

The Minutes of the Ordinary Council meeting of Lavant Parish Council held on Tuesday 9th September 2025 at 7:00pm in the Green Room, Memorial Hall, Pook Lane, Lavant.

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

Also present: Clerk, WSCC Cllr Hunt.

Public present: 1

133. Apologies for absence.

a) Cllr Tucker, Cllr Mayhead, Cllr Brookes-Harmer.

134. Declarations of Interest and Dispensation Requests.

b) CLLR Whincop – item 142 – invoice for works completed for LET.

c) None.

d) None.

135. Public Session.

A member of the public shared concerns around traffic in the village. He stressed that the implementation of practical interventions will ensure our highways are safer, stating they are simply too dangerous. He mentioned the 2023 NFU *Rural Roads Safety Report*, which concludes that rural roads are disproportionately dangerous.

He raised the following suggestions: a 7.5 tonne weight limit and painted visual narrowing on the river bridge; a 20mph zone; gateways; and advice to satellite navigation companies. He mentioned he had a contact who could help with advice to satnav systems about roads to use/avoid. CLLR Hunt stressed that this could be a very useful lead to pursue.

He urged the Parish Council to consider their finances, mentioning the increase in the annual precept last year, and suggested they allow a reasonable sum to be set aside for traffic calming measures to be implemented throughout the village.

Lastly, he suggested the Council could approach the Road Safety Trust who support with funding and innovative and practical interventions designed to reduce the number of people killed or injured on the roads.

CLLR Aldridge responded stating that following the submission of the CHIL document, an acknowledgment of receipt has been received, and the Council has now created a list of TRO applications to be made, in the meantime. He mentioned that Lavant Parish Council should be able to contribute funds towards this, whether in the existing precept or by increasing the precept next year, by adding a 'traffic calming measures' item to the budget.

Discussion took place with CLLR Hunt around the process of TROs and costs involved.

CLLR Aldridge stated that the priority, at this stage, is to apply for a village-wide 20mph limit to replace the current 30mph limit. He expressed to the member of the public that the Council agrees with his concerns and are taking the process step by step.

136. To receive and approve the minutes of the Annual Parish Council meeting held 8th July 2025.

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

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

a) River Bridge project update- covered in Chairman's report.

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

Adult Social Care - Cllr Hunt reported that adult social care services were inspected by CQC last year and received a GOOD rating. He summarised that the public services are going very well, but funding is still a struggle- particularly in children's services.

Parking- There are new on-street parking charges, in effect from 1st October, which have been created by balancing out different charges across the county. The chargeable hours remain the same. More information is available online.

Local Government reform - WSCC are ready to submit the business case for a single unitary authority, due by 25th September. The Government will then publish a consultation and stipulate the decided unitaries early next year.

Local news- CLLR Hunt reported that the St George's cross graffiti at the top of Pook Lane has been removed. The red temporary warning signs of 'no white lines' have finally been removed from the A286.

CLLR Finley raised that although the white lines have been completed, the lines at the bus stop have not been done. It was also mentioned that the cats' eyes have not been completed, either. CLLR Hunt agreed to follow this up.

CLLR Aldridge mentioned that on the Highways section of the WSCC website, there is a section to report 'faded white lines' which could be adapted to include 'missing white lines' rather than needing to go through Gary Jannaway.

Drains - CLLR Hunt mentioned that all the drains had been reported, and he is still working his way through the report he has received back.

Operation Watershed- CLLR Aldridge is awaiting a schedule of works for the A286, including a quote. CLLR Hunt is to follow up on this, as well as to gain an update on the progress on the Fordwater Road investigations.

CLLR Quest highlighted that a donation of 20 saplings had been donated and requested permission to plant them at the top of Lavant Down Road (close to Gaston Way Junction, to replace the 3 trees that have died) CLLR Hunt supported this.

139. Brief Q&A from District Councillor on his report affecting this Parish.

CLLR Brookes-Harmer was not in attendance but his report, which was previously circulated, is at Appendix A.

140. Fete Committee

The proposal from the Lavant Fete for the distribution of funds (as attached at Appendix B) was unanimously APPROVED.

