



MINUTES of Plaistow and Ifold Parish Council Meeting held on **Tuesday 18th November 2014** in Kelsey Hall, Ifold.

Present: Sara Burrell (Chairman); Stuart East; Ronnie Perrin; Sallie Baker; Vivien Forwood; David Ribbens; Sophie Capsey; Françoise Lillywhite; Phil Colmer, David Lugton (part) Beverley Weddell (Clerk)

West Sussex County Councillor Janet Duncton, Chichester District Councillors Philippa Hardwick and Nick Thomas and 7 members of the public were in attendance.

Apologies: Apologies had been received from Nick Whitehouse

| | | ACTION |
|-----------------|---|---------------|
| C/080/14 | Public Questions Residents would make representations under C/086/14 b). | |
| C/081/14 | Declarations of Members' Interests There were no declarations of interest relating to agenda items. | |
| C/082/14 | Minutes The minutes of the meeting held on the 23 rd September 2014 were approved as a correct record of the meeting. | |
| C/083/14 | Co-option of Member to fill a Casual Vacancy The Clerk had received one application for co-option onto the Parish Council. Proposed by Mrs Burrell, seconded by Mr East and agreed unanimously, Mr Phil Colmer was co-opted onto the Parish Council. Mr Colmer signed the declaration of acceptance of office. | |
| C/084/14 | Appointment of Members to Committees Following John Kirby's resignation, there were vacancies on the Planning and Finance Committees. Proposed by Mrs Perrin and seconded by Mr Lugton, it was agreed that Mrs Capsey would become a member of the Planning Committee. Proposed by Mr Ribbens and seconded by Mr Lugton, it was agreed that Mr Colmer would become a member of the Finance Committee. | |
| C/085/14 | Chairman's Report The Chairman welcomed Beverley Weddell as the new Clerk. One important issue in the parish is a 30 year history of poor drainage, particularly in the Ifold area, exacerbated by the increasing number of housing developments. The Clerk had experience of these issues in Loxwood and Alfold and had taken this on board. | |

Plaistow and Kirdford Primary School had asked whether they could use the village green for a summer fete in 2015. This was approved, subject to the school having a back-up plan in the event of bad weather. It was noted that they would also need to apply to the National Trust for permission and to WSCC Highways if they wished to close the road.

The issue of the potential impact possible large-scale development in Chiddingfold could have on Chiddingfold Surgery was discussed. Many residents use Chiddingfold Surgery and it was suggested they should write to Waverley Borough Council with their concerns in response to any large planning applications.

The owner of the Old Post Office had contacted the Chairman to say that the boundary hedge needs cutting. It was noted that the Parish Council is not responsible for any hedge-cutting in the parish and that it is probably the responsibility of the National Trust. The owner of the Old Post Office would be advised accordingly.

Residents had contacted the Chairman about speeding traffic, particularly in Ifold, and this would be discussed later in the meeting.

C/086/14

Reports from County and District Councillors

a) West Sussex County Councillor, Mrs Janet Duncton, reported that the county now has a full complement of chief officers.

It had been decided that additional funds would be given to children in care to give them the opportunity for short breaks, and also money for young people leaving care to help them when they go into further education. The council is trying to identify carers in the county, particularly those who are young children so that they can be offered support.

Mrs Duncton informed the meeting about the West Sussex County Council Credit Union, which will offer loans at reasonable rates of interest for residents in need and that people should be discouraged from going to pay day loan companies.

An Environmental meeting was due to be held the following day, which would include consideration of plans for Gatwick Airport.

Mrs Duncton had been working on Dementia awareness, with a lot of help and information being available for people with dementia, and trying to get towns, shops and businesses more dementia aware.

Mrs Duncton explained the situation and rationale following the recent decision to replace one of the fire tenders at Petworth with a Land Rover. The decision was made after full consultation with the fire brigade and the situation would be monitored throughout the year

b) Chichester District Councillor, Mrs Philippa Hardwick, had sent her report, which is appended to these minutes. The parish council's concerns regarding the planning process were discussed and a meeting between the parish council and CDC had been arranged. Mr East requested that CDC enforce the requirement for a scale bar to be provided on all plans for an application to be validated. The Clerk requested that she be sent copies of the agenda pack for planning meetings.

