

The Minutes of the Ordinary Council meeting of Lavant Parish Council held on Tuesday 11th February 2025 at 7:00pm in the Green Room, Memorial Hall, Pook Lane, Lavant.

In attendance: Cllrs. Aldridge, Mayhead, Quest, Tucker, Goldsmith, Finley and Turner.

Also present: Clerk, WSCC Cllr Hunt.

Public present: 1

15. Apologies for absence.

Cllr Brookes-Harmer; Cllr Whincop.

16. Declarations of Interest and Dispensation Requests.

None

17. Public Session.

- It was noted that more gravel is required on the footpath by Pook Lane bridge.
- Concerns were raised about the potholes on Pook Lane. Cllr Hunt requested this was logged on WSCC website.
- An update was requested on the progress of Lavant having access to a mobile Post Office. It was explained that we are on a waiting list but, unfortunately, there is no progress. Lavant Parish Council will follow up on this with a formal email to the contact held.

18. To receive and approve the minutes of the Parish Council meeting held on the 14th January 2025.

The minutes were unanimously APPROVED by the Council. The Chairman signed the minutes as a true record of the meeting.

19. Update on outstanding actions brought forward from previous meeting.

- a) Electric Vehicle update – No update. We are seeking a representative from Connected Kerb to visit the village to assess the chosen spots.
- b) River Bridge project update – The path has been cleared all the way along the river bank to the point opposite the playground where the bridge will be installed. Specialist machinery to complete the job was hired, at an estimated cost of £175 for the day. Approximately 200m of fencing has been acquired from a local farmer, at 50% of its original cost, to put along the field side of the path. The cost will be around £200 - additional fencing may be required; this will be confirmed once the project is underway.

A revised bridge design has been received from Drew Miller: the final cost stands at £19,883 + VAT. Another quote was obtained from Playsafe (who maintain the playground) which exceeds £30,000 + VAT. Once updated architectural drawings have been received, these will be submitted to update the planning application.

20. Brief Q&A from County Councillor on his report affecting this Parish.

Summersdale Garage- The scheme to install bollards is going ahead.

Operation Watershed- Regarding the Fordwater drainage issues: more investigations are required, at this stage.

CHIL – Following a walk around the village, this is with WSCC and moving forward.

Devolution- It has been confirmed that West Sussex is one of 6 areas on the Priority List. Elections have been delayed until next May. A mayor will be elected then. The Government is expected to publish a White Paper in the summer, regarding lower-tier Government, detailing their responsibilities.

21. Brief Q&A from District Councillor on his report affecting tis Parish.

Cllr Brookes-Harmer was not in attendance, but his report is attached at Appendix A.

22. Chairman's Report

Football Pitch report - Now completed. The report for the Village Green and Cricket Pitch will be next.

CHIL - A detailed proposal has been submitted to WSCC Highways and we are awaiting their engineers' response.

CHIL north – CLLR Mark Finlay met with Nick Reynolds and CLLR Louise Tucker and will be reporting progress in due course. It was highlighted that these projects involve vast work-loads and anticipated timescales should remain realistic.

The timing of when to make the 20mph speed limit request, was questioned. WSCC CLLR Hunt stated that community TROs can be applied for at any time. However, it was highlighted that there is a funding limit of £7,000, so applications may need to be put in separately, to avoid exceeding this amount. It was suggested that putting some CIL funding towards it could help with the application.

School Car Park – A School Governor with a background in construction project management has expressed an interest in getting involved with the project. A meeting will be arranged to discuss and hopefully hand over responsibility.

Royal Portrait.

Following the King's Coronation in 2024, it was agreed a portrait of the King would be hung in the hall. It was agreed, however, that more research was necessary before a decision could be made on exactly what should be purchased.

Faded road markings throughout the village – Although this was raised with WSCC Highways during a recent walkabout of the village, and two requests for re-marking have been made via WSCCHighways' web form, it was requested that WSCC CLLR Hunt see if he can do anything to help get this issue highlighted again. A report will be put together of all affected junctions.

Wedding request Saturday 17th May - It was unanimously AGREED to grant permission to the wedding party of Saturday 17th May at Lavant Memorial Hall, to use the Green. The Lavant Cricket Club have kindly agreed to start their match at 11am and finish at (approximately) 4pm, to clear the Green sooner.

Village Green user agreement - It has been identified that the Village Green user agreement needs to clarify that it is not a form to BOOK the Green, merely an application to gain permission for activities usually not allowed in the byelaws. It was stated that, in particular, the restriction on marquee sizes needs to be specified. Cllr Tucker will update the agreement and circulate it for approval.

Sheepwash Lane layby - Two metal signs for the layby have been ordered, at a cost of £77.40 (£64.50 ex vat). The signs read: "No overnight parking or camping. Please take your litter home with you. Lavant Parish Council." These will be installed on metal posts, once received.