141. Chairman's Report.

Chairman Cllr Aldridge, shared his report:

Bridge project update - The concrete foundations have been laid and block piers have been constructed above the concrete. Drew Miller will now order the timber and submit a detailed quote and a request for a deposit to cover the cost of the timber. The bridge will be constructed off-site and then dismantled and brought to the site to be reassembled. CLLR Aldridge has specified that a third main support beam is installed in order to increase the strength of the bridge- the additional cost will be a few hundred pounds, but the project should still come in within budget. There will be some additional groundworks to complete (the ramps either side of the bridge, which will be made with Type 1 crushed stone).

CLLR Aldridge raised the issue that the SDNPA is threatening to withdraw funding as the required time to use the allocated funds has expired. He has explained to the SDNPA that work commences on Monday and the council has already spent approximately £5000 on initial groundworks/legal fees; on this basis, he is hoping they rescind their decision.

Football Pitch report - Cllr Aldridge asked the Clerk to confirm if we have received/paid the invoice for the verti-draining and top dressing- Clerk to check.

He explained that an application of a selective herbicide to kill off the clover and the broad-leaved weeds, is needed. A quote has been received from Steve Cooper to spray the pitch and surround for £580. The Council APPROVED the application of a herbicide on the football pitch.

School Car Park – no update.

Road Markings throughout the village - Already discussed. CLLR Finley discussed the process for reporting missing lines and cats' eyes with CLLR Hunt. CLLR Hunt said he would follow this up.

TRO B2141 - CLLR Aldridge expressed he is most of the way through compiling the application and it should be submitted early next week, at the latest.

Operation Watershed applications - Already discussed.

Damaged Finger Post - Repairs are under way.

Future Energy Landscapes workshop - Just waiting for Katherine Hewetson to approve the edits before the final report is circulated.

A discussion took place around possible planting on the land around the bridge; it was concluded that various permissions would need to be sought to do this (the church commission – Phillip Morl and the tenant farmer – Jess Clay) and CLLR Aldridge mentioned there may also be restrictions on the permissive path agreement which the council holds.

142. Finance.

- a) The listed payments (Appendix C) were unanimously APPROVED.
- b) The updated Financial Regulations, as previously circulated, were unanimously APPROVED.

WSSC CLLR Hunt left the meeting at 8:01pm

143. Planning

a) To comment on and review planning applications and decisions

Decisions received:

SDNP/25/01032/CND

Play Area, Churchmead Close, Mid Lavant, Chichester, West Sussex, PO18 0AY

A new pedestrian bridge over the River Lavant provides access from mid Lavant via a footpath alongside the river to the village green - (variation of Condition 2 of Planning Permission SDNP/22/03047/FUL - for alterations to bridge design).

APPROVED

SDNP/23/04243/FUL

The Royal Oak , Pook Lane, Lavant, West Sussex, PO18 0AX

Demolition of existing storage outbuilding and construction of single-storey extension to provide overnight tourist accommodation.

APPROVED

SDNP/25/02830/CCC

Confirmation of compliance of all planning conditions for planning permissions LV/104/87LB and LV/88/85.

Location: The Long Barn, Pook Lane, Lavant, West Sussex, PO18 0AH

APPROVED

Decisions to consider:

SDNP/25/02830/CCC

The Long Barn, Pook Lane, Lavant, West Sussex, PO18 0AH

Confirmation of compliance of all planning conditions for planning permissions LV/104/87LB and LV/88/85.

Following consideration, this application was APPROVED.

SDNP/25/03270/TCA

St Nicholas Church Midhurst Road Lavant West Sussex

Notification of intention to fell 1 no. Sycamore tree (quoted as T1) and re-coppice 1 no. Ash tree (quoted as T2).

Following consideration, this application was APPROVED.

144. Bylaws

A discussion took place around whether to erect signs to stop people cycling on the Green. CLLR Goldsmith explained that the byelaws are taken from the model byelaws, therefore are a national recommendation by the Ministry of Housing, Communities & Local Government, and exist in the interest of public safety. It was agreed that the byelaws should remain as they are.

As there seemed to be no imminent need for it, it was unanimously AGREED that no signs would be erected.

The idea of a 'designated cycle lane' on the Green was proposed; however, it was agreed that this would need further discussion to see if it was feasible/necessary.

145. Clerk's Correspondence

a) An application to use the Green for a 50th birthday celebration cricket match on Saturday 29th August 2026 was unanimously APPROVED.

b) It was unanimously approved that the Clerk purchase a new laptop, within the £500 budgeted amount available.

