



CLERK'S REPORT

Full Council Meeting

13th September 2023

#	Item
1.	Apologies for absence & housekeeping*

Apologies have been received from Cllr. Taylor.

**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.*

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

At the time of drafting this report, no disclosure of interests have been received from any Member. If a Member becomes aware of an interest in any agenda item, they must notify the meeting (either at the beginning of the meeting, or before the agenda item is discussed).

Members have a positive duty to consider the agenda and notify the meeting if they, or their partner, have a Disclosable Pecuniary Interest (DPI), or other interest in any matter listed. If a Member, or their partner, has a DPI, or any other interest, they are prohibited from participating in the discussion and/or voting. However, a Member can apply in writing to the Proper Officer (Clerk) for dispensation to participate and/or vote in the matter. It is a criminal offence for any Member to withhold disclosure of a DPI without reasonable excuse and/or participate in debate and/or voting (in the absence of dispensation from the Proper Officer).

3.	Minutes
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Approval of the draft minutes of the full Council Meeting held on [12th July 2023](#) and Extraordinary Meeting regarding the Neighbourhood Plan held [on 8th August 2023](#).

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

4. Public Forum

1. The Chair of Ifold Estates Ltd, Mr Pearce has indicated his intention to provide the Council with information about IEL’s aim to apply to WSCC for a Traffic Regulation Order (TRO) to legally change the speed limit within the Estate to 20mph. As part of the process, IEL require the comment/support of the Parish Council. This matter will be formally added to the Council’s October agenda for formal consideration.

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)).

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

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

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.

6. Neighbourhood Plan (NP)

1. [Funding](#) – The Parish Council has successfully received its initial funding grant award which covers the costs of preliminary works to be undertaken by Colin Smith Planning Ltd until January 2024.
2. [Housing Delivery Team](#) - CDC have written to the Parish Council to introduce their new Housing Delivery Team ([here](#)) and to outline how they can support Parish Council plans for affordable housing within their area.

The current housing need for Plaistow and Ifold Parish as at 6th September 2023

Parish	1	2	3	4	Grand Total
CDC Plaistow and Ifold	8	3	0	0	11

3. Locality & Colin Smith Planning Ltd – Please consider the separate NP Clerk’s Report which is available on the website ([here](#)) which outlines the six (6) considerations for the meeting and the documents to be read by Members in advance.

7. **Local Plan**

The following Local Plan update has been received from Andrew Frost, Director of Planning & Environment at CDC: -

“I am writing to update you in relation to progress by the Council on the draft Submission Local Plan.

Following the Regulation 19 consultation on the draft Plan earlier this year, the Council is continuing the process of analysing the representations received and preparing a response to them. A full schedule of all the representations received are expected to be published on the Council’s website very shortly. The Council is also working to address key matters raised through the consultation process so that the plan can be submitted for formal examination as soon as possible.”

The full schedule of all the representations received are available on the CDC website [here](#).

Additionally, a plan that sets out how Chichester District Council will secure the money needed to help fund improvements to the A27, as a result of new residential development, will go out to public consultation later in September. To read the press release please visit the Parish Council’s website [here](#).

8. **Financial Matters**

1. **Financial Reports for July – September 2023 (Payments and Receipts Analysis)**

This information will be provided in a separate document in due course. Recent I.T. issues have prevented this data being presented within this report.

2. **External Audit**

The Parish Council has passed its External Audit and the Auditor’s report has been published on the website [here](#).

The Auditor has commented that additional variation information was requested.

It is noted that this is not the first-time additional information has been requested from the Council, yet it is the first time a comment has been included in the report. It seems to depend upon the individual auditor assigned. However, for clarity, the variation information initially submitted can be found [here](#) and the additional information sought and received as follows:

“We have carried out a detailed review of your Annual Return and should be grateful if you would provide the following additional information:

For the variances shown in Section 2 please can you provide further explanations (with figures) to bring the variances within 15% for Box 6.

