

Draft Minutes of the Boxgrove full Parish Council meeting held at The Village Hall Boxgrove at 7 pm on Monday the 7th of September

1. Present; Cllrs H. Potter, J. Moore, J. Barnes, M Howton, J. Lovejoy, A. Tynan & C. Matters.

Apologies offered by Cllrs M. Bish & J. Raikes and accepted.

Also present; S. Trott, (Clerk & RFO) and 13 members of the public, (MoP).

2. Declarations of interest pertaining to matters on the agenda – None declared.

3. The minutes of the full council held on the 6th of July were accepted as a true record and duly signed.

4. County and district Cllr's reports along with Chair's report. The reports for July and August from WSCC Cllr Jack Lovejoy had previously been circulated, the CDC and Chair reports from Cllr H Potter were read out. All are attached as appendices i, ii, and iii.

5. Public questions; 2 MoP's asked questions regarding the now redundant Homebase store in Chichester, apparently being converted into an M & S store, and the presence of traffic lights in The Street, Boxgrove while waiting for road marking works to commence. A MoP brought to the council's attention that 2 wooden benches have seemingly been stolen from St Blaise and the priory ruins.

Natalie Fellows gave a short presentation on the proposed refurbishment and development of Halnaker Farm. CDC have already granted permission for the construction of a new barn and the application for conservation and redevelopment of the existing buildings are to follow. Natalie's presentation was well received with several questions asked of her. Natalie left detailed drawings and informative brochures which were distributed amongst the council and MoP's.

Joe Shapland from NJC did not attend to discuss their proposal regarding the recreation ground as the agenda.

6. Playground inspection. It was resolved for the clerk to arrange the works recommended by the July 7th RoSPA report with a maximum value of £ 1,000.00. It was agreed that monthly inspections are to be carried out by the Boxgrove Rangers, (who kindly offered to do so), based upon a checklist to be prepared by the clerk, (in turn based upon the RoSPA report) with the Rangers reports to be submitted by Graham Dipple to the clerk on a monthly basis. The clerk brought to the council's attention that regular inspections are a condition of the council's insurance.

7. Proposal for the Village Hall to be used as a 'cool space in case of extreme hot weather next year. The matter was discussed but the council declined to take the matter further.

8. Grant applications from St Wilfrid's hospice and the Chichester & Arun Citizen's Advice Bureau. The council discussed the applications, and it was resolved to award a grant of £ 100.00 to each of the applicants.

9. Goodwood Aerodrome representative. Lloyd Tooze had previously applied to the PC for the role, having previously held the position for a number of years. The council approved Mr Tooze's application. Mr Tooze is to receive and take forward comments and issues from the council and MoP's and report back to the council. Mr Tooze is aware of the meeting timings and dates.

10. Chichester Local Plan response – The matter was briefly discussed and the council resolved not to make any comments.

11. Tangmere Neighbourhood plan response– The matter was briefly discussed and the council resolved not to make any comments.

12. Edit bank signatories. The previous clerk, Imogen Whitakker, and previous councillor, Mr Lloyd Tooze are still signatories to the council's bank account, the clerk asked the council for approval for them to be removed from the account which the council resolved to do so.

13. Re-election of staffing committee and adoption of a staff discipline and staff grievance policy. The council held a brief discussion and resolved to adopt the previously circulated policies and to re-elect Jack Lovejoy, Jane Barnes and Henry Potter to the staffing committee.

14. WSCC Rangers, Cllr Jack Lovejoy spoke regarding the service being offered by WSCC and a list of items was discussed. Cllr Lovejoy to submit a list of requests to WSCC and copy to the clerk.

15. Withdrawal of the previous application for a footpath / cycleway from Boxgrove to Chichester. Cllr Jack Lovejoy explained that after discussions with the relevant department at WSCC it would be prudent to withdraw the previous application, revise the same and resubmit in the near future. The council resolved to do so.

