



**Minutes of the Meeting of the Parish Council  
held on Wednesday 12<sup>th</sup> June 2024 at 19:30, Winterton Hall, Plaistow.**

- Present **Parish Councillors:** Paul Jordan (Chair); Sophie Capsey; Jane Price; Doug Brown; Rick Robinson; Nicholas Taylor. CDC Charles Todhunter; CDC Gareth Evans; WSCC Janet Duncton (left after the meeting after C/24/072). Jane Bromley Clerk, No members of the public.
- C/24/068 **Apologies for absence:** Apologies received and accepted from Parish Councillor Andrew Woolf; Sarah Denyer and Phil Colmer.
- C/24/069 **Disclosure of Interests:** None declared.
- C/24/070 **Minutes:** The Minutes from 8<sup>th</sup> May Full Council Meeting and the Confidential Minutes from 8<sup>th</sup> May Full Council Meeting were **RESOLVED** as approved to be signed by secure signing by the Chair after one amendment to the Chair of the HR Working Group should be changed to Cllr Andrew Woolf.
- C/24/071 **Public Forum:** No speakers.
- C/24/072 **To receive reports from [County](#) and [District Councillors](#):**  
WSCC Janet Duncton advised she had reported a road bend sign that required repair along the Plaistow Road, and it was to be repaired very shortly if the resident should enquire.  
Pothole on Plaistow Rd before Chalk Rd had been repaired a number of times but a small gap in repair has been left and it is anticipated it will open up again very shortly. Cllr Duncton confirmed she would report this again and point out the quality of work needed to be increased to avoid wasted time and expense.  
Cllr Price asked about recycling defibrillator batteries and enquired as to who to contact in WSCC. Cllr Duncton would find and confirm the appropriate Officer at WSCC.  
Cllr Todhunter advised traffic monitoring has been carried out outside Plaistow school to support CDC's ground on Traffic movements with an up- and -coming appeal. £420K has been allocated from CDC from Reserve Funding to fight appeals primarily Crouchlands.
- C/24/073 **Financial Matters**  
73.1 Financial Reports for May – June 2024 (Payments and Receipts Analysis)  
**RESOLVED** to approve the Order for Payments for the period 16<sup>th</sup> May to 15<sup>th</sup> June 2024 and to authorise the signatories: Cllrs Taylor; Robinson and Price to sign the order via secure signing and for Cllr Jordan to authorise bank BACs payments.

C/24/074 **Planning Matters:**

74.1 Crouchlands Farm Planning Applications for Rickman's Green Village (22/03114/FULEIA & 22/03131/OUTEIA)

The Parish Council **Noted** CDC's Refusal to the above applications and that the applicant had submitted appeals.

74.2 Crouchlands Farm Planning Application for Whole Farm Plan (22/01735/FULEIA)

The Parish Council **Noted** the submitted comments and reports by the Parish Council as approved by the Planning Committee and that the applicant had submitted an appeal against the lack of a decision from CDC within prescribed time limits.

C/24/075 **Ratify Clerk's decision(s) – Scheme of Delegation**

The Parish Council **RESOLVED** as **APPROVED** the decisions 75.1 and 75.2 made by the Clerk under the scheme of delegation.

75.1 The transfer of funds between Council Bank Accounts as to £10K to Unity Bank and £20K to the Natwest Savings Account on 15<sup>th</sup> May 2024 from the Natwest Current Account following the receipt of 50% of the 24/25 precept to maximise the generation of interest on Parish Council Reserve Funds.

75.2 The engagement of an odd job man to sand and varnish the picnic bench and table in the Lady Hope Playpark at a daily rate of £170 plus materials.

C/24/076 **Highway Matters**

See Clerk's Report

Discussion on further consultation action to be taken or else apply to WSCC for TROs with the support generated.

76.1 TRO applications -Update on resident comments received in respect of:

- School Safety Zone Speed limit reduction to 20 mph.
- Shillinglee proposal for 30mph.
- Durfold Wood 40mph along Dunsfold Road.

The Parish Council **RESOLVED** insufficient responses had been received to progress the TRO applications.

76.2 Surrey County Council have put up HGV restriction sign details of consultation, on the border of the County near Durfold Wood. Councillors were concerned HGV's will be directed through Shillinglee if directed away from the Dunsfold Road. The District Cllrs had not received details of the consultation and would keep a look out for consultation details.

C/24/077 **Bike Rack, Ifold Stores**

See Clerk's Report

77.1 To note the update of the progress of this project.

The Parish Council **NOTED** the completion of the project.

77.2 To discuss and RESOLVE to adopt and act upon actions associated with the [Risk Assessment 2024-25](#).

The Parish Council would monitor the necessity for signage and fluorescent strips would be put on the rack to highlight the structure in the dark. The Risk Assessment was **RESOLVED** as **APPROVED** with these amendments.

C/24/078 **Ifold Playpark**

[See Clerk's Report](#)

RECOMMENDATION: - To note the [update of the progress](#) of this project and receive the recommendations from the Playpark Working Group:

78.1 Recommendations to be circulated on 12<sup>th</sup> June following the Playpark Working Group on [11<sup>th</sup> June 2024](#).

1. Play Park Land Lease from Kelsey Hall Trustees:

RECOMMENDATION that the Parish Council delegate to the Working Group and the Clerk to progress the Lease.

**RESOLVED** as **APPROVED**.

2. Consultation with parents:

RECOMMENDATION that the Ifold Fun Day event on 14<sup>th</sup> July be used to consult with parents on the Play Equipment preferred for the new Play Park.

**RESOLVED** as **APPROVED**.

The Parish Council requested that ongoing costs such as ground and tree maintenance be provided for their consideration with one off costs in due course.

3. Lady Hope Play Park Repairs

RECOMMENDATION to the Parish Council that the repairs to the Zip Wire be carried out and the repairs to the roundabout be budgeted for in the next financial year.

**RESOLVED** as **APPROVED**

C/24/079 **Policies**

[See Clerk's Report](#)

79.1 Adopt new Policies:

- [Cyber Policy](#) and consider the appointment of the Data Protection Officer.
- [Asset Register and Asset Disposal Policy](#).

The Parish Council **RESOLVED** to **ADOPT** the Cyber and Asset Register Policies and to contract a Data Protection Officer at an annual cost of £150 which includes an initial Data Protection Audit.

79.2 Readopt Policies: No amendments recommended.

- [Internal Controls Policy](#);
- [Investment Policy](#);
- [Expenses Policy](#);
- [Debit Card Policy](#);

- [Tree Management Policy](#) - note the requirement for an 18 monthly tree inspection report to be carried out (last conducted autumn 2022). [See 19.6 below](#).

The Parish Council **RESOLVED** to **READOPT** the Internal Controls; Investment; Expenses; Debit Card; Tree Management Policies.

79.3 Update with suggested amendments where relevant and Re- adopt the following Policies and Risk Assessments:

- [Risk Management Scheme 2023-2024](#) updated for 2024-2025 along with subsidiary Risk Assessments and Policies.

The Parish Council **RESOLVED to UPDATE** the Risk Management Scheme as edited by the Clerk to reflect the current position regarding the risk areas covered: Financial; Reputational and Health and Safety.

Action to be carried out following this review are set out below:

- Review the bank mandate at the first quarter Finance Committee Meeting;
- Any training needs for financial internal controls to be reviewed at the first quarter Finance Committee Meeting;
- Arrangements for the review of the Bank reconciliations to be reviewed at the first quarter Finance Committee Meeting;
- Arrangements for the VAT Return reviews to be reviewed at the first quarter Finance Committee Meeting;
- General Reserves to be monitored and increased in line with Internal Auditor recommendations and this to be reviewed at the first quarter Finance Committee Meeting;
- [Cricket Pavilion Risk Assessment 2024-2025](#).

The Parish Council **RESOLVED** update the Cricket Risk Assessment with no changes for the forthcoming Council year.

