

MINUTES of a Meeting of the Full Plaistow and Ifold Parish Council held on **Wednesday 14th December 2022** 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 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); Cllr. Sophie Capsey (Vice Chair); Cllr. Phil Colmer (Chair of the Finance Committee); Cllr. David Griffiths; Cllr. Doug Brown; Cllr. Jane Price; Cllr. Rick Robinson; Cllr. Nicholas Taylor and Catherine Nutting (Clerk & RFO).

District Councillor [Gareth Evans](#) was in attendance.

Mrs Denyer attended in her capacity as a candidate for Co-Option.

There were no other members of the public present, either in person or remotely.

C/22/149 Apologies for absence & housekeeping

Apologies were received and accepted from Cllr. John Bushell and Cllr. Nick Whitehouse.

District and County Councillor [Janet Duncton](#) sent apologies.

C/22/150 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/22/151 Public Forum

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

None raised.

C/22/152

Minutes

It was **RESOLVED** to **APPROVE** the minutes of the full Parish Council Meeting held on 9th **NOVEMBER 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/22/153

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

The Council **NOTED** County and District Councillor Duncton's report, which was received in advance of the meeting and published on the website. It is appended to these [minutes at A](#).

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

Cllr. Evans confirmed he had been made aware of the recently submitted Rickman's Green planning application and confirmed that, to date, no appeal regarding the Loxwood Clay Pits has been lodged.

Co-option procedure to fill a casual vacancy

See paragraphs 6 – 10 of the Clerk's Report

C/22/154

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 Mrs. Sarah Denyer.

C/22/155

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

Mrs Denyer, an Ifold resident, introduced herself to Members and explained her rationale for applying to become a Councillor.

C/22/156

Exclusion of the Press and Public

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

C/22/157

Deliberation of candidate(s)

Members **AGREED** that Mrs. Denyer would be a welcomed asset to the Parish Council.

C/22/158

Voting by way of show of hands and results

The Co-Option of Mrs. Denyer was proposed by Cllr. Capsey and seconded by Cllr. Price. The Council **UNANIMOUSLY VOTED IN FAVOUR OF CO-OPTION.**

Action:
Clerk / Cllr.
Denyer

C/22/159

Financial Matters

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

Actions:
Clerk / Cllr.
Taylor / Cllr.
Griffiths

1. Financial report for October – December 2022 (Payments and Receipts Analysis)

The Council **RECEIVED, REVIEWED** and **NOTED** the Payments and Receipts Analysis Financial Reports for the period of 22nd October – 8th December 2022, which includes expenditure since the Council meeting on 09.11.2022. The analysis reports are appended to these [minutes at C](#). The Reports will be countersigned by Cllr. Taylor and Cllr. Griffiths.

2. Finance Working Group / Finance Committee

The Council **RECEIVED, REVIEWED** and **NOTED** the minutes of the Finance Working Group dated 26.10.2022, which are published on the Parish Council's website [here](#) and will be appended to the minutes of the Finance Committee meeting dated 14.12.2022.

The Council **NOTED** the following verbal update from the Finance Committee meeting held immediately before the current meeting: -

- The Finance Committee resolved to further utilise the Council's Deposit Account and transfer funds into this account to take advantage of the payable interest.
- The Finance Committee have begun the draft 2023/24 budget setting process, to be put before the full Council for its consideration on 11th January 2023.

3. Plaistow Playing Field Deed of Trust

The Council **RESOLVED** to: -

- i. **NOTE** and **SUPPORT** the decision of the Plaistow Playing Field Trustees to instruct Action in Rural Sussex (AiRS) to support the amendment of the Trust Deed. The Council **APPROVED** the AiRS quotation of 1 – 1.5 days' work* to "support the

Parish Council in becoming Sole Trustee of the Playing Field charity with amendment of governing document and drafting the resolution required for the charity meeting, advising on the submission to the charity commission”

*cost per day is £410+VAT

- ii. **APPOINT THREE (3) MEMBERS** to become **TRUSTEES** of the Plaistow Playing Field charity and sit on the Management Committee, temporarily, for the purpose of resolving to appoint the Parish Council as the Sole Trustee of the charity: -

Cllr. Jordan

Cllr. Robinson

Cllr. Griffiths

4. **Litter pick signs**

The Parish Council **RESOLVED** to **APPROVE IN PRINCIPLE** the purchase of materials to make 12 more litter pick traffic signs. However **FIRSTLY**, the Council will **ASK WSCC HIGHWAYS** to ascertain if they can **PROVIDE** the **SIGNAGE** and appropriate assistance under their ‘Working in Partnership’ scheme.

C/22/160

Highway Matters

For all items listed below, please refer to the details contained within paragraph 12 of the Clerk’s Report.

Actions:
Clerk / Cllr.
Capsey / Cllr.
Price

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

Cllr. Capsey advised that potholes on the Plaistow and Shillinglee Roads have been marked for repair by WSCC Highways. Cllr. **CAPSEY** will **REPORT** the broken traffic sign along Foxbridge Lane.

2. **Rickman’s Lane TRO application**

The Council **NOTED** the recent submission of the Rickman’s Lane **TRO APPLICATION** to WSCC Highways to extend the 30mph limit to the village sign.

3. **School Safety Zone in Plaistow**

The Council **NOTED** the **UPDATE** regarding this proposed

scheme, being progressed by WSCC Highways, as outlined in the Clerk's Report.

4. **New 'Welcome to West Sussex' sign along the Dunsfold Road.**

The Council sought **FURTHER CLARIFICATION** from Dursfold Wood Resident's Association (DWRA) of the **REQUEST** and preferred sign **LOCATION** before this matter can be raised with WSCC Highways. Cllr. Price will update the Council in due course.

5. **TRO application along the Dunsfold Road.**

The Council **NOTED** DWRA's request for a TRO application to reduce the speed along the Dunsfold Road and the concerns for children's safety waiting for the school bus. Dunsfold Road is national speed limit, with no pavements and/or street lighting. The dangerous left-hand corner is on the West Sussex / Surrey boundary and neither County Council seem to take responsibility for it. The Parish Council **RESOLVED** to include this project in the 2023/24 budget setting process, for consideration in January 2023. The Council **NOTED** that the TRO applications within Plaistow need to be completed before progressing further TRO applications within the Parish area and, the budget may not be able to support multiple applications in 2023/24 e.g., Shillinglee Road (C/22/124(2), 28.09.2022) and Dunsfold Road.

C/22/161

West Sussex Association of Local Council (WSALC)

See paragraph 13 of the Clerk's Report

Action:
Clerk

The Council **NOTED** the draft minutes of the WSALC AGM held on 25th November, which was attended by Cllr. Price. The draft minutes have been made available on the Council's [website](#). The Council **NOTED** the promotion of the WSCC Highways 'Working in Partnership' scheme (see C/22/159(4) above) and the encouragement to utilise the Queen's Green Canopy.

The Council **RESOLVED** to notify the school regarding the Queen's Green Canopy and **CONSIDER** what, if any, trees might be needed around Plaistow Pond further to the tree surgery works pending.

C/22/162

Playpark Working Group

See paragraph 14 of the Clerk's Report

Action:
Clerk

The Council **RECEIVED** and **NOTED** the draft minutes of the Playpark Working Group dated 15.11.2022, which are appended to these [minutes at D](#) and **RESOLVED** to **APPROVE** the **RECOMMENDATIONS**. The Council **RECEIVED** and **NOTED** the project update at paragraph 14 of the Clerk's Report, including the creation of a designated [webpage](#) and the public consultation leaflets for Ifold residents. The consultation will run until 31st January 2023 via the Parish Council's website.

C/22/163

Lagoon 3

See paragraph 15 of the Clerk's Report

Chichester District Council have updated the Parish Council regarding Lagoon 3. The Parish Council and District Cllr. Evans receive updates from the agencies and officers undertaking monitoring inspections of the Lagoon and contingency planning is in place to manage and mitigate against any potential issues – especially weather related.

The Parish Council **COMMENTED** that with limited information able to be shared due to legal proceedings, it is harder to challenge the environmental aspects of the issue.

C/22/164

Local Policing

See paragraph 16 of the Clerk's Report

The Council **RECEIVED** and **NOTED** the update provided at paragraph 16 of the Clerk's Report. District Cllr. Evans advised that the Sussex Policing Commissioner, Katy Bourne, is to attend a meeting with Chichester District Council to discuss concerns regarding a rise in crime within the Chichester area. The Parish Council **COMMENTED** that both shed and catalytic converter thefts are an issue within the Parish.

C/22/165

Correspondence

See paragraph 17 of the Clerk's Report

Action:
Clerk

The Council **NOTED** District Cllr. Evans' question to Chichester District Council regarding concerns about the condition of The Hyde Group houses in the district and in particular serious issues with

mould. Cllr. Evans has sought an assurance that CDC will ensure that The Hyde Group and other social housing providers in the area are taking responsible action to address very serious issues with their housing stock.

Cllr. Evans reported that CDC appear to be taking the matter seriously. Parish Cllr. Capsey raised the issue that some of the older social housing in the Parish have antiquated storage heaters, which don't work and residents are not provided effective and timely fixes, or provided with new alternative heating systems which are expensive to run.

The Parish Council **RESOLVED** to **WRITE** in **SUPPORT** of District Cllr. Evans' question.

C/22/166

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

See paragraph 18 of the Clerk's Report

1. New Defibrillator request

To date the Parish Council has been unable to suggest a suitable alternative location for a new defibrillator in the Parish area.

2. Cost of living support

The Council **NOTED** the update detailed in the Clerk's Report. The Clerk continues to liaise with the school, church, and Kirdford Parish Council on the matter.

3. Electoral Boundary Review

The Council **NOTED** that this is a parliamentary boundary review, rather than at district level. Therefore, whilst the identity of the Parish's local MP will change, Plaistow and Ifold will remain part of the Chichester District area.

4. Flooding support

The Council **RESOLVED** to **ACCEPT** County Cllr. Duncton's offer to try and arrange a public meeting with Southern Water and possibly OFWAT to consider the issue of flooding and sewage in this area.

5. E-Newsletter

The Council **NOTED** the recent publication of the winter [E-Newsletter](#) and extended its grateful thanks to Cllr. Taylor for expertly editing the document.

6. Asset of Community Value – Plaistow football ground
The Council **NOTED** the update detailed in the Clerk's Report.

7. Safer Bus Stops project – Phase One
The Council **NOTED** the update detailed in the Clerk's Report.

8. Ifold BT Telephone box
The Council **NOTED** the update detailed in the Clerk's Report. The layby is often used as a 'car park'. The Clerk is in the process of arranging a site visit with WSCC Highways and County Cllr. Duncton to try and find a simple solution to make the area safer.

C/22/167

Meeting Dates

The Council **NOTED** the following meetings

- 4th January 2023, Planning & Open Spaces meeting – Kelsey Hall, 7:30pm
- 11th January 2023, Finance Committee meeting – Winterton Hall, 7:00pm
- 11th January 2023, Full Parish Council meeting – Winterton Hall, 7:30pm *Budget and Precept setting meeting*
- 25th January 2023, Planning & Open Spaces meeting – Kelsey Hall, 7:30pm

Actions:
Clerk

C/22/168

Exclusion of Press and Public

Due to the likely disclosure of exempt information at item **C/22/169** below, the Council **RESOLVED** to exclude the Press and Public from the meeting in accordance with s.1(2) of the Public Bodies (Admissions to Meetings) Act 1960.

District Cllr. Evans left the meeting at 20:34

C/22/169

Staffing matters

The Council **NOTED** the updates to the Clerk's contract. Separate confidential Part II minutes will be drafted.

There being no further business, the Chair closed the meeting at 20:35

Report of County & District Councillor Janet Duncton

For those looking for a warm place most of West Sussex Libraries are open and are designated plus you can check online and should be able to find a place nearer to you if there isn’t a Library fairly close.

Those who are struggling with bills etc can find help at both District and County level and probably the best advice if it’s possible to get to one is attend a Citizens Advice Bureau. They know all the places where help is available.

The Gritters are out on all the main roads, and I know the Parish has Salt stations and winter plans.

There are of course all the usual comments I try to pass on and just so that you know our Children’s Services are still going in the right direction and we are expecting a big inspection from OFSTED early in 2023.

We recently held the EPIC awards which we do annually for children in our Care and for the Foster parents; this stands for Exceptional People in Care and is always a thoroughly good and fun day with many awards for special achievements including the Foster Parents who do a great job and speaking of which if you know anyone who would like to be a Foster Parent we are always in need.

Whilst on the subject of course our Care Services are always needing Social workers. The problem is we are not alone, all Councils that employ Social workers are in the same boat. We are doing all we can to get Social workers and have been training many in house. We have also gone abroad to recruit which has been very successful and we train them on arrival so that they know what is expected of a Social Worker here. So far so good.

If you travel to Horsham, you will have noticed that the new Fire and Rescue centre is well under way. When finished it will also provide training for any Fire and Rescue Service that would like to hire it for training purposes.

Not directly next to Plaistow and Ifold but there is a growing need for more places for special needs children. As I have said before we are developing a new School on the Woodlands Mead site near East Grinstead, and this is being redeveloped on the site of a present School which will of course be demolished. On top of that there are talks going on for getting more special needs provision into the County so will report on that at a later date.

Last month for the first time in over 2 years we held one of the Safe Drive Stay Alive sessions that are run by Fire and Rescue and the Police. For those who don’t know about them we usually get some large event place and in this recent event we had Chichester College and invite students about the age of 16+ and present films etc of how accidents on the roads can happen with scenarios of say mobile use while driving and drinking etc. Amongst the films we also have some brave people to talk about their own experiences like for instance one lady who lost 2 of her close family to drunken drivers and another man who had spent 2 years in Prison for killing someone whilst riding a motorbike when very

much over the limit. In 98% of the audience, they get it and you hear them talking as they leave the auditorium. We had some 3000 youngsters at the Chichester event.

I think I did write and ask if some of my northern Parishes who suffer from overflowing sewage on their properties if they would like me to try and get a meeting with Southern Water to discuss this. It would probably be just 2 or 3 from each Parish who have gathered evidence of this and if we can then find a date to suit all. Once I hear from the Parish's although probably only initially before Christmas and the New Year, I will ask Southern water if they would come and speak with us and to give me some dates.

One more thing. You may have heard that there was a possibility of a strike by our Refuse collectors. Agreement has been reached and a strike in the new year will not now take place.

So sorry not to be with you but I wish you all a happy Christmas and New Year and look forward to working with you all in 2023.

Janet Duncton

County Councillor Petworth division

CDC Councillor Loxwood ward

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C/22/153 – Appendix B – Cllr. Evans' report

Local Updates

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

This application looks to have in the region of 200 objections now. I have submitted my own objection to this. The officer assigned to this has told me that it will go to planning committee but is unlikely to be anytime soon as there are several issues with this application including water neutrality.

Sustainability Appraisal (Loxwood Parish Council question) I am sorry to say that despite chasing on several occasions I have not been sent a reply to this. If the Parish Council would like this escalated, I am happy to do this.

21/02849/FUL Land Southwest Of Willets Way Willetts Way Loxwood West Sussex – The planning committee asked for this to be deferred to a future planning committee meeting to enable to site visit to take place. It is more likely that this will go back to planning committee in January and the site visit will take place on the Monday before. I have not had further updates on this.

22/02346/OUT Foxbridge Golf Club Development – Since the Monitoring officer withdrew the support cards which did not follow protocol a high number of objections have gone in. I have had no further updates on this at this stage.

21/00466/OUT – Land West of Cornwood Townfield Kirdford West Sussex – Residents will remember that this application was submitted around 1 year and 8 months ago but was yet to be determined due to Water Neutrality issues. I have pushed the officer that this is not acceptable and leaves the Kirdford Community in limbo. At the time of writing the officer agreed with this and we are now awaiting a determination.

Stonewall Development A member of the Loxwood Community contacted me some time back with significant issues with Hyde housing which was causing health and wellbeing issues for the family. Hyde failed to resolve these and I helped the resident with the support of CDC to secure tenancy in one of the new Stonewater developments. This has now been achieved and the resident is as I am sure you will imagine absolutely delighted. **Update resident contacted me to say they had now moved into the property**

Southern Water and Community Police

My group have asked Southern Water and the Katy Bourne (WSCC Police Commissioner) to attend the next Overview and Scrutiny Meeting to address growing and ongoing concerns in terms of Sewage overflow and lack of police presence.

CDC Updates

Discretionary Energy Rebate Scheme Update: The discretionary energy rebate scheme was open until 30 November 2022. CDC received £274,650 to support residents and have as of 21 November 2022 awarded a total of £261,217 (95 %). CDC were on track to fully spend the remainder by 30 November 2022. This scheme has been very positively received by residents and on average we have awarded individual residents eligible a one-off payment averaging £1,238. £150 energy bills rebate 2022: Chichester District Council

Avian Influenza: Housing measures to protect poultry and captive birds from avian flu came back into force from Monday 7 November 2022. This means that it is a mandatory requirement for all bird keepers across England to keep their birds housed and to follow strict biosecurity measures, in order to limit the spread and to eradicate the disease. Any complaint relating to this will be dealt with by West Sussex Trading Standards who can be contacted at tradingstandards@westsussex.gov.uk.

Trial of waste collection App: The app, developed by Cloud 9 Technologies and already in use by a number of local authorities, enables residents to set reminders about their kerbside collections, search for materials to see how best to dispose of them, report incidents such as missed bins and fly tipping. The app also has other information taken from the council's website, such as local facilities (e.g. car parks or public toilets), food hygiene ratings, news, and Member profiles. More details can be found at <https://www.chichester.gov.uk/Chichester>

Christmas Bin Collections: CDC waste and recycling collection dates will be altering slightly over the festive period. Below you will find a table showing all changes during December and January. Changes can also be found by visiting www.chichester.gov.uk/wastecollectioncalendar

Normal Collection Day	Pre-Christmas week	Christmas week	New Year week week 1	Post-New Year
Monday	12 Dec 2022	19 Dec 2022	*27 Dec 2022	*3 Jan 2023
Tuesday	13 Dec 2022	20 Dec 2022	28 Dec 2022	4 Jan 2023
Wednesday	14 Dec 2022	21 Dec 2022	29 Dec 2022	5 Jan 2023
Thursday	15 Dec 2022	22 Dec 2022	30 Dec 2022	6 Jan 2023
Friday	16 Dec 2022	23 Dec 2022	*2 Jan 2023	7 Jan 2023

* Bank holidays

The Garden Recycling Service will stop from Friday 23 December and will start again on Monday 9 January 2023. There will also be some slight changes to clinical waste collections; all affected residents will be contacted directly.

Elections:

The Elections Act 2022 is planned to be implemented from next year, and a number of changes are due to take place. This is to give you a brief update of those changes.

Voter ID – the Government has plans to introduce electors having to show identification at the polling station from the polls on 4 May 2023. Most electors will have an acceptable form of identification but if they don't, they are able to apply for a "Voter Authority Certificate" (VAC) through the gov.uk web portal or in person at the council offices. Staff in polling stations will not be able to issue a ballot paper unless identification or a VAC is shown. A large-scale PR campaign will start in the new year by the Electoral Commission and the Communications team at CDC. Poll cards will also be A4 size to allow for information on what must be shown in the polling stations to be put on them. More information can be found at <https://www.gov.uk/government/publications/voter-identification-at-polling-stations-and-the-new-voter-card>

First Past the Post – the voting system for any Mayoral or Police & Crime Commissioner elections in England and Wales will be changed to First Past the Post.

EU citizens' Voting & Candidacy Rights (EUVCR) – the automatic right of EU citizens to register to vote, to vote and to stand in UK elections will be removed. However, two groups of EU citizens will retain their voting and candidacy rights and therefore remain on the relevant register: these are 'qualifying EU citizens' and 'EU citizens with retained rights'. Qualifying EU citizens are those citizens of a country with which the UK has bilateral voting and candidacy rights treaties. EU citizens with retained rights are those persons who have been resident in the UK or Islands since the end of the EU Exit Implementation Period (31 Dec 2020). As long as they have maintained unbroken immigration

status, they will retain their voting and candidacy rights. Those that are ineligible will be removed in December 2023.

Postal & Proxy Voting Rule Changes (from July 2023) – there will be a new requirement for postal voters to reapply for a postal vote every three years instead of 5 years. There will also be new identity verification requirements for absent vote applications to try and make the system more robust and secure.

Overseas Electors Changes (from July 2023) – Overseas electors will be able to register at the last UK address they were registered at, or the last UK address at which they were resident if they were never previously registered. Currently electors living overseas are only entitled to register to vote for up to 15 years from leaving the UK and the new legislation removes the 15-year rule.

Postal Vote Handling Rules Changes (from Autumn 2023) – there will be a ban on postal votes being handled by candidates and campaigners. Postal votes being handed in to a polling station will also be limited to 5 and they must complete a form to establish who has delivered the postal votes and for whom.

These changes will deter fraud and will also deter candidates and campaigners from undertaking activity which is perceived to be linked to fraud.

At this stage there is very little detailed guidance on any of the changes involved but if you have any questions regarding any of the above, please get in touch and I will pass these onto CDC.

District Councillor Surgeries

Sat 14 Jan: Half Moon Pub, Northchapel

Sat 28 Jan: The Stag Inn, Balls Cross

Sat 4 Feb: Onslow Arms, Loxwood

Sat 18 Feb: The Foresters, Kirdford

Sat 4Mar: Old Mill Café, Wisborough Green

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

Get in touch!

gbevans@chichester.gov.uk / 07958 918056.

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C/22/159(1) – Appendix C – Financial report for October – December 2022

Payments Analysis

Date: 08/12/2022		Plaistow and Ifold Parish Council				Page 1	
Time: 16:24		Cashbook 1				User: CLERK	
		Current Bank A/c					
Payments made between 22/10/2022 and 08/12/2022							
Nominal Ledger Analysis							
Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount Transaction
22/10/2022	Gale Tree Consultancy	BACS	330.00		55.00	4308 301	275.00 Tree condition survey green
22/10/2022	Signomatic	BACS	116.23		19.37	4146 102	96.86 litter pick decals x6
28/10/2022	secured signing	DD	9.95			4135 102	9.95 secured signing Oct22
28/10/2022	TSSC	POS	10.60		1.77	4146 102	8.83 8x Highviz jackets litterpick
31/10/2022	Natwest	DD	1.40			4140 102	1.40 bank charges
12/11/2022	WSCC	BACS	3,115.10			4101 101	3,115.10 Salary + Oncosts Oct 2022
12/11/2022	Troy Hayes Planning Ltd	BACS	4,950.00		825.00	4316 102	4,125.00 Crouchlands WFP planningexpert
12/11/2022	Wellers Hedleys	BACS	849.00		140.00	4201 201	709.00 WH legal advice
12/11/2022	Action in Rural Sussex	BACS	48.00		8.00	4201 201	40.00 WHMC training on ICO
12/11/2022	Secured Signing	POS	9.95			4135 102	9.95 Secured Signing
12/11/2022	Zoom	POS	14.39		2.40	4135 102	11.99 Zoom 31.10-29.11.22
12/11/2022	Secured Signing	POS	-9.95			4135 102	-9.95 Duplicate payment
15/11/2022	BT	DD	38.95		6.49	4123 401	32.46 WH WIFI
15/11/2022	Bankline	DD	4.40			4140 102	4.40 bankline charges oct22
17/11/2022	SSE	DD	31.36		1.49	4310 301	29.87 Pav electricity 29.07-28.10.22
19/11/2022	Sussex Land Services	BACS	409.20		68.20	4301 301	341.00 Grass cutting Oct 2022
22/11/2022	Information Commissioner	DD	35.00			4116 102	35.00 Data protection renewal 22/23
26/11/2022	secured signing	DD	9.95			4135 102	9.95 secured signing Nov22
29/11/2022	Solopress	POS	59.75			4125 102	59.75 Ifold playpark flyers
30/11/2022	WSCC	BACS	6,063.46			4101 101	6,063.46 salaries+ Nov 22
30/11/2022	Delia L Thornton	BACS	1,000.00			4146 102	1,000.00 retun of payment made in error
30/11/2022	Zoom	DD	14.39		2.40	4117 102	11.99 30.11 - 30.12.22 zoom sub
30/11/2022	natwest	DD	2.10			4140 102	2.10 standard tariff charge
01/12/2022	SW Transport Ltd	BACS	3,096.00		516.00	4317 102	2,580.00 Foxbridge traffic consultant
01/12/2022	SW Transport Ltd	BACS	360.00		60.00	4313 301	300.00 TRO SSZ PLAISTOW
02/12/2022	Troy Hayes Planning Limited	BACS	3,720.00		620.00	4317 102	3,100.00 Foxbridge planning consultant
Total Payments:			24,289.23	0.00	2,326.12		21,963.11

Receipts Analysis

08/12/2022		Plaistow and Ifold Parish Council				Page 1		
16:25		Cashbook 1				User: CLERK		
		Current Bank A/c						
		Receipts received between 22/10/2022 and 08/12/2022						
		Nominal Ledger Analysis						
Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked 09/11/2022	774.63						
	HMRC VTR	774.63			105		774.63	Qtr2 VAT reclaim
	Banked 23/11/2022	1,000.00						
	Delia Thornton	1,000.00			1000	100	1,000.00	Payment made to PC in
Total Receipts:		1,774.63	0.00	0.00			1,774.63	

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C/22/162 – Appendix D – Playpark Working Group

PLAISTOW AND IFOLD PARISH COUNCIL



MINUTES of a **Working Group Meeting** regarding the new **playpark** at **Kelsey Hall**, Ifold held on **Tuesday 15th November 2022** at **19:30**, via Zoom.

Present Cllr. Paul Jordan; Cllr. Sophie Capsey; Cllr. Doug Brown and Catherine Nutting (Clerk & RFO).

IP/22/006 **Apologies for absence**
Apologies were received and accepted from Mrs Sarah Segar-Thomas, Kelsey Hall

IP/22/007 **Public consultation**
The Working Group considered the survey questions previously asked in relation to the Lady Hope Playpark in Plaistow and agreed to use many of the same. It was agreed to use predominantly closed

Actions:
Clerk

questions – to allow easier analysis – however, to enable respondents to expand their answers if they so wished.

It was agreed that there should be some mandatory questions to ascertain support in general terms; and, if support was lacking, what if anything could be done to alleviate concerns. It was agreed that there should be a question regarding disabled equipment; seating and method of travel (as the hall car park cannot be used by play park users).

The Clerk will ascertain the best survey platform to use – no cost to the Parish Council e.g., Survey Monkey / Google Surveys etc.

The consultation to be published on the Parish Council's [website](#).

The consultation to be publicised / launched in the Parish Council's E-Newsletter, due to be distributed on 5th December.

The immediate neighbours of the Kelsey Hall to receive information about the consultation separately. The Clerk to draft an article / letter for the website, E-Newsletter, and neighbours.

The Clerk to establish and advise on the best 'wider publication' method e.g., leaflets in Ifold (cost vs. widespread local knowledge).

IP/22/008

Lady Hope Playpark, Plaistow

Cllr. Brown to undertake the monthly inspection and highlight any areas from the annual ROSPA safety assessment, which remain outstanding and in need of attention e.g., new gate springs

The Clerk to follow up with Redlynch regarding the split in Spelt-Tower and other areas highlighted by ROSPA.

The Clerk to ascertain the cost to replace the two baby swing seats, which are old, and the rubber is splitting.

Actions:
Clerk

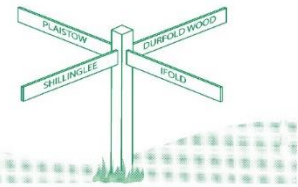
IP/22/009

Next Meeting

To be confirmed

Actions:
Clerk

[Back to top](#)



Clerk's Report

Full Parish Council meeting, 14th December 2022

BUSINESS TO BE TRANSACTED

- | Number | Item |
|--------|--|
| 1. | <p>Apologies for absence & housekeeping</p> <p>Apologies have been received from Cllr. Griffiths and Cllr. Bushell.</p> |
| 2. | <p>Disclosure of interests</p> <p>At the time of drafting this report, no disclosure of interests have been received from any Member. If a Member becomes aware of an interest in any agenda item, they must notify the meeting (either at the beginning of the meeting, or before the agenda item is discussed).</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 dispensation from the Proper Officer).</p> |
| 3. | <p>Public Forum</p> <p>At the time of drafting this report, no requests to address the meeting have been received.</p> <p>In accordance with Standing Order (SO) 1(d) the public are permitted to make representations, answer questions, and give evidence in respect of any item of business included in the agenda. However, public participation shall not exceed 10 minutes, unless otherwise directed by the Chairman (SO1(e)). A speaker is limited to 5 minutes (SO1(f)). The Council is not required to respond and/or debate a matter/question raised during public participation and the Chair can direct a response to be provided (oral/written) by either a Councillor or the Clerk (SO1(g)). Only one person shall speak at a time and if more than one person wants to speak, the Chair shall direct the order (SO1(i)). A record</p> |

of the public participation session shall be included in the minutes (SO1(j)).

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

4. **Minutes**

Approval of the draft minutes of the full meeting held on 9th November 2022.

The minutes are published on the [website](#).

Circulated to Members, via email, on 01.12.2022.

Approved minutes shall be signed via Secured Signing – a secure and legally recognised digital signing software package - in accordance with Standing Order 9(d). The signed minutes will be published on the website [here](#).

5. **To receive reports from County and District Councillors**

Reports have been received in advance from both County and District [Cllr. Duncton](#) and District [Cllr. Evans](#) and have been published on the [website](#) alongside the agenda.

Co-option procedure to fill a casual vacancy

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

The Parish Council has one casual vacancy, which has not been filled by way of a by-election. Therefore, the vacancy can be filled by Co-Option* and remains open until it is filled.

An application has been received from Mrs. Sarah Denya, which was circulated to Members via email on 7th December. The application remains confidential.

The Parish Council is not obliged to fill the vacancy. It is against the Person Specification that a new Member is appointed (appendix C of the [Co-Option Policy](#)).

**Further information about casual vacancies and by-elections can be found on the Parish Council's website [here](#).*

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

In accordance with the Co-Option Policy, during the meeting candidates will be given five (5) minutes maximum to introduce themselves to Members, give information on their background and experience and explain why they wish to become a member of the Council. The process will be carried out by adjourning the meeting to allow the candidate to speak. It is not a mandatory requirement that a candidate presents to the Council – especially if their

application is full and detailed. Alternatively, Members may wish to ask the Candidate some questions.

8. Exclusion of the Press and Public

The National Association of Local Councils (NALC) Best Practice advise is that Members' deliberations should be held in public to ensure the business and decision making of the Parish Council is open and transparent. Nevertheless, the NALC/West Sussex Association of Local Councils (WSALC) Co-Option Policy, which the Parish Council has adopted, provides for the exclusion of the press and public (which includes the candidate themselves, if in attendance) due to the inevitable disclosure of confidential information entering the public domain.

It is therefore the Clerk's recommendation that the Council resolve to exclude the press and public and candidate(s) (if in attendance) for the duration of any deliberation of the received application(s) in accordance with S1(2) of the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it may involve the likely disclosure of exempt information. The Press, Public and candidate(s) would reconvene at item 9 below.

Even if there are no press and/or public and/or candidate(s) present at the meeting, it is advisable to make this resolution, as it means that the Parish Council can lawfully exclude any 'late comers', who would otherwise be admitted to the meeting at this juncture.

9. Deliberation of candidate(s)

Subject to the Parish Council's decision above, this element of the meeting can be conducted in either public or private.

If in private, the minute will be minimal: *"Members considered the applicant(s) against the Person Specification"*

10. Voting by way of signed ballot and results

The Clerk, acting as Returning Officer, will ask two Members to propose and second each applicant before voting. This does not reflect the way those Members may vote.

Each Member will receive a ballot paper. To vote in favour of election, a Councillor must sign their name in the space provided. They leave the space empty if they do not wish to vote for a particular candidate. An 'X', or any other mark, spoils the ballot paper and that Member's vote will be discounted. Members can vote regardless of existing personal friendships, or association. The vote is confidential; the only person privy to Councillors' individual votes is the Clerk, as Returning Officer.

The Clerk collects up the ballot papers and tallies up the votes and advises of the results. If there are more than two candidates being considered, the

person with the least votes falls away from the process and Councillors vote for a second time.

To be Co-Opted a candidate needs an absolute majority of votes cast (50% + 1 of the votes available at the meeting); if 'hung' the Chair gets the casting vote. If the votes are evenly split, the Chair's casting vote is not private. The voting results will be appended to the minutes of the meeting.

After the vote has been concluded the Chair declares the successful candidate duly elected and, after signing their Declaration of Acceptance of Office, they may take their seat immediately. However, until they have returned their Declaration of Interests form (up to 28 days from election) they are not permitted to vote.

11. **Financial Matters**

See Clerk's Report

5. Payments and Receipts Analysis

Financial Reports for October - December 2022. Includes income and expenditure since 22nd October 2022.

To note in particular: -

RECEIPTS

- Quarter 2 VAT refund - as a public body, funded by way of taxation to undertake activity in the public interest, not engaged in business activities for VAT purposes.
- Ms Thornton, currently instructed by the Council to draft the Parish Council's Emergency & Resilience Plan ([WEP/22/021](#), 27.09.2022) paid the Council £1,000 in error. The Parish Council repaid £1,000 on 30.11.2022 (shown in the Payment Analysis Report).

PAYMENTS

- In accordance with paras 3.1.6*, 3.1.17** and 3.1.34*** of the [Scheme of Delegation](#), the Clerk ordered 8 high-viz jackets and 6 road signs for the Litter Pick (12th November 2022) to ensure the activity was compliant with the Parish Council's insurance policy and Health and Safety legislation. And ordered 500 leaflets for Ifold (£59.75) regarding the proposed Ifold Play area; to ensure any future significant expenditure of public funds regarding this project is based on a well-informed mandate, ascertained by a fair and well publicised public consultation process within Ifold specifically.

**3.1.6 To act as a general manager in respect of all of the*

Council's services, projects, and initiatives.

***3.1.17 Manage the provision of Council services, buildings, land, and resources*

****3.1.34 Arrange and manage the Council's Insurance arrangements*

6. Finance Working Group / Finance Committee

Councillors are directed to the Parish Council's website [here](#) to review and note the [minutes of the Finance Working Group](#) meeting dated 26.10.2022.

The Quarter 2 (July – September 2022) budget comparison spreadsheet is also published on the website.

The Finance Committee meet immediately before this full Council meeting at 7pm. If there are any relevant highlights from this Committee meeting, these will be provided verbally. Otherwise, the minutes of the Finance Committee will be presented to the full Council at its next full meeting in January 2023.

Councillors will note that the budget setting process for 2023/24 has begun. The RFO is working in conjunction with the Finance Committee and Finance Working Group to prepare a draft budget for the Council to consider at its meeting on 11th January 2023. At this meeting, the Council will have to consider and agree its 2023/24 Precept as this information must be provided to CDC no later than a date (to be advised by CDC) in mid-January – usually around 15th.

7. Plaistow Playing Field Deed of Trust

In 1951, Mr George Hope of Common House in Plaistow gifted land in the centre of the village – now known as the Plaistow Playing Field (the part with the cricket pavilion) – to Kirdford Parish Council.

In 1951, Kirdford Parish Council included the geographical area of Plaistow and Ifold. However, since this time, a separate Plaistow and Ifold Parish Council has been formed, which assumed local government responsibility for the Plaistow and Ifold area, including Trusts made prior to its inception, but relate to Plaistow and Ifold assets e.g., the Winterton Hall, Coxes Pond and Plaistow Playing Field.

The 1951 conveyance of the land also forms the Trust Deed, which puts the land in trust for the benefit of the local population for

recreation (physical and mental wellbeing). The land is well used annually by local organisations and forms a central and integral part of the Plaistow and Ifold Parish identity.