Duck Race- It was agreed that The Clerk would follow up with Lavant Cricket Club about the new cricket match addition they requested to add to their fixtures on 4th May, as it clashes with the day of the Duck Race.

23. Finance.

The payments list (Appendix B) was UNANIMOUSLY APPROVED.

WSCC CLLR Hunt left the meeting at 19:48

24. To comment on and review planning applications and decisions

a) Decision needed:

- SDNP/24/05187/TCA

Norton House , Lower Road, East Lavant, Chichester, West Sussex, PO18 0AQ

Notification of intention to fell 1 no. Magnolia tree (T1). Reduce height by 1m on 6 no.

Conifer trees (T2), reduce canopy by 1.5m on 1 no. Cherry Tree (T3) and reduce canopy by 2.5m on 1 no. Beech tree (T4).

Following consideration, this application was APPROVED.

- SDNP/24/04285/FUL

RENEWAL of the approval granted in 2009 LV/09/02442/FUL

Location: Land Opposite Paxtons, Lower Road, East Lavant

Application: 3 bay equipment store [open-fronted garage parking, plus lock-up]

Concerns were raised about the roofline height of this application, as well as potential water run-off issues. A COMMENT response reflecting these comments will be drafted and submitted to the planning authority.

It was noted that an objection to the planned application for 165 houses north of Madgwick Lane, has been submitted to the planning authority.

b) Decisions received:

- SDNP/24/01996/HOUS **APPROVED**

Proposal: Replacement rear conservatory.

Location: 45 Springfield Close, Mid Lavant, Chichester, West Sussex, PO18 0AZ

- SDNP/24/03212/HOUS/SDNP/24/03213/LIS **APPROVED**

Proposal: New log burner and material changes to sunroom roof.

Location: East Manor Farm , Pook Lane, Lavant, West Sussex, PO18 0AH

- SDNP/24/04546/FUL **APPROVED**

Installation of handrail along the west side of existing driveway.

Location: St Marys Church, Church Lane, East Lavant, Chichester, West Sussex, PO18 0AH

25. Clerk's correspondence

a) To CONSIDER a request to use the green for a 30th wedding anniversary on Saturday 6th September 2025.

After consideration, the Council APPROVED this use of the Green.

b) To CONSIDER a request to use the green to erect a bouncy castle for a 5th birthday party on Saturday 28th June 2025.

After consideration, the Council APPROVED this use of the Green. The Clerk will ensure we have the correct insurance documents.

c) To CONSIDER a request to use the green for a wedding on Saturday 17th May 2025.

After consideration, the Council APPROVED this use of the Green.

26. BT Phone box

Following contact from BT stating the phone box outside of Orchard Cottages was to be removed, it was suggested that the school may be interested in taking on responsibility for the phone box.

27. Website upgrade

It was unanimously AGREED to upgrade the current Hugofox hosting subscription to the SILVER package (at the cost of £19.99 per month + VAT) to host a direct link to local planning applications.

Initially, this will be on a trial basis, to assess whether the service is being used and warrants the extra cost. The Clerk will confirm that the upgrade can be reversed at any time, before confirming.

28. Wildlife corridors

A report was provided from Cllr Turner:

A strategic wildlife corridors project officer from Chichester District Council visited the Green and it was suggested that a dead-hedge will be installed along the western boundary of the Village Green. A 'deadhead' is, as the name suggests, a 'hedge' created from twigs, branches, leaves, grass cuttings etc., which provides an instant refuge to wildlife. Permission needs to be sought from the owner of the land on the other side of the proposed site and Lavant Parish Council have made contact and are awaiting a response. Chichester District Council will cover all costs incurred.

29. Great Elms/Environment meeting

It was proposed that a public meeting be held with a presentation from Sussex Wildlife Trust- who would work with LPC to supply volunteers and do some of the work on Great Elms.

It was AGREED that the meeting be held at 6pm on 8th April, before the Parish Council meeting.

Notices will be across the village and in the Lavant News.

A date for a presentation on chalk streams will be chosen on another occasion.

30. NHS Laundry Service

It was suggested that Lavant Memorial Hall would be the best location to house an NHS laundry bin (to collect laundry that residents need to return, following a discharge from St Richard's); this will be raised with the Memorial Hall Committee, to agree where it should be sited.

31. Parish in Bloom

Following a discussion, it was agreed that due to the cost implications involved, Lavant Parish would NOT take part in Parish in Bloom.

32. Items for inclusion on next agenda.

33. Date of next Lavant Parish Council meeting – 11th March 2025.

There being no further business, the meeting closed at 8:18pm

Signed

Date

APPENDIX A

Lavant Parish council ward report
February 2025

Report author: Joseph Brookes-Harmer

District Councillor for Lavant, Funtington, West Stoke, East & West Ashling and Asdean

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Welcome to the February edition of your ward report.

