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Minutes of the **Hybrid Parish Council Meeting**  
Monday 3<sup>rd</sup> June 2024 at 7.00pm

**Present:**

Cllr Potter Chair Cllr Moore Vice Chair Cllr Bish Cllr Raikes Cllr Howton  
Cllr Lovejoy Cllr Tynan

**Zoom attendee:** The Clerk

**In attendance:** CDC – Cllr Henry Potter WSCC Jeremy Hunt  
7 Members of the Public

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**1. Apologies**

Cllr Barnes

**2. Declarations of interest**

Cllr Michael Bish for additional planning application: SDNP/24/02072

**3. Minutes – to agree and sign the minutes of the 13<sup>th</sup> May 2024 meeting**

The Minutes were proposed by Cllr Lovejoy, seconded by Cllr Bish and unanimously agreed to be a true and accurate record. They were duly signed by the Chair.

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

i. **Cllr Jeremy Hunt WSCC**

There was no report this month, although Cllr Hunt said that the Boxgrove Traffic Regulation Order for 20mph was going well, and that the police had signed off on it. In a short while the TRO team will start the public consultation.

He added that WSCC has two new strategies concerning roads.

[Better Roads - road funding information - West Sussex County Council](#)

and

[Highways, Transport and Planning Delivery Programme - West Sussex County Council](#)

There is to be a new “Dutch-style” roundabout installed at Westgate outside County Hall. The works will take about 9 months and journey times will be longer.

Cllr Potter asked Cllr Hunt about the huge lorries delivering wood to the Goodwood biomass project and damaging the road. Cllr Hunt said that WSCC could not deny access to the lorries even if there were a width limit.

The issue of Goodwood not conforming to the conditions of planning was again raised and the same issues aired. Cllr Potter to investigate further. It was raised by a resident that the most salient issue was what was the effect on the Parish itself. The potholes that have opened in Redvins are enormous.

ii. **Cllr Henry Potter CDC (reports circulated prior to meeting).**

- a) Cllr Potter said that due to the announcement of a General Election much of the work of the Council had been deferred or meetings held on line, mostly due to the number of Officers involved in arrangements for the election and the room space taken up with the paraphernalia that went with it.
- b) The prospect of an ice rink in Chichester at Christmas time had been abandoned as the implications of a site and the lack of a promoter to bring it forward had forced the issue. There had been much support for the decision from the many Friends of Priory Park, as the park had suffered so badly after the pilot effort in 2018. The £250,000 offered from Reserves to finance this venture had been secured and unspent.
- c) A consultation had begun, until mid-May, on the Planning Document to collect and allocate the funds amassed from Developer contributions to mitigate the impact of the additional traffic affecting the A27 from existing and future planning consents. The uncertainty of any contribution from National Highways was of major concern especially if there were a change of Government on July 4th. This could influence future housing requirements. However, it had been encouraging to read about DLUHC investing money in the North, particularly the North east where there was so much 'brown field' industrial space crying out for investment and housing provision, instead of building on so much of the country's farmland.
- d) At the 14th May Cabinet Meeting it had been agreed to release £180,000 from reserves to support the Arun and Rother Rivers Trust resilience Project for 3 years. This would include the River Ems, the River Lavant and the Hambrook Chalk Streams . These rivers were all suffering from over-abstraction and, worst of all, pollution from Sewage leakage. Three tranches of £60K for each of the 3 years was to pay for the studies, but Cllr Potter was unclear what could be achieved in the Lavant Valley until Southern Water cleaned up their act.
- e) The Cabinet would meet on June 11th and the release of quite substantial sums of monies from Reserves would be considered. Almost £500K would be earmarked to cover legal costs fighting Appeals against refusals of Planning Applications by the Council. Sometimes these costs could be recovered but this was entirely dependent on the Inspectorate decision.

