



MINUTES of Plaistow and Ifold Parish Council Meeting held on **Tuesday 15th January 2019**, in Winterton Hall, Plaistow.

Present Sara Burrell (Chair); Paul Jordan; Sallie Baker; Souheil Haddad; Alan Pearson; Phil Colmer; Catherine Nutting (Clerk)
Cllr Peter Wilding and Cllr. Janet Duncton were in attendance and six members of the public.

Apologies Apologies for absence had been received from Paul Reynolds; David Ribbens; Nick Whitehouse; Sophie Capsey and Vivian Forwood.

C/19/001 **Declarations of Interest**
The Chair declared a pecuniary interest in planning application PS/19/00030/DOM, as her own personal submission and PS/18/03456/DOM as Agent. The Chair left the room when the applications were considered.

C/19/002 **Representations from Members of the Public**
A Member of the Public asked the Parish Council to consider replacing the damaged bench at Nell Ball. Another sought updates on Crouchland Farm and the Neighbourhood Plan. These matters were addressed within the meeting, at items 8 and 13 of the agenda.

C/19/003 **Minutes**
The minutes of the following meetings were approved as correct records and signed by the Chair:
Finance Steering Group, 6th November 2018
Full Parish Council Meeting, 20th November 2018
Planning Meeting, 18th December 2018

C/19/004 **Butterfly Conservation Project, Steve Wheatley**
Mr Wheatley was thanked for his presentation on the area's rare Wood White Butterfly, prior to the start of the meeting. A summary of Mr Wheatley's presentation will be available on the Parish Council's website. The Parish Council unanimously agreed to work with Butterfly Conservation to deliver a comprehensive conservation project to increase the numbers of Wood White Butterfly within the Parish by creating around 3kms of new habitat. The project is dependent upon Butterfly Conservation's successful application to the Heritage Lottery Fund for financial backing. The Parish Council resolved to write in support of their application and

the award will be known within approximately two months.

C/19/005

Chairman's Report

The Chair, along with Cllr. Baker and the Clerk attended part one of WSCC's 'What If' Resilience and Emergencies training on 9th January 2019, which was hosted by Kirdford Parish Council. The second part will take place on 13th February. The training programme focuses on the ways local communities can support themselves in the event of an emergency; for example, identifying those with valuable skill-sets and resources as well as those in need of support. The Parish has a Winter Plan that needs to be updated and expanded upon to include an emergency strategy. This matter will be added to the agenda of another meeting.

The Chair formally accepted Cllr. Baker's resignation and thanked her for 8 years of dedicated and diligent service on the Parish Council.

C/19/006

Reports from County and District Councillors

Cllr. Janet Dunton endorsed the 'What If' Resilience and Emergency training. Cllr. Dunton chairs a Working Group, which aims to identify the obstacles to standing for election and make positive changes; for example, improving the poor disabled access at County Hall and introducing flexible working hours. The Peer Review results were published in November 2018, which were generally positive although some improvements are needed. WSCC is required to find £146 million savings over the next 3 years. The first Scrutiny Committee meeting was held on 14th January 2019.

Cllr. Peter Wilding confirmed that Highways England have rejected the proposed improvements to the A27. A meeting between the Leaders of CDC, WSCC, Chichester MP Gillian Keegan and Highways England is scheduled for 25th January to consider the options going forward. CDC can balance the five-year budget without imposing major cuts to public services. However, their revenue stream from Planning and Carparks is reduced. CDC have embarked on a major commercial premises' refurbishment project at St James' Industrial Estate, which will create jobs. CDC has a new Homeless initiative. The District Council has purchased premises to be converted into seventeen one-bedroom flats for the homeless in a £2 million refurbishment project.

The Parish Council asked Cllr. Wilding to find out why the Neighbourhood Plan (NP) is still delayed, when it was lodged with CDC on 31st August 2018. The Chair gave an overview of the history. In December 2018, the Chair received email confirmation that the CDC Neighbourhood Planning Officer would now be dealing with our the Neighbourhood plan, prior to this, it had been handed to a South Downs National Park Officer to take forward following a service level

agreement. To date, CDC have attributed the delay to lack of staff and the need to obtain independent legal advice on the impact of the Sweetman Judgement on Neighbourhood Plans generally.

