



Minutes of the Loxwood Parish Council Full Council Meeting held on Thursday, 2nd December 2025 at 8pm in North Hall, Loxwood.

Attendance:

Parish Councillors: Valerie Woods (Chair); Rick Kelsey; Annette Gardner; Roger Newman; Jamie Lynch; Charles Todhunter. CDC Gareth Evans (left the meeting after 203/2025). No members of the public, Jane Bromley Parish Council Clerk.

195/2025 Apologies for Absence

Apologies received and accepted from Parish Councillor Yvonne Rees and WSCC Janet Duncton.

196/2025 Declaration of Members' Interests.

None.

197/2025 Minutes of Previous Meetings

RESOLVED that the minutes of the Full Council and Planning Meeting held on [4th November 2025](#) are accurate records and the Chair was authorised to sign them.

198/2025 Action Point Review

APPENDIX 1 Thew Action Point List was updated.

199/2025 Public Participation

None.

200/2025. Reports from External Representatives

- WSCC Councillor Janet Duncton- No report
- CDC Councillors Gareth Evans and Charles Todhunter- Cllr Todhunter confirmed that the Planning department at Chichester was now split into East & West with the East containing the North as well, rather than the minors and majors division of officers previously used.

201/2025 Finance and Governance

Documents to be circulated separately.

- Bank Reconciliation for November 2025
- Expenditure Against Budget to 30th November 2025



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RESOLVED as noted.

- December 2025 Accounts for Payment

RESOLVED as approved

- [Finance Committee Meeting 27th November 2025](#)
 - To note the minutes and recommendations from this meeting for the Full Council meeting on 6th January 2025 after the final tax base is published on 10th December 25

RESOLVED as noted

202/2025 Playground Renovation Project

- APPENDIX 2 Biodiversity Policy: Consider approve the Parish Council's official stance on Biodiversity to be referred to on the Playground grant application.

RESOLVED as approved.

- APPENDIX 3 Discussion of the grant application to be submitted to CDC by 5th December 2025 and RESOLVE approval for submission or amendments to be made.

RESOLVED to submit the application as drafted.

203/2025 Traffic Calming

APPENDIX 4 Discussion of the pedestrian survey data and the comments and requests from the Traffic Consultant ahead of his further work.

RESOLVED to approve the proposals put forward by the Traffic Consultant and that WSCC Highways would be approached for a view.

204/2025 Heritage Notice Boards

To receive an update from the Local Historian and a discussion of proposed updates to RESOLVE approval of any Parish Council Funding.

RESOLVED to carry this item forward to February 2026.

205/2025 Updates and General Discussion (Time Permitting)

- North Hall- None.



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- Resilience Plan- None.
- Highways and Roads- The 40mph TRO was now installed along Skiff Lane and Speed watch would include this in the area of surveillance in due course.
- School matters. The school were advertising First Aid courses for the community.
- Flooding and Drainage- Discussions following resident consultant's retirement from work on the flood monitor scheme. The flood monitor would be abandoned due to no suitable location being found and the resident consultant retiring from his role.
- [Local Government Reorganisation Consultation](#)- Cllr Todhunter and the Clerk would be attending a presentation on this and would report back.

206/2025 Newsletter Articles

There is no newsletter in January.

207/2025 Items for Next Month's Agenda

A regular item of the Local Government Reorganisation.

208/2025 Date of Next Meetings

- Planning and Full Council: 6th January 2026 commencing at 7:00 PM with Planning.

The meeting closed at 8.45pm

Clerk's Report to Full Council Meeting Date: Tuesday, 2nd December 2025 202/2025 Playground Renovations – Summary of Progress and Funding

The Parish Council continues to progress the playground renovation initiative, aimed at improving safety, accessibility, and play value for children in the village. Updated scheme designs and costings have been received from Playdale the total cost of the scheme has been increased to £

A grant application to Chichester District Council (CDC) has been drafted for approval, with a submission deadline of 5th December 2025. The proposed improvements will be also be funded by Developer contributions (CIL), linked to recent housing developments in Loxwood.

This project represents a key investment in community infrastructure and is aligned with the Council's commitment to enhancing local amenities.



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203/2025 Traffic Calming – Progress Update

Following the rejection of the I Transport Scheme submitted in May 2025, the Parish Council has adopted a revised strategy based on guidance from WSCC Highways. The Council resolved at its October meeting to pursue three key initiatives:

- **Extension of Thakeham Homes-style calming features** throughout the 30mph zone, including white roundels, red edge markings, and wide centre lines where feasible.
- **Pedestrian crossing feasibility studies** at three priority locations: North Hall (south of Spy Lane), Nursery Green, and Station Road. Surveys were scheduled for 4th, 6th, and 11th November to assess pedestrian volumes and crossing needs.
- **Exploration of a 20mph zone** within the village core, compatible with the above calming measures.

A Traffic Regulation Order (TRO) application has also been submitted for a 40mph buffer zone on the B2133 near the Plaistow Road junction extending to Skiff Lane. The application (Ref: WSCC-722748224) has been acknowledged, and we await further updates from WSCC.

Consultant feedback has highlighted elevated speeds at the southern end of the village and recommended further engagement with WSCC regarding SID data and soft measures. A simplified plan has been commissioned to support future CHS applications.

Pedestrian surveys carried out recently show the following movements:

Location	Crossing Direction	Total Pedestrians				Waiting Time	
		Child	Adult	Senior	Total	Range	Average
B2133 / Station Road	Across B2133	12	60	29	101	1 - 31 sec	8 sec
	Across Station Rd	5	14	7	26	1 - 17 sec	6 sec
B2133 / Nursery Green	Across B2133	73	124	20	217	1 - 54 sec	7 sec
B2133 / Spy Lane	Across B2133	1	19	10	30	2 - 23 sec	7 sec

The busiest periods being summarised:

Location	Crossing Direction	Busiest Hour			Comments
		Time	Number	Ave Frequency	
B2133 / Station Road	Across B2133	11.00 - 12.00	17	1 per 3.5 mins	Includes 1 Senior
	Across Station Rd	07.30 - 08.30	7	1 per 9 mins	Includes 5 Children
B2133 / Nursery Green	Across B2133	14.30 - 15.30	56	1 per minute	Includes 25 Children
B2133 / Spy Lane	Across B2133	15.00 - 16.00	15	1 per 4 mins	Includes 5 Seniors

The consultant comments:

My initial conclusions are that the pedestrian flows are probably too low to justify a zebra crossing or traffic signal controls. There are no hard and fast rules about this, but the vehicle and pedestrian volumes and waiting times are a consideration, which is why such crossings are normally only used in busier urban locations. There would also be challenges fitting in the



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necessary street furniture (poles and beacons) and achieving the required visibility distances, particularly at Nursery Green. Therefore, I will be looking at alternative solutions, taking account of site constraints and identifying the best way to improve conditions for pedestrians.

204/2025 Heritage Notice Boards – Background and Developments

The Parish Council has received a comprehensive proposal from the Local Historian regarding the enhancement and preservation of Loxwood's historical assets. Key developments include:

- **Historic England Review:** Church Cottage and the adjacent old church site were reviewed by Historic England following a submission in December 2024. A follow-up visit is planned due to the exceptional completeness and originality of the site.
- **Heritage Consultancy Engagement:** Fuller Long has been approached to provide expert analysis and potentially conduct an archaeological survey of the garden area to uncover the extent of the former church and chapel.
- **Information Board Updates:** Existing boards titled "The Old Church Site" and "Loxwood History" are fading and will be refreshed with updated content. Additional boards are proposed for North Hall and the Canal, with historical narratives tailored to each location.
- **Preservation and Access:** Master copies of historical content may be donated to the Parish Council to ensure future reprints and educational use. Leaflets may be produced to coincide with the board updates subject to financing.
- **Digital History Access:** The village history website continues to be updated, with plans to introduce narrated stories online to improve accessibility and engagement.

Funding requirements for these initiatives will be discussed further, and Council support is sought to progress the proposals.
