

MINUTES of the Plaistow and Ifold Parish Council Meeting held on **Tuesday 8th December 2020**, via remote conference calling technology.

Present Cllr. Allan Pearson (Chair); Cllr. Paul Reynolds; Cllr. Paul Jordan; Cllr. Jerusha Glavin; Cllr. David Ribbens; Cllr. Nicholas Taylor and Catherine Nutting (Clerk).

District Cllr. Gareth Evans and County and District Councillor Janet Duncton were in attendance.

Two (2) Members of the Public were present.

C/20/173 Apologies

Apologies were received and accepted from Cllr. Sophie Capsey (Vice Chair); Cllr. Nick Whitehouse and Cllr. Phil Colmer.

Cllr. Matthew Hardman was not present.

C/20/174 Declaration of interests by Members in matters on the Agenda. To consider and agree any requests for Dispensation.

None received.

Cllr. Ribbens is a Director of WSALC; therefore, he abstained from discussions and voting at item 11 of the agenda (C/20/183 below).

C/20/175 To receive for confirmation Minutes of the Meeting held on 11th November 2020. Clerk & Chair

The minutes were unanimously approved and will be signed by the Chair via Secured Signing.

C/20/176 Representations from Members of the Public: To receive and act upon, if considered necessary by the Council, comments made by members of the public either in person, or in writing provided they were sent via email to the Clerk no later than 4pm Tuesday 8th December 2020.

None received in advance of the meeting or requested at this item on the agenda.

C/20/177 To receive reports from County and District Councillors.

District Cllr. Evans' report is appended to these minutes at A.

County and District Councillor Janet Duncton's report is appended to these minutes at B.

Cllr. Duncton will provide a further report after WSCC's full Council meeting on Friday 11th December. Upon receipt, the addendum report will be appended to these minutes at C.

Cllr. Duncton explained that the HEELA document considers every piece of land where development could be considered, however it does not represent any decision making on the part of the Local Planning Authority (CDC) in relation to the Local Plan Review.

Cllr. Duncton confirmed that the allotted (minimum) number of housing for this Parish is 15. Members agreed that the wording "15 or more" was ambiguous and unhelpful.

Cllr. Ribbens congratulated CDC for its efforts to support and shelter the homeless. Cllr. Duncton recognised the help of Butlins and Travel Lodge to offer accommodation and explained that no one was on the streets of Chichester or Bognor save from personal choice, as alternative accommodation had been offered. Some people have been permanently housed.

C/20/178

Councillor vacancy

Clerk

Cllr. Paul Reynolds has very sadly tendered his resignation as a Parish Councillor. However, he has agreed to remain 'in post' whilst the Parish Council undertakes the recruitment process.

The Chair thanked Cllr. Reynolds for many years of dedicated service to the Community

Due to the Pandemic, no requests for an election can be agreed until 2021. Therefore, the vacancy can be immediately filled by the Parish Council by way of Co-Option. The vacancy will be immediately advertised for a minimum four (4) weeks on the Parish Council's Notice Boards, Website and in the Parish News. Anyone wishing to apply must contact the Clerk and follow the Co-Option policy and procedure as found on the Website: <https://plaistowandifold.org.uk/policies>

The Co-Option meeting will take place at the Parish Council's full meeting on 10th February 2021.

Members agreed that a new approach to recruitment was required, given the lack of interest in the current vacancy, which has been advertised since October. The Parish Council resolved to produce an 'infomercial' for Social Media outlining the roles and responsibilities of a Councillor.

The Parish Council's Complaints Procedure has been updated in line with the SSALC model policy. Members resolved to adopt the updated document. The policy can be viewed on the Parish Council's website: <https://plaistowandifold.org.uk/policies>

The Chair informed Members that a review of the Complaints Procedure had been necessitated by the receipt of a complaint from Mrs Burrell, Chair of the Neighbourhood Plan Steering Group, in relation to personal comments made about her by Cllr. Taylor in his Regulation 16 response. In accordance with the Complaints Procedure, the matter was referred to Mr Bennett, Monitoring Officer, at Chichester District Council.

The Chair reminded Members of their duty to conduct themselves in accordance with the Member's Code of Conduct and counselled Members that they cannot easily split their personalities and make private comments which do not impact upon their public role as Councillor and the work of the Parish Council.

The Chair invited Cllr. Taylor to issue a formal public apology to Mrs Burrell and explained that if one were not forthcoming, the Parish Council would have to consider its position, at a further meeting, to distance itself from his opinion.

Highway Matters**a. Matters to be reported by Members**

WSCC's Highways Department have pushed back remedial works to Dunsfold Road to the New Year.

Cllr. Ribbens highlighted concerns regarding the number of large/heavy and unsuitable vehicles being directed through the centre of Plaistow by Satnavs, after congestion in the village was caused by an articulated lorry being unable to negotiate the sharp corner by the Church. The Parish Council will monitor the situation.

b. Traffic Calming update along Rickman's Lane, Plaistow

The results of the Rickman's Lane speed survey have been received from SW Transport Planning Ltd and are appended to these minutes at D.

Members resolved to query the positioning of the survey strips with SW Transport Planning Ltd, to understand the rationale behind their location along Rickman's Lane. If it is felt that the locations of the strips were wrong, then the Parish Council will consider the need for

a further survey.

