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Minutes of the **Parish Council Meeting**
Monday 3rd January 2025 at 7.00pm

Present:

Cllr H Potter Chairman Cllr J Moore Vice Chairman Cllr Tynan Cllr Matters
Cllr Bish Cllr Howton Cllr Lovejoy

In attendance: The Clerk - zoom CDC – Cllr Henry Potter
WSSC: Cllr Jeremy Hunt 8 Members of the Public

1. Apologies

Cllr Raikes sent her apologies – ill health. **Absent:** Cllr Barnes

2. Declarations of interest

Cllr Michael Bish for BX/24/02918/OUTEIA - Lge Scale Maj Dev.

3. Minutes – to agree and sign the minutes of 6th January 2025

The Minutes with the following amendments, were unanimously agreed to be a true and accurate record and were duly signed by the Chairman.

Item 4i/c para 1: should read:” The number of members covering a new Unitary authority will be set by the Boundary Commission”.

Item 4i/C end of paragraph 3: should read: “ current District, Borough and County Councils will end”.

Item 4i/c last paragraph: should read: “Buckinghamshire have already made savings of £70m since becoming a Unitary Authority in 2021”.

4. Energise South Downs introduction to workshop

MS Katherine Hewetson from Energise South Downs gave an overview of their “Future Energy Landscapes” workshops which are fully funded by SDNP.

These are participatory workshops discussing how might Boxgrove benefit from locally produced energy.

They elicit from the community everything that they love about their area’s environment, and how some of these landscapes could be used for energy infrastructure.

A short video is shown about the five renewable energies:

- Wind power
- Solar
- Anaerobic digestion
- Heat pumps

- Solar panels

Five groups will be set up to discuss each energy source. For example, how much of these technologies would be needed to service this Parish.

At the end of the workshop the findings are pulled together on a spreadsheet showing what a difference this would make to the heat requirements of Boxgrove, and encouraging the group to think about how this could benefit it.

The workshop enables communities to have informed conversations about these renewable energies. It could be the start of something or anything that the community would like to consider.

Energise South Downs finds sites, raises the capital and asks locals to invest in those locally generated energies.

Catherine was thanked for her talk and questions were asked.

The clerk asked how the group bypassed the current legislation which required set up costs of over £1m to local energy producers in order to be able to sell/provide the energy locally. The energy otherwise has to supply the National Grid and then is resold at a higher price back to the community. Catherine will look into this.

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

i. Cllr Jeremy Hunt WSCC

- a) Cllr Hunt said that West Sussex CC/East Sussex CC/Brighton and Hove had submitted their request to be on the fast track for a Unitary Authority. A reply is expected on Thursday of this week.
- b) The budget is to go before the Cabinet on 15th February
- c) The quarry restoration planning application is to go before the WSCC Planning committee tomorrow. Cllr Hunt will be speaking against the application – including the loss of 1100 trees in the new proposal.
- d) Cllr Hunt referred to Cllr Potter's Chair's report where he had said that the response from WSCC Highways had been disappointing. Cllr Hunt said that this was just the standard response to acknowledge receipt and hopefully there would be further information forthcoming. Cllr Potter asked if the number of fatalities at the spot increased the chance of success. Cllr Hunt thought it was likely.
- e) Cllr Hunt referred to Cllr Potter's District Councillor report and stressed that the cap on council tax increase for residents had not been lifted. The cap is 2% plus a further 3% for adult and social care – a maximum of 5% - as it was previously. Councils can however request a higher cap if they feel it necessary – which is not WSCC's position at the moment.

End of report

ii. Cllr Henry Potter CDC

- a) Cllr Potter reported that the best thing that had happened recently had been the receipt of the letter from the Planning Inspectorate regarding the examination of the CDC Local Plan. It had been very complimentary of the progress of the two public consultations held at East Pallant House last year and the promptness of the Planning Officers responses to several issues which had arisen from the examination thus far. It had also suggested that the Plan was likely to be capable

of being legally compliant and sound. This was good news! The bottom line was, that because the Plan was being examined under the guidance of the National Planning Policy Framework (NPPF) before the NPPF had been amended in December 2024, the housing requirement for the District had been set at 575 dwellings per annum for the first 5 years to 2030, and then increasing to 701 thereafter. However, there was a slight downside in that because of the revision of the NPPF in Dec 2024, if the submitted Plan is successful, it will have to be reviewed all over again. What would happen if the proposed Devolution to Local Government takes place would be anyone's guess!!

- b) Details of the Devolution and Unitarianism plans, as much as is known to date, were the main feature of the All Parishes Meeting held this evening, immediately preceding the PC meeting. The biggest concern for Cllr Potter was the future of the District Council's Assets which were considerable compared to other Local Authorities. CDC had property assets of £144m, made up of 118 industrial units/ factory plots, and 52 retail shops with a total rent roll of £3.03 million per annum. These assets had been acquired over a number of years and the revenue went a long way to maintaining the Services and support provided, which had helped keep Council taxes affordable. Now that the Government had burdened Local Authorities with increased liability through the introduction of NI contributions for each and every employee, and a reduction of the threshold when this would start, the door has been opened for Authorities to increase local taxes on everyone by removing the 'cap' on Council Taxes. Even the Sussex Police were to increase their precept by £14.00 per annum for a Band D householder. As the council now knew, the Parish Council budget had been hit with an increase in of about £670 in NI contributions for the clerk. This was a classic example of raising taxes from the general public by the 'back door' expecting nobody that nobody would notice. Cllr Potter apologised for the gloom of the last paragraph but there was much uncertainty at present, and he feared for the next couple of years. End of report.

iii. **Cllr Henry Potter Chair's report**

- a) The recent response from WSCC Highways to a request from a member of the public had been less than encouraging. This had related to revisiting the issue of the frequent accidents at the Strettington Lane / New Road crossroads of which there had been far too many. Whatever WSCC said something had to be done to resolve the problem of this blackspot.
- b) The Planning Application to create a Logistics Hub and Distribution Centre at land adjacent to Temple Bar had finally appeared on the CDC Planning portal as an outline application, and an Environmental Impact Assessment application. Anyone who wished to comment on this should visit the CDC web site. It was very simple to do and would only take a few minutes. Cllr Potter's personal opinion was that there was no defined need for such a site and it was not in the already-submitted and under examination Chichester Local Plan. The predicted amount of traffic would have a severe impact on the Temple Bar junction with the A27 and this had yet to suffer the additional traffic which would be created by the 1,300 new homes proposed on the SDL site at Tangmere, and the additional traffic resulting from Rolls Royce Motor Car's enlarged site at Westhampnett.
- c) Cllr Potter had been very impressed with the presentation to the community at the Neighbourhood Plan Open Day held at the Village Hall on the 18th January,

and particularly the number of participants who attended. The questionnaires were being examined and any amendments which were found to be necessary would be made, and then the Reviewed Neighbourhood Plan would be ready for submission. Jim MacDonald had arranged a tremendous display of all that the Community Safety Group had achieved and implemented to date. This had been appreciated by so many residents. The only remaining issue was the layout and the signage for the mini-roundabout at the exit from Crouchcross Lane. This had always been less than ideal but once the 6 month results of the 20 mph speed limit reduction had been scrutinised, the experience of exiting Crouch Cross Lane might be able to be improved.

- d) As mentioned in Cllr Potter's District Council report, the Grants and Concessions Panel had agreed a grant of up to £250.00 towards providing celebrations of the 80th anniversary of VE Day on May 8th to each Parish in the district. Currently the Village Hall management had been planning an event for that day, details of which would soon emerge. Hopefully this would fit in with the lighting of a Beacon on Halnaker Hill at about 8 pm. Cllr Potter suggested that the grant money should go towards the Village Hall proposals.
End of Chair's report.

6. Public Question Time from residents (Standing orders 3d – 3i)

- Mr Paul Addison from the Neighbourhood Plan team said that a report had been compiled by Maureen Chaffe following the Village open day and that it would be circulated to Councillors.
- Cllr Lovejoy asked who owned Town Lane and whether it would be possible to link it to any future paths (for example on the new development) to make a path into Chichester.
- The clerk said that this had already been investigated and that Town Lane is not owned by WSCC so it is difficult to implement when the ownership is unclear. Mr Addison corroborated and said that some years ago he and the clerk had tried to establish ownership so that a cycle path could be created. The ownership of the Lane appears to belong to the frontages of the houses, although WSCC has maintained it occasionally.

7. Crockerhill - update

Cllr Potter had met with the MP Andrew Griffiths on site where they had met a neighbour who was able to clarify the PROWs. The area is being used as a dump and numberplates not always visible so that the vehicles are not identifiable. Mr Griffith is working on the issue.

8. Boxgrove Parish Council Newsletter – update

Cllrs Matters and Cllr Lovejoy had put together a draft of how the Newsletter would look. It would list local information and events in Boxgrove Parish, with useful telephone numbers. There would also be a Councillor report in each issue.

Cllr Potter asked how this would affect the Bugle. It would be complimentary to the Bugle which is produced by the church and this would be a Parish Council newsletter.

It was proposed that the newsletter be produced twice a year in the Spring and Autumn. Each edition to be approved by clerk (for legalities) and the council for content.

9. Village Meeting 18th January 2025 – feedback **Boxgrove Neighbourhood Plan Team Report**

The Neighbourhood Plan team would like to thank everyone who attended the Open Meeting last Saturday for attending and engaging with consultation process.

We would also like to thank all the contributors, without whom the event could not have happened.

A total of 142 residents from across the Parish attended the meeting.

Everyone attending was asked to complete a questionnaire about the policies included in the Neighbourhood Plan and especially about the housing sites proposed. We will collate these over the coming weeks and give feedback about the answers.

This meeting was part of the official consultation that the plan needs to be completed. Additionally, the views of the statutory consultees are also being sought over the next six weeks. Once these are received, we will have to modify the plan accordingly and resubmit it later in the year.

For anyone who did not attend the meeting, all the documents and the questionnaire are now online, and we encourage anyone who wishes to participate, to do so. The following link and QR code can be found below

David Leah - Chair of Boxgrove Neighbourhood Plan Team - 20/01/25

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



10. Motion to agree to pay for licences for Village Hall Catering - deferred

11. Boxgrove Water Fountain – update on prices for plumbing

Cllr Potter to meet with Broughton's on Friday for a quote. He has already spoken to local plumber. Clerk to send chosen fountain information to local plumber.

Action

Clerk

12. VE day 80th Celebration – motion to take part and purchases if any

It was agreed to apply for the CDC grant of £250 as contribution to the Village Hall costs of organising an event for VE day. Cllr Potter to light the beacon. It was proposed that the beacon should be lit at the Hall and not at the windmill as it was more accessible to all.

13. Street naming and signage of roads/BVH car park lighting

Cllr Potter said that the street sign for Crouch Cross Lane was in a terrible state and should be replaced. He also proposed replacing the Priors Acre sign and adding “leading to Billy Fiske Close”. The clerk will see if this can be funded by CDC, and a discussion was had about naming a section of the road which has no name, Priory Lane, which has four houses in it.

Action	Clerk
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14. Planning applications to be decided

Planning number	Address	Detail	Comments
BX/25/00082/TCA	Old Forge Cottage, Halnaker, Boxgrove, West Sussex, PO18 0NQ	Notification of intention to reduce heights by 4m (down to 15m) on 4 no. Sycamore trees (T4 T7) and fell 1 no. Lawson Cypress tree (T8).	NO OBJECTION
BX/24/02918/OUTEIA - Lge Scale Maj Dev - Industry/Storage/WH	Land At Temple Bar Junction , Chichester , West Sussex, PO18 0PF,	Outline application some matters reserved except Access and Landscaping - construction of industrial/warehousing floorspace (Use Class B2/B8) with ancillary office accommodation, associated car parking provision, utilities and other infrastructure, green infrastructure, landscaping and highway works.	STRONG OBJECTION Discussion below
BX/24/02694/TCA	Bay Tree Cottage, 72 church lane	Notification of intention to fell 1 no. Cypress tree (T1) and 1 no. Cypress hedge (H1), remove 6 no. stems at ground level on 1 no. Hazel tree (T2) and reduce height by 1.5m on 1 no. Fig tree (T3).	Request that tree officer takes into account objection of member of public.
WSCC 001/24	Quarry Restoration Scheme	To be discusses at Comm meeting	

BX/24/02918/OUTEIA: Cllr Bish left the meeting for the duration of the discussion.

As part of the Open Day consultation the vast majority of residents objected to this application. It was a speculative application and it was disingenuous to say that it would not generate traffic.

It is not in the settlement area nor is there a proven need for industrial space outside of the urban area. It is also outside the Local Plan area and contrary to policy. The applicant has not identified a need for this type of construction in this area.

The traffic will queue all the way down the slip road and stack on the A27 added to which there will be the cumulative effect of the 3 traffic lights as you come off at Temple Bar, This will push traffic to rat-run through Boxgrove and it will become extremely busy. The site is not allocated in the HELAA. The funding available is not sufficient to cure the traffic issues that this development will cause. That it won't generate excessive traffic is wishful thinking. It has been compiled piecemeal without looking at the cause and effect or cumulative result of outside factors such as Rolls Royce Motor Cars.

A strong objection is to be put together by Paul Addison and the Clerk.

Action	Clerk/Paul Addison
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(Cllr Hunt left the meeting at 8.43pm).

Delegated decisions to be noted

Planning number	Address	Detail	Decision
BX/24/02165/FUL	Anglesey Arms	extension of car park	PERMIT

15. Clerk's report

i. Correspondence received

Councillor training: Cllr Matters and Cllr Moore would like to attend councillor training and/or planning training. Cllr Lovejoy was interested in Business planning.

Action	Clerk
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ii. Request to use Recreation ground for Village Fayre with use of bouncy castle

The councillors unanimously **AGREED** to the Village Hall using the recreation ground with a bouncy castle for the village fayre on 7th June.

iii. Payments for Consideration

With the addition of the Device Doctors invoice for £2620.80 +VAT, Cllr Potter proposed and Cllr Lovejoy seconded the payments for consideration. These were unanimously **RESOLVED**.

iv. Bank reconciliation – circulated

16. Boxgrove Rangers Report

Mr Dipple said that the ground around the Tangmere footbridge was flooded once again. He had already cleared the drain a few weeks ago but it is already blocked. The earth bank falls down onto it – it needs a retaining wall like a bund. The water is two to three inches deep and is a big problem for primary school children accessing the school.

The clerk is to write to National Highways with photographs and ask them to meet Mr Dipple on site.

Action	Clerk
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17. Agenda Items for next meeting

Water fountain

18. Date of next meeting

3rd March 2025 at 7pm Village Hall

Signed: _____ Dated: _____
Cllr Henry Potter - Chairman

Boxgrove Parish Council Financial Statement
Meeting February 3rd 2025

Balances on accounts £86,103.68
£86,103.68

Received since last meeting

£0.00
total **£0.00**

Paid since last meeting

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

Payments for consideration

I Whitaker	salary	£804.46
NEST	pension	£58.66
I Whitaker	council running costs	£255.29
Signquick	neighbourhood plan	£42.00
processmatters2	website support	£300.00
processmatters2	neighbourhood plan	£2,312.00
runcton farm shop	christmas tree	£59.99
arun district council	printing np	£105.06
cate matters	councillor expenses (np)	£43.90
		£3,981.36

Bank reconciliation February 3rd 2025

Bank accounts as of January 30th 2025

current account		£86,103.68
	total	£86,103.68

opening balance 1st April 2024		£71,244.62
add receipts in the year		£55,615.93
less payments in the year		£40,756.87
	Balance	£86,103.68

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	£20,897.61
(less ring fenced and reserve)		

Outstanding Loan for Village Hall		£58,012.37
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