

# Stedham with Iping Parish Council

Chair: Ruth Cooper

Clerk: Morag Birch

email: [clerk@stedhamwithiping-pc.gov.uk](mailto:clerk@stedhamwithiping-pc.gov.uk)

website: <http://www.stedhamwithiping-pc.gov.uk>

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**Minutes: Meeting of Stedham with Iping Parish Council - No. 2/Year 3/23-27**

**Held on: Thursday 12<sup>th</sup> June 7:00pm at Stedham Memorial Hall**

**Present:** Ruth Cooper (Chair)  
Rachael Wildman  
Hannah Burton

**In attendance:** 0 members of the public.

**(Note:** Unless otherwise stated voting on decisions/resolutions is unanimous)

**1 APOLOGIES FOR ABSENCE:** A Hollingshead, T Stevens

**2 MINUTES OF PREVIOUS MEETINGS:** SIPC resolved to approve the minutes of the SIPC Annual and Ordinary meetings on 8<sup>th</sup> May 2025 for signature.

**3 DECLARATIONS OF INTERESTS:** None

## **4 REPORT FROM CDC:**

**4.1 WSCC:** Yvonne Gravely, main points as follows:

- Runs a surgery every month in Midhurst, held a joint surgery last month with Dominic Merritt elected in the Chichester District Council by-election
- Majority of issues raised to date by members of the public have related to Highways. A meeting with WSCC Highways proved useful and informative.
- Learning about TROs (Traffic Regulation Orders) and CHSs (Community Highway Schemes – for more complicated projects). There is a limit of 10-15 CHSs per year
- There are separate budgets for potholes, TROs and other highways works.
- Briefing session on local government reform including information on timescales. Confirmation is awaited re. what the new unitary authority will look like. There are 2 possible options to be submitted to the national government, with the decision due in September 2025. The plan includes that a Mayor will be elected in 2026. The following link provides more information: <https://www.westsussex.gov.uk/campaigns/future-of-local-government-in-sussex/>
- Appointed to Adult & Social Care Committee and the Appeals Panel
- Planned roadworks in Midhurst have been delayed from June to 22<sup>nd</sup> July to avoid various local events

**4.2 CDC:** Hannah Burton, main points as follows:

- Need to ensure a positive message to “visit Midhurst” continues despite the roadworks.
- Improvements ongoing at the council buildings and plans to improve the area surrounding the Police Station
- Current night-time economy study to ascertain whether there is public demand for more night-time activities, particularly in central Chichester
- Continuing work to reduce homelessness and rough sleeping, some new accommodation has been provided in Chichester
- Lych Gate at the church in Market Square – ongoing dispute re. which organisation is responsible for repair and maintenance.

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## 5 QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC

- 5.1 **SIPC resolved to sign** the new booking agreement for 2025-26 with the Stedham memorial Hall

## 6 FINANCE AND GENERAL PURPOSES COMMITTEE(AMANDA HOLLINGSHEAD)

- 6.1 The Budget Status and Financial Summary were reviewed. Copies are attached.
- 6.2 **SIPC resolved to approve** items in the following table for payment/expenditure. RC signed copy of SIPC's Bank Statement dated 30th May 2025 in confirmation that bank transactions as included in Financial Reports reconcile to said Statement.

Date	Who	What	Gross	VAT	NET
15/06/2025	Morag Birch	May Pay Pay (Clerk) (£13.13/hour)	£ 367.64	£ -	£ 367.64
15/06/2025	Morag Birch	May Pay Pay (RFO) (£13.13/hour)	£ 157.56	£ -	£ 157.56
15/06/2025	Morag Birch	May Expenses (Clerk)	£ 1.13	£ -	£ 1.13
03/06/2025	Sussex Heart Charity	CPR/AED Training - Attendee shortfall (6 x £20)	£ 120.00	£ -	£ 120.00
09/05/2025	Ruth Cooper	Paint for Iping Bus Shelter	£ 30.97	£ -	£ 30.97
13/05/2025	Morag Birch	Replacement Registration Book	£ 7.99	£ 1.33	£ 6.66
11/06/2025	Ralph Restorations	Refurbishment of Iping Phone Box	£ 1,080.00	£ -	£ 1,080.00
31/05/2025	M H Kennedy	May Grass Cut	£ 597.11	£ 99.51	£ 497.60

- 6.3 Annual Governance & Accountability Return 2024-25 has been posted and sent to external auditors
- 6.4 **SIPC resolved to accept** updated Standing Orders as presented. **ACTION:** Clerk to update document and post on website.

