



## Notice of Plaistow & Ifold's Annual Parish Council Meeting

Members of the Council are summoned to attend the Annual Council Meeting of Plaistow and Ifold Parish Council which will be held on **Wednesday 8<sup>th</sup> May 2024** at **19:30** at the **Kelsey Hall, Ifold**. Members of the Press and Public are welcome to attend **in person** and to join remotely please contact the Clerk ahead of the meeting.

Dated: 3rd May 2024

Yours faithfully

*J Bromley*

Jane Bromley

Clerk & RFO to the Council

### Non- CONFIDENTIAL AGENDA

Number	Item	Time
1.	<b>Election of Chair for 2024/25</b> <a href="#">See Clerk's Report.</a> Recommendation: - To nominate and elect the Chair of the Council for the forthcoming year and to receive the Chair's Declaration of Acceptance of Office.	3 mins
2.	<b>Election of Vice Chair for 2024/25</b> <a href="#">See Clerk's Report.</a> Recommendation: - To nominate and elect the Vice Chair of the Council for the forthcoming year and to receive the Vice Chair's Declaration of Acceptance of Office	3 mins
3.	<b>Delivery by Councillors of their Register of Interest forms.</b> <a href="#">See Clerk's Report.</a> Recommendation: - To formally receive Councillors Register of Interest forms ( <i>circulated separately for completion</i> ) and to agree that those Members who are absent and/or are unable to submit their forms shall do so by 12 <sup>th</sup> June.	1 min
4.	<b>Apologies for absence &amp; housekeeping</b> Recommendation: - To receive and accept apologies for absence.	1 min

5. **Disclosure of Interests in relation to matters on the agenda** 1 min  
 Recommendation: - To deal with any disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under the Plaistow and Ifold Parish Council Code of Conduct and the [Localism Act 2011](#) Chapter 7 ss.26 – 37, in relation to matters on the agenda.
6. **Minutes** 1 min  
 Recommendation: - To approve the Minutes of the full Parish Council meeting held on [10<sup>th</sup> April 2024](#) and Resolve to sign via Secured Signing in accordance with Standing Order 12(g).
7. **Public Forum** 10 mins  
 Recommendation: - To receive and act upon, if considered necessary by the Council, comments made by members of the public in accordance with relevant legislation and the Parish Council’s Standing Orders 3(d), (e), (h), (i) – (k). Questions, or brief representations can be made either in person, or in writing provided they were sent via email to the Clerk no later than 4pm Wednesday 8<sup>th</sup> May 2024. In accordance with Standing Orders 3(f) and (g), Public Participation shall not exceed 10 minutes, unless directed by the Chairman; and a speaker is limited to 5 minutes.
8. **To receive reports from County and District Councillors** 10 mins  
 Recommendation: - To give an opportunity to receive an update from Councillors at a District and/or County level on business and activities that affect Plaistow and Ifold Parish and the local area.
9. **Adopt the General Power of Competence** 2 mins  
 Recommendation: - To resolve that the Council has met [the conditions of eligibility to adopt the General Power of Competence](#) for the forthcoming Council year.
10. **Financial Matters** 10 mins
1. Financial Reports for April – May 2024 (Payments and Receipts Analysis)  
 Includes income and payments between 16<sup>th</sup> April and 15<sup>th</sup> May 2024 [bank reconciliation to 30<sup>th</sup> April 2024.](#)  
 Recommendation: - To receive, review and note the payments, which includes: Tranche 1 of 2024/25 Grant payments as recommended by the Finance Committee at its meeting on 17<sup>th</sup> April 2024; payments made via Direct Debit; payments made by Debit Card under the [Scheme of Delegation para 1.5](#); and forthcoming BACs payment dated 15<sup>th</sup> May 2024 and appoint signatories.

Recommendation: To receive, review and approve the bank reconciliations at 30<sup>th</sup> April 2024 and appoint signatories.

