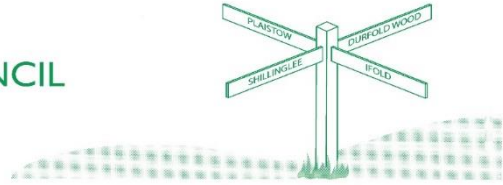


PLAISTOW AND IFOLD PARISH COUNCIL



MINUTES of a **Meeting** of the **Full** Plaistow and Ifold Parish **Council** held on **Wednesday 14th July 2021** at **19:30**, Winterton Hall, Plaistow.

Please note: - These minutes are to be read in conjunction with the [Clerk's Report](#), published on the Parish Council's website with the [agenda](#) in advance of the meeting.

Present Cllr. Paul Jordan (Chair); Cllr. Phil Colmer (Chair of the Finance Committee); Cllr. David Ribbens; Cllr. Nicholas Taylor; Cllr. Angie Jeffery; Cllr. Doug Brown; Cllr. David Griffiths; Mrs Sara Burrell (Chair of the Neighbourhood Plan Steering Group) and Catherine Nutting (Clerk & RFO).

Chichester District [Cllr. Gareth Evans](#) and West Sussex County [Councillor Janet Duncton](#)* were in attendance.

*[Cllr. Duncton](#) is also a Chichester District Councillor for Loxwood Ward.

One (1) Member of the Public was present via Zoom.

C/21/122 **Apologies for absence & housekeeping**
Apologies were received and accepted from Cllr. Sophie Capsey (Vice Chair); Cllr. John Bushell; Cllr. Nick Whitehouse and Cllr. Jerusha Glavin.

C/21/123 **Disclosure of interests**
Recommendation: - To deal with any disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under the Plaistow and Ifold Parish Council [Code of Conduct](#) and the Localism Act 2011, in relation to matters on the agenda.

None received.

C/21/124 **Minutes** Actions:
Clerk & Chair
It was **RESOLVED** to **APPROVE** the minutes of the full Parish Council Meeting held on 23rd June 2021, which will be **SIGNED** by the Chair, via Secured Signing, as a true record and published on

the Parish Council's [website](#).

C/21/125

Public participation

To receive and act upon, if considered necessary by the Council, comments made by members of the public in accordance with relevant legislation and Plaistow and Ifold Parish Council's Policy. Questions, or brief representations can be made either in person, or

in writing provided they were sent via email to the Clerk no later than 4pm Wednesday 23rd June 2021. Public Participation shall not exceed 10 minutes, unless directed by the Chairman. A speaker is limited to 5 minutes.

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

C/21/126

To receive reports from County and District Councillors.

District Cllr. Evans' report is appended to these [minutes at A](#).

County and District Councillor Janet Duncton's report is appended to these [minutes at B](#). Both reports were published on the Parish Council's website in advance of the meeting.

Cllr. Jeffery sought County Councillor Duncton's support on behalf of a local resident whose children are unable to use the school bus. Cllr. Duncton asked for further details via email.

District Councillor Evans updated Councillors on the [Q&A session](#) relating to Lagoon 3 of the Local Planning Authority's (Chichester District Council) Committee meeting on 7th July. The document can be viewed on the [website](#).

Cllr. Duncton left the meeting.

C/21/127

Financial Matters

a. Order for Payments

The Order for Payment was published on the website and circulated to Members via email in advance of the meeting. The Order for Payments includes income and expenditure for June and July (up to 08.07.2021) since the last full Council meeting on 23rd June.

It was **RESOLVED** to [APPROVE](#) the expenditure listed.

