



CLERK'S REPORT

Full Council Meeting - 11th October 2023

Number	Item	Time
1.	<p>Apologies for absence & housekeeping*</p> <p>Apologies have been received from Cllr. Woolf and District Cllr. Todhunter.</p> <p><i>*In accordance with The Data Protection Act 2018 all attendees of the meeting are hereby notified that the meeting could be recorded as an aide memoire for the Clerk when compiling the minutes. The recordings are held securely and are deleted after the resolution that the minutes are a true and correct record. Members of the public should be aware that being present at a meeting of the Council, or one of its committees or sub-committees, will be deemed as the person having given consent to being recorded (photograph, film, or audio recording) at the meeting, by any person present. Persons who record the parish Council's meetings are reminded that the "Public Forum" period may not be part of the formal meeting and that they should take legal advice themselves as to their rights to make any recording during that period.</i></p>	1 min
2.	<p>Disclosure of Interests</p> <p><i>(As defined under the Plaistow and Ifold Parish Council Code of Conduct and the Localism Act 2011, Chapter 7 ss.26 – 37 in relation to matters on the agenda).</i></p> <p>At the time of drafting this report, no disclosures of interests have been received from any Member. If a Member becomes aware of an interest in any agenda item, they must notify the meeting (either at the beginning of the meeting, or before the agenda item is discussed).</p> <p>Members have a positive duty to consider the agenda and notify the meeting if they, or their partner, have a Disclosable Pecuniary Interest (DPI), or other interest in any matter listed. If a Member, or their partner, has a DPI, or any other interest, they are prohibited from participating in the discussion and/or voting. However, a Member can</p>	1 min

	<p>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>Minutes</p> <p>Approval of the draft minutes of the full Council Meeting held on 13th September 2023. The draft minutes are published on the website and were circulated to Members, via email on 28th September.</p> <p>Approved minutes shall be signed by the meeting Chair via Secured Signing – a secure and legally recognised digital signing software package - in accordance with Standing Order 12(g). The signed minutes will be published on the website.</p>	1 min
4.	<p>Public Forum</p> <p>In accordance with Standing Orders (SO) 3(e) the public are permitted to make representations, answer questions, and give evidence in respect of any item of business included in the agenda. However, public participation shall not exceed 10 minutes, unless otherwise directed by the Chairman (SO 3(f)). A speaker is limited to 5 minutes (SO 3(g)). The Council is not required to respond and/or debate a matter/question raised during public participation and the Chair can direct a response to be provided (oral/written) by either a Councillor or the Clerk (SO 3(h)). Only one person shall speak at a time and if more than one person wants to speak, the Chair shall direct the order (SO 3(k)). A record of the public participation session shall be included in the minutes (SO 3(t)).</p> <p>The business of the meeting will resume immediately following the public forum.</p>	10 mins
5.	<p>To receive reports from County and District Councillors</p> <p>Reports provided in advance of the meeting are published alongside the agenda on the Parish Council's website and circulated to Members, via email, for advance consideration.</p> <p>At the time of drafting, no County or District Councillor reports have been received.</p>	10 mins
6.	<p>Neighbourhood Plan</p> <p>The following are notes taken at meetings and circulated to Members via email:</p> <p>1. 29th September 2023</p>	5 mins

Meeting with AECOM Town Planning Team and Colin Smith Planning Ltd

Cllr. Jordan and the Clerk in attendance.

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

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

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

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

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

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

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

2. 3rd October 2023

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

Meeting regarding community engagement and work timetable.

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

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

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

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

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

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

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

22/01735/FULEIA and prepare a response relating to EIA Regulation 25.

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

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

RECEIPTS

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

2. Finance Committee - End Qtr. 2

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

3. Asset audit

Councillors have been undertaking an audit of the Council’s assets to enable the Council to financially plan for their management. This information will support the Council to prepare a 3 – 5 year business plan, review insurance and risk and set appropriate annual budgets.

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

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

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

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

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

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

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

Ifold play area

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

Redlynch Leisure

- Roundabout clearance with safety surfacing:

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

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

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

- Spinner grip handle:

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

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

This manufacturer comment has been passed to ROSPA.

- Zipwire

The item requires an annual full dismantle inspection, which cannot be undertaken by ROSPA. Redlynch Leisure recommended a company based in Somerset. The Clerk has approached 5 firms that can undertake this annual inspection and quotes are pending. Two are local

contractors recommended by Kirdford and Loxwood Parish Councils, who both have zipwires; and one can undertake all the Council's playpark needs including annual inspection, biannual operational inspection, zipwire dismantle service and any servicing and maintenance required on the equipment).

