

MINUTES of Plaistow & Ifold's Annual Assembly of the Parish Meeting held on Wednesday 17th May 2023 at 19:00, Winterton Hall, Plaistow.

Present Cllr. Paul Jordan (Parish Council Chair); Cllr. Sophie Capsey (Parish Council Vice Chair); Cllr. Doug Brown; Cllr. Jane Price; Cllr. Nicholas Taylor; Cllr. Andrew Woolf; Cllr. Rick Robinson and Catherine Nutting (Clerk & RFO).

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

One (1) member of the public was present in person.

AA/23/001

Minutes

Action:

The meeting **APPROVED** the minutes of the 2022 Annual Assembly of the Parish Meeting held on 18th May 2022. The Parish Council's Chairman Report constitutes the formal minute. The signed minutes will be published on the Parish Council's [website](#).

Meeting Chair

AA/23/002

Open public forum

To provide an opportunity for local electors to raise any matter and vote thereon.

None received from local electors in attendance.

Cllr. Paul Jordan thanked everyone involved in organising the Coronation Children's Party, which was a great success; and extended the Council's thanks to its Members and Clerk.

Cllr. Paul Jordan read out his Annual Chair's Report, which is appended below:

Appendix A

Parish Council Chair's Report

As Chairman of the Parish Council, I am pleased to offer a report on the Parish Council's activities over the last year and to let you know some of what we would like to do in the coming months.

Elections -

As you know, we have very recently had Parish and District elections. We welcome back Gareth Evans and extend a warm

welcome to Cllr. Charles Todhunter, who some of you may know is also a Loxwood Parish Councillor. We congratulate them both on their success within the Loxwood Ward.

Janet Duncton did not stand for re-election in the Loxwood Ward, so we say farewell to her as one of our District Councillors and thank her for her service to the community in this capacity. Janet continues to serve and support the Parish as our County Councillor.

The Parish Council had an uncontested election, with only 8 Councillors being returned for the 11 seats. I am pleased to welcome a new Member, Cllr. Andrew Wolfe, who officially joined the ranks on 9th May. We say farewell and thank you to Nick Whitehouse, John Bushell and David Griffiths who decided not to re-stand for election. Their time, support, and expertise over the years has helped to make a real difference in the community. The Parish Council will seek to fill the vacant seats via Co-Option, and I would encourage anyone who is motivated by making a difference and championing the views and needs of others, to apply. If you would like more information about the work of the Parish Council and the role of a Councillor, then please do attend some of our meetings and contact our Clerk Catherine for an informal chat.

Royal events, volunteering & grant funding -

It has been an historic year for the Monarchy and the Country, and by extension a busy time for the Parish Council - organising events, to mark the momentous occasions of Queen Elizabeth II's Platinum Jubilee in June and her sad passing in September, when the nation joining together in gratitude and remembrance of her remarkable 70-year reign and dedicated public service; and of course more recently, the Coronation of HM King Charles III.

I would like to thank all those who gave their time and energy to help organise both the Platinum Jubilee and Coronation celebrations - two successful events, which brought us together to celebrate our history, culture, and community.

As part of the Coronation celebrations, the Parish Council publicly acknowledged and thanked those who volunteer their time to make this a vibrant and thriving community, where so many opportunities are afforded by the generous volunteering of people's time, skills, and effort. The names of volunteers who were specifically

nominated by members of the community are displayed in the hall tonight, and I encourage you to take a look. This is not an exhaustive list, – you only have to consider the various clubs and activities hosted by our two village halls, which is thanks to all those who volunteer. Such is the nature of these things that there are many other community volunteers who whilst not specifically mentioned, play an equally important and valued role in our community.

The Parish Council can and does support many local clubs and organisations via grant funding. Over the last year, the Council granted £12,000 to local groups such as the preschool, scouts and guides, youth club, first responders and the community post office. So I would add that if you are involved in a local organisation and wish to be considered for a grant, then I would encourage you to look at the Parish Council's grants policy, which can be found on our website.

It is important to recognise the personal sacrifices that are made by volunteers. - volunteering can be time-consuming and challenging. Therefore, on behalf of the Parish Council, I extend our gratitude and I would ask everyone here to extend their thanks as we acknowledge and celebrate the contributions of all our community volunteer heroes.

Projects -

I am pleased to say, after three years of delay, the two long-awaited bus shelters in Plaistow and Ifold have begun to be constructed by a specialist team of trained volunteers known as the WSCC's Partnership and Communities Team. The initial build stage is being undertaken off site in a workshop where the oak bracing and timber frames are put together. However, we are told that in the summer, work will begin on site and, *we hope*, there will be a rush of activity.

The Parish Council's 'Safer Bus Stop' project began in 2019 with the objective of providing safer bus stops to hopefully encourage and increase the use of the school and other public bus services. The two sites chosen for the first phase were identified by residents. One being a replacement for Plaistow's former shelter which was vandalised by fire in the 1980s and the other being an improved shelter at Ifold which would provide a safer waiting environment for school children.

The Parish Council's website has a designated page for the project, which provides a wealth of detail and I would encourage you to take a look!

Over the last year, volunteers – under the expert guidance of Angela Palmerton of Natural Gardens – have transformed the bus stop area at The Drive in Ifold from a derelict mess, into a wonderful bio-diverse conservation heaven for our rare Wood White butterfly and other wildlife. It has also created a much safer waiting environment for school children, with pathways which take them away from the road. The project was supported by the charity Butterfly Conservation who supplied plug plants and The Woodland Trust, who provided trees and hedge plants. The area does require some – although minimal – ongoing maintenance and therefore I encourage anyone who enjoys light gardening to support the project. The Council will now budget an annual sum for its upkeep (to prevent everyone's hard work and the money already spent to go to waste); however, we hope this budget can be re-directed to other projects as the area remains supported by volunteers. The project has a designated webpage, which has some informative films about the work, which again I would encourage you view.

In December, the Council launched a public consultation regarding installing some play equipment at the Kelsey Hall in Ifold. The consultation was delivered to 500 houses and was well supported, with 96 responses, which is considerably above the accepted average response rate for external surveys. Therefore, the Council is encouraged by this result. Whilst the results will be carefully analysed by the Playpark Working Group, I am able to announce that the overall conclusion was positive – with the majority of respondents being in favour of the idea. This project will progress over the coming year. As always, there is a designated webpage for the project, where the full results will be published.

Public consultations & partnership working – listening to the Community -

The Council is proud of its pro-active public consultation approach and responding to the needs of residents accordingly. The 2021 public survey, which covered wide-ranging topics, highlighted a need to improve road safety within Plaistow village, especially around the school and along Rickman's Lane. In 2022, the Parish Council instructed a transport planning consultant to support the

Council's resolution to apply to extend the 30mph limit along Rickman's Lane; introduce a 20mph zone and provide additional school safety and speed signage within the village centre. Due to the efforts of the Parish Council, West Sussex County Council have agreed – in principle – to establish a School Safety Zone within Plaistow. Their own internal process is underway, and implementation is expected late summer this year. Once implementation is confirmed, the Council will apply to reduce the speed limit within the School Safety Zone to 20mph. The Parish Council's application to extend the 30mph limit along Rickman's Lane is pending consideration by WSCC.

The Council is aware that traffic and road safety remain key areas of concern for residents throughout the Parish. The Parish Council will endeavour to support Durfold Wood and Shillinglee residents to reduce traffic speeds within their respective locations. The Council regards WSCC's revised Speed Limit Policy as a positive step forward, which should ease the process for communities seeking improved road safety. The new policy has removed the requirement for Parish Councils to obtain expensive data to demonstrate average speeds and focuses on the use of the road, especially by vulnerable road users such as pedestrians, cyclists, and horse-riders.

The Parish Council values partnership working and works closely with the Community Speed Watch Team and Ifold Estates. In January this year, the Council hosted a partnership meeting with the community to consider the issue of speeding and traffic safety, and what joint working initiatives could be achieved to tackle the problem and bolster community engagement. The meeting was well attended, and the different Parish areas were represented. The Speed Awareness Working Group will present the outcomes of this meeting to the Council, which will consider taking some of the community's requests and ideas forward in the coming year.

The Council will shortly launch a public consultation inviting residents to provide their thoughts on Parish Council priorities and funding. The results will inform the Parish Council's decision-making process on service delivery, activities, facilities and matters of concern over the next 3 years and the required budget. Like all public service budgets, the Parish Council has been seriously impacted by the huge increase in costs. The Parish Council has a duty to meet the needs of the community; and as other service

providers look to make their own savings, it falls to the Parish Council to provide some of the services residents take for granted.

Local development -

Chichester's emerging Local Plan 2021 – 2039 has recently completed its final public consultation process and will now be considered by a Planning Inspector during the Examination process. The Parish Council has given the Local Plan very detailed consideration and responded in broad support. It's a weighty document but a very simplified Plaistow and Ifold summary is that the Local Plan doesn't seek to take forward large-scale development at Crouchlands Farm and has instead allocated the Parish 25 new houses which are in addition to the 10 allocated in the current plan.

This modest housing allocation has necessitated the Parish Council to re-assess its Neighbourhood Planning process, which was previously impacted by water neutrality. In the coming weeks, the Council will decide whether to re-instate Plan making, in order to allocate the development site for these additional houses – the alternative is that a site for these houses will be selected by Chichester District Council.

Although Chichester's Local Plan does not seek to take forward Crouchlands Farm as a strategic development site, the landowner has three current planning applications pending decisions – one for a 'Whole Farm Plan' and two in relation what the landowner calls 'Rickman's Green Village'. The Council takes its role as a Statutory Consultee very seriously and strives to ensure that the views, priorities and needs of the Parish are correctly represented within the planning process. The Parish Council understands that the community values its rural and tranquil character and history and that any development within the Parish must be essential, sustainable and in-keeping. The Council's Planning and Open Spaces Committee considers all Planning applications lodged within the Parish area and its Planning Working Group supports the Council in relation to large-scale and complex planning applications, due to its make-up of specialisms including landscape, heritage, lighting, planning policy and traffic. Over the last year, the Planning Working Group has worked exceedingly hard to consider and advise on both the Crouchlands Farm applications and the pending outline application at Foxbridge Golf Course for a wellbeing and leisure development. The amount of time, skill and knowledge required to

adequately analyse and respond to these applications is enormous and much of this work is undertaken by the working group volunteers. Nevertheless, the complexity of these applications has necessitated the instruction of both Planning and Transport consultants and in 2022/23 their instruction cost the Council £15,000. In the coming year, the Council has budgeted £24,500 to ensure the Council and community has the required resources and expertise to respond appropriately to these applications.

Finally would like to extend my personal thanks for both the hard work, time and effort all freely given by all my fellow Parish Councillors and for the professional and expert guidance and organisation provided by Catherine, which I know extends well above and beyond the call of duty.

Thank you.

There being no further business, the Chair closed the meeting at 19:20

Annual Assembly of the Parish Meeting Wednesday 17th May 2023

Parish Council Chair's Report

As Chairman of the Parish Council, I am pleased to offer a report on the Parish Council's activities over the last year and to let you know some of what we would like to do in the coming months.

Elections -

As you know, we have very recently had Parish and District elections. We welcome back Gareth Evans and extend a warm welcome to Cllr. Charles Todhunter, who some of you may know is also a Loxwood Parish Councillor. We congratulate them both on their success within the Loxwood Ward.

Janet Duncton did not stand for re-election in the Loxwood Ward, so we say farewell to her as one of our District Councillors and thank her for her service to the community in this capacity. Janet continues to serve and support the Parish as our County Councillor.

The Parish Council had an uncontested election, with only 8 Councillors being returned for the 11 seats. I am pleased to welcome a new Member, Cllr. Andrew Wolfe, who officially joined the ranks on 9th May. We say farewell and thank you to Nick Whitehouse, John Bushell and David Griffiths who decided not to re-stand for election. Their time, support, and expertise over the years has helped to make a real difference in the community. The Parish Council will seek to fill the vacant seats via Co-Option, and I would encourage anyone who is motivated by making a difference and championing the views and needs of others, to apply. If you would like more information about the work of the Parish Council and the role of a Councillor, then please do attend some of our meetings and contact our Clerk Catherine for an informal chat.

