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

Present:

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

In attendance: The Clerk & 1 member of public - zoom

CDC: Cllr Henry Potter, WSCC: Cllr Jeremy Hunt, 6 Members of the Public
Mark Holl and James Thorpe – Boxgrove Cricket Club

The following planning applications will be considered:

Planning number	Address	Detail	Comment
SDNP/25/02034/LIS	Halnaker Windmill	Realignment of new sweeps and internal workings with installation of new timber floors and metal stair.	SUPPORT
BX/25/00902/LBC	The Old Store Guest House	Detached self-contained annexe for staff accommodation and external alterations to garage.	SUPPORT
BX/25/01458/FUL -	Land Adjacent To Halnaker Barn Stables, Aldingbourne Park Farm, PO18 0LJ	Erection of an equestrian storage building.	NO COMMENT
BX/25/00477/DOM	Fieldgate Strettington Lane	Demolition of existing conservatory, garage and single-story extensions. Construction of new single-story side and rear extensions. Enlargement of existing 1 no. rear dormer window. External works to provide level access including widening access gates and driveway and altering grass verge.	NO COMMENT
SDNP/25/02586/LIS.	Seabeach Farm , A285 Thicket Lane To Eartham Lane, Eartham, West Sussex, PO18 0LX	Erection of replacement single storey rear extension and associated works.	NO COMMENT

Delegated planning decisions to be noted: None

1. Apologies

Cllr Howton – on holiday

2. Declarations of interest

Cllr Michael Bish for planning application BX/25/02034/LIS

3. Minutes – to agree and sign the minutes of 2nd June 2025

The Minutes were unanimously agreed to be a true and accurate record and will be signed at the next meeting on September 8th 2025.

4. Boxgrove Cricket Club – discussion of pavilion restoration plans

(This discussion took place after item 6)

Before beginning the discussion on the pavilion Cllr Potter updated the meeting on the repair of the mower. JM Agricultural are yet to submit their estimate for the repair. Cllr Potter proposed that if the CC did not have the funds to pay, the Parish Council could pay and deduct the amount from the annual maintenance bill. To be finalised once estimate received.

With regard to completing the pavilion restoration project, they said that the ambition was still there; the problem was funding. They do not qualify for many grants because the club does not have all categories of players, so in the short term the project will not be finished.

They have established youth football teams now, and for the cricket they need the time for younger players to come through as well. Although the footings are in it would still be a substantial cost to complete.

They said that Boxgrove CC thrives as a Sunday friendly, which does not necessarily match funding criteria. Should funding come through they will of course complete.

Viv Mills gave them details of two organisations which work with disabled sportspeople. “Sported” and “Active Sussex” might be able to help them. They will look into this.

Another problem for the club is that a higher standard of play requires a higher standard of facilities than is currently available.

The cost of stage 2 will have substantially increased now.

Cllr Bish said that originally the Cricket Club had proposed using their members to do some of the works for stage 2 – such as painting etc. to reduce the costs.

For the moment nothing further will be done until there is substantial funding.

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

i. Cllr Jeremy Hunt WSCC

Cllr Hunt had no written report this month. He said that following the recent accident at New Road junction he had again reported it to Highways. It had been discussed at the meeting a month ago but now it was a matter of urgency.

The EV charging point in The Close had been approved but was on hold pending discussions with Sarah Beddoe (WSCC) and Henry Potter with regard to the EV charging points at the Village Hall car park.

Action	Clerk
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Cllr Hunt talked about the many events that the Waste Prevention team from WSCC would be attending throughout the summer to inform the public about the best ways to reduce waste including a full list of events the team will be attending at:

[Recycling and Waste Prevention Events | Your Voice West Sussex](#)

The waste prevention team will also be in attendance at the **Chichester Emergency Services and Community Day** in Oaklands Park on Sunday 24th August, running from 10am until 4pm. It will be a fun day out for all the family. The event is free to attend and there will be demonstrations from fire, police, ambulance and coastguard crews. There will be historic vehicle displays, music, entertainment and activities including bouncy castles and rides.

The Highways Authorities in England had been asked to prepare a detailed report for the government on how the extra budget provided had been used in the county. The report, which has been published on the [council's website](#), has been produced in response to the requirement from the Department for Transport (DfT) for all local highways authorities to publish information about their highways maintenance activities to help local taxpayers see the difference that funding is making in their areas. The DfT set out that the report should present local level information about the overall state of the county's road network, including what percentage of roads are in what condition, and how this has changed in recent years. Link to the report: [West Sussex Highways report highlights County Council's proactive approach to road maintenance - West Sussex County Council](#)

End of report

A resident reported that she had seen a highways truck parked up at New Road and she thought that they might be scoping out where a sign or signs should go.

