



Clerk's Report

Full Parish Council meeting, 8th March 2023

BUSINESS TO BE TRANSACTED

- | Number | Item |
|--------|--|
| 1. | Apologies for absence & housekeeping*
Apologies have been received from Cllr. Bushell. |

The following disclaimer is recommended further to guidance to Clerk's by the Information Commissioner's Office: -

**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.*

- | | |
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| 2. | Disclosure of interests |
|----|--------------------------------|

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. **Public Forum**

At the time of drafting this report, no requests to address the meeting have been received.

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 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 8th February 2023. The draft minutes are published on the [website](#) and were circulated to Members, via email, on 09.02.2023.

Approved minutes shall be signed by the meeting Chair (Vice Chair Cllr. Capsey on this occasion) 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 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. **Financial Matters**

See Clerk's Report

1. Payments and Receipts Analysis

Financial Reports for period 4th – 28th February 2023.

There has been no income in this period.

To note in particular: -

[PAYMENTS](#)

- The Parish Council has paid the Winterton Hall £10.83 for its share of the routine P.A.T testing of electrical equipment in the cricket pavilion e.g., kettle used by hirers of the space.

2. Grass cutting 2023 – 2025

The three (3) tenders received for the 2023 – 2025 grass cutting contract were opened by the Clerk in the presence of Cllr. Paul Jordan on 2nd March. Details of

the tenders were circulated to Members, via email, on 3rd March. Regarding tenders received from contractors not previously known to the Council, references were sought in advance of the meeting and relevant details provided to Members. In accordance with the Council's [Financial Regulation](#), it is not obliged to accept the lowest or any tender, quote or estimate (para11(i)). The tenders shall be scored against: -

Price - The full and final cost over the full term of the contract. To consider affordability and the commercial stability of a reasonable return for the supplier.

Quality - The supplier's ability to perform the contract to the highest standards. Evidence of the supplier's relevant knowledge and experience. Feedback received from References.

Compliance - The supplier's compliance with all Health & Safety and employment laws and regulations.

3. SSE contract

SSE have provided the cricket pavilion's electricity for many years. The contract for 2023-2024 required renewal by 28.02.2023. In accordance with paras 3.1.6 and 3.1.17 of the [Scheme of Delegation](#) the Clerk renewed the contract. Prior to renewal, the Clerk attempted to 'compare the market' to check competitive prices; however, two large-scale and respected comparison sites both stated that comparisons between electricity suppliers at this time is not permitted. Unsurprisingly, the costs have increased: -

- Quarterly standing charge: from £29.24 to £42.61
- From 15.20 p/kWh to 40.995 p/kWh
- Feed in tariff from 0.66 to 0.81

Based on the electricity usage for the prior 12-month period ending 28.02.2023, the annual cost for an average usage of 19kWh is £178.39.

Payment is made via quarterly direct debit.

4. Priorities and Funding Survey/information leaflet

For background information, please refer to minute reference [C/23/023, 08.02.2023](#) and the associated [Clerk's Report](#) (pg.7) .

Royal Mail have advised that their generic door-to-door service (£200 for up to 3,000 items) would deliver to an area far greater than Plaistow and Ifold Parish. It would deliver to the whole of RH14 0. This would include Kirdford and Loxwood Parishes for example. The details of the Parish Council's Priorities and Funding Survey is unique to this Parish area and so this would not be a viable option.

Royal Mail offer a 'boundary match' service, which is a bespoke delivery area restricted to the Plaistow and Ifold Parish boundary – the costs is **£1,001.82**. This would ensure that every household within the Parish receives a leaflet.

Arun District Council can print and mail the leaflet to all those on the Parish's electoral register c.850 houses for **£615.50**.

This would miss anyone not registered to vote. It would also have an administrative/logistical burden to transfer the electoral register information into a spreadsheet for address labels to be printed and to ensure that only one leaflet was sent per address (there is usually multiple persons registered to vote per address, however each household would only need one leaflet).

RH Fourteen magazine – this delivery method would be significantly cheaper; **£35** delivery plus an additional fee to fold the leaflets (will depend on the number of leaflets, however the total cost will be **under £100**). However, this method would require additional hand delivery by Councillors, as the magazine is not distributed to the whole of the Parish. The Clerk has a list of all the areas not covered e.g., Shillinglee, Durfold Wood, back of Ifold, Foxbridge Lane etc. This overall delivery method (magazine and hand-delivery) will not guarantee a 'whole Parish' service, as invariably outlying houses will be missed by both delivery methods. RH Fourteen would deliver in early April and would need to take receipt of the leaflets no later than 23rd March. Another leaflet is due to go out in the magazine in April. Any issues preventing delivery (dogs/electric gates etc) would be communicated to the Council, so that Members could undertake a re-delivery.

