



**Minutes of the full parish council meeting held at the Village Hall, Boxgrove at 7pm
on the 6th of July 2026**

Present - Cllrs H. Potter, J. Lovejoy, C. Matters, J. Moore, A. Tynan and Michel Bish.

In attendance - S. Trott, (Clerk) and 11 members of the public (MoP).

1. **Apologies** - Cllrs Jane Barnes, Jill Raikes and Mike Howton submitted their apologies which were duly accepted by the council.
2. **Declarations of Interest** - Cllr J. Lovejoy declared an interest relating to item 7 as he is currently involved in a similar project with the proposer of the plan for Boxgrove recreation ground.
3. **Minutes** - The PC agreed that the previously circulated minutes from the meeting of June 1st 2026 were a true record of the meeting and duly signed as such by the chair.
4. **Chair, District and County councillors' reports** – These were previously circulated amongst the council and were read out by the respective councillors. A summary of each is attached to these minutes as appendices i, ii, and iii.

A MoP queried the date of the planning application for the Halnaker windmill, Cllr Lovejoy to check date of application and that permission has actually been granted. Application ref 25/02034/LIS

The chair spoke further regarding an accident at the junction between New road and the A 285 that very evening and asked that WSCC Cllr Lovejoy look into the situation with WSCC Highways. There was a brief discussion regarding the state of safety on the A 285.

WSCC Lovejoy spoke further on his report regarding drain clearances locally and the paving project in Chichester city centre.

5. Public questions;

A MoP brought forward a suggestion that there be more and improved 20 mph road markings in the village. WSCC to investigate the matter via Cllr Lovejoy although when the Street is resurfaced this will happen anyway.

A MoP questioned whether there could be more information for the number 500 bus. WSCC Lovejoy to investigate with the WSCC bus stop team, but suggested using the Stage coach App meanwhile.

- 6. Footpaths and Public rights of way** – Graham Dipple read a statement regarding the maintenance of the paths and the state of path 284 which is becoming overgrown and is too much for the rangers to deal with. Agreement that this is WSCC responsibility, WSCC Lovejoy to speak to the right people at WSCC regarding a meeting with Graham to confirm responsibilities. Confirmation that the High path is a footway not a footpath. Cllr Potter queried the space for a footpath at the solar farm as Cllr Lovejoy's previous proposal in June, Cllr Lovejoy proposed a conversation with the landowner.
- 7. The future of the recreation ground / cricket club** – Jo Shopland, (NJS), the writer of the proposal was unable to attend the meeting, Mark Holl of the CC did attend but after the discussion around the item had ended. The proposal from NJS was previously circulated amongst the council and copies made available for MoP's attending. After a discussion it was agreed that the current situation regarding the maintenance and usage of the re was unacceptable and that something had to change. A great deal of detail is missing from the NJS proposal and the clerk agreed to write to themselves asking for a meeting to discuss the same. The clerk and a MoP advised caution regarding any agreement given that NJS engage in property and construction.
- 8. Proposal for a CIL application for the Halnaker windmill** – Cllr Lovejoy proposed improvements to the area around the windmill including benches, information boards and the like. General agreement and support were expressed. Cllr Lovejoy to put together a costed plan and report back to the PC.
- 9. Village Hall application for a grant to help with cost of improved external lighting** – A brief discussion was held, and it was agreed to make a grant of £ 200.00 against anticipated costs of £ 300 - £ 400. These monies to come from the ring-fenced car park fund.

