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Minutes of the **Hybrid Parish Council Meeting**
Monday 9th September 2024 at 7.00pm

Present:

Cllr Potter Chair Cllr Moore Vice Chair Cllr Barnes Cllr Lovejoy Cllr Bish
Cllr Howton

Zoom attendee: The Clerk

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

1. Apologies

Apologies: Cllr Raikes and Cllr Tynan. Apologies accepted by council.

2. Declarations of interest

There were none

3. Minutes – to agree and sign the minutes of the July 1st 2024

Council meeting and 26th July 2024 Extraordinary Council Planning Meeting.

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

The Chair advanced Item 13 Boxgrove Neighbourhood Plan Update.

The Neighbourhood Plan consultant Maureen Chaffe, summarised the following report:

- 1 **State of readiness of NP**
 - a. This is now complete apart from the housing.
 - b. HRA and SEA, CDC have requested this, and AECOM have been instructed but this seems to be a futile exercise. This is expected to be complete by end of November.
 - c. Sites will be added to the plan when decisions have been made.
- 2 **Contested Housing Allocation**

- a. Maureen Chaffe has registered to speak for PC/NP the Local Plan enquiry.
- b. David Leah document that was used to contest our allocation in the Local Plan consultation is available.
- c. **Action MC/DL to attend depending when.**

3 Rohan site

- a. This is almost certain to be approved at the planning committee on 11 Sept. It was deferred last month to see if they would reduce the number of dwellings. They have not. We have made all the representations we can, so will not be attending. The planning technical issue that we have raised about giving our existing plan weight appears to have been overruled by CDC Counsel, so the imperative now is to ensure that the 26 dwellings count against our allocation or that the total is reduced by 26. We cannot see how it is possible to include housing schemes in our NP, unless CDC refuse to accept applications, or the developers delay applying until we are in a position to include these. The consequence is that it is therefore likely that our emerging plan will also not give us protection in the future.
- b. **Action MC to draft a letter to Andrew Frost and the Chair of the Planning Committee and request that HP/BXPC submit demanding that either Rohan will be included in our plan and count against our allocation or that our allocation is reduced by 26. We need a definitive answer from them. Need support from the PC.**

4 The Folly site

- a. The site is currently the subject of a pre-application, and we have made comments about the scheme to them. Depending on their discussions with CDC it is likely that they are ready to submit a full application, and they are requesting advice from us about our preferred consultation process.
- b. One option is for us to include the site within our emerging NP and assist with the consultation. This presupposes that they would be willing to wait up to approximately 18 months for our plan to be made before applying for permission so that it is included in our NP and hopefully gives some protection in the future. It will mean that a total of 35 new dwellings will be built in Halnaker over the next 2/3 years which will have a massive impact on the village. Do we want to do this? Will the PC support this?
- c. The alternative is that we do not include it which will likely result in them putting in a full application in as soon as possible.
- d. We have spoken with the developer of the scheme this week who is still awaiting a response to their pre-app, and we have explained our position. They are anxious to work with us and we have provisionally arranged to meet mid-October to discuss the outcome of their pre app, the impact of Rohan, the CDC Local Plan and timings.
- e. **Action PC to decide whether we should include the site in our plan or not.**

5 Other sites

- a. Old Granary, there has been no further contact from the developer. Will leave in the plan.
- b. Longmeadow, there has been no further contact from the developer.
- c. HELAA site Corner Cottage, at the corner of Strettington Lane and Stane St, we could consider including this despite the apparent unwillingness of the landowner to promote this at this time. It is 'available' as included in the HELAA and therefore in

the CDC land supply and would be for potentially up to 42 dwellings, but more realistically 25.

Ms Chaffe told the meeting that none of the HELAA sites in the CDC Local Plan are available for development. She therefore asked the Parish Council whether the Folly application should be officially integrated into the Neighbourhood Plan. Even if it is put into the plan, it would still go the residents for consultation.

The Parish Council unanimously agreed that it should be put into the plan.