The Parish Council asked Cllr. Wilding to put pressure on CDC's Neighbourhood Planning department to allocate sufficient resources to move our NP to the Regulation 16 stage, a further 6-week consultation. The Parish Council has no legal recourse to compel CDC to progress our NP. Cllr. Wilding was informed that Residents and Councillors are disillusioned by the process, which is taking an unreasonable amount of time. The Chair will provide Cllr. Wilding with an outline of the full situation.

Chair

C/19/007

Updates

a) Crouchland planning and enforcement

Crouchland Farm remains in Administration, although mixed messages have been circulating regarding the possible sale of the land. The situation with Lagoon 3 remains unchanged and a major concern for the Parish Council. Members of the community have monitored the site and ascertained that no daily inspections are taking place. Subsequent to the publication of the Atkins Report, the foot paths around the lagoon have been closed for safety reasons. The Environment Agency (EA) has stated that it is the Administrator's responsibility to provide an Emergency Plan.

The Parish Council continues to put pressure on the EA. Gillian Keegan, MP for Chichester and Nick Herbert, MP for Arundel and South Downs have been notified of the situation and asked to put pressure on the EA and the Administrators. The Parish Council will write directly to the Administrators with resident's concerns and reiterate that it is the responsibility of the Administrators/Land Owner to empty the lagoon and manage the risks.

Chair

b) Neighbourhood Plan (NP)

A Member of the Public asked for an update on the NP. The Parish Council re-confirmed the reasons given by CDC for the delay. The DPD site has not been cited as grounds for the delay. Although the DPD site does adjoin the settlement boundary the Parish Council considers that development of the DPD site can not comply with CDC's own local plan policies 1 and 33 regarding sustainability and new residential development and therefore it is questionable if the allocated housing number can be granted planning consent on this 0.4h site. In addition sewage disposal remains a major issue for any residential development in the Parish, as the Brewhurst Mill pumping station in Loxwood is at capacity and unlikely to be upgraded for 7 years. It was noted that the 100+ houses of windfall development in Ifold over the last 10 years has not been taken into consideration in relation to impact on infrastructure.

c) Flooding & Drainage

Southern Water has been in contact with the Parish Council and has

been furnished with maps which illustrates the culvert in The Drive, Ifold and identifies the flooding 'hotspots'.

d) Notice Board Doors

The estimate of £292.50 to fit a weather-proof rubber seal and glass doors on the Notice Board at Kelsey Hall was approved. The cost will be met from the New Home's Bonus grant from CDC.

e) Plaistow Pond

Tree surgery works on the Alder stumps along the roadside bank of the pond were approved. The works will begin on 4th April 2019. The cost is £412.50 exc. VAT. Any regrowth will need to be cut back in the Autumn to assist total eradication.

C/19/008

Highway Matters

a) Matters to be reported by members

No matters were raised at the meeting.

b) To note progress on matters previously reported

1. It was confirmed that the red reflector posts situated in contravention of the Highway Code are along the **right** side of Plaistow Road when traveling through Ifold in the direction of Plaistow. The reflectors should be white. The properties will be identified and reported to WSCC Highways.

Cllr. Capsey
Clerk

2. The Chair thanked Mr King-Wilson for cleaning the interior of the bus stop at Chalk Road, Ifold and making improvements to avoid future flooding, as well as installing a seat.

c) Plaistow Road Speed Limit

SW Transport Planning Ltd has been instructed to prepare an annotated scheme plan that highlights hazards along Plaistow Road, Ifold where signs and other safety features should be positioned to complement the proposed 30mph zone. This work is necessary to counter the police's objections to reduce the speed limit from 40mph to 30mph. This project will dovetail with the Safer Bus Stop initiative (see below).

