

MINUTES of a **Meeting** of the **Full** Plaistow and Ifold Parish **Council** held on **Wednesday 8th March 2023** at **19:30**, Kelsey Hall, Ifold.

Please note: - These minutes are to be read in conjunction with the Clerk's Report, which can be found at the end of these minutes ([here](#)) and which was published on the Parish Council's [website](#) with the [agenda](#) in advance of the meeting. The Clerk's Report provides all necessary background information for the matters considered at the meeting.

Present Cllr. Paul Jordan (Chair of the Parish Council); Cllr. Sophie Capsey (Vice Chair of the Parish Council); Cllr. Phil Colmer (Chair of the Finance Committee); Cllr. Sarah Denyer; Cllr. Jane Price; Cllr. Doug Brown; Cllr. Rick Robinson; Cllr. Nick Whitehouse; Cllr. Nicholas Taylor; and Catherine Nutting (Clerk & RFO).

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

One (1) member of the public was present in person. No remote public attendance via Zoom.

C/23/029 Apologies for absence & housekeeping

Apologies were received and accepted from Cllr. John Bushell and Cllr. David Griffiths

C/23/030 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/23/031 Public Forum

To receive and act upon, if considered necessary by the Council, comments made by members of the public.

None raised.

C/23/032

Minutes

It was **RESOLVED** to **APPROVE** the minutes of the full Parish Council Meeting held on **8th February 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 & Cllr.
Capsey, Vice
Chair

C/23/033

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](#).

In addition to her written report, Cllr. Duncton advised: -

- A29 – an agreement *may* have been reached with the landowner; highway repairs should take 2-weeks.
- Ofsted is inspecting WSCC Children's Services.
- Loxwood Clay Pit appeal has been withdrawn.
- WSCC Highways Department will replace the broken roundel sign pole along Foxbridge Lane.
- Pothole at the corner of Foxbridge Lane will be reported.

The Parish Council sought Cllr. Duncton's assistance, on behalf of the school, to investigate the circumstances on 6th March resulting in Penalty Charge Notices being issued by CDC traffic wardens to the three WSCC school buses waiting outside of the school to collect children. Additionally, Cllr. Duncton confirmed that she would follow up the flood investigations being undertaken by WSCC Highways Department at the corner of Foxbridge Lane and Rickman's Lane.

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](#).

In addition to his written report, Cllr. Evans advised: -

- He has been reminding residents of the three separate planning applications at Crouchlands Farm.
- He has supported Parish Councils to agree an extension of time to comment on the Foxbridge planning application until 14th April.
- The Townfield planning application in Kirdford is likely to be

considered at CDC's April Planning Committee meeting.

- CDC has apologised to the owners of Lakeside Farm after a Council Officer entered their land with incorrect permission.

Cllr. Duncton left the meeting at approximately 19:50

C/23/034

Financial Matters

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

Actions:
Clerk / Cllr.
Price / Cllr.
Denyer / Cllr.
Brown

1. Financial report for February 2023

The Council **RECEIVED**, **REVIEWED** and **NOTED** the Payments Analysis Report for the period of 3rd – 28th February 2023, which details expenditure since the Council's meeting on 08.02.2023. The Council **NOTED** that there had been no income in this period.

The report is appended to these [minutes at C](#). The report will be countersigned by Cllr. Price and Cllr. Denyer.

2. Grass cutting contract 2023 - 2025

The Council **RECEIVED** and **REVIEWED** the three (3) tenders for the 2023 – 2025 grass cutting / land maintenance contract: -

	A	D	S
2023	£5,729	£21,690	£2,920
2024	£5,729	£21,690	£3,079
2025	£5,729	£21,690	£3,222
References	Received	Not received	Known

Based on cost and known workmanship, the Council **RESOLVED** to **AWARD THE CONTRACT** to **CONTRACTOR S**.

3. SSE 2023 – 2024 contract

The Council **RESOLVED** to **RATIFY** the Clerk's decision to **RENEW** the **CONTRACT** with **SSE** for the cricket pavilion's electricity. The Council **NOTED** the increased costs and the quarterly direct debit payment method.

4. Priorities and Funding Survey/information leaflet

Members discussed this matter at some length. It was unanimously agreed that Royal Mail's whole parish delivery was too expensive. Members agreed that delivering the leaflet to most properties within the Parish - via the Electoral Register - in conjunction with social media and other publicity methods available, was appropriate. Members agreed that the presentation of the leaflet i.e., within an envelope, rather than as a 'junk mail flyer', would maximise readership. Cllr. Price proposed using Arun DC, which was seconded by Cllr. Capsey. The Council unanimously **RESOLVED** to **INSTRUCT ARUN DC** to **PRINT** and **MAIL** the leaflets. Cllr. Brown's offer to provide Arun DC with the required address information within a spreadsheet was accepted.

The Council **RESOLVED** to **HOST** the **CDC's 'Supporting You' Team** to help anyone impacted by the rise in cost of living. The initiative will be advertised within the information leaflet, as well as via community partners.

C/23/035

Neighbourhood Plan (NP)

Actions: Clerk

See paragraph 7 of the Clerk's Report

The proposed housing allocation for Plaistow and Ifold (25) within Chichester's draft Local Plan 2021 - 2039 necessitates new consideration of a NP, which was withdrawn from Examination in February 2022 due to the issues of Water Neutrality. These issues have been alleviated to an extent via a Mitigation Strategy, for the purposes of Development Plans only. Before the Council can make any decisions regarding re-establishing a NP, its previous draft NP must be fully reviewed.

Members discussed the general merits and difficulties of the neighbourhood planning process, including the ongoing budgetary commitment to review and update a NP every 2 years (expected to be extended by Government to every 5 years within the Levelling-up and Regeneration Bill and reforms to national planning policy). Upon consideration of the fee quote submitted, the Council **RESOLVED** to **INSTRUCT COLIN SMITH PLANNING LTD** to **REVIEW** the position of the previous **DRAFT NP** and **ADVISE** on the degree of work needed to update the evidence base and if, in its previous

form, it would meet the current needs and requirements of the Parish. The Council deferred all further decision making until after it has received and considered the report and advice.

C/23/036

Bus Shelters

The Council **NOTED** the update as outlined at paragraph 8 of the Clerk's Report ([here](#)).

C/23/037

Local Plan Reg 19 Consultation

See paragraph 9 of the Clerk's Report

The Council **CONSIDERED** and **RESOLVED** to **APPROVE** the proposed Local Plan Regulation 19 Consultation response. At the time of the meeting, the Clerk was awaiting additional guidance regarding landscape.

Action:
Clerk

Cllr. Evans left the meeting at 20:38

C/23/038

Plaistow Village Green, Tree Surgery

See paragraph 10 of the Clerk's Report

The Council **AGREED** that the tree works at Coxes Pond, Plaistow had been undertaken satisfactorily and **NOTED** correspondence from Andrew Gale, Consultant Arboriculturalist. The Council **RESOLVED** to appoint **CONTRACTOR H** to undertake the tree works on Plaistow Village Green, as this was the most competitive quote received. Contractor H will be asked to provide a quote for the HS3 works. Please cross-reference with minute [C/23/021\(5\), 08.02.2023](#).

The Council **AGREED** that every effort should be made to replace the trees recently felled around Coxes Pond due to disease and The Queen's Green Canopy will be explored. The Council also **RE-AFFIRMED** its intention to plant a tree in celebration and thanks of former Cllr. David Ribbens' 27 years of voluntary service to the community.

Actions:
Clerk / Cllr.
Talyor

C/23/039

Highway Matters

For all items listed below, please refer to the details contained within paragraph 11 of the Clerk's Report.

Actions:
Clerk / Cllr.
Capsey

1. Highway matters raised by Councillors

Councillors mentioned the recent use of traffic lights by WSCC Highways to 'manage' a large pothole along

Shillinglee Road.

2. **Plaistow School Safety Zone & TRO application**

The updates detailed in the Clerk's Report were **NOTED** by Members.

3. **Finger signposts posts**

Members **NOTED** the information within the Clerk's Report and **RESOLVED** as follows: -

1. It is important to the Council / Community to maintain the finger post signs.
2. To **'ADOPT'** the finger post signs from WSCC Highways, via **LICENCE**.
3. To review the signs' maintenance requirements (as part of the wider asset review) and provide a suitable budget going forward.

4. **WSCC's Public Rights of Way updates**

The Council **NOTED** the two updates outlined in the Clerk's Report, particularly in relation to the re-opening of the PRoW around Crouchlands Farm. However, Councillors observed that the paths were not, in fact, open on Sunday 5th March; heras fencing remained in situ along with 'closed' signs. This will be reported to the WSCC PRoW Team.

C/23/040

Asset Register

See paragraph 12 of the Clerk's Report

The Council **CONSIDERED** the Asset Register and **RESOLVED** to:

- **ADOPT** the Asset Register.
- Undertake an **ASSET AUDIT** - the Clerk to allocate assets for review to Members according to location.
- **APPOINT** Cllr. **Brown** to update the spreadsheet.
- **APPOINT** Cllr. **Taylor** to **COMPLETE** the Sussex Heritage Trust Public Realm Survey.
- **INVITE** the community to indicate which local assets they want to protect within the information leaflet.

Actions:
Clerk / All
Councillors

C/23/041

Risk Management Scheme (RMS)

See paragraph 13 of the Clerk's Report

The Council **REVIEWED** the **RMS** and **RESOLVED** to **ADOPT**. The Council **NOTED** the importance of the RMS, which allows the

Actions:
Clerk

auditors to evaluate the Council's ability to properly assess and manage risk. The Council **ACKNOWLEDGED** that the RMS is an evolving document, continually reviewed and updated.

C/23/042	The Coronation of His Majesty The King - Saturday 6th May <i>See paragraph 14 of the Clerk's Report</i> The Council RECEIVED and NOTED the minutes of the initial Working Group meeting dated 22 nd February 2023, appended to these minutes at D . The Council RESOLVED to APPROVE the proposals and AGREED to an event BUDGET of £1,000 .	Action: Coronation Working Group
C/23/043	May Elections <i>See paragraph 15 of the Clerk's Report</i> Parish Council elections take place this year on Thursday 4 th May. Members NOTED the timescales and procedure for submitting nomination papers to CDC.	
C/23/044	Correspondence <i>See paragraph 16 of the Clerk's Report</i> The Council NOTED the following correspondence: - <ol style="list-style-type: none">1. Proposed extension to the Surrey Hills Area of Outstanding Natural Beauty. Cllr. Jordan will try to attend one of the consultation meetings.2. WSALC's film to encourage people to stand as candidates in the May elections. The film will be posted on Facebook.3. The National Trust tree works within Plaistow.	Action: Clerk
C/23/045	Clerk's update & items for inclusion on a future agenda The Council NOTED the following updates, as detailed at para 17 of the Clerk's Report: - <ul style="list-style-type: none">- Councillors to review and submit their Declaration of Interest forms.- Loxwood Clay Pits Ltd appeal. The meeting was advised by Cllr. Duncton (at C/23/033 above) that the appeal has been withdrawn.- Precept payments confirmed by CDC.- Voter ID required for the May elections and the 'pre-election period' which begins on 22nd March.- CDC's 2023/2028 Infrastructure Business Plan (including CIL spending plan).	Action: Clerk
C/23/028	Meeting Dates	Actions:

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

Clerk

- 29th March, Planning & Open Spaces meeting, 7:30pm
Kelsey Hall, Ifold
- 11th April, Planning & Open Spaces meeting, 7:30pm
Winterton Hall, Plaistow
- 12th April, Finance Meeting 7:00pm Winterton Hall, Plaistow
- 12th April, Full Council meeting, 7:30pm Winterton Hall,
Plaistow

There being no further business, the Chair closed the meeting at 21:20

C/23/033 – Appendix A – Cllr. Duncton's report

Report from County & District Councillor Janet Duncton

Meeting – 08.03.2023

You will all know by now that County Council have set their budget and the Council Tax increase for County is 4.99%. The County Services part of this is 2.99% and the 2% is ring fenced for Adult Services. You no sooner finish one budget than you start the next, but for this year at least we have managed to balance the budget without losing any of our Services.

I know I have told you about the special needs School we are building called Woodlands Meed College; well, a topping out ceremony was held last week so we're getting there. This will be a wonderful facility for a large number of special needs pupils in West Sussex.

There still seems no end in sight for water neutrality in this part of the World. This puts a huge delay on any development. Horsham District Council is taking the lead on this with Southern Water. Talking of Southern Water, I am still trying to get a date when some of the Parishes can put some questions to Southern Water especially about flooding issues. As soon as I have some dates I will get them out to the Clerks.

As you can well imagine, as if it wasn't bad enough trying to keep up with potholes, they have got considerably worse since the first of all the excessive rainfall and then the intense cold. However, I do all I can to report potholes and report all I see and those reported to me. Once accepted as needing attention they hope to get them done within 28 days. I can't pretend that this isn't a struggle at the moment, but I am assured that the patching machine will be back in action again this Spring and this does do a wonderful job.

At the moment there are several large Planning issues especially in the northern part of the District. These create a lot of work and often take some time to get answers. I know that at the moment it is difficult getting qualified Planning Officers and so many Councils are after the same people. Everyone is trying to get a full compliment in their Planning departments, and it is on occasion delaying things.

I know that some Parishes have been having a problem with some Social Housing properties and the possibility that the residents have mould. The Cabinet member and Leader have been in talks with the Housing providers and Government departments and the situation is being taken very seriously. I believe the Government have now said it must be dealt with and although Chichester doesn't own the housing stock it will be making sure that the providers deal with this problem. It is unacceptable if the residence is unfit due to mould.

The new Fire Station and Training Centre at Broadbridge Heath is nearly ready now and I will let you know when it is proposed to be up and running. On the same theme, always looking for recruits to either be retained Fireman or full time Fireman - so if you know of anyone who would like to try and apply, please encourage them to get in touch with West Sussex Fire and Rescue.

I wish I could give you better news on the A29 at Pulborough. As you know the heavy rain, a couple of months ago, brought down the banks on both sides of the road. I am not in any position to give you a timescale, but I do believe it is not going to be a quick fix. If I hear anything that would mean action was happening, I would let your Clerks know.

As yet we do not know when OFSTED will turn up to do the big inspection on our Children's Services, but we are expecting it to be quite early this year. The good news is things are still improving; but we're not there yet, so the inspection will be good so that we will know exactly what we have left to do.

As ever please feel free to contact me at either of my County or District addresses or mobile.

Janet Duncton

County Councillor Petworth division

Chichester District Councillor Loxwood ward

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C/23/033 – Appendix B – Cllr. Evans' report

District Councillor Address – March 2023

Local Updates

Loxwood Shop Development – Last month I received an update saying the developer needed to submit new water neutrality mitigation plans as they had discovered there was a technical issue with the delivery of one of the rainwater harvesting tanks. Therefore, the applicants are adjusting the mitigation provision so they can remain water neutral. I hoped to report this month that CDC have made the necessary adjustments to the S106 and the

Loxwood community can finally have their shop, but at the time of writing there was no such update.

Loxwood Claypit – An appeal has gone in. The Stop the Claypit group are now regularly meeting regarding this and liaising with WSCC

22/01726/FUL – Little Farm, Loxwood Application – No further updated - Issues remain with water neutrality and drainage so this one is set to run on a while yet.

Crouchlands Proposed Developments. – I wrote to CDC as no notices had gone on the gates of Crouchlands regarding the planning applications that had been submitted. These have now been done. I continue to follow this application closely.

Foxbridge – No further updates.

Townfield – Latest update is this will go to March Planning Committee.

Lakeside Farm – CDC are investigating why a council representative was taking pictures on their land without their awareness. I reported this hence the investigation.

Local Plan – a reminder that Parish Councils and residents have until 17th March to submit comment to the local plan.

CDC Wide Updates

Pre-election period – Starts Friday 22nd March

Damp and Mould - Following the tragic death of Awaab Ishak in Rochdale last year, the government has tabled amendments to the Social Housing Regulation Bill currently going through parliament to introduce 'Awaab's Law'. The new law will require social housing landlords to investigate and fix reported health hazards including damp and mould in their properties within strict new time limits. The new rules will form part of the tenancy agreement, so tenants can hold landlords to account by law if they fail to provide a decent home. The government has also committed to a rapid review of existing guidance on the health impacts of damp and mould, followed by new guidance tailored to the housing sector, to be published by Summer 2023. The Housing Standards Team continues to provide advice to residents on how best to manage moisture in the home through our media platforms. Tenants experiencing damp and mould within their property should always notify their landlord in the first instance. If the problem worsens, or the landlord's response is unsatisfactory tenants should contact the Housing Standards Team for help and advice.

https://www.chichester.gov.uk/media/36430/Damp-Leaflet-Nov-2021/pdf/Damp_leaflet_Nov2021.pdf

Planning Policy - The government are consulting on 'Levelling-up and Regeneration Bill: reforms to national planning policy'.

(<https://www.gov.uk/government/consultations/levellingup-and-regeneration-bill-reforms-to-national-planning-policy>).

A council response was agreed by the Development Plan and Infrastructure Panel on 22 February and Planning Committee on 1 March 2023. The consultation is running from the 22

December 2022 to 2 March 2023 and is on the proposed changes to national planning policy and guidance, which will be required alongside the Levelling-up and Regeneration Bill. The consultation covers the proposed updates to the National Planning Policy Framework (NPPF), the proposed approach to preparing National Development Management Policies, as well as how they might develop new planning policy to support levelling up. The consultation also sets out the wider changes to national planning policy that are likely to be needed to reflect the Bill and other aspects of government policy. The government plan on undertaking a full consultation on a revised National Planning Policy Framework and proposals for National Development Management Policies once the Bill has completed its passage through Parliament (spring 2023)

Full Council Meeting – Tuesday 7th March 2023 Budget Council

District Councillor Surgeries

Sat 4 Mar: Old Mill 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/23/034(1) – Appendix C – Financial report for February 2023

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

Date: 01/03/2023

Time: 13:22

Plaistow and Ifold Parish Council

Cashbook 1

Current Bank A/c

Payments made between 04/02/2023 and 28/02/2023

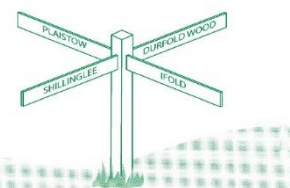
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User: CLERK

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction	
11/02/2023	Miliam Ltd	BACS	1,662.00		277.00	4314 301	1,385.00	bus shelters oak wood	
15/02/2023	Bankline	DD	0.40			4140 102	0.40	Jan 2023 bank charges	
16/02/2023	BT	DD	41.94		6.99	4123 401	34.95	W.Hall WIFI Feb 2023	
17/02/2023	SSE	DD	39.35		1.87	4310 301	37.48	Pavilion electric 29.10-30 Jan	
20/02/2023	Norton	DD	84.99		14.17	4120 102	70.82	Norton Antivirus subscription	
21/02/2023	MICROSOFT 365	POS	79.99		13.33	4120 102	66.66	MS 365 annual subscription	
24/02/2023	April Skies Accounting Ltd	BACS	205.50			4115 102	205.50	Interim Audit 22-23	
25/02/2023	Sawing Heights Tree Surgery	BACS	3,420.00			4308 301	3,420.00	Coxes Pond tree surgery Feb 23	
25/02/2023	Winterton Hall	BACS	10.83			4310 301	10.83	PAT testing in Pavilion	
28/02/2023	Zoom	DD	14.39		2.40	4117 102	11.99	Zoom 28.02-30.03.23	
28/02/2023	Secured Signing	DD	9.95			4135 102	9.95	Secured signing Feb 2023	
Total Payments:			5,569.34	0.00	315.76		5,253.58		

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PLAISTOW AND IFOLD PARISH COUNCIL



Coronation Working Group Meeting

NOTES of a **Meeting** of the **Coronation Working Group** held on **Wednesday 22nd February 2023** at **19:30**, via Zoom.

Present Cllr. Jane Price; Cllr. Sarah Denyer and Catherine Nutting (Clerk & RFO).

Main idea: Children's Coronation party at the Winterton Hall*

*Venue chosen for its available parking / ability to close the road without impeding accesses / proximity of village green and children's play park

Date: Monday 8th May Catherine to book hall

Time: 2 – 4pm Subject to entertainer's availability

Children's entertainer Jane to research and obtain budget.

Ice-cream Catherine to make enquires with local provision; if unavailable Jane to contact commercial van, that attended the Jubilee.

Close Loxwood Road Catherine to organise with CDC.

Tables out on road Ask people to bring their own plate of party food & drinks.

Background music Borrow PA system (used at Maypole Fete)

Parking Catherine to make enquiries with field opposite green.

Children's souvenir of the Coronation Considering a [pin badge](#)

Catherine to ascertain maximum number of children attending School and Pre-School (including those who went elsewhere after Little Acorns closed). Prepare budget for Council to consider.

Write to community partners. Open dialogue about the idea; the rationale for hosting in Plaistow; welcome additional help; find out what they have planned to produce / promote a 'schedule of community events' over the Coronation weekend (including in the whole Parish leaflet).

Promotion Sarah to design promotional material, including posters, for Social Media / Community leaflet & organise "tickets" (for numbers management on the day)

Volunteers Decorate the hall / outside – bunting.

Organise / supervise party games. With an environmental theme.

Cakes Consider asking IFRA / Church

'Serve' children's drinks Jugs of water and squash only.

Meeting ended at 20:46

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PLAISTOW AND IFOLD PARISH COUNCIL



Clerk's Report

Full Parish Council meeting, 8th March 2023

BUSINESS TO BE TRANSACTED

Number	Item
1.	Apologies for absence & housekeeping*

Apologies have been received from Cllr. Bushell.

The following disclaimer is recommended further to guidance to Clerk's by the Information Commissioner's Office: -

**In accordance with The Data Protection Act 2018 all attendees of the meeting are hereby notified that the meeting could be recorded as an aide memoire for the Clerk when compiling the minutes. The recordings are held securely and are deleted after the resolution that the minutes are a true and correct record. Members of the public should be aware that being present at a meeting of the Council, or one of its committees or sub-committees, will be deemed as the person having given consent to being recorded (photograph, film, or audio recording) at the meeting, by any person present. Persons who record the parish Council's meetings are reminded that the "Public Forum" period may not be part of the formal meeting and that they should take legal advice themselves as to their rights to make any recording during that period.*

2. **Disclosure of interests**

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**

At the time of drafting this report, no requests to address the meeting have been received.

In accordance with Standing Order (SO) 1(d) the public are permitted to make representations, answer questions, and give evidence in respect of any item of business

included in the agenda. However, public participation shall not exceed 10 minutes, unless otherwise directed by the Chairman (SO1(e)). A speaker is limited to 5 minutes (SO1(f)). The Council is not required to respond and/or debate a matter/question raised during public participation and the Chair can direct a response to be provided (oral/written) by either a Councillor or the Clerk (SO1(g)). Only one person shall speak at a time and if more than one person wants to speak, the Chair shall direct the order (SO1(i)). A record of the public participation session shall be included in the minutes (SO1(j)).

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

4. **Minutes**

Approval of the draft minutes of the full meeting held on 8th February 2023. The draft minutes are published on the [website](#) and were circulated to Members, via email, on 09.02.2023.

Approved minutes shall be signed by the meeting Chair (Vice Chair Cllr. Capsey on this occasion) 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**

See Clerk's Report

5. Payments and Receipts Analysis

Financial Reports for period 4th – 28th February 2023.

There has been no income in this period.

To note in particular: -

PAYMENTS

- The Parish Council has paid the Winterton Hall £10.83 for its share of the routine P.A.T testing of electrical equipment in the cricket pavilion e.g., kettle used by hirers of the space.

6. Grass cutting 2023 – 2025

The three (3) tenders received for the 2023 – 2025 grass cutting contract were opened by the Clerk in the presence of Cllr. Paul Jordan on 2nd March. Details of the tenders were circulated to Members, via email, on 3rd March. Regarding tenders received from contractors not previously known to the Council, references were sought in advance of the meeting and relevant details provided to Members. In accordance with the Council's [Financial Regulation](#), it is not obliged to accept the lowest or any tender, quote or estimate (para11(i)). The tenders shall be scored against: -

Price - The full and final cost over the full term of the contract. To consider affordability and the commercial stability of a reasonable return for the supplier.

Quality - The supplier's ability to perform the contract to the highest standards. Evidence of the supplier's relevant knowledge and experience. Feedback received from References.

Compliance - The supplier's compliance with all Health & Safety and employment laws and regulations.

7. SSE contract

SSE have provided the cricket pavilion's electricity for many years. The contract for 2023-2024 required renewal by 28.02.2023. In accordance with paras 3.1.6 and 3.1.17 of the [Scheme of Delegation](#) the Clerk renewed the contract. Prior to renewal, the Clerk attempted to 'compare the market' to check competitive prices; however, two large-scale and respected comparison sites both stated that comparisons between electricity suppliers at this time is not permitted. Unsurprisingly, the costs have increased: -

- Quarterly standing charge: from £29.24 to £42.61
- From 15.20 p/kWh to 40.995 p/kWh
- Feed in tariff from 0.66 to 0.81

Based on the electricity usage for the prior 12-month period ending 28.02.2023, the annual cost for an average usage of 19kWh is £178.39.

Payment is made via quarterly direct debit.

8. Priorities and Funding Survey/information leaflet

For background information, please refer to minute reference [C/23/023, 08.02.2023](#) and the associated [Clerk's Report](#) (pg.7) .

Royal Mail have advised that their generic door-to-door service (£200 for up to 3,000 items) would deliver to an area far greater than Plaistow and Ifold Parish. It would deliver to the whole of RH14 0. This would include Kirdford and Loxwood Parishes for example. The details of the Parish Council's Priorities and Funding Survey is unique to this Parish area and so this would not be a viable option.

Royal Mail offer a 'boundary match' service, which is a bespoke delivery area restricted to the Plaistow and Ifold Parish boundary – the costs is **£1,001.82**. This would ensure that every household within the Parish receives a leaflet.

Arun District Council can print and mail the leaflet to all those on the Parish's electoral register c.850 houses for **£615.50**.

This would miss anyone not registered to vote. It would also have an administrative/logistical burden to transfer the electoral register information into a spreadsheet for address labels to be printed and to ensure that only one leaflet

was sent per address (there is usually multiple persons registered to vote per address, however each household would only need one leaflet).

RH Fourteen magazine – this delivery method would be significantly cheaper; **£35** delivery plus an additional fee to fold the leaflets (will depend on the number of leaflets, however the total cost will be **under £100**). However, this method would require additional hand delivery by Councillors, as the magazine is not distributed to the whole of the Parish. The Clerk has a list of all the areas not covered e.g., Shillinglee, Durfold Wood, back of Ifold, Foxbridge Lane etc. This overall delivery method (magazine and hand-delivery) will not guarantee a ‘whole Parish’ service, as invariably outlying houses will be missed by both delivery methods. RH Fourteen would deliver in early April and would need to take receipt of the leaflets no later than 23rd March. Another leaflet is due to go out in the magazine in April. Any issues preventing delivery (dogs/electric gates etc) would be communicated to the Council, so that Members could undertake a re-delivery.

Pre-election (‘Purdah’) period – further to seeking general guidance from CDC, provided the leaflet is drafted in a factual way, with no reference to any individual Member(s) (including County and District Councillors) by name/association, it should not breach the publicity restrictions during the pre-election period. The Council is allowed to continue to discharge normal council business (including budget consultations or determining planning applications, even if they are controversial) and publish factual information.

Members must consider the importance of ensuring an equitable delivery of information to all households, given the material to be covered in the leaflet: budget consultations / planning applications / cost of living support etc.

CDC’s ‘Supporting You’ service can offer outreach visits, hosted by Parish Councils, to support anyone struggling with the rise in the cost of living, including accessing:

- WSCC Housing Support Fund
- Energy support funds
- Council tax reduction
- Benefits advice
- Budgeting help
- Community Food Hubs
- Referrals to other support services including home owner repairs and Warm Homes scheme and Housing Associations

The Parish Council has previously considered the support it can offer residents in need via other initiatives such as ‘Warm Spaces’ [\(C/22/139\(6\) 09.11.2022\)](#) and the

Clerk continues to liaise with both the School and Church to ascertain *where* and *what type* of support is most needed.

However, hosting the ‘Supporting You’ team could be a more cost-effective way (cost of the hall-hire / refreshments) of delivering comprehensive and lasting support to those in need. Advertising this drop-in session via the whole-parish leaflet would ensure that everyone in the Parish receives the details of this support. The team can attend during the working week and, with enough notice, could be available for an early evening session.

The Clerk suggests that the Parish Council works with Kirdford Parish Council and its other community partners e.g., the schools and Church to promote and support this drop-in session.

7. **Neighbourhood Plan**

Councillors attended neighbourhood planning training on 7th March, delivered by an independent Planning Consultant, as part of the ongoing training Councillors receive in their role.

The proposed submission of Chichester’s Local Plan 2021 – 2039 is currently undergoing its 6-week Regulation 19 public consultation (3rd Feb – 17th March) and can be accessed [here](#). The proposed housing allocation within the emerging Local Plan for Plaistow and Ifold necessitates new consideration of a Neighbourhood Plan (NP), which was withdrawn from Examination in February 2022 due to the issues of Water Neutrality. At that time, the Council [resolved to cease the preparation of a NP](#). Since this time, issue of Water Neutrality has been alleviated to an extent – for the purposes of Development Plans only – by a [Mitigation Strategy](#). Therefore, the Parish Council can reassess the community’s NP needs. However, before the Council can make any further decisions regarding re-establishing a NP, its previous draft Plan must be fully reviewed.

[Colin Smith Planning Ltd](#) was previously involved with the drafting of the Neighbourhood Plan (2016 – 2022); as a result, this specialist Planning Consultancy has prior knowledge and experience of the Council’s NP which will allow them to undertake this task efficiently and in the most cost-effective way. Therefore, pursuant to para 11.1(a)(ii) and (iv) of the Council’s [Financial Regulations](#), this specialist service is not subject to the usual contract requirements.

The initial scope of work is to review the position of the previous draft NP and advise on the degree of work needed to update the evidence base and if, in its previous form, it would meet the current needs and requirements of the Parish.

The fee quote was circulated to Members, via email, in advance of the meeting. This document remains privileged.

8. **Bus Shelters**

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The project was due to start in February (16.02 – 31.03.2023). However, due to unforeseen staff illness, the project has been postponed until June/July 2023. The Council is disappointed at this further delay; however, the health of key personnel is beyond its control. Building the two shelters via the WSCC Communities Team remains the most cost-effective way of delivering this project (c.£10,000 cheaper); therefore, it remains expedient to wait for the Team's availability.

On 8th February, the Council approved the build costs and agreed to the instruction of Miliam Ltd, Kirdford for the supply of the oak ([C/23/021\(3\)](#)). Despite the delay, the oak has been ordered so that Miliam Ltd can begin to sculpt the beams in readiness for the build later in the year. Securing the oak order now was also necessary to prevent further price increases impacting the budget. Further information about the project can be found in the [Clerk's Report for 8th February](#) and on the Council's website [here](#).

9. **Local Plan Reg 19 Consultation**

The proposed submission of Chichester's Local Plan 2021 – 2039 is currently undergoing its 6-week Regulation 19 public consultation (3rd Feb – 17th March) and can be accessed [here](#). On 8th February, the Council resolved to approve the appointment of Steve Tilbury, Planning Consultant, to support the drafting of its consultation response ([C/23/021\(4\)](#))*. The response has been drafted 'in house' and Steve Tilbury has reviewed the proposed submission and offered his expert guidance to ensure that it addresses the strict Regulation 19 legal tests.

The Parish Council's draft consultation response was circulated to Councillors in advance of the meeting. The document will be made public by Chichester District Council in due course - along with all other Regulation 19 submissions received - at the time the Local Plan is submitted to the Independent Examiner for examination. Until this time, the document remains privileged.

**Further details can be found in the [Clerk's Report](#) prepared for the meeting on 8th February.*

10. **Plaistow Village Green, Tree Surgery**

On 8th February, the Council considered four quotes received for the required tree works ([C/23/021\(5\)](#)). Contractor H was the most competitively priced. However, the Council wished to assess the contractor's workmanship in relation to the tree works around Coxes Pond, Plaistow (undertaken mid-February) prior to instructing them again. Further guidance has been provided by Andrew Gale, Consultant Arboriculturalist, who undertook the Tree Condition Survey which identified the necessary works. This information has been circulated to Councillors in advance of the meeting. The Council is now invited to appoint a contractor for the works – please refer to the details outlined in the [Clerk's Report](#) prepared for the meeting on 8th February.

Highway Matters

1. Highway matters raised by Councillors.

At the time of drafting this report, no specific matters have been raised.

2. Updates regarding the School Safety Zone and TRO application along Rickman's Lane, Plaistow.

SSZ

At the time of writing there is no further update. The latest information is outlined in the [Clerk's Report](#) prepared for the meeting on 8th February.

Rickman's Lane TRO

WSCC Highways Department have now acknowledged receipt of the application: -

Thank you for your Traffic Regulation Order application for Rickmans Lane, Plaistow. Please be advised that as the Area Traffic Engineer, I can confirm I have now received your application, and an Initial assessment for this Traffic Regulation Order application will take place imminently. Thank you for your patience at this time and I will endeavour to respond as soon as possible. Kind regards,

3. Finger posts in Plaistow

The damaged/missing finger post was raised by Parish Cllr. Capsey at the January meeting. W.Sx County Cllr. Duncton raised the matter with WSCC Highways. Highways reported that the matter is for the Parish Council to address. On 8th February, Councillors agreed to contest this approach. The following response has been received from WSCC Highways Department: -

The traditional finger posts are not being maintained by WSCC as they are very expensive to repair or replace and generally require specialists to carry out the works as they are made of traditional materials, often cast iron.

The decision to cease maintaining them was taken by members in 2009 and at that time, Parish Councils were given the opportunity to take on their maintenance if they wished to. Some matched funding was made available by WSCC at the time, to assist parishes. As far as I know, the signs are still WSCC assets and parishes that agreed to retain and maintain them do so under licence. Thus, if a fingerpost sign was found to have become a hazard, or became an eyesore due to lack of maintenance, WSCC, as the highway authority, would still have the necessary powers to remove it.

The current Highway Infrastructure Maintenance Plan states that, at current funding levels, non-primary route direction signing cannot be maintained at present and whilst traditional finger post signs are not specifically mentioned, they almost all fall into this category – so it appears that there has been no significant change in the county's position on continuing to fund the maintenance of these signs.

It is likely that some parishes have, since then, applied for licences for new

fingerpost signs of their own to be sited within the highway but I would not expect many of these signs to be constructed in the style of the traditional West Sussex (cast iron) or East Sussex (timber) fingerposts.

Kind regards

To summarise, WSCC *will* remove any damaged sign(s), but they will not replace them - neither like-for-like i.e., a traditional sign (illustrated below), nor with a modern sign - as these signs are considered '*non-primary route direction signing*'.

Therefore, once these traditional signs are lost, the Parish will not have any directional signs at junctions.



The Parish Council can seek a license from WSCC Highways to retain and maintain them, however this will be at the Parish Council's own expense.

The Clerk has asked for suppliers / contractors details, to ascertain the replacement/maintenance costs, but to date this information has not been provided. The Clerk will also challenge that the signs should become the property of the Parish Council, rather than managed under license – given that WSCC neither wish to retain nor replace them and will not provide financial support towards their future upkeep.

In view of the 2023/24 budget (to be finalised and agreed at the April meeting) the Council now needs to consider whether it applies for a license to 'adopt' these signs as community assets and accepts financial responsibility and budget; accordingly, or if it wishes to allow the signs to deteriorate and eventually be removed by WSCC Highways? The signs will have some historical relevance, as they

are no doubt old and in keeping with the conservation area (Plaistow) and rural character of the rest of the Parish.