The Rohan Stables site would appear to be a done deal, despite the Parish Council objections, and CDC has ignored the representation of the Boxgrove Neighbourhood plan team. The site is against an ancient monument, it is a greenfield site and is against CDC's own policies, but they would no doubt accept it. Ms Chaffe said that CDC should refuse this application and let it come through the Neighbourhood Plan process.

The chair advanced item 11 National Planning Policy Framework consultation.

The consultation is a long and complicated document, and mostly outside the expertise of councillors. Ms Chaffe was asked to submit an estimate of costs to respond to the consultation on behalf of the Parish Council.

Cllr Howton questioned the sense is spending money on this when the views and desires of the residents are not taken into account, despite the consultation process.

Ms Chaffe will submit a quote and the clerk will circulate. The consultation closes on 24th September 24.

Action

Ms Chaffe/Clerk

4. County Councillor, District Councillor and Chair's report

i. Cllr Jeremy Hunt WSCC

- a) Cllr Hunt had no written report this month but said that WSCC were working hard on the budget for the next financial year. Councils nationwide were looking at a "black hole" in local government funding of £4.3 billion.

There is the possibility that the single person's allowance of 25% will be removed, and some areas have already introduced taxation on second homes.

The Local Government Association had written to the Chancellor asking for a referendum limit of 8% (currently fixed at 2% with an addition 3% only for adult social care possible).

Cllr Hunt had also written to the Chancellor detailing the pressures on councils and the need to have answers now, whilst budgets were being prepared.

- b) The Council had had an excellent OFSTED inspection on the services put in place to help young people move from care into mainstream life.

Half-way houses, and advice and support were provided for the young people.

- c) The drains in Boxgrove have been cleared.
- d) Cllr Hunt asked about the Revival traffic – had it had an impact on Boxgrove? This year there had been no “No access to event” signs place in The Street at the request of Boxgrove Parish Council.

A member of the Traffic Regulation Order team asked Cllr Hunt if it was possible to ask for an update on the Boxgrove TRO. The consultation should have finished during August but so far there has not been any report from Oliver King. How many objections had been raised and will they be referred to committee.

Cllr Hunt said that he would follow up.

There was also the issue of the Crouch Cross round-a-bout, but it was felt that the TRO should be completed first (as the speed limit would help) and then address the issues of the round-a-bout after that.

- e) Cllr Hunt had been in touch with the legal department at WSCC about the old A27 road in Crockerhill. He said that the owner of the topsoil of the land was not always the owner – and that the subsoil land owner can take precedence. Once a highway had been closed the ownership reverted to the subsoil owner. It was a very complex subject, and he has asked the legal team to investigate when it was stopped up and to confirm whether there is a PROW. He said any private transactions/sales between landowners would be something separate and not registered at WSCC. Usually, a pathway would be owned 50% each by the landowners on each side.

Cllr Potter said that the MP for Boxgrove, Andrew Griffiths, had offered to come to a PC meeting. It was agreed that he should be invited to see for himself the Crockerhill situation.

The clerk mentioned the warning road sign (sharp bend) on the A285 (southbound) near Warehead stud was lying in the verge having been taken out in an accident. Since then, two further serious accidents have taken place. Cllr Hunt said the fastest way was to report on the “Report a Problem” WSCC site.

[Report an emergency with a road or pavement - West Sussex County Council](#)

Action

Clerk

ii. **Cllr Henry Potter CDC – report circulated prior to meeting.**

- a) The recent announcement by the new government of changes to the National Planning Policy Framework has been analysed by CDC’s Planning Officers and is not good reading. Plans for increased provision of new housing will mean a headache for most Planning Authorities in the south east of England. Government do not Plan for Scotland, Wales or Northern Ireland. Figures for Chichester District are suggested at more than 1,000 a year but this will be adjusted to account for the lack of

development within the SDNP. One algorithm suggested is to take the total number of existing dwellings in a Planning Area and multiply this by 0.08% to give an Annual housing target. Whatever next? And there is no consideration given to additional infrastructure provision to support this extra housing.

