

Apuldram Parish Meeting

Minutes of the meeting of the Chair's Advisory Committee Meeting which commenced at 6.45pm on Thursday 25th June 2026 at St Mary the Virgin Church Room.

PRESENT: Matthew Higgs (Chair), Marsha Jones (Vice Chair), Max Manning, Graham Pound, and Harriet O'Sullivan.

In attendance: Louise Chater (Parish Clerk), and District Councillor Adrian Moss.

CA16.26 Public Question Time

None.

CA17.26 Apologies

On a proposal by the Chair, it was RESOLVED to accept Helena Dupee's apologies and reason for absence.

It was noted that due to work commitments Mark Morrane, Dell Quay Sailing club representative, had resigned with immediate effect. The Clerk had written to the Commodore to request a new representative be nominated, the Commodore has confirmed that they will notify the Clerk of their representative in due course.

Apologies were received from Trevor Leggo, Chief Executive, West Sussex Association of Local Councils.

CA18.26 District Councillor's Report

District Councillor Moss reported that the District Council are facing significant challenges in relation to the Local Plan, in particular the up lift on additional dwellings that the district is required to provide, developers are also slowing down their building programmes which also has a detrimental effect on the five-year housing supply figures.

Councillor Moss highlighted that the Government had not issued the funding formula for affordable housing, the central policy is pushing for larger social housing developments. However, the District Council continue to require 30% of social housing on all new larger developments to ensure that there a mix of tenure on each site.

The cost of living crisis has continued to have a detrimental effect on residents in the district, the council are investigating further support for residents.

Local Government Review continues to make progress; the government are expected to issue their decision on the way forward by 15th July.

District Councillor Moss reported that following the elections West Sussex County Council had appointed the four representatives to Chichester Harbour Conservancy; Richard Bates (Chichester West), Nicholas Russell (Chichester South), Izabela Mayne (The Wittering's) and Tracie Bangert (Bourne).

The Chair asked if the planning application for the mudflats had been decided. District Councillor Moss confirmed that the application had not been decided; he stated that it is a very technical application, but progress is being made.

District Councillor Moss was asked if the District Council set business rates. He responded that this is set by central government.

CA19.26 County Councillor Report

No report received.

CA20.26 The future of Apuldram Parish Meeting Presentation by Trevor Leggo, Chief Executive, West Sussex Association of Local Councils

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 disband the parish meeting and amalgamate the residents of Apuldram Parish Meeting into their parishes.

No further discussion took place on this matter, Trevor Leggo will be attending the parish meeting on 17th September 2026.

CA21.26 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 - none.

CA22.26 Minutes

1. Following a review of the draft minutes of the parish meeting held on [21st May 2026](#) it was agreed that they were a true representation of the meeting and would be put forward for adoption at the meeting on 17th September 2026.

CA23.26 Matters arising from the minutes not already on the agenda

None.

CA24.26 Finance

1. Balance as at date of meeting £9,537.18
2. [Payments](#) – On a proposal by the Chair it was AGREED to make the following payments:
Mrs L Chater, cheque number 100242, £505.67, Contract Fees and expenses month 2
3. On a proposal by the Chair, it was AGREED to accept the [Financial statement and budget against expenditure report](#) for May 2026.
4. Audit year ended 31st March 2026 – the external auditor has confirmed “as the council has claimed exemption from the review process, we will not be issuing an External Auditor’s Report or a

Conclusion of Process certificate.” It was noted that all documentation has been published on the website and the period of inspection closes on 14th July 2026.

5. Bank Signatories – on a proposal by Graham Pound it was RESOLVED to authorise the removal of David Bagnall and Mark Morrane and add Max Manning as a bank signatory.

CA25.26 Planning

1. Planning

[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 areas, alongside landscaping, drainage infrastructure, and associated works.

It was noted that Chichester District Council Economic Development Service does not support this application in its current form. The single proposed flexible office unit is inappropriate given - the accompanying commercial viability report states there is no potential for office premises, in terms of returns from speculative redevelopment - significant marketing efforts by an experienced agent (albeit one which does not specialise in commercial property, which would have been optimal). Also, the Crouchers hotel just to the south of the site could present a nuisance to the eventual residents of the development due to noise.

Following discussion on a proposal by the chair, it was AGREED to object to the application on the following grounds:

- Outside settlement boundary and housing strategy in Local Plan – speculative development.
- Economic loss – loss of horticulture use, no prospect of office being a success (it looks like a house) – see the Economic Development Service comments
- Sets a bad precedent – if all commercial sites down the Birdham Road get planning for residential, then what will the area have left? Permission will encourage more applications, especially from the PYO site.
- Not enough information on sewage – private treatment but ultimately it all flows into the Harbour.
- Development adjacent to National Landscape – ecological harm

2. Consideration of any new applications received following the publication of the agenda.
None.

CA25.26 Highways

1. Three Parish Traffic Group (30mph project for Birdham Road (A286)
Marsha Jones reported that no further meetings had taken place.
The Clerk reported that she has recently attended a highways meeting where the officer had stated that investigation works were being carried out in relation to highway safety issues on Wophams Lane, and as part of this project, they were currently investigating reducing the road speed on the A286 from the current 50mph to 30mph from Crouchers to just south of Wophams Lane.