C/087/14

Updates:-

a) Neighbourhood Plan. Mrs Lillywhite advised that the next Neighbourhood Plan meeting would be held on 26th November. Christine Gibson-Pierce had volunteered to project manage the work and was helping to pull everything together.

b) Crouchlands planning and enforcement. Mrs Burrell updated the meeting regarding the Crouchlands application to WSCC for the upgrade of the anaerobic digester. The residents' action group had produced a comprehensive and very valid response to the ecology report and the Chairman would produce a response to support their letter. The application is due to be considered by WSCC Planning Committee on 13th January. A member of the public commented on inaccuracies and discrepancies in the application documents and this will be followed up. Mr King-Wilson provided information regarding effluent run-off getting into the stream that feeds into Whithurst Park; the information would be forwarded to the Environment Agency and also Andrew Tyrie MP, who had been very helpful.

At 20:50 Mr Lugton left the meeting.

Regarding the two mobile homes that should be removed from the Crouchlands site, CDC had advised that they would not take enforcement action as it would be considered premature whilst the WSCC planning application was being considered. The WSCC Planning Officer was aware there was an AD worker in occupation that hadn't formed part of the current application. The garage constructed without permission at Hardnips Barn was under investigation. The issue of gates being erected on rights of way was being dealt with by WSCC.

c) Community Right to Buy. Regarding Oak Tree Stores, it was understood the lock-up premises were being marketed. The parish council had been given an option of 6 weeks in order to make an offer on the lock-up shop premises, however the Chairman had responded that this should be marketed first. The best option would be for the shop to be run as a commercial business and the community would only step in if that option failed. It was agreed that the list of Community Assets would be reviewed at the next meeting.

Clerk/Mrs Baker

d) Winter Plan. Mr Whitehouse had updated the winter plan. There was no information regarding the salt bag and bin audit. David Smith had agreed to carry out snow clearance and the Clerk would ask him to provide details of his insurance cover. The list of volunteers would need to be updated. Mr Ribbens would provide details of Durfold Wood Residents Association. When complete, the plan would be uploaded to the website.

Clerk

e) Cricket Club closure and transfer of assets. The Chairman advised that she is dealing with the legal side of the transfer but this was unlikely to be finalised before the start of the next financial year. Regarding insurance, the parish council had already agreed to insure the pavilion but this could not be implemented until ownership has been transferred. In the meantime, the Cricket Club would need to take out a simple insurance policy.

C/088/14

Highway Matters

a) Matters to be reported by members. Mary-Ann Edwards, the WSCC rights of way officer, had emailed to advise that she would be visiting the parish. Mrs Perrin was liaising with her and would let members know when she would be visiting.

Mrs Perrin

Mr East reported that the Scouts had approached the parish council to request a grant to help repair damage to the road outside the Scout hut, which is a Highways issue.

There are hedges in the parish that need to be cut back on certain private properties where they encroach onto footpaths. Mr East would forward details to the Clerk for her to pursue.

Mr Ribbens reported that pothole repairs had been carried out on Dunsfold Road recently, however the stretch between Durfold Wood and Dungate was still in need of repair. The Clerk would report to WSCC Highways.

There is an issue with drainage on Loxwood Road heading to Loxwood playing fields on the opposite of the road to Oak Tree stores. Water doesn't go into the ditch and instead lies on the road and creates a hazard when it freezes. A resident was monitoring the situation.

Two residents had recently contacted the Chairman regarding speed limits in Ifold main road, to reduce this from 40 to 30 mph to extend the limit in Rickmans Lane to the Plaistow village boundary. It was noted that road traffic speed was a significant issue raised in the Neighbourhood Plan consultation. The process to achieve these speed limit changes will be investigated by the Chairman and Clerk and will require the support of Councillor Janet Dunton. This item links with c) below to put in place measures to reduce speed through Ifold.

b) Progress on matters previously reported. There was nothing to report.

c) WSCC Quick Fix Fund. The Chairman advised that up to £5000 is available to fund projects in the current financial aimed at improving highways in the local area. The Clerk would contact Mike Dare and Fiona Baker to try and progress improved signage with 'gates' at each end of Ifold.