- [Plaistow Pond Risk Assessment 2024-2025](#);

The Parish Council **RESOLVED** update the Pond Risk Assessment as follows:

- Monthly check of buoyancy aid to be included in playground checklist carried out monthly. Although “out of season” checking was highlighted as particularly relevant in the draft risk assessment this was to be removed for the final adopted assessment.
- A sign to point out risk associated with deep water was to be positioned at the entrance to the pond area.
- [Litter Picking Event Risk Assessment 2024-2025](#); No change recommended;

The Parish Council **RESOLVED** to **UPDATE** the Litter Picking Event Risk assessment to 2024-25 with no material changes for the forthcoming Council year.

- [Playground Maintenance and Inspection Policy](#) and checklist.

The Parish Council **RESOLVED** to **UPDATE** the Playground Maintenance and Inspection Policy with:

- The current maintenance and inspection provider;

- The inclusion of the buoyancy aid monthly check at the pond.

#### 79.4 The [New Model Financial Regulations 2024](#)

RECOMMENDATION: - That these be referred to the Finance Committee for review at their meeting on 9<sup>th</sup> July 2024 and to make final recommendations to the Parish Council at the Full Council meeting on 11<sup>th</sup> September. This to allow a review of all supporting procedures to tally with the new model.

The Parish Council **RESOLVED** to **REFER** the updating of the Financial Regulations to the Finance Committee to make recommendations to the September Full Council Meeting.

#### C/24/080 **Asset Register:**

RECOMMENDATION: - With regard to, 5.1 and 5.2 in the Asset Register & Disposal Policy above and the information provide by Gallagher Insurance our Brokers that of our premium approx. £800 out of £1994 relates to public liability cover: to discuss whether our insurance replacement value needs amending for each item or else exclude some items to reduce the value to be insured.

-[Asset Register at 1<sup>st</sup> April 2024](#) inclusive of estimated insurance value updated re missing benches.

The Parish Council **RESOLVED** to **APPROVE** the deletions of duplicate bench entries in the Asset Register and to retain the insurance values as stated for the remaining assets.

#### C/24/081 **Benches, Picnic Tables, Bus Shelter and Notice Boards Review:**

[See Clerk's Report](#)

The Parish Council to comment, RESOLVE approval or otherwise direct.

The attached [review of the assets](#) has been carried out and following the review, the RECOMMENDATION in line with that required by the C/24/027 RESOLUTION for the Priorities Plan is:

##### 81.1 Repair:

##### **Sanding and repainting of:**

1. Plaistow Rd Ifold Junction Bench
2. Kelsey Hall Notice Boards
3. Coxes Pond Bench
4. The Street Bench
5. Winterton Hall Notice boards.

The Parish Council **RESOLVED** to carry out the repairs as recommended.

##### 81.2 Renovation of:

6. Chalk Rd Bus Shelter- Window and door wood needs replacing.

The Parish Council **RESOLVED** to carry out the renovations at a cost of £517.00.

##### 81.3 Replacement:

**New:** Bench/Picnic Table at Plaistow Pond. -Not appropriate for small area available.

Further benches could be placed at Plaistow Green.

The Parish Council **RESOLVED** to **PROVIDE** a second bench at Coxes Pond, Plaistow as recognition for the services of the retired Councillor to the community.

**C/24/082 Neighbourhood Plan**

[See Clerk's Report](#)

82.1 To note the timetable set for the revision of the Neighbourhood Plan by Colin Smith Planning Ltd Consultants

The Parish Council **RESOLVED** whilst agreeing to receive the draft Neighbourhood Plan on 26<sup>th</sup> July 2024 would request until after the Full Council meeting on 11<sup>th</sup> September 2024 to review this rather than the scheduled date of 23<sup>rd</sup> August 2024.

82.2 Design Code and the site allocation Development Plan Document (DPD) consultation and adoption timeline, be reported on the website.

The Council **RESOLVED** to approve the Final Design Code, to be used as evidence and a reference to the Emerging Neighbourhood Plan, and the Development Plan Document (DPD) consultation and adoption timeline, be reported on the website.

**C/24/083 Biodiversity Working Group**

[See Clerk's Report](#)

RECOMMENDATION: - To review and RESOLVE to approve or suggest amendments to: -

83.1 [Terms of Reference for the Biodiversity Working Group](#).

The Parish Council **RESOLVED** to **APPROVE** the Biodiversity Working Group Terms of Reference with the following amendments:

The number of Councillors on the Working Group should be three and the number in the group a minimum of three with a quorum of three, although it is hoped many residents will also join the Group.

83.2 RECOMMENDATION: - To set a date for the first meeting of the Group.

The Parish Council **RESOLVED** the first meeting be set in September with the exact date to be agreed by Parish Councillor Members.

**C/24/084 Committee minutes & reports**

The Parish Council **Noted** the minutes and RESOLUTIONS therein of the Planning Committee dated [14<sup>th</sup> May 2024](#).

**C/24/085 Correspondence**

[See Clerk's Report](#)

RECOMMENDATION: - To consider adding any correspondence received to a future agenda or resolve through discussion.

85.1 It was noted there had been a resident with interest in becoming a Councillor to fill one of two vacancies by Co Option, and details had been sent to the resident.

85.2 A second resident had asked for details as to the old football field's use by the football club and these would be sent to the resident.

The same resident had asked about a Youth Council and the Clerk was to offer working in conjunction with the Youth Club Committee and the resident to develop this idea.

**C/24/086 Clerk's update & items for inclusion on a future agenda**

[See Clerk's Report](#)

The Parish Council **RECEIVED** the following general updates in relation to: -

86.1 Plaistow Bus Stop. The was now in progress and a timeframe for completion would be requested.

86.2 Plaistow Pond Pontoon. This project was now completed.

86.3 Cyber Security Presentation 23<sup>rd</sup> July 2024. This was now being advertised.

86.4 Tennis Court Cleaning. This had not yet taken place but was imminent.

86.5 Winterton Hall CIO. No update received.

86.6 Tree Inspection Reports for the following areas:

-Plaistow Green;

-Coxes Pond;

-Winterton Hall

and consider,

-Kelsey Hall new play area.

The Parish Council would like Tree Inspections to occur in the autumn and quotes would be obtained.

**C/24/087 Newsletter Article Items:**

The Parish Council **RESOLVED** to include items on the following subjects in the publications of the Parish Council for June/July.

Bike Rack; Plaistow Bus Stop; Picnic Tables and bench restoration; Jetty replacement; Biodiversity Working Group first meeting; 14<sup>th</sup> July Fun Day- Playpark consultation; Publishing Design Code.

**C/24/088 Date of next meetings**

The Parish Council **NOTED** the dates of forthcoming meetings:

- Planning & Open Spaces Committee, 26<sup>th</sup> June, Winterton Hall, Plaistow- subject to any applications received.
- Finance Committee, 9<sup>th</sup> July 2024, 7pm, Kelsey Hall, Ifold
- Winter and Emergency Committee 9<sup>th</sup> July 2024 8pm, Kelsey Hall, Ifold.
- Full Parish Council, 10<sup>th</sup> July 2024, 7:30pm, Kelsey Hall, Ifold.

**The meeting closed at 8.52pm**

## **Clerk's Report to the Full Council Meeting on 12<sup>th</sup> June 2024**

### **C/24/76 Highways Matters**

1. **TRO Consultation responses.** The Consultation in the Spring Newsletter has given rise to the comments summarised below.

<b>Proposed TRO Area</b>	<b>Support/ Object/ Part &amp; Part</b>	<b>Notes</b>
Dunfold Rd	2 support 2 object	All live in Durfold Wood
Shillinglee	4 support /2 part & part	Support 30 mph with a short 20mph section. TRO up to Shillinglee signs. TRO only West of Stillards House. As proposed. All live in Shillinglee.
School 20mph Zone	3 support	Parents from school

### **C/24/77. Bike Rack Ifold Stores**

The previous contractor backed out of the installation after the first cancellation due to the poor health of the store manager. A further contractor was engaged to install the bike rack in a new location adjacent to the new fence at the left end of the car park (facing the store from Loxwood Rd).