146. Data Protection Officer

It was unanimously APPROVED to retain the services of Maureen Chaffe, Data Protection Officer, for another year, at £160.

147. Playground repairs

The quote from Playsafe (£452 + VAT) for repairs to the playground, was unanimously APPROVED.

148. NALC pay award recommendation

The recommended 3.2% pay rise for the Clerk by NALC and NJC (National Joint Council for Local Government Services) was unanimously APPROVED.

It was raised that the Clerk needs a formal annual review.

149. Card Readers

It was AGREED that CLLR Quest will be responsible for the card readers and will administer them when needed.

150. Missing LPRT deed

It was unanimously AGREED that, due to the fees involved and the lack of an immediate need for them, the LPRT deeds will NOT be replaced.

CLLR Aldridge has applied for access to the Lavant Parish Council files held by Chichester Record's Office, in case they hold any LPRT or LVAA documents. CLLR Goldsmith mentioned that the whereabouts of the LVAA Trust deed is also unknown.

151. Community Orchard

It was suggested that apple trees could be planted along the path to Great Elms. Concerns were shared around a) the lack of watering facilities available and b) the potential hazard created by fallen apples to the path, in the case that not enough apples are picked by the community.

It was agreed that the idea requires more research and discussion.

152. Speed indication devices

Discussion was had around the possibility of speed indication devices throughout the village. Ideally, they would be placed in the northern end of the village, the southern end of the village and on New Road. It was noted that any sites would need the appropriate approval, first. CLLR Finley agreed to circulate further details on the process, before a decision is made.

153. Village Green User Agreement

It was agreed that more discussion is needed around the Village Green User Agreement form and the process by which it works.

154. Lavant Environment Team

The request for funding towards St Nicholas and Great Elms was unanimously APPROVED, subject to written permission from CDC. CLLR Quest agreed to draft a letter, to be sent from the Clerk, to formally gain permission from Chichester District Council to commence the works. This is on the basis that CDC are the legal occupiers of St Nicholas' Churchyard.

155. Additional item- to be held in private session.

This item was discussed confidentially.

156. Items for inclusion on next agenda.

None.

157. Date of next Lavant Parish Council meeting – Wednesday 8th October 2025

There being no further business, the meeting closed at 8:46pm.

APPENDIX A

Lavant Parish council ward report
September 2025

Report author: Joseph Brookes-Harmer

Member for Lavant covering: Lavant, Funtington, West Stoke, East & West Ashling and
Asdean parishes

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Welcome to the September edition of your ward report. I hope you've all had a lovely summer and enjoyed the weather.

It was good to see many councillors and residents at the MP surgery held at St. Nic's in August- thank you to everyone who organised and for the impressive range of questions asked!

It has been a busy month, here are a few things that I have been working on throughout August:

Devolution:

A local government reorganisation survey was live over the summer and closed on 13 August.

Thank you to everyone who took the time to complete this, we are now in the process of reviewing the responses. These insights will form an important part of the business case that we submit to the government.

We received a strong response from stakeholders, residents, and businesses. As part of the engagement process, the next step is to submit the business case to the Government by 26 September, along with the other councils in West Sussex.

Each council will also send a letter outlining its preferences. 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.

As you know, Sussex has been accepted onto the devolution priority programme and so the proposed timeline is for the unitary authorities to be ready in shadow form in 2027, and for the new councils to come into effect in 2028. A shadow year allows the new council to

prepare for the transition, but it will not run any services during this year – services will continue to be provided by the existing councils until 2028.

Local Plan:

The Chichester Local Plan 2021-2039 was passed on 19 August. 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 incredibly hard to prepare and now adopt the new Local Plan, having faced several significant challenges, particularly around roads, wastewater, and water neutrality.

This means that the new Local Plan is now part of the Development Plan for the plan area (i.e. the part of the district which is outside of the South Downs National Park) and consequently forms the basis for the consideration of planning applications (along with other adopted Development Plan Documents, such as Neighbourhood Plans). It replaces the previously adopted Local Plan.

Food waste:

From Spring 2026, we will start rolling out a new weekly food waste recycling collection for households. Implementing a new service like this is a big job, and requires a lot of forward planning, but we are excited to have placed orders for our trucks, caddies and bins. Our first truck is due to arrive soon, with the remaining fleet to arrive later this year. Each household will receive a small food waste caddy to use in the kitchen and a larger bin for outdoor collection. These will be distributed next year in time for the service rollout, which will take place between March and the end of May 2026. The rollout for properties who share communal bins will start later in the year and more information will be released nearer the time. Food waste collections will be every week, with all household recycling, waste, and garden waste (if subscribed to) continuing as usual every two weeks.