16. Crockerhill – The situation was again discussed, and frustration expressed. The clerk and Cllr Lovejoy had previously visited the police in Chichester and held a discussion with the Boxgrove PCSO Tara Watson who gave assurances for regular visits to Crockerhill. The proposal for double yellow lines at Crockerhill to reduce the number of vehicles parked there was discussed and the council resolved to support the TRO for the same which WSCC Cllr Lovejoy is applying for.

17. Neighbourhood plan. David Leah gave an update on the plan which is now with the government inspector. It was discussed that a footpath within the plan could be altered in coordination with the Halnaker Farm development as item 5 herein. David Leah is going to communicate with Natalie Fellows on the matter.

18. Delegating authority to the clerk to respond on matters regarding the NP. The council held a short discussion, and it was resolved for the clerk to have such authority. Clerk to copy both the council and the NP working group in on correspondence.

19. Boxgrove Rangers report. Graham Dipple spoke on behalf of the Boxgrove Rangers, his report having been previously circulated, a copy of the report is attached as appendix iv. The Chair echoed the gratitude previously expressed by the clerk for the works previously carried out and ongoing by the Rangers.

20. Speedwatch group – William and Sarah Heneker spoke regarding the Speedwatch group, thanks were given to WSCC Cllr Jack Lovejoy for joining the group on a Speedwatch day, a proposal is to be submitted to WSCC Highways for a 40 mph ‘buffer zone’ each side of Halnaker on the A 285 and discussions are ongoing with several parties regarding the possibility of average speed cameras, funding being the main obstacle. The previously ordered bodycams have not been delivered and despite the clerk trying there has been no response from the supplier, (no payment has been made). It was agreed that William is to source an alternative supplier and the clerk to arrange the purchase of the bodycams. Cllr Jane Barnes commented that speeding has worsened in the village.

21. Planning committee report. The clerk reported on the most recent applications and decisions which are listed under appendix v.

22. Clerks report;

Correspondence received regarding littering, e bikes being used dangerously in The Street, a grant from the churchyard was received too late to be included in this meeting but approval was given and will be on the October agenda for ratification. An application from Tinwood to CDC for longer opening hours and music has been made, the matter was discussed, the clerk will put the issue on the agenda for the October meeting, (the closing date for comments is the 26th of October). The NP group are to formulate a suggested response. Cllr Lovejoy has requested that his proposals for the windmill are to be discussed at the October meeting, the clerk mentioned this as a pre cursor to the same.

The payments for consideration as previously circulated were approved by the council.

The bank statements and financial statements for July and August, as previously circulated, were approved and signed by the chair. The clerk requested that an additional councillor, who is not a signatory to the bank account, also inspects and signs the financial documents each month, (this is a requirement of the council's financial regulations). Cllr Moore offered to do the same, this was agreed by the council, Cllr Moore inspected and signed the statements.

Other Matters

The clerk advised that under the transparency act of 2023 all payments made by the PC exceeding £ 500.00 should be made public. The clerk is to arrange for these to be shown on the PC website.

The clerk offered to arrange for a memorial wreath for remembrance Sunday, the chair stated that CDC arrange one and there was no need.

In relation to the recreation ground the clerk voice his concerns regarding the cricket club ; the pavilion, pitch and wicket are not being maintained, the clerk has had to ask for the recreation grass to be cut, the mower provided by the PC at considerable cost is still out of action and requires repairing, while cricket has not been played by the CC at Boxgrove this year. In addition to this the clerk has requested the CC's insurances details on two occasions and at the time of the meeting had not received the same, only a statement that the insurance is being renewed, the clerk stated that it is reasonable but concerning to assume therefore that at the time of writing the CC has no insurance. The matter of the CC will be on the agenda for October's meeting.

23. Agenda items for next meeting – As detailed above.

Next meeting – 5th of October at 7pm

The meeting was closed by the chair at 20.55

Signed Cllr H. Potter

Appendices

i. County councillor's report for July (Summary)

Summary of Report for Parishes and Resident Associations for the month of July for circulation.

Councillor Jack Lovejoy provides a wide-ranging update on education, highways, local infrastructure, planning, community projects, and county council matters affecting Boxgrove and the wider Chichester North division.

Education

- School meal provider Chartwells will be replaced by ISS from the next school year, with an emphasis on healthier meals. Universal Credit recipients will also become eligible for free school meals.
- WSCC has approved a 50-place expansion of St Anthony's Special School to increase SEND provision and reduce reliance on expensive private placements.
- Concerns have been raised about overheating in schools, particularly at Jessie Younghusband School. Further investigation into cooling systems and possible air-conditioning solutions is underway.
- WSCC unanimously passed a motion seeking fairer school funding for West Sussex schools.

Highways, Traffic and Road Safety

- The Street has been recommended as a priority site for future road surface treatment works.
- Following several serious accidents, discussions have taken place with the road safety team regarding improvements at the New Road/A285 junction. Potential measures include improved signage, hedge trimming, visibility improvements and possible junction redesign.
- Concerns continue about speeding on the A285, with Speedwatch recording speeds of up to 60mph.
- A Traffic Regulation Order (TRO) for double yellow lines at Crockerhill is being explored to address parking and safety concerns.
- A new real-time information display has been approved for the Hawker Close bus stop and is expected to be installed around January.

Halnaker Windmill

- Funding has been approved for restoration of Halnaker Windmill and progress updates have been requested from the property team.

- The council is considering future visitor improvements, with suggestions including benches, information boards and possibly a tourist telescope.
- A proposal has also been submitted to add a bus stop at the windmill car park on the 99 bus route.

Walking, Cycling and Public Transport

- The A285 St Pancras to Tangmere cycle route has moved forward, with phased development planned through to 2031. Some concerns remain about cyclist safety on sections of the proposed route.
- Parish councils seeking bus shelters may be eligible for support through the Bus Stop Improvement Plan grant scheme.

Local Government and Appointments

- Jack Lovejoy has been appointed to:
 - West Sussex SACRE (religious education advisory body)
 - WSCC Governor for University Hospitals Sussex NHS Foundation Trust
 - Chichester Development Planning and Infrastructure Panel
- Decisions on future local government reorganisation in West Sussex have been delayed again until at least 26 October. Parish council elections will still take place as normal.

Community and Planning Updates

- Public realm improvements in Chichester city centre continue, including:
 - New mobile phone masts by year end.
 - City centre paving works expected to begin next spring.
 - A heritage wayfinding project highlighting local history and culture.
- A planning application has been submitted for local chocolatier Montezuma's to return to Chichester city centre.

Goodwood and Community Concerns

- Complaints continue regarding speeding, traffic disruption and anti-social driving associated with Goodwood events, particularly around Boxgrove and surrounding villages. These issues are being raised with Goodwood and WSCC representatives.
- Residents are encouraged to report illegal e-scooter use and other anti-social road behaviour to Sussex Police.

Follow-up Items from the Boxgrove Parish Council Meeting

- Footpath 284 near the old Coalyard has been cleared.
- Discussions continue regarding speed camera funding options.
- Highway officers confirmed that new road markings near Tangmere School would require a TRO.
- Queries have been made regarding the budget for Halnaker Windmill restoration.

Key Points for Boxgrove Parish Council

The most relevant items for Boxgrove are:

1. Progress on Halnaker Windmill restoration and associated visitor improvements.
2. Potential road safety measures at the New Road/A285 junction and along the A285 corridor.
3. Prospective road resurfacing of The Street.
4. Crockerhill parking solutions through a TRO.
5. Installation of a real-time bus information board at Hawker Close.
6. Opportunities for bus shelter grant funding.