[CB1 Nat West Current Account; CB2 Nat West Deposit Account; CB3 Unity Savings Account.](#)

2. Insurance arrangements for 2024/25

[See Clerk's Report](#)

Recommendation: - [APPENDIX 2.1](#) To renew the Council's insurance policy from 1<sup>st</sup> June 2024 with Hiscox. The Cyber Policy to be considered in November 2024. Budget against Expenditure: Recommendations from the Finance Committee.

1. **APPENDIX 3.1** 2023/2024 Year End Position (*circulated separately*): The Finance Committee met on 17<sup>th</sup> April 2024 and noted the year end position expenditure incurred against the budget for the year and recommend this to the Parish Council and for publication on the website.

2. **APPENDIX 3.2** 2024/25 Budget Proposals for 2024/2025 (*circulated separately*). The Finance Committee Recommend to the Parish Council that they approve the attach budget proposals for 2024/2025 and publication.

3. Regular payments and budget expenditure

Recommendation: - To consider and approve the [list of regular payments](#) as Recommended by the Finance Committee at its meeting on 17<sup>th</sup> April 2024 and also to authorise the Clerk to make budget expenditure payments over the course of the year in accordance with [Financial Regulation 5.6](#).

4. Transfer of funds into Reserve Accounts

[See Clerk's Report](#)

Recommendation: - To approve the transfer of £10,000 into the Council's Reserve Unity Account to increase the deposit in this higher interest account to £56357 and £10,000 to the Nat West Deposit Account to increase this deposit to £28898 leaving approximately £46,000 after May expenses in the Nat West Current Account.

5. Internal Audit:

Recommendation: [To receive and note the Internal Audit Report](#) for 23/24 dated 22<sup>nd</sup> April 2024.

Recommendation: Noting the Internal Audit Report to review, consider and resolve upon:

5.1 The dates for the period of exercise of public rights from [Monday 3rd June – Friday 12th July 2024](#) inclusive.

5.2 [The Annual Governance Statement 23/24](#) (Section 1 of the Annual Governance and Accountability Return (AGAR) page 4) and to agree that it be signed by the Chair and Clerk.

5.3 [The Accounting Statement 23/24](#) (Section 2 of the AGAR page 5) and that is be signed by the Chair.

6. External Audit:

Recommendation: To review and approve that the following documents be submitted to Moore's for the External Audit.

7.1 The [AGAR Annual Return for 23/24](#) duly signed,

7.2 [Bank Reconciliation 23/24](#)

7.3 [Explanation of Significant Variances](#)

7.4 [Internal Auditors Report](#)

7.5 Copy of [Asset Register](#) as approved by the Council at its meeting on [10<sup>th</sup> April 2024](#)

7.6 [Exercise of Public Rights Form](#).

7.7 [Breakdown of Reserves](#)

7.8 [Reconciliation between boxes 7 & 8](#) of Accounting Statement

11. **Administrative Subscriptions & subscriptions to other bodies** 2 mins

1. Recommendation: - To consider and resolve upon continuing the Council's subscriptions with

- Zoom, Secured Signing, Rialtas Suite, Microsoft and TEEC during 2024/25
- NALC / WSALC / CDALC / SLCC / AiRS / CAGNE.

2. Recommendation: - To consider subscribing to

- PDF Suite Standard to allow for editing of PDF documents for example for redacting documents for publication on the website at an annual cost of £29.00 net.

12. **Appointment to outside bodies and roles of responsibility** 5 mins

[See Clerk's Report](#)

Recommendation: - To consider and appoint Councillors / Co-Opt non-elected Members as the Parish Council's lead representative in the following roles: -

- Tree Warden –
- Footpaths & PRowS –
- Plaistow Village Trust –
- Durfold Wood Residence Association –
- Ifold Estates Limited –
- Winterton Hall Management Committee –
- Kelsey Hall Management Committee -
- Highways Lead –

- Website and Social Media –
- Community seating –
- Community Speed Watch –
- Neighbourhood Watch / Police Liaison –
- Chichester District Association of Local Councils (CDALC) –
- West Sussex Association of Local Councils (WSALC) –
- CDC Northeast Parishes Meeting –
- WSCC Local Committee –
- Litter pick –
- SDNP Emerging Local Plan –

13. **Appointment of Committees** 5 mins

[See Clerk's Report](#)

Recommendation: - To appoint Members / Co-Opt non-elected Members to the following Committees and agree the Chair:

- Planning & Open Spaces (maximum 8 Members)
- Winter & Emergency Plan (maximum of 8 Members)
- Finance Committee (maximum of 6 Members)
- HR Committee (maximum of 4 members)

14. **Appointment of Working Groups** 5 mins

[See Clerk's Report](#)

1. Recommendation: - To appoint Members / Co-Opt non-elected Members to the following permanent Working Groups and agree the Chair **or else disband the Group**:

- Playpark Working Group
- Newsletter Working Group
- Planning Working Group
- Speed Awareness Working Group.
- HR Working Group
- Finance Working Group
- Business Plan Working Group.

2. Recommendation: To consider the formation of the following Working Group and appoint members/ recommend the appointment of Co-Opted members and agree the Chair:

- Parish Biodiversity Working Group.

15. **Committee / Working Group Terms of Reference** 5 mins

Recommendation: - To consider and approve the Terms of Reference documents for the Council's Committees and Working Groups as listed:

- [Finance Committee](#)
- [Planning and Open Spaces Committee](#)
- [Winter Emergency Committee](#)
- [HR Committee](#)

- [Playpark Working Group](#)
  - [Newsletter Working Group](#)
  - [Planning Working Group](#)
  - [Speed Awareness Working Group](#)
  - [HR Working Group](#)
  - [Finance Working Group](#)
  - [Business Plan Working Group](#)
16. **2024/25 meeting schedule** 1 min  
 Recommendation: - To consider and approve the [2024/25 meeting schedule](#).
17. **Standing Orders, Financial Regulations, Code of Conduct & Scheme of Delegation.** 5 mins  
 Recommendation: - To consider and readopt the following as listed on the [Policies Checklist Table](#): -
- Readopt the [Standing Orders](#)
  - Readopt the [Financial Regulations](#). Please note NALC are currently updating the Model Financial Regulations and a further review may be required later in the year.
  - Readopt the [Code of Conduct](#)
  - Readopt the [Scheme of Delegation](#).
18. **Policies** 5 mins  
 Recommendation: - To consider and adopt the following policies recommended for adoption by the HR Committee at their meeting on [9<sup>th</sup> April 24](#) and review and consider the Policy Review Timetable for 2024/25
- [Staff Recruitment](#) Policy
  - [Equal Opportunities](#) Policy
  - [Staff Disciplinary](#) Policy
  - [Grievance](#) Policy
  - [Staff Sickness and Absence](#) Policy.
19. **Ifold Playpark:** 2 mins  
[See Clerk's Report](#)  
 Recommendation: - To receive an update on the progress of this project and consider the proposal for an entrance by the Kelsey Hall Management Committee.
20. **Clerk's update including correspondence & items for inclusion on a future agenda** 5 mins  
[See Clerk's Report](#)  
 Recommendation: - To receive general updates and resolve to add any matters arising to a future agenda in relation to:
1. Cyber Police Training- Update

2. Tennis Court Cleaning- Update
3. Annual Parish Meeting – Update
4. Councillor Vacancies
5. Neighbourhood Plan.  
The Parish Council are Recommended to approve the Final Design Code as circulated previously.
6. To note an update regarding the bus shelters
7. School Safety Zone & Shillinglee and Dunsfold Rd TRO applications.
8. Winterton Hall and Youth Club CIO formation.
9. Bike Rack- Update.

21. **Exclusion of the public and press:**  
Recommendation: - To resolve to exclude the Press and Public from the meeting during the consideration of item 18, in accordance with s.1(2) of the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it may involve the likely disclosure of exempt information. 1 min
22. **Staff Matters- Confidential.**  
Staff Matters
23. **Reconvene the meeting.**
24. **Date of next meetings and items for monthly update.** 2 min  
Recommendation: - To note the dates of forthcoming meetings and agree items to be included in a church newsletter update to be published June:
  - Planning Committee, 14<sup>th</sup> May 2024, Kelsey Hall, Ifold.
  - Annual Parish Meeting, 22<sup>nd</sup> May 2024, 7.30pm, Kelsey Hall, Ifold.
  - Planning Committee, 11<sup>th</sup> June 2024, Winterton Hall, Plaistow.
  - Full Parish Council, 12<sup>h</sup> June 2024, 7:30pm, Winterton Hall, Plaistow.

## **Clerk's Report to accompany the Agenda of the Full Parish Council Meeting on 8<sup>th</sup> May 2024**

### **1. Election of Chair**

#### **Election of Chair for 2024/25**

*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.

[RETURN TO TOP](#)

## 2. Election of Vice Chair for 24/25

*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

[RETURN TO TOP](#)

## 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.

Members took office on 9<sup>th</sup> May; therefore, the 28-day deadline to complete and return these forms is 6<sup>th</sup> June.

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.

[RETURN TO TOP](#)

### 10.2 Financial Matters- Insurance

A renewal quote has been received for 24/25 and the attached document sets out the cover proposed.

Comparison:

Paid 23/24: £1935.09

Quote 24/25: £1944.07

The increase due to an increase in premium taxes we have a three year agreement (expiring May 2025). The cover with increases for inflation of insurance cover is set out below and other policy changes are set out in the attached document of Policy Changes.



	<u>24/5</u>	<u>23/4</u>
Total Buildings	66543.00	61049.00
Gates and fences	8390.00	7915.00
Fixed outside equipment	961.00	907.00
Street furniture	86599.00	81697.00
War memorials Playground equipment Sports surfaces	62927.00	59365.00
Other surfaces	35701.00	33680.00
General content	3761.00	3548.00
Garden equipment	481.00	454.00
Excess £250.00		

[RETURN TO TOP](#)

**10.4 Financial Matters-** Transfer of Funds into Unity Bank Account and the Nat West Deposit Accounts.

Available funds at the year-end were £71991. 50% of the precept will be received shortly £60,000.

Current total in Unity is £46357 the remaining balance shared between the two Natwest Accounts £23878 in the deposit account and £1756 in the current account. A transfer has since occurred as approved in the order for payments 1<sup>st</sup> April to 15<sup>th</sup> April 2024 of £5000 to the current account.

After the precept payment the current account will increase to approximately £66,000 after payments and the Clerk's recommends to keep working capital of £46,000 and £10,000 be transferred to each of the deposit accounts.

[RETURN TO TOP](#)

## 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 24/25
- Footpaths & PRowS – Cllr. Doug Brown
- Plaiستow 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 24/25
- 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 Seating – Cllr. Nicholas Talyor

- [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
- [WSCC Local Committee](#) – a Member to be appointed as required.
- [Litter pick](#) – Cllr. Rick Robinson

[RETURN TO TOP](#)

### 13. Appointments of Committees

The following Committees were constituted in **May 2023**

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.

[RETURN TO TOP](#)

Finance Committee (maximum of 6 Members)

- Cllr. Phil Colmer, **Committee CHAIR**
- Cllr. Paul Jordan
- Cllr. Nicholas Taylor
- Cllr. Rick Robinson
- Cllr. Andrew Woolf

[RETURN TO TOP](#)

Winter & Emergency Plan Committee (maximum of 8 Members)

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

[RETURN TO TOP](#)

HR Committee (maximum 4 members)

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

[RETURN TO TOP](#)

#### **14. Appointment of Working Groups**

The following members were appointed in May 23

##### 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 for 24/25
- Mr. Dave Jordan – Indicated willingness to stand for 24/5
- Mrs. Ruth Childs
- Mr. Paul Reynolds
- Mr Andrew Chamberlain – Indicated willingness to stand for 24/25

##### HR Working Group

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

##### Business Plan (Priorities Plan) Working Group.

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

[RETURN TO TOP](#)

#### **19. Ifold Play Park**

1. The Lease for the use of the land by the PC for the Playpark area is being drawn up by Surrey Hills solicitors as approved at the last Full PC Meeting.

The Clerk has met with two playground providers EIBE and Playdale Ltd and one estimate has been received for 3 items of play equipment and a surface around each item an approximate cost with installation of £18438.31 as an estimate. The second quote is awaited.

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Quote 1.

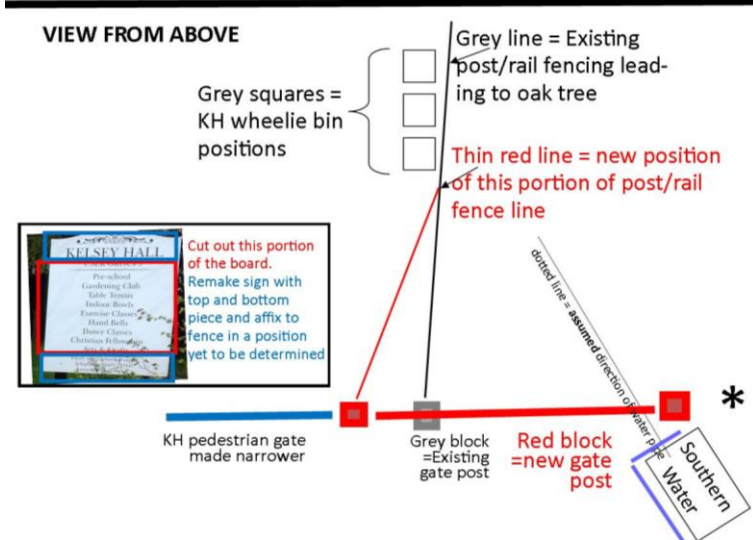
I have worked on a guide price for you for the items below, installed with a bonded mulch surface with stone base.

The price for this comes to £18,438.31 plus vat.



3. There is a problem with the proposed entrance in that there is a water meter inspection cover placed directly in front of where it would be meaning users would need to walk over the cover which is slightly depressed into the ground and is opened regularly and often left slightly ajar and therefore presents a hazard where one accident has already taken place with someone reading the notice board from there. The meter inspection could be re located and an application to SSE Water would need to be made at a cost of £540 they may then approve in which case if they do the PC will be required to undertake the works and have them inspected after at their cost. Cllr Price suggested an alternative entrance fenced in from the front gate and then into the play area on the right and this was proposed to the Kelsey Hall Caretaker who was to take the idea to the committee. The committee have proposed the following:

A fence surround will also be required and a gate at the entrance. Two quotes have been requested and three will be obtained.



[RETURN TO TOP](#)

## 20. Clerk's Update

1. **Cyber Police Training-** Update. This has been booked for 23<sup>rd</sup> July in North Hall Loxwood in conjunction with Loxwood PC and will be advertised to residents in due course. Wisborough Green have also been asked and they are advertising to their residents as the Councillors have already received training.

[RETURN TO TOP](#)

### 2. Tennis Court Cleaning- Update.

A £3000 reserve for this is included in the draft budget with a Reserve for Maintenance to include the Tennis Court of £2000.

During the Finance Committee Meeting we were considering the cost of cleaning the tennis court to set this budget and I am still awaiting a quote to be supplied by Prestige Tennis courts who have been used in the past.

Quote 1. A grant application in November 22 which didn't go ahead for payment due to the unknowns in terms of lease position at that time I believe, set out the quote details obtained from Prestige at that time:.

