

# **LURGASHALL PARISH COUNCIL**

## **DRAFT MINUTES OF A MEETING OF THE PARISH COUNCIL HELD AT THE VILLAGE HALL ON THURSDAY 11<sup>TH</sup> JANUARY 2024 AT 7.30PM**

Councillors Present: Mrs B Burkhart (also in attendance as District Councillor), Mr N Jowett, Mrs A Martin-Jenkins (Chairman), Mr A Stainton, Dr A Tate and Mr P Wilding

In Attendance: County Councillor Janet Duncton

Mrs H E Cruikshank (Clerk)

The Chairman declared the meeting open at 7.30pm and wished everyone a Happy New Year. There were no members of the public in attendance.

### Public Question time

There were no questions.

## **PARISH COUNCIL BUSINESS**

### 1/24 APOLOGIES FOR ABSENCE

Apologies were received from Parish Councillors Mrs J Landstrom and Mr A Loughan and District Councillor Ellie Newbery

### 2/24 CODE OF CONDUCT

The Chairman reminded members of their responsibilities under the Code of Conduct.

### 3/24 CO-OPTION OF COUNCILLOR

There was no co-option.

### 4/24 MINUTES OF THE LAST MEETING

The minutes of the last Parish Council meeting held on Thursday 9<sup>th</sup> November 2023 were approved and signed by the Chairman as a true record.

### 5/24 MATTERS ARISING

There were no matters arising which were not on the agenda this evening.

### 6/24 COUNCILLORS REPORTS

County Councillor Janet Duncton wished everyone a happy and healthy new year. First of all, we have now distributed our CIL money to the parishes who requested a grant and in my division these grants went to Petworth, Fittleworth and Northchapel/Shillinglee. Don't forget that if you have a project in your parish that has an environmental element to it and it fits the SDNP requirements it's always worth applying. This year we had some £3million to distribute but I think it won't be so much next year.

The only other point that may be of interest is that both County and the South Downs National Park are looking for new Chief Executives. In County's case, the present one is staying until we have filled the position and then she will return to East Sussex full time and in the case of the National Park the Chief Exec only left on the

1<sup>st</sup> January and it is possible we may not be able to fill the position until at least June. In the meantime, we have the position filled with an interim Chief Exec Tim Slaney who you will know as being head of Planning.

The story is that it's been road closure and floods all over this Christmas period and if this weather continues, I can only advise all to check web sites before they venture far. We have had a lot of trees falling and blocking roads as well, which of course can be very hazardous to the driver or rider who has no idea a tree is across the road just around the corner. I can only urge all to drive with great care in this very bad weather. I have actually seen floods where I have never seen them before like for instance the road the A283 that goes from Petworth to Fittleworth. At the bottom of the Shimmings Hill where the Petworth Brook was flooding across the road. Born here I have never seen it flood there.

We start the new year at WSCC with the County Plan and Budget workshops which is going to be quite tough. All things are a priority to one or the other of us in our divisions and we have to try and fight our corner whilst understanding the real tight budget we have. We will win some, lose some but at least we will get the chance to have our say on County issues.

At the moment we don't have many County Planning issues to come to committee and our next meeting only has a right of way diversion out of this district.

The Clerk enquired after the new regulations regarding the Waste Recycling sites. Mrs Duncton said from Monday 12<sup>th</sup> February 2024, you will need to book to visit all Recycling Centres in West Sussex. Slots can be booked up to 14 days in advance, including the same day where available. You are limited to 5 visits per month. [www.westsussex.gov.uk/BookToRecycle](http://www.westsussex.gov.uk/BookToRecycle) or phone 01243 642106

Any queries of a County nature, please do not hesitate to contact Janet Duncton on [janet.duncton@westsussex.gov.uk](mailto:janet.duncton@westsussex.gov.uk) or mobile 07979152898.

*Mrs Duncton left the meeting at 7.50pm*

District Councillor Brett Burkart wished everyone a Happy New Year and reported on the following:

### **December Update**

While many lovely and successful events took place in December, much enjoyed by all, other important work continued. Last month, CDC led another successful multi-agency operation to tackle anti-social behaviour on the rail network through the district. Operation Petra brought together the British Transport Police, Sussex Police, Network Rail and Southern Railway, West Sussex Fire and Rescue and Stagecoach, along with our officers to carry out these joint action days. More can be learned here:

[www.chichester.gov.uk/article/38258/Operation-planned-to-tackle-anti-social-behaviour-along-Chichester-rail-net](http://www.chichester.gov.uk/article/38258/Operation-planned-to-tackle-anti-social-behaviour-along-Chichester-rail-net)

### **Path Accessibility Fund 2024 – Apply by January 31<sup>st</sup>**

Funding is available to support the Paths Accessibility Fund and applications are now open.

In 2023 a number of stiles and gates were replaced, surrounding paths were cleared and some surface work was undertaken. Expressions of interest for projects are welcomed and an application can be found via the form below:

[2024 Path Accessibility Fund Expression of Interest \(Page 1 of 2\) \(office.com\)](#)

### **Social Prescribers**

If you are experiencing non-medical issues that may be having an adverse impact on your health and wellbeing, then it's worth getting in touch with one of our friendly Social Prescribers. Those accessing the service can

either be referred by their GP, or through this self-referral form on the website:

[www.chichester.gov.uk/socialprescribing](http://www.chichester.gov.uk/socialprescribing)

Around 70% of people who visit their GP have an underlying issue which isn't necessarily medical. Someone could feel isolated or lonely; might not be managing a chronic condition well; or might be having problems sleeping due to issues such as debt. Many of these things will impact on a person's physical and mental health and manifest themselves into medical symptoms. Our Social Prescribers spend time with clients, working with them to get to the root cause and helping them to find long-term solutions.

The Social Prescribing Service has been so successful that there is now also a similar service for young people, ages 13 to 19, introduced following the pandemic. During appointments, young people can discuss ways to improve how they feel and explore opportunities to connect to the practical and emotional support available in the community. This can be carried out in person, online or over the phone. The social prescriber will then develop a plan with the young person to focus on what is important to them and will connect them with activities, events and organisations that will help them to feel better.

### **Council Meetings**

Chichester District residents will be able to find out more about the work of the council thanks to changes to policy discussion meetings, known as Panel meetings, and these will shortly be made public.

### **Sustainable Growth Summit**

Hospitality, tourism and leisure businesses in the district are being invited to a special event aimed at helping them reduce their carbon footprint, while also reducing costs. The Sustainable Growth Summit – 'All The Ingredients For Sustainable Success' - is being held on Wednesday 24 January 2024 for businesses which supply this important part of the local economy. This free event has been organised by our Economic Development Team in association with The Great Sussex Way and South Downs National Park Authority. It will run from 10.30am until 2pm at the Memorial Hall in the South Downs Centre, Midhurst. Businesses will have the opportunity to network with local suppliers and hospitality business owners. Delegates will also hear from thought leaders and local business owners about how they have lowered their own costs while also reducing their carbon footprint. Businesses wishing to attend can book here:

[www.ticketsource.co.uk/chichester-district-council-economic-development](http://www.ticketsource.co.uk/chichester-district-council-economic-development)

### **Winter Storms and Flooding**

At this time of year, we are at significant risk of severe weather and flooding, and this is why it is so important to be prepared. Our council is a member of the Sussex Resilience Forum, which brings together emergency services, utilities and other essential public and voluntary services to work in partnership to support the local community during incidents and emergencies.

