FERNHURST PARISH COUNCIL

Full Council Meeting
Wednesday 15 July 2026
Minutes

Minutes of the **Full Council Meeting of Fernhurst Parish Council** held at the Fernhurst Hub on **Wednesday 15 July 2026** at 7.00pm (meeting started at 7.11pm)

Councillors Present: Cllr Peter Bellet, Cllr Heather Bicknell (Chair), Cllr Bill Black, Cllr John Buchanan, Cllr Graham Inns, Cllr Margaret Jenkins, Cllr Cayte Pearce, Cllr Rebecca Stroud-Matthews, Cllr Graeme Williamson

Also in Attendance: District Cllr Brett Burkhart and Mrs Elizabeth Ford (Clerk).

131/26 Apologies for Absence
Apologies were received from Cllr C Lloyd

132/26 Declaration of Interests – None

133/26 To Approve Minutes of the meeting on 17 June 2026

RESOLVED: To approve the minutes of the meeting on 17 June 2026

134/26 Matters Arising from the Minutes - None

135/26 Public Representations
A resident had enquired about road safety measures in the Parish. Chichester District Council would repair the damaged tarmac outside the public toilets as part of overall tarmac repairs at the Crossfield parade. The repairs were planned to take place in the first week of September.

136/26 County Council Commentary – No report to meeting

137/26 District Council Commentary
Cllr Burkhart provided a report to the meeting. A decision on the Local Government Re-organisation for West Sussex was expected by the end of the week. The Parish Council was asked to advise Cllr Burkhart if there could be a better location for any little-used litter/dog waste bins. The District Council was offering new business grants for "start-ups" and technical innovation. Grants of up to £25K were available for Parish Councils towards playground improvements and Cllr Burkhart would be happy to support a Fernhurst Parish Council application for improvements to the playground at the Recreation Ground. It was decided to submit a grant application to replace the playground fencing and to provide additional shade. Changes in the newly revised National Planning Policy Framework meant that District Councillors could no longer request that a planning application be decided by Planning Committee. However, Parish Council comments were expected to be more important in the officer evaluation of an application. Cllr Inns reported on Carbon Neutral related plans by the Parochial Church Council. **ACTION: Cllrs Inns and Buchanan** to prepare information on carbon neutrality for circulation to Council.

District Cllr Burkhart left the meeting

138/26 To consider Property, Highways & Environment Committee Recommendation on the two Public Toilets contracts
The Parish Council had instructed two new contracts for the operation of the public toilets at the Crossfield car park, each with a probationary period ending on 30th August 2026.

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The Property, Highways & Environment Committee had made a recommendation that these contracts were extended from 1st September 2026 with a notice period for termination of the contract by either party of two months.

RESOLVED: to extend the daily opening/closing contract and the cleaning contract from 1st September 2026 with a two month notice period for termination by all parties

ACTION: Cllr Williamson to assist Clerk in drafting of final contracts

139/26 To consider possible Parish Council initiatives for improving road safety following the road traffic accident on Vann Road

Possible road safety initiatives to be carried out by the Parish Council had been discussed at the Property, Highways & Environment meeting earlier that evening and a recommendation made to Council.

RESOLVED: To request that West Sussex County Council to develop a scheme for engineering measures to improve road safety in key routes of Fernhurst village (Vann Road and the A286 Midhurst Road)

140/26 To consider the recent damage to the Horticultural Society Wildflower Plot at the junction of The Leys and Van Road

A housing association grounds contractor had mowed flat the wide roadside verge area at the junction of The Leys and Vann Road in early July. This area was not owned by the housing association and had been managed by Fernhurst Horticultural Society following disturbance of the area by water utility works previously. The area housed a bench owned by the Parish Council and was signed as a wildflower area managed by the Society. This was discussed.
ACTION: Clerk to liaise with Horticultural Society contact.

RESOLVED: to write to the Housing Association in support of the Horticultural Society complaint.

141/26 To consider quote for repair to the grounds maintenance shed in burial ground

A quote for an urgent repair to the grounds maintenance shed and replacement of the padlocks on the security gates of the public toilets had been received and was discussed.

RESOLVED: to accept quote and instruct the repair for a sum of £1,850 exc. VAT subject to confirmation of the specification of the works.

RESOLVED: to approve a budget of £200 exc. VAT for the supply of 60mm shackle keyed alike padlocks for the public toilets

142/26 To consider Council entry to Parishes in Bloom 2027

Deferred to next meeting

143/26 To appoint two representatives to the West Sussex Association of Local Councils

This item was to appoint two Council representatives to the West Sussex Association of Local Council AGM in November 2026.

RESOLVED: to delegate Cllrs Pearce and Williamson to represent the Parish Council at the West Sussex Association of Local Councils 2026 AGM

Monthly Executive Reports/Committee Matters

144/26 Finance and Administration:

a) To consider the June 2026 Income & Expenditure Report

The June Income and Expenditure report had been circulated to Councillors prior to the meeting (included as Appendix A). Cllr Bicknell had checked in detail that the payments and balances matched the bank statements and there were no concerns.

b) To consider the July 2026 payment schedule

The July 2026 payment schedule (included as Appendix B) had been circulated to Councillors prior to the meeting, along with supporting invoices. The schedule and additional invoices were discussed.

RESOLVED: to approve the July 2026 payment schedule

c) To approve the internal transfer of £10,000 from the notice deposit account to the deposit account

RESOLVED: To approve the internal transfer of £10,000 from the notice deposit account to the deposit account

145/26 Planning Committee – No comment

146/26 Property, Highways and Environment Committee

a) To consider approval of the Terms of Reference for the Property, Highways & Environment Committee

RESOLVED: To approve the Terms of Reference for the Property, Highways & Environment Committee

The approved Terms of Reference have been included as Appendix C.

147/26 Date of next meeting – 16 September 2026

148/26 To resolve that the press and public be excluded from the meeting

RESOLVED: in accordance with the Provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded from the meeting by reason of the confidential nature of the business to be transacted

The confidential business was discussed.

RESOLVED: if Cllr Bicknell was not able to make further contact with the relevant party the Clerk would write to the Fernhurst Working Men's Institute charity

The meeting ended at 8.15 pm

Chairman Signed: ……..

Date:

Please also see documents:

Appendix A: June 2026 Income & Expenditure Report
Appendix B: July 2026 Payment Schedule
Appendix C: Terms of Reference for the Property, Highways & Environment Committee