



Imogen Whitaker - Clerk & RFO to the Council
T: 01243 575094/clerk@boxgroveparishcouncil.gov.uk

Minutes of the **Parish Council Meeting**
Monday 7th April 2025 at 7.00pm

Present:

Cllr H Potter – Chair, Cllr J Moore - Vice Chair, Cllr Tynan, Cllr Matters, Cllr Bish, Cllr Raikes Cllr Howton, Cllr Lovejoy.

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

1. Apologies

Cllr Jane Barnes – on holiday

2. Declarations of interest

Cllr Michael Bish for planning application BX/25/00324/DOM and BX/25/00324/LBC.

The chair agreed a dispensation to Cllr Bish for this evening's meeting only, to speak but not to vote. Cllr Bish to leave the meeting for the vote.

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

The Minutes with the following amendment were unanimously agreed to be a true and accurate record and were duly signed by the Chair.

Chichester City Council corrected a statement made by the District Councillor Henry Potter in his report. (Item 4iiC). Cllr Potter had reported that the City Council had made no contribution to the repair of the paving stones in the pedestrian area.

The City Council committed £400,000 of CIL funds to the WSCC pavements project on 25th September 2024 (<https://chichestercity.gov.uk/minutes-full-council-25-september-2024/> see minute ref 44), well before CDC had made any commitments to funding; a sum that as a proportion of the City Council overall reserves and precept resources represents a considerably greater commitment than that of CDC.

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

i. Cllr Jeremy Hunt WSCC

- a) Cllr Hunt reported that the Community Highways Scheme for Strettington (which had been proposed by a resident) had been rejected for various reasons. The response from the Highways Officer was as follows:

“Please be advised we have undertaken the initial assessment for the CHS application for New Road , Strettington, Waterbeach crossroads.

The application for bollards was not considered viable as any physical measure would need to be able to maintain legitimate access including cyclists (swept path) in the case of Waterbeach Road there is legitimate access northbound with contraflow access for cyclists, whereas Strettington Lane has legitimate access southbound with contraflow for cyclists.

The current signage is clear and anyone ignoring the existing signage could be essentially driving without due care as well as committing a moving driving offence. The law is very clear, and ignorance of a restriction is not a defence in law .

If a physical measure such as was to be installed, it could cause potential conflict by pushing motorists into the centre of the road.

However, whilst I would not wish to unrealistically raise expectations, we will undertake some further investigation to see there is scope to improve the signage and markings at this location to improve compliance.

If anyone was to observe vehicles contravening the existing restrictions, then this should be reported to Operation Crackdown as you know this intelligence is really helpful as the police use the information to undertake some target enforcement, additionally if there is video footage then the Police could use this intelligence to prosecute or notify the owner (essentially put them on notice) this should add as a deterrent because word will eventually get around which should improve compliance.”

Cllr Hunt said that they would continue to look at the situation and see what could be done.

- b) The Windmill: the ecologist has now said that works can be done which will require a redesign of the plans, but not before next Summer (2026), so as not to disturb the bat. He said that the sails will not rotate so the volunteer team will have to go and rotate them manually every two to three months.

End of report

Cllr Hunt said that he had no further news of the Quarry Restoration scheme project. Mr Leah said that it had been deferred to reexamine the points. The next meeting will be on 28th April 2025 and it was hoped that the application would be on it. There was a supplementary planning application from the fire service to create another access and there were now details of the road surface and access. The whole created an application a long way from the original application for a quarry restoration scheme. There is an extension time until 15th – 20th of May.

(Cllr Jill Raikes arrived at the meeting).

ii. **Cllr Henry Potter CDC**

- a) Cllr Potter reported that the main focus this past month had been modifying the Local Plan to accommodate the comments and advice of the Planning Inspector after his initial study of the submitted Plan, and having taken into account the representations made to the two hearing sessions held in the latter part of last year. These Main Modifications had been produced in a new document, the Chichester Local Plan 2021-2039, the Modification Consultation Version. Cllr Potter had a paper copy of this document if anyone wished to read it. It was also available by visiting the CDC website. It was as equally comprehensive as the original submitted document, with much redaction and substitution and there were some poignant changes.
- b) The Council had also published an Annual Progress report on its Climate Emergency Plan. This Plan had a target of a reduction of 10% of greenhouse gases year on year. Between 01/10/2023 and 30/09/2024 emissions of 2,903 tonnes of carbon dioxide had been recorded, only a 5% reduction on the previous year. The current action plan had resulted in seventy-five actions having been implemented, including solar panelling installed on several public conveniences and Leisure Centres. Under the Warmer Homes Scheme

68 homes had had 131 measures completed, three more electricity vehicles had been added to the CCS fleet in addition to the 2 electric refuse collection vehicles. Much lighting in all CDC buildings had been replaced with LED units, and the list went on. The cost of the modifications to Westgate Leisure Centre alone cost £1.3 million!! Funded mainly by Public Sector Decarbonisation Scheme and £210,000 from the Council's Reserves. Incidentally, the Council's application for funding from the National Lottery "Climate Action Fund - Our Shared Future" had been rejected. This would have helped support a network of climate action groups in the District. Work on this would continue but at a much reduced pace.

