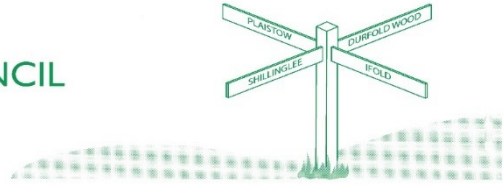


# PLAISTOW AND IFOLD PARISH COUNCIL



**MINUTES** of a **Meeting** of the **Full** Plaistow and Ifold Parish **Council** held on **Wednesday 14<sup>th</sup> June 2023** at **19:30**, Winterton Hall, Plaistow.

**Please note:** - These minutes are to be read in conjunction with the Clerk's Report, which can be found at the end of these minutes ([here](#)) and which was published on the Parish Council's [website](#) with the [agenda](#) in advance of the meeting. The Clerk's Report provides all necessary background information for the matters considered at the meeting.

**Present** Cllr. Paul Jordan (Chair of the Parish Council); Cllr. Sophie Capsey (Vice Chair of the Parish Council); Cllr. Phil Colmer (Chair of the Finance Committee); Cllr. Doug Brown; Cllr. Rick Robinson; Cllr. Sarah Denyer; Cllr. Jane Price; Cllr. Nicholas Taylor and Catherine Nutting (Clerk & RFO).

No members of the public were present, either in person or remotely via Zoom.

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

**C/23/090** **Apologies for absence & housekeeping**  
Apologies were received and accepted from Cllr. Andrew Woolf and District Councillor [Charles Todhunter](#).

**C/23/091** **Disclosure of Interests**  
None received.

**C/23/092** **Minutes** Actions:  
Clerk & Chair  
It was **RESOLVED** to **APPROVE** the minutes of the Annual Parish Council Meeting held on **17<sup>th</sup> May 2023**, which will be **SIGNED** by the Chair of the meeting via Secured Signing, in accordance with Standing Order 12(g), as a true record and published on the Parish Council's [website](#).

**C/23/093** **Public Forum**  
None raised.

C/23/094

**To receive reports from [County and District Councillors](#)**

The Council **NOTED** the reports received from [County](#) Councillor Duncton and [District](#) Councillors Evans and Todhunter. Both reports are appended to these [minutes at A & B respectively](#).

Additionally, Cllr. Duncton advised that a sink hole has appeared in Petworth (Middle Street) which could take some weeks to remedy, and road closures would be necessary.

The financial support offered by the various Local Authorities to support the community and businesses affected by the [fire at the Angel Hotel](#) in Midhurst is all unbudgeted expenditure (CDC - £200k; SDNP -£200k and WSCC - £100k). WSCC's funding package will additionally include an amount to support the road infrastructure in due course. The decision to try to save the Victorian façade has been made by English Heritage. This decision has been criticised by some, due to the detrimental impact on Midhurst town centre business the lengthy road closure is causing. The Tudor part of the building has been totally lost.

Cllr. Jordan asked about WSCC's success in prosecuting those who fly-tip. County Cllr. Duncton was unsure.

*Cllr. Duncton left the meeting at 19:41*

*Cllr. Evans arrived at 19:51*

In addition to the District Councillor report, Cllr. Evans advised that the planning application regarding the proposed development of Land West of Cornwood/Townfield in Kirdford would be considered by CDC's Planning Committee in July.

Cllr. Capsey asked if she could refer a MOP to Cllr. Evans who requires support regarding Hyde accommodation. Cllr. Evans advised that issues with Hyde Housing are being collated by CDC for consideration/action.

C/23/095

**Financial Matters**

*For all items listed below, please refer to the details contained within paragraph 6 of the Clerk's Report.*

**1. Financial report for May - June 2023**

The Council **RECEIVED**, **REVIEWED** and **NOTED** the Payments and Receipts Analysis Reports for the period of

Actions:  
Clerk & Cllrs.  
Denyer &  
Robinson

12<sup>th</sup> May – 9<sup>th</sup> June 2023, which details expenditure and income since the Council's meeting on 17.05.2023.

These reports are appended to these [minutes at C](#). The report will be countersigned by Cllrs. Denyer and Robinson.

**2. Internal Audit**

The Council **RECEIVED, REVIEWED** and **NOTED** the Internal Audit report for 2022/23 dated 22.05.2023, which is published on the Parish Council's website ([here](#)).

**3. Annual Governance and Accountability Return 2022/23**

*Please refer to the Council's [website](#) to review the Annual External Audit documents referred to below.*

The Parish Council **RESOLVED**:

a. To **AGREE** the Annual Governance Statement 2022/23. (Section 1 of the Annual Governance and Accountability Return (AGAR)).

b. To **AGREE** that the Annual Governance Statement 2022/23 be signed by the Chairman and Clerk.

Motions a. and b. were proposed by Cllr. Capsey and seconded by Cllr. Colmer. Section 1 of the AGAR was duly signed by Cllr. Jordan, Chair and Mrs Nutting, Clerk during the meeting.

c. To **AGREE** the Accounting Statement 2022/23 (Section 2 of the AGAR).

d. To **AGREE** that the Accounting Statement 2022/23 be signed by the Chairman.

Motions c. and d. were proposed by Cllr. Taylor and seconded by Cllr. Denyer. Section 2 of the AGAR was duly signed by Cllr. Jordan, Chair. The Responsible Financial Officer, Mrs Nutting, had duly signed the Accounting Statement in advance to certify that they had been prepared in accordance with guidance and proper practices and presented fairly the financial position of Plaistow and Ifold Parish Council.

e. To **NOTE** the additional information to be submitted to the external auditor in support of the AGAR.

f. To **ADOPT** the dates for the period of exercise of public

rights from 16<sup>th</sup> June 2023 to 27<sup>th</sup> July 2022 inclusive.

- g. To **NOTE** that the following information will be published on the Council's [website](#), no later than 15<sup>th</sup> June, in accordance with the Accounts and Audit Regulations 2015 and before 1st July:

\* Notice of the period for the exercise of public rights and a statement explaining how public rights can be exercised.

\* A signed declaration that the accounting statements are yet unaudited.

\* Section 1 - Annual Governance Statement 2022/23, approved and signed.

\* Section 2 - Accounting Statements 2022/23, approved and signed.

\* Contact details of the External Auditor.

**C/23/096**

**Planning Matters**

Actions:

*For all items listed below, please refer to the details contained within paragraph 7 of the Clerk's Report.*

Clerk

1. Crouchlands Farm Planning Applications for Rickman's Green Village (22/03114/FULEIA & 22/03131/OUTEIA )

Further to the Council's resolution to strongly object to the applications (C/23/074, 17.05.2023) the Council **NOTED** the representations submitted to the Local Planning Authority on 5<sup>th</sup> and 6<sup>th</sup> June 2023, which are published on the Parish Council's website [here](#).

2. Crouchlands Farm Planning Application for Whole Farm Plan (22/01735/FULEIA)

The Council **NOTED** the Planning Working Group's recommendations as outlined in the Clerk's Report and **RESOLVED** to **APPROVE** the draft representations regarding the changes to the application ([appended at D](#)). The letter is published on the website [here](#).

3. Lagoon 3

The Council **NOTED** the update submitted to CDC's Planning Committee on 14.06.2023; [item 9 - Schedule of Planning Appeals](#) when the District Council considers the monthly schedule updating the position about planning appeals, litigation and recent planning policy publications or pronouncements.

Prosecutions - continued		
Site	Breach	Stage
Crouchlands – Lagoon 3, Loxwood	Of Enforcement Notice	Not Guilty plea entered on 18 April. Matter adjourned to Trial on 23 August. Initial Prosecution evidence served on the Defendant. More evidence may be served in the meanwhile.

4. Housing development and the A27 Strategic Road Network

The Council **NOTED** CDC's Development Management Team's update that, further to receiving advice, they can require developers to make a contribution towards necessary infrastructure to support the cumulative impact of new housing development on the A27 Strategic Road Network as set out in Policy T1 of the emerging Local Plan. Consequently, CDC will resume determination of applications.

**C/23/097**

**Ratify Clerk's decision(s) – [Scheme of Delegation](#)**

*Please refer to paragraph 8 of the Clerk's Report*

The Council **NOTED** the Clerk's appointment of Steve Tilbury, Planning Consultant, pursuant to paras 3.1.2, 3.1.3 and 3.1.6 of the Scheme of Delegation and **RESOLVED** to **RATIFY** this **DECISION**.

**C/23/098**

**South Downs National Park elections**

*Please refer to paragraph 9 of the Clerk's Report*

Actions:  
Clerk

The Council **NOTED** the candidates' statements and **RESOLVED** to **VOTE** for two (2) Councillor representative to sit on the SDNP Board. Cllr. Jordan proposed voting for PATRICIA HEWLETT of Petworth Parish Council and SUE NYFIELD of Ebernoe Parish Council which was seconded by Cllr. Denyer. The Council voted **UNANIMOUSLY** in their favour. The duly marked ballot paper will be submitted by the Clerk.

**C/23/099**

**Highway Matters**

*Please refer to paragraph 10 of the Clerk's Report*

1. Highway matters raised by Councillors.  
None to note
2. Updates regarding Plaistow's School Safety Zone and

Rickman's Lane TRO

The Council **NOTED** as follows: -

SSZ - no new updates

TRO - the application has passed WSCC Highways' Initial Assessment. The Department are currently updating their baseline speed data for Rickman's Lane (currently dated 2016) against which a detailed assessment of the TRO application will be scored; as well as against the Traffic Regulation Order criteria. The Department will assess the speed data against the newly revised Speed Limit Policy and decide if any supporting traffic engineering measures will be required for a successful implementation.

3. Road markings outside the church in Plaistow

Due to overgrown vegetation, traffic is unclear that it is a no-through road and turning down the lane in error. The vegetation will be reported.

4. Public Rights of Way Annual Parish Report

The Council **NOTED** the annual report, detailing the repair works undertaken in 2022/23 on footpaths 3639 and 3639, published on the website [here](#).

5. WSCC Highway's response to pothole report on Plaistow Road, Ifold.

The Council **NOTED** WSCC Highway's response that further to investigation, the pothole reported is not currently at a level where it would be scheduled for immediate repair but will be monitored through routine inspections. However, the Parish Council observed that this response was sent *after* the pothole was, in fact, repaired!

**C/23/099**

**Bike racks in Ifold**

*Please refer to paragraph 11 of the Clerk's Report*

Actions:  
Cllr. Denyer

Cllr. Denyer explained that the school bus is being well used and outlined a proposal to introduce bike racks in Ifold (Kelsey Hall and Ifold Stores) to help alleviate school traffic and parking issues at the extremities of Chalk Road and The Drive by encouraging more people to cycle to the bus stops. If children's bike could be securely locked up during the day, more parents might be encouraged to leave their cars at home. Cllr. Denyer explained that via

conversations with Ifold parents, they are supportive of the idea. The Council **AGREED** to **INVESTIGATE** the matter **FURTHER** and acknowledged that with the General Power of Competence, it has the lawful power to financially support Ifold residents in this regard. However, it will need to work along side and with the support of both Ifold Estates Ltd and the Kelsey Hall Management Committee. Members heard that Craig at Ifold Stores is supportive of the idea and would agree to permitting a bike rack at the shop. Members agreed that investigations should **FOCUS** on **IFOLD STORES** in the **FIRST** instance to see if the proposal makes a difference to traffic and bike usage; before looking at alternative sites within Ifold. Discussion was had that the Kelsey Hall might still be too far removed from the Chalk Road bus stop to be well used and change behaviour; however, it was agreed that enabling residents to cycle to the hall generally was a good idea.

It was **RESOLVED** that Cllr. Denyer shall: -

- Ascertain **COSTS** for bike racks – to be considered by the Council’s Finance Committee in due course.
- Investigate available **GRANT FUNDING** for bike racks.
- Have an **INFORMAL CONVERSATION** with **IEL** to ascertain their views and report back to Council.
- Have further **INFORMAL CONVERSATION** with Craig at **IFOLD STORES** Stores, to explore the logistics (position etc) and report back to Council.

**C/23/100**

**Correspondence**

None to note, which has not been specifically considered as a separate agenda item.

**C/23/101**

**Clerk’s update & items for inclusion on a future agenda**

Action:  
Clerk

The Council **NOTED** the following updates, as detailed at para 13 of the Clerk’s Report: -

1. Memorial bench, Plaistow  
The bench will be delivered by StreetMaster on Monday 12th June and installed by Mr. Luck. The Council to thank the family and send pictures and update the asset register.
2. WHMC meeting with AiRS and AGM update  
The Council **RECEIVED, REVIEWED** and **NOTED**: -
  - the meeting notes taken at the joint meeting between

the Winterton Hall, Youth Club, Parish Council and Action in Rural Sussex (AiRS) on 18<sup>th</sup> May, which is appended to these [minutes at E](#).

- the [WHMC's AGM minutes](#)
- the update that the Hall intends to become an ICO.

The Clerk will: -

- a. liaise with AiRS regarding updating costs to support the setup of CIOs
- b. register the Hall with HM Land Registry
- c. liaise with TEEC regarding the inclusion of a designated webpage for the Hall on the Parish Council's website.

3. Councillor Vacancies

Two (2) vacancies remain which are to be filled by Co-option.

4. Neighbourhood Plan

The Government funding window has not yet opened for 2023/24. Once it does, the Council will hold an Extraordinary Meeting to consider its position to re-instate the Neighbourhood Planning process.

**C/23/102**

**Meeting Dates**

Actions:  
Clerk

The Council **NOTED** the following meetings: -

- Planning & Open Spaces Committee, 11<sup>th</sup> July 2023, Kelsey Hall, Ifold
- Finance Committee, 12<sup>th</sup> July 2023, 7pm, Kelsey Hall, Ifold
- Full Parish Council, 12<sup>th</sup> July 2023, 7:30pm, Kelsey Hall, Ifold

The Clerk will attend these meetings via Zoom.

There being no further business, the Chair closed the meeting at 20:21



## **Report from County Cllr. Janet Duncton**

### **PC Meeting 14.06.2023**

The new Fire and Rescue Centre now named Platinum House at Broadbridge Heath is nearly ready for business and I have a visit there on the 22<sup>nd</sup> June which I must say I am looking forward to as when this was muted I was Advisor to the Cabinet member so attended the site for very early discussions. It is now ready for action and will provide training facilities for other Fire Services and most importantly serve, when required, West Sussex.

West Sussex County Council has joined with the Environment agency and Sussex Police to try and target areas well known for fly tipping. This is no less than a scourge on the countryside and wherever else it gets illegally tipped.

It is now some 500 days since the start of the War in Ukraine and we are looking for more accommodation for some of the refugees from Ukraine. If you or anyone you know would be willing to put their names down to offer accommodation, please go to the West Sussex County Council web site where information can be found on who to contact etc.

The amount of Carers who look after those who need help is staggering and quite frankly we could not manage without them. We have helped to provide respite days out for those who are registered as Carers but of course many do not register themselves. If you know any in this position do please advise them to register with the Carers Support West Sussex which is a charity that works closely with West Sussex and is there to help.

Trading Standards as ever have been busy and still locating illegal goods of all sorts but especially of the Tobacco kind.

It seems early but we are just having our first workshops on the budget for 2024/5. It's never an easy process but you can be assured that we will be doing our very best to keep services going.

I don't ever try to be Political in these notes but during a recent interview on most channels the Green MP for Brighton said on several occasions about the 'Fracking site' in West Sussex at Balcome. Please

be assure that this is not and never has been a Fracking site. I just thought we should know the actual truth of this site.

Having mentioned the Broadbridge Heath Fire Station another site I have told about before is Woodlands Mead near East Grinstead and this newly developed School will take 500 special needs Pupils. It is now nearing completion.

For the Parish's within the National Park and perhaps for interest to the others a word on South Downs National Park.

As you know I am the County Council representative on this body and have been pretty busy lately. It's not meetings that you would know about but with 3 other members I sit on a committee that checks on how we have done and what we hope for over the coming year. I can tell you it's quite an active committee as we go through achievements and things we have not quite got through so it takes a few sessions to get a picture of where we hope to be in the future year etc. I think it is a good committee with discussions with the Chief Executive etc and deciding if we have failed in any respect or whether we are on the right tracks. Hopefully we are.

You will also have seen that the SDNP has taken the lead on shoring up of the façade of the Angel Hotel in Midhurst with contributions from CDC and WSCC. SDNP and CDC have put £200k in and WSCC £100 K and of course from all 3 organisations this is money not accounted for in our budgets. You may say why is County not putting the same as the other 2. Well there are good reasons like for instance once the roads are opened it will probably be nearing 1 million to put all the roads right in the area that you can imagine have taken a real battering since not going through Midhurst.

You will have seen the scaffolding going up on the Angel and although of course there are a lot that want this saved there is also many who say it should go and there is no doubt that the businesses are suffering in Midhurst itself even with the help from Chichester District Council. It is one of their busy times of the year and they just haven't got the footfall they need. Lets hope it's not long before life as we knew it can be restored. The stabilising should take 6 weeks and by the time you read this we should be getting near that time. Once it is stable then the County can open the road and a sigh of relief all round.

If you want to get in touch as ever it's [janet.dunton@westsussex.gov.uk](mailto:janet.dunton@westsussex.gov.uk)

Janet Dunton

County Councillor Petworth division

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**Appendix B – C/23/094**

## Report from District Cllrs. Gareth Evans & Charles Todhunter

### PC Meeting 14.06.2023

#### Local Updates

**21/00466/OUT – Land West of Cornwood Townfield Kirdford West Sussex** – Gareth has now raised this as a complaint with the cabinet member and senior planning officers at CDC since the officer assigned has failed to respond to three emails and appears continuously out of office.

**Lagoon 3** – Reminder trial date is 23 August 2023 at 10:00am at Horsham Magistrates. Will update when there is further guidance.

**Crouchlands Proposed Developments and 22/02346/OUT Foxbridge Golf Club, Foxbridge Lane** – A meeting with the developer, Loxwood District Councillors and Senior Officers taking place on 11<sup>th</sup> July. The Leader of the Council has also been invited and will attend time permitting.

**Loxwood Shop Update:** We wrote requesting an update as it had been over one month since the water neutrality mitigation was approved by natural England. The response from Fjola was - “I am pleased to say that we are very nearly there. As I understand it everything is in order from a planning perspective, our solicitors have been working on the final outstanding details required for the legal agreement, and it is expected that the final legal agreement will be circulated shortly. Jo or myself will update you as soon as we know when we are able to issue the decision.”

**WR/21/03622/FUL** – We attended a meeting on Sunday 11<sup>th</sup> June to conduct a site visit at the request of the applicant as this application has been held up for two years. We will be speaking with the planning officer to understand when this might go to planning committee.

**48 Townfield (Hyde)** – A resident has been stuck with internal leaking for two years because of a damaged Chimney. After applying pressure, I am pleased to say that the Chimney has been fixed and I am now asking Hyde to complete internal works before winter so the residents can use their heating. They are both in their 80s so it is essential this is done.

**9 Lakers Leas (Hyde)** – Several jobs required in this property causing severe mould. After many months of inaction Hyde have now booked in all jobs at our request.

**Verges and Hedges** – Residents have been in contact regarding the cutting back of verges and hedges in the Loxwood Ward. Contact has been made with County Councillor Janet Duncun as to when Loxwood Ward is due to be cut back.

#### CDC Wide Updates

##### **Midhurst**

Following the fire at the Angel Inn on the 16 March, the road through Midhurst is still closed. The disruption to the town’s businesses is significant and this is creating considerable unease in the town, with 31.7% of businesses in the town reporting over 50% losses to cope with on top of increasing bills. Economic Development have launched a £200,000 grant fund to assist

Midhurst Town Centre businesses. Businesses located in Midhurst Town Centre are eligible to apply for up to £1,800 of funding.

Work has continued apace on the scaffolding to support the façade of the Angel Inn with contractors now working extended days until 7pm.

The seven-week programme (from 15 May) is currently on track.

### **Starters**

- Eleanor McKay – Support Officer (Legal) – Democratic Services
- Laura Hutchison – Internal Auditor – Financial Services
- Barbra Brooks-Smith – Assistant Sport & Leisure Officer – Culture
- Emily Duke – Information & Support Officer – Economic Development
- Jemma Frankland – Assistant Planner – Development Management
- Chloe Jacobs – Apprentice Tree Officer – Planning Policy
- Darran Seacombe – Waste Services Officer – Chichester Contract Services
- Betty Watson – Income & Payments Assistant – Financial Services
- Gary Alexander – Civil Enforcement Officer – Parking Services
- Christopher Land – Customer Services Officer – Customer Services
- Lara Small – Customer Services Officer – Customer Services
- Stephen Hall – Visiting & Inspections Officer – Revenues & Benefits
- Daniel Hammerton – Technical & Administrative Support Officer (Enforcement) – Development Management

### **Leavers**

- Nigel Dixon – Facilities Supervisor – Facilities
- Louisiana Dancey – Waste Services Officer – Chichester Contract Services
  - Sue Dusart – Assistant Accountant – Financial Services
  - Lauren Hayler – Housing Advisor – Housing
  - Linda Palmer – Senior Housing Advisor – Housing
  - Ruth Seys – Taxation & Business Rates Officer – Revenues & Benefits
  - Dominic Henly – Principal Engineer – Environmental Protection
  - Duncan Keir – Engineer – Environmental Protection

- Stephen Harding – Senior Conservation & Design Officer (Maternity Cover) – Planning Policy
- David Tate – Economic Development Officer – Economic Development
- Lynda Brewster – Admin Assistant – Development Management

### **Meeting your District Councillors:**

Gareth has the following surgery dates scheduled:

Saturday 17 June – Kirdford Village Stores, Kirdford (12pm-2pm)

Saturday 1st July – Old Mill Café, Wisborough Green (12pm-2pm)

Saturday 15th July – Ifold Stores, Ifold (12pm-2pm)

Charles is also planning to run surgeries which will offer more opportunity to see your District Councillor face to face. These will be published in due course.

Should the dates suggested not be suitable for you or there are any other reasons preventing you from seeing us we are also happy to do home visits, telephone calls or zoom calls.

Our contact details:

Cllr. Gareth Evans, email: [gbevans@chichester.gov.uk](mailto:gbevans@chichester.gov.uk) or telephone 07958918056

Cllr. Charles Todhunter, email [ctodhunter@chichester.gov.uk](mailto:ctodhunter@chichester.gov.uk) or telephone 07986344365

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08/06/2023

## Plaistow and Ifold Parish Council 2023/2024

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## Cashbook 1

User: CLERK

## Current Bank A/c

Receipts received between 12/05/2023 and 09/06/2023

Nominal Ledger Analysis								
Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Banked 18/05/2023		112.35						
	Mr & Mrs J M Nutting	112.35			1000	100	112.35	Coronation public
Banked 24/05/2023		107.47						
	SSE	107.47			1000	100	107.47	refund-pav electric credit
Banked 26/05/2023		500.00						
	Chichester District Council	500.00			1078	100	500.00	Coronation grant
<b>Total Receipts:</b>		719.82	0.00	0.00			719.82	

Date: 08/06/2023

## Plaistow and Ifold Parish Council 2023/2024

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Time: 12:36

## Cashbook 1

User: CLERK

## Current Bank A/c

Payments made between 12/05/2023 and 09/06/2023

Nominal Ledger Analysis								
Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
12/05/2023	AJG Community	BACS	1,935.09			4110 102	1,935.09	Hiscox Insurance 2023/24
15/05/2023	BT	DD	54.04		9.01	4123 401	45.03	May WIFI WHall
15/05/2023	NatWest	DD	8.40			4140 102	8.40	bank charges for May 23
17/05/2023	Miss C E Nutting	BACS	48.00			4102 101	48.00	WFHA April & May 2023
19/05/2023	Winterton Hall	BACS	77.00			4311 102	77.00	Coronation hall hire
19/05/2023	The Princes Trust	BACS	112.35			4146 102	112.35	coronation donations
23/05/2023	Sussex Land Services	BACS	438.00		73.00	4301 301	365.00	Grass cutting April 23
23/05/2023	Sussex Land Services	BACS	438.00		73.00	4301 301	365.00	grass cutting March 2023
30/05/2023	Secured Signing	DD	14.45			4135 102	14.45	secured signing May23+3 docs
01/06/2023	Zoom	DD	15.59		2.60	4117 102	12.99	zoom June 2023
08/06/2023	Society of Local Council Clerk	BACS	470.00			4120 102	470.00	Clerk June23-June24 membership
09/06/2023	Wicksteed	BACS	179.03		29.84	4307 301	149.19	2nd Wicksteed Cradle Seat
09/06/2023	WSCC	BACS	4,025.16			4101 101	4,025.16	Salary+costs May 2023
09/06/2023	April Skies Accounting Ltd	BACS	187.50			4115 102	187.50	Internal Audit 22-23
<b>Total Payments:</b>			8,002.61	0.00	187.45		7,815.16	

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## PLAISTOW AND IFOLD PARISH COUNCIL



16<sup>th</sup> June 2023

Andrew Robbins  
Senior Planning Officer  
Chichester District Council

Sent via email: [redacted]

Dear Mr. Robbins,

**Re: 22/01735/FULEIA | Regeneration of Crouchlands Farm, comprising demolition of selected buildings, extension, refurbishment and remodelling of selected buildings and the erection of new buildings to provide up to a total of 17,169 sq m (including retained / refurbished existing buildings) comprising the existing farm hub (sui generis), a rural enterprise centre (Use Classes E, C1 and F1), a rural food and retail centre (Use Class E and F1), an equestrian centre (Use Class F2 and C1) and a glamping site (Use Class E and sui generis); provision of new hardstanding, pedestrian, cycle and vehicular access, circulation and parking, landscaping including new tree planting, maintenance and improvements to the Public Rights of Way, site infrastructure and ground remodelling. | Crouchlands Farm Rickmans Lane Plaistow Billingshurst West Sussex RH14 0LE**

Plaistow and Ifold Parish Council has considered the additional documents submitted by the Applicant (publicly available on 11th May) and notes the material changes made to the application as summarised within the 'Whole Farm Plan Cover Letter' dated 28th April 2023 - significantly the removal of the equestrian centre.

Notwithstanding these recent amendments, the Parish Council maintains its **STRONG OBJECTION** to the application; and continues to fully endorse and rely upon its extensive representations submitted to the Local Planning Authority (LPA) in October 2022.

The amended application continues to contravene the policies of the Chichester District Local Plan 2014 – 2029 (CLP); and the policies of the emerging Chichester Local Plan 2021 – 2039 (eCLP); and a range of national policies as set out in the National Planning Policy Framework (NPPF), which are material to the determination of the application.

Being a commercial / non-residential application, none of the arguments made in relation to the LPA's five-year housing land supply / tilted balance have any weight or substance in relation to determining

this application. Consequently, the proposals continue to flout CLP Policies 1, 2, 8, 39 and 45 all of which must be applied in earnest and, on this basis alone, the application should be refused.

In view of the Applicant's more recent submission of applications 22/03114/FULEIA and 22/03131/OUTEIA it is now apparent that the Applicant intends for the three (3) applications, in combination with one another, to represent the ultimate proposal for a site i.e., a substantial new settlement in the countryside to be known as 'Rickman's Garden Village' (RGV) with the 'Whole Farm Plan' proposals as a 'village hub'.

The Applicant calls this 'The Vision', as set out in section A, paragraph 2 (pg.3) of their Planning Statement submitted in support of both residential applications:

*"The proposed new **settlement** will be a high-quality, well-planned, sustainable form of development. The development will provide **up to 600 homes** (including 30% affordable homes) to the east and west of Rickman's Lane, **focused around a new village hub providing employment, retail, leisure and education opportunities and facilities (separate planning application ref 22/01735/FULEIA).***

[own emphasis]

The LPA will be aware that in policy and practical terms the WFP application 22/01735/FULEIA is both confused and confusing in its relationship to these two newer applications and, as a result, fails to present any coherent proposals for the site. Despite the recent changes to the WFP application, it continues to seek approval for a destination leisure/retail outlet in the countryside. It is not an application for "a new village hub". It does not represent infrastructure appropriate to support new residential development, let alone a new settlement with a mixed resident population.

All three applications pray in aid to one another to realise some modicum of sustainability and/or need. The residential development proposed relies entirely on the content of the WFP application, but this is wholly unsuited to the needs of the proposed community – not surprisingly given that it is an application for something else entirely. The WFP looks to the RGV applications to realise its own, alleged, sustainability credentials. They all manifestly fail.

The Parish Council respectfully refers the decision makers to its representations submitted regarding the new settlement, [appended to this letter](#) for ease of reference. Namely: -

1. Rickman's Green Representation, dated 6<sup>th</sup> June 2023 appending -
  - Goose Cottage Appeal Decision: APP/L3815/W/22/3302155, 13.02.2023
  - Land at Manor Copse Farm Appeals Decision: APP/L3815/C/21/3283324 & APP/L3815/C/21/3283325, 17.05.2023
  - '15-minute community' analysis



- Prestige Alternative Finance Impairment document

The Parish Council confidently asserts that its submissions contained throughout the document, but particularly within sections 2 and 3, are directly relevant to the determination of this WFP application. Please consider this document and sections 2 and 3 in particular, as the Parish Council's updated submission in relation to this WFP application.

As with the Rickman's Green Village planning applications, there is an absence of any supporting highways information. Again, the Applicant promises that all the necessary transport analysis will follow later within the still awaited Transport Assessment Addendum document. Consequently, the Parish Council reserves the right to submit further comment once the awaited documents have been submitted by the Applicant.

The Parish Council will submit an addendum Landscape Technical Note in the coming days.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Catherine Nutting', with a stylized flourish at the end.

Catherine Nutting  
Clerk & RFO of Plaistow and Ifold Parish Council

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## Appendix E – C/23/101 – Meeting with AiRS

**NOTES** of a meeting between **Robert Horn from Action in Rural Sussex (AiRS)**, the **Winterton Hall Management Committee (WHMC)** and **Plaistow Youth Club (YC)** held on **Thursday 18<sup>th</sup> May 2023** at 18:15, Winterton Hall, Plaistow.

**Present** Robert Horn (AiRS); Sallie Baker (Chair of WHMC); Sally Stapleton (WHMC); Wendy Lockwood (WHMC); Bev Weddell (WHMC); Ali Dormon (WHMC); Tor Campling (YC); Jo Maiklem (YC); and Catherine Nutting, Clerk of Plaistow and Ifold Parish Council.

- Discussion points**
- Catherine advised of the Parish Council’s position as outlined in the minutes of 08.06.2022, C/22/086 and 11.01.2023, C/23/014; namely, that the Parish Council does not wish to consider becoming the Sole Trustee of the WH at this juncture but will support the WHMC to put in place the requirements to allow the Hall to manage itself and alleviate the pressures on individual committee members. The Parish Council will fund the legal and/or AiRS fees required to secure the future of the Charity and administration of the Trust.
  - Both the WH and YC are unincorporated charitable trusts. The Trusts are not legal entities and therefore cannot hold title to land or enter contracts.
  - Both trusts have a Custodian Trustee which lends its legal identity to allow the Trust to hold property. The Custodian Trustee has no management authority: -
    - The Parish Council is the WH’s Custodian Trustee.
    - The YC needs to confirm the identity of its Custodian Trustee (who could be one of the founding individuals who set up the YC Trust). If the YC is unable to ascertain this information, they can apply to the Charity Commission to become its Custodian Trustee, which is a free service offered.
  - When either charity enters into contracts e.g., with contactors it is the individual Trustees as a collective who form the contract and not the charity in its own right. All Trustees are jointly and severally liable.
  - As unincorporated charitable trusts, the WH and YC Trustees have unlimited liability. However, they have Indemnity Insurance in place, as well as the protection afforded by the various Charity Acts and the Charity Commission - who can absolve liability and approve the sale of the trust asset to defend any action against the Trustees.
  - Trustees were reassured that the level of protection is relatively

comprehensive, and that Trustees must act negligently and/or criminally to find themselves in trouble.

- Nevertheless, it was agreed that unlimited personal liability is not an attractive 'sales pitch' for potential new Trustees or the existing members - who voiced their concerns/reluctance to sign the Trustee Declaration at the AGM in June. Robert explained that anyone *acting* as a Trustee, regardless of having signed the Declaration or not, would still be held liable.
- Each charity must have a minimum of 3 Trustees (who cannot be connected either by business, relationship or familial). Trustees have a duty to find replacements before leaving, otherwise it would be a breach of trust. It is a breach of trust to cause the trust to fail / not act in its best interest. However, if the Trustees could not find anyone to take the roles, they could apply to the Charity Commission for support (and the Parish Council e.g., to become the Sole Trustee).
- The meeting discussed the benefits of becoming **Charitable Incorporated Organisations (CIO)**. If the WH and YC became CIOs, the charities would be incorporated, have their own legal identity, and could therefore hold land (there would be no need for either the Parish Council, an individual or the Charity Commission to be the Custodian Trustees) and enter contracts (not as individual Trustees). Trustees would have limited liability (usually zero or £1).
- Many external bodies who provide grant funding prefer charities to be incorporated.
- If the WH and YC became CIOs, the Parish Council could still become the Sole Trustee in the future, if this became necessary.
- The meeting discussed other options to achieve incorporation and limited liability, e.g., a charitable company limited by guarantee. However, the charity would be governed by both company and charity law, which could be onerous.
- The meeting discussed the possibility and benefits of both the WH and YC becoming one CIO and having sub-committees to run the different YC and hall elements. Discussion was had about how funds would be held if they became one CIO.
- Robert explained the process to set up an CIO i.e., set up a CIO and then transfer the assets from the old charities (WH and YC) into the new CIO and then merge the old charities into the CIO as well. This would prevent the loss

of any bequests left to the previous charities, which would happen if the old charities were 'closed down' and therefore ceased to exist.

- AiRS can support both the WH and YC to become either separate CIOs or consolidated into one CIO (depending on their decision). The process would require some solicitor support; however, AiRS could do the majority of the 'leg work' to reduce solicitor time/cost. AiRS charges £410+VAT per day and it could take 2-3 days.
- The CIO(s) would have new governing documents. The Charity Commission has templates, which aim to standardise governing documents. There are options to choose some parts and guidance regarding the mandatory elements.
- Robert advised on the two CIO charity models: Foundation and Association. The 'foundation' model is for charities whose only voting members will be the charity trustees; the 'association' model is for charities that will have a wider membership, including voting members other than the charity trustees.
- Action with Communities in Rural England ([ACRE](#)) has a hybrid model which is well suited to community halls, and this is the option he recommends.
- The meeting discussed the need to register the WH with HM Land Registry and the YC's lease for the tennis court.
- The meeting discussed the renewal of the tennis court lease and the benefit of doing so before it officially ends in 2027. Such a renewal would be necessary if the YC became an CIO. The solicitor previously advised the Parish Council: - *"The land at the rear and surrounding the Hall is owned by Anne Elizabeth Luttmann-Johnson and Lucilla Jane Luttmann-Johnson as Trustees of the Luttmann-Johnson 1998 Grandchildren's Settlement. They also own the land at the rear of the pond. The land immediately at the rear of the Winterton Hall is leased to the Trustees of the Youth Club for 30 years from the 10<sup>th</sup> March 1997. It therefore expires in 2027 (subject to earlier determination if Planning permission is obtained for the adjoining land)".*
- If original documents cannot be found, then sworn affidavits from those around at the time agreements were made are required.
- The meeting discussed the benefits of targeting individuals – in person - to ask for voluntary help with a specific task for a specific occasion, rather than requiring a large cohort of Trustees to do 'everything'. This 'model' of obtaining support seems to work.

- The meeting discussed robust and honest advertising to recruit new Trustees / attend the AGM and support events - 'use it or lose it'.
- The meeting discussed 'Hall Master' – an online booking system which can help alleviate the time pressures of booking and invoice administration and can help to 'secure' bookings, as this can be done online and is not reliant upon someone answering a call.
- The meeting discussed the need for both the WH and YC to get their 'ducks in a row' e.g., ensure the trustees are correctly stated on the Charity Commission's website.

#### **Actions**

- WH to update the Charity Commission website with the correct Trustees.
- Both YC and WH to hold committee meetings (separately) to discuss and agree the way forward – either as separate CIOs or to become one CIO.
- The YC to make enquiries regarding the identity of its Custodian Trustee.
- Catherine (PC) to find out from the PC's webhosting company (TEEC) about the possibility of hosting a page for the WH.
- Catherine (PC) to register the WH with HM Land Registry.
- Robert to advise on fees to support the set up of CIOs.
- Catherine to bring matters/costs to the PC's attention and ascertain the Council's position.

The meeting closed at 21:30

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# Clerk's Report

Full Parish Council meeting, 14<sup>th</sup> June 2023

## BUSINESS TO BE TRANSACTED

Number	Item	Time
1.	<b>Apologies for absence &amp; housekeeping*</b> Advance apologies have been received from Cllr. Woolf.	1 min

*\*In accordance with The Data Protection Act 2018 all attendees of the meeting are hereby notified that the meeting could be recorded as an aide memoire for the Clerk when compiling the minutes. The recordings are held securely and are deleted after the resolution that the minutes are a true and correct record. Members of the public should be aware that being present at a meeting of the Council, or one of its committees or sub-committees, will be deemed as the person having given consent to being recorded (photograph, film, or audio recording) at the meeting, by any person present. Persons who record the parish Council's meetings are reminded that the "Public Forum" period may not be part of the formal meeting and that they should take legal advice themselves as to their rights to make any recording during that period.*

2.	<b>Disclosure of interests</b> <i>(As defined under the Plaistow and Ifold Parish Council <a href="#">Code of Conduct</a> and the <a href="#">Localism Act 2011</a>, Chapter 7 ss.26 – 37 in relation to matters on the agenda).</i>	1 min
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At the time of drafting this report, no disclosure of interests have been received from any Member. If a Member becomes aware of an interest in any agenda item, they must notify the meeting (either at the beginning of the meeting, or before the agenda item is discussed).

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

3. **Minutes** 1 min
- Approval of the draft minutes of the Annual Meeting of the Parish Council held on 17<sup>th</sup> May 2023.
- The draft minutes are published on the [website](#) and were circulated to Members, via email, on 22.05.2023.
- Approved minutes shall be signed by the meeting Chair via Secured Signing – a secure and legally recognised digital signing software package - in accordance with Standing Order 12(g). The signed minutes will be published on the website [here](#).
4. **Public Forum** 10 mins
- At the time of drafting this report, no requests to address the meeting have been received.
- In accordance with SO 3(e) the public are permitted to make representations, answer questions, and give evidence in respect of any item of business included in the agenda. However, public participation shall not exceed 10 minutes, unless otherwise directed by the Chairman (SO 3(f)). A speaker is limited to 5 minutes (SO 3(g)). The Council is not required to respond and/or debate a matter/question raised during public participation and the Chair can direct a response to be provided (oral/written) by either a Councillor or the Clerk (SO 3(h)). Only one person shall speak at a time and if more than one person wants to speak, the Chair shall direct the order (SO 3(k)). A record of the public participation session shall be included in the minutes (SO 3(t)).
- The business of the meeting will resume immediately following the public forum.
5. **To receive reports from [County and District Councillors](#)** 10 mins
- Reports provided in advance of the meeting are published alongside the agenda on the Parish Council’s [website](#) and circulated to Members, via email, for advance consideration.
- District Cllr. Todhunter has sent his apologies. Loxwood Parish Council has a meeting on 14<sup>th</sup> June; as a Loxwood Parish Councillor, Cllr. Todhunter will attend that meeting instead.
6. **Financial Matters** 10 mins
4. Financial Reports for May – June 2023 (Payments and Receipts Analysis)
- Includes Parish Council’s income and expenditure during the period

12th May – 9th June 2023.

To note in particular: -

#### PAYMENTS

- £112.35 paid to the Princes Trust – cash donations collected during the Coronation event on 8<sup>th</sup> May on behalf of the charity.
- Second replacement child’s swing seat (Wicksteed).
- Annual subscription to the Society of Local Council Clerks (SLCC) as agreed by the Council on 17.05.2023, C/23/077.

All other payments are self-explanatory/standard monthly payments of the Council.

#### INCOME

- £112.35 income from Mr & Mrs Nutting – this is the total cash donations collected at the Coronation event on 8<sup>th</sup> May. Donations were counted in the presence of Cllrs. Jordan and Price. This method was agreed to prevent having to pay in loose cash at a bank branch. The total has been paid to the Princes Trust (see above in Payments).
- £107.47 refund from SSE regarding overpayments for Pavilion electricity. An up-to-date meter reading has been submitted.
- £500 grant received from CDC for Coronation expenses.

#### 5. Internal Audit

The Parish Council’s end of year (22/23) Internal Audit was completed on 5<sup>th</sup> May 2023 and the report is published on the Council’s website [here](#). There were no matters arising from this final audit. The Internal Auditor completed the statutory [certificate](#), which will be sent to the External Auditors as part of the Annual Governance and Accountability Return (AGAR).

#### 6. Annual Governance and Accounting Statement 2022/23

The Parish Council as a ‘smaller authority’, with either gross income or gross expenditure of between £25,000 and £6.5 million, must complete Form 3 of the Annual Governance and Accountability Return (AGAR) at the end of each financial year in accordance with [Proper Practices](#). The AGAR is made up of three parts, (pages 3 to 6) The Parish Council must approve Sections 1 and 2 of the AGAR for the year ended 31st March 2023 no later than 30th June 2023.

The audit will be undertaken by Moore.



The Annual Internal Audit Report 2022/23 (Page 3) has been completed and signed by Mr. M. Platten on 8<sup>th</sup> May and is published on the Council's [website](#).

The Annual Governance Statement is signed on behalf of Council by the Chair and the Clerk (page 4). Members are required to acknowledge their responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements.

The Council has undertaken the following Governance procedures during 2022/23: -

- Submitted to an interim as well as a final Internal Audit
- Implemented the recommendations of the Internal Auditor ([interim report](#))
- Appointed a public Finance Committee which meets at least quarterly
- Keeps under review the system of internal control procedures and practices, which includes the Risk Management Scheme.

The Council is to confirm, to the best of its knowledge and belief, with respect to the accounting statements for the year ended 31st March 2023, that:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

**By answering 'Yes' this means that this authority has prepared its accounting statements in accordance with the Accounts and Audit Regulations.**

2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

**By answering 'Yes' this means that this authority has made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.**

3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant

financial effect on the ability of this authority to conduct its business or manage its finances.

**By answering 'Yes' this means that this authority has only done what it has the legal power to do and has complied with Proper Practices in doing so.**

4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

**By answering 'Yes' this means that this authority correctly provided for the exercise of Electors' Rights for the year ended 31st March 2022.**

**The External Auditors reported that the inspection period for 21-22 AGAR was set 1 day longer than required. As acknowledged by the External Auditor, this was a 'trivial breach'. The Internal Auditor stated that it was "an extremely petty point". However, the Council should ensure it sets the inspection period at 30 days in 22-23. The Internal Auditor has confirmed the dates set (16th June – 27th July 2023) comply with the requirements.**

5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

**By answering 'Yes' this means that this authority has considered and documented the financial and other risks it faces and dealt with them properly. This is set out in the Council's Risk Management Scheme / policy documents and insurance.**

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

**By answering 'Yes' this means that this authority has arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.**

7. We took appropriate action on all matters raised in reports from internal and external audit.

**By answering 'Yes' this means that this authority has responded to matters brought to its attention by internal and external**

**audit.**

8. We considered whether any litigation, liabilities or commitments, events, or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.  
**By answering 'Yes' this means that this authority has disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.**
  
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee, we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.  
**By answering 'Yes' this means that this authority has correctly discharged its duty as the sole Trustee of Plaistow Playing Field (Charity number: 305404). There has been no financial activity during this financial year. The playing field is provided free to use. Historically, this section of the AGAR was incorrectly completed; however, this was remedied in 21/22 and the Council is taking action (instructed AiRS) to ensure that the charity is being administered correctly and documentation is up to date with the Charity Commission. This work is ongoing.**

#### Section 2 - Accounting Statements for 2022/23

Members are invited to approve and agree that these be signed by the Chair of the meeting. Members are asked to note that the Accounting Statements (Section 2, pg. 5) will be signed by the Responsible Financial Officer (RFO) prior to presentation to the Council at the meeting.

The period within which the public can exercise their statutory rights to inspect and make copies of the Parish Council's accounting records/relevant documents (on reasonable notice, and at reasonable times) and lodge an objection with the External Auditor is 16th June – 27th July 2023 (inclusive).

Members are asked to note (and adopt in relation to agenda item 6(3)(e)-(g)) that the following will be submitted with the AGAR (emailed to Members in advance of the meeting):

- i. Cash and Investment Reconciliation as at 31st March 2023

- ii. Explanation of the differences between Box 7 and 8 on the AGAR
- iii. Summary and detailed explanation of Significant Variances between 2021/22 and 2022/23

The following information will be published on the Parish Council's website no later than 15<sup>th</sup> June:

- S1 & 2 AGAR.
- Signed declaration that accounts are unaudited and liable to change.
- A statement explaining how public rights can be exercised.
- The notice period.
- Contact details of the External Auditor.

## 7. **Planning Matters**

5  
mins

1. [Crouchlands Farm Planning Applications for Rickman's Green Village \(22/03114/FULEIA & 22/03131/OUTEIA \)](#)

Further to the Council's resolution to strongly object to the applications (C/23/074, 17.05.2023) the Council's representations were submitted to the Local Planning Authority (Chichester District Council) on 5th and 6th June 2023. They are published on the website [here](#).

2. [Crouchlands Farm Planning Application for Whole Farm Plan \(22/01735/FULEIA\)](#)

The Applicant has made some material changes to the application, most notably the removal of the equestrian centre. The changes are outlined in their letter to the LPA dated 28.04.2023 ([here](#)). A swathe of new documentation became publicly available on [CDC's website](#) on 11<sup>th</sup> May. The Parish Council's Planning Working Group have considered the changes / new information and recommend that it does not alter the Parish Council's original strong objection, which was submitted to the LPA in October 2022.

Based on this recommendation, the Planning Working Group have drafted an additional representation, which was circulated to Members in advance of the meeting via email. The Council is invited to agree this updated representation, which will be submitted to the LPA and then made publicly available on the Parish Council's website.

3. [Lagoon 3](#)

The following update will be submitted to CDC's Planning Committee

on 14.06.2023; [item 9 - Schedule of Planning Appeals](#) when the District Council considers the monthly schedule updating the position about planning appeals, litigation and recent planning policy publications or pronouncements.

Prosecutions - continued		
Site	Breach	Stage
Crouchlands – Lagoon 3, Loxwood	Of Enforcement Notice	Not Guilty plea entered on 18 April. Matter adjourned to Trial on 23 August. Initial Prosecution evidence served on the Defendant. More evidence may be served in the meanwhile.

4. Parish/Town Councils have received the following from CDC: -

*Dear Parishes,*

*I am writing to update you on the current situation with new housing development and the issue of mitigating it's impact on the A27 Strategic Road Network and associated Local Highway Network. Many of you will be aware that since February this year the Council's Development Management Team has 'paused' determination of planning applications for most new dwellings, while we consider the immediate implication of new development on the Council's ability to mitigate their impact on the A27 through the emerging Proposed Submission Local Plan.*

*We have now received that advice. The Council can present a compelling case that the developments that come forward now*

*should be required to make a suitable level of contribution, in accordance with the strategy set out in [Policy T1](#), in order to provide necessary infrastructure to support the cumulative impact of new housing development, as also required by Policy 9 of the [Chichester Local Plan 2014-2029](#) and Paragraphs 8, 104, 105 and 110 of the [National Planning Policy Framework](#).*

*On the basis of the above advice the Council's Development Management Team will now proceed to continue to determine applications for new housing, that for the past few months have been held up solely on this issue. We will also seek to defend appeals on this basis, where it would not be unreasonable to do so. It is important to*

*note that this is only one consideration in what is likely to be a significant number of other factors to be taken into account on any given planning application. An applicant's agreement to commit to the highways contribution as set out in Policy T1 of the emerging plan does not override any other material considerations that the Council may have regarding the suitability of any particular proposal, and applications will be determined in accordance with an assessment of the harm or benefit that they present.*

The result of this has the potential to be positive for the northern parishes. Development which directly impacted the A27 was affected by the fact that there was no agreed mechanism to mitigate that impact. Had this become embedded, it would have reduced housing delivery in the district – particularly around the A27 – and impacted on Chichester's 5-year land supply. It would have put pressure on areas where there were no (or less) problems relating to the A27. A solution has now been found, via a legal basis for section 106 contributions (collecting financial contributions from future housing schemes to pay towards A27 upgrades); and therefore, development proposals on the A27 corridor can now be considered – all other merits in the balance of course. Theoretically, an applicant in the north of the district now has a reduced argument that their development should be allowed on the basis that "it cannot be built elsewhere".

8. **Ratify Clerk's decision(s) – Scheme of Delegation** 1 min

Due to the complexity\* of the two Rickman's Green Village applications it became necessary to seek support from a Planning Consultant to ensure the Council's representations were well structured and policy compliant.

*\*The way they 'interlock' one another, as well as the separate Whole Farm Plan application; and the nuances of the planning system applicable to residential applications in Chichester District due to the less than 5-year land supply; out-of-date development policies within the Local Plan 2014-2029; application of the 'tilted balance' (para 11 of NPPF); the status of Chichester's Interim Position Statement for Housing; the emerging Local Plan 2021-2039, which considered and rejected the site as a strategic development and NPPF policies.*

The document was drafted by the Clerk with support from the Planning Working Group and submitted to Steve Tilbury, Planning Consultant for review and amendment. The Parish Council previously instructed Mr. Tilbury to support its response to the Regulation 19 consultation regarding

Chichester's emerging Local Plan 2021 – 2039. Therefore, Mr. Tilbury was already familiar with the applications.

Pursuant to the Scheme of Delegation, the Clerk has total responsibility for ensuring that the instructions of the Council are carried out in connection with its function as a Local Authority and can make orders, incur expenditure, and process payments within authorised budgets (paras 3.1.2, 3.1.3).

The Council resolved to object to these applications and instructed the Clerk and Planning Working Group to draft its response. It has an approved budget of £16,000 to support its response to the Crouchlands Farm planning applications. The cost of the support was £350.

9. **South Downs National Park Board elections** 2 mins  
*Please refer to minute reference [C/23/079, 17.05.2023](#) and para 21 (pgs. 17-18) of the [corresponding Clerk's Report](#) for background information.*

The election paperwork (ballot paper and [candidates' statements](#)) was emailed to Members on 05.06.2023.

