

MINUTES of a **Meeting** of the **Full** Plaistow and Ifold Parish **Council** held on **Wednesday 8th February 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. Sophie Capsey (Vice Chair of the Parish Council – meeting Chair); Cllr. Phil Colmer (Chair of the Finance Committee); Cllr. David Griffiths; Cllr. Doug Brown; Cllr. Rick Robinson; Cllr. Nicholas Taylor; and Catherine Nutting (Clerk & RFO).

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

Two (2) members of the public were present in person. No remote public attendance via Zoom.

C/23/016 **Apologies for absence & housekeeping**
Apologies were received and accepted from Cllr. Paul Jordan (Chair of the Parish Council); Cllr. John Bushell; Cllr. Jane Price; Cllr. Nick Whitehouse; Cllr. Sarah Denyer and District and County Councillor [Janet Duncton](#).

C/23/017 **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/23/018 **Public Forum**
To receive and act upon, if considered necessary by the Council, comments made by members of the public.

None raised.

C/23/019

Minutes

It was **RESOLVED** to **APPROVE** the minutes of the full Parish Council Meeting held on **11th January 2023**, which will be **SIGNED** by the Chair of *that* 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
(Cllr. Paul
Jordan)

C/23/020

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](#).

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](#).

District Cllr. Evans confirmed that regular Loxwood Clay Pit meetings had resumed, however the grounds for appeal are not yet public. Cllr. Evans confirmed that he will transcribe and make available the answers he received to queries raised regarding the Local Plan. Cllr. Evans stated that he has received letters in support of the Foxbridge planning application, which he has provided to the Planning Officer.

C/23/021

Financial Matters

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

Actions:
Clerk / Cllr.
Taylor / Cllr.
Brown

1. Financial report for January – February 2023 (Payments and Receipts Analysis)

The Council **RECEIVED**, **REVIEWED** and **NOTED** the Payments and Receipts Analysis Financial Reports for the period of 5th January 2023 – 3rd February 2023, which includes income and expenditure since the Council meeting on 11.01.2023. In particular: -

- Quarter 3 VAT Reclaim
- Transfer of £32,000 into the Reserve account in accordance with the resolutions of the Finance Committee
- Payment of the annual Post Office grant to Plaistow Youth Club to support the provision of the weekly outreach Post Office service.

The analysis reports are appended to these [minutes at C](#). The Reports will be countersigned by Cllr. Taylor and Cllr. Brown.

2. Finance Committee

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

3. Bus Shelter build cost

The Council **NOTED** and **APPROVED** the build costs and **AGREED** to the instruction of **MILIAM LTD**, Kirdford for the supply of oak at the increased price of £1,978.00. Some project costs could be borne in the next financial year i.e., after 1st April 2023.

4. Local Plan Reg 19 Consultation – Northern Parishes joint response

The Council **NOTED** and **APPROVED** the recommendations from the Northern Parishes meeting dated 18.01.2023 and **RESOLVED** to **APPROVE** the appointment of **STEVE TILBURY**, Planning Consultant to support both the Council's individual Regulation 19 response and any Northern Parishes joint response agreed. The agreed **BUDGET** is **£375**.

5. Plaistow Village Green, Tree Surgery

The Council **NOTED** the four quotes received for the required tree surgery on Plaistow Village Green. The Council wished to assess the workmanship of contractor H, who will undertake the pond tree works between 13 – 15th February, before confirming an instruction.

C/23/022

Highway Matters

For all items listed below, please refer to the details contained within paragraph 7 of the Clerk's Report.

Actions:
Clerk / Cllr.
Capsey

1. Highway matters raised by Councillors

Cllr. Capsey confirmed that she has reported all potholes to WSCC Highways and many now have cones and/or white rings indicating that they are due for repair. A report will be made regarding the raised man-hole cover along Rickman's

Lane by Bushfield.

2. Replacement of the finger post sign, Plaistow

The Council **NOTED** WSCC Highways **RESPONSE** and **AGREED** to **CONTEST** the matter. The Parish Council has never paid for replacement highway signs previously and does not wish to set a precedent. The sign is WSCC Highways' property and their responsibility to replace.

3. School Safety Zone and Rickman's Lane TRO

The Council **NOTED** the Local Transport Improvements Team's update, as outlined in the Clerk's Report.

The Council **NOTED** the lack of response regarding the TRO application. Cllr. Talyor confirmed that other Councils had reported similar experiences during CDALC meetings. The Clerk will continue to chase an update.

4. Speed and Road Safety Working Group

The Council **RECEIVED, REVIEWED** and **NOTED** the minutes of the Speed and Road Safety Working Group meeting dated 17.01.2023, which are appended to these [minutes at D](#) and **RESOLVED** to add the matters arising to a future agenda.

C/23/023

Priorities and Funding Survey

See Clerk's Report, para-8

The Council **RESOLVED** to **APPROVE** the Priorities and Funding Survey. Discussion was had regarding the format of questions 1 and 2 and the ability to rank priorities. The Clerk will investigate further and if limitations persist with Microsoft Forms, will make enquiries with Cllr. Bushell regarding the creation of a customised survey platform.

The Council **RESOLVED** to use Royal Mail's Door-to-Door service for whole Parish delivery.

The Council **RESOLVED** that the leaflet should be in a newsletter style, with a letter from the Chairman raising issues such as the Local Plan and complex planning applications. The Newsletter Working Group will support the Clerk to draft and edit the leaflet.

Action:
Clerk /
Newsletter
Working Group

C/23/024

The Coronation of His Majesty The King - Saturday 6th May

The Council **RESOLVED** to appoint a Working Group to organise the event. Cllr. Price has provided some initial ideas for consideration. The Clerk will reach out to members of the community to join the

Action:
Clerk / Cllr.
Price

Working Group.

- C/23/025** **Playpark Working Group** Action:
The Council **NOTED** the preliminary results of the Ifold play area public consultation, as outlined in the Clerk Report at paragraph 10, and **RESOLVED** to **DEFER** full consideration of the matter until after the results have been analysed by the Playpark Working Group. Clerk /
Playpark
Working Group
- C/23/026** **Correspondence** Action:
See paragraph 11 of the Clerk's Report Clerk
- The Council **NOTED** the following correspondence: -
1. WSALC's response to the Council's query regarding the cost of a Councillor recruitment film
 2. Request from Plaistow Pre-School to use the Pavilion and Green for the Maypole Fete - **APPROVED**
 3. Sussex Police - Summer Road Safety Virtual Briefing event, 13th March – **Cllr. Brown to attend.**
 4. WSCC's [draft budget for 2023/24](#)
 5. CDC's 'Warmer Homes' grant funding
- C/23/027** **Clerk's update & items for inclusion on a future agenda** Action:
The Council **NOTED** the following updates, as detailed at para 12 of the Clerk's Report: - Clerk
- tender for the grass cutting contract.
 - Neighbourhood Plan Training on 7th March, 6:30pm Kelsey Hall, Ifold (private training for Councillors only)
 - Chichester Local Plan Reg 19 consultation
 - deferment of the Winter & Emergency Plan Committee meeting
- C/23/028** **Meeting Dates** Actions:
The Council **NOTED** the following meetings: - Clerk
- 7th March, Planning & Open Spaces meeting, **7:45pm** Kelsey Hall, Ifold
 - 8th March, Full Council meeting, 7:30pm Kelsey Hall, Ifold
 - 29th March, Planning & Open Spaces meeting, 7:30pm Kelsey Hall, Ifold

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

Report of County & District Councillor Janet Duncton

Since the New Year it's been busy times, but not so much that would interest you in at the moment like budget workshops and of course not only at WSCC, CDC and SDNP all of whom are making their budgets balance. Nearly there and by late March we will know what Council Tax will be asked for next year 2023/24.

Chichester District Council

The Chichester District Council Local Plan is now out for Reg19 public consultation. This went through at a special CDC Council and of course many concerns were discussed and eventually the Plan was voted through for public consultation.

There is always a battle between not wanting to flood our beautiful countryside with development and the other side that want houses to live in. It's a matter of really trying to get development in the right places where we want it to go and without a Plan of course the developers are free to try for wherever they want. We must have a Local Plan so that we make the decisions.

I am sure you all understand very well the amount of houses being asked for in the Parish, but sometimes there is some confusion about numbers for Parish's and especially about the minimum amount of houses that sustainable Parish's are asked to take.

Of course, this Local Plan runs from 2021 until 2039 so the numbers are spread over these years which does make the figures somewhat more understandable and going from 2021 it means that some of the applications have already been through the Planning system. It will be good to get this Local Plan done and of course once you finish one you start on the next one. It never stops.

At our second Council at CDC on the 31st January we also passed some important issues. We agreed to purchase an electric Street Sweeper for Chichester, approved the Infrastructure Business Plan which had been out for consultation, provided some financial support for Pallant House Gallery as Arts Council was not funding them this year, passed procurement for some extra homeless family accommodation, received notification of Government allocation for Rural England Prosperity Fund of an anticipated £718K. We also noted the progress being made with the Climate Emergency Action Plan. You will be able to see outcomes on the Chichester District Council Website.

I have mentioned that I wanted the northern Parish's to provide any questions they have when we get to meet an Officer from Southern Water and one or two have done this. I have sent these into my contact name and I have now asked her for some dates.

WSCC

You know that at County Council the Planning and Rights of Way committee refused the Loxwood Clay Pits application. Sadly as was to be expected they have now gone to appeal and this again will take a lot of valuable Officer time, but of course it is their right to do so.

One or two general items as you are probably aware the Pulborough bit of the A29 is still closed and may be for some time. Just one of the problems is that the collapsed banks are mainly in Private ownership and this is always complicated and time consuming.

For Loxwood I did let the Clerk know that he was in talks with the owner of Brewhurst Bridge to try and find a way forward and perhaps get some quotes for doing the work.

It is impossible for me to update you on Strikes at the moment and you are really better informed to check on the News channels for up to date information.

Yesterday we got some clarity on the new ID for voting that is coming in with the May elections. You will know there are several different photographic ID's you can use even an old Passport if you still look like the photo and if you don't have anything you can contact the election office at CDC and they will sort it out with a form you will need to fill in. All that said if you are a postal voter you do not need ID.

I hope to be able to attend the meeting so if there is something specific you need perhaps you can let me know then.

Janet Duncton

County Councillor Petworth division

Chichester District Councillor Loxwood ward

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C/23/020 – Appendix B – Cllr. Evans' report

Local Updates

Loxwood Shop Development – I requested an update on this last week and initially received an email saying the developer was submitting new water neutrality mitigation plans. I queried why this was and got the following update:

“When the applicant was confirming the on-site mitigation at Fishers Farm, prior to signing the S106 legal agreement, they discovered there was a technical issue with the delivery of one of the rain water harvesting tanks at Fishers Farm. The applicants are currently looking into how they can adjust the mitigation provision so that they still remain water neutral. Myself and Tom Day have been discussion with them over the last week or so. They confirmed in an email on Wednesday that they are hoping to supply a revised report by the end of next week demonstrating that they can provide the required mitigation at Fishers Farm. We will review this as quickly as possible and make the necessary adjustments to the S106 so that the obligation can be finalised.

Officers and the applicants are aware how important it is to deliver the shop as soon as possible. I am hopeful that we are almost at a conclusion.”

Loxwood Claypit – It is my understanding that the applicant has submitted an appeal. I met with the Stop the Claypit group and we will now resume weekly meetings. We await further guidance as to the nature of the appeal and will need to wait for this prior to further actions. We are though ready and waiting.

22/01726/FUL – Little Farm, Loxwood Application – Last week I wrote to the planning officer to ask why there had been no updates since December. I was told that the TPO had meant that the applicant

is not revising their scheme which will be reduced to 25 houses. Issues remain with water neutrality and drainage so this one is set to run on a while yet.

Foxbridge and Crouchlands Proposed Developments. – I continue to follow both of these carefully. I have written an objection to Foxbridge and will do the same for Crouchlands.

Townfield – I was expecting this to go to planning committee in February but have not yet had an update on this.

Local Plan – I was very unhappy with the scale of proposed development outlined on the Local plan and spoke at the Full Council meeting to voice this on behalf of the community. The questions I asked were sent to parish Clerks last week. I am in the process of transcribing the answers I received but the full debate and questions asked can be heard here <https://chichester.moderngov.co.uk/ieListDocuments.aspx?CId=132&MId=1686&Ver=4>

CDC Wide Updates

Local Plan

The next round of consultation on the Local Plan, which will began on 3 February and will last until 17 March, is open.

This consultation is a very specific one, which invites people to comment on three specific questions or tests. Respondents will be asked if the plan has met the legal requirements; if it has been positively prepared and is justified, effective and consistent with national policy; and if the council has engaged and worked effectively with neighbouring authorities and statutory bodies. Once the consultation is completed, all comments will be packaged alongside the plan for the Planning Inspector to consider as part of the independent examination on behalf of the Government.

Those who wish to comment to go to www.chichester.gov.uk/localplanconsultation This link will take residents directly to the consultation platform and from this page there will be links to our updated Local Plan area on CDCs website, which can also be found at www.chichester.gov.uk/localplan

Changes to the voting process – CDC have started the marketing campaign to raise awareness about the changes to the voting process which come into effect for the May 23 elections. In essence members of the public need to take the accepted form of photo ID otherwise they will not be permitted to vote.

Further information can be see in the link below:

<https://www.electoralcommission.org.uk/i-am-a/voter/voter-id>

Key dates to remember are:

- Register to vote – no later than midnight on 17 April
- Last day to apply for a post vote – 5pm on 18 April
- Last day to apply for a proxy vote – 5pm on 25 April
- Last day to apply for a Voter Authority Certificate – 5pm on 25 April

Environment Act 2021

Following consultation, the National Statutory targets have been announced by government. They are: “The thirteen targets that will be laid through statutory instruments are as follows:

Biodiversity on land

- To halt the decline in species abundance by 2030.
- To ensure that species abundance in 2042 is greater than in 2022, and at least 10% greater than 2030.
- Improve the Red List Index for England for species extinction risk by 2042, compared to 2022 levels.
- To restore or create in excess of 500,000 hectares of a range of wildlife-rich habitat outside protected sites by 2042, compared to 2022 levels.

Biodiversity in the sea

- 70% of the designated features in the MPA [Marine Protected Areas] network to be in favourable condition by 2042, with the remainder in recovering condition.

Water quality and availability

- Abandoned metal mines target: Halve the length of rivers polluted by harmful metals from abandoned mines by 2038, against a baseline of around 1,500 km.
- Agriculture target: Reduce nitrogen (N), phosphorus (P) and sediment pollution from agriculture into the water environment by at least 40% by 2038, compared to a 2018 baseline.
- Wastewater target: Reduce phosphorus loadings from treated wastewater by 80% by 2038 against a 2020 baseline.
- Water Demand Target: Reduce the use of public water supply in England per head of population by

Woodland cover

- Increase total tree and woodland cover from 14.5% of land area now to 16.5% by 2050.

Resource efficiency and waste reduction

- Reduce residual waste (excluding major mineral wastes) kg per capita by 50% by 2042 from 2019 levels.

Air quality

- An Annual Mean Concentration Target for PM2.5 levels in England to be 10 µg m⁻³ or below by 2040.
- A Population Exposure Reduction Target for a reduction in PM2.5 population exposure of 35% compared to 2018 to be achieved by 2040.”

District Councillor Surgeries

Sat 4 Feb: Onslow Arms, Loxwood

Sat 18 Feb: The Foresters, Kirdford. Pub closed for refurbishment so I will be looking for a new venue.

Sat 4Mar: 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 / 07958918056

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C/23/021(1) – Appendix C – Financial reports for January – February 2023

Payments Analysis published on the website [here](#)

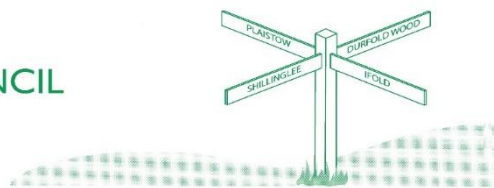
Date: 02/02/2023		Plaistow and Ifold Parish Council				Page 1		
Time: 17:00		Cashbook 1				User: CLERK		
		Current Bank A/c						
		Payments made between 05/01/2023 and 03/02/2023						
						Nominal Ledger Analysis		
Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
12/01/2023	Natwest reserve account	TRANSFER	32,000.00			5000	32,000.00	TRANSFER TO RESERVE ACCOUNT
15/01/2023	BT	DD	41.94		6.99	4123 401	34.95	WH WIFI JAN23
15/01/2023	Natwest	DD	2.40			4140 102	2.40	bank charges Dec 2022
30/01/2023	Youth Club - post office	BACS	810.00			4210 202	810.00	Post office grant 2023-24
30/01/2023	Secured signing	DD	54.95			4135 102	54.95	secured signing Jan23+30
01/02/2023	Zoom	BACS	14.39		2.40	4117 102	11.99	31.01-27.02.23 Zoom sub
03/02/2023	WSCC	BACS	4,056.21			4101 101	4,056.21	Salary+oncosts Jan23
Total Payments:			36,979.89	0.00	9.39		36,970.50	

Receipts Analysis published on the website [here](#)

02/02/2023		Plaistow and Ifold Parish Council				Page 1		
16:59		Cashbook 1				User: CLERK		
		Current Bank A/c						
		Receipts received between 05/01/2023 and 03/02/2023						
						Nominal Ledger Analysis		
Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked 12/01/2023	3,274.23						
HMRC QT3	HMRC VTR	3,274.23			105		3,274.23	QT3 VAT RETURN
Total Receipts:		3,274.23	0.00	0.00			3,274.23	

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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 **Tuesday 17th January 2023** at **19:30**, via Zoom.

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

Apologies None.

1. **Overview of public meeting held on 10.01.2023.**

The meeting agreed that the turnout was positive and the different Parish areas were represented. There had been concern that the meeting and topics raised would be Ifold-centric, but this was not the case.

CSW Team are losing volunteer operatives. The group has reduced from 10 down to 6. A mailshot along the Plaistow Road did not yield any new volunteers. The meeting agreed that the community needs to take ownership of the issues that concern it e.g., speeding. The public on 10th recognised the problem, however this does not translate into action.

The Clerk will confirm the correct contact details for the new Sussex Police CSW Team liaison Officer.

2. **‘Desired Outcome’ points from the public meeting on 10th**

The meeting considered all the ‘desired outcome’ points from the public meeting and agreed which ones to take forward to the Parish Council.

Action:
Clerk

Parish area	‘Desired Outcome’ point	Discussion notes	Decision
Ifold	Physical speed restriction measures e.g., chicanes at the entrance points of Ifold	Physical means to slow traffic - like Chiddingfold. Strong emphasis at the village entrance signs. Recognise the some will speed	Present to the Council for TRO application consideration. Suggest the creation of a ‘Road Safety Business Plan’ for various TRO

		afterwards, but those are people who disregard all measures.	applications in the coming years. Advance preparation e.g., public consultation which have little / no cost.
Ifold (whole parish area)	Use of Facebook to educate / remind / inform regarding speed and traffic safety issues.	A good way to disseminate information within the community e.g., remind young people and families of the correct / safe way to cross the road when alighting from the school bus. Can be used to illustrate issues e.g., publish CSW Team data. Raises awareness of the issues and gets people talking.	Present to the Council to setup and participate in a joint P&I Speed and Road Safety Awareness FB page Page admins/contributors from PC / CSW / IEL
Ifold	Bus stop safety – more use of school buses	Continue the ‘Safer bus stop’ project. Improve bus stops in Ifold. Warning signs around the school bus stops. e.g., wigwag sign urbanizing and unpopular. Discussed feasibility of parents wearing high viz and displaying warning signs on an unofficial basis – hard to coordinate.	Present to the Council to continue the Safer Bus Stop project and work the phases into the ‘Road Safety Business Plan’. CSW Team to try to coordinate operations between 3 – 4pm by Ifold stores, to slow the traffic down during school drop off.
Ifold	“Look again” to see if the school bus could drop off on the ‘Ifold’ side of the road – similar to Durfold Wood.	Unpopular idea as the bus door would open into the road. The FB page can support education. Improved bus stops will support children using the school bus.	Recommend to disregard.
Plaistow	Signage for groups using the Winterton Hall warning of children at play/crossing the road.	Sensible suggestion. Value for money if signs are available for multiple users, rather than a specific group.	Recommend Parish Council commission signs for the village hall – to be used by all groups.

Plaiستow	School and police collaboration to educate those who speed.	Cleaver idea; but outside the scope of the groups.	Suggest to PC that on the strength of new SSZ, highlight / recommend the initiative to the school and local police group.
Plaiستow	Physical speed restriction measures e.g., chicanes at the entrance points of Plaiستow	Physical means to slow traffic - like Chiddingfold. Strong emphasis at the village entrance signs. Recognise the some will speed afterwards, but those are people who disregard all measures.	Present to the Council for TRO application consideration. Suggest the creation of a 'Road Safety Business Plan' for various TRO applications the coming years. Advance preparation e.g., public consultation which have little / no cost.
Durfold Wood	Speed reduction along Dunsfold Road	Apply under WSCC Highway's new 'Quiet Ways' initiative, as outlined by C.Cllr. Duncton. Requires weight of support from the community.	PC has already resolved to investigate a TRO and progress the matter. Seek further information from Janet Duncton re 'Quiet Ways' initiative.
Shillinglee	Speed reduction along Shillinglee Road	Apply under WSCC Highway's new 'Quiet Ways' initiative, as outlined by C.Cllr. Duncton. Requires weight of support from the community.	PC has already resolved to investigate a TRO and progress the matter. Seek further information from Janet Duncton re 'Quiet Ways' initiative.
Shillinglee	Better signage to warn of hazards / types of road users.	Requires a TRO application. Many signs in a rural setting is unpopular, due to the urbanising effect of excessive street furniture.	Recommend to disregard.

Shillinglee	Private landowners and WSCC Highways to address the drainage / flooding issues.	Causes a road hazard.	Recommend PC writes to landowners and report flooding issues to WSCC Highways.
Shillinglee	Better maintenance of existing signage (including repair).	Need to find out where signs are located and the specific issues to be addressed.	Recommend PC writes to WSCC Highways.
Parish Wide	Changes to be made to the satnav / google routes to prevent unsuitable vehicles using the Parish as a 'rat run'.	The new FB page can be used to advise people how they can report the issue to google.	Can be addressed by the suggested FB page
Parish Wide	Community Pledge to drive throughout the Parish at the speed limit with car sticker and to promote the initiative via the school.	<p>Agreed as a good strategy.</p> <p>Will provide evidence for other TRO applications.</p> <p>IEL to consider paying for the car stickers – Jon P to begin designing some for consideration; could be a community vote for preferred design.</p> <p>Promoted via FB page.</p> <p>Involve children to promote the initiative to their parents.</p> <p>Ability to sign pledge at local stores and collect a sticker.</p> <p>Sence of community – our commitment = capture imagination</p>	Recommend initiative to the Parish Council
Parish Wide	Road markings to look like humps – like Loxwood.	The meeting could not see any benefit from these urbanising with little results.	Recommend to disregard.
Parish Wide	Pinch point/chicanes around the Parish area.	To broad and urbanising – already considered for Plaistow and Ifold	Recommend to disregard.
Parish	Better signage within the	To broad and urbanising –	Recommend to

Wide	Parish of the types of road users e.g., children, horses, cyclists.	already considered for individual areas.	disregard.
Parish Wide	Traffic op within Parish especially along Plaistow Road, Ifold	CSW Team to provide monthly data to provide to the police.	Recommend PC write to police requesting op and ask Clerk to feed back at monthly police meetings.
Parish Wide	Explore the creation of a Youth Council	Like the idea. Needs more research. Can this be facilitated by Youth Club? Do the scouting groups undertake a road safety badge?	Recommend PC investigates the matter further and promotes with the Youth Club.

