

# LAVANT PARISH COUNCIL MEETING MINUTES

11<sup>th</sup> July 2023

## Lavant Memorial Hall, Lavant

E-mail: [clerk@lavantparishcouncil.co.uk](mailto:clerk@lavantparishcouncil.co.uk)

### In attendance:

Councillors Aldridge, Goldsmith, Kuchanny, Mayhead, Quest, Tucker, Whincop  
Clerk Hannah-Louise O'Callaghan, County Cllr Hunt, District Cllr Joseph Brookes-Harmer

Public Present – 8

### 1. Apologies from Members

Apologies were received from Cllr Turner

### 2. Declarations of Interest and Dispensation Requests

- i. To receive declarations of interest from councillors on items on the agenda  
None
- ii. To receive written requests for dispensations for disclosable pecuniary interests (if any)  
None
- iii. To grant any requests for dispensation as appropriate  
None

### 3. Public Session

A number of residents attended to address the Parish Council. The salient points of the discussions were as follows:

- 1) Dr Milligan attended to represent both himself as a home owner but also the wider residents of West Lavant to express their concerns regarding planning application SDNP/23/02367/FUL. It was noted that concerns included:
  - Over development of West Lavant
  - Noise and dust pollution
  - The works have caused damage to the tarmac on the road
  - It was stated that the application goes against the stated policies of the SDNP
  - The application has no effect on low cost housing
  - Lack of privacy into the bedroom of the home owner
  - Reduction in dark night light

Dr Milligan urged the Parish Council not to support this application and it was noted that he urged the applicant to instigate a dialogue going forward

- 2) There was representation from the home owners of 2 West Cottages asking for the Parish Council to support their application. It was noted that this did not appear on the agenda however Cllr Tucker acknowledged that the application had been received and

the Parish Council had no objection. It was noted that further discussion should take place regarding potential siting of swift boxes and questions answered regarding waste water drainage.

- 3) Representation was made to the Parish Council regarding a road safety plan and the formation of an action team. It was noted that this will be done with agreement of the Parish Council in conjunction with Cllr Tucker – this plan will incorporate any previous work done by Cllr Tucker. Cllr Aldridge asked for an electronic copy of the plan to discuss further with the Parish Council. It was noted that initially the focus will be on Pook lane but this will in time have a larger remit.
- 4) Representatives from Lavant House addressed the Parish Council asking them to support the application SDNP/23/02367/FUL. The following points were noted:
  - There is a history of young people living on the site.
  - The application would look to supply smaller more affordable housing.
  - The project has not caused damage to the tarmac as previously claimed.
  - There is a record going back over 100 years of access to the site.
  - The stated loss of privacy to the bedroom is less than is currently in place with existing neighbours.
  - The objections made contradict the covenant that the owner signed upon purchase of the property.
  - It was noted that previous comments from the Parish Council have been taken on board.

The Parish Council noted that there is a planned meeting at the site on 18<sup>th</sup> July and an extension had been requested for this application. No further comment will be made at this point.

Cllr Aldridge reiterated the point that all parties must be able to discuss this application and hopefully reach a mutually acceptable solution.

#### **4. To receive and approve the minutes of the Council meeting held 13<sup>th</sup> June 2023**

On a **proposal** by **Councillor Tucker** and **seconded** by **Councillor Mayhead** it was **RESOLVED** that the Minutes of the meeting held on 13<sup>th</sup> June 2023 be ratified and be accepted as a true record of proceedings. The minutes were signed accordingly.

#### **5. Update on outstanding actions brought forward from previous meeting: -**

- a) Update on Land Acquisition - transfer of land from Sunley/Crayfern/Elivia  
Cllr Aldridge reported that there is an ongoing issue regarding trespassing on an illegal footpath. This is causing a lot of upset and concern and Cllr Aldridge is in discussions with the concerned resident, however it has been explained that the footpath in question is illegal and not a pedestrian access.
- b) Football club usage of CCTV – no update
- c) Memorial Hall Car Park – no update
- d) Electric Vehicles survey results

Cllr Goldsmith reported that the main survey will be going out later this year and there is no update at present

- e) Disposal of goal posts – no update
- f) River Bridge project update – no update
- g) Post Office

Cllr Quest reported that there are no contacts available for the post office and she will try to speak to the mobile post office in West Dean to see if they will come to the village.

Cllr Aldridge reported that the landlord at the Earl of March has plans to try and put a post office and shop in.

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

County Cllr Hunt gave the following report submitted in advance:

As we head into the summer holidays I thought I would cover a few items which were published as part of our recent Summer newsletter. I'm not sure how many of you receive this publication, but I thought that it covered a number of items which would be of interest to the PC and of course to your parishioners, particularly for families, so I felt it was worth repeating in my report.

### **Midhurst Road Closure**

The road has been open for a week now and traffic is flowing again through Midhurst. The last of the road signs advertising the reopening were switched off on Friday and will be removed soon.

Welcome to our summer special Residents' eNewsletter. Discover some budget-friendly days out to enjoy locally, set a summer reading challenge, visit a fire station - and more!

### **Discover budget-friendly days out in West Sussex**

The summer holidays are on their way and we've got a bumper bunch of ideas for you to make the most of the sunny weather right here at home – without forking out a fortune!

Find some great budget-friendly local activities on Experience West Sussex via the link below.

**Revel in the natural world:** whether it's a walk round one of the nature trails or parks, or a visit to the 170 acres that make up Buchan Park just outside Crawley, Experience West Sussex has lots of [ideas for enjoying the great outdoors – free of charge!](#)

**Get cycling:** take a look at our [free Cycle Journey Planner](#) where you can get turn-by-turn directions and maps. Choose from fast, quiet or balanced routes, see journey times, distances and how many calories you'll burn.

**Beach life:** who needs the Med when we have sparkling seas right on our doorstep? There [are 50 miles of coastline in West Sussex](#) – make a beeline for the beach where you can try rock pooling, take a dip or make your very own castle in the sand!

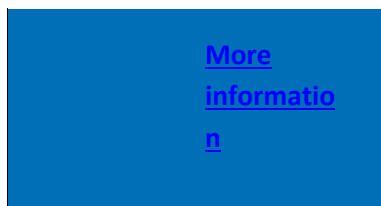
[More  
informati  
on](#)

### **Watery fun in the sun!**

Attention all parents, carers and grandparents! As the holidays approach are you hot on water safety?

Spending time with the kids around water at the beach, pool or at home is a great way to cool off and have fun but remember to always supervise children in and around water and [teach them the Water Safety Code](#).

Find more tips and advice on the link below about how to stay healthy and safe this summer.

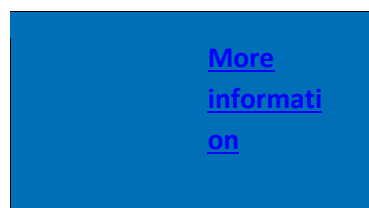


### **Get up to date with your child's jabs**

The school summer holidays are an ideal time for parents to make sure their child is up to date with their childhood vaccinations.

Vaccination gives children the best protection against unpleasant and often serious diseases. It's never too late to catch up on any vaccinations they've missed.

They are safe, free of charge in the UK and available from GP practices.



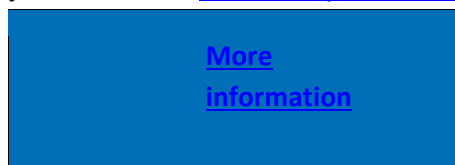
### **Children become superstars at the library this summer!**

Do you know a child aged four to 11 years? Encourage them to take part in this year's Summer Reading Challenge at their local library from Saturday (8 July).

They'll receive a booklet and the more they read, the more scratch and sniff smelly stickers they'll collect.

There are fun activities in the library too, including a Character Hunt with a prize draw.

They just need a library card to join in the fun - [it's free to join the library](#) and free to take part!



### **Help us have a wildfire-free summer**

Whether you're heading to the countryside or the coast this summer, our West Sussex Fire & Rescue Service has safety advice for you.

This includes how you can help prevent wildfires as pictured above, which happened in Walberton last year.

[More  
information](#)

### **Add a fire station visit to your summer plans**

You can find out how our firefighters keep us safe and deal with emergencies at one of the free fire station open days taking place during the summer holidays:

July 22 [Worthing](#) (combined with Broadwater Carnival) 10am to 4pm.

July 29 [Bognor Regis](#) 10am to 4pm.

July 29 [Crawley](#) 10am to 5pm.

August 26 [Haywards Heath](#) 9am to 5pm.

August 28 [Shoreham](#) 10am to 4pm.

August 30 [Burgess Hill](#) 10am to 2pm.

### **Have a plastic-free summer**

This year we're supporting Plastic Free July and asking residents to join us.

It's all about asking people to 'choose to refuse' and make sustainable swaps leading to a reduction in plastic waste.

Plastic waste can easily be avoided by using things like reusable shopping bags, water bottles and coffee cups.

Find out how you can reduce your plastic waste on our blog 'Easy swaps for a plastic free July' via the link below.

[More  
information](#)

### **More investment on our roads this summer**

Investment in maintaining the [county's highways has received a total boost of £14.5million this year.](#)

This follows a sharp increase in the number of potholes reported by those who use our 4,000km road network.

The agreed funding will be used to provide resources to repair potholes, including additional gangs working on the road network and procurement of an additional road patching machine, bringing our total to three operating within the county this year.

We will also be carrying out drainage works and refreshing signs and lines across West Sussex to improve visibility and safety.

Help us by reporting any defects you see on your summer travels using the link below.

[More  
information](#)

### **Other news**

Head to our [Newsroom](#) to find all the latest news. Below are some highlights:

- West Sussex residents can continue to [access free independent support](#) after the county's community advice service was recommissioned.
- West Sussex's [brand new Training Centre and Fire Station for Horsham took centre stage](#) as county council cabinet members were given an advance tour of the site ahead of it becoming operational.
- We want to hear from you if you currently provide unpaid care for a family member or friend, if you have previously cared for a loved one or if you expect to in the future. [Take part in our Carer Support Service Review here](#). Closing date: 27 July.
- The [A286 at Midhurst has reopened](#) after work to shore up fire-damaged buildings.
- A [multi-million-pound programme of investment in refurbishing children's homes](#) in West Sussex is progressing well.

### **Local Issues**

**Dangerous parking on the pavement just north of Summersdale Garage** - I had a site meeting in early June with local residents and our Area Highways Manager, Mike Thomas. On closer inspection it would appear that there could be enough width to erect bollards, but this would need to be confirmed highways engineers. The first step is to submit an application for this work to be done under a Communities Highways scheme and the local residents indicated that they would do this. I also suggested that they should contact the PC to see if it could be submitted under the auspices of the council, but headed up by them. To date I have heard nothing further, although I have sent them a reminder, as all applications for consideration for 2024/25 build need to be in by the end of July.

### **School Car Parking Proposals.**

I am still discussing this with our highways teams. As it is proposed to construct a new pavement on highways land - and a new exit on to the highway - this will need what is known as a Section 278 agreement from the CC, which includes a full safety audit of the proposals. This can be quite costly, so currently I am looking to see how those costs might be mitigated.

Finally, please don't forget to keep an eye on our website, especially our news and campaigns page where you can keep up to date with all our latest news. <https://www.westsussex.gov.uk/about-the-council/news-and-campaigns/>

Also, a reminder that all our public meetings are webcast live and are also archived, so you can always view them later. <https://www.westsussex.gov.uk/about-the-council/how-the-council-works/watch-county-council-and-committee-meetings-online/>

**Comments:** Cllr Hunt added that a Community Highways Scheme application has been submitted for Summersdale Garage to put in bollards. Cllr Hunt has written in support of the application.

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

No report this month given the comprehensive report from last month

### **8. Chairman's Report**

- Review of What If Initiative  
Cllr Aldridge reported that this has not progressed

- **Lavant Crossing Review**

Much discussion took place regarding this proposal. A resident from the village highlighted his concerns regarding increased congestion caused by traffic lights, light pollution and his view that this new crossing is unnecessary. It was reported that the resident would forward a video taken of cars stopping as necessary to allow people to cross.

The Parish Council highlighted that speedwatch have recorded a high volume of cars on this stretch of road. Cllr Kuchanny noted his concerns regarding children crossing and reiterated that speeding is a problem.

Cllr Hunt reminded the Council that this initiative has been in process for 2-3 years and is part of a wider road safety initiative. He urged the Parish Council to respond to the review. Further discussion took place around speeding and road safety but it was noted that this is part of a wider discussion for another time.

The Council voted 5 to 1 in favour of supporting the Lavant Crossing initiative, there was 1 abstention.

- **Update on recruitment of new Clerk**

Cllr Aldridge welcomed Louisa who will take over from the existing Clerk on 18<sup>th</sup> July when a formal handover takes place.

## **9. School Carpark update**

Cllr Kuchanny thanked Nick for all his work so far and David for his support. It was noted that a governor at the school will now be involved in the project and that invoices will be forthcoming as the project moves forward. Discussion took place regarding the safety of the proposed pavement with Cllr Hunt suggesting that railings are considered as part of the plan however the width of the pavement would need to be considered. It was confirmed that the plans have gone for review and the next stage would be to make a planning application, however the plans may be amended after the assessments have taken place. Cllr Hunt asked that any revised plans be forwarded to him.

Discussion took place around a potential application for a Community Highways Scheme but it was agreed that this would delay the project and at this stage the focus is to get the project underway as soon as possible.

## **10. Eastmead Update**

Cllr Aldridge reported that himself and Cllr Turner will be attending a meeting on 20<sup>th</sup> at SDNP and a paper will be read out, written by James Pickford, reiterating the ongoing concerns which have not been addressed.

Cllr Brookes-Harmer asked to be copied into any communications with residents regarding Eastmead as it was noted that a resident had raised concerns regarding works taking place on a Saturday to which Cllr Aldridge has responded.

## **11. Village Maintenance and other concerns**

It was noted that the wooden slats are missing from the bus shelter at St Nics. Cllrs Aldridge, Goldsmith and Adrian will be taking this further and asking Oakwood Homes if they will replace the bus stops.

## 12. Clerks Update and Summary of Correspondence Received

- Green Hire
  - i 15<sup>th</sup> July (Bowles party) – approved
  - ii 26<sup>th</sup> July – Think18 - approved
  - iii 9<sup>th</sup> & 14<sup>th</sup> August – Think18 - approved
- Parking at East Lavant – email received  
Cllr Quest asked that the email be forwarded to her and she will approach the PCC.

Cllr Aldridge reported that in future the green bookings will be managed by the Memorial Hall.

## 13. Finance

- a) To note receipts and recommend approval of July payments (Appendix A)
  - i To note additional invoice for Lavant Memorial Hall  
The Council reviewed the receipts and payments for June. **Cllr Kuchanny** proposed payment of the June receipts, this was seconded by **Cllr Aldridge**
- b) To approve the Bank reconciliation  
The Council noted and checked the bank reconciliation which was duly proposed for acceptance by **Cllr Tucker** and seconded by **Cllr Kuchanny**
- c) Natwest and Mastercard change of Clerk  
The Clerk requested that the new Clerk be authorised to change the Natwest and Mastercard into her details after 18<sup>th</sup> July. This was unanimously approved by the Council. It was noted that Hannah-Louise O’Callaghan should be removed and that the banking mandate be updated.

## 14. To comment on and review planning applications and delegated decisions

The Council noted the following applications and decisions:

Decisions:

### **SDNP/23/00751/CND**

**Location:** Raughmere Barn , Raughmere Drive, Lavant, West Sussex, PO18 0AB

**Proposal:** Single storey rear extension, conversion of roof space into habitable accommodation, demolition of conservatory and associated works - (variation of Condition 2 of Planning Consent SDNP/20/03045/LIS to replace modern cladding and high level window on the south west elevation with a door and side screen and remove a section of modern brickwork to create a gated access between the drive and the proposed entrance.)

**Decision:** Approved 20/6/23

New Applications:

### **SDNP/23/01701/HOUS (Appendix B)**

**Location:** 41 Lavant Down Road Mid Lavant Chichester West Sussex PO18 0DJ

**Proposal:** 2 storey rear extension and internal alterations

**Closing Date:** 12/7/23

**The Council supports this application – Clerk to respond**

### **SDNP/23/02367/FUL**

**Location:** The Cottage West Lavant Road Lavant West Sussex



**Proposal:** Conversion and extensions (2.5 storey to north and 2 no. single storey to north) of the existing dwelling to provide 5 no. dwellings with associated amenity space, landscaping, parking and associated bin and cycle stores

**Closing date:** 21/7/23 – extension requested

**LV/23/01412/FUL (Appendix C)**

Location: Hunters Race Farm, Hunters Race, Lavant, Chichester, West Sussex

Proposal: Erection of agricultural storage building.

**The Council supports this application – Clerk to respond**

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

School car park to move into ongoing updates

**16. Date of next Lavant Parish Council meeting 19<sup>th</sup> September 2023**

Cllr Aldridge thanked Hannah-Louise on behalf of the Parish Council and wished her well in her new life in Australia and presented her with a token of appreciation from the Council.