2. SID

- 2.1. Hire – Earnley Parish Council have confirmed that they are able to loan the parish meeting a camera free of charge for a three-month period.

Donnington Parish Council are still trying to obtain the permissions to use the lamp posts and therefore have not purchased a device as yet, however, they also have limited sites and therefore the clerk is of the view that a joint project would be a good idea.

The Clerk has also emailed Fishbourne Parish Council to see if it is possible to hire one of their devices.

On a proposal by the Chair, it was AGREED to dispose of the existing device and remove it from the asset register and accept Earnley Parish Councils offer of a loan for three months.

- 2.2. Funding - nothing further.
 - 2.3. Event - nothing further.
 - 2.4. Licence - the Clerk confirmed that the licence for the A286 was in place for both locations. The camera can be in place for three weeks but cannot return to the same location for three months. A licence is not in place for Appledram Lane South or Dell Quay Road as it had been decided not to progress these applications until SID had been purchased, the members were reminded that a new pole would need to be installed for the location on Apuldram Lane South.

On a proposal by the Chair, it was agreed to progress the Dell Quay Road license application, as there were no costs associated with this application.

3. Dell Quay Road

3.1. Additional Yellow Lines, Community Traffic Regulation Order Application. It was noted that County Councillor Nicholas Russell has provided his support for this project. Following a recent presentation by a highways officer in relation to the review process for Traffic Regulation Orders, the Clerk has emailed Jess Fuller Brown MP to request her support, once this has been received the application will be submitted.

3.2. Faded Double Yellow Lines (939187) - West Sussex County Council highways have advised this road is subject to upcoming surface treatment Works and as such, refurbishment of the existing road markings is not considered a priority prior to the works taking place. The surface treatment works should look to replace any road markings that are removed with new fresh markings.

It was noted that this work is scheduled to be carried out imminently.

4. SGN Works on A286 – no further update.

5. Highway Flooding

5.1. Flooding on A286 (Crouchers) - no further update.

5.2. Junction of A286 and Dell Quay Road (operation water shed funding project) - no further update.

5.3. Appledram Lane South (near Church Farm) - no further update.

6. Appledram Lane South

6.1. Hazard Marker Bollards (917299) - no further update.

6.2. Pedestrian in the Highway Signage (930786) - no further update.

CA26.26 Footpaths

1. Footpath 179 Diversion (Donnington to Appledram Lane South) and entrance on A286 – no further update

2. Salterns Way Cycle Route – it was noted that the Clerk had emailed the Harbour Conservancy highlighting the Parish Meetings concerns in relation to cyclist safety when approaching the Dell Quay Road

junction from Appledram Lane South and turning right to access the next section of the Salterns Way. They are concerned that a cyclist will be injured at this junction by vehicles turning right into Appledram Lane South from Dell Quay Road, as most drivers appear to cut the corner into this junction. Response awaited.

It was noted that an accident involving a motorbike and a car took place at this junction on 24th June 2026, although at the time the incident was not reported to the police, it has subsequently been reported.

CA27.26 Environment

1. Ditch maintenance - land to rear of Church Farm – Clerk, the Chair and Helena Dupee to brief County Councillor Russell.
2. National Emergency Briefing on Climate Change – what can you do now? - The next local screening is due to take place on 14th October 2026 commencing at 19.30 and is being organised by Chichester Baptist Church.

It was noted that the Sussex Resilience forum Preparing for an Emergency booklet had been delivered to every household in the parish.

It was highlighted that Chichester District Council are holding free carbon literacy training course, this event is due to take place over two half day sessions starting at 9.30am on Thursday 2nd and Thursday 9th July at East Pallant House. Further dates are available on starting at 9.30am on Saturday 12th and Saturday 19th September and this course will be online.

CA28.26 Clerks Report

1. Calander of Meetings:
17th September 2026 – Parish Meeting at the Education Centre - the Chair's apologies for this meeting were noted.
19th November 2026 – Chair's Advisory Committee Meeting – St Mary the Virgin Church Room.

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

CA29.26 Correspondence

- I. Chichester District Council [Planning Obligations and Affordable Housing Supplementary Planning Document](#) was adopted by the Council on 12th May 2026; was noted.

CA30.26 Items for noting or future agendas

Discussion took place in relation to removing Appledram Lane South from SAT Nav systems to reduce the rat running. Marsha Jones to investigate further.

There being no further business the meeting closed at 8.06pm

Signed:Chair Apuldram Parish Meeting

Dated: