LURGASHALL PARISH COUNCIL
DRAFT MINUTES OF A MEETING OF THE PARISH COUNCIL HELD AT LURGASHALL VILLAGE HALL ON THURSDAY 11th SEPTEMBER 2025 AT 7.30PM

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

In Attendance: Mrs H E Cruikshank (Clerk)
County Councillor Janet Duncton

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

76/25 APOLOGIES FOR ABSENCE
Apologies were received from Parish Councillor Adrian Stainton and District Councillor Ellie Newbery.

77/25 CODE OF CONDUCT
The Chairman reminded members of their responsibilities under the Code of Conduct.

78/25 MINUTES OF THE LAST MEETING
The minutes of the Parish Council meeting held on Thursday 10th July 2025 were approved and signed by the Chairman as a true record.

79/25 MATTERS ARISING
There were no matters arising.

80/25 COUNCILLORS REPORTS
District Councillor Brett Burkhart reported on:

LGR update
The Local Government Reorganisation survey closed on 13 August, and CDC are now in the process of reviewing the responses. These insights will form an important part of the business case that they will submit to the Government by 26 September, along with the other councils in West Sussex. Each council will also send a letter outlining its preferences. Before this, we will have the opportunity to discuss the proposals at a full council meeting, so please let us know your views. Once submitted, we expect the Government to launch a formal consultation process in November. This will be another important opportunity for people to share their views. A final decision is anticipated in March 2026.

Local Plan

In August, the council adopted the Local Plan for Chichester District. This marks a significant milestone in shaping the future of the area, setting out a comprehensive vision for the area's economy; transport and housing needs; environmental and historic protection; community health and wellbeing; and cultural development. The council has worked hard to prepare and now adopt the new Local Plan, having faced a number of significant challenges, particularly around roads, wastewater, and water neutrality.

Parks
Chichester's Parklands, Priory Park, Whyke Oval and Oaklands Park are now open following major upgrades. Each play area has been designed with a unique theme inspired by its location. Priory Park features a castle-themed play area, reflecting the site's rich Norman history. Parklands play area, located on Sherborne Road, has been transformed with a coastal theme, including a dolphin play panel and an 'under the sea' tunnel.

Graffiti
If you see any graffiti, please do report it to the District Council Waste and Recycling Team at wasteandrecycling@chichester.gov.uk or 01243 534 619

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 Thursday 15 September 11-12.30

SDNP/25/00168/OPDEV
Land North of Screechhouse Copse Blind Lane Lurgashall West Sussex
On the 9th September 2025, Chichester District Council attended the High Court and was successful in securing a full injunction on the above Land. The hearing had been set on the 14 July 2025; however, the judge granted an adjournment until 9 September 2025 to allow the defendants to provide further written evidence regarding their personal circumstances. An interim injunction was secured at this hearing and in place during this time. The defendants did not attend court or provide any further evidence in their defence. This injunction, which was initially applied for and granted on the 9th May 2025, reinforces the Enforcement notice that was also served on that date and both documents outline requirements in that the Land-owner is to cease the use of the land for the stationing of caravans for human habitation, remove the said caravans and all unauthorised structures, items and vehicles, and carry out remediation to the land to its original form. It also prevents further caravans/mobile homes being brought onto the Land for residential purposes and any associated engineering works. The judge also awarded costs of £53,000 to Chichester District Council. The compliance date for the enforcement notice and the Injunction is the 20th October 2025.

Concern was raised with the increased number of plots of land potentially coming on the market in the future and members questioned how development and misuse of land can be stopped or at least controlled in rural villages.

