

MINUTES of a Meeting of the Full Plaistow and Ifold Parish Council held on **Wednesday 9th November 2022** at **19:30**, Winterton Hall, Plaistow.

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. Doug Brown; Cllr. John Bushell; Cllr. Jane Price; Cllr. Rick Robinson; Cllr. Nicholas Taylor and Catherine Nutting (Clerk & RFO).

District and County Councillor [Janet Duncton](#) and Councillor [Gareth Evans](#) were in attendance.

The following members of the [Planning Working Group](#) were in attendance: - Mrs Ruth Childs; Mr. Dave Jordan and Mrs Sara Burrell.

Three (3) members of the public were in attendance in person.

C/22/133 Apologies for absence & housekeeping

Apologies were received and accepted from Cllr. Phil Colmer (Chair of the Finance Committee); Cllr. David Griffiths and Cllr. Nick Whitehouse.

The Chair extended the Parish Council's best wishes to Paul Reynolds and his family.

C/22/134 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/22/135

Public Forum

To receive and act upon, if considered necessary by the Council, comments made by members of the public.

None raised.

C/22/136

Minutes

It was **RESOLVED** to **APPROVE** the minutes of the full Parish Council Meeting held on **27th and 28th SEPTEMBER 2022**, which will be **SIGNED** by the Chair of the meeting via Secured Signing, in accordance with Standing Order 9(d), as a true record and published on the Parish Council's [website](#).

Actions:
Clerk & Chair

C/22/137

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

County and District Councillor Duncton's report is appended to these [minutes at A](#).

In addition, Cllr. Duncton expressed her support for the School Safety Zone proposed in Plaistow village and encouraged residents to make an application to Chichester District Council (CDC) for trees as part of the Queen's 'Green Canopy' fund, by 9th December.

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

In addition, Cllr. Evans explained that there had been allegations of fraud in relation to the support cards submitted by the Foxbridge Applicant; consequently, CDC has removed them all from the public planning portal and the matter has been raised for investigation via the Monitoring Officer.

The planning application for the Townfield site in Kirdford is likely to be withdrawn by the Applicant (or rejected by the LPA), as there is no workable solution available regarding the issue of water neutrality.

Cllr. Taylor queried if there was any further update regarding the issue of water neutrality within the Local Plan Review process. Cllr. Evans confirmed not, but perhaps in the new year.

Cllr. Capsey queried if Plaistow and Ifold Parish would fall within the boundary of the South Downs National Park (SDNP) due to the forthcoming Electoral Boundary Review. Cllr. Evans confirmed that he would investigate and feed back to the Parish Council.

Cllr. Duncton left the meeting at 19:35

C/22/138

To consider the Foxbridge Planning Application

Please refer to the Clerk's Report and visits the Parish Council designated webpage for this application for full details: <https://www.plaistowandifold-pc.gov.uk/foxbridge>

Action:
Clerk /
Planning
Working Group

Foxbridge Golf Club, Foxbridge Lane, West Sussex, RH14 0LB

The Parish Council considered Outline Planning Application [22/02346/OUT](#)

Application for a wellbeing and leisure development comprising 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. | Foxbridge Golf Club Foxbridge Lane Plaistow West Sussex RH14 0LB

Cllr. Capsey proposed that the Parish Council **OBJECT** to the application and the motion was seconded by Cllr. Robinson. The full Council **UNANIMOUSLY RESOLVED** 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 C.](#)
2. **RECEIVE** and **NOTE** the minutes of the Planning Working Group dated 05.10.2022 and 18.10.2022 [appended to these minutes at D.](#)
3. **RECEIVE** the reports of the Planning Working Group and **NOTE** the **RECOMMENDATIONS**. The following reports are appended to these minutes as E and published on the website [here](#).

Traffic review

- Planning Policy and relevant planning appeal decisions
- Lighting review
- Heritage asset review
- Landscape review
- 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 Outline Application and submit its response to the Local planning Authority (LPA) no later than 23rd November 2022. The Parish Council's four (4) Letters of Objection are appended to these minutes as F and published on its website [here](#).
5. **INSTRUCT** SW Transport Planning Ltd to support the preparation of the Parish Council's response to traffic issues. Motion proposed by Cllr. Capsey and seconded by Cllr. Taylor.
6. **INSTRUCT** Troy Hayes Planning Ltd to support the drafting and reviewing of the Parish Council's written representations prior to submission to the LPA. Motion proposed by Cllr. Bushell and seconded by Cllr. Capsey.
7. **INSTRUCT** the Planning Working Group to support the Clerk and instructed experts to draft the letters of objection.
8. The Council **NOTED** that there was no need to consider obtaining independent legal advice regarding the original planning consent for the former golf club, as the permission had been found by the LPA. There is no requirement that the land revert back to agricultural use upon the dissolution of the golf course.

