

**Minutes of the Parish Council Meeting
held at Kirdford Village Hall on Monday 19th May 2025 at 7.30pm**

Present: Cllr Mrs A Gillett
Cllr Mr T Brooks
Cllr Mr A Campbell
Cllr Mr P Flint
Cllr Mrs N Goddard
Cllr Mr A Persson

In attendance: Cllr Mr C Todhunter, Cllr Mrs J Duncton

316. Election of Chair and Vice-Chair

Councillor Mrs A Gillett was unanimously voted as Chairman. Councillor Mr T Piedade was unanimously voted as Vice-Chairman.

317. Apologies for Absence: Cllr Mr A Vernon (prior commitment), Cllr Mr T Piedade (prior commitment)

318. Disclosures of Interest:

Cllr Mr T Brooks as a neighbouring property of Land West Of Cornwood Townfield.

319. Public Participation:

There was one member of the public in attendance. An update was given on the twittern between Kirdford Road and Townfield. Hyde Housing were now going to pay for the improvements to the footpath.

320. Approval of Meeting Minutes

To resolve that the minutes of the Parish Council Meeting held on 22nd April 2025 be signed as a correct record.

321. Reports from District and County Councillors

Cllr Janet Duncton

I think for the month of May my busiest time has been trying to explain about Travellers illegally parking up and in one case Gypsy's settling onto land at Northchapel.

I won't go into depth on this issue but just to say that without passing any buck, the County don't have much in the way of powers to do something about these issues. However we do what we can and our main issue is the affect on the highways like for instance new entrances onto a road.

All that said in my opinion the Chichester District Council officers did a splendid job within the powers that they have. They immediately over a Bank holiday weekend got Stop notices on the site and of course this needed more than one as first they issued one to stop the earth works and then when Caravans started to arrive they issued a second Stop notice.

Now for those who think they should have done this earlier this is not possible because you can only issue these notices once something has started to happen so of course the Stop notice for the vehicles couldn't be issued until Caravans started to arrive.

I won't say more on this issue as CDC have now got an injunction for the site and it is inappropriate for me to say more at this time.

The Irish Travellers are a different issue and both Kirdford and Ebernoe suffered this intrusion. It's more than just that they turn up and park where they shouldn't it's the mess and the cost of clearing up that is left in their wake.

It's an ongoing problem and very difficult to do a lot about.

I'm afraid that most months I am going to bore you with something about Devolution because although many who are not involved closely do not know too much about this issue it is going to affect everyone so a brief update and I know that the week after I write this there will be more to inform so this is so far and forgive me if I said some of this before.

At this time the Government have accepted an all Sussex Mayoral Strategic authority and the election for position of My for all Sussex will take place in May 2026.

The ongoing discussion is for the LGR or as it is really called the Local Government Reorganisation. When it has been decided how Sussex will be divided I will let you know and I am sure the News will inform you of a Government decision. What I know at the moment is that a scheme for 2 with a possible third scheme will be put to Government with possibilities such as a north south split, and east west split and a couple of other ideas. It's a case of watch this space and in the meant time it's looking increasingly if it all goes ahead that us County Councillors will be in situ until May 2028 when it is supposed that both County and Districts/Boroughs will go and the new Mayoral and Unitary bodies will take over. Interesting times.

One of County Childrens homes in Cuckfield has been put forward for a prestigious award and when you think where we were about 4 years ago this is quite something. Our childrens Services have gone from strength to strength.

In Fire and Rescue we are losing our excellent Chief Fire Officer Sabrina Cohen-Hatton as she is moving to be Chief Fire Officer for Hampshire. She has done a wonderful job in West Sussex including the amazing Training and Fire Station at Broadbridge Heath. Although we will miss her we have some brilliant Officers that supported Sabrina so I have little doubt that improvement will continue with the times.

Our Libraries now in their 101 year are also opening up too many other activities than just the import bit of issuing books and most Libraries have many other activities. By opening up to other activities it will keep Library buildings in good use and so far we have not had to close any of them. Long may that last.

Trading standards have been busy as ever and managed to successfully prosecute for illegal items in stores and builders who have taken lots of money from people without doing a proper job. They have a difficult job.

On another subject, Highways we have this week opened a new by-pass at Lymington. This should make the travel from Arundel to Littlehampton easier and bypass Wicke.

Janet Dunton
County Councillor Petworth division
West Sussex County Council

Cllr Gareth Evans / Cllr Charles Todhunter

Local Updates

Lagoon 3 Crouchlands Farm – Gareth and I were recently alerted to a potential leak of the digestate lagoon at Crouchlands Farm. We are able to confirm that there was **no** leak at the lagoon on this occasion and that attendees from Chichester District Council, the Environment Agency and West Sussex Fire and Rescue were on site as part of the routine multi-agency monitoring visits.