Knowing what to do during an emergency is an important part of being prepared. Being well-informed means that we are all better able to respond in an emergency and minimise the impact on the community. You can view the Community Risk Register for Sussex and practical guidance to help you get 'Emergency Ready' here: [www.sussex.police.uk/srf](http://www.sussex.police.uk/srf). The SRF have also produced an A5 leaflet with this information. If you would like some digital or hard copies to share within your communities, then please contact

<mailto:publicrelations@chichester.gov.uk> and the Communications Team will send some through to you.

### **Chichester Canal Basin Laser Show**

Following its success in 2023 CDC will once again be organising and funding, via the UKSPF, the popular free community laser show events at Chichester Canal Basin over two consecutive evenings: Friday 16 February and Saturday 17 February 2024. The two spectacular laser shows accompanied to music will take place at 6pm and 7.30pm each night. Working with the Canal Trust and Chichester Rotary it is anticipated the event will welcome hundreds of people to the wonderful surroundings of the Chichester Canal Basin. The Trust will also

be keeping their shop and Café open so visitors can buy gifts, a hot drink, or light refreshments. To make the event even more enjoyable, part of Canal Wharf will be officially closed to traffic on both nights.

### **Tree Planting – Apply by January 8<sup>th</sup> or 15<sup>th</sup>**

This past year, the ‘Tree Chichester District’ scheme was extended thanks to a £120,000 funding boost from the Government’s Shared Outcomes Fund. This funding means that ways to increase tree cover, outside of woodlands, in rural and urban areas can continue to be explored over the next two years. As part of this work, a new grant scheme has been launched to help people plant trees and hedgerows in priority areas across the district with the aim of better connecting woodland habitats. More can be learned at [www.chichester.gov.uk/treescheme](http://www.chichester.gov.uk/treescheme). As part of the scheme, an interactive map has been created which outlines the areas of the district that have been identified as ‘priority areas.’ These are spaces where new trees and hedgerows will make a real difference in terms of connecting woodland habitats, thereby providing wildlife corridors for a number of different species. The map is a quick and easy way for people to check whether their land falls within one of these priority areas and, if so, they should be encouraged to apply for a grant by 8 January by emailing the Tree Project Officer (see link below). The officer will then be able to discuss ideas and options and offer advice on tree planting and protection.

‘Tree Chichester District’ also benefits from the Coronation Living Heritage Fund. At the end of November 2023, Chichester District Council received confirmation of their successful £12,000 bid to the Coronation Living Heritage Fund (CLHF). The CLHF has been made available through Defra’s Nature for Climate Fund and will support the development of micro woods and community orchards to commemorate the Coronation of His Majesty King Charles III. Chichester District Council’s share of the CLHF will be used to establish more community orchards in the district which will help to put the UK on track to meet net zero targets, reverse the decline in nature and support economic growth of local communities. Through this fund, parish councils and community groups wanting to establish a community orchard may be eligible for 100% funding for trees associated with the capital costs of their orchard. Groups should be aware that there is an expectation for there to be some level of community involvement with the set up (e.g., planting days) in order to be eligible. The application window for this fund closes on Monday 15 January 2024 so any interested groups should get in touch as soon as possible.

Those interested in progressing a tree planting project — whether it’s a community initiative or on private land — should contact the council’s dedicated Tree Project Officer who can offer advice, by emailing [treescheme@chichester.gov.uk](mailto:treescheme@chichester.gov.uk) or calling 01243 521161. To find out more about the Tree Chichester District scheme, please visit [www.chichester.gov.uk/treescheme](http://www.chichester.gov.uk/treescheme).

### **Fly tipping**

Residents and businesses can report fly tipping at: [www.chichester.gov.uk/reportflytipping](http://www.chichester.gov.uk/reportflytipping)

### **Supporting You Team**

They will do everything possible to help, and anyone struggling should make contact with the team using the email [supportingyou@chichester.gov.uk](mailto:supportingyou@chichester.gov.uk)

<https://www.chichester.gov.uk/supportingyoucampaign>.

### **Technology doesn’t Byte**

A fantastic initiative to help those wanting to learn how to use technology without feeling intimidated by it.