Continued engagement on speeding, Speedwatch results, and Goodwood-related traffic concerns.

ii. County councillor's report for August (Summary)

Summary of Report for Parishes and Resident Associations for the month of August for circulation.

Jack Lovejoy, West Sussex County Councillor for Chichester North, provides an update on local community, planning, highways, education, environmental and council matters affecting parishes including Boxgrove, Lavant, Singleton and Westhampnett.

Key Local Updates

- **Chichester Library** will undergo major refurbishment from 1 September to 14 December, with only limited closures. Improvements include rewiring, new meeting rooms, upgraded furniture and refreshed public spaces.
- The **Emergency Services, Armed Forces and Community Day** was highlighted as a successful community event with strong attendance and support from local organisations.
- Residents are encouraged to join the **Wildfire Prevention Patrol** scheme to help identify and report fire risks in rural areas.
- **Chichester City Council's 800th anniversary celebrations** will include a Medieval Market on 5 September and a lantern procession on 31 October.

Planning and Development

- Lovejoy spoke in support of the proposed "**The Folly**" housing development in **Boxgrove** (9 homes), but the application was ultimately refused by Chichester District Council's Planning Committee. Concerns centred on housing mix and bat corridor provision rather than the principle of development.
- He continues to oppose the **Maudlin Farm development** due to road safety concerns at the Dairy Lane/Old Arundel Road junction, despite Highways not objecting to the scheme.

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Boxgrove and Local Highway Issues

- A proposed **active travel route between Boxgrove and Westhampnett** has been deemed feasible by WSCC Highways. Lovejoy intends to ask the parish clerk to withdraw the current Community Highways Scheme application and resubmit an improved version next year.
- Extensive road maintenance and drainage clearing work has been carried out across the area, with more resurfacing works planned when weather conditions allow.
- The new **Highways Rangers Scheme** has been launched county-wide to tackle minor highway issues such as vegetation clearance, sign cleaning and street furniture repairs.

Crockerhill Concerns

- Lovejoy, Henry Potter and the Boxgrove parish clerk inspected ongoing parking and vehicle issues in Crockerhill. Several vehicles appeared untaxed and without MOTs and were reported to the DVLA.
- Follow-up discussions have taken place with Sussex Police and the fire service regarding long-standing concerns about the site, including possible fire risks.

Education and Community Services

- WSCC continues to invest in school expansion projects, including at **St Anthony's School**.
- Additional educational psychology services are being procured to help address delays in Education, Health and Care Plans (EHCPs).
- Young people aged 16-24 who are not in education, employment or training can access free careers support through WSCC.

Environment and Climate

- WSCC has approved **£750,000 for nature recovery projects**, with organisations able to bid for grants of up to £100,000.
- A public consultation on the county's climate change strategy is currently underway.

Local Government Reorganisation (LGR)

- Lovejoy reports little progress on Local Government Reorganisation but expresses concern that Government considers an Arun-Worthing-Adur coastal unitary authority financially viable, contrary to local council assessments.

Upcoming Dates

- Goodwood Revival: **18-20 September**.
- Next Full West Sussex County Council meeting: **16 October**.

- Numerous WSCC scrutiny committee and cabinet meetings are scheduled throughout September.

Items of Particular Interest to Boxgrove Parish Council

1. Planned withdrawal and resubmission of the **Community Highways Scheme** for the Boxgrove-Westhampnett active travel route.
2. Refusal of the **The Folly** planning application despite local support.
3. Ongoing objections to the **Maudlin Farm** development based on highway safety concerns.
4. Continued work with police, highways and fire service regarding **Crockerhill** issues.

Availability of the new **Highways Rangers Scheme** to help address local highway maintenance concerns.

iii. CDC Cllr & PC Chair H Potters report, (Summary)

Summary of [Boxgrove PC Meeting 07/09/2026](#)

The email contains reports from Henry Potter, both as Chairman of Boxgrove Parish Council and as a district councillor.

