



**Minutes of the Full Council Meeting on Wednesday 9<sup>th</sup> October 2024 at  
19:30, Winterton Hall, Plaistow.**

**Attendance** Parish Councillors: Paul Jordan (Chair) Sophie Capsey; Doug Brown; Sarah Denyer; Rick Robinson; Jane Price: Andrew Woolf; Phil Colmer Nicholas Taylor. CDCs Gareth Evans (arrived during C/116/2024) & CDC Charles Todhunter. WSCC Janet Duncton (left the meeting after C/116/2024). No members of the public. Jane Bromley Parish Council Clerk.

C/112/2024 **Apologies for absence:** None received.

C/113/2024 **Disclosure of Interests:** Cllr Denyer declared a non-pecuniary interest in the contractors Ansell's in C/122/024, the contractor being a near neighbour.

C/114/2024 **Minutes**  
**RESOLVED** as approved the Minutes of the Parish Council meeting held on [11<sup>th</sup> September 2024](#) and **RESOLVED** to authorise the Chair to sign the minutes via Secured Signing in accordance with Standing Order 12(g).

C/115/2024 **Public Forum:** No speakers.

C/116/2024 **To receive reports from [County](#) and [District Councillors](#)**

See attached reports.

**County Council Duncton added additionally:**

- Details for parents of children entering school next year- applications now open.
- Officer Scott, Head of WSCC PROW had reported a lot of work carried out over the last year and slowly reducing the back log of jobs.

Cllr Price asked the 7.5 tonne limit on vehicles along the Dunsfold Rd finished at the border from Surrey and were there any plans to extend this into West Sussex?

WSCC Duncton will query with WSCC Highways.

**District Councillors added additionally:**

- Lagoon 3. The appeal hearing to be heard in Lewes Crown Court 6<sup>th</sup> February 2025.
- Crouchlands appeal hearing. Public attendance is increasing. The last day of the hearing 17<sup>th</sup> October will be online. 16<sup>th</sup> October will deal with planning

- matters when CDC David Cranmer and Artemis Planning Consultant Mr Johnson will speak and be cross examined.
- CDC Local Plan Examination - no updates have yet been forthcoming.

- Foxbridge- Cllr Capsey pointed out the Foxbridge Application Environmental Impact Assessment had now been added to the CDC website.  
CDC Todhunter advised a decision on this would be forthcoming as soon as possible now.
- Loxwood shop- CDC Todhunter advised there would be a post office in the new shop and a Londis franchise were in the process of signing contracts for the property.

C/117/2024 **Neighbourhood Plan**

[See Clerk's Report](#)

Recommendations: - To note the update.

The Neighbourhood Plan consultant had promised to provide an update next week.

C/118/2024 **All Parishes Meeting 23<sup>rd</sup> Sept 24**

[See Clerk's Report](#)

**RESOLVED** as noted the update regarding the Local Plan and information received from CDC at the All-Parishes meeting held on 23.09.2024.

C/119/2024 **Financial Matters**

[See Clerk's Report](#)

1. Financial Reports for September – October 2024

Includes income and expenditure between 16<sup>th</sup> September – 15<sup>th</sup> October 2024 (to be circulated separately) and [bank reconciliations to 30<sup>th</sup> September 2024](#).

**RESOLVED** as approved and signatories Jane Price, Nicholas Taylor and Phil Colmer appointed.

2. VAT - End Qtr. 2

**RESOLVED** as noted [the VAT repayment claim](#) for £881.82 submitted at the end of quarter2.

3. Precept

Recommendation: - To consider the following requirements for the 25/26 precept and to discuss requirements generally for research ahead of the finance committee draft precept setting for 25/26:

3.1 Winter & Emergency £750 plus an earmarked fund of £1200 for snow clearance:

**RESOLVED** to provide a budget of £750 nut the fund for any snow clearance costs would come from general reserves.

3.2 Biodiversity: Small projects fund £250:

**RESOLVED** as approved.

3.3 Winterton Hall: See list of repairs required in Clerk's update.15 (7)

This matter was discussed at length.

**RESOLVED** to prepare a specification of the current users and Trustees requirements for the hall in terms of improvements of venue and to incorporate repairs required within the works for improvements rather than dealing with matters piecemeal. Urgent repairs of course, would need attending to. A specialist architect would then be able to work from the specification and produce a plan of what was possible.

