

**The Minutes of the Ordinary Council meeting of Lavant Parish Council held on Wednesday 12<sup>th</sup> November 2025 at 7:00pm in the Lavant Room, St Mary's Church, Lavant.**

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

**Also present:** Clerk, WSCC Cllr Hunt.

**Public present:** 3

**177. Apologies for absence.**

CLLR Brookes-Harmer

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

a) None

b) None

c) None

**179. Public Session.**

Kate Whitton, representing the Western Sussex Rivers Trust, raised a concern regarding the disruption to the riverbed caused by the recent entry of a digger into the river channel during the footbridge installation. She emphasized the need for careful and sensitive management of the site, as it is a chalk stream- a rare and valuable habitat.

Kate further noted that permissions and licenses are required for such activities. She informed the council that the Western Sussex Rivers Trust had now contacted the Environment Agency for guidance on the matter.

Cllr Aldridge acknowledged responsibility for the situation, apologising for any failure to adhere to regulations and for not consulting the Western Sussex Rivers Trust, prior to the work. The Council is to await further updates from the Western Sussex Rivers Trust on how to move forward on this situation.

Nick Reynolds raised the need for the newly installed footbridge to have an appropriate structural assessment undertaken, with building regulations approved, before it is used. He has shared details of two recommendations to complete this, but recommended it is cordoned off and not used until the building regulations are approved. Despite this, the bridge was praised as a valuable addition to the village.

Nick Reynolds proposed that the Parish Council allocate £50,000 for traffic calming measures, as detailed in his proposal (see Appendix A).

In response, Cllr Aldridge acknowledged the proposal and concluded that the council would need to meet independently, to discuss it further. He noted that many of the issues raised in the proposal are already included in the CHIL application. A meeting with Gary Jannaway is scheduled for the coming weeks, during which an update on the status of the application will be requested.

Cllr Hunt expressed concern that some items in the proposal may not be feasible, as the highways have already stated they will not do them. He agreed that any funding from the Parish Council could help to strengthen the case. However, he recommended that the most effective course of action would be for Cllr Aldridge to work with Gary Jannaway to ascertain the current status of the CHIL application and explore any ways to accelerate it. Cllr Hunt emphasized the importance of managing parishioners' expectations and ensuring a realistic understanding of what can and cannot be achieved.

**180. To receive and approve the minutes of the Parish Council meeting held on Wednesday 8<sup>th</sup> October 2025.**

The minutes were unanimously APPROVED.

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

a) As previously discussed.

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

Cllr Hunt did not have a report, following a lengthy report last month.

Cllr Hunt explained that he was not aware that the request for a TRO on the B2141 had been refused, as he had not been copied into the relevant email.

It was noted that the *Operation Watershed* project is progressing, and Cllr Aldridge will provide a further update on this in his report.

Regarding the Local Government Reform, there was no new update. The government is expected to issue a consultation later this month, which will run until mid-January.

Lastly, Cllr Finley raised the issue of the missing red lines marking the entry to North Lavant from Midhurst. The lines, which had been coated over, have not yet been replaced. Cllr Hunt agreed to investigate this matter further.

Cllr Hunt left the meeting to attend another Parish Council meeting in the area.

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

Cllr Brookes-Harmer was not in attendance but previously shared his report, as attached at Appendix B.

**184. Chairman's Report.**

Bridge project

The bridge construction is now complete and should be added to the asset register at a valuation of at least £25,000.

We are currently awaiting a quote from Playsafe for the installation of a short section of security fencing and a gate. The bridge cannot be opened to the public until the grass has established on the ramps.

A plaque from SDNPA has been received to acknowledge their grant funding contribution. This will be attached to the bridge once suitable brass screws have been sourced.

An engineer's sign-off on the completed structure is still required before the bridge can be insured- although it may be expensive, it is likely to be necessary to secure full insurance coverage.

A question was raised regarding whether any health and safety checks were necessary (concerning the bridge); however, it was agreed that a building regulation check should be sufficient.

