



**MINUTES** of Plaistow and Ifold Parish Council Annual Meeting held on **Wednesday 26<sup>th</sup> May 2016**, in Winterton Hall, Plaistow.

**Present:** Sara Burrell (Chairman); Sophie Capsey; Alan Dormon; Vivien Forwood; Paul Jordan; David Ribbens; Paul Reynolds; Nick Whitehouse; Beverley Weddell (Clerk)

West Sussex County Councillor Janet Duncton and 22 members of the public were in attendance.

**Apologies:** Apologies had been received from Sallie Baker, Phil Colmer and Cllr Denise Knightley.

## ACTION

- C/16/044 Election of Chairman for the ensuing year**  
Proposed by Mr Ribbens, seconded by Mrs Capsey and agreed unanimously, Mrs Burrell was elected Chairman of the council for the ensuing year. Mrs Burrell signed the declaration of acceptance of office and took the chair.
- C/16/045 Election of Vice Chairman for the ensuing year**  
Proposed by Mr Ribbens, seconded by Mrs Capsey and agreed unanimously, Mrs Baker was elected Vice Chairman for the ensuing year.
- C/16/046 Declarations of Interest**  
Mr Ribbens declared a pecuniary interest relating to the Shortlands site for consideration in the Neighbourhood Plan due to being a director of Durfold Wood Ltd.  
Mrs Capsey declared a personal interest relating to the Shortlands site.
- C/16/047 Representations from Members of the Public**  
A member of the public commented that the Oak Tree outside Oak Tree Stores in Ifold is affected by fungus. The Chairman said that the tree is within the land ownership of the shop premises and the parish council could only monitor the situation. Cllr Knightley had raised the matter of a TPO with CDC.
- C/16/048 Minutes**  
The minutes of the meeting held on the 15<sup>th</sup> March 2016 were approved as a correct record of the meeting.
- C/16/049 Chairman's Annual Report**  
The Chairman reported that the year had been dominated by two principal matters, the first being the Crouchland Biogas unauthorised development, which had taken up a considerable amount of time and financial resources. The parish council had instructed solicitors and a barrister, running through to the recent hearing relating to the appeal for the Certificate of Lawful

Use; the parish council was looking ahead to the planning inquiry due in September.

The second matter has been the Neighbourhood Plan, with two successful consultation days held in January and February, which looked at housing need, sites proposed for housing and picking up other evidence needed for the plan.

The Cricket Club had ceased to run and the parish council had taken over its assets. The parish council had tried to encourage reformation of the club or the use of the facilities as an outreach facility for neighbouring clubs but this had proved not to be possible. The parish council would welcome the resurrection of a cricket club if anyone in the village was prepared to take it on.

The parish council had continued to fulfil its commitments such as looking after the pond, green and play area, and also continuing with the commitment to reduce speed limits through Ifold and extend speed limits on either side of Plaistow.

The Clerk had produced a new website, which is regularly updated with lots of information to hopefully keep residents better up to date. She was also keen to start an email circulation list as a good way of communicating with residents.

Looking to the future, the parish council hoped to complete the Neighbourhood Plan this year if possible and will be looking to move forward with a draft plan in the autumn, which would go out to consultation. It is a very thorough process, having to go to a planning inspector to approve before going to a referendum so that all residents on the electoral register would have an opportunity to vote.

There are still issues with surface water drainage and sewage in Ifold, which the parish council will be pursuing actively as well.

Finally, Sara gave thanks to the councillors and also to Beverley, who work diligently to keep the parish on track.

#### **C/16/050**

##### **Reports from County and District Councillors**

Cllr Duncton reported that WSCC is talking to Kent County Council regarding asylum seekers as Kent are struggling with the large number of unaccompanied children coming in; WSCC may take sixteen. WSCC was also talking with Surrey and East Sussex County Councils with an eye to devolution. There were a couple of stumbling blocks, one being that the counties did not want an elected mayor, which was one of the government requirements. What is required is money for infrastructure projects.

The poor condition of the road surface on Dunsfold Road near Durfold Wood was reported to Cllr Duncton, along with the damaged sign on Rickmans Lane junction with Foxbridge Lane.

#### **C/16/051**

##### **Neighbourhood Plan**

a) Appointment of Colin Smith.

It was agreed unanimously that the appointment of Colin Smith as Neighbourhood Plan consultant be confirmed. 30 days' consultation work had been agreed and the parish council will be kept updated re the hours being expended. Initially Colin will review the evidence base and then

move forward with report writing. There is a secure timetable with dates in place and the steering group will report back to the parish council, who have the ultimate decision about what is contained in the report. It is intended to an informal draft to be presented by the end of July. The neighbourhood plan has to sit within the Local Plan and has to be approved by CDC. There will be a formal consultation process, which it was hoped would be in early autumn with consultation days and opportunities for the public to feedback with any concerns or issues.

b) Site Allocations.

