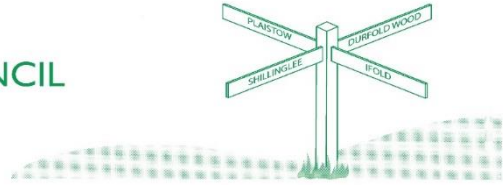


PLAISTOW AND IFOLD PARISH COUNCIL



MINUTES of a Meeting of the Full Plaistow and Ifold Parish Council held on **Wednesday 9th February 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. Phil Colmer (Chair of the Finance Committee); Cllr. Nicholas Taylor; Cllr. Doug Brown; Cllr. John Bushell; Cllr. Angie Jeffery; Cllr. David Griffiths and Catherine Nutting (Clerk & RFO).

[District Councillor Gareth Evans](#) was in attendance.

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

21:00 – Cllr. Jeffery and District Councillor Evans left the meeting.

C/22/008 **Apologies for absence & housekeeping**

Apologies were received and accepted from Cllr. David Ribbens; Cllr. Jerusha Glavin; Cllr. Nick Whitehouse and [County and District Councillor Janet Duncton](#).

Mr Jon Pearce (Co-opted Member of the Planning & Open Spaces Committee, no voting rights) and Mrs Sara Burrell, (Chair of the Neighbourhood Plan Steering Group, Co-opted Member, no voting rights) were not in attendance.

C/22/009 **Disclosure of interests**

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

None received.

C/22/010

Minutes

It was **RESOLVED** to **APPROVE** the minutes of the full Parish Council Meeting held on 12th January 2022, which will be **SIGNED** by the Chair, 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/22/011

Public participation

To receive and act upon, if considered necessary by the Council, comments made by members of the public in accordance with relevant legislation and Plaistow and Ifold Parish Council's [Policy](#). Questions, or brief representations can be made either in person, or in writing provided they were sent via email to the Clerk no later than 4pm Wednesday 9th February 2022. Public Participation shall not exceed 10 minutes, unless directed by the Chairman. A speaker is limited to 5 minutes.

None received.

C/22/012

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

District Cllr. Evans' report is appended to these [minutes at A](#). The report was published on the Parish Council's website in advance of the meeting.

County and District Councillor Janet Duncton did not provide a report for this meeting.

In addition to the report, the meeting heard:

- CDC are working with multiple agencies to ascertain a way forward in relation to water neutrality.
- The deadline for comments in relation to the Loxwood Claypits planning application is 10.02.2022. The application is unlikely to go before CDC's Planning Committee until April.
- CDC's housing figures show a 5.3-year housing land supply.
- Hyde Housing stock have ongoing issues with condensation and mould and residents have associated health issues. District Cllr. Evans will attend a meeting on 10.02.2022 and provide an update in due course.

C/22/013

Financial Matters

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

Actions:
Clerk

1. Order for Payments

[Appendix B](#)

It was **RESOLVED** to: -

- a. **NOTE** the expenditure listed.
- b. **APPROVE** the expenditure as set out in the Order for Payments.

2. Appoint an Internal Auditor

The Council **CONSIDERED** the recommendations of the Financial Committee and RFO, as set out in the Clerk's Report, and **RESOLVED** to appoint Mr. Mike Platten of Farsight Consulting Ltd as its new Internal Auditor.

3. Instruction of SW Transport Planning Ltd

The Council **CONSIDERED** the traffic calming measures sought within Plaistow village set out in the Clerk's Report, and **RESOLVED** to **APPOINT SW TRANSPORT PLANNING LTD** to undertake a **SPEED SURVEY** along **LOXWOOD ROAD, PLAISTOW** and support the Parish Council with the following **AGREED** Traffic Regulation Order (**TRO**) **APPLICATIONS**:

- a. Changing the speed limit to 20mph along Loxwood Road, Plaistow
- b. Additional school safety signage within Plaistow
- c. Additional speed signage within Plaistow
- d. Safety crossing at the three-way junction by the church/Sun Inn pub

The Council **AGREED** to **PRIORITISE** the **TRO** application to extend the 30mph limit along **RICKMAN'S LANE**, Plaistow. The meeting was reminded that the June 2021 public consultation was driven by the need to garner wider public support for this application, which it successfully achieved.

The Council **AGREED** that it would be inappropriate to pursue a TRO application for signage stating that Loxwood Road, Plaistow is unsuitable for HGVs, as there is no suitable alternative route within the area to redirect this traffic.

The Council **NOTED** that the public consultation results did not support an official one-way system within Plaistow.

4. 'Take Your Litter Home' signage

The Council **CONSIDERED** the request of Durfold Wood Residents Association (DWRA) for 2 litter signs along the Dunsfold/Dungate Road, as detailed in the Clerk's Report. The Council **AGREED** that these signs would not influence antisocial littering behaviour and would contribute towards unnecessary road furniture within the countryside. The Council **ORGANISES** two (2) community **LITTER PICKS** in the spring and autumn and will **ENSURE** that **ROUTES OF CONCERN** highlighted by DWRA are **INCLUDED**. Consequently, the Council **RESOLVED** not to write to WSCC Highways in support of DWRA's signage request.

C/22/014

Recommencement of public meetings

The Council **CONSIDERED** the local case levels of Covid-19 and national guidance, as set out in the Clerk's Report, and **RESOLVED** to recommence its schedule of regular public meetings for all Committees. The Council **RESOLVED** to continue to encourage members of the public to attend meetings remotely, via Zoom, to mitigate the risks of Covid-19. Anyone displaying symptoms of Covid-19 should not attend meetings in person. The Clerk will prepare and circulate the meeting schedule for all Committee's for 2022/23.

Actions:

Clerk

C/22/015

Neighbourhood Plan

Please refer to the details contained within the Clerk's Report and minutes and recommendations of the Neighbourhood Plan Steering Group (NPSG).

Actions:

Clerk

The Council **CONSIDERED** the future of the Neighbourhood Plan to answer the Independent Examiner's question, initially posed back in July 2021 - *Does the Parish Council wish to withdraw the Plan from examination, or continue with the examination on the understanding that the Plan will not be recommended that it proceed to referendum?*

As part of the Council's deliberations, it **NOTED** the following documents:

- Timeline from June 2021 to date as set out in the Clerk's Report
- CDC's legal advice and updating advice published on the Parish Council's website, alongside the Examiner's 'open

letter' [here](#)

- Minutes of the NPSG meeting held on 09.11.2021 [appended at C](#)
- Minutes of a meeting with CDC dated 14th December 2021 [appended at D](#)
- Minutes of the NPSG meeting held on 20.12. 2021 [appended at E](#)
- Recommendation report of the NPSG [appended at F](#)

The Council unanimously **RESOLVED** to withdraw the Plan from examination and instructed the Clerk to notify CDC and the Independent Examiner accordingly.

Following this decision, the Council **CONSIDERED** the following agenda items:

- c. To resolve to continue to prepare a Neighbourhood Plan for the Parish
- d. To resolve to modify the Plan in order that it can meet the requirements of water neutrality and ensure that the other policies benefiting the community can be retained
- e. To resolve to withdraw the Village Design Statement from CDC and amend accordingly to become a Design Code for inclusion within the Plan
- f. To resolve to apply for all available grant funding
- g. To resolve to continue to instruct Colin Smith Planning Ltd to assist and support the re-drafting of the Plan

The meeting **RESOLVED**, 6/2 in favour*, that that Parish Council **CEASE the PREPARATION of A NEIGHBOURHOOD PLAN at this time.** The Council **RESOLVED** to reevaluate this decision in one (1) years' time. The Clerk was instructed to notify CDC accordingly. On this basis, the meeting did not progress further than agenda item c. above.

