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Minutes of the **Parish Council Meeting**  
Monday 5<sup>th</sup> January 2026 at 7.00pm

**Present:**

Cllr H Potter- Chair, Cllr Tynan, Cllr Bish, Cllr Raikes, Cllr Howton, Cllr Matters

**In attendance:** The Clerk (Zoom) CDC – Cllr Henry Potter

WSSC: Cllr Jeremy Hunt 9 Members of the Public

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**1. Apologies**

Cllrs Moore and Barnes

**2. Declarations of interest**

There were none

**3. Minutes – to agree and sign the minutes of the Parish Council meeting December 1<sup>st</sup> 2025, and the Extraordinary Parish Council meeting 17<sup>th</sup> December 2025.**

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

**4. Any urgent items not already covered elsewhere on the agenda**

There were none.

**5. Winterton Arms Update**

Mr Will Carthy introduced himself as the consultant to Mr James Pigott on the project of restoration of the pub. His experience is in T1 and T2 construction companies (Network rail, Highways England). The project is in the very early stages but an outline plan has been made by an architect. They are also looking at wholly sustainable technology. The long-term plan is the re-opening of the pub and restoring the area to its original state.

There followed a discussion about the current ownership of certain strips of land around the pub and parts of the old A27. Cllr Hunt is to correspond with Mr Pigott with information currently held by WSSC. The Land Registry will take one year to respond to Mr Pigott's request. There had been a land swap between the pub and Highways in 1972 – 73 to stop access to travellers but would have reverted since. Cllr Hunt said that the strip of land down to Marsh Lane is still designated Highways as is the old A27.

**Action**

**Cllr Hunt**

**6. Motion to support the Winterton Arms application for a stopping up order**

The motion was proposed by Cllr Howton, seconded by Cllr Potter and unanimously **AGREED.**

### **7. Halnaker Windmill Restoration Update**

The tender document for the refurbishment of the winding gear and the sails will go to tender on 9<sup>th</sup> Jan 2026 and to be returned by 20<sup>th</sup> Feb 2026. Only two or three companies do this work.

A structural engineer has been asked to look at the crack in the pillbox to see if it can be repaired.

In future any windmill updates (when there are any), will be included in Cllr Hunt's WSCC report.

### **8. Public Question time from residents of Boxgrove (Standing orders 3d-3l)**

There were none.

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

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

- a) Cllr Hunt reported that he had received an email from the planning officer on the Quarry restoration project. The agent said that the vast majority of the tree planting had been completed and the agreed areas of regeneration were going well. He was due to hear again from the agent in February. Cllr Hunt had strongly recommended that a site visit be arranged by the officer to confirm that the agent was correct.
- b) The drain at the bottom of the Street has been cleared and is now functioning correctly. Mr Dipple to resend the photos of the drains further up the Street which also need clearing.

Action	Cllr Hunt/Mr Dipple
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End of report

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

Cllr Potter wished all in the Parish a Happy and peaceful New Year.

- a) He also complimented those in the Parish who stepped 'up to the plate' in his absence to take care of the blocked 'High' footpath. He firmly believed that this was a test of the draft Parish Resilience Plan and the work was executed to the best of their ability. Well done! Cllr Potter reported that the December 2025 publication of the Local Government Association 'FIRST' magazine featured an article covering the importance of having a Resilience Plan in place. Communities look to their local Councils for visible and decisive leadership, the expectation was clear, act fast, work collaboratively with Members and Volunteers and keep everything as normal as possible. Trivial as a blocked footpath may seem, it is an important link for Halnaker residents to reach the school, the Village Stores and other facilities. The communications during the episode were first class.
- b) Again, in his absence, his thanks to his stepdaughter for collecting the Christmas tree from Runcton Farm Shop and dropping it off at the Almshouses, and to Geoff Ryder and the vice chair Julian Moore for siting it adjacent to the flag staff. Several days later Cllr Potter was driven past to view it. A superb job by those concerned, well done. He believed it looked even better than his previous efforts in the past few years. He also added that the plentiful Christmas lights and decorations throughout the villages were a joy to see and he especially enjoyed seeing the Hounds beside the front door of Forge Cottage, topically dressed for the season.
- c) Having been virtually house bound for the past month, Cllr Potter had nothing else to report.

End of report.

