



Plaistow & Ifold's Annual Parish Council Meeting

Clerk's Report to accompany the Agenda of the Full Parish Council Meeting on 14th May 2025

1. Election of Chair

Election of Chair for 2025/26

s.15 & s.83, Local Government Act 1972 | Standing Order (SO) 5(e) (f) & (i)

The first business to be transacted at the Annual Parish Council Meeting must be the election of the Chair for the forthcoming year.

Nominations for the position of Chair will be made at the Meeting.

Cllr. Jordan, as the out-going Chair, must preside at the beginning of the meeting, until this initial business is concluded.

As the presiding Chair, Cllr. Jordan is permitted to vote – including for himself if he is standing for re-election – and has a casting vote in the case of an equality of votes.

Following the election, the elected Chair will be required to complete a Declaration of Acceptance of Office as prescribed under the Local Elections (Declaration of Acceptance of Office) Order 2012, SI 2012/1465. This is in addition to their Declaration of Acceptance of Office as a Councillor required prior to the start of the meeting.

The Clerk will provide the newly appointed Chair with the form at the meeting.

2. Election of Vice Chair for 2025/2026

s.15 & s.83, Local Government Act 1972 | Standing Order (SO) 5(e) & (g)

The Parish Council *can* appoint one of its elected Members as a Vice Chair; however, there is no legal requirement for a Council to have a Vice Chair. If the Parish Council's Chair is unable to attend a meeting, the Vice Chair automatically presides if present.

Plaistow and Ifold Parish Council has historically elected a Vice Chair and therefore, in accordance with Standing Order 5(e), the Council is permitted to elect its Vice Chair immediately after electing a Chair.

Nominations for the position of Vice Chair will be made at the Meeting. It is not necessary for the Vice Chair to execute a Declaration of Acceptance of Office in relation to their specific role as Vice Chair (on a prescribed form); however, it is good practice for them to do so.

The Clerk will provide the newly appointed Vice Chair with the form at the meeting.

3. Delivery of Register of Interest Forms

In accordance with s.30 Localism Act 2011, Members must, within 28 days of taking office, declare their disclosable pecuniary interests by completing the appropriate form. The Parish Council updates the form once a year as a matter of best practice to keep the forms up to date. This is carried out ahead of the meeting to follow the Annual Parish Council Meeting therefore by 17th June 2025.

The Clerk has provided Councillors with this form in advance of the meeting.

Both the Parish Council and Chichester District Council (CDC), as principal authority, must publish Councillors' Disclosure of Interest forms on their websites. The principal authority's Monitoring Officer is responsible for officially holding the Parish Council's Register of Interests for inspection.

Councillors are advised to note:

s.34, Localism Act 2011 makes it a criminal offence to withhold disclosure and/or to fail to disclose any pecuniary interests within 28 days of taking office. Penalties include a fine up to level 5 on the standard scale and potential disqualification from being a councillor for up to 5 years.

10.2 Bank Signatories

Natwest: Clerk; Cllr Woolf; Cllr Colmer; Cllr Jordan.

Unity Bank: Clerk; Cllr Jordan; Cllr Woolf; Cllr Colmer.

10.3 Financial Matters- Insurance

A renewal quote has been received for 25/26, and the attached document sets out the cover proposed. The cover is arranged with the benefit of the sight of our asset schedule.

Comparison Includes £50 Administration fee:

Paid 23/24: £1935.09

Paid 24/25: £2018 (additionally bus shelters from 23/4).

Quote 25/26 £2,037.03

	<u>24/5</u>	<u>25/6</u>
Total Buildings	66543.00	£69,870
Gates and fences	8390.00	£8,642
Fixed outside equipment	961.00	£2300
Street furniture	86599.00	£98,570
War memorials Playground equipment Sports surfaces	62927.00	£64,815
Other surfaces	35701.00	£36,772
General content	3761.00	£7,182
Garden equipment	481.00	£495
		Excess £250.00

10.4 Regular Payments

[Direct Debits List](#). (To be amended for new contract for Winterton Hall Broadband)

Other regular payments

Secure signing £12 monthly paid by debit card

10.5 The WIFI contract for Winterton Hall ends on 1st July.

Current monthly charge with BT £40.87 net

BT Requote £28.99 two years 150 mbs

XLN £27.95 two years 150 mbs free router

Talk Talk £28 two years 150 mbs free set up

12. Appointment to Outside Bodies

The following appointments were made in May 2023:

- Tree Warden – Mr. David Lugton; Has expressed a willingness to continue for 25/26
- Footpaths & PRoWs – Cllr. Doug Brown
- Plaistow Village Trust – Cllr. Sophie Capsey; the Council agreed that the lead representative should be a member of Planning Committee.
- Durfold Wood Residence Association – Cllr. Jane Price
- Ifold Estates Limited (IEL) – Mr. Jon Pearce, Chair of IEL was invited for appointment. Has expressed a willingness to continue for 25/26
- Winterton Hall Management Committee/Trustee – Cllr. Phil Colmer
- Kelsey Hall Management Committee liaison – Cllr. Phil Colmer
- Highways Lead – Cllr. Sophie Capsey
- Website and Social Media – Cllr. Sarah Denyer
- Community Speed Watch – Cllr. Doug Brown
- Neighbourhood Watch / Police Liaison – Cllr. Jane Price
- Chichester District Association of Local Councils (CDALC) – Cllr. Jane Price
- West Sussex Association of Local Councils (WSALC) – Cllr. Jane Price
- CDC Northeast Parishes Meeting – Cllr. Paul Jordan
- Litter pick – Cllr. Rick Robinson

13. Appointments of Committees

The following Committees were constituted in May 2024

Planning & Open Spaces (maximum 8 Members)

- Cllr. Sophie Capsey, **Committee CHAIR**
- Cllr. Paul Jordan
- Cllr. Andrew Woolf
- Cllr. Sarah Denyer
- Cllr. Doug Brown
- Mr. David Lugton, **Parish Tree Warden**, Co-opted Member with no voting rights. Willing to stand again.
- Mr. Jon Pearce, Ifold Estates Limited representative, Co-opted Member with no voting rights. Willing to stand again.

Finance Committee (maximum of 6 Members)

- Cllr. Phil Colmer, **Committee CHAIR**
- Cllr. Paul Jordan
- Cllr. Nicholas Taylor

- Cllr. Rick Robinson
- Cllr. Andrew Woolf

Winter & Emergency Plan Committee (maximum of 8 Members)

- Cllr. Andrew Woolf, **Committee CHAIR**
- Cllr. Paul Jordan
- Cllr. Sophie Capsey
- Cllr. Rick Robinson
- Cllr. Jane Price
- Mr. Jon Pearce, Ifold Estates Limited representative, Co-opted Member with no voting rights

HR Committee (maximum 4 members)

- Cllr. Paul Jordan
- Cllr. Andrew Woolf
- Cllr. Phil Colmer
- Cllr. Sarah Denyer

14. Appointment of Working Groups

The following members were appointed in May 24

Playpark Working Group

- Cllr. Sarah Denyer
- Cllr. Doug Brown
- Cllr. Paul Jordan

Finance Working Group

- Cllr. Phil Colmer
- Cllr. Paul Jordan
- Cllr. Nicholas Taylor
- Cllr. Rick Robinson
- Cllr. Andrew Woolf

Newsletter Working Group

- Cllr. Sarah Denyer
- Cllr. Nicholas Talyor
- Cllr. Jane Price

Planning Working Group

- Cllr. Paul Jordan
- Cllr. Sophie Capsey
- Cllr. Andrew Woolf
- Cllr. Sarah Denyer
- Mr. Jon Pearce (IEL)
- Mrs. Sara Burrell- Indicated willingness to stand again in 24/25 but no contact since
- Mr. Dave Jordan – Indicated willingness to stand again in 24/5 but no contact since
- Mrs. Ruth Childs
- Mr. Paul Reynolds
- Mr Andrew Chamberlain – Indicated willingness to stand again in 24/25 but no contact since

HR Working Group

- Cllr. Phil Colmer
- Cllr. Paul Jordan
- Cllr. Andrew Woolf
- Cllr Sarah Denyer

Business Plan (Priorities Plan) Working Group.

- Cllr. Sarah Denyer
- Cllr. Nicholas Talyor
- Cllr. Jane Price
- Cllr. Paul Jordan

Biodiversity Working Group

- Cllr. Sarah Denyer
- Cllr. Sophie Capsey
- Cllr. Jane Price
- Sallie Baker from the community willing to stand again for 25/6

17. Standing Order Financial Regulations, Code of Conduct and Delegations Scheme

Updates to Financial Regulations:

The Model Financial Regulations have been updated because of The Procurement Act 2023 and The Procurement Regulation 2024, which came into effect last week. The changes are to Model Financial Regulations 5.4, 5.7 and 5.11.

Updates to Standing Orders:

We have updated [Model Standing Order \(England\) 18](#) to comply with new procurement legislation and ensure consistency with our [Model Financial Regulations](#). The changes are to 18.a.v, 18.c, 18.d, and 18.f. We've also updated [Model Standing Order \(England \) 14](#) to better reflect Code of Conduct requirements. 14.a, 14.b, and 14.c have been removed. We have also changed the language in the document to gender-neutral terms to align with our policy and the [Civility and Respect Project](#).

19. Ifold Playpark

- Tree works to remove dead wood have been carried out by Sussex and Surrey tree Surgery.
- Playpark Equipment to be installed w/c 12th May. Kevin Beattie to meet the contractors on the day to make arrangements for facilities and storage as required.
- Fence to be installed Monday 26th May and 27th if required.
- Playpark surfacing to go down from 29th May to be completed in a day.
- Once final invoices received and paid the grant from CDC can be claimed.
- Once installed Vita Play will inspect for compliance and report before the Playpark can be opened.
- In addition: Council will need to consider a new bench and bin for the area.
- Kelsey Hall Playpark will be included in the requote for the three yearly ground maintenance to be carried out this summer for commencement in 26/27 in the meantime Sussex Land Services will carry out this role in the autumn for general clearance of the Playpark,
- Vita play will carry out regular inspections/reports and
- Kelsey hall Trustees to be reminded of the monthly inspections needed and rubbish to be taken from Playpark bin to theirs.

20. Planning

a) [25/00443/FUL](#) Land South of Rumbold's Lane.

The report from S Tilbury Planning Consultancy to be circulated to Councillors ahead of the meeting and a verbal update to be given by the Clerk after speaking to the CDC Case Office on 14th May.

c) Neighbourhood Plan

The note from the meeting with the CDC NP Officer sets out the work to be carried out ahead of the Regulation 14 Consultation and the timing of this.

The Clerk recommends a further Working Group meeting once the updated proposals for Local Green Space have been assessed and the Heritage Assets have been reassessed according to the CDC matrix and all Landowners/property owners in relation to these two designations have been written to, to inform them of the outcome. Cllr Woolf and the Clerk to carry out the above actions.

Summary of Meeting with CDC Officer Valerie Dobson, Planning Consultant Maggie Williams and the Clerk on 28th April 25.

Meeting CDC Principal Planning Policy Officer Valerie Dobson, Maggie Willimans Colin Smith Planning Consultancy, Jane Bromley Plaistow and Ifold Parish Clerk. 28th April 2025 11.30pm

Maggie and I met with CDC Valerie Dobson (Principal Planning Policy Officer) met to discuss various matters with the NP which I set out below:

1. Emerging New Local Plan: The report from the Inspectors following the consultation on the main modifications in the emerging Local Plan submission is expected in early summer. If there are no significant issues raised as part of the consultation on the modifications (currently on-going until 29 May) then it is hoped that the Inspectors can move swiftly to complete their report.
Once the report is received the intention is for CDC to move to adoption of the Local Plan in August/September. There is then a period for judicial review challenges following adoption. The Reg 14 version of the emerging neighbourhood plan will need to take account of the wording of strategic policies in the new Local Plan. Once adopted the draft NP can then be published for consultation. This means we can start Reg 14 most likely during September
2. With regard to a pre-Reg 14 consultation/update on what is happening with the NP, Valerie saw no reason why we should not do this in advance of the September Reg 14 consultation. It will help the local community to understand what has happened with the NP, what stage it is now and what are the next steps. It would also help to set out what it will cover and some idea of the background work that has been done so far. Bringing everyone up to date is a key consideration before we move to the formal Reg 14 stage as it has been some time since the last work on the previous NP has been done. This NP is much more focused on key things e.g. design. This will help to set the scene for the period for the formal Reg 14 consultation when comments can be formally made. Would recommend that informal comments be invited given that we have not yet consulted on any of the policies and aims that are in the plan only the LGS and Non Designated HA. Oving PC undertook a similar exercise pre Reg 14

that they called 'Testing the Waters' - [2022 October – Testing the Waters – Oving Neighbourhood Plan](#)

3. The only other document needed for the Reg 14 is the Consultation Statement which we produce and we have the template from last time to work with. The main part of what has gone on, is on the website. The consultation statement document needs to sign post and set out all the engagement and consultation that has been undertaken in relation to the NP.. This will be a key document for the examination. Andrew reminded me the other day we can use the Annual Parish Meeting updates as further opportunities to show for engagement.

Ahead of Reg 14 further work:

- i) Undertake further Local Green Space assessments on the areas suggested by the residents and meet to confirm or take out of the Plan depending on how they measure up to the NPPF Criteria. Write to all LGS owners to advise they are being considered as LGS for the NP and consult with them. Their contact details (advise them subject to GDPR requirements etc.) will be required for the Reg 14 consultation and subsequently to be provided for the CDC Reg 16 consultation process, this needs to be clear when consulting and advising/requesting contact details re GDPR.
 - ii) Re assess the Non-Designated Heritage Assets using the assessment template given to me by CDC to be in conformity with the requirements of the CDC Local Heritage List. We can then include this in the NP as a Policy for CDC to then consider for the actual CDC Non-Designated Heritage Asset List.
 - iii) Further engage with owners of Non-Designated Heritage Assets and consult with them about their inclusion. Their contact details (advise subject to GDPR requirements etc.) will be required for the Reg 14 consultation and subsequently to be provided for the CDC Reg 16 consultation, this needs to be clear when consulting and advising/requesting contact details re GDPR
 - iv) Write the Statement of Consultation and reference in the NP.
4. CDC will carry out the SEA determination process and HRA Screening Matrix and Appropriate Assessment Statement of the NP more detail on the timing of these will be available later in the process.
 5. Design Code April 2024 to go to Reg 14. CDC will then look at this and comment at Reg 14 and advise if it needs to be reviewed further by AECOM to update it in light of the new Local Plan and the new NPPF Dec 24.
 6. CDC will nearer Reg 14 give us an up-to-date list of Statutory Consultees for Reg 14 with contact emails. We will need to add Local Green Space owners and Non-Designated Heritage Asset Owners subject to GDPR requirements.
 7. We discussed briefly the designation by Waverley Borough Council of the Wey and Arun Canal as an Infrastructure Asset and also community benefits from Local infrastructure such as Solar Farms and Valerie has given me a contact re the latter (for the future).

End of Meeting 12.30pm

d) Local Plan Main Modifications Consultation Response by 29th May

An area that effects Plaistow and Ifold with regard to modifications is the weak language with regard to foul water connections.

“Water Quality and Wastewater: Development proposals will be permitted that demonstrate:

~~f) compliance with position statements that may be agreed with partners in relation to wastewater; and g) compliance with the Surface Water and Foul Drainage and Wastewater Management Supplementary Planning Document or future replacement~~

f) that they will connect to the public foul sewer. Alternatives will only be considered if it is demonstrated that all options for connection to the public foul sewer have been explored and that such connection is not possible.”

A response could be made to suggest if no foul sewer connection is possible then development should be paused to allow infrastructure upgrades to be made to allow this if alternative arrangements have a local amenity impact.

21. Clerk’s Update

1.Tennis Court Cleaning- Update.

Cllr Price and the Clerk inspected the tennis courts and do not believe they need cleaning this year. Weeds need addressing around the edge of the court however and if the council agrees the groundman will be contacted to carry this out. The youth club will be informed of agreed action.

4. Shillinglee TRO Update.

Our ref: Traffic Regulation Order application – Shillinglee Road – Northchapel - 622445

Thank you for your Traffic Regulation Order (TRO) application for Shillinglee Road, Northchapel. Please quote ref number 622445 in any future correspondence.

I can now confirm that your TRO application has found its way to myself as the Area Traffic Engineer for the Chichester District.

Please note that the TRO process is a democratic process. This means that any proposal may be implemented in full, in part or declined by the Assistant Director due to objections or representations at the formal consultation stage. Please be aware that funding a proposal does not guarantee that it will be implemented any sooner, if at all.

Successful applications will be included on a programme, where further feasibility and design work may take place. A proposal will then be subject to a three-week statutory advertisement or ‘formal public consultation’. In addition to a notice being placed in the local paper, site notices may also be erected at the location of the proposal. Once the formal consultation period is over, a final decision on the TRO may be required by the County Council’s Assistant Director, Highways Transport and Planning. If the TRO is approved, arrangements are made for the necessary signs and road markings to be provided. A final notice will also be advertised in a local paper stating when the TRO will come into effect. In total, it may take approximately 12 months for a TRO application to proceed to implementation.

I have now carried out an Initial Assessment on your application, and before I progress to a Detailed Assessment, I will be requesting speed data to carry out a speed data assessment. The speed data assessment will help us to determine if the 30mph speed limit proposal aligns with the West Sussex County Council Speed Limit Policy.

Once I have received and assessed speed data, I will update you accordingly.

Kind regards,

Olly King

Traffic Engineer WSCC

5. Winterton Hall Title Registration

The Trustees Youth Club and the Clerk are in the process of producing statements of fact which will require certification by a solicitor other than Kevin Allard dealing with the Registration. If the council agrees the Clerk will obtain a quote from two solicitors in the area to certify all of the statements in one sitting.

- 11. School Fete-** Biodiversity Stand at the event: See the minutes from the Biodiversity Group Meeting. There will be a cost to this to be drawn from the Biodiversity and Ifold Community Gardens budget for the year which is £510 of which £280 is already allocated for the digital mapping leaving £230.