

Apuldram Parish Meeting

Minutes of Apuldram Parish Meeting held on 21st May 2026 which commenced at 6:45pm at the Education Centre, Dell Quay.

PRESENT: Helena Dupee, David Bagnall, Zarina Chatwin and Graham Pound.

In attendance: Louise Chater (Clerk), District Councillor Richard Bates and 9 members of the public.

01.26 Election of Chair for Meeting to be held on 21st May 2026

On a proposal by David Bagnell, it was AGREED to elect Helena Dupee as Chair for the meeting.

The Chair reported that both Matthew Higgs and Marsha Jones had confirmed that they were content to stand again as Chair and Vice Chair.

02.26 Election of Chair

On a proposal by Graham Pound, it was AGREED to elect Matthew Higgs as Chair.

03.26 Election of Vice Chair

On a proposal by Graham Pound, it was AGREED to elect Marsha Jones as Vice Chair.

04.26 Apologies

Apologies were received and noted from Matthew Higgs, Marsha Jones and Mark Morrane, County Councillor Nicholas Russell, District Councillor Adrian Moss, District Councillor Stephen Johnson, and three residents.

05 .26 Minutes

On a proposal by the Chair, it was AGREED to approve and sign the Minutes of the Meeting held [8th January 2026](#); this was duly completed.

06.26 Matters arising from the minutes not already on the agenda

None.

07.26 Code of Conduct, General Data Protection, Health & Safety and Policies

1. Code of Conduct – none.

2. General Data Protection - nothing further.

3. Health & Safety - nothing further.

4. Policies

4.1 On a proposal by the Chair it was AGREED to adopt the [Data Protection Impact Assessment](#).

08.26 Election of members to the Chairman's Advisory Group and Signing of Acceptance of Office.

Matthew Higgs, Marsha Jones, Helena Dupee, Harriet O'Sullivan, Mark Moranne, Max Manning, Zarina Chatwin and Graham Pound all AGREED to become voting members of the Chair's Advisory Committee.

09.26 County Councillors Report

No report was received.

10.26 District Councillors Report

District Councillor Bates reported following the elections on 7th May the County Council has not yet been sworn in, and that there is no overall control of the council, the Liberal Democrats have been speaking to the Labour party elected representatives and the Green party representatives to form the Council. County Councillor Sharp stood down and did not stand for reelection your new County Councillor is Nicholas Russell (liberal democrat)

At the Chichester District Council Full Council Meeting on Tuesday, various members of the committees have changed following the County Council elections, and an update will be issued shortly.

Local Government Review; the District Council debated the new proposal from the Government; there will be a coastal authority and an inland authority. Chichester will be within the inland authority, which includes Chichester District Council, Crawley Borough, Horsham District and Mid Sussex District, which will total a population of approximately 566,000. District Councillor Bates stated that the District Council were of the view that this option will make economic sense for the residents of the district and do not feel that it will affect the coastal residents and businesses.

In relation to the issues surrounding the Southern Water sewage tankers, the Director of Planning and Environment has written to OFWAT and the Environment Agency, District Councillor Bates is working on a report following the response from these organisations, he confirmed that he will continue to pursue this issue.

The Chair thanked District Councillor Bates for his support in relation to the sewage tankering.

11.26 Highways Update

1. Three Parishes (30mph project for Birdham Road (A286)) update from Marsha Jones - no report received.
2. Speed Indicator Device (SID) - residents support for a fund-raising event or donation request. The Chair confirmed that the Parish cannot purchase a device via the precept as it does not have the power. There is evidence on the website that these devices are effective in reducing speed.

Residents confirmed that they would support a fund-raising event; however, concern was expressed about the level of funds to be raised and the time that the device would be inactive due to the license requirements.

A resident asked if a device could be hired. Clerk to liaise with Donnington Parish Council to see if they are going ahead with a purchase of a SID and to see if Apuldrum can hire their device. Clerk to request information from Earnley Parish Council on the terms of their license and provide a report at the next meeting.

3. Dell Quay Road – Additional Yellow Lines

a. Results of Petition

37 residents responded and 9 representatives from three businesses responded positively. No negative feedback has been received.

b. County Councillor Support, it was noted that the Clerk had sent a report to County Councillor Nicholas Russell and had requested his support for the project.

c. Resolution to submit Community Traffic Regulation Order application subject to County Councillors support - on a proposal by the Chair, it was AGREED to submit the application to West Sussex County Council.

4. SGN Works on A286 - it was noted that SGN are proposing to close the A286 from St Georges Drive to the A27 for six weeks the work is scheduled to begin at the end of October. The official diversion is via the B2145 and not via Dell Quay Road and Appledram Lane South.

5. Highway Flooding - it was highlighted that residents should report all incidents of highway flooding to West Sussex County Council

<https://www.westsussex.gov.uk/roads-and-travel/make-an-enquiry-or-report-a->

[problem-with-a-road-or-pavement/flooding-blocked-drains-and-gullies/](#) ideally with photographic evidence.

- a. Flooding on A286 (Pump Bottom) - West Sussex County Council has confirmed that three of the gullies are blocked and have been scheduled to be cleared.
- b. Junction of A286 and Dell Quay Road (Operation Watershed funding project) - West Sussex County Council are carrying out further investigations.

6. Appledram Lane South

- a. Hazard Marker Bollards (case reference 917299) are due to be installed; however West Sussex County Council are unable to confirm an accurate timeframe of when the works will be completed.
- b. Pedestrians in the highway signage (case reference 930786) are due to be installed; however West Sussex County Council are unable to confirm an accurate timeframe of when the works will be completed.
- c. Ditch Maintenance - no further progress has been made on this issue; this will be raised with County Councillor Nicholas Russell.

12.26 Footpaths

- (1) Extension of footpath 179 (Donnington to Appledram Lane South) - the Clerk has received a quote; this has been forwarded to Donnington Parish Council.
- (2) Salterns Way Cycle Route extension to divert access on Appledram Lane South – the Harbour Conservancy have concluded that the project did not warrant a feasibility study because: "The new entrance would be less safe than the current route (the lines of sight would be more restricted); and It would take cyclists away from the Salterns Way." Therefore, the Harbour Conservancy has decided not to progress this project. Matter closed.
- (3) Harbour Conservancy proposed new path on Dell Quay Road – no further update on this proposal.

13.26 Finance

- (1) Balance as at date of meeting £10,119.89
- (2) [Payments](#) - On a proposal by Graham Pound it was AGREED to make the following payments:
 - Mulberry Local Authority Services Ltd, cheque number 100240, £90.00, Internal Audit Fees year ended 31st March 2026
 - Mrs L Chater, cheque number 100241, £492.71, Contract Fees and expenses month 1

West Sussex Association of Local Council, cheque number 100239, £67.71, Subscriptions.

- (3) Bank Reconciliation and Budget Report – On a proposal by the Chair it was AGREED to accept the financial statements for [March and April](#).
- (4) Internal Audit year ended 31st March 2026- the [Report from Internal Auditor](#) completed on 28th April 2025 was noted, the auditor has made the following comments: "It remains unclear as to the statutory requirement for a Parish Meeting to conduct a formal risk assessment, but I note that following the recommendation in last year's internal audit report, the Clerk has prepared a simple risk assessment which is suitable for an organisation of this size. However, this was not approved by the Parish Meeting prior to the year-end, and the Parish Meeting has correctly answered 'no' to Governance Assertion.

This is reflected in the 'no' response to this internal control objective. I confirmed that the council has a valid insurance policy in place with Zurich which covers the year under review. Insurance cover for buildings and key assets of the council is consistent with the council's asset register. The insurance policy includes Public Liability cover of £12 million, Employers Liability cover of £10 million and a Fraud & Dishonesty (Fidelity Guarantee) level of £25,000 which is sufficient for an organisation of this size."

