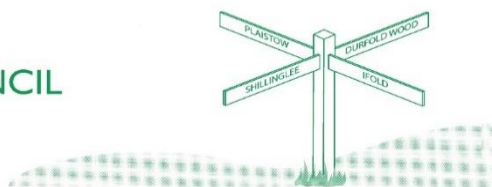


PLAISTOW AND IFOLD PARISH COUNCIL



Minutes of the Full Meeting of Plaistow and Ifold Parish Council held on **Wednesday 13th March 2024** at **19:30, Kesley Hall, Ifold.**

Minutes to be read in conjunction with the [Clerk's report](#) found at the end of these minutes.

Present Cllr. Paul Jordan (Chair of the Parish Council); Cllr. Sophie Capsey (Vice Chair); Cllr. Phil Colmer (Chair of the Finance Committee); Cllr. Rick Robinson; Cllr. Sarah Denyer; Cllr. Jane Price; Cllr. Doug Brown; Cllr. Nicholas Taylor. WSCC Janet Duncton (left the meeting after C/24/023). CDC Gareth Evans and Charles Todhunter. No members of the public. Jane Bromley (Clerk & RFO).

C/24/019 **Apologies for absence:** Apologies received and accepted from Cllr. Andrew Woolf.

C/24/020 **Disclosure of Interests:** Cllr Jordan declared a non-pecuniary interest in application [PS/22/03114/FULEIA](#) (the site being sufficiently distant from the declarers property to have no financial impact) and a pecuniary interest (due to the application if successful, having some financial impact on the declarer due to proximity of location) as a near neighbour in [PS/22/03131/OUTEIA](#) and in the interests of openness will abstain from any vote on either application.

C/24/021 **Minutes:** The Council **RESOLVED** to **APPROVE** the minutes including the Confidential section of the minutes, of the Full Parish Council Meeting held on 9th January 2024 which will be **SIGNED** by the Chair of the meeting via Secured Signing, in accordance with Standing Order 12 (g), as a true record and the non-confidential section of the minutes will be published on the Council's website.

C/24/022 **Public Forum:** No speakers.

C/24/023 **To receive reports from [County](#) and [District Councillors](#):**
The Council NOTED the reports received from County Councillor Janet Duncton and District Councillors Gareth Evans and Charles Todhunter.

- Cllr Duncton confirmed there were many potholes across the country and a team were currently working their way through repairing them including three big patching machines re surfacing a 7 metre area.
- Parish Councillors commented on the amount of litter around the area and wondered if the necessity to book to enter the refuse centres was a factor. Cllr Duncton advised the requirement for booking was now County wide after a pilot which seemed successful.

- Cllr Todhunter reported that the application Land West Of Cornwood Townfield Kirdford for up to 70 dwellings [21/00466/OUT](#) was to go out for consultation again shortly.
- Cllr Evans was to find out when the Foxbridge Golf Club [22/02346/OUT](#) application was to be determined. **ACTION GE** (A follow up email from Cllr Evans reported the determination was delayed due to an HRA assessment being required in respect of Water Neutrality and this being delayed due to awaiting information on the abstraction licence).
- Cllr Evans discussed the recent leak at Crouchlands from Lagoon 3 and advised the Environmental Agency (EA) and owner had attended and sealed the leak. The EA have been asked to report regularly to the district regarding any issues arising at the Lagoon. The enforcement decision has recently been appealed and a date for the appeal hearing will be advised in due course.

C/24/024

Neighbourhood Plan

[See Clerk's Report](#)

The Parish Council **NOTED** the final Housing Needs Assessment had been produced by Consultants AECOM the information from which would feed into the Neighbourhood Plan and will be published as evidence in due course at the time of the Formal Public Consultations on the Neighbourhood Plan.

The timetable for actions for the Parish Council to produce the draft Neighbourhood Plan (Regulation 14) was discussed.

- [The non- event consultation](#) for priorities for the Parish to be included in the Neighbourhood Plan was now on the website and had been advertised on Facebook via the Newsletter email address list and on Notice Boards. This consultation ended on 22nd March 2024.
- AECOM had recently produced a draft Design Code for the Parish which Cllrs were currently reviewing but comments to date were very positive. This document would remove the necessity for much detail in the Neighbourhood Plan as it covered a lot of the factors previously set out in the Plan. It would be necessary to finalise this document before too much preparation of the Plan could be undertaken to dovetail the two documents. It was expected this document would be finalised early April.
- The Parish Council would request the Planning Consultant to invoice all work in progress ahead of 31st March as required by the grant provider Locality.

C/24/025

Committee minutes & reports

[See Clerk's Report](#)

The Parish Council **NOTED** the minutes and resolutions therein of the Planning Committee dated 18th January 31st January and 13th February 2024.

C/24/026

Crouchlands:

[See Clerk's Report](#)

1. [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 of documents previously submitted.
2. [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.
3. [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.

A change in events ahead of the meeting and after the publication of the Full Council agenda had resulted in the Planning Committee Resolving the following:

“A further draft letter of **Objection** to include comments on all amended documents uploaded was circulated subsequently to the Planning Committee to include both Transport and other submissions. This was proposed for recommendation to the Parish Council for submission to CDC and this proposal was **RESOLVED** as approved. Cllr. Jordan ABSTAINED.”

The Parish Council **RESOLVED** as approved the recommendation from the planning Committee to send in the all-encompassing letter on the Phase One and Phase Two housing applications for Crouchlands. Cllr Jordan abstained.

Further it was agreed by the Parish Council that a meeting of the Planning Working Group was no longer necessary as the new uploaded general documents did not require a technical response but more a general response as included in the letter to be sent.

The Whole Farm application [22/01735/FULEIA](#) had not currently been formally consulted by CDC and would be responded to in due course ahead of the deadline 18th April 2024.

C/24/027

Priorities Plan:

[See Clerk's Report](#)

The Parish Council RESOLVED to APPROVE that:

1. The assets recommended for repair or replacement within timescale 3 in the assets audit table be included in the budget for 24/25 and consideration be given if budget allows for those recommended within timescale 2. 25/26.
Consideration would be given on a later agenda to replace the bench around Coxes Pond with a picnic bench.
2. A 20mph TRO be submitted for the 30mph Plaistow School Zone if appropriate after gauging public support from the spring newsletter article to be published.
3. Public support to be gauged for TROs for 30mph Shillinglee and 40mph along part of the Dunsfold Rd at Durfold Wood.
4. The Parish Council would advertise on its website and via Newsletter articles how to report road and PROW maintenance issues. The Parish Council considered publicising monthly maintenance walks on the website and Newsletter and would include this on a later agenda. Cllr Brown undertook to research this. **ACTION DB**
5. Environment: To hold the Annual Parish Meeting in May with a biodiversity theme to gauge support for environmental projects as requested in the Priorities Plan perhaps to include a means to adopt a tree on the Plaistow Green.
6. Police and community police: The community had supported better communications with the Police and a meeting with the Crime Commissioner was considered possibly in conjunction with the other NE Parishes primarily re traffic speed issues. The Parish Council undertook to better advertising of those to contact re issues. The PCSO and the Parish Neighbourhood Watch representative would be contacted for these details and publicised on the website.
- 7.

C/24/028

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.

The Draft Newsletter was not available for the meeting and the Parish Council Resolved proposed by Cllr. Jordan and seconded by Cllr. Taylor and all in favour to approve the Newsletter via email circulation.

The Parish Council **RESOLVED** to **APPROVE** to be included in the Newsletter

1. The dates of the Litter Picking Day and details of the accompanying Community Day. The event was to be held on Saturday 27th April and a budget of £50 for tools to aid the cleaning of village signs was proposed by Cllr. Jordan and **RESOLVED** as approved unanimously. **ACTION RR**
2. The TRO proposals for the 20mph School Safety Zone, 40mph Dunsfold Rd and 30mph Shillinglee would be advertised in the spring newsletter for feedback.
3. Annual Parish Meeting date and content.
The 22nd May 2024 a Wednesday was chosen for the Annual Parish Meeting and the speaker David Bridges from Wild Warnham approved and the article to be included in the Newsletter.
4. Priorities Plan and Precept reporting article.
5. Publicity for reporting Highways and PROW issues if space allowed.

It was further **RESOLVED** as approved.

6. Timing and means of publication via the Church Newsletter, email, website, and Facebook with a hard copy available where required.

The formal Newsletter would be published biannually Spring and Autumn and in between a short monthly update would be produced by the Clerk after each Full Council Meeting.

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.

This meeting had not gone ahead and was to be held in May when submissions to the Newsletter could then be considered.

C/24/029 Ifold Play Park Lease

[See Clerk's Report](#)

The Parish Council **RESOLVED** to **APPROVE** the recommendation of the Playpark Working Committee to accept the quote from Surrey Hills Solicitors for the basic lease of £1925.