CDC Planning Enforcement continues to take steps to ensure the landowner complies with the Enforcement Notice to empty and remove the lagoon. At this stage we can share that test results on the contents are awaited before the Environment Agency can safely assess the landowner's request to spread it to land. CDC retains the right to take further legal action or seek prosecution against the landowner should this not be forthcoming.

Unauthorised works in Northchapel / Lurgashall – We were made aware by several residents on Friday 2nd May of caravans and unauthorised works that started on a rural paddock on Blind Lane in Lurgashall, within the parish of Northchapel.

Council officers worked quickly to issue a Temporary Stop Notice which was in place by Friday 2nd May 2025 and should have put a stop to all unauthorised engineering operations. However, over the bank holiday it became clear that this notice had been breached as works continued and the matter required escalation to seek an injunction from the High Court in London.

This was successfully obtained and served prohibiting any further unauthorised works or vehicles and caravans entering the site. This form of injunction means that if a person fails to comply with the Injunction this could result in a custodial sentence.

The council has also issued an Enforcement Notice. This requires the relevant parties to return the land to agricultural land and to remove any unauthorised structures, items, vehicles and caravans, and to cease unauthorised use of the land.

A frequently asked questions page can be found here: <https://www.chichester.gov.uk/latestnews>

CDC Wide Updates

Local Plan - The Local Plan process is continuing and the 'main modifications' following the Inspectors' examination are now out for public consultation until 29th May. More details can be found here: <https://www.chichester.gov.uk/main-modifications-consultation>

Chichester District Council Grants Programme

The council was pleased to be able to increase the amount of funding available through the discretionary grants programme for this financial year and agreed three new funding priorities. A pot of £350,000 is available for this year. The first closing date for applications over £2,000 will be Friday 16 May (there will be three further rounds during the year). Applications must be from organisations delivering projects or services meeting one of the Council's priorities (Economy, Improving Places & Spaces, Stronger Communities). Details of eligibility can be found here: <https://www.chichester.gov.uk/grantprogramme>

Full Council Meeting – The next Full Council meeting will be on Tuesday 20th of May. Members of the Public are welcome to attend or the livestream / recording can be watched via the Council's website.

Surgeries

Cllr. Gareth Evans runs regular surgeries across Loxwood Ward which are available for all residents to attend. If the suggested dates do not work then home visits and telephone/video calls are also available:

Saturday 24th May 12 – 2pm The Onslow, Loxwood

Saturday 7th June 12-2pm Kirdford Stores, Kirdford

Cllr Gareth Evans
Cllr Charles Todhunter

322. Correspondence

Thank you letter received from Air Ambulance for our donation.

Correspondence had been received from the National Trust regarding the telephone box situated in Glasshouse Lane. It was noted that NT did not want to adopt the box from British Telecom and, in order for it to be adopted by KPC, it would need to be moved onto KPC owned land. This would also involve obtaining listed building consent to make the move. It was agreed that the telephone box should remain in situ.

323. Chairperson's Announcements

The Chair reported the successful VE Day event on 10th May and thanked everyone for their help making the day extremely enjoyable. £221 was raised in donations to the Village Hall.

The Chair reported that there was a councillor vacancy and this had been advertised.

324. Finance

- a) Bank Reconciliation – this was approved
- b) Summary of receipts and payments – this was approved
- c) Payments for approval – these were approved
- d) Grant Application – Kirdford Recreation Ground Committee – this was agreed in the sum of £250 for the opening of the refurbished pavilion.
- e) Chairman's Allowance. It was agreed to amend the allowance from £400 to £600 as this had not been increased since 2017.
- f) The PC accounting solution (Scribe) is removing the ability to manage the Council's Assets individually, the software provider has produced a 'sister' solution to manage Parish Council assets, including inspection reporting/logging and valuation – currently the PC uses forms created on JotForm to log inspection information. It was proposed to move from JotForm to the new Civicly application, and this was agreed by all Councillors.

