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Minutes of the **Parish Council Meeting**
Monday 3rd November 2025 at 7.00pm

Present:

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

In attendance: The Clerk – zoom, CDC Cllr Henry Potter, CDC Mr Paul Thomson
9 Members of the Public

1. Apologies

Cllr Cate Matters – unwell; Cllr J Hunt - WSCC

2. Declarations of interest

None

3. Minutes – to agree and sign the minutes of

The Minutes of 6th October 2025 were unanimously agreed to be a true and accurate record and were duly signed by the Chair.

4. Update on Goodwood Biomass Project and resulting noise disturbance for the Parish – CDC and Goodwood.

Cllr Potter had previously distributed the following update:

“I attended a meeting at Redvins Barns and the Energy Centre with Sam Medcraft, Kate Simons and Paul Thomson and received an over view of the work that has taken place over the past few months.

Goodwood Estate instigated a survey of the noise emissions and this was carried out on two separate occasions by Sharps Acoustics, from Oxford.

These surveys were conducted during daytime and evening periods on 01/10 and again on 18/10 after several modifications were made to the installation AND in the evening the operation of the plant was reduced to about 80% of its potential output. This has achieved acceptable noise level readings within the limits specified in the conditions attached to the original Planning Permission granted in 2020 by the SDNPA. Whilst this achievement has satisfied the Environment Protection Officers at CDC, it is not the ideal situation in that it limits the degree of generated electricity that can be returned to the National Grid during nighttime hours. Subsequently, there is one further modification to the flue chimney which will be installed towards the end of this coming November after which it is hoped to run the plant at full capacity through the night whilst remaining within the acceptable , allowable noise levels.

I trust this satisfies those who have been disturbed by this noise issue and I hope the additional work to the chimney flue has the desired result.”

Mr Paul Thomson from CDC said that there were extremely good planning restrictions now on the noise emissions: 45 decibels during the day and 39 decibels at night which are acceptable levels. Until now, whilst getting the plant up and running those noise levels had not always been adhered to. Initially Goodwood had hoped to burn their straw bales from the FOS but it burned too quickly and created too much ash, requiring cleaning of the flues on a frequent basis. They have been trying to mix straw with wood chippings to get the optimum burn temperature. Mr. Thompson said that Goodwood had always been very open and transparent in their dealings with the council. Currently the plant operates at 80% efficiency at night. They are hoping to seal the air leak in the flu during November or maybe February next year.

Until that has been achieved CDC will not let them use it at full capacity. Councillor Bish asked where the decibel levels were measured from? Mr. Thompson said that they were measured from the tenants’ dwellings. He said that the monitor was sophisticated and did not read a flat decibel level but took into account local characteristics. 39 DB outside an open bedroom window would read 27 DB inside the bedroom which is an acceptable level.

Mr. Thompson said that Kate Simons from CDC had been in touch with all complainants and currently all were satisfied.

If a resident had further issues once the plant was up and running, they could ask CDC to come out and monitor. Mr. Thompson said that in that case it would not only be the planning requirements that would have to be adhered to, but also the Statutory Nuisance Regime, if they were experiencing unreasonable levels of noise. CDC would assess this situation.

A resident asked if there would be consistent testing in the years to come. Mr. Thompson said that normally when all was set up it should run at the correct levels. He would only respond if the sound became outside those levels. Sam Metcalf from Goodwood has his own measuring device and would be able to do some ad hoc monitoring to check that all was running as it should.

A resident asked whether the huge swathe of forest which had recently been cut down was to be used for the bio mass unit.

A member of the public said that in the original sustainability plan Goodwood was to supply all its own wood.

It was likely but no one was sure of this. Wood was brought in from the outside.

Cllr Potter thanked Mr Thomson for attending on line and updating the meeting.

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

i. Cllr Jeremy Hunt WSCC

Cllr Hunt had sent his apologies for the meeting and sent the following report:

Blocked Gully in The Street (opposite no 94) – the highway steward had reported as follows: “I can confirm all the gullies in the vicinity are registered and subject to biennial cleansing regime. The last cleanse took place in

August this year without any faults identified. No further works are planned.” Cllr Hunt asked for pictures of when & where it flooded. It was also important to know how long it took to clear, so a picture of water still laying there after 24 hours for example would be helpful.

Mr Dipple will correspond with Cllr Hunt and send photos. He said that it was not possible that they were being jetted given the amount of overflowing water.

