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Minutes of the **Parish Council Meeting**
Monday 2nd December 2026th January 2025 at 7.00pm

Present:

Cllr H Potter Chair Cllr J Moore Vice Chair Cllr T Tynan Cllr C Matters
Cllr Bish Cllr Raikes Cllr Howton Cllr Lovejoy

In attendance: The Clerk – zoom Cllr J Barnes
CDC – Cllr Henry Potter WSCC: Cllr Jeremy Hunt
12 Members of the Public

1. Apologies

Cllr Barnes attended on zoom

2. Declarations of interest

Cllr Michael Bish for planning application 24/02757

3. Minutes – to agree and sign the minutes of December 2nd 2024

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 Chairman.

The chair moved Item 7 “Crockerhill “ for discussion here.

Cllr Raikes reported that nobody had been working in the garage for 2 months now. It is not known who holds the lease and whether it is still Terry Sargeant.

Mr Herbert had knocked on Cllr Raikes’ door and had apologised for the three coaches which were parked in front. He said they were to be moved but they have not been. He said that he owned the whole operation now and that he would be re-employing Adam Stepney. (This is the man who had previously been responsible for death threats and aggressive behaviour towards residents.

T and M Coaches were visited by Department of Transport and some coaches found to be unfit for service.

It is unknown how Mr Herbert will deal with the rows of vehicles in front of the workshop.

Mr Olley and Cllr Potter had had a meeting with Paul Thompson of CDC and he will be checking up on the legal requirements of the business. (for example, oil disposal).

It was agreed to hold a meeting with Mr Griffiths – clerk to organise.

Action

Clerk

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

i. **Cllr Jeremy Hunt WSCC**

- a) Cllr Hunt reported that he had spoken to Highways about bringing the school safety zone signage into line with the new TRO. A small vinyl rectangle will be put over the words leaving the flashing 20mph.
- b) Cllr Hunt had not been able to catch up on the progress of the TRO in Strettington. The woman responsible for the TRO had contacted Cllr Hunt to say that dustbin lorries do not turn around in the lane.

c) **DEVOLUTION**

Cllr Hunt said that the government had published its white paper and that implementation was moving extremely quickly. All areas will become Mayoral Areas (with a minimum population of 1.5 million), and Councils had to put in their expressions of interest to be a Priority Scheme Mayoral area by this Friday 10th January. Together with East Sussex and Brighton and Hove, West Sussex will be putting in their combined expression of interest (the final decision to be made at the cabinet meeting on Thursday 9th – the public can listen in on [Cabinet - Thursday 9 January 2025, 10:30am - West Sussex webcasts.](#))

If their bid to be put onto the Priority Scheme is successful, then they will ask the Minister to defer the WSCC Elections of 2025 to May 2026 and go for a full Mayoral election.

A Mayoral Area will cover a lot of offices, such as:
Strategic Planning (roads and infrastructure);
Transport (rail and road);
Economic development;
skills training for 16+ (not including apprenticeships);
Fire and Rescue;
Police and many more.

If they are accepted on the scheme they will have up until September 2025 to formulate how that will work in practice.

Alongside the Mayoral Areas there will be the creation of Unitary authorities. A minimum of 500,000 people is required for a unitary authority. (The size of the unitary authority is set by the Boundary Commission). If West Sussex becomes a unitary authority, then the recommendation will be for the election to be deferred until 2027 thus becoming an election for the unitary authority. This will then become a shadow authority running for 12 months and in May 2028 the Unitary Authority would take over full-time and the current District and Borough Councils would end.

The point of the exercise is for the government to devolve more powers to local areas. It will involve a lot of work for everyone in the initial stages.

