Horham and Athelington Parish Council

NOTICE OF PARISH COUNCIL MEETING

Members are duly summoned to attend

Tuesday 24 November 2026, 7.30pm
Horham Community Centre, IP21 5DY

Given under my hand, as
Proper Officer of the Council

AGENDA

1 APOLOGIES
a) **RECEIVE** apologies for absence.
b) **NOTE** decisions to accept apologies for absence.

2 DECLARATIONS OF INTEREST
a) **RECEIVE** declarations of interest regarding the agenda.
b) **NOTE** decisions of requests for dispensation relating to the agenda.

3 PUBLIC PARTICIPATION *(shall not exceed 15 minutes)*
a) **RECEIVE** reports from District and County Councillors.
b) **RECEIVE** public comments relating to the agenda or matters for future consideration.

4 MINUTES - **APPROVE** minutes (previously circulated) as a true record - *for signature by the Chair*
a) Minutes of the meeting of the council held on 20 October 2026

5 PARISH MATTERS
a) Play area development
b) Neighbourhood Development Plan - receive briefing note
c) Locality grant - replacement noticeboards & dog bins; new dog bins requested by signpost and top of Chapel Lane.

6 CLERK'S REPORT - correspondence received, ICO cert.

7 FINANCE
a) **RECEIVE** finance report – Precept 2027/28 submission.
b) **RECEIVE** and **CONFIRM** bank reconciliation for the month of October 2026 - *for signature 2 members & Chair*.
c) **RECEIVE** and **APPROVE** accounts for payment - *for signature 2 members & Chair*

8 PLANNING - **CONSIDER** the following applications or decisions presented to Council for comment:
a) Application for Listed Building Consent - Erection of side single storey infill extension to kitchen recess and removal of external door. Amendments to fenestration to kitchen area including new door opening and replacement glazed units. New rooflight to kitchen west roof slope, replacement French door unit to living room, enlarged window opening to Living room to form French doorset opening. - Rose Farm Athelington Road Horham Eye Suffolk IP21 5EG Ref. No: DC/26/04325 | Received date: Mon 05 Oct 2026 | Status: Pending Consideration | Case Type: Planning Application

b) **APPLICATION FOR LISTED BUILDING CONSENT - DC/26/04325 Proposal:** Application for Listed Building Consent Erection of side single storey infill extension to kitchen recess and removal of external door. Amendments to fenestration to kitchen area including new door opening and replacement glazed units. New rooflight to kitchen west roof slope, replacement French door unit to living room, enlarged window opening to Living room to form French doorset opening. **Location:** Rose Farm, Athelington Road, Horham, IP21 5EG We invite your comments by **27th November 2026**. Full details LINK. Should you specifically wish to 'support' or 'object' to this application please state this in your response.

c) Discharge of Conditions Application for DC/26/01373 - Condition 6 - (Works to Underlying Fabric) - Chapel Farm Chapel Lane Horham Eye Suffolk IP21 5ES Ref. No: DC/26/04545 | Received date: Mon 19 Oct 2026 | Status: Granted | Case Type: Planning Application

d) **Discharge of Conditions Application for DC/26/01373 - Condition 3 - (Fenestration Finish), 4 (Pamments) and 7 (Notification of Roof Stripping) - Chapel Farm Chapel Lane Horham Eye Suffolk IP21 5ES** Ref. No: DC/26/04984 | Received date: Wed 18 Nov 2026 | Status: Pending Consideration | Case Type: Planning Application

e) **APPLICATION FOR PLANNING PERMISSION - DC/26/04782 Proposal:** Full Planning Application - Change of use of the first-floor annexe over the detached garage to a self-contained holiday let. **Location:** Burder House, Worlingworth Road, Horham, IP21 5ER We invite your comments by **10th December 2026**. Full details LINK. Should you specifically wish to 'support' or 'object' to this application please state this in your response.

9 BRIEF REPORTS OF MEMBERS - matters for forthcoming agenda

10 NEXT MEETING -

11 PERSONNEL MATTERS - **RESOLVE** pursuant to s1(2) Public Bodies (Admission to Meetings) Act 1960 for the public and press to leave the meeting due to the confidential nature of the business to be transacted
a) **RECEIVE** return-to-work employment contract for the Clerk following a period of statutory family leave.
b) **RECEIVE** and **APPROVE** notification of payroll & expenses - *for signature 2 members, countersigned by Chair*

Close of meeting