

**LURGASHALL PARISH COUNCIL**  
**DRAFT MINUTES OF A MEETING**  
**OF THE PARISH COUNCIL HELD AT LURGASHALL VILLAGE HALL**  
**ON THURSDAY 9<sup>TH</sup> JULY 2026 AT 7.30PM**

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

In Attendance: Mrs H E Cruikshank (Clerk)

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**

**59/26 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Parish Councillors Jane Landstrom, Andrew Loughan, Tony Macaulay and Adrian Stainton. District Councillor Ellie Newbery and County Councillor Janet Duncton also sent their apologies.

**60/26 CODE OF CONDUCT**

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

**61/26 MINUTES OF THE LAST MEETING**

The minutes of the Annual Parish Council meeting held on Thursday 14<sup>th</sup> May 2026 were approved and signed by the Chairman as a true record.

**62/26 MATTERS ARISING**

There were no matters arising.

**63/26 COUNCILLORS REPORTS**

County Councillor Janet Duncton had sent through the following notes:

It's hot again but I guess we shouldn't complain but my goodness when you go to County Hall for a meeting it's been stifling at times. Still we are having a lovely summer on the whole. Each season brings its troubles and one around with the heat is that some tarmac likes to soften and can be a problem on the highways. I am not sure of all the reasons but just recently several of the roads around me have been resurfaced and I have to say they look great. You always have the problem of loose gravel but the machines that go slowly down the roads often in pairs have done a great job in picking up the loose gravel so I should hope that there has been less damage to cars who forget to go slowly.

We still, along with everywhere else in the country are having trouble with our SEND children in getting them properly assessed. Of course all agencies play their part but one of the obstacles is the specialist type of psychiatrist that is required to assess. These are a bit in short supply but slowly slowly we are able to help with children that need help. It's just a slow process.

There has been quite a lot of work on the building of County Hall. The time had come when windows need replacing and things like that so it's all being done at the moment. I always have a bit of a moan about the state of the steps as you enter County Hall. In my opinion they need jet spraying and a bit of paint. To my surprise this has recently been done and now the entrance for visitors to County Hall does look as though we care. First impressions and all that.

A brief word on our Fire and Rescue Service. It is going along well as ever and has recently been able to recruit Retained Officers. In case you didn't realise the statutory body that will take both Fire and Rescue and Police eventually has already been set up although the Mayoral elections don't take place until 2028. This will mean that as of 2027 the Fire and Rescue Service will no longer sit with the County Council but move to the new Statutory body.

Since the elections there have been endless training sessions. Quite right of course because those who have just taken up the role of County Councillor need to know how everything works and as you know this includes how you handle Planning and the Code of Conduct. I attended one recently on Governance. I know about Governance and when Chairman of the County I chaired that committee but, you can always learn something at these sessions and of course Governance deals with any changes to the constitution etc. You never know it all. There isn't a lot of new items to let you know about. Everything is going along pretty much as ever.

One thing of course we are all waiting for is the Government decision on Unitary Council. There is a thought that it could be as early as the middle of July but nothing is concerned and it will be interesting to know if the Minister has listened to and of the consultees is or pushing ahead with his own idea which was of course the 4 Unitaries putting Chichester, Horsham, Mid Sussex and Crawley into what he called the Urban Unitary.

As ever my email is [janet.dunton@westsussex.gov.uk](mailto:janet.dunton@westsussex.gov.uk) or mobile 07979 152898

District Councillor Brett Burkhart reported on the following:

#### Update on Local Government Reorganisation in West Sussex

The second government consultation on local government reorganisation for Sussex has now closed. Thank you to everyone who took the time to respond. While a final decision has yet to be made, CDC are continuing to work closely with the other councils to make sure the process remains on track. The Government will now review all of the responses it has received and decide which option it believes is the most appropriate. All options remain under consideration. We understand that an announcement is likely to be made before the summer parliamentary recess, which begins on 16 July 2026. As soon as we hear the outcome, we will let you know. Elections for the new authorities are still expected to take place in 2027. The elected councillors will form what is known as a shadow authority for one year, ahead of the formal launch of the new authority in 2028. During this period, the shadow authority will operate alongside existing councils to prepare for the transition. It is very much business as usual at CDC – the council will continue to deliver services until 2028, when the new authority is launched.

#### Litter and Recycling

Funding has been agreed for a new project aimed at ensuring that more litter in the district is recycled. Cabinet has approved £170,000 for the project which will include reassessing litter bin locations, installing new bins in highly used areas and devising a behaviour change campaign aimed at encouraging more people to take their litter home so that it can be more effectively sorted and recycled. The district currently has around 600 litter bins and 250 dog mess bins and combined these are emptied 134,000 times a year. Initial analysis has highlighted that while some bins are extremely well used, there are others that are not well used, which could possibly be re-sited. Public recycling bins are not always efficiently used and can quickly become contaminated by general litter which is something that the council also wants to look at. If you have any ideas about where bins could be usefully located or relocated then let CDC or us know so that it can be taken into consideration.

### Food recycling

The scheme has now been rolled out across the district. Any problems then let us or CDC know.