Football Pitch report

The pitch has not yet been sprayed. The contractor will be chased for an update.

School Car Park

A meeting took place on 21st October; following this, Paul Pickvance confirmed agreement

to the use of a small section of his land as part of the car park.  
Further contact will be made with Lavant House to explore possible assistance.

Village Green User Agreement  
This document is still being finalised.

#### TRO B2141

The initial application has been rejected. A Community Highways Application will now be submitted. A meeting has been arranged with Gary Jannaway (WSCC Highways) for 20th November to discuss the next steps.

#### Operation Watershed Applications-

We now have a schedule of works and have put these out to tender.

A site visit with Hamilton Construction Services is scheduled for Thursday.

- Fordwater Road: Landowner consent forms have been signed by Goodwood Estate and the owners of Church Farmhouse, with minor amendments regarding future maintenance responsibilities.
- Chilgrove Road/B286: A signed consent form has been received from the Bushell family.

#### CHIL Project

A proposal has been received from Nick Reynolds and Alan Taylor for consideration. It was proposed that a meeting be arranged as soon as possible to discuss next steps.

#### Orange Barriers

Midhurst Town Council received a strong response to their recent post regarding surplus orange barriers — all were claimed before contact could be made.

Cllr Whincop raised the issue of flooding opposite Sheepwash Lane on the main road. Cllr Aldridge mentioned that the issue has been raised before and suspects it is a blocked gully. He emphasized the importance of reporting such incidents to Highways and encouraged as many residents as possible to do the same.

#### **185. Finance.**

- a) Cllr Aldridge signed the previous month's bank reconciliation.
- b) The listed payments (as attached at Appendix C) were unanimously APPROVED.

#### **186. Budget 26/27**

The proposed budget, as previously circulated by the Clerk (Appendix D), was unanimously approved.

It was noted that funds for both Lavant Memorial Hall and the various damaged bus stops around the parish need to be formally allocated. Further discussion is required regarding the repair or replacement of the bus stop at St Nicholas Road.

#### **187. Planning**

- a) To comment on and review planning applications and decisions**

**Decisions received:**

**SDNP/25/03122/LDP**

Lawful Development Cert (Proposed)

Use of land to station a mobile home for use as an annexe incidental to the main dwelling.  
Fletchers, West Lavant Road, Lavant, West Sussex, PO189AH

**APPROVED**

**SDNP/25/03441/TCA**

Tree in a Conservation Area

Proposal: Notification of intention to fell 1 no. Pear tree (T1) and 1 no. Silver Birch tree (T2).

Location: The Gate House, Lower Road, East Lavant, Chichester, West Sussex, PO18 0AG

**RAISE NO OBJECTION**

**SDNP/25/03569/HOUS**

Proposal: Alterations to roof and construction of two-storey rear extension.

Location: 2 West End Cottages, Midhurst Road, Lavant, West Sussex, PO18 0DA

**APPROVED**

**Decisions to consider:**

**SDNP/25/03958/CND**

Proposal: Removal or Variation of Condition 2 (Plans) of Planning Approval SDNP/22/02514/CND.

Location: Eastmead Industrial Estate, Lavant, West Sussex

The Council AGREED not to support Oakford's proposal, with the Clerk to submit the following comments, with response to the application:

*'Lavant Parish Council does NOT support Oakford's proposal, as it supports SDNPA's view that the substituted plan would be to the detriment of the overall APPROVED plan and that Oakford's reasons are unconvincing and reflect more of a desire to save money than to create an integrated vision.'*

**188. Clerk's Correspondence**

- a) The request from a 60<sup>th</sup> wedding anniversary party, to set-up their hog roast on the terrace outside of the hall on October 3<sup>rd</sup> 2026, was unanimously APPROVED.
- b) The request from Lavant Cricket Club to hold their annual BBQ on the Green on Sunday 30<sup>th</sup> August 2026, was unanimously APPROVED.
- c) The Data Breach Policy (Appendix E), as previously circulated by the Clerk was unanimously APPROVED.