A member of the public (MoP) was permitted to address the meeting. They spoke of the out-of-date Visitor Needs Assessment submitted by the Applicant in support of the application, which cites historic data from 2015 and 2016. The MoP advised that the area has a thriving, sustainable

small-scale accommodation business model e.g., via Air BnB, which would be undermined and damaged by the proposals and would be detrimental to local people's businesses.

C/22/139

Financial Matters

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

Actions:
Clerk / Cllr.
Brown

1. Financial report for September – November 2022

The Council **RECEIVED**, **REVIEWED** and **NOTED** the Payments (and Receipts*) Analysis Financial Report for the period of 22nd September – 2nd November 2022, which includes expenditure since the Council meeting on 28.09.2022. The analysis report is appended to these minutes [at G](#).

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

2. Finance Working Group / Finance Committee

The Council **RESOLVED** to **DEFER** this matter until 14.12.2022, as the Finance Committee meeting did not take place on 09.11.2022 as it was inquorate.

3. Interim Internal Audit

The Council **RECEIVED** and **NOTED** the Internal Auditor's Interim report dated 08.11.2022, which is published on the Council's website [here](#). The Council **NOTED** the comment regarding the omission of Councillors' electronic signatures on payment listings since the change in process (Finance Committee meeting 10.08.2022, F/22-23/005 and noted by the full Council on 28.09.2022, C/22/122(1)) and will ensure that this oversight is remedied.

District Cllr. Evans left: 19:53

4. Tree works in Plaistow

a. Pond

The Council **NOTED** the four (4) quotes for the tree works identified in the Tree Condition Survey undertaken in April (C/22/067(5), 18.05.22)

A: £2,605.00 (net)

C: £4,340 (net)

E: £3,500 (net)

S: £3,420 (net)

The Council **RESOLVED** to appoint contractor **S** due to their known workmanship and a recommendation.

b. Plaistow village green

The Council **NOTED** the Tree Condition Report and recommended works prepared by Gale Tree Consultancy in October 2022 (C/22/090, 08.06.22 & C/22/103(2) 13.07.22), and 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 Council **RESOLVED** to obtain **QUOTES** for works identified as **HS2 PRIORITY** and complete these works within the current financial year. The Clerk will also obtain estimated quotes for works identified as HS3 priority for budgeting purposes in 2023/24.

5. **New Defibrillator request**

The Council **NOTED** Cllr. Price's update regarding the Plaistow stores defibrillator. Cllr. Price, who supports the Billingshurst Emergency Assistance Team (BEAT*), advised that the defibrillator has been removed as the cabinet was leaking. As there is one outside the school, South East Ambulance Service may decide not to replace it.

The Council **AGREED** to **CONSIDER** an alternative location for a new defibrillator, which needs to be accessible and ideally have access to mains power (although not critically necessary). Unfortunately, BEAT does not cover Shillinglee (this is covered by a different First Responder group).

Cllr. Brown will investigate some local defib training for the community.

**First Responder Team, who also look after the Parish's defibrillators and receive an annual grant from the Parish Council for doing so.*

6. **Cost of living support**

The Parish Council **CONSIDERED** the ‘Warm Spaces’ initiative to help combat the cost-of-living crisis for the most vulnerable in the community. Please refer to the [Clerk’s Report](#) for more detail. The Council **RESOLVED** to approach the Church to ascertain what, if any, support they already provide the community, which the Council could support and speak to both Plaistow and Ifold shops to see if they are happy to get involved. This matter was **DEFERRED** pending further information.

C/22/140

Winterton Hall

See Clerk’s Report

The Council **RECEIVED** and **NOTED** the **UPDATE** set out in the [Clerk’s Report](#). The Council is awaiting a quotation from Action in Rural Sussex (AiRS) to provide targeted support to both the Council and the Winterton Hall Management Committee to safeguard the charity and secure its future.

Action:
Clerk

C/22/141

Meeting venues

See Clerk’s Report

The Council is being asked to consider moving all its meetings to the Winterton Hall. This matter dovetails with C/22/140 above. The Council **CONSIDERED**

- the Financial Working Group’s (FWG) recommendation that it moves all its meetings to the Winterton Hall as the Kelsey Hall is happily busy and the Parish Council is unable to schedule meetings there easily.
- the information set out in the Clerk’s Report (including the information regarding C/22/140).

The Council **RESOLVED** to **CONTINUE** to **EQUALLY DIVIDE** its meetings **BETWEEN** the Winterton and Kelsey **HALLS**. It recognised that the Kelsey Hall has more availability on other nights of the week and therefore may have to reconsider its meeting schedule in due course.

Action:
Clerk

C/22/142

CDALC & WSALC

- a. The Council **RECEIVED** and **NOTED** the draft minutes of the West Sussex Association of Local Councils Board meeting held on Thursday 13th October. The Council **RESOLVED** to write a letter to WSALC, objecting to the expenditure of

Actions:
Clerk

£10,000 on a promotional video.

- a. The Council **RECEIVED** and **NOTED** Cllr. Taylor's [summary](#) from the Chichester District Association of Local Councils meeting held on 26.10.2022 and his recommendation that the Parish Council no longer actively participates in the CDALC meetings. The Council **RESOLVED** to **SUSPEND** its **ATTENDANCE** at the meetings for the foreseeable future. The Clerk was **INSTRUCTED** to continue to circulate the CDALC meeting agendas and minutes, so that the Council can keep apprised of topics. The Council's formal membership will be considered at the time CDALC look to introduce a membership fee.

C/22/143

Safer Bus Stops project – Phase One

See Clerk's Report

The Parish Council **NOTED** the designated webpage, which sets out all the information pertaining to the project ([here](#)). The Council further **NOTED** the update outlined in the Clerk's Report. Unfortunately, the build – expected between 14th – 30th November 2022 – has been further delayed due to unforeseen circumstances within the WSCC Partnerships and Communities Team.

C/22/144

E-Newsletter

The Council **RECEIVED** and **NOTED** the minutes of the Newsletter Working Group meeting, dated 2nd November, [appended H](#) and **RESOLVED** to **APPROVE** all **RECOMMENDATIONS**.

The E-Newsletter will be circulated on or around 5th December.

Action:
Clerk /
Newsletter
Working Group

C/22/145

Highway Matters

See Clerk's report

- a. The Council **NOTED** the poor state of repair of the 30mph roundall on Loxwood Road, Plaistow and that it has been reported to WSCC Highways.
- b. The Council **RECEIVED** and **NOTED** the following correspondence from **WSCC HIGHWAYS** regarding the progress of a School Safety Zone (**SSZ**) in Plaistow, further to the Parish Council's request. The matter is at Stakeholder Consultation stage (the Parish Council is a consultee in the process): -

Actions:
Clerk

With reference to your previous email, we are progressing

this due to the Parish's request. After we have undertaken stakeholder consultation, I will move onto Public Engagement where we letter drop the frontages to the scheme to give them the opportunity to comment on our proposal. With high support already from your public surveys, I would anticipate that this should not be an issue. The signs that we have relocated, compared to SW Transport Planning Ltd design, have been justified for visibility reasons. The sign on The Street, has been proposed further south due to extending the reach of the School Safety Zone and has very good visibility from further south on The Street. The sign on Loxwood Road has been moved to the opposite end of the layby for a few reasons. Visibility of the sign, if there are various vehicles etc parked in the layby this may obstruct the sign and lights mitigating the effect of the signs and lights. Also, from a site visit I undertook, I noted that the verge and bollards were in poor condition. I will report the bollards to the Local Area Highway Manager, who should be able to action their repair. With adding a post in at this location, vehicles may take more care and, hopefully, should avoid hitting them with the perception of a post. Regarding the timings, unfortunately, the timings are a county wide initiative to have a consistent approach. I have independently discussed this with the School, who have supported the timings.

School Safety Zone – Local Transport Improvements Team

Further information is published on the Parish Council's website [here](#).

- c. The Council **RESOLVED** to **WRITE** to the **SCHOOLS** to remind families not to park on the village green as the verges are being damaged.

C/22/146

Correspondence

See Clerk's Report

The Council considered the information provided in the Clerk's Report and **RESOLVED** as follows: -

- to **APPROVE** Plaistow and Kirdford School's request to host a circus on the village green in June 2024; however, to check

Action:
Clerk

that the circus will make good any damage caused to the green by vehicles.

- To **NOTE** the minutes of the recent APCAG AGM
- To **NOTE** the change in management of Rialtas – the company which owns / runs / supports the Council’s accounting package.
- To **SIGN UP** to receive Gatwick Airport’s regular digital newsletter for the purposes of uploading it onto the website’s virtual noticeboard ([here](#))
- To **REMIND** the two shops that the donated Christmas trees are for the enjoyment of the community, rather than to decorate the inside of the premises, and should be situated outside the shop frontage for all to see.

C/22/147

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

See Clerk’s Report

The Council **NOTED** that one vacancy remains. Enquiries have been received from two Ifold residents who are considering making an application. If an application is received, they can be Co-Opted at the next full meeting.

C/22/148

Meeting Dates

The Council **NOTED** the following meetings

- 23rd November, Planning & Open Spaces meeting, Winterton Hall – 7:00pm
- 13th December, Planning & Open Spaces meeting, Winterton Hall – 7:30pm
- 14th December, Finance Committee meeting, Winterton Hall – 7:00pm
- 14th December, Full Council meeting, Winterton Hall – 7:30pm

Actions:
Clerk

There being no further business, the Chair closed the meeting at 20:49

C/22/137 – Appendix A – Cllr. Duncton’s report

As ever there is a lot going on, I am sure you all realise that it is always the case, but just one or two things I think I should mention.

First my usual Children’s Service. This continues to improve but as I always say, we are not there yet. A small OFSTED recently was encouraging but we are expecting a thorough OFSTED inspection sometime early in 2023. I do assure you though that we are getting there, and it is such an improved Service than it was. As ever it’s very difficult getting Social workers and we do train many ourselves now. We have also taken some from other Countries that of course we have to train as we want them to work. They are aware that although qualified they will have to take on training that West Sussex require. We are not alone. Rather like Planning Officers, Social Workers are hard to recruit.

Likewise with our Fire and Rescue. A recent inspection from His Majesty’s Inspectorate is happy that we have cleared backlogs especially the home safety visits etc. Always something that needs attention though and attending times have on occasion slipped but that is work in progress. Some will have noticed that the new Fire and Rescue buildings at Broadbridge Heath are coming on a pace, and this will also provide training facilities for any Fire and Rescue Services across the Country that would like to make use of them.

Members have had the usual workshops to keep us up to speed with many items that are dealt with by County, and this of course includes the budget which is not expecting to produce any substantial cuts in Services for 23/24. Things get more difficult as we go further forward but that’s for another time.

You will have seen on the news the tragic deaths of 6 young people in West Sussex from suicide. A tragedy hard for all to bear. Mental health is not the remit of West Sussex County Council to deliver the Service. But we must all work together with all the Services. The local Authority is leading the way in developing a ground-breaking Mental Health triage service bringing together all partners to the table which is forming the bases of National learning. Such a difficult time for all concerned.

For those of my Parish’s that are inside the South Downs National Park we are also having to find savings and every member of the Staff was written to some time back and informed of the situation and asked for their views on leaving or taking redundancy. When I say leaving of course that is an option, but some moved to different positions taking on other responsibilities etc. This is working well at the time of writing. Twice a year all members and staff have a meeting together which helps us all understand one another’s position on the various responsibilities. We are still very keen to make sure that access to the Park is easier for all and as a National Park we have the biggest population on our boundaries and inside the Park than any other National Park in the country. It’s a great place for all so we must try and make it accessible for all.

For those Parish's that I represent as a Chichester District Councillor and mainly outside of the Park although some like for instance Ebernoe are very much inside the Park a few CDC items.

I have tried to get some of the leaflets and posters out for an initiative called 'Supporting you'. The Supporting You team at CDC is now in place and aims to provide a holistic Service for those struggling with the cost-of-living rises. The team is 5 strong and works along with Social Prescribing and Wellbeing team. Contact can be made by either supportingyou@chichester.gov.uk or calling 01243 534860.

I know each Parish has different issues they need to discuss with me and I hope to get to as many village events and Parish Council meetings as is possible and if I don't make all Parish Councils I am sure the Clerks will send queries to me as normal and that is jdunton@chichester.gov.uk janetdunton@westsussex.gov.uk or my mobile 07979152898.

Janet Dunton

County Councillor Petworth division

Chichester District Councillor Loxwood ward

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C/22/137 – Appendix B – Cllr. Evans' report

Local Updates

22/01726/FUL | Erection of 32 no. residential dwellings on land at Little Farm, Loxwood

I am receiving a high number of objections to this application and will be following this carefully to ensure I represent the views of residents. At last count over 100 objections had gone in and I will be submitting my own comments on this. As Loxwood Parish Council have objected to this it will go before the planning committee at a future date but this is likely to be a long way in the future due to a number of issues that need resolving including the issue surrounding Water Neutrality.

Sustainability Appraisal (Loxwood Parish Council question) I wrote to Tony Witty on 24th September and despite chasing have received no reply.

21/02849/FUL Land Southwest Of Willets Way Willetts Way Loxwood West Sussex – The planning committee asked for this to be deferred to a future planning committee meeting to enable to site visit to take place. It is more likely that this will go back to planning committee in December or January and the site visit will take place on the Monday before.

22/02346/OUT Foxbridge Golf Club Development – The application went in on Friday 30th September 2022 and residents can now comment. I have been meeting residents who have expressed concern over this application. I share many of these concerns and will be following

this application very closely. The best way to ensure your voice can be heard on this application is to comment via the Chichester District Council Planning Portal.

There were a high number of support cards which went in and the format of this was quite irregular, and I raised this with the Monitoring officer. In addition to this two residents contacted me to say support cards had gone in which they had not completed. The Monitoring officer took the decision to remove all support and objections submitted in this format as it did not meet the required format for public comments.

Stonewall Development

A member of the Loxwood Community contacted me some time back with significant issues with Hyde housing which was causing health and wellbeing issues for the family. Hyde failed to resolve these and I helped the resident with the support of CDC to secure tenancy in one of the new Stonewater developments. This has now been achieved and the resident is as I am sure you will imagine absolutely delighted.

CDC Updates

Local Plan

On 20 October CDC officers held a Briefing Session to update members on progress in finalising the Local Plan Review.

They explained that the Planning Policy Team have made significant progress in concluding the outstanding issues, including transport and A27 mitigation where they have reached agreement with the highway authorities on a level of development for the plan; together with an emerging strategy for dealing with water neutrality in the north of the plan area, waste water disposal and flood risk.

Subject to the outstanding technical work required to support the emerging plan strategy not giving CDC officers any cause for further delay, they are aiming to report the draft Plan to DPIP, Cabinet and Council in mid-January. If Council approve the plan for consultation, then the intention will be to hold the consultation immediately and following that, to submit the plan for formal examination.

Staffing – Key Contacts

CDC have recently appointed an experienced Planning Manager to the Applications Team (on a six-month contract) and an experienced Principal Planning Officer to the Enforcement Team permanently. Key contacts for the teams within the Development Management Division are as follows:

- **Applications Team:** Deb Smith (Development Manager) and Martin Mew (Principal Planning Officer).
- **Planning Enforcement Team:** Shona Archer (Development Manager) and Andy George (Principal Planning Officer).
- **Majors Team:** Jo Bell (Development Manager) and Jeremy Bushell (Principal Planning Officer).
- **National Park Team:** John Saunders (Development Manager) and Derek Price (Principal Planning Officer).
- **Administration and Business Support Team:** Sam Carter (Manager) supported by Liz Pulley (Team Leader) and Becca Mezzone (Team Leader).

A number of posts remain vacant, and so it remains a challenging time for the Planning Service, but I am told that these two new appointments will have a positive impact on the teams.

District Councillor Surgeries

Saturday 19th November – The Foresters, Kirdford 12pm-2pm

Saturday 3rd December – The Coffee Cup, Ifold 12pm-2pm

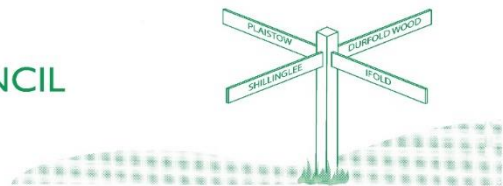
I am also available for home visits or one to one meetings at alternative dates/venues upon request.

Get in touch! gbevans@chichester.gov.uk / 07958 918056.