Parish Council Matters

- Good news that new sweeps are to be installed on the Halnaker Windmill, although the cost has risen from an earlier estimate of £300,000 to over £500,000.
- Parish Rangers repaired a damaged roadside fingerpost serving Mount Noddy, Eartham, and Crockerhill, and carried out additional work to protect a young tree near the Windmill Trail car park.
- Discussions with the local PCSO have raised hopes of action regarding unlicensed and untaxed vehicles at Crockerhill.
- Concerns were raised about increasing anti-social behaviour, including illegal e-bikes, scooters, littering around the Priory ruins, and general nuisance activities.
- Repairs have been made to fencing at the car park, and the commemorative planter in the village has been replanted for autumn.
- A speculative pre-application proposal has been reported for 65 new homes on farmland south of Tinwood Lane, although no public information is yet available.
- Continued frustration was expressed at the lack of progress by WSCC on installing an advance warning "Give Way" sign for the hazardous junction of New Road and the A285.

District Council Update

- Chichester District Council is acquiring additional housing for temporary accommodation using government grant funding and council contributions, working in partnership with the Hyde Housing Group.

- A draft Infrastructure Business Plan for 2027-2032 will be open for consultation between 14 September and 30 October 2026, covering projects such as:
 - Extension of Tangmere Medical Centre
 - Chichester city centre public realm improvements
 - Improvements at Westhampnett Waste Transfer Station
 - Completion of the Tangmere to Chichester sustainable transport link.

Planning Concerns

- The upcoming Planning Committee will consider six development proposals, including an outline application for 265 homes at Maudlin Farm in Westhampnett.
- Significant concerns are expressed about the cumulative traffic impact of housing growth in Westhampnett and existing traffic from Rolls-Royce Motor Cars, particularly on local road junctions.

Tinwood Estate Premises Licence

- A new premises licence application has been submitted by Tinwood Estate Ltd. Unlike the previous licence, it seeks permission for a larger area of licensed activities and for live and recorded music until midnight every day, including Sundays.
- The parish council and members of the public may comment on the application by contacting Chichester District Council Licensing and quoting reference **26/01749/LAPRE**.

Key points for Boxgrove Parish Council: the return of the windmill sweeps, concerns over anti-social behaviour and road safety, a possible 65-home development near Tinwood Lane, the forthcoming Infrastructure Business Plan consultation, and the new Tinwood Estate licence application.

iv. Boxgrove Rangers report

Rangers Report

The main headache has been watering the 22 fruit trees which were planted in the spring. This has been diligently carried out by David Leah, Cate Matters and Ian from the coal yard holiday lets as well as the Rangers. All the trees have survived although the one at the Windmill Car Park was knocked down again. As a result the Clerk, myself and Henry met in the car park and agreed that the wooden kerbing at that point be raised using a spare wooden sleeper. This was completed by Councillor Howton and myself and so far the tree has survived without further damage.

The path bordering the old coal yard has been cut back. We hope more will be done after discussions with the WSCC Public Rights of Way Officer when we meet in December.

Kevin Vine took on the clearing of Town Lane right through to the A285. Later Kevin and I also cleared the fallen tree.

I reinstated the signpost fingers at the end of Blackmill Lane up from Crockerhill with new brackets that Henry was able to obtain from WSCC at Drayton.

As a result of an issue reported by a resident Paul Addison and I cut down branches from one of the lime trees outside the Almshouses that was shielding the English Heritage brown sign indicating the way to the Priory Ruins

Finally the Rangers have cleared the wild area of verge adjacent to the village car park ready for next year's new growth.

v. Planning committee report

BX/26/01697 Priory cottage tree removal – No objection

BX/26/01532 Ashdown - No objection

BX/26/00297/FUL Anglesey Arms - Approved

BX/25/01874/FUL The Folly – Denied

The previously denied application for an industrial type barn building south of Temple Bar has been withdrawn