County Councillor Janet Duncton had sent through the following report:

It's always difficult to find items of County work but during August it's even more difficult as meetings stop and mostly, I get information about items via our News releases and my emails with Officers, plus of course any local issues that I need to look into which happen of course at any given time. Trading standards have been busy again. They have prosecuted a Crawley business for selling Vapes to children and stocking illegal Mothballs. Please don't ask me what is an illegal Mothball because I don't know and didn't know there was such a thing. Obviously live a sheltered life!!! In early August OFSTED commended our Children's Services for the quality of the care for children and young people. They also awarded High Trees in Crawley as outstanding and Blue Cove and Bright Star in Worthing as good so all 3 homes are something to be proud of. There is a new flood risk Strategy announced. To learn more about it go to WSCC web site and Local Flood

Risk Management Strategy. Fire and Rescue Service have issued a new warning regarding the use of items that have lithium batteries. You will know there is a fire risk with these. Their advice is that you always charge items on a flat and stable surface and don't leave them charging overnight. Always unplug when fully charged. They can be a high Fire risk. SEND is still causing us many headaches not least because it's underfunded and the Cabinet member and Leader of Council have written to the Secretary of State for Education asking for them to produce the reforms soon which are in the Governments white paper. Of course we need finance for this Service as well. 2 of our WSCC Social worker team have been shortlisted for the National Social Worker of the year awards. I so hope they get the recognition they deserve. Not quite in our patch but Millais School in Horsham is now going to be a co-education school. Of course, not everyone wanted this but after 2 consultations it was approved. A milestone has been reached with our Highways lighting. On the 22nd September the final stage will start in Chichester.

Please let me know if there are some issues you want me to investigate and as ever you can contact me via janet.duncton@westsussex.gov.uk or my mobile 07979152898.

81/25 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 4th September 2025 incorporating details of payments which needed to be made, and for which approval was sought.
b) Budget Monitoring sheet as at 4th September 2025.

The Council's current financial position at £37,950, bank account and budget monitoring sheet were noted. Payments were authorised for Mrs Helen Cruikshank (Clerk's July & August Salary plus exps) @ £941, Moore (External Audit) @ £252, Lurgashall PCC (Annual Donation) @ £750, Lurgashall Village Hall (Annual Donation) @ £1,000, Lurgashall Cricket Club (Annual Donation) @ £600, Northchapel Primary School (Annual Donation) @ £1,500, Lurgashall Recreation Ground (Annual Donation) @ £500 and Lurgashall Village Shop (Annual Donation) @ £2,000.

The External Audit had been completed and signed off by Moore.

82/25 PLANNING

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

PLANNING APPLICATIONS DISCUSSED SINCE THE LAST PC MEETING

SDNP/25/02942/LIS
Weyborne Estate Fernden Lane Lurgashall West Sussex GU27 3DR
2 no. conservation roof lights and internal alterations to first floor

SDNP/25/01396/HOUS
Dickhurst Lodge Petworth Road Lurgashall West Sussex GU27 3BG
Erection of a detached garage

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

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

DECISIONS RECEIVED FROM CDC/SDNPA SINCE THE LAST PC MEETING

SDNP/23/04481/CND
Old Hearne Farm Jays Lane Lurgashall 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 the 10 no. horses stabled on site
Decision: Approved

SDNP/24/01696/LDE
Barfold Farm Tennysons Lane Lurgashall West Sussex GU27 3BN
Existing lawful development certificate for continuous use of barn for purposes ancillary to the main residential dwelling, and the wider estate as an office and entertaining space
Decision: Approved

SDNP/25/03180/APNB
Percivals Farm Jobsons Lane Lurgashall West Sussex
Alterations to existing agricultural barn, including replacement roof, reinforcement of steel beams and installation of cladding
Application withdrawn

It was agreed that once a new Parish Council website is up and running (where all current parish planning applications will be displayed) that there will be a signpost on the Lurgashall Link Facebook page directing those interested to the website.

83/25 HIGHWAYS INCLUDING WINTER MANAGEMENT
The Clerk to write and formally thank The Leconfield Estates for their work on the new lay-by on Blind Lane. Further works are to be carried out on the road to help with the traffic flow organised by residents and a donation from the Lurgashall Fete Committee.

The Clerk had submitted the grit bin audit to WSCC. She will ask John Simpson if he is still happy to do the snow clearance if required and will get a copy of his PLI insurance to send to WSCC together with the parish gritting plan by mid-October.

84/25 VILLAGE GREEN
There has been a report of a black car dumped at the bottom of the Green for over 6 months (Appx 5). Jane Landstrom to speak to the owner of the vehicle. The Clerk will inform The Leconfield Estates as the car is on their land.

