

MINUTES of the Plaistow and Ifold Parish Council Meeting held on **Wednesday 10th June 2020**, via remote conference calling technology.

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

District Cllr. Gareth Evans and County and District Councillor Janet Duncton were in attendance along with one (1) Member of the Public.

C/20/085 Apologies
Apologies were received and accepted from Cllr. Paul Reynolds and Cllr. Matthew Hardman.

C/20/086 Declaration of interests by Members in matters on the Agenda. To consider and agree any requests for Dispensation.
None received.

C/20/087 To receive for confirmation Minutes of the Parish Council Meeting held on 13th May 2020.
The minutes were unanimously approved and will be signed by the Clerk & Chair via Secured Signing.

C/20/088 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 Wednesday 10th June 2020.
None received.

C/20/089 To receive reports from County and District Councillors.
Cllr. Duncton: WSCC will hold a Governance meeting on 22nd June to consider the future format of Council meetings whilst Social Distancing rules remain necessary. WSCC have issued laptops for disadvantaged pupils. There are 10,000 care home beds in West Sussex. There is sufficient PPE. There is a small cluster of about 140 cases of Covid-19 in West Sussex care homes. WSCC will suspend

their charges for pavement seating and dining until 2021 to support the re-opening of the local hospitality industry. Pop-up cycleways are to be prioritised, predominantly in coastal areas; however, Parish and Town Council's are encouraged to suggest other potential cycleway locations.

Please refer to Cllr. Evans' reports appended to these minutes as Appendix A.

The public are concerned that Lagoon 3 remains an agenda item. The Parish Council agreed to implement resolution C/20/029, 11th February 2020; namely to write to Ms. Keegan MP and invite her to Chair a meeting between the EA, CDC and the Parish Council. This resolution has not been progressed due to the pandemic. However, meetings are more routinely being undertaken via remote conference technology.

Cllr. Reynolds
& Clerk

The Parish Council resolved to write to West Sussex's Police and Crime Commissioner highlighting concerns that local fly-tipping incidents have been inadequately investigated and prosecuted. The letter is appended to these minutes as B.

Cllr. Jordan &
Clerk

In relation to the Local Plan Review (LPR), no advance information has been produced/circulated to date. The District Council will consider the LPR at its meeting on 21st July. A Public Consultation is launching on 12th June in relation to housing allocation to assist in the formulation of a supplementary planning policy to bridge the gap between the end of the existing Local Plan period and the publication of the revised Local Plan in spring 2021, which is currently in draft form.

C/20/090

Highways

a. Matters to be reported by Members

The Parish Council will endeavour to identify and write to private landowners where Giant Hog Weed (GHW) is growing within the Parish. Loxwood Parish Council and the Wey and Arun Canal Trust are managing the GHW on their land.

Clerk

The Parish Council noted the disappointing highway repairs along Dungate Road. The Parish Council will provide County Councillor Janet Duncton with pictures of the problems, including a large pothole in Shillinglee, to follow up with WSCC Highways department. Some highway personnel have been redeployed during the pandemic. WSCC are investing 9.8 million to boost pothole

Cllr. Capsey

prevention and highway improvements within West Sussex.

b. Gritting of Plaistow Road and Rickman's Lane

The Parish Council agreed that it is time to implement resolution C/19/167b, dated 10th December 2019 and mobilise public support to try and prevent Plaistow Road and Rickman's Lane being omitted from the new winter service schedule in future years. These roads are used as the main bus route to Plaistow and Kirdford Primary School. Kirdford Parish Council to be invited to work alongside Plaistow and Ifold, including the local schools and Ms Keegan MP.

Clerk & Cllr.
Capsey

c. TRO Rickman's Lane, Plaistow

The Parish Council resolved to create and publicise a public survey on the Parish Council's website to ascertain public support for the TRO application and data regarding road safety.

Clerk & Chair

d. PRow update

This matter was deferred to a future meeting.

C/20/091

Financial Matters

Clerk

a. To approve Order for Payment

The approve Order for Payments is appended to these Minutes at C. The document will be signed via remote Secured Signing by the Chair, Clerk and Cllr. Colmer.

C/20/092

Update on adopted BT telephone kiosks box in the Parish

a. Ifold, including official opening

The kiosk renovation is now fully complete, and the equipment/lighting installed and working. The Defibrillator is registered with SECAMB and can be used. The Parish Council resolved to contact the West Sussex County Times regarding publicity and organise an official 'launch'.

Clerk, Chair &
Cllr. Reynolds

Billingshurst Emergency Assistance Team have offered to run remote Defibrillator training.

b. Plaistow

BT have confirmed that the 90-day consultation period has ended. Chichester District Council is the only consultee and the Council has written in support of the Parish Council adopting the Kiosk. The contract has been signed by the Chair. The proposed change of use to a book exchange may require listed building consent, which will be investigated and progressed.

Clerk

C/20/093

Update from Lady Hope Playpark Steering Group

The Minutes of the most recent meeting are attached at D. Further

to discussions with some of the play equipment companies, the zipwire would need to be a stand-alone installation on the Upper Green; there is insufficient room for it within the confines of the playpark itself.

C/20/094

Neighbourhood Plan Steering Group (NPSG) update

NPSG & Clerk

The report circulated to the Parish Council from the NPSG is attached to these minutes at E.

The NPSG will draft a response to CDC regarding a Freedom of Information (FOI) request received by the District Council for sight of comments made during the initial incomplete Reg 16 public consultation. The material is not in the public domain and is confidential until it is published following the successful completion of Reg 16; dates yet to be finalised.

All the Neighbourhood Plan (NP) material and data published on the former NP website has been captured and will be incorporated into the Parish Council's new website.

C/20/095

Adoption of the amended Media and Communications policy

The Parish Council resolved to adopt the amended Media and Communications Policy.

C/20/096

Meetings

- a. Review of monthly meetings

The Parish Council resolved to maintain monthly meetings and review the situation in the future.

Meetings are the second Wednesday of the month. The following meetings are scheduled for the remainder of 2020:

8th July

12th August

9th September

14th October

11th November

Tuesday 8th December (Planning and Open Spaces Committee meeting scheduled for Wednesday 9th December)

- b. Annual Assembly and Annual Parish Council Meeting

As per the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime

Panel Meetings) (England and Wales) Regulations 2020, the Parish Council resolved not to hold an Annual Parish Council meeting or Annual Assembly in 2020.

C/20/097

Assets of Community Value

The Parish Council unanimously resolved to apply to register the following as Assets of Community Value:

- Football Ground
- Lower Green (owned by the National Trust)
- Youth Club building
- Plaistow Stores
- Oak Tree Stores
- Sun Pub
- Tennis Courts
- Pre-School Garden
- Scout Hut
- Kelsey Hall

C/20/098

Clerk's Update

The Clerk will progress the rejuvenation project of the bus stop area at the entrance of The Drive, Ifold and liaise with Ifold Estates Limited (IEL). Clerk

C/20/099

Correspondence

IEL's query regarding broken and/or missing Public Rights of Ways (PRoW) signs will be referred to the PRoW Officer at WSCC. Clerk

C/20/100

Items for inclusion on a future agenda

Consider Directors Indemnity Insurance for WHMC and Youth Club. Cllr. Glavin & Cllr. Colmer

C/20/101

Date of next meetings

24th June 2020, Planning and Open Spaces Committee meeting, Zoom remote conference call, 7:30pm

8th July 2020, Full Parish Council Meeting, Zoom remote conference call, 7:30pm

There being no further business, the Chair closed the meeting at 21:05

Local Updates

- 1) I continue to support the Covid-19 hubs (including mowing a residents lawn last week). Fortunately I am hearing reports that the number of volunteers outweighs those in need but it is great we have so many volunteers in case things do change. As we emerge from lockdown we should still encourage residents to exercise caution in case of a second spike.
- 2) A reminder that the Covid-19 District Councillor hotline remains open should residents report any concerns in the community to the Parish Council.
- 3) Neighbourhood plan – I have been following the correspondence regarding this and the frustrations that have emerged due to Covid-19. If there is any further support from your councillors I will explore this on behalf of the Parish Council.

- 4) Thane update sent to Clerk on 5/6/20

Ian Grealey (Environmental Health Technician) “I have passed a case to legal about the fly tips originating from Thane and have contacted Horsham DC to offer assistance with their case should it be required. The persons at Thane have not responded to correspondence, and on the visits I have made have been evasive at best. I will continue to work with all agencies and am available to discuss this matter if required.”

Sue Payne (Planning Enforcement Officer) “From my site visit on the 2nd June, I noted that the two entrances to the property had been blocked up using some substantial tree trunks. I can confirm that the mobile home and 2 touring caravans have been removed from the land, they have also removed the small shed from the rear of the property. The fence panels have been removed from the land, although I did note that the concrete posts were still in situ. I would therefore proposed that the enforcement case is closed. I will ensure that all the relevant persons are notified in due course.”

- 5) Lagoon 3

Although the community is dealing with the impacts of Covid-19 I am conscious that we cannot take our eye off the ball with regards to Lagoon 3 and will be following this up again with CDC. I would like greater clarity and evidence (which has not been forthcoming) of the regular checks that are meant to be taking place. It would be good to discuss this with members of the Parish Council as to other avenues we can follow with this situation.

- 6) There have been increased concerns about traffic speed and noise across the ward. A cross ward traffic taskforce has been set up with a view to working in collaboration to tackle this. Currently members Loxwood and Wisborough Green PCs members are in attendance. The first meeting took place via zoom two weeks and the next one will take place in June 11th. I will update if anything arises prevalent to Plaistow and Ifold Parish
- 7) Household Waste Recycling Sites, which are run by West Sussex County Council, started accepting more items including wood, furniture and electrical items from Monday 1 June.

Residents are now able to dispose of the following items at all sites in West Sussex:

- garden waste
- general household waste
- wood

- cardboard
- electrical items
- bulky items
- white goods
- furniture

Soil, hardcore, plasterboard, asbestos, tyres and textiles/clothes will not be allowed at this time. This is to ensure social distancing measures can be maintained and to limit queues.

CDC Updates

- 1) From June , CDC are launching the next stage of the business rate grant scheme. £1.8 million of government funding will be available to support small businesses in the Chichester District, which were previously outside the scope of the business grant funds scheme. This additional funding is aimed at small businesses with ongoing fixed property-related costs. The new scheme prioritises businesses in shared spaces, regular market traders, small charity properties that would meet the criteria for Small Business Rates Relief, and bed and breakfasts that pay council tax rather than business rates. Businesses must be small – with less than 50 employees - and they must also be able to demonstrate that they have seen a significant drop of income due to coronavirus restriction measures. There will be three levels of grant payments, with the maximum amounting to £25,000. Please encourage anyone who feels that they may qualify for this new funding to apply on our website from Monday 1 June at <https://www.chichester.gov.uk/businessratesmarch2020>.
- 2) While I am on the point above I have been contacted by business in the local community who have been significantly impacted economically by Covid-19. If you come across any that need advice we are here to help.
- 3) Since last month meetings CDC Council, Cabinet and Committee meetings have started to take place and are now being live streamed on youtube. The next full council meeting is Tuesday 21st July

Digital District Cllr Surgeries

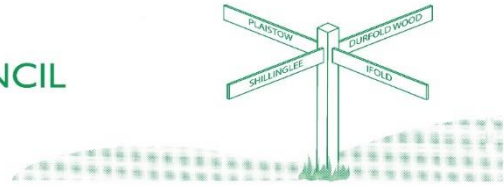
In this era of social distancing my face to face surgeries cannot continue for obvious reasons until such a time as these measures are relaxed

To replace my surgeries, I am available to meet residents remotely through video calls upon request either through Zoom meetings or Video Calls through Skype or Hangout (ID gareth.evans1979@googlemail.com). Get in touch if you'd like to arrange a time to meet up!

Residents can contact me any time on my telephone 07958918056 or email gbevans@chichester.gov.uk. I can also be contacted via my social media handles.

Facebook is @GarethEvansLoxwood Twitter is @GarethEvans79

PLAISTOW AND IFOLD PARISH COUNCIL



17th June 2020

Katy Bourne OBE
Sussex Police and Crime Commissioner
Sackville House
Brooks Close
Lewes
East Sussex
BN7 2FZ

sent via email

Dear Mrs Bourne,

Re: Rural Crime Initiative

As a rural Parish Council, we wanted to write to commend the launch of the Rural Crime Initiative and new crime team whose aim is to crack down on countryside crime. We were encouraged by your accompanying launch statement that 'crimes will not be ignored and are being taken extremely seriously'.

Unfortunately, your strong statement appears, at least in relation to our Parish, to have fallen on deaf ears. Having suffered a number of fly tipping incidents in October last year, which were reported almost immediately, it is disappointing that some 8 months later no action has been taken against either the perpetrators or householder from where the rubbish appeared to originate. Whilst the originating property/householder of the rubbish was obvious to local residents, the investigation undertaken was such that no action has been taken and the culprits have managed, in the words of the Deputy Chief Constable, to "get away with it".

The knowledge that such crimes can be committed with impunity encourages further such offences.

As a Parish Council we look forward to hearing of successful prosecutions against those who commit rural crimes generally and fly tipping specifically. It is our belief that the vigorous prosecution of such offences is the only way to discourage these crimes.

Yours sincerely

Alan Pearson

Chair of Plaistow and Ifold Parish Council



PLAISTOW AND IFOLD PARISH COUNCIL

Schedule of receipts and order for payments for May-June 2020

To be approved at the Parish Council meeting on 10.06.2020

Agenda Item: C/20/091

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

RECEIPTS

Payer:	Detail:	Cost Centre/Code	Amount:
CDC	VE Day Grant payment		£250.00
		Total	£250.00

PAYMENTS

Payee:	Detail:	Cost Centre/Code	Amount:
WSCC	Payroll Admin Charges for the period 1st October 2019 – 31st March 2020		£46.44
WSCC	Salaries for May 2020		£2,818.24
TEEC	Migration of Neighbourhood Plan website onto PC's website		£1,056.00
Sussex Land Services	Ground works in May		£404.40
Rialtas	Alpha software annual support and maintenance up to 5 users (PC's accounting software package and support)		£206.40
Wellers Hedley	Legal Advice re Winterton Hall		£120.00
Miss C E Nutting	Expenses including WH postbox, ink, mileage & WFH Allowance - May 2020		£76.94
		Total	£4,728.42

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

Payee:	Detail:	Cost Centre/Code	Amount:
Came & Company	Insurance 2020-2021		£1,082.18
Arun District Council	LCAV Scheme		£60.85
Evans Electrical	Ifold BT Kiosk Defib and internal light installation		£474.00
Bankline	Bank account charges for April 2020		£4.00
Bankline	Bank account charges for May 2020		£9.20
		Total	£1,630.23

Total receipts **£ 250**

Total expenditure **£ 6,358.65**

Signed by Chair:..... Date:

Signed by Councillor: Date:

Signed by Clerk/RFO: Date:



Lady Hope Playpark Steering Group

MINUTES of Plaistow and Ifold Parish Council's Lady Hope Playpark Steering Group Meeting held on 20th May 2020, 19:30, via remote conference call (Zoom).

Present Cllr. Sophie Capsey; Cllr. Paul Jordan; Cllr. Jamie King-Wilson and Catherine Nutting (Clerk & RFO)

1. Apologies

None

2. Public Consultation Analysis

The public consultation concluded on 15th May 2020. There were Thirty-five (35) respondents. The survey results will be published on the Lady Hope Playpark page of the Parish Council's website.

The largest group of users are aged 3 – 5 years (62.50%); however, comments included requests to increase the age appeal of equipment. Frequency of use of the playpark is predominantly weekly, or monthly. 93.75% of respondents do not require disabled access or equipment.

The most popular equipment requests were for more swings (61.76%), a zipwire (79.41%), an improved multi-activity unit (67.65%) and additional seating and picnic tables (90.91%).

3. Equipment to be retained / removed

Members recommend that the current swings, roundabout, metal slide down the embankment and turtle rocker be retained.

Members recommend removing the balance beam course and the tree stump.

4. New equipment

Members recommend that the following equipment is purchased for the playpark:

- Additional swings
- Replacement multi-activity unit (which could incorporate some of the other equipment requests such as a playhouse (55.88%) and climbing ropes (55.88%))
- Zipwire
- More picnic benches and seating

Comments were made that the equipment should be in keeping with the village. Members agreed that garish equipment would be unsuitable and unpopular and will therefore look at the various natural options available.

5. **Location of new equipment**

Cllr. Jordan will ask the various play equipment companies who have already submitted layout designs and quotes to submit alternative schemes/quotes to include the proposed new equipment.

Cllr.
Jordan

However, Members recommend that the zipwire is situated at the lower level of the playpark where the current balance course is situated. The new multi-activity unit should be situated in the same position as the current one.

The additional seating and picnic tables should be located at the top of the playpark and/or on the upper village green, which is owned by the Parish Council – therefore no additional permissions are needed to install and secure the units.

6. **Play surfacing**

Most respondents (65.63%) said they would like to see more safety play surfacing. However, comments were received requesting the playpark retain its natural look, which Members agree with. Members recommend that safety surfacing is used immediately under/around the equipment to minimise its impact on the overall appearance of the playpark, which should remain predominantly grass.

7. **Parking**

The majority of respondents (82.35%) would like the Parish Council to investigate an extension to the layby, adjacent to the upper green, to provide improved parking.

Members agreed that this can be considered by the Parish Council in relation to the 2020/21 and/or 2021/22 New Homes Bonus scheme. An improvement to the layby is the preferred project for this funding. However, Members discussed the need to safeguard unnecessary urbanisation of Plaistow village, such as marked parking bays. Additionally, proportionality between the cost to extend the layby and the additional parking gained needs to be carefully considered. Members noted that the NPSG have previously confirmed that Common House Lane meets the legal highways width test.

Full
Parish
Council

8. **Next Meeting**

To be arranged once the revised designs and quotes have been received

Clerk

The meeting closed at 20:25

Report to Plaistow and Ifold Parish Council Meeting 10 June 2020

Update on the Neighbourhood Plan

Regulation 16

As agreed a letter has been sent to CDC regarding the re-running of Reg. 16 consultation, which was interrupted by the pandemic and the lack of access to hard copies of documents. The Parish Council offered to facilitate access to hardcopies of documents via the Parish Clerk.

CDC senior officer has confirmed they are still deciding how to re-run the consultation and taking legal advice and it will be several more weeks before a decision is made. However they have confirmed that the previous responses to the earlier Reg 16 will be included with any new responses. At this stage the responses will not be published until the re-run is completed. all responses will be sent to the Examiner.

CDC Officers have also been asked to confirm the position of the Neighbourhood Plan in relation to the Local Plan Review and whether further updates to the NP will be required.

Neighbourhood Plan Website The Neighbourhood Plan website has been successfully moved to the main Parish Council website and is under the management of the Parish Clerk.

Steering Group Meeting

A Steering Group meeting was held on 27 May . As the Parish Councillors are aware Christine Pierce Gibson has left the group and Cllr Glavin and Hardman have joined. There are now 8 members and only two members who are not Parish Councillors.

It was agreed to :-

- i) apply for further grant aid for technical professional support from Locality and to obtain quotes for professional advice/support post Reg 16.
- ii) Update the VDS and resubmit back to CDC.
- iii) Obtain advice from CDC regarding the production of a design brief for Land to the North of Little Springfield Farm to ensure future development is sympathetic to the rural location and has in place adequate provision to ensure socially sustainable development.

The next meeting is 22 July.

Brownfield Site Land at Little Springfield Farm Policy EE4

It has been confirmed that the Planning Application in respect to the above site is likely to go to the CDC Planning Committee on 6th July. As previously approved representation will be made at that Committee Meeting by the PC in support of the EE4 draft Policy in the NP, the reason for the Policy and the support of the Policy by the local community. At this time it is not known what the recommendation of the Planning Officer will be to the Committee. Unfortunately Reg. 16 has not been completed and so the weight that can be given to the NP Policy has not advanced. It is assumed that the other outstanding matter relating to the application of further bat surveys has been completed.

Sara Burrell
Chair Neighbourhood Plan Steering Group