More detailed information can be found on these pages:

[English Devolution White Paper: Power and partnership: Foundations for growth - GOV.UK](#)

Cllr Hunt gave some examples of how it works in areas that have already been devolved. Buckinghamshire made savings of £70 million already in 2021.
End of report

ii. **Cllr Henry Potter Chair**

- a) Cllr Potter started his report by wishing each and every one a happy, healthy and prosperous New Year.
- b) It had appeared, disappointingly so, that the Government would NOT be giving any relief to local Authorities for the increases in National Insurance contributions on behalf of employees which would become effective on 01/04 this year. The National Association of Local Councils had been pressing for clarification of this increase since November '24 but nothing had been forthcoming! Cllr Potter said that this new ruling was nothing less than a rise in income tax as it was levied on every employee. The revenue raised was unlikely to be spent on NI responsibilities but more likely to be used to fund other ambitions of this Government. Naturally, it would result in increases in Local Authority precepts, yet another form of taxation. As the Parish Council had been advised by the Clerk and Responsible Financial Officer it would cost the Council tax payers an additional £670 per annum. For CDC this was expected to be £500,000, and for WSCC an estimated £6 million and then there was the Police precept to consider. Cllr Potter truly feared for the Council Tax charges for future years, particularly as the Government had removed the need for referendums to allow rises above the existing 5%. This would open floodgates to those less frugal Authorities.
- c) The Christmas tree had once again been procured from Runcton Farm Shop and had been positioned as usual in front of The Alms Houses and Cllr Potter thanked Mr Geoff Ryder for his assistance and a member of the community who had completed the decoration of the tree.
- d) Cllr Potter had had a conversation with John Dixon, who keeps the numerous footpaths in a tidy state, and on visiting some of the areas he had mentioned, Cllr Potter had been disappointed to find that where he had planted a few tree saplings they had been completely 'topped' losing all signs of them! Other areas had been topped back to the hedge or fence line, hardly a move for Biodiversity Net Gain, which seemed to be the modus operandi that was being seen so often. This was apparent on the farmland adjacent to the footpath leading up to the Windmill where planting of trees and wildflowers would replace fields of wheat or barley. Cllr Potter was not sure if this was the right direction here. He would be more impressed if there were a steep rise in ground nesting and seed eating birds, Skylarks for example.
- e) Cllr Potter had met with Paul Thompson, an Environmental Health Officer from CDC, and Glen Olley to discuss the Crockerhill situation but there was still doubt about the seriousness of wrongful activity taking place there. Mr. Raikes had also been present and spoke to the officer. On Friday, Cllr Potter had had occasion meet the MP, and he had promised to mention it to Diane Shepherd with whom he has regular meetings. Environmental Health and Planning are within the remit of CDC so perhaps something would come of that.

- f) Listening to members of the community, Cllr Potter said that the consensus was that everyone thought that there was a marked improvement in the number of speeding vehicles through Boxgrove. There also appeared to be less traffic, (except Learner Drivers!) but, even these lead to traffic calming.
And that concludes my report.
End of report.

iii. **Cllr Henry Potter CDC report**

- a) Cllr Potter said that there was little to report this past month. The greatest concern had been the Government proposal to press ahead with creating Unitary Authorities. Diane Shepherd, Chief Executive of CDC, published an update disclosing all that was known to date which was very helpful. (Appendix 1 below). Unitarianism had been considered by the previous Council Membership about six years ago but the decision to steer clear of this had been overwhelmingly supported. What the current Membership would decide when the time came could be a different story.
- b) A meeting of the Development Plan and Infrastructure Panel today Monday, 06/01 had taken place to note and prepare comments ready for the Cabinet to consider at its meeting tomorrow.
The Community Infrastructure Levy spending Plan formed a large part of the IBP and affected almost every authority in the District.
There was nothing else of significance to report.
End of Chairman's Report.

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

A member of the public asked if there was any remaining CIL money to pay for poppy roundels to put on the lamp posts.
The clerk explained that the remaining CIL money had already been allocated. However, it was questioned whether it was going to be used for the purpose allocated i.e. contributing towards a mower for the recreation ground.
It was agreed that the clerk should write to BCC and ask them to send quotes for the purchase of a mower as to date none had been received. The clerk is also to ask for a plan for the completion of Stage 2 of the planning permission – funds for which are also reserved with the council. Clerk to check origin of funds.