*Cllr. Paul Jordan (Chair) – Continue with the Plan

Cllr. Sophie Capsey (Vice Chair) – Cease preparation of the Plan

Cllr. Phil Colmer – Continue with the Plan

Cllr. Nicholas Taylor – Cease preparation of the Plan

Cllr. Doug Brown – Cease preparation of the Plan

Cllr. John Bushell – Cease preparation of the Plan

Cllr. Angie Jeffery – Cease preparation of the Plan

Cllr. David Griffiths – Cease preparation of the Plan

The Council discussed the following matters in coming to its decision:

- i. It was felt that there are too many uncertainties in terms of the amount of time (2+ years) and money to see the Plan to conclusion (Examination and Referendum).
- ii. The amount of Clerk time required would increase the burden on the Precept, as the cost of the Clerk's additional hours cannot be met by the grant funding.
- iii. Local evidence demonstrates that made Plans do not provide adequate protection from development and other contrary decisions by the Local Planning Authority. Despite their legal status, Plans are seemingly ignored.
- iv. Community appetite for the Plan had waned over the years and it is not supported within the Community in the way it once was.
- v. The evidence upon which the Plan is based is out of date and will continue to become out of date over the 2+ years it could take to conclude the Plan (see point i above).
- vi. That Plans, once made, must be reviewed and amended every 5 years, which requires further time and resources.
- vii. Volunteer time / enthusiasm to progress the Plan is uncertain and low; the Council was not confident that it could recruit – and continue to recruit – enough people to take the Plan forward and that it was questionable if it should burden future Councillors and community members with this responsibility/requirement (see point vi above).
- viii. Water neutrality is frustrating all planning applications currently and this situation will continue for an unknown period.
- ix. It is unknown whether the housing aspect of the Plan could be reintroduced once the Plan is made, and the water neutrality issue has been resolved.
- x. The Parish Council can reconsider the need for a Plan in the future once water neutrality has been resolved.
- xi. Matters of importance to the community, e.g., traffic management, can and are being progressed by the Council without a Plan in place and this will continue.
- xii. CDC have confirmed that if the Neighbourhood Plan is withdrawn/fails they will immediately use their [Interim Planning Policy Statement](#) until such time that the revised

Local Plan is adopted. This will mean that all planning applications within the Parish are considered against the Interim Planning Policy Statement's 13 points/tests. The Plan will also have to satisfy the Interim Planning Policy Statement's 13 points/tests.

- xiii. Attention was drawn to [the following question and answer](#) from the meeting with CDC: *Would the Parish be more vulnerable to inappropriate development if the Plan is withdrawn? Will it be any 'safer' if the Plan concludes Examination? No. The lack of Neighbourhood Plan will not impact the decision-making process of the Local Planning Authority...*

Of significance, the Council considered that its Village Design Statement (VDS) was a document that could/should incorporate the majority of environmental, heritage and biodiversity policies which would otherwise be within the Plan as its Design Code. The VDS could be adopted by CDC in a quicker timescale than the Neighbourhood Plan and would be a cheaper and less onerous process, which would satisfy the requirements of the community. Additionally, there is evidence that both the LPA and Planning Inspectorate refer to/rely upon adopted VDS.

Therefore, the Council unanimously **RESOLVED** to:

- **WITHDRAW** its unadopted VDS from CDC.
- **AMEND the VDS** to include environmental, heritage and biodiversity policies to ensure that it is as strong as it can be and becomes a Neighbourhood Plan *type* Design Code.
- **RESUBMIT** the amended VDS to CDC for adoption.

The Parish Council extended its sincere and grateful thanks to every member of the NPSG, past and present, and especially Sara Burrell, for all the hard work, effort and energy that has gone into getting the Neighbourhood Plan to this stage and recognised the many years of frustration and sacrifices made by volunteers.

C/22/016

Policies

The Council considered the recommendations set out in the Clerk's Report and **RESOLVED** to:

- a. **ADOPT** the Playpark Steering Group Terms of Reference.
- b. **CONVENE** a meeting of the Playpark Steering Group to agree a Playpark Inspection Rota.
- a. **DEFER APPROVAL** of the Playground Inspection and

Actions:
Clerk

Maintenance Policy until after the Steering Group meeting.

The Council was concerned that the Tree Management Policy was too lengthy and felt it should be a simple document setting out the minimum requirement. One (1) A4 page was the preferred document length. The view was taken that the document would not be read by Councillors and/or the Public and could leave the Council liable if it was not adhered to and/or became out of date.

The Clerk advised that the Policy follows best practice and sets out what the Council already does in relation to its trees. The Clerk stated that it is the job of the Clerk to ensure that the Policy is adhered to and does not become out-of-date. The Clerk advised that it is an appropriately drafted document; that it will advise Councillors, Contractors, and the Public regarding procedure; it will protect the Council as a corporate body from claims of negligence and ensure that it has the correct insurance in place.

AGAINST THE CLERK'S ADVICE the Council **RESOLVED** to **ASK** the Clerk to **TRY TO CONDENSE** the **POLICY**.

C/22/017

Cllr. David Ribbens' Retirement in April 2022

Cllr. Ribbens will retire from the Parish Council in April 2022 after 27 years. Cllr. Ribbens became a Councillor in April 1995. The Council extended its sincere gratitude to Cllr. Ribbens for his untold hours of commendable public service.

The Parish Council will notify the Returning Officer at Chichester District Council of the casual vacancy and begin the official process of calling a By-Election in April.

Action:
Clerk

C/22/018

Highway Matters

The Council **NOTED**:

- The update received from WSCC Highways regarding a blocked drain along Shillinglee Road as detailed in the Clerk's Report.
- The planned roadworks/closure of Dunsfold Road, Plaistow between 21st – 25th February 2022.

The Council **RESOLVED** to report the large pothole along Shillinglee Road.

Actions:
Cllr. Capsey

C/22/019

Correspondence

The Parish Council **NOTED** that there was no formal correspondence to consider at this meeting.

C/22/020

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

Actions:
Clerk & Cllr.
Brown

1. The Drive, Ifold bus stop regeneration project including bench renovation

The Council **NOTED** the project update as detailed in the Clerk's Report. Phase One is now concluded. Between 11th January - 8th February, 10 volunteers worked under the guidance and direction of Miss Palmerton of [Natural Gardens](#) to clear the area, create safe pathways, and decommission the old bus shelter. The Ifold Guides have supported the project by 'potting on' free tree saplings from CDC and plug plants, donated by Butterfly Conservation, which will be planted during Phase Two in April 2022. The Council **THANKED** Mr Barbour for his time and efforts renovating the Jubilee bench situated at the bus stop.

2. Ash tree at Winterton Hall, Plaistow

The Council **NOTED** the update as detailed in the Clerk's Report. The tree will be felled on Monday 21st and Tuesday 22nd February.

3. Queen's Platinum Jubilee Steering Group

The Council **NOTED** the minutes of the first Steering Group meeting held on 7th February, which are appended to these [minutes at G](#).

The Council:

- **RESOLVED** to approve the recommendation to celebrate the Jubilee on **Sunday 5th June 2022**.
- **APPROVED** the Steering Group's plans and gave the 'go ahead' to organise the event accordingly.
- **NOTED** the generous anonymous **DONATION** of **£2,000** towards the cost of the Jubilee celebration, which will be ringfenced and **THANKED** the resident.
- **THANKED** Cllr. Brown for his efforts in relation to the 'Tree Through Time' and for obtaining three (3) quotes for the supply and installation of a low fence to create a re-wild area around the Sessile Oak tree on Plaistow village green.
- **RESOLVED** to instruct **TIDY&CO**, a local firm in Cranleigh, Surrey with the cheapest quote to supply and instal the fence.

C/22/021

Meeting Dates

Actions:
Clerk

- 23rd February, Planning & Open Spaces Committee Meeting, 7:30pm – Winterton Hall, Plaistow
- 9th March, Full Parish Council Meeting, 7:30pm – Kelsey Hall, Ifold

There being no further business, the Chair closed the meeting at 21:08

C/22/012 – Appendix A – Cllr. Evans’ report

February District Councillor Report

Local Updates

Loxwood Claypit

As a reminder WSCC have now publicised additional information provided by the applicant in support of their application (WSCC/030/21) for a clay quarry and construction materials and waste recycling facility.

This additional material can be found on the WSCC planning portal at:

<https://westsussex.planning-register.co.uk/Document/Download?module=PLA&recordNumber=1745&planId=69406&imaged=1549&isPlan=False&fileName=Additional%20Information%20and%20response%20to%20REG%2025.pdf>

Everybody who objected previously should have been contacted by WSCC inviting them to make further comments based on the additional information submitted. However, any interested party can make pertinent comments, regardless of whether they commented or objected previously or not.

This is not a new application, and all original objections and comments still stand.

The deadline for further comments is 10th FEBRUARY 2022.

Townfield Application, Kirdford

This application has faced a severe delay because of the applicant trying to find a solution for the Water Neutrality issue, The officer responsible (Andrew Robbins) for this application was due to meet his manager (Jo Bell) last week to discuss a way forward. I asked for an update on Friday 4th February and await a response to this.

Hyde Housing Issues

I am trying to support several families in the Ward (Loxwood and Kirdford) who are living in Hyde properties with severe mould issues (impacting health and wellbeing) and receiving extremely poor communication from Hyde representatives. I have addressed this with the Cabinet member for social housing and the CDC officer responsible for Hyde who are attempting to support. I have also raised this with my group leader, and we are planning to meet with a senior representative at Hyde.

Chichester District Council Updates

Platinum Jubilee

CDC have launched a £10,000 funding pot to help our communities commemorate the Platinum Jubilee. Parish Councils will be able to apply for grants of up to £250 to pay for lasting tributes such as tree planting, street furniture and equipment for celebrations that can be reused. Details have been sent to all parish councils.

There are many ways residents can get involved with the celebrations, including street parties; the Big Jubilee Lunch; Beacon lighting; and the Queen’s Green Canopy project, which is encouraging people to plant trees. If residents want to plan a Street Party, it is well worth looking here:

www.gov.uk/government/publications/your-guide-to-organising-a-street-party/your-guide-to-organising-a-street-party#what-sort-of-events-does-this-guidance-apply-to

Waste collection

CDC want to make you aware that waste collection, street cleaning and parks teams are continuing to face considerable challenges due to the amount of staff affected by coronavirus and the measures they have put in place to keep our teams as safe as possible. It's worth noting that our council is one of the few across the country that has continued to deliver these services without disruption throughout the pandemic.

East Pallant House opening hours

CDC want to remind you that their opening hours for customers at East Pallant House are changing. From Monday 7 February, the customer services centre will be open from 9am until 4pm, Monday to Friday. However, their phone lines will continue to operate from 9am until 5pm, Monday to Friday.

Planning Policy

Following the member briefing held on the 12 January 2022 a number of actions are being carried forward to progress the next stages of the Local Plan review. Letters have been sent to parishes advising them on the revised development distribution options for the north and south of the plan area, which are currently the subject of testing. Letters have also been sent to service and infrastructure providers regarding the latest development distribution options to seek feedback on the deliverability of these options and detailed infrastructure requirements. The strategic options for development distribution in the north and south of the plan area will also now be appraised through the Sustainability Appraisal (SA) process. Ongoing engagement with parishes, responses received from infrastructure providers and the SA work will help to inform the refinement of a strategy for the next stage of consultation on the Local Plan review. Also, the planning policy team are now progressing site allocation work for the south of the plan area as part of working towards the next stage of consultation in the summer of this year.

District Councillor Surgeries

Saturday 19th February 2022 – Location TBC, Wisborough Green 11am – 1pm

Saturday 5th March 2022 – The Stag Inn, Balls Cross 12pm – 2pm

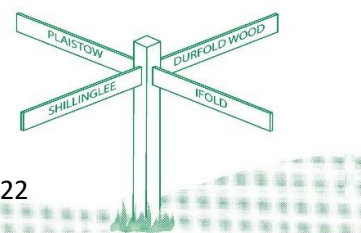
Saturday 19th March 2022 – The Onslow Arms, Loxwood 12pm- 2pm

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C/22/013 – Appendix B – Order for Payment

PLAISTOW AND IFOLD PARISH COUNCIL

Schedule of receipts and order for payments for Dec 2021- Feb 2022
To be approved at the Parish Council meeting on 09.02.2022



Agenda Item: 6(1)

The signed original document is filed in the Accounts file, YE 31/03/22

RECEIPTS

Date:	Payer:	Detail:	Cost Centre/Code	Amount:
20.12.2021	HMRC	VAT reclaim for period 01.10 – 30.11.2021 (Lady Hope Playpark VAT)	105	£10,422.55
			Total	£10,422.55

PAYMENTS

Invoice Date	Payee	Regular payment 5.6 Financial Regs	Detail	Cost Centre/Code	Amount (gross) Specify when VAT cannot be recovered
03.02.2022	Miss C E Nutting	Monthly Working from Home payment and Monthly subscriptions to Secured Signing; Zoom; BT phone bill. All paid via Clerk's personal bank account.	Expenses – monthly subscriptions for Secured Signing December 2021 & January 2022 Zoom 31.12.21 – 30.01.22 & 31.01 – 27.02.22 BT phone bill December & January WFHA January & February 2022 Padlock for pavilion door	4135 4117 4102 4310	£154.65
03.02.2022	Miss C E Nutting		Safety equipment for The Drive, Ifold Bus Stop refurbishment (first aid kit / gloves / goggles / warning tape). Paid via Clerk's personal bank account.	4700	£56.38
03.02.2022	Miss C E Nutting		Mouse trackpad repair to PC laptop. Paid via Clerk's personal bank account.	4135	£148.00
08.02.2022	Miss C E Nutting		Volunteer refreshments (5 weeks) Ifold Stores - The Drive, Ifold Bus Stop. Paid via Clerk's personal bank account.	4700	£118.75
				Total	£477.78

EXPENDITURE TO BE RATIFIED – paid since last Parish Council Meeting pursuant to 5.5 [Financial Regulation](#):

Invoice Date	Payee	Regular payment 5.6 Financial Regs	Detail To comply with s.7(3) The Openness of Local Government Bodies Regulations 2014	Cost Centre/Code	Amount (gross) Specify when VAT <u>cannot</u> be recovered
15.12.2021	Miss C E Nutting		Mouse trackpad repair to PC laptop.	4135	£49.00

			Paid via Clerk's personal bank account. Authorised by Cllr.s Jordan & Colmer 15.12.21		<i>VAT not applicable</i>
15.12.2021	Bankline (NatWest)	Monthly bank charges for online BACS payments paid via direct debit one month in arrears.	Monthly bank charges for November 2021	4140	£0.80 <i>VAT not applicable</i>
29.12.2021	WSCC	Staff salary and oncosts including pension contributions, NI and PAYE	Salary for December 2021	4101	£2,806.70 <i>VAT not applicable</i>
01.01.2022	BT	Continuing contract for WIFI at Winterton Hall, Plaistow.	Winterton Hall WIFI charges for January 2022	4201	£35.94
04.01.2022	Prestige Tennis Court Ltd		Pressure clean and moss and algae treatment of Plaistow tennis court. Council authorisation C/21/184c, 08.12.21	4303	£480.00
14.01.2022	Miss A J Palmerton		lfold bus stop regeneration project – design consultancy final 50% of original invoice authorised for payment: C/20/182, 08.12.2020	4700	£320.00 <i>VAT not applicable</i>
15.01.2022	Bankline (NatWest)	Monthly bank charges for online BACS payments paid via direct debit one month in arrears.	Monthly bank charges for December 2021	4140	£2.80 <i>VAT not applicable</i>
27.01.2022	WSCC	Staff salary and oncosts including pension contributions, NI and PAYE	Salary for January 2022	4101	£2,806.70 <i>VAT not applicable</i>
28.01.2022	Miss A J Palmerton		lfold bus stop regeneration project – expenses for path MOT x4 bulk bags and compost x3 for plug plant/sapling	4700	£243.00 <i>VAT not applicable</i>

			planting		
28.01.2022	Plaistow Youth Club	s.137 Local Government Act 1972 payment	Grant for hosting weekly community Post Office service in 2021/22. Authorised C/21/184c, 08.12.21d	4217	£810.00 <i>VAT not applicable</i>
01.02.2022	BT	Continuing contract for WIFI at Winterton Hall, Plaistow.	Winterton Hall WIFI charges for February 2022	4201	£35.94
01.02.2022	Gallagher		ifold bus stop regeneration project – 24 hr insurance cover for plant hire	4700	£21.00
15.02.2022	Bankline (NatWest)	Monthly bank charges for online BACS payments paid via direct debit one month in arrears.	Monthly bank charges for January 2022	4140	£1.60 <i>VAT not applicable</i>
				Total	£7,613.48

Total receipts £10,422.55

Total expenditure £8,091.26

Signed by Chair: Date:

Signed by Chair of Finance Committee (bank signatory): Date:

Signed by Councillor: Date:
(Not a bank signatory)

Signed by Councillor: Date:
(Not a bank signatory)

Signed by Clerk/RFO: Date:
(bank signatory)

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PLAISTOW AND IFOLD PARISH COUNCIL



MINUTES of a Meeting of the **Neighbourhood Plan Steering Group (NPSG)** held on **Tuesday 9th November 2021** at **20:00**, Kelsey Hall, Ifold.

Present Mrs. Sara Burrell (Chair of the NPSG); Cllr. Phil Colmer; Cllr. David Ribbens; Cllr. Jerusha Glavin; Mr. Bill Townsend and Catherine Nutting (Clerk & RFO)

1. To receive apologies for absence

Cllr. Paul Jordan (Chair of the Parish Council); Cllr. David Griffiths; Cllr. Nick Whitehouse.

2. Declarations of Members' Interests.

None received from Councillors.

3. Purpose of meeting

To discuss the Examiners response to the Neighbourhood Plan, due to the matter of water neutrality and imposing technical controls on development, and the requirement that the Plan is either withdrawn, or that it stands but cannot be recommended for Referendum.

4. AECOM's new HRA and response to CDC's Legal opinion

- Background information can be found in the NPSG's Report to full Council dated 13th October 2021, which is published on the Parish Council's website [here](#).
- AECOM'S updated HRA can be found [here](#), published on the Parish Council's website.
- On 13th October 2021, the full Council resolved to (1) endorse the conclusion of the AECOM HRA; (2) send the HRA to CDC and the Examiner and propose that the Neighbourhood Plan section on Infrastructure be amended with an additional Policy Ci3 Water Usage in New Residential Development. (3) Propose to CDC and the Examiner that the wording of AIM 4 (to Safeguard Water Resources) be extended and applied to measures undertaken by the Parish Council with the various Authorities to improve the reduction in use of water by existing households and businesses in the Parish, thus aiming for water neutrality. (C/21/168 pg.6)
- CDC has received [legal advice](#) in relation to the [Examiner's Open Letter](#) dated 8 July 2021; and an [additional response](#) received in relation to further queries raised on the initial legal opinion. This legal advice is

published on CDC's website [here](#) and the Parish Council's website [here](#).

AECOM's updated HRA suggested a 'work-around' with a form of words in AIM 4 and an additional Policy Ci3 'Water Usage in New Residential Development' given the de minimis number of housing the Plan is 'responsible' for. However, CDC's legal advice contradicts AECOM's suggestions and is emphatic in its conclusion that the NP cannot make/suggest mitigation policy/wording. AECOM's views have been sought regarding CDC's legal opinion. AECOM acknowledges the conservative interpretation of the law by CDC's barrister but has advised that *"since [CDC] are competent authority (the ultimate deciding authority) for HRA I agree that I don't think your Plan can go forward..."*

CDC have invited the Parish Council to a meeting to discuss the implications of the legal advice and to consider the Examiner's two options for the Neighbourhood Plan: -

1. to withdraw the Plan from examination; or
2. continue with the examination on the understanding that it will not be recommended that it proceed to referendum.

5. Legal Opinion received by CDC – does the PC accept it / challenge it?

The NPSG acknowledged that it would be unable to recommend to the full Council that it invest time and resources in seeking alternative legal opinion, which would be costly to the taxpayer, particular in light of AECOM's view. However, Horsham DC has pending legal advice on the same matter, which the Parish Council would be interested in seeing. Likewise, Crawley BC. The NPSG discussed the possible scenario arising whereby the various Local Planning Authorities within the Sussex North Water Supply Zone receive conflicting legal advice and therefore deal with the situation in contradictory ways.

6. Implications of withdrawal of the NP

NPSG discussed withdrawing the Plan and amending it to remove all reference to housing allocation/development e.g., Policy H1, Land Opposite the Green and Policy EE4, Brownfield site at Little Springfield Farm. However, the NPSG are unsure if the Plan would need further 'sanitising' to remove Policy H2, Housing development within the Ifold Settlement boundary and other general housing policies which manage extensions/windfall development e.g., design/density etc. The NPSG agreed that a complete removal of these development management policies would be undesirable as they afford protection to the character of the area. Such alterations would be considered major and would result in further

public consultation either at Regulation 14 and/or 16.

The NPSG discussed the benefit of withdrawing the Plan to revisit other aspects which have been flagged as needing 'tweaks' by the Examiner in her draft report such as non-designated heritage assets and open green space allocation. Withdrawing the Plan at this stage could afford the Parish Council time to update and amend more generally whilst CDC consider its Local Plan Review and the water neutrality issues.