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

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

Inspections

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

The Council is advised to note

- Cllr. Denyer's recommendation that the playpark is inspected weekly until the metal detector work can be undertaken by Redlynch Leisure
- the following written advice/guidance received from the Council's insurance company
- *There is no [training] requirement [for routine inspections] so the inspections can be by a volunteer or member of the council.*
- *Please be advised that whilst it is not a mandatory policy requirement, **we strongly recommend that play equipment is checked at least weekly by someone appointed by the Council.** We recommend that checks are recorded in writing*

as this may assist the insurers in defending a claim should an incident arise.

- *All inspections should have a written report that is kept on file.*
- *There should be a process and budget to manage any repairs and maintenance.*
- *Any repairs or maintenance should be kept on the inspection report until repaired.*
- *Any repairs or maintenance should be carried out as soon as possible.*
- *If there is any delay due to gaining quotations and/or approval of repairs, the reasons should be recorded.*
- *Any equipment that is deemed dangerous or could cause injury needs to be taken out of commission.*
- *If the Council puts up tape, fencing or signs then this will require a more frequent inspection routine until the item/area is deemed safe. This is to ensure that the tape, fencing or signs have not been removed. If the Council finds the tape, fencing or signs have been removed they will need to consider another method to stop the use of the equipment or to remove the item.*
- *If the equipment is dangerous or beyond repair the client should be removed as soon as possible.*
- *If there are trees near a playground/skate park/BMX, that the entity is responsible for – there should be a tree survey in place, carried out by an arborist, and, again a budget, should be in place to ensure that any works are carried out.*
- ***Although a professional annual inspection is also not a policy requirement we strongly recommend one is undertaken by an independent, specialist play area consultant who should process the appropriate accreditation issued by the Register of Play Inspectors International.***
- ***If an annual inspection is not undertaken, in the event of someone sustaining an injury it will reduce the prospects of the insurers being able to successfully defend a claim on behalf of the Council. This may lead to an impact on the Council's Insurance premium if a large claim has to be paid.***

- The Council is invited to resolve to undertake weekly playground inspections.
- The Council is advised to note that some Councils employ / contract (self-employed) Lengthsman to undertake litter management, vegetation management e.g., overhanging hedges that get reported, cleaning street signs, bus shelters and street furniture and undertake playground inspections. Many Councils have an annual budget of c£3,000 and pay per hour.

The Council could consider the needs of the Winterton and Kelsey Halls (caretaker), school, preschool, and other Northern Parishes to see if there is enough work to make this a viable and cost-effective option.

- The Working Group recommends a biannual operational inspection as well as an annual full inspection. These are different types of inspection. The annual inspection looks in detail at the health and safety aspects, industry standards and risk assessment of the playground; the operational inspection looks at the maintenance and functionality of the equipment e.g., fixings, bearings etc. Quotes are pending from three companies, who can undertake both types of inspection. These will be circulated to Members prior to the meeting. Additionally, the Working Group recommends moving away from ROSPA. Loxwood Parish Council use The Play Inspection Company and their latest report has been circulated to Working Group members to read and compare with the ROSPA report. A verbal comparison report can be offered by Working Group members at the meeting.
- The Clerk advises that play equipment is one of the Council's highest 'risk activities' undertaken. The annual budget of £1,300 is likely insufficient given the Working Groups recommendation for a mid-year operational inspection, the annual inspection, the routine annual zipwire dismantle inspection and servicing and maintenance of equipment.

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

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

- The Clerk recommends that the Council appoint the School's Health and Safety Governor, Mr Peters, to the Playpark Working Group due to his experience and expertise and support of the Council's playpark to date regarding the protruding metal and review of the ROSPA report.

