



Draft minutes of the full Parish Council Meeting held at the Village Hall, Boxgrove on Monday October the 5th 2026 at 7pm

Present ; Cllrs J. Moore, J. Barnes, M. Howton, J Lovejoy, A. Tynan. C. Matters

In attendance ; S Trott (Clerk & RFO), 8 members of the public (MoP's)

1. Apologies – Cllr J Raikes. Not in attendance Cllr M. Bish
2. Declarations of Interest on items included on the agenda, Cllr A.Tynan planning matter CDC BX 26/01948 & 9
3. To agree and sign the minutes of the Annual Parish Meeting held on Monday 7th September 2026 – The minutes were agreed as a true record and signed by Cllr J. Moore, the chair of the meeting.
4. County Councillor, District Councillor & Chairman's Reports – The CDC and WSCC councillor's reports had been previously circulated and a summary of each is attached to these minutes as appendix i & ii.
5. Public Question Time ;
A MoP asked whether the chairman, Cllr H Potter had resigned, the clerk confirmed that this was correct but did not give a reason for the same.
A MoP asked whether in future the chair of the meetings could not be rotated amongst the council, the clerk explained that under the local government act, if the chair of the council is present then they chair the meeting.
6. Proposal for works around the Halnaker windmill Cllr J. Lovejoy spoke regarding costing of benches, possibly a telescope, and interpretation boards, (these had been previously circulated), the council agreed that Cllr Lovejoy and the clerk were to develop a cost plan and that the subject was to be included in the upcoming budget for 27 / 28.

7. Playground inspection = The clerk confirmed that he was meeting a playground contractor on Tuesday 6th October to confirm a quotation Graham Dipple asked if he could join the meeting, the clerk confirmed the time and welcomed Mr Dipple to attend.
8. Boxgrove Cricket Club – After a discussion the council resolved to end the Cricket Clubs lease, as their request, dependent upon their returning 50 % of the £ 1,000.00 awarded to them for the upkeep of the recreation ground, clerk to write to the cricket club. The poor state of and lack of maintenance to both the pavilion and mower were noted and discussed along with the lack of proof that the cricket club was insured from July 25 to July 26, and that no legionella testing had been carried out this year. The council are to contact a resident who may mow the grass free of charge using the council's mower. Clerk to look at repair costs of the mower.
9. 4 sight grant application - The council resolved to award the sum of £ 220.00
10. Churchyard grant – The council resolved to award £ 800.00 as budgeted for.
11. Application financial aid in respect cutting of hedge between the rec and the C of E Primary school – The grant application was discussed and the council resolved not to make an award. Clerk to write to the school on this and to confirm that while permission was granted to access the boundary from the rec side, (subject to insurances and RAMs), no trees on the rec side of the boundary were to be touched. Boxgrove rangers to cut back the bushes along the rec side of the boundary.
12. Tinwood – In light of the letter received the same day confirming many points that were part of the PC's objection, the objection was to be withdrawn based upon Tinwood having confirmed to the CDC licensing that there will only be 2 events per annum on Friday and Saturday evenings only, and no outside music after 11 pm.
13. Removal of electric car charging points in the VH car park – The council resolved to have the charging points removed as they are not operable. Clerk to write to the contractor that installed the charging points asking for their removal.
14. Budget /precept meeting for 2027 / 2028 – An initial meeting to be on 19th October at 7 pm, clerk to begin work upon the budget.
15. Loxwood local plan response – No response
16. Comment upon Chichester Business Plan – No response
17. Crockerhill – Cllr Lovejoy spoke of the TRO that is being requested of CDC.

18. Boxgrove Neighbourhood Plan, (NP), update – Clerk reported that the government examiner has made his final report, Maureen Chaffe is preparing the final version of the plan.
19. Boxgrove Rangers report – Graham Dipple spoke, his report is attached to these minutes as appendix iii.
20. Community Speedwatch report – Clerk reported that the bodycams had been purchased and delivered to Willam and Sarah Heneker, Jim McDonald spoke re the Speedwatch group, his report is attached to these minutes as appendix iv.
21. Planning committee report :

CDC/BX/26/01876 – Temple Bar, pending decision
CDC/BX/26/01948 Garden shed Halnaker, pending decision
CDC/BX/26/01949 Garden shed Halnaker, pending decision
CDC/BX/26/01686 Halnaker House, pending decision
CDC/BX/26/01685 Halnaker House, pending decision
SDNP/BX/26/02439 Warehead House – Approved
SDNP/BX/2602440 Warehead House - Approved
Ashdown. The Street – Permitted

22. Clerk's Report :

The council resolved to support the NALC initiative to support the Weymouth DC move to resist changes to carers allowances.