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

- a) Cllr Potter reported that due to his accident and subsequent confinement, he had blotted his attendance record at CDC by having to apologise for missing two meetings in November and December last year. However, he had been able to follow the meetings via the Council's meeting broadcasting system. At the December Planning meeting, after a very lengthy debate, permission had been granted to allow a massive Solar Electrical Energy generation scheme at Wisborough Green in the north of the District. This was to be four separate arrays of panels all linked together by underground cable connections. Some doubt had arisen regarding the National Grid being capable of handling this high level of generation and until the grid was updated, full generation from this site might not be possible until 2037! It suggested to Cllr Potter that the National Grid was incapable of coping with demand and these extra generation schemes. A case in point, though on a smaller scale, was the grid within Chichester Contract Services. The Council's depot at Westhampnett was at full capacity. Without costly investment no further electric powered vehicles could be considered. Also it was noted that a considerable update to the SSE sub-station at Crockerhill was nearing completion.
- b) The Development Plan and Infrastructure Panel met on the 10th December to approve the necessary modifications to the planned developments within the District. Many of these planned developments were funded by the Community Infrastructure Levy spending plan. It was revealed that the Council, at the end of the financial year to 31/03/2025, were currently holding £39,245,810 in CIL contributions collected since the introduction on 01/02/2016. In addition, £3,494,782 of interest had been accrued. £734,643 had been spent on administration (1.8%), and £6,024,202 had been transferred to qualifying Parish and Town Councils. With other committed sums totalling circa £850,000, there remained £35,403,026 (inclusive of interest) available to spend. The District Infrastructure Business Plan was a vast collection of Projects which the Council had agreed to and if anyone wished to learn more, the full details could be found on the Council's website under the Development Plan and Infrastructure Agenda" 10<sup>th</sup> Dec 2025. As an example, Business Plan #1361, (the regeneration of the City centre), now requires an uplift from the original projected budget of £6,820,00 to £10,740,000. The time line for many of the Plans had slipped due to further studies and consultations but all details were contained in the agenda pack.
- c) The Planning Agenda for 14th January would contain an application to create further Poly Tunnels at Groves Farm, Elmbridge, north of Bognor for the purpose of growing more soft fruits, notably strawberries, raspberries and blueberries. Summer Fruits Company had been extremely successful in this area of Horticulture and were a leading light in fruit production. They recently announced that due to technical advances they were now able to produce these fruits of high quality throughout the whole year. This would go a long way to reduce reliance on foreign imports. Cllr Potter said that about 80% of the blueberries he consumed came from Peru, a journey of about 9,000 miles. The area of Groves Farm covered 138

hectares and included 92 ha of existing Poly Tunnels. It had become over the years an important sector of the economy in the District and employed a vast number of employees. Needless to say, it had been recommended for approval.

End of report.

## 10. Planning Applications to be decided

Planning number	Address	Detail	Comments
25/02796/REM	Land Adjacent To A27 Copse Farm Tangmere Road Tangmere West Susse	Application for Reserved Matters (layout, scale, appearance and landscaping) of  20/02893/OUT (1,300 dwelling Strategic Tangmere Development) with regard to the  infrastructure and landscaping works for the arrival square, southern and western loop  elements of the main spine road, green corridors and western site boundary (includes details pursuant to conditions 3 and 9 of 20/02893/OUT)	Reiterate the importance of bus route through Boxgrove
BX/25/02739/DOM -	Lind House, The Street, Boxgrove, Chichester, West Sussex, PO18 0E	Alterations to existing garage to create habitable accommodation, installation of cladding and alterations to fenestration.	No objection

## Designated planning decisions to be noted

Planning number	Address	Detail	Closing Date

A member of the public asked about the enforcement action on Crockerhill Cottage. Clerk to contact enforcement.

<b>Action</b>	<b>Clerk</b>
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## 11. Boxgrove Neighbourhood Plan Update

The Modified Neighbourhood Plan has now been submitted to CDC so it can progress to the next stage of its adoption.

The modified timetable suggests that this stage, called Regulation 16, will take place in April, meaning that the examiner can review in June followed by a local referendum in September. Reaching this stage does give the plan more weight in planning law against unwanted development.

