



Imogen Whitaker - Clerk & RFO to the Council
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Minutes of the **Parish Council Meeting**
Monday 3rd March 2025 at 7.00pm

Present:

Cllr H Potter Chairman Cllr Tynan Cllr Matters Cllr Barnes Cllr Bish Cllr Raikes
Cllr Howton Cllr Lovejoy

In attendance: The Clerk and WSCC Cllr Jeremy Hunt – zoom
CDC Henry Potter
11 Members of the Public

1. Apologies

Cllr Moore – attending training

2. Declarations of interest

There were none

3. Minutes – to agree and sign the minutes of 3rd February 2025

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

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

i. Cllr Jeremy Hunt WSCC

Budget 2025/26 – WSCC has agreed a balanced budget for the year ahead which provides support for the most vulnerable, without cuts to frontline services. In the coming year, WSCC will spend more than £2.2bn on vital services, including:

- £1,284m for schools, education, and children's social care
- £553m to care for adults and keep people healthy
- £98m to protect the environment, recycling and waste disposal
- £87m to maintain roads and provide transport
- £65m for Fire and Rescue services and support for communities
- £5m to support the local economy

The pressures facing WSCC outweigh the funding we receive from government, and WSCC was able to achieve a balanced budget by reducing spending by £12.3m, and an increase in council tax of 4.99% (2% for adults' social care and 2.99% for general fund services). The increase in council tax for a Band D property is £85.59 per year or approximately £1.65 per week

[More information](#)

Devolution: have your say on plans for Sussex - Sussex has moved a step closer to gaining new powers and investment for local communities. [The government has approved a joint bid](#) between West Sussex County Council, East Sussex County Council, and Brighton & Hove City Council to be a priority for devolution. It means the county, as a whole, will have an elected mayor to lead on big issues such as transport, public safety, health, housing, the economy and the environment. **Now is your chance to have your say on the plans for a Mayoral Combined Authority for Sussex and Brighton.**

[Take part in the government consultation.](#)

[Read more on devolution](#)

Welcome to Experience Sussex – WSCC is excited to introduce Experience Sussex – the ultimate guide to discovering the best of Sussex! Formerly Experience West Sussex, the website has been transformed to offer even more ways to explore, experience, and enjoy the area. If you're looking for fun days out our [Things to Do](#) section is packed with ideas, from family attractions and historic sites to thrilling activities for all ages. Check out [What's On](#) for the latest events, festivals, and theatre in Sussex, or if you are planning a visit for friends and family our [Trip Builder](#) makes it easy to create a tailor-made itinerary, just click the heart icon on your favourite places to start. If you need inspiration, explore our [Ideas and Inspiration](#) section, where you'll find blogs, news, and discover new places right on your doorstep. And you can use our [Food & Drink](#) search to find great dining spots, hidden gems, and dog friendly pubs in your local area. Start exploring via the link below or follow experiencesussex. Share your own adventures with us using #ExperienceSussex.

[Experience Sussex](#)

Have your say on fire service emergency response standards - West Sussex Fire & Rescue Service has launched a public consultation to review its **Emergency Response Standards**. Emergency Response Standards refer to the time it takes us to attend incidents such as fires and road traffic collisions in West Sussex. The proposed changes will not affect the location of any fire stations or fire engines within West Sussex or change the time it takes for a fire engine to attend an incident but will bring the way the service measures its performance in line with other fire and rescue services to allow for greater transparency. You can review the proposals and share your views as part of the **public consultation via the link below until February 27.**

Take part in the consultation

Have your say on the draft Transport Strategy for the South East - The refreshed Transport Strategy for the South East has been developed by Transport for the South East (TfSE) in response to various changes that have happened since 2020. This updated vision for the region not only supports continued transport investment in West Sussex, but across the wider south east. TfSE have created this draft strategy in partnership with local transport authorities, including West Sussex County Council. The new strategy identifies five missions that will address the key challenges our region faces over the next 25 years:

- Improving **strategic connectivity** between major urban areas and with international gateways (airports, ports and the Channel Tunnel).
- Improving the **resilience of the transport network**, so that it offers reliable journeys and can respond to current and future operational risks such as weather events.
- Tackling the inclusion and integration challenges facing communities, such as transport-related social exclusion and **providing a joined-up transport network**.
- **Decarbonising** the surface transport network, which is essential if we are to meet our climate change goals.
- Achieving **sustainable growth** through planned housing and employment growth, enabled by sustainable transport.

