

**Minutes of the Parish Council Meeting
held at Kirdford Village Hall on Monday 17th 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 20th 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 21st 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 8th 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 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

	Last Year 2024 - 2025	Current Year 2025-2026	Next Year	Notes
Allocated Funds				
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	
Total	£392,407.12	£433,892.97	£301,667.34	

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 0NU – no objection comments submitted under Scheme of Delegation

SDNP/25/04023/FUL The Old Coach House , Hawkhurst Court, Kirdford, West Sussex, RH14 0HS 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 0NU. 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 0NU 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 1st 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