**"£577 net** to pressure clean and seal the Youth Club Floor.

Regarding the location of the play area entrance in relation to the manhole cover of the water meter. Please find attached a schematic which provides compromise between the KHMC original suggested location and the PC's recent suggested scenario. The schematic includes a revision of the KHMC information board. Please can you confirm that the PC will organise the amendment of this board and the relocation of it, which will form part and parcel of the whole process of creating the play area.

£3480 to Fully pressure wash the tennis court surfaces and apply moss and algae treatment. Carry out minor repairs to the court surface using 2mm resin stone if needed.

Colour spray the tennis court surface dark green applying three coats of non-slip acrylic sports paint. Paint white tennis lines to the surface. Two football circles. One set of netball lines

The tennis court is in quite a bad state and is used by the wider community.”

Prestige have not been able to be contacted this year both the Clerk and youth club have tried.

Quote 2. Academy sports have quoted **£640 net** to pressure clean and can book us in for two weeks time.

[RETURN TO TOP](#)

### **3. Annual Parish Meeting – Update.**

- Please take further leaflets for posting in Neighbours letter boxes.
- Speakers all primed.
- Draft statement for Chair sent out.
- Brief summary of position of the Neighbourhood Plan to be imparted- Andrew Woolf.
- Task all allocated and Jane P to bring projector screen and Clerk the projector and laptop.
- Clerk to arranged refreshments.
- Contact details forms to be available for those who wish to complete to be placed on the Chairs at the meeting printed.

Suggested agenda:

## **MEETING AGENDA**

### **BUSINESS TO BE TRANSACTED**

#### **Item**

#### **Minutes**

Recommendation: - To approve the Minutes of the 2023 Annual Assembly of the Parish Meeting held on [17<sup>th</sup> May 2023](#). The Parish Council’s Chairman Report constitutes the formal minute.

#### **Parish Council Report- Chair of the Parish Council**

#### **Biodiversity –**

- **David Bridges from Wild Warnham Initiative.**
- **Cllr. Rachel Richards from West Grinstead Parish Council Initiatives in Partridge Green.**

#### **Plaistow and Ifold Church – Reordering presentation.**

#### **Neighbourhood Plan – Update by the Chair of the Parish Council.**

#### **Any further questions?**

[RETURN TO TOP](#)

4. **Councillor Vacancies.** A plan for recruitment to be discussed at a later meeting.
5. **Neighbourhood Plan.** NP Consultant has been asked to complete a table of queries updated post Design Code. Clerk to suggest a meeting with the Council to discuss Biodiversity Aim and linking in with Loxwood Parish Council's policies/aims. The Parish Council have received the Final Design Code circulated previously and are recommended to approve the document.

[RETURN TO TOP](#)

6. **To note an update regarding the bus shelters.** The Van used by the WSCC Volunteer Group has a problem and as such the work has been delayed and a polite email for an update has been sent.

[RETURN TO TOP](#)

7. **TRO Consultation responses.** The Consultation in the Spring Newsletter has given rise to the comments summarised below.

School Safety Zone & Shillinglee and Dunsfold Rd TRO applications. Proposed TRO Area	Support/ Object/ Part & Part	Notes
Dunfold Rd	1 support 2 object	
Shillinglee	4 support /2 part & part	Support 30 mph with a short 20mph section.  TRO up to Shillinglee signs. TRO only West of Stillards House.
School 20mph Zone	2 support	

To be discussed on a later agenda.

[RETURN TO TOP](#)

8. **Winterton Hall and Youth Club CIO formation.** No further update from AiRS.
9. **Bike Rack.** The original location chosen for the position of the Bike Rack is not currently available and alternative locations have been considered around the Bus Shelter but these were thought not to be appropriate. The Ifold Store owner has suggested the location next to the new fence in the photos below and Councillors to discuss this.