The meeting concluded at 22:00

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PLAISTOW AND IFOLD PARISH COUNCIL



Clerk's Report

Full Parish Council meeting, 8th February 2023

BUSINESS TO BE TRANSACTED

Number	Item
1.	Apologies for absence & housekeeping

Apologies have been received from Cllr. Jordan. Therefore, the Chair of the meeting will be Cllr. Capsey, as she is the Council's Vice Chair.

Apologies have also been received from Cllrs. Whitehouse, Price and Denyer.

2.	Disclosure of interests
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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. **Public Forum**

A representative from [Smith Simmons and Partners](#) may attend the meeting to present an emerging development scheme for land opposite the village green in Plaistow.

The Parish Council cannot enter pre-application discussion with any party and will not prejudice its objectivity as a Statutory Consultee in the planning process by commenting upon draft proposals in advance of any planning application being formally submitted to the Local Planning Authority.

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 11th January 2023.

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

Circulated to Members, via email, on 24.01.2023. An amended version was later circulated on 30.01.2023.

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](#)**

Reports provided in advance of the meeting are published alongside the agenda on the Parish Council's [website](#) and circulated to Members, via email, for advance consideration.

6. **Financial Matters**

6. Payments and Receipts Analysis

Financial Reports for January – February 2023. Includes income and expenditure between 05.01.2023 – 03.02.2023.

To note in particular: -

RECEIPTS

- Payment by HMRC of the Parish Council's Quarter 3 VAT Reclaim

PAYMENTS

- Transfer of £32,000 from the Parish Council's Current account into its Reserve account in accordance with the resolutions of the Finance Committee ([F/22-23/016\(4\)](#), 14.12.2022 / [F/22-23/022\(3\)](#), 11.01.2023).
- Payment of the annual Post Office grant to Plaistow Youth Club to support the overheads associated with providing the weekly outreach Post Office service, which benefits the whole community. The Parish Council resolved to make this grant payment on 08.12.2021 ([C/21/184\(d\)](#)). The Post Office does not pay for their venue hire and oncosts, as it offers rural outreach centres as a service to the community and not for profit. The Youth Club has identified the annual cost as being £810 being the weekly hire fee which includes heating, insurance, electricity, storage, and cleaning. The Council makes the payment using its discretionary expenditure powers pursuant to s.137 Local Government Act 1972.
- All other payments explained on the analysis report.

7. Finance Working Group / Finance Committee

Councillors are directed to the Parish Council's website [here](#) to note the [draft minutes of the Finance Committee meeting](#) dated 11.01.2023.

8. Bus Shelter build cost

The WSCC Team will build the two bus shelters in Ifold and Plaistow between 16th Feb – 31st March. The Parish Council has £6,000 in ring-fenced funds to put towards the build costs; from two consecutive years (20-21 & 21-22) of successful grant funding applications to CDC via their 'New Homes Bonus' (NHB) scheme. The total cost for the two

shelters is expected to be £9,816.27. When this project was first considered (2019/20), the £6,000 grant funding would have likely covered most, if not all, of the build costs. However, due to the delay in delivering the project (pandemic and then the WSCC Team's redeployment to support the Council's refugee scheme) costs have increased significantly. Due to the continued fluctuation in costs, the WSCC Team have only recently been able to confirm prices, as they begin to place orders for materials.

Therefore, Councillors are invited to approve expenditure from the Council's Community Reserve Fund to meet the deficit – around £4,000. The fund sits at £5,000 and, to date, has £0 expenditure against it.

To note, an 'off the shelf' wooden bus shelter from a supplier such as Littlethorpe costs £7,830 each, plus a delivery cost of £710 and the cost to build the foundations. The cost to construct the two foundations is around £3,000. Therefore, building two shelters via the WSCC Team (material costs only) remains by far the cheapest way of delivering two bus shelters (c.£10,000 cheaper).

Councillors are also invited to endorse the instruction of a Kirdford based wood mill to produce the oak bracing for the shelters. Their quote is only £61 more expensive than the general supplier used by WSCC. At the start of the project and within its NHB grant applications, the Council confirmed its intention to support local businesses and use locally sourced materials wherever possible.

9. [Local Plan Reg 19 Consultation – Northern Parishes joint response](#)

On 18th January, the Northern Parishes met to consider Chichester's Local Plan 2021-2039, which begins its 6-week Regulation 19 public consultation on 3rd February. The Council is invited to **note and ratify** the Northern Parishes agreed strategy to seek the advice of Steve Tilbury, Planning Consultant (suggested by WSALC) and consider the merits of preparing a collaborative consultation response.

Councillors were advised of this matter via email on 25.01.2023 and an initial meeting with Steve Tilbury took place on 1st February. Cllr. Jordan and the Clerk were in attendance. The cost of this meeting will be shared 4 ways, between Plaistow and Ifold, Kirdford, Wisborough Green and Loxwood Parish Council and amounts to about £140 each Council. In budgetary terms, this cost is not specifically considered.

However, the amount is small and can be 'found' within underspends from other budget headings.

Further to the meeting, the 'next steps' are for each Parish to prepare, individually, a Reg 19 consultation responses and direct any queries about the Local Plan and the development allocation to CDC. The Northern Parishes will consider a joint response and, if agreed, can seek the support of Steve Tilbury if required.

Councillors are invited to approve, in principle, the instruction of Steve Tilbury to support Plaistow and Ifold Parish Council's preparation of its individual consultation response – to act as a 'critical friend to the response drafted 'in house'. A budget of £375 is recommended. This will cover the ½ day fee to review the Council's individual response, and contribute towards any professional involvement in the Northern Parishes joint response, if agreed in due course.

In budgetary terms, this cost is not specifically considered. However, the amount is relatively small and can be 'found' within underspends from other budget headings and within the Council's reserves.

10. Plaistow Village Green, Tree Surgery

On 13th July [\(C/22/103\(2b\)\)](#) the Council resolved to instruct Andrew Gale to undertake a updating Tree Condition Survey of Plaistow Village Green. Due to the public nature of the Village Green, tree condition surveys are required every 18 month – 3 years, depending upon a range of factors including the issues raised in previous reports / the weather in previous seasons / the age of trees and known/suspected diseases e.g., Ash Die Back.

Andrew Gale undertook the survey on 14th October and the report was published on the website [here](#) and reported to the Council at its full meeting on 9th November 2022 [\(C/22/139\(4b\)\)](#).

The required works are graded according to their urgency: -

HS2: Within 6 months of the reports date

HS3: Within 12 months of the reports date

HS4: Before the next survey date

On 9th November, the Council resolved to obtain quotes for works identified as HS2 PRIORITY and complete these works within the current financial year. The Clerk will also obtain estimated quotes for

works identified as HS3 priority for budgeting purposes in 2023/24.

The Council has received four quotes: -

Contractor	HS2	HS3
C	£ 2,616.00	£ 960.00
E	£1,600	
H	£940	
S	£2,160.00	£1,080.00

The Parish Council's duty to achieve Best Value does not mean it automatically has to instruct the cheapest contractor; other factors should also be taken into consideration when deciding such as overall expertise and known workmanship.

The Council has instructed Contractor H on another matter (works yet to be undertaken – mid February) and has been recommended Contractor E.

7. **Highway Matters**

1. Highway matters raised by Councillors

No matters have been raised in advance of the meeting.

2. Replacement of the finger post in Plaistow

The damaged/missing finger post was raised by Parish Cllr. Capsey at the January meeting. WS County Cllr. Duncton agreed to raise the matter with WSCC Highways ([C/23/005](#)). Highways have reported that the matter is for the Parish Council to address. Therefore, Councillors must consider the need to replace the finger post.

The Clerk recommends that the matter is deferred to ascertain the cost of replacement. However, Members can make an in-principle decision and any expenditure, if required, can take place in the next financial year i.e., after April 2023.

3. School Safety Zone (SSZ) and Rickman's Lane TRO application update

SSZ

I am pleased to say that this scheme was supported very well through the first stage of our consultation.

The second stage of consultation is underway and set to end on

03/02/2023, with the hope that all stakeholders will have responded with any comments and their support. After reviewing any comments we receive and chasing stakeholders for a response, we may encounter some slight design changes (although unlikely) to ensure all parties are happy with the scheme.

Our last stage of consultation will begin sending out letters to residents within the vicinity of the school safety zone to gain any comments. We typically see some objection from residents based on the fact the signs will flash for a few hours a day, however, it is very unlikely to be a showstopper.

We still continue our aim to install and construct these within the summer holidays of 2023. Of course, this is not guaranteed, however that is my aim. I have attached the design for the scheme, this way you can use it to continue progressing your 20mph.

If you have any comments / questions please do let me know.

Kind Regards,

School Safety Zone – Local Transport Improvements Team

TRO

To date, WSCC Highways have not provided an update and have failed to respond to the Clerk's (many) chasing emails. The matter has been raised with County Cllr. Duncton to escalate.

4. Speed and Road Safety Working Group meeting dated 17.01.2023
Councillors to receive and note the minutes of this Working Group meeting, published on the website [here](#). Councillors are recommended to resolve to defer the matters arising to a future agenda for (detailed) consideration.

8. **Priorities and Funding Survey**

On 11th January, the Council resolved to conduct a budget / activity consultation ([C/23/008](#) & [C/23/009](#)). Members have been assisting the Clerk to draft this consultation, which will be launched via the Parish Council's website in due course.

Members are recommended to approve notification via Royal Mail's 'Door-to-Door' service – cost c.£200 (although the Clerk is waiting for final pricing from Royal Mail). This service will ensure every household in the Parish

receives notification of consultation.

Members are also recommended to approve additional articles for the leaflet, to include information about the Crouchlands Farm planning applications and the Chichester Local Plan.

9. **The Coronation of His Majesty The King - Saturday 6th May**

It is recommended that the Council resolves to establish a Working Group to begin the community preparations for this momentous event. Therefore, Councillors are invited to nominate themselves to join the Group and agree to invite members of the community / local groups to join as well.

10. **Playpark Working Group**

The Ifold play area public consultation concluded on 31st January. The consultation received 96 responses, which is a 19% response rate (of the 500 leaflets delivered to Ifold households). Typical national survey response rates are between 5% - 30%; therefore, the Council can be confident that this is a respectable response – higher – rate.

The initial data shows that 77% were supportive of a play area at the Kelsey Hall and 21% unsupportive; 2% were 'other' – which will need further analysis to ascertain if their position was supportive or against the proposal. However, the initial results show that the majority of people would like to see a play area established.

The results will be carefully analysis by the Play Park Working Group in due course and presented in full to the Council at a later date.

11. **Correspondence**

1. WSALC's response to the Council's query regarding the cost of a Councillor recruitment film

To put the measures the Board of WSALC are taking to raise the profile of local councils into context, the following should be taken into account:-

- *In 2015 and 2019 across West and East Sussex only 10% local councils had contested elections.*
- *The vast majority had insufficient numbers to fill seats and had to resort to co-option.*
- *The objective is to attract people who can represent all sectors of the community.*
- *The Board of WSALC has allocated up to £10,000 for the project and given that nominations close in early April a six person working party has already met with a production company to map out the approach. Our aim is to have a version for various types of social*

media by mid February.

- *The cost will be shared with East Sussex ALC, giving a base of 230 councils. If the whole £10,000 is spent it represents just £43 per council.*

- *We have also received a report analysing routes into the 20-30 and 30-40 age groups and how to attract their interest. Distribution will be through the most current social media, including Twitter, Instagram, Facebook, You Tube, LinkedIn and WhatsApp.*

- *Since the 2011 elections we have relied on NALC's 'Become a councillor – make a difference' message but now we hope a targeted, professional, example-based approach will be effective. Good practice and achievements will be filmed on location with councillors setting the scene.*

Douglas Denham St Pinnock

Chairman, West Sussex Association of Local Councils

2. Request from Plaistow Pre-School to use the Pavilion and Green for the Maypole Fete on 1st May.

3. Sussex Police - Summer Road Safety Virtual Briefing event, 13th March

Sussex Police are hosting a Summer Road Safety Virtual Briefing event on Monday 13th March 2023. This will be facilitated by ACC Simon Dobinson, alongside colleagues from our Local Divisions and Roads Policing Unit.

For this event, we would like to invite an appropriate representative from all Town and Parish Councils across Sussex. We will look to record this event and share if you are unable to attend or wish to share afterwards. Due to the number of potential attendees, we ask that numbers are limited to one representative from each Council.

The event times are 1800-1900hrs and will be held on the MS Teams platform. Please use this link at the bottom of this email to join the meeting.

Where possible we will attempt to address any questions raised, during the event at the time using the comments sidebar. If we are not able to answer in the meeting (data not readily available) we will provide an answer in due course to the requestor.

Following the event, if there are any questions that you would like to ask please can you email summerroadsafety2022@sussex.police.uk. This specific event email address will be monitored until Friday 24th March.

We look forward to seeing you then

4. WSCC's draft budget for 2023/24

Details of WSCC draft budget for 2023/24 has been published on the Parish Council's virtual notice board on its website [here](#). Further information can be found on WSCC's own website [here](#).

5. CDC's 'Warmer Homes' grant funding

Details of this grant funding scheme has been published on the Parish Council's virtual notice board on its website [here](#).

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

- Tender for the grass cutting contract - The deadline for submission is 1st March. The Council will consider and appoint a contractor at its March meeting.
- To note the Neighbourhood Plan Training on 7th March, 6:30pm Kelsey Hall, Ifold
- To note the Chichester Local Plan Reg 19 consultation
- To note the deferment of the Winter & Emergency Plan Committee meeting

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