

MINUTES of the Plaistow and Ifold Parish Council Meeting held on **Wednesday 11th March 2020**, in Kelsey Hall, Ifold.

Present Cllr. Alan Pearson (Chair); Cllr. Sophie Capsey (Vice Chair); Cllr. Phil Colmer; Cllr. James King-Wilson; Cllr. David Ribbens; Cllr. Jerusha Glavin; Cllr. Nick Whitehouse; Cllr. Nicholas Taylor and Catherine Nutting (Clerk)

Four (4) members of the public were in attendance as well as District Cllr. Gareth Evans and County and District Councillor Janet Dunton.

C/20/038 Apologies
Apologies were received and accepted from Cllr. Paul Jordan; Cllr. Matthew Hardman and Cllr. Paul Reynolds

C/20/039 To receive declarations of Members' pecuniary interests relating to agenda items
Cllr. King-Wilson declared his interest in item 9 of the agenda. He agreed to absent himself from the meeting for the duration the matter was considered.

C/20/040 To receive for confirmation Minutes of the Meeting held on 11th February 2020
Agreed and signed.

C/20/041 Representations from Members of the Public: To receive and act upon, if considered necessary by the Council, comments made by members of the public.
The new duck house for Plaistow Pond has been 'launched' and three eggs have been seen.

C/20/042 CAGNE (Communities Against Gatwick Noise Emissions) update (to include Councillor questions)
The Chair of CAGNE was unable to attend. The matter has been deferred until another meeting.

C/20/043 PAGNE (People Against Gatwick Noise and Emissions) update (to include Councillor questions)
PAGNE report appended to these minutes as A.

Q: What impact do you think the Heathrow decision will have on Gatwick?

Heathrow has confirmed it will be appealing the decision, which will take at least six months. However, Gatwick's equivalent planning process only relates to the expanded use of its emergency runway. 60% of Gatwick's planned growth is from increased use of its main runway which falls outside of any formal planning scrutiny and as a result, could still proceed, despite the Heathrow decision, and would have significant adverse impacts for local communities. Nevertheless, the Heathrow decision is a positive step.

Q: What are the issues between PAGNE and CAGNE?

As part of the NMB, the Gatwick Area Conservation Campaign and the Gatwick's Big Enough coalition, PAGNE works with 8 other community noise groups. It works in a collaborative and consensual way, to maximise its influence and engages with MPs and Councils. CAGNE were initially involved in the Gatwick's Big Enough coalition; however, CAGNE's proposed campaign strategy was not supported by the other members and therefore separate campaigns were required.

Q: Does PAGNE have access to the data of how many flights are using the emergency runway?

The emergency runway is only used when maintenance on the main runway is taking place, or work is being carried out close to the main runway. Currently, the two runways cannot be used at the same time.

Q: Where does the 60% increase in main runway usage come from?

Regulations stipulate the gap between flights. Using new technology these gaps can be narrowed thus increasing arrival frequency. In addition, there are certain times of the day which see peaks in flight numbers. Gatwick are looking to extend these peak periods (peak spreading), once again increasing overall air traffic movements.

Noise monitoring equipment is installed in Ifold and will be for the next 2 years. Noise and track keeping data can be viewed via the PAGNE website: www.pagne.org

C/20/044

To receive reports from County and District Councillors

County Cllr. Dunton confirmed that both Chichester District Council (CDC) and West Sussex County Council (WSCC) have finalised their 2020/21 budgets. WSCC have set a £1.06p increase on a Band D property. Schools will see additional funding in 2020/21 as well as

initiatives to support independence in later life. There will also be funding in growth programmes for some communities.

There has been an increase in the number of Social Workers and the Fire Service has invested in new equipment.

Cllr. Duncton advised that CDC do not have concerns regarding the stability of Lagoon 3 at the present time. There has been insignificant slippage and the Emergency Response Plan does not need updating.

There remains a retained Fire Service at Petworth.

Cllr. Duncton has reported various sections of road in Plaistow but concedes that the response was poor; they will be fixed budget permitting. Cllr. Duncton will continue to chase for a positive response.

District Cllr. Evans delivered his report, which is appended as B.

Cllr. Capsey asked both Councillors to investigate Planning Application PS/20/00330 which has been reported in the local press regarding an environmental impact assessment in forestry off Plaistow road for claypit works. There is no information in the public domain and no response has been given to the Parish Council's queries.

C/20/045

Local Plan Review Update

C/20/046

Neighbourhood Plan update and support of policy EE4 at CDC's Planning Committee on 1st April

Cllr. King-Wilson left the meeting at 20:25

The Parish Council unanimously resolved to adopt the recommendations of the Neighbourhood Plan Steering Group (NPSG) and Planning and Open Spaces Committee to send a representative to CDC's Planning Committee on 1st April to speak in support of policy EE4. Please refer to the Planning Meeting minutes dated 18.02.2020; specifically, section P/20/024 and Appendix A. This was a joint meeting with the NPSG. The Parish Council resolved that Sara Burrell, Chair of the NPSG, should attend on the Parish Council's behalf, however a report must be submitted in advance to be signed off by the Parish Council.

NPSG / Sara
Burrell

C/20/047

Cllr. King-Wilson re-joined the meeting at 20:40

Policy adoption

- **Media and Communications policy & Facebook Page**

update

The Parish Council unanimously resolved to adopt the Policy. Cllr. Glavin and Cllr. Pearson were appointed administrators of the Parish Council's Facebook page. Cllr. Glavin is the Parish Council's Website and Social Media Lead Member.

- **Standing Orders**
- **Code of Conduct**

The Parish Council unanimously resolved to adopt the updated Policies.

C/20/048

Exclusion of the Press and Public –

To consider whether to exclude the Press and Public from the meeting during the consideration of item 12 below 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 Parish Council resolved exclusion was unnecessary as no Personal information would be shared.

C/20/049

Clerk's updated Contract of Employment

The Parish Council unanimously resolved to approve and adopt the Clerk's updated Contract of Employment in line with the recommendations of the Full Parish Council dated 10.12.2019, particularly C/19/168 b. The contract was signed by the Clerk and Chairman during the meeting.

C/20/050

Highways

a. Matters to be reported by Members

There are issues within the whole parish on all public roads and Cllr. Capsey will re-report on Love West Sussex. Cllr. Capsey

b. Traffic Calming Plaistow Road, Ifold update

Cllr. Colmer disclosed pecuniary interest in Balfour Beatty and did not participate in this element of the meeting.

The Chair and Clerk met with WSCC Highways on 18th February. Highways have approved the use of one Speed Indicator Device (SID) along Plaistow Road. Due to restrictions on the type of post the SID can be mounted to, the road requires 4x new 3m signposts. Highways have approved four locations and have also approved the re-location/reuse of 3 sets of 30mph speed repeater signs in use elsewhere along the road – so the stretch of road will only have one additional set of 30mph speed repeaters.

Of the three WSCC Highways approved contractors who quoted for the works, the Parish Council unanimously resolved to appoint

Balfour Beatty as their quote demonstrated best value.

The Parish Council unanimously resolved to purchase a “slow down” display SID device from Westcotec – the approved Highways supplier along with a cable kit for data download and three (3) additional bracket kits.

The Parish Council will make enquiries with Balfour Beatty and Westcotec regarding the warranty on the posts/device and instillation works.

Clerk

c. TRO - Rickmans Lane, update

Update deferred to a future meeting.

d. Chalk Road, Ifold Bus Stop land ownership

A local resident has asked the Parish Council to investigate the ownership of Chalk Road bus stop (land and building) and confirm who is responsible for its maintenance.

The Clerk will make enquires to clarify that the Parish Council owns the bus shelter and land with WSCC Highways and other bodies, including the Land Registry. If the land is unregistered the Parish Council will investigate initial registration. The Parish Council supports a biannual community litter pick in Spring and Autumn and will ensure that the area is prioritised.

Clerk

e. Public Right of Way Update

Deferred to a future meeting.

C/20/051

Financial Matters

a. To approve Order for Payment

Agreed and signed, appended at C.

b. New Homes Bonus 2020/21 confirmed

The Parish Council can bid for up to £3,924.72 in the 2020/21 New Homes Bonus Scheme. The Parish Council resolved to investigate the feasibility and use of the grant funding to improve and extend the layby on Common House Lane in Plaistow as the preferred project. As an alternative, to install a bus shelter outside the Sun Pun in Plaistow.

Clerk / Cllr.
Capsey

c. Precept 2020/21 confirmation

The Parish Council’s 2020/21 Precept of £93,000 has been approved and the first instalment will be paid at the beginning of April 2020.

d. Grant payments 2020/21

The Parish Council resolved to refer consideration of the 2020/21 grant applications to the Financial Steering Group and will receive

FSG

its recommendations at the April meeting.

e. Operation Bridge – Book of Condolence

It was confirmed that the Parish Council does not own a Book of Condolence; therefore, one has been ordered.

f. DocuSign subscription

The Parish Council resolved not to approve the annual subscription of DocuSign. The cost could not be justified against its limited use.

g. Parish Online Training

The Parish Council resolved to organise training.

Clerk

C/20/052

Plaistow BT Telephone Kiosk

Members unanimously resolved to approve the Plaistow Village Trust's (PVT) suggestion that the Parish Council becomes the legal owner of the kiosk, however the PVT maintains it and set it up as a Book Exchange.

Clerk / PVT

The Parish Council understands that the PVT reserve the right to give notice of three months if it is unable to continue this arrangement.

C/20/053

Plaistow Football Ground

The Parish Council unanimously resolved to apply to register the Football Ground as an Asset of Community Value.

Clerk

C/20/054

VE Day – 8th May 2020

The Parish Council unanimously resolved to use the Plaistow Pre-School's 'Dig for Victory' picture for the invitations.

VE Day
Steering Group

C/20/055

Clerk's Update

a. Annual Assembly

The Parish Council unanimously resolved to hold its Annual Assembly on 27th May 2020. The catering budget was agreed at £100. The Parish Council will exhibit:

Clerk / Cllr.
Capsey / Cllr.
Glavin

- Neighbourhood Plan
- TRO (Rickmans Lane) and Plaistow Road update
- Plaistow telephone kiosk as a book exchange (with PVT)
- Updates on Crouchlands (from Artemis) and progress on the Wephurst PRow from their committee
- Gatwick
- Plastic Free Loxwood

b. Annual Parish Council Meeting

The Parish Council unanimously resolved to hold its Annual Parish

c. Asset Register

The Asset Register update will be completed for approval at the April meeting and in time for the Internal Audit, currently booked for 15th April.

d. Members Responsibilities

Members agreed to assist with the Asset Register review.

C/20/056

Correspondence

The Parish Council unanimously resolved to allow Plaistow & Kirdford Primary School to hold its Summer Fair on the Village Green on Saturday 27th June; to include the use of the pavilion and electricity supply. The Parish Council thanks Sallie Baker for her continued role as local key holder for the pavilion.

C/20/057

Items for inclusion on the April agenda:

1. Plaistow Village Football Club – update
2. PRow update
3. Layby extension
4. Parish seating survey (as part of the Asset Register update)
5. Use of Notice boards and signposting to website/a different board.
6. Lagoon 3

Items for inclusion on a future agenda:

- a. Plaistow Bus Stop (part of the Safer Bus Stops initiative) – Cllr. Taylor
- b. SCOPE textile recycling banks
- c. Wood White Butterfly Project
- d. Hedge and verge maintenance – Cllr. King-Wilson
- e. Develop Strategic Business Plans (SBP) for all current and future projects
- f. Winterton Hall – Cllr. Taylor
- g. Shillinglee Notice Board – Cllr. Whitehouse

C/20/058

Date of next meetings

Winter & Emergency Plan Committee, 24th March 2020, 7:30pm, Kelsey Hall, Ifold

Planning & Open Spaces Committee, 1st April 2020, 7:30pm, Kelsey Hall, Ifold

Full Parish Council Meeting, 8th April 2020, 7:30pm, Winterton Hall, Plaistow

There being no further business, the Chair closed the meeting at 22:00

Appendix A: C/20/043 - PAGNE Report

Firstly, thank you for inviting Linda and myself to tonight's Parish Council meeting. It's been some time since we met and clearly there has been a change of Parish Council membership, so we agree a catch up is very useful.

As you're aware I'm Atholl Forbes and I'm Chair of People Against Gatwick Noise and Emissions or PAGNE for short and both Linda and I are residents of the Parish.

PAGNE is a community noise group, formed in 2017 following the merger of 2 local groups BIPLANE (Back Ifold, Plaistow and Loxwood Against Gatwick Noise and Emissions) and Pulborough Against Gatwick Noise and Emissions who were themselves formed in 2014 in response to Gatwick's shifting of the arrival routes, leading to significantly more noise across the parish.

Our membership footprint is extensive which I've reflected on these maps which I'm happy to leave with you.

PAGNE has a formal constitution. We operate based on a committee structure with officers elected by members at our AGM. Our goals are clearly set out on our website (www.pagne.org) and we provide our growing membership with regular updates detailing the key activities, which from the feedback I receive, are very much appreciated.

So, what are we trying to achieve?

In summary our goal is to ensure that plane noise is distributed as fairly and equitably as possible and to provide a central reference point for residents in order that they can:

- (a) better understand the noise issues and what causes them: arrivals, departures, night noise, etc.
- (b) be informed of all proposed noise reduction activities and their anticipated impact
- (c) be kept updated on the progress of these activities and any wider industry developments
- (d) source appropriate industry contact details allowing issue escalation

In terms of strategy, PAGNE's approach is, and has always been, to work collaboratively with all relevant parties to ensure that the noise issues highlighted by our members are given appropriate consideration as part of any potential noise reduction initiatives. We are committed to working consensually in order that, as a cohort of community groups, we leverage our individual strengths to provide a more powerful and effective voice against the airport's expansion plans, whilst also championing the noise reduction initiatives we believe will best address our member's concerns.

PAGNE was an original member of Gatwick's Noise Management Board and, during its first 3-year term, played an active role which we will seek to do so again as the newly constituted NMB moves into its second 3-year term. Indeed, I have recently been nominated by 7 of the 8 community noise groups to represent them on the NMB's Executive Board. Unfortunately, my appointment is currently being blocked by one community group, although we are hopeful this situation will be resolved shortly. We feel PAGNE is well respected, not only by the great majority of other community noise groups, but also by the Airport's executive and the other aviation industry participants.

PAGNE is a member of Gatwick Area Conservation Campaign (GACC), the highly respected umbrella group which has a long and proud record of representing all areas around the airport. So members are aware, at GACC's recent AGM, I was elected to GACC's Executive Committee.

In response to the publication of Gatwick's master Plan, PAGNE, along with the majority of community noise groups, formed the Gatwick's Big Enough coalition. PAGNE has played a leading role on the coalition which so far has:

- Engaged with all key stakeholders including MPs, councils (useful meetings with Crawley Borough and West Sussex County Councils), the Department for Transport, the Planning Inspectorate and the airport itself
- We have briefed MPs and councils on the likely consequences of Gatwick's plans and on the significant gaps in the planning arrangements for approving or rejecting those plans
- Presented at Gatwick's Consultative Committee, GATCOM
- Commissioned legal advice on the best way to oppose Gatwick's proposed main runway growth, which is not currently captured within any planning process

Our focus has been on trying to ensure that **all** Gatwick's growth is subject to a formal planning process, allowing all parties to have a voice. So you're aware, 60% of Gatwick's proposed growth would be from more intensive use of its main runway, which is not covered by any formal planning approval process. This is unacceptable and must be challenged.

PAGNE has developed effective relationships with local Members of Parliament, including Gillian Keegan, and with the support of the Gatwick's Big Enough coalition recently helped facilitate a letter to the Secretary of State for Transport signed by 8 MPs raising concerns re Gatwick's growth plans and the lack of appropriate scrutiny.

I hope this provides members with the necessary background to PAGNE itself, what we're doing and how we're going about it. With Gatwick's Master Plan announced, including their significant growth ambitions, we feel this is a critical time for the Parish in relation to its interaction with the airport. PAGNE would therefore welcome the opportunity to share our local knowledge with the Parish Council, to help respond to Gatwick related matters. We are here, and should the Parish Council see benefit from our support, we would be delighted to provide it.

Thank you.

Appendix B: C/20/044 - To receive reports from County and District Councillors

CDC update

Local Plan:

The Parish Council will have been updated about the delay to the Local Plan and this has now been communicated to members of the public via the press. I am disappointed about the delay and that communication did not come sooner for many of the Parish Councils in the ward I represent who are in the middle of either writing or updating their neighbourhood plans. As you will be aware at the last full council meeting Cllrs. from different parties, already seeing this coming, were urging CDC to give a full update in order that Parish Councils could be forewarned and plan accordingly. I am glad this pressure from the opposition has had an influence on CDC coming clean but am disappointed at how late in the day it is. I am fully aware of the precarious position this places some of my parishes in and will support as much as I can.

Annual Budget:

As you may be aware, this month the Full Council meeting was not a regular Full Council meeting, it was the annual budget debate to approve CDC annual budget, which is the most important event in the district council's calendar.

As you can imagine I was very keen to be able to attend this important debate. To give you a bit more of context, in order to attend I worked unpaid on the previous weekend to get a day off in exchange to go to Council because as you are aware people of working age who have to work for a living are currently struggling to attend meetings as they ALL take place in the day – contrary of what the 96% of councils of the same level of authority are doing around England.

I am giving you this context so that you understand how disappointed I was that at my first annual budget debate as a newly elected Cllr for Loxwood, I was unable to speak as the debate was cut short, Public Questions were also cut short and Questions from Cllrs to the Executive on the most important debate of the year were also cancelled.

The group I represent had presented an amendment to help with the Climate Change Emergency but also to help with the very critical state of the Local Plan and these amendments included for the surplus to be spread between cycling and walking infrastructure, decreasing air pollution in the district's four Air Quality Management Areas, and the appointment of consultants and advisers to help in the preparation of the Local Plan.

These amendments were rejected – a vote and a result which we accept as part of the democratic process, sometimes you lose sometimes you win, but we feel that this budget debate could have been on a shorter agenda to allow people to have open discussion and to give Councillors proper time to debate. Indeed an additional full council meeting scheduled for 24th March was cancelled as it was deemed it was not needed.

I was elected to represent the different views of residents in this community and those voices deserve to be heard.

Local Update

Lagoon 3:

A conference call took place on Friday 28th February 2020 following the site visit that I had asked for. This was to review whether the assessment of the structure had changed since they last visited and whether the emergency response plan should be updated. I am awaiting the minutes from this meeting so I can re-review these. The outcome was that it did not need to be updated which I am not happy about and will be following this up. I have had to send yet another follow up to this request for the minutes.

Potholes:

On Sunday I visited a number of the reported pothole sites around the ward to take pictures and report them myself to WSCC

Co-op application:

A further extension has been granted by CDC to avoid refusal on the grounds of no affordable housing commuted sum. I was doubtful, despite being told otherwise that it would be heard at the March Committee and I am sorry that this turned out to be the case. It is now planned that this will be heard at the April Committee.

Upcoming Surgeries

Saturday 21st March 2020 – Stagg Inn, Ebernoe

Saturday 4th April 2020 – The Old Mill, Wisborough Green

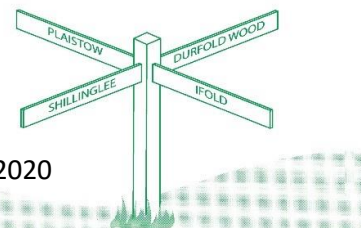
Saturday 18th April 2020 – The Half Moon, North Chapel (please join me for birthday drinks)

Saturday 2nd May 2020 – Plaistow Stores, Plaistow and Ifold

Saturday 16th May 2020 – Kirdford Stores, Kirdford – Right after my surgery I will be helping at the Kelsey Hall fundraising event (on the BBQ) with IFRA and Kelsey Hall. So hope to see you there 😊

Saturday 6th June 2020 – Onslow Arms, Loxwood

PLAISTOW AND IFOLD PARISH COUNCIL



Schedule of receipts and order for payments for February & March 2020
To be approved at the Parish Council meeting on 11.03.2020

Agenda Item C/20/51(a)

The signed original document is filed in the Accounts file, YE 31/03/20

RECEIPTS

Payer:	Detail:	Cost Centre/Code	Amount:
		Total	£00.00

PAYMENTS

Payee:	Detail:	Cost Centre/Code	Amount:
WSSC	Salaries for February 2020	4101 / 101	£1,843.75
Miss C. E. Nutting	Mileage for February 2020	4102 / 101	£38.43
Miss C. E. Nutting	Working from Home Allowance for March 2020	4102 / 101	£18.00
Miss C. E. Nutting	Overtime for February 2020 33 hours @ £16.50ph	4101 / 101	£544.50
Miss C. E. Nutting	Expenses – 1st class stamps, envelopes and parking for GDPR mail shot re Reg 16 Neighbourhood Plan public consultation & PC Telephone 24.02.2020 – 23.03.2020	4117 / 102	£67.73
		Total	£2,512.41

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

Payee:	Detail:	Cost Centre/Code	Amount:
Billingshurst Community Transport	2019/20 grant payment. Approved at a full PC meeting on 12th March 2019 at C/19/036(b). Cllr. Ribbens email confirmation dated 09.10.2019.		£350
Bankline	Account fee	102/4140	£1.60
		Total	£351.60

Total receipts £ 00.00.00

Total expenditure £ 2,864.01

Signed by Chair:..... Date:

Signed by Councillor: Date:

Signed by Clerk/RFO: Date: