



Clerk's Report

Full Parish Council meeting, 9th November 2022

BUSINESS TO BE TRANSACTED

- | Number | Item |
|--------|---|
| 1. | <p>Apologies for absence & housekeeping Apologies have been received from Cllr. Colmer and Cllr. Whitehouse.</p> |
| 2. | <p>Disclosure of interests 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).</p> <p>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).</p> |
| 3. | <p>Public Forum At the time of drafting this report, no requests to address the meeting have been received.</p> |
| 4. | <p>Draft Minutes of meeting held on 28.09.2022 Published on the website Circulated to Members, via email, on 01.11.2022.</p> |
| 5. | <p>To receive reports from County and District Councillors Reports have been received in advance from both County and District Cllr. Duncton and District Cllr. Evans and have been published on the website alongside the agenda.</p> |

6. **To consider the Foxbridge Planning Application**

The application can be viewed via Chichester District Council's website: - [22/02346/OUT](https://www.chichester.gov.uk/22/02346/OUT)

This is an **Outline application*** for a wellbeing and leisure development at the Foxbridge Golf Club site (Foxbridge Lane, RH14 0LB).

The proposed development comprises of up to 121 holiday units; the construction of a spa with accommodation of up to 50 bedrooms; the conversion of the former clubhouse into a restaurant and farm shop; the formation of a new vehicular access from Foxbridge Lane, new internal roads, footpaths, cycle routes and car parking areas; the construction of a concierge building and new hard and soft landscaping, including the formation of new ponds. **All matters reserved except for means of access.**

*Outline planning applications are used to gain an understanding as to whether the nature of a development is acceptable. Specific details known as 'reserved matters' are confirmed at a later date, once planning permission is granted by the Local Planning Authority (LPA) - which is Chichester District Council (CDC). Planning permission, if granted, is subject to the condition that the reserved matters are approved by the LPA before development begins.

The [Planning Working Group](#) has reviewed the application in advance of the meeting and prepared detailed reports and recommendations for the Council to consider regarding the following matters: -

- Heritage
- Landscape
- Planning policy
- Water neutrality and drainage
- Traffic and transport
- Lighting
- Relevant appeals in the Parish

These reports have been provided to Councillors in advance and will be published alongside the meeting minutes in due course.

The Council's Planning Committee resolved to instruct SW Transport Planning Ltd and a Planning Consultant to support its consideration of this application ([P/22/145, 08.06.2022](#)). An initial transport / traffic assessment of the proposals has been prepared by SW Transport Planning Ltd and put before the Council for its consideration.

At the meeting, the Council will formally: -

- receive and note the report from SW Transport Ltd
- receive the minutes, reports, and recommendation(s) from the Planning Working Group
- **consider the application and resolve upon the Parish Council's response**

Subject to the Parish Council's decision above (in bold), the Council will further consider the need to: -

- instruct SW Transport Ltd to support the preparation of the Parish Council's response to traffic issues
- instruct the planning consultant, Troy Hayes Planning Ltd, to review the Parish Council's draft written representations
- instruct the Planning Working Group to support the Council and Planning Committee by liaising with the instructed experts and in the preparation of the agreed response
- obtain independent legal advice regarding the original planning consent for the former golf club, which, at the present time, has been mislaid by both the Applicant and the LPA.

7. **Financial Matters**

1. Payments (and Receipts*) Analysis
[Financial Report](#) for the period of 22nd September – 2nd November 2022 and includes expenditure since the Council meeting on 28.09.2022.

*There have been no receipts in this period to present to the Council.

2. Finance Working Group / Finance Committee
Councillors are directed to the Parish Council's website [here](#) to review the [minutes of the Finance Working Group](#) meeting dated 26.10.2022.

The Quarter 2 (July – September 2022) budget comparison spreadsheet is also published on the website.