Cllr. Pearson
Clerk

d) Road Traffic Collision on 2nd June 2018

On 29th October 2018 the Clerk wrote to the driver of the vehicle responsible for damaging the bench at Nell Ball asking for their insurance details in order to make a claim. The following response was received on 4th December: *"The incident around the bench is under investigation by my insurance as I was not at fault, as soon as it is settled I shall let you know."* The Clerk heard nothing further, so sent a further email on 7th January 2019, but has not received a reply. The Clerk will write again in stronger terms stating that the Parish Council will consider taking action to recover the

Clerk

costs against the driver personally if they fail to provide their insurance details.

e) Safer Bus Stop Initiative

WSCC have confirmed that they received the Parish's application for funding to improve the bus stops along the Plaistow Road, Ifold in July 2018. Funding may be available under the Strategic Transport Investment Programme (STIP). Not all applications will end up in the STIP and for those that are unsuccessful WSCC will advise how to take their schemes forward. The Parish will pursue this project, as the lack of safe bus stops in Ifold reduces the use of the school buses and the elderly's use of buses.

f) Highways safety issues:

1. Plaistow and Kirdford Primary School – The Chair will request a meeting between the School, Highways and the Parish Council to discuss ways to improve road safety within Plaistow at key drop off and collection times, as well as parking issues. This will dovetail with the Safer Bus Stop and Plaistow Road speed reduction initiatives.
2. Highways safety improvements – The Parish Council will seek to extend the 30mph limit on Rickmann's Lane to the village boundary by applying for a Traffic Regulation Order (TRO). Road safety and visibility along Dunsfold Road approach into Plaistow will be improved by the maintenance of trees and hedges. The Clerk will write to Landowners asking that they act to cut back the vegetation.

Clerk

C/19/009

Financial Matters

a) Accounts for Payment

The attached Order for Payments was approved and signed.

b) To approve Grant applications

The Parish Council has received Grant applications for 2019/2020. Councillors agreed that there should be an even distribution of funding. Councillors resolved to consider the Grant applications in closer detail during a finance steering group meeting in March and report back in the full Parish Council meeting on 12th March.

c) Website

This item was deferred to the February meeting.

d) To agree the Precept for 2019/20

The Parish Council unanimously resolved to maintain the Precept for 2019/2020 at its current level of £62,000. This will increase the Parish Council's reserves, which should be between 50% - 100% of the Precept. By 31/03/2020 the reserve levels will be £45,000. This level of Precept will allow the Parish Council to undertake projects,

such as the Safer Bus Stop initiative and implementing safety traffic calming features along Plaistow Road.

e) SSE Electric supply to Pavilion – expires 28th January 2019

The current contract with SSE, who supplies electricity to the Cricket pavilion, is due to expires on 28th February 2019. They have provided a renewal contract for 24 months for £176.11. The Parish Council unanimously agreed to renew the contract. Clerk

f) Battle's Over surplus use – engraving of Benches

Councillors unanimously resolved to spend the surplus CDC grant of £97.09 on engraving the two new benches with a geometric poppy design and inscription commemorating the Fallen. The cost is £79 per bench; the Parish Council resolved to pay the £60.91 difference. Clerk

g) Clerk Laptop

As approved, the Clerk purchased a new laptop for the Parish Council in November 2018 with 3 years of Microsoft Office 365 software. All the files and programmes will be transferred onto the new laptop.

h) To discuss other urgent financial matters, as appropriate

No matters were raised at this time.

C/19/010

To approve the Village Design Statement

This item was deferred to February's meeting.

C/19/011

Community Seating Survey

This item was deferred to February's meeting.

C/19/012

New Homes Bonus -Benches: Consider Nell Ball as location

Councillors agreed that Nell Ball must take priority as a location for one of the new benches. A resident sought the Parish Council's permission to plant a tree on the Nell Ball green, to provide shade to people sitting on the bench. The resident will fund the tree personally. The Parish Council consented with thanks, however stipulated that the tree should be native to the UK.