- f) The refurbishment of some of the Public Toilet facilities in the District had been approved some while ago but due to the Public outcry at the closure of the Tower Street toilets in the City, it had now been proposed to demolish these old toilets and replace them with three new units including Disabled facilities and, of course, cycle parking. The demolition is already budgeted for but a further £206+K would be required.
  - g) In addition, and allowable under the Councils Constitution, an 'Urgent Decision' had been made to release £95,000 from Reserves to fund a Barrister and expert witnesses to defend two Planning Appeals at Stubcroft Farm, East Wittering.
  - h) The urgency had been due to the fact that the timeframe allowed by the Inspectorate had only been 5 weeks from the start date of the Enquiry which had been 20/05/24, before the June meeting of the Cabinet when a decision such as this would normally have been taken.
- Henry Potter, CDC Ward Member for the Goodwood Ward.

iii. **Cllr Henry Potter Chair**

- a) Cllr Potter was thankful that the weather had finally turned for the better although rainfall was still slightly above normal this past month. Water levels were down, there were no more Tankers with their accompanying disruption, the sewer was flowing normally though although nobody has been informed of the cause of the overflowing. Suspicion is still that it was a fault across the A27.
- b) Yet again the parish has been subject to another case of vandalism; the deliberate smashing of three panels of extremely thick glass in the bus shelters either side of the road at the northern end of The Street. How much longer the manufacturers' guarantee would continue to replace this glass remained to be seen, but the Parish was thankful. This episode was reported to the Police who, Cllr Potter had been informed, had attended and inspected the damage but he had heard nothing further.
- c) Only about three weeks ago Mr. Dipple and Cllr Potter had spent some time scraping weed growth from across the 'high' footpath after a complaint had been received, but since, the growth along each side of the entire length of the path had been phenomenal. However, this would be attended to imminently by the usual contractor. It was just too much for the Boxgrove Rangers to tackle. The hedge to the Car Park had also seen alarming growth and this would probably need attention before the next scheduled cut in the Autumn.
- d) A D Day commemorative Flag had arrived, and this would be flown from the Almshouses flagstaff on June 6th probably for the week, but Cllr Potter regretted that there would be no Beacon Lighting on Halnaker Hill as the Beacon Basket which Cllr Potter had made had disappeared from the storage compound beside the Village Hall. Except perhaps as a garden incinerator, he could think of no other reason for its disappearance.

- e) Cllr Potter reported that the regular journeys of the huge trailers importing chipped fuel for the Bio mass heat and energy plant at Redvins continued, certainly not bringing material in from the Estate. Cllr Potter had spoken to one of the drivers who, due to a sudden road closure, had been prevented from turning left into Redvins Road and consequently 2 x 22 tonne loads were being delivered 3 days each week. This would be about the entire consumption of the plant so none of it was being sustainably sourced from the Estate. No straw was being burnt either. Clearly the Design and Access Statement was not being observed and this had been a crucial element for consideration when Planning Permission was granted by the SDNPA Planners. So much for their “green” credentials.
- f) Cllr Potter thanked Mr Jim MacDonald once again for instigating a clean-up of the Village Entry Gates in The Street and western end of Halnaker, and Mr David Leah for attending to the other gates in Halnaker. The overgrowth around these features had also been stringently cleared back. Mr McDonald and Cllr Potter had also replaced one of the tree saplings which had been planted 18 months ago and one other which had perished between Vineyard View and Crockfords. These replacements had come from saplings grown from seeds in pots by Cllr Potter. He had several more which he would plant in November. It would be many years before the Parish would be able to compensate for the Ash trees lost to the dreaded Ash dieback disease, but they were trying!  
Your Chair for a further year, Cllr Potter

### **5. Public Question Time from residents (Standing Orders 3d – 3l)**

A resident asked if the Clerk had written to Southern Water about the overflow of sewage at the bottom of The Street. The clerk had written and received an interim reply and is awaiting further news.

