

# Lindfield Parish Council

## Clerks Report

To be considered in conjunction with the agenda for this meeting.  
Meeting of the Planning Traffic and Transport Committee to be held on **Tuesday 31st March 2026**, in the King Edward Hall where the following business will be considered and transacted.

### **1. Apologies.**

No apologies received at the time of writing this report.

### **2. Declarations of Interest.**

Members are advised to consider the agenda for the meeting and determine in advance if they may have a Personal, Prejudicial or a Disclosable Pecuniary Interest in any of the agenda items. If a member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the agenda item; or when the interest becomes apparent to them. Details of interest will be Minuted.

Where there is a Prejudicial Interest (which is not a Disclosable Pecuniary Interest) Members are reminded that they must withdraw from the meeting chamber after making representations or asking questions. If the interest is a Disclosable Pecuniary Interest, members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber unless they have received a dispensation.

### **3. Minutes.**

To approve the minutes of the 10<sup>th</sup> of March 2026. (circulated separately)

### **4. Public Forum.**

The Public Forum will last for a period of up to fifteen minutes during which the public are welcome to ask questions of the Council on matters that arise under its remit. The question should not be a statement, and it would be appreciated to be kept short, to maximise the time for other questions. The chairman will call the question from those who are indicating that they wish to speak.

### **5. Planning Applications received from Mid Sussex District Council (MSDC).**

Detailed in Appendix One and other matters referred to the Parish Council by MSDC.

N.B. Up to two people for and up to two against each planning application will be permitted to speak for a maximum of two minutes each at the invitation of the Chair.

### **6. Appeals lodged, appeal decisions and licencing applications.**

#### **Appeal Decisions pertaining to LPC**

**AP/6001712** relating to **DM/25/1631** 33 Dukes Road – Appeal dismissed. Decision notice attached separately for information.

#### **Licensing Applications received**

**LI/26/0400** Sussex coffee works. Proposed location Lindfield primary school car park, Mondays 8-9am – application attached separately for information.

**LI/26/0403** Fox Tree Coffee. Proposed location Lindfield common car park Friday, Saturday and Sunday 9-4- application attached separately for information,

**7. Planning decisions received from MSDC.**

<b>Reference</b>	<b>Address</b>	<b>MSDC</b>	<b>LPC</b>
DM/25/3250	34 Finches Park Road	Permitted	No objection.
DM/26/0220	Arden House/ 7 Barrington Wood	Permitted	No objection
DM/25/2980	26b Pelham Road	Permitted	No objection
DM/26/0424	St Nicholas Court	No objection	No objection
DM/26/0370	1 Francis Road	Withdrawn	
DM/26/0423	72 High street	No objection	Defer to the opinion of the tree officer

For noting only.

**8. Report on issues addressed since the previous PTTC meeting to meet external deadlines.**  
None.

**9. Budget Report.**

No new expenditure at the time of writing this report.

**10. Outstanding Action Points.**

Action list attached below with no changes. Members are asked to note the list and consider any further action.

**11. Transport and Traffic Working Group 2026.**

Cllr Wooley will share a report prior to the meeting.

The Deputy Clerk has written to the Area Highway Manager seeking pre application advice and guidance in advance of LPC's potential submission to the Community Highways Scheme. A meeting is being arranged with both the Area Highway Manager and the Assistant Area Highway Manager.

**12. Matters Arising** after the preparation of the agenda, which the Chair agrees to take as urgent. Such matters will be for noting or deferral to a future meeting only.

None.

## Appendix One - Agenda Item 5: Planning Applications received from Mid Sussex District Council

Item	Year	Ref	Property	Street	Proposal
1	2026	0463	Limes Cottage/ 105	High Street	Large eucalyptus tree reduce by 4-5 metres leave inner growth and cutting back to appropriate growth points.
2	2026	0341	The Vicarage/137	High Street	Cyress Trees - Fell
3	2026	0247	71, 73, 75 and 77	Barncroft Drive	Removal of 2x false chimneys.
4	2026	0532	6	Chaloner Road	Proposed change of use of amenity land to form vehicle crossing, dropped kerb and paved driveway.
5	2026	0287	Peak House	Lewes Road	Retrospective replacement windows (Planning statement received on 12/03/2026)
6	2026	0386	35a	Pelham Road	Addition to the front garden of a block paved driveway including a drop curb to the road.
7	2025	2069	St Johns House/ 151	High Street	Replace later addition rear extension with new single storey extension. Allow for two bay windows and chimney to western elevation including internal alterations. Demolish later addition garage and erect new single bay garage to rear garden with associate landscaping works. (amended plans received 29/10)
<p>Notes:</p> <ol style="list-style-type: none"> <li>1. Lawful Development Certificate (LDC) applications (“...an application to establish whether the development is lawful...”) - no response will normally be provided.</li> <li>2. Where application addresses are listed more than once with different reference numbers but the same description, this indicates that more than one type of planning application is required for the work (e.g., both a Householder or Full application and Listed Building Consent)</li> </ol>					

Members of the public should also submit their comments on Planning Applications directly to Mid Sussex District Council (the Local Planning Authority, who will make the planning decision) in accordance with advertised expiry dates. See <https://www.midsussex.gov.uk/planning-building/view-and-comment-on-planning-applications/>

## Item 10

Minute	Meeting date	Subject	Action Agreed	Responsibility	Due Date	Status	Date Completed	Comments
352 363.1	18/03/25 8/4/25	Joint Neighbourhood Plan	Cllr Webster advised that Lindfield Rural Parish Council were unlikely to comment further in the foreseeable future and LPC would therefore need to consider its approach accordingly	tba	tba	Not Started		363.1 Committee agreed that this should remain as an outstanding item for future consideration
458	23/9/25	Village Day Toilets	letters should be sent to both the King Edward Hall and Lindfield Cricket Club encouraging them to ensure that toilet provision for Village Day was suitable, appropriately located and signposted	Deputy Parish Clerk	23/11/25	Not Started		
469	14/10/25	Budget	...£400 RTP1 allocation, could in future be earmarked to support the TTWG 2025 activities, with Cllr Woolley noting costs were likely to be incurred in printing material in respect of 20mph speed limit proposals...	Deputy Parish Clerk	04/11/25	Completed	13/11/25	£250 vired into new heading 'Speed calming' and used to support the work of the 20mph W/G. Agreed at Full Council.