The Finance Committee meet immediately before this full Council meeting at 7pm. If there are any relevant highlights from the meeting, these will be provided verbally. Otherwise, the minutes of the Finance Committee will be presented to the full Council at its next full meeting.

Councillors will note that the budget setting process for 2023/24 has begun. The RFO is working in conjunction with the Finance Committee and Finance Working Group to prepare a draft budget for the Council to consider at its meeting in January 2023. At this meeting, the Council will also have to consider and agree its 2023/24 Precept as this information has to be provided to CDC no later than a date (to be advised) in mid-January.

3. Interim Internal Audit

At the time of drafting this report the Interim Internal Audit is yet to be undertaken (8th November). The RFO will update the Council at the meeting and circulate the Internal Auditor's report (via email) upon receipt. The Council will formally note the report and any recommendations at its next full meeting.

4. Tree works in Plaistow

- a. To note the quotes for the Pond works and resolve to appoint a contractor.

On 18th May 2022 ([C/22/067\(5\)](#)) the Council noted the [Tree Condition survey](#) report for the area around Coxes Pond in Plaistow Village and instructed the Clerk to obtain two further quotes to undertake the identified work. On 13th July 2022 ([C/22/103\(2\)](#)) the Council resolved to instruct Andrew Gale to carry out the works, having considered three quotes.

Since this time, Andrew Gale has ceased his tree surgery work. He remains a Consultant Arboriculturist and will undertake decay evaluations, tree condition reports, aerial reports, and trees in relation to building work reports; however, he will no longer carry out any associated tree surgery work.

Mr. Gale has recommended two tree surgeons who have previously worked with him, and they have provided quotes for the work. These quotes, along side the other quotes obtained for the July meeting, have been sent to Councillors via email (02.11.2022).

The Council is asked to consider the four quotes and resolve upon which one to instruct.

A: £2,605.00 (net)

C: £4,140 (net)

E: £3,500 (net)

S: £3,420 (net)

By virtue of the Council's historic relationship with Andrew Gale Tree Surgery it has experience of the workmanship of contractors E and S who were previously employed by Andrew Gale. The Council does not have prior experience with either contractor A or C.

The Parish Council's duty to achieve Best Value does not mean it automatically has to instruct the cheapest contractor; other factors should also be taken into consideration when deciding such as overall expertise and known workmanship.

At the time of drafting this report, the Clerk is awaiting confirmation of any potential changes to the amount quoted by contractors A and C; in light of the time delay between July and November 2022. Councillors will receive this information upon receipt.

b. To note the Tree Condition Survey and recommended works

On 13th July ([C/22/103\(2b\)](#)) the Council resolved to instruct Andrew Gale to undertake a updating Tree Condition Survey of Plaistow Village Green. Due to the public nature of the Village Green, tree condition surveys are required every 18 month – 3 years, depending upon a range of factors including the issues raised in previous reports / the weather in previous seasons / the age of trees and known/suspected diseases e.g., Ash Die Back.

Andrew Gale undertook the survey on 14th October and the report has been published on the website [here](#).

The required works are graded according to their urgency: -

HS2: Within 6 months of the reports date

HS3: Within 12 months of the reports date

HS4: Before the next survey date

The Clerk recommends that quotes for the HS2 works only are obtained and carried out within the current financial year (up to

March 2023). The other works (HS 3 and HS4) can be budgeted for within 2023/24 (April 2023 – March 2024).

- c. To note the quotes for the recommended tree works on Plaistow Village Green and resolve to appoint a contractor.

Andrew Gale's Tree Condition Report sets out the tree number, a specification for the required work and a recommended timescale. The Parish Council can forward the specification to contractors to obtain quotes.

The Clerk is yet to obtain three quotes. However, the Clerk will make enquiries with the contractors listed above and present this information to the Council at the next full meeting.

Matter to be deferred.

5. New Defibrillator request

Cllr. Price has made the Parish Council aware of the following matter:

“Because of the new national defibrillator circuit finder, Secamb have decided to reclaim the Defibrillator at the Post Office in Plaistow as their responsibility, but have asked me to carry on checking it.

I contacted them last week to say that the cabinet was leaking and the defibrillator was getting wet - I put a large bag over it, but said we need a new cabinet.

I have received an email from them asking me to remove it - they are going to take it out of service!

I have spoken to BEAT and asked if we could fund one down Rickman's Lane as there is already one at the school, close to the Post Office, but the problem is where to put it as ideally it needs an electricity supply.”

Councillors are asked to consider funding a new defib along Rickman's Lane, Plaistow.

By way of some background information, in 2019 the Parish Council successfully applied for grant funding from CDC, as part of the New

Homes Bonus scheme, to renovate the BT telephone kiosk in Ifold and install a defibrillator. As part of that project, the Parish Council obtained advice from BEAT and quotes.

This information is available for Councillors to consider [here](#). Of course, this information may have changed in the intervening years; however, provides indicative costs and considerations to be borne in mind and further researched.

6. Cost of living support

West Sussex Association of Local Councils (WSALC) have contacted Parish and Town Councils to advise of the 'Warm Spaces' initiative being rolled out in East Grinstead to help combat the cost-of-living crisis for the most vulnerable in the community.

East Grinstead Town Council have approved £5,000 to use as a grant to 5 venues across the town who will, during the main part of the day, open the café, provide free tea, coffee, soup and a warm space for people to stay. The venues have links to the local food banks and other local support where needed. The grant of £1000 per venue will be to help with their costs, but also to cover the cost of the free coffee/ tea or even the odd meal. All the venues have a 'pay it forward policy', where someone who can afford to, can prepay a drink or a meal for someone who can't afford it.

Warm Spaces
Worried about heating bills this winter?
A warm welcome awaits you at the following venues
and there's no hurry up to leave...

Cllr. Talyor has noted from the recent Chichester District Association of Local Council (CDALC) meeting that some Parish Councils are investigating the creation of 'warm hubs' for vulnerable people over the winter. Wisborough Green PC had agreed with all three pubs in the village that they would offer hospitality to vulnerable people, with the PC providing the pubs with tea and coffee. Others are looking at providing hospitality in village halls on one or two days a week after Pre-School had ended.

Plaistow and Ifold Parish is an affluent area, however there are pockets of need within the community, which are exacerbated by the rural / remote nature of the Parish (in terms of facilities such as

libraries, community and/or children's centres etc.) and the pervasive affluence.

The Parish Council provides an annual grant to Home Start Chichester, who work with vulnerable families within the Parish; the Church and School can also identify those in need within the community.

The Parish benefits from two cafes (Plaistow and Ifold stores) as well as the Sun Inn pub.

Councillors are invited to consider the 'Warm Spaces' initiative and consider if this is a scheme it wants to investigate further and provide for the community.

In terms of a potential budget, the current 2022/23 s.137 budget included £2,050 which has not been allocated.

The Parish Council's winter Newsletter is in progress and can publicise the scheme, particularly the 'pay it forward' policy, which many would support.

This is a matter that could join up with the local church and school - to ensure the support is known to those in most need (particularly during the school Christmas holiday) and that other support/advice is available e.g., food bank.

8. **Winterton Hall**

The Parish Council continues to support the Winterton Hall Management Committee (WHMC) to consider the future of the Charity and administration of the Trust.

In August, the Finance Committee approved an annual subscription to Action in Rural Sussex (AiRS), which offers – among other things - training and support to village hall management trustees and Parish Councils. Both the Clerk and Chair have attended training.

On 11th October, the Clerk delivered training to the WHMC and a few Members of the Council regarding: -

- The current make-up of the unincorporated Trust
- Responsibilities of the Management Trustees (WHMC)
- The role of the Council as Custodian Trustee
- Options for limiting trustee's personal liability including under legislation, insurance and becoming a Charitable Incorporated Organisation (CIO)
- Ways in which the PC can (and currently does) support the charity, including financial support and VAT considerations

- The Parish Council becoming the Sole Trustee.

The pressing concerns for the WHMC are: -

- The personal time burden to manage and maintain the hall. Ideally, the WHMC would like to outsource the day-to-day premises management to a Caretaker. Currently, the WHMC does not have anyone to take over the role of Treasurer. The WHMC would like to outsource the financial management to an accountant.
- The current, technical unlimited liability of trustees.
- Limited interest within the community to join the WHMC.
- Few users (Pre-School, Parish Council and one other weekly exercise class).

As a member of AiRS, the Council can arrange specialist support for the WHMC with a Village Hall expert; however, in the first instance, the WHMC need to understand the Hall's financial situation and the annual fundraising requirement to afford a Caretaker and/or Treasure. The Hall has sufficient reserves for 2+ years, but this would be impacted if they incur additional regular costs. The annual cost to maintain the aging building is increasing, with large expenses required most years. Currently, the roof requires repairs quoted as £9,366+ VAT.

Cllr. Colmer and the Clerk have been supporting the WHMC to undertake a financial review of the hall's annual income and expenditure and met with the WHMC on 27th October to consider the figures.

Following this meeting, the WHMC will advise the Council of the nature of the targeted support it requires from AiRS; the Council will arrange this via the Clerk.

The Parish Council has the lawful power to provide financial support to the hall; and currently does so (annual grant and support with maintenance costs). Regardless of the Parish Council's future relationship with the Winterton Hall (either remaining as Custodian Trustee, or becoming the Sole Trustee, or simply as the hall's local Parish Council with no additional connection) it has no financial responsibility towards maintaining the Charity. However, the Parish Council would need to be mindful of the over-arching community ramifications if the Charity were to fail. The Parish Council may need to consult the community before making further decisions.

It may be that, in time, the Parish Council considers appointing two Councillors to sit as trustees on the WHMC, one of whom could become the Treasurer. However, more information is needed regarding the Treasurer role (time commitment) before anyone could consider nominating themselves.

At the recent Financial Working Group (FWG) meeting, the FWG agreed to recommend to the Full Council that it moves all its meetings to the Winterton Hall, especially as the Kelsey Hall is busy and the Parish Council is unable to schedule meetings there easily. This matter is outlined further below.

9. **Meeting venues**

The Council is being asked to consider moving all its meetings to the Winterton Hall.

The Kelsey Hall is happily busy and is finding it harder to accommodate Council meetings or offer a degree of flexibility when meetings need to be added, extended, or rescheduled. The new Kelsey Hall policy to charge the full hiring fee if a booking is cancelled with less than 28 days' notice will adversely impact the Council, which must, at all times, protect public money. Many times, it is not possible to provide 28+ days' notice of a change.

Nevertheless, the Kelsey Hall remains cheaper to hire than the Winterton Hall, even with its hire charge increase as of January 2023. For regular business hire the cost is increasing by £1.00 per hour: Large Hall £8.50 (was £7.50); Small Hall £6.00 (was £5.00)

The Winterton Hall is £11ph and they intend to charge the PC this full amount moving forward. Previously, the PC has been charged a discounted rate of £9ph, however this is no longer sustainable for the hall.

Moving all meetings to the Winterton Hall will alter the Council's historic 'policy' of alternating between Plaistow and Ifold to offer parity within the community to attend a local venue for meetings.

Historically, however, the Winterton Hall has been of the view that as Custodian Trustee, the Parish Council has priority over bookings. This is not the case. This misunderstanding has disadvantaged the hall, who have turned away hirers. This error has now been corrected; therefore, there is no guarantee that the Winterton Hall will be as flexible in the future. For the Council to secure a regular meeting 'slot' (in either hall) it may have to hire a venue every Wednesday, for example, regardless of whether a meeting takes place – so the hall does not lose revenue and the Council is guaranteed somewhere to meet. A regular class which uses the hall each week on a set day is more profitable than the ad hoc meetings of the Council once or twice per month. It is arguable that this would be little different (and possibly more

expensive) from the Council being charged a cancellation fee by the Kelsey Hall (and possibly, in the future, the Winterton Hall too who are currently overhauling their booking arrangements).

Prior to 2018, the school was used as a venue for Parish Council meetings. Whilst the school is not averse to the Council using its facilities, it would depend on their own use of the school after hours and the availability (and agreement) of the Facilities Manager who would need to permit access and lock up afterwards. The school are yet to indicate a hiring fee, as they wish to understand more about the Council's diary and booking requirement.

The Council meets for its full meeting on the second Wednesday on each month. Planning is every 21 days (either on a Tuesday or Wednesday, depending on the proximity of the full meeting). The Finance Committee meets at least once per quarter and the Winter and Emergency Plan Committees meets at least bi-annually. Working Groups benefit from online meetings (unless a venue is already available for another substantive meeting and Members are attending the venue in any event).

Plaistow Church has been used by the Council in an emergency, however that was under the Rev. Lucas. The Council would need updated permission – enquiries are pending at the time of writing. However, this would again require the agreement of the Church Warden to lock/unlock and would depend on the evening use of the Church e.g., choir practice etc.

Ultimately there is no easy 'work around'. The benefit of moving all meetings to the Winterton Hall – and paying a retainer – would be the additional financial support for the hall, which is struggling. The hall has very few users at the current time. This would dovetail into the current work of the Parish Council to support the survival of the charity and ultimately the continuance of the community facility.

10. **CDALC & WSALC**

1. The draft minutes of the WSALC Board meeting held on Thursday 13th October are available alongside the agenda [here](#).
2. Cllr. Taylor's notes from the recent CDALC meeting held on 26.10.2022 are available alongside the agenda [here](#).

Cllr Taylor recommends that the Parish Council no longer actively participates in the CDALC meetings. Cllr. Taylor has attended 9 CDALC meetings and questions the value in continuing active engagement.

Chichester District Association of Local Councils (or CDALC as it is known as) was established over 20 years ago – along with many other district associations such as Horsham District ALC – as a vehicle for town and parish councils to liaise / communicate more effectively with their district authority (CDC). Over the years its purpose has become lost; however, there is a move to re-establish the true purpose of the district association. Horsham is very pro-active and has made huge changes; it offers training to its member councils on topics such as climate change initiatives and planning matters – which dovetail into Horsham DC’s work. There is talk that Horsham DA may begin to provide training and guidance to support the other DAs in the area, such as CDALC. It is recognised and accepted that there is a lot of inactivity between meetings and meetings can be, on the whole, ineffective. Meetings are also suffering from a lack of engagement and attendance, which exacerbates the issues and makes effecting change harder and slower to achieve.

Chichester is a huge geographical area and the North and South have very different needs and priorities. It is accepted that the meetings are dominated by the issues of the South of the district. There is an intention to establish a North CDALC and South CDALC to allow these nuances to be recognised and make the meetings and the topics covered more relevant to the attending town and parish councils.

Whilst participation with CDALC is not mandatory - the Parish Council can resolve to disengage with its District Association – and attendance at the meetings, at the current time, seems futile; the disadvantages of withdrawing completely would be:

- a. P&I would not be present to ‘spot’ if it manages to become more effective.
- b. P&I would not be able to influence a ‘change for the better’ and the establishment of a more useful North CDALC.
- c. The board members of the County Association – West Sussex Association of Local Councils (WSALC) – are elected by the district association – CDALC elects 2 of WSALC’s board members.
- d. Engagement with the district association provides a degree of communication / networking between the Chichester District Parishes, access to information / best practice / ideas on what other Parish Council’s are doing e.g., [the notes of the recent](#)

[CDALC meeting](#) provide (corroborative) information about the creation of 'warm hubs' for vulnerable people in other Parish's e.g., Wisborough Green.

- e. Opportunity for P&I not to conduct its business in an 'echo chamber', which is poor practice. It is healthy and encouraged for Councillors to network and get an understanding of what other Councils are doing.

Whilst there is no membership fee yet, the district associations are considering charging an annual fee at some point in the future. However, this is indicated to be a nominal amount.

However, whilst membership is free, the Clerk recommends that participation / engagement with CDALC continues. As the saying goes, "*there is nothing to lose and everything to gain*". However, P&I should continue to voice its concern that CDALC needs to work harder and faster to represent and support its local Councils; establish North and South branches and support CDALC's Vice Chair, Andrew Shaxton, to realise the positive changes required – which have been implemented by Horsham DA. If/when a membership fee is introduced, the Council can take a further view on the matter.

Each year, at the Annual Parish Council meeting (May), the Councillor nominated to attend CDALC and/or WSALC meetings can change. It may be helpful for there to be a presumption in favour of an annual rotation of Councillors who attend these meetings, to allow all Members to benefit from the experience of attending CDALC and WSALC meetings, especially regarding points (d) and (e) above. Annual rotation would help inform Councillors of the wider context of local government business within the district and help Members network. It would also allow further perspective on the matter for future discussion by the Council.

11. [**Safer Bus Stops project – Phase One**](#)

A new designated webpage for the project has been established: <https://www.plaistowandifold-pc.gov.uk/Contents/ContentItems/4a2653b10azaw44sbc3n0tjqmh>

This webpage provides all the background information required to understand the history of the project, which began in 2018/19 and was impacted by the pandemic.

The overall objective is to provide safer bus stops throughout the Parish to increase the use of the school and other public bus services.

The Parish has an aging population (borne out in the Neighbourhood Planning process) and a high dependency on private cars. The Parish Council will be in a stronger position to negotiate an increase to the bus services offered in the Parish if residents feel safe, willing, and able to use the bus stops.

Plaistow Road through Ifold is recognised by West Sussex County Council (WSSC) as being dangerous, with no pavements and/or street lighting. Consequently, WSSC provides a free school bus service. Unfortunately, the service is not well used. Part of the issue is due to safety; only two out of the five bus stops along Plaistow Road have designated laybys and shelters. During the week, Plaistow village becomes heavily congested with school traffic, which has a detrimental impact on village life. Increasing the use of the school bus service will reduce traffic on the Parish's roads generally, and in Plaistow village specifically.

Plaistow village has no bus shelter whatsoever and the Council received many heart-felt letters from elderly residents asking for this situation to be remedied. The letters (anonymised) can be read via the webpage.

Between 14 – 30th November, Phase One of the project will be undertaken which is the building of two bus shelters - specifically identified by residents as local priorities – to provide a bus shelter for the residents of Plaistow village, and an improved shelter and safer waiting environment for the children who catch the school bus at The Drive, Ifold.

15 properties neighbouring the shelter in Plaistow have received letters regarding the project: first in September 2021 and again in October 2022. The Plaistow Village Trust attended a meeting of the Council in September 2021 and are supportive of the build. The Council has applied to the Local Planning Authority (CDC) for a Certificate of Lawful Development for the shelters, as it can take advantage of Permitted Development Rights as a Local Authority with the lawful power to erect and maintain bus shelters. WSSC Highways have undertaken all necessary checks and consultations and an agreement is in place between Highways and the Parish Council for both sites; and the National Trust has provided its consent for the erection of the shelter on its land in Plaistow.

All agreements, plans, designs and letters etc. can be viewed via the [website](#).

12. **E-Newsletter**

The Newsletter Working Group met on 2nd November to discuss the content of the forthcoming E-Newsletter. The [draft minutes](#), along with the Group's recommendations are now presented to the Council.

The Newsletter appears on the Council's website [here](#), where the previous three editions can be viewed. However, it is emailed to all those who sign up to receive it, and the list now exceeds 120 recipients.

The recommended articles and their authors are outlined in the minutes. The recommended publication date is 5th December.

13. **Highway Matters**

A MOP has contacted the Parish Council to raise the issue of the poor state of repair of the 30mph roundall on Loxwood Road, Plaistow RH130NX. The matter has been reported to WSCC Highways by the Clerk.



14. **Correspondence**

- **Plaistow and Kirdford School's request to use the village green for a circus**

The school PTA, known as PAKSA, have asked permission to use the Plaistow Village Green to host its June 2024 Summer Fair, which will include a Circus. Due to accessibility issues, the school field is unable to be used by the Circus. Due to the urgent need to secure the booking by payment of a sizable deposit, Councillors have been asked to express their views, in advance of the meeting, to allow the school to progress the matter. Councillors are supportive of the event and the use of the green. This has been communicated to the school.

- **the minutes of the recent Association of Parish Council's Aviation Group (APCAG) AGM have been received and are available [here](#).**
- **Change in management of Rialtas (the Parish Council's accounting package)**

The following letter has been received from Rialtas: -

Dear Clerk/RFO/CEO/Director,

It is with excitement and sadness that I let you know that as of Friday, Kevin, my co-Director and I have sold Rialtas to N. Harris Computer Corporation. Harris is a subsidiary of Constellation Software, Inc. which is the 2nd largest software company in Canada.

Their strategy is to acquire software companies and keep them for life, unlike Private Equity companies who buy, grow and sell every 3-5 years. When making our decision this was incredibly important to us as we didn't want this disruption to the team or to our customers every few years. Harris also nurtures their businesses to grow sustainably for the long term rather than to increase profit for the next sale which could impact the levels of service you would receive.

Harris also treats their acquired businesses as separate business units which are led autonomously. This means Rialtas retains its brand, its own strategy and budget which was also incredibly important to us. As you know, we have run Rialtas for 14 years and we would only ever want it to go to the right home. Having spoken to other founders that sold their business to Harris, we know that Harris is the right home for Rialtas.

We also have more news, Caroline is stepping down as Rialtas' Managing Director with immediate effect. This is entirely her decision, to enable her to start her retirement. Kevin is also stepping down immediately as Rialtas' Technology Director, to pursue other interests in the Private Sector. We will continue for a limited period in a consultancy role, to support and help Rialtas find its feet in its new home, while we handover to the new management team.

Rialtas will be led from within a current Harris UK business called Quicksilver, who are experts in NHS integration and digital managed services. While Rialtas transitions into Harris, Andy Cripps – the current Executive Vice President at Quicksilver – will take over the day-to-day operations of Rialtas.

Attached is a formal letter and FAQ, announcing this change, but we really wanted to let you know as our relationship goes beyond

the receipt of a formal letter. I know the team at Rialtas will look forward to continuing to work with you.

Caroline Buckland
Former MD

Kevin Hicks
Former Technology Director

- **Invitation to sign up to receive Gatwick Airport's regular digital newsletter**

The Council has received the following: -

Good Afternoon

If your town, parish or neighbourhood wishes to receive Gatwick Airport's regular digital newsletter to stay updated with airport news for local residents, you will need to sign up at www.gatwickairport.com/communitynewsletter Please share with your colleagues and residents.

You will find attached the newsletter that was distributed yesterday.

15. **Clerk's update & items for inclusion on a future agenda**

One vacancy remains. An enquiry has been received from an Ifold resident who is considering making an application. If an application is received, they can be Co-Opted at the next full meeting.

16. **Meeting Dates**

Councillors are asked if they would like to vacate the December full meeting – 14th?

Recommendation: - To note the dates of forthcoming meetings.

- 23rd November, Planning & Open Spaces meeting
- 13th December, Planning & Open Spaces meeting
- 14th December, Full Council meeting