The Parish Council (rather than individual Members) is invited to vote for two (2) Councillor representative to sit on the SDNP Board. However, since publication of the ballot paper it has come to light that two candidates are also District Councillors and under the rules set down by DEFRA are ineligible to stand as parish council representatives for the SDNPA Board. Therefore, when casting your vote, please disregard the names of Paul Mansfield (West Sussex), and in East Sussex, the name of Graham Amy.

In accordance with Standing Order 3(s) voting shall be either a show of hands or signed ballot. At the request of a Councillor, the Chair can approve voting by way if signed ballot.

10. **Highway Matters** 5 mins
1. Highway matters raised by Councillors

At the time of drafting, none raised to be added to the agenda for specific consideration.

2. School Safety Zone and Rickman's Lane TRO applications update

SSZ - no new update

TRO – the following has been received from WSCC Highways: -

*Please be advised that your application has now passed the Initial Assessment. I am now in the process of requesting Speed Data in order to process a Detailed Assessment, of which the application will be*

*scored against the Traffic Regulation Order application criteria. Whilst I fully appreciate that your application has been supported by Speed Data, the only visible data for Rickmans Lane that I have been able to access on our database relates to 2016. Despite there being no major changes to the road characteristics between 2016 and the present day, it is still best practise to receive up to date speed data to enable us to understand the impact that this implementation could have on vehicular speeds.*

*I can now confirm that I have requested the relevant Speed Data, and I am due to receive this imminently. Once digested, I can begin discussions with our Road Safety Group Manager and carry out a Detailed Assessment. I will be assessing the Speed Data against the newly revised Speed Limit Policy, and deciding if any supporting traffic engineering measures will be required for a successful implementation.*

*I will update you furthermore in due course and thank you for your patience at this time.*

3. To consider the road markings outside the church in Plaistow

This item was requested to be added to the agenda by Cllr. Capsey, who will outline the issue to Members during the meeting.

4. Public Rights of Way Annual Parish Report

The report, covering the period of 01/04/2022 - 31/03/2023, outlines the work West Sussex County Council has completed on rights of way. It does not include items that are the landowner's responsibility.

Cabinet Member for Environment and Climate Change, Deborah Urquhart reports: -

*Over the past year West Sussex County Council (WSCC) continued to manage the PRow network in West Sussex through its 15-month cycle of inspections and maintenance. Our local Access Rangers and dedicated Parish Path Inspector Volunteers together inspected the network, after which our maintenance contractor delivered any necessary works. Additionally, our Volunteer Rangers, often working with various partners, completed a significant programme to improve steps, bridges, structures and to clear vegetation. We also ran our annual Capital Improvements programme focussing on higher value improvements across the network including surface improvement works and bridge design and replacement. I attach a report that outlines the work completed in your parish between 1 April 2022 – 31*



march 2023.

Day to day issues with the network should be reported using our online form (available by following this [link](#)). We need to prioritise the many reports of issues around the PRow network made each year. Should you report any issues, any details you can provide, such as photographs, measurements, clear location, type of vegetation, will be greatly appreciated.

Over the summer the County Council will again run a Surface Vegetation Clearance Programme – landowners are responsible for side and overhead vegetation.

During the past year several parish councils have taken proactive steps to enhance their local PRow, which path users have greatly appreciated. Should any council wish to involve themselves in managing their local paths, please do mention this to your local Access Ranger.

I include an advice note on our [Capital Programme](#) and how these works are prioritised and also an [advice note on developer contributions](#) and how these can support enhancements to your local PRow network. Hopefully this is helpful and gives you a better understanding of how we manage the network and how the Parish Council can support.

Our Countryside Management Team still supports the ‘Think, Share, Be Aware’ campaign which promotes responsible behaviours in the countryside. Details can be found on our [website](#) and if you want to use something similar in your shared spaces, such as parks or open spaces, our Countryside Management Team would be happy to discuss this with you and can be contacted at [countryside@westsussex.gov.uk](mailto:countryside@westsussex.gov.uk)

5. WSCC Highway’s response to the Parish Council’s pothole report, Plaistow Road, Ifold.

During the meeting on 12.04.2023, the Council instructed the Clerk to report a pothole along Plaistow Road, Ifold near the junction with Chalk Road ([C/23/055\(1\)](#)). On 12.05.2023, the Council received the following response from WSCC Highways Department: -

Your enquiry has been updated by our Highways Team.  
**Enquiry** **Number:** 3230581  
**Street:** PLAISTOW ROAD, LOXWOOD (E: 503163.92, N: 130470.2)  
**Subject:** Potholes

*We have investigated your enquiry and it is not currently at a level where it would be scheduled for immediate repair, but we will continue to monitor it through our routine inspections. For further information about how West Sussex Highways assesses when a defect needs to be repaired please see our [Highway Inspection Manual](#) or if your enquiry relates to potholes please see our [website](#).*

- |     |  |           |
|-----|--|-----------|
| 11. | <p><b>Bike racks in Ifold</b></p> <p>This matter has been added to the agenda at the request of Cllr. Denyer. The proposal(s) will be outlined at the meeting and the Council can consider ‘next steps’ (if any) to be added to a future agenda.</p>   | 5<br>mins |
| 12. | <p><b>Correspondence</b></p> <p>None to note, which has not been specifically considered as a separate agenda item.</p>  | 1 min     |
| 13. | <p><b>Clerk’s update &amp; items for inclusion on a future agenda</b></p> <ol style="list-style-type: none"> <li>1. <u>Memorial bench, Plaistow</u><br/>The bench will be delivered by StreetMaster and installed by Mr. Luck on Monday 12<sup>th</sup> June.</li> <br/> <li>2. <u>WHMC meeting with AiRS and AGM update</u><br/>A meeting between the Winterton Hall Management Committee, Youth Club, Parish Council and Action in Rural Sussex (AiRS) was held on 18.05.2023. The notes are available on the website <a href="#">here</a>.<br/>Parties will undertake the actions arising over the coming weeks: - <ul style="list-style-type: none"> <li>• WH to update the Charity Commission website with the correct Trustees.</li> <li>• Both Youth Club (YC) and WH to hold committee meetings (separately) to discuss and agree the way forward – either as separate Charitable Incorporated Organisations (CIO) or to become one CIO.</li> <li>• The YC to make enquiries regarding the identity of its Custodian Trustee.</li> <li>• The PC to find out from the PC’s webhosting company (TEEC) about the possibility of hosting a page for the WH.</li> <li>• The PC to register the WH with HM Land Registry.</li> <li>• AiRS to advise on fees to support the setup of CIOs.</li> </ul> <p>Following the meeting, the WHMC have agreed it will pursue becoming a CIO.</p> </li> </ol> | 3<br>mins |

The Winterton Hall's AGM was held on 23.05.2023 and the minutes are on the website [here](#).

3. Councillor Vacancies

2 vacancies remain and are to be filled by Co-option.

4. Neighbourhood Plan

The Government funding window has not yet opened for 2023/24. Once it does, the Council will hold an Extraordinary Meeting to consider its position to re-instate the Neighbourhood Planning process.

14. **Meeting Dates**

1 min

- Planning & Open Spaces Committee, 11<sup>th</sup> July 2023, Kelsey Hall, Ifold
- Finance Committee, 12<sup>th</sup> July 2023, 7pm, Kelsey Hall, Ifold
- Full Parish Council, 12<sup>th</sup> July 2023, 7:30pm, Kelsey Hall, Ifold

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