What is the TfSE? - TfSE is one of England's eight sub-national transport bodies that partner with local transport authorities, protected landscapes and other national delivery agencies. Speaking with one voice on regional priorities, the TfSE can make a strong case to government to improve regional transport and drive economic growth.

TfSE is inviting residents of the south east, organisations and interest groups to [submit their thoughts on the refreshed strategy until 7th March 2025](#).

Business As Usual with Cyclical and Jetting Operations - As the winter period is well under way with rain and icy conditions, the service to maintain WSCC drainage under the cyclical gully cleansing programme and priority focussed ad-hoc jetting works is still in full swing and has had minimal disruption from the recent weather events. During January and February this year we will have routinely cleansed over 12,000 gully assets across the county. In addition, we will have completed over 130 'ad hoc' jetting jobs, tackling identified problem areas and completed around 40 detailed CCTV investigations. Please continue to raise any drainage/flooding issues you see on the network that are still visible 2hrs after rainfall to help keep the network open.

Raise a report here

Local Issues:

Boxgrove Quarry Restoration - the recent planning application to vary the already approved restoration scheme was heard recently at a WSCC Planning meeting. As previously discussed by the PC, they have a number of concerns over this application, which is why they asked Cllr Hunt to 'call-in' this application to be heard before the committee. Two members spoke at the meeting and raised a number of concerns - and apparent discrepancies - over details set out in the application. The committee picked up on a number of points which were raised, which couldn't be answered by officers, so the decision was deferred until those queries could be satisfactorily addressed. This was perhaps an unexpected victory - even though it is only a deferral - considering that the officers were recommending approval. However, assuming that the many discrepancies can be addressed, it still remains a challenge to get this application refused. But never say never!

Finally, please don't forget to keep an eye on WSCC website, especially the news and campaigns page where you can keep up to date with all the latest news.

<https://www.westsussex.gov.uk/about-the-council/news-and-campaigns/>

Also, a reminder that all WSCC public meetings are webcast live and are also archived, so they can always be viewed later. <https://www.westsussex.gov.uk/about-the-council/how-the-council-works/watch-county-council-and-committee-meetings-online/>

Jeremy Hunt – West Sussex County Council Member for Chichester North

c/o Cabinet Office, County Hall, West Street, Chichester, PO19 1RQ

E-mail: jeremy.hunt@westsussex.gov.uk Tel: 0330222419536

Cllr Potter asked Cllr Hunt if the "Experience Sussex" projects/events would clash with the already established by "Great Sussex Way". Cllr Hunt thought that they had worked together to make sure that there was none.

Concerning the issue of the Crouch Cross roundabout Cllr Hunt said that once more evidence had been put together then they could look again at the situation. The parked cars on the side of the road do not help, as they detract concentration from the roundabout.

Mr Jim McDonald had suggested that "roundabout ahead" signs should be posted some distance from the roundabout and would the PC fund them?

Cllr Potter had encouraged residents to notify the clerk of any incidents.

ii. **Cllr Henry Potter CDC**

- a) Cllr Potter reported that the CDC Cabinet has thrown itself in with WSCC supporting the early application to be considered for "Fast Track" inclusion in the proposal to Devolve more Power to regions in the form of Unitary Authorities. He said that it might be noted that this was done with no consideration for the electorate nor any form of consultation. Democracy had gone out of the window. On top of that, the local Authorities were expected to present a report on their vision for the future by 25th March, in 4 weeks! What chance would the Electorate have when fuller details of Devolution were still being worked on. He said that the Councils were in the dark and were expected to forecast residents' futures??
- b) The Full Council had met on Tuesday 25th and the Agenda had essentially concerned the Annual Budget setting for the forthcoming year '25/'26. The Net budget requirement had been agreed at £20,366,000 and this represented an increase of £5.58 for a Band D taxpayer which, at 2.99% was well below the threshold when a referendum would become necessary. As the billing Authority,

CDC collects the tax in its area for WSCC and the PCC (Sussex Police) who incidentally had raised their precept to £15,937,996, an increase of 5.54% on the previous year! A Band D tax payer will contribute £266.91 towards the policing of our District. Cllr Potter wished that the service would improve! In comparison, a Boxgrove Band D taxpayer will be paying £296.00 toward the District and Parish precepts, the Parish segment is £103.94. Band D is always quoted for guidance as it is midway between A and H. So, nothing was too bad about this budget and Cllr Potter said that it would be worse in areas where the Government had allowed the removal of the 5% cap on budgetary constraints.