85/25 PLAYGROUND
Members of the Parish Council and the Clerk had looked around the playground before tonight's meeting. Thanks to Mr Loughan for all his hard work carrying out the repairs and improvements to the playground. It looks amazing. He will finish the refurbishment over the next couple of weeks.

86/25 ALLOTMENTS
Mrs Landstrom reported everything is in order at the allotments. The hedge cutting has been carried out and the invoice will follow shortly. There will be an end of season tidy up session organised soon. The Parish Council is still waiting for the water bill to be moved over from The Leconfield Estates. A bill for the summer's usage is due imminently.

87/25 RIGHTS OF WAYS

Mrs Martin-Jenkins reported a tree had fallen down on the footpath opposite her but it was quickly cleared away. Given the recent weather, there will be lots of large branches down and trees falling.

88/25 L.R.A

Dr Tate reported that the L.R.A declined its percentage from the fete proceeds as it wanted the Village Shop to benefit instead. However, the money has been put back into the Fete pot for now and reserved for the shop once its future has been clarified. There will be another quiz night fundraiser coming up. The wild meadow has been cut and raked and mesh has been laid at the entrance of the Jubilee field to stop further wearing.

89/25 MOBILE SKIP

The Mobile skip will return to the Village Hall car park on Saturday 27th September, 10am-midday.

90/25 LURGASHALL VILLAGE SHOP INCLUDING RENOMINATION OF AN ASSET OF COMMUNITY VALUE

Lurgashall Village Shop Ltd is now a Community Benefit Society (CBS) and the Share Offer is completed. Mr Jowett reported there are two new directors on the CBS board and the running of the business is being transferred to a separate person. This person is confident Lurgashall Village Shop can be successful and with his knowledge of running two other shops, there is great optimism and excitement that the business can be viable going forward. The CBS board will be responsible for paying the rent and the monies raised from the community share offer will be ringfenced and the interest used only. It is hoped the new framework with consistent opening hours and the Post Office opening every day will help the business thrive.

The Parish Council is limited to the financial support it may give to the Village Shop. As there is no direct power for Parish Councils to help community shops, donations must be paid under Section 137 of the Local Government Act 1972. This has a capped spend (£9.93) per elector. This also covers other donations the Parish Council gives out including to the local school and charities. Given the constraints, members agreed to continue to support the shop going forward as agreed in its current budget @ £2,000 per annum.

The Parish Council formally agreed to nominate Lurgashall Village Shop as an asset of Community Value for a further 5 years. The Community Right to Bid form has been submitted.

91/25 ANNUAL ASSET INSPECTION

With the allotments and playground now visited, it leaves the Village Hall and the Cricket Pavilion. The Village Hall is run very well by the Management Committee and is in good condition and the state of the Cricket Pavilion has improved massively over the past few years.

92/25 LITTER COLLECTION DAY

The Autumn litter collection will be on Saturday 25th October. Meet at 10am at the Village Hall car park for equipment. Everyone is welcome!

93/25 PARISH COUNCIL WEBSITE

The Clerk stated that for full transparency and accountability, Parish Councils have been advised to use gov.uk domain name for websites and dedicated council email addresses. This ensures credibility, security and compliance with guidelines referenced in the AGAR process. All agreed that the Clerk should look into this and get quotes for a new dedicated PC website.

94/25 COMMUNICATION

Mrs Martin-Jenkins asked that Councillors please respond to emails specifically with regard planning. All agreed that emails requiring responses should be acknowledged within 3 working days.

95/25 CORRESPONDENCE
Appendix 5 was dealt with under 84/25 Village Green

96/25 TO CONSIDER URGENT MATTERS AT THE CHAIRMAN'S DISCRETION
Dr Tate said he and Mr Macaulay between them would be the Parish Council's representative for the Village Hall Management Committee. Mrs Martin-Jenkins thanked them both.

97/25 ITEMS TO BE INCLUDED ON THE NEXT AGENDA
Please let the Clerk know of any additional items by Thursday 6th November 2025

98/25 DATE OF THE NEXT MEETING
The next meeting is on Thursday 13th November 2025 at 7.30pm

There being no other business, the Chairman closed the meeting at 8.50pm