



Clerk's Report

BUSINESS TO BE TRANSACTED

Number	Item	Time
4.	Public participation	10 mins

Recommendation: - To receive and act upon, if considered necessary by the Council, comments made by members of the public in accordance with relevant legislation and Plaistow and Ifold Parish Council's [Policy](#). Questions, or brief representations can be made either in person, or in writing provided they were sent via email to the Clerk no later than 4pm Wednesday 28th April 2021. Public Participation shall not exceed 10 minutes, unless directed by the Chairman. A speaker is limited to 5 minutes.

The following has been received from a Member of the Public:

Hi

Please could I ask the Parish Council to consider installing outdoor Gym equipment on the green in Plaistow as I feel it would be appreciated by the community. Many villages do have this facility and it would be great if we could also.

Thank you

Further to advising the MOP that the Council would find it helpful to understand if this is a personal request, or something more widely supported within the Parish, the MOP has made enquiries via Facebook. Subsequently, the Clerk has received the following:

Hi Clerk,

I just wanted to throw my support behind Mary Hannington's suggestion for outdoor gym equipment on the green. We love the idea.

Best wishes,

Hi Catherine,

Following a post on Facebook asking if any support for outdoor gym equipment and I would like to add my support for this. I was trying to work out in the play park while [my child] played and it wasn't really suitable (surprised?!) 😊

I think it's a great idea.

To Whom it May Concern

I am writing to express an interest in and support the suggestion of outdoor gym equipment in Plaistow. Before moving to Plaistow from Cranleigh 18 months ago I used the outdoor gym equipment at Snoxhall Playing fields quite regularly and have missed the equipment since moving here so would love to have some here. As someone who struggles with walking and running due to problems with my feet and knees I find this equipment a great help with both fitness and agility.

Kind Regards

The MOP has confirmed that her Facebook post has received 14 'likes' and positive comments. The MOP may attend the meeting and address Councillors in person.

Please note, realistic consideration of this matter will require public consultation to inform the level of need / type of preferred equipment and realistic use it would get. A simple 10 question SurveyMonkey (free) can be embedded into the website. The matter can be added to the next E-Newsletter later in the year and information added to Facebook/Parish News etc. The PC can also contact the Youth Club/Keep Fit classes who use the Green to ascertain if such equipment would be helpful and if so, what type.

6. **Highway Matters**

3 mins

2.Highway project updates

(i) Rickman's Lane, Plaistow TRO application

Please refer to the [draft minutes](#). The Speed Survey results and letter to Rickman's Lane residents (referred to in the minutes as Appendix A & B) can be found on the Parish Council's website under the [Projects tab](#). The draft minutes set out at item 5 the next steps, which will include a further Steering Group meeting with all Members* to compile a comprehensive survey.

*Cllrs. Bushell and Taylor; Mr Jon Pearce and Mr Alan Pearson (advisor capacity)

(ii) Community Speed Watch

On 10th March, the PC resolved to invite WSCC Highways to assess an existing 30mph repeater sign on the verge outside Applecroft, Plaistow Road, Ifold as an additional suitable S.I.D post. WSCC Highways have approved the location in principle, subject to the operation of the S.I.D aligning with the conditions outlined in the original [Standard Form of Consent](#) for speed indicator operations.

5. To amend the Council's banking details and signatories

Please refer to the [pre-drafted letter](#) to NatWest. The Clerk has been trying to update the registered and correspondence address held by NatWest since August 2021. NatWest require the minutes recording the Parish Council's decision to update the registered and correspondence addresses; remove historic signatories and apply for online banking. The forms will be countersigned by Cllr. Colmer, Chair of the Financial Steering Group and current banking signatory.

8. **Future meetings of the Parish Council after 7th May 2021**

2 mins

Recommendation: - To consider and resolve to

- (i) schedule the Annual Parish Council Meeting for 5th May 2021
- (ii) schedule the Annual Assembly for a date after 21st June 2021

Currently, the legal provision which allows meetings to be held via remote conference technology (The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020) expires on 7th May. Thereafter, face-to-face meetings must resume! However, despite Councillors having to physically attend all meetings, the public can lawfully 'dial in' until 21st June; therefore, we will need to ensure that our meetings continue to have public Zoom capabilities. Nevertheless, MOP being able to dial into meetings until 21st June does not get around the conflicting rules about people (Councillors) meeting inside. Indoor gatherings are prohibited before 17th May and then the rule of 6 (or 2 households) comes into force until 21st June!

