Draft minutes of the full Parish Council Meeting held at the Village Hall, Boxgrove on Monday 2nd November 2026 at 7pm

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

In attendance ; S Trott (Clerk & RFO), 21 members of the public (MoP's)

1. Election of PC Chair, Cllr J. Moore was duly elected chair and M. Howton vice, chair. J. Moore signed the acceptance of office, M Howton was not present to sign.

2. Apologies – Cllrs J Raikes & M. Howton

3. Declarations of Interest on items included on the agenda, Cllr J. Barnes declared an interest in item 9 the village hall, as a trustee of the same.

4. To agree and sign the minutes of the Annual Parish Meeting held on Monday 5th October 2026 – The minutes were agreed as a true record and signed by Cllr J. Moore, the chair of the meeting.

5. To agree and sign the minutes of the finance meeting previously held on 19th October, M Howton, who chaired the meeting, was not present to sign, deferred until 30th November meeting.

6. 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. There was no parish council Chairs report.

7. Public Question Time ;

   A MoP asked about the lack of fencing between the High Path and the road, Cllr J Lovejoy confirmed that he had asked WSCC for a highway marshal to attend and inspect.
   A MoP queried the seemingly missing 'unknown soldier', another MoP confirmed that it was safe and awaiting re fitting.

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Two MoP's queried the possibility of item 23,(the cricket club & pavilion), being discussed in private, the chair confirmed that this was possibly the case and that there would be a vote amongst the council to do so, the clerk confirmed the legality.
A MoP spoke of the history of the cricket club in the village

8. Co Option of a councillor, the clerk confirmed that there was only one application for co option to date, the council agreed to extend the period for applications to the 9th of November.

9. Village hall financial help, after a discussion the council agreed to make an emergence payment of £ 2,500.00 to the village hall with the remaining £ 2,500.00 requested in abeyance until the public meeting regarding the future of the hall on the 15th of November, along with the annual payment of £ 1,500.00. Further discussion to take place at the next full PC meeting on the 30th of November.

10. Budget, the budget and precept were agreed at £ 68,677.00.

11. Halnaker Windmill. Cllr Lovejoy confirmed that an application would be needed to carry out any proposed works as the area around the windmill is a scheduled monument. The clerk confirmed that SDNPA CIL applications are now open. It was agreed to reduce the amount of £ 5,000.00 within the budget for the works to 2 years x £ 2,500.00. Cllr Lovejoy and the clerk to work on a budget and the clerk to submit a like for like funding application.

12. Proposal for a new website, the council decided not to do so but the clerk is to prepare a list for the DPO to tidy up the PC website.

13. 3rd bank signatory – The council resolved that Cllr C Matters was to become a bank account signatory.

14. Staffing committee terms of reference – The council resolved to adopt the ToR previously submitted, clerk to have the ToR posted on the PC website.

15. Grant Policy & Grant application form – The council resolved to adopt both, clerk to have the policy and form posted on the PC website.

16. Crockerhill update – Cllr J Lovejoy spoke of the TRO and that he as a councillor could not submit the same, clerk to do so. Clerk mentioned that the area had been relatively clear on 2 previous visits but had recently returned to being obstructed.

17. Neighbourhood plan – The council resolved delegated authority to the clerk for him to approve the neighbourhood plan upon his receipt of the finalised version on or after the 11th of November for it to be presented to CDC cabinet on the 1st of December.

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18. Rangers report – Graham Dipple spoke of 3 trees having been blown down in recent high winds at the high path, the clerk & Cllr M Howton had previously inspected the same with Graham. Cllr J Lovejoy has contacted WSCC Highways in regard to the same especially considering the possibility of a tree blowing into the road. The clerk also requested that the chain link fence between the path ad farmland be looked at by WSCC. The hedge between the recreation ground and the school, (see previous minutes), has been trimmed. The council and MoP's expressed their gratitude to the rangers for their continuing work in the parish. Graham worked with Polly O'Hare to put up poppies around the village, cleared leaves from the A27 drain and will be working on leaf clearing around the parish.

19. Traffic calming group – William Heneker spoke on behalf of the group. Bodycams are now in use, the group will scale down operations over the winter due to the lack of daylight and cold weather, the proposal for the 40 mph buffer zones each side of Halnaker is complete and ready to be submitted to WSCC, a copy is to be forwarded to the PC. The SID has a fault, cost expected to be circa £ 250.00 plus any parts need, the council agreed to pay for the repair from the ring fenced funds.