There is also provision to allow development on 'poor production' farmland and classed as 'grey' belt land. This together with the continued use of land taken out of agricultural use to offset Nitrate and Carbon from developments elsewhere which impact on the sensitive waters of our rivers and coastal waters, I see as an increasing threat to our already fragile food security. Only recently at the August 7th Planning Committee it was agreed that the Council would enter an agreement with the landowner of farmland at Chilgrove and the SDNPA to secure the provision of credit selling Nitrates mitigation schemes. This is also happening on farmland at East Dean. The involvement of the SDNPA is that they will assume the monitoring and enforce the replacement of failed trees which are planted at a specific number per hectare. This must continue for between 85 and 125 years. Interesting?

- b) At the Cabinet meeting on 3rd September members agreed to adopt the A27 Bypass Mitigation Supplementary Planning Document. This document was produced after a six-week consultation where numerous respondents commented on proposals and is intended to continue addressing the ongoing issue of congestion on this Strategic Road. In a nutshell, the Council, through levying certain developments which impact the A27, have amassed substantial sums of money much of which has been spent on the Portfield junction realignment but there remains a shortfall of a minimum £13.56 million to deliver the package of works for the Bognor Road, Whyke, Stockbridge and the Fishbourne roundabouts. Total costs are "estimated" to be £43.4 million!! There is no likelihood of any funding from National Highways particularly now, as the new Government has no money!! This A27 Bypass mitigation SPD will be submitted alongside the previously submitted Revised Local Plan and will take effect on 2nd October '24
- c) Grant funding for Pallant House Gallery and the Festival Theatre is to continue for a further year, PHG will receive £130,000 and CFT £187,000 under the existing funding agreement. Tangmere Parish Council will receive £312,253 from Section 106 Community facilities monies derived from developments in their Parish and this will be spent on improvements to the Car Park surrounding the Community Centre.
- d) Finally, an arrangement with Portsmouth City Council to provide stray dog kennelling for a further 3 years has been agreed, I never realised that, though we have dog wardens, we don't have any kennelling facilities. Dogs are kept at the Portsmouth kennels for five days after which they are rehoused with charities who try to rehome them.
- e) A copy of the Councils 'Initiatives' magazine is due to be published shortly.

iii. **Cllr Henry Potter – Chair – report circulated prior to meeting**

- a) The fingerboard indicating the 'High' footpath between Halnaker and Boxgrove has been attached to a pole at the north end of The Street. This will hopefully deter walkers from walking along the road.
- b) I'm pleased to see that Highways (or their contractors) have repaired many of the potholes in the Village including the 'sinking' surround to a manhole in the roadway adjacent to Priory Close. They appear to be superior repairs compared with others we have seen in the recent past. I note that the strip at the northern end of The Street is fast deteriorating but no holes 'deep' enough yet to warrant attention. I was impressed that these repairs were carried out without aggravating traffic lights.
- c) The Summer Fayre held on 1st September was once again a resounding success; the weather was kind, and a good time was had by all. We applaud the huge efforts of all involved in staging this community event. Next up is the annual Dog Show on Saturday 27th, in two weeks!
- d) The Parish Council has had to engage the contractor to trim back the hedge facing onto the footpath, and I'd like to thank the volunteer who, with the help of a battery powered strummer loaned by a good-spirited resident, stepped forward to cut back some of the overgrowth on the 'high' footpath. This was a result of comments seen in the Boxgrove Community Facebook site. It most certainly has been a fast, extensive 'growing year' everywhere and this includes wretched weeds especially in the roadside gutters. Speaking of which, at the July PC meeting Mr. Lloyd Tooze reported together with photos, the state of two storm drains which had copious amounts of weeds growing from them. This was reported to WSCC Highways by our clerk but in the six following weeks nothing was done, not, I believe, even a notification of receipt of the complaint, So, with nothing much else to do one day, I lifted the grilles to these culverts and removed about 2 cubic feet of silt from each of the culverts but unfortunately I was unable to reach and remove silt from further in the inlet/exit pipework. I sent an e mail to WSCC Highways explaining exactly what I had achieved, received notification of receipt my report and a promise of some action within 21 days. That time scale is nearly up so I'm watching that space! The drainage system needs 'jetting' throughout its entire length, the drain on the east side at this point adjacent to Ilex Cottage is also showing signs of being silted up. Over this past weekend the ponding has recurred as has happened for some long time now.
- e) The Planning Application for Rohan Stables is back on the Agenda for next Wednesday's Committee meeting and I'm sure will be approved. Personally, I concur with the applicant's submission, that any

