

## **Apuldram Parish Meeting**

Minutes of the Chair's Advisory Committee Meeting which commenced at 6.45pm on Thursday 19th March 2026 at Dell Quay Education Centre.

**Present:** Marsha Jones (Vice Chair), Helena Dupee, Harriet O'Sullivan, Graham Pound and Zarina Chatwin.

**In attendance:** Louise Chater (Clerk), County Councillor Sarah Sharp, and District Councillor Richard Bates.

On a proposal by Harriet O'Sullivan, it was resolved that Marsha Jones would Chair the meeting.

### **CA01.26 Public Question Time**

None.

### **CA02.26 Apologies**

Apologies were received and accepted from Matthew Higgs (Chair) and David Bagnall.

Apologies were noted from District Councillor Adrian Moss.

### **CA03.26 District Councillor's Report**

District Councillor Bates reported that the issue of tankering waste to the Apuldram Water Treatment Plant in Apuldram Lane South, was raised at Chichester District Council Full Council meeting, unfortunately due to personal reasons the member that was able to answer the questions had had to leave the meeting prior to the question being raised. The Chair of the District Council has requested clarification from Southern Water.

The developers have submitted an application to vary the planning condition at the Highgrove site in Bosham to enable the affordable homes to be occupied. District Councillor Bates stated that Aster the affordable housing

provider has been asked if they would allow the houses to be occupied if there was no mains drainage. They have responded that this would not be acceptable.

District Councillor Bates stated that sewage tankering has been taking place for 16 years, and therefore it is not temporary, and it is getting worse. There is no capacity at either Apuldram or Bosham. He had written to Chichester District Council Director of Planning to request an update on the questions in relation to this issue that the District Council have submitted to Southern Water and the Environment Agency. A response is awaited from both organisations. Wastewater is a complicated situation; Southern Water generally raises no objection; however, they may request conditions. The Planning Committee has been advised that they cannot object to a planning application on the grounds of sewage if Southern Water do not object to the application.

It was noted that Jess Fuller Brown MP has requested a meeting with the Secretary of State for Housing, Communities and Local Government to discuss the application at Highgrove. District Councillor Bates stated that members of the public, and all levels of government need to keep up the pressure on Southern Water to ensure that there is positive improvement.

#### **CA04.26 County Councillor Report**

County Councillor Sharp highlighted that it will be a slow progress in relation to highways approving any changes to the entrance/exit of Salterns Way. County Cllr Sharp had spoken to two highways engineers who are concerned that the proposed location of the new entrance/exit is between two difficult junctions may not be any safer than the existing location. Helena Dupee highlighted that the danger is at the top of Appledram Lane South not at the existing entrance/exit. By moving the entrance/exit cyclist and walkers when turning right onto Dell Quay Road the cyclist will not be stationary at this dangerous location. Chichester Harbour Conservancy, who are responsible for the path, has stated that a feasibility study is required, and County Councillor Sharp suggested that the Parish Meeting request that this study takes place.

The Gas mains replacement project on Stockbridge Road is progressing a full road closure is due to take place in October and November. The road closure will be in place for 7 weeks. The official diversion is not via Apuldram Lane South. There will be traffic Lights on the Selsey Road to reduce the risk of collisions.

### **CA05.26 Code of Conduct, General Data Protection, Health and Safety and Policies**

1. Code of Conduct - none.
2. General Data Protection - none.
3. Health and Safety - none.
4. Policies - Emergency & Resilience Plans – Building a Resilient Chichester event held on 4<sup>th</sup> March 2026. Helena Dupee reported that the event had highlighted the need for residents to become more resilient, and therefore it was agreed to deliver a copy of Sussex Resilience forums Preparing for an emergency leaflet to every household in the parish and for the parish to plan for an emergency situation.

It was noted that Northchapel Parish Councils website has useful information, Clerk to review the information available and update the website. It was highlighted that in the event of an emergency the Church Hall could be used, however, it was agreed that the Clerk contact the clerks of the adjacent parishes to see if it would be more appropriate to do a joint plan.