20. Planning ;

    BX/26/02006/FUL The Brambles Crockerhill – No objection or comment
    BX/26/02190/DOM Oak Tree House, Halnaker - Outstanding
    BX/26/02135/DOM Saxons, The Street, Boxgrove - Outstanding
    BX/26/02192 / TCA Halnaker House Boxgrove – Outstanding
    Crockerhill Cottage _ Clerk to chase CDC re previous enforcement notice in regard to unauthorised work
    Temple Bar / Heaver Commercial – Possible appeal against previous planning application refusal, clerk confirmed that he had not seen or been notified of such an appeal
    Tinwood mobile homes x 3- Clerk stated that no planning application had been notified, a MoP with involvement stated that as the land was a farm, only a licence was neede, when asked the MoP admitted that they did not have a licence but agreed to apply for one, clerk to chase.
    Winterton Arms – Earthworks & mobile home a MoP involved was advised by the clerk to make applications for the same.

21. Clerks Matters ;

    Correspondence ;

    The previous chair, who resigned from the council had refused to hand back keys he has to council property, the overhead barrier in the car park, the rec gate, the village hall council cupboard and the pavilion. The previous chair was present and the clerk asked him again to return them, the previous chair refused.

    The clerk confirmed that he had applied to Nat West bank for the previous chair to be removed as a bank signatory.

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The clerk confirmed that he had written to BP Pulse to request the removal of the redundant EV charging points in the village hall car park but had not yet received a response.

The clerk confirmed that Graham Dipple now had a play equipment checklist for the playground that the clerk had prepared based upon a RoSPA version for a playground elsewhere.

The clerk confirmed that he had given permission for an electric company to cut back trees at St Blaise that were growing close to overhead power cables.

The clerk spoke briefly about the new planning laws, details of which had previously been circulated to the council.

Payments for consideration – The list as attached to the agenda was agreed and signed by the chair and Cllr A. Tynan.

Bank statements and financial statement – All were agreed and signed by the chair and Cllr A. Tynan

Other Matters

Cllr J Raikes has been unwell for some time and risks falling foul of the 6 month attendance rule, the council resolved to accept that Cllr Raikes was unwell and to extend her period of permitted absence from the council.

The clerk confirmed that the quote for the remedial works to the playground equipment, based upon the annual safety report, came in at circa £ 1,800.00, as the clerk only had authority to spend £ 1,000.00 he confirmed that he had selected the worst items on the report and instructed the contractor to carry these out, the cost is £ 850.00 + VAT and the works should be carried out in November.

The clerk brought the councils attention to the Sussex 1550 celebrations next year and the council agreed to be involved with the lighting of a beacon – Clerk to contact Sussex 1550.

22. Date of next meeting November 30th.

23. Pavillion lease and Cricket club – A discussion took place regarding the holding of the matter in private by the council, a vote followed and the council resolved by 5 votes to 1 to hold the debate in private. As the matter is deemed by the council to be confidential, only the outcomes of the debate are required to be published ;

    The clerk is to write to the cricket club requiring the remedial works needed to the pavilion to be carried out by them within 3 months, as the terms of the lease.

    The clerk is to write to the cricket club confirming that the council expects them to continue mowing the recreation ground until April next year in line with the previous payment of £ 1,000.00

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The clerk is to write to the cricket club asking them, as they have not played at Boxgrove this year, for confirmation of their intentions to play cricket at Boxgrove next season.

The clerk is to arrange for the mower to be repaired and serviced.

The council is to discuss and agree a new structure for formal use of the cricket and football pitches.

The meeting was closed by the chair at 21.00 Hrs

Signed : …… Name …… Dated 30th of November 2026

Appendix i Summary of WSCC Cllr J Loveloy's October report

Summary of Report for Parishes and Residents' Associations for October for Circulation

Jack Lovejoy, West Sussex County Councillor for Chichester North, provides an update on local issues, council business, highways, transport, community projects, and county finances.

Key Local Issues

- Condemned the racist and homophobic abuse suffered by cast members at Chichester Festival Theatre and called for stronger action against antisocial behaviour.
- Raised concerns about traffic disruption from roadworks, particularly at Stockbridge Road, and welcomed the reopening of Long Furlong.
- Reported the destruction of benches on Centurion Way and ongoing discussions regarding replacement funding.

Transport and Highways

- Continuing to push for improvements to local bus services, bus shelters and stops, including along the No. 60 route.
- Working to address delays on the 55 bus service by requesting performance data.
- Challenged highways officers over repainting centre lines on The Street, Boxgrove/Halnaker, contrary to a previous community highways scheme.
- Asked Goodwood why trees removed, Goodwood explained due to suspected Dutch Elm Disease concerns.
- Reported drainage improvements underway on Centurion Way beneath St Paul's Road bridge to reduce flooding.