Pre-election ('Purdah') period – further to seeking general guidance from CDC, provided the leaflet is drafted in a factual way, with no reference to any individual Member(s) (including County and District Councillors) by name/association, it should not breach the publicity restrictions during the pre-election period. The Council is allowed to continue to discharge normal council business (including budget consultations or determining planning applications, even if they are controversial) and publish factual information.

Members must consider the importance of ensuring an equitable delivery of information to all households, given the material to be covered in the leaflet: budget consultations / planning applications / cost of living support etc.

CDC's 'Supporting You' service can offer outreach visits, hosted by Parish Councils, to support anyone struggling with the rise in the cost of living, including accessing:

- WSCC Housing Support Fund
- Energy support funds

- Council tax reduction
- Benefits advice
- Budgeting help
- Community Food Hubs
- Referrals to other support services including home owner repairs and Warm Homes scheme and Housing Associations

The Parish Council has previously considered the support it can offer residents in need via other initiatives such as ‘Warm Spaces’ ([C/22/139\(6\) 09.11.2022](#)) and the Clerk continues to liaise with both the School and Church to ascertain *where* and *what type* of support is most needed.

However, hosting the ‘Supporting You’ team could be a more cost-effective way (cost of the hall-hire / refreshments) of delivering comprehensive and lasting support to those in need. Advertising this drop-in session via the whole-parish leaflet would ensure that everyone in the Parish receives the details of this support. The team can attend during the working week and, with enough notice, could be available for an early evening session.

The Clerk suggests that the Parish Council works with Kirdford Parish Council and its other community partners e.g., the schools and Church to promote and support this drop-in session.

7. **Neighbourhood Plan**

Councillors attended neighbourhood planning training on 7th March, delivered by an independent Planning Consultant, as part of the ongoing training Councillors receive in their role.

The proposed submission of Chichester’s Local Plan 2021 – 2039 is currently undergoing its 6-week Regulation 19 public consultation (3rd Feb – 17th March) and can be accessed [here](#). The proposed housing allocation within the emerging Local Plan for Plaistow and Ifold necessitates new consideration of a Neighbourhood Plan (NP), which was withdrawn from Examination in February 2022 due to the issues of Water Neutrality. At that time, the Council [resolved to cease the preparation of a NP](#). Since this time, issue of Water Neutrality has been alleviated to an extent – for the purposes of Development Plans only – by a [Mitigation Strategy](#). Therefore, the Parish Council can reassess the community’s NP needs. However, before the Council can make any further decisions regarding re-establishing a NP, its previous draft Plan must be fully reviewed.

[Colin Smith Planning Ltd](#) was previously involved with the drafting of the Neighbourhood Plan (2016 – 2022); as a result, this specialist Planning Consultancy has prior knowledge and experience of the Council’s NP which will allow them to undertake this task efficiently and in the most cost-effective way. Therefore, pursuant to para 11.1(a)(ii) and (iv) of the

Council's [Financial Regulations](#), this specialist service is not subject to the usual contract requirements.

The initial scope of work is to review the position of the previous draft NP and advise on the degree of work needed to update the evidence base and if, in its previous form, it would meet the current needs and requirements of the Parish.

The fee quote was circulated to Members, via email, in advance of the meeting. This document remains privileged.

8. **Bus Shelters**

The project was due to start in February (16.02 – 31.03.2023). However, due to unforeseen staff illness, the project has been postponed until June/July 2023. The Council is disappointed at this further delay; however, the health of key personnel is beyond its control. Building the two shelters via the WSCC Communities Team remains the most cost-effective way of delivering this project (c.£10,000 cheaper); therefore, it remains expedient to wait for the Team's availability.

On 8th February, the Council approved the build costs and agreed to the instruction of Miliam Ltd, Kirdford for the supply of the oak ([C/23/021\(3\)](#)). Despite the delay, the oak has been ordered so that Miliam Ltd can begin to sculpt the beams in readiness for the build later in the year. Securing the oak order now was also necessary to prevent further price increases impacting the budget. Further information about the project can be found in the [Clerk's Report for 8th February](#) and on the Council's website [here](#).

9. **Local Plan Reg 19 Consultation**

The proposed submission of Chichester's Local Plan 2021 – 2039 is currently undergoing its 6-week Regulation 19 public consultation (3rd Feb – 17th March) and can be accessed [here](#). On 8th February, the Council resolved to approve the appointment of Steve Tilbury, Planning Consultant, to support the drafting of its consultation response ([C/23/021\(4\)](#))*. The response has been drafted 'in house' and Steve Tilbury has reviewed the proposed submission and offered his expert guidance to ensure that it addresses the strict Regulation 19 legal tests.

The Parish Council's draft consultation response was circulated to Councillors in advance of the meeting. The document will be made public by Chichester District Council in due course - along with all other Regulation 19 submissions received - at the time the Local Plan is submitted to the Independent Examiner for examination. Until this time, the document remains privileged.

**Further details can be found in the [Clerk's Report](#) prepared for the meeting on 8th February.*

10. **Plaistow Village Green, Tree Surgery**

On 8th February, the Council considered four quotes received for the required tree works ([C/23/021\(5\)](#)). Contractor H was the most competitively priced. However, the Council

wished to assess the contractor's workmanship in relation to the tree works around Coxes Pond, Plaistow (undertaken mid-February) prior to instructing them again. Further guidance has been provided by Andrew Gale, Consultant Arboriculturalist, who undertook the Tree Condition Survey which identified the necessary works. This information has been circulated to Councillors in advance of the meeting. The Council is now invited to appoint a contractor for the works – please refer to the details outlined in the [Clerk's Report](#) prepared for the meeting on 8th February.

11. Highway Matters

1. Highway matters raised by Councillors.

At the time of drafting this report, no specific matters have been raised.

2. Updates regarding the School Safety Zone and TRO application along Rickman's Lane, Plaistow.

SSZ

At the time of writing there is no further update. The latest information is outlined in the [Clerk's Report](#) prepared for the meeting on 8th February.

Rickman's Lane TRO

WSCC Highways Department have now acknowledged receipt of the application: -

Thank you for your Traffic Regulation Order application for Rickmans Lane, Plaistow. Please be advised that as the Area Traffic Engineer, I can confirm I have now received your application, and an Initial assessment for this Traffic Regulation Order application will take place imminently. Thank you for your patience at this time and I will endeavour to respond as soon as possible. Kind regards,

3. Finger posts in Plaistow

The damaged/missing finger post was raised by Parish Cllr. Capsey at the January meeting. W.Sx County Cllr. Duncton raised the matter with WSCC Highways. Highways reported that the matter is for the Parish Council to address. On 8th February, Councillors agreed to contest this approach. The following response has been received from WSCC Highways Department: -

The traditional finger posts are not being maintained by WSCC as they are very expensive to repair or replace and generally require specialists to carry out the works as they are made of traditional materials, often cast iron. The decision to cease maintaining them was taken by members in 2009 and at that time, Parish Councils were given the opportunity to take on their maintenance if they wished to. Some matched funding was made available

by WSCC at the time, to assist parishes. As far as I know, the signs are still WSCC assets and parishes that agreed to retain and maintain them do so under licence. Thus, if a fingerpost sign was found to have become a hazard, or became an eyesore due to lack of maintenance, WSCC, as the highway authority, would still have the necessary powers to remove it.

The current Highway Infrastructure Maintenance Plan states that, at current funding levels, non-primary route direction signing cannot be maintained at present and whilst traditional finger post signs are not specifically mentioned, they almost all fall into this category – so it appears that there has been no significant change in the county’s position on continuing to fund the maintenance of these signs.

It is likely that some parishes have, since then, applied for licences for new fingerpost signs of their own to be sited within the highway but I would not expect many of these signs to be constructed in the style of the traditional West Sussex (cast iron) or East Sussex (timber) fingerposts.

Kind regards

To summarise, WSCC *will* remove any damaged sign(s), but they will not replace them - neither like-for-like i.e., a traditional sign (illustrated below), nor with a modern sign - as these signs are considered ‘non-primary route direction signing’.

Therefore, once these traditional signs are lost, the Parish will not have any directional signs at junctions.



The Parish Council can seek a license from WSCC Highways to retain and maintain them, however this will be at the Parish Council's own expense.