**189. Playground repairs**

The Playsafe quote for repairs to the damaged bench (as attached at Appendix F) was unanimously APPROVED.

**190. Lavant Memorial Hall representative**

It was unanimously APPROVED that Cllr Tucker would remain the Lavant Memorial Hall representative.

**191. Tree report**

Chichester Tree Services has completed a survey of the trees owned by Lavant Parish Council. The Clerk is obtaining a quote for the most urgent works and will provide an update in due course.

**192. Traffic Management**

Previously discussed.

**193. Items for inclusion on next agenda**

- LVAA site registration as a statutory allotment site, which protects it from future development. CLLR Goldsmith to circulate information nearer the time.
- Cllr Tucker reminded the council members to take their donated items for the Christmas fete, to the address shared.

**194. Date of next Lavant Parish Council meeting – Tuesday 9<sup>th</sup> December 2025.**

There being no further business, the meeting closed at 8:08pm

## Appendix A

### CHIL Report to LPC 08Nov2025

#### PURPOSE

##### **Implementing Lavant's Highways Improvement Plan - turning rhetoric into action.**

This paper proposes and requests that in support of implementing key elements of its Highways Improvement Plan, LPC now ringfence £50,000 of its current financial reserves (inclusive of the unspent funds previously allocated) for upgrading the Roads and Roadside areas.

Ringfencing the above sum will act as a catalyst to other co-funders (e.g. WSCC & SDNPA) and this in turn will serve to advance the implementation of Lavant's Highways Improvement Plan. Without financial commitment from the Parish, Lavant's Highways Improvement Plan will simply gather dust while the traffic issues continue to escalate.

The desired improvements are not complex and will be demonstratively cost effective, not least for WSCC. However, it is recognised that in order to move from design to implementation, (within a reasonable timeframe) a sustained community effort is required.

Thus, to facilitate and advance the proposed changes the CHIL team offer to undertake the required work (under the oversight of LPC) to realise the implementation of Lavant's Highways Improvement Plan (i.e. the who does what, how, by when and at what cost). It is envisaged that support will be needed as an extension to Paul Basham Associates previous appointment.

The work, of benefit to the Lavant community and visitors, will be carried out via a series of prioritised TROs if not as part of the CHS application.

#### **SCOPE - The proposed TTRO/TROs in priority order :**

1. 20mph zone
2. **Installation of 3No.Gateways** and related signage at the New Road/ Fordwater junction, Pook Lane /Chalkpit junction (with related build out to physically narrow Pook Lane to 2m/6'6"), Pook Lane adjacent to the landscaping before the new parking at the Memorial Hall.
3. **White lining and signage on bridge abutments** to visually narrow the bridge width (presumed to be the remit of WSCC)
4. **A build out on the NE corner of the St Mary's/ Fordwater junction** to physically narrow Pook Lane to 2m/6'6"
5. **A consistent road width** to be road marked between St Mary's and the river bridge
6. **Works to Sheepwash Lane** that removes the pedestrian/vehicle clash implemented as the most cost effective and safe option, the more so as the new walk from mid Lavant will increase pedestrian flow to cross the road at Marsh Lane.
7. **Remedial Works to the Memorial Hall crossing** (presumed to be the responsibility of WSCC. Betterment of the Roadside landscape close to the memorial Hall crossing (presumed to be the responsibility of LPC)
8. **Improvement of all signage** – road markings and pole mounted.
9. **Improvement of roadside areas** - (e.g. alongside the village green, the 'new' parking area south of the memorial hall, alongside the river in Sheepwash.

To ensure appropriate and regular progress reporting, communication and engagement, CHIL request that all future LPC meetings include a standing agenda item entitled 'Lavant Roads and Roadside areas'. (or similar)

#### **BACKGROUND**

In 2016, during the extensive community consultation undertaken when generating Lavant's current Neighbourhood Development Plan, traffic was considered a significant problem by a large majority of residents but was disallowed by the inspector.