Royal events, volunteering & grant funding –

It has been an historic year for the Monarchy and the Country, and by extension a busy time for the Parish Council - organising events, to mark the momentous occasions of Queen

Elizabeth II's Platinum Jubilee in June and her sad passing in September, when the nation joining together in gratitude and remembrance of her remarkable 70-year reign and dedicated public service; and of course more recently, the Coronation of HM King Charles III.

I would like to thank all those who gave their time and energy to help organise both the Platinum Jubilee and Coronation celebrations - two successful events, which brought us together to celebrate our history, culture, and community.

As part of the Coronation celebrations, the Parish Council publicly acknowledged and thanked those who volunteer their time to make this a vibrant and thriving community, where so many opportunities are afforded by the generous volunteering of people's time, skills, and effort. The names of volunteers who were specifically nominated by members of the community are displayed in the hall tonight, and I encourage you to take a look. This is not an exhaustive list, – you only have to consider the various clubs and activities hosted by our two village halls, which is thanks to all those who volunteer. Such is the nature of these things that there are many other community volunteers who whilst not specifically mentioned, play an equally important and valued role in our community.

The Parish Council can and does support many local clubs and organisations via grant funding. Over the last year, the Council granted £12,000 to local groups such as the preschool, scouts and guides, youth club, first responders and the community post office. So I would add that if you are involved in a local organisation and wish to be considered for a grant, then I would encourage you to look at the Parish Council's grants policy, which can be found on our website.

It is important to recognise the personal sacrifices that are made by volunteers. - volunteering can be time-consuming and challenging. Therefore, on behalf of the Parish Council, I extend our gratitude and I would ask everyone here to extend their thanks as we acknowledge and celebrate the contributions of all our community volunteer heroes

Projects -

I am pleased to say, after three years of delay, the two long-awaited bus shelters in Plaistow and Ifold have begun to be constructed by a specialist team of trained volunteers known as the WSCC's Partnership and Communities Team. The initial build stage is being undertaken off site in a workshop where the oak bracing and timber frames are put together. However, we are told that in the summer, work will begin on site and, *we hope*, there will be a rush of activity.

The Parish Council's 'Safer Bus Stop' project began in 2019 with the objective of providing safer bus stops to hopefully encourage and increase the use of the school and other public bus services. The two sites chosen for the first phase were identified by residents. One being a replacement for Plaistow's former shelter which was vandalised by fire in the 1980s and the other being an improved shelter at Ifold which would provide a safer waiting environment for school children.

The Parish Council's website has a designated page for the project, which provides a wealth of detail and I would encourage you to take a look!

Over the last year, volunteers – under the expert guidance of Angela Palmerton of Natural Gardens – have transformed the bus stop area at The Drive in Ifold from a derelict mess, into a wonderful bio-diverse conservation heaven for our rare Wood White butterfly and other wildlife. It has also created a much safer waiting environment for school children, with pathways which take them away from the road. The project was supported by the charity Butterfly Conservation who supplied plug plants and The Woodland Trust, who provided trees and hedge plants. The area does require some – although minimal – ongoing maintenance and therefore I encourage anyone who enjoys light gardening to support the project. The Council will now budget an annual sum for its upkeep (to prevent everyone's hard work and the money already spent to go to waste); however, we hope this budget can be re-directed to other projects as the area remains supported by volunteers. The project has a designated webpage, which has some informative films about the work, which again I would encourage you view.

In December, the Council launched a public consultation regarding installing some play equipment at the Kelsey Hall in Ifold. The consultation was delivered to 500 houses and was well supported, with 96 responses, which is considerably above the accepted average response rate for external surveys. Therefore, the Council is encouraged by this result. Whilst the results will be carefully analysed by the Playpark Working Group, I am able to announce that the overall conclusion was positive – with the majority of respondents being in favour of the idea. This project will progress over the coming year. As always, there is a designated webpage for the project, where the full results will be published.

