

MINUTES of a **Meeting** of the **Full** Plaistow and Ifold Parish **Council** held on **Wednesday 12th April 2023** at **19:30**, Winterton Hall, Plaistow.

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

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

Two (2) members of the public were present; one (1) in person and (1) remotely, via Zoom.

C/23/046 Apologies for absence & housekeeping

Apologies were received and accepted from Cllr. Sophie Capsey (Vice Chair of the Parish Council); Cllr. David Griffiths and Cllr. Rick Robinson.

Apologies were received and accepted from County and District Councillor [Janet Duncton](#), and District Councillor [Gareth Evans](#). Both Councillors submitted reports in advance of the meeting, which were published on the website.

C/23/047 Disclosure of interests

Cllr. Price is a Trustee of the Billingshurst Emergency Assistance Team (BEAT), who maintain the Parish defibrillators and have applied for a Parish Council grant. Cllr. Price does not sit on the Finance Committee, which has delegated authority to consider and award Council grants. Therefore, there is no conflict of interest.

C/23/048 Public Forum

None raised.

C/23/049

Minutes

It was **RESOLVED** to **APPROVE** the minutes of the full Parish Council Meeting held on 8th March 2023, which will be **SIGNED** by the Chair of the meeting via Secured Signing, in accordance with Standing Order 9(d), as a true record and published on the Parish Council's [website](#).

Actions:
Clerk & Chair

C/23/050

To receive reports from [County and District Councillors](#)

The Council **NOTED** the reports received from County and District Councillor Duncton and District Councillor Evans, appended to these [minutes at A & B respectively](#).

The Council **NOTED** that District Councillor Duncton is not standing for election in the Loxwood Ward and therefore will cease to be a District Councillor for the Parish after the May election period. However, Janet Duncton will remain the Parish's County Councillor.

C/23/051

Financial Matters

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

Actions:
Clerk / Cllr.
Bushell / Cllr.
Taylor

1. Financial report for February 2023

The Council **RECEIVED**, **REVIEWED** and **NOTED** the Payments Analysis Report for the period of 1st – 31st March 2023, which details expenditure since the Council's meeting on 08.03.2023. 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 Cllrs. Bushell and Taylor.

2. Finance Committee

- The Council **RECEIVED**, **REVIEWED** and **NOTED** the minutes of the Finance Working Group meeting dated 05.04.2023, which are published on the Parish Council's website [here](#) and [appended at D](#).

- The Council **RECEIVED** and **NOTED** a verbal update from the Chair of the Finance Committee, Cllr. Colmer regarding the outcome of the Finance Meeting held at 7pm on 12th April. The meeting minutes are published on the Council's website [here](#). Notably, further slight Year End movement

anticipated due to accruals and prepayments; and the full precept increase has been applied as a fighting fund for Crouchlands.

- The Council **RECEIVED, REVIEWED** and **NOTED** the Tranche 1 2023/24 grant payments appended to these [minutes at E](#). Cllr. Price, a trustee of BEAT, reiterated her advice (applied by the Finance Committee) to hold £500 in reserve pending the outcome of ongoing discussions with Southeast Ambulance Service to maintain the Kelsey Hall defibrillator, which they own. However, *if* SECamb is unwilling to update/replace the battery and pads, the Parish Council can release the funding to ensure the defib is fit for purpose.

3. **2023/24 Budget**

The Council **RECEIVED** and **REVIEWED** the 2023/24 final **BUDGET** and **UNANIMOUSLY RESOLVED** to **APPROVE** it. The motion was proposed by Cllr. Whitehouse and seconded by Cllr. Brown. The budget is published on the website [here](#).

4. **CAGNE annual donation**

The Council **CONSIDERED** and **RESOLVED** to **APPROVE** the annual **DONATION** of (£4) to the [CAGNE Aviation Town and Parish Council Forum](#) of which the Parish Council is a member. The Council recognises that some within the community are concerned about flightpaths and airspace changes and consequently **RESOLVED** to **APPROVE** any future increase to **£10pa**.

5. **Children road safety signs for Winterton Hall**

The Council **CONSIDERED** and **RESOLVED** to **APPROVE** the **PURCHASE** of a 30" x 40" 'Children Crossing' heavy duty pavement **SIGN** for use by all users of the Winterton Hall, and other community groups when required.

6. **Plaistow Tennis Court**

The Council **CONSIDERED** and **RESOLVED** to **APPROVE** the **INCLUSION** of the annual tennis court **VEGETATION** management in the Council's **GROUNDS** maintenance **CONTRACT**.

7. **Ratify decisions made by Clerk since last meeting**

The Council **CONSIDERED** and **RESOLVED** to **APPROVE** the **PAYMENTS** of the legionella and tennis court cleaning invoices paid by the Clerk under delegated powers.

8. **Sessile Oak, Plaistow Village Green**

The Council **NOTED** and **RESOLVED** to **APPROVE** Gale Tree Consultancy's fee **QUOTE** for the Sessile **OAK** visual **INSPECTION**.

9. **Coronation plaque and tree**

The Council **NOTED** an update from Goddard Engineering and **RESOLVED** to **APPROVE** the purchase from **BRUNEL** Engraving.

C/23/052

Neighbourhood Plan (NP)

See paragraph 7 of the Clerk's Report

Actions:

Clerk

The Council **RECEIVED** and **NOTED** the Review **REPORT** prepared by Colin Smith Planning Ltd and **RESOLVED** to **CONSIDER** any reinstatement of the NP process at a meeting in **MAY**.

C/23/053

Election update

See paragraph 8 of the Clerk's Report

Actions:

Clerk

The Council **NOTED** the published Statement of Persons Nominated and the Notice of **UNCONTESTED ELECTION**. The Council will seek to **CO-OPT** qualified people to fill the remaining seats (3) **NOTING** the **TIMETABLE** and possible further election period. Members thanked Cllr. Price for taking nomination papers to Chichester.

C/23/054

Litter pick

See paragraph 9 of the Clerk's Report

Action:

Clerk / Cllr.

Robinson

The Council **NOTED** the date of the Spring litter pick (29.04.2023) and **CONSIDERED** the information from CDC, the Council's insurance company and the litter pick route. The Council **RESOLVED** to **APPROVE** the updated **RISK ASSESSMENT** and **CONTINUE** to **INCLUDE** the **60MPH** roads. Additional road signage, approved in December (C/22/159(4), 14.12.2022), will be ordered for use in April.

C/23/055

Highway Matters

For all items listed below, please refer to the details contained within paragraph 10 of the Clerk's Report.

Actions:
Clerk / Cllr.
Capsey

1. Highway matters raised by Councillors

Councillors **NOTED** the pothole on Plaistow Road, Ifold near the junction with Chalk Road and the flooding at the junction between Foxbridge Lane and Rickman's Lane. These matters will be further reported to WSCC Highways.

2. School Safety Zone and Rickman's Lane TRO application

The Council **NOTED** as follows: -

SSZ - public engagement letters will be distributed in April. Alongside, quotes are being obtained from WSCC's contactor Enerveo. The aspiration for implementation remains August 2023, however this cannot be guaranteed.

TRO - West Sussex County Council have recently updated its Speed Limit Policy. The next step will be to assess the application and use this against the newly updated Policy. WSCC will endeavor to respond with the outcome of an Initial Assessment as soon as possible.

3. WSCC's revised Speed Limit Policy

The Council **NOTED** WSCC's revised Speed Limit Policy, which became operational on 5 January 2023 and the potential for the Council to pursue the requested TRO applications in Shillinglee and Durfold Wood in 2023/24.

4. Condition of Plaistow Road

The Council **NOTED** a report from a MOP regarding the condition of Plaistow Road and **RESOLVED** to bring this matter to the attention of WSCC Highways Department.

C/23/056

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

See paragraph 11 of the Clerk's Report

Action:
Coronation
Working Group

The Council **RECEIVED** and **NOTED** the minutes of the Working Group meeting dated 13th March 2023, appended to these [minutes at F](#).

C/23/057

Correspondence

See paragraph 12 of the Clerk's Report

Action:

Clerk

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

1. Request from the School to host the summer fair on the village green and use of the Pavilion – **RESOLVED to APPROVE**
2. Neighbourhood Watch's recruitment drive - **RESOLVED to PROMOTE via website.**

C/23/058

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

The Council **NOTED** the following updates, as detailed at para 13 of the Clerk's Report: -

Action:

Clerk

- the need for election candidates to return an expense form.
- bus shelters oak – **RESOLVED** to wait for the WSCC Team to undertake the works; send the oak bracing to the WSCC storage facility in preparation and obtain a receipt for delivery.
- the Council's updating response regarding 22/02346/OUT | Outline application for a wellbeing and leisure development at Foxbridge Golf Club, appended to these [minutes at G](#).
- Foxbridge Lane closure on 13.04.2023.
- the unsuitability of the Queen's Green Canopy scheme to re-plant around Coxes pond.
- confirmation from BEAT regarding the ownership of Parish defibrillators - **RESOLVED** to officially donate the Ifold phone box defibrillator to BEAT.
- Plaistow village green tree work on 21st April.

C/23/059

Meeting Dates

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

Actions:

Clerk

- Planning & Open Spaces Committee meeting, 3rd May 2023, Kelsey Hall, Ifold
- Annual Parish Meeting, 17th May 2023, Winterton Hall, Plaistow (7pm)
- Annual Parish Council Meeting, 17th May 2023, Winterton Hall, Plaistow (7:30pm)

There being no further business, the Chair closed the meeting at 20:15

Report of Cllr. Janet Duncton

Meeting – 12.04.2023

I know some do not have meetings this month and others do, but for me it’s a time when I cannot say all the things that I would normally include. Until the elections on the 4th May we are in a period of Purdah.

However, life goes on and there are at least 3 things I think Parish’s will like to know.

First of all, I have been saying about OFSTED coming in for our Childrens Services at County. About 3 weeks ago we got the call and they have now been in. When we get the results, I will of course let the Parish’s have them.

It has been a dreadful time for our Highways. We always have to cope with bad weather conditions but the worst problems we have at the moment are the A29 at Pulborough and the A286 through Midhurst. As you will all know the old Angel Hotel in Midhurst burnt down along with some other adjoining properties.

Because of safety and the stability of what is left of the Hotel the A286 has to be kept closed to through traffic. However, until at least later this month the main Car Parks are Free in Midhurst as of course it’s business as usual for most of the other shops and restaurants etc in the Town.

The knock-on effect of this is that traffic is having to get around Midhurst somehow and the small back roads are taking a real hammering and although County is trying to patch when some get really bad it is not an easy job. At this moment I cannot tell you when we can expect the A286 to be open, but it won’t be until it is safe to do so.

The A29 is ongoing and once again I cannot give an opening date. What I do know is that we are expecting to make it safe enough for some traffic to use and I am sure you will have received the Newsletter that was published at the beginning of the month. To be brief, the main hold up is trying to negotiate with the actual owners of the collapsed banks on either side of the road and I can assure you that expert advice was used before the decision to close the road for safety reasons was taken. The banks either side are still unstable.

