

MINUTES of a **Meeting** of the **Full** Plaistow and Ifold Parish **Council** held on **Tuesday 27th September 2022** at **19:00**, Kelsey Hall, Ifold.

Please note: - These minutes are to be read in conjunction with the [Clerk's Report](#), 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); Cllr. Sophie Capsey (Vice Chair); Cllr. David Griffiths; Cllr. Doug Brown; Cllr. John Bushell; Mr Jon Pearce Co-Opted Member of the Planning & Open Spaces Committee (no voting rights) and Catherine Nutting (Clerk & RFO).

Mrs Sars Burrell, Mr Jeremy Ponting and Mrs Ruth Childs of the [Planning Working Group](#) were in attendance.

Two (2) members of the public were present in person.

C/22/112 **Apologies for absence & housekeeping**
Apologies were received and accepted from Cllr. Nicholas Taylor; Cllr. Nick Whitehouse; Cllr. Phil Colmer (Chair of the Finance Committee) and Cllr. Jane Price.

District Councillor [Gareth Evans](#) and County and District Councillor [Janet Duncton](#) sent their apologies.

C/22/113 **Disclosure of interests**
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 disclosed.

C/22/114 **Public Forum**
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.

None received, either prior to the meeting or at this agenda item.

C/22/115

Minutes

It was **RESOLVED** to **NOTE** the draft [minutes](#) of the Planning & Open Spaces Committee meeting held on 31st August 2022; particularly item P/22/180 and the instruction of a new Planning Expert to assist the Council in its consideration of major planning applications.

C/22/116

To consider the [Crouchlands Farm Planning Application](#)

Crouchlands Farm Rickmans Lane Plaistow Billingshurst West Sussex RH14 0LE

The Parish Council considered the application.

“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.”

Cllr. Bushell proposed that the Parish Council **OBJECT** to the application and the motion was seconded by Cllr. Capsey. The full Council **UNANIMOUSLY** voted in favour of writing a letter of objection to Chichester District Council.

In particular, the Council **RESOLVED** to: -

1. **RECEIVE** and **NOTE** the report and **RECOMMENDATIONS** from SW Transport Planning Ltd, appended to these minutes at A.
2. **RECEIVE** and **NOTE** the minutes of the Planning Working Group dated 29.07.2022, 09.08.2022 and 31.08.2022, appended to these minutes at B.

3. **RECEIVE** the reports of the Planning Working Group and **NOTE** the **RECOMMENDATIONS**. The following reports are appended to these minutes at C:
 1. Traffic review
 2. Planning Policy
 3. Lighting review
 4. Relevant planning appeal decisions
 5. Heritage asset review
 6. Landscape Technical Note
 7. Water Neutrality / Sewage review

The Parish Council **THANKED** the Planning Working Group for their efforts and hard work in reviewing the application and preparing reports.

4. **OBJECT** to the application and submit its response to the Local planning Authority (LPA) no later than 11th October 2022. Letter appended to these minutes at D.
5. **INSTRUCT** SW Transport Planning Ltd to support the preparation of the Parish Council's response to traffic issues.
6. **INSTRUCT** Troy Hayes Planning Ltd to review the Parish Council's draft written representations prior to submission to the LPA.
7. **INSTRUCT** the Planning Working Group to support the Clerk and instructed experts to draft the letter of objection.

C/22/117

Meeting Dates

The Council **RESOLVED** to **RECEIVE** and **APPROVE** the [updated meeting schedule](#) for the remainder of the current Parish Council year (until May/June 2023).

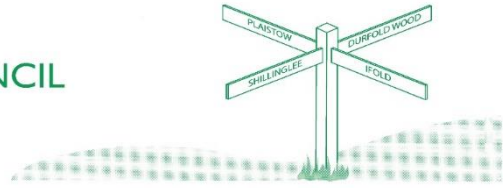
Actions:
Clerk

There being no further business, the Chair closed the meeting at 19:16

Appendix A - C/22/116(1) - SW Transport Planning Ltd report

Please see separate report, published with these minutes on the Parish Council's website.