### **6. Crockerhill**

Mr Olley thanked the Council for their continuing support for residents of Crockerhill. Mr Olley read out the following statement:

“Good evening,  
I have received phone calls from residents of Crockerhill recently and they say it is hopeless and they feel like giving up trying to fight the intolerable environment created by the garage. I questioned myself, how could the fabric of this community be ripped away without a care from any of the so-called bodies setup to stop injustices like this continuing. The exception has been the relentless determination of this parish council to endeavour to right something that is so wrong. The self-gratification of the few individuals that run and operate a garage and recovery service is mind blowing. The ineptitude of every government department and the police to take action against a company that clearly flaunts every regulation and law to continue operating with no consideration for the well-being of the community or environment, beggars belief. Sadly, all departments that the Parish council and myself have had the misfortune to deal with seem to be manned by "jobs worths" who would rather clear their desks than find the one reason to get the job done. We are guaranteed a new member of Parliament after the 4 July, I will pass a dossier to the new incumbent and try my best to make this the cause they champion. In the meantime I will continue to follow through the leads I have, but I do understand the feelings of hopelessness being experienced by the residents of Crockerhill, my thoughts are with you.”

Mr Olley had been in contact with Mr Thomson from CDC environment to discuss the situation particularly with regard to disposing of oil down drains etc. Mr Thomson suggested that he contact Southern Water. Mr Olley said that as everyone knew that was an endless rabbit hole which would have no issue. Cllr Potter said that Mr Olley's statement should be sent to Adrian Moss leader of the council. The environment agency should be interested in the huge amount of oil all over the ground at the rear of the property. Cllr Lovejoy asked Mr Olley for the documentation of the excess oil, and he will again present to Jonathan Brown.

As usual the vehicles are being parked all over the highway, but Cllr Raikes reported that the pick up lorry, (that had made the opening onto the main road too narrow for the rubbish collection), had been removed. Cllr Potter asked why these incidents were not reported at the time?

A member of the public suggested contacting the Traffic Commissioner – he said that they have a wide remit of controls over vehicles, and they are able to issue enforcements.

Action

Cllr Lovejoy/Clerk

### **7. Drinking water fountain for Boxgrove - update.**

Cllr Lovejoy had researched various options for the fountain with links to the websites and these had been circulated to the council. Cllr Potter said that before choosing a fountain, the siting should be decided. He was in favour of the back of the hall where there is a tap but out of sight of possible travellers.

Cllr Lovejoy asked that first the trustees of the hall give their consent to the fountain.

Mr Jim McDonald said that the fountain should be an amenity that adds to the quality of life, and hiding it away defeats the object of the exercise. It needed to be seen by walkers, and tourists.

Cllr Lovejoy will send the proposal to Sally at the hall for the trustee meeting.

To be discussed at next meeting.

Action

Cllr Lovejoy

### **8. Request to review Bouncy Castle decision for Village Fête.**

The clerk had researched into the use of bouncy castles. The list of requirements that a supplier should fulfil are as follows:

- date of last inspection prior to use at event
- a PIPA tag and number, full insurance and completed the RPII operators' course during last three years
- the castle must be supervised AT ALL TIMES
- number of children must be limited to legal capacity
- does the operator have a wind speed indicator
- is the castle staffed by someone with a whistle
- somersaults must be banned

The supplier of the castle for the Fête complied with all these requirements and their PL insurance is £10M.

Statistically home trampolines have a far higher rate of accident because unsupervised.

The child that was killed in Norfolk two years ago was not on a bouncy castle but an inflatable trampoline which was in the sun and expanded in the heat and exploded.

The important thing is that the above safety procedures are followed to the letter.

Cllr Howton still felt that they were dangerous and that accidents could not be prevented.

The council voted 5 in favour; 1 against and 1 abstention to allow the bouncy castle for this year.

## **9. Motion to buy new SIS for Traffic Calming Group.**

Mr Jim McDonald has circulated the following to the council before the meeting.

### **Request for Parish Council to purchase a new Speed Indicator Device (SID) for Boxgrove**

#### **Background**

- The existing Westcotec speed indicator device (SID) is 10+ years old and is jointly owned by Boxgrove PC and Lavant PC.
- The device is old technology with a red LED display with very high-power consumption requiring frequent charging. It has been back to Westcotec for servicing/repair once and has required battery replacement three times.
- The device can only provide drivers with their speed data and offers no further driver feedback options.
- Since formation of the traffic calming group the SID has been deployed on The Street in approved locations continuously, 24/7 for the last 6+ years.
- Lavant PC are ramping up their own traffic calming effort and will be calling on 50% usage of the SID going forward.
- Boxgrove PC also owns a second more modern SID used in Halnaker. This is a Westcotec device, with low power consumption but not offering enhanced driver feedback options.

#### **Proposal**

- Purchase a new generation SID for use in Boxgrove.
- The proposed device would have lower power consumption and provide drivers with a choice of messaging in addition to speed data.
- Messaging could include 'slow down'; 'thank you'; smiley faces; thumbs up/down. Also newer signs change colour from green to amber to red depending on driver speed.
- All options considered include a data recorder (as included in the 2 existing SID devices). This data collection tool has proved invaluable in discussions with WSCC Highways and has been used to justify our Community Highway Schemes and 20mph application which is in progress.
- If purchase of a new device is approved, the older SID could be handed over to Lavant PC for their continuous use.

#### **Options**

- Pricing for 3 different machines has been provided by reputable suppliers.
- Option one – Westcotec (manufacturer of both existing SIDs, made in UK).

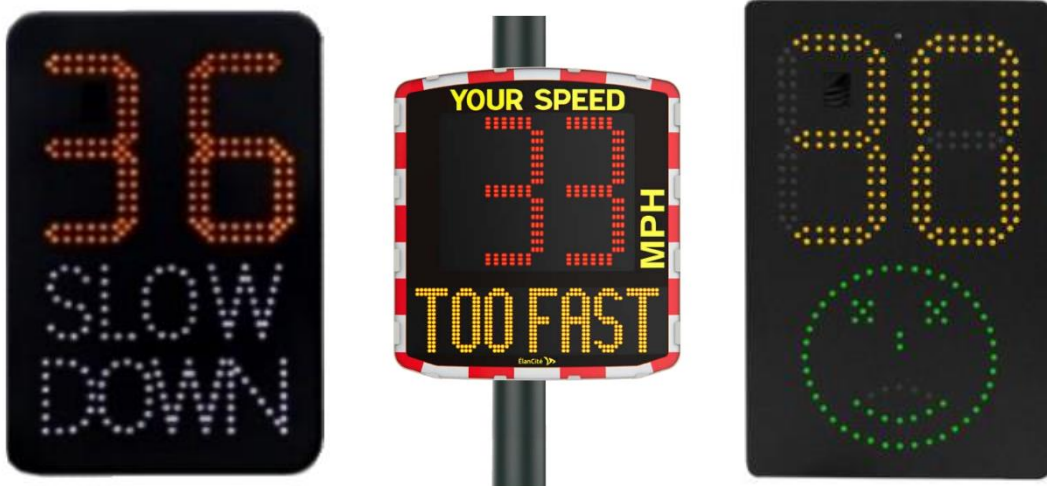
- Portable device with speed display and ‘Slow Down’ message -- £3175 plus VAT.
  - Portable device with speed display and Smiley/Angry face -- £3396 plus VAT.
  - Portable device with speed display and ‘ThankYou/Slow down’ message -- £3607 plus VAT.
  - Dual colour display sign for any of the devices -- £270 plus VAT.
  - Data collection module -- £379 plus VAT.
  - Additional mounting brackets -- £52 plus VAT each.
  - 3-year warranty.
  - 6-8 week delivery time.
- Option two – Elan City/ Evolis Vision. (European best seller, made in France).
    - Portable device with 3 colour display proving speed as well as messaging -- £2200 plus VAT.
    - Message display is customisable – ‘Slow Down’ ; ‘Too fast’ ; ‘Thank you’ .
    - Display is red, amber or green depending on vehicle speed settings as set by user.
    - Display incorporates data collection module with Bluetooth at no extra cost.
    - Additional mounting brackets -- £25 plus VAT.
    - 2-year warranty.
    - 2-week delivery time.
- Option three – Message Maker Displays (made in UK)
    - Portable Device with speed display and red/green ‘Happy/Grumpy’ face -- £2320 plus VAT.
    - ‘Slow down’ option available at same price.
    - Data recorder -- £300 plus VAT.
    - Additional fixing brackets -- £100 plus VAT.
    - 6-year warranty.
    - In stock delivery.