In the meantime, The Folly site which is for 9 houses is expected to go before the next CDC Planning Committee meeting which was due to take place on 14 January 2026 but is now more likely on 11 February 2026. The team and the Boxgrove Parish Council will be supporting this as it is in the Boxgrove Neighbourhood Plan.

The NP team is, however, aware that other developers are pursuing other sites not in the plan. Namely, the Longmeadow site to the east of Boxgrove which is being promoted for a smaller, 10-unit site, in lieu of the larger one that was refused 2/3 years ago.

The team is also aware of much larger developments on part of the vineyard in Halnaker alongside the A285. Also, on agricultural land to the east of the public footpath and along Tinwood Lane up to the main vineyard. Here ground water

testing has been taking place. Both these sites have been identified as 'potentially developable' by CDC for some years but also rejected by them, the team and residents at the NP Open meetings in the past.

The team will advise when further information becomes available.

Please follow the following link for any further information.

<https://boxgroveparishcouncil.gov.uk/neighbourhood-plan/our-neighbourhood-plan/>

David Leah  
Chair of Boxgrove Neighbourhood Plan Team

2 January 2026

## **12. Tree Planting – update**

The clerk had completed the application for the trees and had had a meeting with Mr Paul Cordle the tree officer at CDC to discuss types of trees and locations. Given the current situation with regard to rainfall, watering the saplings in early Spring may become necessary.

## **13. Clarification on roles and responsibilities within the Parish Council – Emergency Plan/Rangers.**

With reference to the removal of a fallen tree on the high path before Christmas the clerk said that in the future the Rangers should be the first port of call and not members of the public. The Rangers have received proper training from WSCC on how to use equipment, they are insured under the Parish Council insurance, and they follow due diligence by preparing risk assessments, all of which are essential if ever a claim were made to the council insurance. Mr Dipple keeps a folder of all the hard copies of the risk assessments.

The Emergency plan is for major incidents where the Emergency services are unable to reach the Parish or need assistance when they do. The Emergency plan has yet to be adopted by the Parish Council.

## **14. Clerk's report**

### **i. Data Protection**

### **ii. Councillors' Statements of Assurance – Civility and Respect**

These statements are part of the "Civility and Respect" project to which Boxgrove Parish Council adheres. Each councillor signs their statement to show their commitment to civility and respect in all aspects of their roles as councillors. Each councillor present signed the document.

### **iii. Payments for Consideration**

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

### **iv. Bank reconciliation – for next meeting**

## **15. Councillor Reports**

There were none.

## **16. Boxgrove Rangers' Report**

Mr Dipple asked the clerk to chase up Barfoots who still have not contacted him re the clearing of Church Lane.

<b>Action</b>	<b>Clerk</b>
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Following up on Cllr Lovejoy's comments on the bus stop information sign not being visible at the bottom of The Street, Mr Dipple said that the bigger problem was that the sign was facing the wrong way. Most people waiting for the bus on the other

side where the bench is so couldn't see the information. Mr Dipple has contacted Stagecoach and they are looking into it with a view to turning it around.

**17. Agenda Items for next meeting**

**Please let the clerk know of any items**

**18. Date of next meeting**

**PLEASE NOTE THAT THE NEXT MEETING WILL BE ONE WEEK LATER THAN USUAL AND WILL TAKE PLACE ON MONDAY FEBRUARY 9<sup>TH</sup> 2026.**

Signed: \_\_\_\_\_

Cllr Henry Potter - Chair

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

**Boxgrove Parish Council Financial Statement**

**Meeting Jan 5th 2026**

Balances on accounts	£85,229.71
	<b>£85,229.71</b>

**Received since last meeting**

total	<b>£0.00</b>
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**Paid since last meeting**

I Whitaker	Salary	£906.50
Nest	pension	£66.09
Mrs O'Hare	flowers for planter	£21.95
scribe	sub	£66.00
Beechdown Trees	consultancy	£660.00
K Goacher	Hedge cutting	£450.00
		<b>£2,170.54</b>

**Payments for consideration**

St Blaise	churchyard grant	£800.00
DCH	plans for bouldrome	£785.00
RJ Dixon	grass cutting	£240.00
I Whitaker	salary	£906.50
NEST	pension	£66.11
hmrc	contributions	£237.27
scribe	sub	£66.00
JM Agricultural	tractor repair	£107.72
		<b>£3,208.60</b>