In 2025 LPC responded to this issue in the publication of the Lavant Highways Improvement Plan which proposes many modest cost-effective improvements. LPC is urged to implement all of the recommendations - the whole will have a greater impact than the sum of the parts. LPC have the power, the authority and the finances to provide traffic signs (e.g. Road Traffic Regulation 1984 Section 72) and other objects (e.g. SIDs/Gates) or devices in the service of improving road safety and calming traffic within Lavant.

### **Funding**

It is understood that LPC will need to hold general revenue reserves for reasonable working capital, contingencies, or for specifically earmarked purposes which should not be significantly higher than the annual precept. The residue of the financial reserves of LPC should be used for the benefit of residents and presumably therefore have been allocated to refurbishment of the playground and the new bridge.

Ringfenced reserves are held for a specific project and includes CIL Receipts passed to LPC to support the development of the local area, or any part of that area, by funding the provision, improvement, replacement, operation or maintenance of infrastructure and anything else that is concerned with mitigating the demands that development places on an area. Traffic is the key impact.

Future known requirements include school parking and traffic calming projects.

## **Appendix B**

Lavant Parish council ward report  
November 2025

Report author: Joseph Brookes-Harmer

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

Email: [jbrookes-harmer@chichester.gov.uk](mailto:jbrookes-harmer@chichester.gov.uk)  
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Welcome to the November edition of my ward report. It is hard to believe just how fast this year has gone, considering we are now in the run up to Christmas.

From late November, residents and visitors can look forward to a season full of festive cheer, with a fantastic line-up of events taking place across the Chichester District. With everything from Christmas markets and concerts to family-friendly fairs, trails, and magical shows, there's something for everyone to enjoy! We've provided all the details in November's issue of initiatives - so make sure you look out for your copy. It is due to be delivered to households from Monday 3 November. This will be our 100th issue – which is quite an achievement.

### Local Government reorganisation:

I wanted to let you know that we have not received any further updates on Local

Government Reorganisation. However, we are expecting the formal consultation to be launched by the government in November. As soon as I hear about this, I shall let you know.

#### Local Plan:

The Chichester Local Plan 2021-2039 was passed in 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:

Preparations for our new weekly food waste collection service are going well. The new service will be launched across the district from Spring 2026, with communal properties who share bins following later in the year. The November issue of initiatives will include a double page article, giving residents information on how the service works, what can be recycled and why separating food waste for recycling is so important.

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](http://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](http://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](http://www.chichester.gov.uk/food-waste)

#### Tree Project:

I'm also pleased to let you know that we are inviting residents, community groups, organisations, farmers and parish councils to apply for free trees and support materials to help deliver new tree planting projects across the Chichester District this winter.

As part of our Tree Chichester District scheme, the council has secured funding from the Tree Council's and Defra's 'Trees Outside Woodland Fund', which will be used to support individuals and groups who are embarking on tree planting projects in the district.

The scheme is open to a wide range of applicants — including farmers, landowners, parish councils, community groups, schools, and individuals — provided they own the land or have landowner permission, and the site is suitable for tree planting. Applicants must plant their trees outside of existing woodlands and demonstrate that the project will have a public or community benefit — this could include planting in publicly accessible or viewable locations or involving local communities in the planting process. The scheme is open until 17 November 2025, and application forms can be requested by emailing:

[treescheme@chichester.gov.uk](mailto:treescheme@chichester.gov.uk).

Each proposed planting site will be assessed by the council's Tree Project Officer. Trees will be allocated to suitable projects on a first come, first served basis, and successful applicants must complete their planting projects by 16 February 2026.

#### 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.

#### Night-Time Economy:

A new grant scheme has been launched to help boost the evening and night-time scene. The new Evening and Night-time Economy Business Grant is available to independent businesses with a physical premises on high streets in Chichester, East Wittering, Midhurst, Petworth and Selsey.