Public consultations & partnership working – listening to the Community

The Council is proud of its pro-active public consultation approach and responding to the needs of residents accordingly. The 2021 public survey, which covered wide-ranging topics, highlighted a need to improve road safety within Plaistow village, especially around the school and along Rickman's Lane. In 2022, the Parish Council instructed a transport planning consultant to support the Council's resolution to apply to extend the 30mph limit along Rickman's Lane; introduce a 20mph zone and provide additional school safety and speed signage within the village centre. Due to the efforts of the Parish Council, West Sussex County Council have agreed – in principle – to establish a School Safety Zone within Plaistow. Their own internal process is underway, and implementation is expected late summer this year. Once implementation is confirmed, the Council will apply to reduce the speed limit within the School Safety Zone to 20mph. The Parish Council's application to extend the 30mph limit along Rickman's Lane is pending consideration by WSCC.

The Council is aware that traffic and road safety remain key areas of concern for residents throughout the Parish. The Parish Council will endeavour to support Durfold Wood and Shillinglee residents to reduce traffic speeds within their respective locations. The Council regards WSCC's revised Speed Limit Policy as a positive step forward, which should ease the process for communities seeking improved road safety. The new policy has removed the requirement for Parish Councils to obtain expensive data to demonstrate average speeds and focuses on the use of the road, especially by vulnerable road users such as pedestrians, cyclists, and horse-riders.

The Parish Council values partnership working and works closely with the Community Speed Watch Team and Ifold Estates. In January this year, the Council hosted a partnership meeting with the community to consider the issue of speeding and traffic safety, and what joint working initiatives could be achieved to tackle the problem and bolster community engagement. The meeting was well attended, and the different Parish areas were represented. The Speed Awareness Working Group will present the outcomes of this meeting to the Council, which will consider taking some of the community's requests and ideas forward in the coming year.

The Council will shortly launch a public consultation inviting residents to provide their thoughts on Parish Council priorities and funding. The results will inform the Parish Council's decision-making process on service delivery, activities, facilities and matters of concern over the next 3 years and the required budget. Like all public service budgets, the Parish Council has been seriously impacted by the huge increase in costs. The Parish Council has a duty to meet the needs of the community; and as other service providers look to make their own savings, it falls to the Parish Council to provide some of the services residents take for granted.

Local development

Chichester's emerging Local Plan 2021 – 2039 has recently completed its final public consultation process and will now be considered by a Planning Inspector during the Examination process. The Parish Council has given the Local Plan very detailed consideration and responded in broad support. It's a weighty document but a very simplified Plaistow and Ifold summary is that the Local Plan doesn't seek to take forward large-scale development at Crouchlands Farm and has instead allocated the Parish 25 new houses which are in addition to the 10 allocated in the current plan.

This modest housing allocation has necessitated the Parish Council to re-assess its Neighbourhood Planning process, which was previously impacted by water neutrality. In the coming weeks, the Council will decide whether to re-instate Plan making, in order to allocate the development site for these additional houses – the alternative is that a site for these houses will be selected by Chichester District Council.

Although Chichester's Local Plan does not seek to take forward Crouchlands Farm as a strategic development site, the landowner has three current planning applications pending decisions – one for a 'Whole Farm Plan' and two in relation what the landowner calls 'Rickman's Green Village'. The Council takes its role as a Statutory Consultee very seriously and strives to ensure that the views, priorities and needs of the Parish are correctly represented within the planning process. The Parish Council understands that the community values its rural and tranquil character and history and that any development within the Parish must be essential, sustainable and in-keeping. The Council's Planning and Open Spaces Committee considers all Planning applications lodged within the Parish area and its Planning Working Group supports the Council in relation to large-scale and complex planning applications, due to its make-up of specialisms including landscape, heritage, lighting, planning policy and traffic. Over the last year, the Planning Working Group has worked exceedingly hard to consider and advise on both the Crouchlands Farm applications and the pending outline application at Foxbridge Golf Course for a wellbeing and leisure development. The amount of time, skill and knowledge required to adequately analyse and respond to these applications is enormous and much of this work is undertaken by the working group volunteers. Nevertheless, the complexity of these applications has necessitated the instruction of both Planning and Transport consultants and in 2022/23 their instruction cost the Council £15,000. In the coming year, the Council has budgeted £24,500 to ensure the Council and community has the required resources and expertise to respond appropriately to these applications.

Finally would like to extend my personal thanks for both the hard work, time and effort all freely given by all my fellow Parish Councillors and for the professional and expert guidance and organisation provided by Catherine, which I know extends well above and beyond the call of duty.

Thank you.