However, to withdraw the Plan would be tantamount to expunging its existence and any benefit for its current stage in the Neighbourhood Planning process (at Examination stage) and the Parish would be entirely without the benefit of any Plan whatsoever.

7. **Continue through Examination and get 'not recommended to progress to referendum'**

The NPSG discussed and agreed that it would be helpful to receive the Examiner's full report, as it would provide an insight into the strength of the Plan and any other aspects which require amendments (not just the water neutrality issue). If the Plan fails on the water neutrality issue alone, then this will send a strong message to the Community and CDC that the Plan is otherwise sound. Plans which have been through Examination hold some weight and should be referenced by the LPA when making decisions. However, the NPSG will need to ascertain if this is the case for Plans which ostensibly 'fail' at Examination stage. This process would still avail the Plan to amendments post Examination and the NPSG agreed that both routes lead to the same outcome.

8. **Local Plan Review**

There is no timeframe for CDC (or Central Government) to rectify the water neutrality issue and find a way of working with Natural England's position statement. Therefore, the NPSG agreed that to withdraw the Plan to wait for the issue to be resolved could take years. The NPSG agreed that the Parish ought to have a Plan in the interim period; however, without answers from either CDC/Examiner regarding the best way forward it is unable to formulate recommendations to the full Council at this stage.

9. **Questions**

The NPSG agreed that the following questions should be asked of CDC/Examiner before a final recommendation can be made: -

1. Will the water neutrality matter impact windfall new development?
2. Will the water neutrality matter impact residential extension applications?
3. If the Plan completes Examination will CDC give it weight as a post-examination plan despite it failing due to water neutrality? Especially if all

other areas of the Plan are deemed sound by the Examiner.

4. What does CDC deem as 'critical' planning applications as per Natural England's [Position Statement](#)?
5. If developers can demonstrate water neutrality, as per Natural England's Position Statement, will they be approved by CDC?
6. Will CDC receive the legal opinion sought by Horsham DC and Crawley BC in relation to water neutrality and, if so, will CDC share it with PIPC?
7. If the legal advice received by Horsham and Crawley LPAs differs from the opinion obtained by CDC, will CDC challenge their legal opinion/seek to align with Horsham/Cralwey LPAs?
8. Can PIPC wait to see the outcome of this legal advice before deciding regarding the Plan?
9. Do we need to withdraw the policies supporting windfall/extension?
10. Can we amend the Plan to remove Policies H1 and EE4 only and is this sufficient to remove the water neutrality issue?
11. Will our amended Plan need to return to public consultation and, if so, Reg 14 and/or 16?
12. If we withdraw the Plan, can we take the opportunity to amend other aspects of the Plan as set out by the Examiner in her draft report (withdrawn)?
13. If we allow the Plan to conclude Examination, can we then, at that stage, amend other aspects of the Plan as set out by the Examiner's final report?
14. Would the Parish be more vulnerable to inappropriate development if the Plan is withdrawn? Will it be any 'safer' if the Plan concludes Examination?

The NPSG agreed that it would give CDC some advance notice of the questions to allow answers to be prepared so the meeting is useful. The NPSG will ask that District Cllr. Evans be invited to attend the meeting.

The meeting to be attended by Sara Burrell, Catherine Nutting and Paul Jordan. Any other members of the Steering Group can also attend if they so wish.

The Clerk to liaise with CDC to arrange a mutually convenient date/time for the meeting.

There being no further business, the meeting concluded at 21:30

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PLAISTOW AND IFOLD PARISH COUNCIL



NOTES of a **Meeting** between **Chichester District Council** and **representatives** from the **Neighbourhood Plan Steering Group (NPSG)** held on **Tuesday 14th December 2021** at **10:00**, via Microsoft Teams.

Present Mr. Andrew Frost; Ms. Valarie Dobson; Mr. Toby Ayling; Mr. Tony Whitty; Mrs. Sara Burrell (Chair of the NPSG); Cllr. Paul Jordan (Chair of the Parish Council); Cllr. Gareth Evans; Catherine Nutting (Clerk & RFO)

1. **Will the water neutrality matter impact windfall new development?**

Yes. Any new development with a net increase in dwellings and water consumption is impacted, including commercial development.

2. **Will the water neutrality matter impact residential extension applications?**

Possibly. A Material Impact Test is applied on a case-by-case basis. [Natural England's cautionary approach](#) – based on the Dutch Cases¹ - requires a reasonable assurance that there will be no adverse impact on water consumption. It is not clear-cut. Most extensions will not materially impact/increase the accommodation to impact water consumption; for example, adding a bathroom or bedroom (an additional water delivery point within a dwelling). However, for significant extensions e.g., causing a three-bed property to become a six or seven bed dwelling would likely be caught.

3. **If the Plan completes Examination will CDC give it weight as a post-examination plan despite it failing due to water neutrality? Especially if all other areas of the Plan are deemed sound by the Examiner.**

No. If the Plan fails at Examination stage (which it will, due to the water neutrality issue) the Plan will be deemed unsound and therefore will hold no weight whatsoever.

Neighbourhood Plans gather weight as they progress through the Neighbourhood Planning process towards referendum. However, this weight is based on the

¹ Coöperatie Mobilisation for the Environment and Vereniging Leefmilieu Case C-293/17 (often referred to as the Dutch Nitrogen cases)

increasing reasonable expectation that the Plan will pass Examination and complete referendum successfully. If a Plan fails at Examination stage, then it holds no weight as a material consideration in the planning process. None of the other policies in Plan will be given weight, even if they are unaffected by water neutrality and are 'passed' by the Examiner; ultimately the Plan is taken as a whole document and if it fails then that is the end of the road for the Plan in its current form.

There is no obvious benefit to letting the Plan complete Examination when it is a given that it will fail.

4. **What does CDC deem as 'critical' planning applications as per Natural England's [Position Statement](#)?**

"Whilst the strategy is evolving, Natural England advises that decisions on planning applications should await its completion. However, if there are applications which a planning authority deems critical to proceed in the absence of the strategy, then Natural England advises that any application needs to demonstrate water neutrality..."

CDC stated that this is a "curious statement" which "makes no sense". They are unsure of the meaning and have raised it with Natural England. The law is clear that there can be no work arounds. National England is currently re-looking at the statement and may issue new advice. In legal terms, there is no such thing as a 'critical planning application'. The Local Planning Authority cannot issue permissions if the development cannot demonstrate water neutrality.

5. **If developers can demonstrate water neutrality, as per Natural England's [Position Statement](#), will they be approved by CDC?**

This would be subject to all other material considerations. Water neutrality means no net increase in water demand, which is exceedingly hard to achieve.

It would not be possible for a developer to achieve water neutrality by off-setting water usage of a new development by approaching existing residents to promote/instigate water conservation in existing dwellings. Existing residents would have to enter a [s.106 agreement](#)² in perpetuity to use water harvesting equipment etc. It would be too onerous and unreliable/unworkable. The developer *could* enter into a s.106 agreement in terms of off-setting their other

² Section 106 of the Town and Country Planning Act 1990 (as amended), commonly known as s106 agreements, are a mechanism which make a development proposal acceptable in planning terms, that would not otherwise be acceptable. They are focused on site specific mitigation of the impact of development.

development/stock.

6. **Will CDC receive the legal opinion sought by Horsham DC and Crawley BC in relation to water neutrality and, if so, will CDC share it with PIPC?**

CDC are in talks with Horsham and Crawley LPAs who have shared the output of the opinions sought, but not the opinion *per se* due to confidentiality issues. Neither Horsham nor Crawley have pursued/are pursuing advice regarding Neighbourhood Plans; therefore, the advice they have received is not applicable to PIPC and there is no prospect of an alternative/contradictory legal opinion from another source. The advice Horsham and Crawley have sought has been focused on the statement/advice from Natural England and its appropriateness. CDC have been in this situation before, regarding nitrates in Chichester harbor, and so focused their legal opinion on broader issues such as the Local Plan/Neighbourhood Plans.

7. **If the legal advice received by Horsham and Crawley LPAs differs from the opinion obtained by CDC, will CDC challenge their legal opinion/seek to align with Horsham/Crawley LPAs?**

See above at point 6.

8. **Can PIPC wait to see the outcome of this legal advice before deciding regarding the Plan?**

See above at point 6.

9. **Do we need to withdraw the policies supporting windfall/extension?**

Yes.

See 10 below.

10. **Can we amend the Plan to remove Policies H1 and EE4 only and is this sufficient to remove the water neutrality issue?**

If the Plan is amended to remove Policies H1 and EE4 (and other Policies supporting windfall/extension) this will amount to a significant alteration and necessitate the Plan to return to public consultation at Regulation 14 stage. The premise of the Plan will be materially altered by the removal of policies pertaining to development; therefore, this is tantamount to a new Plan.

For the Plan to avoid failure on the issue of water neutrality, all aspects pertaining to residential and/or commercial development (density/extensions etc.) would

either need to be removed or altered, such as Policy H2.

Policies regarding design *could* be permissible and have a basis to be taken forward. However, feedback from Natural England would be required (at Reg 14 stage) and another HRA at Reg 16 stage before the Plan could return to Examination stage.

If PIPC were to withdraw the Plan and strip it back to remove/alter development policies, it could return to Reg 14 at the current time.

There is no way to avoid PIPC's Plan returning to Reg 14 stage. Even if the Plan is pulled and PIPC wait to resubmit once the water neutrality issues has been resolved (no current timescale – likely years) the Plan would be deemed out of date, especially in terms of the Local Plan revisions, and therefore would require significant alterations to bring it up-to-date and therefore would return to Reg 14 as it would have materially changed. There is no benefit to PIPC to pull the Plan and wait and see what happens regarding water neutrality.

11. Will our amended Plan need to return to public consultation and, if so, Reg 14 and/or 16?

Yes. See answer given above at 10.

12. If we withdraw the Plan, can we take the opportunity to amend other aspects of the Plan as set out by the Examiner in her draft report (withdrawn)?

Theoretically yes. Although the Examiner's draft report has been withdrawn and cannot be referenced (it should be treated as if it never existed) it is impossible to 'un-know' what was stated, particularly as the NPSG was at fact-checking stage. Once the Plan is withdrawn, any changes can be made in addition to the removal of /amendment to development policies. If the Plan returns to Examination stage in the future (further to Reg 14 & 16) it will be looked at by a new Examiner.

13. If we allow the Plan to conclude Examination, can we then, at that stage, amend other aspects of the Plan as set out by the Examiner's final report?

The Examiner may not comment on the whole Plan in a final report of any usefulness. The Examiner may simply fail the Plan on the water neutrality issue. It is unlikely that the Examiner will produce a full detailed report on all aspects of the Plan when it will ultimately fail.

14. **Would the Parish be more vulnerable to inappropriate development if the Plan is withdrawn? Will it be any 'safer' if the Plan concludes Examination?**

No. The lack of Neighbourhood Plan will not impact the decision-making process of the Local Planning Authority.

In terms of withdrawal or failure, neither provide any benefit to PIPC. An opinion was offered by CDC that it may be deemed detrimental to the Plan, from a PR point of view, to fail at Examination stage. This would send a message to the community and prospective developers that it was found 'unsound' and could impact the Plan moving forward.

CDC could offer very little information in terms of timescales. The Local Plan will be published for public consultation in summer 2022. They are in dialogue with Central Government, DEFRA, Environment Agency, Southern Water and Natural England about the water neutrality issue.

In terms of amending the Plan in the future, once made (i.e., to re-instate the development policies once the water neutrality issue has been resolved) CDC stated that it is still early days regarding the acceptability for made Plans to be materially altered / amended once made in a way which fundamentally changes their nature. There is no definitive answer or precedent, and this matter is in its infancy. CDC suggested looking at Southbourne's Plan, as the Examiner is looking at a modified Plan.

There being no further business, the meeting concluded at 11:15

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C/22/015 - Appendix E – Minutes of the NPSG meeting held on 20.12. 2021

PLAISTOW AND IFOLD PARISH COUNCIL



MINUTES of a **Meeting** of the **Neighbourhood Plan Steering Group** held on **Monday 20th December 2021** at **19:30**, via Zoom.

Present Mrs. Sara Burrell (Chair of the NPSG); Cllr. Paul Jordan (Chair of the Parish Council); Cllr. Phil Colmer; Cllr. David Ribbens; Cllr. Jerusha Glavin; Catherine Nutting (Clerk & RFO)

1. **Meeting purpose: To evaluate the outcome of the meeting with CDC held on 14th December 2021 and consider the Steering Group's recommendations to the full Parish Council.**

These minutes should be read in conjunction with the notes of the meeting between Chichester District Council and representatives from the Neighbourhood Plan Steering Group (NPSG) held on Tuesday 14th December 2021 at 10:00, via Microsoft Teams.

Mrs Burrell has spoken with Locality, who recognised the difficult situation and agreed that there is no workable alternative available to the Council – the Plan should be withdrawn from the examination process and amended accordingly.

Carry on?

The meeting discussed and agreed that the Plan must have all its development policies removed (H1 / EE4) and the opportunity should be taken to review the other policies and update accordingly.

The meeting agreed that the benefit to the Parish of having a made Neighbourhood Plan, even without the development policies, was important. The Plan has always been wider than the development aspects alone. It covers things like heritage assets, green space, rural design and development, agricultural diversification, and traffic management. These aspects will be important in managing future development plans coming forward, especially at the Crouchlands Farm site and generally benefit and protect the Parish. A made Plan attracts 25% of [Community Infrastructure Levy](#), rather than the current basic 15% rate. Although the timescales for resolving the water neutrality situation is unknown - and could take some years – the issue will be resolved and therefore the Parish should have a nimble Plan in place, fit for purpose, to support/protect the community post 'water neutrality'.

The meeting discussed and agreed that the timescale to get the Plan back to its current Examination stage (and ultimately Referendum) would take a minimum of two (2) years; (re-write / Regs 14 and 16 process and Examination). The stages will require detailed public consultation at Reg 14, including exhibitions and public information, and a further HRA and other technical assessments at Reg 16.

The meeting agreed that it is likely to be easier to some degree a second time around – it will not be a ‘new’ process / the Steering Group knows what it is doing and has some of the material already in place (e.g., exhibition pictures) and can streamline the process and the Council already has a professional relationship with Colin Smith Planning. Additionally, the development aspects were contentious and without these the Plan may not attract the same level of community comment/engagement, and this would reduce the workload/timescales to a degree.

The meeting discussed and agreed that a Neighbourhood Plan is a ‘life-time’ commitment for the community and is bigger than the individuals which make up the Parish Council / Steering Group at any given time and any ‘personal commitment’ made by one or two individuals in terms of their time. Once ‘made’, Plans require statutory reviews and amendments every 5 years. The Parish Council must consider the wider, future benefits of a made Plan for the community and decide based on safeguarding the future of the community which it serves. Nevertheless, it cannot ignore the reality of the work involved / required to maintain the Plan.

Sara Burrell stated that she is happy to continue to Chair the Steering Group and give her time to the Plan. However, considering the timescales involved, the Council must decide without relying upon her personal availability.

Previously, the Council benefitted from the considerable time given voluntarily by Steering Group members; however, some of these individuals are no longer on the Steering Group. Similarly, the Council’s previous Clerk was unable to get heavily involved due to their contracted hours. The Council’s current Clerk is more able to support the Plan. However, the meeting agreed that this could be an additional 50 – 100 hours of work, on top of the Clerk’s current workload. The Clerk’s hours will need to be considered by the HR Steering Group / Parish Council. The Council will need to manage the ‘pressure points’ of the Plan at certain time on the Clerk and ensure that the Clerk has the support / capacity to undertake all that is required.

Sara advised that the Parish Council must ensure that there is sufficient budget in place (either Precept / grant funding) to support the Plan i.e., to instruct consultant/professional support e.g., from Colin Smith Planning and pay for the Clerk’s time to ensure that no one member of the Steering Group is unreasonably burdened. However, there is some grant funding left; the Council could consider

diverting/re-evaluation some budgets and there is likely to be further significant grant funding available for future technical support (between £10 – 18,000) which will be investigated by the Steering Group and applied for. Also, the costs of the Plan will not be borne all at once and will be spread across multiple financial years.

The meeting discussed and agreed that it is highly important that the Parish Council is supportive of the Plan and the work of the Steering Group and does not seek to undermine the Plan/process. This is counterproductive.

Actions

The meeting discussed and agreed to:

- Investigate available grant funding
- Seek a quote from Colin Smith Planning

The meeting agreed to recommend that the Parish Council:

- Withdraw the Plan from Examination
- Remove the development policies (H1 / EE4)
- Update the Plan and return it to Reg 14 (onwards) process
- Approach the community for new members to join the Steering Group (newsletter / social media etc.)
- Allocate a budget which makes financial provision that allows the Council to have the option to progress the Plan (keeps options open in the interim)
- The Steering Group is happy to continue under the leadership of Sara Burrell

There being no further business, the meeting concluded at 21:02

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C/22/015 - Appendix F – Recommendation report of the NPSG

Report to Plaistow and Ifold Parish Council Meeting 9 February 2022 Update on the Neighbourhood Plan

A meeting was held with CDC Officers in December to discuss the way forward for the Neighbourhood Plan. A copy of the minutes of that meeting have been made available to the Councillors. Following that meeting a Steering Group meeting was held to determine a course of action to recommend to the full Parish Council.

From the CDC meeting minutes Councillors will be aware that the matter of water neutrality for this Parish has a significant impact on future development, where such development would result in an increase in water demand. This is any development, but primarily for this Parish it is residential development, both new housing and potentially some extensions.

Natural England are requiring that there is no increase in water demand from new development, therefore not only does any new development have to show water saving it also has to show how any increase in water usage may be off set by other water saving. This is a very high bar to reach in a rural area with a high proportion of private housing, where means of offsetting water usage are very limited. For other areas of the N.Sussex water zone (NSWZ) there may be greater scope with say introducing rainwater harvesting for a large commercial industrial park, such as Manor Royal in Crawley.

The implication for the Neighbourhood Plan is that it can't go forward to referendum in its current form because there are housing allocation Policies, which would result in an increase in water usage. CDC have sought legal advice from a QC and there is no legal workaround in changing the wording in the NP Policies, as proposed by AECOM in their latest HRA reported to the Parish Council in October. AECOM have accepted the QC Opinion on the matter.

Therefore, the Parish Council is left with two choices:

- To withdraw the NP from the current Examination. Or
- Allow the NP to complete Examination and the Inspector will not recommend the NP goes forward to referendum because the Plan cannot impose policies to ensure water neutrality in new development.

From discussion with CDC, as detailed in the minutes, it is clear there is no merit or benefit to the community in taking the Plan through the Examination process and obtaining the Inspectors decision. **Therefore, the Steering Group recommends to the Parish Council that a resolution is made to withdraw the Neighbourhood Plan from Examination.**

The Parish Council will need to make a further resolution regarding the future of the Neighbourhood Plan, following the above. Either

- Option 1. To cease to pursue neighbourhood planning. Or
- Option 2. To withdraw the Plan until there is a resolution to the water neutrality issue, then re-submit the plan to Examination. Or
- Option 3. To modify the Neighbourhood Plan in order that it can meet the requirement of water neutrality and to ensure that other Plan policies benefiting the community can be retained.

No Neighbourhood Plan (Option1)

With no neighbourhood plan management of development and housing site allocations for

this Parish would be entirely by the District Council and the Local Plan. The Local Plan has generalised district wide Policies which are not specific to Parish needs or requirements. CIL payments are 15% of CIL received.

Resolution of the Water Neutrality Issue (Option2)

Resolution may occur with the review of the Local Plan, but from the discussion with CDC this may not occur for some years ahead, at which time the NP will be so out of date it will require amendment and return to Regulation 14. Natural England are stating that work within the NSWZ to improve water supply will not be likely until 2030 and CDC are working to 2036.

Modifying the Neighbourhood Plan. (Option3)

The Plan would require re-wording. The Policies allocating housing development would need to be removed. Policies relating to extensions and design may be retained but may require some alteration in wording. The Plan is now 5 years old and an opportunity would arise to review, modify and update the Plan. A new Habitat Regulations Assessment may be required. The revised Plan would need to be taken back to Regulation 14 Consultation with the community, involving public exhibition, consultation and revisions moving forward to Regulation 16 and finally back to Examination.

Benefits of a Neighbourhood Plan

Managing development in the Parish to meet the needs and requirements of the Parish and its residents specifically. Examples -density , height, street scene -fencing, protecting and improving biodiversity, intensification of development. Providing protection for Local Green spaces, such as the football field and local heritage assets. Community benefit encouraging provision of better road safety, public open space, community facilities. A basis to manage future housing allocations when they can come forward once the water neutrality issue has been resolved. Up lift in CIL payments to 25%.

Costs of Modifying the Neighbourhood plan

The steering group are unpaid volunteers. Professional help would be required for rewording policies. Colin Smith Planning, who have been involved in the NP, are able to assist and have provided an estimate for their time and cost. Locality, the Government agency, have confirmed grant assistance up to £10 000 rising to £18 000 if the plan has a Design Code (see VDS below). There will also be free technical support from Locality, if required. There will be additional employment costs for the Parish Clerk support for the Plan, specifically managing the consultation phases. Therefore, there will be costs to be borne by the PC.

A Parish Council commitment and cost in the future to maintaining and reviewing the Neighbourhood Plan.

Recommendation

The Steering Group have considered these matters and would recommend that the NP is withdrawn from examination and modified, Option 3. A resolution is invited from the Parish Council.

Village Design Statement (VDS)

The VDS still remains with CDC and has not yet been adopted. Neighbourhood Plans can now have a specific Design Code within the document. Additional grant aid is provided for drafting the Code (see above). Design Codes are not dissimilar to the VDS in content but would carry more weight as part of the NP.

