



MINUTES of a **Meeting** of the **Full** Plaistow and Ifold Parish **Council** held on **Wednesday 28th September 2022** at **19:30**, Winterton Hall, Plaistow.

Please note: - These minutes are to be read in conjunction with the [Clerk's Report](#), 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); Cllr. Sophie Capsey (Vice Chair); Cllr. Doug Brown; Cllr. John Bushell; Cllr. Jane Price and Catherine Nutting (Clerk & RFO).

District Councillor [Gareth Evans](#) and Mr. Jon Pearce (Co-Opted Member of both the Planning and Winter & Emergency Plan Committees, no voting rights) were in attendance.

Two (2) members of the public were present in person.

C/22/112 **Apologies for absence & housekeeping**
Apologies were received and accepted from Cllr. Phil Colmer (Chair of the Finance Committee); Cllr. David Griffiths; Cllr. Nicholas Taylor and Cllr. Nick Whitehouse.

C/22/113 **Disclosure of interests**
To deal with any disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under the Plaistow and Ifold Parish Council [Code of Conduct](#) and the Localism Act 2011, in relation to matters on the agenda.

None disclosed.

C/22/114 **Public Forum**
A member of the public spoke of the ongoing work of Ifold Estates Ltd (IEL) to combat speeding on the estate road network and concerns regarding the urbanisation of Ifold with respect to the new speed signage and Speed Indicator Device (SID).

C/22/115

Minutes

It was **RESOLVED** to **APPROVE** the minutes of the full Parish Council Meeting held on **13th July 2022**, 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/22/116

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

County and District Councillor Duncton sent her apologies in advance of the meeting; however submitted a report which is appended to these minutes [at A](#).

District Cllr. Evans' report is appended to these minutes [at B](#).

Lagoon 3 - Cllr. Evans advised that the Parish Council will receive redacted updates from CDC, via email; however, would not be permitted to publicise these owing to the ongoing legal process. Cllr. Evans will chase the pending update.

Cllr. Evan's left the meeting at 19:50

Co-option procedure to fill a casual vacancy

See Clerk's Report.

C/22/117

To receive written applications for the office of Parish Councillor and to Co-opt a candidate to fill the existing vacancy.

One application was received from Mr. Rick Robinson.

C/22/118

To adjourn the meeting to allow candidates to present to the Council (max 5 mins per candidate).

Mr. Robinson, an Ifold resident, introduced himself to Members and explained his rationale for applying to become a Councillor.

C/22/119

Exclusion of the Press and Public

The Council **RESOLVED NOT** to **EXCLUDE** the Press and Public from the meeting during the consideration of Mr. Robinson's application.

C/22/120

Deliberation of candidate(s)

Members **AGREED** that Mr. Robinson would be an asset to the Parish Council, particularly with his background in finance.

C/22/121	Voting by way of show of hands and results The Council UNANIMOUSLY VOTED TO CO-OPT Mr. Robinson.	Action: Clerk
C/22/122	Financial Matters <i>For all items listed below, please refer to the details contained within the Clerk's Report.</i>	Actions: Clerk

1. Minutes of the Finance Meeting

The Council **RECEIVED** and **NOTED** the minutes of the [Finance Committee meeting](#) held on 10th August and the resolutions made; alongside the associated RFO report.

2. Financial report for August – September 2022

The Council **RECEIVED, REVIEWED** and **NOTED** the Financial report for August – September 2022, which includes income and expenditure since the Finance meeting on 10.08.2022. The analysis reports are appended to these minutes [at C](#).

3. External Auditor's Report

The Council **RECEIVED, REVIEWED** and **NOTED** the [External Auditor's report](#) and Certificate for 2021/2022, which is published on the website alongside the Internal Auditor reports and the Notice of Conclusion of Audit. The Council **NOTED** that this notice has also been added to the four notice boards within the Parish. The RFO confirmed that the three Internal Auditor's recommendations have now been executed: -

- i. The Council has obtained a debit card on the Council's bank account
- ii. The Clerk has attended RBS accounting system training
- iii. The Council has correctly stated that it is the sole trustee of the Plaistow Playing Field Charity (charity 305404) on its Annual Return.