The Trust Deed specifies that the general management and administration of the trust property i.e., the land, vests with the Management Committee, which is made up of not more than 13 members aka, the Trustees. 8 local organisations are listed in Schedule II of the Trust Deed, which are permitted to allocate one of their number to sit on the Management Committee as a Trustee of the Plaistow Playing Field. Some of the organisations have since ceased e.g., the Plaistow Cricket Club and Plaistow Women's Institute; however, the Parish Council, School, Football Club, Youth Club and Church remain operational.

At some point in the past, the Parish Council has assumed the role of Sole Trustee. It files the annual return with the Charity Commission and manages the land (e.g., grass / tree maintenance). Plaistow and Ifold Parish Council are also listed as the Sole Trustee by the Charity Commission ([305404](#)). It is unclear if there has ever been a Management Committee made up of representatives from the 8 organisations listed in the Trust Deed.

Despite the Charity Commission believing that the Parish Council is the Sole Trustee, it is important that the official Trust Deed is lawfully amended to reflect this reality. Otherwise, the trust itself is at risk and ultimately the land, which needs to be legally safeguarded for future generations and the preservation of the integrity of Plaistow village.

On 9th November, the Parish Council – acting as Sole Trustee of the Plaistow Playing Field charity – met to approve the charity's annual returns for 2021 and 2022 and agreed to seek advice from Action in Rural Sussex (AiRS) to formally (and lawfully) amend the Trust Deed to accurately reflect the current reality – that Plaistow and Ifold Parish Council is the Sole Trustee of the Plaistow Playing Field charity.

As the charity has no income of its own, the charity asks the Parish Council to bear the cost of the advice and any amendment to the Deed (s.137, Local Government Act 1972). A quote from AiRS is pending – the Clerk hopes it will be available for consideration at this juncture; otherwise, the matter will have to be deferred until the January meeting.

To complete the relatively simple paperwork / procedure to amend the Deed of Trust, there needs to be a properly constituted Extraordinary General Meeting (EGM) of the Management Committee of the Plaistow Playing Field to agree to its amendment. This EGM must be made up of Trustees appointed by the remaining 8 organisation listed in the original Deed.

In accordance with the Trust Deed, the Parish Council can appoint up to three (3) Members.

The Clerk has written to the other remaining organisations who have appointed Trustees for the purpose of attending this EGM, which will take place in 2023, under the guidance of AiRS.

8. Litter pick signs

The autumn [Parish litter pick](#) took place on Saturday 12th November. It was expertly organised, on the Parish Council's behalf, by Sallie and Gordon Baker and Cllr. Rick Robinson – who has taken over the role of Lead Member. This year there was an unprecedented turn-out of volunteers – so many in fact that some people had to be 'stood down'. As part of the Council's insurance obligation for this event, it must ensure sufficient road signage around the parish – to keep both pickers and road users safe. Further to the autumn pick, the Council is being asked to approve another 12 signs to cover the longer stretches of road. Gordon Baker has offered to make the signs if the Council provides the materials: -

- 12 metres of batten
- 12 decal signs

The cost will be around £200 (6 decals were £96.86). The Clerk recommends this cost is borne by the Winter & Emergency Plan Committee budget, which has sufficient 'band width'. It has an annual budget of £1,000 and a current spend of £210. Considering the costs of the Emergency Plan and Quarter 4 Winterton Hall WIFI, the Committee will end the financial year with an underspend.

12. **Highway Matters**

Recommendation: -

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

None have been raised prior to the meeting.

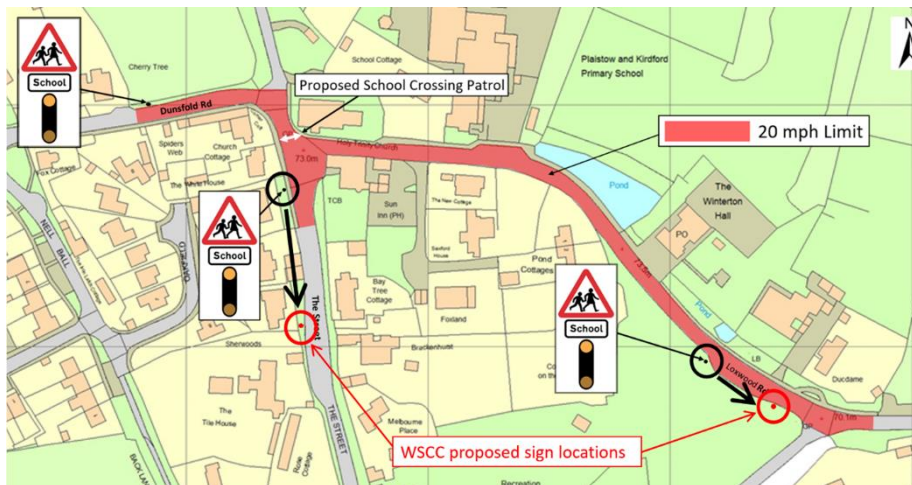
7. To note the submission of the Rickman's Lane TRO application

The TRO application has been submitted to WSCC. The application is supported by County Councillor Janet Duncton. WSCC Highways will be in touch in due course as the application is considered and progressed.

8. To receive any update regarding the School Safety Zone (SSZ) in Plaistow

WSCC is progressing the SSZ. Currently, they are undertaking a Stakeholder Consultation - the Parish Council and Police are consulted regarding the proposals at this stage. Given that it was the Parish Council who contacted WSCC to instigate the establishment of a SSZ, it has unsurprisingly responded favourably! The next stage is Public Engagement where WSCC letter drop the frontages to the scheme to give them the opportunity to comment on the proposal.

WSCC are proposing slightly different SSZ sign locations, than suggested within the SW Transport Planning Ltd design, due to visibility reasons.



The sign on The Street has been proposed further south due to extending the reach of the School Safety Zone and has very good visibility from further south on The Street.

The sign on Loxwood Road has been moved to the opposite end of the layby for a few reasons.

1. Visibility of the sign, if there are various vehicles parked in the layby which could obstruct the sign and lights mitigating its effect.
2. WSCC undertook a site visit and noted that the verge and bollards were in poor condition. This has been reported to the Local Area Highway Manager, who should be able to action their

repair. However, by adding a SSZ sign post in at this location, vehicles may take more care and, hopefully, should avoid hitting the bollards with an awareness of the post.

The 3x Powered School Safety Zone Sign with accompanying flashing wig-wags on Loxwood Road, The Street and Dunsfold Road will be programmed to run 07:00-09:30 and 14:00-16:00 on school days only. These timings are a standard county wide initiative to have a consistent approach. WSCC have independently discussed this with the School, who have supported the timings.

The Parish Council will receive further updates from WSCC further to the Public Engagement part of the process.

9. To consider Dursfold Wood Residents' Association's request to seek a new 'Welcome to West Sussex' sign along the Dunsfold Road.

The Parish Council has been asked by DWRA to consider raising this matter with WSCC Highways.

10. To consider Dursfold Wood Residents' Association's request for a TRO application to reduce the speed along the Dunsfold Road.

In September the full Council considered a similar request from Shillinglee and 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.