Payments for consideration were approved and in addition payment of £ 959.22 to HMRC, £ 264.00 to RJ Dixon for grass mowing and £ 95.00 to Arun DC for printing of the newsletter.

Bank reconciliation & financial statement for July & August were agreed and signed by Cllrs J Moore and Cllr M Howton.

Cllr A Tynan agreed and the council resolved that he was to become a signatory to the bank account as H. Potter had resigned.

Cllr M Howton agreed and the council resolved for him to take H. Potters place of the staffing committee.

Council agreed to split the clerk's membership cost of the SLCC with Oving Parish Council.

Clerk noted that he had requested the return of keys to council property from H Potter which had been refused, Cllr J Moore to speak to H Potter.

The clerk requested that the council meet 50 % of his CiLCA training cost, (£ 500.00) with Oving parish council, this was deferred until the budget meeting.

The meeting was closed by Cllr J. Moore at 8.45 pm

23. Date of next meeting – 2nd of November 2026.

Signed : Name Dated 5th of November 2026

Appendix i - A summary of WSCC Cllr Lovejoy's monthly report.

Summary of Report for Parishes and Residents Associations for the Month of September
Jack Lovejoy, West Sussex County Councillor for Chichester North, provides an update on his activities and key local issues during September.

Key Local Issues

- Visited the Lavant sewage treatment works and received updates on Southern Water's efforts to reduce sewage spills into the River Lavant. Concerns remain about phosphate pollution and the effectiveness of proposed solutions.
- Continued work on the Crockerhill parking and traffic issues, gathering evidence and support for a Traffic Regulation Order (TRO). Highways, police, fire service, local businesses, residents and neighbouring councils are involved.
- Reported overgrown signs and vegetation at several locations, and requested inspection of a sunken drain near the Old Store.
- Followed up on the disappearance of benches at the St Blaise Centre and Priory Ruins.
- Discussed the possibility of replacing EV charging points at the village hall car park under future WSCC community charging schemes.

Education, Children and Young People ;

- Attended the Children and Young People's Services Scrutiny Committee.
- Noted improvements in SEND assessment completion rates, although performance remains below target.
- Reported that the expansion of St Anthony's School is on schedule, while Fordwater School remains delayed.
- Encouraged participation in the consultation on the new West Sussex Youth Strategy 2027-2032. Youth boredom, antisocial behaviour, e-scooter use and transport issues were highlighted as key concerns.

Highways and Transport ;

- Met with the Highways team to discuss pothole repairs, AI-assisted road inspections, new road materials and infrastructure challenges.
- Reported that WSCC repaired a record 32,840 potholes in 2025/26.
- Noted improvements to traffic congestion at Westhampnett following the opening of Rolls-Royce's second car park.

Community and Culture

- Attended Chichester's 800th anniversary medieval market and praised its success.
- Highlighted support for youth work through Jam Café's new youth intervention service.
- Reported successes of the Festival of Chichester and Chichester Fringe.
- Attended meetings concerning active travel and cycling infrastructure.

Governance and Wider County Matters

- Discussed uncertainty surrounding Local Government Reorganisation (LGR), following the Government's decision to pause the programme.
- Expressed concerns about the impact of continued uncertainty on council staff and future governance arrangements.
- Awaiting the outcome of the OFSTED inspection of Children's Services and further details of national SEND reform funding.

Health and Social Care

- Raised serious concerns over failings identified by the Human Tissue Authority at Worthing Hospital's mortuary services and referred the matter for scrutiny.
- Promoted the new West Sussex Care Guide and associated support resources for those considering future care needs.
- Consultations and Opportunities to Engage Current consultations include: •
- Expansion of Yapton CE Primary School.
- Creation of a Specialist Inclusion Base at Petworth Primary School.
- New EV charging point locations under the Connected Kerb scheme.
- West Sussex Young People's Strategy 2027-2032. [Report for...September | Outlook] Meetings of Interest in October Public meetings include:
- University Hospitals Sussex Council of Governors (1 October).
- Sussex Police and Crime Panel (9 October). • WSCC Full Council (16 October).
- Public Cabinet (21 October).

Points likely to be of particular interest to Boxgrove Parish Council

- Progress on the Lavant sewage treatment upgrades and water quality monitoring.
- Crockerhill TRO and parking enforcement discussions.
- EV charging point replacement opportunities at the village hall. •
- Highways issues including signage, vegetation and pothole reporting.
- Rolls-Royce traffic improvements affecting Westhampnett and surrounding routes.
- The Youth Strategy consultation and opportunities for local youth groups to participate.

Appendix ii - A summary of CDC Cllr H Potters monthly report.

