



MINUTES of Plaistow and Ifold Parish Council Meeting held on **Tuesday 12th March 2019**, in Winterton Hall, Plaistow.

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

One (1) member of the public.

Apologies Cllr. Sophie Capsey; Cllr. Paul Reynolds; Cllr. Janet Duncton

C/19/029 **Declarations of Interest**
No pecuniary interests were declared.

C/19/030 **Representations from Members of the Public**
There were no representations from members of the public.

C/19/031 **Minutes**
The minutes of the following meeting were approved as a correct record and signed by the Chair:
Full Parish Council meeting, 12th February 2019

C/19/032 **Chairman's Report**
The Chairman's comments were addressed under their respective agenda headings.

C/19/033 **Reports from County and District Councillors**
Cllr. Duncton sent her apologies in advance of the meeting, due to her attendance at the Fire Service Conference.

Cllr. Wilding did not attend the meeting.

C/19/034 **Updates**
a) Crouchland Planning and Enforcement
On 27th February the Chairman, Cllr. Jordan and the Clerk attended a meeting with Mr Fairbanks Weston, Chairman of Artemis Land and Agriculture Limited (Artemis). Also present was Cllr. Ransley, Cllr. Wilding and Mr Bick, Chairman of Square1 Consulting Limited and advisor to Mr Fairbanks Western.
The proposals for the Crouchland site were set out, as per Artemis' response to CDC's Local Plan Review and include residential development, including a large country house and other executive

homes. Permission has subsequently been granted to publish their proposals document on the Parish Council's website. Full details can be found at page 9, 'The proposals and masterplan'.

Clerk

A site visit was undertaken and included lagoon 3. Mr Fairbanks Weston confirmed that they are completing daily inspection and removing surface water. Artemis had considered purchasing lagoon 3; however, the Environment Agency (EA) advised that they would not be immune from prosecution if an environmental disaster arose from their efforts to empty the lagoon. Artemis will seek certificates of lawfulness for all retained buildings.

Mr Fairbanks Weston is due to meet Diane Shepherd, CEO of CDC and Andrew Frost, Director of CDC's Planning and the Environment on 18th March to discuss Artemis' redevelopment proposals. Artemis would be prepared to enter into a s.106 agreement with CDC to empty the lagoon. Concern has been expressed by the community and Members of the Parish Council that inappropriate and excessive development should not be permitted at Crouchland Farm in order to fund the removal of the lagoon. The Parish Council will write to CDC, in advance of the meeting, setting out the Parish's position in relation to the proposals.

Chair

Land drainage works are in progress, including in the area of the rare medieval glass works; which was not discovered during the legal searches undertaken at the time of Artemis' purchase of the site.

Mr Luttmann-Johnson has notified the Parish Council that he will empty lagoon 3 over the next two years when the risks of runoff are minimised. He will then return the lagoon to field.

The Parish Council wrote to the EA on 19th February requesting the service of an anti-pollution works notice on Mr Luttmann - Johnson to carry out the immediate removal of the digestate in view of the serious concerns highlighted in the Engineers report. The EA's response cited Mr Luttmann – Johnson's responsibility to safely contain and dispose of the digestate within CDC's enforcement notice timescale, namely May 2021. They will offer advice and guidance, however they stated they do not have the remit nor resources to decommission lagoon 3 but will explore ways to protect the environment with interested parties.

b) Neighbourhood Plan (NP)

The Parish Council has written to Planning Minister Mr Kit Malthouse MP, Ministry of Housing Communities and Local Government to formally register a complaint regarding CDC's considerable delay in progressing our Neighbourhood Plan (NP) to Regulation 16 consultation and examination. The concern is that

the delay could result in evidence being deemed out of date. The Parish Council asked the Minister to intervene on our behalf.

CDC have adopted SA DPD at Land North of Little Springfield Farm. CDC and AECOM are updating the Neighbourhood Plan SEA for the accumulative impact of two sites of 11 units moving forward in the Parish. Clarification has been sort by CDC / AECOM concerning the Parish Councils intention with regard to Policy H1 of the NP allocation of Land Opposite the Green. The NP was drafted to try and avoid the situation of two sites going forward in the Parish, as set out in paragraph 1.16 of the Plan's Introduction.