The Clerk recommends the same approach is taken regarding Dunsfold Road. A public consultation will be needed in the first instance, and a speed survey. The matter will require advice from WSCC Highways, and possibly a transport consultant in terms of signage and the area's designation (it is not a village and is currently a 60mph through road). The Council is currently committed to various TRO applications within Plaistow in 2022/23. It is recommended that these TROs are achieved before the Council considers TROs along the Dunsfold Road. This matter can be factored into the 2023/24 budget setting exercise undertaken by the Finance Committee later in the year.

13. **WSALC**

Cllr. Jane Price attended the West Sussex Association of Local Council's (WSALC) AGM on 25th November. The [draft minutes](#) have been sent to the Parish Council for consideration.

14. **Playpark Working Group**

The Parish Council is asked to receive and note the draft minutes and recommendations of the [Playpark Working Group dated 15.11.2022](#) – published alongside this meeting agenda.

A [designated webpage](#) has been set up, which provides the community with a full background of this project to date. The public consultation was launched in the winter E-Newsletter on 5th December and can be completed via the webpage. To date, there has been 33 responses – 30 in favour and 3 against. To put this into context, the Lady Hope Playpark public consultation garnered 35 responses in total. The consultation will run until 31st January 2023.

In accordance with paras 3.1.6, 3.1.17, and 3.1.34 of the [Scheme of Delegation](#), the Clerk ordered 500 leaflets (£59.75) regarding the proposed Ifold Play area to ensure any future significant expenditure of public funds regarding this project is based on a well-informed mandate, ascertained by a fair and well publicised public consultation process within Ifold specifically. This consultation process within Ifold is a requirement of both the Kelsey Hall Management Committee and Ifold Estates Ltd, upon which their consent for the project – in terms of access - will be based.

The leaflet is published on the webpage and was also included in the E-Newsletter. On 8th December, Cllr. Brown hand delivered 24 leaflets to the surrounding neighbours of the Kelsey Hall. The leaflet will be included with the RH Fourteen magazine delivered to Ifold households at the end of December.

This bespoke delivery to Ifold households will cost under £40 (however, does not include The Lane and beyond). Further to conversations with both the lady who is responsible for the RH Fourteen magazine in our parish area and the Parish Council's insurance company, this delivery service – which can be used by the Council in the future for any other publicity needs – is very reasonably priced (Royal Mail's equivalent Door-to-Door service is £200), reliable and benefits local people.

The Parish Council has an annual Publicity and Communications budget of £300 and, to date, it has £0 expenditure against it.

15. **Lagoon 3**

Chichester District Council have updated the Parish Council regarding Lagoon 3. The Parish Council and District Cllr. Evans receive updates from the agencies and officers undertaking monitoring inspections of the Lagoon and

contingency planning is in place to manage and mitigate against any potential issues – especially weather related.

16. **Local Policing**

The current Inspector for Chichester Neighbourhood Policing Team, A/Inspector Daniel BURT EA 530, would like to get to know the Parish councils and residents to help with any concerns raised, or any positive community events.

Consequently, he will hold a monthly 1-hour online teams meeting, during the working weekday, to provide updates and seek to answer questions raised on behalf of the Parish/Town Councils. The first meeting was on 09.12.2022. On this occasion, the Clerk was unable to attend, but the Clerk will attend future meeting and feed back to the Council.

Plaistow and Ifold fall under the 'Chichester Outer Neighbourhood Policing Team', which is "*a unified team to respond and progress matters requiring the police and working together on long term problems, with Parish Councils and other partner agencies.*" The team of 2 Officers will work alongside the Rural Crime Team and provide further presence, knowledge, and experience in the Parish area.

The following matters were raised and discussed at the first meeting on 9th December: -

- encouragement to make contact and build partnerships going forward.
- **Encouragement to set up community speed watch groups and contact the Team for days of action for identified areas of concern.** *(Clerk's own emphasis, as this is a pertinent topic)*
- Some evening meetings will be planned. Clerks and Councillors welcome at all meetings. The next meeting will be at the end of January.
- Importance of relationships between police and Parish /community. Parishes to contact their Team and plan for upcoming events and invites to meetings. Exchanging contact information and building relationships.
- Police to devise a templated monthly/bimonthly update letter to present to their local Parishes.
- Advice provided on matters relating to speed/traffic issues to be raised to Highways agency in the district council.
- Issues with 101 reports, encouragement to provide any crime trends/patterns to the local NPT for them to review and consider

actions.

17. **Correspondence**

See Clerk's Report

Recommendation: - To consider any correspondence received not listed as an agenda item for discussion.

- To consider writing to CDC in support of Cllr. Evans' concerns about the condition of the local social housing stock provided by Hyde Housing and the serious issues with mould.

Cllr. Evans has written to the Parish Council: -

I am writing following the tragic death of Awaab Ishak which I am sure you have heard about in the news to let you know I am asking the following question to the executive (further below).

A number of residents across Loxwood Ward have written to me with issues over mould and inaction from Hyde Housing. I have been struck by the fact that many residents have been told by Hyde that the mould condition is their fault rather than that of the quality of the housing stock. It has felt at times that I have been banging my head against a brick wall trying to get Hyde to take action and trying to get CDC to do something about it. This tragic death means housing associations can no longer get away with this and I hope this is a watershed moment, but I want assurances from CDC that they will be applying pressure to have a clear plan of action.

I wanted you to be aware in case you also wanted to follow up on this on behalf of the residents in your parish.

Question

"I am sure like me many councillors here were horrified to hear about the tragic death of Awaab Ishak who died in December 2020 just days after his second birthday from respiratory problems caused by exposure to mould in his home. Awaab's parents had repeatedly raised concerns about the state of their home with their landlord, the local housing association Rochdale Borough Wide housing. These concerns were first raised in 2017 and others including health care professionals who also raised the alarm, but no meaningful action was taken. Michael Gove told fellow MPs in a statement to the house on 16th November 2022 that the housing associations repeated inaction was a "terrible dereliction of duty". He went onto say that worse still Rochdale Borough Wide Housing attributed the existence of the mould onto the actions of Awaab's parents which was "beyond insensitive

and deeply unprofessional”. The housing ombudsman has made clear that damp and mould in rented housing is not a lifestyle issue and we all have a duty to call out any behaviour rooted in ignorance or prejudice. Michael Gove stated that every tenant should be “housed in decent homes and should be treated with dignity and fairness”

Kerry Standing and Cllr. Sutton will know that I and several Cllr’s have raised concerns about the condition of the Hyde houses and in particular serious issues with mould. This case reminds me of a resident in Loxwood who had issues with mould in their rented Hyde property. Yet despite health professionals attributing the respiratory problems their child suffered to mould, Hyde took no significant action and allegedly attributed the blame to the lifestyle of the parents. Thankfully this case had a happier ending and after a long battle with Hyde we were able to move this resident into a new home with a different housing provider. However, I am struck by how differently tragic things could have been.

Please could I have assurance that after this case that as a council we are seeking assurances from Hyde and other social housing providers that this can never happen in Chichester and what steps they are going to take to resolve the very serious issues with their housing stock?

I would like to add this is a very serious matter and I am not pointing the finger of blame at anyone. My only aim is that we can work together as Councillor’s to ensure that every resident in Chichester who is in rented accommodation is treated with dignity and fairness. I gave Cllr Sutton and Kerry pre-notification of this question but appreciate that this might still not have given enough time to answer this fully so would accept a written response."

Councillors will recall District Cllr. Alan Sutton’s unscheduled visit in July (regarding the Foxbridge consultation) and his response to Cllr. Capsey’s question about the reduction of social housing stock in the Parish. Cllr. Sutton stated that the preference of both Hyde and CDC is to sell off local housing stock, rather than deal with the issues of aging properties. Reducing the social housing stock in rural areas will inevitably mean that local people/families must move away from their home area to find social housing that meets their needs.

Although the social housing stock within the parish is low, the Parish does have social housing tenants and they are concerned regarding the poor quality of their homes (damp/mould etc).

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

Recommendation: - To receive general updates and resolve to add any matters arising to a future agenda in relation to:

9. New Defibrillator request

An alternative location for a new defibrillator within the Parish is still required. Please refer to the minutes of the full meeting, dated 9th November, for further details ([C/22/139\(5\), pg 6](#)).

10. Cost of living support

Further to the full meeting on 9th November ([C/22/139\(6\), pg 7](#)) the Clerk spoke with the Church and the School. The Church is already considering the practicalities of offering additional support within the community and would welcome any financial support the Parish Council could offer. However, the detail of the 'scheme' is still in progress. Likewise, the School would like to be able to refer families in need to such a scheme and have indicated their willingness to work with the Church and Parish Council once a scheme has been put together. The Church is looking for a collaborative partnership with Kirdford Parish Council too, as many of the families have interests in both Parish areas e.g., school and home. The Clerk will update Members in due course once the Parish Council has received more detail from the Church regarding their planned scheme. At this juncture, it is unknown if the two stores within the Parish need to be involved. A decision on this can be made once a scheme has been advised.

11. Electoral Boundary Review

On 9th November, Cllr. Capsey queried if Plaistow and Ifold Parish would fall within the boundary of the South Downs National Park (SDNP) due to the forthcoming Electoral Boundary Review. Cllr. Evans confirmed that he would investigate and feed back to the Parish Council. The answer has been returned as NO - Plaistow and Ifold Parish will not be within the South Downs National Park.

12. Flooding support

County Cllr. Janet Duncton has offered to try and arrange a public meeting with Southern Water and possibly someone from OFWAT to consider the issue of flooding and sewage in this area. Councillors are asked to consider if this is necessary.

This matter has been identified as a major issue within Ifold,

especially along The Ride - residents complain about foul water bubbling back up through their toilets and sinks after heavy rain, and drains discharging into gardens.

IEL have advised: -

“Ifold also has an issue with the River Lox that affects many residents on one side of the village. There is a flood plain where the river is allowed to flood over its banks; the level and frequency has increased over a decade or so. It rises beyond the flood plain and is a threat to the next line of properties and they are rightly concerned. IEL have asked the flooding authority what can be done to maintain the river - maybe dredging or cutting back foliage - but they are not interested. No doubt it could be a big task. Coupled to this, the lock at Brewhurst has been sold out of the water authority and into private hands, and they don't maintain or manage the sluice gates under flood conditions, and it really does cause the river to back up for miles. So, with these two things combined the poor residents affected feel helpless to defend their properties.”

The Planning Committee have indicated that they would like to be a part of any meeting arranged between WSCC and Southern Water to consider and discuss the foul water storage tankering offset solutions, which Southern Water and CDC have agreed upon for the two new development sites in Loxwood. The sewerage infrastructure cannot currently support further discharges into the mains system and as a temporary solution, with no fixed date for an end, sunken storage tanks from which the sewerage is tankered away periodically is thought to be sufficient.

13. [E-Newsletter](#)

The E-Newsletter was published on 5th December. It was emailed to all those who have signed up, [via the website](#), to receive it – 129 people across the Parish area. A reminder to sign up was added to Facebook, which generated a further 6 contacts. The Newsletter Working Group prepared all the articles and Cllr. Taylor had the unenviable job of editing the Newsletter. The next E-Newsletter will be prepared in late Spring/early Summer 2023.

14. Asset of Community Value – Plaistow football ground

The Football Club Trustees are beginning to think about the future of the Club. It is highly likely that the Trustees will seek legal advice to guide their decision making regarding trying to negotiate a future

lease of the playing field. The Clerk has been in touch with the Trustees and provided some information about Assets of Community Value and the process the Parish Council would need to go through to support the Club. Depending upon the outcome of this legal advice, the Football Club have indicated that they will reach out to the Parish Council to discuss the situation further in due course. The lease expires in 3 years, which is not long if purchasing the land is being seriously considered (regardless of whether it is listed as an Asset of Community Value (ACV)). The Trustees have had the land valued and if purchase is a serious option, then this will require time and 'person power' to organise. If the land is successfully listed as an ACV, it only provides a 6 months stay on any sale (from the date the landowner tells CDC of their intention to sell). There is little chance of significant sums being realised in such a small timescale, if the matter has not already been considered and planned.

15. Safer Bus Stops project – Phase One

The WSCC Team responsible for the build remain delayed, as their primary vehicle is off road due to significant repairs. WSCC have not provided a temporary replacement vehicle; therefore, the Team are office based until the works are completed. The Team is hoping to be back on the road in the New Year and Plaistow and Ifold is first on the list. Currently, revised quotes for the required oak are being ascertained. The Council's budget of £6,000 (New Homes Bonus grant funding) needs to purchase the building material for two shelters. The Parish Council's [webpage](#) provides all the information required for this project.

16. Ifold BT Telephone box ([C/22/124\(1\)\(d\) 28.09.2022, pg.5](#))

On 28th September, the Parish Council considered the speed of traffic leaving / entering Ifold Estate at The Drive / Plaistow Road junction by Ifold shop, which is impacting the safe use of the defibrillator housed in the adopted BT telephone box sited at the bus stop area. Part of Councillors' considerations was the need to relocate the telephone box e.g., rotate it so the door is not facing directly onto the junction. The Clerk has made enquiries with the company who renovated the telephone box regarding the feasibility of the rotation. This is the answer provided: -

I'm afraid rotating the box is not really feasible. The concrete foundation goes down quite a way, and the live electrical supply comes up through the concrete. There is always the chance that a box

may get damaged when it is moved, sometimes the base gets broken. I passed the box again on Saturday on the way to Haslemere. It looked good in the daylight and equally so lit up in the evening. The cleared area around it does look good. Sorry if my reply isn't what you hoped for.

The Clerk is in the process of arranging a Site visit with WSCC Highways and County Cllr. Duncton to highlight the safety issue of the junction and consider what measures can be implemented to make the junction safer. The Council will be updated further in due course.

19. **Meeting Dates**

Recommendation: - To note the dates of forthcoming meetings.

- 4th January 2023, Planning & Open Spaces meeting – Kelsey Hall, 7:30pm
- 11th January 2023, Finance Committee meeting – Winterton Hall, 7:00pm
- 11th January 2023, Full Parish Council meeting – Winterton Hall, 7:30pm *Budget and Precept setting meeting*
- 25th January 2023, Planning & Open Spaces meeting – Kelsey Hall, 7:30pm

20. **Exclusion of Press and Public**

Due to the likely disclosure of exempt information at item 21 below, the Council must resolve to exclude the Press and Public from the meeting in accordance with s.1(2) of the Public Bodies (Admissions to Meetings) Act 1960.

21. **Staffing matters**

Members have been contacted separately and confidentially regarding this matter.

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