End of report CDC Councillor Henry Potter.

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

- a) Cllr Potter reported that at last the new mower for the Cricket Club had been delivered and had been tested by Mr. Jim Read, the principle user of the mower on behalf of the Cricket Club. It had worked satisfactorily as described by the vendor and Cllr Potter believed that it was good value for money. The only snag was that it was equipped with a roll-over bar which had prevented it from going into the storage garage so that had had to be removed. It might have been necessary perhaps on undulating surfaces, such as a golf course, but on the flat playing field it could be left off.
- b) There had been an issue with multiple vehicles inconsiderately parking in a line at the entrance of Priors Acre causing difficulty for residents and visitors alike. However, a quiet word with those responsible had alleviated the problem to some degree by them parking on the south side of the approach road into Priors Acre, resulting in a better view both for entering and exiting the development.
- c) The street sign for Crouch Cross Lane and the other roads had been very promptly replaced with a new completely legible sign, but the addition, 'leading to Billy Fisk Close' hadn't been added to the Priors Acre sign. Cllr Potter hadn't yet heard back from the Curator at Goodwood regarding the drive that leads off The Street to the Priory Guest House ruins and the rear of the Priory Church. He had hoped they might have details considering it once was owned by The Goodwood Estate until it was transferred to English Heritage.
- d) The work to drains and vegetation clearance on the A27 adjacent to the footbridge went virtually unnoticed. This was carried out during the night but no disturbance was noticed and an inspection by our Ranger showed little improvement.
- e) Members of the Parish Council have been invited to the grand opening of the new Goodwood Art Centre in that part of the Estate once taken up by the Cass Sculpture Park. At the recent Good Food Festival held in East and North Streets, Chichester 9 days ago, Cllr Potter had had the opportunity to glance through a promotional brochure showing this new venture and it promises to be very exciting. This Good Food Festival (that's not a spelling mistake) was staged by CDC in conjunction with the Business Improvement team and strongly supported by the Goodwood Estate. Cooking demos had taken place on a rather grand stage beside The Cross and lots of cookery advice had been given particularly surrounding saving food from waste. It would soon be compulsory to keep food waste separate from all other forms of waste, so there had been some helpful tips on how to minimise waste. It had been a very well attended event with many local food suppliers in attendance.
- f) The Goodwood Members Meeting would kick off the events at the motor circuit next weekend and this would be the first major test of the 20mph speed limit

through Boxgrove. Cllr Potter was sure observations would be made and of course, the Speed Indicator Device would collect and save data. Cllr Potter hoped that the route had been taken off GPS guidance systems since the implementation of the limit.

- g) Cllr Potter was disappointed to see in the Police and Crime Commissioner Katy Bourne's, weekly bulletin that the Government has cancelled an annual budget which was used to fund the "Immediate Justice" programme. This had been set up with support from the previous Government to tackle Anti-Social Behaviour and had been working well in making offenders aware of the nuisance they caused and in most cases had made them perform voluntary work to recompense those who had been offended. Katy hoped to carry on with the scheme but with only funding from the PCC budget it would be less successful than before.
- h) This morning, 04/04, Cllr Potter had picked up a huge pile of dog excrement off the paved area which runs along the front of the Village Hall. There was no way that the owner of the offending dog could have been unaware of it being 'dumped', just such disgusting, thoughtless behaviour.
- End of Chairman's Report.

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

A member of the public asked when the separate collection of food waste would start? Cllr Potter said they needed more funding but hopefully by 2026.

A member of the public asked Cllr Hunt if it would be useful for WSCC to be in touch with the conservators of the windmill in her home town – Chesterton Mill (Warwickshire) as they had successfully completed a restoration project. Cllr Hunt said thank you but he knew that they had been in contact with other windmill conservationists.

6. Crockerhill - update

Two of the broken down coaches had been collected by a breakers yard from Wales. The "wrecker" cannot be removed until the Police give the go-ahead. There is still the white one near the pub that needs to be moved.

Cllr Raikes said that on the basis that the council could not get rid of the garage should there be pressure to make it more acceptable, insist that it was painted for example. John Lloyd should be made to paint it and keep it under good repair. He was under a duty of care to do so. If the yard at the back were clear they could store their vehicles there. Their business is having an impact on the whole hamlet.