C/120/2024 **Planning:**

[See Clerk's Report](#)

1. Crouchlands Appeal Hearing: Update

Cllr Jordan had attended a lot of the hearing and was very impressed with the KC and it was thought by those who had attended that CDC had the stronger case.

2. Local Plan Examination: Update.

Cllr Todhunter reported that Andrew Griffiths MP had spoken well against all the development in the NE Parishes.

C/121/2024 **Play areas**

[See Clerk's Report](#)

Recommendation: To note and discuss-

1. Proposed Ifold Playpark: Update

The meeting had gone well with one of the attending Trustees very much against the play area but three supportive trustees. The matter would be considered by the trustees at their meeting on 14<sup>th</sup> October.

2. Ladyhope Playground: A necessary repair and expansion to surface near the gate had been identified.

The Playground surface repair and expansion were in the process of being quoted for by Vita Play.

C/122/2024 **Winter Resilience:**

[See Clerk's Report](#)

**Recommendation:** To approve the Ansell's emergency snow clearance quote and proceed with sending required contractor details to WSCC and additionally, obtain a

signed Parish Council contract with the contractor to meet the additional costs above £35 per hour. The additional costs considered for an Ear Marked Reserved of £1200 for three clearances of four hours each time.

**RESOLVED** as approved although the funding would come from general reserves and not an earmarked fund.

C/123/2024 **Cyber security and Data Protection**

[See Clerk's Report](#)

1. **Recommendation:** - To receive an update on the high and medium risks identified and reported to TEEC.

**RESOLVED** as noted. The API infringement although it existed was of no threat and the SSL certificate expiry was still being investigated.

2. **Recommendation:** To receive an update on Cyber training for the Council. Virtual training offered by SE Cyber Resilience was **RESOLVED** as approved at a cost of £60 for the first person and £10 per person thereafter, to go ahead and dates were to be confirmed.

3. **Recommendation:** To receive and Resolve approval for the Clerk to sign the Client Agreement with Satswana for DPO services (attached). The audit carried out earlier this year.

**RESOLVED** as approved.

C/124/2024 **Ratify Clerk's Decision(s) since last meeting – [Scheme of Delegation](#)**

**RESOLVED** as ratified the following decision(s) made by the Clerk pursuant to paras 3.1.2, 3.1.3, 3.1.5, 3.1.6 of the Scheme of Delegation: -

1. Accept the quote for £350 to fix the "Thank you " bench securely at Coxes Pond with concrete fixings.

**RESOLVED** as approved.

C/125/2024 **Chichester Infrastructure Business Plan (IBP)**

[See Clerk's Report](#)

Recommendation: - To note the consultation on the draft IBP and the [published Council projects](#) and plans for using Community Infrastructure Levy (CIL). To discuss any updates.

**RESOLVED** to add an IBP Winterton Hall renovations

**RESOLVED** to remove:

- IBP 1293 TRO applications to reduce the speed limits through Shillinglee and Durfold Wood from national to 30 mph. The cost of instructing a traffic

consultant and obtaining speed data for application is approx. £1,500 per TRO application. – Insufficient resident support.

- IBP 872 Bus shelters- Completed.
- IBP1294 Tennis Court restoration- Lease not to be extended or self-fund.

C/126/2024 **Clerk's update & items for inclusion on a future agenda**

[See Clerk's Report](#)

Recommendation: - To receive general updates and resolve to add any matters arising to a future agenda in relation to: -

1. Winter Newsletter. Articles noted for future inclusion.
2. Autumn litter pick 9<sup>th</sup> November and Thank you bench "opening". 10am "opening" 10.30 litter pick. Cllr Price and Clerk to organise opening.

3. Biodiversity project Ifold conservation area. The vegetation clearance and bulb planting were completed, but the vegetation disposal was to be addressed by separating the matter into smaller bags for collection by CDC or else individuals to collect to take to the refuse centre.

The projects Orchard Trees at Nell Ball and Plaistow Green and a dead hedge under the Sessile Oak were approved.

4. Insurance: The new assets of bus shelter and bench were now covered under the insurance policy.
5. Securing Plaistow Green from trespassers. The Clerk had organised a security audit with CDC and WSCC on 10<sup>th</sup> October and information would be fed back next meeting.
6. Winterton Hall CIO: Quotes were being obtained for registration of title and it was hoped to be available next meeting.
7. Winterton Hall anticipated works for precept budgeting. Specification for an architect design to incorporate repair works was to be drawn up with users and trustees.
8. Tennis Courts: A friend of the Trustee of the Trust that owns the Tennis Court Land was authorised by the Parish Council to speak to the individual. In addition, the Parish Council would reply to the email regarding the lease renewal expressing apologies for the actions of a very few.
9. [West Sussex Highway Network Management Plan](#)- Comments to 30<sup>th</sup> October. The plan was more strategic than local and there were no comments to be made.