Please visit <https://www.chichester.gov.uk/choosework> or contact directly at [choosework@chichester.gov.uk](mailto:choosework@chichester.gov.uk).

District Councillor Brett Burkhart

[bburkhart@chichester.gov.uk](mailto:bburkhart@chichester.gov.uk) or telephone 07876594168

District Councillor Ellie Newbery

[enewbery@chichester.gov.uk](mailto:enewbery@chichester.gov.uk) or telephone 01428 656 941

#### 7/24 FINANCE

The Clerk had previously distributed Appendix 2a and b which included:

- a) A statement of the position of the Council's bank accounts as at 4<sup>th</sup> January 2024.
- b) Budget monitoring sheet as at 4<sup>th</sup> January 2024.

The Council's current financial position at £33,915, bank account and budget monitoring sheet were noted.

The members duly approved the payments for Mrs Helen Cruikshank (Clerk's Nov & Dec Salary plus expenses) @ £921.68 and Garden Escapes (Grass cutting 2023) @ £2,678.

#### 8/24 BUDGET AND PRECEPT 2022/23

Mr Jowett presented the draft budget for the coming year 2024/25 as part of the report of a Finance & General Purposes meeting which was held on Thursday 14<sup>th</sup> December 2023. All members had previously been sent this report as Appendix 3.

Mr Jowett stated that the proposed 2024/25 figures included the continued maintenance of the village green, playground and the three visits of the mobile skip for residents. Following a change in circumstances of the mobile skip contractors, the Clerk is to enquire about the prices for this provision. The proposed budget figures see no increase in the precept.

The budget figures for 2024/25 were approved unanimously. It was agreed the precept remains at £25,000. The Clerk to inform CDC of the decision.

#### 9/24 RISK ASSESSMENT

Mr Jowett presented the Risk Assessment report of the Finance and General Purposes Committee dated 14<sup>th</sup> December 2023 which members had previously been sent as Appendix 4. The Clerk is awaiting copies of the insurance policies for the Village Hall and the Pavilion. Members approved the report.

#### 10/24 PLANNING

The Clerk had previously distributed Appendix 5.

### **PLANNING APPLICATIONS DISCUSSED SINCE THE LAST PC MEETING**

#### SDNP/23/04481/CND

Old Hearne Farm Jays Lane Lurgashall Haslemere West Sussex GU27 3BL

Reinstate horse walker on existing foundation – Variation of condition 6 of planning permission

SDNP/23/02393/FUL – to allow the horse walker to be used for exercising 10 horses stabled on site.

#### SDNP/23/04360/TCA

Location: Hazards High Hamstead Lane Lurgashall West Sussex GU28 9ET

Proposal: Notification of intention to reduce back to previous pruning points on 3 no apple trees & crown reduce 1 no field maple

#### SDNP/23/04513/LDE

Location: Sybs Farm, Jobsons Lane, Lurgashall GU27 3BX

Proposal: Lawful Development Certificate for an existing use to station a mobile home within the curtilage

#### SDNP/23/04615/HOUS

Location: Millicent Hillgrove Lane Lurgashall West Sussex GU28 9EP

Proposal: Partial conversion of and extension of garage to form guest/staff accommodation.

SDNP/23/04579/HOUS

Location: Aldworth Farm Jobsons Lane Lurgashall West Sussex GU27 3BY

Proposal: Part conversion of outbuilding to ancillary residential accommodation. Addition of new roof lights and external generator. Changes to fenestration.

SDNP/23/05161/HOUS and SDNP/23/05163/LIS

Location: Cotchet Farmhouse Cotchet Lane Lurgashall Haslemere West Sussex GU27 3BS

Proposal: New window and door openings and alterations to roof on ancillary building. New internal access to bat roof.

SDNP/23/05187/LIS

Location: Garden Cottage High Hamstead Lane Lurgashall West Sussex GU28 9ET

Proposal: Various internal and external (4 no. replacement windows to match existing, new patio bifold doors) alterations.