**The meeting closed at 8.13pm**

**Appendix A**

LAVANT PARISH COUNCIL FINANCIAL REPORT PREPARED 4/7/23						
RECEIPTS:						
DATE	REF	PAYER	DESCRIPTION	COST CENTRE	AMOUNT	VAT
28/06/2023		NEST	Rebate of pension payment taken	4000	£ 100.11	
CREDIT					£ 100.11	
PAYMENTS:						
TE OF REGULAR	PAYMENT METHOD	PAYEE	DESCRIPTION	COST CENTRE	AMOUNT	VAT
07/07/23	DD	Allstar	T tractor Fuel	4345	71.12	11.85
05/06/23	DD	Barclaycard	Monthly Payment, HP	4220	14.48	2.42
02/07/23	DD	Scanstation	Microsoft License	4250	43.68	7.28
30/06/23	DD	NEST	Pension	4000	100.11	
PRE-AUTHORISED PAYMENTS						
TO BE PAID						
APPROVAL DATE						
11/07/23	BACS	WSCC	Clerk Salary	4000	£ 1,319.35	
11/07/23	BACS	Mulberry & Co	Locum RFO	4001	£ 147.00	24.50
11/07/23	BACS	HL O'Callaghan	Clerk Expenses (June & July)	4080	£ 104.00	
11/07/23	BACS	Adrian Blades Expense	LPC Maintenance	4355	£ 283.52	27.12
11/07/23	BACS	Tim Aldridge	Gas Patio Heater	4450	£ 23.25	1.11
TOTAL					£ 2,106.51	£ 74.28

**SDNP/23/01701/HOUS**

**Location:** 41 Lavant Down Road Mid Lavant Chichester West Sussex PO18 0DJ

**Application:** 2 storey rear extension and internal alterations

**Site visit:** at time of previous PA in Feb 21

**Details:** This property is an end-of-terrace corner property with off-road parking.

The proposal is for a two-storey rear extension which will add just under 25m<sup>2</sup> of internal floor area to be used for additional kitchen and dining space downstairs and an additional bedroom and en-suite upstairs. It will be constructed from materials that match the existing house (see below) and stepped in from the existing side walls to ensure the extension is subservient to the existing property and to ensure the pitched roof is below the height of the existing ridge.

**Materials:** Walls: Brick to match  
Roof: Concrete tiles to match  
Windows: PVCu / Aluminium to match

**Comment:** This property has previously been the subject of a PA (**SDNP/21/02655/HOUS**) for a brick single storey ground floor extension at rear of existing property which was previously extended to the rear across part of the south facing rear elevation. This new PA increases the size of the proposed extension and to my mind would give a more coherent and improved visual appearance without undue impact on the adjacent property.

**Resolution:** Lavant Parish Council supports this planning application.

Louise Tucker  
27.06.2023

**23/01412/FUL - Minor Dev - All Others**

**Location:** Hunters Race Farm Hunters Race West Lavant PO19 5UD

**Application:** Erection of agricultural storage barn

**Rationale:** Hunters Race Farm forms part of the wider agricultural holding of Oldwick farm which comprises 500 acres in total. Hunters Race Farm is the main working yard of the farming enterprise and includes a number of buildings currently used for storage of hay, fertiliser and machinery. The farm is mainly down to grazing of

sheep and cropping of hay and straw and the latter has recently increased, with less emphasis on grazing, and so requires more capacity for storage. In addition, updated legislation requires that fertiliser is stored separately to hay, straw and tractors. The intention is therefore that the new building will be used for storage of equipment such as mowers,

**Details:** The building will have a footprint of 360m<sup>2</sup> and will be clad externally with brown vertical box profile wall panels and a grey fibre cement roof. As such it will appear as a utilitarian building in keeping with the existing agricultural buildings on site.

The barn will be located to the east of the existing agricultural buildings in an area currently used as a yard. (see attached location plan). The location is c. 2m from the road edge since the land falls away steeply to the solar farm with limited level land.

The ash trees along the road will be retained with only some localised crown lifting to allow for the building's height. It is intended that pad foundations rather than strip foundations will be used for the steel stanchions, and footings can be localised to avoid significant impact on the roots of the trees.

**Resolution:** Lavant Parish Council supports this planning application.

Louise Tucker  
10.07.23