- 10. Wooden fence repair to Village Hall car park** – The clerk received a quotation for £ 595.00 inc VAT for the repair of the timber car park fence, council approved the spend, monies to come from the ring-fenced car park funds.
- 11. WSALC representatives** – 2 spaces were available for councillors to attend the WSALC meetings and annual meeting. Cllrs H Potter and J. Moore agreed to hold the positions, the council agreed.
- 12. Ring fenced funds** – The ring-fenced funds were discussed and the council resolved the adjustments as appendix iv.
- 13. Crockerhill update** – The council discussed the situation again, CDC Cllr Potter to investigate antisocial behaviour and operators licence. Clerk to investigate VOSA licensing. Frustration was expressed by all at the situation.
- 14. Rangers report** – Graham Dipple reported that the recently planted trees had been protected with wood chip and regularly watered, unfortunately one tree at the Halnaker tunnel car park had been damaged by a car but Graham was hopeful for it's survival. The overgrowth in the VH car park has been cleared along with the overhanging branches at the Alms houses, along with various other works.
- 15. Traffic Calming group report** – The group reported on their meeting with Andrew Griffiths MP, some negative feedback had been received but this became more approving. The group requested a grant from the council for 3 body cams at a cost of £ 475.00, this was approved and resolved by the council, funds to come from the Traffic calming ring fenced funds. The extremely high cost of average speed cameras was discussed along with the response of a survey where 30 % of questionnaires were returned with 100 % of respondents in favour of the average speed cameras. WSCC Cllr Lovejoy will be attending a speed watch session the next day.
- 16. Neighbourhood plan** – David Leah spoke on behalf of the NP group. The period of consultation has now ended, and the group are meeting next week to look at and discuss the responses received. An EGM of the council might be required to discuss the same and approve any changes. A village meeting and / or referendum will be needed to finally approve the plan.

17. Planning committee report – The planning committee has now been formed and MoP's are welcome to attend their meetings. The chair of the committee Mike Howton was not present, the clerk spoke in his place. No new planning applications had been received, one existing application at Seabeach house had the committee's approval.

18. Maudlin Lane, Westhampnett planning application – The application was discussed and it was resolved to object to the application with the reasons based upon the Land & planning services report shared with the PC by Westhampnett PC. Clerk to submit an objection.

19. Clerks report – The authorisation of payments was approved and signed by Cllr H. Potter – see appendix v. The bank reconciliation was agreed and signed by Cllr H Potter and the financial statement was agreed and signed by Cllr H Potter, see appendix vi.

The clerk reported that the Nat West online banking card had finally arrived and that he intended to remove Imogen Whittaker and one other very old signatory from the account, the council agreed to this.

Details of upcoming fireworks at Goodwood were previously circulated.

As there is no meeting in August the clerk proposed making payments due in July and August and seeking retrospective approval at the next meeting, the council agreed to this.

The clerk queried whether the council kept a 6 month or annual asset register, the council replied and annual one.

The clerk suggested a discussion be had in the near future regarding a better way of circulating information to parishioners.

The clerk having sorted through most of the aged documents previously kept at the VH was intending to destroy many of them in line with the PC's document retention policy, he invited anyone interested to examine the documents before he did so, none asked to see them. The clerk also highlighted that many signed copies of minutes were missing, although recent years were on the PC laptop although unsigned.

Date of next meeting 7th September 2026 @ 7pm

The meeting was closed by the chair at 21.02 hrs

Signed Cllr H Potter 7th September 2026

Appendix i, Summary of Chair report ;

In his Chairman's report for the Parish Council meeting on **6 July 2026**, Henry Potter reflects on several local issues and upcoming matters for discussion. [\[Bx.PC 06/07/2026. | Outlook\]](#)

Key points:

- **Damage to historic flint walls:** Two separate vehicle collisions damaged flint walls in Boxgrove during June, including walls at No. 1 Woodland Drive and Jasmine Cottage. Henry Potter notes concern about these incidents. [\[Bx.PC 06/07/2026. | Outlook\]](#)
- **Festival of Speed traffic:** He has observed increased traffic on roads around Goodwood associated with preparations for the Festival of Speed, including staff shuttle buses. He notes that there will be no aerial displays this year. [\[Bx.PC 06/07/2026. | Outlook\]](#)
- **Boxgrove Windmill restoration:** He welcomes news that refurbishment of the windmill sweeps and related works are progressing. However, he raises questions about costs, scaffolding requirements, heritage approvals, and planning consent. He believes the Parish Council should be among the first to review any planning application. [\[Bx.PC 06/07/2026. | Outlook\]](#)
- **Planning system concerns:** Following a recent Chichester District Council planning workshop, he expresses concern about proposed national planning reforms, including changes that could reduce the influence of Parish Councils in planning decisions. [\[Bx.PC 06/07/2026. | Outlook\]](#)
- **Training and engagement:** CDC planning officers are preparing guidance for all Parish Councils and planning further training sessions. They are also encouraging closer collaboration with Parish Councils through email and online meetings. [\[Bx.PC 06/07/2026. | Outlook\]](#)
- **Local Government Reorganisation:** He notes ongoing uncertainty about future local government reorganisation in West Sussex, with decisions potentially expected during July or August. [\[Bx.PC 06/07/2026. | Outlook\]](#)
- **Sports Pavilion proposal:** He supports the business plan submitted by NJS for the future management of the Sports Pavilion and playing field facilities. While he feels some details are missing, he considers it a good plan and looks forward to discussing it at the meeting.

