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Minutes of the **Hybrid Annual Parish Council Meeting**  
Monday 13<sup>th</sup> May 2024 at 7.00pm  
at Boxgrove Village Hall and Community Centre

**Present:**

Cllr H Potter Chairman, Cllr J Moore, Cllr J Lovejoy, Cllr M Howton, Cllr Tynan,  
Cllr Bish, Cllr Barnes

**Zoom attendance:** The Clerk  
WSSC: Cllr Jeremy Hunt

CDC – Cllr Henry Potter  
9 Members of the Public

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**1. To elect the Chair of the Council and to receive the Chair's Declaration of Acceptance of Office**

Cllr Bish proposed Cllr Henry Potter. Seconded by Cllr Tynan and unanimously **AGREED**. Cllr Potter signed the Declaration of Acceptance of Office

**2. To elect the Vice-Chair of the Council and to receive the Vice-Chair's Declaration of Acceptance of Office**

Cllr Potter proposed Cllr Moore. Seconded by Cllr Lovejoy and unanimously **AGREED**. Cllr Moore signed the Declaration of Acceptance of Office.

**3. Apologies**

Cllr Raikes – family bereavement

**4. Declarations of Interest**

Cllr Henry Potter for the planning application BX/23/02169/FUL Large scale development.

**5. Minutes – to agree and sign the minutes of April 8<sup>th</sup> 2024 meeting**

The Minutes were proposed by Cllr Moore, seconded by Cllr Tynan and unanimously **AGREED** to be a true and accurate record. They were duly signed by the Chairman.

**6. County Councillor, District Councillor and Chairman's report**

**WSSC Cllr Jeremy Hunt report.**

**PLEASE SEE APPENDIX 1 BELOW**

Mr Leah asked Cllr Hunt whether any progress had been made with disposing of the windmill into the charge of another authority. Cllr Hunt said that, due to the current delay in the works caused by the discovery of a roosting bat, WSCC have paused that initiative until they could be progressed further. There was also the likelihood that anyone taking over responsibility for the windmill would expect WSCC to provide a 'dowry' to accompany the transfer.

The local volunteers/councillors to keep an eye on the windmill were Cllr Tony Tynan and Mr Paul Addison.

### **CDC Cllr Henry Potter**

- a) The new administration assumed leadership of the Council in May last year with so many new Members who embarked on a major learning curve on how CDC 'works'
- b) The review of the District Local Plan continued but still faced with major issues regarding the poor infrastructure in the District. No financial assistance from National Highways resulted in a new policy whereby additional funding will be sought from developers to contribute towards the agreed necessary improvements to sections of the A27. This had been set at £3,400 per bedroom for all development which will have an impact on increasing traffic on the A27, but this has been revised to a figure of £8,000 per dwelling. This seems to me to be less fair considering there is demand for 1 and 2 bedroomed dwellings including small bungalows for downsizing. There are exceptions for example, care and retirement homes where occupants are unlikely to have cars. As Cllr Potter had said in the past, just as CIL charges did, this new levy will add to the cost of new housing and will be borne by the buyer, not the developer. It has emerged that the allocation of 635 new dwellings per annum is unachievable and a figure of 535 seems more likely. Of course, this will depend on the findings and decision of the Planning Inspectorate at examination.
- c) Cllr Potter reported that sadly, and against much public opinion, Car Park fees had been increased, the public consultation on this proposal took place last year September and October and the increase was based on the ONS inflation figure, at that time, of 11.1 %. However, when the proposal came before Council in March this year, inflation had fallen to 4.3% yet the suggested increase was still approved and implemented.
- d) The fees for all types of taxi and private hire Licencing, though untouched since 2018, had been proposed to increase by 35% to the dismay of the Taxi Trade. However, it was agreed by the General Licencing Committee that this increase would be phased in over two years, lessening the impact of such a large increase on operators.
- e) The continuing incursion of Council owned land and Car Parks was slowly being addressed by introducing earth bunds around open spaces at Sherborne Road and New Park recreation ground. Consideration was being given to how to prevent occupations of Northgate and Market Road Car Parks and it had been already agreed to release £50,000 from reserves to recruit a Gypsy and Traveller 'Liaison' Officer to engage with members of the travelling community to hopefully bring this nuisance under control. The cost to the public purse for evictions and the clear up afterwards was enormous and intolerable. Time would tell if this investment was wise and effective.

- f) The Council's Budget had been set and agreed at a little over £15 million and the precept increase for a Band D householder worked out at approximately 5 pence per week, a very modest rise.
- g) The Councils 'Green' Agenda towards Climate Change was continuing with installation of solar panels at the Leisure Centres and the further purchase of Electric Vehicles for the Parks Maintenance teams, though a diesel truck had had to be replaced like for like because an electric vehicle was unable to tow trailers.
- h) Two new city street sweepers were now operating with favourable support from the operators but not such good news regarding the two Refuse Collection Freighters. One had been frequently breaking down, the charging period was lengthy, and the initial cost was eye watering! In excess of £400,000 each! A diesel equivalent was about half that figure.
- i) The recent discovery of Roman and even earlier Iron Age artefacts and remains on the land at Tangmere has thrown a spanner in the works. The excavation and associated works were expected to continue until late 2026 and given that Outline Planning Permission had been granted in 2020 this strategic development was well behind expectations. However, the Compulsory Purchase Order for parts of the site was yet to be completed.
- j) Finally, the council received notice on May 3rd that the reviewed Local Plan had been submitted to the Planning Inspectorate for consideration. This was good news as pending the final decision, which is likely to take several months, the Plan will carry some additional weight when considering future Planning Applications.
- k) Heaver Commercial were pressing ahead with the proposal to create a 'Commercial Logistics Hub' in Boxgrove Parish but abutting Westhampnett Parish. The original proposal had been for 60,000 sq. mts. of warehousing and office space including car parking but the most recent plan which was undergoing an Environmental Impact Assessment was for 44,000 sq. mts. It hadn't been shown that there was a need for this, and the impact on traffic using the A27 and surrounding roads would be colossal, especially as the Rolls Royce Motor Cars extension had been approved. It certainly didn't fit in with the Reviewed Local Plan which, of course, was now under review.

End of Report. Cllr Henry Potter Goodwood Ward.

### **Cllr Henry Potter Chairman's Annual Report Boxgrove**

- a) Cllr Potter started his report with "At last!! As I write this the contractors have arrived and removed the static pump, it's fuel tank and all the pipework from outside No. 1 Woodland Drive". He went on to say that the wretched traffic lights were going too, such a relief for all the residents at the south end of the Village. Nobody had been informed as to the exact cause of the failure in the drain, but thankfully it was all working as it should. Now the village will wait for Southern Water to arrange the reinstatement of the grass verge wrecked by careless tanker drivers.
- b) Following on from the Parish Council's last official visit to the Redvins Bio-mass heat and energy installation, Cllr Potter had since witnessed 2x 40' RTI-axle articulated trailers delivering wood chips from elsewhere other than Estate woodlands. The scuffing of the road surface as they turned into Redvins Lane

would have had to be seen to be believed; it would only be a matter of time before the surface started to break up. Cllr Potter reported this to Sam Medcraft at the GMCCC meeting and to Cllr Jeremy Hunt. Sam Medcraft (Goodwood) said that he would look into it but on Tuesday when passing Cllr Potter had noticed fresh black rubber scuff marks on the road. This import of wood chips is contrary to the Design and Access Statement provided to the original Planning Application and Cllr Potter wondered how long this would be allowed to go on.

- c) Cllr Potter attended a second presentation of the Heaver Commercial proposal, to consider the Environmental Impact Assessment. This was a revised proposal reducing the area from 6 hectares to 4.4 hectares. The meeting closed with the revelation that Heaver would submit a Planning Application within a couple of months. Cllr Potter's concern was the impact of the anticipated traffic, not just on the A 27, but on all the minor roads which would suffer when the main trunk road was choked up and drivers took to alternative 'rat runs'. Cllr Potter also questioned the need for such a Hub as this. He had written to Jane Hotchkiss, the CDC Estates and Employment Space Officer expressing these concerns and her response had been positive. Heaver had been consulting with her team, but the proposal had never been considered to be included in the Local Plan Review which is now with the Inspectorate. Cllr Potter felt that there was some comfort there, and he had forwarded Ms. Hotchkiss's reply to Cllr. Bish and Mr David Leah for their information of Boxgrove Neighbourhood Plan team.
- d) The recently held 'Open Day' at the Village Hall to showcase all that had been going on in the Parish to revise and update the Boxgrove Neighbourhood Plan had been a very encouraging event. 130 members of the community attended, (for which Cllr Potter thanked them), to learn of the progress made by David Leah and his team. The presentation had been exemplary with just about every piece of information available prompting many questions and suggestions and Cllr Potter looked forward to the Summary which would be heard later in the meeting. Mr Jim MacDonald had also been present detailing the work of the Traffic Calming Team with a very comprehensive display highlighting the past achievements and the current application for a 20 MPH speed limit in Boxgrove. The remarks that Cllr Potter had heard during the day were mostly complimentary and negative thoughts were taken on board.
- e) A support register was also opened for the suggestion of a water 'fountain' somewhere near the Village Hall; this is on the Agenda this evening.
- f) Finally, as this Meeting is the Parish Council Annual Meeting Cllr Potter wanted to take the opportunity to thank all of the Councillors for their support over the past year and particularly those Members of the public who had shown an interest in the Community and frequently attended the meetings. Ms. Viv Mills for her efforts in researching the issues at Crockerhill and work towards the Parish Emergency resilience Plan, and David Leah for his leadership of the Neighbourhood Plan review deserved the Parish's appreciation, and not forgetting Graham Dipple for his ceaseless leadership of The Rangers in the 'jobs' that cropped up from time to time. Only this afternoon he and Cllr. Mike Howton had been seen clearing the vegetation from around the drains at the foot of the A 27 footbridge. All good stuff. Thank you all.  
Henry Potter, Chairman Bx. PC

## **6a Planning Applications to be decided.**

Mr David Leah read out the Planning Objection written by the Boxgrove Neighbourhood Plan team which will be submitted tomorrow. (Please see Appendix 2).

Boxgrove Parish Council will also submit an OBJECTION on the grounds that it is outside the Settlement area; it is not in the Local Plan/HELAA now before the examiner; and it is against the made Boxgrove Neighbourhood Plan. Cllr Bish said that other small developments in Boxgrove were award-winning with their design and that this should be respected and aspired to, and should this application be permitted a condition to be imposed that the conservation team at CDC have regular input and checks into materials (masonry/windows/doors), and to look at detailed drawings given that this site is next to an Article 4 area, the devil's dyke and borders the SDNP.

## **7. Update on sewerage pumping in The Street – to discuss and take further action.**

Already covered in previous meeting.

## **8. Feedback from Boxgrove Open meeting (27<sup>th</sup> April 2027) from attending groups: Neighbourhood Plan/traffic calming/Boxgrove Water Fountain.**

Mr David Leah gave the following report for the Neighbourhood Plan:

The meeting held at the Boxgrove Village Hall was well attended by approximately 130 residents, councillors, and even a Member of Parliament.

Huge thanks are due to all the contributors and helpers who made the day a community event. Whilst our prime objective was to communicate and receive feedback about development proposals affecting the parish, it was also an opportunity for residents to meet up and chat about all things Boxgrove. The following is a summary of the key topics.

### **Housing**

Whilst many of us believe that there is too much development, particularly in rural areas, most people seemed to accept that we should provide our share. There were 3/4 sites that the owners/promoters provided drawings and sketches for us to review. Most of the housing sites (HELAA) that were previously offered by landowners for potential development have stated to us that this is now no longer available, so our options for sites is quite limited.

### **Rohan Stables Halnaker**

This is the largest site being proposed for 26 homes. Changes have been made since the original proposals and this is a live planning application. Our straw poll of red and green dots indicated 37 in favour to 1 against. Most comments referred to there being too many houses for the site and have doubts about the infrastructure coping.

### **The Folly Halnaker**

This is a site for a proposed 10/12 dwellings which has been considerably revised since it was first presented. Our poll indicated 4 in favour and 14 against. Most negative comments were about the loss of green space and the impact on the landscape and character of the village.

### ***The Old Granary Boxgrove***

This proposed development has been around for some years and in its latest iteration has 5 dwellings. The poll had 27 votes against and 2 in favour. There were negative comments about access and the proximity to the priory setting and particularly the height. Having the right design would make a suitable end to the village. More, but smaller houses were suggested.

### ***The Longmeadow Site (South end of The Street Boxgrove)***

The original application for this site was refused by CDC. The developer is now considering resubmitting a smaller scheme. No new details were offered but polling was 7 against to 3 for. Negative comments were about access to the site close to the roundabout.

Many people noted that developments less than 6 dwellings do not count towards our allocation. It is understood that CDC are reconsidering this policy. The NP team will pursue this.

### **Housing-next steps**

The Rohan site is likely to be decided by CDC in the coming month or so. The NP team is objecting on policy grounds but also has requested some conditions if it is decided to allow this. If it refused, it is almost certain to go to appeal.

The NP team will have further discussions with the promoters of the other sites to make them aware of our concerns in the hope of including them in our Plan.

### **The Village Shop**

A proposal was suggested to re-site the shop in two alternate locations by the Village Hall. This could improve access by giving parking for passing trade and additionally include a café making it more financially viable.

Most comments were negative, as its central position makes it more convenient on foot but there were some positives about safety with cars and vans parked outside the existing shop when children are walking to school.

### **Biodiversity**

The revised Neighbourhood Plan will include a policy about improving diversity and in fact CDC's policies require that a net gain be achieved from new developments. There were some very positive comments about the wildlife in the parish and the need to enhance these. Please contact the team for any suggestions you have and encourage use of **the iRecord phone app**.

### **Commercial Sites**

#### ***Pump House Farm Logistics/warehousing (Stane St Strettington)***

This is now a proposed 44,000 Sqm site.

There were 12 votes against and no one in favour. Most comments were about the increase in HGV's and couriers. There is no known justification for a site such as this in the CDC Local Plan. Details are emerging and a planning application will be submitted in due course.

#### ***Battery Energy & Storage (BESS) and 132Kv Substation (ex Boxgrove Common Quarry Halnaker)***

Details of this facility are just coming to light and is subject to a Preliminary Planning application 23/0256/PRELIM. This would be totally out of character with the area and contrary to the approved restoration conditions of the Boxgrove Quarry.

A more detailed report of all the comments made at the event will be published in full on the Boxgrove Parish Council website.

Any further Neighbourhood Plan information will be advised by posters, social media and on our website.

<https://boxgroveparishcouncil.gov.uk/neighbourhood-plan/our-neighbourhood-plan/>

David Leah

Chair of Boxgrove Neighbourhood Plan Team

13 May 2024

**Traffic Calming Group** – Mr Jim McDonald had been unable to attend the meeting but had provided an excellent display showing the previous achievements of the group and the current application for a 20mph Traffic Regulation Order.

**Boxgrove Water Fountain** – there had been several positive comments, and this now needs to go before the Trustees of the Village Hall as the water will be provided by them but paid for by the Parish Council.

### **9. Permission from the Council for proposed users of the Recreation Ground:**

Permission is sought from the Parish council to use the Recreation ground from three users:

- i. Greenwood Plants are hiring the hall and wish to use the open space for activities (no equipment): granted
- ii. Boxgrove Village Hall for the village fete a bouncy castle and a marquee. The council refused permission for the bouncy castle 4 votes to 3 against; and permission was granted for the marquee.
- iii. D Page for walking group on Tuesday evenings at 6.30pm – granted
- iv. The clerk said that the Dog show organisers should also be asking the Parish Council for permission to use the ground for insurance purposes. The clerk to contact the organiser.

### **10. Election of Councillors and/or residents to the following outside bodies:**

- i. Chichester District Association of Local Councils: Cllrs Potter and Moore
- ii. West Sussex Association of Local Councils: Cllrs Potter and Moore
- iii. Goodwood Aerodrome/Goodwood Motor racing committee: Mr Paul Addison
- iv. Boxgrove Village Hall Trustee: Cllr Jane Barnes
- v. Boxgrove Neighbourhood Plan Review: Mr David Leah
- vi. Boxgrove Traffic Calming Group: Mr Jim McDonald
- vii. Boxgrove Planning lead: Cllr Bish
- viii. Boxgrove Rangers lead: Mr Graham Dipple
- ix. Boxgrove Conservation area: Mr David Leah, Ms Beryl Bakewell, Mr Graham Dipple and Mr Paul Addison
- x. Boxgrove Emergency Plan: Cllr Julian Moore and Ms Viv Mills.

All the above were proposed by Cllr Potter, seconded by Cllr Lovejoy and unanimously **APPROVED**.

### **11. To approve the following policies of the Council**

Civility and Respect pledge; Dignity at work policy; Councillor Code of Conduct; Disciplinary and Grievance policies; Document retention scheme; Risk assessment; Scheme of Delegation; Standing orders and Financial Regulations; asset register.

All the above were proposed by Cllr Potter, seconded by Cllr Lovejoy and unanimously **APPROVED**.

### **12. To approve Data Protection Policies**

- i. BPC Data Protection Policy
- ii. BPC Information Security incident Policy
- iii. BPC IT Communications and Monitoring Policy
- iv. BPC Privacy Impact Assessment with template
- v. Subject Access Request

All the above were proposed by Cllr Moore, seconded by Cllr Potter and unanimously **APPROVED**

### **13. To approve TORs for Boxgrove Rangers/Boxgrove Conservation Area/Boxgrove Traffic Calming Group**

The TORs were unanimously **APPROVED** by the Council and signed by Mr Dipple, Mr Tynan and Mr McDonald to sign after the meeting.

### **14. Clerk's Report**

- i. To approve Internal Auditor's Report** – Proposed by Cllr Lovejoy and unanimously **APPROVED**.
- ii. To approve the Annual Return for 2023 -2024** – Proposed by Cllr Lovejoy and unanimously **APPROVED**.
- iii. To confirm the appointment of the Internal auditor 2024 – 2025** Proposed by Cllr Potter and unanimously **APPROVED**.
- iv. To confirm additional signatories on bank accounts** – Cllr Moore to become a signatory
- v. Motion to implement financial verification of monthly payments by authorised signatory.** Proposed by Cllr Lovejoy, seconded by Cllr Moore and unanimously **APPROVED**.
- vi. Payments for consideration** – with the addition of £43.93 to Mrs O'Hare for planter flowers, the payments for consideration were proposed by Cllr Lovejoy and unanimously **RESOLVED**.
- vii. Bank Reconciliation** – circulated
- viii. Added item to agenda:** Boxgrove Cricket Club request for new tractor for mowing the ground and a new shed.  
Cllr Potter had spoken to Mr Kennedy and a rough estimate for cutting the ground once a fortnight from April to September (on a Thursday) and once a month from October to March would be £1050.  
Cllr Potter to re-contact the Chichester Football Club who may have some mowers at a reduced rate. To discuss at next meeting

### **15. Agenda Items for next meeting - Emergency plan**



- Discretionary grants from the council
- Traffic Calming Group request for support
- Boxgrove Drinking-water Fountain
- Mowing of recreation ground

16. Date of next meeting - the next meeting is on June 3<sup>rd</sup> 2024

There being no further business to be discussed the meeting was declared closed at 8.45pm.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Cllr Henry Potter – Chairman

DRAFT

Appendix 1: WSCC Jeremy Hunt Report

**Good evening,** to highlight everything that West Sussex County Council have done over the last year would make an extremely long report! Hopefully my monthly updates at your PC meetings have covered some of the key things we are doing that impact on local residents. If there are any particular issues that you wish to raise with me, or there is anything related to the many services we provide that you feel I might be able to help you with, then please get in touch. My contact details are at the end of this report.

In the meantime I have just highlighted a few key areas in my report that I hope will interest you.

**The Revised Council Plan and Budget 24/25.** I'm pleased to say that West Sussex finances are in a sound position. Yes, there are ongoing challenges, especially with the ever escalating costs of social care. That is across all age groups where we care for around 900 children, as well as supporting families with young children, right up to looking after our elderly residents. Our spending on adult social care alone accounts for nearly 35% of our overall net revenue budget. Of course, that includes not just the elderly, but about 50% of our ASC budget goes to looking after the many working age adults that need our care and support. As I said earlier, the overall cost of social care is putting an ever increasing financial pressure on all local authorities with social care responsibilities. So, the the next government needs to tackles this issue as a priority, otherwise I can see many local authorities - however well run - collapsing under the sheer pressure of the increasing costs of social care.

And just as a reminder, in 2024/25 WSCC our overall gross revenue spend across the County will be just over £2bn! Across the county we will be supporting our residents by investing:

- £961m - managing schools and education
- £507m caring for adults (both elderly and working age) & keeping people healthy
- £204m children's social care and supporting young people
- £91m protecting the environment, recycling and waste disposal
- £83m maintaining our highways
- £38m running the F&RS
- £22m supporting local communities
- £3m supporting the local economy





**Highways.** The condition of our roads continues to be a concern, not only to many residents, but also to the County Council. This is not only a concern to us here in West Sussex, but it is a concern right across the country. In their 2024 Annual Local Authority Road Maintenance Survey Report (<https://www.asphaltuk.org/wp-content/uploads/ALARM-survey-report-2024-FINAL.pdf>) the Asphalt Industry Alliance predict that the one-time repair costs across England and Wales would now cost £16.3 billion and would take a decade to complete. To address highway maintenance Local Authorities (LA's) do receive annual maintenance grants from the government. Additionally, the government announced last Autumn that LA's would receive an extra £8bn for highway maintenance from the funding that was reprioritised following the cancellation of the northern part of the HS2 rail project. The West Sussex share will be £67m. However, welcome as this is, the payment will be spread over the next 11 years. So, to try and address the current state of our roads the County Council, over and above the government funding, are investing an additional £10m in

revenue spending on highway maintenance, as well as a further £20m of capital into our road improvement programme. That is in addition to the extra £20m we have already invested over the last two years. So altogether, over and above the normal grant funding we receive from the Government, WSCC will be investing an additional £50m of our money into the counties roads over a four year period. So just to give you an update, between October 2023 and February 2024, we had more rain in 5 months that we would normally have in a whole year. March didn't show much improvement, and in fact in some West Sussex areas we saw 3 times the rain we normally expect. In these conditions potholes can form as water seeps under the road surface and saturating the substrate which leads to a hydraulic fracturing effect as vehicles pass over. At this moment, our teams are working over-time and our contractor's gangs are working twilight shifts, as well as Saturdays, to try and manage the increased number of safety repairs. In addition, we have 'find and fix' gangs who are predominately operating in urban areas and, now that the weather is improving, we have three Jet Patchers working in more rural areas. Although we still have to carry out the odd emergency repair where we just fill the hole on safety grounds, we continue to focus on quality 'Sides Sawn and Sealed' repairs. Although these repairs take longer, they should last longer. Inevitably, with the amount of water we have on the network some repairs may fail. Please don't forget to report any highways issues on our website @ <https://www.westsussex.gov.uk/roads-and-travel/make-an-enquiry-or-report-a-problem-with-a-road-or-pavement/>

**Drainage.** In terms of drainage, in our normal cleansing programme we have cleansed 90,000 gullies this year. In addition, we have 4 gully suckers operating across the network carrying reactive work to alleviate flooding issues. They have tackled over 600 jobs on our highest priority sites. I would add that due to the amount of rain - and the very high ground water levels over the winter - many gullies that appeared blocked were in fact just full up, with nowhere for the water to go. However, please report any blocked gullies, potholes or other highways issues on our website @ <https://www.westsussex.gov.uk/roads-and-travel/maintaining-roads-verges-and-pavements/road-maintenance/flooding-drainage-and-gullies/>

And just by way of a final update:

## In March 2024 our Highways Teams...

-  Received 9600 enquiries from the public, of those 6000 related to potholes
-  Delivered 4300 safety repairs, of these 3200 were for potholes.
-  Completed 320 find and fix jobs  
(this is a proactive approach to roads with multiple potholes)
-  Repaired 810 safety potholes by the Velocity Jet Patcher which equated to around 460sqm

**Carers Support.** WSCC is reinforcing its ongoing support for people who care for family members, friends, and neighbours with a new five-year contract to offer them information, guidance, and emotional help. The contract, which began on 1 April, has been awarded to [Carers Support West Sussex](#), a local charity with expertise and specialist knowledge in supporting unpaid carers. The county-wide service will provide a dedicated Carers' Helpline, carer support groups and a dedicated specialist service to young adult carers aged 18 to 25. It will offer access to Carer Wellbeing Workers who can provide information, help and guidance and enable carers to be identified as early as possible in their caring journey. Carers will also be able to receive support from Carer Assessors and Welfare Benefits' Advisors over the telephone or at seven local hubs, at five acute hospital and eight community hospital sites in West Sussex and at East Surrey Hospital, which is managed by Surrey and Sussex Healthcare NHS Trust. Visit the [Carers Support West Sussex Carers Hub](#) to find out about the help you can access if you are a carer who provides unpaid support to someone who couldn't manage without your help because of old age, a disability, an illness, mental health problems or an addiction. You can register as a carer by visiting the [Carers Support West Sussex website](#) or by calling 0300 028 8888.

**Are you SCAM savvy?** In West Sussex, during the last three months of 2023, a total of £3.5 million was lost to fraudsters, with 53% of victims being over the age of 75. In the same time frame the top three fraud types were courier/impersonator fraud, dating and romance scams, and sextortion which is classed as a form of blackmail. To support residents from becoming victims of fraud, West Sussex County Council's Digital Safety Team has organised another round of their popular 'Are you scam savvy?' online and in-person sessions, which were launched last year. These free 1.5-hour sessions are open to anyone who wants to keep themselves, or friends and family, from falling victim to different types of scams, both online and offline.

The remaining dates available for the online only sessions are:

- Wednesday 22 May: 1pm - 2.30pm
- Friday 5 July: 11am - 12.30pm.

In-person 'Are you scam savvy?' sessions will also be taking place in three West Sussex Libraries across the county:

- Monday 20 May at Bognor Library: 10am - 11.30am
- Monday 17 June at Shoreham Library: 10am - 11.30am .

If you can't attend the library events in person, there is also the opportunity to view these online. Booking is essential to attend any of the in-person or online sessions and free tickets can be ordered through [www.eventbrite.co.uk](http://www.eventbrite.co.uk) by searching for 'Are you scam savvy?'.

If you can't attend any of the sessions, you can still visit [www.westsussex.gov.uk/staying-safe-online](http://www.westsussex.gov.uk/staying-safe-online) where you can find more information on how the Digital Safety Team can support you, your family or business to keep safe online.

**Local Issues:**

**Boxgrove 20MPH TRO Scheme** - I understand this is progressing through the system, but I'm sure Jim McDonald will be probably be updating you later.

**Pothole in the Street** - your Chairman wrote a letter to the Leader of the Council, Paul Marshall, last Friday regarding some poor repairs to a pothole in the Street. I can only assume that this might have been an emergency safety repair until proper repair can be done, but I know the Leader is following this up. Cllr Potter also referenced a nearby loose manhole cover, which we have also now reported. I was not aware of the loose manhole cover as presumably this is a new issue and not the one that was reported earlier this year.

**Halnaker Windmill.** Back in September I reported that following an extensive report from the Millwrighting and conservation officer for Kent County Council and a subject expert from the Society for Protection of Ancient Buildings, our internal Capital Assets Board has very recently approved the business case to provide funding to carry out the necessary repairs to the windmill, including the restoration of the sweeps. We were hoping to carry out the restoration work this summer but, unfortunately, a single roosting bat was spotted by our ecologist during a visit earlier this year. This was totally unexpected as no trace of bats had previously been recorded. The outcome is that we now have to carry out two bat surveys, which means that the work is unlikely to proceed this year. Please rest assured, I do appreciate what this iconic windmill means to everyone, not only in Boxgrove and Halnaker, but across the whole of West Sussex as well. I am keen to see the sails replaced as I am sure you all are. Finally, although the proposed replacement sweeps will not actually turn in the wind, they will be designed so that they can be turned manually. This is to ensure that water does not get trapped in the joints and cause the wood to rot, which was the main cause of the recent failure of one of the spars. I would also like to express my thanks to the local residents who have volunteered to carry out this operation a few times a year, once the sails are replaced. Finally, as I have done over the last year, I will of course keep the PC updated.

Finally, please don't forget to keep an eye on our website, especially our news and campaigns page where you can keep up to date with all our latest news. <https://www.westsussex.gov.uk/about-the-council/news-and-campaigns/>

There is also usually a link to the latest WSCC news on the Boxgrove PC Website.

**Jeremy Hunt – West Sussex County Council Member for Chichester North**  
c/o Cabinet Office, County Hall, West Street, Chichester, PO19 1RQ  
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**Revised Planning application for Rohan Stables Halnaker 23/02169/FUL**

**The Boxgrove Neighbourhood Plan Team (NP) wish to OBJECT to this application on the following grounds and request clarification of the questions posed in the comments below.**

We acknowledge that some positive revisions have been made to this scheme since the original application was made in 2023. Our comments about these specifically are amended as appropriate in square brackets.

The site of this application is a greenfield site on Grade 3 agricultural land outside the settlement boundary, and the proposed housing is at a much higher density to those existing in Halnaker.

It is therefore contrary to current CDC Policy and does not comply with the Boxgrove Neighbourhood Development Plan 2017-2029.

CDC has given the parish an allocation of 50 homes to deliver through the NP process. The figure is contested and not yet tested by the Local Plan Examiner. To continue to promote this site for development makes a mockery of the NP process. If this site is to be considered it should be through the NP process, not determined by CDC. If it is approved the Parish Council will claim the homes against its allocation.

The revisions that the developer has made to the scheme have mitigated some of the shortcomings of the scheme, however, the number of 26 dwellings remains the same and the density would change the character of the village and put unmanageable pressure on the already fragile water and sewerage system. Additionally, the Boxgrove Primary school is at capacity, forcing any children to be driven to school out of Parish, further adding to the Parish traffic issues. Reducing the number of dwellings below 20 would be more acceptable.

Should CDC be minded, to approve this application, then we believe that a 'Condition' should be attached such as to have a full survey of the Halnaker sewerage system carried out at the developer's expense to prove the capacity and viability of the system. Any necessary modifications and upgrades would then need to be completed before construction commenced.

A 'Condition' to the Construction Management Plan should also be added to prevent to use of reversing beepers. All plant, machinery and delivery vehicles must be fitted with 'white noise squawkers' to prevent the continuous disturbance to existing residents of the village.

A further 'Condition' should also be added to prevent any contactors vehicle parking outside of the confines of the site. Parking on the A285 would severely affect traffic flows and considerably compromise the safety and amenity of the existing residents.

The application does not comply with existing CDC and Boxgrove Neighbourhood Plan policies as follows:

**1 Policy SB1: Settlement Boundary.**

The site is located outside of the SB.

**2 Policy EH1: Protection of trees and hedgerows.**

At least one mature tree is proposed to be removed on the A285. There are proposed to be additional hedging and trees in the development. The expectation is that these will not simply be whips but more mature plantings. What is the proposed management regime for these and the landscaped 'public' areas?

**3 Policy EH5: Development on agricultural land.**

It is currently used as a Livery yard therefore most of it is agricultural land. The land is Grade 3. The emerging CDC Local Plan states that *'poorer quality agricultural land is fully considered in preference to the best and most versatile land (Grades 1,2 and 3)'*.

**4 Policy EH6: Development in Conservation Areas.**

The site is adjacent to the Halnaker Conservation area and has a boundary in the Southwest, West and North directions. There is an important view from the north looking south to the site from the scheduled monument (old Halnaker House) and listed buildings in Halnaker Park.

To the west are the Grade 11 listed buildings 46/47 Halnaker and Halnaker House will be visible during the winter months so their setting will be affected.

Policy P1 of the emerging CDC Local Plan states that development will only be permitted where they preserve or enhance the character or appearance of a conservation area by:

Protecting the setting (including views in and out of the area).

**5 Policy EH7: Dark Skies.**

There are no streetlights in Halnaker as it is a rural hamlet and most of the residents wish it to stay that way.

How can the developer ensure that future residents maintain the requirement for this? How are controls over future roof windows and external lighting to be managed?

**6 Policy EH8: Respecting Landscape and Historic Environment.**

The proposal gives details of mitigation to protect the setting of the Devils ditch and the Conservation Area but how will the developer ensure the control and management of these in the future.

Page 38 of the D&A, 'Built form', states *'Single storey units are positioned adjacent to existing properties/ amenity space to protect from overlooking'*. This principal has not been applied to the east of the development where four 2 storey properties overlook the existing adjacent Stanefield property. These should be re-distributed in the development.

[ An attempt has been made to improve the view of the frontage of the development from the A285 and minor changes to the layout and site vegetation will affect adjoining properties]

**7 Landscape Gaps**

The emerging CDC Local Plan has a Policy NE3 which is designed to prevent coalescence of built-up areas. This policy needs consideration in determining this application.

## **8 Policy EH9: South Downs National Park**

The SDNPA have yet to comment on the revised scheme.

## **9 Policy EE2: Loss of land and building for employment use.**

Whilst the livery is currently operated on a 'self-service' basis the site could potentially be sold as a going concern and operated as a business providing employment.

## **10 Policy H1: Quality of Design.**

The proposal goes into detail to identify the character of different 'typologies'. There seems to be some confusion about 'brick banding', whilst this may exist on a few local properties this is not the norm on existing flint dwellings. It generally only exists on some brick dwellings.

Page 26 of the D&A statement shows the mix of building materials, i.e., brick, flint, and timber cladding. There seems to be more brick than flint rather than about 50/50.

Our expectation is that the flint work will be coursed field flint rather than prefabricated blocks. This requirement will be in the emerging Boxgrove revised NP and is part of Policy P8 in the emerging CDC Local Plan. '10. *Avoid the use of flint blocks as a substitute for traditional flint work unless it can be demonstrated that their use will not result in the blocks being readily legible once the development is complete*'.

[The ratio of flint/brock elevations and clay/slate roofs have been improved]

The lack of any chimneys is noticeable and detracts from the vernacular of the buildings.

[These have now been added to some properties]

The D&A does not give any details of the design of windows and doors.

Halnaker has a new build site, now known as Blunden Way Cottages and Thoresby House which is an excellent example of the design and workmanship we would expect. (Coalyard site 16/01196/FUL)

## **11 Policy GA1: Footpath and Cycle network.**

The proposal includes the provision of a footpath on the site which connects to the footway and the crossing point on the A285. This proposed footpath winds around the north side of the development and is proposed to have an interpretation board about the Devils Ditch.

How will the Land and Ecological Management Plan be managed in the future?



The connecting footway from the site to Halnaker Crossroads is only 1.5m wide in places and very close to live traffic.

As an alternative the Transport Statement suggests surface improvements to footpath 369 (Tinwood Lane to Halnaker Crossroads) and widening the connecting high-level path down to Boxgrove village with low level lighting on the latter. It would be possible to improve the surface of 369 but as this is situated in an avenue of trees the options are limited. Whilst some form of surface and widening improvements could be introduced to the high-level footpath at the Halnaker end of The Street low level lighting would be unacceptable. Any changes would need to be sanctioned by WSCC.

Para 3.15 in the Transport Statement states that the Windmill Trail is identified as a possible cycle route, but this is incorrect as the Windmill Trail is predominantly along public footpaths where cycling is prohibited.

## 12 Policy GA2: Parking

The proposal identifies a total of 59 parking spaces of which 8 are unallocated. Due to the rural nature of the development the experience of the nearby Oakford Park housing is that this is insufficient as many dwellings have 3 or 4 cars.

The existing occupants of most of Adelaide Cottages have a problem as these dwellings were built at a time without any provision for car parking or the ability to create any. Consequently, the area beyond the footway adjacent to the existing site access is currently used by them for parking. Most of this area is likely to be lost to them due to the enlargement of the splays for the new access.

Provision should be made for spaces in the development for the cottages, a right of way created for them to access the rear of their properties, or an alternative off road arrangement.

