



MINUTES of Plaistow and Ifold Parish Council Meeting held on **Tuesday 23rd April 2019**, in Kelsey Hall, Ifold.

Present Sara Burrell (Chair); Cllr. Paul Jordan; Cllr. Alan Pearson; Cllr. Phil Colmer; Cllr. David Ribbens; Cllr. Nick Whitehouse; Cllr. Sophie Capsey; Cllr. Paul Reynolds and Catherine Nutting (Clerk)

Two (2) members of the public were in attendance.
Cllrs. Janet Duncton and Peter Wilding attended and left after item C/19/057.

Apologies Cllr. Souheil Haddad

C/19/053 **Declarations of Interest**
No pecuniary interests were declared.

C/19/054 **Representations from Members of the Public**
A Member of the Public thanked Cllr. Sara Burrell for her dedication to the community as Chair and her diligence and expertise working on the Neighbourhood Plan and Crouchlands Farm.

C/19/055 **Minutes**
The minutes of the following meeting were approved as a correct record and signed by the Chair:
Full Parish Council meeting, 12th March 2019
The minutes of the Planning Meeting dated 3rd April will be approved on 14th May.

C/19/056 **Chairman's Report**
The Annual Assembly was held on 16th April and was reasonably well attended. Information about current projects were displayed and attendees heard talks from the Chair; Billingshurst Emergency and Assistance Team; Butterfly Conservation and WSCC's Emergency and Resilience advisor. Further Chairman's comments were addressed under their respective agenda headings.

C/19/057 **Reports from County and District Councillors**
The Parish Council extended their congratulations to Cllr. Duncton who took up her new non-political role as Chairman of the County Council on 5th April. Cllr. Duncton pledged to work hard for the

whole community. She recently visited Plaistow and Kirdford Primary School, which she described as a fantastic school and community asset.

Cllr. Wilding attended a meeting at Crouchlands Farm with Diane Shephard, Chief Executive, CDC, Andrew Frost Head of CDC Planning and Cllr. Susan Taylor, Cabinet Member for Planning Services. The quantity of proposed housing on the site is vague and not compliant with CDC policy, which is unlikely to change. Cllr. Wilding reassured the Parish Council that such an ambitious development on the site would be very unlikely without the support of the Parish Council and community.

Cllr. Wilding will notify the Parish Council if there are any CDC grants available to help fund the Safer Bus Stop project. The Parish Council will send Cllr. Wilding all relevant project information, including costings.

Clerk
Cllr. Pearson

Cllr. Wilding is not standing again for Plaistow and Ifold in the forthcoming May elections; he wished the community well for the future.

C/19/058

Updates

a) Crouchland Planning and Enforcement

Artemis have amended their submission to the Local Plan Review to clarify the number of proposed houses on the site, namely 130 units. The document can be viewed on the Parish Council's website. Artemis have cited the use of s.106 agreement/developer contributions to fund the clear up of lagoon 3. The Parish Council resolved to write to the Planning Authority outlining their concerns regarding this proposal attached to planning consent for inappropriate levels of development. The Parish Council may need to commission an independent review regarding the true cost to clean up lagoon 3. The digestate has not been sampled to see if it can be laid to ground.

Chair

The Parish Council has informally approached Dr Les Gornall, a leading authority on anaerobic digesters, to report on the lagoon's content and value as a fertiliser; there is no independent information that the content of lagoon 3 is toxic. The enforcement notice served on Mr Luttmann-Johnson provides for a 2-year decommissioning timetable, until May 2021.

b) Neighbourhood Plan (NP)

CDC has sent the NP back to the Parish to update it throughout to bring it in line with National Planning Policy Framework provisions and amendments to the Habitat Regulation assessment. CDC has stated that further community consultation is needed to explain the resolution on 12th March to retain policy H1. CDC adopted the DPD site in January 2019, notwithstanding the Parish Council's representations. (Please refer to the minutes of 12th March for

further details). This will be done via the NP website, Parish Council meetings, Annual Assembly and Parish noticeboards. The Plan's introduction will be updated to reflect the retention of policy H1. AECOM will update the Plan's Strategic Environmental Assessment regarding the accumulative impact of the 2 schemes running in parallel. Grant Aid is available from Locality after the May elections to pay for these amendments to the Plan. Once the updates are completed, the Parish Council will need to ratify the amended NP before it is resubmitted to CDC at Regulation 16 stage. The Parish Council will put pressure on CDC after submission to move quickly to Regulation 16 and further 6-week consultation and appoint an Examining Inspector; who could be the same inspector that undertook the NP's Health Check. Chair

c) Flooding& Drainage

Work has been undertaken at the Bradstow Lodge development site in Ifold to clear the ditch, which is now flowing. The ditch will be properly reinstated by the developers in the summer.

