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Minutes of the **Parish Council Meeting**
Monday 8th September 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, Cllr Barnes

In attendance: The Clerk - zoom CDC – Cllr Henry Potter
WSCC: Cllr Jeremy Hunt 12 Members of the Public

1. Apologies

None

The Chair added an urgent item not previously on the agenda. Planning application BX/25/01874 The Folly under item 12.

2. Declarations of interest

Cllr Michael Bish for planning applications BX/24/02918 Temple Bar and BX/25/01874/FUL The Folly

3. Minutes – to agree and sign the minutes of 7th July 2025.

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

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

There were no questions.

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

i. Cllr Jeremy Hunt WSCC (Cllr Hunt arrived later in the meeting).

- a) With regard to the vandalism of WSCC owned property with the red crosses Cllr Hunt said that WSCC Highways had issued the following advice:

“All reports of flags/painted crosses made to WSCC Highways would be inspected and action would be taken in accordance with the Highway Inspection Manual. Any highway safety issue that is found would be actioned according to the individual site but where no highway safety issue is found no further action would be taken immediately.”

Cllr Hunt said that with regard Boxgrove's specific point on graffiti on the roundabout this is masked and/or removed if obscene or causing a safety obstruction which would apply generally, regardless of the motivation behind it.

Please use the following links to report these types of incidents: for on carriageway - <https://www.westsussex.gov.uk/roads-and-travel/make-an-enquiry-or-report-a-problem-with-a-road-or-pavement/report-other-road-or-pavement-problems-1/> and for street lights, illuminated signs and bollards, which are maintained by Enerveo, reports can be made directly to them using this link: <https://www.westsussex.gov.uk/roads-and-travel/maintaining-roads-verges-and-pavements/lights-markings-and-signs/streetlights-illuminated-signs-and-bollards/> "

Cllr Hunt encouraged residents to report any such sightings.

- b) Cllr Hunt had spoken to the resident who had raised concerns about the leaning finger posts at the last meeting. A Highways engineer checked the sign and concluded that while they are leaning, they are not a danger so there will be no action.
- c) Highways were looking into signage for the Strettington Crossroads.
- d) WSCC's Adult Social Care has been inspected by CQC and is now graded as "good"
- e) A resident asked about the silver birches at the southern end of the village behind resident's homes, which are leaning over the road. Cllr Hunt will have the trees checked.
- f) A resident mentioned that WSCC have put up new signs on New Road at the junction, but no "STOP" signs. Cllr Hunt said that it was part of the normal signage replacement and that Highways were still discussing the "STOP" sign.
- g) Cllr Lovejoy asked about the hanging brambles over the footpath on Via Ravenna opposite the leisure centre by the Terminus Road footbridge over the railway lines. Cllr Hunt will speak to Highways about removing them.

ii. **Cllr Henry Potter – District Councillor report**

- a) Cllr Potter reported that finally the Chichester District Local Plan was officially adopted by the Full Council at its Special Meeting on the 19th of August. This was after several modifications directed by the Planning Inspectorate had been agreed by Officers and Members. The new reviewed Plan would be in force until 2039 but there could be a further review if the Unification and Local Government Reorganisation Bill ever reached the Statute Book! If this did happen, and CDC had been told that this would be forced upon them, then a newly elected Mayor's Office would oversee Planning for the whole of Sussex. It would remain to be seen how this would work. Currently no one knew exactly.
- b) Diane Shepherd, CDC's CEO was to present the latest update on progress on Wednesday 03/09 when hopefully Councillors would learn more about the submission of the preferences which the Local Authorities would have to make to the Secretary of State on or before the 26th of this month. Cllr Potter added, regarding this, that Brighton and Hove were in complete disarray as to what they wanted.
- c) Cllr Potter said that the developer of the site for 25 homes at Rohan Stables had still been unsuccessful in finding a Registered Housing Provider to take on the 8 affordable homes on the site and so an application was currently under consideration with the Planners to vary the Sect. 106 agreement and pay a "commuted sum" which could be used to provide affordable housing