The Council **NOTED** the External Auditor's comment that the period of public rights should have been for a single period of 30 working days; however, this year, the Council provided 31 days. This is because the date of publication was disregarded within the 30-day calculation. In future years the date of publication will be included in the 30-day

calculation to avoid this “trivial breach of the regulations” *
reoccurring.

** Quoted from the External Auditor’s report*

4. To remain ‘opted in’ to the SAAA central external auditor appointment arrangements

The Smaller Authorities’ Audit Appointments (SAAA) is an independent, not for profit, limited company established to procure external audit services and appoint external auditors for smaller authorities, such as the Parish Council. The SAAA has written to ascertain if the Parish Council wishes to continue to ‘opt-in’. If so, then no action is required and Plaistow and Ifold will remain part of central scheme. All Parish Councils have the option to ‘opt out’ of the SAAA central external auditor appointment arrangements; however, doing so would require the Parish Council to make its own arrangements to appoint an external auditor, which is lengthy, costly, and onerous.

The Parish Council **RESOLVED** to **REMAIN OPTED-IN**.

C/22/123

Decisions made by delegated power since 13th July 2022 for ratification

See Clerk’s report

The Council **NOTED** and **RATIFIED** the Clerk’s decisions made under delegated authority ([Scheme of Delegation](#)) to: -

- a. Accept the terms of engagement of April Skies Accounting Ltd to supply Mike Platten to act as internal auditor to Plaistow and Ifold Parish Council for 2022-23 financial year at a cost of £375, plus travel (C/22/013(2), 9th February 2022) pursuant to paras 3.1.2 and 3.1.15 of the Scheme of Delegation.
- b. Upgrade the Council’s web and email hosting package to TEEC’s premium package (£36pm), which includes unlimited email accounts required for members of Working Groups.

C/22/124

Highway Matters

See Clerk’s report

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

Councillors raised the following matters to be addressed by WSCC Highways (including the Public Rights of Way Team where necessary): -

Actions:

Cllr. Capsey /
Mr. Pearce /
Cllr. Brown /
Clerk

- a. The finger post sign on Church Corner in Plaistow has lost a limb
- b. The Poundfield PRow sign is broken
- c. The large coffee cup sign at Ifold Stores obscures the sight-line for a safe right-hand turn onto the main road; it may need relocating.
- d. The speed of traffic leaving / entering Ifold Estate at The Drive / Plaistow Road junction by Ifold shop is impacting the safe use of the defibrillator housed in the adopted BT telephone box sited at the bus stop area. The Council **RESOLVED** to invite WSCC Highways and County Cllr. Duncton to undertake a site visit to highlight the issue and consider the measures required to make the junction safer. Councillors considered the need to relocate the telephone box e.g., rotate it so the door is not facing directly onto the junction. Enquiries to be made with the company who renovated the telephone box.

2. To consider a Shillinglee resident's request for a TRO to implement a 30mph on Shillinglee Road

The Council **RESOLVED** to include this project in the 2023/24 budget for consideration in January 2023; and to contact WSCC Highways for advice once the current TRO applications in Plaistow are completed.

3. To consider the Community Speed Watch (CSW) Team's request for help to promote and recruit more operators

The Council restated that the CSW initiative is separate from the Council; however, confirmed it remains committed to supporting the initiative wherever it can.

The Council **AGREED** that it would continue to **SUPPORT** the **CSW TEAM**, for example within its Newsletter and on Social Media.

The Council **NOTED** IEL's aspiration for joint working between itself and the CSW – who operate along the main road through Ifold. The Council **AGREED** to **SUPPORT** a **JOINT MEETING** between all interested parties to the issue of speeding within the Parish, particularly in Ifold, to consider what, if any, joint working can be achieved and ideas for bolstering community engagement and focus

attention on road and traffic safety generally; for example, to **EXPLORE** the idea of a Parish **YOUTH COUNCIL**.

C/22/125

Playpark matters

See Clerk's report and documents published on the website [here](#)

1. The Council **RECEIVED** and **NOTED** the RoSPA Playpark inspection report and recommendations for remedial works. The Council **NOTED** that a Playpark Working Group meeting is scheduled for 8th November to review the progress of remedial works and will feed back to the full Council thereafter.