reduction in the number of dwellings would inevitably result in the loss of the desired “affordable” elements and the sought after smaller two bedroomed homes. Providing these 26 dwellings form part of our Parish housing allocation, this can be acceptable. There will be no A27 mitigation levy applied to these dwellings.

- f) While speaking to various people, it is becoming apparent to me that if, in the future, the National Grid cannot supply excess power which can be stored in a BESS, then it would be natural for the facility on ‘The Common’ to require a Solar Farm to ensure viability. With this new government’s obsession with renewable energy, as suggested by David Miliband, it would be a foregone conclusion. Not the best thing to happen to what we imagined as being a pleasant open foliated parkland.
- g) Further to my mention at the July meeting, the audible bus timetable device attached to the Halnaker bus stop opposite The Old Store, has been damaged and rendered unusable, and I doubt these will ever be replaced, another convenience destroyed, and for what?
- h) We have received a letter from our new MP (Andrew Griffiths), suggesting that he would welcome visiting a PC meeting periodically which I feel is a good idea. I said ‘new’ MP only as he has been in Office for 4+ years but due to the political Boundary Changes we are now in the Arun & Southdowns’ Parliamentary Constituency. He lives in Duncton so he will be more aware of local issues.
- i) As this year’s Goodwood Revival Meeting draws to a close it has become apparent what a mess the road network is in. Chichester has almost been inaccessible certainly from the east even though the works in Westhampnett Road were suspended but elsewhere traffic hasn’t been so bad, as far as I have heard.

Cllr Lovejoy asked if there was any news of the Elm Cottage issue? No news yet.

Cllr Howton reported the disgusting state of the high footpath which is covered in dog faeces the entire length of the path and is a complete mess.

(Cllr Hunt left the meeting at 8.11pm).

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

A resident asked that prior to each of the three meetings (FOS, Revival and Members’ meeting) at Goodwood a meeting should be held to discuss the traffic arrangements.

The clerk reminded the meeting that some years ago this had already been in place but seems to have fallen by the wayside. The Clerk will write to Lloyd McNeill and ask that the Traffic Management Plan meeting(s) include a representative from Boxgrove.

Action	Clerk
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6. Crockerhill and blocking of right of way

Covered in Cllr Hunt's report above. Awaiting further investigation.

7. Boxgrove Traffic Regulation Order – update and Crouch Cross roundabout issues.

Traffic calming update -- 20mph proposal status & Crouch Cross Lane roundabout

20mph proposal status

- WSCC Highways have conducted the next phase of the approval process -- a Public Consultation. This took place from August 1 to 22. Public notices were displayed on lamp posts in the village and the scheme was available for viewing on the WSCC website (this is a standardised WSCC process). Villagers were also made aware of the consultation on Boxgrove Community Facebook page.
- Oliver King, the WSCC Highways Engineer overseeing the proposal has indicated that a further update will be forthcoming when the consultation has ended, and a summary has been prepared by the responsible WSCC Highways team. No timing has been given for this report. We filed our request for a 20mph zone in September 2023.
- Oliver King has also previously advised that The Public Consultation is a chance for stakeholders and residents to voice their comments of support or any concerns they may have. A successful consultation isn't just measured on the amount of support received, as this was taken into consideration at the Detailed Assessment stage, but also assesses if anyone objects to the proposal. This could halt the progression of the scheme, if more than 5 objections are received then a Cabinet Member Report may be required. If there is between 1-5 objections, then a Delegated Officer Report may be required, and this could also hold up the decision. This means that any proposal may be implemented in full, in part or declined by the Assistant Director due to objections or representations at the formal consultation stage.

Crouch Cross Lane roundabout

- Since implementation of the Crouch Cross Lane roundabout as part of the traffic calming scheme for Boxgrove several residents have voiced their concerns about the safety of the installation. This is primarily attributed to the visibility to the south and the fast-moving traffic moving north along The Street across the roundabout. Near misses have been reported on Facebook Boxgrove Community along with some crashes. These incidents have involved vehicles travelling both north and south on The Street.
- Residents of Crouch Cross Lane have requested that the roundabout be revisited and that WSCC Highways conduct a review.
- The situation was put to Oliver King at West Sussex Highways in June 2024 with a request to look at better signage as a first improvement and his response was as follows:

Whilst I would normally suggest creating an enquiry via our online reporting mechanism ([raise a highways related enquiry](#)) for a new enquiry of this type, I am happy to provide a few comments on this below. Any amendment to the existing road signage would need to be evidence based justified and proportionate, any intervention would be legally required to conform to the appropriate legislation as per the Traffic Signs Regulations and General Directions (TSRGD), which is a Department for Transport document followed by all local authorities for road markings and traffic signs.

The request for additional roundabout signage would be assessed on a case-by-case basis and would ultimately need a level of evidence that there is a safety issue. For example, it may be that we investigate the collision data at the roundabout as this will help the decision-making process. However, with this said, we would be reluctant to install any additional signage with recent changes to driver behaviour such as a reduction in speed limit, which is currently in the process through the 20mph Traffic Regulation Order. It would therefore be best practise to give the 20mph speed limit (all being well and if successful) time to bed in, before making any additional changes to signage and other highway infrastructure.

- The Traffic Calming group have discussed the situation and propose to request that a Stage 4 post completion audit is conducted on the roundabout by WSCC Highways as soon as makes sense. Timing will be dependent on the 20mph approval/implementation given Oliver Kings response above. Options to be discussed with WSCC Highways going forward, assuming we get a 20mph zone, could include improved roundabout signage, revisions to the shape, surfacing. & road markings of the roundabout or a change to a completely new junction design (this would be a lengthy and costly process). Given WSCC Highways feedback in the past, adoption of speed humps or speeding cameras are not likely to be options in a village environment.

The Parish Council is requested to continue support for the 20mph speed limit and agree to pursue a detailed review of the roundabout by WSCC Highways.
End of report

8. Motion to contribute to purchase of mower for Cricket Club

Cllr Potter had suggested to the CC that they apply for a grant from CDC Discretionary Grant Award. The Parish Council is awaiting quotes from CC. Item deferred.

9. To discuss use of recreation ground by training groups in adverse weather conditions.

No comments. Item deferred.

10. Motion to support the Campaign on the safety of lithium batteries and their disposal. Lord Foster and Electrical Safety First are promoting the Bill (previously circulated to councillors) to ensure greater safety in the use and disposal of lithium batteries and are aiming to get it into law as soon as possible. It had its First Reading on 5th June.

Cllr Potter proposed supporting this campaign. Unanimously **AGREED**.

Action

Clerk

11. National Planning Policy Framework Consultation

Awaiting quote from NP consultant.

Action

Mme Chaffe

12. Request to place textile waste bin on Village Hall Car Park

The Council were unanimously against this proposal.

Action

Clerk

13. Boxgrove Neighbourhood Plan Update -covered above

14. Resilience Plan Update (Annexe 1).

Cllr Moore reported that the Resilience Plan was coming together very well. There will be a public facing document with a statement which is being finalised now. In this document all reference to private individuals will be removed - just the “title” of the role will be published. (Councillors will be named)

An Emergency plan group needs to be formed – the idea is to divide the Parish into three sections or “wards” – Strettington, Boxgrove and Crockerhill.

