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Minutes of the **Parish Council Meeting**  
Monday 2nd June 2025 at 6.30pm

**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 Henry Potter, WSCC Jeremy Hunt.  
10 Members of the Public.

Southern Water Team

Floyd Cooper – Programme Manager

Ed Mann – Regional Risk Specialist

Dan Witcher – Future Growth Lead

Jess Hanman – Stakeholder Engagement Manager

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**1. Apologies**

**Absent:** Cllr Jane Barnes – unwell

**2. Declarations of interest**

There were no declarations of interest

**3. Minutes – to agree and sign the minutes of Annual Parish Meeting 12<sup>th</sup> May 2025 and the Electors' Meeting 12<sup>th</sup> May**

The Minutes of the Annual Parish Meeting and the Electors' Meeting were proposed by Cllr Howton, seconded by Cllr Lovejoy and unanimously agreed to be a true and accurate record. They were duly signed by the Chair.

**4. Southern Water: Presentation on their local work in particular stopping raw sewage overflow, and on new development link-ups.**

Mr Floyd Cooper Programme Manager introduced himself and the team.

The Parish Council had asked them to discuss the events of sewage overflow that took place during January/February 2024.

Slide 1 (Map of roundabout off A27 into Boxgrove and pipe)

Part of the root cause was that the pipe (shown) should be round and clean but there was a huge incrustation (a “fatberg” of solidified fat) at the top of the pipe which was impeding at least 40% of the flow. The fat then becomes rock solid.

They had had to use extreme measures to clear this blockage using jetting of up to 10,000psi along the pipes. The pipe is now completely clear. The other part of the

problem was the unprecedented amount of groundwater at that time, which came into this section from other catchment areas.

SW started a programme last year of installing Sewer Level Monitors and there are now 25,000 across their network. If the monitor senses an anomaly the information is sent immediately to the HQ at Durrington, and these monitors, after an initial test period, are now working efficiently.

Initially the issue in Boxgrove was believed to be a dip in the pipe but that was proven later not to be the case. A sewage monitor has now been installed. The monitors are installed anywhere that there has been a pollution incident, where a property has been flooded and anywhere it would be considered most useful.

The pipe is the correct size to deal with the flow going through it (a lined pipe diameter is 150mm/6"), but the groundwater levels can affect this.

Last winter (Jan/Feb 25), the levels of groundwater were not to the levels of the previous year so the monitors and new system have not yet been tested to 100% capacity but have proven to be good on the levels going through thus far.

(Slide 2)

This shows part of the network and the treatment works. There were a few issues further down the line. At the end of one section there was a large rock in the pipe with a partial collapse which is now repaired and which would have contributed to the issues in Boxgrove. A monitor has now been installed there.

Mr Leah asked if a monitor will be installed at Halnaker as there have been problems there too. Mr Cooper said that if it was under the main road, it might be difficult and the signal of the monitor could be impaired. Mr Leah asked for that area to be monitored as there had been raw sewage in the properties. The council is to let SW know of the area to be monitored.

Action

Clerk

A patch-liner is now lining the pipes with a resin material which is sprayed into the sewer pipe. It can also be injected. This is to reduce the amount of root damage and is 90% successful in keeping the roots out. Sometimes the roots can find their way back in and are found several years later. To try and restrict the amount of groundwater finding its way into the sewers SW is working with developers to persuade them to use pipe work that is not porous in any way (plastic piping is the best). The SW network pipes tend to be ironwork so do not seep.

(Slide 3.

This is a representation of the following year and the spike shows what was found to be a wet-wipe stoppage upstream of the Tangmere Business park and downstream of the residential area.

Mr Cooper said that they have a team at Southern Water that help to educate local people about the effects of wet-wipes and other items going down the toilets.

A Maintenance Scheduled Task (MST) is a task such as jetting pipes. A list was set up in 2014 for specific problem areas and originally set to be once every 5 years. However, these tasks will now be scheduled to be done annually and linked to the ground water team (as that is the problem in this area). Coming up to winter they will be tracking the progress of the MSTs and making sure they are done to the

right standard and using CCTV cameras. If a problem is identified then a jetter will be sent out. There are only about a dozen MSTs across Sussex and Hampshire so they will not be lost in the work load. The next update will be in September/October time. If a problem is identified it will be dealt with before winter.

There is also now a system of Manual Checking with a team of people who check the shortlist of groundwater issue areas, and Boxgrove will now be on that list. If a level alteration is identified then a team will come out. They have taken a lot of steps to prevent the events of the previous year reoccurring.

A pipe being used at normal capacity should be used at around 15% of its capacity – the pipes are a particular size to allow the flow to keep the pipe clean and keep flowing. All of the pipes are tested for flow capacity on a regular basis. An additional 12 houses for example added to a system is not too much of a problem. But the additional rainwater from the roofs of the houses which is allowed to just run away into the ground adds a huge amount of water to the capacity of the pipe. A connection of road surface water to the pipe can really overwhelm the system.