### **CA07.26 Minutes**

1. On a proposal by Helena Dupee, it was RESOLVED to agree and sign the minutes of the meeting held on [27<sup>th</sup> November 2025](#); this was duly completed.
2. On a proposal by Helena Dupee, it was AGREED that the draft minutes of the parish meeting held on [8<sup>th</sup> January 2026](#) were a true representation of the meeting.

### **CA07.26 Matters arising from the minutes not already on the agenda**

None.

## CA08.26 Finance

1. Balance as at date of meeting £8,494.62
2. On a proposal by the Chair, it was RESOLVED to make the following payments and sign the cheques:  
Zurich Municipal, cheque number 100236 £214.66 Insurance premium 10<sup>th</sup> April 2026 – 9<sup>th</sup> April 2027  
Mrs Louise Chater, cheque number 100237 ££691.61 contract fees for month 10 and 11.
3. On a proposal by the Chair, it was RESOLVED to accept the [Financial statement and budget against expenditure reports](#) for November 2025, December 2025, January 2026 and February 2026
4. End of year virements – on a proposal by the Chair it was RESOLVED to vire £25 to the office equipment reserve.
5. Internal Audit year ended 31<sup>st</sup> March 2026 is scheduled to take place on 20<sup>th</sup> April 2026.
6. On proposal by Harriet O’Sullivan, it was RESOLVED to appoint Mulberry Local Authority Services Ltd as auditor for 2026/27.

## CA09.26 Planning

1. [Planning Report](#)  
[26/00112/TPA](#) Dell Quay Marine, Dell Quay Yacht Yard, Dell Quay Road, Dell Quay, Apuldram, PO20 7EE  
Re pollard (back to previous pollard points) on 5 no. Poplar trees (T1, T2, T3, T4 and T6) subject to 90/00003/TPO  
PERMIT  
  
[FB/26/00134/DOM](#) Harmony 20 Appledram Lane South Fishbourne  
Removal of garage. Proposed single-storey rear/side extension with associated internal and external alterations. Proposed detached garage - (Variation of Conditions 2 (Permitted Plans) and 4 (Materials) of Planning Permission FB/25/01580/DOM to omit solar array to south elevation, revised utility and log store roof and revised fenestration to store. Alterations to footprint of garage, alterations to garage roof from pitched to flat, and material changes from render to brickwork  
PENDING DECISION  
On a proposal by Helena Dupee, it was AGREED to make no comment.

[BO/26/00323/FUL](#) Land North of Highgrove Farm Main Road  
Bosham

Construction of 300 no. dwellings (including 90 affordable dwellings), community hall, public open space, associated works and 2 no. accesses from the A259 (one temporary for construction). (Variation of conditions 15 (Foul Drainage) and 21 (Vehicular Access) of permission: 24/01012/FUL

PENDING CONSIDERATION

On a proposal by Harriet O’Sullivan, it was RESOLVED to object to the variation of planning condition 15.

2. Consideration any new applications received following the publication of the agenda – none
3. Report from Harriet O’Sullivan on the Planning Briefing Event held by Chichester District Council. Chichester District Council needs to consent to an increased number of applications to prevent the tilted balance coming into play. If the tilted balance is in place, then it opens the door for developers to submit speculative applications.

In addition, if the District Council refuse applications and the applicant takes the decision to appeal and the appeal is upheld, if too many appeals are overturned then there is the potential that the District Council will be “designated”. This would mean the District Council power to determine applications will be withdrawn and all applications will be determined by the Planning Inspectorate. If the District Council is designated it will still be required to review the application and make comments, but it will not receive the planning fee.

