



## **Draft Minutes of the Full Parish Council meeting at 7 pm on the 1<sup>st</sup> June 2026 at The Village Hall Boxgrove.**

Attendees – Cllrs H Potter, J Lovejoy, J. Moore, A, Tynan, M Howton and J. Raikes.

Also in attendance - S. Trott, ( Clerk ), and 9 members of the public, ( MoP )

1. Apologies – Cllrs Mike Bish, Cate Matters and Jane Barnes
2. Declarations of interest – Cllr H Potter declared a non-pecuniary interest in item 8, the Boulodrome.
3. The previously circulated minutes of the full council meeting of the 11<sup>th</sup> of May and the annual parish meeting were agreed as a true record and duly signed.
4. CDC Cllr H. Potter, WSCC Cllr J. Lovejoy and PC Chair H Potter's reports were presented to the council. A summary of these are attached to these minutes as appendixes a, b & c. A MoP raised concerns regarding the progress made by the previous WSCC Cllr with the windmill, his successor, WSCC Cllr Lovejoy offered to explore this further with WSCC. Cllr Lovejoy has also reported a large number of potholes in the parish to WSCC Highways.
5. Public questions – A MoP questioned the poor level of lighting outside the Village Hall, Cllr M. Howton is to look at remedial action.
6. State of the Street road surface – The council discussed this and WSCC Lovejoy offered to contact WSCC Highways to seek remedial works at the earliest opportunity.
7. Application for a footpath from Town Lane to the Old Arundel Road. The council discussed the matter and it was resolved that Boxgrove PC would support the application.

8. The Boulodrome – Although planning permission for the boulodrome is to be granted to the PC the matter was discussed by the council and it was resolved that the project be shelved.
9. Parish Newsletter working group – The council discussed the matter, Cllrs Lovejoy, Barnes and Matters are to speak to the Church as to their intentions and continue as a formal working group on behalf of the PC.
10. Crockerhill – No change, the clerk confirmed that he had written to Andrew Griffiths MP and received a prompt reply with some names of people that may help. The clerk is to write to the environment agency, trading standards and the police commissioner. Cllr Lovejoy is also to contact trading standards while Cllr Potter is to ask A Griffiths MP to look again at Crockerhill when he visits the Speedwatch group in Boxgrove / Halnaker.
11. Boxgrove Rangers report – Graham Dipple confirmed that the 8 trees referred to at the May meeting have been planted and are being watered in the dry weather. Cllr Howton described a hazardous situation on the recreation ground where net uprights are located within the ground behind the football pitch goalposts, he and Graham Dipple are taking remedial action. Concern was expressed regarding state of the footpath at the coal yard, WSCC Cllr Lovejoy to speak to WSCC Highways on this, the state of several elderly ash trees by footpath 369 was raised by a MoP, clerk to meet Graham Dipple on site to investigate and take further action.
12. Traffic Calming Group – Will & Sarah Heneker described the speed watch groups recent meeting with Katy Bourne, the Police & Crime Commissioner, and Neil Worth MGCI communities and business partnerships manager and expressed hope that average speed cameras might be installed within the village as part of a trial, the estimated costs is in the region of £ 100,000 – 150,000 so funding is an issue. The Speedwatch group issued an extensive 3 part report on progress to date. WSCC Cllr Lovejoy is to join the Speedwatch group

to experience the issues first hand and the Boxgrove Speedwatch group are to meet other local Speedwatch groups.

13. The formation of a planning committee – The matter was discussed by the council and a resolution passed to form a committee. Cllrs Potter, Moore, Howton, Barnes, Bish, along with Paul Addison and David Leah are to form the committee while the terms of reference previously proposed by the clerk, ( with the addition of a reference to the neighbourhood plan ), are to be adopted. The ToR are attached to these minutes as appendix d.
14. Neighbourhood plan update – 2 paper copies of the proposed plan are available for inspection at the Village Hall and the proposed plan is also available to view on line.
15. Adoption by the PC of subject access requests, ( SAR ), complaints, and vexatious complaints policies – The policies were resolved to be adopted and a complaints panel was formed of Cllrs Lovejoy, Howton and Moore.
16. Condition of the wooden fence between the Village Hall car park and recreation ground. The condition of the fence was discussed and it was resolved that the clerk would contact contractors to obtain quotes for remedial works. The condition of the car park generally was also discussed the rangers offered to carry out some tidying, litter and weeding works.
17. Clerks Report ;
  - i. The payments for consideration as previously circulated amongst the council were approved.
  - ii. The bank reconciliation as previously circulate amongst the council was approved and signed.
  - iii. The financial statement as previously circulated amongst the council was approved and signed.
  - iv. A late planning application was received regarding works to trees in Boxgrove CE primary school, the council discussed the matter and it was agreed that no objection was to be entered.

- v. It was noted that the proposal to construct industrial warehousing at Temple Bar had been refused.
- vi. The Village hall is booked by a private party on the PC's proposed meeting date of Monday 8<sup>th</sup> December 26, it was agreed to move the PC meeting to Monday 30<sup>th</sup> November.
- vii. The clerk advised that a scheduled safety inspection of the playground is due in June, he would be carrying out monthly inspections after that based upon the formal inspection template.
- viii. Works would most likely be required to the playground after the inspection and the clerk wanted some shelves installed in the PC cupboard in the village hall for storage of documents. Clerk to contact a handyman and carry out works once the inspection report was received.
- ix. A grant request was received from the Chichester foodbank stating that 28 food parcels had been distributed in Boxgrove Parish. The council discussed the matter and it was agreed to donate £ 150.00 to the Chichester foodbank.
- x. A request was received from WSCC Highways for orders of salt for road salt bins, the clerk was advised by the Chair that the PC has no salt bins.
- xi. The clerk confirmed that he had cancelled the monthly subscription to 'Scribe' accounting system due to the small number of transactions being made monthly by the PC. If 'Scribe' or another software system becomes a requirement under legislation it can be re adopted.
- xii. The clerk reported that Nat West bank are taking an inordinate length of time to appoint himself as a signatory to the PC bank account and access to on line banking. In order that the PC could make payments due, the clerk asked permission from the council, for the previous clerk,

Immogen Whittaker, ( who still has access to the on line banking ), to make payments on behalf of the PC, the council agreed to this unanimously.

- xiii. The issue of the Goodwood Biomass facility excessive noise was discussed briefly, the clerk advised that he had offered to help the complainants as possible but they were dealing with CDC directly at this time.

18. Agenda items for next meeting – The future of the Cricket Club and maintenance of the recreation ground.

19. Date of next meeting Monday July the 6<sup>th</sup> at 7pm.

The meeting was closed at 21.05

Signed Cllr H. Potter ..... 6<sup>th</sup> July 2026

## Appendix A - Chair of Boxgrove PC's report ;

### Chairman's key updates:

- **Declaration of interest:** Henry Potter will step back from Agenda Item 8 (Boulodrome) due to his role as a Village Hall trustee and suggests Jane Barnes should also declare an interest. An alternative location for the Boulodrome is being considered.
- **Goodwood noise complaints:** Reports of unacceptable night-time noise at the Goodwood Energy Centre have triggered an Environmental Health investigation.
- **Local incidents:** A van collision caused significant damage to a wall on Woodland Drive; cause unknown.
- **Recreation ground concerns:**
  - Ongoing concerns about maintenance/mowing.
  - Boxgrove Cricket Club finds the ground uneconomical and will mostly play elsewhere, hiring contractors only occasionally to maintain the pitch.
- **Community safety & traffic:**
  - Visits planned from MP Andrew Griffith and PCC Katy Bourne.
  - Community Speed Watch activity is leading to police action on the A285.
- **Planning updates:**
  - Logistics hub/warehouse application at Temple Bar was refused; appeal considered unlikely.
  - No recent housing applications—highlighting a slowdown in the housing market.
- **Other planning/activities:**
  - "Bark Park" development approved; similar existing site noted locally.
  - GMCCC meeting reported no noise complaints from circuit events.
- **Community works:**
  - Village gate maintenance postponed due to illness; volunteers sought for rescheduled work.

## Appendix B – WSCC Cllr J. Lovejoy’s report ;

### Summary of Key Points

#### 1. Introduction & Activity

- Jack Lovejoy (WSCC councillor) thanks residents for electing him and outlines his early engagement with parish councils, including Boxgrove.

#### 2. Local Projects & Issues

- **Chichester city centre improvements:** Plans to repave streets for better accessibility and improve mobile signal; £400k CIL funding approved.
- **Sewer works (Upper Lavant Valley):** Southern Water is repairing pipes to prevent groundwater infiltration; about halfway complete.

#### 3. Planning Matters

- A proposal for **three warehouses near Temple Bar** was **unanimously rejected** due to concerns over planning policy, traffic, flooding, and environmental impact.

#### 4. Council & Governance Updates

- New WSCC leadership formed, with **Cllr Jay Mercer** as Leader and a cross-party administration.
- Jack Lovejoy appointed:
  - Chair of the **Planning & Right of Way Committee**
  - Member of the **Children & Young People’s Services Scrutiny Committee**

#### 5. Local Government Reorganisation (LGR)

- Ongoing review; Lovejoy expresses mixed views, particularly concerns about overly large unitary authorities being less responsive and overburdening councillors.

#### 6. Highways & Infrastructure

- Continued focus on **pothole repairs**; residents encouraged to report issues.
- Planned:
  - Meeting with WSCC Highways about **The Street (north Boxgrove)**
  - Proposal for a **new footpath between Boxgrove and Westhampnett**

## **7. Requests & Forward Look**

- Requests information on any ongoing issues from his predecessor.
- Upcoming work includes training, committee meetings, parish visits, and local events (e.g. Sussex Day).

## **Appendix C - CDC Cllrs H Potter's report ;**

### **CDC Cllr H Potter report summary**

- Henry Potter provides his District Councillor report for the 4 June meeting.
- He was unable to attend both the Parish Council Annual Meeting and the Chichester District Association meeting due to illness, thanking others who attended in his place.
- At the Chichester District Council Annual Meeting, the Chair and Vice Chair were re-elected, and committee memberships confirmed.
- Donna Johnson was elected Chair of the County Council, noted as a positive choice for a politically balanced ("hung") council.
- Key council decisions included funding for improvements in Chichester, such as the redevelopment of the White Pavilion, city centre upgrades, better internet connectivity, tree planting, and improved signage.
- A brief update on Local Government Reorganisation (LGR) is mentioned, with consultation results expected later in June or July.

## **Appendix D Planning committee terms of reference**

### **Planning committee Terms of Reference**

Adopted by Boxgrove PC on the 2<sup>nd</sup> of June 2026

1. The committee shall be called the Boxgrove PC planning Committee.
2. The planning committee will be responsible for inspecting planning applications and properties in respect of extensions, alterations, and the like, and subsequently to consider and respond to the application via the council and clerk.
3. The committee will ensure that proposed decisions reflect local needs, policies, and sustainability principles. The neighbourhood plan shall be considered when making decisions on any planning applications.
4. The committee has the power to consider and decide responses regarding planning applications for extensions and alterations. New build or development matters will remain the responsibility of the full council who will look for guidance from the planning committee.
5. The committee will comprise 6 members and will annually elect a lead, or chair, and hold at least one meeting a year at which the clerk will be present as well as members of the committee. Non councillors can be members of the planning committee as stated in section 4 of the parish council's standing orders. A minimum quorum of 3 is required for a meeting to take place. Meetings shall be open for members of the public to attend.
6. Decisions shall be agreed upon by a vote of members present if necessary. In the event of a tied vote, the chair shall have the deciding vote.
7. Records and minutes of meetings shall be kept.
8. Members of the committee must declare any personal, business, or financial interest in planning matters and must not take part in debate or voting upon such matters in which they have an interest.
9. The full council shall annually review these terms of reference.