C/127/2024 **Correspondence**

[See Clerk's Report](#)

**RESOLVED** as noted.

C/128/2024 **Items for Church Newsletter**

School's applications; Litter pick and bench opening; Ifold Conservation area works.

C/129/2024 **Date of next meetings**

Recommendation: - To note the dates of forthcoming meetings:

- HR Committee 22<sup>nd</sup> October 2024 7.30pm Winterton Hall
- Finance Committee 29<sup>th</sup> October Winterton Hall- 7.30pm
- Full Parish Council, 13<sup>th</sup> Nov 2024, Kelsey Hall, Ifold - 7:30pm
- Planning & Open Spaces Committee, 19<sup>th</sup> Nov 2024, Kelsey Hall, Ifold - 7:30pm

**The meeting closed at 8.55pm**

Clerk's Report to the Meeting dated 9<sup>th</sup> October 2024

## **6. Neighbourhood Plan**

### **Email received from NP Consultant Assistant Maggie Williams 19<sup>th</sup> Sept 24**

"I have rewritten the Housing and Employment chapters and amended the Monitoring Section. These are now separate word documents as previously stated the formatting has been a nightmare to deal with. These chapters are with Colin for review. "

No further update from Colin Smith Consultant at date of publication.

## **7. All Parishes Meeting 23<sup>rd</sup> Sept 24**

- Police update. Officers on the ground not allocated to specific areas but move according to need which seems to be working.
- CDC Travellers and Gypsy Liaison Officer now appointed and working to forge relationship with communities and sort out frictions that way. Police now have more limited powers to prohibit return once travellers are moved on from an illegal site.
- Pam Bushby deals with enforcement once illegal occupation has occurred and process to be used by Parishes was sent out to all Clerks of the District earlier this year of who to alert when illegal access occurs.
- Environmental Strategy Officer Tom Day updated on projects across the district to support wildlife and the fact that a new Parish based Officer had recently been appointed to support Parish small biodiversity projects. Important to include in NP.
- Local Plan once Made CDC to begin revision to conform with latest NPPF and new housing numbers.

## **8. Financial Matters**

Precept projects to be thought of and costed for budgeting purposes for setting of the 25-26 precept. Three areas where funding is needed.

- Winter and emergency provision. Current working budget £1000 expected Wifi expenses £500. Budget request 25/26 £750. Ear Marked reserve £1200 for this Committee to be considered below.
- Biodiversity Working Group to be allocated a small budget for projects around the parish to pay for materials £250.
- Winterton Hall see below under Clerk's Update: Winterton Hall for likely work to be funded.

#### 9. Planning Update

- Crouchlands Appeals started on 1<sup>st</sup> October and Paul Jordan spoke generally concerning the issues for Plaistow and Ifold with the site and has attended a number of sessions, circulating summaries of the sessions to the Council. The Clerk attended the morning session of day 3 when Sarah Taylor the Crouchlands Transport Consultant was cross examined by the CDC KC. Sustainability of the site being the main theme with distance to "facilities" being discussed, the technical detail of surveys being queried, the Consultants understanding of the Transport Strategy for CDC in the 2015 Local Plan (there is none for the NE Parishes). The cross examine was to go on after lunch as a great deal of time seemed to be wasted the consultant trying to find the correct paragraph in the numerous documents being referred to and her recall of matters was not excellent (some of the work having been done some years ago). On day three there were 6 residents in attendance as well as Paul and me.
- Local Plan Examination began on 1<sup>st</sup> October: Parish not expecting to speak on any issues but progress to be followed.

#### 10. Play Areas

- Lady Hope: A playground inspection identified A hole in the surfacing and additionally there is a need for an extension to the current surface near the gate. This has been reported to Vita Play who are to quote for these works.
- Kelsey Hall: The Trustees will be meeting on 14<sup>th</sup> October to discuss the points put forward by Sarah Denyer and the Clerk when they met with the Chair of Kelsey Hall and three other Trustees on 30<sup>th</sup> September.

**The points raised by the Council representatives being:**

**Disposal for the Charity Commission is a lease greater than 7 years or 7 years with ability to renew:**

-If KH are keen to proceed then the length of the lease could be reduced to 5 years with the ability to renew. or

- The equipment and annual maintenance of the equipment and any costs could be donated to KH

**Why is the proposal not in the best interests of the Charity**

The Charity was set up with the following objectives taken from the Charity Commission website and the PC consider the play park is within these objectives?

What the charity does:

- Education/training
- Religious Activities

- Arts/culture/heritage/science
- Amateur Sport
- Environment/conservation/heritage

Who the charity helps:

- Children/young People
- Elderly/old People
- People With Disabilities
- People Of A Particular Ethnic Or Racial Origin
- Other Charities Or Voluntary Bodies
- Other Defined Groups
- The General Public/mankind

How the charity helps:

Provides Buildings/facilities/open Space

**Is the land surplus to requirement**

The land is used currently as a garden to look at, with a playpark part of it will remain as a garden and the playpark equipment will not be an eyesore. Will it not serve the same purpose for improvement of wellbeing but to a wider range of Ifold residents?

**11. Winter Resilience**

The [meeting on 24<sup>th</sup> September](#) RESOLVED to recommend to the Parish Council that a contract be drawn up with Ansell's contractors with WSCC and the Parish Council to supply Emergency Snow Clearance in the event snowfall of 2 inches and above is expected. The cost per clearance assuming it is out of office hours is £540 for four hours minimum £140 would be paid for by WSCC and the balance £400 the Parish Council. Two quotes were obtained although three requested. Ansell's were the preferred contractor. The Committee felt a local

contractor preferable due to proximity and this would also reduce costs of travelling time. **An Ear Marked Reserve for the winter of £1200** was recommended to cover three clearances of four hours each. WSCC alert the contractor direct if snow to the extent of 2 inches is expected.

**12. Cyber Security & Data Protection**

- The website host are investigating the issues reported by Coalition as High and Medium Risk reported last meeting.

The reply regarding the Google API being:

*The exposed Google API is actually for the Google maps on your site.*

*The exposure itself of this API is of an access token that can be read via a Java script.*

*If the API were to be used, it could only be used to generate maps.*

*This poses no threat to your site.*

*We will look to lock this down anyway to avoid the risk of abuse.*

*If it were abused, there would be no consequences to the site or the parish council.*

No response yet re the SSI certificates



- Loxwood Parish Council do not intend to re book the Cyber Presentation from the police due to lack of public interest. The Clerk has signed up for free membership of the SE Cyber Resilience Group (SECRG) which offers free webinars and resources and is researching training for Parish Council's through the SECRG as recommended by CDC although this does involve a small charge.

#### 14. Chichester District Council Infrastructure Business Plan

The [projects identified in the Plan](#) are to be reviewed and updated if necessary. IBP/872 is almost complete.

#### 15. Clerks Update

1. Winter Newsletter. To include Emergency Numbers table produced by the Winter & Emergency Committee. Biodiversity winter checklist produced by the Biodiversity Working Group. Ifold Conservation Area Project Update.
  2. Autumn litter pick 9<sup>th</sup> November and Thank you bench "opening".
- Litter pick being advertised on website and E-newsletter. Posters to go on Notice boards.
  - Format of the "opening" of the bench to be discussed. Suggestion:
    - Cutting of a ribbon to open bench followed by refreshments ahead of litter picking event?
3. Biodiversity Project Ifold Conservation Area. 2<sup>nd</sup> Oct event was successful and enjoyed by all four attendees. The area was reasonably clear, and the bulbs planted. The excess vegetation needs clearing away and the Clerk is to ask CDC whether they would collect this otherwise would Cllrs be able to transport to the refuse centre? Next project yet to be discussed, suggestions include:
    - Orchard trees to be planted at Nell Ball
    - Dead hedge under sessile oak where hedge is absent
  4. Insurance. The Plaistow Bus shelter has been insured for £8k and a premium £24 and the new bench replaces those that were duplicate entries so no further premium.
  5. Securing Plaistow Green from trespassers. A Security Audit with CDC and WSCC is organised for 10<sup>th</sup> October at 10.30am to gather ideas for this.
  6. Winterton Hall CIO: Update.
    - The hall land is unregistered, which makes it difficult to confirm boundaries. The Parish Council is the custodian trustee (holding the title on behalf of the charity but with no other responsibilities) and the hall is the beneficial owner and the management committee, who are the trustees, are responsible for the management of all aspects of the hall.
    - The Youth club appears to have been at least partly built on hall charity land
    - It looks as if additional land was purchased by the Parish Council to enable the building of the Youth Club
    - The lease to the Youth club is between the PC and the Youth Club. It's not clear whether the PC is acting as custodian trustee of the hall land here or in its own right (as owner of the additional land marked on the lease?). The lease also hasn't been registered as far as I can see (this would now be a requirement for a lease of this length, but it may not have been when the lease was drawn up).

Surrey Hills solicitor quote:

- In light of the additional issues, its say £870 - £1,160 + VAT, to allow for a bit more time unpicking the jigsaw and reviewing all of the documents you refer to below, including the position of the hall.
- If on looking over everything, it appears that we cannot make the application, or it will not succeed we can make that decision. It is possible to note a lease with the Land Registry even when the freehold title it not registered.
- Please do let me know if the Council wants to proceed

A second quote being obtained from Kevin Allard solicitor recommended by AiRS.

**7. Winterton Hall anticipated works for precept budgeting.**

The following works and timescales were identified by a local Chartered Surveyor in November 2022.They remain outstanding.

**Works per S Burrell survey recommended within 5 years**

20.3 Repairs / maintenance within 5 years a) Improve insulation, as access becomes available. (paragraph 18.3)

b) Future repair can be expected to the flat roofs and central valley gutters and these costs should be included within a repair fund budget (paragraph 5.1)

c) Consider remedial work to eliminate damp to the store cupboard. (paragraph 13.1b)

d) External redecoration and internal redecoration (paragraph10.1)

e) External walls, minor repointing and repair to cracked mastic. (paragraph 7.2 & 7.4)

f) Electrical test and updating

g) Budget for updating kitchen, floor finishes, sanitary wear.

**Also, one suggestion not undertaken out of jobs recommended within one year**

Redecorate front doors and barge board. and patch repair where decayed. Redecorate timber under cloak where repaired.

**Longer term 5 years plus**

Refit kitchen (paragraph 15.4)

b) Update floor finishes (paragraph 14.1a)

c) Update sanitary wear

d) Future repair can be expected to the flat roofs and central valley gutters.

The precept requirement should be considered in the light of this recommended work.

**8. Tennis Courts-** The following email has been received from the agents of the Luttmann-Johnsons regarding the lease renewal. The current lease is due to expire March 2027.

Email: 19-09-2024

Dear Ms Bromley

I act for the Luttmann-Johnson family and in this instance the Trustees of the family settlement that owns the site that you refer to below.

I am instructed that the lease will definitely not be renewed. My clients were deeply upset at the behaviour of those members of the village community who saw fit to protest against

the Crouchland AD plant at the late senior Mr Luttmann-Johnson's memorial service. They may wish to reflect upon their actions.

Yours sincerely

**Mark Webb FRICS FAAV**

Partner

**webbpaton**

**A renovation of the courts is therefore not recommended and any action regarding this email to be discussed.**

**16. Correspondence**

**Email correspondence:**

**From: Sent:** 19 September 2024 08:58

**To:** [clerk@plaistowandifold.org.uk](mailto:clerk@plaistowandifold.org.uk)

**Subject:** Ifold Cottage

Dear Sir/Madam,

I am writing to you in regards to Ifold Cottage.

This property is currently up for sale and I am considering purchasing this property.

The cottage has major subsidence and the current owner has been told that the whole property would need to be underpinned at a cost of £140,000 (plus). Then the whole property would need renovating.

I understand that this property is considered to be a place of interest in the village. However, the fact that the building is not structurally sound and the cost of fixing this building being very high, if I purchased the property I would want to demolish the current property and replace it with something that is more up to modern building standards, probably a Georgian style house/cottage.

Could you tell me what would be the position of the local planning committee regarding demolishing the current property and replacing it with a new building?

**Clerk's reply 19-09-2024**

Thank you for contacting the Parish Council.

I am sorry but the Parish Council cannot give an opinion on a proposal outside of a planning application being submitted to Chichester District Council (CDC) and I apologise that this must be frustrating. A Parish Council's observation on an application is not binding and any decision is ultimately down to CDC with their regard to planning law.

You would need to speak to Chichester District Council regarding your plans or obtain professional guidance on your likelihood of success.