The bike rack is now in situ and the attached risk assessment to be considered and approved including actions or amended.

### **C/24/78. Ifold Playpark**

The Playpark working group are to meet on 11<sup>th</sup> June to discuss further the provision of the Playpark at Kelsey Hall and to consider attending the Ifold Family Fun Day on 14<sup>th</sup> July to consult on the play equipment on offer for the area to be leased.

See attached update presented to the Playpark Working Group and a copy of the Working Group's agenda for 11<sup>th</sup> June 2024 complete with proposals for recommendations to Full Council.

### **C/24/79 Policies**

The Parish Council committed to adopt and review the policies set out under this item as REOLVED under minute reference C/23/183 in the December 2023 Full Council Minutes at its Annual Meeting of the Council. Due to the length of the May agenda this was put back to the June 2024 and July 2024 agendas.



1. New Policies:

- Cyber Policy. This Policy was chosen from two templates recommended by WSALC and is a best fit for the Council. The Policy refers to the Data Protection Officer and this role previously belonged to the Clerk. Whilst the Clerk can be trained for this role, the Council to consider adopting an outside Data Protection Officer and security

organisations provide this function and the Council are to consider further researching this before committing to the policy. The Clerk has had previous experience of outsourcing this role which is low cost and offers an annual audit of GDPR compliance. Two quotes have been obtained £150 net per annum and includes an initial review to establish GDPR compliance. There is no legal requirement to have a data protection officer in a Parish Council, but it is good practice.

- Asset Register and Asset Disposal Policy. The Risk Management Scheme Policy refers to this Policy which has not previously existed, and the council are to consider adopting this Policy which sets out the procedure for managing this register.

2. Readopt Polices: The committed review to be respected by readopting existing policies with no recommended updates.
3. Updated Policies: These Policies and risk assessments are recommended for updating as shown by the tracked changes. Risk Assessments are required to be updated for the next financial year as part of the Internal Audit and this matter is reviewed for compliance at the audits.
4. Financial Regulations have been updated by the Clerk with tracked changes but due to the complexity of cross referencing to other policies these are recommended for review by the Finance Committee to allow more time for the review at their meeting.

**C/24/81 Bench, Table, Bus Shelter and Notice Board Review:**

Four benches were found to be missing/ double counted. The asset schedule will be amended during the current year for this adjustment. All assets were of reasonable order and non- required immediate replacement or within two years although some work to improve their presentation could be carried out by the odd job man. The Clerk recommends the Parish Council review this after the Lady Hope Playground bench is treated to see if it is worth doing.

The Winterton and Kelsey Hall Notice boards whilst not rotten had weathered and could do with painting. The other notice boards at Durfold Wood and Shillinglee were in good condition.

The bus stop at Ifold was new and required no maintenance that at Chalk Road has been shown to the Odd Job Man for some possible renovation to the woodwork at the front and a quote had now been obtained.

### **C/24/82 Neighbourhood Plan**

Sites are not being allocated in the Neighbourhood Plan and they are not allocated in the CDC Local Plan aside from the commitment to a Development Plan Document which will allocate smaller sites to Parishes where either insufficient progress has been made with Neighbourhood Plans or else they

are not allocating sites. It is likely the planning process will supersede this document or else the appeal process.

The timeline for this document is set out below and is some time hence but CDC advise they are confident the Parish is protected from speculative development by the Policies in the Local Plan and NPPF.

Once the Local Plan has been through examination and is adopted, the up-to-date plan will provide clarity for communities and service and infrastructure providers, and provide the best possible defence against speculative planning applications. Para 12 of the NPPF states *'Where a planning application conflicts with an up-to-date development plan (including any neighbourhood plans that form part of the development plan), permission should not usually be granted.'* In addition, the water neutrality mitigation scheme being formulated by the joint planning authorities is intended for plan led development rather than speculative development which again reinforces this position.

The Council's most recent Local Development Scheme (LDS) sets out the dates and potential consultation and progression stages for the Site Allocations DPD. These are of course provisional and may well be updated in a subsequent version of the LDS.

The link to the website page is below and I have also extracted the relevant table showing the timings:

#### **[Timetable - Local Development Scheme - Chichester District Council](#)**

<b>Key milestones:</b>	<b>Dates</b>
Approval of Site Allocation DPD for consultation	Autumn 2025
Consultation on Site Allocation DPD (Reg 18)	Autumn 2025
Approval for Statutory Public Consultation on Site Allocation DPD (Publication)	Autumn 2026

Statutory Public Consultation on Site Allocation DPD (Reg 19) (Publication)	Autumn 2026
Submission to Secretary of State	Winter 2026
Examination Hearings	Spring 2027
Adoption (anticipated)	Summer/Autumn 2027

The formal stage for consulting the Parish Council would be at the Consultation on Site Allocation DPD (Reg 18) stage shown in the table above, and of course then there would be another stage to submit formal representations at Reg 19 which would then go to the Inspector in the normal way.

**C/24/83. Biodiversity Terms of Reference:** Given the success of attendance at the Annual Parish Meeting the requirement to meet to gain community involvement in projects such as the tidying up of the Ifold Community Area requires the Working Group to meet and Co-opt three potential candidates. The Terms of Reference are therefore set out as recommended for approval ahead of this meeting.

**C/24/85 Correspondence-**

**1.** A request for information as to the duties of a Councillor received 23<sup>rd</sup> May 2024 for consideration to become a Councillor. No contact since.

**2.**

**2.1** I'm a football coach at our local Loxwood and Kirdford Football Club (based at the LSA on Plaistow Road) and we have several hundred children now part of the youth club which is fantastic. As our numbers have grown it is become more challenging to find pitch space for training and matches. One of our teams used to play on the pitch in Plaistow (opposite Nell Ball) a few seasons ago. I'm not sure of the back story for why it's stopped being used but I wanted to reach out and ask about it. Is it owned by the Parish? It would be wonderful to see if brought back to use by local children and I wonder whether that might be possible through a collaborative plan between the Parish, the club and potentially getting outside grants etc (there's pretty good funding for helping support grassroots football).

Can you let me know how we might start a discussion around this please and see if there's any feasibility around getting that space utilised again rather than sitting fallow.

**2.2** I have helped with the PPC in the past (notably for the Jubilee celebrations working party). The previous Clerk - Catherine - had mentioned to me a few times about the council's desire to potentially set up a youth council. I always thought this would be an excellent way to engage our young people in the community and feeling like they have a voice. I volunteer for a number of local

organisations - football club, Guides unit, PYC youth club (previously Plaistow school PTA). Are there any plans to look to establish this? I would be happy to volunteer to help with such a project.

**C/24/86 Clerk's update**

1. Plaistow Bus Stop- In progress.
2. Plaistow Pond Jetty- The Jetty is installed, and the installation was fairly smooth apart from vehicle parking issues. There are some finishing touches to be carried out and there is a barrier in situ at the moment to prevent access to the jetty.
3. Cyber Security presentation 23<sup>rd</sup> July 2024 7.30pm. This will be advertised in the Church Newsletter on the website and Facebook. Loxwood PC will advertise likewise and as many Councillors as possible to attend please.
4. Tennis Court Cleaning. This has been booked but no update on completion yet.
5. Winterton Hall CIO. No update
6. Tree Inspection reports. Quotes to be obtained if the Council approves for two yearly review of tree condition at the three areas previously and consider undergoing a report on the tree condition at Kelsey Hall which are in the area of the new playground. The Tree Maintenance Policy recommends an updated report after 18 months and the risk assessment between 18 months and three years.