15. Planning applications to be decided

Planning number	Address	Detail	COMMENT
SDNP/24/03253/LIS	Warehead House	Internal alterations to provide new kitchen and 1st floor bathrooms. Replacement of existing heating system and electrical fittings and wiring throughout main house and annexe. Replacement utility room and shower room to annexe	NO OBJECTION
SDNP/24/03105/FUL	Goodwood Estate	Erection of 1 no. forest shelter for uses ancillary to the Goodwood Education Centre.	NO OBJECTION
BX/23/02169/FUL	Land North West Of 56 Stane Street (Rohan Stables) , Halnaker,	Demolition of existing equestrian buildings and structures and the erection of 26 no. dwellings, together with the provision of public open space, parking, landscaping and access improvements.	No further representation will be made.

Delegated planning decisions to be noted:

Planning number	Address	Detail	Closing Date
SDNP/24/02072/HOUS	RETROSPECTIVE APPLICATION	1 no. single storey garage and 1 no. garden shed (retrospective).	PERMIT
BX/24/01136/FUL - Other Dev	Keepers Cottage, Tinwood Lane, Eartham, Chichester, West Sussex, PO18 ONF	Single storey pool house	PERMIT
BX/24/01513/EIA	Land At Ounces Barn, Halnaker, Boxgrove, Chichester, West Sussex, PO18 ONP	(E) 491996 / (N) 108472 4th July 2024 Request for an EIA Screening Opinion	No EIA required
BX/24/01488/TCA	Halnaker Cottage, Halnaker, Boxgrove, West Sussex	Tree works	PERMIT
BX/24/00954/DOM	Corner Cottage, The Street, Boxgrove, Chichester, West Sussex, PO18 OEE	proposed garage garden store	PERMIT
SDNP/24/02863/APNW	Windmill Bank Farm, Denge Barns, Denge Lane, Halnaker, Boxgrove, West Sussex	Excavation to create 3 no. ponds for the purposes of Agriculture.	PERMIT

16. Clerk’s report

i. Correspondence received:

- Resident reporting serious accidents occurring at Halnaker as warning sign in the ditch
- WSCC Meals on Wheels service – HILS (Health and Independent Living Support) www.hils-uk.org
- NALC is launching a new website on 7th October which all councillors can access. Clerk will forward details nearer the time.

- All Parishes Meeting CDC – request for topics for discussion. Contact the Clerk
- Contractor has asked for farmer’s irrigation pipes to be removed from footpath as he cannot get his machinery through. He also said that the weeds and shrubs have clumped together blocking the paths and forcing walkers onto the farmland.
Clerk to contact WSCC rangers

Action	Clerk
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- Boulodrome: need help establishing a proper map. Clerk to put Mr Floyd in touch with Cllr Bish to obtain proper survey Costs will have to come from boulodrome CIL “pot”.
 - ii. **Payments for consideration:** with the addition of £40.93 flowers for the planter, the payments were proposed by Cllr Lovejoy and seconded by Cllr Howton. They were unanimously RESOLVED.
 - iii. **Bank Reconciliation:** Circulated
- 17. Boxgrove Ranger Report – no report**
18. Agenda items for the next meeting – WATER FOUNTAIN
19. Date of next meeting – the next meeting will be on Monday October 7th 2024.

There being no further business to discuss the meeting closed at 8.47pm

Signed: _____ Date: _____
Henry Potter - Chair

APPENDIX 1 – Emergency Plan draft

Boxgrove Parish Council
Emergency Plan.

Purpose of the Plan

Boxgrove Parish Council aims to support and guide residents during emergencies.

What is an Emergency?

An emergency is any situation that needs immediate action to protect the safety, health, or well-being of the community, or to safeguard public property. Examples include: (P&G)

- **Natural Disasters:** Floods, storms, or severe weather that could harm the community.
- **Public Health Crises:** Disease outbreaks or water contamination that threaten public health.
- **Accidents:** Major incidents like fires, chemical spills, or gas leaks that put people at risk.
- **Infrastructure Failures:** Power outages, water main breaks, or significant road damage that disrupts essential services.

- **Security Threats:** Public safety concerns, such as violent incidents or security threats that require quick intervention.
- **Environmental Hazards:** Incidents like toxic spills or severe pollution that pose risks to health and safety.
- **Urgent Repairs:** Critical repairs needed for community facilities, like a collapsed building or broken amenities.
- **Severe Weather Warnings:** Situations where immediate preparation is needed due to severe weather alerts.

In all these cases, Boxgrove Parish Council will act quickly to coordinate with emergency services, provide information and practical support to residents, and take necessary steps to reduce the impact of the emergency.

The Objectives of the plan

- **Ensure Public Safety:** Keep residents safe and healthy during emergencies.
- **Enhance Preparedness:** Raise awareness and readiness in the community for possible emergencies.
- **Coordinate Response Efforts:** Work efficiently with local authorities, emergency services, and community groups.
- **Minimize Impact:** Lessen the harm to people, property, and the environment during emergencies.
- **Support Recovery:** Provide timely help to restore the community after an emergency.

Emergency Planning Group

The Parish Council has appointed an emergency planning group whose aim is to undertake to: -

- **Perform Risk Assessments and Mitigation steps**
- **Establish Clear Emergency Communication and maintain a list of volunteers**
- **Encourage Community Involvement**
- **Maintain Resources and organise distribution/access during an emergency**
- **Have Response Procedures in place and published.**

Emergency Plan Contact Information

- **Key contacts**

Name	Role	Email address	Other/Tel

Mr Julian Moore	Chair, Emergency Plan	J.Moore@boxgroveparishcouncil.gov.uk	Mob: 07876 452868
Ms Viv Mills	Vice Chair and head of volunteer liaison	vmills4@btinternet.com	
Mrs Imogen Whitaker	Clerk, Boxgrove Parish Council	clerk@boxgroveparishcouncil.gov.uk	
Mr H. Potter	Chair, Boxgrove Parish Council	H.Potter@boxgroveparishcouncil.gov.uk	

Local risk assessment

An initial assessment of potential risks to our Parish are: -

- Loss of supply of vital 'utility' services, such as electricity, water and drainage, gas and telecommunications for a protracted period (over 48 hours)
- Natural and unnatural events such as fire, flooding, bad and extreme weather (storms and the like) major traffic incidents, loss of buildings/infrastructure, fallen trees and land collapse, aircraft crashes / incidents.
- Environmental pollutants, i.e. toxic gases or corrosive liquid spillages.
- Infectious disease risk which may be identified locally and, in the extreme, cause or be part of a national response (such as a flu pandemic) which may require the local parish council to provide guidance and facilities.

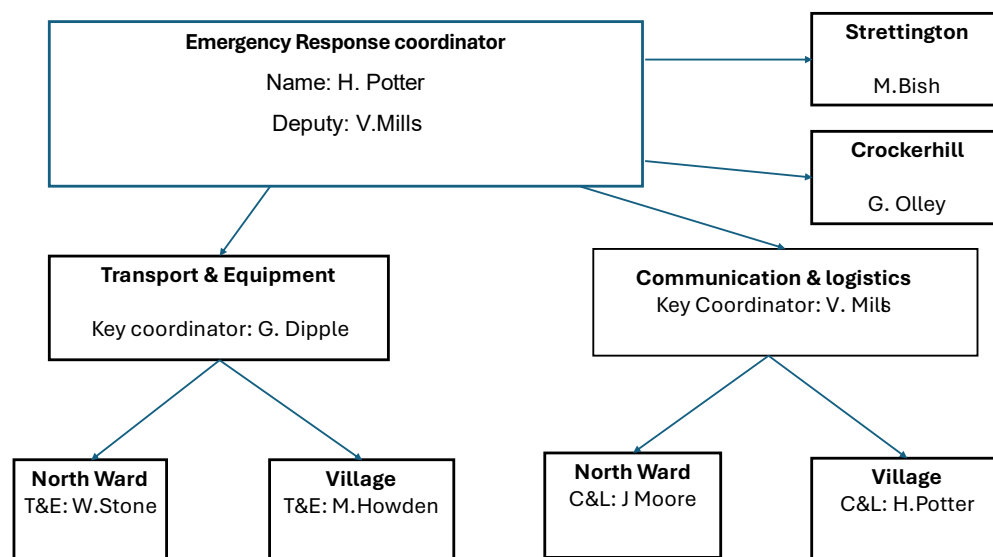
**This list is not definitive, and we are always happy to hear about risks we perhaps have failed to identify. Please email clerk@boxgroveparishcouncil.gov.uk*

Key locations

The emergency group has identified the village hall as a rest centre and safe place in an emergency. In the case that this facility is not available, or is insufficient (too busy/full), a second back-up located in Saint Mary & St Blaise Church will be made available.

Building	Location	Potential use in an emergency	Contact details of key holder
Boxgrove Village Hall	The Street Boxgrove Chichester West Sussex PO18 0EE	Rest Centre/safe place	Hall Manager
Saint Mary & St. Blaise Church.	The street, Boxgrove PO18 0ED	Rest Centre/safe place	David Bannister 01243 528726 David.Bannister@icloud.com

Emergency contact list and telephone tree



Authority and legal basis for the plan

Boxgrove Parish Council derives its authority and legal rights to publish an emergency plan through a combination of national legislation, local government regulations, emergency management frameworks, and specific powers and duties granted to parish councils generally.

These legal and regulatory foundations enable Boxgrove parish council to develop, maintain, and execute emergency plans to protect their communities effectively.

For more details on this, please email the clerk at: clerk@boxgroveparishcouncil.gov.uk

Boxgrove Parish Council Financial Statement

Meeting September 9th 2024

Balances on accounts £83,632.78

£83,632.78

Received since last meeting

VAT rebate £4,391.52

Locality Grant (NP) £6,936.00

total **£11,327.52**

Paid since last meeting

Elan Cité	SID	£2,794.45
I Whitaker	clerk's salary	£804.46
Pat Stanley	grass cutting	£180.00
I Whitaker	Council running costs	£251.96
NEST	pension	£58.66
j mcdonald	brackets (sid)	£60.00
hmrc	contributions	£33.12
		£4,182.65

Payments for consideration

I Whitaker	clerk's salary July	£804.46
I Whitaker	clerk's salary Aug	£804.46
NEST	pension july	58.66
NEST	pension aug	58.66
RJDixon	PROW June	480
RJDixon	PROW July	240
RJDixon	PROW August	240
Process Matters2	Neighbourhood Plan	1100
Process Matters2	Website maintenance (6 mths)	420
Moore	external audit	378
Zurich insurance	premium (year 2 of 3)	884.16
		£5,468.40

Bank reconciliation September 6th 2024

Bank accounts as of September 6th 2024

current account		£83,632.78
	total	£83,632.78
opening balance 1st April 2024		£71,244.62
add receipts in the year		£33,432.46
less payments in the year		£21,044.30
	Balance	£83,632.78

less

reserve @ 50% of annual precept of £44066

Total

£22,033.00

less ring-fenced funds

neighbourhood plan designated
reserve

£2,168.25

neighbourhood plan grant

£6,936.00

cricket pavilion extension designated reserve

£13,059.83

capital replacement fund

£1,000.00

CIL

£9,814.99

Boulodrome

£5,000.00

Trees

£3,000.00

Resilience

£2,000.00

Contingency

£1,500.00

Car park fund

£1,500.00

Total

£45,979.07

total available funds

Total

£15,620.71

(less ring fenced and reserve)

Outstanding Loan for Village Hall

£58,012.37