



## CLERK'S REPORT

### BUSINESS TO BE TRANSACTED

<b>Number</b>	<b>Item</b>
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| 1. | <b>Apologies for absence &amp; housekeeping</b><br>Apologies have been received from Cllrs. Taylor, Bushell and Colmer. |
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The meeting will be recorded, via Zoom, for minute taking purposes and reference to the Rickman's Green Village presentation for those Members unable to attend the meeting.

2.	<b>Disclosure of interests</b>
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At the time of drafting this report, no disclosure of interests have been received from any Member. If a Member becomes aware of an interest in any agenda item, they must notify the meeting (either at the beginning of the meeting, or before the agenda item is discussed).

Members have a positive duty to consider the agenda and notify the meeting if they, or their Partner, have a Disclosable Pecuniary Interest (DPI), or other interest in any matter listed. If a Member, or their Partner, has a DPI, or any other interest, they are prohibited from participating in the discussion and/or voting. However, a Member can apply in writing to the Proper Officer (Clerk) for dispensation to participate and/or vote in the matter. It is a criminal offence for any Member to withhold disclosure of a DPI without reasonable excuse and/or participate in debate and/or voting (in the absence of dispensation from the Proper Officer).

3.	<b>Public Forum</b>
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On 27<sup>th</sup> June, the Parish Council was contacted by DLBP Ltd, on behalf of Artemis Land and Agriculture Ltd, regarding the proposals for 'Rickman's Green Village' at the Crouchlands Farm site. Please refer to the Parish Council's website to see a copy of this letter and further details – a dedicated webpage has been created to keep the public informed: <https://www.plaistowandifold-pc.gov.uk/crouchlands-farm-0>

In the interests of transparency and accountability, the Parish Council declined the invitation for a pre-meeting ahead of the public consultation drop-in exhibition being held on 12<sup>th</sup> July. The Parish Council advised DLBP Ltd that they were welcome to attend a public meeting of the Council to address

Members during the Public Forum. DLBP Ltd have confirmed their attendance.

Cllr. Jordan, Chair of the Parish Council, has indicated that the Public Forum can be extended to no more than 15 minutes, as this matter is of significant public interest.

Questions, or brief representations can be made either in person, or in writing (provided they were sent via email to the Clerk no later than 4pm Wednesday 13th July 2022).

### **Co-option procedure to fill a casual vacancy**

#### **6 – 9 To receive written application(s) for the office of Parish Councillor and to Co-opt a candidate to fill the existing vacancy.**

The Parish Council has two vacancies. To date, only one (1) application has been received from Mrs Jane Price to fill this casual vacancy. The application form was circulated to Members via email on 6th July.

The Parish Council is not obliged to fill the vacancy. It is against the [Person Specification](#) that a new Member is appointed (appendix C of the Co-Option Policy).

#### **Exclusion of the Press and Public**

#### **To consider whether to exclude the Press and Public from the meeting during the consideration of the candidate's application in accordance with S1(2) of the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it may involve the likely disclosure of exempt information.**

The National Association of Local Councils (NALC) Best Practice advise is that Members' deliberations should be held in public to ensure the business and decision making of the Parish Council is open and transparent. Nevertheless, the NALC/West Sussex Association of Local Councils (WSALC) Co-Option Policy, which the Parish Council has adopted, provides for the exclusion of the press and public (which includes the candidate themselves, if in attendance) due to the inevitable disclosure of confidential information entering the public domain. It is therefore the Clerk's recommendation that the Council resolve to exclude the press and public for the duration of any deliberation of Jane Price's application.

Even if there are no press and/or public present at the meeting, it is advisable to make this resolution, as it means that the Parish Council can lawfully exclude any 'late comers', who would otherwise be admitted to the meeting at this juncture and the candidate themselves.

### **Deliberation of candidate(s)**

Subject to the Parish Council's decision above, this element of the meeting can be conducted in either public or private.

The minute will be minimal and bland: "Members considered the applicant against the Person Specification ...."

### **Voting by way of signed ballot and results**

(If elected, a new Councillor will sign their Declaration of Acceptance of Office and take their seat immediately and participate in the remainder of the meeting).

The Clerk, acting as Returning Officer, will ask two Members to propose and second Mrs Price before voting. This does not reflect the way those Members vote.

Each Member will receive a ballot paper. To vote in favour of election of Mrs Price, a Councillor must sign their name in the space provided. They leave the space empty if they do not wish to vote for her election. An 'X', or any other mark, spoils the ballot paper and that Member's vote will be discounted. Members can vote regardless of existing personal friendships, or association. The vote is confidential; the only person privy to Councillors' individual votes is the Clerk, as Returning Officer.

The Returning Officer collects up the ballot papers and tallies up the votes and advises of the results. To be Co-Opted, Mr Price needs an absolute majority of votes cast (50% + 1 of the votes available at the meeting); or if 'hung' the Chair gets the casting vote. If the votes are evenly split, the Chair's casting vote is not private. The Chair declares the outcome.

The Parish Council will be considering the appointment on the paper application. Mrs Price will be advised of the results after the meeting.

If successfully elected, Mrs Price will sign her Declaration of Acceptance of Office. However, until she has returned her Declaration of Interests form (up to 28 days from election) she is not permitted to vote at any meeting.

The voting results will be appended to the minutes of the meeting.

## **10. Financial Matters**

### **1. Order for Payments**

Financial Report for June and July. The report includes income and expenditure since the Council meeting on 08.06.2022.

## **2. Tree works in Plaistow**

At the full Council meeting held on 18<sup>th</sup> May, the Council resolved to obtain two further quotes for the tree works required around Coxes pond, Plaistow following a [Tree Condition Survey](#) (C/22/067(5), 18.05.2022).

The Council has received the following quotes (net): -

A: £3,075.00

B: £2,605.00

C: £4,140.00

The Parish Council's duty to achieve Best Value does not mean it automatically has to instruct the cheapest contractor; other factors should also be taken into consideration when deciding such as overall expertise and known workmanship.

Quote A provides the option to only undertake the urgent works (£625 (net)) and defer the additional recommended works to a later date (£2,450 (net)). However, given the public footfall around the pond and its proximity to the road and school, the Clerk advises that all works identified in the Tree Condition Survey should be undertaken to mitigate any risks.

## **11. Decisions made by delegated power since 8th June 2022 for ratification**

- Renewal of the Council's annual subscription to Parish Online.

Parish Online is a digital mapping software for local Councils. It supports Councils to store and manage assets, produce neighbourhood plans and engage with the public. It has pre-loaded data and map layers, which are kept up to date, which include Ordnance Survey, green belt land, Historic England, Department of Transport, Natural England, Environment Agency, and Public Health England (to name a few). It also allows access to County and District information such as WSCC Highways. It can help measure distances, identify parish boundaries, addresses, listed buildings, Special Site of Scientific Interest (SSSI) and flood zones; as well as understanding the geography of the area. The Parish Council uses this software on a weekly basis.

The Parish Council has had access to / has used this software for many years via its County Association.

In February 2021, WSALC negotiated a heavily discounted licence fee with Geosphere. Unfortunately, WSALC was unable to recover the amount from subscribing parishes; so, the Board decided to end the arrangement. The main reason for the shortfall was due to many Parishes receiving free access to Parish Online by insuring through BHIB. Therefore, future access to Parish Online is only available directly via Geosphere (or by insuring through BHIB, which the Parish Council does not).

Geosphere confirmed that the original subscription price for the Parish Council would be £60pa, but they were offering West Sussex members a 50% discount to honour their loyalty. Therefore, for 2022/23, the annual subscription cost is £30 (ex VAT).

The Clerk maintained the Council's subscription under delegated powers set out in the [Scheme of Delegation](#) pursuant to paragraphs 3.1.4 To be accountable for the effective management of all of the Council's resources and 3.1.5, To have overall responsibility for the Council's administrative service.

## 12. **Planning matters**

- a. To Note the minutes of the Planning Meeting dated 29th June and the Parish Council's response to the Environmental Impact Assessment Screening Opinion regarding the proposed redevelopment of the former Foxbridge Golf Course.

The minutes, along with the Parish Council's response to the Foxbridge EIA Screening Opinion, can be found on the Parish Council's website [here](#). The letter was circulated to all Members, via email, on 1<sup>st</sup> July and was published on Facebook.

- b. To approve the formation of a Planning Working Group to support the Planning Committee in relation to large-scale and complex planning applications.

In the coming weeks, the Planning Committee will consider three large-scale applications:

- 1) the redevelopment plans for the former Foxbridge Golf Course
- 2) the Crouchlands Farm 'Whole Farm Plan' (which is the commercial redevelopment proposals for the site including the equestrian center and glamping)
- 3) Rickman's Green Village – the residential proposals for the Crouchlands Farm site of 600 houses and a new school.

The Parish Council has previously resolved to instruct both Planning and Traffic Consultants to support the Parish Council's responses to these applications (C/21/075, 28.04.2021 and P/22/145, 08.06.2022). A Planning Working Group will allow Members to meet with the instructed experts, outside of public meetings, and do the 'leg work' to prepare the Council's responses, before these are approved by the Planning Committee and/or full Council during a public meeting. It is anticipated that additional meetings will be required, between Planning meetings, and Working Group meetings are easier to convene, without the pressures of the legal requirements of public meetings. Additionally, the Working Group can include co-opted members, who are not elected Councillors, who are appointed for their expertise. These members would have no voting rights but would support the Council in relation to these complex planning applications. It is the Clerk's recommendation that a Working Group is established.

- c. To receive and approve the letter in response to CDC's Northern Parishes growth scenarios.

This letter is pending from Mrs Burrell, who has been instructed by the Council to prepare it on the Council's behalf (C/22/052, 11.04.2022). It will be circulated to Members upon receipt.

- d. To note the planning application for the Crouchlands Farm 'Whole Farm Plan'.

On 5th July 2022, the Parish Council received a letter from DLBP Ltd, on behalf of Artemis Land and Agriculture Ltd, to confirm that they had submitted the 'Whole Farm Plan' planning application to CDC. The application is currently being validated by the Local Planning Authority (LPA) and the Parish Council is yet to be formally notified by the LPA of its submission and invited to comment in its capacity as a Statutory Consultee. The letter can be found on the Parish Council's website, published on the specific Crouchlands Farm webpage: <https://www.plaistowandifold-pc.gov.uk/crouchlands-farm-0>

- e. To note the development of a specific Crouchlands Farm webpage to keep the community informed.

The Parish Council's website now has a designated '[Crouchlands Farm' page](#), which pulls together historic and recent information and documents. The aim of the page is to inform and support the

community regarding the various planning applications for the site. Via this page, the Parish Council can sign post and offer guidance regarding commenting on the application.

- f. To note any update/feedback from the drop-in public exhibition regarding the proposed Rickman's Green Village on 12th July.

At the time of writing (7<sup>th</sup> July) this drop-in exhibition has not taken place. Members who attended the consultation (and any Members of the Public present at the meeting) can update the Council at this juncture of the meeting.

13. **August meeting**

The Clerk advises vacating the full Parish Council meeting currently scheduled for 10th August. Due to the summer holidays many Councillors will be away, and everyone needs a break – especially when it is likely to be a busy month in any event, regarding planning applications. It is proposed that the end of Quarter 1 Finance Committee meeting take place on 10<sup>th</sup> August instead.

14. **Lagoon 3**

The minutes of the most recent multi-agency meeting, dated 4<sup>th</sup> June - which followed a site meeting in March - are published on the Parish Council's website [here](#). Within the body of the email which provided the multi-agency meeting minutes (dated 17<sup>th</sup> June) from Alison Steven, Divisional Manager, Environment and Health Protection at Chichester District Council, the following was stated: -

*"Please also note that WSCC have advised that the closure of the footpath was extend and WSCC have no plans to re-open the PROW while the risk remains unchanged."*

The minutes taken at an update meeting regarding Lagoon 3, held on 7<sup>th</sup> July between CDC, Kirdford and Plaistow and Ifold Parish Councils, are published on the Parish Council's website [here](#).

Both documents were circulated to Members, via email, on 7<sup>th</sup> July.

16. **Correspondence**

Gatwick Airport Northern Runway Project: Summer 2022 Consultation launched

A focused statutory public consultation on Gatwick's updated highway design – associated with the Northern Runway Project proposals - runs until 11:59pm on Wednesday 27 July 2022. Information about the plans and how to participate in the public consultation can be found on the Parish Council's website Virtual Noticeboard: <https://www.plaistowandifold-pc.gov.uk/Contents/ContentItems/4y7pdc1hn47s5g30gap3ksb4t>

17. **Clerk's update & items for inclusion on a future agenda**

1. Councillor vacancy

The outstanding vacancy remains open, and the Parish Council can consider application(s) as and when they are received. A further advertisement will be issued in the Parish News, as well as Facebook.

2. Update regarding the Winterton Hall legal investigations

The Winterton Hall Management Committee (WHMC) held their AGM on 21<sup>st</sup> June. A new Committee of Trustees was elected; Sallie Baker remains the Chair for the time being. However, the Trustees did not feel able to formally sign to become Trustees without first reading the Trust Deed. Their intention is to pass any queries to the Solicitors, Wellers Hedleys, to ensure that they are adequately informed and consider updating the Deed to ensure that it is fit for purpose in 2022 (rather than 1961). Investigations are ongoing to identify and recruit a suitable caretaker for the hall. The new Committee of Trustees also intend to look at the hall hiring fees and other requirements needed to make the hall financially able to manage itself with the appointment of personnel able to reduce the burden on voluntary Trustees. Legal support for both the WHMC and Parish Council is ongoing. On 5<sup>th</sup> July, the Clerk and Chair attended training regarding the management of village halls and playing fields – the Parish Council is the Sole Trustee of the Plaistow Playing field. On 20<sup>th</sup> July, the Clerk, Chair and Cllr. Colmer will attend training regarding Parish Council's acting as Sole Trustees for village halls. This will enable the Parish Council to make an informed decision regarding the future of the hall in due course.

3. New PCSO appointment

The Parish's PCSO, Neil Billingham, is moving to a new role as a Civilian Investigator with Coastal CID in July. No information is currently



available regarding his replacement. An update will be issued by Sussex Police in due course.

4. SID data from Community Speed Watch (CSW) Team

The Council sought an update from the CSW Team regarding data. The latest data summary is published on the Parish Council's website [here](#), (alongside this meeting's agenda and Clerk's Report). The data groups the sites together for comparison. The sites that are East of Foxbridge lane have a higher traffic count and a higher percentage of offenders. The CSW Team have requested further help from the Parish Council to promote and recruit more CSW operators to help increase roadside presence. This matter can be added to the next formal meeting for further consideration.

5. Chichester District Association of Local Councils (WSALC) AGM minutes (Draft)

The meeting was attended by Cllr. Taylor on 6<sup>th</sup> June, on behalf of the Parish Council. The draft minutes are published on the Parish Council's website [here](#), (alongside this meeting's agenda and Clerk's Report).

6. Queen's Platinum Jubilee fundraising update

The Platinum Jubilee budget was £5,000 (£3,000 from the Parish Council and £2,000 from a local resident). The overall expenditure (both in [2021/22](#) and the [current financial year](#)) came to a total of £4,646.15. This includes the Beacon; low birds-mouth fence around the Tree Through Time; plaques for both the Beacon and Tree Through Time; band, large marquee; first aid and all the other sundry items required to hold the event. Since the expenditure did not exceed the budget, all the fundraising (£645.85) shall be sent to the [Disasters Emergency Committee](#) (DEC). The combined takings from the bar, Corgi game and collection buckets was £434 and the cakes and teas inside the Winterton Hall made £211.85. This is a fantastic result. An article will be published in the Parish News, Facebook and on the Parish Council's website.

14. **Meeting Dates**

- 20th July, Planning & Open Spaces Committee Meeting, 7:30pm – Winterton Hall, Plaistow
- 9th August, Planning & Open Spaces Committee Meeting, 7:30pm – Winterton Hall, Plaistow

- 10th August, Finance Committee Meeting, 7:30pm – Winterton Hall, Plaistow
- 31st August, Planning & Open Spaces Committee Meeting, 7:30pm – Winterton Hall, Plaistow
- 14 September, Full Parish Council Meeting, 7:30pm – Kelsey Hall, Ifold