Actions:
Clerk, Chair,
Cllrs. Colmer,
Brown &
Ribbens

b. Financial Steering Group (FSG) update

The Council **RESOLVED** to:

1. **NOTE** the minutes of the final FSG meeting, which were published on the Council's website in advance of the meeting and are [appended at C](#).
2. **ACCEPT** the end of [Quarter 1 budget report](#), which was published on the website in advance of the meeting.
3. **APPROVE** the recommendations of the FSG as set out in the minutes.
4. **NOTE** that Cllr. Ribbens has reviewed and signed the first Quarter Bank Reconciliations for the current and deposit accounts.
5. **APPROVE** the recommended movement of unspent/available amounts to other budget headings/earmarked reserves as set out in the FSG's minutes.

c. To receive a PWLB application update

On 12th July the Ministry of Housings, Communities and Local Government (MHCLG) confirmed:

I am directed by the Secretary of State to notify you that, in pursuance of his powers under paragraph 2(2) of Schedule 1 to the Local Government Act 2003, the upgrading of the parish playpark is approved by him as a purpose for which Plaistow and Ifold Parish Council, "the Council", may borrow an amount not exceeding £50,000.

The Council has twelve (12) months to 'draw down' the loan. The Finance Committee will meet before September to determine the maximum loan amount required. The Council is in communication with Redlynch Leisure to finalise the dates for the works to begin. However, the start date will be in September so that the Playpark is not 'out of action' over the summer holiday period.

Please refer to the [Clerk's Report](#) for more details.

d. Tree surgery at Winterton Hall

The Council **RESOLVED** to **NOTE** the [quote](#) from Andrew Gale Tree Surgery and **APPROVED** a 50/50 split of the invoice with the Winterton Hall Management Committee (WHMC). The Council **AGREED** to seek additional quotes in the future.

C/21/128

Amend Standing Orders and Financial Regulations

The Council **RESOLVED** to **AMEND** its Standing Orders and Financial Regulation as follows:

- a. to permit Minutes and all other official Parish Council documentation to be signed by a secure electronic package, as well as via wet signature.
- b. to permit the Chairman, in consultation with Councillors, to decide if voting will be by poll or show of hands in relation to a particular matter.
- c. to create a Financial Committee.
- d. to update the day of the week full Council meetings are held on (Wednesday).

Actions:
Clerk

C/21/129

Highway Matters

1. Matters to be reported by Members.

Cllr. Ribbens asked County Councillor Duncton (at C/21/126 above) to try and expedite the repair works along the Dunsfold road.

It was noted that the road surface at the Nell Ball corner was in a poor condition and should be reported via the Love West Sussex app.

Actions:
Cllr. Capsey

C/21/130

Neighbourhood Plan update

Please refer to the Neighbourhood Plan Steering Group report appended to these [minutes at D](#) for full details.

The revised [Habitats Regulations Assessment](#) (HRA) on our Neighbourhood Plan was completed by Chichester District Council (CDC) in June 2021. Pending its completion, the Independent Examiner stayed her final report. The requirement for a revised HRA was precipitated by Natural England's concern over the accumulative impact on fresh water supplies in the North Sussex area from extraction at Hardham in Pulborough and the potential adverse impact on the sensitive Arun Valley, which has Special Protection Areas (SPA), Special Area of Conservation (SAC) and

Actions:
Clerk, NPSG

Ramsar designations. Broadly, SPAs, SACs and Ramsar sites are areas with internationally recognised importance regarding wildlife, plants, and habitats. Although the HRA recommends mitigating measures in relation to water demands of new development, to avoid the cumulative adverse impact on these protected sites, the Independent Examiner has advised the Parish Council in an [Open Letter](#), that Neighbourhood Plans are prohibited from making local technical requirements on new housing. Consequently, the Plan cannot implement the requirements of the HRA and so cannot meet the Basic Conditions test. Therefore, currently, the Examiner cannot recommend the Plan goes forward to Referendum.

This situation impacts upon all other Neighbourhood Plans in the North Sussex area, as well as CDC's Local Plan Review.

The Neighbourhood Plan Steering Group has sought advice from Locality (a central Government body that supports Neighbourhood Planning) on this matter. Locality have advised that the Parish Council obtains further Grant assistance for professional advice from AECOM (an infrastructure consultant which specialises in Neighbourhood Planning).

The Examiner has provided CDC and the Parish Council with time to seek legal/technical advice. CDC have stated that they will share their advice with the Parish Council; however, it will be broader than Plaistow and Ifold's specific Neighbourhood Plan.

Councillors discussed the enormous amount of time, effort and work that has been invested in the Neighbourhood Plan to date by many community volunteers. Cllr. Taylor asked if, in view of this new development occasioned by Natural England's concerns, the plan should be withdrawn. Cllr. Taylor further commented that he believed that the plan identifies an unnecessary development site in Plaistow and fails to address development issues in Ifold.

Mrs Burrell, Chair of the Neighbourhood Plan Steering Group, explained that the Plan is wider than the site within Plaistow. Specific policies in the Plan have been written to manage development in Ifold. Other policies in the Plan will manage development within the Parish area, and will help, for example, to manage the development plans at Crouchlands Farm.

The Chair advised that before any decisions are made to withdraw, the Council should ascertain CDC's position further to their legal advice and seek to obtain its own technical and legal advice which is specific to the Plan. This view was supported by Members. The Clerk advised that Steering Groups have no legal powers to make decisions and that all decision making would be made by open voting by the full Council during public meetings.

The Parish Council **RESOLVED** to:

1. request a suspension of the Examination to allow time for the Parish Council to obtain further professional planning advice on the HRA findings and to allow CDC to obtain further legal advice.
2. apply for grant aid and instruct AECOM to review the HRA findings and try to identify policy wording that can be included within the Plan to meet the need for water neutrality in new development and thereby meet the Basic condition test.
3. advise CDC that the Parish Council would welcome the opportunity to see the legal advice they obtain on the Examiner's letter.

C/21/131	August full Council meeting The Parish Council RESOLVED to vacate the full Parish Council meeting on 11th August, owing to summer holiday plans of staff and Councillors.	Actions: Clerk
C/21/132	Lagoon 3 Please refer to C/21/126 above and the update District Councillor Evans provided on the Q&A session relating to Lagoon 3 of the Local Planning Authority's (Chichester District Council) Committee meeting on 7th July.	
C/21/133	Register of Interest forms The Parish Council NOTED that two Members are yet to submit their updated Register of Interest forms to the Clerk.	Actions: Clerk
C/21/134	Correspondence The Parish Council NOTED that there was no additional correspondence to consider.	

C/21/135	<p>Clerk's update</p> <p>The Parish Council NOTED the following:</p> <p>a. the Kelsey Hall event (rescheduled) is on 24th July. Cllrs Brown, Griffiths and Glavin will accompany the Clerk and Mrs Burrell and present information about Community Speed Watch, Neighbourhood Plan, and the rejuvenation project at The Drive, Ifold bus stop.</p> <p>b. For the foreseeable future, all Parish Council meetings need to have internet capabilities to allow the public to choose to attend remotely. Unfortunately, the Kelsey Hall in Ifold does not offer this service to hall users. They are considering the feasibility of installing WIFI. However, for the time being, all meetings will take place in Winterton Hall, Plaistow.</p> <p>c. The Council RESOLVED to APPROVE the Planning and Open Spaces Committee's recommendation (P/21/075b, 13.07.2021) to add a Planning Tracker to its website. The Planning Tracker allows the public and Members to easily access Parish specific planning applications via the Council's own website.</p>	<p>Actions: Clerk</p>
C/21/136	<p>Items for inclusion on a future agenda</p> <p>a. Covid-19 absence of Members</p> <p>b. Nell Ball bench (broken)</p>	<p>Actions: Clerk</p>
C/21/137	<p>August & September Meeting Dates</p> <p><u>All</u> meetings in August and September will take place at WINTERTON HALL, PLAISTOW</p> <p>18th August, 19:30 – Planning & Open Spaces Committee</p> <p>7th September, 19:30 – Planning & Open Spaces Committee</p> <p>8th September, 19:30 – Full Parish Council Meeting</p>	<p>Actions: Clerk</p>

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