elsewhere in the District, thus leaving the entire site as market value housing. This appeared to be the only way for the development to come forward. This was becoming more common of late, and it seemed that RHP's were being obliged to spend ever more of their profits on costly upgrades and improvements to their existing housing stock to meet the measures laid out by government departments, so there was insufficient funds to invest in additional housing. As another example of the struggling housing market, Worthing Homes, who incidentally owned some of the 8 affordable homes in Billy Fiske Close, were asking CDC to contribute £533,000 from "commuted sums" and £417,000 from the Council's General Reserve Fund, £950,000 total, so that they could build 19 affordable and shared ownership homes! The current planning permission was for 13 market value and 6 affordable homes in North Mundham. The NPPF and its Guidance states that affordable elements should be "pepper potted" across a development to encourage integration. What would happen in North Mundham would be a small development of low-cost homes isolated from the rest of the community. This is not a good idea. The decision by Cabinet to recommend to Full Council this allocation would be made on Tuesday 02/09.

- d) Another decision to be made by the Cabinet was to cease the trial kerbside collection services for textiles, small electricals and coffee pods from November 30th this year. The operating costs of this service were met by WSCC and "Podback" funding but this funding was being withdrawn on 01/01/2026. The opportunity to recycle these items already existed locally at the WSCC recycling centres Cllr Potter did not see this as too much of an issue. The collection services had not been that well used.
- e) Apart from the above, Chichester and other areas of the District had been host to a number of events during the past couple of Summer months which had been well supported. In particular the weekly Street Markets were still very popular. The exhibition of the history of Shippams, the famous Chichester food paste manufacturer, currently at the Novium Museum, was well worth a visit.
- f) On a very local note, the Environment Protection Officers had their fingers on the pulse with the noise nuisance from the Goodwood Energy Centre at Redvins Barns. Complaints had been received from almost all quarters of Halnaker and Boxgrove. Cllr Potter said that when he visited the installation on Friday 22/08 the boiler was shut down and awaiting the cooling off period after which the necessary remedial work would take place.
Cllr. Henry Potter - CDC Member for the Goodwood Ward.

With regard to paragraph a) Cllr Lovejoy said that it was not correct and that in the future the elected Mayor's office would be responsible for overall planning strategy, but the new unitary authorities will be the actual planning authority (like the District & Boroughs are now) and Parish Councils will continue to make their comments.

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

- a) The ongoing saga of the excessive noise from the Goodwood bio-mass Energy Centre appeared still not to have been resolved. There had been numerous complaints made from all corners of Halnaker and Boxgrove and Cllr Potter found the remedial works to be implemented somewhat confusing. Initially, upon

investigating these complaints, Environmental Protection had been told a 'baffle' in the chimney had proved faulty and was to be rectified after shut-down and cool-down on 21st-25th August. When Cllr Potter visited the site on Friday 22nd, it had indeed been shut down and was being allowed to cool down, but the attendant 'minder' informed him that it was the cooling fans which needed attention. Cllr Potter revisited the site on 28th and saw Kate Simons, CDC Environmental Protection Officer, who was also checking up on the situation. The plant was up and running and creating a certain level of noise, but there were no personnel in attendance to talk to. Relying on the posts on the Boxgrove Community social media site, it appeared that the noise could still be heard from some distance. Kate Simons said she would contact Sam Medcraft for an update; she also added that someone from EP would attend various locations with a very sophisticated noise measuring meter.

- b) Cllr Potter said that it was so good to see the Community Speed Watch groups gathering, and reporting, data with the speed measurement device and the Parish Council thanks them profoundly, especially Jim MacDonald for coordinating the groups of volunteers who regularly turn out to carry out this good work. Information about average speed cameras was forthcoming which were now working successfully at locations in Surrey, so that could be a consideration for the A285 through Halnaker.
- c) The VJ memorial service at the Priory on 17th August was well attended and the team of ladies who made and contributed to the cascade of Poppies now on display in the Church were to be commended, the display is quite magnificent. The death of Billy Fiske 85 years ago was also commemorated during the same service. The outsized poppies were once again displayed in the Village for a short while. A new Parish Priest has been appointed and he should take up the position later this month.
- d) Cllr Potter made a point of calling in to Keepers Cottage, Tinwood Lane recently to have a look at progress to date and he had been invited in to look around the interior which is nearing completion and Cllr Potter said only one word could describe it. It is magnificent! He said it was a welcome addition to the number of dwellings in the Parish which had been built or refurbished to very high standards, and he included Thorsbury House and the delightful holiday lets, Park Cottage and Oak Cottage, both in Park Lane, Tinwood Villa, and Little Halnaker up in Halnaker Park which was a 'demolish and rebuild' quite some time ago, but still a fine example of what can be achieved with good planning.
- e) It was noted that the chestnut rail fencing fronting the Village Hall had several rails which had reached 'end of life' status and were in need of replacing but whose responsibility would it be? Cllr Potter could not recall if this issue had been clarified when the VH 'assumed' exclusive rights to that area of the Car Park some years ago but it needed attention, it was quite unsightly. Discussion for the future!
- f) Cllr Potter reminded the meeting still nothing had been done, or even proposed, to address the accident 'Black Spots' in the Parish, namely the junction of New Road and the A285 and the cross roads over the New Road in Strettington. There have been no incidents of late but that was of little comfort. It was time some responsible action was implemented. Cllr Potter thought a forceful letter should go to the Highways Department.
- g) It was a sad indication of the times when the future of the Boxgrove Bugle in paper form was threatened a) because of the cost of production, but more importantly the lack of volunteers to deliver the publication throughout the