C/24/030 Bus Stops

[See Clerk's Report](#)

The Parish Council **Noted** 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.

C/24/031 Financial Matters

[See Clerk's Report](#)

1. Financial Reports for January 2024- March 2024 (Payments and Receipts Analysis)
Includes income and expenditure between 6th January 2024 to 12th March 2024.
Recommendation: - The Parish Council **RESOLVED** to ratify the financial report for 6th January to 12th February 2024 already signed in the absence of a Full Council meeting in February and
to **RESOLVE** approval of the Order for Payments for the period for the period 13th February to 15th March 2024 circulated separately and the following were appointed as signatories of the Order for Payments. Cllr Taylor; Cllr Brown and the Clerk.
2. Audit
To note the date for the Internal Audit 22nd April and the rearrangements for the Finance Committee April Meeting to 17th April 2024.
3. Grant applications
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.

C/24/032 Cricket Pavilion Fire Risk Assessment.

[See Clerk's Report](#)

Recommendation: - To Parish Council **RESOLVED** to adopt the Cricket Pavilion Fire Risk Assessment and after considering the recommendations for action with the following conclusions:

- The risk of Arson could be mitigated by keeping the building smart and well looked after as derelict buildings were more of a target.
- The lightening protection was not thought necessary as the building was not particularly high and surrounding trees were taller.
- The combustible materials inside the building were to be kept to a minimum with no flammable liquids to be kept on site.
- Contractors working on site should be alerted to the electric users' safety document in the building and they should be qualified contractors with the correct insurance.
- The lack of an action plan in the event of a fire was considered and it was reasonably expected that most observers would take the action of alerting the fire brigade as a matter of urgency.

C/24/033 Annual Parish Meeting.

A speaker has been identified for the Annual Parish Meeting as set out in the Newsletter. David Bridges to talk on Biodiversity, and particularly his Wild Warnham Project. The date for the event to be 22nd May at Kelsey Hall

The Clerk and Cllr Denyer would visit David Bridges to find out more about what he had achieved in Warnham to promote biodiversity in the Parish.

To include the younger parishioners in the biodiversity project for the Parish it was discussed as to whether to hold a competition for artwork on the biodiversity theme offering a prize and inclusion of the creation as a logo on the Neighbourhood Plan and the Clerk and Cllr Denyer delegated the responsibility by **RESOLUTION** proposed by Cllr Jordan and all in favour, to pursue this idea. **ACTION SD and Clerk**

C/24/034 Clerk's update & items for inclusion on a future agenda

[See Clerk's Report](#)

Recommendation: - To receive general updates and resolve to add any matters arising to a future agenda in relation to: -

1. Tennis court. A previous quote would be researched, and further discussions take place with the Youth Club on whether to clean the Tennis Court.
2. Cyber and banking security. A quote for multi authenticity for emails had been received and would be discussed on a later agenda.
3. Winterton Hall & Youth Club CIO- This was progressing and nothing to report at this stage.

4. Plaistow Pond retaining wall repair/replacement. The tree growing out of the wall would be pollarded at the Community Event Day 27th April and the wall as it stood retained for its biodiversity value.

C/24/035

Correspondence

[See Clerk's Report](#)

Recommendation: - To consider any correspondence received not listed as an agenda item for discussion.

- The house that had had a problem with their driveway being blocked had been supported by the school staff and this issue was mostly resolved.
- A proactive approach to hedge and ditch upkeep would be adopted via articles in forthcoming Newsletters although specific letters/contact would not be made with resident unless there was a safety issue or drainage problem being caused by lack of upkeep.

C/24/036

Date of next meeting.

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

The meeting closed at 8.50pm

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 consider 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>

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:

Timescale 3 schedule works 24/25

**A (New/Good) to
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.

9. 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:

4. The dates of the Litter Picking Day and the format of the accompanying Community Day.
5. The Article advertising, for feedback, the TRO proposals for the School Safety Zone, Dunsfold Rd and Shillinglee and the means of obtaining community feedback.
6. Annual Parish Meeting date and content.
7. Priorities Plan and Precept reporting article.
8. Publicity for reporting Highways and PROW issues. Suggestion from Cllr Brown to advertise a working party community walk to assess works required to footpaths.
9. Timing and means of publication via the Church Newsletter, email, website, and Facebook with a hard copy available where required.
10. 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.
11. 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.

10. 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 reseeded of an area along the bank where holes have appeared. The Clerk has requested two Odd Job Persons quotes for this work, the quotes are yet to be received.

11. 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.

12. 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.

13. 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 and 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?”