PLAISTOW AND IFOLD PARISH COUNCIL



Notes from the initial meeting with Temple Group and SW Transport Ltd

Friday 29th July 2022

Zoom, 9am

Attendees: -

Spencer McGawley, Temple Group; Simon Watts, SW Transport Ltd; Cllr. Paul Jordan; Cllr. Sophie Capsey; Mrs Sara Burrell; Mr Dave Jordan; Mrs Ruth Childs; Ms Catherine Nutting

- Welcome from Parish Council Chair
Cllr. Paul Jordan welcomed everyone to the meeting and confirmed: -
 - On 28th April 2021 ([C/21/075](#)) the Parish Council resolved to instruct Temple Group and SW Transport Ltd in relation to any planning application(s) regarding Crouchlands Farm. This resolution was reiterated and confirmed on 8th June 2022, when the Planning Committee resolved to appoint these experts to support any application pertaining to Foxbridge ([P/22/145](#)).
 - The purpose of instructing experts is to assist the Parish Council assess the plans and to help ensure that any plans are in keeping with the area and bring about positive change.
 - On 13th July 2022, the Council resolved to appoint a Planning Working Group to support the Planning Committee / Council in relation to large-scale and complex planning applications ([C/22/105](#))
 - This meeting is not a Working Group meeting; the Working Group will be officially constituted on [3rd August 2022](#)
 - Due to time pressures
 - i. the application deadline (16th August)
 - ii. the Local Planning Authority's (Planning Officer) request that the Parish Council expedite its consideration of this matter (as September is considered too significant delay)
 - iii. the imminent annual leave of Parish Council staff, Councillors, and experts
 - iv. the logistics of scheduling properly convened public meetings to consider the matter

- v. the timescales for the experts to compile a report for the full Council to consider

it is considered necessary and expeditious to hold today's initial meeting with the experts to prevent undue delay and frustrated timescales in the coming days/weeks.

- As outlined in the Chairman's address at the [October 2021 public Annual Parish Meeting](#) and again at the full Parish Council meeting on 28th April 2021, the following must be borne in mind at all times...

"Members agreed that in relation to the anticipated Crouchlands Farm planning applications a pragmatic approach would need to be taken. The Farm has a future which will involve some rural diversification. The Community should not assume that this is a 'fight'; the proposals may bring about welcomed opportunities for the area and it would be wholly wrong to pre-judge, and everyone should remain open minded. The instruction of experts will assist the Council in ensuring that the plans for the site are in keeping with the area and bring about positive change."

- Overview from Spencer McGawley

Mr McGawley provided the meeting with an overview of his initial assessment of the 173 documents submitted by the Applicants and confirmed that he would provide the Parish Council with a report to consider.

The application documents do not include a non-technical summary (NTS), the submission of which is a requirement of the EIA regs.

Action: - Clerk to raise the issue with the LPA and try to ascertain a confirmed extension to the deadline to comment (currently 16th August).

- Overview from Simon Watts

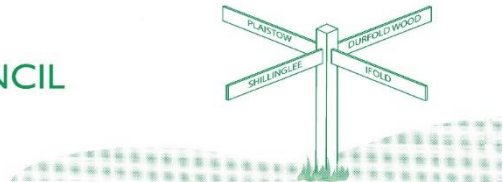
Mr Watts provided the meeting with an overview of his initial assessment of the traffic aspects of the proposed development and confirmed that he would provide the Parish Council with a report to consider.

- Timescales

- Submission of expert reports for consideration by the full Parish Council
Monday 1st August 2022
- Possible date of full Parish Council meeting to consider the reports
Tuesday 9th August 2020 – Winterton Hall already booked for a scheduled Planning Meeting

- Date for experts to draft formal response to application (as per Parish Council's resolution) and submit to LPA
Dependent upon the decision of the Council and any extension to the deadline granted by the LPA.

PLAISTOW AND IFOLD PARISH COUNCIL



Notes from the Planning Working Group meeting

Tuesday 9th August 2022

19:30

Winterton Hall, Plaistow

Attendees: -

Cllr. Paul Jordan; Cllr. Sophie Capsey; Cllr. David Griffiths; Mrs Sara Burrell; Mr Dave Jordan; Mr Jeremy Ponting; Mr. Dean Wheeler and Ms Catherine Nutting, Clerk.

Apologies received from: -

Mrs Ruth Childs; Mrs Claire Ross-Hurst; Jon Pearce

1. **Introductions & Housekeeping**

The Clerk provided information regarding the following matters: -

- how to set up a Parish Council email account
- signing of the Planning Working Group Terms of Reference document
- confidentiality
- declarations of pecuniary and other interests
- compliance with Parish Council relevant policies including, but not limited to Complaints Procedure, Media and Communications Policy, Information and Data Protection Policy and Freedom of Information Act Procedure

2. **Elect a Chair for the Working Group**

The group unanimously elected Cllr. Paul Jordan as the Planning Working Group Chair. In accordance with Standing Order 15(d)(j), the Parish Council Chair is permitted to chair a Planning Committee, or Planning Subcommittee (which includes Working Groups).

3. **Purpose / remit of Working Group**

The purpose / remit of the Planning Working Group is to provide support to the Planning Committee and/or full Council with complex planning applications, which require significant amounts of reading, analysis, meetings with instructed experts/consultants (instructed by resolution of either the Planning Committee or full Council) and in the preparation of recommendations and ideas on how to respond. The Planning Working Group has no decision-making powers. Upon instruction by the Planning Committee and/or full Council, the Planning Working Group can prepare a planning response for approval by the Planning Committee and/or full Council.

The planning application currently under consideration by the Planning Working Group is [22/01735/FULEIA | Regeneration of Crouchlands Farm](#); however, the Parish Council is aware of other pending large/complex applications, such as the proposals for the Foxbridge site, which would fall within the purpose/remit of the Planning Working Group in due course.

The 'life' of the Planning Working Group shall be until either its existence is deemed unnecessary by a resolution of the Planning Committee or full Council; or until such time as the Planning Working Group members determine and make a recommendation to the Planning Committee and/or full Council for its dissolution by way of resolution.

4. **Review of SW Transport Planning Ltd advisory note**

It was agreed to forward any further traffic related queries to Mr. Watts as they arise.

5. **Review of Temple Group Technical Note**

It was agreed that the Technical Note contained factual errors and lacked the level of analysis sought/required for the Parish Council to review the planning application and prepare an informed response.

The Working Group noted the Planning Officer's correspondence with the Applicant regarding questions arising from considering the water neutrality document. The Working Group would have expected similar queries to have been identified and raised by The Temple Group, further to sufficient analysis.

The Clerk will write to The Temple Group and offer an opportunity to formally withdraw the draft Technical Note and either terminate the arrangement with the Parish Council, or, alternatively, undertake that which had originally been instructed – to review and assess the submitted planning application documents and provide advice to support the Parish Council make a considered and informed response to the Local Planning Authority.

The Temple Group's response to be presented to the Planning Committee at its next meeting (31/08/2022) for consideration and resolution.

6. **Issues and areas for further analysis / investigation**

The meeting agreed on the areas to be examined and divided the work between the group: -

Sewage	Mr Ponting	Appeals	Cllr. Capsey
Commercial	Mrs Burrell / Cllr. Griffiths	Planning Policy	Cllr. Jordan / Mrs Burrell
Transport	Mr D. Jordan / Mrs Ross-Hurst	Heritage	Mrs Burrell
Landscape	Mrs Childs	Agriculture	Cllr. Jordan / Clerk
Water neutrality	Mr Ponting	Noise/light	Mrs Ross-Hurst
Ecology	Mrs Childs	EIA	Cllr. Jordan / Clerk

7. **Method of Working.**

- a) **Divide into individual issues**
- b) **Investigate**
- c) **Capture areas of overlap**
- d) **Report**
- e) **Refine & prepare recommendation for the Council**

The Working Group agreed to this methodology of working. Mr Reynolds will prepare and circulate a 'Comments Template' to assist the Working Group prepare and refine their recommendations for the Council.

8. **Allocation to Working Group members**

As set out in 6 above.

9. **Initial response to CDC listing Reg 25 areas requiring further information**

The Clerk to write to the LPA regarding the Environmental Impact Assessment (EIA) and the identified areas that require further information to properly consider environmental impacts and ask that the identified omissions be included with other Regulation 25 requests that may be raised by CDC.

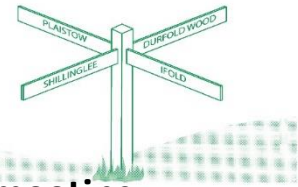
10. **Timescale**

The Clerk to liaise with the Planning Officer regarding any future re-consultation period and amended deadlines.

11. **Date of future meeting(s)**

The next meeting of the Planning Working Group will take place on 31st August, 7:30pm – Winterton Hall, Plaistow.

There being no further business, the meeting closed at 22:16



Notes from the Planning Working Group meeting

Wednesday 31st August 2022

19:30

Winterton Hall, Plaistow

Attendees: -

Cllr. Paul Jordan; Cllr. Sophie Capsey; Cllr. David Griffiths; Mrs Sara Burrell; Mr Dave Jordan; Mr Jeremy Ponting; Mr. Dean Wheeler; Mr. Paul Reynolds; Mrs Ruth Childs; Mr. Andrew Chamberlain and Ms Catherine Nutting, Clerk.

Apologies received from: -

None.

Mr. Jon Pearce not in attendance

1. Introductions, Apologies & Housekeeping

The Clerk provided information regarding the following matters: -

- membership update - the group welcomed Mr. Chamberlain and noted the departure of Cllr. Griffith and Mrs Ross-Hurst.
- Parish Council email account – the Clerk will assist those struggling to set up an account.
- signing of the Planning Working Group Terms of Reference document – the document has been signed by all members of the Working Group and is available via the Parish Council [website](#).
- confidentiality
- declarations of pecuniary and other interests – the personal addresses of Mr Reynolds and Mr Ponting were noted.
- compliance with Parish Council relevant policies including, but not limited to Complaints Procedure, Media and Communications Policy, Information and Data Protection Policy and Freedom of Information Act Procedure.
- Minutes – the minutes of the two previous meetings dated 29.07.2022 and 09.08.2022 were agreed.

2. Update regarding Temple's response/position & the Planning & Open Spaces Committee's decision on the need to instruct a new consultant.

The Working Group NOTED the Planning & Open Spaces Committee's resolution: -

The Committee NOTED Temple’s lack of response to the Council’s letter of complaint dated 15th August 2022 outlining its concerns regarding Temple’s failure to comply with the Council’s instructions of 21st July. The Committee RESOLVED that it had lost confidence in Temple and to WRITE rejecting the draft Technical Note. The Committee further RESOLVED to instruct a new planning consultant, Troy Hayes of Troy Planning and Design who can provide help within the tight timescales, has experience with the area and has worked with/is recommended by Kirdford Parish Council.

3. Review of Working Group members’ reports & capture areas of overlap / need to refine

The Working Group considered the draft reports prepared by members. These reports will be further amended/updated before submission to the full Council for consideration at its meeting on 20th September.

Actions:

Clerk – send traffic report to S. Watts

Clerk – write to Woodland Trust

4. Issues and areas for further analysis / investigation

These matters were raised and addressed under item 3 above and will constitute the amendments/updates of member’s reports.

5. Prepare recommendation for the Council (allocation to Working Group members)

Following its considered review of the application documents and the full suite of comprehensive reports critically analysing various aspects of the proposals, namely: -

Sewage	Appeals
Commercial	Planning Policy
Transport	Heritage
Landscape	Agriculture
Water neutrality	Noise/light
Ecology	EIA

The Planning Working Group unanimously agreed to recommend to the full Council that it object to planning application 22/01735/FULEIA | Crouchlands Farm Rickmans Lane Plaistow Billingshurst West Sussex RH14 0LE.

6. **Timescale & Extraordinary Meeting of full Council**

The full Council will consider planning application 22/01735/FULEIA at a meeting on 20th September 2022. Thereafter, the Council's official response to the LPA must be submitted no later than 30th September.

7. **Date of future meeting(s)**

It was agreed that no further meetings are required at this juncture. Meetings will be called if/when necessary, either in relation to application 22/01735/FULEIA | Crouchlands Farm, or any new complex planning application referred to the Working Group either by the full Council or Planning Committee.

There being no further business, the meeting closed at 21:45

Appendix C - C/22/116(3) – Reports of the Planning Working Group

Please see separate reports published with these minutes on the Parish Council website.

Appendix D - C/22/116(4) – Letters of objection

Please see separate letters of objection published with these minutes on the Parish Council website.