Waste Prevention Community Grant Fund:

West Sussex County Council, in partnership with Biffa, has launched a new Waste Prevention Community Grant Fund designed to empower local community groups, schools, charities and social enterprises to take innovative steps in reducing waste. The grant fund aims to provide support for community organisations to deliver new or expanded waste prevention and reuse initiatives resulting in a reduction in household waste.

Applications to the fund should focus on reducing waste at its source, reuse and repair, food waste prevention or community waste prevention engagement. Grants of up to £5,000 will be available for eligible projects delivered across West Sussex in 2025-26. Applications open on Monday 13 January. For more information on eligibility and how to apply, visit the Waste Prevention Community Grant Fund webpage.

Local Plan:

As was announced at council on 21 January, we have now received the Post Hearings letter from the Inspectors, as the next step in the Local Plan examination. The letter has been published online and is available via the Chichester District Council website.

Chichester District Council App:

If you have your notifications on, personalised updates can be received on waste and recycling collections. This means that updates can be received if crews are running late, and it allows notifications of planned changes to collections. The app also allows people to view

their personalised waste and recycling dates and provides recycling advice and helps you to identify which items should go in which bins.

Over 16,000 residents are already benefitting from this service. The app allows you to complete 'Report It' forms for issues such as street cleaning and fly tipping, or even to request a new bin. It also allows you to find your nearest facilities, such as recycling centres, car parks and public toilets. To access this, all you need to do is visit either the Apple app store or the Google Play store and search for the Chichester District Council app. You can also find out more about this at: www.chichester.gov.uk/chichesterdcapp

Citizen's advice bureau:

Please do not forget about the drop-in service that is available to anyone who may need help and advice, this is available from East Pallant House that operates Monday-Friday 10.00-4.30 (available for drop-ins 10am-1pm)

Reporting incidents:

Reporting Incidents

Reporting a crime to the Police

Is it an emergency?

Call 999 in emergency situations like these:

- there is an immediate danger to life.
- someone is using violence or is threatening to be violent.
- a crime is happening right now, like a house burglary or a theft.
 - the suspect is still at the scene.

If it's not an emergency

Complete the online form. The report will be sent direct to the control room. [Report a crime | Sussex Police](#). Alternatively, you can call the non-emergency number: 101.

Noise, nuisance, and pollution incidents can be reported to Chichester District Council online at: [Noise, nuisance and pollution - Chichester District Council](#). This includes:

- air quality
- contaminated land
- pollution control
- bonfire problem,
- noise, nuisance and antisocial behaviour
 - water quality

Environment Agency – Environment incident hotline (24-hour service). Tel: 0800 80 70 60.
Website: Environment Agency - GOV.UK

To note: It is important to always report incidents to the appropriate organisation. Not every incident will be actioned at the time of reporting, but it will always be recorded. In some instances, there may be a need for numerous reports to be received to establish a better understanding of the situation and the impact on the individual/community. But without the reports it will not be possible to establish this.

Events:

Petworth House Laser Show event Saturday 15 February

The council will be delivering an exciting free laser show and illumination at Petworth House for the first time. Working in collaboration with a team from the National Trust, and with permission from Lord Egremont, we are delivering FREE laser shows on Saturday 15 February using UK Government Funding.

The two laser show performances and accompanying music of around 20 minutes will be at 5.30pm and 6.45pm, each different. The shows will be performed in front of the House, (launching from the garden area), while the House itself will be up lit in changing colours throughout the evening. The National Trust is working with local food and drink providers to offer plenty of refreshments to the crowds with craft making in the Battery House and ancillary entertainment around the courtyard. We have invited local businesses through communication with the Petworth Business Association to get involved to enhance the footfall for both the town retailers and Petworth House, which will be free to visit on the day between 10.30am and 3.30pm. The shows aim to encourage an inclusive, new, and diverse visitor to the town, House, and grounds and we believe the shows will be exciting for everyone there!

Chichester Canal Basin Laser Show events Friday 21 and Saturday 22 February:

It will be the third year of delivering the hugely popular, FREE laser shows at the Chichester Canal Basin on Friday 21 and Saturday 22 February using UK Government Funding. As promised, we have some new, exciting elements added such as a 25-metre-wide water screen with projected videos of some popular children's Disney films and blockbuster classics all to music that will be a visual spectacular for everyone. As before, there will be two shows on each of the evenings, both different, at 6pm and 7.30pm, with some ancillary entertainment and refreshments around the Canal Basin. We are working with the Canal Trust, several supporting partners and different CDC services including Chichester Contract Services, Licensing and Environmental Protection Team, plus local businesses, to ensure the events are once again well organised, safe, inclusive and an enjoyable experience for all. Canal Wharf will be closed from its junction with Stockbridge Road to Basin Road on both nights from 4pm until 9pm with the area hosting the local food and drink offerings along with the addition of a children's ride. The Canal Laser Shows have grown in popularity year on year, and we are very excited to be offering more unique experiences each time.

As always, please do not hesitate to contact me if I can help in any way.