The Parish Council resolved to write to CDC to confirm that the Neighbourhood Plan Examiner be asked to remove paragraph 1.16 from our NP, thereby maintaining Policy H1. The resolution was made on the basis that:

Chair

- i. The drawing up of Policy H1 was not found unsound by the Health Check inspector
- ii. The risk of withdrawing the Policy is that the site may still come forward for housing development in the future (due to point one above) but without Policy H1 to manage that development
- iii. The NP could face a legal challenge by the land owner if Policy H1 is withdrawn on the basis that the Parish Council / Community do not want to see over delivery on housing allocation.

c) Flooding& Drainage

Southern Water have advised the Parish Council that the culvert and attached overflow do not form part of the public surface water sewerage network. Therefore, Southern Water does not have a duty to maintain either moving forwards. They have previously maintained and undertaken works to the culvert in the mistaken belief that the culvert was Southern Water Services apparatus.

An Ifold resident has raised concerns with the Parish Council regarding localised flooding outside their property due to the ditch being partially blocked with silt and soil caused by the drainage ditch works at the junction of The Drive and The Ride. In addition, the vortex manhole at Oak Ways is not being maintained and this is causing flooding. The Parish Council resolved to write to Ifold Estates Ltd asking for these matters to be addressed, as they are responsible for the verges and ditches.

Clerk

The Parish Council understands that Ifold Estates Ltd is planning to make changes regarding surface water management and ditches. The Parish Council resolved to provided Ifold Estates Ltd with the paperwork in relation to the culvert.

Clerk

C/19/035

Highway Matters

a) Matters to be reported by members

1. Shillinglee Park Road, Plaistow: The road will be closed from the

junction of Shillinglee Road to Fisher Lane (Surrey) on 18th April, between 09:30 – 15:30.

The verge along Rickman's Lane, Plaistow has been damaged by the electrical work. The Parish Council resolved to write to the contractors to confirm that they will make good the damage. Clerk

b) Progress on matters previously reported

1. Road side reflector posts, Plaistow Road, Ifold: The following properties have been identified as having red reflector posts situated along the right side of the Plaistow Road, when traveling through Ifold in the direction of Plaistow. The correct orientation is to have the red reflector on the nearside (passenger side of your car) on approach. Timbercroft; Shenandoah; Robin Ridge; Old Oak House. The Parish Council resolved to notify WSCC's Highways department. Clerk

2. Dunsfold/Dungate Road & Shillinglee Road:

The potholes along Shillinglee Road, Dunsfold/Dungate Road and Common House Lane have been fully reported to WSCC and some repairs have been made.

3. Dungate Road ditches:

The ditches along Dunsfold/Dungate Road (Durfold Wood side) have been reported to WSCC as they need clearing due to the broken/blocked culvert under the road. A request has been made that WSCC notify the National Trust of the situation.

c) Plaistow Road Speed Limit & Safer Bus Stop Initiative

1. Community Speed Watch (CSW): The Parish Council has made initial enquiries with West Sussex Police regarding establishing a CSW along Plaistow Road, Ifold. The initiative's coordinator has provisionally said the road looks suitable; however, a site risk assessment visit would be required. If the Plaistow Road speed limit is successfully changed to 30mph, the CSW group would have to cease operation for 3 months to allow drivers time to adjust to the new speed limit. However, the advice is to progress the group set-up in the interim. The CSW group can be established via www.communityspeedwatch.org and needs 4-5 volunteers, who would receive initial on-line training. Stage 2 would include the site risk assessment and whole group training, provided by Sussex Police. The Parish Council resolved to publicise the CSW initiative and seek volunteers via an article in the Parish News magazine; at the Annual Assembly in April and through IFRA. Clerk