2. The Council **RECEIVED** and **NOTED** the minutes of the Playpark Working Group Meeting dated 13th July 2022 (appended to these minutes [at D](#)) and the subsequent progress update within the Clerk's Report.

Action:
Clerk /
Playpark
Working Group

C/22/126

Civility and Respect Pledge

See Clerk's report

The Council **NOTED** the information outlined in the [Clerk's Report](#) and **RESOLVED** as follows: -

- a. To sign up to the Civility and Respect Pledge, due to a sense of obligation, rather than necessity.
- b. To adopt the NALC model Dignity at Work policy; however, to provide feedback that the document is too long and poorly drafted.
- c. To appoint Cllr. Price to attend the (New) Code of Conduct (online) training on 19th October.

The Council decided **NOT** to write to Gillian Keegan MP regarding support for the registered Early Day Motion (EDM).

Actions:
Clerk / Cllr.
Price

C/22/127

Correspondence

See Clerk's Report

The Council **NOTED** the invitation to attend the South Downs West Sussex Parish workshop on Tuesday 18th October and **RESOLVED NOT to ATTEND**.

Actions:
Clerk

C/22/128

CDALC Northern Parishes Update

See Clerk's Report

The Council **RECEIVED** and **NOTED** the meeting record of Cllr. Taylor who attended the Chichester District Association of Local Councils

(CDALC) Northern Parishes Meeting on 1st September 2022. Cllr. Taylor's notes are appended to these minutes [at E.](#)

C/22/129

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

Actions:

See Clerk's Report for all items below.

Clerk

1. The death of Her Majesty, Queen Elizabeth II

The Council extended its thanks to all those who helped to set up and administer the Book of Condolence within the Parish. The entries will be sent to WSCC Archive for posterity.

2. Councillor vacancy

CDC provided Parish Electors 14 working days to call a by-election (18th Aug – 7th September). A by-election was not called. Therefore, the vacancy can be filled by way of Co-Option after an initial advertisement period of 4 weeks, in accordance with the Council's Co-Option policy. The vacancy was posted on the Parish Council's website, Facebook page and notice boards on 7th September. The advertisement has already generated enquiries. The closing deadline is 4pm on 5th October. The Co-Option meeting will take place on 12th October.

3. Queen's Platinum Jubilee fundraising update

The Winterton Hall teas and cakes made £211.85. The money was split equally (£106) between two DEC appeals (Ukraine Humanitarian Appeal and Afghanistan Crisis Appeal). Donations could only be whole amounts and the Council cannot retain charitable funds. Therefore, the Council's Precept has incurred an additional 15p to round up from £211.85 to £212. The money made on the bar and via collection buckets has been donated to the DEC directly by the Winterton Hall Management Committee (WHMC), who kindly ran the bar.

Cllr. Price raised a query regarding the funds raised at the Beacon Lighting Ceremony. The Clerk will ask the WHMC for confirmation of the amount raised and the whereabouts of the money.

4. Tree survey

In accordance with the Council's resolution (C/22/103(2))

13/07/2022) a Tree Condition Report for Plaistow Village Green has been booked for 14th October.

5. Email migration

All Councillors now have a new email address: - [name].[surname]@plaistowandifold-pc.gov.uk

6. Consultation on the draft Chichester Infrastructure Business Plan (IBP)

The Council **AGREED** to provide CDC with the update as outlined in the Clerk's Report (in red).

C/22/130

Meeting Dates

Actions:

The Council **NOTED** and **AGREED** the new meeting schedule published on the website ([here](#)).

Clerk

- Tuesday 11th October, Planning & Open Spaces Committee Meeting, 7:00pm – Winterton Hall, Plaistow
- 12th October, Councillor Training

C/22/131

Exclusion of Press and Public

See Clerk's Report

The Council **RESOLVED** to **EXCLUDE** the Press and Public from the remainder of the meeting i.e., during the consideration of item 21 on the agenda, in accordance with s.1(2) of the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it may involve the likely disclosure of exempt information.

C/22/132

Staffing matters

The Council **UNANIMOUSLY RESOLVED** to **INCREASE** the Clerk's working hours to **FULL TIME** (37 hours per week).

