

LURGASHALL PARISH COUNCIL
DRAFT MINUTES OF A MEETING
OF THE PARISH COUNCIL HELD AT LURGASHALL VILLAGE HALL
ON THURSDAY 13th NOVEMBER 2025 AT 7.30PM

Councillors Present: Mrs Brett Burkhart (also in attendance as District Councillor), Mr Neil Jowett, Mrs Jane Landstrom, Mr Andrew Loughan, Mrs Anthea Martin-Jenkins (Chairman), Mr Adrian Stainton, Dr Andrew Tate and Mr Peter Wilding

In Attendance: Mrs H E Cruikshank (Clerk)
District Councillor Ellie Newbery

The Chairman declared the meeting open at 7.30pm and welcomed all to the meeting.

There were no members of the public in attendance.

Public Question time
There were no questions.

PARISH COUNCIL BUSINESS

99/25 APOLOGIES FOR ABSENCE
Apologies were received from Parish Councillor Tony Macaulay.

100/25 CODE OF CONDUCT
The Chairman reminded members of their responsibilities under the Code of Conduct.

101/25 MINUTES OF THE LAST MEETING
The minutes of the Parish Council meeting held on Thursday 11th September 2025 were approved and signed by the Chairman as a true record.

102/25 MATTERS ARISING
The Mobile Skip in September had once again been very successful and much appreciated by residents. Thanks to all those who took part in the Community Litter pick on Saturday 25th October. The application for the nomination of the Village Shop as an Asset of Community Value for a further 5 years was successful.

103/25 COUNCILLORS REPORTS
District Councillor Ellie Newbery reported on:

LGR
Just by way of update, we have not received any further updates on Local Government Reorganisation. However, CDC are expecting the formal consultation to be launched by the government in November.

Food Waste Collections
Food waste collections are coming soon! Preparations are well underway for the introduction of weekly food waste collections across the district, which are scheduled to begin in Spring 2026 for residential households. The winter edition of Initiatives magazine will feature a double page food waste article, providing detailed information about how the service operates, what can be recycled, and the environmental benefits of separating food waste.

FAQs will be included to address common queries and if you have any questions, please go to www.chichester.gov.uk/food-waste

Please do consider downloading the Chichester District Council app to stay informed as we approach the launch of the new food waste collection service (and remind you of which week to put your recycling/landfill waste out). We are attending a pre-council Member briefing which will be held on Tuesday 18 November 2025 at 4.30pm so I will know more after that and there will also be a presentation on this at the February 2026 All Parishes meeting to provide further information on the service roll out.

Tree planting

CDC are inviting residents, community groups, organisations, farmers and parish councils to apply for free trees and support materials to help deliver new tree planting projects across the Chichester District this winter. As part of our Tree Chichester District scheme, the council has secured funding from the Tree Council's and Defra's 'Trees Outside Woodland Fund', which will be used to support individuals and groups who are embarking on tree planting projects in the district. The scheme is open to a wide range of applicants — including farmers, landowners, parish councils, community groups, schools, and individuals — provided they own the land or have landowner permission, and the site is suitable for tree planting. Applicants must plant their trees outside of existing woodlands and demonstrate that the project will have a public or community benefit — this could include planting in publicly accessible or viewable locations or involving local communities in the planting process. The scheme is open until 17 November 2025, and application forms can be requested by emailing: treescheme@chichester.gov.uk. Each proposed planting site will be assessed by the council's Tree Project Officer. Trees will be allocated to suitable projects on a first come, first served basis, and successful applicants must complete their planting projects by 16 February 2026.

Christmas events in Chichester

Chichester District Council's Festive Programme starts in November including:

- Installation of a large, illuminated willow Christmas bauble sculpture outside the Guildhall in Priory Park will take place the week of 17 to 21 November to make sure it's ready for the city Chichester Christmas Lights switch on celebrations.
- FREE Live Performance Trail – Sounds of Home is taking place on Friday 28 and Saturday 29 November between 4pm and 7pm. Starting from the Guildhall, this is a trail with a multi-cultural tapestry of the contemporary voices of the city with over 20 fabulous performers in nine iconic locations across the city. The day will include craft making and a silent disco at the Guildhall.
- Silent discos in the Guildhall will be on Friday 28 and Saturday 29 November, 8pm to 10pm.
- Children's Festive Magic Show and Disco in the Guildhall on Sunday 30 November 10am and 1pm. 'Adam the Magic Man' will delight the children with a 45-minute magic show followed by the chance for everyone, including parents, to show off their best dances and have a lot of fun!
- Under 5s Storytelling • A Relaxing Sound Bath • The Priory Park Christmas Panto – over two weekends • A Jazz Café • La Diva Carol performance • Beatz & Bass for our emerging, young DJs aged 11 - 14yrs

Contacting your District Councillors

Brett can be contacted on email bburkhart@chichester.gov.uk or telephone 07876594168

Ellie can be contacted on email enewbery@chichester.gov.uk or telephone 01428 656 941 or at the Fernhurst Hub on Tuesday 18 November 2pm-3.30pm.