Of course, this affects those of us in the filling of the sandwich between these 2 horror stories. Our back roads and villages and indeed our Town of Petworth are taking much heavier traffic because of the detours that are being taken. This also makes it difficult to mend the roads which is a continuous story.

For those of you that I won’t meet with until after the Coronation I hope you have a great community time. Working with a group in Petworth I know how much work goes into organising these events, but a Coronation is something that we want to remember with pleasure. Pretty sure I will be ready to sleep for a long time on the 8th May after a weekend of celebrations.

I can still be contacted as normal during the election period as life doesn't stop; you just have to be more careful.

Janet Duncton

County Councillor Petworth division

Chichester District Councillor Loxwood ward

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C/23/050 – Appendix B – Cllr. Evans' report

District Councillor Address – April 2023

Local Updates

22/00618/FUL – Land at Stable Field – A new application has been submitted and is now open for comments.

Crouchlands Proposed Developments. – Three separate applications have been submitted for the Crouchland development for 600 dwellings. Residents are advised that if they have comments of support or objection that they must do this on all three applications. The application numbers are as follows 22/03114/FULEIA (108 dwellings), 22/03131/OUTEIA (492 dwellings) and 22/01735/FULEIA (Regeneration Application)

22/02346/OUT Foxbridge Golf Club Foxbridge Lane – Determination of this application has been extended as a further 17 documents have been added to the portal. Parish Councils affected have been given until mid-April to analyse these and comment. If you have already commented you are advised to review these documents and submit further comments.

21/00466/OUT – Land West of Cornwood Townfield Kirdford West Sussex – Latest update is this will go to April Planning Committee. I remain unhappy that about the extended period this has been given for determination and have raised this with the planning officer.

Local Plan – I raised at full council that several residents and parish councillors have complained about the complicated process of the consultation which prevented many from being able to raise their concerns. I await the minutes to send a full answer

CDC Wide Updates

CDC have yet to send the members newsletter and I will therefore send CDC updates later in the week

District Councillor Surgeries

I am available for home visits or one to one meetings at alternative dates/venues upon request.

Get in touch!

gbevans@chichester.gov.uk / 07958 918 056

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C/23/051(1) – Appendix C – Financial report for March 2023 (Year End)

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

Date: 06/04/2023	Plaistow and Ifold Parish Council	Page 1
Time: 17:09	Cashbook 1	User: CLERK
	Current Bank A/c	
	Payments made between 01/03/2023 and 31/03/2023	

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>	
01/03/2023	Steve Tilbury Consulting	BACS	175.00			4146 102	175.00	Reg19 planning advice	
04/03/2023	WSCC	BACS	4,056.21			4101 101	4,056.21	Salary + oncosts Feb 2023	
11/03/2023	Youth Club	BACS	300.00			4303 301	300.00	grant tennis court clean	
15/03/2023	Winterton Hall	BACS	300.00			4107 102	300.00	Legionella grant	
15/03/2023	BT	DD	41.94		6.99	4123 401	34.95	WHall WIFI March23	
15/03/2023	NatWest	DD	2.00			4140 102	2.00	Bankline charges Feb23	
21/03/2023	UK Debt Management Office	DD	5,248.00			4701 102	5,248.00	Loan repayment	
22/03/2023	Steve Tilbury Consulting Ltd	BACS	175.00			4318 102	175.00	Local Plan Reg 19 advice	
22/03/2023	Chichester District Council	BACS	97.34		16.22	4302 301	81.12	Litter bins 22/23	

22/03/2023	SW Transport Ltd	BACS	504.00	84.00	4316	102	420.00 Rickmans Green Village interim
23/03/2023	Miliam Ltd	BACS	711.60	118.60	4314	301	593.00 Bus shelter oak - 2nd instal
23/03/2023	Sheila Kirkham rh Fourteen Mag	BACS	35.00		4125	102	35.00 leafletdelivery Ifold playpark
23/03/2023	Kelsey Hall	BACS	224.50		4137	102	224.50 2022-23 hall hire - Kelsey Hal
25/03/2023	Winterton Hall	BACS	247.50		4137	102	247.50 W.Hall hire 2022-23
26/03/2023	secured signing	DD	9.95		4135	102	9.95 secured signing March23
30/03/2023	Sussex Rural Community Council	BACS	369.00	61.50	4318	102	307.50 AiRS support Playing Field 50%
30/03/2023	Sussex Rural	BACS	-369.00	-61.50	4318	102	-307.50 Cancel Payment
31/03/2023	Mr Doug Brown	BACS	9.90		4129	102	9.90 milage for agendas and notices
31/03/2023	Wisborough Green Parish Csl	BACS	25.00		4318	102	25.00 1/4 steve tilbury LPRReg19
31/03/2023	WSCC	BACS	4,056.21		4101	101	4,056.21 Salary +costs March23
31/03/2023	WSCC	BACS	40.80	6.80	4108	101	34.00 payroll admi oct22-mar23
Total Payments:			16,259.95	0.00	232.61		16,027.34

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C/23/051(2) – Appendix D – Finance Working Group Minutes, dated 05.04.2023

PLAISTOW AND IFOLD PARISH COUNCIL



MINUTES of the Finance Working Group (FWG) of Plaistow and Ifold Parish Council held on **Wednesday 5th April 2023**, via Zoom.

Please note: - The Working Group cannot make any decisions; it can make recommendations for the Finance Committee and/or full Council to consider and resolve upon. In relation to the Council's budget and Precept, only the full Council can resolve upon these matters – they cannot be delegated to a Committee/Working Group and/or Officer.

The Finance Committee will meet at 7:00pm on 12th April 2023 - before the full Council meeting - to consider and resolve upon the recommendations set out below.

Present Cllr. Phil Colmer (Finance Committee /Working Group Chair); Cllr. Paul Jordan (Chair of the Parish Council); Cllr. John Bushell; Cllr. Rick Robinson; Cllr. Nicholas Taylor and Catherine Nutting (Clerk & RFO)

Item 1 Apologies for absence

None.

Item 2

Disclosure of interests

Recommendation: - To deal with any disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under the Plaistow and Ifold Parish Council [Code of Conduct](#) and the Localism Act 2011, in relation to matters on the agenda.

None received.

Item 3

VAT – Qtr. 4

The FWG **DEFERRED** this matter to the Finance Committee meeting on 12.04.2023.

Actions:

Clerk

Item 4

Verification of bank reconciliations for Qtr. 4 (January – March 2023)

The FWG **DEFERRED** this matter to the Finance Committee meeting on 12.04.2023.

Actions:

Clerk

Item 5

To consider the 2022/23 Budget Forecast Comparison spreadsheet at Quarter 4 (End of Year)

The FWG **REVIEWED** the Budget Forecast Comparison spreadsheet at Quarter 4 (appendix A) and **NOTED** the End of Year position (column L) and the movement notations (column N).

The 2022/23 final budget (column H) projected a (£14,403.78) overspend (H:112). However, as at 31.03.2023, the Parish Council's end of year forecast is (£4,255.78) (L:112) – an improvement within the financial year of £10,148. The only additional (minor) movement anticipated - which may alter this Year End figure slightly – will be the accruals and prepayment adjustments when the accounting system is officially closed.

The Parish Council ends the financial year with own reserves (excluding the loan amount) of £28,021.96 (L:150). This is a reduction in the Council's own reserves of £4,255.78; (the Council

began the 2022/23 financial year with own reserves of £32,277.74 (H:150)).

The Council ends the year with overall reserves (including the loan amount) of £62,761.69 (H:155).

The FWG draws attention to the annual unbudgeted cost of £14,686 which represents the expenditure within 2022/23 incurred responding to the larger planning applications at Crouchlands Farm and Foxbridge, which were not anticipated at the start of the financial year (L:89 compared to H:89). This largescale unbudgeted expenditure has been largely offset by underspends in other budget areas such as 'Projects' (L:84) and the deferment of the Ifold Playpark into 2024/25 (H:78, L:78 & N:78); 'Village Maintenance' (H:76 & L:76); and 's.137 Payments' (H:50 & L:50).

Staff costs increased within the year as the Clerk's hours were increased to full time (H:13 & L:13).

The FWG **COMMEND** the Quarter 4 (End of Year) Budget Forecast Comparison spreadsheet to both the Finance Committee and Full Council.

Item 6

Banking

Actions:

- a. To consider moving a further amount into the Council's Reserve Account, prior to the 1st precept instalment

Clerk

The FWG **RECOMMENDS** that the Clerk be given a mandate to move funds between the Parish Council's two accounts (current and reserve) as required, without the need for prior authorisation. The Clerk to report to the Finance Committee and/or Full Council at the next meeting.

- b. To consider amending the bank mandate* to add the PC's Chairperson (after May elections)

The FWG **RECOMMENDS** that the Parish Council's Chair be added to the banking mandate following the Annual Parish Council Meeting and confirm that all signatories are aware and happy to remain on the mandate.

*Cllr. Capsey; Cllr. Colmer; Clerk

- c. To recommend for approval - within 2023/24 - the Direct Debits and where necessary, update the PC's Standing Orders and Financial Regulations

The FWG **RECOMMENDS** that the following direct debits continue in 2023/24 and the Parish Council's Standing Orders and Financial Regulations are updated to take account of approved direct debit payments.

From account	Payee name	Payee reference	Status	Amount	Last requested date
PLAISTOW & IFOLD PC	SOUTHERN ELECTRIC	783530420	Active	£39.35	17 Feb 2023
PLAISTOW & IFOLD PC	BT GROUP PLC	GP00802504	Active	£41.94	16 Feb 2023
PLAISTOW & IFOLD PC	ICO	ZA140575	Active	£35.00	22 Nov 2022
PLAISTOW & IFOLD PC	PUBLIC WORKS LOANS	PLAISTOW	Active	£5,279.00	21 Sep 2022

Item 7

Grant Applications

Actions:

The FWG considered the 2023/24 grant applications received (Tranche 1) and **RECOMMENDS** the following awards*: -

Finance Committee on
12.04.2023 /
Clerk

Not s.137 payment

Organisation	Requested	Recommended
1 st Ifold Guides	£380	£380
Plaistow Youth Club	£1,977	£1,500
1 st Ifold Scouts	£5,000	£2,500
Kelsey Hall	£2,664	£1,500
Plaistow Preschool	£6,000	£2,000
Winterton Hall	£1,500	£1,500
Parochial Church Council (churchyard maintenance)	£1,250	£1,250
Billingshurst Emergency Assistance Team	£1,500	£1,000
Overall total		£11,630

s.137 total		£7,380
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*Due to the anticipated costs within 2023/24 regarding large scale planning application, the FWG **RECOMMENDS** that the Council takes a conservative approach to the Tranche 1 grant awards. However, the FWG **RECOMMENDS** that applicants are reminded that the grant policy provides for further applications within the year (Tranche 2). If savings are made against other budget headings, the Council can consider awarding additional grants later in the year.

The following applications received particular comment: -

1st Ifold Guides – This is the first year the group have sought a grant award from the Parish Council.

1st Ifold Scout Group – The group have received significant grant awards from the Parish Council over the last few years to support the building costs of the extension, (which benefits all groups using the venue). Of the £2,500 recommended, £1,500 should be considered a special ‘one off’ payment towards the additional unplanned works associated with the build, rather than to set a precedent of a ‘standard’ annual amount.

Billingshurst Emergency Assistance Team – The FWG noted that the overall costs to maintain defibrillators have increased, however the community has lost 1 defib at Plaistow Stores (removed). If a replacement defib is installed within the Parish, then the grant award could be increased to reflect the additional maintenance costs.

Additionally, the FWG **NOTES** that it is unconfirmed that the Council will attain the General Power of Competence (GPOC) in May (after the election period). Therefore, **RECOMMENDS** that the Council errs on the side of caution and ensures that the grant awards remain well within the annual s.137 limit of **£15,788.70** (set by central

Government). This caution will allow for a Tranche 2 of grant awards and any other unplanned expenditure within 2023/24, where the Parish Council does not have a specific legal power, or duty. The current recommended s.137 expenditure would leave £8,408.70 available within 2023/24.

The FWG **RECOMMENDS** that any organisation who has not (yet) asked for a grant award (at Tranche 1) should not have an anticipatory budget set against it (based on their 2022/23 grant). The budget should be amended within the year *if* Tranche 2 awards are sought/made, and other savings have been realised within other budget headings.

Item 8

2023/24 Budget

Actions: -

The FWG **REVIEWED** the 2023/24 final budget (column L of appendix B) and **NOTED** the changes between the draft budget, as presented to the Parish Council in January 2023 and upon which the Precept was set (column R).

Finance
Committee &
Full Council on
12.04.2023 /
Clerk

The FWG **RECOMMENDS** that the full £15,500 uplift in the Precept* be put against planning applications, in particular Crouchlands Farm as a 'fighting fund', as discussed and agreed by the Full Council in January 2023 (L:86).

Therefore, the FWG **RECOMMENDS** that the overall budget for planning applications is increased from £9,000, as set out in the draft budget (R:89) to £24,615.00 (L:89).

**In 2022/23, the Council's Precept was £96,000. In January 2023, the [Finance Committee recommended](#) that the Precept be increased by c.5% due to the anticipated expenditure in 2023/24; however, the Finance Committee recognised that this uplift could be insufficient due to anticipated costs/challenges within the year. The Full Council agreed with a 5% uplift in principle and a Precept of £102,500 was discussed. However, Councillors agreed that an uplift of £6,500 in real terms (the difference between £96,000 and £102,500) would not meet the anticipated expenditure in relation to the various large-scale planning applications (based on consultant quotes) and therefore the Precept should be further increased. The Full Council resolved to set a Precept of £118,000 (23% increase), which would*

realise an additional £15,500 towards a 'fighting fund' (the difference between £102,500 and £118,000). Please refer to the minutes of the [January meeting \(11.01.2023\)](#) for full details.

Against this firm 'fighting fund' recommendation, and the recommended grant awards (item 6 above), the FWG **CONSIDERED**, **DISCUSSED** and where necessary **ADJUSTED** the other highlighted (in blue) line items, where there has been significant movement between the draft budget (column R) and the proposed final budget (L:21 / L:31 / L:52 / L:53 / L:64 / L:65 / L:70 / L:72 / L:74 / L:79 and L:80).

The following expenditure received specific comment: -

Publicity and Communications inc. Postage (L:21) – includes the Precept & Priority Survey printing and posting costs quoted by Arun DC and approved by Full Council in March (08.03.2023, C/23/034(4)).

Other Expenses (Inc. Elections UNCONTESTED) (L:31) – slightly reduced as the Council has been informed by CDC (05.04.2023) that the election is uncontested. However, provides for possible additional election expenditure (June 2023) to fill the remaining 3 vacant seats.

Winterton Hall Legal Assessment & Parish Council Events (inc. King's Coronation & AA.) (L:52 & 53) – both budgets have been increased to reflect agreed quotes and works already in progress.

Litter Bin Emptying and Litter Pick (L:64) – the uplift recognises the potential need for additional road signage already agreed in principle by the Council (14.12.2022, C/22/159(4)).

Tennis Court Maintenance and Cleaning (L:65) – the FWG discussed at length the Youth Club's request for support to resurface the tennis court (£3,480).

The FWG **AGREED** to **RECOMMEND** that the annual cost associated with the general (regular) upkeep of this **community asset** includes

both the annual cleaning cost c.£300 (supported by the Parish Council for many years) and an annual vegetation cut. Sussex Land Services has quoted £225 to add the tennis court hedges to the Parish Council's annual Ground Maintenance Contract.

In relation to the resurfacing works, the FWG **RECOMMENDS** that the Council meets this cost on this occasion; however, **REQUIRES** that the Youth Club puts in place a strategy to increase the tennis courts use within the community, to be agreed by the Parish Council before the money is paid. The FWG **RECOMMENDS** that the Parish Council is shown *how* the tennis court will meet these costs in the future. The FWG **NOTES** the Youth Club's concerns regarding the increase in electricity costs to floodlight the tennis court in the winter months and the need for new, efficient lighting. This is a further cost, which should be borne by the tennis court itself.

The FWG discussed that the tennis court represented a sporting facility within the community which is not well used, or even known about. Therefore, better publicity is required and diversity of use of the facility e.g., netball / 5-side football etc.

Playground Repairs & Maintenance (L:70) – this uplift represents the need to replace a broken child swing at the Lady Hope Playpark and replace the signage with the winning artwork from the 2021 Annual Assembly, which is work in progress.

Notice Boards, Finger Posts and Signage (L:72) – the uplift represents the Parish Council's decision to adopt the traditional fingerpost signs and undertake an asset audit, which may realise some maintenance expenditure in the coming year.

Bench Replacement and Maintenance (L:74) – the uplift represents a more realistic cost to repair or replace a bench. This budget can be considered in conjunction with line 72 and the pending asset review.

Winter & Emergency Plan Committee (L:75) – this budget has been reduced slightly, as the £1,000 budget routinely shows an annual underspend and the only committed expenditure is the Winterton Hall's annual WIFI costs.

Traffic Calming (Contingency) L:79 – this budget has remained unchanged against the draft budget, as the revisions to the West Sussex Speed Limit Policy, which became operational on 5 January 2023, have possibly reduced the cost of TRO applications.

Bus Stop Refurbishment / Maintenance (L:80) – the FWG **RECOMMENDS** that the additional £4,000 - which the Parish Council resolved to put towards this project (08.02.2023, C/23/021(3)) to increase the budget from £6,000 (New Homes Bonus (NHB) grant funding) to £10,000 - be met by the Council's ringfenced CIL. Consequently, the cost of this project would be entirely met by grant funding (rather than Precept) namely CIL and NHB. Although, both grants were received as 'income' in previous years. Any CIL underspend can be further ring fenced and put against the Ifold Playpark in due course. Therefore, it is **RECOMMENDED** that L:129 (ringfenced CIL reserve) and L:140 & L:414 (ringfenced NHB) be reduced to £0, as the money is reflected in the 2023/24 expenditure against this project.

Planning, Development and Consultancy (L:88) – this is a new line item, introduced since the draft budget to reflect other planning and related expenditure e.g., Chichester's forthcoming Local Plan examination.

The recommended final 2023/24 budget projects an annual expenditure of £134,183.20 (L:93) – an increase of £34,474.68 expenditure since the draft budget (R:93).

Consequently, the recommended final budget projects a (£15,733.20) overspend as at 31.03.2024.

The FWG **NOTES** that this is a similar anticipated overspend when preparing the 2022/23 budget (01.04.2022) and over the course of the year, movements within the various budget headings resulted in a better actual position as at Year End.

However, the Full Council is advised to note that were the recommended final budget to come to fruition, the Council's own reserves, at the end of the financial year (March 2024), would be

£12,288.76 (L:148); which would be a negative movement in the reserve position of £15,733.20 (from £28,021.96 (F:148) to £12,288.76 (L:148).

The FWG hereby RECOMMENDS the final budget to both the Finance Committee and Full Council for consideration and resolution at the meeting on 12th April 2023.

Item 9

Precept & Priority Survey

Actions:

The FWG **RECOMMENDS** that the explanation regarding how the various council tax banding amounts are calculated is kept to a minimum, due to its technical complexity; and the Parish Council mirror the Police Crime Commissioner’s survey and show the impact upon a Band D property (the legal requirement) for an average £10 extra per year (83p per month).

Clerk

Item 10

Meeting Dates

Actions:

The FWG **NOTED** its next meeting on 7th June to: -

- review the Internal Audit report
- review the Annual Governance and Accountability Return (AGAR, external audit - signed off by the full Council on 14th June and submitted no later than 30th June)
- review the Precept & Priority Survey results
- consider the first draft of the PC’s Business Plan

Clerk

The corresponding Finance Meeting to take place on 14th June, 7pm, Kelsey Hall

End of Qrt.1 meeting to take place in July – date to be confirmed.

There being no further business to discuss the Chair closed the meeting at 21:50

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Grant Applications Summary Sheet 2023/24

- The Grant Award Policy is available on the Parish Council (PC) website [here](#).
- The key legal principle enshrined within s.137 Local Government Act 1972, requires that grants must be *“in the interests of or will directly benefit the area or its inhabitants, or of part of it, or of some of it”* and *“the direct benefit should be commensurate with expenditure.”*
- The Finance Committee has delegated authority to make decisions regarding the PC’s annual grant expenditure.
- The PC’s grant policy allows for two tranches of applications: January (for April) & June (for July).
- In 2022/23 the PC had up to £14,279.58 to spend on all s.137(4)(a) Local Government Act 1972 grants (combined).
- In 2023/24 the PC has up to **£15,788.70** to spend on all s.137(4)(a) Local Government Act 1972 grants (combined). This figure is calculated by multiplying the number of Parish electors, as of 1st April (1,590) by £9.93 (amount per elector). This figure is provided annually by the Department for Levelling Up, Housing & Communities.
- s.137 is relied upon when the PC does not have a specific legal power, or duty to do something and/or incur expenditure. Some of the grant requests below fall outside of s.137, as the PC *has* a power/duty to act. These are noted in **red**. In these cases, there is no limitation on the amount of financial support the PC can offer, and the expenditure does not reduce the annual s.137 limit.
- This year, the PC will qualify for the General Power of Competence (GPoC). This Power comes about when a PC has a qualified Clerk and at least 2/3rds of its Members are elected. At the Annual Parish Council Meeting in May (after the election period), the PC will resolve that it meets the qualifying criteria for the GPoC.
- S.1(1) Localism Act 2011 provides that a local authority with the GPoC has the power to do anything that individuals generally may do, save where legislation prevents this. Therefore, the PC will have far more options to manage situations which may arise. For example, unlike expenditure incurred under s.137, the GPoC imposes no statutory maximum annual limit to the level of expenditure that may be incurred. The restraint would be the PC’s budget and priorities.
- An eligible PC cannot incur expenditure under s.137 (except to contribute to the funds of charities in furtherance of their work (s. 137(3))).

No	Organisation	2021/2 2 Grant	2022/2 3 Grant	2023/24 Requested	Justification
1.	1st Ifold Guides <i>(First time request from this group)</i>	-	-	Requested: £380 Approved: £380	The funding is required to purchase a new camping fridge as the current one has broken and is unable to be repaired. The fridge is needed for the first Camp of 2023, Petworth Camp (29 th April-1 st May). The fridge will be used for the Summer Camp and all future camps.
2.	Plaistow Youth Club	£1,500	£1,500	Requested: £1,977 Approved: £1,500	We would like help with the purchase of a retro arcade game for the children to use inside (£1,400) and £577 to pressure clean and seal the Youth Club Floor.
3.	1st Ifold Scout Group	£2,000	-	Requested: £5,000 Approved: £2,500	Monies are sought to fund additional, unplanned work on the barn extension for which planning permission has already been granted and the main build costs secured through previous fund-raising activity. Additional funds are required to cover the cost of unplanned foundation work and tree surgery. It is hoped that the build work will be completed during 2023. Around 160 children benefit from the activities organised by the 1st Ifold Scout and Guide Group.
4.	Kelsey Hall Not s.137 grant	£1,500	£1,500	Requested: £2,664 Approved: £1,500	To insulate the Hall loft. In the recent cold weather, the water supply to the kitchen sink and dishwasher had to be turned off due to frozen pipes. This is because, when the kitchen was refurbished in 2017, the plumber took the decision to route the water pipes from the ladies' loo up into the loft and across to the kitchen. December 2022 was the first time we had a prolonged period of freezing temperatures since then. With the weather expected to become more extreme and unpredictable, this could easily happen again. We have already appointed Pipeline Plumbing Services Ltd to: <ul style="list-style-type: none"> - Attend to the frozen pipes and look at how they can be rerouted to prevent freezing. - Reroute pipework through wall to under sink, up the wall vertically, then running horizontally underneath ceiling (to be boxed in by third party). - Cost £708 including materials. Invoice: https://sm8.link/f9q5vl8

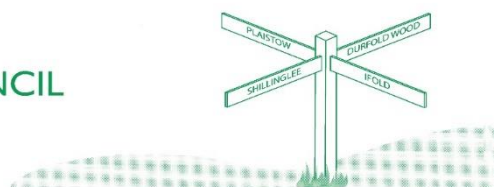
5.	Plaistow Preschool	£800	£2,000	Requested: £6,000 Approved: £2,000	Construction of a weatherproof structure. Our provision is predominantly outdoors only going inside in extremely wet weather or very low temperatures. With space and without walls children have a wonderful sense of freedom, their conversations flow more freely, and they are far more in touch with nature giving them an understanding of the world in greater depth. A weatherproof structure in the pre-schools garden would provide a more comfortable and inviting environment for the children to continue learning and playing outdoors regardless of the weather.
6.	Winterton Hall (Annual Grant) Not s.137 grant	£1,500	£1,500	Requested: £1,500 Approved: £1,500	Repairs to the hall roof. Total cost of project c.£9,000 +VAT <i>The Parish Council has traditionally provided funds to enable the hall to have lower hall hire rates than it would otherwise have. Provision of this money directly benefits all residents who use the hall.</i>
7.	Parochial Church Council - Kirdford Church Not s.137 grant	£1,000	£2,250	Requested: £1,250 Approved: £1,250	To contribute towards the cost of upkeep of Kirdford Parish churchyard – which is open to residents of Plaistow and Ifold. To contribute towards the maintenance of the conservation area in the churchyard.
8.	Billingshurst Emergency Assistance Team (BEAT First Responders)	£1,000	£1,000	Requested: £1,500 Approved: £1,000 £500 payment and £500 in reserves for Kelsey Hall defib	We are seeking funding to continue the maintenance of Public Access Defibrillation, the consumables for each defibrillator have risen to c.£350 per battery and c.£45 per set of electrode pads. This is a considerable increase from our previous cost base. We are also hosting a series of public awareness events to promote the knowledge of how to use and reduce the fear of use of AEDs by the public, these sessions will also cover basic life support skills such as CPR.
	Previous Years Grants – Not requested (yet)				
	Ifold Freeholders and Residents				

Association (IFRA)				
Home-Start Chichester & District	£1,500	£1,408		
The North Singers	£250	£250		
Friends of Chichester Hospital	-	£50		
Kirdford Baby and Toddler Group	-	£500		
Plaistow Tea Club	£0	£0		

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C/23/056 – Appendix F – Coronation Working Group minutes

PLAISTOW AND IFOLD PARISH COUNCIL



NOTES of a Meeting of the Coronation Working Group held on **Monday 13th March 2023** at **19:30**, via Zoom.

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

Plan: Children’s Coronation party at the Winterton Hall

Date: Monday 8th May

Time: 1:30pm – 4:30pm

Venue: Winterton Hall
Plaistow village green

Hall’s capacity limit: *For functions with seating at tables 80 people. For dancing, or for closely seated audience 140 (without stage);*

Marquees

120 (with stage)

PC has 3 marquees – stored in the pavilion

Wet weather contingency: Youth Club building

Catherine to check availability with Youth Club & if it can be hired on a 'need only basis'?

Tables and seating under marquees regardless of weather (unless very wet/windy).

Road closure: Loxwood Road

Application with CDC

Parking: Field opposite village green

Permission granted

Catherine to ask WHMC about parking signs

If wet, park along the roads

Keep the front of the hall clear – entertainer / ice-cream van & first aid.

Agreed budget: £1,000

Additional £500 grant funding from CDC

Entertainment: Magic Marty
2 – 4 pm

Gold Package - booked.
£450 – via grant funding

Games on the Green: Croquet / Lawn games / Jane to organise
badminton net

	Skittles (in marquee)	Catherine to ask WHMC to borrow their skittles & organise hay bales
	Bouncy Assault Course (instead of souvenir) via Bounce About Sussex (£180)	Catherine to book (check wet weather clause)
	Colouring	Sarah to organise
Photo booth:	‘DIY’ with own i-phone	Catherine to ask Stella Ribbens to do artwork
	Royal theme	Jane to find cost of ply board
Soft drinks and cakes:	Tea /coffee / squash / cakes - to be served outside	Catherine to speak to church to seek cake donations and help to serve drinks.
		Jane to make a Union Jack cake
	Cash donations to Princes Trust	Jane to make a ‘donation box’, in shape of a crown with a QR code on the front to enable people without cash to donate to the charity.
Ice-cream:	T&M, Balls Cross	Jane to chase / confirm booking.
	Event has been ‘pencilled in’.	Parking space for van outside W.Hall during the event.
	Available throughout event.	
Running order:	13:30 – arrive, eat, play	15:30 – Plaque unveiling
	14:00– Magic Marty begins	16:00 – Magic Marty ends
	15:00 – break & cake cutting (cakes available thereafter)	16:30 – event officially ends / pack up

Publicity: Parish News – April & May **Sarah** to organise editions

Posters

- Plaistow Stores
- Ifold Stores
- Kirdford Stores
- Winterton Hall
- Kelsey Hall
- 4x noticeboards
- Playpark (laminated)

To cover: -

- Event highlights
- Bring own food
- Soft drinks provided
- Cash donations to Princes Trust
- Kids remain responsibility of adults
- Encourage voluntary help
- RSVP to Clerk (to keep tabs of numbers)

Whole Parish leaflet

Website

Facebook

Organisations

- School
- Preschool
- Youth Club
- Beavers / Cubs /
Brownies / Scouts /
Guides

Plaque “Dedicated to His Majesty King **Catherine** to OK wording with full Council (via Charles III in celebration of his email) and send agreed wording to Fred Coronation on 6th May 2023” Goddard to provide a quote.

Celebrate the work of community volunteers: Ask local groups to nominate a **Sarah** to consider wording/advertising to volunteer champion. All those local groups nominated to be publicly thanked. One nominee chosen at random (name out of a hat) on the day to unveil the tree dedication plaque. **Catherine** to ask Paul Jordan to make a presentation

Catherine to organise flowers for person

chosen to unveil plaque

Sound system: Borrow from Plaistow Pre-School Confirmed

First Aid: Required **Jane** to contact Team Medic / St Johns Ambulance to get quotes.

Risk Required **Catherine** to organise

Assessment / Insurance: Signage (parking / children to remain responsibility of adult at all times)

Voluntary help needed: Decorate the hall / outside with bunting **Catherine** to ask the WHMC / Church / IFRA

Put up / take down marquees & tables/chairs

Drinks service

“Responsible adults” – help for lost children / information

Cakes

Costs: £1,000 budget adequate

Additional £500 from CDC

Magic Marty – £450 (covered by CDC grant)

Bouncy assault course - £180

First Aid -

Hall hire -

Sundries -

Plaque -

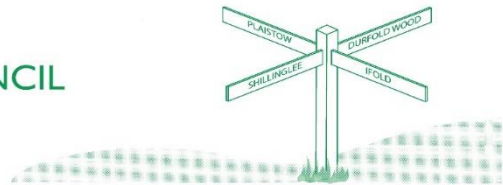
Flowers –

Meeting ended at: 21:55

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C/23/058 – Appendix G – 22/02346/OUT | Foxbridge planning application

PLAISTOW AND IFOLD PARISH COUNCIL



31st March 2023

Jane Thatcher
Senior Planning Officer
Chichester District Council

Sent via email: jthatcher@chichester.gov.uk

Dear Ms. Thatcher,

Re: 22/02346/OUT | Outline application for a wellbeing and leisure development. All matters reserved except for means of access. | Foxbridge Golf Club Foxbridge Lane Plaistow West Sussex RH14 0LB

Plaistow and Ifold Parish Council have considered the additional documents submitted by the Applicant and maintains its **STRONG OBJECTION** to the application. The Parish Council stands by the reports it submitted in November 2022 and, in addition, submits the attached Addendum Technical Note, prepared by Ruth Childs Landscape Specialist (CMLI) on behalf of the Council, and makes the following further comments:

Water Neutrality

The Parish Council notes that the Applicant continues to assert that the LPA have stipulated the allowable daily water consumption for each guest as 90 litres/person/day. This remains at odds with the [position of Natural England](#) and the LPA's Water Neutrality [Mitigation Strategy](#), which both require 85L/pp/day. From considering the Pre-application advice ([20/02097/PRESMP](#)) provided by the Planning Officer on 16th [August 2021](#), the Parish Council can see that the following guidance was given:-

“Water neutrality needs to be demonstrated by the applicant through the submission of a statement or water budget (including calculations) including all/some of the following measures:

- *Limiting water usage to 90L per person per day...”*

However, the Parish Council notes that this Pre-application advice pre-dates Natural England's position statement setting out the interim approach, which was issued on 14th [September 2021](#). Since September 2021 Natural England has provided further guidance, as expressly set out on CDC's website: -

“In December 2021, Natural England provided further guidance in response to frequently asked questions (FAQ's) from developers. A further advice note was issued by Natural England (February 2022) to be read together with the position statement, and Natural England has now published an updated FAQ document. All the documents are available to view”.