The grant offers an exciting opportunity and is ideal for those businesses keen to develop a new offering for their customers in order to help increase footfall and client spend. It is also aimed at businesses who want to create a more exciting experience for customers or those who want to collaborate with other high street businesses to offer evening entertainment.

More information can be found at: [www.chichester.gov.uk/entebusinessgrant](http://www.chichester.gov.uk/entebusinessgrant)

#### 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 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:

This year, we are proud to be leading a series of exciting events in Chichester city. At the heart of our celebrations will be The Guildhall in Priory Park, beautifully set with a stunning decorative Christmas willow bauble, to welcome visitors and set the festive scene. Our programme of events has been thoughtfully designed to support local businesses, attract more visitors to our beautiful city, and create memorable experiences for people of all ages to enjoy together. We have already started to promote these activities and are encouraging people to book ahead.

The Chichester Festive Market will also return on 6,7,13 and 14 December in East Street and North Street, where you will find a range of unique gifts from local makers and producers. You'll also be able to enjoy festive refreshments and enjoy the city's ambience at this wonderful time of the year.

### **The Cross Market & More:**

The Artisan makers market returns to the city centre on Sunday 12 October, 10am to 4pm. This market celebrates our district creatives with accompanying music from local, young and grass roots musicians. There will be plenty of stands offering a variety of gorgeous handmade crafts, delicious food and upcycled products.

This is the last Cross Market of the year so the last chance to find that unique gift or treat before the festive season. Chichester Antiques, Vintage & Retro Market Sunday 26 October – 10am to 4pm. This market brings to the city an eclectic mix of Antiques, Collectibles, Vintage & Retro stands as well as Arts & Craft Makers. The city benefits from this market 3 times a year with lots of positive feedback from our residents and is growing in popularity each time.

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

Best wishes,  
Joseph



## Appendix D

TO ACHIEVE A BALANCED BUDGET		2024/25	2025/26	2026/27	Variation from last year	Comments
<b>Income</b>						
Balance b/f	£119,774.00	£87,103.87	£ 74,315.22			Current earmarked reserves.
annual precept	£47,875.32	£53,992.32	£60,441.36			
grants						
village green donations						
CL receipts						
other income						
<b>Receipts</b>	<b>£47,875.32</b>	<b>£53,992.32</b>				
<b>Total Receipts plus Balance b/fwd</b>	<b>£167,649.32</b>	<b>£141,096.19</b>	<b>£134,756.58</b>			
<b>Expenditure</b>						
<b>Parish Clerk</b>						
Clerk's Salary	£21,432.32	£20,023.20	£21,024.36			
Payroll costs	£100.00	£102.50	£85.00			
Home Working Allowance	£360.00	£0.00	£360.00			
<b>SUB TOTAL - PARISH CLERK</b>	<b>£21,892.32</b>	<b>£20,125.70</b>	<b>£21,469.36</b>			
<b>Administration</b>						
postage/stationary admin	£300.00	£200.00	£200.00			
telephone	£200.00	£100.00	£100.00			
bank charges	£0.00	£0.00	£72.00			£6 a month (= will close Unity LPR T account)
travel mileage	£150.00	£150.00	£150.00			
Audit Fees	£900.00	£1,000.00	£1,500.00			
GDPR & Data Protection	£35.00	£200.00	£250.00			
chairman's allowance	£200.00	£200.00	£200.00			
council room hire	£625.00	£500.00	£600.00			
neighbourhood watch	£150.00	£0.00	£0.00			*remove item
insurance	£1,250.00	£1,500.00	£2,000.00			*to include bridge, revalued fingerposts and additional items (from where the fixed asset register is being updated)
software (Scribe, Scanstation, Hugofox)	£1,550.00	£2,000.00	£1,200.00			*assumed 15% increase
subscriptions (Parish Online + NALC)	£850.00	£850.00	£700.00			remove printer link - in stationary column now
Councillor/Clerk training	£650.00	£500.00	£500.00			
IT Equip	£100.00	£500.00	£100.00			This was to allow for a new laptop this year, won't be necessary to budget so much next year.
Website/Lavant News	£250.00	£0.00				We got rid of this line and added all subscriptions (website etc) to lines 32/33
Elections	£500.00	£500.00	£500.00			
<b>SUB TOTAL - ADMIN</b>	<b>£7,710.00</b>	<b>£8,200.00</b>	<b>£8,072.00</b>			
<b>Grounds and Maintenance</b>						
playground maintenance	£750.00	£1,000.00	£2,000.00			*agreed to allocate £3,000 from CL monies to playground maintenance.
playground inspection	£100.00	£150.00	£150.00			
Natural environment and tree maintenance.	£2,500.00	£2,500.00	£2,500.00			Awaiting charges for tree report and suggested works
grounds maintenance	£1,923.00	£6,000.00	£6,000.00			*based on fees of maintaining ground. Hoping to get football foundation grant
general maintenance (bus shelter etc)	£3,000.00	£6,500.00	£6,500.00			*based on replacing bus shelters
equipment - tractor	£3,000.00	£3,000.00	£3,000.00			
legal fees	£1,750.00	£500.00	£0.00			*use contingency money if needed (other expenditure)
emergency plan	£0.00	£500.00	£500.00			*to purchase an emergency plan template
lavant volunteers	£1,000.00	£1,025.00	£2,000.00			
fuel	£2,000.00	£2,050.00	£2,250.00			
bridge project	£0.00	£0.00				*can remove line
<b>SUB TOTAL - GROUNDS &amp; MAINT</b>	<b>£16,023.00</b>	<b>£23,225.00</b>	<b>£24,900.00</b>			
<b>Other Costs</b>						
litter and dog bins	£500.00	£512.50	£700.00			*anticipated increase in charges
street lights	£150.00	£153.75	£200.00			*anticipated increase in charges
other spending / legal	£1,000.00		£0.00			none spent - can remove
Jubilee/Coronation Costs	£0.00	£0.00	£0.00			can remove
Memorial Hall works	£0.00	£0.00	£0.00			can remove
Village Fete	£100.00	£100.00	£100.00			
credit card fraud payment	£0.00	£0.00	£0.00			can remove
Highways works	£0.00	£0.00	£0.00			can remove
Other expenditure	£500.00	£5,000.00	£5,000.00			*for contingencies
<b>SUB TOTAL - OTHER COSTS</b>	<b>£2,250.00</b>	<b>£5,766.25</b>	<b>£6,000.00</b>			
<b>TOTAL EXPENDITURE</b>	<b>£47,875.32</b>	<b>£57,316.95</b>	<b>£60,441.36</b>	<b>£3,124.41</b>	as a percentage= £3,124.41 / 57,316.95 = 0.05449 x 100 = 5.449%	5.45% increase
<b>TOTAL INCOME</b>	<b>£47,875.32</b>	<b>£57,316.95</b>				
<b>NOTES</b>						
<b>WORKING AT NET budget numbers.</b>						
Taxbase (from Chichester DC)	£715.70	£776.50	£783.20			*Taxbase is a draft - still needs to be approved.
Average Council Tax for BAND D	£66.89	£73.81	£77.17			£3.36 increase monthly
Cost per week	£1.29	£1.42	£1.48			5p increase weekly
Increase per week						

## Appendix E



### **Data Breach Policy**

GDPR defines a personal data breach as “a breach of security leading to accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed”.

Examples include:

- Access by an unauthorised third party
- Deliberate or accidental action (or inaction) by a controller or processor
- Sending personal data to an incorrect recipient
- Computing devices containing personal data being lost or stolen
- Alteration of personal data without permission

Lavant Parish Council takes the security of personal data seriously: computers are password protected and hard copy files are kept in locked cabinets.