325. Insurance Renewal

It was agreed to renew KPC's insurance policy with Clear Council's Insurance at a premium of £1198.19

326. Appointment of Committees and Working Groups

The following appointments were made for 2025/26

Finance Committee:	Cllr T Brooks (Chair) Cllr A Gillett, Cllr T Piedade, Cllr A Persson
Planning Committee:	All Councillors
Human Resources:	Cllr A Gillett (Chair), Cllr T Piedade, Cllr N Goddard, Cllr A Persson
Emergency Plan WG	Cllr A Gillett (Chair), Cllr T Brooks, Cllr A Persson, Cllr A Vernon, Cllr T Piedade
Health & Safety WG:	All Councillors
Football Pavilion WG	Cllr A Gillett, Cllr T Brooks, Cllr N Goddard
Village Hall Representative:	Cllr N Goddard
Recreation Ground Rep:	Cllr N Goddard, Cllr A Campbell
Gatwick Rep:	Cllr A Persson
Police Liaison Rep:	Cllr N Goddard / Cllr P Flint
Local Parishes North Rep:	Cllr T Piedade

Environment Rep:	Cllr Adam Vernon
Footpaths Rep:	Cllr A Vernon
Drains, Gullies & Grips Rep:	Cllr A Persson
PCC/Church Liaison Rep:	Cllr T Brooks
Play Equipment WG	Cllr T Brooks, Cllr A Persson

327. Planning

Chichester Local Plan Examination

Troy Hayes Planning provided a report of suggested submissions on the Main Modifications of the Chichester District Local Plan. These were agreed.

21/00466/OUT | Outline application (with all matter reserved except Access) for the development of up to 50 new homes, of which 30% would be affordable, new community sporting facility, new vehicular access and associated parking and landscaping. | Land West of Cornwood Townfield Kirdford West Sussex

There was no update on this application.

KD/25/00976/TCA Church House Glasshouse Lane Kirdford Billingshurst. Notification of intention to re-pollard (back to previous points) on 1 no. Willow tree. No objection comment submitted under Scheme of Delegation.

No objection.

SDNP/25/01398/HOUS Single storey extension. East House Hawkhurst Court Kirdford West Sussex RH14 OHS. Expiry 28 May 2025

The Parish Council had no objection to this application, subject to any necessary surveys, such as bats

25/00965/DOM Single storey rear extension. 14 Maple Drive Kirdford Billingshurst West Sussex RH14 OJD. Expiry 21 May 2025

The Parish Council had no objection to this application, subject to any necessary surveys, such as bats

KD/25/00622/ELD - Other Dev - Certs of Lawful Development

Existing Lawful Development Certificate for use of 2 no. permanent structures for residential use, with alterations undertaken to one of the structures. Land South Of Churchlands Cottages, Village Road, Kirdford, West Sussex. Expiry 28 May 2025

The Parish Council objected to this application. There was no evidence of occupation for the four year period prior to 2024, such as utility bills or council tax bills.

Decisions The following decisions were noted:

KD/25/00531/PLD 2 Packhouse Cottages Village Road Kirdford Billingshurst West Sussex RH14 ONU
First floor side extension, loft conversion and associated works.
REFUSE

SDNP/25/01007/FUL The Old Coach House, Hawkhurst Court, Kirdford, West Sussex, RH14 OHS
Proposed lean-to storage unit. PERMIT

KD/25/00717/PA3Q Slifehurst Wood Farm Scratching Lane Kirdford Billingshurst West Sussex RH14 OJN
Prior Notification application for change use of agricultural building with associated operational development at Slifehurst Wood Farm from agricultural use to residential use (C3) to provide 1 no. dwelling.
PRIOR APPROVAL REQUIRED HEREBY PERMITTED

Enforcement Notice – none received.

328. Joint Benefice

It was noted that it was proposed to create a united benefice between the parochial parish of Kirdford with Plaistow and the parochial parish of Wisborough Green. KPC had no comments or objection.

329. Great Common Pavilion Update

There was no update at this time.

330. Village Hall Refurbishment

No update.

331. Drains, Grips, Ditches & Gullies

The Clerk had reported a water leak on Butts Common to the National Trust and Southern Water.

332. Footpaths

It was noted that the footpath between Orchard Park and Bramley Close had still not been properly paved.

333. Speed Limits Plaistow Road

There was no update on progress. Councillor Janet Duncton confirmed her support.

334. CAGNE – Gatwick Update

Councillor Persson had prepared a response to the Gatwick Airport Planning Inspectorate.

335. Health & Safety

The village sign had collapsed due to the oak post becoming rotten. The glasswork had also broken in the fall. It was being repaired as a matter of urgency. It will have an addition of a bat motif in front of the glass diamond at the top. As part of the repair, the slats to the benches will also be replaced as they are also starting to rot. It was agreed to reuse the old post elsewhere in the village.

336. Public Participation

No participation.

337. Date of next meeting: 16 June 2025 at 7.30pm

338. Matters for Consideration at the Next Meeting

None raised.

339. Confidential Matters

None.

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Chairman

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Date