Given the complexities of Water Neutrality, which continue to be investigated by various Government departments and other bodies, the Parish Council respectfully assert that the most up-to-date official guidance be applied by the Applicants for non-household development and, as such, revise their daily water usage figure accordingly. This will have a material impact upon all the water calculations presented within their Water Neutrality reports and the ability to accurately assess the capability of *their* suggested mitigation strategy e.g., bore hole extraction to adequately meet the site's legitimate water demands and ensure that the development is truly water neutral.

For example, the Parish Council believes that the water demands for the site have been underestimated further by omitting details of the 12 “central heated pools” proposed within the [Design & Access Statement, 14th September](#) for the Type 1 Holiday Units (pg., 34). The Parish Council has been unable to ascertain the water demand figures for filling and/or servicing these pools in the [Water Neutrality Report](#).

In relation to these Type 1 Holiday Units, which can host up to 72¹ people at any given time, the Applicant calculates a reduced water usage (from 90 litres/person/day per day, to 71.1 litres/person/day) due to lack of washing machine facilities; however, they do not refer to the water

¹ 12 units, housing 6 people – Design and Access Statement, page 34

requirements to ensure the private pools/hot tubs² comply with current legionella and other infectious agents legislation / regulations.

The Health and Safety Executive's '[The control of legionella and other infectious agents in spa-pool systems' HSG282](#) document, which relates to the commercial/business use of pools of all descriptions and sizes states, at page 22, *“Domestic-type spa pools or hot tubs used as part of a business activity (e.g. in a holiday park rental unit or hotel bedroom(s) with their own dedicated spa, or as part of a rental agreement for a single family or group use) are subject to the general duties under the HSW Act. There is a legal requirement for these systems to be managed and controlled in proportion to the risk and the risk assessment should consider the type of pool and its use. Domestic-type spa pools are for use by a small, discrete group of people at any one time and are typically: of either a rigid or inflatable/foam-filled structure with freeboard and skimmer; systems where the water should be changed after each rental/week, whichever is the shorter; disinfected using bromine or chlorine through the use of an inline disinfectant feeder...”*

Such a cleaning regime to ensure compliance with Health and Safety legislation will have a significant impact on water demand calculations. Another point of note is that any recycling of pool wastewater would have to take into consideration a provision for the filtration of chemicals used. It is unclear if the proposed Hydraloop system could do this?

The Parish Council recognises that the Water Neutrality Mitigation Strategy and Offsetting Scheme: -

1. is yet to be considered / approved by the Planning Inspectorate at Local Plan Examination
2. will not apply to the Foxbridge application as it only applies to development allocated in Local Plans³

nevertheless, it provides a clear indication of the requirements to achieve water neutrality via water efficiency measures and offsetting (as set out in [Natural England's Advice Note: February 2022](#)) and stipulates two very important points, which are directly relevant to this application; namely:-

- a. *“until such a time as a strategy is agreed and implemented, development management applications will remain subject to the Natural England position statement”⁴*
- b. *“Offsetting must be in place before the water demand is generated”⁵.*

Therefore, this application remains subject to Natural England's baseline requirement that *“whilst the strategy is evolving [...] planning applications should await its completion. However, if there are applications which a planning authority deems critical to proceed in the absence of the strategy, then*

² Please refer to the various indicative design images provided by the Applicant on page 34 of the Design and Access Statement

³ [Sussex North Water Neutrality Study: Part C – Mitigation Strategy](#), Final Report, Dec 2022, Chapter 2, para 36, pg., 9

⁴ *ibid*, Chapter 1, para 10, pg., 3

⁵ *ibid*, Executive Summary, pg., viii

Natural England advises that any application needs to demonstrate water neutrality [via] the following agreed interim approach".⁶

The Parish Council remains resolute that this application does not represent critical development and notes tellingly that the emerging Local Plan does not predict any 'non-household / employment growth' within the CDC controlled part of the Sussex North Water Resource Zone (WRZ) over the Local Plan period. Therefore, on this basis alone, the application should be refused as it not 'critical development'.

The Mitigation Strategy is finely balanced, taking into consideration the forecast growths of all affected Local Authorities within the WRZ. Of the 20,000 houses considered by the Mitigation Strategy, to be supported by additional infrastructure development including schools and employment land, it is fundamental to appreciate that of this total number, CDC have 1,796 (8.9%)⁷. The Mitigation Strategy is clear that "*strategic-scale windfall development (which falls outside the Local Plan's strategic approach) would not be prioritised*"⁸.

Natural England requires that a consistent approach is taken between Authorities across the WSZ when assessing the "*methodology on water consumption for non-residential development*" which must also be "*consistent with the assumptions for non-residential water consumption used in the calculation of the strategic water budgets.*"⁹ This requirement for a consistent approach between the affected Authorities is echoed in the Mitigation Strategy¹⁰. Therefore, the Parish Council respectfully requires the Planning Officer to do due diligence to ensure that the Applicant's methodology and proposed offsetting and water efficiency measures are aligned with its partner LPAs within the WRZ; and are "*sufficiently precautionary to meet the legislative test*".¹¹

It is noted that both the Mitigation Strategy and updated FAQ document for developers (March 2022)¹² refer to the BREEAM New Construction Standard (BRE, 2018). The Mitigation Strategy requires new non-household development to achieve a "*score of 3 credits within the water (Wat 01 Water Consumption) issue category for BREEAM New Construction Standard (BRE, 2018) achieving 40% reduction compared to baseline standards*"¹³ and the Natural England FAQ document leaves the matter at the discretion of the LPA – subject to the required consistent approach across the WRZ.

⁶ [Natural England's Position Statement for Applications within the Sussex North Water Supply Zone September 2021 – Interim Approach](#), Strategic Approach, pg., 2

⁷ [Sussex North Water Neutrality Study: Part C – Mitigation Strategy](#), Final Report, Dec 2022, Executive Summary, pg., vi

⁸ *ibid*, pg., v

⁹ [Arun Valley and Water Neutrality - Frequently asked questions \(FAQs\) - Developers March 2022](#), pg., 11 (This document should be read in conjunction with the Natural England (NE) Statement for applications within the Sussex North water supply zone).

¹⁰ [Sussex North Water Neutrality Study: Part C – Mitigation Strategy](#), Final Report, Dec 2022, Executive Summary, pg., x

¹¹ [Arun Valley and Water Neutrality - Frequently asked questions \(FAQs\) - Developers March 2022](#), pg., 11

¹² *ibid*

¹³ [Sussex North Water Neutrality Study: Part C – Mitigation Strategy](#), Final Report, Dec 2022, Chapter 2, para 40, pg., 10 & Appendix B – Definition of non-household per capita consumption, pg., 66

Therefore, the Parish Council respectfully requires the Planning Officer to do due diligence to ensure that the Applicant's methodology and proposed offsetting and water efficiency measures are aligned with these standards.

The Parish Council notes the types of offsetting measures that might be acceptable to Natural England set out in their updated FAQ document for developers (pg., 12). The document states that any measure must meet certain requirements, one of which is *"the reductions are likely to be secured until at least when the long-term water supply alternative will be available."* A full answer to the question 'How long will water neutrality be required?' can be found on page 7 of Natural England's updated FAQ document for developers; however, the pertinent point is: - *"Current expectations are for alternative water supplies to be delivered circa 2030, although there is significant uncertainty in this timetable. For this reason and for the purposes of strategy development, it is understood that LPAs are including housing up to 2036 in the water neutrality budget calculations."* Consequently, it is imperative that the Planning Officer satisfies themselves that all water neutrality measures promoted by the Applicant can meet this requirement to be a secure and ensure water neutrality on the site until the issues are resolved.

The Mitigation Strategy recognises that *"setting a tighter standard for water efficiency does not guarantee that the eventual water-use in a development will be as expected, or that it will stay at the designed figure"*¹⁴. The document goes on to state that behaviour change will be required to ensure the designed water use target is met. It is exceedingly hard to influence behaviour change. In private homes, behaviour change can be incentivised through cost saving benefits for the bill payer. However, people's behaviour is different – and much harder to control – when on holiday, especially around water usage; as illustrated in the British Water's Code of Practice Flows and Loads – Sizing Criteria, Treatment Capacity for Sewage Treatment Systems.

The Parish Council's view remains as stated in its initial response dated 22nd November 2022, that it is a reasonable assumption to make that the proposed holiday units will be used akin to hotel rooms. The Applicant will have no ability to control the water use within the units (number of showers taken each day / how many washing machine loads per day (unit types 3,4 and 5), or how many additional visitors are entertained by paying guests e.g., in the private pools (Type 1 Holiday Units)). Similarly, the Applicant will not be able to control / account for any changes made to the water efficiency fittings, spray taps and showers installed once units are privately sold/purchased in accordance with the Applicant's business plan. Therefore, the Applicant cannot provide the required assurance that the site will remain water neutral until at least when the long-term water supply alternative will be available.

The Parish Council respectfully asserts that when assessing the solutions proposed by the Applicant, the Planning Officer reminds themselves of the definition of water neutrality: -

¹⁴ [Sussex North Water Neutrality Study: Part C – Mitigation Strategy](#), Final Report, Dec 2022, Executive Summary, pg., vii

“For every new development, total water use in the region after the development must be equal to or less than the total water-use in the region before the new development.”¹⁵

The Parish Council notes the Applicant’s statement on page 23 of their newly submitted Water Neutrality Report (Feb 2023) that *“Foxbridge Golf Course was closed in 2019 and the water was turned off as there was no need for it. Therefore, we are unable to provide water bills covering the last 3 years.”*

The Parish Council concurs with the position of CDC’s Environmental Strategy Unit that *“due to the site being closed the water use across the site has been 0 for the last three years. Water Neutrality calculations are based on the water use over the last three years so we have to conclude that the existing water use of the site is 0 and any water use from the proposal is classed as additional water use.”*

The Parish Council notes that Natural England have been consulted on this application but have hitherto been unable to provide a substantive response.

Notwithstanding this, the Parish Council respectfully refers the Planning Officer to page 12 of Natural England’s updated FAQ document for Developers (March 2022) which sets out the following analogous situation and Natural England’s response: -

Where a building has been demolished prior to an application for planning permission is it possible to offset the water use of the demolished building against the proposed water use when calculating the net water demand of the development?

This will depend on when the building was last in use and if evidence of recent water consumption (e.g., within the last 3 years) can be provided. If the building has not been in use for many years and has been demolished the use of offsetting is not considered precautionary. It is important to consider the designated sites are already drying and concerns are from actual use not theoretical or licenced amounts.

The Parish Council notes that the Applicant’s water neutrality proposals continue to be reliant upon further *pending* information before they can be properly assessed. For example, the outstanding survey of water features required by Environment Agency before they will consent to the proposed borehole installation; production of the Hydrogeological Impact Assessment and compilation of the monitoring evidence, which are all *“currently underway, and will be submitted to the EA shortly”¹⁶*; and approval from the Environmental Health Office regarding the borehole water treatment strategy, as well as a letter of commitment from the WaterBank.

¹⁵ [Natural England’s Advice Note: February 2022](#), pg., 2 – restated in the Mitigation Strategy, Dec 2022, Executive Summary pg., iv

¹⁶ Applicant’s Water Neutrality Report (Feb 2023) pgs. 24 - 25.

The Parish Council queries the methods used by theWaterBank. It notes the Applicant's description of its methods: *"theWaterBank is a database that matches developers with existing property owners willing to offer their existing buildings for retrofits to achieve significant water reductions... [and has] secured local schools and local houses to participate in the provision of water offsetting credits by reducing consumption of water through the retrofitting of existing water fittings with more efficient water fittings and rainwater harvesting."*¹⁷ However, the Mitigation Strategy details how water efficiencies in schools, consisting of *"water audits, retrofitting water efficiency devices and where practical installing rainwater harvesting"*¹⁸ was considered as a potential offsetting measure, however whilst analysis of this method showed that the school retrofit programme achieves lowest cost per litre, *"it also has the lowest potential capacity for water demand savings"*¹⁹. The Mitigation Strategy goes on to say that *"pilot projects of water efficiencies in schools, and non-household rainwater harvesting are recommended to be developed [and] should these methods prove successful and deliverable they can be applied alongside flow restrictors potentially at lower cost."*²⁰ The key point is that retrofitting existing water fittings within schools is not yet a proven successful / deliverable methodology for offsetting and more work is required (pilot projects). Therefore, the business model and assertions of theWaterBank must be considered carefully. The Parish Council notes the Mitigation

Strategy's reference to this form of retrofitting as being lower cost and would respectfully suggest that it is not unsurprising that a relatively newly incorporated private company (15.11.2021) would seek to deliver the cheapest option available.

In conclusion, the Parish Council fully endorses CDC's Environmental Strategy Unit's position that *"there are still a lot of unanswered queries for this proposal relating to the current water use, the borehole abstraction and water credits. Until these are resolved we are unable to determine whether the proposal would be water neutral"*. The Parish Council respectfully summarises the outstanding issues as: -

1. The LPA must justify how/why this application constitutes 'critical development'.
2. The Applicant must demonstrate, without doubt, how the site will achieve true water neutrality i.e., equal to or less than the total water-use before the new development.
3. By the Applicant's own admission, the water use across the site has been 0 for the last three years.
4. The Applicant is required to use the correct baseline water targets as set by Natural England.
5. All offsetting measures must be in place and proven to achieve water neutrality *before* the water demand is generated.
6. The LPA must ensure that the Applicant complies with the required consistent approach across the whole affected WRZ.

¹⁷ *ibid*, pg., 30

¹⁸ [Sussex North Water Neutrality Study: Part C – Mitigation Strategy](#), Final Report, Dec 2022, Executive Summary, pg., ix

¹⁹ [Sussex North Water Neutrality Study: Part C – Mitigation Strategy](#), Final Report, Dec 2022, Executive Summary, pg., ix

²⁰ *ibid*

7. The LPA must be satisfied that the Applicant's offsetting measures will remain secure until the wider issues of water neutrality are resolved.

Sustainable Drainage Strategy

The Applicant has failed to provide any information, or even outline detail relating to foul drainage: -

7. FOUL WATER DRAINAGE

In terms of the foul drainage strategy, it is proposed to discharge at a rate of 5.1 l/s into the Southern Water public sewer network. The foul water is to drain by gravity into a new diverted foul water pipe located within the site.

The Parish Council notes from the Hydrogeological assessment that the *"water used in the development will be sent back into the Arun catchment, upstream of the Arun Valley SAC, SPA and Ramsar site via treated sewage effluent from Loxwood Waste Water Treatment Works so all of the water taken from the aquifer will be recycled into the sewage."* The report concludes, *"hence the proposed abstraction will therefore lead to zero net change in flow in the Arun catchment."*

The Parish Council respectfully suggests that this conclusion is predicated on the ability to discharge from the site into the wastewater system and Loxwood Treatment Works, which is at best unproven and at worst unachievable.

The Parish Council notes that there are only two possible connection points into the public sewer system from the site, both of which are some considerable distance away and would require easements from multiple landowners.

Manhole reference 2700 is at the junction of Foxbridge Lane and Plaistow Road; and manhole reference 8402 is in the Plaistow Road outside Burrells/Melrose. Both are 150mm diameter, which is unlikely to be sufficient for a peak flow rate discharge from 121 holiday cottages, 50 bed hotel and restaurant etc.

In addition, it is noted that the application site ground levels are lower than the public sewer system inverts and the site is separated from the public sewer system by an open water course. The Parish Council therefore questions the viability of such a proposal. The Parish Council respectfully requests that appropriate detail is made available to confirm that a viable, suitably sized foul water drainage connection into the public sewer system for 121 dwellings, 50 bed hotel spa, restaurant and associated facilities is achievable.

The Parish Council further notes that even if such a connection were possible, which it believes not to be the case, the sewerage network to which it would connect links directly to Loxwood treatment works, which is at capacity - so much so that all new development in Loxwood is not connected to mains foul drainage, but resorts to underground storage with effluent taken away by road tanker. The

Parish Council notes and supports the comments made by CDC regarding water quality within its January 2023 [Sustainability Appraisal \(SA\) of the Chichester Local Plan](#) which it submits are directly relevant to this application and should not be ignored by the Planning Officer, namely:

*“With regards to water quality, the primary consideration is understood to be the capacity to treat additional wastewater in in the Plaistow / Ifold / Loxwood area, where the wastewater treatment works is currently operating above capacity (hydrological capacity and/or environmental capacity of the receiving watercourse). There **is typically potential to deliver capacity upgrades, but there can be challenges, hence there is a case for directing growth to locations with existing capacity, with a view to avoiding the risk of capacity breaches.**”²¹*

(emphasis added)

Southern Water’s ability to “*deliver capacity upgrades*” to meet and manage higher demand, in a timely manner, is outside the direct control of CDC. Southern Water has, to date, been unable to cope with the additional pressures on its infrastructure from new development within Loxwood village – hence the need for underground storage tanks with effluent taken away by road tanker. The draft Local Plan takes into consideration the existing and future pressures on this strained waste-water system. This application falls outside of the draft Local Plan and will serve to exacerbate the issues. “*Capacity breaches*” are already an issue within Plaistow and Ifold - during heavy rainfall, manholes lift, and raw sewerage runs down the roads in Ifold and sewerage backs up in people’s homes.

Southern Water has been unable to address these ongoing public health concerns, which will be worsened by discharge from this proposed development.

External Lighting Statement

The External Lighting Statement (Feb 2023) makes unsubstantiated statements suggesting that the Applicant will comply with design standards to ensure a low level of external lighting. However, the document fails to address - and indeed, is *unable* to address - how the Applicant will control light omission from the 121 holiday units and associated guest external entertainment facilities, including the Hotel/Spa and restaurant.

The Applicant acknowledges that they cannot control occupants’ use of the buildings at night. Without intending to be facetious, the Applicant is unable to impose “switch off” / strict curtain closure curfews and/or warden patrols to enforce lighting requirements - managing the substantial light spill generated by guest activity will be an impossible task.

Lighting around the site is required for security and safety (such as around water and along paths), as such there will be no dark periods, as previously advised in the first ecology report. It is a significant point to note that the location is currently entirely dark. It is also a significant point to note that no

²¹ Sustainability Appraisal (SA) of the Chichester Local Plan, pg., 39

other settlement within the parish has street lighting; neither the two villages of Plaistow and Ifold, nor the two hamlets of Shillinglee and Durfold Wood.

The Applicant states that required lighting, such as around water, will be downward pointing. Nevertheless, light spill is an inevitability and when considered alongside the other required lighting around the site and uncontrollable light spill from the holiday units, it will have an irrefutable detrimental impact upon nocturnal wildlife, such as the Barbastelle and Bechstein bats which inhabit the site, who will be deterred from flying over these water courses, as they must cross the lit margins and paths. Whilst the Parish Council acknowledges that the External Lighting Statement has been updated in response to the finding that Barbastelle and Bechstein's bats have been detected at the site, the document provides no specific detail on the intended light levels to be used. This continues to prevent any sensible assessment to be made on the impact this lighting scheme will have on the landscape and ecology.

The Parish Council also notes that the amended External Lighting Statement does not address the Landscape and Visual Impact Assessment's concession that the environmental zone of the site will deteriorate from E1 to E2 (para 10.48, p24). The Parish Council maintains its significant objection to this change; however, it seems particularly concerning given the confirmed presence of the bat populations at the site.

Landscape and Ecology

Please refer to the attached Addendum Technical Note, prepared by Ruth Childs Landscape Specialist (CMLI) on behalf of the Council.

Fundamentally, the proposals remain an over development of the site with a density of buildings and human activity which cannot be made acceptable.

The amount of lighting and human noise and activity on the site will adversely impact wildlife, which cannot be adequately mitigated save from significantly reducing the scale and density of the development. The Parish Council continues to note the LPA's concerns regarding size and scale raised within its Pre-application advice for 40 units – the current proposals are considerably bigger.

It must be accepted that a 20m buffer (designed to protect tree roots from damage from development) will not prevent noise and light travelling much further into wildlife corridors and to the edge of the development and the surrounding woodland. It will also fail to mitigate the negative

impact of light spill on the bat population.

Please note, these additional comments are to stand alongside the Parish Council's original reports submitted in November 2022 and are not intended to undermine and/or detract from those representations.

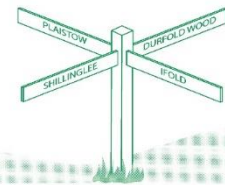
Yours sincerely



Catherine Nutting
Clerk & RFO of Plaistow and Ifold Parish Council

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PLAISTOW AND IFOLD PARISH COUNCIL



Clerk's Report

Full Parish Council meeting, 12th April 2023

BUSINESS TO BE TRANSACTED

Number	Item	Time
1.	Apologies for absence & housekeeping* Advance apologies have been received from Cllr. Robinson.	1 min

**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*

advise themselves as to their rights to make any recording during that period.

2. **Disclosure of interests** 2 mins
(As defined under the Plaistow and Ifold Parish Council [Code of Conduct](#) and the [Localism Act 2011](#), Chapter 7 ss.26 – 37 in relation to matters on the agenda).

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** 10 mins
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** 1 min
Approval of the draft minutes of the full meeting held on 8th March 2023.