C/089/14

Playground Inspections and Maintenance

Regular playground inspections had previously been carried out by Mr Kirby and Mr East. It was agreed that Mrs Lillywhite and Mrs Capsey would take on this responsibility.

C/090/14

Accounts for payment

There were no payments to report.

C/091/14

Urgent Financial Matters

There was nothing to report.

C/092/14

Correspondence

A resident had written to ask if the parish council would consider organising a village bonfire night. It was discussed and noted that this had become financially unviable since Lord Sterling had ceased funding of the fireworks.

A resident had written to ask if he could be included on the parish email list. There is currently no parish held email list and was agreed the Clerk would develop this.

Clerk/Mr East

Clerk

Chairman/ Clerk

Clerk

Clerk

C/093/14 **Items for information or inclusion on a future agenda**

Gatwick second runway consultation, noticeboards and emergency plan would be included on the next agenda.

The Clerk was asked to order the Christmas trees for the Plaistow and Ifold village shops, as in previous years.

Clerk

C/094/13 **Next meeting**

Wednesday 20th January 2015, 7.30pm at Winterton Hall

There being no further business, the Chairman closed the meeting at 22:00

Cllr. Philippa Hardwick Chichester District Council

Report to Plaistow Ward November 2014

Contact: pawardwick@chichester.gov.uk
01428 661 866

Parish Elections 2015

(Update provided by officers at the October All Parishes meeting)

Parish Election on 7 May 2015. Will count votes on 8 May 2015 (due to clash with general election)
If there are not enough candidates or just enough they will be elected without contest. Managed by the Elections Team. It will be a busy time. CDC will be writing to clerks nearer the event
The cost is borne by the parish.

Key Information

To become a PC you must:

- Be over 18
- A British citizen, or a citizen of the Irish Republic, the Commonwealth or another member state of the European Union

You must also have one of the following 4 qualifications:

- You are a registered local government elector in the Parish Ward, both on the day you are nominated and election day; or
- you have occupied, as owner or tenant, any land or premises in the Parish Ward during the whole of the 12 months before the day you are nominated and election day; or
- you have had your principal or only place of work in the Parish Ward during the whole of the 12 months before the day you are nominated and election day; or
- you have during the whole of the period of the 12 months resided in the Parish Ward or within 4.8 kilometres (3 miles) of it

Key Information

- You CANNOT stand for election as a Parish Councillor if:
 - you are employed by or hold a paid office under the Parish Council (including joint boards or committees); or
 - you are the subject of a bankruptcy restrictions order; or
 - you have been sentenced to a term of imprisonment of three months or more (including a suspended sentence) without the option of a fine, during the five years before the day of election; or
 - you have been disqualified under Part III of the Representation of the People Act 1983 or under the Audit Commission Act 1998

Changes Since 2011 Elections

All nomination papers must now be delivered by hand

If a candidate wishes to withdraw they must do by close of nomination

SALC advice re Elections 2015 (from Trevor Leggo, delivered at All Parishes)

- Do you expect to attract sufficient candidates ? If not what are the problems?
- Do those living in your community know what you do for them ?
- How do they find out, how does your council proclaim its successes and achievements ? Do you monitor 'hits' on your website ? Do you know if the Newsletter is actually read ?
- Does the media show interest in your meetings ? Do you issue press releases ?
- Across Sussex with 250 town & parish councils SALC only had 35 contested elections in 2011
- (In Surrey there were also very few contested elections, one parish Tandridge had no candidates at all and others so few that the DC /BC stepped in to enable those councils to become quorate and co-opt.)
- In Sussex SALC had four councils inquorate requiring the DC to use its reserve powers. What steps can we take to ensure this does not happen in 2015?