Currently, about a third of the waste in the average household bin in the district is food. By collecting food waste separately, it can be recycled through Anaerobic Digestion – a process where food waste is broken down to produce biogas and bio-fertiliser and is a much more efficient and environmentally friendly way of processing. The new service is also expected to encourage residents to reduce their food waste, potentially saving around £20 per person per month. For tips on how to reduce your food waste please visit www.westsussex.gov.uk/fightagainstfoodwaste.

To help residents to prepare, we are encouraging everyone to download our free Chichester District App from either the Apple or Google Play store and turn on their notifications. This is the best way to receive regular, tailored updates about your bin collections. By turning on notifications, you can get reminders and updates specific to your collection schedule and stay up to date with information on the new service rollout. People can find out more about the

app at: www.chichester.gov.uk/chichesterdcapp This is a significant change that promises to bring substantial benefits to our district. We will keep you well-informed of our progress and provide more details as we approach the launch of the new service. You can also find out more at: www.chichester.gov.uk/food-waste

Energy-saving for homes:

Residents in the district who want to make their homes more energy efficient can now access a new website that allows them to develop a free personalised home improvement plan. Our free 'Energy Saving Plan Builder' website - <https://energysaving.planbuilder.co.uk> - enables residents to explore and customise the energy efficiency improvements that could be most appropriate for their home and budget. Please do encourage residents to take a look at this new tool.

The online tool is designed to support residents in taking the first step towards healthier, more comfortable homes that are cheaper to run and have a reduced carbon footprint. The personalised plan provides estimated costs and savings for each measure, which residents can use as a starting point before seeking professional advice. On the website, householders can type in their postcode and select their property. Once they've confirmed that their property information is correct, the Plan Builder tool will create a summary of energy improvement ideas for their home.

Regeneration strategy:

I am pleased to inform you that our first Regeneration Strategy for Chichester city has been officially adopted and published. This strategy is designed to guide the council's long-term efforts in supporting the city's economic sustainability. It outlines 16 key interventions for the council and its partners to lead on.

We're already making progress on several important projects, such as commissioning studies to assess the need for hotel accommodation and the feasibility of a music and arts venue.

Additionally, the council is leading on work to consider options for the Bus Station, Bus Depot, Basin Road Car Park, and East Pallant House sites, and we've recently appointed an Urban Design-led team to support this work. You can find the strategy at:

www.chichester.gov.uk/regeneration-strategy

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:

May Farmers' Market:

The Chichester Farmers' Markets take place on 5 and 19 September in the city centre between 9am to 2pm. The markets are becoming bigger and more vibrant as we attract an assortment of new local traders to Chichester including plants, bread, pies, sauces, and jewellery along with supporting local charities and different voluntary organisations.

The Chichester vegan market returns to East Street on 21 September, operating from 10am to 4pm, there will be plenty of stands set up offering a variety of ethical and sustainable products. All types of delicious food, artisan products and vegan innovations will be available

for all tastes. For more information please visit -
www.veganmarkets.co.uk/location/chichester

The market now also supports a local business: Harry and the Doorstep Deli offering a range of locally produced products such as bread from Petworth, Kefir from Goodwood, and locally roasted coffee. Harry has a market stand not just to sell produce but to promote his business, based at the Ghost at the Feast, and his milk round.

It is this type of unique support that the Farmers' Markets can offer that really makes a difference to our local producers and economy. For more information about the Farmers Market and future dates please visit - <https://www.chichester.gov.uk/farmersmarket>

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

Best wishes,
Joseph Brookes-Harmer

APPENDIX B

LAVANT PARISH COUNCIL – Sub Committee FETE COMMITTEE FINAL REPORT 2025 Finance

The Sub Committee FETE COMMITTEE wishes to carry forward £1,700 to cover upfront costs for 2026 Fete leaving £7,200 for distribution.

Consideration of Requests

The document- DISTRIBUTION of LAVANT FETE FUNDS - Factors for consideration was used as a basis of the decision making

There were 18 requests from a wide range of Lavant Groups. This demonstrates the strength of volunteer work across the Village.

The amounts and purposes of the distributed funds are detailed in the accompanying spreadsheet.

Basis of Decision

1. Lavant Valley Allotment Association - Allotments stall at fete contributed a great deal. Gate, fencing & fence poles around the Allotments need replacing. £500.00
2. Football Club – Provision of a Youth team makes a valuable contribution to Lavant community and is growing in strength. The adult team is back on track. Funding is for training for two Youth Coaches Courses. £350.00
3. Cricket Club – The Lavant Cricket Club is growing and wishes to continue to build its assets. The provision of practice nets to enable practice and training will further facilitate this and create visibility. £500.00
4. Lavant Primary School –. Lavant Primary School work hard to fund raise themselves. They contribute significantly to the fete. Funds to be used to replace the school sound system for inside and outside usage. £1000.00
5. Friendly Club - this group offers a valuable opportunity to participants (mostly elderly): their fundraising opportunities are limited. £200.00
6. Memorial Hall –. The value of the Memorial Hall to the Village is huge. It is important to support the maintenance and sustainability of this critical Village asset. Energy continues to be one of the major cost drivers - upgrading of lighting and heating to make the building more energy efficient is imperative. Contribution to upgrading LED lighting and heating efficiency. £1000.00
7. Lavant Environmental Team – LET is another Lavant group that is growing in strength. They work with SDNPA, CDC & Lavant Churches to improve our local environment.

Purchase of a secure store for equipment, native Downland wildflower seeds to increase the diversity of the St. Nicholas site and the cost of completing and installing an interpretation board.
£300.00

8. Lavant PCC. Many members of Lavant Churches contribute a great deal to the Fete, in particular the Teas and Books teams.

Contribution to the installation of a water boiler at St Mary's. £500.00

9. Church Youth Group / Messy Church This is the only group in the Village aimed at young teenagers. Its annual visits to camp are a big success.

Marquee hire and purchase of camping equipment. £400.00

10. Toddlers – this group offers a valuable opportunity to young families in Lavant: their fundraising opportunities are limited.

Children's dressing-up clothes & craft items remain expensive as are the ingredients for baking. Books and jigsaws always need replacement due to constant use. Contribution to heating costs in the winter. £300.00

11. Lunch Club & Tea and Chat. These groups directly offer provision to the elderly in Lavant; their fundraising opportunities are limited.

Contribution to offering a free Christmas Lunch and the heating bill to ensure there are warm spaces. £600.00

12. Scouts. Their contribution to the Fete is invaluable particularly on the BBQ

A replacement BBQ is much needed! £300.00

13. Lavant History Project over ten years LHP has amassed – entirely through volunteer work – a huge number of documents relating to Lavant's long Heritage: it is time to find a way to make that widely accessible.

Drone survey of St Nicholas – to contribute to National Scheme' Digital Ancestors & Seed money for provision of Digital Archive Access. £400.00

14. Lavant Parish Council. Funding would be used towards the costs of several environmental projects in the village, including Great Elms. A specialist contractor is needed for the work on this public space. Further funding from outside bodies needs evidence of 'community' input.

Contribution towards a number of environmental projects in the village where costs are not covered by local precept. £500.00

15. Lavant News. This magazine is run by volunteers and is invaluable in advertising and sharing community events within Lavant. Microsoft Publisher is being withdrawn, and a new software programme is needed.

Canva software. £250.00

16. Fixing Fast Fashion. The Sew far Sew Good initiative is Lavant based and aims to help efforts to reuse and repurpose clothing.

Hire of Memorial Hall for Project £100.00

17. Brunch Café @ St Nicholas. Run by volunteers this is open to all, Lavant based or not, and offers a once-a-month opportunity for the community to get together. No payment is taken for the delicious bacon butties & cup of tea. Payment is by donation

Replacement of advertising banner - £60.00

Note: The Horticultural Society and the Volunteers didn't request funding this year.

Feedback to community

Each group will be emailed by Lavant Fete Sub Committee with the outcome after the Lavant Parish Council Meeting to be held on September 9th, 2025. They will also be sent a copy of the Distribution

of Lavant Fete Funds – Factors for consideration

Fete Committee Treasurer will take responsibility for the payments

The distribution of the funds will be published in the Lavant News.

RESOLUTION

Lavant Parish Council accept the Sub Committee FETE COMMITTEE recommendations as detailed above and in the accompanying spreadsheet.