The Clerk has asked for suppliers / contractors details, to ascertain the replacement/maintenance costs, but to date this information has not been provided. The Clerk will also challenge that the signs should become the property of the Parish Council, rather than managed under license – given that WSCC neither wish to retain nor replace them and will not provide financial support towards their future upkeep.

In view of the 2023/24 budget (to be finalised and agreed at the April meeting) the Council now needs to consider whether it applies for a license to 'adopt' these signs as community assets and accepts financial responsibility and budget; accordingly, or if it wishes to allow the signs to deteriorate and eventually be removed by WSCC Highways? The signs will have some historical relevance, as they are no doubt old and in keeping with the conservation area (Plaistow) and rural character of the rest of the Parish.

Cllr. Robinson has agreed to take an inventory / audit of these signs to inform the Council's understanding of their number / location and condition.

The Council must consider the following questions: -

1. The priority to the Council / Community to maintain these signs?
2. Adopting them via licence (subject to the answer to Q1 above)?
3. Do any need maintenance? Timescales?
4. The budget required (for 2023/24, as this needs to be finalised in April)?
5. If the Council thinks that replacement* is important?

**Councillors may decide that maintaining the signs is one thing but are not minded to fully replace them once they fail completely or 'disappear'.*

This matter is relevant to item 12 on the agenda (asset register and the Sussex Heritage Trust's Public Realm Survey - to protect and preserve the architecture and natural landscape of Sussex).

4. WSCC's PRow Team

The two following updates have been received from the WSCC's Public Right's of Way Team: -

- a. Regarding **Durfold Wood** and where footpaths 3637 and 3639 meet – just to advise the volunteers carried out some works here and installed bridges to span the worst areas.



- b. Regarding the PRow around **Crouchlands Farm** - these will be formally re-open following a re-assessment of risk by CDC. The PRow Team will remove any remaining notices and assess some routes for vegetation. The PRow Team met with Artemis on 01.03.2023 and checked on site - the PRow are now open. The barriers have been removed and there are some minor maintenance issues that will be resolved in the forthcoming inspection.

12. **Asset Register**

The Clerk circulated the Council's Asset Register to Members in advance of the meeting. Each year the Council must review and adopt its Asset Register, to ensure that its insurance provision is up-to-date and adequate. The Council's Insurance policy runs until 31st May 2023. In the interim period, the Council needs to appoint Members to undertake an asset audit to ensure that essential maintenance is completed and the register is kept accurate.

As stated above, Cllr. Robinson has offered to undertake an inventory / audit of the traditional finger post signs within the Parish; the Clerk recommends that Cllr. Robinson is joined by a number of other Councillors to conduct a full asset audit (many hands make light work).

The Clerk recommends to the Council that it notes and takes part in the following consultation: **Sussex Heritage Trust - [Public Realm Survey](#)**

Sussex Heritage Trust's campaign/survey is to protect and preserve the architecture and natural landscape of Sussex. The survey allows councils to record items in their

communities such as original street furniture, pillar boxes etc. so that the Trust can put a case to the County Councils to preserve such features when works take place. The importance of this survey has been highlighted to Council's by WSALC.

The Clerk recommends that this survey is completed by one of the allocated Members who undertakes the asset audit.

13. **Risk Management Scheme (RMS)**

Each year the Council must review and adopt its RMS. This is a requirement of both its Internal and External Audit: it allows the auditors to evaluate the Council's ability to properly assess and manage risk. The Internal auditor must positively affirm that: -

C - The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

The internal auditor is legally required to sign off the Annual Internal Audit Report included in the Annual Governance and Accountability Return (AGAR); as part of this, the internal auditor is required to review the controls in place at the Parish Council against predefined control assertions (such as the one above).

The RMS is an evolving document, like the Asset Register, and is continually reviewed and updated.

14. **The Coronation of His Majesty The King**

An initial meeting of the Working Group took place on 22.02.2023. The notes of this meeting can be found [here](#).

To date there are only two members of this group – Cllrs. Price and Denyer. Invitations to join the Working Group have been extended to the Winterton Hall Management Committee and Plaistow Village Trust.

The suggestion - for the Council's approval - is to host a children's party, with entertainer (if a suitable person/company can be found) on Monday 8th May. Attendees to bring their own food/drink (to keep the cost / organisation requirements minimal). It has also been considered to provide the children of the Parish's schools a little memento of the occasion.

The consensus is to keep plans simple and 'low key', which is in keeping with the wishes of HRH King Charles III. Likewise, the plans will require some volunteer support on the day, which will support the King's 'Festival of volunteering'.

The Council is asked to set a budget for the event. At the time of writing this report, cost details of an entertainer and memento are still being gathered. This information will be

available at the meeting. This budget will be officially allocated in the annual 2023/24 budget; to be finalised and approved by Council at its April meeting.

The National Trust must replace the felled Horse Chestnut on the village green. The replacement tree will be a native broadleaf species, which is suitable for the soil conditions. The Council might like to consider dedicating this new tree to HRH King Charles III as part of the coronation? See item 17 for more information.

15. **May Elections**

Parish Council elections take place this year on Thursday 4th May.

All currently serving Councillors will 'retire' on Tuesday 9th May (Councillors retire on the fourth day after the day of election, but because Monday 8th is a bank holiday, Tuesday 9th is considered the 4th day).

All newly elected Councillors take up office on Tuesday 9th May.

Anyone wishing to become a candidate and stand at the Parish Council elections – regardless of whether they are currently serving Councillors or not - **MUST** complete the necessary Nomination papers.

The Nomination packs are available from the Clerk – clerk@plaistowandifold-pc.gov.uk
Information has been posted on the local Facebook pages and the [Parish Council's website](#).

Nomination papers are to be submitted to Chichester District Council from 23 March 2023. The last day for receipt is **4pm on Tuesday, 4th April 2023**.

Completed papers **MUST** be **hand delivered** by 4th April to the Returning Officer: -

East Pallant House, 1 East Pallant, Chichester, PO19 1TY.

Office opening hours are 9am-4pm Monday to Friday.

Nomination papers can be checked over informally if candidates wish, before arrival and can be scanned (or photographed) before they are hand delivered.

They should be emailed to nominations@chichester.gov.uk to be checked. This will limit the amount of time needed to be at the office, however the Chichester DC Team is very small and will be dealing with around 650 nomination papers so please be patient.

Electoral Commission Guidance is available for candidates: -

<https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-council-elections-england>

Candidate should not leave it until the last couple of days to submit their papers as this gives little chance to rectify any mistakes.

If candidates have any queries, please contact CDC: -

elections@chichester.gov.uk

Elections Office: 01243 521020

Electoral commission number: 0333 103 1928

16. Correspondence

The following correspondence has been received:

Proposed extension to the Surrey Hills Area of Outstanding Natural Beauty

Natural England is currently considering whether to vary the boundary of the Surrey Hills AONB. The next step for the project is for a statutory consultation on the proposed extension to the Surrey Hills AONB as approved by the Natural England Board on the 5th of May 2021. The consultation is statutory with relevant local authorities (Surrey County Council, Croydon Borough Council, East Hampshire District Council, Guildford Borough Council, Mole Valley District Council, Reigate & Banstead Borough Council, Tandridge District Council, and Waverley Borough Council); however Natural England has decided that it should be extended to other stakeholders and the public. Other stakeholders include National bodies, Parish Councils in the existing AONB and in and adjacent to the proposed extension, AONB Partnership members, local businesses and landowning groups, community organisations, recreational interests and the wider public.

The consultation will start on March 7th and will continue for a 14-week period ending on June 13th.

There will be a variety of ways in which to respond to the consultation and full details will be provided at the start of the consultation.

We would like to hear the views of your Parish/Town Council on our proposed revision to the Surrey Hills AONB boundary and this letter is to invite representatives from your Parish/Town Council to an informal consultation meeting.

You are welcome to either:

- *14:00-16:00 on Thursday 9th March at Chichester Hall, Petworth Road, Witley, Godalming, GU8 5PL*

Or

- *10:30-12:30 on Monday 13th March at Woodhatch Place, 11 Woodhatch Road, Cockshot Hill, Reigate, RH2 8EF*

The meetings will form part of the consultation process and is planned to provide a further means of finding out more about the proposals and an opportunity to meet staff from Natural England's project team and ask questions.

At these meetings maps and detailed technical information will be available which show a proposed new boundary. We will also explain the approach that Natural England has taken to assess 'natural beauty'; to address the question as to whether designation is 'desirable' and the criteria we have used to determine a detailed boundary. As well as listening to your views about the proposals at the meeting, we will also provide you with details of how you can provide written responses to our formal proposals should you wish to.