Mr Leah said that he had read the report on the plan of works which were to be implemented for the windmill. He said that the plan was very complicated and much more than Boxgrove was expecting. He asked Cllr Hunt whether it was fully funded. Cllr Hunt said that for the moment it was.

ii. **Cllr Henry Potter CDC**

- a) Cllr Potter reported that included in the government White Paper on Devolution had been the power for devolved Authorities to transfer public assets to private bodies. To this end the Council had agreed an Assets' Transfer Policy. There had already been interest shown in acquiring some of these public assets. Subsequently it had been agreed to set aside £30,000 to engage specialist assessment and valuation personnel to consider the transfer of Pallant house gallery out of the council's ownership. Should this transfer not take place the findings would be used in any other interest in the gallery.

Councillor Potter reported that the council's assets were vast and included industrial sites, leisure centres, shops and offices, and the contract services works' department at Westhampnett to name but a few. The total value of the council's assets was £113,000,000 which brought in an annual revenue of £3,000,000 which helped towards the annual council budget.

- b) Last week on the 1st of July the council's overview and scrutiny committee had met to receive the Chair's annual report and to review the 2025/2026 work programme.

It has become practice at these meetings for each cabinet member in turn to attend and expand on their portfolios and answer questions from the committee members. In December 2024 it was the turn of Adrian Moss the leader of the council. In March this year it was Tracy Bangert, portfolio

holder for communities and well-being, and at the meeting last week it was Jonathan Brown the deputy leader and portfolio holder for environment. This was a pertinent attendance as on the agenda was the consideration and scrutinization of the 2025- 2030 climate emergency action plan, which had just been published. The council had declared a climate emergency in 2019 and its primary aim had been to reduce emissions to Net 0 by 2014. Net Zero is the amount of greenhouse gases released to the atmosphere balanced by the amount that are removed or captured. There appeared to be no consideration that the atmosphere was constantly changing as the earth rotated each 24 hours. Councillor Potter found this confusing, whilst other nations chose to do nothing. This drive to Net Zero was also very costly, with subsidies for renewable energy production adding to energy bills.

Councillor Potter said that the council was also considering replacing fuel for its vehicles to hydrogenated fuel oil to power them, as well as the acquisition of EVs, although the council had reached capacity as far as the electrical infrastructure at the depot was concerned. This would need costly upgrading which was not an option at present.

The additional cost of HFO would be close to £85,000 per annum which as councillor Potter had said did not come cheaply. The greatest emissions came from the household waste collection vehicles - 1300 tonnes of greenhouse gases per annum. This would only worsen as more housing meant more people, more waste, and therefore more dust carts. But councillor Potter said compared with emissions in the A27 corridor they were minimal. He asked whether it was the right thing to spend considerable sums of taxpayers' money chasing an unachievable goal.

- c) At the forthcoming Full Council meeting on the 15th of July, approval would be sought to release funds to refurbish a further eight public conveniences across the district. These were to be located at Bracklesham, Petworth, 2 in Selsey, Northgate car park, Ave de Chartres car park and East and West Witterings.

This followed on from the refurbishment of the Tower Street conveniences in the City, which had been done to a very high 21st century standard, even though there had been much public criticism for demolishing the old unit.

End of report.

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

- a) Yet again Cllr Potter had reported another road traffic accident at the junction of New Road and the A285 where a vehicle had failed to stop exiting New Road. This was approximately at 2 pm on Thursday 26th July. Cllr Potter had written quite a strong note to the Parish's County Councillor, expressing his absolute disappointment that nothing had yet been done. Cllr Potter said that he had actually lost count of the number of incidents there, and yet there had still been no reaction from WSCC Highways. The white bollards which had been introduced some while ago were virtually invisible due to the filth in which they were covered. They had never been cleaned since installation! It needed a large reflective chequered board mounted on the south side verge to warn motorists

travelling south on New Road of the Junction. And to change the instruction to “Give Way” to a “STOP” junction.

Just giving way to such a vast amount of traffic nowadays was no longer acceptable.