#### **Consequences of a personal data breach**

A breach of personal data may result in a loss of control of personal data, discrimination, identity theft or fraud, financial loss, damage to reputation, loss of confidentiality of personal data, damage to property or social disadvantage. Therefore, a breach, depending on the circumstances of the breach, can have a range of effects on individuals.

#### **Lavant Parish Council's duty to report a breach**

If the data breach is likely to result in a risk to the rights and freedoms of the individual, the breach must be reported to the individual and ICO without undue delay and, where feasible, not later than 72 hours after having become aware of the breach. The Data Protection Officer must be informed immediately so they are able to report the breach to the ICO in the 72-hour timeframe.

If the ICO is not informed within 72 hours, Lavant Parish Council, via the DPO, must give reasons for the delay when they report the breach.

When notifying the ICO of a breach, Lavant Parish Council must:

- i. Describe the nature of the breach, including the categories and approximate number of data subjects concerned.
- ii. Communicate the name and contact details of the DPO.
- iii. Describe the likely consequences of the breach.
- iv. Describe the measures taken or proposed to be taken to address the personal data breach, including measures to mitigate its possible adverse affects.

When notifying the individual affected by the breach, Lavant Parish Council must provide the individual with (ii)-(iv) above.

Lavant Parish Council would not need to communicate with an individual if the following applies:

- It has implemented appropriate technical and organisational measures (i.e. encryption) so those measures have rendered the personal data unintelligible to any person not authorised to access it;

- It has taken subsequent measures to ensure that the high risk to rights and freedoms of individuals is no longer likely to materialise, or
- It would involve a disproportionate effort

However, the ICO must still be informed even if the above measures are in place.

**Data processors duty to inform Lavant Parish Council**

If a data processor (i.e. payroll provider) becomes aware of a personal data breach, it must notify Lavant Parish Council without undue delay. It is then Lavant Parish Council's responsibility to inform the ICO, it is not the data processor's responsibility to notify the ICO.

**Records of data breaches**

All data breaches must be recorded whether or not they are reported to individuals. This record will help to identify system failures and should be used as a way to improve the security of *personal data*. *Records of data breaches*

<i>Date of breach</i>	<i>Type of breach</i>	<i>Number of individuals affected</i>	<i>Date reported to ICO/individual</i>	<i>Actions to prevent breach recurring</i>

To report a data breach use the ICO online system: <https://ico.org.uk/for-organisations/report-a-breach/>

Appendix F



**PLAYSAFE PLAYGROUNDS LTD**

The Cart House, Goldrings Farm, Elsted Marsh,  
Midhurst, West Sussex. GU29 0JS  
Tel: 01730 815472 Fax: 01730 815872  
E-mail: [info@playsafeplaygrounds.co.uk](mailto:info@playsafeplaygrounds.co.uk)

Lavant Parish Council  
C/o Jenny Quest  
Lavant Memorial Hall  
Pook Lane  
East Lavant  
Chichester  
PO18 0AH

Ref: 50625

15<sup>th</sup> October 2025

QUOTATION – Churchmead Close Bridge

### Quotation Summary Sheet

Site Setup – H & S documentation, site security for the duration of the works

**Option 1**

Hardwood picnic table – Manufacture and installation of 'like for like' circular picnic table in hardwood Robinia timber. Stained with green stain or left natural colour

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*Option 1 Total = £2,255.00 + VAT*

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**Option 2**

Softwood picnic table – Supply and installation of 'like for like' circular picnic table manufactured from treated softwood timber. Stained with green stain or left in natural colour

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*Option 2 Total = £1,788.00 + VAT*

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Customer Liaison – Continual liaison with the customer throughout the contract up to practical completion

**See detailed price break down below**

All prices are excluding VAT and valid for 21 days.  
Terms: To be confirmed at point of order



The mark of  
responsible forestry  
FSC® C0C0705