Henry Potter reports that planning permission has been granted for the development of 265 homes off Old Arundel Road despite concerns about the proposed traffic arrangements. The project will now move to the reserved matters stage.

He also comments on recent changes to the National Planning Policy Framework (NPPF) and the new National Scheme of Delegation, expressing the view that these measures are unlikely to speed up planning decisions or increase housing delivery. He notes that the only significant local housing scheme likely to proceed in the near future is the Maudlin Farm development and highlights concerns about the slowdown in the housing market, citing the Vistry Group's decision to reduce development activity in the South East.

On local government matters, he will miss the upcoming Planning Committee meeting because he is attending the Goodwood Motor Circuit Consultative Committee. He mentions that recent improvements to the biomass energy centre at Redvins Barns are now delivering the expected results.

The forthcoming Cabinet meeting will consider:

- Council tax reductions and premiums for second homes and empty properties, with a recommendation that the current arrangements remain unchanged when the scheme starts in April 2027.
- Adoption of the new Public Spaces Protection Order, which will introduce dog-control measures in public spaces and certain coastal areas to protect nesting birds.

Finally, he reports that a licensing sub-committee approved a one-off Oktoberfest event at Chichester College, subject to conditions aimed at reducing noise and public nuisance. The event's success may influence whether it becomes an annual occasion.

Key points for Boxgrove Parish Council

- 265-home Old Arundel Road development approved.
- Continued concern over national planning reforms and housing delivery.
- No major changes proposed to council tax premium arrangements.

- New dog-control measures likely under a Public Spaces Protection Order.
- Local housing market remains weak, with strategic developments progressing slowly.

Appendix iii – Boxgrove Rangers report from Graham Dipple.

The Rangers cut down 2 low hanging branches from the cedar tree on the northside of the recreation ground.

We also cut the scrub at the Windmill car park as far as was possible from inside the Arris rails that border the area to the road. Hopefully there will be new growth next year from the seeds.

The High Path is regularly monitored to maintain a safe pedestrian route between Halnaker and Boxgrove

I have also started looking at overgrown hedges from residents gardens that are overhanging pavements. I have so far approached 2 residents with favourable results – one has already carried out some work and another says they will deal with it in the spring.

Appendix iv – Speedwatch report from Jim McDonald

Boxgrove PC -- Traffic Calming/Community Speed Watch update October, 2026

Community Speed Watch Body Cameras — 2 devices have now been purchased and delivered. They will be used for the first time on October 6. These devices are to provide the CSW teams with added support/reassurance should a driver become abusive or violent. Recordings would be used by the Police in discussions with anyone reported by the CSW groups.

Community Speed Watch auto system — Further consideration continues to be given to an automated Community Speed Watch camera system which has been trialed by the Police in other counties and is under consideration for piloting in Halnaker should the technology prove to be robust. A trial targeted for 2026 continues to be delayed. The group continues to push for this trial with CSW central.

Halnaker Average Speed Camera Meeting — The group continue to wait for the round table meeting with key county level personnel to discuss a plan for average speed cameras in Halnaker. Hopefully this meeting would include Katy Bourne, Erika Woodhurst Truman, Andrew Griffiths who have all expressed support for the discussion although funding for such a proposal will be difficult to seek out. We see systems

deployed in other counties including Surrey and Hampshire and will continue to push for a resolution in Sussex. The target is for the meeting to take place before year end

Halnaker Buffer zones — A proposal for 40mph buffer zones approaching the village will be finalised at the end of October. This road feature had previously been rejected by WSCC highways in the original Community Highway Scheme but is becoming more common place in other locations and warrants a submission for approval.

Speed Statistics — Following on for the comment in last months meeting regarding speeds in Boxgrove, latest data recordings show that 50% of drivers travel at 20mph or less through Boxgrove. 85% of drivers travel at 24mph or less. Less than 1% of drivers exceed 35mph. This data is very similar to a year ago and is based on circa 600,000 vehicle recordings through end September. Data for Halnaker will be made available at the November meeting but is by far the biggest concern for the group as speeds have not improved since the Community Highway Scheme was installed and Speed Watch only has an impact when the groups are at the side of the road, hence the push for average speed cameras and other interventions.

Road markings in Boxgrove — The repainting/refresh of the road signage 20mph roundels entering the village has taken place in the last few weeks, along with other lining including the roundabout at Crouch Cross lane, side road stop lines and the SLOW signs at the school zone.

Traffic Calming budget — the group requests that the remaining Traffic Calming budget for this financial period remains ring fenced. There may be a need to apply these funds to assist with the average speed camera proposal for Halnaker. Alternatively the funds may be proposed for use to either fund additional Speed Indicator Devices for the northern ends of Boxgrove and Halnaker to feedback actual approach speed into the village.

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