Members confirmed that the desired start to the new 30mph limit is at the '*Plaistow, please drive slowly through our village*' sign. Children walk up Rickman's Lane to wait for the school bus at Bushfield.

Nevertheless, before the Parish Council can apply for a TRO it is important to canvas the support of the community, especially from those who will be impacted by the change. TROs are prioritised on safety, traffic conditions, environment and economy and how people will benefit from the new proposals. Therefore, the next step is to write to residents along Rickman's Lane to invite comments and experiences to guide decision making. The Parish Council resolved to run this consultation until February 2021. The TRO application will be reviewed at the meeting on 10th February.

C/20/181

Financial Matters

Clerk

a. To approve Order for Payments

The approved Order for Payments is appended to these Minutes at E. The document will be signed via remote Secured Signing.

b. Conclusion of Audit

The Parish Council has received the signed External Audit Report from Moore, which accompanies the Annual Governance and Accountability Return for the year ended 31st March 2020. All relevant documents are published on the Parish Council's website: <https://plaistowandifold.org.uk/reports-and-audits>

c. FSG Meeting Minutes and 2nd Quarter Budget Forecast Comparison

The minutes of the Financial Steering Group (FSG) meeting and the 2nd Quarter Budget Forecast Comparison spreadsheet are appended to these minutes at F. The Parish Council resolved to adopt the FSG's recommendations.

d. Notice Boards

Pursuant to C/20/181c above and the recommendations of the FSG, the Parish Council resolved to replace the Notice Boards at Durfold Wood and Shillinglee. The Clerk will circulate to Members, via email, three quotes.

e. 2021/22 projects

The Parish Council must decide what projects it wishes to pursue in 2021/22 to set the Precept in January 2021.

C/20/182

Ifold Bus Stop Regeneration project update

Clerk

Further to C/20/181c above, the budget for this project has increased. The Parish Council resolved to approve Ms Palmerton's quote for design and practical works. Please refer to appendix G for the annotated design plan of the area and Ms Palmerton's project overview.

The Parish Council is currently recruiting volunteers to help see the project through to fruition; a short film about the project will be added to Social Media in the coming days to aid recruitment.

Little Acorns Pre-School will be invited to get involved with the project and create bug hotels and bird boxes for the area.

SSE attended the site on 8th December to make safe the trees around the electricity equipment. The Parish Council's tree surgeon will hopefully complete the tree work before Christmas.

Member's queried the Public Liability Insurance (PLI) in place to cover the volunteers. The Parish Council, IEL and Ms Palmerton all have PLI; however, the Clerk will undertake a risk assessment in conjunction with the other parties and duly inform the Parish Council's insurance company of the project.

C/20/183

WSALC Value for Money Project update

The WSALC's AGM, which was scheduled for 2nd December, was cancelled due to concerns about the validity of the meeting and doubts as to whether the AGM had been properly convened.

The Value for Money report, being undertaken by Colin Copus and due for circulation to Members at the end of November, has not been received. Other Member Councils have called for the WSALC Board of Directors to explain the concerns regarding the validity of the AGM and the exact reasons for their decision to postpone. Likewise, some Members have called for the Value for Money review to be put on hold, pending explanations, before further expenditure is incurred.

The Parish Council resolved to wait for further information to be circulated by WSALC.

C/20/184

Neighbourhood Plan update

The Regulation 16 public consultation concluded on 29th October. The responses were published by CDC, on their website on 20th November <https://www.chichester.gov.uk/neighbourhoodplan>

The Neighbourhood Plan is currently going through Examination. As part of the Examination process, the Parish Council is permitted to respond to the Regulation 16 comments to correct factual

inaccuracies and/or provide clarification.

Further to an Extraordinary Parish Council Meeting on 3rd December, the Parish Council resolved to submit to the Examiner the letter appended to these minutes at H.

C/20/185

Clerk's Update

a. Lagoon 2 update from Artemis

An update regarding the decommissioning of Lagoon 2 can be found on the Parish Council's website:

<https://plaistowandifold.org.uk/Contents/ContentItems/4fsrhe3s8djd72wxsdp1y1ysn1>

Members were concerned by Artemis' notification of a public consultation on its diversification proposals for the site. The proposals were silent on the development ambitions submitted as part of their Regulation 16 response. The Parish Council resolved to write informally to the Chair of Artemis Land and Agriculture Ltd advising that a lack of openness and transparency regarding the plans for the site would alienate the Community and be detrimental to building trust and partnership working in the future.

b. IFRA Notice Board request

IFRA have asked the Parish Council to help fund a notice board at Oak Tree Stores, Ifold to display a full map (A3) of the area, as a point of reference for delivery drivers and other visitors to Ifold estate. Members resolved to speak to both IEL and IFRA and suggest that each body pay 1/3rd of the cost. The Parish Council would find it helpful to have an additional notice board in an area of high foot fall to publicise its own matters.

c. Kelsey Hall temporary closure, 2021

The Kelsey Hall will be closed for the month of January 2021 whilst major works are carried out to the large (main) hall.

Little Acorns Preschool will continue to operate from the small hall and a section of the carpark under a gazebo. The Parish Council resolved to permit Little Acorns to use the Parish Council's gazebo.

d. VE Day Tree Planting update

The Beech tree has been relocated to the upper green where it is less boggy and an Aspen, which will thrive in the wet conditions, has been planted in its place with permission of the landowner, the National Trust.

e. Christmas

The Parish Council office will be officially closed for the Christmas

period between Thursday 24th December – Monday 4th January 2021. However, the Clerk will continue to monitor emails throughout and can be contacted in an emergency.

f. Wifi at Winterton Hall

BT successfully installed public WIFI at the Winterton Hall on 20th November 2020.

g. Winterton Hall

A member of the Winterton Hall Management Committee (WHMC) will be co-opted onto the Winter & Emergency Plan Subcommittee. The remit of the W&EP Subcommittee will include progressing investigations into bringing the Winterton Hall back into the control of the Parish Council. This investigative work begun in the Spring, with a joint meeting between the WHMC, Parish Council and Youth Club. A meeting of the W&EP Subcommittee will be convened.

h. Newsletter

The first Parish Council Newsletter will be drafted, printed, and delivered by the end of December 2020.

i. HEELA Letter

This matter was deferred to the January meeting.

j. New Priest

The Parish Priest of Wisborough Green, Revd. Clive Jenkins, has been appointed as the new Priest in Charge of Kirdford with Plaistow Parish. This will be in addition to his duties at Wisborough Green so, in effect, the two Parishes will share a Priest. He will be licenced on 14th January 2021 by the Bishop of Horsham, Revd. Ruth Bushyager.

k. Publication of Lagoon 3 letter

Further to the Extraordinary Meeting on 3rd December, at which time the Parish Council resolved to write to the Environment Agency and CDC regarding its ongoing concerns in relation to Lagoon 3 - particularly in light of the AD plant explosion at Wessex Water's premises in Avonmouth, Bristol on 3rd December, when four people tragically lost their lives (C/20/171, 3rd December 2020) – the Parish Council's letter is appended to these minutes at i.

C/20/186

Correspondence

None received.

C/20/187	Items for inclusion on a future agenda None specified.
C/20/188	Date of next meetings 9th December 2020, 19:30 – Planning & Open Spaces Committee 17th December 2020, 19:30 – Planning & Open Spaces Committee 13th January 2021, 19:30 – Full Parish Council Meeting

There being no further business, the Chair closed the meeting at 21:07

Appendix A – C/20/177: To receive reports from County and District Councillors | District Cllr. Evans

District Councillor Address

Covid-19

The national lockdown ended on the 2nd December and Chichester District has been placed into Tier 2. Support groups remain active across the ward for those that are shielding. It should also be noted off the back of the announcement that a Covid-19 vaccination had been developed some Doctors surgeries (including Loxwood) has received high volumes of calls regarding this. Loxwood Medical practice have informed residents that those patients who are within the governments criteria will be sent an invite but this is not likely to be until the new year.

Update on COVID Grants

The Covid Recovery Grants scheme which was launched on the 20 August has so far a total of 71 applications for the large business grant. A total of 51 applications have been successful which totals a grant amount of £172,028.09. There are 9 applications that have successfully passed through the first two stages of checking and will be going to panel. The grant amount for this if all successful will be £27,973.66. A total of 106 applications for the small business grant have been received. A total of 60 businesses have already received their small grant which totals to £51,619.91 33 applications are ready to be signed off totalling a grant amount of £25,478.28. Please note that the recently launched Local Restrictions Grants are the government funded grants and entirely separate to the Chichester District Council funded Covid Recovery Grants. The Additional Grants Scheme is a discretionary scheme using government funding and will open for applications from 23 November to 13 December. Further information on both these schemes can be found at <https://www.chichester.gov.uk/businessratesnovember2020>

Southern Water

My group put forward a motion to hold Southern Water to account and demand action. This was supported by all political parties on Chichester District Council. Following up on our proposal, the Leader of the Council and the Chief Executive of CDC will write to OFWAT (Southern Water Regulator) asking them to intervene in 3 ways *Get Southern Water to admit that they can't connect proposed new developments to the foul sewer network when that's the case *Get Southern Water to co-operate in a meaningful way with the Local Plan Review by bringing forward proper plans to expand the wastewater treatment and sewer networks to be able to cope with the demands being placed on CDC

by HM Government. *5 of the district's 10 WWTWs are right at sea level. They will soon be at risk of inundation from Climate Change. We are asking OFWAT to get Southern Water to face this issue and propose long term plans to re-locate these WWTW, or to come up with another solution.

I also took this opportunity to speak for this motion in support of the many residents in the Loxwood Ward that have raised their concerns surrounding Southern Water with me, stating "it is absolutely astonishing that a lack of waste water capacity is not a reason to reject a planning application."

Local Plan Review Letters Local Plan review letters were sent to all Parish Councils on the 1st December 2020. I am happy to take any comments or questions back to CDC regarding these.

Census

The census is due to take place on 21st March 2021. CDC is currently working with the ONS and more information will follow. District Councillors will be provided with a Census pack (likely in the new year)

Billingshurst Waste and recycling Centre

A quote from a Horsham District councillor was published in the County Times last week regarding the potential closure of this centre. As a number of residents have contacted me concerned about this, I have investigated the validity of this claim and I have liaised with our County Councillor who will keep us updated. There is no evidence currently that there are plans to close this centre, but I will be keeping a close eye on this.

Loxwood Claypit

The campaign group I am supporting remain very active and are working hard to build a good case to fight this application. It is attracting widespread interest and is being support by a wide range of people include Mike Rutherford who kindly recorded a short film in support of this campaign. The next Webinar hosted by protreat is on the 15th December. Pre-registration is required in order to attend this webinar.

Hyde Housing

At the last full council meeting in November I raised the issue residents in the ward who are tenants of Hyde Housing had had in reporting and getting issues resolved with Hyde Housing. CDC have now updated the complaints procedure following changes in the staffing structure.

Surgery

As always please contact me with any issue, feedback, problem or question and I will do my best to help: gbevans@chichester.gov.uk / 07958 918056. Although I have not been able to resume normal Saturday surgeries yet, I am available to meet and visit residents (whilst observing social distance measures) or for online meetings or surgeries upon request. I look forward to hearing from you!

Finally, I would like to wish the Parish Council a very Happy Christmas and a very successful New Year

Appendix B – C/20/177: To receive reports from County and District Councillors | County & District Cllr. Duncton

If you don't mind this will be a brief report, because this week's Council Meeting at the County and there is a lot on the agenda so I thought it may be more informative if I send a supplementary report at the weekend after decisions have been taken on Friday.

In the meantime, and I always have to say this, Council for me has been busy, all virtual of course but despite the fact you are not driving anywhere it seems to take hours of time.

For those who take the local Paper you will have seen that the Governance committee that I chair, among other issues has received the report from our Independent Remuneration Panel. The majority of us thought it was a very fair paper in these difficult times for all but just one or two didn't agree. I will say no more at the moment because this as a final decision for the Council on Friday so I will include the outcome in the paper at the weekend.

I don't know if Gareth has put this in his report but rather than you not having it I will repeat the e-mail that I wrote to Kirdford Parish Council re their concern over housing numbers.

Now those of you who have been around since the days when Chichester District Council did their first Local Plan that we produced a SHLAA and HELA. There has been Parish concerns over what appears to be huge numbers that you have to find. Not so.

The HELA is sent to all Parish's within Chichester District that are not in the National Park and basically they show nearly every piece of green land or indeed brown land that could possibly take buildings. THIS IS NOT TO SAY THAT THEY ARE INCLUDED.

What happens is that Parish's receive all this information on every possible field in their Parish. Some are completely non starters for various reasons. Parish's then discount many and give others a possibility. I am sure you get the picture.

At the end of the day the housing numbers you are still looking at are Wisborough Green 40, Kirdford 70, Loxwood 125 and Plaistow and Ifold 15.

I hope I have made this understandable and if you have any queries on it I will try and get answers for you for my weekend update.

I will see you virtually to-morrow evening.

Janet Duncton

County Councillor Petworth division

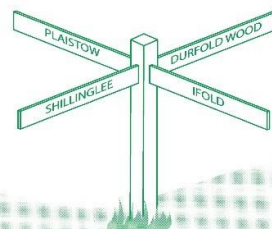
CDC Councillor Loxwood ward

Appendix C – C/20/177: To receive reports from County and District Councillors | County Cllr. Duncton's Addendum Report

To be added after Friday 11th December

Appendix D – C/20/180b: Highway Matters | Traffic Calming update along Rickman's Lane, Plaistow

Please refer to the separately attached PDF / Excel spreadsheets



PLAISTOW AND IFOLD PARISH COUNCIL

Schedule of receipts and order for payments for Nov-Dec 2020

To be approved at the Parish Council meeting on 08.12.2020

Agenda Item: 9a

The signed original document is filed in the Accounts file, YE 31/03/21

RECEIPTS

Payer:	Detail:	Cost Centre/Code	Amount:
The Tree Council	VE Day Tree grant		£696.09
		Total	£696.09

PAYMENTS

Payee:	Detail:	Cost Centre/Code	Amount:
Miss C E Nutting	Expenses – monthly subscriptions for Zoom 30.11 – 30.12 Secured Signing Oct-Nov Instant Ink Nov WFHA Nov Milage between June – November	Subscriptions: 4120 / 102 WFHA: 4102 / 101	£141.01
SW Transport Planning Ltd	Rickman's Lane Speed Survey		£780
BT	Winterton Hall WIFI		£61.06
WSCC	Salary, pension, and oncosts for November		£2,818.24
Cllr. S. Capsey	Christmas trees for Plaistow & Ifold Stores		£42.98
		Total	£3,843.29

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

Payee:	Detail:	Cost Centre/Code	Amount:
Information Commissioner	Annual Fee		£35
SSE	Cricket Pavilion Electricity		£23.03
English Woodlands	Aspen Tree & planting equipment		£252.48
Prestige Tennis Courts Ltd	Plaistow Tennis Court cleaning		£420
Miss C E Nutting	Clerk's Overtime between June – November 2020		£827.49
Bankline	Bank Charges for Oct		£2.00
		Total	£732.51

Total receipts **£696.09**
Total expenditure **£4,575.80**

Signed by Chair: Date:

Signed by Councillor: Date:

Signed by Clerk/RFO: Date:

PLAISTOW AND IFOLD PARISH COUNCIL



Finance Steering Group

MINUTES of Plaistow and Ifold Parish Council's Finance Steering Group Meeting held on 1st December 2020, 19:30, via remote conference call (Zoom).

Present Cllr. Phil Colmer (FSG Chair); Cllr. Nicholas Taylor, Cllr. David Ribbens and Catherine Nutting (Clerk & RFO)

1. **Apologies**

Cllr. Allan Pearson (Chair of the PC) and Cllr. Paul Reynolds

2. **Declarations of Members' Interests.**

None.

3. **2nd Quarter Budget Forecast Comparison**

FSG Members worked through the Budget Forecast Comparison at Qrt 2 spreadsheet and focused on the new movements since Qrt 1, highlighted blue.

Due to the pandemic some expenditure has not materialised as planned/expected at the start of the financial year; for example, the Clerk's Training budget has been reduced by £500 and the Public Works Loan Repayments and Interest has been reduced to reflect that it has not been taken out to date.

The hall hire fees for both Kelsey and Winterton Halls are incorporated together (£375). The PC is invoiced in arrears (2019-2020). The £125 increase reflects the rise in meetings e.g. monthly full PC meetings and use of Committees and Steering Groups. In 2021/2022, the fees will be significantly reduced as the PC has not used the halls in 2020/21 due to the pandemic.

The FSG recommends increasing the Notice Board budget by £2,500 to replace the boards at Durfold Wood and Shillinglee (C/20/164e, 11.11.2020). Likewise, the recommendation is to increase the Winter & Emergency Plan Committee's current 2020/21 budget to £1,250 to reflect their 2019/20 unspent budget. The new Winterton Hall WIFI monthly fees will come out of the W&EP Committee's budget, as previously agreed (C/19/168, 10.12.2019).

The FSG recommends that the allocated 2020/21 budget for Bus Stop

Refurbishment / Maintenance is moved to 2021/22, as this project has not been fully progressed this year, save for starting the Ifold Village Entrance Landscaping project (The Drive bus stop rejuvenation in collaboration with IEL). Therefore, it is recommended that the Ifold Village Entrance Landscaping budget is increased by £1,000 and the remaining £3,650 be moved to specific project reserves for 2021/22.

The Neighbourhood Plan grant from Locality has been received and will be used to meet the cost of instructing Colin Smith Planning to undertake the required amendments post Examination.

The PC has received grants and compensation over the year, which is reflected in the updated financial projections. The Tree Council and CDC have provided grants which will off set the costs of the VE Day tree planting. The 2020/21 New Homes Bonus has now been received and will be ringfenced for the 2 bus shelter builds in Plaistow and Ifold in 2021/22.

4. **Leaving Gifts & Budget**

The FSG recommends that the budget for leaving gifts be up to a maximum of £50, to be met by the Chairman's Allowance cost code. However, the amount to be spent within the bracket, on an individual leaver, should be at the Chair's discretion.

5. **AOB**

The FSG asks that the PC considers what projects it wishes to progress in 2021/22 so that the Precept and budget can be set in early 2021. In particular, the final costs for the Lady Hope Playpark renovations needs to be reflected in the 2021/22 budget.

6. **Date of next meetings**

Mid January 2021 – exact date TBC.

Clerk

There being no further business, the Chair closed the meeting at 20:25 hours

Please see attached separate budget Excel spreadsheet.

**Ifold Bus Stop Regeneration Project
Design Consultancy Notes
25th November 2020**



This follows various site meetings with Catherine, Jon and Sara, and with Fiona Haynes of Butterfly Conservation, and also with our tree surgeon Nick of WoodBe, and the SSE representative. Also various emails during the evolution of the project.

It is great news that Fiona can take on this area as part of the Butterfly Conservation Project, and she and I have discussed in detail the requirements not only of the Wood White project, but other key species such as the Brown Hairstreak and Holly Blue butterflies, not forgetting of course all of the other pollinators and wildlife who will benefit from the new area.

I have attached the Site Plan drawn up by Sara Burrell, which I have annotated with additional notes following my various site meetings.

In summary, we will create as much open-space as possible for wildflowers, restore and re-plant a healthy hedgerow, create areas of discovery not only for children but for anyone who'd like to observe, by creating log/habitat piles, bug hotels and bird-boxes. The greatest restriction is one of safety being so close to the road, and also the access requirements for BT and SSE utilities. Whilst it would be lovely to think that schoolchildren can come for field-trips and we could have natural seating areas for other visitors, in real terms this will develop more as a flowing site which one journeys through, perhaps with one or two perching points en-route. We will create safe pedestrian access directly from the road through into the new area and over to the bus-shelter.

Fiona and I have a good, informed design approach to the new layout, but the exact positioning of paths and new hedgerows, or quantities of new wildflower and hedge planting, won't be finalised until clearance works are well underway. Much of the practical works will evolve once spade hits soil and loppers hit hedges. It is possible that the grant funding for new hedge planting might have to postpone until next Winter, Catherine I believe is looking into their timeframes?, but in any event the sooner we can get going the sooner I can give you a plant list!

I have made some notes below on workplans, volunteer tasks, bug hotels, ongoing maintenance needs and a materials budget as promised.

So, next steps? We could potentially start phase one clearance works in January as soon as Nick has completed his tree works, and carry on through till the end of February. (I will need as much notice as possible please 4-6 weeks!). In an ideal world, and I know that's a way off with Covid, we'd have a good full-ish day one with a team of, say, 4 people including me for the day. I will not only get stuck in with practical works, but can be on hand to guide and supervise, and evolve those key design and layout elements. After that, if there is perhaps a nominated person who could lead the project going forward when I'm not around, my time could then reduce. I'd of course be more than happy to come and meet volunteers on other day/s too, and we can discuss this as work moves ahead?

VOLUNTEER TASKS/WORKPLAN

Winter 2020/21 (end of Feb latest)

- *SSE tree works pre-Christmas*
- *Nick, WoodBe tree works early January*
- Hard cut back of existing boundary hedge-line, and prepare gaps for re-planting.
- Tidy estate fencing where access allows
- Dig-out and relocate saplings
- Dig-out brambles and other pernicious weeds
- Bit of strimming/hedgecutting
- Making brash piles/log piles from woody waste
- Possible composting area (tbc)
- General heavier lifting and shifting
- Hedge-planting (can delay till March, or even next Winter, depending on grants/delivery)
- Mulching if needed

Late Winter/Early Spring 2021

- Hedge planting?
- Spreading woodchip for paths
- Finishing of habitat piles/bug hotel locations etc
- Fine-tuning of works carried out – light pruning and finishing
- (Children?) Instal bug hotels/bird boxes
- Information boards?

Spring (Apr-June)

- Wildflower plug planting and/or seed-sowing
- Maintenance as required

Hand tools needed:-

- Digging spades and forks
- 'grafting spades'/grub axe/pick axe
- loppers, pruning saws/bow saws and the like
- secateurs
- rakes
- wheelbarrows
- tarpaulins/old builders bulk bags (handy!)

Safety:-

- Thick gloves, clothing and footwear
- First Aid Kit
- Safety cones/triangles if needed for roadside works
- hi-vis jackets for everyone working or visiting.

Machinery needed (experienced users) – not essential but handy to have in case

- Strimmer, hedgecutter, chainsaw

BUG HOTELS

Three types here, and there's no reason not to have all of them

- (A) Handmade custom built small bug hotels built off-site. You can go as big or small, as creative or basic as you like! (B) and (C) are generally more successful and appropriate for the mini-beasties, and sometimes these small ones (such as you'd buy at the garden centre) are more for decoration and have variable amounts of wildlife visitors. Nonetheless, great fun for the little ones to build .



- (B) Hand constructed larger structure built on-site <https://www.wildlifetrusts.org/actions/how-build-bug-mansion>



- (C) Habitat piles/log piles/brush piles – do the same thing but less visible, whereas (A) and (B) are great observation points.



BIRD BOXES

Three should be plenty for now? <https://www.rspb.org.uk/fun-and-learning/for-families/family-wild-challenge/activities/build-a-birdbox/>

ONGOING MAINTENANCE NEEDS

Ongoing management and maintenance is critical to the establishment and success of the new area. I can prepare a more specific annual plan if required once the area is complete. Note that there are very specific maintenance needs unique to the Wood White butterfly, such as cutting the wildflower

areas in phases, but because this area will likely be small (too many paths in the way!), we may have to find a middle ground. More to follow once we are underway.

Wildflower areas/boundaries – In first year or two of establishment, this will need monthly general maintenance, mainly weeding, during Spring/Summer, just a couple of hours here and there, less as autumn turns to winter. Once established, there will be less maintenance hours required, but it doesn't stop completely!

Boundary hedges - once a year cut late autumn/early winter and weeding out of pernicious weeds

Paths - will need occasional topping up with fresh woodchip

MATERIALS/SUNDRIES

Estimate until clearance works complete

Planting soil/compost/fertilisers/mulches: Allow £200-300

Wildflower seed/plug plants:- From Butterfly Conservation

New hedging plants: Grant funding via Woodland Trust

Path surfacing: FoC using woodchips from clearance works.

SAFETY & INSURANCES

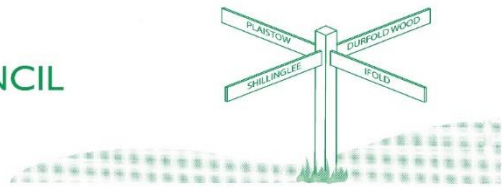
I carry professional Public Liability Insurance, but will require Ifold Estates to be responsible for the volunteers, including risk assessments. Please let me know if you have any questions.

Angela Palmerton

25/11/2020

Please see separately attached pdf of annotated site plan.

PLAISTOW AND IFOLD PARISH COUNCIL



4th December 2020

Mrs Janet Cheesley
Examiner

Sent via email: *[redacted for confidentiality]*

Dear Mrs Cheesley,

Re: Plaistow and Ifold Parish Council's Comments on the Regulation 16 Consultation Responses made following consultation ending 30 April and 29 October 2020

Plaistow and Ifold Parish Council is permitted to make comments to the Examiner on the Regulation 16 representations. The comments are made in the interest of factual accuracy, or to provide clarification to assist the Examination process; and rely on existing evidence within the draft Neighbourhood Plan documentation. No comment is made about personal held opinions of respondents.

1. The shop in Ifold re-opened on 10th April 2020. The Neighbourhood Plan paragraphs 2.32, 7.3 & 7.13 will need updating to reflect this change.
2. The 40MPH speed limit to the main road through Ifold village has been reduced to 30MPH from September 2019 and enforceable from September 2020. The Neighbourhood Plan paragraph 8.9 will need updating to reflect this change. Note the speed limit between Plaistow Village and Ifold remains at 60MPH.
3. The members of the Neighbourhood Plan Steering Group are given on the Parish Council's website: <https://plaistowandifold.org.uk/steering-group>. The Steering Group members have changed over the 7 years of its existence. Since 2017 there have been 6 rising to 8 members and 3 of these reside in Plaistow: Sallie Baker (2013 -2019) Paul Reynolds (2019 – current) and Jerusha Glavin (2020 - current).
4. The Parish Housing allocation of indicative 10 houses has been met through the District Council's Local Plan. Policy H1 has been retained in the Neighbourhood Plan on advice received in the Health Check Report (*Plaistow and Ifold Parish Neighbourhood Plan Health Check Report, 3 April 2018, Catherine Loveday BSc (Hons) MSc MRTPI*,

<https://plaistowandifold.org.uk/media/Neighbourhood%20Plan/docs/intelligent-plans-plaistow-ifold-health-check-03042018.pdf>) and to manage possible future development of this site for **11 houses**, which has been identified through the NP process. Note: development of 10 houses or less requires no provision on site for affordable housing.

5. Artemis Land and Agriculture Ltd, proposed housing site has come forward this year and after the Neighbourhood Plan was submitted to and accepted by Chichester District Council (CDC) at Regulation 16. Therefore, there has been no opportunity for the Parish Council to consult through the Neighbourhood Plan process with the community. The Neighbourhood Plan call for sites closed July 2016.
6. The Parish Council consider all the Basic Conditions have been met by the Neighbourhood Plan and in particular: -
 - a) Policy H1 allocates **11 houses** for this site to ensure, based on the current CDC and Central Govt. Policy, that 30% of the housing will be affordable and provided on the site. The supporting justification to Policy H1 sets this out. Policy H3 sets out affordable housing requirement (meeting Basic Condition i).
 - b) Policy H1 has 12 criteria which must be met, to manage any future development in the sensitive historic environment in which the site is located (meeting Basic Condition ii & iii).
 - c) Site at Policy H1 meets social sustainability and the identified housing need 1,2 & 3 bed units and housing suitable for the elderly (meeting Basic Condition i, iv and v).
 - d) Policy H1 would deliver housing near to village services and facilities, thus reducing the need to use a vehicle to access facilities and services within the village (meeting NPPF and basic condition iv).
7. The Conservation Area map in the Neighbourhood Plan is produced by CDC but can be annotated to reflect the adoption of the extended Conservation Area.
8. During the Conservation Area review in May 2013, the field in which Policy H1 site is located was excluded from extension to the Conservation Area for the following reason:

“This was considered during the stakeholders' walkabout - generally it was felt that this field did not link visually with the centre of the village and therefore there seems no justification for its inclusion.”

Quote from Result of Public Consultation, Appendix 1 dated 12 November 2012, Plaistow Conservation Area Character Appraisal & Management Proposals May 2013 written for Chichester District Council by The Conservation Studio: <https://plaistowandifold.org.uk/plaistow-conservation-area>
9. The foul drainage pumping station at Loxwood is currently at capacity. In relation to the 2018 housing development in Loxwood village, sewerage is currently being removed by road tankers

and not to mains drainage. Amendments required to the Neighbourhood Plan to reflect current legislation for provision of foul drainage.

10. The map in the Neighbourhood Plan showing the Ifold settlement boundary is produced by CDC, but their Legend can be removed.
11. Ifold settlement boundary retained following public consultation responses. Public consultation also rejected extending Ifold settlement boundary to provide additional services and facilities. Therefore, there is currently no mandate to change the Ifold settlement boundary.
12. Comments and actions to Regulation 14 responses discussed and approved with all Parish Councillors, Steering Group members, representatives of Plaistow Village Trust and Colin Smith Planning. Meeting date 2nd November 2017, Kelsey Hall; Full Parish Council Meeting, 20th February 2018, C/18/022, Winterton Hall.
13. CDC's Regulation 14 response is significantly different to their Regulation 16 response in respect to Policy H1, the Historic Environment and site allocation outside a settlement boundary.
14. Local Green Space can be located on private land and does not have to confer public rights of access. Local Green Space meets Paragraph 99, 100 and 101 of NPPF.
15. The Policy at EE4 is well supported by the community and necessary in order to remove inappropriate B2 and B8 use in primarily a residential and rural area and not to blight CDC's Local Plan allocated residential site at Land North Little Springfield Farm, 100m away.
16. In early November 2020, Chichester District Council produced an Interim Position Statement for Housing Development for the district: [https://www.chichester.gov.uk/media/34332/Chichester-Interim-Position-Statement-for-Housing/doc/Chichester Interim Position Statement for Housing.docx](https://www.chichester.gov.uk/media/34332/Chichester-Interim-Position-Statement-for-Housing/doc/Chichester%20Interim%20Position%20Statement%20for%20Housing.docx)
The document contains 13 criteria for new development outside of the South Down National Park. Whilst this was adopted just outside of the Regulation 16 consultation, which ended 29th October it took effect immediately and remains in place until the new Local Plan for Chichester is adopted.

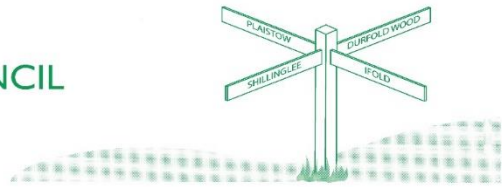
Yours faithfully

Catherine Nutting
Clerk & Responsible Financial Officer

Cc Valerie Dobson, CDC

PLAISTOW AND IFOLD PARISH COUNCIL

8th December 2020



BY EMAIL ONLY

Mr. M. Turner
Area Environment Manager
Solent & South Downs, Environment Agency

Mr Andrew Frost
Head of Planning, Chichester District Council

Dear Mr Turner and Mr Frost,

Re: Lagoon 3

Further to the explosion at Wessex Water's premises in Avonmouth, Bristol on 3rd December, when four people tragically lost their lives, Plaistow and Ifold Parish Council is once again writing to express its deep unease at the apparent lack of concern and action being taken by the Environment Agency (EA) and Chichester District Council (CDC) in relation to Lagoon 3 to maintain the safety of the environment and the local community.

In his evidence to the Planning Inspector, the Anaerobic Digester (AD) expert, Dr Les Gornall, described Lagoon 3 as an AD system and explicitly stated that if any of the AD systems on site were to fail, "one breath would be death". The Parish Council believe this to be too much of a risk for the EA and CDC to ignore.

Despite Wessex Water being a large reputable company, this has not prevented such a devastating and tragic accident occurring in relation to their AD plant. In stark contrast, the owner of Lagoon 3 is conspicuously absent and is therefore not monitoring or undertaking due diligence to ensure the safety of Lagoon 3.

The Parish Council were led to believe that the EA would be conducting quarterly inspections of the lagoon to monitor its safety, following recommendations in the structural engineer's report prepared for them by WS Atkins. We now understand that no inspection has taken place since January 2020. This lack of oversight, considering the EA's structural engineer's report and recommendations, is extremely worrying, and bordering on negligence. We have included the Atkins report with this letter and draw your attention to paragraphs 8.1.1 and 9.2 in particular, which state respectively that "*the*

lagoon is a high risk installation” and “three surveillance visits a day be continued for every day of the week, including weekends.”

Also enclosed is a copy of the EA’s letter to the Parish Council dated 20th December 2019. We refer, in particular, to the section titled ‘Anti-pollution works notice’ on page 2. The EA *“judged that the risk to the environment posed by Lagoon 3’s contents had now increased and [...] served an anti-pollution works notice on the landowner on 28 August 2019... The landowner [...] acknowledged receipt, but [has] not yet taken steps towards compliance.”* Despite the looming compliance date of 21st May 2021, the landowner has still not begun to take any kind of remedial action whatsoever to adhere to the anti-pollution works notice, decommission the lagoon and/or properly maintain the structure. It is therefore a logical assertion that the risk posed by lagoon 3 has increased; especially considering the paragraph titled ‘Risk posed by Lagoon 3’ where the EA states that, as of July 2019, *“the main risk from Lagoon 3 is by inundation of water (and digestate) and dispersal of noxious gases. This is not deemed imminent or likely but **may increase the longer the lagoon contains the current level of digestate waste and if the lagoon is not being properly maintained.**”*

Plaistow and Ifold Parish Council is mindful that Artemis Land & Agriculture Ltd staff work near Lagoon 3 on a daily basis. The Parish Council remains flabbergasted at the blatant disregard of CDC and the EA to heed the warnings and directives of their own expert reports in terms of the Lagoon’s instability and risk to human life and the environment.

The EA considered 2 summer seasons a sufficient period for any operator to reduce the level of the contents of Lagoon 3. Given that over the last eighteen months (since August 2019), the landowner has obviously not begun any kind of work to comply with either the anti-pollution works notice, or planning enforcement notice requirements, it is now reasonable to assert that lagoon 3 will not have been decommissioned/made safe by the deadline of 21st May 2021.

The Parish Council now requests the full details from CDC and the EA on how they plan to remove the risk lagoon 3 poses to our Community after 21st May. It is reasonable for the Community to expect that the authorities, with a duty to keep residents and the environment safe, will have undertaken ‘backup planning’ over the last eighteen months to ensure the lagoon can be efficiently and effectively dealt with, shortly after the expiration of the deadline, in the event that the landowner fails to comply.

The Parish Council seeks assurances from both the EA and CDC that the site will be regularly monitored by structural engineers and AD experts to ensure the safety of this Community and those that work close to the lagoon.

Yours sincerely
Catherine Nutting
Clerk & RFO

cc. Cllr. Evans; Cllr. Duncton; Gillian Keegan, MP for Chichester; Mr Anthony Fairbanks Weston, Chairman of Artemis Land & Agriculture; Kirdford Parish Council; Dr. L. Gornall; Health & Safety Executive; Becky Shaw, CEO at WSCC; Dr. Sabrina Cohen-Hatton, Chief Fire Officer of West Sussex Fire

& Rescue; Michael Brodie, Interim Chief Executive Public Health England; Mr N. Bennett, Head of Legal Services at CDC; Mrs D. Shepherd, CEO of CDC.