SDNP/23/04698/FUL

Location: Meadow Cottage Cotchet Lane Lurgashall West Sussex GU27 3BS

Proposal: Erection of dwelling and detached garage with associated works following demolition of existing dwelling and 3 no. outbuildings.

**DECISIONS RECEIVED FROM CDC/SDNPA SINCE THE LAST PC MEETING**

SDNP/23/02281/FUL

Weyspring Park Bell Vale Lane Fernhurst West Sussex GU27 3DJ

Extension building to existing residential care facility, providing accommodation for 30 residents and 15 key workers, along with associated facilities.

Case withdrawn

SDNP/23/04360/TCA

Hazards High Hamstead Lane Lurgashall West Sussex GU28 9ET

Notification of intention to reduce back to previous pruning points on 1 no. Cherry tree (T1), 2 no. Apple trees (T2-T3) and crown reduce by approx. 2m on 1 no. Field Maple tree (T4).

Decision: Raise no objection

SDNP/23/04231/DCOND and SDNP/23/04325/DCOND

Barfold Farm Tennysons Lane Lurgashall West Sussex GU27 3BN

Discharge of conditions 3 (materials), 4 (doors and windows) and 6 (rainwater goods) from planning permission

SDNP/21/00867/HOUS and SDNP/21/00868/LIS

Decision: Approved

**11/24 HIGHWAYS & WINTER MANAGEMENT**

The Clerk to report the breaking up of the road surface near to Dickhurst Farm entrance on Jobsons Lane to WSCC Highways.

Great concern was raised with regard the huge amount of tree felling occurring in Windfallwood Common (Common land). It is not only highly destructive but it is ruining the woodland as the clearance is excessive and has left the land in a woeful state. The Clerk to write to the owners asking that the works be done less vigorously and with more respect and that the land is tidied and a re-planting scheme put in place. In addition, the Right of Way must be reinstated to an acceptable and safe condition. Further concern was raised that the tree felling may continue further north and on the same side of the road.

12/24 VILLAGE GREEN

Mr Stainton said that the digging out of the stump of the felled Horse Chestnut tree is in his diary. The Clerk to chase The Leconfield Estates regarding the replacement tree. There needs to be a painting session of the village green posts as they are all looking very shabby. It was suggested that there should be a “paint a post” stall at the Village Fete at the beginning of June.

There will be another Community Tidy up session on Saturday 9<sup>th</sup> March at 10am (meet at the Village Hall for equipment). The Clerk to advertise in the Parish News and put a poster on the noticeboard. Residents not just Councillors are encouraged to join in and help.

13/24 PLAYGROUND

Mr Loughan will progress the playground maintenance and repairs once he has recovered from being unwell.

14/24 ALLOTMENTS

There was nothing to report.

15/24 RIGHTS OF WAYS

As Mrs Burkhart mentioned in her District Council report, there is funding available to support ROWs under the Paths Accessibility Fund. See above for full details. Deadline for expression of interest is 31st January.

16/24 L.R.A

Dr Tate reported there will be quiz in the spring to raise funds for the L.R.A. The Cricket Club and L.R.A are in talks about the L.R.A looking after the lease of the pavilion and the maintenance of the cricket pitch.

17/24 CORRESPONDENCE

There was nothing further to report.

18/24 TO CONSIDER URGENT MATTERS AT THE CHAIRMAN’S DISCRETION

There were no urgent matters.

19/24 ITEMS TO BE INCLUDED ON THE NEXT AGENDA

Please let the Clerk know of any additional items by Thursday 7<sup>th</sup> March 2024.

20/24 DATE OF THE NEXT MEETING

The next meeting is on Thursday 14<sup>th</sup> March 2024 at 7.30pm. Brett Burkhart sent her apologies for this meeting.

There being no other business, the Chairman closed the meeting at 8.45pm