of the cars were removed from the Sports Club Car park, although it was noted that other users may also be involved. Representatives from the Sports Club have expressed their gratitude for the resolution of the current situation & have reported fewer inappropriate overnight vehicles. Cllr Smart & the Clerk met with a parking enforcement Company on 28<sup>th</sup> August. They have done a site survey and will send the Council proposed parking enforcement options for Council consideration in due course.

**26/175. Reading Room renovations – To consider architect drawings and agree on scheme for formal planning application.**

After much discussion, the Council agreed that they require more information before deciding which scheme to proceed to planning. RFO to organise another working party meeting to discuss both plans in further detail and answer some of full Council's questions. Councillors to email questions for the working party meeting directly to the RFO.

**26/176. To consider request from allotment plot 19 holder to remove plum tree in winter.**

Cllr Berry advised that discussion with the Allotment Association Secretary concluded that not only was the tree diseased with inedible fruit but also overshadowed and affected the growing flow on the plot.

Council voted unanimously to approve the removal of the tree.

**26/177. To approve annual ROSPA inspection of Rowheath Playground & inclusion on the annual automatic inspection schedule for 2027**

The Council approved this item. Clerk to book 2026 inspection @ £274 + VAT, 2027 automatic inspections thereafter at discounted rate of £83 + VAT (subject to annual price increases).

Proposed by Cllr Dunford, seconded by Cllr Cranfield, all in favour.

**26/178. To adopt a Unity Trust Charge Card Account for Council Expenses**

Council agreed the above small holding account for Clerk Council Expenses. Expenditure information will form part of the monthly financial report.

Proposed by Cllr Smart, seconded by Cllr Berry, all in favour.

**26/179. To agree the minutes of the Full Council Meeting held on Tuesday 21<sup>st</sup> July 2026.**

These were considered and accepted as an accurate record of the meeting. Cllr Berry proposed to approve the Minutes, seconded by Cllr Cranfield, all in favour.

**26/180. 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:

- i. Payments and receipts list for July/August
- ii. Performance against budget as at end of August
- iii. Statement for Bank and balance for Savings Accounts as at end of August
- iv. Reconciliation for Savings and Bank Account (for signature by Chair)

The Council noted the financial documents. Cllr Avery had comments regarding the small grant approved for the Bonfire Society but discussion on this will be reserved for the 2027 Small Grants application process.

**26/181. 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.

**26/182. Council to appoint one other delegate for the ESALC AGM conference on 4<sup>th</sup> November 2026 at the AMEX Stadium**

Cllr Cranfield & Cllr Marsh have been nominated as the delegates for this year's conference.

**26/183. Council to receive a report from Lewes District Cllr Joa Saunders / Cllr Mark Slater.** – No report received.

**26/184. Council to receive a report from East Sussex County Councillor, Charlotte Keenan.**

Cllr Keenan reported recent feedback from residents indicating that fly levels in the Hazeldene area had improved following Southern Water's attendance earlier in the summer. Although Southern Water previously reported that no specific issues were identified, residents have stated that "whatever was done" appeared to resolve the problem.

The Clerk confirmed that a further resident contacted the Council this week to express thanks, noting that the issue seems to have been addressed. Council agreed that, given similar patterns in previous years, it may be necessary for Southern Water to undertake this remedial action annually. It was noted that Lewes District Council had engaged Brighton University to assist with monitoring and analysis of the fly problem, though nothing has come of this as yet.

Cllr Keenan will be sending a follow-up email to Southern Water to acknowledge the improvement, request annual inspections, and ensure the matter is formally logged.

Cllr Keenan also reported that she had heard back from Andrew Kear of East Sussex Highways. His stance was positive but funding is an issue and there is no further update on the proposed pedestrian crossing for Chailey. Budget decisions are due in November. Highways indicated that costs may be significantly higher than anticipated, though the Parish Council has confirmed it has funding available and will continue discussions with the Road Safety Team.

The recent serious accident on the A275 near Mill Lane was noted, which involved an air ambulance and caused significant traffic disruption. Further details are expected to appear on the Sussex Police website in due course.

Cllr Keenan advised that a video was received from LD Cllr Saunders showing the severe morning gridlock between Cooksbridge and South Chailey. The footage has been forwarded to East Sussex Highways to highlight ongoing congestion concerns, particularly in relation to continued approval of new development around the area.

**26/185. To receive verbal reports from Councillors on their area(s) of responsibility and/or on their involvement with village organisations.**

Cllr Marsh raised a possible additional source of flies at a nearby greenhouse site containing several large tanks of standing water, most of which appear unused and poorly maintained. Only one section of the site is currently active, with little visible movement elsewhere, and experience working there suggested significant fly presence. Council agreed this location should be noted as a potential contributor to local fly issues and may warrant future enquiry. Cllr Berry also reported that the previous operator had recently passed away, and the future of the site is uncertain. The site is identified within the emerging Local Plan as a potential development area, though it is unclear whether it has been formally put forward.

Cllr Evans advises that the next Highways Meeting will be held on Tuesday 13<sup>th</sup> October on-line. Cllr Keenan has been invited, and the Highways Committee are currently preparing the agenda for this.

Cllr Fisher reported that he has notified the Planning Officer of recent construction-related traffic gridlock on Green Lane following concerns by residents. The Planning Officer has agreed to investigate the matter further.

Cllrs Berry, Cranfield & Smart attended the recent Information evening held by Steve Needham of Don't Urbanise the Downs. The main note for Chailey Village that Mill Lane may become a major access point onto the A275 for the North Barnes Farm development of some 3,500 homes. This raises strong concern that the existing lane would be unable to cope with additional traffic, not to mention the safety issue for some 8,500 children travelling to and from Chailey School and the traffic congestion implications for Chailey as a whole.

Cllr Smart will lead a working group to raise awareness among Chailey residents, providing information and support regarding the North Barnes Farm development and its potential implications for the village. Clerk to respond to recent Community Stewardship email from North Barnes Farm and decline their invitation to meet.

Cllr Berry has expressed an interest in attending the next CPRE meeting to be held on Saturday 26<sup>th</sup> September, 2pm. It will include a comprehensive agenda providing detailed updates on the impact of the new NPPF, the development of the Lewes Local Plan, and the effects of ongoing delays in Local Government Reorganisation across Sussex.

**26/186. 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**

**26/187. 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**

**26/188. To note the date of the next meeting: Tuesday 20<sup>th</sup> October at 7.30pm in The Reading Room, Chailey Green – this was noted.**

Cllr Smart thanked everyone for attending the meeting.

Meeting closed at 21.30

**Signed:**  
**Chair:**

**Date:**

Initials:

Date: