

**Minutes of the Parish Council Meeting  
held at Kirdford Village Hall on Monday 17<sup>th</sup> November at 7.30pm**

**Present:**

Cllr Mrs A Gillett  
Cllr Mr T Brooks  
Cllr Mr A Campbell  
Cllr Mrs N Goddard  
Cllr Mr A Persson  
Cllr Mr T Piedade  
Cllr Mr A Vernon

**In attendance:** Cllr Mr G Evans, Cllr Mr C Todhunter, Cllr Mrs J Duncton

**423. Apologies for Absence:** Cllr Mr P Flint (work commitment)

**424. Disclosures of Interest:**

None

**425. Public Participation:**

There was one member of the public in attendance.

**426. Approval of Meeting Minutes**

To resolve that the minutes of the Parish Council Meeting held on 20<sup>th</sup> October 2025 be signed as a correct record.

**427. Reports from District and County Councillors**

**Cllr Gareth Evans / Cllr Charles Todhunter**

**Local Updates**

**Blind Lane, Northchapel** – Following the Council obtaining a High Court injunction against the owners of the land, which required them to remove all caravans, vehicles, hardstanding etc. from the land, the date of compliance has now passed. Planning Officers inspected the site on 21<sup>st</sup> October and, as no work has commenced to return the site to its original state, the Council will now proceed to consider further action against the landowners for contempt of court.

**Lagoon 3, Crouchlands Farm** – Spreading of the contents of the digestate lagoon began in October and, in line with the Environment Agency permit, has now finished as the season has ended. Spreading is expected to resume in the first quarter of 2026 and subsequent spreading permits will then be applied for over the coming years.

**Local Shops** – We are incredibly lucky to have many excellent Local Shops in our villages. Gareth and I encourage everyone to support these local businesses that are a real lifeline for some of our residents.

**Water Neutrality** – On 8<sup>th</sup> October DEFRA made an announcement that affects how we deal with Water Neutrality requirements in planning in the North of Chichester District. Southern Water have agreed to reduce the amount of water that they extract from the below ground aquifer at Hardham and a series of ecological enhancements will also be undertaken by the Environment Agency. The full

impact of this announcement has yet to be analysed by Council Officers, but ultimately, upon withdrawal of the position statement by Natural England, applicants will no longer need to demonstrate water neutrality as part of their planning applications. Any changes to information required to be submitted with planning applications, and the wider impact of this announcement will be shared as soon as possible.

## CDC Wide Updates

### Food waste collections are coming soon!

Preparations are well underway for the introduction of weekly food waste collections across the District, which are scheduled to begin in Spring 2026 for residential households. Communal properties that share bins will follow later in the year.

The winter edition of Initiatives magazine will feature a double page food waste article, providing detailed information about how the service operates, what can be recycled, and the environmental benefits of separating food waste. FAQs will be included to address common queries and support positive engagement, along with regular updates on our dedicated web page:

[www.chichester.gov.uk/food-waste](http://www.chichester.gov.uk/food-waste) Additional pre-launch communications will be issued to all households from early next year, ahead of the phased delivery of containers.

**Former Grange Site, Midhurst** - The Estates service are now actively marketing the former Grange Leisure Centre site in Midhurst. Offers are invited from developers and registered providers for a mixed-use scheme that includes a 100% affordable housing element. Details can be found on the Council website.

### Surgeries

Cllr. Gareth Evans is available to meet residents face to face via one of his regular surgeries. Gareth will be available at the advertised venues from 12pm-2pm:

The next series of surgery dates will be published shortly. Please check Gareth's Facebook page for updates.

**428. Correspondence** None received.

**429. Chairperson's Announcements**

The Chair thanked everyone for their generous support and help with a very successful bonfire night.

**430. Finance**

- a) Bank Reconciliation – this was approved
- b) Summary of receipts and payments – this was approved
- c) Payments for approval – these were approved
- d) Budget 2025-2026 and reserve funds (Appendix D) - these were approved

	<b>Last Year 2024 - 2025</b>	<b>Current Year 2025-2026</b>	<b>Next Year</b>	<b>Notes</b>
<b>Allocated Funds</b>				
Neighbourhood Plan review	£40,000.00	£40,000.00	£45,000.00	Increased due to inflation
Planning Support Services	£39,000.00	£28,988.67	£7,751.17	
Play Equipment Maintenance/Renewal	£3,000.00		£20,000.00	Maintenance moved to core cost centre, renewal of old equipment now required

Environmental Concerns/equipment	£12,000.00	£12,000.00	£12,000.00	
Village Improvement Fund	£5,000.00	£6,128.00	£6,281.20	2.5% Increase
Great Common Pavilion rebuild	£149,255.00	£149,255.00	£135,834.97	
Butts common barrier replacement		£20,000.00	£20,000.00	
Recreation Ground Pavilion Refurbishment	£66,000.00	£61,000.00		Remove as completed
Village Hall Extension	£11,652.12	£9,191.30	0	Assumed this money will be spent on the heating system
Village Hall roof replacement	£65,000.00	£86,000.00	£0.00	Completed – therefore remove
Unallocated Funds		£19,800.00	£52,000	50% of Precept
Bonfire Night	£1,500.00	£1,530.00	£1,800.00	Increased in the event toilets and pavilion needed
Election			£1,000.00	
<b>Total</b>	<b>£392,407.12</b>	<b>£433,892.97</b>	<b>£301,667.34</b>	

e) Allocated Funds Budget 2024-2025 – these were approved

**Consultancy**

**Professional Fees** – increased by 2.5% to **£18,400.80**

**Auditor fees** – kept the same **£1500**

**Grants** – increased by 2.5% to **£8,815**

**Insurance** – reduced from £4000 to **£1,500**

**Maintenance**

**General Maintenance** – increased by 2.5% to **£11,787.50**

**Play Equipment Maintenance** – increased due to age of equipment - **£6,000**

**Office Costs**

**General administration** – increased by 2.5% to **£5,227.50**

**Office Supplies** – increased by 2.5% to **£4,704.75**

**Subscriptions** – increased by 2.5% to **£1,045.50**

**Staff Costs**

**Salary** – increased by 2.5% to **£23,210.22**

**PAYE** – increased by 2.5% to **£7,851.46**

**Pension** – increased by 2.5% to **£1,543.65**

**Training and subscriptions**

**Training** – increased due to mandatory training requirement implemented - **£2,000**

**Subscriptions** – increased by 2.5% to **£627.30**

f) Precept 2026/2027 - all members approved increasing the Precept by 4% from £99,000 to **£102,960**

**Kirdford Village Hall Committee Grant Application** A grant request for £10,000 was received from the Village Hall Committee towards part-funding of a new heating system. It was agreed to match-fund the Village Hall's contribution (after any other grant funding was received) to a maximum of £9,000. This match-funding would be achieved from the transfer of allocated funds from the Village Hall Extension budget heading.

#### **431. Planning**

##### **Local Plan/Neighbourhood Plan**

**25/02421/DOM** | A loft extension with a 1st floor side extension. | 2 Packhouse Cottages Village Road Kirdford Billingshurst West Sussex RH14 ONU – no objection comments submitted under Scheme of Delegation

**SDNP/25/04023/FUL** The Old Coach House , Hawkhurst Court, Kirdford, West Sussex, RH14 OHS Construction of a car port, located in the stable yard. No objection. It was noted that this application may require a Habitats Regulation Assessment from CDC and the application is incomplete. The application should comply with SDNP Local Plan Policy SD31.

##### **DECISIONS**

**KD/25/02077/TPA** Oakfield House Village Road Kirdford Billingshurst West Sussex RH14 ONU. Reduce north and south sectors by 2m on 1 no. Oak tree (T1) subject to KD/98/00593/TPO.PERMIT

**KD/25/02168/LBC** Oakfield House Village Road Kirdford Billingshurst West Sussex RH14 ONU Replace 5 no. windows. PERMIT

**Enforcement Notice** – none received.

#### **432. Great Common Pavilion Update**

A meeting was held with DMA Building Designs, and the following agreed

- Add a waterless urinal to each changing room toilet – thus adding more water saving to the project
- Investigate adding a shower to each changing room (it was found that adding a shower cubical took up too much space and made the changing room too small – therefore removed)
- Turn the 1<sup>st</sup> floor storage room into a seating space with balustrade to look down into the kitchen space
- Remove the outside metal cladding design, and replace the walls with traditional blockwork, clad in non combustible black cladding to give a barn type effect
- DMA to apply for a material change planning application to cover off:
  - Change of wall design
  - Change of toilet facilities
  - Connection to mains water supply
  - Removal of usage condition on the original application

#### **433. Village Sign**

The bench slats were still awaited.

#### **434. Drains, Grips, Ditches & Gullies**

No update.

#### **435. Footpaths**

No update.

#### **436. Speed Limits Plaistow Road**

It was agreed to contact Oliver King at West Sussex County Council for assistance.

#### **437. Health & Safety**

Cllr Persson noted that the large bough under Bridgefoot Bridge had moved and may become lodged across the River Kird, which was a flood risk. This had previously been reported to the Environment Agency.

**438. Public Participation**

No further participation.

**439. Date of next meeting: 19 January at 7.30pm at Tustin Chapel**

**440. Matters for Consideration at the Next Meeting**

None

**441. Confidential Matters**

None

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Chairman

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Date