District Councillor Ellie Newbery left the meeting at 7.42pm

In her absence, County Councillor Janet Duncton had sent through the following report:

You will remember what dire straits our Children's Services were say 5 years ago. Well, I am pleased to say that things have moved onwards and upwards and we expect an OFSTED visit in the not-too-distant future.

Our Children's homes have been judged either Good or Outstanding and that's something to be very pleased with. I am hopeful that the rest of the Service will get the same results.

On the same theme we took on and trained many new social workers and one of them has recently been awarded an accolade in a national Social Worker competition. Absolutely great. They are doing a wonderful job for many that need help and their getting it.

Fire and Rescue is also performing very well. I am particularly pleased with the number of visits that they have achieved to people's homes to make sure they know what is needed to keep themselves safe in their own homes. Of course, this doesn't mean that other parts of this Service get neglected. What it does mean is that we work with our Adult Services department as well and it often enables residents to live safely in their own homes which is most of their choices before Adult Services have to step in with help. In my mind that's a win, win.

We would still like to reach out to any who would like to consider Fire and Rescue as a career or just as a retained Service. Our retained Service is a very valuable asset and we are always short on numbers. To give you an example at Petworth retained Station we have 8/9 retained and we really need about 14. If you know of anyone who would be interested tell them to get on line and apply. It's a great career or extra as retained and it's fully inclusive for diversity.

Of course, we still can't give a definite on devolution and I am sure you know as much as I do but to be clear. I think I said last month that Counties opinion for West Sussex (The Mayor is of course for the whole of Sussex), that it needs one Unitary authority. County already do 80% of local Government work so it is only 20% extra that those elected have to take on and would require 90 Councillors instead of 146 if there were 2 Unitaries for West Sussex. I can't tell you how many would be required if Brighton & Hove's suggestion that they have submitted for 5 Unitaries was chosen by DEFRA but imagine many more Councillors and a very costly return time to balance the books and hopefully save some money. The decision will be with DEFRA

With regards to elections at this moment in time the Minister has said that there will be elections in 2026 BUT, isn't there always a but? There is another rumour that those few of us who are looking at new Mayor's for election in May next year and of course Unitaries the year after that they may and it is may at the moment cancel the 2026 County elections. If they don't whoever is elected will only have one year and then the County Council disappear and the Unitaries take over. I say one year because for 2026/7 they will be shadow Unitaries and County, District and Boroughs will still be in situ for 26/27 and from 27/28 they become the shadow authorities with the new Unitaries taking over and the rest disappearing in 2028. I hope that's clear. It's the best I can do at the moment.

County Councillor Petworth division

Janet.duncton@westsussex.gov.uk

07979152898

104/25 FINANCE

The Clerk had previously distributed Appendix 3a and b which included:

- a) A statement of the position of the Council's bank accounts as at incorporating details of payments which needed to be made, and for which approval was sought.
- b) Budget Monitoring sheet as at 6th November 2025.

The Council's current financial position at £50,077, bank account and budget monitoring sheet were noted.

The second and final instalment of the 2025/26 precept has been received @ £12,500 plus SDNP CIL money @ £2,615.75 (for the Aldworth Farm part conversion of outbuilding to ancillary residential accommodation).

Payments were authorised for Mrs Helen Cruikshank (Clerk's September & October Salary plus exps) @ £888, The Leconfield Estates (Allotment water) @ £179 and WSALC Ltd (Planning training) @ £48.

The Finance & General Purposes Committee meeting will be held on Tuesday 2nd December at 7.30pm where the precept for 2026/27 would be discussed.

105/25 PLANNING

The Clerk had previously distributed Appendix 4. Mrs Martin-Jenkins reported on the following:

PLANNING APPLICATIONS DISCUSSED SINCE THE LAST PC MEETING

SDNP/25/03301/HOUS

Westminster Cottage Hillgrove Lane Lurgashall West Sussex GU28 9EP
Single storey rear extension and dormer window

SDNP/25/02685/FULand SDNP/25/02686/LIS

Lords Wood Barns River Lane River Lodsworth West Sussex GU28 9BS
Change of use of Barns A & B, Granary and Cart Shed to food-based event venue (including weddings) and associated internal and external alterations