The Clerk reported that this issue will be addressed by agenda item 12.26 (11) and 12.26(12)

- (5) Annual Governance & Accountability Return 2025/26 Form 2PM – on a proposal by David Bagnell it was AGREED to approve and sign the [Certificate of Exemption](#); this was duly completed.
- (6) Annual Governance & Accountability Return 2025/26 Form 2PM - On a proposal by the Chair it was AGREED to note the [Annual Internal Audit Report](#)
- (7) Annual Governance & Accountability Return 2025/26 Form 2PM - On a proposal by the Chair it was AGREED To approve and sign the [Annual Governance Statement](#) and [support papers](#); this was duly completed.
- (8) Annual Governance & Accountability Return 2025/26 Form 2PM- On a proposal by David Bagnell it was AGREED to approve and sign the [Accounting Statement](#); this was duly completed.
- (9) End of year accounts - on a proposal by Graham Pound it was AGREED to sign the [end of year accounts](#); this was duly completed.
- (10) Annual Governance & Accountability 2025/26the [Notice of Public Rights and Publication](#) were noted
- (11) [Financial Risk Assessment year ended 31st March 2026](#) was accepted.
- (12) [Financial Risk Assessment year ended 31st March 2027](#) was accepted.

14.26 Planning

1. [Planning Report](#)

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
PERMIT

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 - amendments to the delivery timescales of the relevant planning conditions relating to access and foul connection).
WITHDRAWN

2. To consider any planning applications received following the publication of the agenda

[26/01095/OUT](#) Mad About Dogs, Birdham Road, Appledram, PO20 7EQ
Outline planning application with all matters reserved (except for access) for the development of an Office Building (Class E (c) and (g)(i) use) and 6 residential dwellings (C3 use), with vehicular access from Birdham Road. Provision of associated open area, alongside landscaping, drainage infrastructure, and associated works.

No discussion took place on this application.

15.26 The future of Apuldram Parish Meeting consideration to be given to becoming a parish council.

As previously reported, the minimum number of registered electors on which a parish boundary can form a Parish Council is 150; the parish currently has 145 electors. The options available to the parish meeting are:

1. Continue as a parish meeting
2. Continue to actively work to increase the number of registered electors to above the minimum requirement and then request a community governance review by Chichester District Council to form a Parish Council.
3. Work with the adjacent parishes to request a community governance review to amalgamate the residents of Apuldram Parish Meeting into their parishes.

The Clerk has requested the Chief Executive of West Sussex Association of Local Councils to attend the next Chair's Advisory Committee (25th June 2026) to provide a briefing on the process.

16.26 Clerks Report

1. Calendar of Meeting

25th June 2026 Chair's Advisory Committee Meeting, Church Room St Mary the Virgin Apuldram.

17th September 2026 Parish Meeting – Education Centre Dell Quay.

9th November 2026 – Chair's Advisory Committee Meeting, Church Room St Mary the Virgin Apuldram.

All meetings will commence at 6.45pm and are open to the public.

2. Road Closure 28th May 19.30-5.30am Appledram Lane South to allow Southern Water to replace a frame and cover. Road will be closed from junction with the A259 and the junction with Dell Quay Road.

17.26 Correspondence

Chichester Harbour Conservancy - The Coastal footpath between Dell Quay and Salterns Copse; planning permission is being sought for resurfacing the path and will be going out to tender shortly for a contractor to deliver the project, subject to agreement with the tenant farmer and the Church Commissioners.

18.26 Questions from the public

1. Appledram Lane South with the junction of Dell Quay Road give consideration to requesting West Sussex County Council change the Give Way to Stop.
2. Concern was expressed that the hedgerow at Lane End Appledram Lane South reduces visibility at the junction of Appledram Lane South and Dell Quay Road. The Chair confirmed that the Clerk had written to the residents to request work be carried out on this hedgerow.
3. Concern was expressed about the issues associated with the parking on the Dell Quay Road and the difficulty attending the meeting due to the parking, it was requested that the clerk ask the Education Centre to open the gate for the meetings.

There being no further business, the meeting closed at 20.19pm.

Chair Apuldram Parish Meeting

Dated:

