



Notice of Meeting of the Parish Council

To: All Members of the Parish Council

I hereby give you notice that a Full Meeting of Plaistow and Ifold Parish Council will be held on **Wednesday 13th March 2024** at **19:30, Kesley Hall, Ifold**. All Members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder. Members of the Press and Public are welcome to attend in person if you require remote access please contact the Clerk.

Dated: 7th March 2024

Yours faithfully

J Bromley

Jane Bromley

Clerk & RFO to the Council

MEETING AGENDA

Biodiversity – the Council has a duty to conserve and enhance biodiversity and must consider what policies, objectives, and action it can take, consistent with the exercise of its functions, to further the general biodiversity objective.

Natural Environment and Rural Communities Act 2006, s.40 & Environment Act 2021, s.102

Number	Item	Time
1.	Apologies for absence & housekeeping Recommendation: - To receive and accept apologies for absence.	1 min
2.	Disclosure of Interests Recommendation: - To deal with any disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under the Plaistow and Ifold Parish Council Code of Conduct and the Localism Act 2011 Chapter 7 ss.26 – 37, in relation to matters on the agenda.	1 min
3.	Minutes Recommendation: - To approve the Minutes of the Parish Council meeting held on 9th January 2024 and the confidential section of the minutes of 9 th January 2024 (circulated separately to the Parish Council) and resolve to sign via Secured Signing in accordance with Standing Order 12(g).	1 min

4.	<p>Public Forum</p> <p>Recommendation: - To receive and act upon, if considered necessary by the Council, comments made by members of the public in accordance with relevant legislation and the Parish Council’s Standing Orders 3(d), (e), (h), (i) – (k). Questions, or brief representations can be made <u>either in person, or in writing provided they were sent via email to the Clerk no later than 4pm Wednesday 13th March 2024.</u> In accordance with Standing Orders 3(f) and (g), Public Participation shall not exceed 10 minutes, unless directed by the Chairman; and a speaker is limited to 5 minutes.</p>	10 mins
5.	<p>To receive reports from County and District Councillors</p> <p>Recommendation: - To give an opportunity to receive an update from Councillors at a District and/or County level on business and activities that affect Plaistow and Ifold Parish and the local area.</p>	10 mins
6.	<p>Neighbourhood Plan</p> <p>See Clerk’s Report</p> <p>Recommendations: - To receive and note the final Housing Needs Assessment and agree the timetable for actions for the Parish Council to produce the draft Neighbourhood Plan (Regulation 14)</p>	3 mins
7.	<p>Committee minutes & reports</p> <p>See Clerk’s Report</p> <p>Recommendations: - To note the minutes and resolutions therein of the Planning Committee dated 18th January 31st January and 13th February 2024</p>	2 mins
8.	<p>Crouchlands:</p> <p>See Clerk’s Report</p> <ul style="list-style-type: none"> • PS/22/03114/FULEIA- To receive a recommendation from the Planning Committee regarding the attached draft letter to CDC copy to WSCC Highway on the new Transport documents uploaded to the planning portal regarding this application as drafted by Simon Watts Transport Consultant, together with relevant resubmission of documents previously submitted. • PS/22/03131/OUTEIA- To receive a recommendation from the Planning Committee regarding the attached draft letter to CDC copy to WSCC Highway on the new Transport documents uploaded to the planning portal regarding this application as drafted by Simon Watts Transport Consultant, together with relevant resubmission of documents previously submitted. <p>PS/22/03114/FULEIA & PS/22/03131/OUTEIA To recommend to the Parish Council to convene a meeting of the Planning Working Group to discuss the applications and to formulate a response for consideration after receiving a report from Planning Consultant Steve Tilbury and approval by the Parish Council at its meeting on 10th April 2024 for submission of the response by the 18th April CDC deadline.</p>	

9.	<p>Priorities Plan See Clerk's Report Recommendations: - To adopt the Actions for the Parish Council arising from the Priorities Plan Working Group Meeting on 21st February 2024.</p>	10 min
10.	<p>Newsletter See Clerk's Report Recommendations: - To receive a draft of the Spring 2024 Newsletter and to approve the recommendations in the Clerk's report.</p>	10 mins
11.	<p>Ifold Play Park Lease See Clerk's Report Recommendations: To approve the recommendation from the Playpark Working Committee to accept the quote from Surrey Hills Solicitors for the basic lease of £1925.</p>	4 mins
12.	<p>Bus Stops See Clerk's Report Recommendations: - To note the update on the bus stops work and consider the replacement /refurbishment of the Chalk Road bus shelter. The total budget for bus stop renovations was £8550 of which £7177.10 has been invoiced. Estimate to complete the Plaistow Shelter £1000.</p>	2 mins
13.	<p>Financial Matters See Clerk's Report</p> <ol style="list-style-type: none"> 1. <u>Financial Reports for January 2024- March 2024 (Payments and Receipts Analysis)</u> Includes income and expenditure between 6th January 2024 to 12th March 2024. Recommendation: - To ratify and note the financial report for 6th January to 12th February 2024 already signed in the absence of a Full Council meeting in February. and to receive, review and note the financial report for the period 13th February to 12th March 2024 (to be circulated separately) and appoint signatories. 2. <u>Audit</u> To note the date for the Internal Audit and the rearrangements for the Finance Committee April Meeting to 17th April 2024. 3. <u>Grant applications</u> To note applications received from: Friends of Chichester Hospital (awaiting a set of accounts), PCC and Chiddingfold Surgery, to be considered by Finance Committee in April 2024. 	5 mins
14.	<p>Cricket Pavilion Fire Risk Assessment. See Clerk's Report Recommendation: - To receive and resolve to adopt the Cricket Pavilion Fire Risk Assessment and consider the recommendations for action.</p>	2 mins

15.	<p>Annual Parish Meeting.</p> <p>A speaker has been identified for the Annual Parish Meeting as set out in the Newsletter. David Bridges to talk on Biodiversity and in particular his Wild Warnham project</p> <p>Dates for the event: 22nd or 29th May and Kelsey Hall is available for both dates. Further details for the meeting to be discussed in April.</p>	
16.	<p>Clerk's update & items for inclusion on a future agenda</p> <p>See Clerk's Report</p> <p>Recommendation: - To receive general updates and resolve to add any matters arising to a future agenda in relation to: -</p> <ol style="list-style-type: none"> 1. Tennis court 2. Cyber and banking security 3. Winterton Hall & Youth Club CIO 4. Plaistow Pond retaining wall repair/replacement 5. Annual Parish Meeting. 	5 mins
17.	<p>Correspondence</p> <p>See Clerk's Report</p> <p>Recommendation: - To consider any correspondence received not listed as an agenda item for discussion.</p>	1 min
18.	<p>Date of next meetings</p> <ul style="list-style-type: none"> • Planning & Open Spaces Committee followed by HR Committee, 9th April 2024, Winterton Hall, Plaistow – from 7:00pm • Full Parish Council, 10th April 2024, Winterton Hall, Plaistow - 7:30pm • Finance Committee 17th April 2024. Winterton Hall, Plaistow- 7pm 	1 min

Clerk's Report to accompany the Plaistow and Ifold Full Council Meeting of 13th March 2024

6. Neighbourhood Plan

The Housing Needs assessment has been produced by AECOM and finalised and sent to Colin Smith Neighbourhood Planning Consultant (CS) The PC met with CS on 4th March 2024 and discussed the

Attendees and apologies for absence.

Housing Needs Assessment and Design Code update.

Update from Colin Smith on the early- stage consultation.

Non- event consultation discussion on the details of this.

Vision and Aims discussion.

Action timetable for Colin Smith and the Parish Council.

The minutes were circulated, and the actions recorded as follows:

- The Design Code to be forwarded to Colin Smith once received by the Parish Council in final form. The designs questions and responses from the consultation

on 7th December 2023 have been sent to AECOM to take into account when producing the final Design Code.

- The non event consultation to be organised by Colin Smith and the Clerk. The responses summary from the consultation on 7th December 2023 is published on the website with an invite to comment up until 22nd March for those who were not at the event. This is publicised on Facebook, via the newsletter email contacts and on the notice boards.
- The minutes of the Parish Council meeting in September set out the Parish Council discussion on the Vision and Aims and have been sent to Colin Smith to start the process of preparation the Plan. A table of further questions for the Parish Council will be sent out shortly.

7. Committee Minutes and Reports

There has been no Full Council meeting in February and the Planning Committee are the only Committee meeting since the January 2024 Full Council Meeting.

[Meeting of 18th January 2024](#)

Springfield Farm Application where 10 members of the public had attended to voice their objection and the PC objected.

Land North of the Coach House Shillinglee A reiteration of a previous application(s) and the PC maintained its objection.

Foxbridge application which was a reconsult and the PC maintained its objection.

[Meeting of 13th February 2024](#)

Crouchlands -the retention of 3 Portacabins was applied for and objected upon by the Parish Council. In addition, Chichester District Council had uploaded many more documents to the planning portal in respect of the applications relating to this site. Re consult notification have been received relating to the Phase 1 and 2 housing applications.

In response to this the Clerk has:

- Requested of CDC an extension of the time limit for submission of comments from 7th March to after 10th April. A date 18th April has been agreed.
- Instructed the Traffic Consultant to review the transport documents and these documents are for consideration on the agenda and can be found here.
<https://www.dropbox.com/scl/fo/vnmmvi186n59vat3ndnbi/h?rlkey=fbvu0bne1fg851mkg8ahahfn3&dl=0>
- Convened a meeting of the Planning Working Group for 27th March 2024 at Winterton Hall from 7.30pm to review a report to be prepared by Steve Tilbury relating to the amended documents.

8. Crouchlands. The Planning Committee are to consider submitting to CDC the attached draft letter with regard to the Transport Documents recently uploaded to the CDC Planning Portal regarding application [PS/22/03114/FULEIA](#) and [PS/22/03131/OUTEIA](#) and to make a recommendation for tonight's meeting of the full Council on 13th March 2024.

<https://www.dropbox.com/scl/fo/vnmmvi186n59vat3ndnbi/h?rlkey=fbvu0bne1fg851mkg8ahahfn3&dl=0>

9. Priorities Plan

The Priorities Working Group had met with a view to reviewing all the recent surveys and meetings about projects to be carried out by the Parish Council and the minutes were issued summarising the actions for the Parish Council as recommended by the Group:

- Assets recommended for repair or replacement within timescale 3 be included in the budget for 24/25 and consideration be given if budget allows for those recommended within timescale 2. 25/26.

-Asset Audit:

A (New/Good) to

Timescale 3 schedule works 24/25

E (Major repairs/replacement)

3	Brick built bus shelter	Plaistow Road, Ifold j/w Chalk Road	D
3	Wooden bench seat	Coxes Pond, Plaistow	B
3	Directional zebra sign	The Street opposite j/w Common House Lane, Plaistow	C
3	Directional zebra sign	Loxwood Road, Plaistow j/w Common House Lane	C
3	Winterton Hall, Plaistow - held on trust for Winterton Hall, charity number 305406, per governing document Declaration of Trust 22.03.1961	Winterton Hall, Loxwood Road, Plaistow, RH14 0PX	B

A (New/Good) to

Timescale 2 schedule works 25/26

E (Major repair/replacement)

2	Wooden bench seat	Winterton Hall, Plaistow	B
2	Wooden picnic table	Lady Hope PlayPark, The Green, Plaistow	B
2	Wooden bench seat	Lady Hope PlayPark, The Green, Plaistow	B
2	Wooden bench seat	The Street, Plaistow	B
	Wooden bench seat	Loxwood Road, Ifold opp Chalk Road	B
2	Wooden bench seat	Nell Ball, Plaistow	B
2	Wooden notice board	Kelsey Hall, Ifold	B
2	Wooden notice board	Kelsey Hall, Ifold	B
2	Litter Bin	Lady Hope PlayPark, The Green, Plaistow	B
2	Speed Indicator Device (SID) with SLOW DOWN battery powered serial # 11027	Plaistow Road, Ifold	B
2	Data collection unit	Plaistow Road, Ifold	B
2	Junior & Toddler swing set	Lady Hope PlayPark, The Green, Plaistow	B
2	Roundabout	Lady Hope PlayPark, The Green, Plaistow	B
2	Springer turtle	Lady Hope PlayPark, The Green, Plaistow	B
2	Embankment slide	Lady Hope PlayPark, The Green, Plaistow	B
2	Fencing & Gates	Lady Hope PlayPark, The Green, Plaistow	B
2	Commemorative plaque	Lady Hope PlayPark, The Green, Plaistow	B
2	Information signs x2	Lady Hope PlayPark, The Green, Plaistow	B

2	Line marker	Pavilion (store cupboard), Plaistow village green	B
2	Wooden wicket frame (used for marking the wicket)	Pavilion (store cupboard), Plaistow village green	B
2	Bucket (used for mixing line marker)	Pavilion (store cupboard), Plaistow village green	B
2	HP Officejet Pro 8710 All-in-one Printer, instant ink compatible	Winterton Hall, Plaistow	B
2	HP Scanner	Winterton Hall, Plaistow	B
2	Laminator	Winterton Hall, Plaistow	B
2	Comb binder	Winterton Hall, Plaistow	B

- School Zone 20mph TRO to be submitted. Public support to be gauged for TROs for Shillinglee and Durfold Wood.
- Advertising how to report road and PROW maintenance issues. Monthly/quarterly works advertised accompanied by details of how to report an issue.
- Environment: Annual Parish Meeting to gauge support for projects. Adopt a tree on the Plaistow Green.
- Police and community police: Meeting with the Crime Commissioner possibly in conjunction with adjacent Parish Loxwood primarily re traffic speed issues. Better advertising of those to contact re issues PCSO and Neighbourhood Watch.

10. Newsletter

The Newsletter working Group had met following the Priorities Plan Meeting and had worked with the ideas from that meeting to form the draft publication (circulated separately) for agreement by the Parish Council for publication. The following actions were summarised for agreement:

Resolving to agree or propose amendments to:

1. The dates of the Litter Picking Day and the format of the accompanying Community Day.
2. The Article advertising, for feedback, the TRO proposals for the School Safety Zone, Dunsfold Rd and Shillinglee and the means of obtaining community feedback.
3. Annual Parish Meeting date and content.
4. Priorities Plan and Precept reporting article.
5. Publicity for reporting Highways and PROW issues. Suggestion from Cllr Brown to advertise a working party community walk to assess works required to footpaths.
6. Timing and means of publication via the Church Newsletter, email, website, and Facebook with a hard copy available where required.
7. Subject to discussions in the Emergency Plan Working Group meeting on 12th March 2024 to include an article in the newsletter to ask for community assistance and resources regarding the production of the Emergency Plan.
8. In addition, the Group recommend to the Council that they produce future monthly summaries of Parish Council activities to be agreed at the end of the Full Council Meeting and prepared by the Clerk for distribution to the Church Newsletter, sent out by email and

published on the website and Facebook. Larger newsletters to be produced once or twice a year Spring/autumn or as required by an event.

11. Ifold PlayPark Lease

Two quotes had been obtained for the lease to be drafted for the use of the area at Kelsey Hall for a play park to be leased from the Hall Committee by the Parish Council.

Radar had quoted £2500 for the lease.

Surrey Hills Solicitor £1925 or for an additional £500 to include local authority, drainage, and flooding / environmental surveys.

The PlayPark Working Group recommend to the Council to accept the basic lease for £1925 from Surrey Hills Solicitors. The Group considered the land was well known to the Council and therefore the further surveys were not required.

The Clerk was also instructed by the PlayPark Group to conduct some remedial works at the Lady Hope PlayPark Plaistow being the sanding down and revarnishing of the picnic table and bench and also the reseeding of an area along the bank where holes have appeared. The Clerk has requested two Odd Job Persons quote for this work, the quotes are yet to be received.

12. Bus Stops

The WSCC Officer Darren Wolfe has previously supplied a quote for the two bus stops, Ifold and Nell Ball. The quote has been updated to £8130net. There is a budget of £8550 and £7177.10 has already been invoiced (March 2024). The Chalk Rd Ifold Bus Shelter is not budgeted for.

13. Financial Matters:

Order for Payments:

The Order for payments for the period from 6th January to 12th February was circulated via email for approval and signing as there was no full Council Meeting in February. The Parish Council is therefore recommended to approve the Order as signed and payments are made.

The Order for payments for the period 13th February to 12th March 2024 (circulated separately) is Recommended for approval and signing and signatories to be identified.

Audit:

The Audit has been arranged for 22nd April as a virtual Audit with documents supplied ahead of the meeting. The Finance Committee at which documents for the meeting will be approved by the Finance Committee will be held on the later date of 17th April 2024 if attendance means the meeting will be quorate for that date.

14. Cricket Pavilion Fire Risk Assessment

The fire risk assessment (circulated separately) was drafted by the Clerk after visiting the property and correspondence with the Chair of Winterton Hall.

The following actions and matters for consideration have been identified by the assessment process.

No	Action to be Taken	Priority	Target Completion Date	Action by	Date Action Completed
1	Arson risk is considered low but consider arrangements in the event of Arson or mistakenly causing the Pavilion to ignite (e.g. smoking) Include as item on Parish Council agenda for discussion	Low	May 2024	Clerk and RFO	
2	Building has no lightning protection consider installing. Include as an item on Parish Council agenda for discussion	Low	May 2024	Clerk and RFO	
3	Combustible materials stored make effects of ignition of Pavilion worse. Include as an item on Parish Council agenda for discussion.	Low	May 2024	Clerk and RFO	
4	Contractors working on site cause ignition from equipment or other fire source. Users notice re electrical appliances is issued by Contractors to be alerted to Fire Risk Assessment when working on premises	Low	Ongoing	Clerk and RFO or other over seer of work.	Ongoing
6.	No action plan for alerting fire service to fire. Include as an item on Parish Council agenda for discussion	Low	May 2024	Clerk and RFO	

16. Future matters for the agenda

Tennis Court

The repair of the tennis court has been put on hold whilst the arrangements for the CIO are finalised as discussions about the lease for the Youth club may include or affect the use of the tennis court.

Cyber and Banking Security

The measures already put in place regarding dual approval of payments requirement have improved the Council's security to below the average requirement of seventy by Coalition are score last month was sixty-six and will be kept under review.

The dual authentication for logging into the Councillor email accounts is recommended to the Council to raise the Council's cyber security to the next level of security but is currently unpopular with Councillors. A quote was obtained from TEEC for the addition of this service via an Office 365 addition to the current set up at £35net a month plus a one-off fee of £300net for the set up. The requirement can be kept under review if required. The Cyber Policy has not yet been drafted and can be included on a later agenda along with any training suggested.

Winterton Hall and Youth Club CIO

Is being progressed by AiRS and the Clerk attended a meeting where various documents and information was set out as required by AIRS to complete the process sand the following report was sent out by the Clerk dated 8th February 2024. Some of the information is still outstanding and no further action is required by the Council at this meeting.

“Dear all

I met with the new Action in Rural Sussex (AiRS) representative yesterday Angela Milligan along with the Village Hall and Youth Club representatives regarding the creation of a CIO (Charitable Incorporated Organisation) for the Hall and Hall Club combined.

The Parish Council currently holds Title (albeit not registered) for the Village Hall as Custodian Trustee, but the creation of the CIO will mean that the CIO as a legal entity will then be able to hold its own title.

There are some areas of difficulty explained in detail in the email from AIRS below but mainly to do with the land the Youth Club building is built on which is not shown on the original conveyance of the village hall land to the Parish Council and the difficulty in corresponding with the adjoining landowner who may possibly own the underlying land of the Youth Club building.

This complexity means:

AiRS are increasing their quote for dealing with the creation of the CIO;

A solicitor will be needed to establish land ownership and to register title. Beverley Weddell Vice Chair of Winterton Hall Trust, offered to look at this as she has registered title before but in view of the complexity, I think it is a job for a solicitor (professionals are expensive but amateurs more so).

The budget for this work is:

£2500 this year 23/24 of which £1025 is already spent (Playing fields legal and CIO 1st inv)
C/Fwd £1475

£2000 budget for 24/25

Total available 24/25 £3475

Further CIO invoices anticipated and may increase £1230.

This leaves £2245 for legal work re title registration and establishing ownership and anything else that that entails which may or may not be sufficient.

I will add this to the March agenda for noting as there is some investigation into old files to do before thinking of solicitor quotes.”

Plaistow Coxes Pond Retaining Wall

The wall was surveyed by the Sussex Wildlife Trust for signs of wildlife, and he considered the wall very beneficial for the pond wildlife in terms of providing habitats for mosses and lichens and cracks for newts and toads. The Tree growing out of the wall keeps the wall and bank secure and can be coppiced to keep it a manageable size. The suggestion is therefore not to proceed with the repair/replacement of the wall which was a costly enterprise in any case.

17. Correspondence

- 29.02.2024 Resident email correspondence re blocked driveway which is worse during school drop off and pick up but which occurs throughout the day as well.
- 04.03.2024 Resident email:
“ Our family owns a tenanted property, Foxbridge Bungalow, at the south end of Foxbridge Lane. A neighbour has pointed out to me that a landowner adjacent to us has done nothing for many years to maintain his roadside ditch (or indeed the hedge), with the result that the ditch has been silting up and developing lagoons, the hedge has long overgrown it (which in turn means a digger can't reach it to dig it out), and the area looks unkempt.

My own feeling is that, while it looks unsightly, it's not to my knowledge causing a problem to anyone, (e.g. it has not caused floods as such in the recent wet weather,) so I have never thought to take any action.

I just wonder whether the Parish Council have a policy on this, or whether, if it's not causing floods etc, we let it be?

I suppose the other aspect is that an overgrown hedge will in time make the verge impassable for people on foot. Mostly that's not the case here yet. But again, does the Parish Council take a stand on this?"