Action	Clerk
The vehicle on the highway without MOT or licence is a criminal act. Cllr Potter to see if CDC can move the vehicle. He will also write to Katy Bourne asking for this to be resolved.	

Mr David Leah reported to the meeting that all the mature trees around the substation at Crockerhill had been ripped out leaving a totally exposed area. How did this get through WSCC? All to enable a new platform and new transformer – which planning application allowed this?

Cllr Potter said that they apparently did not need an application – they have the right to do anything. It was argued that there should be some reinstatement of the trees.

Cllr Hunt is to ask the question.

Action	Cllr Hunt
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7. Boxgrove Rangers report to include Strettington Noticeboard

It was suggested that the noticeboard be removed to the wall of the commercial unit where it would be more easily accessible, although Cllr Bish said that not many people walk there. However, residents should be given the opportunity to read it. It was suggested that people should be asked where they would like it to be, but it was important for a board to be maintained there. It was to be ascertained whether the oak posts were good enough to be put in concrete casings.

Concerning the flooding down by the footbridge (Tangmere roundabout) Mr Dipple had met with National Highways engineer and he was to recommend that a large area behind the drain should be cut back further than currently, with some stones behind the drain to stop earth falling in.

Mr Dipple said that thanks to the new Parish Council newsletter they had three more volunteers to help with works in the village.

Mr Dipple reported that the litter pick on the A27 this year had been excellent and that Andy Howard at CDC should be thanked.

Action	Clerk
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Brambles on the High Path will be cut back soon.

Mr Dipple said that whoever cut the hedges along the A285 just dumped the risings in the ditch. Goodwood should be informed and ask the contractor to collect them up. Clerk to write to Estate Office.

Action	Clerk
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8. SDNP workshop on Green energy

After the presentation on energy from Energise South Downs Cllr Lovejoy suggested that a workshop should be organised in Boxgrove. Cllr Matters to research.

Action	Cllr Matters
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(Cllr Hunt left the meeting at 19.57)

9. Boxgrove Neighbourhood Plan Update

Cllr Raikes if any special action were considered for Crockerhill in the Neighbourhood Plan. Mr Leah said that Crockerhill could be identified as a development area. It could support a small development of about 10 homes if someone backed it.

The NP team has looked at the responses to the consultation and some are now in the modified plan, or some have been rejected but with reasons. Now the plan has gone through the consultation process and been modified it is for the council to read and agree. Mr Leah asked for time in the May meeting for councillors to question, and clarification before accepting or not. After which time it will be submitted to CDC who will appoint an external examiner to look at any changes.

10. Planning consultations and how the Council deals with them.

Mr Leah said that the document which had been circulated to councillors some weeks ago talked about dealing with planning applications. He said that the Neighbourhood Plan was equipped to deal with the plan, but not with monthly applications. Maureen Chaffe and he had written the document to improve transparency of the planning process.

One suggestion was to create a working group made up of local residents and a councillor and a report would be prepared to give to the council before the meeting. An alternative option would be to create a planning committee made up of councillors who would meet regularly to discuss planning applications. References to the Neighbourhood plan and its policies should be de facto, as much as references relevant planning policies, as well as national, CDC and WSCC guidelines.

As previously accepted by the Parish Council, exceptionally complicated applications could be dealt with by an outside planning consultant (Quarry restoration application, for example).

Cllr Lovejoy thought that there was some benefit to a more formalised process. Cllr Howton felt that this was over-complicated for most of the applications received by the council. It would require a lot of extra time which would be hard for those councillors still working full time. He asked whether as such a small Parish Council does so much time needed to be spent on what was predominantly tree applications. Cllr Moore said that he had listened to the arguments and thought that generally the council managed pretty well. It was agreed that further discussion was needed and this should be deferred to the next meeting. Cllr Potter said that the government was moving to get planning applications pushed through more quickly, and that applications heard by committee would have the time allowed to speak reduced from three to two minutes. Maureen Chaffe said that the Council should be quoting Chapter and verse from the Neighbourhood Plan when making comments.

11. Boxgrove Water Fountain – update

Cllr Potter reported that the Hall Trustees had said that they would not permit another item to be fixed to the walls of the hall because of the risks of vandalism. They were also concerned about the cost of the water.

Cllr Lovejoy said that the new designs that he had circulated were a lot less cumbersome and that the fountain would be situated underneath the CCTV camera. The cost of a similar fountain in central London had a water bill of £20 a year, which the Parish Council could pay.

12. Update on Village Hall defibrillator

To confirm that the defibrillator outside the village hall is fully functioning, serviced and registered with the ambulance services.