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- Announced use of AI-assisted road inspections to identify potholes and defects more efficiently.

Planning and Community Projects

- Working with CDC and Westhampnett Parish Council to resolve irrigation issues preventing use of the Madgwick Park sports pitches.
- Supported the work of the Chichester Community Development Trust, including the upcoming Minerva Centre and Marchwell Studios projects.
- Continuing work on a Traffic Regulation Order (TRO) for Crockerhill, although delays remain while supporting evidence is gathered.

County Council Business

- WSCC approved constitutional changes, including reducing the petition threshold from 9,000 signatures back to 3,000.
- Opposed a motion seeking withdrawal from voluntary refugee resettlement programmes and defended existing schemes supporting Ukrainians, Afghans, Hong Kongers and refugees under the UK Resettlement Scheme.
- Added support for lobbying on the impact of level crossings, particularly in Chichester and along the coastal corridor.

Finance and SEND

- Reported a projected £25 million overspend and a budget gap of £16.2 million, largely driven by adult social care and children's services costs.
- Noted that WSCC is owed £158 million in unpaid bills, affecting cash flow.
- Welcomed Government approval of the county's SEND recovery strategy, securing £182.7 million to cover around 90% of the SEND funding shortfall.
- Highlighted development of Local Inclusion Networks (LINs) to improve SEND support and early intervention.

Environment and Biodiversity

- Successfully pushed for a more practical policy on hedgehog warning signs based on evidence of hedgehog activity rather than roadkill records.
- Encouraged parishes to attend upcoming highways briefings, including sessions on winter preparedness, riparian responsibilities, road safety, local nature strategy and S106 funding.

Community and Volunteering

- Promoted the work of Home-Start, the RSPCA at Mount Noddy and local library services.
- Encouraged volunteers for library initiatives, Home-Start, and the RSPCA.

Matters likely to interest Boxgrove Parish Council

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- Repainting of centre lines on The Street despite the existing community highways scheme.
- Goodwood tree removals and further tree inspections requested.
- Delayed Crockerhill TRO submission.
- Upcoming WSCC highways briefing programme for parish councils.
- Continued concerns over local traffic impacts from major roadworks.

Overall, the report focuses heavily on highways, transport, local infrastructure, community services, SEND funding, and county council financial pressures, alongside several Boxgrove and Chichester North issues.

Appendix ii Summary of CDC Cllr H Potters October report

District Councillor Henry Potter expressed disappointment that no representatives from Boxgrove Parish Council attended recent Chichester District Council parish and planning workshops, particularly those covering the 2026 National Planning Policy Framework and the new National Scheme of Delegation, which expands councillor involvement in planning decisions and removes the previous "red card" procedure.

Planning and Development

- The new planning reforms came into force on 31 October 2026, but Henry Potter believes they will do little to speed up development or solve housing delivery problems.
- The proposed 265-home development at Maudlin Farm, Westhampnett, is currently the only major strategic housing scheme progressing locally.
- He highlighted concerns about the housing market, noting that Vistry Group is reducing development activity in the South East, affecting the proposed 1,300-home Tangmere site.
- CDC officers have reached "Gateway 1" in preparing a new Local Plan, which must be completed within 18 months, a challenging target compared with previous plans that took up to four years.

Goodwood Update

- Henry Potter attended the Goodwood Motor Circuit Consultative Committee instead of the Planning Committee.
- Key updates included:
    - No "Goodwoof" event in 2027.
    - The Goodwood Park Hotel will close for 12 months for refurbishment.
    - The historic flint wall opposite Molecomb Stud has been rebuilt.
    - Redevelopment of the Lennox Enclosure at the Racecourse is underway and was described as impressive.

Council Business

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- CDC Cabinet recommended no changes to council tax reductions and premiums on second homes and empty properties when the scheme starts in April 2027.
- A new Public Spaces Protection Order has been approved, extending dog-control measures across council-managed public spaces and some coastal areas to protect nesting birds.

Licensing

- A licence was granted for a one-off Oktoberfest event at Chichester College. Conditions were attached to minimise noise and nuisance. Feedback suggested the event was expensive, although its success may determine whether it becomes an annual event.

Action for Boxgrove Parish Council

- Henry Potter has accepted a commemorative Remembrance Day poppy wreath from CDC and asks whether a parish councillor would like to lay it at the Priory Church remembrance service; otherwise he will do so himself.

Key takeaway: The report focuses heavily on major changes to planning governance, concerns about housing delivery, progress towards a new Local Plan, updates from Goodwood, and a request for a councillor to lay the Remembrance wreath.

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