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C/22/138 – Appendix D – Planning Working Group minutes

PLAISTOW AND IFOLD PARISH COUNCIL



Notes from the Planning Working Group meeting

Wednesday 5th October 2022

19:30

Via Zoom

Attendees: -

Cllr. Paul Jordan; Mrs Sara Burrell; Mr Dave Jordan; Mr Jeremy Ponting; Mrs Ruth Childs; and Ms Catherine Nutting, Clerk.

Apologies received from: -

Cllr. Sophie Capsey; Mr. Paul Reynolds and Mr. Andrew Chamberlain.
Mr. Jon Pearce not in attendance

1. Purpose of meeting

The purpose of the meeting was to identify any initial actions and to agree the specific focus areas for each Working Group member.

2.

Initial Action(s)

- Write to CDC advising of the omitted application documents requested in the EIA Screening Opinion 22/01423/EIA dated 10.08.2022; including the missing Ecology & Biodiversity Report. Without these documents the application should not have been validated by CDC. This is likely to be an admin error.

Action by: Clerk (Ruth and Sara to review the EIA Screening Opinion Decision Notice and confirm document list

Action when: Immediately

- Write to the Woodland Trust to put them on notice of the application, regarding the proximity of Wephurst Wood.

Action by: Clerk

Action when: Immediately

- Raise the following queries with the instructed Planning Consultant: -
1. Should the PC alert the other LPAs within the Sussex North Water Supply Zone of this application?

Action by: Clerk

Action when: Immediately

- Write to Natural England seeking guidance on the water usage baseline for assessing the Site’s Water Neutrality requirements; either as a functioning Golf Course, or as a redundant site (after 2019)?

Action by: Clerk & Mr. Ponting

Action when: Immediately

2.

Issues and areas for analysis / investigation

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

Water Neutrality / Foul Drainage	Mr Ponting	Appeals	Cllr. Capsey
Planning Policy To include: - Cumulative impact Population Noise	Cllr. Jordan / Mrs Burrell	Transport	Mr D. Jordan / SW Transport Planning Ltd

Heritage

Mrs Burrell

Landscape

& Mrs Childs

Light

Mr Chamberlain
(PVT)

Ecology

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

18th October, 7:30pm via Zoom

Interim reports to be circulated between Working Group members by 17th October.

Full Council meeting to consider the application and Working Group recommendations – 9th November 2022

There being no further business, the meeting closed at 20:50

PLAISTOW AND IFOLD PARISH COUNCIL



Notes from the Planning Working Group meeting

Tuesday 18th October 2022

19:30

Via Zoom

Attendees: -

Cllr. Paul Jordan; Mrs Sara Burrell; Mr Dave Jordan; Mr Jeremy Ponting; Mrs Ruth Childs; Mr. Andrew Chamberlain and Ms Catherine Nutting, Clerk.

Apologies received from: -

Cllr. Sophie Capsey and Mr. Paul Reynolds.

Mr. Jon Pearce not in attendance

1. **Purpose of meeting**

To review the 'work in progress' reports of the Planning Working Group members and consider what, if any, further issues and/or areas require analysis / investigation prior to reporting to the full Council on 9th November.

2. **Review of Planning Working Group reports to date**

Each member provided an overview of their analysis / findings to date.

Discussion was had regarding any overlap between specific focus areas. Likewise, members commented on further matters to be considered under each topic.

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

- Ruth Childs to consider any impact upon the setting of the South Downs National Park (SDNP).
- Andrew Chamberlain to consider the SDNP's consultation response to the EIA Screening Opinion application (PS/22/01423/EIA) which refers to the importance of assessing the impacts upon the setting of the National Park including dark night skies and the National Park's international dark night sky reserve status.
- Paul Jordan to consider any relevant technical advice note from the National Park regarding camping and glamping.
-

The Planning Working Group agreed to submit their final reports to the Council by 2nd November.

4. **Actions arising**

- Clerk to write to CDC asking for sight of the pre-application advice.
- Clerk to ascertain the individual population sizes / number of dwellings for Plaistow, Ifold, Shillinglee and Durford Wood.

Shillinglee: 13 PROPERTIES = 10 HOUSES AND 3 FLATS

HEADCOUNT = 20/25

- Clerk to write to CDC asking for further information regarding the appealed EIA screening opinion for Crouchlands Farm (SoS decision reference PCU/EIASCRL3815/3274830) referred to within the Foxbridge EIA Screening Opinion.
- Clerk to write to CDC asking that the original planning application and permission regarding the golf course be found and considered.
- Clerk to write to the SDNP Tourism Officer to enquire about accommodation need in the general area. Ruth Childs to provide the Clerk with the name and contact information of the Officer.
- Dave Jordan to raise a query with Simon Watts regarding the traffic types incorporated in the TRICS data.

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

It was agreed that no further meetings are required at this juncture. Meetings will be called if/when necessary.

There being no further business, the meeting closed at 21:18

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C/22/139 – Appendix F – Financial report for September – November 2022

Date: 02/11/2022		Plaistow and Ifold Parish Council				Page 1	
Time: 15:54		Cashbook 1				User: CLERK	
		Current Bank A/c					
Payments made between 22/09/2022 and 02/11/2022							
Nominal Ledger Analysis							
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u> <u>Transaction</u>
28/09/2022	Secured Signing	DD	9.95			4135 102	9.95 Secured signing Sept22
30/09/2022	Natwest	DD	5.25			4140 102	5.25 bank charges
03/10/2022	Zoom	DD	14.39		2.40	4117 102	11.99 Zoom 30.09-30.10.22
07/10/2022	Cllr. Doug Brown	BACS	25.48			4307 301	25.48 playpark gate fix expenses
07/10/2022	Cllr. Doug Brown	BACS	16.00			4310 301	16.00 Cllr. Doug Brown
07/10/2022	Cllr. Doug Brown	BACS	9.90			4130 102	9.90 Noticeboard fuel cost
10/10/2022	WSCC	BACS	3,115.10			4101 101	3,115.10 salary+ oncost Sept 22
11/10/2022	Miss C E Nutting	BACS	78.00			4102 101	78.00 Working From Home Sept Oct Nov
11/10/2022	SW Planning Transport Ltd	BACS	5,040.00		840.00	4316 102	4,200.00 Crouchlands WFP Traffic report
15/10/2022	BT	DD	35.94		5.99	4123 401	29.95 WHall WIFI Oct22
18/10/2022	NYEs Building Supplies	POS	76.86		12.81	4146 102	64.05 Wood supply litterpick signs
19/10/2022	Winterton Hall	BACS	13.71			4123 401	13.71 Pond water topup
19/10/2022	WSCC	BACS	48.96		8.16	4108 101	40.80 payroll admin Apr-Sept 22
19/10/2022	Sussex Land Services	BACS	409.20		68.20	4301 301	341.00 grass cutting sept 22
19/10/2022	Hertfordshire Association	BACS	15.00			4124 102	15.00 JPrice training code of condu
20/10/2022	Mulberry and Co	BACS	416.16		69.36	4124 102	346.80 Cllr. Training 12.10.2022
22/10/2022	Gale Tree Consultancy	BACS	330.00		55.00	4308 301	275.00 Tree condition survey green
22/10/2022	Signomatic	BACS	116.23		19.37	4146 102	96.86 litter pick decals x6
Total Payments:			9,776.13	0.00	1,081.29		8,694.84

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C/22/144 – Appendix H – E-Newsletter

PLAISTOW AND IFOLD PARISH COUNCIL

Newsletter Steering Group



MINUTES of Plaistow and Ifold Parish Council's Newsletter Steering Group Meeting held on 2nd November 2022, 19:30 via Zoom.

Present Cllr. John Bushell; Cllr. Nicholas Taylor; Cllr. Rick Robinson; Cllr. Jane Price and Catherine Nutting (Clerk & RFO)

1. **To appoint a new Chair of the Working Group**

The Working Group recommends that rather than appointing a Working Group Chair, each edition of the Newsletter has an appointed Lead Member, responsible for chairing the associated meeting and then pulling all the information together as the 'editor'. It was agreed to recommend that the Lead Member is chosen on rotation.

Cllr. Taylor agreed to be the Lead Member ('editor') for the current winter edition. Cllr. Bushell agreed to take over this role in relation to the Spring 2023 edition.

The Clerk will provide Cllr. Taylor with the Newsletter template to edit. Cllr. Bushell agreed to support the Clerk to integrate Mail Chimp with the website.

Action:
Cllr.
Taylor /
Cllr.
Bushell
/ Clerk

2. **To receive apologies for absence**

Cllr. Paul Jordan (Chair of the Council)

Cllr. Doug Brown

3. **Declarations of Members' Interests.**

None received from Councillors.

4. **Content for the Winter (Christmas) 2022 Newsletter:**

The Working Group agreed to recommend that: -

- the edition should be published in early December;
- it should be no more than 8 pages long
- it should predominantly 'look forward'.

The Group discussed the below article topics for inclusion and make the following recommendations to the full Council: -

HM The Queen	A respectful paragraph detailing (in brief) the passing of the Queen and the actions of the PC e.g., book of condolence; the Jubilee and Beacon lighting in June (with a couple of photos) with reference to the amount raised and the receiving charity. The legacy to	Cllr. Jane Price
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	Her Majesty of the Beacon to be situated on Plaistow Village Green in due course.	
Safer bus stop project	A short informative paragraph, primarily directing readers to the PC website and summarising the project in general and the build of the two new shelters in Plaistow and Ifold. To include one or two quotes from those residents who requested a shelter in Plaistow and possibly a photo (with consent) of the shelter in use – or at least being built.	Cllr. Nicholas Taylor
Ifold bus stop conservation area	A short informative paragraph, primarily directing readers to the PC website and providing an update on the project's progress. To include a call out for more volunteers to help maintain the area and a 'call to arms' with the date of a maintenance day in the New Year (to be agreed with Ms Palmerton). To include a photo and quote from Ms Palmerton.	Clerk
Introduction to new Councillors and May elections	A brief biography of the two new Members – Cllr. Price and Cllr. Robinson and a short paragraph regarding the	Cllr. Price Cllr. Robinson Clerk

	forthcoming elections in May 2023	
Litter pick	Thank you to all those who volunteer. Direction to the designated webpage A photo (with consent) of volunteers 'in action'.	Cllrs. Taylor and Robinson
Major planning applications	A straightforward update regarding the three major planning applications and the work of the Council in response: - <ul style="list-style-type: none"> - Crouchlands, Whole Farm Plan - Crouchlands, Rickmann's Green Village - Foxbridge 	Cllr. Jordan
Quiz	To include a quiz	Cllr. Brown
Road safety in Plaistow	A short article, primarily directing readers to the PC website updating readers regarding the progress of the TROs in Plaistow and providing information about the School Safety Zone (SSZ).	Cllr. Bushell
Annual grants	A brief reminder about the PC's annual grant available to local organisations and how to apply. To include information from one or two recipients i.e., the Youth Club and local community bus service.	Clerk

Winterton Hall	A brief paragraph about the hall; how to join the Management Committee; a plug for any forthcoming fundraising activities.	Sallie Baker (Chair of the Winterton Hall Management Committee)
Ifold Playpark consultation	A brief paragraph to launch the playpark consultation and direct readers to the PC's website to complete the consultation.	Cllr. Brown Clerk
Community Speed Watch	A brief paragraph to highlight the issue of speeding; publicise the work of the CSW and call for more volunteers to join, including the work of IEL within Ifold and advertise a public forum to consider ideas on how to improve the issue for the community. To include quotes from the CSW / IEL and an agreed date for the forum (Kelsey Hall, sometime in the New Year).	Clerk Cllr. Brown (CSW / IEL)
Precept and work of the Council	A brief informative paragraph to remind readers of the work of (and costs to) the PC; that it is not immune to the pervasive rising costs and the 'value for money' the community receives in terms of the annual cost and the work undertaken by the Council.	Cllr. Taylor
"Did you know" and	To include information	Clerk

"New initiatives"	from local groups which they would like to publicise and the fact that the two local Christmas Trees outside both shops are funded by the PC.	
Plaistow Defibrillator	A brief comment on the removal of the Defibrillator at Plaistow Stores and plans for a replacement elsewhere.	Cllr. Jane Price
<i>Cost of living support</i>	<i>Depending on the outcome of the full Council meeting on 9th November, a brief overview / introduction to any scheme decided upon.</i>	<i>Clerk</i>

The Working Group agreed that it would not be appropriate to include material from the two District Councillors and County Councillor; as this is a Parish Council publication, regarding the work of the Parish Council.

5. **Date and method of publication**

Members agreed to provide Cllr. Taylor with their draft material no later than 14th November. The Clerk will provide her material after 23rd November.

The Newsletter to be published on 5th December.

Newsletter to be emailed to those who have signed up via the website and available via the website.

6. **Date of next meeting**

To be confirmed in advance of the Spring 2023 newsletter (March – May 2023).

Action:
Clerk

There being no further business, the meeting closed at 20:46

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