New Road/A285 Junction – Cllr Hunt had understood from the Cabinet Member for Highways that there might be plans afoot to improve this junction. However, Cllr Hunt was still waiting for further details. He will update the council once he heard anything.

Windmill – Cllr Hunt noted that the Chair had referenced this in his report. As Cllr Hunt had said on previous occasions, due to WSCC now proposing installing a winding mechanism so that the sails could periodically be turned, they have had to go through all the design stages, the necessary planning approvals (not quick or easy with an historic building) and finally the tendering process, not to mention the discovery of a roosting bat earlier this year, which had also led to a delay. However, he was pleased to say that the current update from officers was: A design that meets heritage requirements and a work method that appeases the ecological concerns has now been agreed. We now await the return of the tenders (and assuming they fall within the budgeted amount), with a fair wind works should complete by summer 2026. The timing is very much in line with the briefing Cllr Hunt gave the PC in May, and he had updated the council briefly over the last few months.

Overgrown Trees, The Street, just off the A27 – Cllr Hunt had reported these overgrown trees and was awaiting an inspection and a report back.

Boxgrove Quarry Restoration – Further to the PC’s request that a liaison committee is formed – similar to the one that was running when the quarry was operational – Cllr Hunt had written to the Head of Planning and was awaiting a response.

End of report

Questions:

Mr Leah said that the issue of the quarry liaison committee had been raised with councillor Hunt six months ago, but it was still not happening. Could the Parish Council please write to councillor Hunt to get this instigated.

Action	Clerk
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The chair thanked William and Sarah Heneker for having straightened the Unknown Soldier and for having moved him forward on the green. Today the poppies had been put up everywhere.

ii. **Cllr Henry Potter CDC**

a) Cllr Potter said that he had little to report regarding the progress of the Local Government Reform other than at a recent meeting of the CDC Joint Employee Consultative Panel on which he sits, they learnt a little more of the intricacies of this proposed LGR. For example, harmonisation of Council taxes across a new combined authority (if CDC's preferred option is accepted by the SoS) Adur council taxes are highest, CDC lowest. Pay scales for staff and manual employees, park ground keepers, refuse collectors; will the operating areas need to be reassessed? Staff relocation and possible redundancies are of concern and where will the new authority 'Hub' be located? EPH or County Hall? Would Littlehampton in Arun be more appropriate? Not to mention the integration of all four IT systems. This was likely to be the most disturbing and costly area not yet considered. None of this could be addressed until the 'decision' day next spring but no date had been given yet. The only thing that is known is that elections for a new Mayor for the whole of Sussex will take place in May 2026.

b) Amongst the important decisions to be made by Cabinet on Tuesday 4th was the release £1.8 million from the CIL Fund to expand Primary School facilities at Portfield Primary Academy, and a further £1.1 million to provide a second story to Southbourne GP Surgery.

c) The Great Sussex Way, a platform which had been set up by CDC and partners to promote Tourism in the west of the County was to benefit from a grant of £130,000 per annum for the next four years. Tourism was a significantly important area, supporting 74,000 jobs in the District and had a £5 billion impact on the local economies which was welcome.

d) It was recommended that the Council give £103,000 from the CIL fund to Sussex Police to install twelve Automatic Number Plate Recognition cameras at various locations around Chichester. Cllr Potter saw this as a step closer to preventing crime using a motor vehicle. Or at least the criminals would avoid those areas, or a rise in number plate thefts would be seen!

e) The Planning Committee Agenda for the 5th November promised to be a long one with 9 applications for consideration. Significant sites were at North Mundham for 92 homes, at Kirdford for 50 new homes, of which 40% were to be affordable instead of the customary 30% (perhaps because this may be more attractive to the planners), and in Loxwood permission was sought to demolish 1 bungalow and garage and build 19 new dwellings. These last two were taking advantage of the recent lifting of the Water Neutrality legislation which had been introduced a couple of years ago due to the impact on the environment and wildlife of excessive water extraction in the Arun Valley near Pulborough.

f) The flooding that took place last week at various locations around the City caused disruption to traffic. Cllr Potter only recorded 30mm of rainfall on the Wednesday, which was not exceptional by any means, so what would the area face if those levels rainfall were to happen over two or three days beggars belief. Was it the storm water drains that were inadequate? Or was it too many non-permeable surfaces created by over development? Even the flow of floodwater down The Street was quite alarming yet the Parish was told that the drains had been 'jetted'. Homes on the west side of the southern end of The Street may become 'at risk'.

End of report.