Many local authorities have raised objections to returning to face-to-face meetings, such as the lack of suitable premises to conduct socially distanced meetings. (Some halls are not opening before June). There is currently a court case underway to appeal the government's decision not to allow virtual meetings to continue. The case has been brought by Hertfordshire CC, supported by a myriad of Local Associations and NALC. The Govt is not believed to be challenging this action and a decision is pending (end of April). If the Judge rules that the legislation should be extended, then lawful remote meetings will continue.

However, the Council should make provision just in case!

Therefore, it is advisable to hold our Annual Parish Council Meeting before 7th May, when we can lawfully hold it remotely i.e., 5th May. This is also the date of a next Planning Meeting; therefore, once the statutory

matters have been dealt with by the full Council, Members who do not sit on the Planning Committee can leave the meeting if they so wish.

If the Judge goes against the prevailing wind, WSALC's advice is for the Council to decide between:

- After the Annual PC Meeting on 5th May, not to hold further meetings until after 21st June and rely upon the Scheme of Delegation.
- Or
- Continue to hold virtual meetings and Councillors make recommendations (rather than resolutions) for the Clerk to conduct PC business under the Scheme of Delegation.

The latter is more democratic, which is what the Clerk recommends.

In terms of the Annual Assembly, further to speaking to WSALC, it is suggested that the Council resolve to postpone the Annual Assembly to September/October. If anyone in the Parish is unhappy with this decision, they are at liberty to call the meeting themselves before 1st June and shoulder the covid restrictions/compliance requirements i.e., the number of people permitted to meet inside before 21st June (please see detail below).

There is a significant difference between the Annual Meeting of the Council and the Annual Parish Meeting (known in Plaistow & Ifold as the Annual Assembly).

Like any other organisation or company, the Parish Council must hold an annual meeting to carry out certain annual requirements such as electing a Chair / Vice-Chair (if the Council wishes to have one) / appointing committees and representatives to other bodies (e.g., the Winterton Hall Management Committee) / agreeing to subscribe to the District and County Associations and reviewing policy documents such as the Standing Orders and Financial Regulations, etc.

The Annual Council Meeting must be held on any day in May, unless it is an election year; in which case, the newly elected Council must hold its Annual (and first) Meeting within a fortnight from the Monday they take office.

The Annual Parish Meeting (or Annual Assembly) is, in legal terms, a separate body from the Parish Council; however, convention dictates that it is arranged by the Parish Council. The Annual Assembly dates to the Middle Ages, when Local Councils did not exist, and all local decision making was carried out by meetings of the whole community. The Annual Assembly is open to all electors who have the right to both

attend and speak on any matter. This is in contrast with a Parish Council meeting, where electors who are not Councillors have no automatic right to speak other than that which is provided within the agenda. Decisions made at the Annual Assembly are not binding on the Parish Council, although it is wise to heed what is said. The Annual Assembly should be Chaired by the Parish Council Chair (if in attendance) or Vice Chair in their absence. The meeting has its own minutes which are kept separate from Parish Council minutes.

In 'modern times', the Annual Assembly is a relaxed community social event with refreshments and Electors are invited to attend. The Parish Council has an opportunity to show-case what it has achieved on behalf of the community; representatives from local organisations or groups are asked to give short reports about their work and other speakers are invited to talk on topics of local or topical interest.

The Annual Assembly must be held each year between March 1st and June 1st.

The Parish Council has a proposed budget for a community event this year; therefore, it is suggested to combine the two later in the year, after 21st June, when the Covid restrictions to meet inside are relaxed.

9. **Review the Scheme of Delegation**

5 mins

Recommendation: - To review the current [Scheme of Delegation](#) and resolve to amend where necessary to include adding the Winterton Hall to the remit of the Winter & Emergency Plan Committee

It is suggested that the Winter & Emergency Plan Committee undertake the day-to-day decision making regarding the Winterton Hall, which is the Parish's designated emergency building; but defer all significant decision making to the full Council, such as considerable expenditure. The Winter & Emergency Plan Committee has an annual budget of £650, which includes the Hall's monthly WiFi amount. Therefore, it would be impossible for the Committee to approve expenditure above £250 in any event.

The Scheme of Delegation already provides as follows:

Committees may decide not to exercise delegated responsibility and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to make a decision, it will make a recommendation to the Council.

The Scheme of Delegation was updated March 2020 to manage the nuances of the first lockdown, before virtual meetings became the established norm.

Recommendation: - To receive an update from the Neighbourhood Plan Steering Group

Please refer to the NPSG report once published.