You can find out more about the Surrey Hills AONB via the following link:

[Surrey Hills National Landscape](#)

The following map shows that one of the consultation areas comes very close to Plaistow and Ifold - EA13 – Dunsfold Low Weald - which looks to pick up the back of Hog Wood in Ifold.

<https://southcoastgis.maps.arcgis.com/apps/MapJournal/index.html?appid=1ab2260b98c944409cfa8732802ff6a6>

Natural England defined an Area of Search as a basis for the boundary review. From this a series of Evaluation Areas (EAs) have been identified as a guide for the review process.

WSALC's film to encourage people to stand as candidates in May.

A brief film was commissioned by WSALC to encourage people to stand as candidates in May.

To download the film please follow this link:

<https://vimeo.com/wildstagstudio/download/801364361/1eca0fa95c>

You may wish to post this film on your website and include it on any social media platforms to which you have access. You can save the video by selecting 'original' from the dropdown menu and download.

National Trust – tree works within Plaistow

Plaistow village Green – Horse Chestnut.

As I am sure you have noticed, there is a very poorly looking Horse Chestnut on the green on the Common House Lane frontage. The National Trust has got permission from CDC for felling, which will happen on 2nd March.

Ash trees within the hedge line by Winterton Hall

Due to Ash Dieback these trees will be removed. This work was highlighted by the Parish Council in 2021 within a tree survey. The ADB is advanced enough to meet the NT's threshold for removal and they want to remove their risk, particularly considering the proximity to the Preschool garden. These trees are due to be removed in the next couple of weeks. The NT will liaise with the Preschool directly. 8 pedunculate oaks *Quercus robur* will be planted within the hedge line as replacements.

The NT are looking at further works to address the ash trees in the small woodland on the corner of Rumbolds Lane and Loxwood Road and the dying Lawson cypress on Todhurst meadow, but these actions are for another time. The NT anticipates the woodland area may require additional felling licence permissions from the Forestry Commission as well as the conservation area consent and will want to be sure of a replanting plan before they proceed. The NT will look to start the early stages of these plans in mid spring, and so will be in touch again. The NT welcomes the thoughts from the parish council.

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

- Declaration of interest forms
Members are reminded to submit their updated forms to the Clerk as soon as possible.
- Loxwood Clay Pits Ltd - WSCC/030/21 [Appeal Notification Letter](#)
Councillors are referred to the Appeal notification letter. This matter will be considered by the [Parish Council's Planning Committee](#). All representations must be received by 23rd March 2023. Details on how to response can be found in the letter.
- Precept payments
The Clerk has received confirmation from CDC of the two instalments dates for the Precept payments for financial year 2023/24.

- Elections
[Voter ID is required](#) at this year's local elections on Thursday 4 May. Voters will need to bring photo identification with them to be able to vote at a polling station. A wide range of ID will be accepted, but if anyone does not have an accepted form of photo ID, they can apply for a free voter ID document, known as a Voter Authority Certificate. To apply for a certificate and to find out more about the new requirements visit: www.electoralcommission.org.uk/voterID
- CDC's 2023/2028 Infrastructure Business Plan (including CIL spending plan)
 The 2023/2028 Infrastructure Business Plan (including CIL spending plan) has recently been approved by Chichester District Council, and it will shortly be published on CDC's website – projects that Parish Councils have put forward are in Appendix A.
 The Public Facing Module, which shows how much money has been collected from both CIL and S106, how much money has been spent, and which projects it has funded is available [here](#). It is updated for the start of each day.
 CDC's [Infrastructure Funding Statement](#), is where you can find links to West Sussex County Council's IFS and the City, Town and Parish CIL Annual Reports.

 CDC is about to begin work on the Infrastructure Business Plan for 2024/2029. Consequently, they are seeking information about any new strategic infrastructure projects or updates from the Parish Council to be funded from any source, or to raise any cross-boundary infrastructure issues which are clearly related to the growth arising from the Local Plan that was [adopted in 2015](#).
 CDC have asked for project updates by 31 March 2023.

18. Meeting Dates

Forthcoming meetings:

- 29th March, Planning & Open Spaces meeting, 7:30pm Kelsey Hall, Ifold
- 11th April, Planning & Open Spaces meeting, 7:30pm Winterton Hall, Plaistow
- 12th April, Full Council meeting, 7:30pm Winterton Hall, Plaistow