- *If your community is planning an event such as a Christmas bazaar, would you like to have SALC present with promotional material? Do you have any good ideas that might work in your community ?*

Purdah

- *Purdah is the name given to the 6 week period leading up to an election when political parties agree not to launch new initiatives or the ruling group refers to its successes to try to influence voters.*
- *During this time officers in councils keep a low profile and avoid controversial statements.*
- *It is a convention and cannot be enforced in law.*
- *Does it apply to town and parish councils ? – It is a voluntary code aimed at political groups and whilst the spirit of purdah could be applied in town councils where politics plays a part, it is hard to see it being applied within parish councils where all councillors are Independent.*

Chichester Local Plan Examination Hearings (revised dates)

During the examination hearing on 8 October the Inspector indicated that she had not seen up to date evidence to justify the District Council's proposed housing figure of 410 homes per annum over the 15 year plan period. The Inspector asked whether the Council wished to initiate an audit of the evidence to demonstrate how constraints had led it to arrive at the 410 figure. The Inspector clarified that the review of the evidence should consider all potential sites and all potential ways to deliver housing within the plan area and may involve updating or augmenting the evidence base, rather than just an audit. In particular the Inspector asked the Council to ensure that the link between the information in the Strategic Housing Land Availability Assessment and the Settlement Capacity Profiles is clear and to refresh the Settlement Capacity Profiles if necessary.

Full revised timetable, agenda and lists of attendees can be found at <http://www.chichester.gov.uk/CHttpHandler.ashx?id=22299&p=0>

Sitting days start at 10am and are in Committee rooms at EPH

Note in particular:

Thursday 6th November, 2014

Matter 8: Other area specific policies/ strategies – Policies 10/14/20/24

Matter 9: The Environment

Friday 7th November, 2014

Matter 10: Infrastructure Policies 8/9/12/ Map 12.3/IDP

Tuesday 2nd December, 2014 (Re-Run)

Matter 5: Housing supply Policy 4

This will be the revisit following the Inspectors' request (see summary above) for a review of the evidence of: the objectively assessed need, housing provision and 5 year housing supply.

Wednesday 3rd December, 2014

Matter 7A: Parish Housing Sites Policies 5/6

Parish Housing Sites

1 Are the indicative numbers for the Parish Housing Sites based on robust and up to date evidence?

2 Are neighbourhood plans or a Site Allocations Plan capable of delivering housing in the parishes in accordance with the housing trajectory

3 Does the Plan provide a clear strategy for managing and monitoring housing development and delivery in the Parishes?

4 What is the justification for the threshold of 6 dwellings for reducing the requirement for additional housing in a Parish?

5 What is the relationship between the FAD (Facilitating Appropriate Development) Study Oct 2012 and the neighbourhood plans? Is there a clear definition/cut off mechanism for recording development brought

SDNP Local Plan timetable

- Feb-April 2014 - Options Consultation
- May 2015 Preferred Options and Draft CIL Charging Schedule
- Mid 2016 - Pre-submission' publication
- Late 2016 - Formal submission to Secretary of State – Inspector appointed & examination commences
- Early 2017 - Public hearing
- Mid 2017 - Adoption

Options Consultation

159 overall respondents to Local Plan and 39 responses on CIL
SDNPA has initially considered responses – reported to full NPA
Responses will be taken into account in drafting Preferred Options
SDNP Local Plan will be 'landscape-led' but recognise importance of meeting local needs, where possible

Contact SDNPA Planning Policy on 01730 819280 or planningpolicy@southdowns.gov.uk

Review of size of Chichester District Council

A Task and Finish Group has been set up to develop a proposal on the future size of the Council (number of councillors). This group will carry out an electoral review and will present its findings to the CDC Council in March 2015. Following this meeting we will make recommendations on council size to the Local Government Boundary Commission for England (LGBCE) based on an analysis of how we are likely to work in the future.

Proposed CIL charges

Residential (North of the District) *£200m2
(Contact Planning Dept for further clarification)

Midhurst South Pond

Contractors have started work at South Pond Midhurst including dredging a central channel to improve water flow and the creation of reed beds and marginal planting to improve biodiversity. The bulk of the work will be completed by December with planting to follow in the Spring. This is a partnership project between CDC, the South Pond Group and South Downs National Park Authority.

New council website

A new website went live on Sunday 26 October – we hope you notice the improvements.

Update JR/Neighbourhood Planning Loxwood

The consent order concluding the judicial review of the Loxwood Neighbourhood Plan process has been signed. The plan has now been the subject of a screening opinion which has determined that a strategic environmental assessment is not required and the plan is at the submission consultation stage again. A new Neighbourhood Planning Officer, Valerie Dobson, is due to start work with the Council on the 17 November 2014.