

**The Minutes of the Ordinary Council Meeting of Lavant Parish Council held on Tuesday 9<sup>th</sup> April 2024 commencing 7:00pm held at the Lavant Memorial Hall, Pook Lane, Lavant.**

**In attendance:** Cllrs. Aldridge, Goldsmith, Kuchanny, Mayhead, Quest, Tucker, Turner, and Cllr Whincop.

**Also Present:** CDC Cllr Brookes-Harmer and the locum Clerk.

**Public present:** Two.

**60. Apologies for absence – WSCC Cllr Hunt.**

**61. Declarations of Interest and Dispensation Requests.**

- i) None
- ii) None
- iii) None.

**62. Public Session.**

- A resident asked if details of future meetings could be included in the Lavant Newsletter. Cllr Mayhead agreed to liaise with the editor; and
- A resident asked if the flooded footpath by the bridge could be repaired. The Chairman suggested that the Lavant Volunteers would try to lay down some gravel to alleviate the problem.

**63. Minutes of the ordinary meeting of 12<sup>th</sup> March 2024.**

Cllr Mayhead proposed, and Cllr Goldsmith seconded the approval of the draft Minutes. It was unanimously **AGREED** that the minutes of the previous meeting be signed by the Chairman as a true record.

**64. Update on outstanding actions brought forward from previous meeting.**

- a) **Land Acquisition** – the Chairman advised that the land transfer had been completed. The car park transfer document was signed and witnessed before the meeting.
- b) **Electric Vehicle** – no update but to be discussed at the next meeting.
- c) **River Bridge project** – The Chairman agreed to arrange a meeting.

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

WSCC Cllr. Hunt had sent his apologies but had provided a brief update to the Councillors.

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

CDC Cllr. Brookes-Harmer's report had been circulated and is attached at Appendix B. He reported that no further progress had been made regarding the phone box but will chase BT.

**67. Chairman's Report.**

- **Football pitch** – The Chairman and Mr Blades had successfully completed their Groundsman training course. This allowed them to apply for a grant to maintain the pitch. The grant application was successful and an award of £10,666 had been approved over a six-year period. The grant funds will be used to maintain the pitch.
- **Byelaws** – the Chairman reported that the revised Byelaws need to be submitted. The Clerk was asked to check the submission requirements. Cllr Tucker suggested that public version should be created as an easier to read copy;

- **Accounting Software** – The Chairman proposed that the existing accounting package, Rialtas, be replaced by Scribe as it was a package the locum Clerk could teach to the new Clerk. This was **AGREED**;
- **Complaint** – a resident in Springfield Close had reporting the dumping of compost on the path. The Chairman understood that the compost was placed to encourage wildflower growth and that no further action was needed;
- **SDNP** – applications for re-naturing grants were now available from SDNP. The Chairman asked that the Environment Group make any necessary application. He also asked that Councillors complete the SDNP renewable energy survey. Cllr Whincop agreed to place the survey link onto the LPC website;
- **Insurance** – it was **AGREED** to renew the tractor insurance with the existing supplier; and
- **Goodwood** – the Chairman reported that he and Cllr Tucker had met with the Estate representatives regarding traffic calming. The Estate was receptive to the LPC suggestions. Cllr Goldsmith requested an update on the CHIL project. Cllr Tucker advised that the last meeting of CHIL was in the week before. She agreed to contact Boxgrove for more details and suggested that a presentation to the next LPC might be appropriate.

**68. School car park.**

Cllr Kuchanny advised that the consultant's report would be emailed to Councillors once finalised. It would then be sent to WSCC Highways for pre-submission advice. No additional costs had been incurred however an ecological survey would be needed and a fee proposal would be requested. He also advised that a CIL application was in progress.

**69. Great Elms Open Space.**

The land is now under the ownership of LPC as stated previously. The maintenance responsibilities will be adopted by LPC on 28<sup>th</sup> October 2024. Cllrs Quest and Goldsmith had met with the Sussex Wildlife Trust who could provide volunteer resources to help maintain the land. They also understood that the CDC Green Spaces Team could provide advice. The Chairman suggested that the Lavant Volunteer Group could assist with maintenance duties. It was **AGREED** to remove this item from future meetings.

**70. Eastmead development.**

CDC Cllr Brookes-Harmer advised that SDNPA had not undertaken any enforcement action and that he had reported the matter to the SDNPA parish council representative for action. Disappointingly, no feedback has been received to date. The Chairman asked that he send a letter to the Authority. Cllr Turner reported that he attended a site meeting regarding the boundary however the map details were blurry and difficult to read. The Chairman agreed to follow this up.

**71. Village maintenance.**

The Chairman referred to a recent application to plant a memorial tree on the Village Green. After review and discussion, it was **AGREED** to refuse the application as there was no room on the parish owned land for the tree. The Chairman agreed to write to the applicant accordingly. Cllr Kuchanny suggested that there could be room at the playground for future requests.

**72. Village Fete.**

Cllr Quest requested that the funds held by LPC for the Fete be transferred to the Fete Committee bank account in order that the Fete can go proceed. The Chairman advised that a cheque had been signed.

**73. Finance.**

The Clerk referred to the payments schedule, circulated previously, and it was **AGREED** to approve the schedule that is attached at Appendix B.

**74. To comment on and review planning applications and decisions.**

- **SDNP/24/00771/HOUS - The Rubbing House , Town Lane, Singleton -**  
Amendments to the previously permitted dormers and roof terrace, to form new bedroom in existing habitable roof space.

**Members agreed, unanimously, to offer no objection to this application.**

- **SDNP/24/01095/HOUS - 16 Lower Road, East Lavant, Chichester -** Proposed front porch, double-storey side and rear extensions to the dwelling, removal of existing pigsty building and reconstruction of the outbuilding.

**Members agreed, unanimously, to support this application.**

**75. Item for inclusion on the next agenda.**

- CHIL report and update.

**76. Resolution, in accordance with Standing Order 3(d), to exclude the press and public to allow the Councillors to discuss HR and staffing matters.**

Not required.

**77. Date of next meeting – Tuesday 14<sup>th</sup> May 2024.**

There being no further business the meeting closed at 7:50pm.

**Signed:** .....

**Date:** .....

## **APPENDIX A – CDC REPORT**

Lavant Parish council ward report  
April 2024

Report author: Joseph Brookes-Harmer

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

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Welcome to the April report. Firstly, I hope you all had a lovely and restful Easter weekend.

### **Ward matters:**

We've had yet another busy month! I'm pleased to let you know that we have issued more than £220,000 to businesses and community groups from the UK Shared Prosperity Fund (UKSPF) and the Rural England Prosperity Fund (REPF). This is from the £1.7 million that we were allocated in 2022. Money from the UKSPF is there to help encourage economic growth and improve the quality of life for people across the district, while the REPF is intended to support projects which assist with supporting businesses and community infrastructure to address the challenges faced by rural areas.

During the first round of the funding that we administered, 23 projects across the district were approved and these are due to be completed by April 2024. The funding has supported a variety of work - from small charities, to growing businesses and community organisations. The money has made a huge difference by helping them to expand what they offer to their customers and allowing them more flexibility in what they do. Some of the businesses have also been able to keep jobs in our district - and increase staff posts - which will support our local economy and ensure that our communities continue to thrive.

Cabinet have given the go ahead to bid for government money so that our coastal engineering service can develop a plan for the Chichester Harbour area that will help communities prepare for flooding and coastal change. The plan would also help to protect and restore the harbour's habitats and ecosystems. A business case will now be submitted to the Environment Agency.

If successful, the money will help the council to develop an Investment and Adaption Plan for the harbour for up to the year 2100 and beyond. We all understand what a special place Chichester Harbour is, and what an internationally important site it is for migrating birds and other wildlife. One of the major issues we need to address is 'coastal squeeze'. This is where important habitats are literally squeezed up against coastal defences as a result of rising sea levels and means that these habitats are at risk of being lost. People were really shocked three years ago when Natural England classed the harbour environment as being in an 'unfavourable, declining' condition as a direct result of the pressures within the harbour. They estimate that the harbour has lost over 58% of its saltmarsh habitat since 1946 and continues to lose an average of 2.54 hectares of saltmarsh annually. In order to reverse this

decline, and protect these vital habitats for the future, we really need to include them as an integral part of how we manage coastal flood and erosion risk in the future.

This is where this plan is key, as it will take account of all of these issues and how the different habitats interact with each other and the important features of each different habitat. If the funding bid is successful, then Coastal Partners – the council’s specialist coastal team – would lead on preparing the plan in partnership with our council, Havant Borough Council, regulators, other partner organisations, landowners and the affected communities. There’s no guarantee we will be successful with the bid for funding, but it is important that we are looking ahead and identifying solutions and possible funding opportunities. If we are successful, our communities and partners will be at the heart of decision making at all stages of the plan.

#### **District council matters:**

It's also hard to believe it's been just over a year since the major fire in Midhurst. As you know, the council has stepped in to offer significant support to the town with a package of over £300,000, as well as business support on the ground and marketing activities to encourage people back to the town. The funding has been used to provide grants to eligible businesses, pay for a new website to promote the town and to provide coaching from a retail specialist. The Town Team is also developing a new Midhurst Business Partnership. All of these actions will make a significant difference moving forward. In addition, we have developed an events programme to encourage people to visit and spend within the town. We delivered a successful programme of events in September, and we are in the process of organising some more exciting events with Midhurst Town Council, which are due to be delivered in July.

Just a reminder that the council have secured £12,000 to increase tree cover and enhance community wellbeing through the creation of new community orchards in the district. This is thanks to a share of the government’s £2.5 million Coronation Living Heritage Fund, which has been developed to promote green spaces and connect communities with nature to mark the coronation of His Majesty King Charles III. We will be issuing grants to parish councils and community groups to support the development of community orchards within their local area. This is part of our successful ‘Tree Chichester District’ scheme, which has already supported the planting of seven community orchards in Selsey, Chichester, Fishbourne and Goodwood over the past year. If you are interested in starting a community orchard planting project, please get in touch with our Tree Project Officer by emailing [treescheme@chichester.gov.uk](mailto:treescheme@chichester.gov.uk) or by calling 01243 521161.

#### **Events:**

Chichester Roman Week, which will take place from Monday 27 May until Saturday 1 June. The Novium Museum have also arranged for Europe’s leading Roman re-enactment group to take over the museum on Wednesday 29 May, offering a series of interactive talks and demonstrations. Look out for our article in the Spring initiatives (out in April), which lists all of the events coming up.

Cross Market & More dates for 2024:

The next Market & more event will once again be filled with artisan stalls showcasing some of the best talent from across the area including local students who hope to be our budding entrepreneurs of tomorrow! Having proved popular over the last couple of the years the team will be curating and delivering the events involving jewellery makers, clothing, street food, live music and much more. As before, the Cross Market & More event will operate between 10am and 4pm. 7 July (which also includes the fabulous Summer Street Party), 29 September and 24 November. I hope to see you there.

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

Best wishes  
Joseph

## APPENDIX B – PAYMENTS

Date	Supplier	Services	Item	Amount	Payment
09/04/2024	Adrian Blades	Two 10l Liquid Nitrogen Fertiliser	1	£ 59.98	2757
09/04/2024	Adrian Blades	Stihl 2.4 square strimmer line 2 packs	2	£ 30.44	2757
09/04/2024	Adrian Blades	Brake pad for motor mower service	3	£ 7.49	2757
09/04/2024	Adrian Blades	Spark plug, Air filter, replacement recoil assy, etc	4	£ 30.74	2757
09/04/2024	Adrian Blades	JB Weld Original Cold Weld Formula for mower service	5	£ 6.89	2757
09/04/2024	Adrian Blades	Oil SAE 1L for motor mower service	6	£ 12.93	2757
09/04/2024	Adrian Blades	Replacement blade motor mower service	7	£ 23.28	2757
09/04/2024	Adrian Blades	Sharpening stone for hand tools	8	£ 19.99	2757
09/04/2024	Adrian Blades	Emery Cloth sheets for motor mower service	9	£ 4.69	2757
09/04/2024	Adrian Blades	Mild steel bar for motor mower service	10	£ 11.99	2757
09/04/2024	Adrian Blades	30.16l of diesel for tractor	11	£ 45.51	2757
09/04/2024	Adrian Blades	30.12l of diesel for tractor	12	£ 46.05	2757
09/04/2024	Adrian Blades	10.27l of petrol for strimmers etc	13	£ 15.91	2757
09/04/2024	WSSC	Payroll admin 1/10 to 31/3	14	£ 97.94	2758
09/04/2024	Linda Lanham	Reimburse Wix website fee	15	£ —	2759
09/04/2024	WSALC	NASLC and WSALC subscription 2024-25	16	£ 593.52	2760
09/04/2024	WSSC	Clerk's salary Nov/Dec/Jan	17	£ 2,923.86	2762
09/04/2024	Paul Richards	Locum Clerk - March 2024	18	£ 1,910.70	2763
09/04/2024	Surrey Hills Solicitors	Advice re fraud	19	£ 690.00	2764
09/04/2024	Lavant Memorial Hall	Hall hire 11/4/2024	20	£ 7.50	2765
09/04/2024	Lavant Fete Committee	Transfer of funds	21	£ 1,436.03	2766
<b>TOTAL TO PAY</b>				<b>£ 7,975.44</b>	