Parish. It would continue to appear online on the Priory website (which was far better way of receiving it) and a limited number would still be printed and available in The Village Stores, the Village Hall and of course the Priory itself.

- h) Finally, Cllr Potter reminded the meeting of the Annual Dog Show later in the month (27th). The co-organiser had suffered a broken ankle and would appreciate as much help as anyone could give her. This is a strategic fund-raising event for three recipients so help would be gratefully received.

End of Chairman's Report.

6. Crockerhill update

Cllr Raikes reported that the interior of the garage had been cleared of 5 skips worth of rubbish and the interior was now clean and smart, had been painted and safety lines put up around the inspection area. They had cleared all around the sides and back but she did not know whether all the oil at the rear of the building had been cleaned or just covered with a silicone barrier. The outside is also to be painted but it would need extensive repair first.

The weeds in front of the office had been cut back but no further treatment so now they are all growing back again.

Mr Olley reported that there remained one coach to be removed.

7. Neighbourhood Plan : Motion to agree to transfer sufficient funds from the Council reserves to pay for the SEA and HRA (Exact sums to be confirmed).

Cllr Barnes proposed the motion which was unanimously **RESOLVED**.

8. Motion to agree the purchase of roundels for village gates at a cost of £96.77 This was unanimously **RESOLVED**.

9. Allocation of grants under S137 (£1600 less Christmas tree purchase).

- 4 Sight Vision
- Local resident who requires help with accommodation for treatment
- Citizen's Advice Bureau
- St Wilfrid's
- Chichester Food Bank

It was unanimously **RESOLVED** to award £150 each to 4Sight Vision, CAB, Chichester Food Bank and St Wilfrid's and £500 to the local resident.

10. Goodwood Biomass Project: six complaints from residents concerning the invasive noise from the plant 24/7

Discussed in the Chair's report – Cllr Potter attended on site and the insertion of the baffle in the chimney is not working as well as expected. The plant needs to be shut down again to improve the system further. Cllr Potter had suggested a colleague of his to the site who specialises in sound and heat attenuation. He may be able to help them. It is an ongoing situation and it will take time.

Paul Thomson (CDC) had measured the noise output which was coming up as 35decibels by day and 25 by night. The residual levels should not be exceeded by more than 5 decibels during the day and 3 at night.

Cllr Howton said that Goodwood was responsible as they had commissioned the plant and it does not achieve what it set out to do.

11. Goodwood Revival Traffic Plans

Paul Addison had contacted the Estate office and Dan Garlick has been informed of Boxgrove's concerns of rat-running, traffic queues etc. Currently there are some traffic cameras which have been installed on a lamppost at the bottom of the Street but this is an independent company gathering general traffic flow data.

12. Planning applications to be decided

Planning number	Address	Detail	Comments
BX/25/01662/OUT	Land At Maudlin Farm, Dairy Lane, Maudlin, Westhampnett, Chichester, West Sussex, PO18 OPE	Outline planning application (with all matters reserved except for access) for the construction of up to 265 no. residential dwellings (including affordable housing and self/custom build plots), specialist accommodation for older persons, a new vehicular access from Old Arundel Road, open space, play areas and associated infrastructure.	Objection – this would have a significant impact on traffic in The Street as is already evidenced by the Goodwood events.
BX/25/01495/LBC	Hobbits Cottage, 68 The Street, Boxgrove, Chichester, West Sussex, PO18 ODX	Internal and external works including restraint to the walls, mortar repair and plastering.	Support
BX/24/02918/OUTEIA - Lge Scale Maj Dev - Industry/Storage/WH	Land At Temple Bar Junction, Stane Street, Strettington, Boxgrove, West Sussex,	Outline application some matters reserved except Access and Landscaping - construction of industrial/warehousing floorspace (Use Class B2/B8) with ancillary office accommodation, associated car parking provision, utilities and other infrastructure, green infrastructure, landscaping and highway works.	Maintain objection
BX/25/01691/LBC	The Cottage Marsh Lane, Crockerhill	Removal of concrete render and reinstatement of lime plaster to internal walls. Removal of concrete floor and installation of timber floorboards.	No objection
BX/25/01874	The Folly,		See comments below

The Folly BX/25/01874 : BPC has no objection this application on condition that appropriate safeguards are put in place to ensure that the additional 9 dwellings, (which in addition to the neighbouring Rohan Stable application) do not place unsustainable pressure on the existing foul drainage and sewage infrastructure.

Last winter, raw sewage was overflowing onto the public highway and into residents' homes, indicating that the current system may already be operating at or beyond its capacity. It is therefore essential that a full capacity assessment of the local sewage system as part of the application process is undertaken, and that any necessary upgrades or mitigation measures are secured through planning conditions or obligations prior to commencement of development.

Without such assurances, there is a significant risk of further incidents of sewage discharge, which would have unacceptable impacts on public health, amenity, and the local environment.

13. Clerk's report

i. Correspondence received

From	Concerning	Action
Local resident	Disabled toilets at Goodwood racecourse not up to standard and several complaints have produced no action	Council agreed to write directly to the Duke to try and resolve the issue Cllr Potter
Cricket Club	Have asked for further assistance	Next meeting's agenda Clerk
EV charging point	Cllr Potter met with WSCC on site. It is possible to site anywhere within car park subject to Connected kerb being able to get the electricity supply.	Clerk to investigate further Clerk

	Spaces are not designated therefore will not block up car park	
Red lines painted on Boxgrove roundabout	Defacing of WSCC public property	Cllr Hunt responded

- ii. Completion of External Audit – the Council’s External Audit was passed and the information is available on the website.
- iii. Councillor attendance at All Parishes Meeting 13th Oct 2025
Cllr Moore to attend

Action	Clerk
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iv. Payments for Consideration

The payments for consideration with the addition of Zurich insurance (£907.83) and SLCC subscription (£120) were unanimously **RESOLVED**.

v. Bank reconciliation – circulated

14. Boxgrove Rangers Report

Graham Dipple asked for funds to pay for the plants to secure the earth around the drain next to the footbridge as loose earth is still falling into the drain. This was agreed by the council and will be on next month’s payments for consideration.

15. Agenda Items for next meeting

- Noticeboard for outside village shop
- Relocation of Unknown soldier
- Increasing publication of newsletter

16. Date of next meeting - the next meeting will be on Monday October 6th 2025

Signed: _____ Dated: _____
Cllr Henry Potter - Chair

Boxgrove Parish Council Financial Statement
Meeting September 8th 2025

Balances on accounts	£79,330.79
	£79,330.79

Received since last meeting

VAT rebate	£3,865.86
total	£3,865.86

Paid since last meeting

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

Payments for consideration

I Whitaker	salary July	£878.59
I Whitaker	salary Aug	£878.59
nest	pension July	£64.07
nest	pension August	£64.07
scribe	accountancy programme	66
scribe	accountancy programme	66
WSALC	training	48
Grass cutting	July/Aug/Sept	720
ICO	Data protection fee	£47.00
		£2,832.32

Bank reconciliation September 8th 2025

Bank accounts as of 6th September 2025

current account		£79,330.79
	total	£79,330.79
opening balance 1st April 2025		£68,868.91
add receipts in the year		29221.33
less payments in the year		£18,759.45
	Balance	£79,330.79
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	£18,515.56
(less ring fenced and reserve)		
Outstanding Loan for Village Hall		£53,858.74