There being no further business, the Chair closed the meeting at 21:08

C/22/116 – Appendix A – Cllr. Duncton's report

Since most of us last met we have all been mourning the passing of our wonderful Queen Elizabeth II. God bless her and God bless her Son, King Charles III. She has been our Queen for as long as most of us can remember and I am sure the King has had a wonderful Queen and mother to learn from. Meetings that were cancelled are now coming through thick and fast. I will, as ever, do my best to get to as many as possible, but as ever when there are cancellations you get clashes with other things in the diary. In the meantime, I hope these brief notes are useful and my contact details are at the end of these notes.

We have just trained 6 new retained Fire Fighters and what super people they are. There is always a need so if you ever know of a person who would like to give it a go in this really worthwhile position, they are more than welcome to make contact with the Fire Service.

The annual test of Electric blankets is on again in October. 10th October is in Horsham Library, 11th October, Durrington Community 18th October Bognor Fire Station. To book an appointment call the prevention team on 0345 8729719.

The Governments 'warmer homes programme' is available to view now on www.warmerhomes.org.uk/programme. You can check there to see if you are eligible. The phone number is 0800 0385737.

Applications for children going into year 7 need to apply for Secondary education by the 31st October. It is important to get your application for year 7 in by that date.

Ash Die Back is still a big concern, but again you will need to check online to see if an area is going to be removed on a route you need to take. I'm afraid it's best to check this out online.

At last, it looks very likely that the long-awaited Shoreham Air Show inquest will now take place during November/December over a 3 week period.

CDC

For those Parish's that I represent on Chichester District Council, just a few points. I have no need to repeat, but like all else CDC whilst carrying out its business did cancel meetings during the period of mourning.

'Supporting you', is an important issue for residents who are struggling during this current crisis. In partnership with the Observer Series newspapers through their digital channels much of this information can be found. Any local businesses offering deals or discounts that are of benefit to those who may be struggling you will find there. There is also an updated leaflet on 'Supporting You', and I have asked to collect some at Tuesdays Council meeting. If they are ready for me I will try and get some out to the Parish Clerks. This leaflets has many useful contact details for many organisations that

can help. We are also working with partners like Citizen Advice Bureau and VAAC (Volunteers Arundel And Chichester) and local business associations we will highlight Pop up Pantries and Food Banks among other organisations.

If you want to contact me it's janet.dunton@westsussex.gov.uk or jdunton@chichester.gov.uk.
Mobile 07979152898.

Hope to see you soon.

Janet Dunton

County Councillor Petworth division

CDC Councillor Loxwood ward

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C/22/116 – Appendix B – Cllr. Evan’s report

CDC Updates

Communications

CDC will soon be launching a new cost of living campaign, called ‘Supporting You’. This aims to highlight the range of support that is available to those who may be struggling with the current cost of living, including help with finances; help with saving money on household bills; help with housing; help with health and wellbeing; and help for businesses. CDC will be delivering this campaign in partnership with the Observer series this September.

Enabling Grants Scheme

CDC launched this year’s Enabling Grants Scheme in April and the first application window was open until the end of May. They received a total of 21 applications and have approved 14 to be allocated funding. The total grant amount allocated is £23,123.40.

Four businesses have already completed their projects and were awarded a total of £6,500 from this fund and their own investment in their projects totals £36,074.

CDC will be re-launching the scheme for a second application window at the end of September 2022. Examples of successful applications include a campsite wishing to purchase solar powered, pre-fabricated composting eco-loos to replace their existing end of life composting toilets; a project to improve water resource management and efficiencies at a farm and wedding venue; and a sustainable furniture business that sources local wood supplies, which was looking to improve efficiency through purchase of digital and more accurate machinery.

Choose Work

The Choose Work team continues to support local residents into the workplace through a holistic approach that helps applicants take their next steps towards work or training.

The pandemic and economic turbulence has had a huge effect on the job market by not only increasing the number of available jobs but also increasing the number of job seekers looking to re-evaluate their lifestyle choices. This has created a different challenge for our applicants as the competition is more diverse. However, CDC remain committed to working with their clients in helping them build confidence, resilience, and life skills.

Recently, CDC were able to help an applicant who was made redundant at the beginning of the pandemic. His issue was not in finding posts to apply for but his struggles with social isolation and the adoption of online interviews. They tailored a support package for this applicant, which included online training courses, mock job interviews via MS Teams and Zoom, and help to stay focussed and positive despite relentless job application rejections.

After twelve tough months, they were finally been offered a job – and it is his dream job. When CDC last spoke to him, he said:

“I felt that I was getting further away from my goal of finding work and my confidence was non-existent. But Choose Work wouldn’t give up on me and taught me that it is how I respond to my circumstances that empowered me to finding my dream job.”

To contact the Choose Work team, email us at choosework@chichester.gov.uk or call us on 01243 534889.

Start Movement

Starters:

Christy Carter – Assistant Sport & Leisure Officer – Culture Mejia Mhilen Karyll – Customer Services Officer – Communities Sandra Hunt – Housing Standards Specialist – Revenues, Benefits & Housing

Leavers

Robert Young – Interim Development Management Manager – Development Management Oliver Brown – Trainee Assistant Accountant – Financial Services Evie Brydon – Communications Assistant – Growth

Amy Sykes – Events & Promotions Officer – Growth Helena Giudici – Licensing Assistant (Technical) – Growth Rebecca Grimwade – Customer Services Officer – Communities Katrina Perkinson – Social Prescriber – Communities Karen Bailey – Business Support Office – Housing Maria Tomlinson – Senior Planning Officer – Development Management Jennifer Pollitt – Environment Officer – Environment & Health Protection

Local Updates

Crouchlands Farm Rickmans Lane Plaistow Billingshurst West Sussex RH14 0LE

Residents will be aware that an application has been submitted for the regeneration of Crouchlands Farm. This is not the application for the housing development which will be submitted as a separate application but includes the glamping site, rural food and retail centre and equestrian centre. Residents had until the 29th of August to submit comments. The Housing Development application as also now gone in.

22/01726/FUL | Erection of 32 no. residential dwellings on land at Little Farm, Loxwood

I am receiving a high number of objections to this application and will be following this carefully to ensure I represent the views of local residents.

Loxwood Post Office – I have been informed that this following the resignation of the current postmaster this post office will be temporarily closing on Saturday 17th September from 12.30pm. At the current time of writing there was no update as to when this will reopen. The closest remaining post offices in the ward are in Wisborough Green, Billingshurst and Alfold.

Foxbridge Golf Club Development – There are no further updates on this application as at the time of writing it had not been submitted.

Lagoon 3 – A meeting took place 7th July at 2.00pm however Chichester District Council were unable to update on legal matters at this time and arranged a meeting for 11th August which was subsequently cancelled by Chichester District Council as they had further discussions to hold with their legal advisors. I followed up to ask when the next meeting would take place only to be informed no further meetings would be organised and that we would get informed in writing instead of any updates.

Land West Of Cornwood Townfield Kirdford West Sussex – Residents should be advised that I have submitted a red card for this application as there is a high level of public interest. I have also taken this action because of the time it has taken to determine. It appeared to me that unlimited time was being applied to this application and the planning committee will now be responsible determining this application.

Hyde Housing Complaints - Residents wanting to make a complaint about a Hyde property should, in the first instance, must complain direct to Hyde at this site:

<https://www.hyde-housing.co.uk/complaints/>

If this route does not resolve the issue, then residents can raise this with this with their District Councillor who will attempt to resolve the issue via the other routes available to them

District Councillor Surgeries:

My next District Councillor Surgery Dates are as follows:

Saturday 3rd September – The Onslow Arms Loxwood, 12pm – 2pm

Saturday 24th September – The Half Moon Pub, Northchapel, 12pm-2pm

Saturday 1st October – Plaistow Stores, Plaistow, 12-2pm

Saturday 15th October – The Foresters, Kirdford 12-2pm

Saturday 5th November – Old Mill Café, Wisborough Green, 12pm-2pm

Saturday 19th November – The Stag Inn, Balls Cross 12pm-2pm

Saturday 3rd November – The Coffee Cup, Ifold 12pm-2pm

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

Get in touch! gbevans@chichester.gov.uk / 07958 918056.