- b) All of the Villages' entrance gates had been cleaned once again and a good deal of overgrowth had been cut back from the surrounding areas. Several of the advisory signs which had become obscured by overgrowing branches of the hedgerows were also clear. Thanks to Jim MacDonald, Polly O'Hare and Wendy Gillespie for this work. Polly had also refreshed the plants in the planter on the 'bulge'
- c) Cllr Potter had been very disappointed to find that BT or Openreach or whomever is responsible, had introduced a new telegraph pole in the grass verge outside Corner Cottage partially obscuring the Boxgrove Village Sign when viewed approaching from the north. It could quite easily have been placed a couple of feet to the west causing no harm whatsoever. These people seemed to be empowered to do as they like but the application of some common sense would not have gone amiss.
- d) Cllr Potter had had a meeting with the PCSO recently, Ms Tara Watson-Ives, regarding the congregations of young folk 'meeting' behind the Sports Pavilion. At least two of the offenders were already known to the Police relating to drug abuse. Cllr Potter understood that they had been warned again.
- e) Two major Planning Applications were to be considered by the CDC Planning Committee on Wednesday 9th July: the proposal to create a Battery Energy Storage Scheme on the Common and the Reserve Matters application for 165 houses on the farmland at Old Place Farm, to the north west of Madgwick Lane Westhampnett. This site had already been approved in outline by the Planning Inspectorate, who had overturned the refusal by CDC Planners. Both were controversial and Cllr Potter expected the decision making to be prolonged.
- f) The meetings and dialogue between senior Officers of all authorities involved in the Local Government Reorganisation process is in progress. Cllr Julian Moore and Cllr Potter attended a seminar organised jointly by WSALC, WSCC and CDC at the Grange, Midhurst on the 4th July. Diane Shepherd, Paul Marshall, Adrian Moss and Trevor Leggo (WSALC) each spoke and fielded any questions. It transpired to be a very interesting meeting but still an awful lot of unanswered questions.

Cllr Potter said that the meeting had been so interesting that on returning home he had sat down and read the Government White Paper. Cllr Moore said that the meeting had been extremely well presented, lucid and candid about what they knew and also about what they did not.

End of Chair's Report.

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

Mr Leah asked what follow-up actions Southern Water had proposed following the meeting. The clerk said that they had asked for a precise location for the monitoring at Halnaker. Clerk to forward their response.

Action

Clerk

Mrs O'Hare asked if the PC could write to the Duke and ask him to clear the corner of the churchyard where Duchess Hilda is buried before the Billy Fiske

commemoration. The Parish Council has no jurisdiction at all over the churchyard, so it would be inappropriate for the PC to write. The Parochial Church Council should write to the Duke.

7. The Winterton Arms – current position with regard to renovation and Crockerhill update.

The following report had been circulated to councillors prior to the meeting:

Notes from NP meeting 24 June 2025

Attendees DL/MC/BB/PA/CM/ James Pigott
On Holiday GD

Purpose of the meeting is meet with James Pigott about Crockerhill and their proposals for the Winterton Arms.

1. James confirmed that he and his business partners own the Winterton Arms building, the land alongside the A27 west until the last field before the Tinwood entrance. This includes the land to the centre of the old A27 Arundel Road and the old road now blocked up which was to the south of the old A27.
2. James also confirmed that they have an Austrian Investor Globo backing them. These are primarily a lighting company.
3. The overall scheme plans to refurbish the pub, attract further businesses to the hub and to build tourist accommodation. The aim would be to be the greenest pub around and would incorporate solar panels to assist with a sound attenuation screen along the A27.
4. As yet, there is no professional design team appointed or and no pre-app discussions have taken place with CDC planning or the Conservation officers.
5. The NP group explained that we are primarily looking for further housing but that we are also interested in assisting business opportunities in the parish and that any improvements in the hamlet of Crockerhill could lead to further development which could potentially include housing.
6. The group confirmed that we are not decision makers or able to influence planning approvals. We can however point out the relevant policies in the Neighbourhood Plan and potentially include the development in our modified NP which could help with planning.
7. Our suggestion is that James and his partners commence pre app discussions with the planners asap start to put an outline scheme together. We pointed out that this will take some time with CDC.
8. Rather than come back to the PC before any further progress has been made, the team offered to prepare a report of our discussions for the PC and this document will be used to do this.
9. The NP team offered to meet again once some discussions and plans have been drawn up.

Cllr Potter had visited Crockerhill and said that the workshop was an eyesore with a pile of debris at the side.

The owner of Thatch Cottage which was destroyed by fire will be rebuilding and inhabiting the house.

8. Boxgrove Neighbourhood Plan – funding for Strategic Environmental Assessment and Habitats Regulation Assessment as funding from Locality has ceased.

Cllr Potter proposed that the cost of these assessments should be taken from the council's reserves. Cllr Moore seconded this.
(Motion to be on Agenda for September 2025).

(Cllr Hunt left the meeting at 8.10pm – before he left the meeting a resident raised a question about a damaged finger post sign on the Strettington cross roads. The resident had tried over a long time to get this repaired, but had failed. Jeremy Hunt said he would look into it.)

9. EV Charge points – WSCC decision.

Covered above.

10. Highways England – request that Footbridge be repainted as rusting

Cllr Lovejoy said that not only was the paint coming off but that sections of the bridge were rusting. It was agreed that the clerk should write to National Highways.

Action	Clerk
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11. Planning Applications to be decided

Planning number	Address	Detail	COMMENT
SDNP/25/02034/LIS	Halnaker Windmill	Realignment of new sweeps and internal workings with installation of new timber floors and metal stair.	STRONG SUPPORT
BX/25/00902/LBC	The Old Store Guest House	Detached self-contained annexe for staff accommodation and external alterations to garage.	SUPPORT
BX/25/01458/FUL -	Land Adjacent To Halnaker Barn Stables, Aldingbourne Park Farm, PO18 0LJ	Erection of an equestrian storage building.	NO COMMENT
BX/25/00477/DOM	Fieldgate Strettington Lane	Demolition of existing conservatory, garage and single-story extensions. Construction of new single-story side and rear extensions. Enlargement of existing 1 no. rear dormer window. External works to provide level access including widening access gates and driveway and altering grass verge.	NO COMMENT
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Cllr Bish left the meeting at 8.29pm before the discussion of 25/00902.

Clerk to recontact Enforcement re the lack of action on Crockerhill Cottage.

Action	Clerk
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Delegated decisions to be noted

There were none.

12. Clerk's report

i. Correspondence received

From	Concerning	Action
CDC	Local organisations being invited to buy off CDC assets in their parish	None in Boxgrove Parish

SDNP	Consultation on park – closes August	Clerk to circulate
Think 18	Request to use ground for gazebos, marquee and soft archery 13th July	Yes, on condition that PL insurance provided
CDC	Zoom meeting with CDC Diane Shepherd on Devolution 5- 6pm	Clerk to book Cllrs Barnes, Matters, Tynan
Clerk	Bunting for VJ day?	Council will use poppy roundels and poppies at church

ii. **Payments for Consideration**

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

iii. **Bank reconciliation – circulated**

13. Playground Inspection Report

Cllr Potter to have a look at the items listed and see which can be repaired “in-house.”

14. Boxgrove Rangers Report – motion to agree £100 PPE for volunteers

The £100 is for two pairs of safety boots.

The motion was proposed by Cllr Barnes and seconded by Cllr Lovejoy and unanimously **RESOLVED**. The free PPE from CDC will be picked up by Cllr Moore shortly.

Mr Dipple had sent the following report:

- The Rangers have cleared the lower sucker branches on the lime trees outside the Almshouses
- Kevin has been up the High path with his mower to keep any growth in check
- Jim McD and Henry Potter have cut back grass and weeds around the village gates.

The clerk has written to Barfoots asking them to clear the paths. Cllr Potter also stopped two Barfoots workers and asked them to report it. No action to date.

15. Agenda Items for next meeting

16. Date of next meeting

The next meeting will be held on Monday 8th September 2025

The Parish Council office will be closed during August.

There being no further business to discuss the meeting closed at 9.10pm

Signed:_____ Dated:_____
Cllr Henry Potter – Chair

Boxgrove Parish Council Financial Statement

Meeting July 7th 2025

Balances on accounts	£76,894.45
	£76,894.45

Received since last meeting

total	£0.00
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Paid since last meeting

I Whitaker	salary	£878.59
nest	pension	£64.07
scribe	accountancy programme	£66.00
RJ Dixon	grass cutting	£480.00
		£1,488.66

Payments for consideration

I Whitaker	salary	£878.59
nest	pension	£64.07
hmrc	contributions	224.19
scribe	accountancy programme	66
Mrs O' Hare	plants for planter	27
rospa play safety	playground inspection	105.6
Locality	NP grant repayment	2178.94
		£3,544.39

Bank reconciliation July 7th 2025

Bank accounts as of 4th July 2025

current account		£76,894.45
	total	£76,894.45
opening balance 1st April 2025		£68,868.91
add receipts in the year		25355.47
less payments in the year		£17,329.93
	Balance	£76,894.45

less

reserve @ 50% of annual precept of £50639

Total £25,319.40

less ring-fenced funds

neighbourhood plan grant	£0.00
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 £35,495.83

total available funds

Total £16,079.22

(less ring fenced and reserve)

Outstanding Loan for Village Hall

£53,858.74