Cllr. Robinson has agreed to take an inventory / audit of these signs to inform the Council's understanding of their number / location and condition.

The Council must consider the following questions: -

1. The priority to the Council / Community to maintain these signs?
2. Adopting them via licence (subject to the answer to Q1 above)?
3. Do any need maintenance? Timescales?
4. The budget required (for 2023/24, as this needs to be finalised in April)?
5. If the Council thinks that replacement* is important?

**Councillors may decide that maintaining the signs is one thing but are not minded to fully replace them once they fail completely or 'disappear'.*

This matter is relevant to item 12 on the agenda (asset register and the Sussex Heritage Trust's Public Realm Survey - to protect and preserve the architecture and natural landscape of Sussex).

4. WSCC's PRow Team

The two following updates have been received from the WSCC's Public Right's of Way Team: -

- a. *Regarding **Durfold Wood** and where footpaths 3637 and 3639 meet – just to advise the volunteers carried out some works here and installed bridges to span the worst areas.*



- b. *Regarding the PRow around Crouchlands Farm - these will be formally re-open following a re-assessment of risk by CDC. The PRow Team will remove any remaining notices and assess some routes for vegetation. The PRow Team met with Artemis on 01.03.2023 and checked on site - the PRow are now open. The barriers have been removed and there are some minor maintenance issues that will be resolved in the forthcoming inspection.*

12. **Asset Register**

The Clerk circulated the Council's Asset Register to Members in advance of the meeting. Each year the Council must review and adopt its Asset Register, to ensure that its insurance provision is up-to-date and adequate. The Council's Insurance policy runs until 31st May 2023. In the interim period, the Council needs to appoint Members to undertake an asset audit to ensure that essential maintenance is completed and the register is kept accurate.

As stated above, Cllr. Robinson has offered to undertake an inventory / audit of the traditional finger post signs within the Parish; the Clerk recommends that Cllr. Robinson is joined by a number of other Councillors to conduct a full asset audit (many hands make light work).

The Clerk recommends to the Council that it notes and takes part in the following consultation: **Sussex Heritage Trust - [Public Realm Survey](#)**
Sussex Heritage Trust's campaign/survey is to protect and preserve the architecture and natural landscape of Sussex. The survey allows councils to record items in their communities such as original street furniture, pillar boxes etc. so that the Trust can put a case to the County Councils to preserve such features when works take place. The importance of this survey has been highlighted to Council's by WSALC.

The Clerk recommends that this survey is completed by one of the allocated Members who undertakes the asset audit.

13. **Risk Management Scheme (RMS)**

Each year the Council must review and adopt its RMS. This is a requirement of both its Internal and External Audit: it allows the auditors to evaluate the Council's ability to properly assess and manage risk. The Internal auditor must positively affirm that: -

C - The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

The internal auditor is legally required to sign off the Annual Internal Audit Report included in the Annual Governance and Accountability Return (AGAR); as part of this, the internal auditor is required to review the controls in place at the Parish Council against predefined

control assertions (such as the one above).

The RMS is an evolving document, like the Asset Register, and is continually reviewed and updated.

14. **The Coronation of His Majesty The King**

An initial meeting of the Working Group took place on 22.02.2023. The notes of this meeting can be found [here](#).

To date there are only two members of this group – Cllrs. Price and Denyer. Invitations to join the Working Group have been extended to the Winterton Hall Management Committee and Plaistow Village Trust.

The suggestion - for the Council's approval - is to host a children's party, with entertainer (if a suitable person/company can be found) on Monday 8th May. Attendees to bring their own food/drink (to keep the cost / organisation requirements minimal). It has also been considered to provide the children of the Parish's schools a little memento of the occasion.

The consensus is to keep plans simple and 'low key', which is in keeping with the wishes of HRH King Charles III. Likewise, the plans will require some volunteer support on the day, which will support the King's 'Festival of volunteering'.

The Council is asked to set a budget for the event. At the time of writing this report, cost details of an entertainer and memento are still being gathered. This information will be available at the meeting. This budget will be officially allocated in the annual 2023/24 budget; to be finalised and approved by Council at its April meeting.

The National Trust must replace the felled Horse Chestnut on the village green. The replacement tree will be a native broadleaf species, which is suitable for the soil conditions. The Council might like to consider dedicating this new tree to HRH King Charles III as part of the coronation? *See item 17 for more information.*

15. **May Elections**

Parish Council elections take place this year on Thursday 4th May.

All currently serving Councillors will 'retire' on Tuesday 9th May (Councillors retire on the fourth day after the day of election, but because Monday 8th is a bank holiday, Tuesday 9th is considered the 4th day).

All newly elected Councillors take up office on Tuesday 9th May.

Anyone wishing to become a candidate and stand at the Parish Council elections – regardless of whether they are currently serving Councillors or not - **MUST** complete the

necessary Nomination papers.

The Nomination packs are available from the Clerk – clerk@plaistowandifold-pc.gov.uk
Information has been posted on the local Facebook pages and the [Parish Council's website](#).

Nomination papers are to be submitted to Chichester District Council from 23 March 2023.
The last day for receipt is **4pm on Tuesday, 4th April 2023**.

Completed papers **MUST** be **hand delivered** by 4th April to the Returning Officer: -

East Pallant House, 1 East Pallant, Chichester, PO19 1TY.

Office opening hours are 9am-4pm Monday to Friday.

Nomination papers can be checked over informally if candidates wish, before arrival and can be scanned (or photographed) before they are hand delivered.

They should be emailed to nominations@chichester.gov.uk to be checked. This will limit the amount of time needed to be at the office, however the Chichester DC Team is very small and will be dealing with around 650 nomination papers so please be patient.

Electoral Commission Guidance is available for candidates: -

<https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-council-elections-england>

Candidate should not leave it until the last couple of days to submit their papers as this gives little chance to rectify any mistakes.