A proposal by the Neighbourhood Plan Steering Group recommending two sites for inclusion in the Draft Neighbourhood Plan had been circulated prior to the meeting and made available on the parish council website. The recommended sites were Land Adjacent to Todhurst, The Street, Plaistow and Little Springfield Farm (Brownfield), Plaistow Road, Ifold. The parish council needed to consider the principle of development of those sites to provide the required 10 units allocated in CDC's Local Plan.

The meeting opened to the public for comments before the parish council considered the proposal.

Members of the public expressed objections and concerns regarding the potential allocation of Land Adjacent to Todhurst, which are summarised as follows:

Parking and access issues. As access to the site would be via Nell Ball, additional housing would impact on the existing parking and access problems.

Allocating all the affordable housing in one corner of the parish, thereby creating a 'ghetto'.

Loss of green space.

Promises made by developers in the past regarding provision of parking had not come to fruition.

Mrs Capsey stated that land adjacent to the Todhurst site is designated Ancient Woodland, which also applies to the Little Springfield site.

The Chairman responded to these concerns by saying that development could be used to solve the existing parking and access issues by creating new parking. Regarding affordable housing, the Chairman explained that the neighbourhood plan and the housing allocation would be required to meet the identified need and that there was an identified need for affordable housing. Due to the remoteness of the Ifold site the Plaistow site was considered more sustainable and more appropriate for affordable housing. However, the possibility of providing some of the affordable housing provision at the Ifold site would be considered. Regarding the loss of green space, the Chairman explained that the remainder of the site not taken up by housing would be secured as recreational green space by way of a Section 106 legal agreement, as would any parking provision.

Members of the public queried why the Steering Group wasn't proposing the Shortlands site at Durfold Wood, Land Opposite the Green, Plaistow and Foxbridge Golf Club. The Chairman explained that the Shortlands and Foxbridge Golf Club sites were considered unsustainable against the

requirements of the CDC Local Plan and National Planning Policy Framework due to their location being distant from existing facilities. The site Land Opposite the Green was considered equally as sustainable as the Todhurst

site but due to its proximity to the green it would have more of an impact on the conservation area and existing character of the village centre.

Regarding the proposed allocation of the Little Springfield Brownfield site, the Chairman explained that this site had come forward after the consultation process in Jan/Feb because an appeal was in hand for three large units and the steering group had considered that the site was too small to delivered the number required for the plan. That appeal was dismissed, however, the planning inspector in his decision did confirm that the site was brownfield and that change of use to residential would not impact on employment; access was also considered acceptable from a Highways point of view. As a brownfield site, there is a strong presumption in favour of development. There had been strong support from residents for the application for three residential units and B8 use at that site was deemed inappropriate.

Proposed by Mr Ribbens, seconded by Mr Dorman, with six votes in favour, it was agreed that the NP Steering Group Site Allocation Proposals be approved subject to the deletion of the specification of the percentage of affordable housing at the Todhurst site. (Mrs Capsey and Mr Whitehouse abstained.)

**C/16/052 Confirmation of Asset Register and insurance quote for the ensuing year**

The asset register had been circulated prior to the meeting and was confirmed as correct. The insurance quote for the ensuing year was accepted.

**C/16/053 Composition of committees and individual areas of responsibility**

The following committees and individual areas of responsibility were agreed:

Planning & Open Spaces Committee:	Sara Burrell; Sallie Baker; Sophie Capsey; Vivien Forwood; David Ribbens; Paul Jordon
Finance Committee	Phil Colmer; Sara Burrell; David Ribbens; Paul Reynolds + VACANCY
Tree Warden	David Lugton
Footpaths/Rights of Way	Vivien Forwood; Alan Dormon
Plaistow Village Trust Representative	Sophie Capsey
Durfold Wood Residents Association	David Ribbens
Winterton Hall Management Comm Rep	Sallie Baker
Kelsey Hall Management Comm Rep	Phil Colmer (TBC)
Neighbourhood Watch/Police Liaison	Carolyn Mudford; Sophie Capsey
Highways	Nick Whitehouse. Winter Plan

Winter Plan	Nick Whitehouse
Playground	Sophie Capsey; Paul Reynolds; Sallie Baker
CDC North East Parishes Meetings	David Ribbens
WSSC Local Committee	Sara Burrell

**C/16/054**

**Updates:-**

a) Crouchland planning and enforcement. Regarding the application for a bespoke permit, the Environment Agency had advised that they are considering the public consultation and are consulting other authorities as suggested. Regarding the application for an Operator's Licence at Rosiers Farm, Mrs Capsey would draft a letter to Horsham District Council. There was nothing further to report.

b) Queen's 90<sup>th</sup> Birthday celebrations. Plans are progressing well for the event to take place on 12<sup>th</sup> June.

c) Flooding. The Clerk had been in the process of arranging a ditch walk with Graham Purvis of Southern Water, but he had since gone on extended leave. The Clerk would attend Loxwood's flood forum in June and try to rearrange with Southern Water representative at that meeting. There was a project underway in Alfold to redirect surface water from the sewers, which may be a possibility for Ifold if successful.

**C/16/055**

**Highway Matters**

a) Matters reported by Members. Mrs Capsey would report the poor condition of Foxbridge Lane again. The public were encouraged to report potholes via the Love West Sussex website.

b) Progress on matters previously reported. WSSC Highways had advised that the hedge along Loxwood Road, Ifold, opposite Oak Tree Stores to Ifoldhurst was the responsibility of the landowner.

**C/16/056**

**Financial Matters**

a) Accounts for payment:  
Payments were approved and receipts were noted. The attached Order for Payments was signed by the Chairman, one Councillor and the Clerk.

**C/16/057**

**Adoption of the Accounts and Balance Sheet for the year ending 31.3.16**

- a) The parish council approved the Annual Governance Statement, which was then signed by the Chairman and the Clerk.
- b) The parish council approved the Accounting Statements 2015/15 and gave approval for the Chairman and the Clerk to sign the Annual Return.

Peter Frost had carried out the internal audit and agreed the figures. He commented that the RBS software is still running some glitches which may resolve themselves moving into the new financial year. The Clerk will monitor and report back to RBS if necessary.

Clerk

**C/16/058**

**Correspondence**

- a) WSCC had written regarding a consultation of their Walking and Cycling Strategy. The Clerk would forward to Mr Dormon for review and draft response if required.
- b) Mr Mekitarian had written to offer free gas to heat the village halls. The Clerk had responded to advise that the parish council has no responsibility for running the village halls and gave him contact details for the management committees.

Clerk/A Dormon

**C/16/059**

**Planning**

CDC's website had been unavailable that day due to being updated, therefore it was not possible to consider the planning applications on the agenda as the documents couldn't be downloaded.

Planning updates: Mrs Capsey reported that the appeal for change of use at the Coach House, Shillinglee had been dismissed. Permission had been granted for B8 use at Quercus. The Chairman would consider a response to CDC regarding that decision.

S Burrell

**C/16/060**

**General Matters**

The Clerk confirmed that the parish council had nominated CAGNE to represent the parish council on the Gatwick Noise Management Board and commented that there should be four communities as representatives on the board instead of two. She reported, that four representatives had been agreed and these were APCAG, PAGNE, HWCAAG and GON.

**C/16/061**

**Next Meeting**

Tuesday 28<sup>th</sup> June, 7.30pm, Full Council at Winterton Hall

There being no further business, the Chairman closed the meeting at 22:25.

# Plaistow and Ifold Parish Council

Schedule of receipts and order for payments for May 2016

To be approved at the Parish Council meeting on 26/05/16

## RECEIPTS

<b>Payer:</b>	<b>Detail:</b>	<b>Amount:</b>
Loxwood Parish Council	Donation	£1500.00
Chichester DC	Precept 1 <sup>st</sup> instalment	£20425.00
HMRC	Income tax refund	£7730.41
	<b>Total</b>	<b>£29655.41</b>

## PAYMENTS

<b>Payee:</b>	<b>Detail:</b>	<b>Amount:</b>
Came & Company	Insurance renewal	£ 793.34
SSE Southern Electric	Pavilion electricity	£ 13.08
Gordon A Baker	Exterior decoration of pavilion	£ 973.25
West Sussex County Council	April payroll	£ 642.25
Jumblebee	Auction fee for Crouchland appeal	£ 121.75
Peter J Consultants	Internal Audit	£ 211.81
Sussex Land Services	April grasscutting	£ 377.24
B Weddell (ao.com)	Fridge for pavilion	£ 109.00
	<b>Total</b>	<b>£3241.72</b>

## EXPENDITURE TO BE RATIFIED – paid since last Parish Council Meeting:

<b>Payee:</b>	<b>Detail:</b>	<b>Amount:</b>
Dark Group Ltd	Domain renewal	£ 24.00
Sussex Land Services	March grasscutting	£ 377.24
C&S Printers	Queen's Birthday Party Banners	£ 60.00
Chichester DC	Litter bins	£ 78.62
	<b>Total</b>	<b>£ 539.86</b>

**Total receipts £29655.41**

**Total expenditure £3781.58**

Signed by Chairman: ..... Date: .....

Signed by Councillor: ..... Date: .....

Signed by Clerk/RFO: ..... Date: .....