The damage to the Nell Ball sign will be reported to WSCC's Highways department. Clerk

C/19/013

Clerk's Training

The Clerk has a budget of £500 per year to spend on training. Councillors agreed that provided the cost of training does not exceed this agreed amount, the Clerk does not require Parish Council consent to book each specific training course. The Clerk will notify the Chair of courses booked for employer appraisal record keeping purposes. However, the Clerk must seek the

advanced approval of the Parish Council to exceed this budget.

The Clerk is booked onto the following training courses:

6th Feb – New Clerk’s Training

7th Feb – VAT training

14th Feb – Election training

Councillors resolved to approve a budget of £1,000 for Councillor training in 2019/2020.

C/19/014

CIL Project(s) – Ifold Telephone Box

This item was deferred to February’s meeting.

C/19/015

Gatwick Airport noise monitoring devise and land

Cllr. Haddad

This item was deferred to February’s meeting. However, in the interim a suitable public area within Ifold will be identified to situate the noise monitoring devise. Noise monitors will be allocated to successful Councils in February. Both the Kelsey Hall and Scout Hut were suggested as possible suitable locations. The management committees of both venues will be contacted to ascertain their agreement.

C/19/016

To receive list of recent planning decisions

List attached to these minutes.

C/19/017

To consider all new Planning Applications

After full consideration of the following applications, the parish council resolved to comment as follows:

(a) PS/18/03391/TPA Fell 1 no. English Oak (T1). Crown reduce by up to 2m (all round) and deadwood on 3 no. English Oak trees (T2-T4). Mistwood, 5 The Close, Ifold, Loxwood, RH14 0TP. **No Comment**

Sara Burrell left the meeting for the duration of the deliberations of the following planning applications:

(b) PS/19/00030/DOM. Two Bay garage. Burrells, Plaistow Road, Ifold, Loxwood, RH14 0TU. **No Comment**

(c) PS/18/03456/DOM. Single storey rear extension, new front dormer windows and re-pitching of garage roof. Hillview, The Ride, Ifold, Loxwood, RH14 0TF. **No Comment**

C/19/018

Planning: update re appeals and enforcement

Enforcement

(a) Update regarding the hardstanding area at Hardnips Barn, RH140LE.

The Parish Council resolved to write formally to CDC's Enforcement department to express its concerns that the hardstanding remains in situ and the matter has been formally closed. It is the view of the Parish Council that the ground of the former building should be returned to its natural state as it forms important understorey to the ancient woodland. Cllr. Wilding, The Woodland Trust and Sussex Wildlife will be copied into the correspondence. Clerk

(b) Rosslyn, Durfold Wood

The Parish Council will refer this matter to CDC's Enforcement department. The garage annex is being advertised for private rental contrary to planning conditions that it be used by close family members only. Clerk

Updates

Previously referred enforcement matters are moving forward. Affected properties will be invited to submit retrospective planning applications for consideration.

C/19/019

Correspondence

The Parish's Notice of Election will include the name and address of the Clerk as the person who will issue Nomination Documents to potential parish council candidates. Clerk

The Kelsey Hall committee advised the Parish Council that political posters regarding 'Brexit' had been displayed on the notice board. The Clerk advised the removal of the material, as the Parish Council is prohibited from publishing, or assisting the publication of, any material which in whole or part is designed to affect public support for a political party / campaign / point of view identifiable to a political party.

C/19/020

Items for information or inclusion on a future agenda

The following items will be included on the February meeting agenda:

Parish Council Website
All deferred items above
Velo South

C/19/021

Date of next meeting

The next Full Parish Council meeting will be held on Tuesday 12th February 2019, 7:30pm, Kelsey Hall, Ifold.

A Planning Meeting will be held on Tuesday 5th February 2019, 7:30pm, Kelsey Hall, Ifold.

A Finance Steering Group meeting will be held on Monday 4th March 2019 at 2:30pm (venue to be arranged). This is not a public meeting; however, the matters discussed will be presented at the meeting of the full Parish Council on 12th March 2019.

There being no further matters to consider, the Chair formally closed the meeting at 22:15.