If candidates have any queries, please contact CDC: -

elections@chichester.gov.uk

Elections Office: 01243 521020

Electoral commission number: 0333 103 1928

16. **Correspondence**

The following correspondence has been received:

Proposed extension to the Surrey Hills Area of Outstanding Natural Beauty

Natural England is currently considering whether to vary the boundary of the Surrey Hills

AONB. The next step for the project is for a statutory consultation on the proposed extension to the Surrey Hills AONB as approved by the Natural England Board on the 5th of May 2021. The consultation is statutory with relevant local authorities (Surrey County Council, Croydon Borough Council, East Hampshire District Council, Guildford Borough Council, Mole Valley District Council, Reigate & Banstead Borough Council, Tandridge District Council, and Waverley Borough Council); however Natural England has decided that it should be extended to other stakeholders and the public. Other stakeholders include National bodies, Parish Councils in the existing AONB and in and adjacent to the proposed extension, AONB Partnership members, local businesses and landowning groups, community organisations, recreational interests and the wider public.

The consultation will start on March 7th and will continue for a 14-week period ending on June 13th.

There will be a variety of ways in which to respond to the consultation and full details will be provided at the start of the consultation.

We would like to hear the views of your Parish/Town Council on our proposed revision to the Surrey Hills AONB boundary and this letter is to invite representatives from your Parish/Town Council to an informal consultation meeting.

You are welcome to either:

- *14:00-16:00 on Thursday 9th March at Chichester Hall, Petworth Road, Witley, Godalming, GU8 5PL*

Or

- *10:30-12:30 on Monday 13th March at Woodhatch Place, 11 Woodhatch Road, Cockshot Hill, Reigate, RH2 8EF*

The meetings will form part of the consultation process and is planned to provide a further means of finding out more about the proposals and an opportunity to meet staff from Natural England's project team and ask questions.

At these meetings maps and detailed technical information will be available which show a proposed new boundary. We will also explain the approach that Natural England has taken to assess 'natural beauty'; to address the question as to whether designation is 'desirable' and the criteria we have used to determine a detailed boundary. As well as listening to your views about the proposals at the meeting, we will also provide you with details of how you

can provide written responses to our formal proposals should you wish to.

You can find out more about the Surrey Hills AONB via the following link:

[Surrey Hills National Landscape](#)

The following map shows that one of the consultation areas comes very close to Plaistow and Ifold - EA13 – Dunsfold Low Weald - which looks to pick up the back of Hog Wood in Ifold.

<https://southcoastgis.maps.arcgis.com/apps/MapJournal/index.html?appid=1ab2260b98c944409cfa8732802ff6a6>

Natural England defined an Area of Search as a basis for the boundary review. From this a series of Evaluation Areas (EAs) have been identified as a guide for the review process.

WSALC's film to encourage people to stand as candidates in May.

A brief film was commissioned by WSALC to encourage people to stand as candidates in May.

To download the film please follow this link:

<https://vimeo.com/wildstagstudio/download/801364361/1eca0fa95c>

You may wish to post this film on your website and include it on any social media platforms to which you have access. You can save the video by selecting 'original' from the dropdown menu and download.

National Trust – tree works within Plaistow

Plaistow village Green – Horse Chestnut.

As I am sure you have noticed, there is a very poorly looking Horse Chestnut on the green on the Common House Lane frontage. The National Trust has got permission from CDC for felling, which will happen on 2nd March.

Ash trees within the hedge line by Winterton Hall

Due to Ash Dieback these trees will be removed. This work was highlighted by the Parish Council in 2021 within a tree survey. The ADB is advanced enough to meet the NT's threshold for removal and they want to remove their risk, particularly considering the proximity to the Preschool garden. These trees are due to be removed in the next couple of weeks. The NT will liaise with the Preschool directly. 8 pedunculate oaks *Quercus robur* will be planted within the hedge line as replacements.

The NT are looking at further works to address the ash trees in the small woodland on the corner of Rumbolds Lane and Loxwood Road and the dying Lawson cypress on Todhurst meadow, but these actions are for another time. The NT anticipates the woodland area may require additional felling licence permissions from the Forestry Commission as well as the conservation area consent and will want to be sure of a replanting plan before they proceed. The NT will look to start the early stages of these plans in mid spring, and so will be in touch again. The NT welcomes the thoughts from the parish council.

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

- Declaration of interest forms
Members are reminded to submit their updated forms to the Clerk as soon as possible.
- Loxwood Clay Pits Ltd - WSCC/030/21 [Appeal Notification Letter](#)
Councillors are referred to the Appeal notification letter. This matter will be considered by the [Parish Council's Planning Committee](#). All representations must be received by 23rd March 2023. Details on how to response can be found in the letter.
- Precept payments
The Clerk has received confirmation from CDC of the two instalments dates for the Precept payments for financial year 2023/24.
- Elections
[Voter ID is required](#) at this year's local elections on Thursday 4 May. Voters will need to bring photo identification with them to be able to vote at a polling station. A wide range of ID will be accepted, but if anyone does not have an accepted form of photo ID, they can apply for a free voter ID document, known as a Voter Authority Certificate. To apply for a certificate and to find out more about the new requirements visit: www.electoralcommission.org.uk/voterID
- CDC's 2023/2028 Infrastructure Business Plan (including CIL spending plan)
The 2023/2028 Infrastructure Business Plan (including CIL spending plan) has recently been approved by Chichester District Council, and it will shortly be

published on CDC's website – projects that Parish Councils have put forward are in Appendix A.

The Public Facing Module, which shows how much money has been collected from both CIL and S106, how much money has been spent, and which projects it has funded is available [here](#). It is updated for the start of each day.

CDC's [Infrastructure Funding Statement](#), is where you can find links to West Sussex County Council's IFS and the City, Town and Parish CIL Annual Reports.

CDC is about to begin work on the Infrastructure Business Plan for 2024/2029. Consequently, they are seeking information about any new strategic infrastructure projects or updates from the Parish Council to be funded from any source, or to raise any cross-boundary infrastructure issues which are clearly related to the growth arising from the Local Plan that was adopted in 2015.

CDC have asked for project updates by 31 March 2023.

18. **Meeting Dates**

Forthcoming meetings:

- 29th March, Planning & Open Spaces meeting, 7:30pm Kelsey Hall, Ifold
- 11th April, Planning & Open Spaces meeting, 7:30pm Winterton Hall, Plaistow
- 12th April, Full Council meeting, 7:30pm Winterton Hall, Plaistow

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