He emphasises the importance of input from NJS and the Cricket Club. [\[Bx.PC 06/07/2026. | Outlook\]](#)

Overall theme: The report highlights concerns over local infrastructure damage, planning reform, and the future of key community assets, while also expressing optimism about the windmill restoration and sports pavilion proposals.

Appendix ii Summary of CDC Cllrs report ;

Summary of CDC Member's Report

This report from Henry Potter, CDC Member for the Goodwood Ward, provides an update for the Boxgrove Parish Council meeting on 6 July 2026. It notes that June was a relatively quiet month for Chichester District Council, with some meetings cancelled, including the Development Plan and Infrastructure Panel and a planned visit to the anaerobic digester facility near Horsham. The report explains that CDC has temporarily suspended the use of Hydrotreated Vegetable Oil for its diesel fleet because of increased fuel costs, although use may resume if prices return to normal.

The Overview and Scrutiny Committee received its annual report, including updates on council duties, climate change policy, environmental forecasts, grant-funded organisations, leisure services, and Special Educational Needs and Disabilities assessments. Future scrutiny work is expected to include monitoring the Climate Action Plan, the Business Improvement District annual report, budget scrutiny, planning enforcement, and the Chichester Regeneration Strategy.

Planning matters focused mainly on the proposed repair and refurbishment of sea defences at West Beach, Selsey, which are considered essential to protect the shoreline and nearby properties. The report also highlights concern about the low number of recent housing applications in the district and the potential impact on the council's five-year housing land supply, particularly in light of wider issues around housing demand and water infrastructure capacity.

The report notes that following Tracy Bangert's election to West Sussex County Council, Cllr Rhys Chant has replaced her as CDC Cabinet Member for Communities and Wellbeing. It also expresses concern about the prospect of accelerating changes toward mayoral and unitary authorities under local government reorganisation, arguing that such reforms should be handled carefully rather than rushed.

The report closes by recognising Clare Appel, Chair of CDC, on being awarded an MBE for her council service, charitable work, and role in establishing Chichester Marks Holocaust Remembrance Day.

Appendix iii Summary of WSCC Cllrs report ;

Summary of June Report from Jack Lovejoy

In this monthly update, Jack Lovejoy reports on his activities as the West Sussex County Councillor for Chichester North during June. [\[Report for...rculation. | Outlook\]](#)

Key Activities

- Attended 15 training sessions and numerous parish council, residents' association, and council committee meetings.
- Chaired his first Public Rights of Way (PROW) committee meeting.
- Continued involvement with children's services scrutiny and initiatives supporting children in care. [\[Report for...rculation. | Outlook\]](#)

Local Government Reorganisation (LGR)

- Remains concerned about the lack of supporting data from central government regarding proposed local government reorganisation.
- Notes that consultation has closed despite councils not receiving the underlying evidence requested. [\[Report for...rculation. | Outlook\]](#)

Boxgrove-Specific Updates

- Reported and followed up on flooding on Redvins Road and potholing on Park Lane.
- Personally cleared debris from drains along The Street and Stane Street and reported several blocked drains for jetting.
- Raised concerns about the narrow footpath Box-284 near the Coalyard; investigations are ongoing.
- Pursued progress on the Halnaker Windmill restoration project, with approval decisions still pending. If approved, sail assembly could begin in July and site works next summer.
- Clarified that average speed cameras remain difficult to fund due to significant annual maintenance and administration costs.
- Continues pressing for repairs to The Street.
- Submitted the initial Community Highways Scheme request for a footpath linking Boxgrove and Westhampnett, with early indications suggesting the proposal is feasible. [\[Report for...rculation. | Outlook\]](#)

Other Matters

- Corrected a previous statement regarding Chichester city centre improvements: York Stone paving is being fully replaced rather than reset.
- Discussed the Weald and Downland Living Museum's accessibility improvements and community initiatives.
- Congratulated Clare Apel on receiving an MBE for services to the voluntary sector, local government, and Holocaust education. [\[Report for...rculation. | Outlook\]](#)

Useful Information

The report concludes with links and advice on reporting highways issues directly to West Sussex County Council, including potholes, blocked drains, damaged signs, overgrown vegetation, public rights of way problems, and faulty streetlights. [\[Report for...rculation. | Outlook\]](#)

Main Points for Boxgrove Parish Council

1. Community Highways Scheme application submitted for the Boxgrove–Westhampnett footpath.
2. Ongoing work on drainage, flooding, and highway defects around the parish.
3. Progress being monitored on the Halnaker Windmill restoration.
4. WSCC investigating footpath issues at Box-284.
5. Average speed cameras remain unlikely in the near term due to funding constraints.

Appendix iv Revised ring-fenced funds ;

Ring fenced funds - Adjusted 6th July 2026

Existing		Comments	Revised
Neighbourhood plan	£1,000.00	No change	£1,000.00
Cricket Pavilion	£13,059.83	No change	£18,495.83
Capital replacement fund	£1,000.00	No change Move to Cricket	£1,000.00
Bouledrome	£5,436.00	pavilion	£0.00
Tree maintenance	£3,760.00	No change	£3,760.00
		£ 3000.00 to current	
Resilience plan	£4,000.00	a/c	£1,000.00
Contingency	£1,500.00	No change	£1,500.00
Car Park Fund	£5,500.00	No change	£5,500.00
Fountain (drinking)	£1,000.00	No change	£1,000.00
Traffic calming group	£3,916.00	No change	£3,916.00
Planning consultancy fund	£1,000.00	No change	£1,000.00
Boxgrove rangers	£500.00	No change	£500.00
Bus stop maintenance	£1,700.00	No change	£1,700.00
	£43,371.83		£40,371.83

Appendix v Authorisation of payments

Payments for authorisation 1st July 2026

Imogen Whitaker	Banking and AGAR further information	£	250.00
WSALC	Planning training session	£	48.00
RJ Dixon	Mowing grass	£	264.00
S Trott	Gross salary, NI & pension	£	1,633.50
S Trott	Office costs and mileage	£	203.55
Total expenditure		£	2,399.05

Appendix vi Financial statement to end of June ;

Financial Statement 6th July 2026			
Bank balance as of 26th May 2026			£ 95,231.26
Monies received			£ -
Payments made			
S Trott Salary			£ 1,406.53
S Trott Office running costs & mileage			£ 249.90
I Whittaker Salary and o/s holiday pay			£ 1,191.63
Smithe & Co. internal audit			£ 336.00
Arun DC printing NP			£ 85.19
Smithe & Co. Payroll accounting			£ 204.00
Tylers trust grant			£ 250.00
Chichester food bank grant			£ 150.00
Boxgrove Cricket Club grant / maintenance			£ 850.00
NEST PC & Clerk pension contributions			£ 103.56
WSALC subscriptions ince NALC			£ 370.33
			£ 5,197.14
Bank balance as of 30th June			£ 90,034.12
Reserve funds (50 % of £ 61,545.00 precept)			£30,772.50
Carried forward			£ 59,261.62
Village hall outstanding loan			£ 49,510.99

Appendix vi continued ;

	Brought forward	£59,261.62	
	Ring fenced funds		
	NP	£ 1,000.00	
	Cricket pavilion	£13,059.83	
	Capital replacement fund	£ 1,000.00	
	Bouledrome	£ 5,436.00	
	Trees	£ 3,760.00	
	Resilience	£ 4,000.00	
	Contingency	£ 1,500.00	
	Car Park fund	£ 5,500.00	
	Fountain	£ 1,000.00	
	Traffic calming group	£ 3,916.00	
	Planning consultancy fund	£ 1,000.00	
	Rangers	£ 500.00	
	Bus stop	£ 1,700.00	
		£43,371.83	
	Available funds, after ring fenced and reserve	£15,889.79	