### Business grants

Chichester District Council has allocated £90,000 to three grant schemes, one aimed at supporting start-up businesses, another designed to support projects that help small businesses grow and strengthen sustainability, and a third scheme that is aimed at helping businesses invest in areas such as innovation and technology. Applications are open now! This series of grants builds on the success of previous grant schemes delivered by the council, which have already helped a range of local businesses invest in growth or make meaningful improvements and upgrades to equipment or fixtures. The Start-up Grant is designed to help new businesses with some of the costs involved in getting established. It will offer grants of up to £750 with no match funding required from the applicant. This fund will be awarded on a first-come, first-served basis. The Business Growth Fund is offering grants of up to £3,000 towards projects that help small businesses grow, improve productivity, and strengthen long-term sustainability. With funding of up to 75% of eligible project costs, it provides valuable support for investment in equipment, training, marketing, digital improvements and premises upgrades. Applications to this fund will close on Friday 31 July. The Business Innovation Fund is offering grants of up to £10,000 towards larger scale projects, designed to help businesses invest in innovation, technology, productivity improvements, premises adaptations, and market expansion. Funding can cover up to 50% of the total project cost, which must be a minimum of £8,000. Applications to this fund will close on Friday 31 July. It would be great if we could get some of this grant funding for Fernhurst Ward so please do encourage businesses to apply! Please do also keep in mind the grants available at CDC for charities, parish councils and clubs to apply for grants to help boost economy, improving places and spaces, stronger communities or for targeted projects.

District Councillor Burkhart added that the NPPF proposed changes mean that red cards may disappear so fewer planning applications will go to committee and be decided by officers.

### Contacting your District Councillors

Brett can be contacted on email [bburkhart@chichester.gov.uk](mailto:bburkhart@chichester.gov.uk) or telephone 07876594168

Ellie can be contacted on email [enewbery@chichester.gov.uk](mailto:enewbery@chichester.gov.uk) or telephone 01428 656 941

### 64/26 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 2<sup>nd</sup> July 2026.

Payments were authorised for Mrs Helen Cruikshank (Clerk's May & June salary plus exps) @ £932, Parish Online (Annual subs 2026/27) @ £72 and Playsafety Ltd (Annual Play Area ROSPA inspection 2026/27) @ £160.

The Council's current financial position at £45,246, bank account and budget monitoring sheet were noted.

### 65/26 PLANNING

The Clerk had previously distributed Appendix 4. Mr Wilding reported on the following:

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

#### SDNP/26/02024/LIS

Weyborne Estate Fernden Lane Lurgashall West Sussex GU27 3DR

Internal alterations constituting of reinstatement of partition walls, infill 1 no. existing doorway and creation of 3 no. new doorways at ground floor level, new partition wall and doorway to enclose laundry room, infill 1 no.

bedroom doorway and create 1 no. new doorway at first floor level and new bathroom fittings and fixtures to 2 no. existing bathrooms and addition of new bathroom to second floor level

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

#### **SDNP/26/00397/HOUS**

Sybs Farm Jobsons Lane Windfall Wood Common Lurgashall West Sussex GU27 3BX

Erection of greenhouse

Decision: Approved

#### **SDNP/24/02628/HOUS**

1, The Quell Cottages Quell Lane Lurgashall West Sussex GU27 3BW

Erection of purpose-built wooden cabin in garden to serve as personal home office and gym/leisure area

Decision: Refused

Appeal: Determined

#### **SDNP/26/00348/FUL**

Meadow Cottage Cotchet Lane Lurgashall West Sussex GU27 3BS

Erection of dwelling and garage with associated works and landscaping, following demolition of existing dwelling and 3 no. outbuildings

Decision: Approved

District Councillor Burkhart stated that an anonymous complaint had been received with regard Sybs Farm which was being investigated.

Concern was raised again about the amount of logging taking place at the land south of Jobsons Cottage and the environmental impact on the land.

#### **66/26 HIGHWAYS INCLUDING WINTER MANAGEMENT**

The Clerk to report the missing Lurgashall sign on A283, the loose granite bricks near the bus shelter on the Village Green, the bad state of both Quell Lane and Roundhurst Lane and the still dangerous state of the coned off edge of the road between Lickfold and Dial Green. Several places in the parish are suffering from roads melting and will need attention before the winter sets in. Concern was raised with regard the insufficient cutting by WSCC highways of Jobsons Lane.

Dr Tate will check the grit levels in the parish salt bins and feed back to the Clerk who will complete the online form.

#### **67/26 VILLAGE GREEN**

All agreed the Village Green looks lovely. The Clerk to contact Straight Line Fencing to get the fencing behind the layby parking reinstated.

#### **68/26 PLAYGROUND**

The ROSPA annual inspection report has been received. The best for many years! District Councillor Brett Burkhart mentioned that Chichester District Council has spent millions on its city central play areas over the past year and she is keen that parishes north of the district get funding too. It seems there are grants out there, ready to be spent. The Clerk to contact Mr Loughan to ask whether there is an additional piece of equipment which might benefit the playground.

69/26 ALLOTMENTS

There was nothing to report.

70/26 RIGHTS OF WAYS

Mrs Martin-Jenkins stated the parish footpaths are very overgrown.

71/26 L.R.A

Dr Tate reported that the Jubilee field continues to be well-used for both parking and sporting activities.

72/26 MOBILE SKIP

The mobile skip is at the Village Hall car park on Saturday 11<sup>th</sup> July. The Clerk to book the next visit for the beginning of October and also organise the autumn tidy up/litter pick for Saturday 31<sup>st</sup> October 2026 at 10am.

73/26 CORRESPONDENCE

The Clerk had nothing further to report

74/26 TO CONSIDER URGENT MATTERS AT THE CHAIRMAN'S DISCRETION

There was nothing further to consider.

75/26 ITEMS TO BE INCLUDED ON THE NEXT AGENDA

Please let the Clerk know of any additional items by Thursday 3<sup>rd</sup> September 2026

58/26 DATE OF THE NEXT MEETING

The next meeting is on Thursday 10<sup>th</sup> September 2026 at 7.30pm. Mrs Burkhart gave her apologies for this.

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