The draft minutes are published on the [website](#) and were circulated to Members, via email, on 15.03.2023.

Approved minutes shall be signed by the meeting Chair 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](#)** 10 mins
- 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.

During this pre-election period, specific restrictions on communications and other activities are in place, as governed by legislation (s.2 Local Government Act 1986, as amended by s.27 LGA 1988). Essentially councils and Councillors should 'not publish any material which, in whole or in part, appears to be designed to affect public support for a political party'. Consequently, the reports are restricted to factual, ordinary business information only.

6. **Financial Matters** 30 mins
10. Payments and Receipts Analysis

Financial Report for the Parish Council's expenditure during the period 1st – 31st March 2023. There has been no income in this time.

To note in particular: -

PAYMENTS

- March (half-yearly) loan and interest repayment (Lady Hope Playpark refurbishment)
- Sussex Rural Community Council payment cancelled out of the accounting system, as the payment did not go through the bank; the Clerk is investigating.
- Cllr. Brown's expenses (milage, at 45ppm) for managing the four notice boards
- Wisborough Green PC for 1/4th (£25) of the Planning Consultant's fee for the joint Northern Parishes meeting regarding CDC's Local Plan Reg 19 consultation.
- Steve Tilbury, Planning Consultant support for the Council's Reg 19 response (£350)

11. Finance Committee

The Finance Working Group (FWG) met on 5th April. The Finance Committee will meet on 12th April, before the full Council meeting and provide a verbal update at this juncture if there have been any

changes to the recommendations made by the FWG.

Members are strongly encouraged to read the FWG minutes carefully, as the final budget recommendations are for the full Council – only the full Council can make decisions regarding the budget (see below).

The minutes are published on the website [here](#). Please note the 2 appendices: the Year End budget comparison spreadsheet and the recommended final budget for 2023/24.

NB/. After May, the Clerk will provide training to all Councillors on how to accurately read the finance spreadsheets produced; along with other updating training, particularly as the Council will have new Members and have achieved, for the first time, the General Power of Competence (now confirmed).

Please do raise any queries if you are finding it hard to follow the spreadsheets.

2023/24 Grants

The Finance Committee has delegated authority to consider and award Council grant payments. Councillors are directed to note the FWG's grant recommendations and rationale set out in the minutes at item 7 (pages 3 – 5). The Finance Committee will consider these recommendations on 12th and update the full Council if it has made any changes to the recommendations.

A full overview of the grant awards will be published on the website ([here](#)) and appended to the Finance Committee's minutes (after the meeting on 12th); the full Council will be invited to note these documents in May.

12. 2023/24 Budget

Members are strongly encouraged to read the FWG minutes carefully – item 8, page 5 onwards - as the final budget recommendations are for the full Council – only the full Council can make decisions regarding the budget.

The minutes are published on the website [here](#). Please note the 2 appendices: the Year End budget comparison spreadsheet and the recommended final budget for 2023/24.

Attention is drawn to the Tennis Court Maintenance matter on page 6 of the FWG's minutes.

The Parish Council is asked to confirm:

- a. It accepts the recommendation to add the annual tennis court vegetation maintenance to the Sussex Land Services annual contract (see below).
- b. Continue to support the annual cleaning of the court.
- c. To provide the money* sought for the resurfacing works on this occasion, upon the condition that the Youth Club puts in place a strategy to increase the tennis court's use within the community, to be agreed by the Parish Council *before* the money is paid.

Councillors are directed to note that a Member of the Public recently contacted the Council enquiring about all-weather provision within the Parish: -

“Just wondered who I should put an idea to on the parish council about getting an all-weather playing area for the kids in the village. I'm sure it will be a no go with the current fund situation, but it dawned on me whilst visiting the one in Godalming the other day that there isn't even a single football goal in the village for the kids to play on. I spent my childhood playing on the village football pitch where I grew up. I'm the current age of computer games and internet kids need outdoor spaces more than ever to entice them outside. Look how great the attached photo is of the one in Godalming. Appreciate your assistance.”

The school and Pre-School could be encouraged to make better use of the facility, as well as information, promotion and membership schemes.

**The PC has the legal power to provide and/or support the provision of recreational facilities such as tennis courts (s.19, Local Government (Miscellaneous Provisions) Act 1976).*

13. CAGNE annual donation

The Parish Council is a Member of the [CAGNE](#) Aviation Town and Parish Council Forum. This forum is run by Councillors to engage and consult with town and parish councils and is independent from its

lobbying activity. Each year it charges members a ‘renewal donation’ of £4 towards the running of the website and online meetings, which the PC is invited to attend.

At the recent CAGNE AGM, it was proposed that the £4 should be increased to £10. At present the Forum website costs are subsidised by the donations made by the public, received by CAGNE’s separate lobbying group. CAGNE would like to know the PC’s views on whether the council would be willing to increase the annual donation in 2024.

If the Council wishes to take this opportunity to consider its ongoing membership of CAGNE, then the Clerk advises that this matter be deferred until the May meeting, after the election period, when the newly elected Members can join the discussion.

14. Children road safety signs for Winterton Hall

Following the Speed Awareness public meeting held 10th January 2023, the Youth Club has asked the Council for a CHILDREN CROSSING SLOW Heavy Duty Pavement Safety Sign.

The Clerk advises that if the PC is so minded agreeing to this request / expenditure, then purchasing a sign for the use of all Winterton Hall users e.g., Pre-School / Youth Club / events e.g., Coronation; School Fair; Easter Scramble etc. / private parties etc., this would be a better use of public funds. Similarly, the sign would be the property of the PC (rather than a specific group) and could be provided to other organisations when needed e.g., the school. The Youth Club have agreed that these are sensible and workable considerations and would support a ‘community sign’.

Loxwood Road remains open when children cross from Winterton Hall to the village green to access the play park. This crossing activity is undertaken routinely during the week (working day and evenings) by various groups.

The Parish Council has the lawful power to spend money on road signage warning of a danger (Road Traffic Regulations Act 1984, s.72).

The cost is dependent on size: -

£177.45 – A1 size

£229.95 – 30” x 40”

£240.45 – A0 size



In terms of budget, the Council's recommended 2023/24 budget has £1,860.00 against Notice Boards, Finger Posts and Signage – although the Council is reminded to note that the forthcoming asset audit and recent 'adoption' of the traditional finger post signs is likely to require some expenditure within the year. However, there *may* be some underspend within the Coronation budget and other budgets are likely to yield some bandwidth throughout the year.

15. Plaistow Tennis Court

To consider and approve the inclusion of the annual tennis court vegetation management in the Council's ground maintenance contract.

See point 3 (pg. 4) above for details.

16. Ratify decisions made by Clerk since last meeting

To note and approve the legionella and tennis court cleaning invoices paid by the Clerk.

This expenditure was within the 2022/23 approved budget. The Clerk has delegated power to make orders, incur expenditure and process payments within authorised budgets under para 3.1.3 of the [Scheme of Delegation](#). Councillors were made aware of the payments (before Year End) via email. The payments are listed in the Financial Report for March (point 1. Pg.3 above).

17. Sessile Oak, Plaistow Village Green

In May 2022, Gale Tree Consultancy undertook a Tree Condition Report of the ancient Sessile Oak on Plaistow Village Green. The report and its findings/advise was accepted by the Council on [08.06.2022, C/22/090](#). This included the recommendation that a ground level visual assessment of the crown structure, which extends over Common House Lane, should be undertaken every twelve months.

The Council is asked to note the fee quote from Gale Tree Consultancy to undertake this assessment (please note the PC reclaims VAT):

The following recommendations made in TCR-297-22:

Tree Condition Report

- *Undertake a single standalone assessment of tree T530 Sessile oak assessing external features in line with the Visual Tree Assessment (VTA) method described by Mattheck & Breloer (Body Language of Trees, Department of the Environment Research for Amenity Trees publication No. 4 1994)*
- *Does not include the use of invasive decay detection equipment or any form of climbed assessment; if these are necessary, they will be stated within the report findings*
- *Produce a report detailing the assessments findings including any recommendations for work*

Sub-total: £100.00

Vat @ 20% £ 20.00

Total: £120.00

18. Coronation plaque and Tree

To consider and approve the quote from Goddard Engineering for the Coronation dedication plaque

At the time of drafting this report, the quote remains outstanding.

7. **Neighbourhood Plan (NP)** 2 mins
- Members have received a copy of the Review Report prepared by Colin Smith Planning Ltd. Full consideration of the report and any re-instatement of the NP process will either be considered at the Council's May meeting; or during an Extraordinary meeting, following the pre-election period. At the time of drafting this report, details about cost, timescales and grant funding remain outstanding.
8. **Election update** 1 min
- The Statement of Persons Nominated and the Notice of Uncontested Election have been published on the Parish Council's website ([here](#)); on the Plaistow and Ifold Noticeboards and on Facebook.
- To confirm, the Parish will not have a contested election. Eight (8) candidates were nominated for election and the Parish Council has 11 seats. Therefore, all 8 candidates will be duly elected Councillors for Plaistow and Ifold after 4th May. Although there are insufficient candidates for an election, a quorum has been achieved.

Currently serving Councillors will stand down on 9th May, at which time the

newly elected Members will take their seats.

The Council has 3 remaining vacant seats. Legislation requires that the Parish Council shall co-opt qualified people to fill the remaining seats, which should normally be done at the first meeting of the Parish Council - the Annual Parish Council Meeting on 17th May. If this cannot be achieved by 17th May, the Council has 7 weeks from 9th May by which to fill these seats by Co-Option. If the vacancies have not been filled within that seven-week period, then it will be necessary for CDC to set a date for a further election to fill those vacancies. The full cost of this election will be borne by the Parish Council. If, following an election period, any seat(s) remain vacant the Parish Council shall continue to seek to co-opt qualified people for 'as long as it takes'.

9. **Litter pick**

2
mins

The Spring Litter Pick will take place on Saturday 29th April, 10am.

Please refer to the Parish Council's website for details, including the updated Risk Assessment ([here](#)).

To consider the risk assessment for 60mph roads and resolve to continue to include these.

History: -

The Council resolved, in principle ([14.12.22, C/22/159\(4\)](#)), to facilitate 12 new road signs, subject to WSCC/CDC being able to provide signage under their 'Working in Partnership' scheme.

WSCC & CDC are unable to provide signage.

The following information / guidance was issued by CDC: -

- *Litter picking highway verges can be a high-risk activity.*
- *Past fatalities in other parts of the country have prompted a national review and the production of industry guidance for those conducting work of any kind on or near the highway.*
- *Risk assessments must be produced for each activity and that traffic management should be deployed.*

- *Work can only be completed by qualified operatives using specified signage and equipment.*
- *CDC is unable to provide signage for volunteer groups and advise them not to litter pick highway verges.*
- *Contact your insurers about the work you have planned.*
- *CDC work with many parish councils and volunteer groups, but most choose low risk sites such a community spaces or footpaths, leaving the high-risk roads to CDC.*
- *CDC street cleaning service covers the entire district (300+ square miles) and clears fly tips, dead animals, empty litter and dog bins, sweep roads, remove abandoned cars and litter pick highways (of which there is around 7,000KM). A team of 20 staff completes this work.*
- *The team inspect every parish once a year and conduct an additional annual check of all road verges in order to determine the priorities. When parish monitoring finds work that needs to be completed, it is scheduled and completed as soon as possible.*
- *CDC inspected Plaistow and Ifold in Nov 2022 and Jan 2023 and on both occasions, it was looking clean.*
- *This is not unusual across the district as many groups and individuals are keen to keep their environments clean...and are perhaps not restricted by the same health and safety requirements as CDC.*
- *Thanks to their efforts CDC can deal with more hazardous work such as litter picking high speed roads or removing fly tips that contain hazardous waste.*
- *If the community identifies street cleaning work, please report it to CDC - [Street care and cleaning: Chichester District Council](#)*

The Parish Council has a full [Risk Assessment](#) for the litter pick, which is lodged with its Insurance Company and published on the website. It is provided to all volunteers in advance of each 'pick'.

Most routes within the Parish are 60mph: -

Route: Shillinglee Road

Route: Dunsfold Road

Route: Out of Plaistow towards Foxbridge Lane

Route: Foxbridge Lane

Route: Loxwood Road

The Risk Assessment recognises concealed entrances, no pavements, sharp bends, and poor visibility.

The Insurance Company has advised: -

Where litter picking near roads is undertaken by volunteers on behalf of the Parish Council we strongly recommend the following safety measures are included in the risk assessment and explained to the volunteers.

- 1. Work should be restricted to adults only*
- 2. Signage or cones are in place to alert motorists of the activity*
- 3. Hi- vis clothing is worn by all participants*
- 4. If possible, a “look out” is appointed to monitor traffic movement*
- 5. No litter picking should be undertaken on the road itself*
- 6. No personal music players or ear/headphones should be used*

The Risk Assessment reflects this guidance.

Industry guidance* for those conducting work of any kind on or near the highway - as highlighted by CDC – has indicated the following:

1. “Timing activities when traffic flows are least hazardous can be an important risk control measure if properly managed”.
2. “The first step in deciding what risk control measures should be applied (if any) is to conduct a suitable and sufficient risk assessment”
3. Safety zones – 1.2m on 60mph roads and 0.5 on other roads
4. Working in pairs (“look out”)

*[WISH & Safety at Street Works and Road Works, A Code of Practice](#)

The recommended ‘safety zone’ of 1.2m is unlikely to be achievable.

The Parish Council is asked to consider the [litter pick route information](#), consider the risk assessment, and resolve to continue to include the 60mph roads.

10. **Highway Matters**

1. To receive and resolve to act upon any Highway matters raised by Councillors.

5
mins

None raised by Members in advance of the meeting.

2. To note any updates regarding the School Safety Zone (SSZ) in Plaistow and the TRO application along Rickman's Lane, Plaistow
 - SSZ: No further update regarding the ongoing consultation process
 - Rickman's Lane TRO application: email received from WSCC: -

Please be advised that I have been passed your details with regards to your Traffic Regulation Order application for Rickmans Lane, Plaistow. I have recently taken over as the Area Traffic Engineer, as the previous officer retired. I have had a brief overview of your original enquiry (3073415) – I appreciate that your application was made some time ago and I can fully understand your frustrations with the process so far. I have inherited this application at the right time as West Sussex County Council have recently updated our Speed Limit Policy. The next step will be to assess your application, and use this against our newly updated Policy. Thank you for your patience throughout this process so far; I endeavour to respond to you with the outcome of an Initial Assessment as soon as possible.

3. To note WSCC's revised Speed Limit Policy, which became operational on 5 January 2023.

In April 2022, an Executive Task and Finish Group was convened by the WSCC Cabinet Member for Highways and Transport to review the County Road Safety Strategy. The initial priority agreed was to review and revise the West Sussex Speed Limit Policy, which became operational on 5 January 2023.

In summary, the main changes to how a speed limit will be assessed includes:

- removal of the reliance on average speeds or development frontage to determine suitability for a speed limit
- focus on the functional use of the road, especially non-motorised vulnerable road users (pedestrians, cyclists, equestrians) to help set an appropriate speed limit and support the January 2022 changes to

the Highway Code

- guidance on the wider use of 20mph speed limits, including near schools
- consideration of a range of supporting measures to gain respect for the speed limit, to include both engineering and behavioural type measures – however, these are not mandatory, and a lower speed limit is not necessarily dependent on them being provided.

There are currently no proposals for a countywide review of speed limits, so any potential changes will only be considered via one of the current mechanisms e.g., via TROs or Community Highway Scheme (CHS).

Any application will still be subject to the relevant criteria and prioritisation mechanisms. For example, a Community TRO must not cost more than £3,000 to implement and a Community Highways Scheme should demonstrate a wider contribution to the West Sussex Local Transport Plan themes.

If applications are prioritised for delivery, they will be programmed into the forward capital programme. Please note that, if traffic calming measures are required, schemes will be delivered over two years as they will need to be designed in year one and delivered in year two.

In addition to community requests for changes to speed limits, the County Council will continue to consider the introduction of more appropriate speed limits through local development schemes and as part of highway improvement projects where appropriate.

If your community wishes to apply for a change to a speed limit, please speak with your County Councillor and the local Area Highways Team, who will be able to provide advice on the best way to proceed.

The PC has resolved to make a TRO application for a 20mph speed limit within the centre of Plaistow, around the schools (within the SSZ

zone), which will be submitted by the Council once confirmation is provided by WSCC that the SSZ has been approved.

Residents of Shillinglee and Durfold Wood have approached the Parish Council for support to make TRO applications to lower the speed limits along Shillinglee Road and Dunsfold Road. The Parish Council has resolved to support residents in this regard once the TRO applications are concluded within Plaistow, and on a first-come-first-served basis due to the financial implications.

However, the revised Speed Limit Policy – particularly the removal upon the reliance on average speeds – may have made the application process cheaper. Previously, the requirement to demonstrate average speeds cost the Parish Council c.£1,000 - £1,500 per TRO application.

The Clerk proposes to make enquiries regarding the practical application of this new policy; if there are no cost *per se* in the application process, then there is no barrier for the Parish Council to make these applications without undue delay as it removes budgetary restraints.

After the election period, the Council will consider the outcomes from the speed awareness public meeting held on 10th January 2023 and the recommendations of the Speed and Road Safety Working Group. Please refer to Full Council minute [C/23/022\(4\), 08.02.2023](#) by way of an *aide-mémoire*. The revised policy may support some of the recommendations moving forward.

4. To note a report from a MOP regarding the condition of Plaistow Road and resolve to bring this matter to the attention of WSCC Highways Department.

I am not sure how to notify WSCC Highways about Plaistow Road, as this is much more than reporting one pothole. The road- as you drive in the direction towards Loxwood, appears to be crumbling away on the left-hand side on the corner as you drive out of the dip. I fear it is a potential accident spot as you now need to drive almost in the middle of the road, around this corner and beyond, with cars coming against and some at speed who are going down into the dip. You can't always see oncoming cars at this spot too. I am sure it is not only me who is concerned about this section of Plaistow Road. Ideally the road needs to be resurfaced, as it is more than potholes along this section.

Many thanks

The Clerk has advised the MOP how to contact Loxwood PC (as this part of the road falls within Loxwood Parish; as well as WSCC Highways and Cllr. Duncton. However, Plaistow and Ifold Parish Council can support the prompt address of this issue, by also writing to WSCC Highways with its concerns.

11. **The Coronation of His Majesty The King - Saturday 6th May** 2
Please read and note the [Working Group minutes](#). mins

The agreed budget of £1,000 has not been reduced by £450, to reflect CDC's grant which covers the cost of the magician, due to the requirement to provide first aid cover. Unfortunately, St. John's Ambulance is unable to attend the event. Team Medic – who covered both Parish Council's Jubilee celebrations in June 2022 – have quoted £434.00.

12. **Correspondence** 2
3. Request from the School to host the summer fair on the village green and use of the Pavilion mins

Please could we officially ask the Parish Council if we may hold the school summer fair on the village green again on Saturday 1st July. We're looking for a rerun of last year's event, which was very successful hence our request and could we possibly use the pavilion for power/water and borrow the gazebos again please?

4. To note [Neighbourhood Watch's recruitment drive](#)

13. **Clerk's update & items for inclusion on a future agenda** 3
Recommendation: - To receive general updates and resolve to add any mins
matters arising to a future agenda.

- To note the need for election candidates to return an expense form
ALL elected Councillors are required to complete a Return of Election Expenses form, even if there is a nil return. This must be completed and returned to the Returning Officer by 1 June 2023. Failure to send in a Return of Expenses (even a nil return) or Declaration by the above date constitutes an illegal practice, and knowingly making a false declaration constitutes a corrupt practice.
- To note an update regarding the bus shelters' oak
The oak beams have been made in readiness for the shelters and can

be moved to the farm used by the WSCC Team for free storage until the shelters are built. The cost for couriering the beams is £80. However, before the beams are stored, the Parish Council needs to consider the likelihood of the shelters being built in 2023 and if there are any other options available / worth considering. The build has been further delayed until July 2023, although this is not guaranteed. The Clerk and Cllr. Jordan are putting together an updated full build cost for the Council to consider, including the feasibility and cost of paying for the build.

- To note the Council's updating response regarding Foxbridge
On 29th March, the Planning Committee resolved to approve the Council's response to the additional documents submitted by the applicant.
- To note [Foxbridge Lane closure](#) on 13.04.2023
This closure is necessary to allow Balfour Beatty to undertake urgent signage repairs on behalf of WSCC. The notice has been published on Facebook.
- To note update regarding the Queen's Green Canopy (Coxes pond)
Cllr. Taylor investigated the feasibility – before the application window closed at end of March. Unfortunately, it was not an option. The smallest 'pack' size for the most suitable trees was 105 trees. The 'urban' pack, which included smaller trees such as crab apples, was 15 trees. The application required specific grid reference for the planting, so donating any unused trees was not available.
- To note confirmation from BEAT regarding the Parish defibrillators
BEAT own Durfold Wood's Defib and the one outside the school in Plaistow. Kelsey Hall's device is owned by Secamb, but BEAT looks after it.
The Ifold phone box Defib was purchased by the Parish Council, however BEAT is happy to include it in their assets if this would support the Parish Council.
- To note Plaistow village green tree work on 21st April
The HS2 work will take place on Friday 21st April.

14. **Meeting Dates**

1 min

Recommendation: - To note the dates of forthcoming meetings:

- Planning & Open Spaces Committee meeting, 3rd May 2023, Kelsey Hall, Ifold
- Annual Parish Meeting, 17th May 2023, Winterton Hall, Plaistow (7pm)
- Annual Parish Council Meeting, 17th May 2023, Winterton Hall, Plaistow (7:30pm)

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