## **CA10.26 Highways**

1. Three Parish Traffic Group (30mph project for Birdham Road (A286) update – Marsha Jones reported that no further information had been received.
2. SID
  - 2.1. Funding - the clerk continues to investigate funding opportunities.
3. Dell Quay Road - Additional Yellow Lines, [review wording for submission and evidence](#). [Review and approve the draft petitions](#).  
On a proposal by Helena Dupee, the wording of the petition was agreed. It was agreed that the petition would be delivered to every household and business in the parish by members of the Chairs

- Advisory Committee and the responses should either be posted to the Clerk or scanned and submitted by email to [clerk@apuldramparish.gov.uk](mailto:clerk@apuldramparish.gov.uk). The deadline for receipt of the completed forms was set for the 1<sup>st</sup> May; to enable a report to be presented at the Parish Meeting.
4. SGN Works on A286 – work has been progressing, the full road closure has been delayed until October, discussions continue in relation to the bus diversion. The official diversion route does not use Dell Quay Road or Appledram Lane South.
  5. Highway Flooding
    - 5.1. Flooding on A286 (Pump bottom) evidence of the flooding has been submitted to West Sussex County Council (case number 807361560). It has been confirmed that a number of gullies at this location are blocked and have been scheduled to be cleared.
    - 5.2. Junction of A286 and Dell Quay Road (operation water shed funding project) - It was noted that Landbuild had provided West Sussex County Council with a specification for the works required, however, following a review of the design submitted further work is required before the specification is acceptable.
    - 5.3. Appledram Lane South (near Church Farm) it was noted that highway flooding had taken place following a prolonged period of rain, the extent of the flooding had been significantly reduced following the works that had taken place on the ditch work behind Church Farm. However, a vehicle did enter the water in roadside deep ditch, this was reported to West Sussex County Council.
  6. Appledram Lane South
    - 6.1. Hazard Marker Bollards (case reference 917299) West Sussex County Council have carried out a site visit, and an assessment has taken place, it has been confirmed that the location is suitable for hazard marker bollards, these will be installed subject to funding being made available.
    - 6.2. Pedestrian in the Highway Signage (case reference 930786) -it was noted that the Clerk had chased the officer.

## **CA11.26 Footpaths**

1. Footpath 179 Diversion (Donnington to Appledram Lane South) and entrance on A286 – the Clerk has requested additional companies contact details; response awaited.
2. Salterns Way Cycle Route – see County Councillor Sharp’s report.
3. Harbour Conservancy proposed new path on Dell Quay Road – the harbour conservancy are considering removing the growth to widen the verges. Concern was expressed at the urbanisation of this section of road.

### **CA12.26 Environment**

1. Ditch maintenance - land to rear of Church Farm a site visit has been carried out the ditches have been cleared by the tenant farmers. The ditch adjacent to the highway which is in the ownership of West Sussex County Council is still outstanding.

### **CA13.26 Clerks Report**

1. Calander of Meetings  
Annual Parish Meeting 21<sup>st</sup> May 2026  
Chair’s Advisory Committee Meeting 18<sup>th</sup> June 2026  
Parish Meeting 17<sup>th</sup> September 2026  
Chair’s Advisory Committee Meeting 19<sup>th</sup> November 2026  
All meetings will commence at 18.45pm at the Education Centre Dell Quay. All meetings are open to the public.  
Consideration to be given to holding the Chairs Advisory Committee Meetings in the church hall, Graham Pound to provide an update.  
The Parish Meeting would continue to be held at the Education Centre.

### **CA14.26 Correspondence**

1. Remembrance event in the village of Smilno, the birthplace of John A. Kravec, a fighter pilot of No. 310 (Czechoslovak) Squadron RAF. According to available records, Pilot Officer Kravec was stationed at RAF Appledram between 3 April and 22 June 1944. A request has been made for something very small and symbolic, for example, a fragment of material, an object connected with the airfield, or anything else you might consider appropriate to accompany a framed artwork that is being presented to his family. Graham Pound agreed the Clerk could pass his contact details to the representative.

## **CA15.26 Items for noting or future agendas**

1. Concern was expressed about tankers accessing Southern Water Sewage Plant via Apuldram Lane South from Dell Quay Road, which is a deviation from the agreed route. Residents to be encouraged to report issues to Southern Water, ideally with photographic evidence and the relevant number plate.

There being no further business the meeting closed at 20.29 pm

Signed: Chair of Apuldram Parish Meeting

Dated: