

**MINUTES** of a **Meeting** of the **Full** Plaistow and Ifold Parish **Council** held on **Wednesday 11<sup>th</sup> January 2023** at **19:30**, Winterton Hall, Plaistow.

**Please note:** - These minutes are to be read in conjunction with the [Clerk's Report](#), which can be found at the end of these minutes ([here](#)) and 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. David Griffiths; Cllr. Doug Brown; Cllr. Jane Price; Cllr. Rick Robinson; Cllr. Nicholas Taylor; Cllr. Nick Whitehouse; Cllr. Sarah Denyer and Catherine Nutting (Clerk & RFO).

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

One (1) members of the public was present via Zoom.

**C/23/001** **Apologies for absence & housekeeping**  
Apologies were received and accepted from Cllr. John Bushell.

**C/23/002** **Disclosure of interests**  
To deal with any disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under the Plaistow and Ifold Parish Council [Code of Conduct](#) and the Localism Act 2011, in relation to matters on the agenda.

None disclosed.

**C/23/003** **Public Forum**  
To receive and act upon, if considered necessary by the Council, comments made by members of the public.

None raised.

**C/23/004**

**Minutes**

It was **RESOLVED** to **APPROVE** the minutes of the full Parish Council Meeting held on **14<sup>th</sup> December 2022**, which will be **SIGNED** by the Chair of the meeting via Secured Signing, in accordance with Standing Order 9(d), as a true record and published on the Parish Council's [website](#).

Actions:  
Clerk & Chair

**C/23/005**

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

The Council **NOTED** County and District Councillor Duncton's report, which was received in advance of the meeting and published on the website. It is appended to these [minutes at A](#).

Cllr. Duncton confirmed that she reports flooding in the area. Further details of the rural TRO application information will be provided to the Clerk. The Chichester Local Plan will be considered by Cabinet and Council on 23<sup>rd</sup> and 24<sup>th</sup> January respectively.

Parish Cllr. Capsey asked Cllr. Duncton to raise a missing fingerpost in Plaistow with WSCC Highways, as well as some large potholes along Shillinglee Road, which do not appear on the interactive map.

Cllr. Duncton left the meeting 19:41

The Council **NOTED** District Cllr. Evans' report which was received in advance of the meeting and published on the website. It is appended to these [minutes at B](#).

Cllr. Evans advised that the development at Townfield, Kirdford would likely be considered by Committee in February. A journalist is looking for Hyde residents who would be willing to discuss their experiences of Hyde accommodation. The Loxwood Clay Pit appeal window will end in January; to date, an appeal has not been lodged.

**C/23/006**

**Financial Matters**

*For all items listed below, please refer to the details contained within paragraph 6 of the Clerk's Report.*

Actions:  
Clerk / Cllr.  
Robinson / Cllr.  
Brown

**1. Financial report for December 2022 – January 2023 (Payments and Receipts Analysis)**

The Council **RECEIVED**, **REVIEWED** and **NOTED** the Payments and Receipts Analysis Financial Reports for the period of 1<sup>st</sup> December 2022 – 5<sup>th</sup> January 2023, which

includes income and expenditure since the Council meeting on 14.12.2022. The analysis reports are appended to these [minutes at C](#). The Reports will be countersigned by Cllr. Robinson and Cllr. Brown.

2. **Finance Working Group / Finance Committee**

The Council **RECEIVED, REVIEWED** and **NOTED** the minutes of the Finance Working Group dated 05.01.2023, which are published on the Parish Council's website [here](#) and will be appended to the minutes of the Finance Committee meeting dated 11.01.2023.

**C/23/007**

**Local Plan Review**

*Please refer to the details contained within paragraph 10 of the Clerk's Report.*

On the invitation of the Chair, the meeting agreed to consider agenda item 10 at this juncture, as the information is pertinent to the consideration of items 7 and 8 of the agenda, being the draft budget (C/23/008) and 2023/24 Precept (C/23/009).

Cllr. Denyer arrived: 19:53

The Council **NOTED** the update regarding the Chichester Local Plan 2021 - 2039, which goes before Cabinet and Council on 23<sup>rd</sup> and 24<sup>th</sup> January respectively. The draft Local Plan is published on the [CDC website](#).

If the Plan is approved, it will begin the 6-week Regulation 19 public consultation before Examination later in 2023.

On 11<sup>th</sup> January, CDD advised Plaistow and Ifold Parish that 25 houses are to be allocated to the Parish area in the draft Local Plan 2021 - 2039 (in addition to the 10 already allocated in the current Plan). This figure has been allocated further to the 'look again' exercise undertaken by CDC in the northern part of the District upon the advice of PINs in 2021, as the South of the District is unable to accommodate the level of development required within the District. Various development scenarios for the northern parishes were considered (see [Sustainability Appraisal of the Chichester Local Plan](#)).

CDC acknowledge that until the draft Local Plan is made, the district

is vulnerable to speculative development, as the current Plan is out of date and the applicable weight of its housing policies at appeal is low. It is unclear when any protection / respite may come from the Government's intended update of the planning system, alongside the Levelling Up and Regeneration Bill.

CDC has not challenged an assertion that its Interim Planning Statement holds little to no weight where it deviates from Plan policy.

The Parish area is protected by other Plan policies, which are not out of date and recent appeals have been dismissed on the strength of these.

CDC would prefer the Parish Council to allocate the additional 25 houses via a Neighbourhood Plan and will be seeking a meeting with the Parish Council in February/March to ascertain the Council's view. If the Council does not wish to reinstate its Neighbourhood Planning process, then CDC will allocate a suitable site for the development within the Parish.

Discussion was had by Members regarding the importance to the community for the Council to defend the area from inappropriate speculative development both in terms of responding to individual planning applications, but also in the form of local planning policy e.g., via a Neighbourhood Plan. As a result of this, the 2023/24 Precept would likely need to be uplifted by more than 5%.

**C/23/008 &  
C/23/009**

**To review and agree the recommend draft budget for 2023/24 &  
To agree the Precept for 2023/24**

Action:  
Clerk

*Please refer to the details contained within paragraphs 7 and 8 of the Clerk's Report and Draft 2023\_24 Budget and Precept spreadsheet published on the Council's [website](#).*

Due to the inextricable link between these matters, the Council considered items 7 and 8 of the agenda together.

The Council **NOTED** the recommended draft budget and Precept requirement as presented by the Finance Committee; however, **AGREED** that the Local Plan update (C/23/007) and the financial ramifications of responding to potential large-scale speculative development applications, as well as the possibility of reinstating the Neighbourhood Planning process would have a material impact upon the Council's budget during 2023/24, which had not been

considered in the currently presented draft budget. Consequently, the meeting **AGREED** a 5% uplift of the Precept was likely insufficient.

Members spent time considering and discussing the role of the Parish Council and the community's expectations.

The Council **AGREED** to budget £1,500 in 2023/24 towards the Ifold play area and defer the main expenditure (c. £17,000) to 2024/25.

Cllr. Price expressed frustration at the fact that legitimate and community requested projects - such as the Ifold play area – have to be deferred, or cancelled to afford the 'defence' of the parish area against inappropriate levels of development. This sentiment was supported by other Members.

The Council **ACKNOWLEDGED** that the Crouchlands planning application budget for the current financial year has been increased by £6,000. In order to balance the draft budget and keep a Precept uplift within 5%, the 2023/24 Crouchlands planning application budget had been reduced by £6,000. However, the meeting **AGREED** that this might be unwise.

Members discussed that a 5.3% Precept uplift from the current £96,000 to the proposed £102,500 is £6,500, which would not cover the quoted expert fees to support the Council consider the Rickman's Green Village planning application.

Cllr. Griffiths stated that the community would be surprised that its first line of defence against large-scale development is the Parish Council.

Members discussed what the priority should be – to keep Council tax low out of principle or ensure that the Parish Council has reasonable funds to deliver requested services to the Parish.

Cllr. Capsey expressed concern about putting up the Precept, especially given the other rises faced by families.

Cllr. Robinson stated that the Parish Council's decision should not be driven by what other agencies might do; it must make a decision based on its own service requirements and stand behind this.

Cllr. Taylor expressed concern that the recommended 5.3% uplift

would be insufficient.

Cllr. Whitehouse stated that the Parish Council's % of the overall annual Council Tax demand was modest for the services the Council delivers.

The Council **AGREED** that sufficient funds to support and serve the community was its priority.

Members **AGREED** that the 5.3% uplift to £102,500 would be insufficient.

Cllr. Taylor stated that, **having originally argued in favour of minimising the increase in the Precept,** he had changed his mind; important matters are coming in 2023/24 and the Council needs to have sufficient funds to support the community. If these matters evaporate, then the Council can support other required projects such as the Ifold play area and build up its reserves.

The Council considered the various Precept scenarios outlined in the draft budget spreadsheet (Columns L, N, P and R). Column R illustrates the Precept scenario that provides the Council with the correct Precept vs recommended minimum reserve level (without relying upon the outstanding loan amount). The other scenarios (Columns L, N & P) show a reserve deficit each year.

The Council discussed that arguably it has historically had a Precept too low to cover its legitimate activity and that its reserves had not fully recovered since its legal defence against the Crouchlands Biogas plant in 2016/17.

A Precept of £118,000 would provide the Council with an additional £22,000 (23.4% uplift).

Cllr. Denyer observed that the additional annual Council Tax amounts for all the Precept scenarios were not excessive in the circumstances.

Cllr. Capsey stated that she would support a Precept increase to support the community in relation to speculative planning applications, however would not agree to it being spent on other matters.

Cllr. Griffiths **PROPOSED** that the **PRECEPT** for **2023/24** be

**£118,000**, which was **SECONDED** by Cllr. Taylor.

The Council **UNANIMOUSLY RESOLVED** to **APPROVE** a **PRECEPT** of **£118,000** (one-hundred and eighteen thousand pounds) in 2023/24.

The Council **RESOLVED** to prepare and conduct a budget / activity / Precept consultation – similar to the one recently prepared by Sussex Police.

**C/23/010**

**Highway Matters**

*For all items listed below, please refer to the details contained within paragraph 9 of the Clerk's Report.*

Actions:  
Clerk

**1. To receive and resolve to act upon any Highway matters raised by Councillors.**

Cllr. Capsey raised the missing fingerpost and potholes along Shillinglee Road with County Cllr. Duncton (C/23/005 above).

**2. To receive and note any updates regarding the School Safety Zone in Plaistow and the TRO application along Rickman's Lane, Plaistow**

No new updates to report.

**3. To receive and note the minutes of the joint speed awareness meeting and public meeting.**

The Council **RECEIVED** and **NOTED** the minutes of the joint speed awareness meeting and public meeting of 4<sup>th</sup> and 10<sup>th</sup> January and appends these to the [minutes at D](#). The Council **NOTED** the positive public response and turnout to the meeting on 10<sup>th</sup>. A follow up meeting is arranged for 17<sup>th</sup> January to consider which matters to formally present to the Parish Council for consideration and support.

**4. To note the new dates for the Plaistow and Ifold bus shelter builds and consider the budget and material requirements.**

The Council **NOTED** the new dates\* for the builds: -

16<sup>th</sup> – 23<sup>rd</sup> February

6<sup>th</sup> – 8<sup>th</sup> March

16<sup>th</sup> – 23<sup>rd</sup> March

29<sup>th</sup> – 31<sup>st</sup> March

\* no over weekend working and some dates will be in the workshop, rather on site.

The WSCC Team are still putting together a final material list and budget breakdown.

5. **To note the updated method of reporting highway issues to WSCC**

Duly **NOTED** and the links updated on the Parish Council's website.

**C/23/011**

**Social Media and Website**

*See Clerk's Report para-11.*

The Council **RESOLVED** to **APPOINT Cllr. DENYER** as the new Lead Member for the Parish Council's Social Media and Website.

Action:  
Clerk /Cllr.  
Denyer

**C/23/012**

**Crouchlands Farm**

*See Clerk's Report, para -12.*

Action:  
Clerk

1. The Council **NOTED** planning applications [22/03114/FULEIA](#) and [22/03131/OUTEIA](#) for the erection of 108 dwellings and up to 492 dwellings and education provision including primary school respectively and associated access and infrastructure at Crouchlands Farm
2. The Council **RESOLVED** to **INSTRUCT** the Planning Working Group to consider the applications and present their findings and recommendations to the full Council.
3. The Council **RESOLVED** to **APPOINT Cllr. DENYER** to the Planning Working Group.
4. The Council **RESOLVED** to **INSTRUCT SW Transport Planning Ltd** to support its consideration of the applications. The Council **AGREED** that it cannot consider what further expert support it might require until the Planning Working Group have considered the applications and ascertained the complexity and areas which require further support via an external source. The matter to be kept under review.  
if considered necessary



5. The Council **AGREED** that the next appropriate meeting to consider the applications was **8<sup>th</sup> March**. Given the size and complexity of the applications, 8<sup>th</sup> February was considered too soon for the Planning Working Group and expert(s) to report to the Council with recommendations. Once the Council has formally considered the applications and resolved upon its response, the Council requires no fewer than **21 days to prepare its response document**.

**C/23/013**

**Correspondence**

*See paragraph 13 of the Clerk's Report*

The Council **NOTED** the following correspondence: -

1. Government's proposed amendments to the Levelling Up and Regeneration Bill in relation to housing targets.
2. CDC's response to concerns regarding local social housing stock
3. The PCC's precept / budget survey
4. The Surrey Tour Road Cyclo Sportive - 30th September 2023
5. Southern Water's sewer replacement along Loxwood Road within the village of Loxwood in early 2023.

**C/23/014**

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

Action:  
Clerk

The Council **NOTED** the following updates, as detailed at para 14 of the Clerk's Report: -

1. Trees works around Coxes Pond  
13 – 15th Feb 2023.
2. Beacon lighting at the Coronation of HM King Charles III
3. AiRS quotation to support Winterton Hall  
The Council **RESOLVED** to **NOTE** and **APPROVE** the initial estimate from Action in Rural Sussex (AiRS) to support the Winterton Hall.
4. Flooding meeting  
County Councillor Janet Duncton is arranging a meeting between WSCC/CDC/ Southern Water and local Parish Councils to consider the flooding / water infrastructure issues.

5. Cost of living support  
No further update currently.

**C/23/015**

**Meeting Dates**

Actions:  
Clerk

The Council **NOTED** the following meetings: -

- 25<sup>th</sup> January, Planning & Open Spaces meeting – Kelsey Hall, 7:30pm
- 7<sup>th</sup> February, Planning & Open Spaces meeting – Winterton Hall, 7:30pm
- 8<sup>th</sup> February, Full Council meeting – Winterton Hall, 7:30pm

There being no further business, the Chair closed the meeting at 21:05

**Report of County & District Councillor Janet Duncton**

Happy & Healthy New year to you all.

Although there is quite a lot going on and of course budgets at this time of the year I will try and give a brief note on some of the things that have been happening and continuing to happen. There is not so much that immediately affects us directly.

First of all, you will have heard of the landslide on the A29 Pulborough at Church Hill. This could take some time to resolve as most of the land is in Private ownership and this always makes things a little more difficult. However, I know everyone is working on it and depending on which way you are going there are diversion signs in place. Probably best to check before you travel.

A reminder that those looking for Primary School places for next year have until the 15th January.

There is a case of Bird Flue at Horley and you will know there was one at Arundel. I hope it doesn’t get to us here but sadly our chicken still have to be kept inside.

Some will have noticed that the decisions on our roads and especially our rural roads have now been published. In the right circumstances it should make it easier for us rural areas to get TROs etc. This could be especially useful on our small country roads that are used for walking, cycling, and riding where you can apply for lower speeds. In the normal way you need your County Councillor support, but my policy is to support my Parish’s and then we have to wait to see if it meets criteria etc from Officers. It should also be a lot easier to get 20mph outside of our Schools if that is something you would like.

10 wholtime Fireman have completed their 13 weeks intensive training and will now be taking up their positions. You will also notice if you have travelled in a Horsham direction that the new Fire Station at Broadbridge Heath is taking shape and as I’ve said before this will provide training for Fire & Rescue training for any Force that would like to hire it.

Not exactly in our division, but you may be interested to know that we are building a new School at Burgess Hill for about 900 pupils. The cost is some £57million but when complete is will be zero Carbon rated. This is hopefully the way forward.

I hope to see most of you but as ever you can always contact me on either [janet.dunton@westsussex.gov.uk](mailto:janet.dunton@westsussex.gov.uk) or [jdunton@chichester.gov.uk](mailto:jdunton@chichester.gov.uk)

Looking forward to seeing you all again.  
Janet Duncton  
County Councillor Petworth division  
Chichester District Councillor Loxwood ward.

[Back to top](#)

## **C/23/005 – Appendix B – Cllr. Evans’ report**

### **Local Updates**

**Public Consultation on Speeding.** – Plaistow and Ifold Parish Council are hosting a public consultation on Tuesday 10<sup>th</sup> Jan at 7.30pm in Kelsey Hall

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

This application looks to have in the region of 200 objections now. I have submitted my own objection to this. The officer assigned to this has told me that it will go to planning committee but is unlikely to be anytime soon as there are several issues with this application including water neutrality.

**21/02849/FUL Land Southwest Of Willets Way Willetts Way Loxwood West Sussex** – The planning committee asked for this to be deferred to a future planning committee meeting to enable to site visit to take place. It was more likely that this will go back to planning committee in January and the site visit will take place on the Monday before however I have been told the applicant has now submitted an appeal.

**22/02346/OUT Foxbridge Golf Club Development** – I have had no further updates on this at this stage.

**21/00466/OUT – Land West of Cornwood Townfield Kirdford West Sussex** – Awaiting an update from Andrew Robbins

**22/03131/OUTEIA | Outline planning application for the erection of up to 492 dwellings - Crouchlands Farm**

**Northchapel resident reporting flooding in their property at Luffs Meadow:** Over the Christmas break I received an email saying water was pouring down a stairwell of a block of flats in Luffs Meadow and Hyde could not do anything about it. The resident had sandbags against their door to prevent water coming into their property. I discovered that the other three properties were empty in the block. I intervened and we got emergency services to break into the vacant property and sort out the water leak. CDC are investigating why three properties are vacant when there is a waiting list for residents to move into the area.

### **CDC Updates**

**Local Plan Update:** We have received a working draft of the Chichester Pre-Submission (Regulation 19) Local Plan which will be considered by DPIP on 18 January and then as a final version by Cabinet (23<sup>rd</sup>) and Council (24<sup>th</sup>), the following week.

### **Advanced Digital Skills**

This programme will launch to residents and businesses in the new year to help boost advanced digital skills in the county to meet an identified skills gap. The programme will link with training providers and the Sussex Local Skills Improvement Plan.

WSCC have appointed ‘always possible’ About Us - always possible to deliver this project. The project aims to kickstart:

- Raising aspiration and delivering exciting new opportunities for those considering building an advanced digital career in the county
- Giving West Sussex SMEs creative new ways to showcase future employment opportunities and opportunities for direct conversations with jobseekers, career pivoters, young people, mature workers and those reconsidering a London commute.
- Strengthening partnerships, joining up and enhancing existing initiatives, networks and engagement programme

Programme delivery will be from January 2023 across three spatial geographies (Coastal, Rural and Urban) and will feature a substantial media and social media communications campaign. It will deliver activity in each of the district and borough geographies through pop-up information hubs and roadshows. It also plans to deliver a digital futures symposium in the autumn .

Three SME businesses were offered the opportunity to work with the project, chosen through a competitive application process. They will help to shape the information and resources and will be the official ‘voices’ of the project for business-to-business comms and support the event programme.

A ‘digital future’ video campaign will be produced linking innovation in the county with ‘place’ and high-growth, high-salary opportunities. The videos will clearly define practical pathways and training opportunities.

Particularly aimed at the out-commuters and late career changers, a six-part podcast series will delve into ‘world-leading tech on your doorstep’, featuring interviews and exclusive stories and case studies about future-focused innovation happening in small and large businesses across the county.

All activity will be enhanced by the support of a comprehensive digital story- telling campaign. This will be delivered through a collaboration with ‘Midnight Communications’ who will oversee a 14-month programme of engagement with West Sussex residents and businesses through multiple existing social media channels.

Whilst this project will deliver new initiatives, it will also amplify the messaging of other projects in the county, signposting people to relevant partner activity, including training provision. At initial conversations with a number of partners (including Chichester College Group, Coast to Capital Careers Hub, Sussex Council of Training Providers, Gatwick Airport and Manor Royal BID) the project has been very warmly received and partners are waiting for opportunities to get involved, once the project launches.

The Economic Development Service will be promoting all the above three projects to businesses, utilising newsletters, network contacts and most importantly through the business contact programme.

### **Growth & Sustainability Officer**

Derek Irvine was appointed to the role of Growth & Sustainability Officer in July 2022 but continued with existing Economic Development Officer commitments until a new Economic Development Officer was in post in October 2022.

The current focus of the role is on: -

- Supporting Businesses to operate and grow more sustainably
- Ensuring SMEs can leverage all available and relevant support eg the county-wide Green Business Support Programme
- Working with the Inward Investment Officer to attract new “Green Businesses” to District and to position the district as having a “green edge”

The Growth & Sustainability Officer is now on the steering group of the county-wide project to help SME Businesses prepare for a low carbon economy and will build on this work to expand its reach in our District

More than 40 business have been engaged with on where they are on their carbon neutral journey and ‘Carbon Leaders’ in the district are being identified.

Work is underway to explore networking options to support more businesses to engage with the drive to adapt to a reduced carbon future. Additionally, criteria for Sustainable Rent Concession scheme at St James have been agreed.

### **Sewer flooding**

November and early December saw exceptionally heavy rainfall and a few residents experienced sewage surcharges as a result. Fortunately, no-one that contacted CDC reported sewage coming into their home. The public sewer network in the district is the responsibility of Southern Water and we understand they experienced exceptional demand for operatives to deal with sewer surcharges, creating delays in response for some residents.

Members have asked what recourse residents have to a regulator if the water company is not meeting its response targets, and whether the council has an enforcement role in this scenario.

The regulator for the Water Companies is The Water Services Regulation Authority (OFWAT) , which includes an advisory body for consumers - the Consumer Council for Water [CCW]. Residents should be referred initially to Southern Water’s own complaints procedure <https://www.southernwater.co.uk/help-advice/sewers-and-drains> or to CCW <https://www.ccwater.org.uk/> if unsatisfied with Southern Water’s response. Vulnerable customers can register as such with Southern Water to receive a higher priority service.

The council has Environmental Health powers to deal with defective private drainage, for example, dealing with a landlord or neighbour that fails to attend to a blocked or surcharging foul drain.

### **Environmental Strategy Unit – new staff**

Three new members of staff have joined the Environmental Strategy Unit. Mark McManus is job sharing the post of Strategic Wildlife Corridor

Enhancement Officer with Sarah Hughes, they are both part-time and Mark’s usual working days are Mondays to Wednesday. Oliver Gammon has joined us filling the vacant post of Environment Officer (Projects). He will be working 15 hours a week on a variety of biodiversity related projects, including Biodiversity Net Gain, Local Nature Recovery Strategies and Brandy Hole Copse Local Nature reserve. Sara Osman started on 5 December in the new post of Specialist Environment Officer. She will be

working on the communications and events actions in our Climate Emergency Action Plan and on domestic energy efficiency funding alongside the Housing team.

### **Elections:**

The Elections Act 2022 is planned to be implemented from next year, and a number of changes are due to take place. This is to give you a brief update of those changes.

**Voter ID** – the Government has plans to introduce electors having to show identification at the polling station from the polls on 4 May 2023. Most electors will have an acceptable form of identification but if they don't, they are able to apply for a "Voter Authority Certificate" (VAC) through the gov.uk web portal or in person at the council offices. Staff in polling stations will not be able to issue a ballot paper unless identification or a VAC is shown. A large-scale PR campaign will start in the new year by the Electoral Commission and the Communications team at CDC. Poll cards will also be A4 size to allow for information on what must be shown in the polling stations to be put on them. More information can be found at <https://www.gov.uk/government/publications/voter-identification-at-polling-stations-and-the-new-voter-card>

**First Past the Post** – the voting system for any Mayoral or Police & Crime Commissioner elections in England and Wales will be changed to First Past the Post.

**EU citizens' Voting & Candidacy Rights (EUVCR)** – the automatic right of EU citizens to register to vote, to vote and to stand in UK elections will be removed. However, two groups of EU citizens will retain their voting and candidacy rights and therefore remain on the relevant register: these are 'qualifying EU citizens' and 'EU citizens with retained rights'. Qualifying EU citizens are those citizens of a country with which the UK has bilateral voting and candidacy rights treaties. EU citizens with retained rights are those persons who have been resident in the UK or Islands since the end of the EU Exit Implementation Period (31 Dec 2020). As long as they have maintained unbroken immigration status, they will retain their voting and candidacy rights. Those that are ineligible will be removed in December 2023.

**Postal & Proxy Voting Rule Changes (from July 2023)** – there will be a new requirement for postal voters to reapply for a postal vote every three years instead of 5 years. There will also be new identity verification requirements for absent vote applications to try and make the system more robust and secure.

**Overseas Electors Changes (from July 2023)** – Overseas electors will be able to register at the last UK address they were registered at, or the last UK address at which they were resident if they were never previously registered. Currently electors living overseas are only entitled to register to vote for up to 15 years from leaving the UK and the new legislation removes the 15-year rule.

**Postal Vote Handling Rules Changes (from Autumn 2023)** – there will be a ban on postal votes being handled by candidates and campaigners. Postal votes being handed in to a polling station will also be limited to 5 and they must complete a form to establish who has delivered the postal votes and for whom.

These changes will deter fraud and will also deter candidates and campaigners from undertaking activity which is perceived to be linked to fraud.

At this stage there is very little detailed guidance on any of the changes involved but if you have any questions regarding any of the above, please get in touch and I will pass these onto CDC.

## **District Councillor Surgeries**

Sat 14 Jan: Halfmoon Pub, Northchapel

Sat 28 Jan: The Stag Inn, Balls Cross

Sat 4 Feb: Onslow Arms, Loxwood

Sat 18 Feb: The Forresters, Kirdford

Sat 4 Mar: OldMill Café, Wisborough Green I am also available for home visits or one to one meetings at alternative dates/venues upon request.

Get in touch! [gbevans@chichester.gov.uk](mailto:gbevans@chichester.gov.uk) / 07958 918056.

[Back to top](#)



## C/23/006(1) – Appendix C – Financial reports for December 2022 – January 2023

### Payments Analysis

Date: 09/01/2023		Plaistow and Ifold Parish Council				Page 1	
Time: 10:02		Cashbook 1				User: CLERK	
		Current Bank A/c					
Payments made between 01/12/2022 and 05/01/2023							
Nominal Ledger Analysis							
Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount Transaction
01/12/2022	SW Transport Ltd	BACS	3,096.00		516.00	4317 102	2,580.00 Foxbridge traffic consultant
01/12/2022	SW Transport Ltd	BACS	360.00		60.00	4313 301	300.00 TRO SSZ PLAISTOW
02/12/2022	Troy Hayes Planning Limited	BACS	3,720.00		620.00	4317 102	3,100.00 Foxbridge planning consultant
05/12/2022	Mrs Sophie Capsey	BACS	51.98			4608 301	51.98 Christmas trees
15/12/2022	BT	DD	41.94		6.99	4123 401	34.95 WHall WIFI Dec22
15/12/2022	Natwest	DD	2.80			4140 102	2.80 bank charges Nov22
22/12/2022	WSCC	BACS	4,745.45			4101 101	4,745.45 December 2022 salary +oncosts
22/12/2022	Miss C E Nutting	BACS	52.00			4102 101	52.00 WFH Dec22 & Jan23
26/12/2022	secured signing	DD	45.95			4135 102	45.95 secured signing Dec22+24
30/12/2022	natwest	DD	2.80			4140 102	2.80 bank charges
31/12/2022	Zoom	DD	14.39		2.40	4117 102	11.99 zoom 31.12-30.01.23
<b>Total Payments:</b>			<b>12,133.31</b>	<b>0.00</b>	<b>1,205.39</b>		<b>10,927.92</b>

### Receipts Analysis

09/01/2023		Plaistow and Ifold Parish Council				Page 1	
09:57		Cashbook 1				User: CLERK	
		Current Bank A/c					
Receipts received between 01/12/2022 and 05/01/2023							
Nominal Ledger Analysis							
Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	Banked 07/12/2022	11.55					
	NatWest	11.55			1000	100	11.55 bank charge refund
<b>Total Receipts:</b>		<b>11.55</b>	<b>0.00</b>	<b>0.00</b>			<b>11.55</b>

[Back to top](#)

## PLAISTOW AND IFOLD PARISH COUNCIL



**MINUTES** of a **joint meeting** between **Plaistow & Ifold Parish Council, Ifold Estates Ltd** and the **Community Speed Watch Team** held on **Wednesday 4<sup>th</sup> January 2023** at **20:00**, at the Kelsey Hall, Ifold.

**Present** Cllr. Doug Brown, Community Speed Watch (CSW) Liaison; Mr. Jon Pearce, Chair of Ifold Estates Ltd (IEL); Mr Phil Woolnough, IEL Joint Estate Manager; Mr. Geoff Burrell, CSW Team Coordinator and Catherine Nutting, Parish Council Clerk & RFO (via Zoom).

**Apologies** None.

### 1. Purpose

At a full meeting of the Parish Council, dated 28th September 2022 ([C/22/124\(3\), pgs 5-6](#)), the Council considered the CSW Team's request for help to promote and recruit more operators. The Parish Council restated that the CSW initiative is separate from the Council; however, confirmed it remains committed to supporting the initiative wherever it can. The Council agreed that it would continue to support the CSW Team, for example within its E-Newsletter and on Social Media.

At this meeting, the Council noted IEL's aspiration for joint working between itself and the CSW and therefore agreed to support a joint meeting between all interested parties to the issue of speeding within the Parish, particularly in Ifold, to consider what, if any, joint working can be achieved and ideas for bolstering community engagement and focus attention on road and traffic safety generally; for example, to explore the idea of a Parish Youth Council.

### 2. Discussion

The parties discussed the following issues: -

- IEL's objective to gather data via the newly installed speed equipment within the Ifold estate and in time apply for a Traffic Regulation Order (TRO) regarding the speed limit.
- The CSW Team struggles to attract volunteers. Residents are concerned about the issue of speeding; however, are reluctant to join the group.
- The Speed Indicator Device (S.I.D) installed along Plaistow Road, is not an Automatic Number Plate Recognition (ANPR) camera. However, these are very expensive to purchase.
- CSW is an education programme.
- Over 50% of traffic speed along Plaistow Road, Ifold (above 30mph)

### 3. **Public meeting**

#### **10.01.2023 – Kelsey Hall – 7:30pm**

The meeting agreed that an informal public meeting on 10<sup>th</sup> January was a good idea. The meeting will seek to ascertain the views and ideas of the public on how to address the issue of speeding, not only in Ifold but in the wider Parish area. This will provide the parties with suggestions to consider/progress in the future.

#### Actions

- Jon Pearce to create a poster publicising the meeting & put up the poster around the Parish / in local shops.
- The Clerk to promote the meeting on Facebook and via the network of Parish organisations.
- The Clerk to organise refreshments.

### 4. **Ideas**

The following ideas were discussed and agreed as being useful methods to keep the community informed of the issue of speeding and increase engagement: -

- Regular Facebook posts publishing speeding data (GDPR compliant) and other speed awareness information
- Regular correspondence with Sussex Police asking for a speed operation along Plaistow Road
- Explore the creation of a Youth Council
- Local pledge to adhere to the speed limit within the Parish and 'pledge car sticker'

These ideas to be further explored after the public meeting on 10<sup>th</sup> January.

The meeting concluded at 21:00

[Back to top](#)

## **PUBLIC MEETING DISCUSSION POINTS**

**Meeting details**      Tuesday 10<sup>th</sup> January 2023  
Kelsey Hall, Ifold  
19:30 – 21:15

Independently Chaired by Mr. Barbour

**Official Attendance** Parish Council - Cllr. Doug Brown, Community Speed Watch (CSW) Liaison; Cllr. Jane Price, Durfold Wood Liaison; Catherine Nutting, Parish Council Clerk & RFO

Community Speed Watch Team - Mr. Geoff Burrell, CSW Team Coordinator

Ifold Estates Ltd (IEL) - Mr. Jon Pearce, IEL Chair; Mr Phil Woolnough, IEL Joint Estate Manager

[County & District Councillor Janet Duncton](#)

[District Councillor Gareth Evans](#)

**Attendees** Twenty-one (21) Members of the Public in attendance, including two (2) young people under 18 years old.

Attendees from the whole Parish area - Ifold, Plaistow, Durfold Wood and Shillinglee

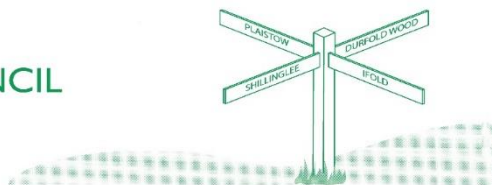
<b>Parish area</b>	<b>Discussion point</b>	<b>Desired outcome</b>
Ifold	<p>Dangerous corner at Ifold stores.</p> <p>Speeding traffic entering/exiting Ifold.</p> <p>Consistent speeding along Plaistow Road.</p> <p>School bus stop safety – children crossing the road. The meeting heard from two young people about their safety concerns and ‘near miss’ stories as traffic tries to overtake the stationary school bus, as children cross.</p> <p>The school bus is unable to enter the estate due to the narrow pinch points.</p>	<p>Physical speed restriction measures e.g., chicanes at the entrance points of the village.</p> <p>Use of Facebook / education methods to remind young people and families of the correct / safe way to cross the road when alighting from the school bus.</p> <p>Warning signs around the school bus stops. e.g., wigwag sign.</p> <p>“Look again” to see if the school bus could drop off on the ‘Ifold’ side of the road – similar to Durfold Wood.</p>

<b>Shillinglee</b>	<p>Roads characterised by narrow bends and fast speeds – 60mph</p> <p>Rural road users – horses, pedestrians, bikes etc. however limited signage to warn of hazards.</p> <p>Flooding due to blocked drains is a hazard.</p> <p>Residents noticing an increase in use of car horns.</p> <p>Existing road signs are dirty/damaged.</p>	<p>Speed reduction via Traffic Regulation Order (TRO) – apply under WSCC Highway’s new ‘Quiet Ways’ initiative, as outlined by C.Cllr. Duncton. Requires weight of support from the community.</p> <p>Better signage to warn of hazards / types of road users</p> <p>Private landowners and WSCC Highways to address the drainage / flooding issues. Write to Landowners and report flooding issues to WSCC Highways</p> <p>Better maintenance of existing signage (including repair).</p>
<b>Durfold Wood</b>	<p>Dunfolds Road characterised by bends, driveways, fast speeds – 60mph – and rural road users (horses, pedestrians, bikes etc). With limited signage to warn of hazards.</p>	<p>Speed reduction via Traffic Regulation Order (TRO) – apply under WSCC Highway’s new ‘Quiet Ways’ initiative, as outlined by C.Cllr. Duncton. Requires weight of support from the community.</p>
<b>Plaistow</b>	<p>Safety concerns for young people / children crossing the road from the village hall to access the village green.</p> <p>Road safety around the school.</p> <p>Traffic speed entering / leaving Plaistow particularly via Dunfolds Road (between Nell Ball bend and</p>	<p>Better signage for groups using the hall warning of children at play/crossing – advised to make grant application to Parish Council.</p> <p>School and police collaboration to educate those who speed.</p> <p>Physical speed restriction measures e.g., chicanes at the</p>

	Church).	entrance points of the village.
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<b>Parish wide</b>	<p>Parish used as a 'rat run' and routes through the villages promoted by traffic route finders.</p> <p>Speeding is an issue of concern across the Parish and physical speed restriction measures needed.</p>	<p>Changes to be made to the satnav / google routes to prevent unsuitable vehicles using the Parish as a 'rat run'.</p> <p>Community Pledge to drive throughout the Parish at the speed limit with car sticker and to promote the initiative via the school.</p> <p>Road markings to look like humps – like Loxwood.</p> <p>Pinch point/chicanes around the Parish area.</p> <p>Better signage within the Parish of the types of road users e.g., children, horses, cyclists.</p>
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[Back to top](#)



# Clerk's Report

Full Parish Council meeting, 11<sup>th</sup> January 2023

## BUSINESS TO BE TRANSACTED

Number	Item
1.	<b>Apologies for absence &amp; housekeeping</b>

Apologies have been received from Cllr. Bushell.

2.	<b>Disclosure of interests</b>
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At the time of drafting this report, no disclosure of interests have been received from any Member. If a Member becomes aware of an interest in any agenda item, they must notify the meeting (either at the beginning of the meeting, or before the agenda item is discussed).

Members have a positive duty to consider the agenda and notify the meeting if they, or their Partner, have a Disclosable Pecuniary Interest (DPI), or other interest in any matter listed. If a Member, or their Partner, has a DPI, or any other interest, they are prohibited from participating in the discussion and/or voting. However, a Member can apply in writing to the Proper Officer (Clerk) for dispensation to participate and/or vote in the matter. It is a criminal offence for any Member to withhold disclosure of a DPI without reasonable excuse and/or participate in debate and/or voting (in the absence of dispensation from the Proper Officer).

3.	<b>Public Forum</b>
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At the time of drafting this report, no requests to address the meeting have been received.

In accordance with Standing Order (SO) 1(d) the public are permitted to make representations, answer questions, and give evidence in respect of any item of business included in the agenda. However, public participation shall not exceed 10 minutes, unless otherwise directed by the Chairman (SO1(e)). A speaker is limited to 5 minutes (SO1(f)). The Council is not required to respond and/or debate a matter/question raised during public participation and the Chair can direct a response to be provided (oral/written) by either a Councillor or the Clerk (SO1(g)). Only one person shall speak at a time and if more than

one person wants to speak, the Chair shall direct the order (SO1(i)). A record of the public participation session shall be included in the minutes (SO1(j)).

The business of the meeting will start immediately following the public forum.

4. **Minutes**

Approval of the draft minutes of the full meeting held on 14<sup>th</sup> December 2022.

The minutes are published on the [website](#).

Circulated to Members, via email, on 16.12.2022.

Approved minutes shall be signed via Secured Signing – a secure and legally recognised digital signing software package - in accordance with Standing Order 9(d). The signed minutes will be published on the website [here](#).

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

[District Cllr. Evans](#) has sent his Report in advance, which has been circulated to Members via email and is published on the [website](#) alongside the agenda.

6. **Financial Matters**

3. [Payments and Receipts Analysis](#)

Financial Reports for December 2022 - January 2023. Includes income and expenditure since 14.12.2022.

To note in particular: -

[RECEIPTS](#)

- NatWest refund of bank charges levied during the period (September – December 2022) when the Parish Council's account was treated as a standard business account. *(It has now reverted to its original Community/Charity account, which does not account charges).*

[PAYMENTS](#)

- All payments explained on the analysis report.

4. [Finance Working Group / Finance Committee](#)

Councillors are directed to the Parish Council's website [here](#) to review and note the [minutes of the Finance Working Group](#) meeting dated 05.01.2023. However, for ease of reference, the minutes have been published on the website alongside the current agenda [here](#).

The [Quarter 3 \(October – December 2022\) budget comparison spreadsheet](#) is also published on the website.

The Finance Committee meet immediately before this full Council meeting at 7pm. If there are any relevant highlights from this



Committee meeting, these will be provided verbally.

**\*Please spend time considering the minutes of the Finance Working Group – as these provide all relevant background for considering the draft budget and 2023/24 Precept requirement considered at agenda item 7 below.**

Councillors are asked to note the minutes of the Finance Committee meeting dated 14<sup>th</sup> December 2022, published on the website [here](#).

7. **To review and agree the recommend draft budget for 2023/24**

The Finance Committee recommends to the full Council **Column H** of the Draft Budget Precept 2023/24 Comparison Spreadsheet as the draft budget for 2023/2024.

The minutes of the [Finance Working Group meeting](#) dated 05.01.2023 sets out the salient details of how this budget was arrived at.

For context and reference, Column F is the projected End of 2022/23 figures, which are pulled over from the Quarter 3 budget comparison spreadsheet.

8. **To agree the Precept for 2023/24**

A verbal update will be provided from the Finance Committee meeting, which met prior to the full Council meeting.

**At the time of drafting this report, the recommended Precept for 2023/24 is £102,500 – being a 5.3% increase.**

The amount of Council Tax paid is based on the banding of the property you live in (bands A – H).

The law requires the Tax Base to be shown as equivalent Band D's rather than actual dwelling numbers. Each parish has a range of properties that fall into the 8 valuation bands, with the Council Tax charge based on a calculation as a percentage of the Band D. For example, properties in band H are counted as 2 band D's.

In respect of Plaistow and Ifold, as there are a number of properties higher than Band D this means that the Parish's Tax Base is higher than the actual number of dwelling (821). The Tax Base figure is net of properties that are exempt or discounted and those that are receiving council tax reduction.

Where a property pays less than full Council Tax, the tax base is reduced accordingly.

The Council's 2023/24 Tax Base is less than in 2022/23; therefore, if the Precept remained unchanged at £96,000 the amount people pay would be reduced.

See Column H, rows 157 – 160 – the figure in **red** in the annual reduction if the Precept remained unchanged.

Column F, rows 157 – 160 show the number of dwellings within the Parish within a certain Council Tax banding, e.g., F,157 show that the Parish has 35 houses in Council Tax Band D.

Column G shows the current annual Council Tax charge i.e., in 2022/23, a Band D property paid £85.87.

Columns L, N, P & R, show the annual increase in Council Tax according to the four taxation scenarios.

Therefore, if the Precept increases to the current recommended level of £102,500 (Column L, row 101) then a Band D property would pay £4.52 per year more, which is a 5.3% increase.

The Council took a £50,000 loan in 2021 to pay for the Lady Hope Playpark update. The outstanding loan amount in 2023/24 is shown in row 151.

It is important to always bear in mind that by the end of the loan re-payment term of 5 years (2026) the Council will need to have built up its own reserves to sufficient levels. The Council's own reserves are represented in row 147.

Due to the amount of unbudgeted (unforeseen) expenditure in the current year, the Council is predicting ending the current financial year (on 31.03.2023) with £7,801.96 'own' reserves. This is a £24,475.78 reduction in 'own' reserves from the beginning of the financial year.

The recommended minimum reserve level is shown on row 149.

This is based on a special calculation advised by The Joint Panel on Accountability and Governance (JPAG) to work out a Council's Net Revenue Expenditure (NRE). In essence, the bigger the Precept, the closer to 3 months NRE is required. So, Council's with £200,000 per year Precepts should run with a 3-month NRE as their reserves. The smaller the Council/Precept the closer to 12 months NRE.

Row 149 shows a 6-month NRE for Plaistow and Ifold based on the Precept.

So, for example, based on the Council's 2023/24 recommended draft budget (column H) and a Precept level remaining at £96,000 (H,110) the Council's

projected 'own' reserves as at 31.03.2024 (H,147) are £11,331.56 below where they should be (H,149). The Council could not consider ending a financial year with 'own' reserves of £4,093.44.

Column R illustrates the Precept scenario that provides the Council with the correct Precept vs recommended minimum reserve level. The other scenarios (Columns L, N & P) show a reserve deficit each year.

The Council must appreciate that the recommended Precept level of £102,500 anticipates an end of 2023/24 'own' reserve position of only £10,593.44.

9. **Highway Matters**

6. To receive and resolve to act upon any Highway matters raised by Councillors.

None have been raised prior to the meeting.

7. To receive and note any updates regarding the School Safety Zone in Plaistow and the TRO application along Rickman's Lane, Plaistow

No further updates received since the full meeting on 14<sup>th</sup> December – the Clerk continues to chase for updates.

8. To receive and note the minutes of the joint speed awareness meeting and public meeting

Pursuant to the decision of the full Council on 28th September 2022 ([C/22/124\(3\), pgs. 5-6](#)), a 'cross-party' meeting was held between the Parish Council, Ifold Estates Ltd and the Community Speed Watch on 04.01.2023. The minutes of the meeting can be found on the website [here](#).

An informal public meeting is being held 10th January to ascertain the views and ideas of the public on how to address the issue of speeding, not only in Ifold but in the wider Parish area. This will provide the parties with suggestions to consider/progress in the future. A verbal update will be given to the full Council at this juncture of the meeting.

In addition to this public meeting, the following ideas were considered by the 'cross-party' group, which can be further refined after the public meeting and presented to the Council for its

consideration in due course: -

- Regular Facebook posts publishing speeding data (GDPR compliant) and other speed awareness information
- Regular correspondence with Sussex Police asking for a speed operation along Plaistow Road
- Explore the creation of a Youth Council
- Local pledge to adhere to the speed limit within the Parish and 'pledge car sticker'

9. To note the new dates for the Plaistow and Ifold bus shelter builds and consider the budget and material requirements.

Subject to there being no further (unforeseen) delays, the two bus shelters will be built on the following dates\*: -

16<sup>th</sup> – 23<sup>rd</sup> February

6<sup>th</sup> – 8<sup>th</sup> March

16<sup>th</sup> – 23<sup>rd</sup> March

29<sup>th</sup> – 31<sup>st</sup> March

\* no over weekend working and some dates will be in the workshop, rather on site.

Volunteers from the community are encouraged to help out – therefore some publicity will be required – however this additional 'manpower' is not a mandatory requirement for the builds to go ahead.

The final budget for this project is currently 'work in progress', as the Team put together the final material list and get the current figures from builder's merchants etc. The Council will consider and agree the final budget at its February meeting (8<sup>th</sup>).

10. To note the updated method of reporting highway issues to WSCC

The information sent out by CDC is on the website [here](#). The Parish Council's website has been updated accordingly and this information will also be circulated on Facebook.

10. **Local Plan Review**

On 11<sup>th</sup> January (between 4-5pm) Cllrs. Jordan, Capsey and the Clerk had a

meeting with CDC's Planning Policy Team to receive an update regarding the Local Plan Review and in particular CDC's 'look again' – as directed by the Planning Inspector - at the Northern Parishes to take up more development, which cannot be met in the South of the District.

A verbal update will be provided at the meeting.

**Background: -**

CDC wrote to the Northern Parishes in January 2022 about a 'look again' exercise and set out a series of scenarios which had been developed, for further discussion and testing with transport infrastructure providers, sustainability appraisal, and market deliverability. The letter can be found on the Parish Council's website [here](#) (11.04.2022 full meeting). The meeting agreed to instruct Mrs Burrell to draft a response to CDC's letter challenging the sustainability of the various housing number scenarios (C/22/052). This letter was approved by the Council on 13.07.2022 and sent to CDC on 15.07.2022. For ease of reference, the Parish Council's letter in response is published on the Parish Council's website [here](#).

**11. Social Media and Website**

The previous Lead Member for the Parish Council's Social Media and Website was Cllr. Jerusha Glavin. However, Cllr. Glavin left the Council in August 2022, owing to moving out of the Parish area. A new Lead is recommended – preferably someone who is familiar with Social Media and websites and can assist the Clerk in updating the website and undertaking some management of the Council's Social Media requirements.

**12. Crouchlands Farm**

Two planning applications have been lodged with and validated by the Local Planning Authority, CDC

- [22/03114/FULEIA](#) - for the erection of 108 dwellings (full application)
- [22/03131/OUTEIA](#) for the erection of 492 dwellings and education provision including primary school (outline application)

In accordance with the Council's decision to form a [Planning Working Group](#) to support the Planning Committee and full Council in relation to large-scale and complex planning applications ([C/22/105, 13.07.2022](#)) the Council is invited to instruct the Planning Working Group to consider the applications and present their findings and recommendations to the full Council for its consideration and resolution on a formal response to the applications.

Since the formation of the Planning Working Group new Councillors have been Co-Opted who may wish to support the Group due to their own complementary expertise/interests. The Council is invited to consider any application(s) to join the Group.

The Council is invited to resolved to instruct expert planning and transport support, to assist in its objective consideration of these applications in accordance with its resolutions dated 28<sup>th</sup> April 2021 ([C/21/075](#)) 8<sup>th</sup> June 2022 ([P/22/145](#)) and 31.08.2022 ([P/22/180](#)).

The Council should note that the expenses incurred from instructing experts falls under Reg 11.1(a)(ii) of the Council's Financial Regulations; namely that all contracts must follow Reg 11 save those contracts relating to (ii) specialist services. This removes the requirement to seek three quotes.

Given the length and complexity of these applications, it is the Clerk's recommendation that the Parish Council advise CDC that the earliest full meeting at which the Parish Council can consider these applications and resolve upon a response is 8<sup>th</sup> March. Thereafter, the Clerk and Working Group will need 21 days to draft the final response(s). This would give a final response date of 29<sup>th</sup> March 2023.

13.

#### **Correspondence**

- **Government's proposed amendments to the Levelling Up and Regeneration Bill in relation to housing targets.**

On 5<sup>th</sup> December, the Department for Levelling Up, Housing and Communities made an announcement on progress it has made on the Levelling Up and Regeneration Bill. They have stated that whilst Government Housing Targets will remain, these will be a starting point for plan making with new flexibilities in place to reflect local circumstances. More detail on these measures has now been set out in a [Ministerial Statement published by the Government on 6 December 2022](#).

District Cllr. Evans provided the following information: -

*You will be aware of media reports concerning the government's proposed amendments to the Levelling Up and Regeneration Bill in relation to housing targets. Local housing need is presently assessed using the government's standard methodology and it appears that this*

*is to be retained but with a changed emphasis on such need being an advisory starting point, rather than being mandatory. CDC officers have received some further guidance from DLUHC and are currently assessing what the government's amendments mean in practice and any implications for the Local Plan Review. We are expecting a further update on this on or after 14 December.*

The Parish Council has asked for a further update. This matter ties in with item 10 above, where a verbal update will be provided.

- **Response to concerns regarding local social housing stock**

Further to the Council's resolution to write in support of District Cllr. Evans' question regarding concerns about the condition of The Hyde Group houses ([C/22/165. 14.12.2022](#)) CDC answered as follows on 21.12.2022: -

*I am writing further to your letter in support of Cllr Evan's question relating to Damp & Mould in Social Housing and the sad death of Awaab Ishak in Rochdale. I am assuming you are referring to the question that Cllr Evan's raised at full Council recently which was responded to by Cllr Alan Sutton the Portfolio Holder for Housing.*

*As you are no doubt aware the Secretary of State Michael Gove has written to Registered Providers (RP's) requiring them to provide details of their stock condition and what action they will take to prioritise damp and mould. The Regulator of Social Housing, who oversees and regulates providers of social housing including Hyde, has also written to RP's in a similar vein. It might be useful for you to see the letter which can be found at this link:*

*[Letter to CEOs of large RPs regarding damp and mould \[accessible version\] - GOV.UK \(www.gov.uk\)](#)*

*The Regulator of Social housing has asked RP's for the following information by 19<sup>th</sup> December:*

- *Firstly, your approach to assessing the extent of damp and mould issues affecting your properties, including how you assess the prevalence of category 1 and 2 damp and mould hazards*
- *Secondly, and in the context of that approach, your most recent assessment of the extent of damp and mould hazards in your homes, including the prevalence of category 1 and 2 damp and mould hazards*
- *Thirdly, given those findings, the action you are taking to*

*remedy any issues and hazards, and ensure that your homes meet the Decent Homes Standard*

- *Lastly, tell us how you ensure that individual damp and mould cases are identified and dealt with promptly and effectively when raised by tenants and residents.*

*The Regulator will be considering the responses in due course, but I would not expect the Regulator to be in direct contact with this Council as it is for them to decide what action they will take against any RP's who do not meet requirements. Another factor here is some proposed legislation coming forward, the Social Housing Regulation Bill, which intends to strengthen the Regulator's powers.*

*Having said that, as the Housing Authority, we are of course concerned about the standard of Housing in the district and indeed have a duty to consider it. As stated by Cllr Sutton at Council we take the standard of Housing in the district very seriously and we have also written to our RP's expressing our concerns and making similar enquiries. Hyde have provided a summary of their approach to damp and mould which has been circulated to all members. I would also strongly encourage any tenant of a Hyde property who has damp and mould to report the need for repair or make a complaint, even if they feel they have not received a good response in the past, as Hyde assure us (and will need to assure the Regulator) they are taking urgent action. Tenants can use these links:*

[Report a repair | The Hyde Group \(hyde-housing.co.uk\)](https://www.hyde-housing.co.uk/report-a-repair)

[Making a complaint | The Hyde Group \(hyde-housing.co.uk\)](https://www.hyde-housing.co.uk/making-a-complaint)

*The Council intend to undertake some publicity to ensure social tenants are aware that they should report damp and mould to their landlord in the first instance. Where they do not get a satisfactory response they should make a complaint and can then approach the Housing Ombudsman.*

*With particular regard to Hyde (who are the largest RP in the Chichester District) the Council are keen to support early resolution of issues. Officers have a good working relationship with the surveyors they use and are able to quickly arrange a joint visit out to properties that raise particular concern. Officers also have quarterly meetings with the Property Team Manager at Hyde to follow up on on-going complaints and cases raised by Members.*

*Separately to the social sector the Council also enforce the Housing Health & Safety Rating System in the Private Rented*



*Sector which includes damp and mould as a hazard. The Secretary of State wrote to Local Authorities, at the same time he wrote to RP's, requiring them to provide an interim report to DLUHC along similar lines to that requested of RP's above but relating to the Private Rented Sector, which we have done, with a full report due by the end of January. Tenants in the Private Rented Sector should also approach their landlord in the first instance if they have damp and mould but can then approach the Council for action if necessary.*

*I attach for your information a summary of the statement made by Cllr Alan Sutton at Council which I think provides a good overview, however, if you have any further queries please do let me know.*

**Louise**  
Director Housing and Communities

**Rudziak**

- **PCC, [police survey](#) regarding their 2023/24 Precept**

Given the deadline of the survey (10.01.2023), Members were advised to consider this survey in their personal capacity; however, the format and thrust of the survey is important to note generally from the Council's perspective.

The Clerk recommends that the Council conducts a similar small-scale public consultation to help consider the role of the Council in the coming year(s); the services that it currently delivers and the services that residents would like it to deliver. The Council has the benefit of a comprehensive largescale public survey conducted in June 2021, which has given it a 3 – 5 year 'business plan'. However, given the change in the world since summer 2021, it would be useful to canvas the public once more to recalibrate requirements / expectations. This survey does not need to re-do / replace the June 2021 consultation; but keep the Council and public in 'contact' and for a reality check for both parties.

- **The Surrey Tour Road Cyclo Sportive - 30th September 2023**

UK Cycling Events have contacted the Parish Council to advise of The Surrey Tour Road Cyclo Sportive that they are organising to take place on Saturday, 30th September 2023. The details of the event can be found [here](#). The event goes through Plaistow village ([map here](#)).

- **Southern Water's sewer replacement in Loxwood Road in early 2023.**

The following correspondence has been received: -

*I am writing to let you know that Cappagh Browne, on behalf of Southern Water, will be carrying out a 150m sewer replacement in Loxwood Road in early 2023. This work is to replace the section of sewer main that has been susceptible to 'bursting' and this work is designed to give the sewer integrity for many years to come.*

*The work will require a road closure of a section of Loxwood Road, in and around the Southern Water pumping station, which I appreciate could be inconvenient and potentially cause disruption for road users into Plaistow village centre.*

*I have been in contact with the School Transport Planner for West Sussex County Council and we are working on a safe way to enable school buses to travel through our working area in the morning and afternoon.*

*I would welcome the opportunity to meet with the parish council in early January to explain the scope of work and seek your advice and guidance on how I develop an effective communications strategy, mindful that there are school and businesses to consider in the local area. I look forward to hearing from you.*

Further to an email exchange between Loxwood and P&I PCs, a remote meeting with Cappagh Browne, on behalf of Southern Water, will be arranged in due course; however, Southern Water are making some technical changes to the new sewer installation which will be finalised in early January. Considering this, a meeting will be diarised once the final sewer design has been approved.

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

1. **Trees works around Coxes Pond**

The earliest time the works can be completed is between 13 – 15th Feb 2023.

2. **Coronation of HM King Charles III**

The Councils have received correspondence from the Royal Pageant Master, Bruno Peek, who was instrumental in the organisation of the late Queen's Platinum Jubilee celebrations in June 2022. Buckingham Palace does NOT wish Beacons to be lit in celebration of the forthcoming Coronation of King Charles III. The reason is that the Coronation will take place less than 1 year after The Queen's Platinum Jubilee and they are anxious to ensure that the events planned for

May 2023 have a markedly different look to those of June 2022.

However, Buckingham Palace *WOULD* like Beacons to be lit on **6th June 2024**, as the principle leading community event in celebration/commemoration/tribute to D-Day 80, the 80th Anniversary of the D-Day landings in Normandy. More information will be provided nearer the time.

However, notwithstanding the above, the Parish Council is invited to begin thinking about how it wishes to support the community to mark the forthcoming Coronation of King Charles III. This national celebration falls on the Plaistow Maypole Fete bank holiday. At the time of drafting, the Clerk is awaiting details of the specific coronation plans of the Preschool (at the Fete) and from the other local Councils.

3. **AiRS quotation to support Winterton Hall**

Further to the Council's consideration of this matter on 09.11.2022 ([C/22/140](#)) and the Finance Committee's resolution dated 14.12.2022 ([F/22-23/016\(6\)](#)) the Council is recommended to NOTE the initial estimate from Action in Rural Sussex (AiRS) to support\* the Winterton Hall, being 2-3 days' work, at £410(+VAT) per day. Initial payment for 50% of the lower estimates, with the remainder due upon completion.

\*advice at an initial meeting, support with resolving the land issues and possibly bespoke training.

4. Flooding meeting

County Councillor Janet Duncton will facilitate and support a meeting between WSCC/CDC/ Southern Water and local Parish Councils to consider the flooding / water infrastructure issues.

5. Cost of living support

No further update currently. Recommended to defer to a future meeting once the Church (and School) have outlined the local support required.

15. **Meeting Dates**

The dates of forthcoming meetings.

- 25<sup>th</sup> January, Planning & Open Spaces meeting – Kelsey Hall, 7:30pm
- 7<sup>th</sup> February, Planning & Open Spaces meeting – Winterton Hall, 7:30pm
- 8<sup>th</sup> February, Full Council meeting – Winterton Hall, 7:30pm

[Back to top](#)