d) Gatwick Airport noise monitoring devise

An update will be sought regarding the siting of the devise in an Ifold resident's garden. A new Lead Councillor will be sought after the May elections, as Cllr. Haddad is not re-standing. Clerk

C/19/059

Highway Matters

a) Matters to be reported by members

The condition of the highway along Dunsfold/Dungate Road, Plaistow will be reported to WSCC. Cllr. Capsey

b) Progress on matters previously reported

1. Road side reflector posts, Plaistow Road, Ifold: WSCC's Highways department carried out a site visit and report that the red reflectors are on both sides of the posts at the given locations. A further case was noted outside Oakburn. The posts outside Shenondoah are not on the highway. The other locations have reflectors to demark their access. WSCC Highways do not believe there is a safety issue regarding the posts. The Parish Council resolved not to pursue the matter considering the Highway department's advice.
2. Rickmans Lane verges: The contractor has made-good the verges following a complaint from the Parish Council.

c) Highways safety issues: Plaistow Road Speed Limit & Safer Bus Stop Initiative

1. TRO Consultation, ends 16th May:
WSCC is required under the Road Traffic Regulation Act to undertake a formal public consultation regarding the proposed Traffic Order to introduce a 30mph speed limit on the length of

Loxwood Road and Plaistow Road that runs through Ifold from west of Poundfield Lane eastwards to a point east of The Drive. The statutory consultation period ends on 16 May 2019. Comments of support, or objection can be made to: tro.team@westsussex.gov.uk or write to TRO Team, West Sussex County Council, The Grange, Tower Street, Chichester, PO19 1RH quoting reference TRO/CHN1901/RC. This information was available at the Annual Assembly and will be made available on the Parish Council's website and IFRA and Plaistow and Ifold Facebook Pages. Clerk

2. Update from site meeting with WSCC Highways, SW Transport Ltd and School:

This was a positive meeting where an acceptable forward plan was discussed. The Parish Council resolved to seek a fee-quote from SW Transport Ltd to undertake the bus stops and highway/signage design work. In particular, the bus stop area at The Drive needs tidying and re-modelling to improve safety and prevent it being used as a slip road onto the carriageway, for example by raising the curb and re-siting the bus shelter. The bus stop on the opposite side of the carriageway needs relocating to maximise space to stand safely. The bus stop area opposite the Chalk Road junction also needs redesigning to improve safety. The Headmaster of Plaistow and Kirdford Primary School advised that 70 children commute from Ifold, however only 3 catch the school bus. Improvements to signage in Plaistow village regarding the presence of the school and children will be applied for. Clerk

WSCC will not fund improvements to the bus stops, however the Parish Council can apply for grant aid. Evidence of bus stop usage is required. Pictures collected as part of the Neighbourhood Plan and on the PORE website can be used. Clerk

d) Community Speed Watch (response from Annual Assembly)

Unfortunately, no one signed up to volunteer with CSW. The scheme will be advertised in the June edition of the Parish News, added to the Parish Council website and posted on the various local Facebook groups. Clerk

e) Road Traffic Collision on 2nd June 2018

This matter is with the Parish Council's insurers and ongoing. An update will be provided at June's meeting.

C/19/060

Financial Matters

a) Accounts for Payment

The attached Order for Payments was approved and signed.

b) Gift aid tax reclaim on the PORE donations: update

This matter will be updated at the June meeting.

c) End of Year / Internal Audit: update including VAT return

The Parish Council's Internal Audit was undertaken by Peter J Clerk Consultants on 12th April. The following matters were highlighted as needing to be reviewed:

- i) Assets register update
- ii) Annual review of the Standing Orders and Internal Financial Regulations
- iii) GDPR compliance review regarding the Parish Council's historic files. The Parish Council will take advice from SSALC and CDC's Data Protection Officer.
- iv) Make enquiries regarding the ownership of the Winterton Hall and the Parish Council's responsibilities.

The end of year accounts was prepared by the Clerk and Cllr. Colmer and will be submitted to the External Auditor by 15th July. The Parish Council will claim back VAT for 2018/19.

d) Insurance policy renewal

The Parish Council resolved to renew its Insurance policy on 1st June with Came & Company Local Council Insurance.

Clerk

e) Annual play equipment inspection

The inspection of Plaistow Village Green play equipment is scheduled to take place during June. The Parish Council resolved to use RoSPA Play Safety Team to undertake the inspection.

Clerk

f) Durfold Wood Notice Board locks

The locks on the Durfold Wood Notice Board are rusted and the door cannot be opened. The Parish Council will arrange for a locksmith to undertake the work, if it cannot be done 'inhouse'.

Clerk

g) To discuss other urgent financial matters, as appropriate

1. The Parish Council reserves as at 31st March 2019 are £23,500. The projected end of year reserves for March 2020 are £35,500.
2. The Clerk's appraisal is to be organised.

Cllr. Reynolds

C/19/061

To receive list of recent planning decisions

The list is appended to these minutes.

C/19/062

To consider new Planning Applications

- a. PS/19/00493/DOM. Proposal: Alter garage to create a home gym. Install 2no. windows to replace garage doors in North elevation. Address: 1 Wychwood, Ifold, Loxwood, RH14 0UN. **No Comment.**

b. PS/19/00932/DOM. Proposal: Remove 2no. single garage doors, install 1no. double door, decrease the opening and increase bricks flanks to each side of the door. Address: The Coach House, Oak Lane, Shillinglee, Plaistow, Godalming, West Sussex, GU8 4SQ. **Letter of Comment appended to these minutes.**

c. PS/19/00852/DOM. Proposal: Erection of extension to existing outbuilding to provide additional storage, garaging and workshop. Address: Cherry Blossom Farm, Poundfield Lane, Ifold, Loxwood, RH14 0NZ. **Letter of Comment appended to these minutes.**

d. PS/19/00887/TPA. Proposal: Remove 1 no. limb (3cm in diameter) at 4m on west sector, remove 1 no. limb (5cm in diameter) at 4m on west sector, remove 1 no. limb (15cm in diameter) at 8.5m on west sector, remove 1 no. limb (20cm in diameter) at 8.8m on west sector and shorten the remaining high growth heading west by up to 2m on 1 no. Oak tree (DL2). Remove epicormic growth on west sector up to 10.5m (above ground level), remove 1 no. limb (10cm in diameter) at 10.7m on west sector, remove 1 no. twin stem limb (5cm in diameter) at 13.8m on west and shorten the remaining high growth heading west by up to 2m on 1no. Oak tree (DL3) Subject to PS/89/00786/TPO. Address: Owlswood, 7 The Close, Ifold, Loxwood, RH14 0TP. **No Comment.**

e. PS/19/00886/TPA. Proposal: Reduce height by 2m and reduce east and west sectors by 2m and remove 1 no. limb (20cm in diameter) at 9.4m on east sector on 1 no. Oak tree (T1/161). Crown lift mainly removing epicormic growth by up to 7m (above ground level) on 1no. Oak tree (T2/162). Remove epicormic growth up to crown break, remove 1 no. limb (9cm in diameter) on north-east sector at 9.5m, remove 1 no. limb (10cm in diameter) on north-east sector at 12m, remove 1 no. limb (12cm in diameter) on north-east sector at 14m on 1no. Oak tree (T3/163). Removal of epicormic growth up to 15m or where crown breaks on 2 no. Oak trees. (T4/164 and T6/166). Remove 1 no. limb (10cm in diameter) on west sector at 6.5m, remove 1 no. limb (7cm in diameter) on west sector at 8m and remove 1 no. limb (10cm in diameter) on west sector at 9.2m on 1 no. Oak tree (T8/168), Reduce 1 no. limb by 3m on west sector at 10m, remove 1 no. limb (10cm in diameter) on west sector at 10m, and reduce height by 2m on 1 no. Oak tree (T10/170) and remove 1 no. twin stem branch on north sector at 9.2m, reduce 1 no. limb by 2m on east sector at 9m and remove 1 no. limb (8 cm) in diameter on Northern sector at 10.7m on 1 no. Oak tree (T26/186). All 8 no. trees are within Group, G1 subject to PS/95/00801/TPO. Address: Oakwood House, Chalk Road, Ifold, Loxwood, RH14 0UE. **No Comment.**

f. PS/19/00782/FUL. Proposal: Replacement of a mobile home with 1 no. new dwelling. Address: Camperdown, The Lane, Ifold, Loxwood, RH14 0UL. **No Comment.**

C/19/063	<p>Planning: Appeals and Enforcement <u>Enforcement</u></p> <p>1. Haycroft, Plaistow Road, Ifold: A 1.2m closeboard fence has been erected on the road front without planning consent. Fencing over 1m high on the highway requires planning permission. The matter will be reported to Planning Enforcement.</p> <p>2. 1 Pound Cottages, Shillinglee Road GU84SZ1: the erection of a walland brick pillars without planning consent is to be report to CDCPlanning Enforcement.</p>	Clerk Cllr. Capsey
C/19/064	<p>To approve the Village Design Statement This matter was deferred until June’s meeting.</p>	
C/19/065	<p>Community seating maintenance and repair This matter was deferred until May’s meeting.</p>	
C/19/066	<p>New Homes Bonus (NHB) <u>a) Benches & retention of John Williams plaque</u> The two new benches were delivered on 26th March and were installed on 2nd April; one outside the Winterton Hall and the other at Nell Ball. Both benches have a First World War commemorative poppy back panel. The Parish Council extends its thanks to Mr King-Wilson who took delivery of the benches and stored them prior to fitting. The Parish Council resolved to affix the commemorative plaque to John Williams onto the new Winterton Hall bench; it will be polished in advance.</p> <p><u>b) 2019/20 NHB application deadline</u> The deadline for the 2019/20 NHB application as 29th July. The Parish Council can apply for up to £3,850.26.</p>	Clerk Clerk
C/19/067	<p>Winter / Emergency Plan This matter was deferred until June’s meeting.</p>	
C/19/068	<p>Outreach Post Office service extension to Ifold The Parish Council resolved to support the proposed extension of the ‘outreach’ Post Office Service to Ifold. The Parish Council will refer the organisers to the Kelsey Hall Management Committee for further discussions.</p>	Clerk
C/19/069	<p>Elections – welcomes and farewells There are eleven vacancies on the Parish Council and this election year we received eleven validly nominated candidates; therefore, each candidate will be declared to be elected as unopposed and it will not be necessary to hold an election. The Parish Council welcomes four new Councillors on 7th May: Mr David Brook, Mr Jamie King Wilson, Mr Matthew Hardman and Mr Nicholas Taylor.</p>	

The Parish Council extends its sincere gratitude to Cllr. Burrell (Chair) and Cllr. Haddad for their dedicated service to the Community.

A full review and update of Councillor information will be undertaken and published in due course. This will include ensuring all Councillors have a dedicated Parish Council email address. Clerk

The Parish Council resolved to instruct an IT specialist to change the Clerk's email from imap to a POP account. Clerk

C/19/070 IFRA Community Fun Day – 18/05/1919

This matter was deferred until May's meeting. However, the display boards have been booked and the Parish Council will promote projects requiring community engagement. The material can be re-used from the Annual Assembly. Clerk

C/19/071 Ifold Telephone Box Defibrillator project: Annual Assembly update

Defibrillator Community Training events

Hannah Alsbury-Morris, Team Leader of the Billingshurst Emergency Assistance Team (BEAT), has kindly offered to run two free basic life support and automated external defibrillator training sessions: Saturday 11th May 9.30am - 12.00pm, Kelsey Hall, Ifold – family session, children from 7 years positively encouraged to attend and Thursday 6th June 7.00pm - 9.30pm, Winterton Hall, Plaistow – adults only. These events were launched at the Annual Assembly and people have begun to sign up to attend. They have also been advertised in the Parish News and will be added to the Parish Council website, as well as the various community Facebook pages. Clerk

C/19/072 Correspondence

'Because We Care' proposed road closures

The route for the Carnival procession was chosen because of its relatively short length, with traffic management in mind and considering the availability of stewards and safety personnel. In addition to the decorated floats and, hopefully, a marching band, the procession will include Classic Cars. The cars will assemble at (or near) Kelsey Hall, Ifold and then drive a counter clockwise circuit around Ifold Estate before meeting up with the Carnival procession. Specific road closure information will be made available on the Parish Council website once details are known. Clerk

Due to a feeling of lack of information regarding the 'Because we Care' event, the Parish Council resolved to invite the Revd Pauline Lucas to a Parish Council meeting to update the Council on the event. The Parish Council is supportive of the community event and wishes to support organisers. Clerk

C/19/073 **Items for information or inclusion on a future agenda**

None specified.

C/19/074 **Date of next meeting**

The Annual Parish Council Meeting will be held on 14th May 2019 at 7:30pm, Kelsey Hall, Ifold.

There being no further business, the Chairman closed the meeting at 10:00pm.