[3 spaces for Adelaide Cottages have now been provided with a potential access path]

## 13 Policy H2: Housing mix/Affordable housing.

Page 37 of the D&A includes the following statement to support grouping all the affordable housing together.

*'The affordable properties have been clustered within two locations to enable clear separation for future on-going maintenance of shared areas- in particular a communal gardens and parking areas.'* What is the relevance of this statement?

Surely, if the dwellings are to be 'tenure neutral' these should be distributed around the development. This would 'encouraging integration and interaction' as stated in the summary on page 46 of the D&A.

Para graph 5.15 of the emerging CDC Local Plan states 'Affordable housing should be indistinguishable from market housing in terms of location etc'.

[The affordable housing is now grouped in 2/3 locations]

## 14 Transport

### Speed survey

The transport statement has chosen to use off peak data to illustrate the highest speeds recorded on the ATC located just by the proposed site. If peak time data is used, which is the time that most vehicles will be exiting or entering the site, the actual speeds are often much more than 40mph. Traffic travelling over 60 mph is measured daily.

This is as measured by the WSCC ATC located on the A285 by 51 Halnaker. Site #63 ref A029515L02.

### Site access

It is intended to utilise and improve the existing access to the stables site to provide a 5.5m access road width, 6m radii junction radii with 2x 2m footways each side. Whilst the access road width is adequate, the 6m junction radii are rather tight for HGV's turning into the site from the A285 and this could result in HGV's standing on the main A285 whilst a vehicle exits the junction. It is recommended that the junction radii are increased to 9m.

Visibility splays of 2.4m x 65.6m (LHS) and 2.4m x 82.19m (RHS) are shown as being achievable at the junction of the access which are more than the standards in Manual for Streets (2.4m x 45m). However, as verge parking from Adelaide Cottages exists to the south of the access (the important nearside approach), this could result in an obstruction of visibility by parked cars making it unsafe. Some extra parking provision therefore needs to be made within the site for Adelaide Cottages and measures taken to prevent verge parking south of the access (i.e., bollards or low-level fence and landscaping).

[3 spaces for Adelaide Cottages have now been provided with a potential access path]

## 15 Sewerage

The foul drain which serves Halnaker and will also serve this proposed development has been blocked many times over the years. In February 2023 it was blocked for 3 weeks before Southern Water could solve the problem.

The developer needs to fund a detailed survey of the exist foul sewer to ensure it can support a further 26 dwellings.

Southern Water have yet to submit a comment on the revised scheme.

## 16 Sustainability

No mention is made of charging points for EVs. [50% of the dwellings now have these]

No mention is made of use of solar panels.

Boxgrove primary school currently does not have any vacancies.

There is no doctor's surgery in the parish.

There are no local facilities in Halnaker apart from the pub, vineyard, and a florist.

**17 Noise**

The developer needs to demonstrate that the noise from heat pumps will not adversely affect the existing adjacent properties and any new properties should the development be permitted.

**18 Environment**

It is noted that the Environment Impact Assessment survey has yet to be completed.

David Leah - Chair of Boxgrove Neighbourhood Plan Team

**Boxgrove Parish Council Financial Statement  
Meeting May 13th 2024**

Balances on accounts	£85,677.67
	<b>£85,677.67</b>

<b>Received since last meeting</b>	
precept	£22,033.00
birdham pc	£35.97
total	<b>£22,068.97</b>

<b>Paid since last meeting</b>		
I whitaker	salary	£804.46
nest	pension	£58.66
HMRC	contributions	£33.12
council running costs	Jan/Feb/March 24	£264.19
WSALC/NALC	subs	£345.20
CDC	litter bin emptying	£2,297.56
RJDixon	grass cutting	£225.00
PWLB	loan repayment VH	£3,393.19
		<b>£7,421.38</b>

<b>Payments for consideration</b>		
zoom	sub	£155.88
I Whitaker	clerk's salary	£804.46
HMRC	contributions	£11.04
NEST	pension	£58.66
signquick	np banner	£126.00
arun district council	printing	£54.50

processmatters2	np consultancy	£2,200.00
J Barnes	np open day expenses	£163.09
parish on line	sub	£45.00
smithe and co ltd	internal audit	£324.00
smithe and co ltd	payroll services	£120.00
boxgrove cricket club	grass cutting	£850.00
		<b>£4,912.63</b>

#### Bank reconciliation May13th 2024

#### Bank accounts as of May 10th 2024

current account		£85,677.67
	total	<b>£85,677.67</b>

opening balance 1st April 2024		£71,244.62
add receipts in the year		£22,068.97
less payments in the year		£7,635.92
	Balance	<b>£85,677.67</b>

#### less

reserve @ 50% of annual precept of £44066		
	Total	<b>£22,033.00</b>

#### less ring-fenced funds

neighbourhood plan designated reserve		£2,168.25
neighbourhood plan grant		£661.00
cricket pavilion extension designated reserve		£13,059.83
capital replacement fund		£1,000.00
CIL		£12,143.70
Boulodrome		£5,000.00
Trees		£3,000.00
Resilience		£2,000.00
Contingency		£1,500.00
Car park fund		£1,500.00
	Total	<b>£42,032.78</b>

<b>total available funds</b>	Total	<b>£21,611.89</b>
(less ring fenced and reserve)		

<b>Outstanding Loan for Village Hall</b>		<b>£58,012.37</b>
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