(-) Total other payments									
	2016	2017	2018	2019	2020	2021	2022	2023	Variance %
Per Return	55,137	56,470	105,740	49,136	33,978	37,141	90,567	56,600	
Playpark renovation							(50,000)		
	55,137	56,470	105,740	49,136	33,978	37,141	40,567	56,600	39.52%
Further info required									

Parish Council reply

Thank you for your query.

In 2022/23, the Parish Council incurred expenditure in relation to two (2) major planning applications at Crouchlands Farm (£8,745) & Foxbridge (£5,680). These costs were associated with the instruction of planning and traffic experts, to support the Council to consider and respond to these two planning applications. The two sites seek major development. Crouchlands Farm seeks a new residential settlement of 600 houses and school (along with other retail/leisure activity). Foxbridge seeks a spar hotel & 121 holiday chalets with associated onsite holiday infrastructure. The two sites are within 1 mile of one another. Similar costs were not incurred in 2021/22 as these applications had not been submitted.

Also, in 2022/23 the Council spent £2,041 in relation to traffic calming measures in Plaistow village to support a new School Safety Zone and extension of 30mph within the village. In 2021/22 the cost against 'traffic calming' was only £215.

The above detailed expenditure items in 2022/23 come to £16,466. Which illustrates the difference of box 6 between 2021/22 and 2022/23, when taking the £50,000 PWL out of the equation, as you have done (reference to your email below).

Other expenditure in 2022/23 - not incurred in 21/22 – include updating the cricket pavilion electrics to allow the venue to support larger community events (fetes / Jubilees etc). The cost in 2022/23 was £748, however in 2021/22 the cost to maintain the pavilion was only £268.

In accordance with requirements under the Accounts and Audit Regulations 2015 the Parish Council has published its Notice of Conclusion of Annual Audit for the year ended 31 March 2023 on its website [here](#). The Notice will be published on all four noticeboards.

3. **Internal Audit**

In accordance with the Council's resolution to appoint Mike Platten (April Skies Accounting) as its Internal Auditor (C/22/013(2), 9th February 2022*) the Clerk has approved the 2023-24 Terms of Engagement. The interim internal audit will be carried out between October – November 2023, and the Internal Audit after Year End in 2024. The audits are carried out remotely (zoom). The cost for 2023-24 is £405.

*It is good practice to seek a new internal auditor every 3-4 years to prevent a 'relationship' becoming established.

4. **Gatwick Airport - [2nd runway via a Development Consent Order](#).**

This matter formed part of the Planning Committee's agenda on 29th August. The Committee resolved to defer the matter to the full Council.

CAGNE – Communities Against Gatwick Noise Emissions.

On 8th August, the Planning Committee noted Gatwick Airport's planning submission to the Planning Inspectorate for a Development Consent Order in respect of the Northern Runway Project which has been accepted for examination; and resolved to make a formal comment and ask CAGNE for a prepared example response document to use.

CAGNE has since advised: -

"The Forum has not submitted anything on this subject as the group of councils do not tend to respond as one unless it is the noise management board on overall high-level points agreed by all councils. The response to PINs cannot be formally made until all documentation is released to those registering an interest in giving evidence to the hearings. We understand there are over 1,000 documents with 200 on the environment.

CAGNE, as you will be aware, has the assistance of Leigh Day and barrister which are currently fundraising to ensure the best case to oppose this expansion is placed in front of the planning inspectorate..."

The Council needs to consider if it wishes to register an interest in giving evidence at the hearings, so that a response to PINs can formally be made once the full documentation has been made available to the Parish Council. If the Council wishes to make a formal response, it must nominate a Member to read the extensive documentation and compile a response for the Council to agree.

The Parish Council is a member of CAGNE's [Aviation Town and Parish Council Forum](#) and pays an annual membership fee of £4 towards the cost of the group's overheads, such as website maintenance.

CAGNE's Aviation Town and Parish Council Forum has asked its members to consider and advise if the Forum should register to be party to the PINs hearings and if the Council supports or opposes Gatwick Airport's plans for a 2nd runway. The details can be found here: - <https://infrastructure.planninginspectorate.gov.uk/projects/south-east/gatwick-airport-northern-runway/>

This data will be used for the Forum's response to the planning inspectorate and will be published on the Forum website as the Forum response to PINs.