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C/22/122(2) - Appendix C – Financial report for August – September 2022 – Payments made between 04/08 – 21/09/2022

Date: 20/09/2022

Plaistow and Ifold Parish Council

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Time: 20:37

Cashbook 1

User: CLERK

Current Bank A/c

Payments made between 04/08/2022 and 21/09/2022

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction	
10/08/2022	WSCC	BACS	3,115.10			4101 101	3,115.10	Salary and oncosts for July22	
10/08/2022	Miss A. Palmerton	BACS	250.00			4700 301	250.00	Maintenance and signs	
15/08/2022	SSE	DD	31.36		1.49	4310 301	29.87	Pavilion electricity May-July	
15/08/2022	BT	DD	35.94		5.99	4123 401	29.95	W.Hall WIFI August22	
15/08/2022	NatWest	DD	3.60			4140 102	3.60	Bank charges for July22	
16/08/2022	Zoom	BACS	14.39		2.40	4117 102	11.99	Zoom Aug22	
16/08/2022	Secured Signing	BACS	9.95			4135 102	9.95	Secured Signing July22	
16/08/2022	BT	BACS	13.70			4117 102	13.70	BT phone for July22	
16/08/2022	Miss C E Nutting	BACS	134.99			4102 101	134.99	Speechify Audio Text reader	
17/08/2022	Moore	BACS	480.00		80.00	4115 102	400.00	External Audit YE Mar22	
24/08/2022	Sussex Land Services	BACS	409.20		68.20	4301 301	341.00	Grass cutting July 22	
24/08/2022	SW Transport Ltd	BACS	1,369.20		228.20	4313 301	1,141.00	Plaistow TROs road safety	
30/08/2022	Secured Signing	POS	39.95			4135 102	39.95	Secured signing aug22 +20extra	
01/09/2022	Zoom	POS	14.39		2.40	4117 102	11.99	Zoom Sept22	
15/09/2022	BT	DD	35.94		5.99	4123 401	29.95	WH WIFI Sept22	
21/09/2022	WSCC	BACS	3,115.10			4101 101	3,115.10	Salary & oncosts Aug22	
21/09/2022	Society of Local Council Clerk	BACS	18.00		3.00	4103 101	15.00	Clerk training Code of Conduct	
21/09/2022	Sussex Land Services	BACS	409.20		68.20	4301 301	341.00	Grass cutting Aug22	
21/09/2022	Action in Rural Sussex	BACS	144.00		24.00	4120 102	120.00	AiRS Annual Subs	
21/09/2022	TEEC	BACS	28.80		4.80	4142 102	24.00	planning tracker 2022/23	
21/09/2022	Miss C E Nutting	BACS	13.70			4117 102	13.70	Aug22 telephone	
21/09/2022	United Kingdom Debt	BACS	5,279.00			4701 102	5,279.00	Loan repayment + interest	
Total Payments:			14,965.51	0.00	494.67		14,470.84		

Receipts received between 04/08 – 21/09/2022

20/09/2022		Plaistow and Ifold Parish Council				Page 1	
20:38		Cashbook 1				User: CLERK	
		Current Bank A/c					
		Receipts received between 04/08/2022 and 21/09/2022					
		Nominal Ledger Analysis					
<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u> <u>Transaction Detail</u>
Banked	16/09/2022	48,000.00					
	Chichester District Council	48,000.00			1076	100	48,000.00 Precept 2nd instalment
Total Receipts:		48,000.00	0.00	0.00			48,000.00

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C/22/125 - Appendix D – Playpark matters

PLAISTOW AND IFOLD PARISH COUNCIL



MINUTES of a **Working Group Meeting** regarding the new **playpark** at **Kelsey Hall**, Ifold held on **Wednesday 13th July 2022** at **18:45**, Kelsey Hall, Ifold.

Present Cllr. Paul Jordan (Chair); Cllr. Sophie Capsey (Vice Chair); Cllr. Doug Brown, Mrs Sarah Segar-Thomas, Kelsey Hall and Catherine Nutting (Clerk & RFO).

IP/22/001 Apologies for absence

Apologies were received and accepted from Cllr. Jerusha Glavin.

The member from Ifold Estates Ltd (IEL) was not in attendance.

IP/22/002 Site Visit

The Working Group reviewed the site area in relation to the draft schematic produced by Redlynch Leisure appended at A.

The schematic is for illustrative purposes only. It shows the type and quantity of equipment the area can host. Its purpose is to: -

- 1). Test that the site is capable of being developed into a play area

2). Manage future design expectations.

The site will predominantly support younger aged children (pre-school). The small size of the area and the requirement to leave in situ the trees and vegetation will restrict the types of equipment able to be considered. Smaller equipment tends to be for the younger age groups.

IP/22/003

Kelsey Hall Management Committee (KHMC) requirements

The meeting considered and agreed to the requirements of the KHMC appended at B.

Actions:
Clerk

The meeting discussed the preferred entrance way from Chalk Road, which will avoid both the need to access the playpark from the Kelsey Hall itself or bridge the ditch / culvert which runs in parallel to Chalk Road and the Kelsey Hall boundary. The land is owned by IEL, and permission will need to be obtained. The KHMC have agreed to relocate their welcome sign. The salt bin will need to be re-sited (slightly).

The meeting discussed and agreed that the playpark area (within the curtilage of the Kelsey Hall) will need to be fenced for health and safety reasons. However, this will not interfere with the car park. It was agreed that a gate should be included to allow the area to remain a usable fire congregation point, and allow access to the playpark by hall users, such as Little Acorns Preschool and anyone hiring the hall for children's parties, so that they do not need to gain access to the area via Chalk Road. This gate can have the option to be secured if required.

IP/22/004

Next Steps

- KHMC to confirm that the play area does not conflict with their insurance
- Arrange a meeting with IEL to discuss access from Chalk Road
- Organise the lease between KHMC and PC regarding the use of the land (please refer to [C/21/164](#), page 3 -4 of the minutes of the full PC meeting dated 13th October 2021)
- Draft the public consultation questions, including letters to the direct neighbours of the Kelsey Hall

Actions:
KHMC / Clerk /
IEL

IP/22/005

Next Meeting

To be confirmed

Actions:

Clerk

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C/22/128 - Appendix E – CDALC Northern Parishes Update

CDALC Northern Parishes Meeting 1st September 2022 – Notes

Big Picture

CDALC has suffered from a lack of engagement from the northern parish councils of the district. This meeting was called to find out why and to see what CDALC could do to encourage greater engagement. The meeting was led by Andrew Shaxon (AS), CDALC Vice Chair and Trevor Leggo (TL), SSALC CEO.

As the only member present who had consistently attended CDALC meetings, I was asked to kick off the discussion. I don't think I endeared myself! The fact is that, as TL pointed out, the CDALC area (which is the CDC area) spans the county from the Solent to the Surrey border. Meetings are dominated by reports from the SDNP and Chichester Harbour Conservancy and, while both bodies, and the matters they are concerned with, are vitally important to the district as a whole, they have little direct impact on us in Plaistow & Ifold.

AS suggested re-forming the Petworth chapter of CDALC. I asked how this body's purpose would differ from that of the existing, informal, northern parishes' group. I went further and asked how CDALC's purpose differed from that of the CDC All Parishes meetings and the Clerks' and Chairs' forums. TL defined the purpose of CDALC as being to ensure that the interests of the parish councils were represented at CDC. I then asked if he could give an example from the last two years of CDALC having done so. Tellingly he couldn't!

A report from this meeting will go to the 14th September CDALC meeting. It will be interesting to see what it says. In all honesty, I cannot see the point of CDALC.

Small Picture

The following issues were raised and gained traction across a number of Parishes:

1. Speeding motorbikes are a curse across many parishes along the A272, A29, through Petworth and elsewhere. Parishes were encouraged to club together to buy a 'black cat' speed trap

which would send data direct to the police. CDALC would encourage WSCC to invest in acoustic traps too. (A lot of the complaints were about noise). Petworth Town Council is meeting Andrew Griffiths MP in Petworth early on Sunday morning to see the problem at first hand. Parishes reported that Andrew Griffiths is particularly well engaged with parishes. Gillian Keegan's name was met with a collective groan.

2. Engagement with PCSOs is variable across parishes. Parishes were encouraged to attend the Police Forums – another meeting which is traditionally poorly attended – to put their concerns direct to the Chief Constable and the PCC.
3. There seems to be little co-ordination between the people who put up road closure signs and the contractors who carry out the work. Road closure signs are often in place for longer than the road is in fact closed and are often placed a long distance away, without indicating where the actual closure is.

Cllr. Nicholas Taylor
2 September 2022

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