Action	Clerk
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Cllr Potter questioned the sum put aside for the fountain. The clerk said that she was waiting for a quote back from Broughton's for the plumbing and installation of the fountain – the actual fountain cost c£600. This will be on agenda for next meeting.

6. Any urgent items not covered elsewhere on the agenda. There were none.

7. Crockerhill - update Covered above.

8. Bi-annual Parish Council Newsletter to complement Bugle: to discuss

Cllr Potter asked that councillors should in turn produce the Parish Council report published in the monthly Bugle, as he was writing them each month. This was agreed.

It was agreed that a bi-annual Newsletter for the Parish Council only could be produced and distributed to every household.

It was agreed that Cllr Matters could do the design once the content was forthcoming. Date of first edition to be confirmed as soon as possible.

9. Arrangements for Boxgrove Community Day 18th January 2025 to include ideas for future CIL payments.

Mr Leah said the Community Day was being driven by the Neighbourhood Plan primarily as a consultation on the revised Neighbourhood Plan. They will be having a meeting tomorrow to finalise the publicity and the details. The Parish Council, the Neighbourhood Plan group and the traffic calming group will all be present in the main hall. The Heaver group with their plans for the employment hub will be in the small hall, and Cllrs Barnes and Matters will be in the hall.

The NP had invited both MPs (Jess Brown Fuller had positively responded) and Goodwood estate.

The NP plan will give residents a questionnaire (to be completed and sent to Parish Council later this week), and also collate the key policies.

Progress reports:

BESS application.

Mr Leah reported that no statutory consultees had objected to the battery storage application on the common. He pointed out that WSCC has still not determined the initial quarry restoration application which should have a bearing on the battery storage application.

At least the application has been called in by WSCC and will now go to committee.

Rohan Stables development.

Mr Leah was surprised to hear that the development had been halted as the developer had pulled out. As far as he was concerned it had all been signed on 9th December with CDC and was going ahead. All the documents were on the website.

10. Motion to agree the Precept for 2025 – 26

The clerk had received another quote for the IT for the council from a local provider on the peninsula. It was cheaper and included an overview of the current system. Cllr Moore proposed and Cllr Potter seconded switching to the new supplier and setting the precept for next year at £50639. This was unanimously **RESOLVED**. This represents a £2 per week payment for a tax band D property. This was an increase of 35p a week over last year.

11. Motion to fund roundels for traffic calming initiatives.

Cllr Lovejoy proposed and Cllr Howton seconded the motion to purchase roundels for the sum of £141.41

12. Planning Applications to be decided

Planning number	Address	Detail	Closing Date
BX/24/02504/LBC	The Old Store Guest House	Detached annexe	WITHDRAWN
BX/24/02165/FUL	Anglesey Arms	extension of car park	NO COMMENT
BX/24/02897/TCA	Thatch Cottage, Church Lane Boxgrove	Notification to fell one ash tree	REFER TO TREE OFFICER
BX/24/02850/TPA	Thatch Cottage, Church Lane Boxgrove	Height reduce and width reduce by 2m on 1 no. Monterey Cypress tree (T1) within Group, G4, subject to 76/00102/TPO.	REFER TO TREE OFFICER
BX/24/02757/ADV	Tinwood Estate	A27 HGV Access To The Tinwood Estate Arundel Road Crockerhill Chichester Retrospective application for 1 no. non-illuminated free-standing sign.	SAFETY ISSUE NO COMMENT

Delegated decisions to be noted

Planning number	Address	Detail	Closing Date
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BX/24/02058/LBC - Other Dev - Householder Developments	The Brambles Aldingbourne Drive	change use of existing barns to provide ancillary residential accommodation and studio	REFUSE
BX/24/01985/PLD - Other Dev - Certs of Lawful Development	Deepdale, Priors Acre	Construction of porch to front elevation; installation of rooflights to side/rear roofslopes.	PERMIT
SDNP/24/03754/LIS	Warehead House	Demolition of existing garden buildings, conservatory and orangery. Erection of replacement orangery extension to west elevation.	WITHDRAWN

Cllr Hunt left the meeting at 8.19pm.

13. Training options for Councillors

Clerk to forward all options to councillors. New councillor training was suggested by Cllr Potter to be very useful.

14. Clerk's report

i. Correspondence received

From	Concerning	Action
Exterior Clean Co	Cleaning of playarea	Clerk to acquire quote
Clerk	The clerk said it had been some time since a tree report had been done for the council.	Clerk to acquire quote from Boxgrove tree surgeon.

ii. Payments for Consideration

Cllr Potter proposed and Cllr Moore seconded the payments for consideration. These were unanimously **RESOLVED**.

iii. Bank reconciliation – circulated

15. Boxgrove Rangers Report

Mr Dipple informed the meeting that the annual litter pick on the A27 would take place in March this year.

16. Agenda Items for next meeting

- Introductory talk from Energise South Downs
- Fountain

17. Date of next meeting

The next meeting will be on February 3rd 2025 at 7pm

Signed: _____ Dated: _____
Cllr Henry Potter - Chairman

Boxgrove Parish Council Financial Statement
Meeting January 6th 2025

Balances on accounts £89,996.94
£89,996.94

Received since last meeting

£0.00
total **£0.00**

Paid since last meeting

I Whitaker	salary	£804.46
NEST	pension	£58.66
ROSPA	Play inspection	£312.00
K Goacher	Hedgecutting	£432.00
		£1,607.12

Payments for consideration

I Whitaker	salary	£804.46
NEST	pension	£58.66
Adams Hendry	planning objection	£2,709.00
Boxgrove Village Stores	goods	£82.53
HMRC	employer contributions	£55.20
signquick	NP banner	£42.00
Road Signs.uk	roundels for gates	£141.41
		£3,893.26

Bank reconciliation January 6th 2025

Bank accounts as of December 20th 2024

current account		£89,996.94
	total	£89,996.94

opening balance 1st April 2024		£71,244.62
add receipts in the year		£55,615.93
less payments in the year		£36,863.61
	Balance	£89,996.94

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		£4,130.00
cricket pavilion extension designated reserve		£13,059.83
capital replacement fund		£1,000.00
CIL		£6,814.99
Boulodrome		£8,000.00
Trees		£3,000.00
Resilience		£2,000.00
Contingency		£1,500.00
Car park fund		£1,500.00
	Total	£43,173.07

total available funds	Total	£24,790.87
(less ring fenced and reserve)		

Outstanding Loan for Village Hall		£58,012.37
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Appendix 1.

devolution

and local government reorganisation



Issue 1 December 2024

Message from the Leader



The announcement made by the government on devolution and the reorganisation of local government last week is incredibly far reaching, and it is likely that any of the proposed changes will take some time to implement.

We understand that this is unsettling, but we want to reassure you that we are working closely with the county, district and borough councils in West Sussex to achieve the best possible outcome for our residents, businesses, staff and councillors.

As we are right at the beginning of the process, we have many questions that we still do not have the answers to. However, I want to assure you that we intend to keep you closely informed every step of the way.

We hope you find this newsletter useful and that it helps answer some of the questions you may have.

Best Wishes, Adrian

Overview

from Diane and Adrian



As you are aware, the government published a paper last week to outline plans for both devolution and the reorganisation of local government.

At the time, we were waiting for more information and guidance from the government and we promised that we would provide you with more detail once we had this. Since then, we have been on various calls and read various updates, and so we wanted to share with you what we know so far.

Over the coming weeks and months, we will add to this information to make sure that you are well informed and that you are provided with the very latest information. We are also going to create a list of Frequently Asked Questions that we will add to. If you have any further questions, please email: sjparker@chichester.gov.uk.

To start with, it's important to explain that devolution and the reorganisation of local government are two different things.

Devolution

The Government wants to introduce Strategic Authorities with an elected mayor across England, so that it can hand more powers down from Whitehall. Streamlining local government is being presented as a way to enable the creation of more powerful local mayors, in an attempt to unblock infrastructure and attract greater investment.

Elected mayors would then oversee areas representing two or more current county council geographical areas, and will be handed more power over things such as strategic planning and public transport.

Existing elected metro mayors are already set to gain new powers over planning, in a bid to speed up delivery of new housing and infrastructure.

There are three types of Strategic Authorities: Foundation Strategic Authorities; Mayoral Strategic Authorities; and Established Mayoral Authorities.

The government's ambition is that all areas will ultimately have an Established Mayoral

Devolution continued

Strategic Authority. The Secretary of State will be given the power to create a Strategic Authority by ministerial directive where local consensus cannot be achieved on devolution proposals.

Some areas in the country have Strategic Authorities already and others are in the process of applying to the government to create them. There are a number of Strategic Authorities in England, some of which have a directly elected 'metro mayor' (mayoral combined authorities or MCAs).

Since July, the government has announced four more devolution deals: Greater Lincolnshire; Hull and East Yorkshire; Devon and Torbay; and Lancashire.

The government wants to move away from the current system of devolution where it negotiates a bespoke 'devolution deal' with local government, to a standard devolution framework which will set out a standard set of powers and funding to be given to the Mayoral Combined Authorities.

Mayors will be given new powers and priorities including:

Housing and Planning

Mayors will receive development management powers to call in applications, in the same way as the Mayor of London. Mayors will also control grant funding for regeneration and housing delivery. All areas – whether or not they have a Strategic Authority – will have to produce a Spatial Development Strategy for strategic planning.

Transport

Mayors will have a statutory role in governing, managing and developing the rail network to deliver a more integrated network. They will also gain powers to coordinate their road network. Established Mayoral Strategic Authorities will have the right to request rail devolution.

Environment

Established Strategic Authorities will help deliver Great British Energy Local Power Plans to support small-medium renewable energy projects locally.

Support businesses and research

Growth Hub funding will be rolled into the Strategic Authority. The new Office for Investment will work with mayors to develop and market strategic investment propositions.

Public safety

Police & Crime Commissioners and Fire & Rescue authorities will fall to mayors where geographies align and there is a long term ambition to align public sector boundaries, including police, fire, job centres, probation and health services with Strategic Authorities. It is expected that the mayor will chair the Integrated Care Partnership.

Those upper tier authorities (county councils and existing unitaries) that wish to join the fast track process to become a Mayoral Strategic Authority have to apply to the government by 10 January. If accepted on the programme the May 2025 county elections will be delayed. It is unclear when all other proposals - from those not on the fast track programme - will be expected to be submitted for devolution.

Local Government reorganisation

This is separate to devolution, but links with the government's overall aims. The government wants all areas to have unitary councils across the country, with each serving a minimum of 500,000 residents.

To give you an idea, West Sussex covers a total population of 900,000. So, the government could decide to create one or two unitary authorities within our area. This would mean all of the existing councils merging into the new unitary council or councils.

Local Government reorganisation - continued

The government will take a phased approach, giving priority to areas where reorganisation can unlock devolution. However, the White Paper also says that reorganisation should not delay devolution and any reorganisation proposals must complement devolution.

The government's ambition is for the first wave of these new authorities to be established before the end of this parliament, starting in April 2027.

Our commitment to you

We know how unsettling this news will have been to you. However, we want to reassure you that we will keep you informed every step of the way.

The council's work will continue moving forward, it just means that if the government's proposals go ahead we will have to merge with our other local councils. If this happens, we want to

reassure you that the vast majority of staff will transfer across to the new authority. The benefit of this is that it is likely to provide better career prospects, opportunities and pay. We also know that any reorganisation of this size often initially needs even more staff than those in place, to help make the changes required. Those most likely to be affected by any reorganisation would be the senior management team.

We will continue to update you and answer your questions - and we will hold some staff and councillor briefing sessions in the New Year. Please also refer to the timeline on page 4.

Best Wishes

Diane
Chief Executive

and

Cllr Adrian Moss
Leader of Chichester District Council

Your questions

How long will this take?

It is not clear yet, but the government's ambition is for local government to reorganise over this parliament and the next. The first wave of the new unitary authorities are expected to be established before the end of this parliament, starting in April 2027. It is also worth you reading the section in this newsletter which refers to the timeline.

Are jobs at risk?

Our work will continue moving forward, it just means that if the government's proposals go ahead we will have to merge with other local councils. If this happens, the vast majority of staff will transfer across to the new authority. In the long term this is likely to provide better career prospects, opportunities and pay.

How will councillors be affected?

If Local Government Reorganisation takes place then Chichester District Council will no longer be an entity once the new unitary is established. However, members will be able to put themselves forward as candidates for the new authority.

Will this prevent the council from making decisions?

No. As far as we are concerned, it is business as usual and we will continue to support our communities to the high standards that they expect. We will just need to carefully consider any long term decisions that may impact on any future reorganisation.

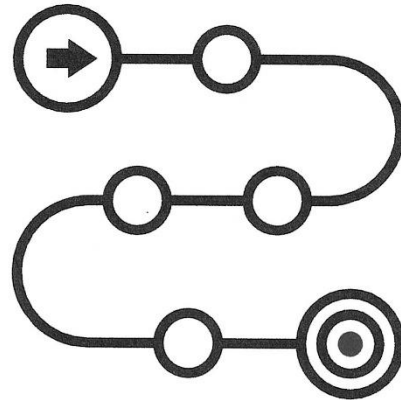


Timeline

The government's devolution and reorganisation plans have separate timescales. New legislation will be needed for some of the proposed changes and will be included in the Devolution Bill next year. Some of the proposed changes are already in current legislation.

The various information and letters that we have received provide different timescales and some of this is still very unclear. However, the government expects all areas of England to have an Elected Mayor within this Parliament and all two-tier areas (county and districts) will be expected to reorganise over this Parliament and the next.

We have included the government's timetable for the proposed changes, but this is subject to further clarification.



Local Government Reorganisation

January 2025

Government to write to all councils in two-tier areas asking for interim plans for local government reorganisation. The deadline for formal proposals will be:

- **May 2025** for areas that need to reorganise before devolution can take place.
- **Autumn 2025** for all other areas, including those who have applied for the Devolution Priority Place (fast track scheme).
- **New unitary councils in the Devolution Priority Place (fast track scheme) will go live in April 2027 or April 2028.** This will depend on capacity and timelines for devolution in each area.
- The government is also open to discussing the timeline further with those councils who are interested in reorganising.

We realise that the timeline seems quite confusing at the moment. This will become much clearer when we are written to in January. At this point we will provide a more detailed timeline.

Devolution

10 January 2025

County and unitary councils to apply for the fast track devolution route known as the Devolution Priority Place (DPP) and request to have elections postponed.

January – March 2025

Government to consult on the geography for the new Strategic Authority.

September 2025

Government to reach agreement with county and unitary councils on the new Strategic Authority.

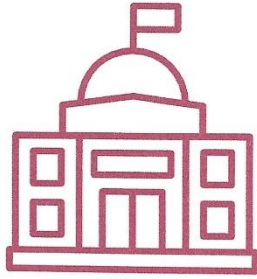
March 2026

New Strategic Authority established.

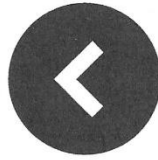
May 2026

Mayoral Elections.

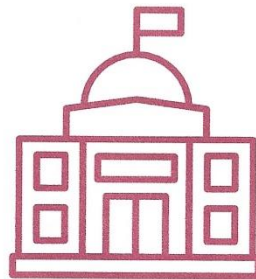
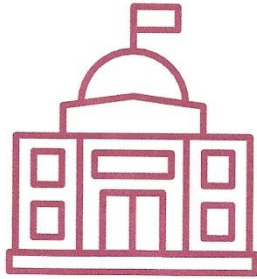
The government's vision



**New unitary authorities
to serve at least 500,000 residents**



**County, district and borough councils merge to
create new unitary authorities**



**Elected mayors would then oversee areas representing
two or more unitary councils and handed more powers
over housing, transport, education and employment to
drive economic growth.**