A member of the public asked if SW could refuse a development as they were statutory consultees.

Mr Cooper said that SW was not a statutory consultee but that they were lobbying to become one. When a new development is proposed they do tests and see whether it will be over capacity. Cllr Hunt said that SW were in the position of having to provide services even if SW knew that it wasn't viable. In that case Mr Cooper said they would contact the developer and ask them to delay the development so that the infrastructure could be upgraded.

Cllr Potter asked whether the Tangmere development of 3000 homes will be adequately serviced by the time the development is completed. Mr Cooper said that the site would be upgraded before the homes were built. Cllr Potter said that as a further 3140 had already been connected to the new installation it would be out of date before it had been completed.

Mr Leah said that the neighbourhood plan group has suggested that a condition of planning permission should be that the developer pays for the upgrade of the system if it is necessary and a Sewer Level Monitor should be installed too.

Cllr Potter asked if it would be useful to SW to know when the various dew ponds around Boxgrove were full, particularly as they stayed full for a long time and were good indicators of groundwater levels. SW said that that would be very useful to have such local information as there was a lack of Environmental Agency monitors in this area and the nearest data was from Chilgrove.

A member of the public asked whether the expansion of Tangmere housing had been allowed for in the 5 year budget of SW? The team were unable to answer but will find out and let the council know.

Cllr Potter thanked the team for coming and complimented them on the enormous amount of work that had been completed over this last year lining the pipes from E Dean down to the Lavant valley and thanked them for this intervention.

SW will be in touch about the checks which are undertaken.

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

### **i. Cllr Jeremy Hunt WSCC**

- a) Cllr Hunt said that he has arranged a meeting with Mike Dare and his manager about the New Road signage issue.
- b) Substation at Crockerhill: Cllr Hunt is still waiting for an answer but essentially they have the right to do anything they want. They are increasing the capacity of the station but it is unknown whether the hedgerow will be replaced.
- c) EV charging points: The clerk had submitted the objection but he had no further news.  
The clerk said that she had been in touch with WSCC and they have promised an onsite meeting. Cllr Potter will meet with the officer from WSCC.

<b>Action</b>	<b>Clerk</b>
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- d) The Windmill planning application has been submitted but Cllr Hunt had not been notified!

End of report

### **ii. Cllr Henry Potter CDC**

- a) Cllr Potter reported that there was still a lot going on behind the scenes towards the Local Government Reorganization. As reported, the Chief Executive, Diane Shepherd, was spending countless hours reviewing the proposal along with other Senior executives of other Authorities in Sussex. Currently there were no proposals for the break up and division of the whole of Sussex. Some were being considered that might involve Boundary Changes which would entail a long process. In the meantime, various dignitaries were throwing their hats into the ring to become the Mayor! The Mayor of what? Nobody knows yet! The meetings go on, but councils are assured of a Public Consultation on this 'Ambition' perhaps in September.
- b) At the most recent Full Council Meeting, the review of the Councils Development Management Service (Planning Services) was debated and it was agreed that the actual Planning Committee be reduced from 13 to 11. This would be a loss of even more 'Local knowledge' input. It comprised 15 Members not so long ago. However, Cllr Potter was pleased to say that the time allowed for representations made to the Committee remained at a full 3 minutes. It had been suggested by the Planning Advisory Service, another Government Quango, that this be reduced to 2 minutes. To save time and to speed up the planning process (Government Orders!) This had been voted down previously by the Overview and Scrutiny Committee and by the Planning Committee. Automatic referrals to Committee are to be removed for minor applications and listed building consents but discretion was given to the Director of Planning in consultation with the Committee Chair. As a matter of interest, there are 3,000 Listed Buildings in the District and 86 Conservation Areas, quite a list of buildings which should be afforded maximum protection! The extensions to time allowed for responses to applications was to be curtailed except in extenuating circumstances agreed by the Department of Planning.
- c) Since Nick Bennet left the Council as the Monitoring Officer, his replacement has been announced. Mrs Tiffany Nestour will take up this position in mid-August. The Council also welcomed a new Member, the replacement of Jess Brown Fuller,

who resigned due to Parliamentary commitments. Dominic James is standing as one of the Councillors for Midhurst Ward.

d) Finally, on 4th June, the General Licencing Committee are expected to approve increases in current Hackney Carriage and Private Hire Licensing fees. As you can imagine, this was not widely accepted in 'The Trade' and there were many objections to be considered. This recommendation came about due to an oversight by the Licencing management Team, and fees had not been increased since 2016. The Council had been running licence issuing/ renewals at a fairly considerable loss. This was not acceptable, and whilst not expected to profit from this administration, CDC cannot take monies from the public purse (tax payers' money) to subsidise this lengthy oversight. The modest proposal of a 10% increase was to cover a forecasted deficit of £23,700 and to maintain a cost neutral financial position in the future.