SDNP/25/03802/LIS

Green Cottage High Hamstead Lane Lurgashall West Sussex GU28 9ET
Underpinning of south west extension and re-building of east gable wall

DECISIONS RECEIVED FROM CDC/SDNPA SINCE THE LAST PC MEETING

SDNP/25/03369/APNB

Street Record Jobsons Lane Lurgashall West Sussex
Agricultural barn
Decision: Objection

SDNP/25/02591/HOUS and SDNP/25/02592/LIS

Wheelwrights House Hillgrove Lane Lurgashall West Sussex GU28 9EW
Single-storey rear extension to replace existing conservatory and internal alterations
Decision: Approved

SDNP/25/01396/HOUS

Dickhurst Lodge Petworth Road Lurgashall West Sussex GU27 3BG
Erection of a detached garage
Case withdrawn

SDNP/25/03791/DCOND AND SDNP/25/03792/DCOND

Green Cottage High Hamstead Lane Lurgashall West Sussex GU28 9ET
Discharge of conditions 10 (External Lighting) and 12 (Habitat enhancements) of permission
SDNP/24/02812/HOUS
Decision: Approved

SDNP/25/02530/HOUS

Bluebell Cottage High Hamstead Lane Lurgashall West Sussex GU28 9ET

Erection of single-storey side extension, single-storey front porch and two-storey side extension; extension of roof and provision of 3 no. dormer windows to front elevation

Decision: Refused

Mr Wilding to compose a response to the Appeal against the Enforcement Notice (APP/L3815/C/25/3374380) at Land South of Jobsons Cottage, Jobsons Lane, Lurgashall GU27 3BY. The Clerk to write to SDNPA to enquire whether Parish Councils can be informed/consulted when felling licences are applied for. With so much Ancient Woodland in Lurgashall parish, it is imperative more checks and care are taken when these licences are handed out.

106/25 HIGHWAYS INCLUDING WINTER MANAGEMENT

The Clerk to check with WSCC whether the salt bins have been filled with grit for the winter season. Mr Stainton to ask Mr Macaulay whether he would like to take on the maintenance of the parish fingerboards.

107/25 VILLAGE GREEN

Mrs Martin-Jenkins said the Village Green has been kept beautifully this year.

108/25 PLAYGROUND

Mr Loughan reported he needed to finish the playground repairs, the new elephant rocker needs to be dug in. He will take a look at the post and rail fencing next week and if required get some replacements from Leconfield Estates. He had attended a playground show at the NEC. If the additional posts and rails cannot be sourced from Leconfield Estates, they will be purchased elsewhere or a fencing contractor will be asked to do the work. It's important that this is completed without further delays as the Parish Council will be accused of prevaricating.

109/25 ALLOTMENTS

Mrs Landstrom reported that the allotment hedges had been cut but the tidy up had been postponed until the spring. One plot holder has been lost but another has taken it on.

110/25 RIGHTS OF WAYS

Mrs Martin-Jenkins reported the Rights of Way in the parish are all overgrown and muddy. Trees are falling everywhere.

111/25 L.R.A

Dr Tate reported that the re-registration of officers had taken place. The quiz which is the main fundraising event for the L.R.A will take place on 19th March at the Village Hall. A person has approached the L.R.A with regard permission to plant a memorial tree in the Jubilee field.

112/25 PARISH COUNCIL WEBSITE

The Clerk stated as part of the Parish Council's commitment to transparency, accountability, and good governance, a fully compliant website with current accessibility, security, and data protection standards is required. This is a proactive step that directly supports the Parish Council's responsibilities under Assertion 10. She attended a Parish Online seminar along with eighty-five other Parish Councils. Parish Online have quoted £315 (£215 first year discounted rate) per year for the website /emails /gov.uk domain plus hosting fee, ongoing maintenance, SSL certificate, content migration, accessibility and support. She trusts them to make a good, fully compliant and supported website. Councillors approved this.

113/25 CORRESPONDENCE

The Clerk said there is a Midhurst Community Forum on Wednesday 19th November at the Grange Centre, in Midhurst. 11am -2pm including lunch.

Mr Jowett said there is a Village Shop update meeting on Tuesday 25th November and encouraged all to attend.

114/25 TO CONSIDER URGENT MATTERS AT THE CHAIRMAN'S DISCRETION

Mr Jowett kindly offered to read at the Church Carol Service on 14th December.

115/25 ITEMS TO BE INCLUDED ON THE NEXT AGENDA

Please let the Clerk know of any additional items by Thursday 1st January 2026

116/25 DATE OF THE NEXT MEETING

The next meeting is on Thursday 8th January 2026 at 7.30pm. Mrs Burkhart sent her apologies for this meeting.

There being no other business, the Chairman closed the meeting at 8.25pm