The photos below show the three designs described above.

‘36 SLOW DOWN’ – Westcotec

‘33 TOO FAST’ – Evolis Vision

‘30 Smiley Face’ – Message Makers



### **Recommendation**

- There is a significant price and specification difference between the devices investigated. Two are UK made and warranty varies between the offers.
- The Westcotec is the most expensive, UK made with a 3-year warranty. Messaging is fixed and a data recorder & variable LEDs are extra costs.
- The Evolis is the lowest cost, made in France and offers the best specification for messaging and variable LED colour. Warranty is shortest at 2 years.
- The Message Maker display is UK made, offers the longest warranty and is £400 more than the Evolis. Messaging is not customisable like the Evolis. Warranty is 6 years.
- Final choice of a device will be subject to budget availability, PC feedback and possible additional research.

Traffic Calming Group  
June 3, 2024

The council discussed the options and Cllr Potter proposed that the Council should buy the Elan City. This was seconded by Cllr Moore and unanimously **RESOLVED**.

### **10. Boxgrove Rangers Report**

Cllr Potter had reported the broken glass of the bus shelters to Police and further evidence had come to light.

The grass cutting on the higher footpath is to be done as soon as possible. Cllr Potter and Mr Jim McDonald washed all the village gates and Mr David Leah did those in Halnaker.

(Cllr Hunt left the meeting at 8,16pm).

It was asked that a signpost be installed to indicate the high footpath so that people who did not know the village would not walk on the road. Cllr Potter will investigate.

Action	Cllr Potter
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### **11. Resilience Plan Update**

Cllr Moore and Ms Viv Mills had met and drawn up the following template for the Emergency/Resilience Plan.

Cllr Moore went through the template and highlighted where there would be queries and further work to be done.

### **Model Parish Council Emergency Statement**

#### **1. Introduction**

This document outlines the procedures and responsibilities for Boxgrove Parish Council in the event of an emergency.

#### **2. Objectives**

- To provide a framework for a coordinated response to emergencies within the parish.
- To ensure the safety and well-being of residents.



- To support the emergency services and other responding agencies.

### 3. Scope

This statement covers a range of potential emergencies including natural disasters (floods, storms), health emergencies (pandemics), and other incidents (major accidents, infrastructure failures).

### 4. Roles and Responsibilities

- **Parish Council:** Oversee the emergency response and provide leadership.
- **Emergency Coordinator:** Appointed by the Parish Council, responsible for coordinating the response.
- **Communication Officer:** Manages communication with residents and media.
- **Volunteers:** Assist with various tasks as needed.

### 5. Communication Plan

- Establish a communication tree to disseminate information quickly.
- Utilize local media, social media, and community noticeboards.
- Maintain a contact list of key personnel and emergency services.

### 6. Response Plan

- **Initial Assessment:** Determine the nature and scope of the emergency.
- **Activation:** Mobilize the Emergency Coordination Team.
- **Public Information:** Issue regular updates to the community.
- **Resource Allocation:** Identify and deploy necessary resources.
- **Support Services:** Provide support and shelter for affected individuals.

### 7. Review and Training

- Conduct regular reviews of the emergency plan.
- Organize training and exercises for council members and volunteers.

### 8. Contact Information

- Emergency Coordinator: [Name, Phone Number, Email]
- Parish Council Office: [Phone Number, Email]
- Local Emergency Services: [List of contacts]

### 9. Appendices

- Contact lists
- Maps of the parish
- Resource inventories
- Specific procedures for different types of emergencies

Cllr Moore said that the village hall would be the hub (already agreed with trustees), should that be necessary. If there is a complete outage of electricity SSE should provide a generator. (To be confirmed.)

Communicating with everyone would be the priority with phone calls and knocking on doors.

Ms Viv Mills had produced a list of people willing to help, with the equipment they have, and their skill set in the case of an emergency. This document which contains names, addresses, and phone numbers should only be shared with a minimum number of people (probably 3) and the people concerned should be notified as to who holds the information, how long it will be held for and for what purpose.

Included in this list are first aiders, people with four wheeled drives, a chain saw, a boat etc. All those on the list are from one area of Boxgrove – more volunteers needed!

How communication will be achieved is to be finalised – telephone, noticeboards, shop window, social media etc.  
 If the village hall is listed as an emergency centre with CDC then resources would be provided. Cllr Moore is keen however for the St Blaise centre to also become involved.

Reviews of the procedure should be every 6 months.

Cllr Moore and Ms Mills were congratulated on the thoroughness of the plan.

**12. Discretionary Grant Awards (\$137)**

The council unanimously RESOLVED to award funds to the following bodies:

- Tylers Trust - £500
- Homestart - £150
- 4Sight Vision - £150
- CAB - £150

**13. Planning applications to be decided**

Cllr Bish left the meeting having declared an interest in the first application to be discussed.

Planning number	Address	Detail	Comment
SDNP/24/02072/HOUS	RETROSPECTIVE APPLICATION	1 no. single storey garage and 1 no. garden shed (retrospective).	NO OBJECTION
24/01023/TPA	Land West Of Priory Close Boxgrove West Sussex	Crown lift by up to 6m (above ground level) on western sectors over the road and up to 3m (above ground level) over the footpath on 25 no. Birch trees within Group, G1 subject to BX/85/00103/TPO.	NO OBJECTION - Refer to tree officer

BX/23/02169/FUL - Lge Scale Maj Dev – Dwellings Rohan Stables

It was agreed that Mr David Leah and Cllr Bish would speak at the Planning Committee meeting on 12<sup>th</sup> June. It was agreed that Mr Leah would talk about the process (or failure of it from CDC) and Cllr Bish would talk about the technical aspects of the application.

The meeting with FirstSolar for their application for battery storage on the common, is arranged for Wednesday 12<sup>th</sup> June at 7pm in the small hall. Mr Leah will chair the meeting as Chair of the Neighbourhood Plan committee.

Delegated planning decisions to be noted: None

**14. Clerk's report**

**i. Correspondence received:**

A request has been received for use of the Recreation Ground on Thursday evenings during the Summer to train a girls' football team. There will be no equipment used.

The Council unanimously **AGREED**.

**ii. Payments for consideration** – with the addition of a bill from RH Dixon for grass cutting (£240) the payments for consideration were unanimously **RESOLVED**.

**15. Agenda items for the next meeting**

**16. Date of next meeting**

**The next meeting (and last one before the Summer break) will be on Monday 1<sup>st</sup> July 2024.**

There being no further business to discuss the meeting closed at 9.30pm

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Henry Potter - Chair

**Boxgrove Parish Council Financial Statement**  
**Meeting June 3rd 2024**

Balances on accounts £80,935.65  
**£80,935.65**

**Received since last meeting**

total **£0.00**

**Paid since last meeting**

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
mrs ohare	planter	£43.93
		<b>£4,956.56</b>

**Payments for consideration**

I Whitaker	clerk's salary	£804.46
NEST	pension	£58.66
Royal British Legion	flag	£24.98
rjdixon	pro w - April	£240.00
jnr	ms365/domaine	£1,631.52
rjdixon	pro w - May	£240.00
		<b>£2,759.62</b>

## Bank reconciliation June 3rd 2024

### Bank accounts as of May 30th 2024

current account		£80,935.65
	total	£80,935.65
opening balance 1st April 2024		£71,244.62
add receipts in the year		£22,068.97
less payments in the year		£12,377.94
	Balance	£80,935.65
<b>less</b>		
reserve @ 50% of annual precept of £44066		
	Total	£22,033.00
<b>less ring-fenced funds</b>		
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	£42,032.78
<b>total available funds</b>	Total	£16,869.87
(less ring fenced and reserve)		
<b>Outstanding Loan for Village Hall</b>		<b>£58,012.37</b>

DRAFT