- c) At the same Budget meeting it had been agreed to release sums of monies to support various projects through the coming year. £600,000 had been awarded to assist WSCC Highways to remedy the hundreds of uneven paving stones in the City; it had been noted that there was no contribution from the City Council!
- d) Money had been allocated to improve the facilities at Westhampnett Services due to enlarging the refuse collection fleet. A further freighter is needed solely for waste food collections from food outlets, and the entire fleet will in future use Hydrogenated Diesel fuel which is “greener” but will up the fuel costs by £85,000 per annum
- e) There are to be further excavations in Priory Park following on from the recent excavations which had revealed interesting artifacts.
- f) The issue of the cost to all residents of the changes to the charging on National Insurance contributions is now apparent. The cost to CDC will be £545,000 this coming year and the Government have awarded us £110,000 by way of compensation! BUT ONLY FOR THIS COMING YEAR! Thereafter your taxes will have to rise to meet this draconian increase. CDC have contained this increase for this year as have you, the Parish Council. It will be a different story next year!
Councillor Henry Potter,
CDC Member for the Goodwood Ward.

iii. **Cllr Henry Potter Chairman’s report**

- a) Cllr Potter said that first of all he wished to echo the thoughts of several people who were highly critical of the roundabout at the junction of Crouch Cross Lane and the Street. More near misses were being reported and from the outset, when first complaints had been recorded, the Parish Council had agreed to revisit the situation after 6 months. Cllr Potter was now of the opinion that this should be done now. Although WSCC Officers were busy, something needed to be done. The cheapest and easiest way would be preferable with earlier signage warning that a roundabout lies ahead. If this didn’t improve matters then reinstatement of the original stop line across CCL should be considered.
- b) Residents at the southern end of the Village had received a circular from National Highways informing them that work would take place, mostly at night when traffic volume was low, to carry out jetting of the A27 drainage system and some vegetation clearance. Cllr Potter said that nothing was yet apparent.
- c) Plans were moving ahead for the celebration of the 80th Anniversary of VE Day and Cllr Potter was happy to report that following a conversation with the landowner, it would be possible to light a beacon up on Halnaker Hill. This would follow on from a typical fish and chip supper in the Village Hall which was being organised by the Hall Management together with music themed to the period. Further details would become apparent later and the Parish Council had been invited to apply for up to £250 funding from CDC to support this

celebration. However, this application had been refused on the grounds that paying for a band to play at the Supper didn't fit the criteria for funding.

- d) Finally, agreement had been reached with the Cricket Club to purchase a replacement 3 gang mower to maintain the playing field. It appeared to have a good pedigree and though it was being purchased 'unseen' it did have a returnable clause should it not be as advertised.
- e) Cllr Potter mentioned the provision of a water fountain. He had met with the plumber from A D Broughton, who regularly maintained and serviced all things plumbing within the Village Hall, and he had been less than enthusiastic about the project. His opinion, supported by a situation at Tangmere Community Hall, was that it would be a target for vandalism. Vandalism was not unusual in Boxgrove. The public bench provided by the PC at the Southernmost bus stop had been torn from its anchor bolts; both new Bus Shelters had suffered smashed windows; a real time bus service speaker had been kicked off from its mounting on the bus stop pole; there was graffiti in numerous locations around the Parish and the final straw was the kicking off the wall of the outside tap adjacent to the VH kitchen. Opinion among Councillors varied but Cllr Potter firmly believed that the money earmarked was better spent elsewhere. The other issue was that the preferred "fountain" was a pedestal type and the wall to which it would be attached was 'stepped' back from the foundation wall, not an easy installation, there would be a 100mm gap between the pedestal and the wall.
- f) Cllr Potter was not sure who else had noticed but the extension being constructed to the Rolls Royce Motor Cars assembly plant was having a very negative impact on Stane Street. As part of the construction traffic travel plan, the junction of Stane Street and the A285 was to have been remodelled, the full cost to be borne by RRMC. The plan had been to cut back the "knee" banking on the western side of the junction to enable, not just the construction traffic, but the future supply HGVs which would approach the facility from the east (A27 Temple Bar interchange). This "knee" was currently and constantly being surmounted by the rear wheels of the huge HGV articulated trailers. Cllr Potter had raised this with Andrew Ball, the RRMC public relations officer, and his response had been that they were working with WSCC Highways to design the scheme, so nobody knows who to blame, RR or WSCC Highways for the delay! Likewise, just out of the Parish the HGV traffic exiting the construction site was having to cross onto the westbound highway to get out. The splays to this access/egress were just not sufficient. There was however a marshal on duty at the junction to ensure the safety of other traffic. The design of this junction had been agreed by WSCC Highways during the Planning Application. A pedestrian island in the centre of the junction had had to be removed. Now walkers have to cross a considerable gap across the road junction to fully use the redirected public footpath to Side Green Lane. And that concludes my report for this meeting.
- End of Chairman's Report.