End of report.

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

a) On a lovely evening, the 8th May, Cllr Moore and Cllr Potter with Mrs Potter, made their way to the top of Halnaker Hill. Thanks to the permission of Messrs. Robert and Mark Langmead they were able to drive up there with the beacon basket and frame and the timber.

On the way up it was a joy to see the lovely wild flower mix which has been planted as part of a Biodiversity Net Gain scheme adopted by the Landowner. The newly planted hedgerows appear to be doing well despite the arid weather so far this year but they were informed that much water was being introduced. The beacon lit well and with the strong chilly wind from the east burnt readily. About 20 people turned up to enjoy the heat and the amazing dusk view of the entire Coastal Plain with lights twinkling everywhere. There didn't seem to be other beacons anywhere but Boxgrove's was observed in Bognor!

Mr. Mark Langmead had extolled the valued success of the Car Park at the foot of the Windmill Trail which is so well used now. He was very appreciative of the Parish Council for this. Cllr Potter said that the inclusion of close woven fencing along the final leg of the trail is primarily to keep deer from the new trees which are planted randomly throughout the scheme and to keep dogs away from the many ground nesting birds which are expected to return to these habitats.

b) Mention was made of the trimming of the VH Car Park hedge during the prohibited period. This is carried out when necessary by the Contractor who, Cllr Potter assured everyone, was well aware of the regulations, but where there presents danger or harm to passing public walkers there is allowance to bypass these regulations. It was also unlikely that any birds would choose to nest in this hedgerow due to the high volume of traffic using the car park and similarly the high number of folk walking along the paved footpath.

c) Cllr Potter sympathised with the residents of Oakford Park who have been disturbed by the use of an automatic bird scarer, but this was sometimes a feature of farming life. Fresh sown seeds and subsequent seedlings must be protected from avian scavengers. Current regulations introduced to protect wood pigeons and corvids, prevent shooting until all other deterrent measures have been tried. Bird scarers are classed as a 'deterrent measure'. Blame DEFRA!!

d) Cllr Potter reported that several of the chestnut rails to the rustic fencing fronting the Village Hall were rotten or broken so the responsibility for replacing them must be agreed. They form protection for pedestrians passing in front of the



Hall. Maybe there could be grant funding available for replacement with alternative rails, manmade fibre perhaps?

e) Cllr Potter said that there are still a number of “racers” ignoring the 20mph speed limit but it was better than previously. Singleton now has a 20mph limit on a major road, the A 286, which is almost always being ignored.

f) Finally, Cllr Potter was very privileged to attend the Official opening of the all new Goodwood Art Foundation at the former Cass Sculpture Park on Hat Hill. He said it was spectacular, the deep thought and planning that had produced this memorable addition to the District should be highly commended. All the gardens were laid out to 24 month flowering / growing programmes so there was continued variety. There were so many guests and Cllr Potter was pleased to see members of the CDC Great Sussex Way initiative team taking it all in to prepare its inclusion in the ‘Things to do in Sussex’. He said Goodwood certainly knew how to do things well, and this was a shining example!

Cllr Potter said that it had been reported that a couple of people had taken it upon themselves to do some grass-cutting. This was indeed the case and he thanked the two new Rangers present for having done this. He suggested that they could be paid for this but they said that they did not wish to be paid. Other villagers who clear their corner of litter etc were also thanked.

Cllr Potter also said that the path alongside the end of Church Lane and the open common land was completely overgrown with brambles. The clerk to write to Barfoots and ask them to clear.

Action

Clerk

End of Chairman’s Report.

## **6. Public Question Time from residents (Standing orders 3d – 3l)**

Ms Viv Mills asked on behalf of all wheelchair users when the block paving in East Street and North Street in Chichester would be replaced.

Cllr Hunt said that the City council and the District council have contributed to this project which is WSCC responsibility. WSCC have consultants on the job and they will be presenting a report, but implementation won’t be before next year. He said it is a major project and as yet no one knows what is under the ground.

Cllr Lovejoy asked if there were plans to level the entrance to shops and the high street as wheel chair users couldn’t access many of the shops. Cllr Hunt said he thought this would be unlikely as several have a couple of steps up.

Another resident said that there were also similar issues in Boxgrove with the pavement in The Street being inaccessible due to selfish car parking. Unfortunately parking on a pavement is not illegal outside London unless it completely blocks the pathway.

Cllr Potter suggested that “polite request” notices could be stuck on the windscreens – he still has some if anyone needed one.