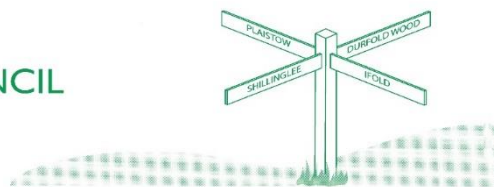
It is recommended the VDS is withdrawn from CDC and amended to a design code for inclusion in the body of the NP, if it is decided to adopt Option 3. A resolution on this matter is required from the Parish Council.

Sara Burrell

Chair Neighbourhood Plan Steering Group

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PLAISTOW AND IFOLD PARISH COUNCIL



MINUTES of a **Meeting** of the **Queen’s Platinum Jubilee Working Group** held on **Monday 7th February 2022** at **19:00**, via Zoom.

Present Cllr. Angela Jeffery; Cllr. Sophie Capsey; Cllr. Jerusha Glavin; Cllr. Doug Brown; Mrs Sallie Baker (Winterton Hall Management Committee); Mrs Karen Burge (Ifold Freeholders and Residents Association); Mrs Janice Taylor (Kirdford with Plaistow and Ifold Church); Mrs Jane Price (Durfold Wood Residents Association); and Catherine Nutting (Clerk & RFO).

Apologies Mrs Nicola Holben (Plaistow Preschool); Mrs Sara Burrell (Neighbourhood Plan Steering Group Chair).

1. Elect a Chair

The meeting was informed that any member could stand as Chair and that the Chair could either be elected for the duration of the Working Group’s life, or the group could elect a new Chair for each meeting.

Cllr. Capsey nominated Cllr. Jeffery for the position of Chair. Cllr. Jeffery has lived in the community for 25 years and participated on numerous organising committees for a variety of local organisations and is well connected. The meeting was happy to accept this nomination and Cllr. Jeffery was consequently elected as Chair of the Queen’s Platinum Jubilee Working Group.

2. Declaration of interests by Working Group members in matters on the Agenda

The meeting was advised that any member of the Working Group with either a financial interest or other interest in a matter on the agenda, which could give rise to a conflict of interest, must declare it.

None declared.

3. Terms of Reference document & Code of Conduct

These documents were emailed to members of the Working Group in advance. They set out the aims/objective/rules and expectations of the Working Group. The meeting was informed that all members must sign to confirm that they have received and read the documents and will adhere to them. The Clerk will arrange

Action:
Clerk

via Secured Signing.

4. **Introductions and brief overview of the community groups represented**

Each member briefly introduced themselves and explained the organisation that they represent, where applicable. The organisations represented are detailed above against the name of the Working Group members present at the meeting.

5. **'Tree Through Time'**

Cllr. Brown explained the concept of the 'Tree Through Time'. The oak tree on Plaistow village green (situated adjacent to Common House Lane and to the right of the Lady Hope Playpark looking towards Plaistow Stores) has been dated around 1650. It is a Sessile Oak and therefore is affectionately known as 'Old Man Cecil'. Ground compaction around its root system is causing the tree to suffer. Therefore, the Parish Council's Arboricultural Consultant has advised that an area around its roots be 'fenced off' and allowed to naturalise to safeguard the tree for future generations. The Parish Council's community consultation (June 2021) demonstrated strong support for 're-wild' areas. Therefore, the Parish Council has resolved to erect a low fence and allow the area to 're-wild'. The area will be dedicated to Her Majesty The Queen as part of the Platinum Jubilee celebrations. The Parish Council has received a £250 grant from Chichester District Council to put towards the cost of a plaque of dedication. The original idea was to display a series of plaques along the fence highlighting some of the key moments in history that both the tree and Her Majesty have witnessed e.g., the moon landing and the first human heart transplant. However, the cost of c.70 plaques was prohibitively expensive. Therefore, a more modest plaque will be displayed in the area. It is anticipated that the area will be used by the schools for bug hunting and other art and natural science projects and enjoyed by the community. The national Charity Butterfly Conservation, who are working in the parish to support the rare Wood White Butterfly, is supporting the project. The area will be dedicated and officially 'opened' as part of the community celebrations in June 2022.

6. **Ideas & actions**

National four-day bank holiday weekend from Thursday 2nd to Sunday 5th June.

Members of the Working Group discussed their ideas for the community celebrations. The meeting considered the community's previous celebrations for Her Majesty The Queen's Diamond Jubilee (2012) and 90th birthday (2016). The meeting agreed that keeping the event relatively simple was important to ensure the organising volunteers were not unreasonably burdened. The meeting was informed that a generous local benefactor has donated £2,000 towards the cost of hosting the community celebrations. The Parish Council has also provisionally

Actions:
See
table
on pgs.
3-4

budgeted £3,000 for the event, including for the 'Tree Through Time'.

The meeting agreed to recommended to the Parish Council that the event take place on **Sunday 5th June 2022, between 12 – 5pm on Plaistow Village Green**. This will avoid any 'clashes' with Kirdford Parish (Saturday 4th) and Loxwood Parish (evening event on 5th) and allow other personal celebrations to take place during the extended bank holiday weekend.

Sunday 5th June will host a family service at Plaistow Church in any event. Therefore, the Church community will consider rearranging the timing of this service so that it can mark the start of the community celebrations and, weather depending, will consider holding the service on the village green.

The meeting agreed that the bring your own picnic, seating and gazebo model worked very well previously (in 2012 and 2016) and therefore should be recommended as the foundation of this event. Members reminisced that people began to 'set up' on the green several hours before the events began and decorated their gazebos beautifully.

The meeting discussed that live music and a bar was essential. Some members have already been approached regarding hosting classic cars as part of the event and this has proved popular in the past.

The meeting agreed to recommend the following:

Classic cars & Carriage and horses	Sallie Baker to make enquiries Clerk to issue a Facebook notice
Invite Julie Walters as the guest of honor to open the event and dedicate the 'Tree Through Time'	Sallie Baker
Live music	Cllr. Jeffery and Sallie Baker to make cost and availability enquiries, including power and room requirements, with two local bands: Orange and Little White Blue.
Ice cream van	Cllr. Jeffery to make enquiries with a local firm in Wisborough Green.
Refreshments and cake in the Winterton Hall	IFRA & Church to rally volunteer support and cake donations.

Bar	Sallie Baker to raise with Winterton Hall Management Committee regarding running the bar.
Platinum Jubilee Quiz (Winterton Hall)	Cllr. Brown to prepare a special quiz to be held within the Hall during the event.
Flower show	Janice Taylor to ask the Church PCC regarding holding this within Plaistow Church.
Children's fancy dress and/or crown competition.	
Loxwood Road, Plaistow closure	Clerk to organise with WSCC
Marquees x2 for band and bar	Subject to the requirements of the band the Working Group will decide if the Parish Council's marquees are sufficient, or if marquees need to be hired – tbc at the next meeting.
Cricket Pavilion to be used for electricity and other amenity on the day.	Clerk to ensure the Cricket Pavilion has up-to-date electrical, water, risk and health and safety assessments.
Save the date notice	Clerk to prepare and publish save the date information for social media, notice boards, website, Parish News, and posters.
Parking	Clerk to speak to the landowners of land opposite the village green and/or Plaistow football field.

7. **Date of next meeting**
Monday 28th February 7:30pm - Zoom

Action:
Clerk

There being no further business, the meeting concluded at 20:37

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