Recommendation: -

(i) To consider and resolve to appoint a Traffic and Planning Consultant to assist the Parish Council when responding to the Crouchlands Farm planning applications.

Traffic Consultant:

The Parish Council has an established working partnership with Simon Watts of SW Transport Planning Ltd who provided expert transport advice to the Parish Council in respect of the initial Crouchland's Farm matter and has subsequently been instructed to undertake traffic consultancy work in respect of TROs in the Parish. He therefore has a sound working knowledge of the area, the Parish Council and Crouchland's Farm history.

He has set out his fee costs:

"I would work out costs based on a typical hourly rate of £55 per hour but could provide fixed fee prices for specific work packages once the scope of work for individual tasks becomes clearer. So a couple of days(ish) spent reviewing/critiquing a phase 1 planning application and preparing representations would cost £750 to £1,000. If there are several such applications, or one large one requiring more days of work, the costs would increase in proportion to the number of days needed. Similarly, if we need to put forward an alternative analysis of traffic generation and impacts, or collect additional traffic data, more time and cost would be expended. Subsequently if we get into planning appeals and possible public inquiries, the amount of work could be substantial; but I don't see that happening for at least a year as the planning process is slow and no applications have been submitted yet.

Over the next financial year, I could easily see a need for between £1k to £5k of work, depending at what speed the developer progresses with the site. If they are slow to get going we may not have much to do until 2022, but if they go quickly with a major planning application the costs could be higher. If your budgeting can handle it a more robust allowance of £10k would provide greater flexibility, but we may not need it (hopefully). Whatever budget you end up with I shall be happy to work with you to identify and prioritise tasks to suit."

The Parish Council has approached:

- 1) DM Planning
- 2) Colin Smith Planning Ltd (who is the Parish Council's currently instructed consultant regarding the Neighbourhood Plan)
- 3) Plainview Planning
- 4) Temple Group Ltd (who was instructed by the Parish Council during the initial Crouchland's Farm matter)
- 5) Paradigm Planning

Only Colin Smith and Temple Group have agreed to provide the Council with fee quotes and offer to undertake the role of Planning Consultant for the Council. The others have indicated that it would be detrimental to their business to be seen to 'work against' developers.

Colin Smith Planning:

I would be happy to help and support the Parish Council in relation to the Crouchlands Farm site (and any other applications on other sites). On Crouchlands, I would have no conflict of interest, and having been involved in the Neighbourhood Plan preparation, I am familiar with the area and development pressures.

In terms of availability, I should be able to arrange priorities as necessary to meet the Parish Council and statutory consultation deadlines. I work with Maggie Williams, who was also part of the Neighbourhood Plan preparation process, and would anticipate that between us we would be able to offer the necessary support and advice, at the appropriate time to meet deadlines. In terms of costs, I would propose that we charge on a time spent basis, with an hourly rate of £85 + VAT. As and when applications are submitted and our involvement is required, I would be happy to agree a cap on the amount of time to be spent on each project in order to allow for appropriate budgeting.

I trust the above is of use- I would be happy to discuss further if required.

*Regards
Colin Smith*

Temple Group Ltd:

Please refer to their [fee quote](#).

In-house:

Sara Burrell, former Chair of the Parish Council, has been approached by the current Chair and agreed to provide some assistance to the Parish Council in respect of the forthcoming Crouchland Farm Planning Applications.

As Chair of the Neighbourhood Plan Steering Group Sara would be requested to comment on the applications both in relation to the

Neighbourhood Plan and in the wider planning context. The current Chair is of the opinion that Sara's detailed planning knowledge and expertise, together with her detailed working knowledge of the Crouchland Farm history will be of invaluable assistance to the Parish Council.

Cllr. Jordan has advised the Council that the February 2018 traffic survey undertaken by the Council should be presented to CDC, to assist them in considering the EIA scoping request.

"Having looked at the figures I now believe we should submit the February 2018 traffic survey the PC undertook to both Highways and CDC as further evidence to assist CDC in considering the EIA scoping request. They are simply a matter of fact and provide a detailed record of a normal week's traffic figures whilst the farm was operating with a dairy herd requiring milk tanker collections, herdsman etc., and during normal school term time. ...The survey was arranged through Simon [SW Transport Planning Ltd] and they provide a base line against which any projected traffic figures should be considered against..."

Please refer to page 7 of the [Planning Minutes](#) dated 24th March.

(ii) To note that traffic monitoring equipment has been installed on poles in Foxbridge Lane and Rickmans Lane.

On 12th April, WSCC Highways informed the Parish Council that, *"Transport Surveys Ltd have informed us that they are undertaking traffic surveys in Plaistow for a third party. The locations are: Rickmans Lane/Crouchland Farm Access and Kirdford Road/Plaistow Road. If you require any further information, please contact Transport Surveys Ltd direct."*

Further to speaking with Transport Surveys Ltd on 20th April, they advised that they are an independent company instructed by third parties to gather traffic data. They were asked to conduct a survey on Saturday 10th April.

Artemis have stated *"our technical consultants, Royal Haskoning, did undertake some traffic surveys at the end of March and also on 10 April - but nothing more recently."*

District Cllr. Evans has been informed by CDC:

"A company called 'Transport Surveys' contacted us about locations is Loxwood. At the time the company did not provide a reason for the traffic survey but I have contacted them, and they have stated

that they were carrying out the surveys for a company called ITP Consultants but they were unaware of the reason for the surveys. Please note that the cameras were for monitoring traffic queues and did not record or store information about individual vehicles or pedestrians."

13. **Correspondence**

1 min

Recommendation: - To consider any correspondence not listed as an agenda item for discussion, including:

1. Request for new litter bin on Common House Lane, Plaistow

A MOP contacted the Council seeking an additional litter bin at the top layby, Common House Lane where rubbish gets dumped. Further to contacting CDC regarding the cost of an additional bin, the Council has been advised:

Thank you for the email below.

Our team are responsible for the 300 square miles of the Chichester District. During the past year we have seen exceptional and constantly changing circumstances. You will, I am sure, recall the levels of litter seen in coastal locations and also green spaces during the summer last year. The number of visitors coming into the area was unprecedented and we are expecting this to be repeated during 2021.

With regard to installation of new litter bins, unfortunately we continue to work with reduced resources, social distancing measures and amended operational working procedures. Along with staff isolation when they or family members have Covid symptoms. We are anticipating another very busy spring and summer given the continued restrictions to overseas travel. We are therefore not in a position to provide additional bins at present. We must be able to service the bins that we already have installed and accommodate the additional litter as a result of the increased visitors to the District, especially at the coast and in green spaces.

I am sorry that this is the case but we continue to work in very challenging conditions and they are likely to become much more challenging as the weather improves and we emerge from lockdown.

Additionally, the Council would need the National Trust's permission to site the bin on the verge. However, WSCC Highways confirmed that they would not need to provide permission. The matter will need to be revisited in the future if the need remains. However, the biannual litter pick can focus in this area.

2. Kelsey Hall's [annual event](#) on 10th July

Please see the [poster](#) for details. The Parish Council normally attends. This is a good opportunity to meet and greet, promote the work of the Council and be accountable to the electorate. The Council has an

information stand. The Clerk attends with several Members! In 2019, Cllrs Pearson (Chair), King-Wilson and Capsey attended.

14.

Clerk's update

2 mins

Recommendation: - To receive general updates and resolve to act upon any matters arising

1. Emergency tree work in Plaistow

A branch from one of the substantial Oaks, which overhands Common House Lane, was seen to have broken and was being supported by other branches within the canopy. It was assessed by Andrew Gale, Parish Council Tree Surgeon via photograph and the emergency work undertaken within 24 hours.

2. Vacancy update

The deadline is 30th April. To date, no applications have been received.

3. HRH The Duke of Edinburgh

Two pages of the book of condolence were completed. These will be sent to CDC's Records Office. It is customary for the Parish Council to gift the book to the County Records Office to use in whatever way they require to document the event for future generations. No flowers/tributes were left at the base of the Holy Trinity flagpole.

4. Website Quiz

5. PWLB loan application update

6. VDS

The Parish Council's final, amended VDS was submitted to CDC's Conservation and Design Team on 12th November 2020. Further to significant chasing, the Parish Council was informed on 10th February 2021:

I have had a chance to review the document and have the following comments to make:

"The village design statement is in accordance with the design and conservation objectives of the local plan and the emerging neighbourhood plan. Heritage assets and their settings including listed buildings and the Plaistow Conservation Area are correctly identified and due consideration is given to the possible impact of development on them."

The next step I have is to confirm the situation with having the VDS adopted as supplementary planning guidance. I need to clarify this internally and will come back to you on it with 2 weeks.

Further to more chasing, the Council has now been advised:

I have made some more enquiries internally and as you might expect there is a process of consultation and internal review of publications such as this. We have a timetable of similar projects,

such as Conservation Area Appraisals, Neighbourhood plans, SPG's and of course the local plan that have to go through these same processes. The existing timetable takes us up to at least the end of this year in terms of how much capacity we have to move these projects through the system. The pandemic has been less than helpful in this respect, delaying several projects.

I hope that is not discouraging, we would love to be in a position to move multiple projects through the process more quickly, but we have a statutory duty to make sure it is done correctly. On a more encouraging note, due to the quality of the document that has been submitted I would anticipate that the consultation process will be straightforward when the time comes.

I have put an appointment in my calendar to reassess where we are with our existing pipeline at the end of August and I will be in touch then to confirm a more definite timetable for the VDS.

Regards

7. New Homes Bonus

The New Homes Bonus is a Central Government funding scheme to lower tier Local Authorities. The intention, in part, is to reward communities that have taken housing development. CDC offer a New Homes Bonus Parish Allocations Scheme that allows an element of this money for Parish Council projects. The total allocation this year is £250,000, but, as with the last couple of years, the process is also being used to disperse a small additional balance (£1,500) of "Orphan" S106 interest. Each year an "Indicative Allocation" is produced, showing what each Parish is eligible to apply for. [This year Plaistow and Ifold Parish Council can apply for: £2,158 \(the total amount\).](#) **The closing date for applications is 5pm Friday 30th July 2021.** Applications are assessed and considered by a meeting of the Grants and Concessions Panel in September/October.

Our previous applications have been successful for the full amounts:

- * 2020/21: £3,924.72 to construct two bus shelters (Plaistow and The Drive, Ifold – project on pause owing to the Pandemic).
- * 2019/20: £3,850.26 to renovate the Ifold Telephone Kiosk and install a Defibrillator.
- * 2018/19: £1,917.16 to provide Ifold notice board doors and two new wooden benches in Plaistow.

The application is extremely detailed and thorough and requires full costings of the project, any 3rd party permissions, and details of the contractor etc. Once approved, the NHB application constitutes a contact between CDC and the Parish Council. The Council has 3 years to spend the money.

Therefore, a new project needs to be identified and our application drafted by the deadline.

A MOP (a former Parish Councillor) has asked the Council to consider installing a public toilet at the Pavilion, so that it can be hired out e.g. for parties / used by families at the playpark / keep fit classes using the Green / the Pre-School during sports day / other village Green events, including cricket / the youth club in the summer on the Green / the Scouts & Guides when they hold their sessions on the Green etc. The pavilion costs the Council c£100 per year to keep and it generates no return and is not used. The MOP has suggested the Pavilion be smartened up by volunteers e.g. curtains / cushions etc made by local people who enjoy sewing, a lick of paint, a sink installed and then hired out. For example, by someone wanting to hold a child's party at the playpark or the local toddler groups who hold their summer meet ups at the playpark.

Cllr. Whitehouse has begun the task of clearing the scrap metal from the green and around the pavilion, which includes a good cull of the 'stuff' in the pavilion back cupboard. Once this cupboard has been cleared there is plenty of room for everything to be neatly stored. It also needs fixing in places.

There is already mains water & electricity at the pavilion.

The Chair has already begun to look at the feasibility / costs of connecting to mains sewage from the pavilion.

8. Community Infrastructure Levy (CIL) Payment

The Council is due to receive £4,591.13 in CIL payment. This CIL has been generated from planning application: 18/01499/DOM, Brook Side, The Drive, Ifold, Loxwood, RH14 0TD. £33,107.52 CIL was received by CDC on 23.02.2021; the Parish Council has received 13.87%. Once the Council has a made Neighbourhood Plan, this increases to 25%.

CIL money can be spent on projects which support the community infrastructure to manage the increased development in the area e.g., playpark / bus shelters / parking / public conveniences etc. The CDC 2021/2026 Infrastructure Business Plan includes the following projects for the Parish -

1. To improve and extend the layby on Common House Lane, Plaistow
2. Install a bus shelter with seating outside the Sun Pub, Plaistow
3. To rejuvenate the Lady Hope play park on the Plaistow Village Green
4. Install public toilet(s) at the cricket pavilion

This list is periodically updated by the Council. It is not a list of projects that the Parish Council *has* to spend the CIL money on; or the order in which the CIL money must spent – it is a list of aspirations/ideas the Council has for the community on which the CIL money can be put towards. The Council has 5 years to spend the money before it must be

handed back to CDC. CDC must approve the expenditure before it is committed.

The Council could combine the NHB money with its CIL allocation to fund a 2021/22 project. The Council has budgeted £3,000 towards a new project, which it can decide to use to 'top up' these funds to meet the full cost of whichever project is chosen.