10.	<p>Cyber security</p> <p>In May the Council resolved to take out cyber insurance (C/23/076(2) 17.05.2023). The Clerk was instructed to ensure the Council can/does comply with the standard protection requirements specified in the 'Statement of Fact' e.g., fire walls and file back-up.</p> <p>The Clerk has attended cyber training and met with the Council's web and email host company TEEC. The Clerk has sought quotes (pending) to undertake a recommended 'cyber security audit' which will alert the Council to any gaps and advise the level of protection needed and policy requirements. TEEC can undertake a cyber security audit for the Council.</p> <p>The Clerk is in the process of developing policy for the Council with support from TEEC. However, a 'cyber security audit' is recommended. The policy will recognise that the Council has no IT support, and its cyber risks are relatively low. The policy requirements will be proportional to the risks, activity of the Council and information held.</p> <p>It is recommended that Councillors receive some cyber training, to complement the policy, which can be delivered by TEEC. A quote is pending. The annual Councillor training budget is £882.20 and at the end of quarter 2 is £600. Under the Scheme of Delegation (para 3.1.22) the Clerk is responsible for taking all decisions relating to the training of Councillors. The Clerk will circulate the quote to Members once received and book the training.</p> <p>The Council is asked to note that currently the only contact number for the Council is the Clerk's personal mobile phone. The Council does not have an office and the Clerk's home address does not have a landline. The Council is asked to consider alternative contact options e.g., a Council mobile phone which can be used by whomever the Clerk may be from time to time.</p> <p>Other Councils find using WhatsApp groups helpful. At times it is not possible for Members to check their Council email frequently, and WhatsApp groups allow important information to be shared quickly - including reminders about documents and meetings. The Playpark Working Group have a WhatsApp group, and this has proved helpful when dealing with the protruding metal. The Clerk recommends that the full Council have a group. An example of a time when such a group would have been helpful was when the laptop hard drive failed. The Clerk needed to alert Members that an important email had been sent, which required their urgent consideration and response.</p>	5 mins

11.	<p>Ratify Clerk’s Decision(s) since last meeting – Scheme of Delegation</p> <p>In accordance with the Scheme of Delegation (paras 3.1.2, 3.1.3, 3.1.5, 3.1.6 and 3.1.18) the Clerk instructed Evans Electrical to fix the Ifold phone box electrics, which powers the defibrillator. The earth wire had been accidentally cut by the grounds team undertaking the autumn maintenance of the conservation area. Evans Electrical was the contractor used by the Council to install the defibrillator and therefore was familiar with the electrical works at the site. The defibrillator was taken out of use (and removed from the national circuit) pending the works. Therefore, speed was of the essence to ensure the defibrillator was back in use without undue delay.</p> <p>On 13th September, Cllr. Brown advised the Council that the Platinum Jubilee Sessile Oak plaque had become worn and was difficult to read. Brunel Engraving explained that the plaque is made from the most hardwearing / suitable material (stainless steel, marine grade). It is the infill paint which is the issue. Apparently, some last years and others</p> <p>wear more quickly - weather and environment are factors. Brunel Engraving explained that, for them, it is easier to make a new plaque - but of course not for the customer. Therefore, they offer a refurbishment service for £25. On this occasion they waived the additional delivery fee. Brunel Engraving are using a new infill paint, which came onto the market after the plaque was made, which seems to be better wearing. The plaque will be returned 'like new'.</p> <p>At the end of quarter 2, the Notice Boards, Finger Posts and Signage budget stands at £1,554.11.</p> <p>It is recommended that if the Council finds that it must repeat this refurbishment process on a regular (annual) basis, that the plaque is set in a case.</p>	1 min
12.	<p>Policy documents</p> <p>Community Equipment Borrowing policy</p> <p>The Council’s insurance company will not cover any person/organisation borrowing the marquees (and other equipment) from the Council.</p> <p><i>“Whilst it is okay for Plaistow & Ifold PC to lend a member of the public their equipment, your policy wouldn’t cover for Public Liability or Loss and Damage as it is not going to be on Council land, or a council run event.”</i></p> <p>Each year, both individuals and local groups borrow the marquees. The Council’s Insurance Company have stated: -</p>	2 mins

“We would recommend that the hirer gets their own insurance for Public Liability or Loss and Damage for said equipment / events. There is a product called “ 1 day event insurance “ that they may be able to source, if they were to Google it...”

This recommendation has been made clear in the policy at Section 4.

The Council is invited to note the following condition report from Mrs Baker, as part of the Asset Audit: -

1. Can the marquees be repaired by someone ‘in house’ for little money and will this be sufficient?

I took the ‘yellow’ roof home and did a few repairs to it - that’s definitely the best one out of the three.

All 3 frames are ok, but the ‘ red’ and what will be either a ‘blue or black ‘ (I need to get a spray can) need repairing.

2. Do the marquees need to be professionally repaired and, if so, how much does this cost and is it cost effective (vs replacement cost)

You can buy exactly the same from B&Q for £149 so in house repair is definitely the first port of call. I've been sewing patches on (recycled bags at work are identical white material) and using glue, so time will tell.

3. Do some of the marquees need replacing entirely (and cost)

Not sure yet, think they'll probably be ok for things like Maypole Fete / School Summer Fayre / Hirers who just want a garden party - but probably only the 'yellow' one would be decent enough for someone with a small wedding in their garden.

4. Does the PC need 3x marquees?

Any official Parish 'do' would probably need to hire a decent one, and just use these for tea tents. So worth just keeping and repairing them until they die!

13.

Chichester Infrastructure Business Plan (IBP)

The Council has been invited to comment on the draft Chichester Infrastructure Business Plan. Please note, this is distinct from the Infrastructure Delivery Plan (IDP) for the Local Plan Review.

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

3 mins

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

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

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

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

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

The Clerk does not recommend any particular updates to this list, which remains broadly accurate. The results of the Priorities and Funding Survey will support any amendment. CDC have stated that new projects can be put forward during the Spring consultation.

14.	<p>WSALC Annual General Meeting</p> <p>The meeting agenda can be found here. The West Sussex Association of Local Council's (WSALC) annual report and accounts have been circulated to Members in advance of the meeting. Cllr. Jane Price will attend on the Parish Council's behalf, as the Council's representative appointed at the May Annual Meeting.</p>	2 mins
15.	<p>Parish defibrillators</p> <p>Please refer to minute reference C/23/129, 13.09.2023 for background information.</p> <p>Shillinglee have confirmed they have a defibrillator which was provided by the Home Farm Court Residents Association c. 3 years ago. The defibrillator is not registered on the national circuit; however this will now be rectified. The Council is invited to consider funding support for this defibrillator, which is not owned/managed by either the Billingshurst Emergency Assistance Team (BEAT) or South-East Ambulance Service. This would be an unbudgeted cost; however, the Council has a £5,000 ringfenced Community Reserve Fund.</p> <p>The defibrillator at Kelsey Hall is owned by the South-East Ambulance Service, however they are not currently undertaking routine maintenance and services. BEAT is trying to adopt the defibrillator. Whilst this process is ongoing, the defibrillator remains serviced. Cllr. Jane Price has asked the Council to consider contributing to the cost of its annual service, which can be undertaken at the same time as all the other BEAT defibrillators within the Parish. The cost is c.£40. Cllr. Price will provide the meeting with further cost information and details during the meeting.</p>	3 mins
16.	<p>Highway Matters</p> <ol style="list-style-type: none"> 1. Highway matters raised by Councillors – none raised in advance of the meeting. 2. TRO applications in Plaistow <p style="text-align: center;"><u>WEST SUSSEX COUNTY COUNCIL</u> <u>(PLAISTOW & IFOLD: RICKMANS LANE)</u> <u>(30MPH SPEED LIMIT) ORDER 202*</u></p> <p>Permission has been granted to advertise a proposed Traffic Order, the effect of which will be to extend the existing 30mph speed limit on Rickmans Lane southwards by a distance of 216 metres.</p> <p>As part of the legal process West Sussex County Council is required under the Road Traffic Regulation Act to undertake a</p>	2 mins

	<p>formal consultation with you [the Parish Council]. I am pleased to attach a weblink. This will enable you to view:</p> <ul style="list-style-type: none"> • Plans showing the proposed length of road to be subject to a 30mph speed limit • Statement of Reasons for proposing to make the Order • Public Notice outlining the proposal that will be advertised in the Chichester Observer • Draft Order <p>https://www.westsussex.gov.uk/roads-and-travel/traffic-regulation-orders/live-consultations-for-permanent-tros/chichester-live-tro-consultations/</p> <p>If you have any problems accessing the consultation documents via the link please contact me immediately.</p> <p>In the usual way if you wish to express support or raise an objection about any part of the proposal please e-mail tro.consultation@westsussex.gov.uk, or write to TRO Team, West Sussex County Council, The Grange, Tower Street, Chichester, PO19 1RH quoting reference TRO/CHI2302/RC</p> <p>Please note the statutory consultation period ends on 26 October 2023 and any comments you wish us to take into consideration should be received before this date.</p> <p>Since the Parish Council made this TRO application, it has confirmed its full support for the extension of the 30mph along Rickman’s Lane.</p>	
17.	<p>Clerk’s update & items for inclusion on a future agenda</p> <ol style="list-style-type: none"> 1. <u>Northern Parishes meeting</u> – scheduled for 19.10.2023. If any Member would like to attend alongside Cllr. Jordan and the Clerk they are most welcome. The agenda can be found here. 2. <u>Newsletter & Priority & Funding Survey</u> – The E-Newsletter has a further 7 ‘sign ups’ via the website since a reminder went out on Facebook. The mailing list stands at 150. The E-Newsletter will be circulated to recipients on or shortly after 12th October. The Letter from the Chairman will go to Arun District Council for printing on Monday 9th October and should be received by those on the Electoral Register (c800 houses) during the week of 16th October. Both the E-Newsletter and Letter from the Chairman advertise the Priority & Funding Survey, which went ‘live’ Friday 29th October and begun to be completed. The CDC Supporting 	5 mins

You outreach session will take place on 7th November in the Youth Club building between 10-12. Further information will be circulated to community partners e.g., schools/church/Kirdford PC etc to ensure that those in most need within the community hear about the event and can attend if they wish.

3. Councils' biodiversity duty - The government has issued new guidance on local councils' biodiversity duty. Public authorities in England have a duty under the Natural Environment and Rural Communities Act 2006 to have regard to conserving biodiversity as part of their policy or decision making. This can include restoring or enhancing a population or habitat. The duty has been reinforced under the Environment Act 2021. Parish Councils should have adopted a policy on how they will meet their biodiversity duty by January 2024. The Clerk will develop a policy and circulate to Members in due course.

4. Ifold conservation area and litter bin – The area has recently had its autumn maintenance morning. An article from Ms Palmerton is included in the E-Newsletter. Unfortunately, Ms Palmerton has received some direct unpleasant correspondence from Ifold residents about the area, due to their lack of understanding and volunteers are not forthcoming to support the area. This is very disappointing given how little time is needed to maintain the conservation area. Although there is an article in the E-Newsletter, it will only be seen by 150 residents, not all of whom live in Ifold. There are c.500 houses in Ifold. Therefore, the Clerk suggests the Council consider producing an information flyer for Ifold residents only. This can be done relatively inexpensively. In 2022/23 the Council used Solopress to produce the Ifold play area information leaflets – 500 leaflets for £30 (up-to-date price). These were distributed to Ifold residents by the RH Fourteen magazine for c.£25-£30. The 23/24 publicity and communications budget is £1,000; at the end of quarter 2 there has been no expenditure. The anticipated cost for printing and mailing the Chairman's letter is c.£800 (to print and envelope 850 letters in colour is £182 + Postage (2nd class at 69p). *Some bandwidth has been allowed in the estimated cost to accommodate an increase in envelope price and exact number of letters sent.*

	<p>CDC removed the bus stop bin in 2022. They were due to replace it, however held off pending the erection of the new bus shelter. Due to an increase in litter in the area and complaints by neighbours, the Clerk has asked CDC to replace the litter bin as a priority. The new bin will be situated close to the bench and near to where the new shelter will be built. It will be a concrete bottom bin, which will allow some re-positioning once the shelter has been built to ensure it is in the correct location.</p> <p>5. <u>Internal interim audit</u> - booked for 4th December.</p>	
18.	<p>Correspondence <i>See Clerk's Report</i> Recommendation: - To consider any correspondence received not listed as an agenda item for discussion.</p> <ol style="list-style-type: none"> 1. <u>TfSE Transport Forum meeting</u> – the presentation and minutes of a TfSE Transport Forum meeting held on 4 September 2023 was circulated to Members via email. The next meeting will be held on 19 October. 2. <u>NALC Civility and Respect Project Manager</u> - NALC recently met with the <u>Jo Cox Civility Commission</u> which aims to find practical recommendations to address the complex problem of violence, abuse and intimidation of elected representatives at all levels, including local councilors. We raised the strong desire in the sector for the return of sanctions which they said mirrored what they heard in their consultations across all stakeholders which was positive to hear. While they had already received a number of submissions from town and parish councils they agreed to extend the deadline to allow more councils to submit evidence to the commission. 3. <u>WSCC Highway's response to Ifold Estates Ltd TRO enquiry</u> – verbal update in meeting 	
19.	<p><u>Date of next meetings</u> Recommendation: - To note the dates of forthcoming meetings:</p> <ul style="list-style-type: none"> • Planning & Open Spaces Committee, 7th November 2023, Kelsey Hall, Ifold - 7:30pm • Full Parish Council, 8th November 2023, Kelsey Hall, Ifold - 7:30pm • Planning & Open Spaces Committee, 29th November 2023, Kelsey Hall, Ifold - 7:30pm 	1 min