## 7 AMENITIES & ENVIRONMENT COMMITTEE (RUTH COOPER).

- 7.1 Monthly inspection of children's play areas. AH confirmed all okay, the AED inspection book needs to be signed. RC noticed grass growing through new surface in the old dome.  
**ACTION:** Clerk to contact provider to see how it can be remedied.
- 7.2 Stedham Graveyard maintenance – It was agreed to cut back some of the trees and hedges and then to consider whether they should be cut back twice a year. Weeds will be cleared from the southern and western grass borders. The re-wilding plan will then be revised with a view to improving the overall appearance of the graveyard. **ACTION:** HB, RC to draft plan. The improvements, however, cannot be achieved without removal of the accumulated grass cuttings which will have to be removed and disposed of. **SIPC resolved to request** the person responsible to remove the cuttings as soon as possible at their cost. Also, to suggest some alternatives for disposal of the grass cuttings in future.  
**SIPC resolved to remove** the existing compost bin as it serves no purpose and occasionally gets used as a rubbish bin. **ACTION:** HB, RC  
The gate to the Graveyard has been fixed, the latch is still a bit stiff.
- 7.3 SWT Meeting 21<sup>st</sup> May 25 – Stedham & Iping Commons – Attended by RC and RW. The meeting was dominated by horse-riders and their dissatisfaction with the current gates. SWT & SIPC have both submitted Expressions of Interest(EOI) to SDNPA for CIL funding to replace and upgrade the gates, this will not be available, if granted, until October this year. Concern was raised about grazing cattle on the Commons with regard to safety. There was little opportunity for SWT to explain their current and future plans for the Commons. Next meeting due in about 6months.
- 7.4 New gates at Stedham Mill – **ACTION:** HB to find out who installed the new gates and follow-up whether the appropriate permissions were obtained.

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- 7.5 Beelines Application – draft project plan was reviewed and approved. **ACTION:** Clerk to update and submit to SDNPA.

## 8 PARISH ACTION PLANS & CORRESPONDENCE(CLERK)

- 8.1 Last Month's Actions – reviewed, updated and outstanding items added to main Action List
- 8.2 CPR/AED training session 31<sup>st</sup> May – unfortunately the session was poorly attended. The training was very good and would be worth running again if
- 8.3 Newsletter – deadline for content for the August issue is 27<sup>th</sup> June. **ACTION:** HB, RW to obtain content from SWT. All to consider what Parish tasks could be taken on by local volunteers.
- 8.4 Parish Improvements: Refurbishment of Iping phone box completed. **ACTION:** Clerk to arrange installation of AED. Iping Bus Shelter re-paint completed. **ACTION:** RC to follow-up whether some artwork can be added.
- 8.5 SIPC Website – The new site has been created in the new format the data are being migrated. The new Website will stay on the provider's servers until content, new pages, layout & navigation have been agreed and tested. The transfer from old to new website should be transparent to users. **ACTION:** Clerk to follow-up progress and document changes.

## 9 PLANNING COMMITTEE(RACHAEL WILDMAN)

### 9.1 SDNP/25/01788/FUL

**Location:** 16 & 17 The Street, Stedham, West Sussex, GU29 0NQ

**Proposal:** Reinstatement and change of use from one dwelling to two dwellings

**Support:**

### 9.2 SDNP/25/02044/CND

**Location:** The Pheasantry, Iping Lane, Iping, West Sussex, GU29 0PE

**Proposal:** Convert double garage to habitable space. Replace existing conservatory with brick-built structure, extend existing lower roof over proposed kitchen area, convert outbuilding to external study, replace white timber boarding with white timber boarding, changes to fenestration. Proposed air source heat pump and PV panels. Proposed dormer roof to loft space - (variation of Conditions 2 & 3 of Planning Permission SDNP/23/04819/HOUS amended to include 1 no. second floor Juliet balcony to south elevation and change to material of bifold doors from wood to aluminium

**No Comment**

### 9.3 SDNP/25/02194/TCA

**Location:** Myrtle Cottage, The Street, Stedham, West Sussex, GU29 0NQ

**Proposal:** Notification of intention to remove 3 no. lower branches from southern sector on 1 no. Norway Maple (T1)

**No Comment**

## 10 DATE OF NEXT MEETING:

- 10.1 SIPC Ordinary Meeting – 10<sup>th</sup> July 2025 at 7:00pm in Stedham Memorial Hall

**Conclusion 21:25**

**CHAIR:** ..... **DATE:** .....

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Action#	Description	Responsible	Date Raised
1	SIPC resolved to accept updated Standing Orders as presented. Update document and post on website.	Clerk	12/06/2025
2	Grass growing through new SafaMulch surface in the old dome. Contact provider to see how it can be remedied.	Clerk	12/06/2025
3	Draft plan re-wilding plan with a view to improving the overall appearance of the graveyard. Request the person responsible to remove the cuttings as soon as possible at their cost. Also, to suggest some alternatives for disposal of the grass cuttings in future. Remove the existing compost bin as it serves no purpose	HB, RC  Clerk  HB, RC	12/06/2025
4	New gates at Stedham Mill –find out who installed the new gates and follow-up whether the appropriate permissions were obtained.	HB	12/06/2025
5	Beelines Application – draft and submit to SDNPA.	Clerk	12/06/2025
6	Summer Newsletter - deadline for content for the August issue is 27 <sup>th</sup> June. Obtain content from SWT. Consider what Parish tasks could be taken on by local volunteers.	HB, RW  ALL	12/06/2025
7	Iping phone box - arrange installation of AED. Iping Bus Shelter re-paint. Follow-up whether some artwork can be added.	Clerk  RC	12/06/2025
8	Transfer from old to new website should be transparent to users. - follow-up progress and document changes.	Clerk	12/06/2025