13. Goodwood Biomass Project and its continued effect on the Parish

Cllr Bish had spoken to Sam Metcalfe of Goodwood about the noise during the night. Mr Metcalfe had said that some of the pine trees that had helped towards noise reduction had had to be felled because of disease. In addition they had had a new baffle installed in the flue, to reduce the noise by 40%. However, there seemed to be a problem and it was not working effectively and they were looking into why. Cllr Potter said that the District Councillors would be touring Goodwood tomorrow and then to the motor circuit. Perhaps the issue of the noise from the project could be discussed then.

Cllr Bish said that a proper meeting should be organised with Sam Metcalfe and someone else from Goodwood as soon as the work on the baffle has been completed to discuss further.

14. Planning applications to be decided

Cllr Bish declared his interest in the first two applications as owner of the property. Cllr Potter proposed a dispensation for Cllr Bish to speak about the applications but not to vote. This was agreed. Cllr Bish left the meeting at the moment of the vote.

Planning number	Address	Detail	Comment
BX/25/00324/DOM	Trinity Cottage Strettington	Alterations to front elevation eaves and roof details, with associated regularisation of windows	No comment – defer to the decision of the Historic Buildings Advisor and planning officer.
BX/25/00325/LBC	Trinity Cottage Strettington	ditto listed building consent	Ditto
BX/25/00570/TCA	Old Forge Cottage Halnaker	Notification of intention to height reduce and width reduce by 30% on 1 no. Pittosporum tree (T9).	No objection

Delegated decisions to be noted

Planning number	Address	Detail	DECISION
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).	Not to prepare a tree preservation order
BX/25/00081/TPA	Old Forge, Cottage, Halnaker, Boxgrove West Sussex	Reduce height by 4m on 3 no. Sycamore trees (T1-T3) subject to BX/93/00106/TPO.	PERMIT

15. Clerk's report

i. Correspondence received

From	Concerning	Action
Sussex Rural Crime team	Street surgeries initiative	No action required
Duke of Richmond	Invite to opening of Art Foundation	Seven attendees
Member of public	CIL money suggestion – replacing area in front of goal nets and basketball and also the nets	To be discussed at June meeting
Parish Council Newsletter	Positive reactions and congratulations – good quality, practical and informative. Has resulted in new volunteers for Rangers	

ii. Payments for Consideration

The council agreed to pay for the poppies for the WWII commemoration (£95). With the addition of the Poppies, the zoom contract (£155.88) and the repair of the Village Hall Car Park lights (£386.22) the payments for consideration were proposed by Cllr Potter, seconded by Cllr Lovejoy, and unanimously **RESOLVED**.

iii. Bank reconciliation – circulated

16. Agenda Items for next meeting

Electors' Meeting at 6.30pm for all residents

Annual Parish Meeting to include Neighbourhood Plan – amended plan for review

17. Date of next meeting

Monday 12th May 2025

Signed: _____ Dated: _____
Cllr Henry Potter - Chair

Boxgrove Parish Council Financial Statement
Meeting April 7th 2025

Balances on accounts £68,868.91
£68,868.91

Received since last meeting

total **£0.00**

Paid since last meeting

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

Payments for consideration

I whitaker	salary	878.59
nest	pension	64.07
HMRC	contributions	239.92
SCRIBE	monthly sub	66.00
SCRIBE	set up fee	574.80
wsalc	subs nalc and wsalc	366.62
wsalc	training on planning	48.00
pwlb	loan repayment	3,393.19
smithe and co	accts payroll	144.00
arun district council	printing newsletter	95.00
Boxgrove Cricket Club	ground maintenance	850.00
CDC	litter and dog bins	2,451.06
henderson electrical	lamps car park	386.22
		£9,557.47

Bank reconciliation April 1st 2025

Bank accounts as of 1st April 2025

current account		£68,868.91
	total	£68,868.91

opening balance 1st April 2025		£68,868.91
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add receipts in the year

less payments in the year

Balance	£68,868.91
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less

reserve @ 50% of annual precept of £50638.80

Total	£25,319.40
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less ring-fenced funds

neighbourhood plan grant	£1,642.94
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cricket pavilion extension designated reserve	£13,059.83
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capital replacement fund	£1,000.00
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Boulodrome	£7,100.00
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Trees	£4,000.00
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Resilience	£3,000.00
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Contingency	£1,500.00
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Car park fund	£2,500.00
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Fountain	£1,336.00
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Traffic calming group	£2,000.00
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Total	£37,138.77
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total available funds

(less ring fenced and reserve)

Total	£6,410.74
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Outstanding Loan for Village Hall

£58,012.37