## **7. The Winterton Arms – current position with regard to renovation**

This item to be deferred until next meeting.

## **8. Crockerhill – update**

Progress at last with the removal of all the vehicles except one coach. There is a big pile of debris to the side of the garage. The garage does not have toilet facilities although there is someone working there, which is concerning as he seems to be using outside the garage as a facility. Report to CDC

Action

Clerk

## 9. Boxgrove Neighbourhood Plan update

Currently with CDC and awaiting feedback which won't be immediate. The Neighbourhood Plan group would be interested in helping with the Crockerhill issue – the owner of the pub to contact him through the Clerk.

## 10. Energise South Downs Workshop – date to be agreed

It was agreed to try and rent the large hall for a Saturday or Sunday in September. Clerk to contact VH and organisers of workshop for renewable energy in Boxgrove. This should be advertised well in advance as open to all in the Parish.

Action

Clerk

## 11. Planning Applications to be decided

Planning number	Address	Detail	COMMENT
SDNP/25/02034/LIS	Halnaker Windmill	Replacement sweeps	Boxgrove PC strongly supports this application and would like to see it expedited as soon as possible.

## 12. Clerk's report

- i. **Correspondence received** – the clerk had spoken to the Village Hall manager about the fireworks incident. The manager has asked for the Clerk to supply her with a document which outlines the permitted use of the green which she can include in her pack. This was agreed. The clerk had already refused a request to use the recreation ground for car parking for events within the hall. These were not local community events but renters of the hall.

Action

Clerk

- ii. A request for the Dog show which is on 27<sup>th</sup> September 2025 to be included in the Parish Newsletter in September.

Action

Cllr Lovejoy

## iii. To approve Internal Auditor's report

The report was proposed by Cllr Lovejoy, seconded by Cllr Potter and unanimously **APPROVED**.

## iv. To approve Annual Governance Statement

- v. The Annual Governance statement was proposed by Cllr Lovejoy, seconded by Cllr Potter and unanimously **APPROVED**.

## vi. To consider, approve and sign the Accounting statements for 2024 – 2025

The Accounting statements were proposed by Cllr Lovejoy, seconded by Cllr Potter and unanimously **RESOLVED**.

- vii. **Payments for consideration** – the payments for consideration were proposed by Cllr Howton, seconded by Cllr Tynan and unanimously **RESOLVED**.

## viii. Bank reconciliation - CIRCULATED

## 13. Boxgrove Rangers Report

Mr Dipple reported that a group of 5 rangers cleared the High Path removing weeds and earth making it easier for future upkeep. They have also cleared outside the Almshouses.

They requested some PPE equipment which was supposed to be being provided by CDC's Chris Scott. The clerk to contact and see if that can still be obtained.

Mr Dipple confirmed that Risk Assessments were done for each activity and that the volunteers signed up to that.

Thanks were given to all the volunteers for the excellent work they do.

**14. Agenda Items for next meeting**

- Request for Cricket Club to come and discuss plans
- Winterton Arms
- CIL suggestions
- Boulodrome

**15. Date of next meeting**

The next meeting will be on Monday 7<sup>th</sup> July at 7pm in the Village Hall.

Reminder : there will be no meeting in August.

Signed: \_\_\_\_\_  
Cllr Henry Potter - Chair

Dated: \_\_\_\_\_

DRAFT



**Boxgrove Parish Council Financial Statement**  
**Meeting June 2nd 2025**

Balances on accounts £80,626.12  
**£80,626.12**

**Received since last meeting**

Birdham PC £35.97  
 total **£35.97**

**Paid since last meeting**

I Whitaker	salary	£878.59
Nest	pension	£64.07
Scribe	Accountancy programme	£66.00
RJDixon	grass cutting	£240.00
I Whitaker	Poppies RBL	£95.00
Process matters 2	website maintenance	£180.00
Process matters 2	neighbourhood plan	£1,734.00
I Whitaker	Council running costs	£246.25
Parish online	Mapping programme	£45.00
Smithe and Co	Internal audit	£336.00
		<b>£3,884.91</b>

**Payments for consideration**

I Whitaker	salary	£878.59
nest	pension	£64.07
scribe	accountancy programme	£66.00
		<b>£1,008.66</b>

## Bank reconciliation June 2nd 2025

### Bank accounts as of 27th May 2025

current account	£80,626.12
total	£80,626.12

opening balance 1st April 2025	£68,868.91
add receipts in the year	25355.47
less payments in the year	£13,598.26
Balance	£80,626.12

#### less

reserve @ 50% of annual precept of £50639	
Total	£25,319.40

#### less ring-fenced funds

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

total available funds	Total	£18,167.95
(less ring fenced and reserve)		

Outstanding Loan for Village Hall	£53,858.74
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