2. Funding Options: SW Transport Planning Ltd have prepared an annotated scheme plan detailing a range of signage, road markings and furniture along the proposed 30mph route. WSCC have reviewed the proposals and rejected many of the suggested measures. The Parish Council resolved to invite WSCC Highways to a site meeting with SW Transport Ltd to facilitate agreement which will allow positive progress of the TRO. The Parish Council has made Clerk

budgetary provision for the project in 2019/20, which includes applying for available funding via the New Homes Bonus scheme. Applying to the National Lottery for grant funding will be considered. The bus stops are WSCC's responsibility.

d) Road Traffic Collision on 2nd June 2018: update

On 19th February the driver of the vehicle advised that the incident is before the Court. Sussex Police confirmed that they are not involved and advised the Parish Council to contact our Insurance Company to pursue a claim. The driver's details were provided by the Police under s.170 Road Traffic Act 1988; this information can be used by the Parish Council's Insurance company to seek to recover the cost of replacing the bench and the excess fee from the driver's insurance company. Councillors resolved to pursue a claim to replace the bench, on the understanding that if they are unsuccessful at recovering the costs from the driver's insurance company, the claim will cost the Parish Council the excess fee and could have an impact on the annual premium.

The two New Home Bonus benches are scheduled for delivery week commencing 25th March. Their locations are Nell Ball and outside the Winterton Hall. A local resident will take receipt of the benches and store them, until arrangements are made with a contractor to secure them.

Clerk

Clerk

e) Highway safety issues:

1. Plaistow and Kirdford Primary School: update The School's Headmaster has agreed to a meeting with WSCC Highways and the Parish Council to discuss school traffic in Plaistow, road safety issues and school bus usage. The Parish Council resolved to incorporate this meeting with the proposed TRO signage/safer bus stops meeting as detailed at C/19/035 c)2 above.

2. Parking arrangements for Plaistow Improvements to the current Parking arrangements within the village will be addressed as part of the proposed meeting. The Parish Council resolved to work with the School to identify innovative ways to improve the issue for all residents, such as recruiting parents to 'police' parking outside the School. Increasing the use of the School bus will help to alleviate the problems. WSCC recognise that it is too dangerous for the children to walk along Plaistow Road and run the free service; however, the designated bus stops are as per the commercial service save the stop at Ifoldhurst.

3. Rickman's Lane speed limit/TRO: update

The Parish Council resolved to defer the application until the conclusion of the Plaistow Road TRO. This matter will be review in the Autumn.

4. Hedgerows / vegetation management: update The Parish Council has written to three landowners requesting that they cut their overgrown hedges, which are causing obstructions to the

highway in Plaistow along the Dunsfold Road, at the Nell Ball Corner; and a public footpath from The Drive, Ifold to the water meadows and Loxwood. Maintenance work has begun since receiving the Parish Council's letter.

C/19/036

Financial Matters

a) Accounts for Payment

The attached Order for Payments was approved and signed.

b) To approve 2019/20 Grant Payments

The Parish Council resolved to pay the grants, as set out in the appended Grant Application Summary Sheet. Payments will be made in September 2019; unless an organisation requires the money before this time for a specific reason. The grant funding total is more than previous years, due to the increased donation towards the Ifold Scout Hut improvements. The Parish Council resolved to notify Plaistow Youth Club that the grant funding is not be used for the Youth Worker salary and asks to be updated regarding the projects the money contributes towards.

Clerk

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

This matter was differed until the April meeting.

d) Website – Steering Group members and first meeting date

The Parish Council resolved that all Councillors will research other Parish Council websites and feed back to the Clerk their thoughts.

e) Rialtas Accounting Software training: update

The accounting software used by the Parish Council must go through a year end accounting process, before the new financial year's data can be added. This is also required for VAT reclaim purposes. The Clerk and Cllr. Colmer received on-site training to enable this process to be done 'in-house' in advance of 31st March. The Parish Council resolved to increase its system licence to allow up to 5 users.

Clerk

f) To discuss other urgent financial matters, as appropriate

No additional matters were discussed.

C/19/037

To receive list of recent planning decisions

The list is appended to these minutes.

C/19/038

To consider new Planning Applications

After full consideration of the following applications, the Parish Council resolved to comment as follows:

PS/19/00356/DOM. Erection of front first floor extension and rear ground floor extension with alterations and additions to fenestration. Oak Lodge, The Drive, Ifold, Loxwood, Billingshurst, West Sussex, RH14 OTD. **No Comment.**

PS/19/00393/PLD. Construction of ground floor single storey side extension with new water drainage connecting to current drainage. Oakwood House, Chalk Road, Ifold, Loxwood, RH14 OUE. **No**

Comment.

PS/19/00216/DOM. Removal of overgrown conifers and box hedge behind a willow fence and levelling of ground. Insertion of a closeboard fence behind the existing willow fence. Insertion of laurel bushes between the closeboard and willow fences. The Burrows, Plaistow Road, Ifold, Loxwood, RH14 0TU. **Letter of Comment appended to these minutes.**

PS/19/00416/LBC. Retention of the works to 2 no. windows in rear and side elevations. 2 Pond Cottages, Loxwood Road, Plaistow, Billingshurst, West Sussex, RH14 0PX. **No Comment.**

PS/19/00466/PA16A. Installation of a 17.5m high T-range pole, 1 no. tri-sector antenna, 3 no. antenna within shroud, 2 no. equipment cabinets and 1 no. electrical meter cabinet. Dunsfold Road, Plaistow, Billingshurst, West Sussex, RH14 0PH.

Plaistow and Ifold Parish Council make the following comment. The chosen location for the proposed installation is in a very rural area. Consequently, the impact upon the countryside will be significant. The Parish Council suggests that an alternative site is found, which reduces the dominance and intrusive nature of the installation upon the rural setting.

PS/19/00451/TPA. Crown reduce by 30% on 6 no. Oak trees. (T11, quoted as T14 TPO'd nos. T6), quoted as G12 x2 (TPO'd nos. T9 and T10) and quoted as G13 x2 (TPO'd nos. T7 and T8). All 6 no. trees subject to PS/90/00789/TPO. Hornbeam, Chalk Road, Ifold, Loxwood, Billingshurst, West Sussex, RH14 0UD.

Plaistow and Ifold Parish Council make the following comment. The Parish's Tree Warden has considered the application and would prefer a smaller 20-25% reduction in the crown; as 30% reductions can have a negative impact upon the shape of a tree.

PS/19/00479/DOM. Installation of fence on the South East boundary. Fairfield, Chalk Road, Ifold, Loxwood, RH14 0UA.

Plaistow and Ifold Parish Council respectfully request a condition requiring the retention and maintenance of the existing established Beech boarder hedging.

PS/19/00538/DOM. Proposed single storey extension. The Sett, The Drive, Ifold, Loxwood, RH14 0TE. **No Comment.**

PS/19/00449/DOM. Variation of Condition 2 pursuant to 09/03064/DOM to allow non-family use: "Erection of an oak framed 'barn style' building to provide two car ports and a bedsit for an elderly parent, with storage facility over. Two roof windows to provide natural light to storage. Three windows to provide natural light and ventilation to bedsit. External stair access to storage." Rosslyn Durfold Wood Plaistow RH14 0PN.

Plaistow and Ifold Parish Council object to the application on the grounds that a variation to the 'family member' condition could

allow the building to be occupied independently from the main residence and thus create a separate dwelling in the countryside against planning policy. This would set a precedent for future applications of this nature. Annex guest accommodation should remain ancillary to the main residence.

PS/19/00650/DOM. Erection of single-storey rear extension and alterations to fenestration on rear elevation. Silvertrees, The Drive, Ifold, RH14 OTD. **No Comment.**

C/19/039

Planning: Appeals and Enforcement

Appeals:

- a. Foxbridge Golf Club: The closing date for comments is 8th April. The Parish Council made no comment originally. The Applicant has made statements in their case regarding the Parish Councils position and for clarity the full minute of the PC meeting with the resolution will be submitted to PINS. Clerk
- b. Nell Ball Farm: The Parish Council commented upon the initial application; it was resolved to allow the Chair to review the statement of case and determine whether further representation is required. Chair

Enforcement:

- a. Willowtree farm, Plaistow Road, Kirdford: CDC Planning Enforcement became aware of this matter in 2015; however, the address is noted as 'land south of Costrongs Farm'. The Parish Council's enquiry has been transferred to file reference: PS/15/00029/CONAGR and added as a complainant. The 2 stables and agricultural barn have planning consent (PS/14/00435/FUL); however, the large motorhome is still subject to an investigation.
- b. Hardnips Barn, Crouchland Farm, Plaistow: An investigation file has been opened and the Parish Council will be updated in due course.
- c. Sunnysdene, The Drive, Ifold: The Parish Council resolved to report the erection of a 1.8m road frontage fence without a planning application. Clerk

The Parish Council have not been advised regarding successfully appealed planning applications. The Parish Council will ask CDC to notify us of decisions in the future. Clerk

C/19/040

To approve the Village Design Statement

This matter was deferred until April's meeting.

C/19/041

Community seating maintenance and repair

This matter was deferred until April's meeting.

C/19/042

Winter / Emergency Plan

This matter was deferred until April's meeting.

C/19/043

Elections – 2nd May 2019

The Clerk distributed Nomination Papers to those Councillors wishing to stand for election. The official Notice of Elections will be published on 19th March. The Clerk has submitted an article to the Parish Magazine advising how to become a Councillor and will produce information posters for circulation to increase awareness.

Clerk

C/19/044

Annual Parish Meeting/Annual Assembly – 16th April 2019

The meeting details are confirmed and the Assembly has been advertised in the Parish News magazine. The invited speakers are Chris Scott, WSCC's Emergency and Resilience Team advisor and BEAT. Refreshments will be provided. Display boards will be used to detail the various ongoing projects of the Parish Council and community feedback will be invited regarding the website, Ifold telephone box and emergency plan.

Clerk

C/19/045

Calor Rural Community Fund: Ifold Telephone Box vs Safer Bus Stop

Due to the tight deadline for grant applications and the requirement that the project be fully costed and ready to implement, the Parish Council resolved not to make an application.

CDC and WSCC have grant funding available and this will be looked into as a future option.

Clerk

C/19/046

Gatwick Airport noise monitoring devise and land

An Ifold resident has offered their garden as a suitable location for the noise monitoring devise. Gatwick has received the agreed lease document signed by the resident. The consultant will review the site and if approved the noise monitor should be installed in April/May.

C/19/047

Plaistow Church interior refurbishment: Because we Care event

This event has been organised by the Church to raise substantial funds for the reordering of Plaistow Church interior. The aim is to provide the whole community with a multipurpose space, with toilets and kitchen and a possible mezzanine floor. The weekend event is taking place on 20th-21stJuly. The Parish Council has offered to assist with applying for road closures.

C/19/048

Plaistow Pre-School Maypole Fete

The Parish Council resolved to allow Plaistow Pre-School use of the lower green, upper field and the cricket pavilion for their annual Maypole fete on Monday 6th May 2019.

C/19/049

Plaistow and Kirdford School Easter Egg hunt posters& Summer Fair

The Parish Council resolved to allow Plaistow and Kirdford School to display posters advertising their Easter Egg hunt at the Cricket Pavilion; Playground; Notice boards and pond.

Councillors also resolved to permit the use of the Village Green for the Summer Fair on 29th June.

C/19/050

Correspondence

Velo South: The Parish Council will closely consider WSCC's Major Events Protocol once it is published after May.

The Parish Council resolved to have a table at the IFRA Fun Day on 18th May.

The Parish Council has no plans to organise a community event to commemorate D.Day on 6th June.

Flooding 'hotspots' along Plaistow Road, due to poor ditch Clerk maintenance, will be reported to WSCC's Highways.

C/19/051

Items for information or inclusion on a future agenda

None specified.

C/19/052

Date of next meeting

Planning Meeting – 3rd April, 7:30pm, Kelsey Hall, Ifold

Annual Assembly – 16th April, 7:30pm Winterton Hall, Plaistow

Full Parish Council Meeting, to include planning applications where necessary - 23rd April, 7:30pm, Kelsey Hall, Ifold

There being no further business, the Chairman closed the meeting at 10:30pm.