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

A resident queried the Council Running Costs which had appeared in the last payments for consideration (February). The clerk explained that these were the costs for the "Office" for a period of three months. The costs include telephone (50% of the sum stated is reimbursed by Birdham); printer ink, broadband, stamps and heat and light. The "office" costs on average about £65 per month.

It was also asked whether the dustbin lorries were to be converted to electricity. Cllr Potter said that the cost of electrification was huge and that for the moment it had been put on the back burner.

New street signs for Crouch Cross Lane and Priory Close leading to Billy Fiske Close - CDC are to organise this.

With regard to naming the part of the road that leads to the ruins and currently has no name, CDC will look into it. Cllr Potter said that the residents were happy to change. CDC said that there was merit to creating a new street name for these properties/buildings but that the property owners must be made aware of the consequences of this, such as legal costs involved (Land Registry deeds would need to be updated, admin costs surrounding changes of address etc and a new street nameplate to CDC's specification would need to be erected). All of these costs would be borne by property owner/resident rather than the District Council. CDC were unlikely to charge a fee for an application in this instance but would require the PC to obtain written consent from all property owners before they would consider proceeding. The postcode would also change as this would be allocated by Royal Mail with the new street name. The clerk will try to establish a cost before writing to the owners.

Action

Clerk

6. Crockerhill

Cllr Potter had visited recently and he said that not much had changed – the coaches are still parked up. These had been reported on Operation Crackdown as one had not been taxed or MOT'd since 2008. The coaches are being stripped down for spare parts. They will get back on to the Crackdown team to see if they can be moved.

On Saturday three police cars turned up because the locks had been damaged on the workshop doors. One of the coaches apparently has no key so cannot be moved.

Mr Herbert arrived and said that he had not paid rent for 5 months and that the outstanding electricity bill was £5000. One of the users of the site who replaces wheel hubs will cease to work as there is only one meter and he does not want to be involved in the debt.

Mr John Lloyd will be taking over the tenancy to repair his recovery trucks.

Mr Herbert has been refused permission to take over the tenancy.

Some of these T&C coaches are being used to do a school run to Seaford College from Boxgrove. Some of the vehicles are apparently not taxed and children have complained of the smell of exhaust coming into the vehicles.

Action

Clerk

Cllr Hunt asked why the police were not removing the dumped vehicles.

Is this not fly-tipping and shouldn't CDC remove them? This issue is probably how to remove them.

7. Boxgrove Water Fountain

Cllr Potter said that he was against the installation of the fountain as it would likely be vandalised.

AD Broughton's had quoted £180 for the installation of the fountain assuming that the water supply was drinking water. The other plumber had not quoted.

The fountain is to be ordered and Broughton's asked to install. The cost of this is from the CIL fund.

Action

Clerk

8. Boxgrove Parish Council Newsletter – update

The draft had been circulated to all and everyone was happy with it. The clerk is to organise a dedicated secure email address. Then the newsletter can be published and distributed.

Action

Clerk

9. Rota for Councillor Contribution to the Bugle

Cllrs Matters and Barnes will contribute to this month's newsletter – to be in before 15th March.

Action

Cllrs Matters/Barnes

(Cllr Hunt left the meeting at 7.45pm)

10. Boxgrove Rangers Litter picking on A27 and CDC

It was reported that the litter pick along the A27 had taken place this weekend. The clerk had written to National Highways about the overflowing drain at the bottom of the Tangmere footbridge. It had been cleared twice by Mr Dipple. Waiting for a response.

11. Boxgrove Cricket Club Tractor – payment due

The clerk is awaiting the invoice for the John Deer gang mower that the Parish Council is buying for the Cricket club. The mower will cost £5199 + VAT plus £280 transport. This money is coming from the CIL fund.

12. VE/VJ Day commemoration and location of Beacon

As discussed above the beacon can now be lit at the top of the hill. The path has been rewilded with flowers and grass seeds but the landowner is happy for Cllr Potter to light the beacon.

The Parish Council was unable to receive the grant to help pay for the Commemorative supper to be held at the Village Hall with a local band of music from the 40s. The grant cannot be awarded for entertainment or food and drink. Fish and chips are on the menu – please contact the Village Hall to reserve a place. The hall has asked if the Parish Council can contribute to the costs. A trustee meeting is to take place on Thursday and Cllr Potter will report back on the need for funding or not.

Action

Cllr Potter

13. Boxgrove Neighbourhood Plan Survey results.

The survey had been presented at the Open day and was part of the consultation process of the neighbourhood plan.

Responses which had been forwarded to the Council, had been overwhelmingly in support of the NP policies. 80% were in favour of the housing schemes but only 20% in favour of the industrial sites.

Suggestions on how the future CIL could be spent were also elucidated. The parish council to discuss and include in community plan.

The report will be put in the public domain from tomorrow on the website.

Next month will see the consultation of the plan – CDC have already made suggestions as have some statutory consultees.

The Chair thanked David Leah and his team for the hard work as ever.

14. Planning applications to be decided

Planning number	Address	Detail	Closing Date
BX/25/00276/TCA - Tree Apps	Thatch Cottage, Church Lane, Boxgrove, Chichester, West Sussex, PO18 0E	(E) 490788 / (N) 107424 11th February 2025 Notification of intention to reduce height by 2.5m, reduce south and west sectors by 2m and reduce north sector by 1m on 1 no. Beech tree (T1).	Refer to tree officer
BX/25/00081/TPA	Old Forge Cottage Hainaker Boxgrove West Sussex	Reduce height by 4m on 3 no. Sycamore trees (T1-T3) subject to BX/93/00106/TPO.	Refer to tree officer

Planning number	Address	Detail	Closing Date
Henry Whitby	BX/24/02694/TCA	Bay Tree Cottage, 72 church lane	PERMIT
BX/24/02897/TCA	Thatch Cottage, Church Lane, Boxgrove, Chichester, West Sussex, PO18 0E	notification of intention to fell 1 no. Ash tree.	PERMIT
BX/24/02850/TPA	Thatch Cottage, Church Lane, Boxgrove, Chichester, West Sussex, PO18 0E	Height reduce and width reduce by 2m on 1 no. Monterey Cypress tree (T1) within Group, G4, subject to 76/00102/TPO.	PERMIT
BX/24/02757/ADV	Tinwood Estate	A27 HGV Access To The Tinwood Estate Retro. app for 1 no. non-illuminated free-standing sign.	PERMIT

15. Clerk's report

i. Correspondence received

None

ii. Payments for Consideration

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

iii. Bank reconciliation – circulated

Extra item discussed: Oak tree in Crouch Cross Lane.

This is the responsibility of WSCC – the clerk will contact them to see if it can be done.

Action

Clerk

16. Agenda Items for next meeting

Discussion with Cricket Club re plans for Stage 2 on the pavilion

17. Date of next meeting

The next meeting will be on Monday 7th April 2025 at 7pm at Boxgrove Village Hall

There being no further business to discuss the meeting closed at 8.13pm

Signed: _____ Dated: _____
Cllr Henry Potter - Chairman

Boxgrove Parish Council Financial Statement
Meeting March 3rd 2025

Balances on accounts £77,933.33
£77,933.33

Received since last meeting

Birdham PC £35.97
 total **£35.97**

Paid since last meeting

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
runction farm shop	christmas tree	£59.99
arun district council	printing np	£105.06
cate matters	councillor expenses (np)	£43.90
device doctors	ms365	£3,144.96
		£7,126.32

Payments for consideration

I Whitaker	salary	£734.44
NEST	pension	£90.38
I Whitaker	Back pay	£1,344.20
SM Surveying	Boulodrome survey	£1,080.00
Mrs O'Hare	Plants for planter	£33.92
Neighbourhood Plan group	Lunch	129.71
		£3,412.65

Bank reconciliation March 3rd 2025

Bank accounts as of February 26th 2025

current account	77933.33
total	77933.33

opening balance 1st April 2024	71244.62
add receipts in the year	55651.90
less payments in the year	48963.19
Balance	77933.33

less

reserve @ 50% of annual precept of £44066	
Total	22033.00

less ring-fenced funds

neighbourhood plan grant	1642.94
cricket pavilion extension designated reserve	13059.83
capital replacement fund	1000.00
CIL tractor	5479.00
CIL	1335.99
Boulodrome	8000.00
Trees	3000.00
Resilience	2000.00
Contingency	1500.00
Car park fund	1500.00
Total	38517.76

total available funds (less ring fenced and reserve)	Total 17382.57
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Outstanding Loan for Village Hall	58012.37
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