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

- a) Cllr Potter attended the recent Goodwood Motor Circuit Consultative Committee on 22nd of last month and among many others, Paul Thomson from CDC environmental department. The issue of the noise from the Goodwood Biomass Centre was discussed and the details of the modifications carried out to date. This was better understood when everyone met at the plant the following day. There appeared to be a reduction of noise but in the evening, to ensure low, acceptable levels the operation of the plant was being reduced to 80% of its full capacity overnight. It was possible to think that this could be the answer but there was a loss to the output, thus reducing the amount of surplus electricity which would go to the National Grid. A further improvement to the exhaust flue would be introduced later in November which hopefully would allow the plant to run at its maximum 24/7 within the permitted noise levels. Traffic surrounding the Goodwood events was discussed but despite best efforts there were still some complaints.
- b) Cllr Potter had written to Matt Davey, WSCC senior Highways Officer reminding him of the obligation to re-design the junction at Stane Street where it joined the A285. A condition attached to the planning consent for the Rolls Royce extension, now well under construction, was to increase the radius of the kerbing and verge to allow HGV's to turn into Stane Street safely. The cost of this work was to be borne by RRMC so there was no financial restraint to carrying out this work. Cllr Potter had seen a 40ft articulated vehicle making this turn well out in the opposite carriageway confronted by a 55 bus. A very close shave. The response Cllr Potter received from Mr. Davey was that it was a planning matter, which he had passed on to the planners". Cllr Potter queried why it was a planning matter when it had been a condition of the development.
- c) Cllr Potter visited Tinwood last week and discussed the proposed equipment storage barn with Mr Tukka. Cllr Potter had pointed out that as the unit was quite some distance from the main building and adjacent to the service track from the A27, it could be at risk from rural thieving. Mr Tukka would be installing top quality camera surveillance. Mr Tukka confirmed that this year's grape harvest had been the best yet, better even than the 2023 year.
- d) Cllr Potter was pleased to report that the Cricket Club had now trained three members to operate the mower to operate a rota system to ensure the playing field was fully maintained. The three windows to the Pavilion, which had been pushed in by little vandals, had all been attended to.
- e) The Unknown Soldier had had a wash and polish and been re-sited away from the beech hedge at the Halnaker crossroads and thanks go to William and Sarah Hennaker for carrying out this task.
- f) Cllr Potter was sad to say there had been no update on progress to re-attach the sweeps to the Windmill from WSCC. It was such a pity that for all the huge volumes of visitors to view the picturesque tunnel of trees and the rewilded flower meadows, there was the sight of the 'mill with just the bare cross on this ancient monument.

End of Chairman's Report.

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

There were none.

7. Planning applications to be decided

Planning number	Address	Detail	Comment
SDNP/25/04013/LIS	Warehead House , A285 Tinwood Lane To Thicket Lane,	Demolition of orangery and conservatory, rebuild first floor of annexe, 2 no. window and a porch. External alterations to the garage doors with associated landscape works including new flint boundary wall and replacement permeable driveway surface	Support
BX/25/02284/PLDLBC permitted listed development	Nightingale Cottage, The Street, Boxgrove, Chichester, West Sussex, PO18 0EE	Rethatch water damaged roof	No comment
BX/25/01874/FUL	The Folly	Revised size and layout	Original support stands
CDC	Contaminated land strategy	Approach to identifying and managing contaminated land within the district, in line with statutory duties and best practice.	CLlr Potter to respond
SDNP/25/04246/TCA	Halnaker Park Cottage	Tree works	Refer to tree officer

Delegated planning decisions to be noted:

Planning number	Address	Detail	Closing Date
BX/25/01495/LBC	Hobbits Cottage, 68 The Street,	Internal and ext works including restraint to the walls, mortar repair and plastering	Permit
BX/25/02263/PNO	Tinwood Estate	1 agricultural barn	Permit
SDNP/25/02586/LIS SDNP/25/02585/HOUS	Seabeach Farm, A285 Thicket Lane to Eartham	Erection of replacement single storey rear extension	Approved

8. Boxgrove Rangers Report

Mr Dipple had signed in to the Sussex Nature Recovery Strategy online seminar. He reported that Sussex is home to a large variety of wildlife but that it needs protection.

For many reasons, some species were under a real threat of extinction. Under the 2021 Environment Act Councils of England had to prepare a strategy to protect the important places for nature that were still left and identify opportunities to restore or create areas to the benefit of nature and people. In Sussex there were two strategies – one for West Sussex and one for East Sussex which would include Brighton & Hove.

