

PLAISTOW AND IFOLD PARISH COUNCIL



MINUTES of a Meeting of the Full Plaistow and Ifold Parish Council held on **Wednesday 11th October 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. Sophie Capsey (Vice Chair of the Parish Council); Cllr. Phil Colmer (Chair of the Finance Committee); Cllr. Nicholas Taylor; Cllr. Rick Robinson; Cllr. Sarah Denyer; Cllr. Jane Price; Cllr. Doug Brown and Catherine Nutting (Clerk & RFO).

No MOP in attendance.

County Councillor Janet Duncton and District Councillor Gareth Evans were in attendance.

C/23/137 Apologies for absence & housekeeping

Apologies were received and the reasons for absence accepted from Cllr. Andrew Woolf.

District Councillor Charles Todhunter gave his apologies.

C/23/138	Disclosure of Interests None received.	
C/23/139	Minutes The Council RESOLVED to APPROVE the minutes of the Full Parish Council Meeting held on 13th September 2023 which will be SIGNED by the Chair of the meetings via Secured Signing, in accordance with Standing Order 12(g), as a true record and published on the Parish Council’s website .	Actions: Clerk & Chair
C/23/140	Public Forum None.	
C/23/141	To receive reports from County and District Councillors The Council NOTED the reports received from County Councillor	

	<p>Duncton and District Councillors Evans and Todhunter. Both reports are appended to these minutes at A & B respectively.</p> <p>Additionally, Cllr. Duncton advised that over 45% of household waste is recycled. WSCC has three (3) highway patcher machines.</p> <p>District Cllr. Evans explained that CDC have a new portal which allows District Councillors to track how their reports are being actioned by Officers to ensure residents are kept updated.</p> <p>The Parish Council advised of a property in poor condition, which may need some Environmental Health support.</p> <p>Hyde Housing tenants can contact Cllr. Evans and Todhunter regarding their heating system if they have concerns.</p> <p style="text-align: right;"><i>Cllr. Duncton left the meeting, 19:45.</i></p>	
C/23/142	<p>Neighbourhood Plan (NP) <i>Para 6 of the Clerk's Report.</i></p> <p>The Council NOTED the updates from the initial meetings with AECOM and Colin Smith Planning Ltd regarding the Housing Needs Assessment and Design Code work and public consultation requirements.</p>	
C/23/143	<p>All Parishes Meeting (18.09.2023) <i>Para 7 of the Clerk's Report.</i></p> <p>The Council NOTED the meeting update.</p>	
C/23/144	<p>Financial Matters <i>For all items listed below, see para 8 of Clerk's Report.</i></p> <ol style="list-style-type: none"> 1. Financial Reports for September – October 2023 (Payments and Receipts Analysis) The Council RECEIVED, REVIEWED and NOTED the Receipts and Payments Analysis Reports which detail income and expenditure for the period 8th September – 5th October 2023. These reports are appended at C. Both reports to be signed by Cllrs. Brown and Price. 2. Finance Committee - End Qtr. 2 Cllr. Colmer provided a verbal update from the Finance Committee meeting. <p>To note a £2,457.20 increase to the forecast overspend at</p>	<p>Actions: Clerk / Cllrs. Brown & Price Cllr. Jordan</p>

	<p>the end of the financial year. This increase is due to unbudgeted expenditure in quarter 2 e.g., a new Council laptop and budget inflation to cover future costs such as playpark inspections and maintenance; an Ifold bike rack and additional grant payments.</p> <p>The Finance Committee approved a budget of £600 for the Ifold bike rack; however, recommends that implementation is delayed until the end of Quarter 3 (January 2024), when a clearer financial picture is available. The project is likely to be met by expected underspends in key budget areas. Otherwise, it can be formally budgeted in 24/25. CIL money, due April 2024, could be spent against this project.</p> <p>Cllr. Jordan advised that he attended the formal opening of the Scout Hut’s new extension; thanks were extended to the Parish Council for its financial support.</p> <p>3. <u>Asset audit</u> The Council NOTED the asset audit spreadsheet. The bus shelter on Chalk Road, Ifold and the Directional Zebra Signs in Plaistow and along Dunsfold Road need attention. The Council RESOLVED to seek a quote from Ralph Restoration for the signs. Cllr. Jordan will survey the bus shelter and report on works needed.</p>	
C/23/145	<p>Play areas <i>Para 9 of the Clerk’s Report.</i></p> <p>1. <u>Recent closure</u> The Council NOTED as above and RESOLVED that a metal detector be used to locate the old equipment, and weekly inspections be carried out in the interim, until the matter has been satisfactorily investigated. Cllrs Taylor and Capsey agreed to support the Playpark Working Group undertake inspections at this time.</p> <p>The Council considered the need to write formally to Redlynch Leisure’s accreditation bodies (CHAS, ROSPA, Constructionline).</p> <p>2. <u>ROSPA Safety Inspection Report</u> The Council NOTED as above, which is published on the</p>	Action: Clerk / Playpark Working Group

	<p>website here. Queries were raised regarding neck entrapment and roundabout clearance risks. On both occasions ROSPA advised that there is no necessary and/or feasible works to be undertaken. The Council expressed its frustration at the report and its lack of common-sense approach.</p> <p>3. <u>Play Park Working Group minutes (Appendix D)</u> The Council RECEIVED, REVIEWED and NOTED as above and RESOLVED to APPROVE ALL the RECOMMENDATIONS therein, including: -</p> <ul style="list-style-type: none"> - biannual safety inspection - annual zipwire dismantle inspection - the appointment of an alternative inspection company - instruction of a maintenance contractor <p>The Council considered six quotes (here) and AGREED that it was logical to instruct one company who can undertake all aspects of the area’s maintenance and inspection requirements.</p> <p>The Council RESOLVED to INSTRUCT VITA PLAY and obtain a quote for the roundabout service.</p> <p>4. <u>Insurance Company guidance</u> The Council NOTED the guidance as above, set out in the Clerk’s Report and particularly their strong recommendation that play equipment is checked at least weekly by someone appointed by the Council. The Council RESOLVED to continue with MONTHLY inspections conducted by the Playpark Working Group.</p> <p>5. <u>Appointment of a lay Working Group member</u> The Council RESOLVED to APPOINT Mr Peters, Health & Safety Governor at Plaistow and Kirdford Primary School, to the Play Park Working Group.</p>	
C/23/146	<p>Cyber security <i>Para 10 of the Clerk’s Report.</i> The Council NOTED the pending cyber audit and training quote from TEEC and the need for policy. The Council RESOLVED to have an independent contact telephone</p>	<p>Actions: Clerk</p>

	<p>number and discussed virtual numbers that divert to mobile phones. The Clerk will investigate and circulate information and quotes. The Council RESOLVED to set up a Councillor WhatsApp group.</p>	
C/23/147	<p>Ratify Clerk's Decision(s) since last meeting – Scheme of Delegation <i>Para 11 of Clerk's Report</i> The Council RESOLVED to RATIFY the Clerk's decision to instruct Evans Electrical to fix the Ifold telephone box electrics (which houses the defibrillator) and restore the Platinum Jubilee Sessile Oak Tree plaque made pursuant to paras 3.1.2, 3.1.3, 3.1.5, 3.1.6 of the Scheme of Delegation.</p>	
C/23/148	<p>Policy documents <i>Para 12 of Clerk's Report</i> The Council RESOLVED to ADOPT the Marquee Borrowing policy. This will be added to the Council's website here and the asset register updated. <i>District Cllr. Evans left the meeting 20:45</i></p>	<p>Actions: Clerk</p>
C/23/149	<p>Chichester Infrastructure Business Plan (IBP) <i>Para 13 of Clerk's Report</i> The Council NOTED as above and RESOLVED to approve the Council projects already outlined in the IBP.</p>	<p>Action: Clerk</p>
C/23/150	<p>WSALC Annual General Meeting <i>Para 14 of Clerk's Report</i> The Council NOTED the invitation to attend and RESOLVED that Cllr. Price attend and vote.</p>	<p>Action: Cllr. Price</p>
C/23/151	<p>Parish defibrillators <i>Para 15 of Clerk's Report</i> The Council NOTED the update regarding Shillinglee's defibrillator and AGREED that it would consider any application for funding support when the residents association makes one. The Council RESOLVED to fund the service costs of Kelsey Hall's defibrillator whilst BEAT and SECAM work out long-term ownership.</p>	<p>Actions: Clerk / Cllr. Price</p>
C/23/152	<p>Highway Matters <i>Para 16 of the Clerk's Report</i> 1. <u>Highway matters raised by Councillors.</u></p>	

	<p>Temporary closure of Shillinglee Park Road, Plaistow on 16th October 2023.</p> <p>2. <u>Rickman's Lane TRO application update</u> WSCC Public consultation between 5th – 26th October 2023.</p>	
C/23/153	<p>Clerk's update & items for inclusion on a future agenda</p> <p>The Council NOTED the following updates, as detailed at para 17 of the Clerk's Report: -</p> <ol style="list-style-type: none"> 1. Northern Parishes meeting on 19.10.2023 - Cllrs. Jordan, Capsey and Clerk to attend. 2. Newsletter & Priority & Funding Survey – the E-Newsletter mailing list stands at 150 and will be circulated after 12th October. The Letter from the Chairman will be received during the week of 16th October. Both advertise the Priority & Funding Survey. The CDC 'Supporting You' event will take place on 7th November in the Youth Club building between 10-12. 3. Councils' biodiversity duty – policy being developed. 4. Ifold conservation area and litter bin – signage in the area may be preferable than leaflets. 5. Interim Internal Audit – 4th December 2023. 	<p>Actions: Clerk</p>
C/23/154	<p>Correspondence</p> <p>The Council NOTED the following as detailed at para 18 of the Clerk's Report: -</p> <ol style="list-style-type: none"> 1. TfSE Transport Forum meeting 2. NALC Civility and Respect Project Manager email 3. WSCC Highway's response to Ifold Estates Ltd TRO enquiry – unlikely to support; however, they have misunderstood that there would be no cost to WSCC. Therefore, IEL will engage further. 	
C/23/155	<p><u>Date of next meetings</u></p> <ul style="list-style-type: none"> • Planning & Open Spaces Committee, 7th November 2023, Kelsey Hall, Ifold - 7:30pm • Full Parish Council, 8th November 2023, Kelsey Hall, Ifold - 7:30pm • Planning & Open Spaces Committee, 29th November 2023, Kelsey Hall, Ifold - 7:30pm 	<p>Actions: Clerk</p>

There being no further business, the Chair closed the meeting at 21:10

Appendix A – C/23/141 – County Councillor Report

County Councillor Janet Duncton Report Meeting 11th October 2023

Hello everyone,

First of all, I note from the Clerk's notes that concern has been raised regarding the attitude of people and some abuse to the Councillors. This is totally unacceptable and because I receive some abuse I concur wholeheartedly with your approach and indeed at times it gets to the stage where I have to consider not attending Parish Council meetings which are of course an extra that we can choose to attend or not but I have always thought it right to try and keep up to speed with what my residents have concerns about and try and help where I can. Some of my fellow County Councillors in the Boroughs do of course not have any Parish Councils to work with so it's those of us in Districts that attend the Parish Councils and in my case that's 10, although there are 11 Parish's one only meets once a year and some of my Parish's do not meet every month.

Platinum House at Broadbridge Heath is now fully operational and receiving many enquires for training from both home and abroad. It is considered state of the art for training and Fire and Rescue purposes so I have no doubt it will be well used.

Trading Standards never stops making sure that we are somewhat protected from traders etc who are not doing things properly and often cheating people. Recently we have had several cases regarding eating establishments and rouge builders. They have had successful prosecutions.

The new Lymington by pass has now started being built and will give relief to the villages of Yapton and Lymington from their heavy volumes towards Littlehampton.

At the time of writing I do not have any up date on the RAAC situation in West Sussed Schools only the County maintained ones which at the time of writing do not have a problem.

I think I mentioned before but in case not the waste last year made 200.000 tone of reuse or recycling that didn't go to a hole in the ground. When food waste is eventually introduced this will climb significantly but that's the current position which I think is positive.

On the same subject the winter opening times are now running at the waste and recycling sites. Locally that is Billingshurst which will be open 9am to 4pm Monday to Wednesday and Saturday and Sunday. For those who like to use the Chichester Centre it's again 9am to 4pm on Monday and then Wednesday through to Sunday.

If you don't know Buchan Park just outside of Crawley on the A264 it really is worth a visit. It has received official recognition as one of the Country's best Parks.

Please feel free to contact me janet.duncton@westsussex.gov.uk

Janet Duncton

County Councillor Petworth division.

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Local Updates

Hyde Housing – Councillors were recently invited to an introductory day and tour with Hyde Housing. It was an interesting day for our Councillors, who are passionate about improving the standards of our affordable housing and holding Hyde and others to account for resolving tenants' issues.

Hyde leadership committed to improving the way they communicate and will be improving the reporting process for complaints soon. Gareth will update further on this.

Local Plan – Prior to the local elections in May, Michael Gove announced that there would be reforms to the National Planning Policy Framework, which would have allowed us to review the draft Chichester Local Plan and potentially reduce the need for us to have a 5 year supply of housing land to 4 years. Unfortunately, despite these changes being promised for Spring 2023, they are yet to materialise. Gareth and Charles remain unhappy with the housing numbers allocated to Loxwood Ward and continue to speak out about this. Housing is one of the issues we continue to work tirelessly on, amongst many others. The Leader of the Council has also written over the summer to Michael Gove and our local MPs asking for an update on the changes. At the time of writing, no response has been received.

Tree Planting Scheme – Chichester District Councillors have voted to continue our popular 'Tree Chichester District' programme to increase tree cover in rural and urban areas over the next two years, with a particular focus on improving habitat connectivity across the district. As part of this targeted planting scheme, a publicly accessible interactive map is being developed to highlight priority areas of the district where tree-planting interventions could help increase habitat connectivity and improve environmental resilience. If you're interested in progressing a tree planting project — whether it's a community initiative or private land — you are encouraged to contact the Council's dedicated Tree Project Officer who can offer advice, by emailing treescHEME@chichester.gov.uk or calling 01243 521161

CDC Wide Updates

Full Council Meeting – On Tuesday 26th July Councillors voted for a number of motions including the 'Tree Chichester District' scheme mentioned above and writing to Ministers and rail companies to oppose the closure of our local railway ticket offices.

Planning Committee – At the meeting of Full Council on Tuesday 26th September Charles was elected to the position of Planning Committee Chairman, taking over with immediate effect from Cllr. Stephen Johnson.

Chichester Park Hotel – West Sussex County Council and Chichester District Council have recently been advised by the Home Office that a hotel in the Chichester area is being considered for use as contingency accommodation for people seeking asylum. Decisions around use of hotels and placements for those seeking asylum are made by the Home Office. We are not involved in the decision-making process. Should members of the public wish to contact the Home Office directly they can be contacted on public.enquiries@homeoffice.gov.uk or by calling 0207 035 4848

Next Full Council Meeting – Tuesday 28th November

Meeting your District Councillors:

Gareth has the following surgery dates scheduled from 12pm-2pm:

Saturday 7th October 2023 – Stag Inn, Balls Cross

Further dates to follow shortly

Should the dates suggested not be suitable for you or there are any other reasons preventing you from seeing us we are also happy to do home visits, telephone calls or zoom calls.

Our contact details:

Cllr. Gareth Evans, email: gbevans@chichester.gov.uk or telephone 07958 918056

Cllr. Charles Todhunter, email ctodhunter@chichester.gov.uk or telephone 07500 577 777

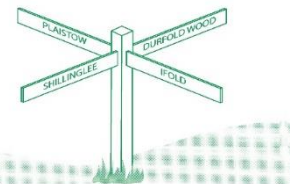
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Appendix C - C/23/144 - Financial Reports for September – October 2023

Date: 05/10/2023		Plaistow and Ifold Parish Council 2023/2024				Page 1	
Time: 09:26		Cashbook 1				User: CLERK	
		Current Bank A/c					
Payments made between 08/09/2023 and 05/10/2023							
Nominal Ledger Analysis							
Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount Transaction
08/09/2023	Deposit Bank A/c	transfer	20,000.00			201	20,000.00 transfer to deposit account
09/09/2023	Robert Beadle Lizard Computing	BACS	81.00			4142 102	81.00 IT Laptop support & data
09/09/2023	Moore	BACS	504.00		84.00	4115 102	420.00 External Audit 22/23
09/09/2023	WSCC	BACS	4,025.16			4101 101	4,025.16 Salary + oncosts August23
09/09/2023	Action in Rural Sussex	BACS	144.00		24.00	4120 102	120.00 Annual AIRS subscription
15/09/2023	Bankline	DD	1.20			4140 102	1.20 bank charges aug23
21/09/2023	United Kingdom Debt	DD	5,217.00			4701 102	5,217.00 Loan repayment + interest
26/09/2023	Secured Signing	DD	9.95			4135 102	9.95 Secured signing Sept23
27/09/2023	Temple Group Ltd	BACS	2,640.00		440.00	4316 102	2,200.00 Reg 15 Advice Note Crouchlands
27/09/2023	Rialtas Business Solutions Ltd	BACS	30.00		5.00	4141 102	25.00 instal RBS on new laptop
27/09/2023	Brunel Engraving Company	BACS	30.00		5.00	4309 301	25.00 Sessile oak plaque referb
02/10/2023	Zoom	DD	15.59		2.60	4117 102	12.99 30.09-30.10.23 zoom
02/10/2023	BT	DD	41.94		6.99	4123 401	34.95 W.Hall WIFI Oct23
03/10/2023	Winterton Hall	BACS	33.00			4137 102	33.00 W.Hall hire 2nd quarter
04/10/2023	Miss A J Palmerton	BACS	150.00			4700 301	150.00 Ifold conservation autumn
04/10/2023	Sussex Land Services	BACS	438.00		73.00	4301 301	365.00 Grass cutting Aug23
04/10/2023	WSCC	BACS	4,025.16			4101 101	4,025.16 Salary+on costs Sept23
04/10/2023	Mr Doug Brown	BACS	44.55			4129 102	44.55 noticesboard mileage Apr-Sept
04/10/2023	Mr Doug Brown	BACS	10.00			4130 102	10.00 Gift for playpark signs
Total Payments:			37,440.55	0.00	640.59		36,799.96

05/10/2023		Plaistow and Ifold Parish Council 2023/2024				Page 1	
09:27		Cashbook 1				User: CLERK	
		Current Bank A/c					
Receipts received between 08/09/2023 and 05/10/2023							
Nominal Ledger Analysis							
Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	Banked 08/09/2023	8,755.00					
	GROUNDWORK UK R/C	8,755.00			1079	100	8,755.00 Neighbourhood Plan grant
	Banked 08/09/2023	8,755.00					
	Groundwork UK	8,755.00			1079	100	8,755.00 Neighbourhood Plan Grant
	Banked 08/09/2023	-8,755.00					
	Groundwork UK	-8,755.00			1079	100	-8,755.00 Neighbourhood Plan
	Banked 15/09/2023	59,000.00					
	Chichester District Council	59,000.00			1076	100	59,000.00 Precept 2nd instalment
Total Receipts:		67,755.00	0.00	0.00			67,755.00

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PLAYPARK WORKING GROUP

MINUTES of a meeting of the Playpark Working Group held on Thursday 28th September 2023 at 19:30, via Zoom.

Present Cllr. Paul Jordan (Chair of the Parish Council); Cllr. Sarah Denyer; Cllr. Doug Brown and Catherine Nutting (Clerk & RFO).

PP/23/001 Apologies for absence & housekeeping
None

<p>PP/23/002</p>	<p>Disclosure of Interests None received.</p>	
<p>PP/23/003</p>	<p>Ifold play area</p> <ol style="list-style-type: none"> 1. <u>Letter to neighbours (feedback)</u> No responses have been received following the delivery of 24 letters (appendix A) to the neighbouring properties of the Kelsey Hall. 2. <u>Lease (solicitor meeting 02.10.23)</u> The Clerk will ascertain what documents are required from the Council and Kelsey Hall to draft the lease and updated costs. 3. <u>Newsletter article</u> The wording should be clear that the project is ‘work in progress’ and delivery is not imminent to manage community expectations. 4. <u>Facebook updates</u> The consensus was not to post too much too soon, as this would raise expectations. Recommendation: Facebook posts should be used to communicate tangible updates e.g., the lease has been signed, or promote consultations, key timescales, and decisions, rather than general information (which can be 	<p>Actions: Clerk / Cllr. Denyer</p>

	<p>found in minutes and on the website / in the newsletter).</p> <p>Cllr. Denyer to support Facebook posts when they are needed.</p> <p>5. <u>Meeting with the Kelsey Hall & IEL</u> Recommendation: schedule a face-to-face meeting at the Kelsey Hall once the lease has been prepared in draft form. This will allow both parties to consider the draft lease and agree any amendments prior to its execution.</p>	
	Lady Hope Play Park	
PP/23/004	<p>Redlynch Leisure</p> <p>1. <u>Closure of playpark & inspection rota</u> The inspection rota is in place until Tuesday 3rd October, when Redlynch Leisure will attend to address the protruding metal. Depending on how quickly they can make the play park safe will determine if the closure and rota will continue.</p> <p>This is the 3rd closure since June 2023 due to protruding metal.</p> <p>The bits of metal (from the old play equipment) have become exposed because the ground has shrunk in the warm weather (Weald (Sussex) clay). Redlynch Leisure have advised that it is standard practice to cut the old equipment down to ground level and then hammer underground. Their error was not burying the residual equipment deep enough.</p> <p>2. <u>3rd October 2023</u> Cllr. Denyer can meet Redlynch Leisure on site, along with Mr. Peters, Health & Safety Governor from Plaistow & Kirdford Primary School.</p> <p>3. <u>Outstanding issues to be addressed (roundabout safety surface / spinner / zipwire)</u> The Clerk will email Redlynch Leisure setting out the Council's expectations of the work to be completed on 3rd October, which includes outstanding matters from the</p>	<p>Actions: Clerk / Cllr. Denyer</p>

	2021, 2022 and 2023 ROSPA safety inspection reports.	
PP/23/005	<p>ROSPA report (on website here)</p> <p>The meeting considered the July 2023 ROSPA report and discussed the works raised by the inspector.</p> <ul style="list-style-type: none"> • <u>Gates (finger crushing) pgs. A2 and A5</u> Recommendation: Cllr. Brown to consider what is required to make safe, purchase the materials (rubber buffers) and undertake the works. The Council is advised that the 'Playpark Repairs and Maintenance budget' stands at £1,001 at the end of quarter 2 (September 2023). • <u>Entrance matting (trip hazard)</u> The mat is there to prevent the entrance to the playpark from becoming muddy and slippery a due to heavy footfall, particularly in winter. Gnarled ground will dry in warmer weather, and similarly present a trip hazard. The ground has receded away from the mat in the summer months due to the nature of Weald clay. Recommendation: Monitor over winter, when the ground will rehydrate, and see how it marries back up with the matting. The monthly playground inspection includes checking the entrance mats. If the issue persists, consider grass grid matting as an alternative. • <u>Fencing (neck entrapment)</u> Recommendation: Cllr. Brown to find out about the CEN technical report CEN/TR 16879:2016, clause 4.3.4 which advises that fencing close to playgrounds should comply with the entrapment requirements of EN 1176-1. The meeting considered fitting a length of timber along the top of the fence to reduce the neck entrapment. However, this could impact the aesthetics of the fencing. • <u>Bench (moss)</u> Recommendation: Moss removal to be included as an activity in the biannual litter pick / Community Action Day. • <u>Trees (overhanging)</u> 	<p>Actions: Clerk / Cllr. Brown</p>

	<p>The meeting discussed how the trees provide shade for playpark users in warm weather, which is a benefit.</p> <p>The trees on the Plaistow village green, including those within and around the playpark, are surveyed by an arboriculture consultant every 3 years in accordance with recommendations. The most recent survey was undertaken in October 2022. The identified works, which included the removal of deadwood from the two trees which overhang the play area, was undertaken in April 2023. The next inspection will be in 2025 in accordance with the arboriculture consultant’s advice.</p> <p>Recommendation: to continue with the inspection regime.</p> <ul style="list-style-type: none"> • <u>Grass (holes / tree roots trip hazard)</u> The meeting discussed how the holes are made by children; the practicalities of sowing grass seed (birds / footfall) and the risk that covering tree roots with grass could conceal the trip hazard and exacerbate the issue. The ground is Weald clay and dries out in the summer months. The area has relatively good drainage and it would be inappropriate to cover the whole area in safety matting – the community value its natural aesthetic. Also discussed was the possibility of installing a sandpit – a popular play item for all ages and would prevent children digging the ground. The meeting discussed how to manage wild animal fouling and health and safety. Recommendation: the Clerk to gather management information from other Councils with sandpits and feed back for future consideration. NB/. <i>If</i> the fencing needs changing, to consider animal grade fencing for the future. • Zipwire (damaged seat and chain cover) Recommendation: to purchase replacement items and arrange these to be fitted. The Council is advised that the ‘Playpark Repairs and Maintenance budget’ stands at £1,001 at the end of quarter 2 (September 2023). <p>The meeting disused their disappointment at the ROSPA report. Some of the comments are unclear and the required actions unfeasible e.g., to refit the roundabout to remedy the clearance between the carousel and the safety matting. Did the inspector take</p>	
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	<p>into consideration the natural undulation of the ground?</p> <p>The meeting agreed that many of the comments are ill-conceived and/or generic and do not reflect a common-sense approach.</p> <p>Recommendation: the Clerk to contact ROSPA and ask for clarification regarding the clearance level and what practical action is necessary.</p> <p>The meeting agreed that asking the school's Health and Safety Governor for his input regarding the ROSPA report was helpful.</p> <p>Recommendation: the Clerk to share the report (which is in the public domain via the website).</p>	
<p>PP/23/006</p>	<p>Inspections</p> <ul style="list-style-type: none"> - <u>Rota & frequency (weekly/monthly)</u> Recommendation: monthly inspections remain adequate. Signage has the Council's contact information so the public can raise any issues. - <u>Safety kit list</u> Recommendation: To ensure that there is a stocked 'closure kit' in the Pavilion back cupboard, including laminated signs. To purchase safety tape and zip ties. Those responsible for closing the playpark should take a photo and send to the Clerk and kept on record. - <u>Training</u> The meeting considered information about the Routine Training Course for those who undertake regular inspections of play areas (daily/weekly/monthly). See appendix B. Recommendation: Subject to the views of the Council's insurance company (pending) training is not necessary. It is expensive; lasts for 3 years and then needs re-taking and the trained Councillor(s) may not remain in post. The Clerk advised that many Councils employ trained inspectors to discharge this duty. - <u>Bi-annual or quarterly operational inspections (3rd party)</u> The meeting agreed that it was unhappy with the standard and usefulness of the ROSPA reports. Once the report is issued, it becomes a public record of 'issues' which may be 	

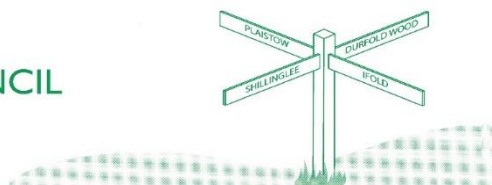
	<p>generic and/or not consider any common-sense thinking. Many of the required works are impractical, could exacerbate an issue and expensive.</p> <p>Recommendation: to undertake biannual safety/operational inspections*. To consider other companies such as The Play Inspection Company and seek quotes for the Council to consider.</p> <p>*This will require the annual playground budget to be increased.</p> <p>To approach the Northern Parishes to ascertain their views/recommendations regarding inspection companies they instruct.</p>	
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There being no further business, the meeting closed at 20:55

Appendix A – Letter to Kelsey Hall neighbours

PLAISTOW AND IFOLD PARISH COUNCIL

September 2023



Dear Resident,

Re: Play equipment at Kelsey Hall

I write to update you with the results of the public consultation regarding installing play equipment at the Kelsey Hall.

Information about the online survey was delivered to 500 houses in Ifold, as well as publicised on Facebook and the Parish Council’s website. The response rate was 19.2%, with 77% of respondents being in favour of a play area. Survey response rates between 5% - 30% are typical; therefore, the Parish Council is heartened by this respectable level of engagement, which can be trusted to provide an accurate indication of project support.

Nevertheless, the Parish Council understands that not everyone will welcome the idea and as a direct neighbour of the hall, the Council wishes to ensure that you have had every opportunity to provide your feedback and have any concerns addressed. Therefore, please do contact the Parish Council with your thoughts and comments: clerk@plaistowandifold-pc.gov.uk

I encourage you to visit the Parish Council's designated webpage for the project, where the survey results can be found, along with information about the concerns raised and how these will be mitigated – you may find that your concerns / comments have already been raised, considered and addressed: - https://www.plaistowandifold-pc.gov.uk/ifold_playarea

The Parish Council agrees that the space is small and, as such, will have limitations. However, Ifold is highly unusual being a large residential settlement without any designated public space for children. Prohibitive land costs mean that identifying an alternative site in Ifold is not an option; therefore, the Parish Council is grateful to the Kelsey Hall for permitting play equipment to be installed.

The Parish Council understands that many in Ifold have the luxury of a large garden; however, the results show that residents seek a public play area, within walking distance, where they can meet other families. Isolation is a key issue for those with childcare responsibilities. Having somewhere 'to go' is paramount for community cohesion and the mental wellbeing of children and their caregivers, as borne out in studies from the Pandemic.

Parking concerns have been raised, and of course there may be some who will drive to the hall to use the play equipment in contravention of permission. However, the survey results demonstrate that accessing the area on foot or by bike will be integral to the overall enjoyment of the space and those who may drive will be a minority.

Noise and appeal / frequency of use are other key issues which have been raised. The age appeal of the equipment will be predominantly 5 years and under. As such, the use times - including noise generation - will be very similar to that which was experienced when Little Acorns Preschool was in operation between 1974 – 2022.

However, from experience, the preferred play equipment borne out in the survey (climbing and balance apparatus, slide, small playhouse, and seesaw) will also appeal to slightly older children (7 – 8 years), thereby maximising the overall use/appeal of the area. The site has been assessed by a play equipment company and can accommodate between 3 – 6 items of equipment, depending on their size. Some equipment can be combined e.g., a playhouse incorporating a slide. For comparison, the park at Plaistow has 8 pieces of equipment, including a zipwire and large multi-play climbing frame.

Preserving the rural, wooded feel of the area is key. None of the existing trees will be felled to accommodate play equipment. As one respondent commented, *"make it an adventure worth going on..."* therefore, the Parish Council will endeavour to prioritise equipment not usually found in private gardens. This montage illustrates the sought after equipment and 'feel' of the area. The Parish Council will ask the Ifold community to choose which area design they prefer once various playpark companies have submitted their scheme.



The Parish Council seeks to create an enjoyable public space for children and those with childcare responsibilities, which supports this demographic of Ifold's community. Kelsey Hall is a busy and well used Community Centre at the heart of Ifold. Introducing a play area at the site will support the hall to continue to offer an integral service to all residents.

Additionally, the Parish Council wishes to take into consideration the views of immediate neighbours of the Kelsey Hall to ensure, as much as possible, the area does not cause unnecessary concern. Where possible, the Council will address all reasonable matters.

Yours sincerely

Appendix B - PP/23/006 – Training

The Play Inspection Company

We mainly run two courses, and these are a one day RPII Routine Course and a two day RPII Operational Course.

We would come to you to carry out the training and we would therefore need you to provide a training room and organise three play areas that each have at least the following equipment:

-

Swings
Rockers
Roundabout or Rotating Equipment
Slide
Climbing Frame/Multiplay
Fencing and Gates

The price would be as follows: -

RPII Routine Training Course – One Day

Training and Examiners Fee - £950.00excl.VAT (total price)

RPII Routine Examination - £120.00excl.VAT (per candidate)

RPII Operational Training Course – Two Days

Training and Examiners Fee - £1,795.00excl.VAT (total price)

RPII Operational Examination - £245.00excl.VAT (per candidate)

Maximum number of candidates on each course would be 12 – there is no minimum.

If exams are not required, then the Play Inspection Company would be able to issue Certificates of Attendance at an additional cost of £10 per certificate.

The RPII accreditation is valid for three years and after this a renewal would be required – this would only take a couple of hours in a morning or afternoon.

The RPII issue a Certificate and an ID Card for Operational Inspectors and a Certificate only for Routine Inspectors.

Clerk's Comments

The 2-day operational course would not be appropriate for our needs. The cost could be split between parish councils if Kirdford / Wisborough Green and Loxwood were interested in attending (up to a max of 12).

The pros are: -

- **held on a day that suits you**
- **specific to our play area (the other sites would be made up of Loxwood / Kirdford and Wisborough Green)**
- **can benefit other Councils**

The cons are: -

- **it is expensive if only P&I want to attend**
- **cannot make other councils join the training and chip in**

The Play Inspection Company also offer Site Specific training for £495.00excl.VAT. The training would start at 9.30am and would take 2 – 3 hours and would all take place on-site.

The pros are: -

- **held on a day that suits you**
- **shorter time**
- **cheaper**

The cons are: -

- **it is not a recognised / accredited course (as it is site specific)**
- **cannot offer other councils to join the training as its site specific**
- **it won't be transferable when the council has an Ifold play area to inspect**

Horsham District Council

Offer the one-day RPII Routine Training Course on 14th November 2023.

Training and Examiners Fee - £950.00excl.VAT (total price)

RPII Routine Examination - £120.00excl.VAT (per candidate)

Clerk's Comments

There is a maximum of 12 attendees and the £950 is split between all attendees. Currently there are 8 on the attendance list (one of whom is a provisional person from P&I). If 12 people attend the cost per person is £ 79.16 – therefore the max cost to P&I to train all three of you would be £237.50. It would be more if only 8 attends (or less).

The 'exam' (on either course) is not mandatory – although one person is recommended to get the official certificate. It is a practical assessment at the end of the day. Anyone who takes the exam costs an additional £120pp.

Horsham Council had said ...

It's not really an exam is more of a test.

During the course, the tutor will explain what you should look for when you inspect a play area visually. For example, you would check the chain of a swing to see if the links are worn more than 00% or if the gate closes within the timescale they propose (normally count to 5).

A piece of paper is handed, and they have to tick and make small notes on any defects that they may find.

Regarding the notes – for example if they make a note about the surface not being safe -trip hazard. Depending on the surface you may say either low risk monitor or high risk take action.

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CLERK'S REPORT

Full Council Meeting - 11th October 2023

Number	Item	Time
1.	<p>Apologies for absence & housekeeping*</p> <p>Apologies have been received from Cllr. Woolf and District Cllr. Todhunter.</p> <p><i>*In accordance with The Data Protection Act 2018 all attendees of the meeting are hereby notified that the meeting could be recorded as an aide memoire for the Clerk when compiling the minutes. The recordings are held securely and are deleted after the resolution that the minutes are a true and correct record. Members of the public should be aware that being present at a meeting of the Council, or one of its committees or sub-committees, will be deemed as the person having given consent to being recorded (photograph, film, or audio recording) at the meeting, by any person present. Persons who record the parish Council's meetings are reminded that the "Public Forum" period may not be part of the formal meeting and that they should take legal advice themselves as to their rights to make any recording during that period.</i></p>	1 min
2.	<p>Disclosure of Interests</p> <p><i>(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).</i></p> <p>At the time of drafting this report, no disclosures 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).</p> <p>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</p>	1 min

	dispensation from the Proper Officer).	
3.	<p>Minutes</p> <p>Approval of the draft minutes of the full Council Meeting held on 13th September 2023. The draft minutes are published on the website and were circulated to Members, via email on 28th September.</p> <p>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 12(g). The signed minutes will be published on the website.</p>	1 min
4.	<p>Public Forum</p> <p>In accordance with Standing Orders (SO) 3(e) 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 (SO 3(f)). A speaker is limited to 5 minutes (SO 3(g)). 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 (SO 3(h)). Only one person shall speak at a time and if more than one person wants to speak, the Chair shall direct the order (SO 3(k)). A record of the public participation session shall be included in the minutes (SO 3(t)).</p> <p>The business of the meeting will resume immediately following the public forum.</p>	10 mins
5.	<p>To receive reports from County and District Councillors</p> <p>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.</p> <p>At the time of drafting, no County or District Councillor reports have been received.</p>	10 mins
6.	<p>Neighbourhood Plan</p> <p>The following are notes taken at meetings and circulated to Members via email:</p> <ol style="list-style-type: none"> 1. 29th September 2023 <p style="text-align: center;">Meeting with AECOM Town Planning Team and Colin Smith Planning Ltd</p>	5 mins

Cllr. Jordan and the Clerk in attendance.

Initial meeting regarding the professional support [AECOM](#) can provide the Parish Council for its Neighbourhood Plan. AECOM will produce the Council's updated Housing Needs Assessment (HNA) and Design Code. Colin Smith advised that a new HNA was required as the previous HNA, within the former draft Neighbourhood Plan, is out of date (2016). AECOM will apply to [Locality](#) for the grant funding/permission to undertake the work (2–3-week lead time). Locality have already advised the Council that it will qualify for AECOM professional support, as it is producing a 'technical Plan' which includes a Design Code. Therefore, it is unlikely that AECOM's application will be refused.

AECOM's Town Planning Team will hold another meeting with the Council in due course to confirm the research questions and parameters of the HNA. The community survey will be run/managed by AECOM. The HNA is, broadly speaking, a standard desktop exercise which will provide some of the Neighbourhood Plan's evidence base to inform and support its policies.

AECOM's Master Planning Team will produce the Design Code. Discussion had regarding a shorter section on Parish history. There is a general format for Design Codes, which is visual and inclusive, rather than text heavy. There will be an inception meeting with the Master Planning team once AECOM's application has been approved. AECOM understands that the previous draft Village Design Statement is a good starting point. A Parish site meeting with some Council Members will be required.

Discussion about the general direction of the Neighbourhood Plan and the types of policies to include e.g., local green space and environmental protection and general housing. [West Wittering Parish Council's Neighbourhood Plan](#) was signposted as a good example to emulate where possible.

Discussion about the pressures on parish's infrastructure from speculative development and the Local Plan. Much of the Parish's infrastructure is outside the parish itself e.g., Loxwood

Medical Practice. Some key infrastructure falls outside of the Chichester District area e.g., the Parish secondary school catchment.

Discussion about community engagement. Colin Smith suggested using the Priorities and Funding Survey to ascertain *how* people want to be engaged with regarding the Neighbourhood Plan.

2. 3rd October 2023

Meeting with Colin Smith Planning Ltd
Cllr. Jordan and the Clerk in attendance.

Meeting regarding community engagement and work timetable.

Additional use of the Priorities and Funding survey to ascertain how residents would like to be notified of updates.

Public consultation, including events, are mandatory - otherwise the Plan is not sound and will fail examination; however, as the Plan does not allocate housing and/or sites, its consultation process can be 'light touch'. Nevertheless, the consultation process must be robust (and evidenced) and able to engage with most people.

The community must set out its aims and objectives for the Plan – it is *their* Neighbourhood Plan. This is done via community engagement events and other information sharing/engagement in public meetings / newsletters / social media and the website.

Community views feed into the Design Code and other drafting/policy formation of the Plan. The consultation events will be led by Colin Smith Planning Ltd, including Q&A sessions. Representatives from the Council will need to be in attendance.

Other consultation events will be held following the formal Regulation 14 public consultation exercise.

The timetable of work was discussed. The review of Basic Condition Statement will be undertaken in the coming days.

	<div style="border: 2px solid black; background-color: #FFD700; padding: 10px; margin: 0 auto; width: 80%;"> <p><u>Public consultation engagement event</u></p> <p>7th December 2023</p> <p>Winterton Hall, Plaistow</p> <p>Planning Consultant Q&A session</p> <p>7pm – 9pm</p> </div>	
7.	<p>All Parishes Meeting</p> <p>The Clerk attended the All Parishes Meeting organised by CDC on 18th September. The meeting included two presentations from the Housing and Supporting You teams on Damp and mould, and the support available to those in need. The Local Plan update included CDC’s anticipated timetable for submission to the Planning Inspectorate and how CDC can ‘boost’ its 5-year housing land supply.</p>	1 min
8.	<p>Financial Matters <i>See Clerk’s Report</i></p> <p>4. <u>Financial Reports for September – October 2023 (Payments and Receipts Analysis)</u></p> <p>Includes Parish Council’s income and expenditure during the period 8th September – 5th October 2023.</p> <p>To note in particular: -</p> <p>PAYMENTS</p> <ul style="list-style-type: none"> - Movement to the Council’s reserve account, in advance of the second Precept instalment, to ensure that the current account does not exceed the limit before ‘business customer rates’ are automatically charged. - Lizard Computing – IT support for the Council’s laptop and data transfer onto the new laptop (C/23/126(c) 13.09.2023). - Moore – the 2022/23 External Audit fee. - Action in Rural Sussex annual subscription; required for the support of the Winterton Hall/Youth Club and becoming Sole Trustee of the Playing Field. Approved by the Council in May (C/23/077 17.05.2023). - United Kingdom Debt – the Lady Hope Playpark loan and 	10 mins

interest repayment.

- Temple Group Ltd – payment for the work undertaken to review the Crouchlands Farm planning application 22/01735/FULEIA and prepare a response relating to EIA Regulation 25.
- Rialtas Business Solutions Ltd – ‘RBS’ is the Council’s accounting package, which was installed on the new laptop.
- Brunel Engraving Company – to refurbish the Sessile Oak Platinum Jubilee plaque (see item 11 below and C/23/125 13.09.2023).
- Miss A J Palmerton – 23/24 budget for Ifold bus stop conservation area management.
- Mr Doug Brown – mileage reimbursement to put up agendas/notices on 4x noticeboards between April-September 2023. 45ppm, 11-mile round trip. Gift cost reimbursement to MOP who produced all the Lady Hope Playpark signs free of charge saving the Council significant costs.

All other payments are self-explanatory/standard monthly payments of the Council.

RECEIPTS

- Groundwork UK – Neighbourhood Plan grant (entered twice in error and corrected)
- Second Precept instalment

5. Finance Committee - End Qtr. 2

The Finance Committee has a meeting at 7pm, before full Council. Therefore, a verbal update will be given at this part of the meeting by Cllr. Colmer, Chair of the Finance Committee. The agenda can be found on the Council’s website and the minutes will be circulated to the Council in due course. The primary purpose of this meeting is to consider the Council’s financial position at the end of quarter 2 (the period of July – September).

6. Asset audit

Councillors have been undertaking an audit of the Council’s assets to enable the Council to financially plan for their management. This information will support the Council to

	prepare a 3 – 5 year business plan, review insurance and risk and set appropriate annual budgets.	
9.	<p>Play areas</p> <p>Please refer to the minutes of the Playpark Working Group meeting dated 28.09.2023 (here).</p> <p><u>Recent closure and recommended course of action</u></p> <p>The recent closure has been due to a third incident of protruding metal found in the playpark by a member of the public (June, July, and September). The metal is from the old play equipment. Redlynch Leisure, who undertook the decommission and removal of the old equipment and installation of the new in 2021, have advised that it is standard practice to cut old equipment down to ground level and then hammer underground. The residual equipment has not been buried deep enough to prevent resurfacing when the ground (Weald clay) naturally moves due to weather conditions. Redlynch Leisure attended the site to remediate the issue on 3rd October.</p> <p>Report of Cllr. Denyer who met Redlynch Leisure on 3rd October: -</p> <p><i>Myself and Mr Peters, Health & Safety Governor of Plaistow and Kirdford Primary School met with two contractors for Redlynch, both experienced installation employees (not management etc); one who had laid the new surfaces when the playpark was regenerated, and the other had attended when the very first piece of metal was discovered on the edge of the new large climbing frame. He had dug out that piece but had not attended the 2nd time when several pieces were dug out.</i></p> <p><i>Both were very aware of the situation and had been given photos of the old equipment by their office. We used these photos to try and locate the areas to focus ground searches. I asked if we could count the number of metal legs from the old equipment in the photos and use process of elimination to work out if, or how many, could potentially be left. However, this was difficult as we could not be sure of the exact locations and how many may be under the new surfaces laid for the small climbing frame, carousel spinner and big net swing, as it could be as much as 50% of the old kit located under the new surface. We also couldn't be sure exactly how many metal pieces had been removed to date, as not the same person had attended each time from their side, or ours.</i></p> <p><i>They had a long metal spade, and they were using it to</i></p>	5 mins

tap the ground, and demonstrated that they could tell a distinct difference when tapping and area that had something hard/metal below or not. However, this was not a full proof way of checking the entire area as the spade could miss by a few inches, and another piece of metal could potentially go unnoticed.

We agreed that we could be sure that the most recent, visible piece of metal had been removed (cut off 6-8 inches below ground) and then tops folded and bashed in. They showed us the piece, Mr Peters took a photo. In their opinion, the team that had removed the old kit had perhaps not dug down far enough or cut the poles off low enough below ground level, and in some cases had not bashed over the cut metal edges neatly enough, leaving bumpier sharp edges that have protruded through the ground over time and weather.

Mr Peters and I agreed that we could be sure that the known risk had been dealt with, but we could not be 100% sure that there would not be future pieces of metal that reveal themselves over time.

Recommendations agreed were that a metal detector would help to try and locate the old kit (using the spade tapping once a beep was discovered) and that we continue to check the ground areas carefully each week, especially in times of very dry or very wet weather.

I then removed the closure signs, tape and cones. I left the contractors to go and work on the zip wire.

The Clerk emailed Mr Crosse, Redlynch Leisure Company Director on 4th October regarding the recommended action to use a metal detector and to schedule this work. To date the Council has not received a response. The Clerk will continue to follow this matter up. The Council's Insurance Company has been kept informed.

- The Council is asked to note the [ROSPA safety inspection report](#) and the identified issues.
- The Council is asked to note the minutes of the Playpark Working Group and the following recommendations: -

Ifold play area

- Facebook posts to be used for tangible updates.
- Meet with Kelsey Hall Management Committee once the draft lease has been prepared.

Redlynch Leisure

- Roundabout clearance with safety surfacing:
ROSPA have advised in writing that the uneven surface level was taken into consideration by the inspector, however 'Standard EN 1176-5:2019' makes no concession for sites which are not level and requires a consistent gap between the roundabout and the safety matting in the range of 60 to 110 mm. The gap at Lady Hope varies between 40 to 80 mm. Nevertheless, the Standard is not mandatory in law; there is no legal requirement to comply with it. Generally, where playground equipment items do not comply with standards, and the risk is assessed as low, as is the case, there is no reasonably practicable action which needs to be taken.

Redlynch Leisure have advised that the roundabout is tilting due to worn bearings, as per the ROSPA report and not an issue with their installation of the safety surfacing. They advise that the item is serviced, and parts replaced.

The Working Group recommend that the equipment, including the roundabout, is serviced, and maintained. Quotes are pending.

- Spinner grip handle:
"The item is not compliant with the requirements of the relevant standards...the centre pole does not meet the grip or grasp requirements - refer to manufacturer for comment"

The manufacturer has stated: *"statement is not correct. Grasp requirement is for small carousels (plate diameter <500 mm). Small carousels have also smaller safety area (1500 mm) and that's why the grasp is required. This 175570 carousel is type B carousel where safety area is 2000 mm. For type B carousel there are no grip or grasp requirement. If we would have grip (like in 137077M) then it must be 16-45 mm. Our product fulfills EN1176-5."*

This manufacturer comment has been passed to ROSPA.

- Zipwire
The item requires an annual full dismantle inspection, which cannot be undertaken by ROSPA. Redlynch Leisure

recommended a company based in Somerset. The Clerk has approached 5 firms that can undertake this annual inspection and quotes are pending. Two are local contractors recommended by Kirdford and Loxwood Parish Councils, who both have zipwires; and one can undertake all the Council's playpark needs including annual inspection, biannual operational inspection, zipwire dismantle service and any servicing and maintenance required on the equipment).

On 3rd October, Redlynch Leisure retentioned the cable and inspected the wire trolley as a gesture of good will.

- Gates – finger crushing risk
Purchase the rubber buffers and install ('in house').
- Entrance matting (trip hazard)
Monitor over winter.
- Fencing (neck entrapment)
Required action pending further information regarding playground fencing standards.
- Bench (moss)
Add to litter pick / community action day schedule of works.
- Zipwire (damaged seat and chain cover)
Purchase replacement items and fit (contractor).
- The Council is advised to note that the 'Playpark Repairs and Maintenance budget' stands at £1,001 at the end of quarter 2 (September 2023).

Inspections

Members of the Working Group did not feel training to conduct the routine inspections (monthly), undertaken by members of the Working Group, was cost effective and necessary.

The Council is advised to note

- Cllr. Denyer's recommendation that the playpark is inspected weekly until the metal detector work can be undertaken by Redlynch Leisure
- the following written advice/guidance received from the Council's insurance company
- *There is no [training] requirement [for routine inspections] so the inspections can be by a volunteer or member of the*

	<p>council.</p> <ul style="list-style-type: none"> - Please be advised that whilst it is not a mandatory policy requirement, we strongly recommend that play equipment is checked at least weekly by someone appointed by the Council. We recommend that checks are recorded in writing as this may assist the insurers in defending a claim should an incident arise. - All inspections should have a written report that is kept on file. - There should be a process and budget to manage any repairs and maintenance. - Any repairs or maintenance should be kept on the inspection report until repaired. - Any repairs or maintenance should be carried out as soon as possible. - If there is any delay due to gaining quotations and/or approval of repairs, the reasons should be recorded. - Any equipment that is deemed dangerous or could cause injury needs to be taken out of commission. - If the Council puts up tape, fencing or signs then this will require a more frequent inspection routine until the item/area is deemed safe. This is to ensure that the tape, fencing or signs have not been removed. If the Council finds the tape, fencing or signs have been removed they will need to consider another method to stop the use of the equipment or to remove the item. - If the equipment is dangerous or beyond repair the client should be removed as soon as possible. - If there are trees near a playground/skate park/BMX, that the entity is responsible for – there should be a tree survey in place, carried out by an arborist, and, again a budget, should be in place to ensure that any works are carried out. - Although a professional annual inspection is also not a policy requirement we strongly recommend one is undertaken by an independent, specialist play area consultant who should process the appropriate accreditation issued by the Register of Play Inspectors International. - If an annual inspection is not undertaken, in the event of someone sustaining an injury it will reduce the prospects of the insurers being able to successfully defend a claim on behalf of the Council. This may lead to an impact on the Council's Insurance premium if a large claim has to be paid. <ul style="list-style-type: none"> ● The Council is invited to resolve to undertake weekly playground inspections. 	
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- The Council is advised to note that some Councils employ / contract (self-employed) Lengthsman to undertake litter management, vegetation management e.g., overhanging hedges that get reported, cleaning street signs, bus shelters and street furniture and undertake playground inspections. Many Councils have an annual budget of c£3,000 and pay per hour. The Council could consider the needs of the Winterton and Kelsey Halls (caretaker), school, preschool, and other Northern Parishes to see if there is enough work to make this a viable and cost-effective option.
- The Working Group recommends a biannual operational inspection as well as an annual full inspection. These are different types of inspection. The annual inspection looks in detail at the health and safety aspects, industry standards and risk assessment of the playground; the operational inspection looks at the maintenance and functionality of the equipment e.g., fixings, bearings etc. Quotes are pending from three companies, who can undertake both types of inspection. These will be circulated to Members prior to the meeting. Additionally, the Working Group recommends moving away from ROSPA. Loxwood Parish Council use The Play Inspection Company and their latest report has been circulated to Working Group members to read and compare with the ROSPA report. A verbal comparison report can be offered by Working Group members at the meeting.
- The Clerk advises that play equipment is one of the Council's highest 'risk activities' undertaken. The annual budget of £1,300 is likely insufficient given the Working Groups recommendation for a mid-year operational inspection, the annual inspection, the routine annual zipwire dismantle inspection and servicing and maintenance of equipment.

The Council is advised to note that the 'Playpark Repairs and Maintenance budget' stands at £1,001 at the end of quarter 2 (September 2023). This budget will increase this year.

The Clerk has made enquiries with other local Parish Councils to ascertain their annual playground budget by way of guidance / comparison (pending) and their inspection routine. Kirdford and

	<p>Loxwood Parish Councils inspect their playparks weekly.</p> <ul style="list-style-type: none"> The Clerk recommends that the Council appoint the School's Health and Safety Governor, Mr Peters, to the Playpark Working Group due to his experience and expertise and support of the Council's playpark to date regarding the protruding metal and review of the ROSPA report. 	
10.	<p>Cyber security</p> <p>In May the Council resolved to take out cyber insurance (C/23/076(2) 17.05.2023). The Clerk was instructed to ensure the Council can/does comply with the standard protection requirements specified in the 'Statement of Fact' e.g., fire walls and file back-up.</p> <p>The Clerk has attended cyber training and met with the Council's web and email host company TEEC. The Clerk has sought quotes (pending) to undertake a recommended 'cyber security audit' which will alert the Council to any gaps and advise the level of protection needed and policy requirements. TEEC can undertake a cyber security audit for the Council.</p> <p>The Clerk is in the process of developing policy for the Council with support from TEEC. However, a 'cyber security audit' is recommended. The policy will recognise that the Council has no IT support, and its cyber risks are relatively low. The policy requirements will be proportional to the risks, activity of the Council and information held.</p> <p>It is recommended that Councillors receive some cyber training, to complement the policy, which can be delivered by TEEC. A quote is pending. The annual Councillor training budget is £882.20 and at the end of quarter 2 is £600. Under the Scheme of Delegation (para 3.1.22) the Clerk is responsible for taking all decisions relating to the training of Councillors. The Clerk will circulate the quote to Members once received and book the training.</p> <p>The Council is asked to note that currently the only contact number for the Council is the Clerk's personal mobile phone. The Council does not have an office and the Clerk's home address does not have a landline. The Council is asked to consider alternative contact options e.g., a Council mobile phone which can be used by whomever the Clerk may be from time to time.</p> <p>Other Councils find using WhatsApp groups helpful. At times it is not possible for Members to check their Council email frequently, and WhatsApp groups allow important information to be shared quickly -</p>	5 mins

	including reminders about documents and meetings. The Playpark Working Group have a WhatsApp group, and this has proved helpful when dealing with the protruding metal. The Clerk recommends that the full Council have a group. An example of a time when such a group would have been helpful was when the laptop hard drive failed. The Clerk needed to alert Members that an important email had been sent, which required their urgent consideration and response.	
11.	<p>Ratify Clerk’s Decision(s) since last meeting – Scheme of Delegation</p> <p>In accordance with the Scheme of Delegation (paras 3.1.2, 3.1.3, 3.1.5, 3.1.6 and 3.1.18) the Clerk instructed Evans Electrical to fix the Ifold phone box electrics, which powers the defibrillator. The earth wire had been accidentally cut by the grounds team undertaking the autumn maintenance of the conservation area. Evans Electrical was the contractor used by the Council to install the defibrillator and therefore was familiar with the electrical works at the site. The defibrillator was taken out of use (and removed from the national circuit) pending the works. Therefore, speed was of the essence to ensure the defibrillator was back in use without undue delay.</p> <p>On 13th September, Cllr. Brown advised the Council that the Platinum Jubilee Sessile Oak plaque had become worn and was difficult to read. Brunel Engraving explained that the plaque is made from the most hardwearing / suitable material (stainless steel, marine grade). It is the infill paint which is the issue. Apparently, some last years and others wear more quickly - weather and environment are factors. Brunel Engraving explained that, for them, it is easier to make a new plaque - but of course not for the customer. Therefore, they offer a refurbishment service for £25. On this occasion they waived the additional delivery fee. Brunel Engraving are using a new infill paint, which came onto the market after the plaque was made, which seems to be better wearing. The plaque will be returned 'like new'.</p> <p>At the end of quarter 2, the Notice Boards, Finger Posts and Signage budget stands at £1,554.11.</p> <p>It is recommended that if the Council finds that it must repeat this refurbishment process on a regular (annual) basis, that the plaque is set in a case.</p>	1 min
12.	<p>Policy documents</p> <p>Community Equipment Borrowing policy</p> <p>The Council’s insurance company will not cover any person/organisation borrowing the marquees (and other equipment) from the Council.</p>	2 mins

	<p><i>“Whilst it is okay for Plaistow & Ifold PC to lend a member of the public their equipment, your policy wouldn’t cover for Public Liability or Loss and Damage as it is not going to be on Council land, or a council run event.”</i></p> <p>Each year, both individuals and local groups borrow the marquees. The Council’s Insurance Company have stated: -</p> <p><i>“We would recommend that the hirer gets their own insurance for Public Liability or Loss and Damage for said equipment / events. There is a product called “ 1 day event insurance “ that they may be able to source, if they were to Google it...”</i></p> <p>This recommendation has been made clear in the policy at Section 4.</p> <p>The Council is invited to note the following condition report from Mrs Baker, as part of the Asset Audit: -</p> <ol style="list-style-type: none"> 1. Can the marquees be repaired by someone ‘in house’ for little money and will this be sufficient? <i>I took the ‘yellow’ roof home and did a few repairs to it - that’s definitely the best one out of the three.</i> <i>All 3 frames are ok, but the ‘ red’ and what will be either a ‘blue or black ‘ (I need to get a spray can) need repairing.</i> 2. Do the marquees need to be professionally repaired and, if so, how much does this cost and is it cost effective (vs replacement cost) <i>You can buy <u>exactly the same from B&Q for £149</u> so in house repair is definitely the first port of call. I've been sewing patches on (recycled bags at work are identical white material) and using glue, so time will tell.</i> 3. Do some of the marquees need replacing entirely (and cost) <i>Not sure yet, think they'll probably be ok for things like Maypole Fete / School Summer Fayre / Hirers who just want a garden party - but probably only the 'yellow' one would be decent enough for someone with a small wedding in their garden.</i> 4. Does the PC need 3x marquees? <i>Any official Parish 'do' would probably need to hire a decent one, and just use these for tea tents. So worth just keeping and repairing them until they die!</i> 	
13.	<p>Chichester Infrastructure Business Plan (IBP)</p> <p>The Council has been invited to comment on the draft Chichester</p>	3 mins

Infrastructure Business Plan. Please note, this is distinct from the Infrastructure Delivery Plan (IDP) for the Local Plan Review.

The consultation runs for six weeks from 13 September 25 October 2023.

CDC state: - *“The purpose of the IBP is to keep the identified infrastructure needed to support the development in the adopted Local Plan 2014-2029 up to date. The IBP prioritises infrastructure provision and phasing; identifies funding sources and responsible delivery agencies and prioritises the projects to be funded solely or partly from the Community Infrastructure Levy (CIL). The IBP is a ‘living’ document which concentrates on the next five years infrastructure requirements. This is reviewed and rolled forward each year to ensure that it is kept up to date. The draft CIL spending plan for each of the first five years is set out in Table 11 on pages 30 to 32. The projects were chosen on the basis of: -*

- *Supporting development in the locality as identified in the adopted Local Plan;*
- *Their need to be provided within the five year period;*
- *The amount of money expected to be available;*
- *Capability of being delivered within the timescale identified.*

After the close of the consultation, your comments will be analysed and changes may be made to the IBP for consideration by the Council’s Development Plan and Infrastructure Panel on 13 December 2023 followed by Cabinet on 9 January 2024, and finally by Full Council on 23 January 2024. It will then be published on the Council’s website and circulated to you.”

In particular, CDC have asked the Council to check the details that the Parish Council has previously submitted about projects and provide any updates, especially the projects prioritised for Community Infrastructure Levy (CIL) funding. Appendix A contains a full list of the infrastructure projects put forward. The Parish Council’s projects can be found on pages 57 – 58 and include: -

- Install 2 bus shelters with seating outside the Sun Pub, Plaistow and at Oak Street Stores, Ifold
- Restoring the parish's tennis court.
- Install a public toilet at the Cricket Pavilion on Plaistow Village Green.
- Installation of play equipment, Ifold.

	The Clerk does not recommend any particular updates to this list, which remains broadly accurate. The results of the Priorities and Funding Survey will support any amendment. CDC have stated that new projects can be put forward during the Spring consultation.	
14.	<p>WSALC Annual General Meeting</p> <p>The meeting agenda can be found here. The West Sussex Association of Local Council's (WSALC) annual report and accounts have been circulated to Members in advance of the meeting. Cllr. Jane Price will attend on the Parish Council's behalf, as the Council's representative appointed at the May Annual Meeting.</p>	2 mins
15.	<p>Parish defibrillators</p> <p>Please refer to minute reference C/23/129, 13.09.2023 for background information.</p> <p>Shillinglee have confirmed they have a defibrillator which was provided by the Home Farm Court Residents Association c. 3 years ago. The defibrillator is not registered on the national circuit; however this will now be rectified. The Council is invited to consider funding support for this defibrillator, which is not owned/managed by either the Billingshurst Emergency Assistance Team (BEAT) or South-East Ambulance Service. This would be an unbudgeted cost; however, the Council has a £5,000 ringfenced Community Reserve Fund.</p> <p>The defibrillator at Kelsey Hall is owned by the South-East Ambulance Service, however they are not currently undertaking routine maintenance and services. BEAT is trying to adopt the defibrillator. Whilst this process is ongoing, the defibrillator remains serviced. Cllr. Jane Price has asked the Council to consider contributing to the cost of its annual service, which can be undertaken at the same time as all the other BEAT defibrillators within the Parish. The cost is c.£40. Cllr. Price will provide the meeting with further cost information and details during the meeting.</p>	3 mins
16.	<p>Highway Matters</p> <p><i>b.</i> Highway matters raised by Councillors – none raised in advance of the meeting.</p> <p><i>c.</i> TRO applications in Plaistow</p> <p style="text-align: center;"><u>WEST SUSSEX COUNTY COUNCIL</u></p> <p style="text-align: center;"><u>(PLAISTOW & IFOLD: RICKMANS LANE)</u></p> <p style="text-align: center;"><u>(30MPH SPEED LIMIT) ORDER 202*</u></p>	2 mins

	<p>Permission has been granted to advertise a proposed Traffic Order, the effect of which will be to extend the existing 30mph speed limit on Rickmans Lane southwards by a distance of 216 metres.</p> <p>As part of the legal process West Sussex County Council is required under the Road Traffic Regulation Act to undertake a formal consultation with you [the Parish Council]. I am pleased to attach a weblink. This will enable you to view:</p> <ul style="list-style-type: none"> • Plans showing the proposed length of road to be subject to a 30mph speed limit • Statement of Reasons for proposing to make the Order • Public Notice outlining the proposal that will be advertised in the Chichester Observer • Draft Order <p>https://www.westsussex.gov.uk/roads-and-travel/traffic-regulation-orders/live-consultations-for-permanent-tros/chichester-live-tro-consultations/</p> <p>If you have any problems accessing the consultation documents via the link please contact me immediately.</p> <p>In the usual way if you wish to express support or raise an objection about any part of the proposal please e-mail tro.consultation@westsussex.gov.uk, or write to TRO Team, West Sussex County Council, The Grange, Tower Street, Chichester, PO19 1RH quoting reference TRO/CHI2302/RC</p> <p>Please note the statutory consultation period ends on 26 October 2023 and any comments you wish us to take into consideration should be received before this date.</p> <p>Since the Parish Council made this TRO application, it has confirmed its full support for the extension of the 30mph along Rickman’s Lane.</p>	
17.	<p>Clerk’s update & items for inclusion on a future agenda</p> <p>6. <u>Northern Parishes meeting</u> – scheduled for 19.10.2023. If any Member would like to attend alongside Cllr. Jordan and the</p>	5 mins

Clerk they are most welcome. The agenda can be found [here](#).

7. Newsletter & Priority & Funding Survey – The E-Newsletter has a further 7 ‘sign ups’ via the website since a reminder went out on Facebook. The mailing list stands at 150. The E-Newsletter will be circulated to recipients on or shortly after 12th October. The Letter from the Chairman will go to Arun District Council for printing on Monday 9th October and should be received by those on the Electoral Register (c800 houses) during the week of 16th October. Both the E-Newsletter and Letter from the Chairman advertise the Priority & Funding Survey, which went ‘live’ Friday 29th October and begun to be completed. The CDC Supporting You outreach session will take place on 7th November in the Youth Club building between 10-12. Further information will be circulated to community partners e.g., schools/church/Kirdford PC etc to ensure that those in most need within the community hear about the event and can attend if they wish.
8. Councils’ biodiversity duty - The government has issued new guidance on local councils’ biodiversity duty. Public authorities in England have a duty under the Natural Environment and Rural Communities Act 2006 to have regard to conserving biodiversity as part of their policy or decision making. This can include restoring or enhancing a population or habitat. The duty has been reinforced under the Environment Act 2021. Parish Councils should have adopted a policy on how they will meet their biodiversity duty by January 2024. The Clerk will develop a policy and circulate to Members in due course.
9. Ifold conservation area and litter bin – The area has recently had its autumn maintenance morning. An article from Ms Palmerton is included in the E-Newsletter. Unfortunately, Ms Palmerton has received some direct unpleasant correspondence from Ifold residents about the area, due to their lack of understanding and volunteers are not forthcoming to support the area. This is very disappointing given how little time is needed to maintain the conservation area. Although there is an article in the E-Newsletter, it will only be seen by 150 residents, not all of whom live in Ifold. There are c.500 houses in Ifold. Therefore, the Clerk suggests the Council consider producing an information flyer for Ifold residents only. This can be done relatively inexpensively. In 2022/23 the Council used Solopress to produce the Ifold play

	<p>area information leaflets – 500 leaflets for £30 (up-to-date price). These were distributed to Ifold residents by the RH Fourteen magazine for c.£25-£30. The 23/24 publicity and communications budget is £1,000; at the end of quarter 2 there has been no expenditure. The anticipated cost for printing and mailing the Chairman’s letter is c.£800 (to print and envelope 850 letters in colour is £182 + Postage (2nd class at 69p). <i>Some bandwidth has been allowed in the estimated cost to accommodate an increase in envelope price and exact number of letters sent.</i> CDC removed the bus stop bin in 2022. They were due to replace it, however held off pending the erection of the new bus shelter. Due to an increase in litter in the area and complaints by neighbours, the Clerk has asked CDC to replace the litter bin as a priority. The new bin will be situated close to the bench and near to where the new shelter will be built. It will be a concrete bottom bin, which will allow some re-positioning once the shelter has been built to ensure it is in the correct location.</p> <p>10. <u>Internal interim audit</u> - booked for 4th December.</p>	
18.	<p>Correspondence</p> <p><i>See Clerk’s Report</i></p> <p>Recommendation: - To consider any correspondence received not listed as an agenda item for discussion.</p> <ol style="list-style-type: none"> 4. <u>TfSE Transport Forum meeting</u> – the presentation and minutes of a TfSE Transport Forum meeting held on 4 September 2023 was circulated to Members via email. The next meeting will be held on 19 October. 5. <u>NALC Civility and Respect Project Manager</u> - NALC recently met with the Jo Cox Civility Commission which aims to find practical recommendations to address the complex problem of violence, abuse and intimidation of elected representatives at all levels, including local councilors. We raised the strong desire in the sector for the return of sanctions which they said mirrored what they heard in their consultations across all stakeholders which was positive to hear. While they had already received a number of submissions from town and parish councils they agreed to extend the deadline to allow more councils to submit evidence to the commission. 	

	6. <u>WSCC Highway's response to Ifold Estates Ltd TRO enquiry</u> – verbal update in meeting	
19.	<p>Date of next meetings</p> <p>Recommendation: - To note the dates of forthcoming meetings:</p> <ul style="list-style-type: none"> • Planning & Open Spaces Committee, 7th November 2023, Kelsey Hall, Ifold - 7:30pm • Full Parish Council, 8th November 2023, Kelsey Hall, Ifold - 7:30pm • Planning & Open Spaces Committee, 29th November 2023, Kelsey Hall, Ifold - 7:30pm 	1 min

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