Separately, the Council has received the following from CAGNE (not the Aviation Town and Parish Council Forum branch of CAGNE): -

As you may have seen from the local press, Gatwick Airport are seeking a 2nd runway by moving the emergency runway 12m north, with a multitude of new taxiways, removal of buildings, and a new road system outside their front door. There is very little in the plans that will benefit the local communities or economies.

<https://infrastructure.planninginspectorate.gov.uk/projects/south-east/gatwick-airport-northern-runway/>

CAGNE (your umbrella aviation community and environment group for Sussex, Surrey and Kent) was key in opposing Gatwick's 2nd runway (now submitted as a 3rd runway in the Gatwick master plan) vs Heathrow. We won then and we can win again.

Since the Gatwick Master Plan in 2018 (expansion from main runway, rebuilding the emergency runway as a 2nd runway, plus a 3rd runway), CAGNE has been advised by solicitors, Leigh Day, with expertise in opposing such applications. We are now required to go forward with an expert legal team to oppose this environmental disaster-in-the-making which would add over 1m tonnes of carbon a year, in addition to growth from the main runway.

We ask your council to support our efforts to oppose it by donating. We would suggest £1-2,000 but any donation would be much appreciated as your area will be impacted whether it be from new and increases of flights on existing flight paths, increase in freight movements on the roads and vehicle traffic accessing the airport, more housing, or a decline in air quality and amenities.

Gatwick is progressing this via a "backdoor" planning process - Development Consent Order (DCO). The planning inspectorate (PINS) has only 28 days to decide whether Gatwick can progress. In view of parish meeting timings, we write to you now as there are very few reasons why the PINS will decline this application. A DCO bypasses normal planning processes by using a policy called 'making best use of existing infrastructure', but Gatwick must rebuild the existing emergency runway for it to be usable at the same time as the main runway with major construction that they omit to inform you of.

You may not be aware that Gatwick has already requested airspace for a 2-runway airport via the Government's "modernisation of airspace", which could lead to more concentrated flight paths over existing areas, as well as over new areas.

We appreciate that the management of Gatwick are offering jobs and economic benefits, but we must make you aware that jobs tend not to materialise with aviation growth, due to ongoing automation of the industry. Also, with future greener fuels being 3 to 5 times more expensive than fossil fuel, jobs may disappear due to the decline of the low-cost airlines

that Gatwick relies on.

Economic benefits are also questionable, as no funding is offered for any infrastructure, new housing or amenities to support the mitigation of works that would be required to house construction staff, let alone any jobs that may materialise with this 2nd runway by the backdoor.

You may also like to read our 'What about our air quality?' series 2 report, as Gatwick continues to ignore breaches in NOx limits and the ultrafine particles from the airfield. This air pollution already has a direct impact on residents and will show a significant increase from any expansion.

<https://cagne.org/wp-content/uploads/Air-Quality-reporting-April-2023.pdf>

The Airports Commission was clear, when it found in favour of Heathrow, that Gatwick's case for expansion is flawed (not that CAGNE support expansion of any airport). We therefore ask you to oppose this application, for both environmental reasons and the impact it will have on the areas of Sussex, Surrey and Kent.

<https://infrastructure.planninginspectorate.gov.uk/projects/south-east/gatwick-airport-northern-runway/>

We also ask you to donate to the legal fund to enable CAGNE to have the best legal team possible to oppose this expansion plan by an out-of-date planning process. Gatwick's expansion policy does not take on-board the impact that aviation is having on the planet today and that no alternatives to fossil fuel are currently available, nor are there any technologies to make aviation a greener form of transport in the short to medium term.

https://www.justgiving.com/crowdfunding/sally-pavey?utm_id=1&utm_term=YwD2jwbei

In short, this expansion would involve:

- Nearly 100,000 extra flights a year, plus growth from the main runway
- Over 30m extra passengers a year, getting to and from the airport
- Significant increase in freight traffic
- Significant increase in air pollution around the airport
- Lengthy construction work and associated traffic disruption

Thank you in advance and please do not hesitate to contact us or invite us to speak at your council meeting.

Andrew Cadman
Treasurer of CAGNE
on behalf of CAGNE Committee
Est Feb 2014

The Council can make a donation towards CAGNE's legal fees. The Council has the lawful power to make such a donation – it has the General Power of Competence and there is no prohibition to donate money to a lobby group. However, any expenditure must be in accordance with the Council's [Grant Awarding Policy](#) and must be in the interests of, and bring direct benefit to, the area, or any part of it, or all or some of its inhabitants and has the general support in the community.

In 2023/24 the Council budgeted £8,190 towards grants and donations. There is a current underspend of £702. Please note, the Council has received a grant request for £300 from Air Ambulance Charity Kent Surrey Sussex, who serves the parish area. This application will be considered by the Finance Committee at its October meeting.

9. **Sessile oak tree**

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

In April 2023, the Council instructed Gale Tree Consultancy to undertake the annual ground level visual assessment in July 2023 (C/23/051(8)). The report can be read [here](#).

10. **Ratify Clerk’s Decision(s) since last meeting – [Scheme of Delegation](#)**

Since the last full Council meeting in July, the Clerk has made the following decision under the Clerk’s delegated responsibilities pursuant to paragraphs 3.1.2, 3.1.3, 3.1.5, 3.1.6 of the Scheme of Delegation: -

a. Appoint 1st Call for Sessile Oak tree works

See item 9 above.

Due to the report arriving between meetings; the Council’s resolution not to meet in August; the recommended works / timescales and the proximity of the tree to a public highway / children’s play area / public open space the Clerk circulated the report to Councillors via email, along with 4 quotations. 1st Call was appointed to undertake the works as the tree surgeon who could undertake the work quickly for the most competitive price.

The Council budgeted £3,000 for tree surgery work in 23/24. At the end of quarter 1 (June 2023) the budget had £1,540 remaining.

Company	Cost	Timescale
1	£300	August
2	£240	August
3	£300	Not stated

b. Instruct Kevin Webber to fix pavilion electrics & install signage

Unfortunately, an overload of the pavilion electric system during the school summer fair damaged a plug socket. This required an emergency call out by Kevin Webber (the electrician who upgraded the electrical system in advance of the Queen’s Platinum Jubilee celebrations) to make the system safe and fix the damage. The school paid for the call out /

repair. A 'Notice Of Use' has since been installed in the Pavilion to prevent this problem re-occurring in the future.

c. Parish Council laptop

On 29th August, the Council's laptop required urgent I.T. support. The Clerk instructed [Lizard Computing](#) due to proximity / urgency. The Council was advised that the laptop's hard drive was damaged* and would need replacing, or a new laptop should be purchased.

*The Council ensures various back-up of data.

Although the cost to replace the hard drive was relatively low, the laptop had a 7th generation operating system which would not support an upgrade to Windows 11 in 2024/25, when Microsoft Windows ceases to support Windows 10. Therefore, the Council would need to invest in a new laptop in 2024/25 in any event to ensure cyber security.

Members agreed that the Council should invest in a new machine at this juncture, rather than replacing the hard drive.

The Clerk purchased a laptop within the agreed budget of £600 and Lizard Computing has supported the data transfer / set up of the new machine (£35ph, invoice pending). Rialtas – the provided of the Council's accounting software - charge £25 to re-install on the new laptop.

These are unbudgeted costs. However, various anticipated underspends throughout the financial year should ensure that these costs do not significantly alter the 23/24 budget forecast.

d. Purchase updated Arnold Baker (legal textbook)

The Council must ensure that it acts lawfully and makes lawful decisions. It is the Clerk's role to provide legal and procedural advice to the Council. The Council's legal textbook – a key resource - required updating (from edition 10 to 13).

The 23/24 Council budget for Clerk training is £1,000; at the end of Quarter 1 (June) the budget had £940 remaining. The cost was £141.80.

e. Print 2022 minutes for archive

It is a legal requirement that the Council's minutes are in physical format and archived indefinitely.

The Council's Standing Orders provide for minutes to be digitally signed – this procedure has been verified by the West Sussex Association of Local Councils and the Internal Auditors. Signed minutes are available on the Council's website.

As part of an ongoing administrative exercise, the Clerk is ensuring that all digitally signed minutes are printed and archived. All Council / Committee minutes in 2022 were printed and spiral bound – 454 pages.

The 23/24 Council budget for Stationary & Printing is £470; at the end of Quarter 1 (June) the budget had £371 remaining. The cost was £36.32.

The exercise will be undertaken for 2020 & 21 in due course.

f. Clerk attending Cyber Security training

As a data controller, the Council must ensure cyber security. The Council agreed to take out cyber insurance (C/23/076(2), 17.05.2023). As part of the Clerk's ongoing process to develop Council policy / ensure the Council can comply with the cyber insurance requirements / protects its data / establishes robust cyber security, the Clerk attended training organised by the Society of Local Council Clerk's in association with the National Association of Local Councils.

The 23/24 Council budget for Clerk training is £1,000; at the end of Quarter 1 (June) the budget had £940 remaining. The cost was £30.

11. **Policy documents**

The Council is asked to receive and adopt the **Terms of Reference** documents for the **Planning and Finance Committees and their Working Groups**. These documents have been published on the Council's website, alongside the agenda, [here](#).

On 11.07.2023 (P/23/082) and 12.07.2023 (F/23-24/005(9)) the Planning and Finance Committees respectively considered / approved and recommend these documents. Although the Finance Committee resolved to defer the consideration of its Terms of Reference document to its next meeting (October) the document has since been circulated to Members and it is for the full Council to adopt under the Council's Standing Orders. Therefore, the Council can consider this document at this meeting.

The Clerk recommends that the consideration and adoption of the **Community Equipment Borrowing policy and T&Cs** is deferred to the October meeting, as further updates are required to the document further to information received from the Council's insurance company.

12. **Northern Parishes**

Training - The Clerk has proposed to the Northern Parishes that the group consider some joint Councillor training and split the cost. This idea has been broadly welcomed and enquiries are

ongoing regarding possible trainers and costs. Once a list has been put together by the Clerks, this will be brought to the Councils for approval prior to booking. At this juncture, the Council is asked to consider what training it would like to be considered. In accordance with the [Scheme of Delegation](#), the Clerk has full responsibility for decisions relating to the training of Councillors and staff (para 3.1.22).

Quarterly meetings – Wisborough Green Parish Council has proposed as follows: -

“Wisborough Green Parish Council recognises the benefits of meeting with other local parishes and felt that a quarterly meeting of the Northern Parishes might be beneficial; at the moment we tend to meet when we have to react to a planning application. A quarterly meeting would provide the opportunity for a quick Parish roundup, to include possible future planning threats but to also include positive achievements too. Sometimes it all seems to be doom and gloom so positive feedback would be welcomed e.g., how you’ve managed to get more volunteers, people to attend the Annual Parish Meeting, that sort of thing.”

If the Council agrees, a Member should be appointed to attend these meetings alongside the Clerk. Hitherto, Cllr. Jordan (as Chair) has attended the Northern Parishes meetings.

13. **Parish defibrillators**

Registration - It has been confirmed that all Parish defibrillators have been registered on the national circuit:

- Durfold Wood
- Outside Plaistow school
- Kelsey Hall, Ifold
- Ifold Telephone box

When someone calls 999 the code for the lock will be given if they think it is close enough for someone to collect.

Grant funding – WSCC have contact Parish Councils (see in bold below): -

Dear Parish and Town Council Clerks,

Please find attached a letter from Will Quince MP, Minister of State for Health and Secondary Care, regarding increasing public access to defibrillators by registering them on 'The Circuit,' the national defibrillator network available to emergency services so they can locate the nearest publicly accessible Automated External Defibrillator (AED) and signpost to, if needed in an emergency.

*In his **call to action**, he emphasises that "Defibrillators can provide vital life-saving treatment, with latest research showing that accessing these devices within 3-5 minutes of a cardiac arrest increases the chance of survival by over 40%.*

Unfortunately, many defibrillators are never used because emergency services do not know where they are or how to access them.

That is why registering defibrillators on 'The Circuit' is important and can make a real difference in saving lives."

AEDs that aren't available all the time can still be registered on The Circuit. When registering the device, you will be able to indicate times and days when it is available, and a date range, for example, when it isn't available due to a building closure for Christmas. See The Circuit's frequently asked questions here: Frequently asked questions (thecircuit.uk)

I take this opportunity too, to highlight that applications are now open for grants from the Department of health and Social Care's £1million Community Automated External Defibrillators Fund. The fund aims to help save lives by increasing the number of Automated External Defibrillators (AEDs) in community spaces, where they are most needed, for example, rural areas, places with high footfall, vulnerable people, or due to the nature of activity at the site.

*Yours sincerely,
Cllr Bob Lanzer
Cabinet Member for Public Health and Wellbeing*

Cllr. Price asked that this to be added to the agenda for discussion to consider applying for grant funding for a defib at Shillinglee.

14. Highway Matters

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

At the time of drafting this report no matters have been raised by Members in advance of the meeting.

2. To note any updates regarding the School Safety Zone (SSZ) in Plaistow and the TRO application along Rickman's Lane, Plaistow.

The following updates have been received by WSCC ...

School Safety Zone

"I have been in correspondence with our contractor, Enerveo, who have advised they installed [the signs] without giving me the heads up – so unfortunately I wasn't able to let you know they were planning to do it.

The parish will need to apply separately for the TRO to reduce the speed limit. As part of your application, I believe our WSCC Highways team will undertake a review of the signage etc for making the new speed limit legal. I'm sure they will be able to advise you of this as you start the process for the TRO.

Apologies for not being able to give you some notice of these works. However, I anticipate the School Safety Zone improvements will have a positive impact and are well received within the community.”

TRO, Rickman’s Lane, Plaistow

“I have now received up to date speed data, following a speed survey in Rickmans Lane that ran between 07/06/2023 until 21/06/2023. Please be advised that I can now confirm both the Initial and Detailed Assessment phases of the application process have now been passed successfully. The next step in the process is for me to present the application to my Traffic Engineering colleagues, at the next Traffic Regulation Order Moderation. I will let you know the outcome as and when I have it.”

“The Traffic Regulation Order application for Rickmans Lane has passed the Traffic Regulation Order Moderation and is now progressing well. I have sent the proposal onto our TRO Team and we will await the details for the next steps, which is the Public Consultation.”

3. To resolve to apply for a TRO for 20mph within the SSZ.

The Council previously resolved to make this application for Loxwood Road, Plaistow (C/22/013(3)(a), 09.02.2022). The Council asked the Clerk to check that this measure would not be included within the SSZ process. As confirmed by WSCC highways (see point 2 above) the Council will need to apply separately for the TRO to reduce the speed limit to 20mph.

To note, the SSZ extends beyond Loxwood Road – it includes some of The Street and Dunsfold Road. The Council is asked to consider if it wishes to apply for a TRO to implement 20mph within the SSZ, or just along Loxwood Road? Please see [WSCC SSZ map](#) for details.

15. **Winterton Hall website**

One of the benefits of the Parish Council’s website is that other organisations (approved by the Council) can have their own webpage and ‘manage’ it themselves.

The Winterton Hall would like the Council to consider allowing it to have a dedicated webpage on the Council’s website for its needs – including booking software. It is costly for the Winterton Hall to maintain an independent website, and this support request is in line with the Council’s current/ongoing commitment to support the Winterton Hall.

Whilst there would be no additional cost to the Council to provide this 'service' to the Hall, Councillors must note that there are security considerations (albeit minimal), as a third party would have use of the Council's website's 'back end'.

Please consider the information from TEEC, the company who provide the Council's website and email: -

The 'Page administrator' feature, which I have just updated your site to use, should meet your needs. It is not possible to create completely independent backend access for the hall to the site as it is necessary to share the media library and they will still be able to view the list of all pages, but they will only be able to edit pages they create themselves and pages you specifically grant access to. They will also be unable to edit the navigation menu. Also, users in the 'clerk role' will be able to edit their pages.

Adding <https://plaistowandifold-pc.gov.uk/village-hall> as the starting point to the hall section of the site will not impact what the PC pays. Several of our clients have wider community websites of which the Parish Council is one section.

I am not familiar with hallmaster and their site has little documentation but its claims to support website integration. I have taken a look at a site of one of there clients <https://www.village-hall.org/booking-online.html> and its looks like the integration consists of pulling some information in from hall master using iframes and links to the hallmaster site. Both can be integrated into the PC website pages.

I can setup the pages and create the access rules if you wish but I'm not sure if migrating the content from the existing site will be covered by your support package.

Please let me know if you need any further information or assistance.

To note, the Hall Committee will input the data themselves, so there will be no cost to the Council for data migration from the Hall's current site to the new webpage.

16. Ifold Play area

In accordance with the Council's resolution dated 12th July (C/23/112) letters have been delivered to 24 neighboring properties to the Kelsey Hall regarding the results of the consultation and the project generally ([here](#)). Ifold Estates Ltd determined the distribution area and undertook delivery on behalf of the Parish Council.

Next steps include a project update in the autumn Newsletter; information via Facebook; instruct the solicitor to draft the lease; invite playpark companies to design the area / tender.

17. Newsletter & Priority & Funding Survey

The Council is advised that the date to get the newsletter circulated (hard copy to all households in the Parish area) is likely to be October / end of Year. The digital version will be quicker.

Information about the Neighbourhood Plan will need to be included and guidance given by Colin Smith Planning Ltd to ensure that the newsletter is used to its full potential to satisfy any legal requirements for publicity in the early stages of the Plan making process. The Priority & Funding Survey will be updated slightly to recognise this recent Council decision.

Members are asked to consider other newsletter content, so the Working Group can progress this as a matter of priority.

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

1. Kelsey Hall's updated hiring protocol

The Conditions of Hire for Kelsey Hall have been updated ([here](#)). The Hall's AGM is on Friday 22nd September, 7.30pm at Kelsey Hall. They are looking for new Committee members.

2. Pavilion smart metre

SSE will install a smart meter at the cricket pavilion on 13.09.2023 on the basis that it is a 'business premises'. This has been queried, however it is non-negotiable – not least of all because the current meter was installed in the 1990s and so is out of date and possibly inaccurate.

3. WSCC's Book-a-Bus services

"WSCC is delighted to announce the launch of Book-a-Bus, a new flexible on-demand service for areas with little or no bus service. Our first Book-a-Bus services are available on the 99 & 99 Flex operated by Compass Travel, and coming very soon to the rural area north of Petworth operated by CT Sussex. You can find out more about the new services [here](#)

Book-a-Bus is supported by funding from the Department for Transport."

4. Bus shelter build in Plaistow and Ifold

A verbal update will be provided by the Clerk at the meeting.

5. Receive an update regarding bike rack installation in Ifold

A verbal update will be provided by Cllr. Denyer at the meeting.

19. Planning Matters

Due to this being the only planning application for consideration, it was added to the full Council agenda, to ensure best use of everyone's time.

This agenda item will be Chaired by Cllr. Capsey, the Chair of the Planning & Open Spaces Committee.

Members who do not sit on the Planning & Open Spaces Committee are welcome to leave; however, the meeting must remain quorate and any decision will be taken by the full Council.

The application documents can be accessed on CDC's website by clicking the hyperlink below.

[23/02010/PA1AA](#) | Proposed additional storey above the original floor plan of the single storey dwelling. | Everley Plaistow Road Ifold Loxwood Billingshurst West Sussex RH14 OTU

Additionally, to note that the inquiry regarding Oxencroft has been scheduled for February 2024.

20. **Date of next meetings**

- Planning & Open Spaces Committee, 10th October 2023, Winterton Hall, Plaistow. 7:30pm
- Finance Committee meeting, 11th October 2023, Winterton Hall, Plaistow, 7:00pm
- Full Parish Council, 11th October 2023, Winterton Hall, 7:30pm

*A Winter & Emergency Plan meeting will also be scheduled in October.