Mr Dipple recently watched the Webinar – which was available on line

<https://www.youtube.com/watch?v=8XM-XOKmY28>

which set out the methodology of the strategies, which were comprehensive.

The Webinar was well presented.

It included a Tool Kit of seven Principles, twenty-four Habitat Priorities, more than one hundred measures to deliver the Priorities, and a Multi-layered Habitat Map. There were four parts to all of this that described the Strategic Areas, the Priorities and Measures required, the species at risk and the multi-layered map showing different areas of biodiversity.

The whole document was now out for consultation which closed on

November 26th 2025.

<https://www.sussexnaturerecovery.org.uk/get-involved>

Mr Dipple encouraged the council and members of the public to review the website and make comments.

9. Crockerhill - update

The owner of the Winterton Arms said that the situation at Crockerhill had degraded once again with the owners actively using it as a storage unit. Today seven Discovery vehicles were parked all over the road.

The owners were looking to take action to cease this activity and will keep the Parish Council informed.

Cllr Raikes said that the vehicles reversed so quickly out of the garage into the road that a serious accident could occur at any time.

10. Boxgrove Neighbourhood Plan update

Mr Leah reported that there still had not been a cost fixed for the Strategic Environmental Assessment for the plan – but that it would not be the £17K previously quoted as there was a negligible amount of wording to be changed. The plan is now unlikely to go to Committee until Jan/Feb 2026.

Mr Leah had a meeting with the planners of The Folly to agree complementary statements for the planning committee. This development is in the Boxgrove Neighbourhood Plan.

11. Tree report – decision on action required

Following the report produced by Mr S Power it was agreed to follow his recommendations (fell two dead elms).

The clerk is to order 15 fruit trees and 10 mixed varieties from the CDC tree scheme and the two dead elms to be replaced with two suitable saplings.

The clerk also to ask him to prune the maple next to the car park.

Action	Clerk
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12. Precept for Financial Year 2026 – 27

A further sum of £1000 to be added to the Hainaker bus stop project. Final decision on the budget to be taken at December meeting.

13. Clerk's report

i. Correspondence received

From	Concerning	Action
CDALC	Meeting attendees?	Cllr Moore to attend
CDC	Food waste collection information	All to be posted on website Action clerk
Southern Water	Clerk awaiting updates from meeting in June	Clerk
E/W Sussex Scouts	Require permission to have check point for hike on 22 nd March 2026 in car park VH	Agreed. Clerk to notify VH
Community Energy Fund	Request to ask for further support from MP for more funding	Denied

ii. Payments for Consideration

With the addition of the monthly payment for accountancy programme of £66, Cllr Potter proposed and Cllr Howton seconded the payments for consideration. These were unanimously **RESOLVED**.

iii. Bank reconciliation – circulated and approved by the council.

14. Councillor reports

Cllr Potter reported that more fencing was broken around the car park onto the recreation ground. He will speak to Darren at Goodwood and see if the rails can be obtained there.

Action	Cllr Potter
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15. Agenda Items for next meeting

16. Date of next meeting

The next meeting will be on Monday 1st December 2025

Signed:_____ Dated:_____

Cllr Henry Potter - Chair

Boxgrove Parish Council Financial Statement Meeting November 3rd 2025

Balances on accounts	£94,600.32
	£94,600.32

Received since last meeting

Birdham	£71.97
total	£71.97

Paid since last meeting

ProcessMatters2	np meetings/doc prep.	£2,312.00
ProcessMatters2	Website maintenance	£180.00
I Whitaker	Salary	1046.07
HMRC	contributions	250.36
Nest	pension	76.28
Scribe	Accountancy programme	66
Arun dc	printing newsletter	95
PWLB	repayment of loan	3393.19
RH Dixon	Grass cutting	240
G Dipple	Plants	16.95
I Whitaker	Council Running costs (6mths)	581.64

£8,257.49

Payments for consideration

Moore	External audit	£378.00
I Whitaker	Salary	£906.50

Nest	pension	66.09
RJ Dixon	grass mowing	240
		£1,590.59

Bank reconciliation November 3rd 2025

Bank accounts as of October 28th 2025

current account	£94,600.32
total	£94,600.32

opening balance 1st April 2025	£68,868.91
add receipts in the year	54732.80
less payments in the year	£29,001.39
Balance	£94,600.32

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	£33,785.09
(less ring fenced and reserve)		

Outstanding Loan for Village Hall	£53,858.74
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