



Notice of Meeting of the Parish Council

Members of Plaistow and Ifold Parish Council are summoned to attend the Full Council Meeting on **Wednesday 9th October 2024 at 19:30, Winterton Hall, Plaistow.** Members of the Press and Public are welcome to attend.

Dated: 4th October 2024

Yours faithfully

J Bromley

Clerk & RFO to the Council

MEETING AGENDA

This agenda, Clerk's Report and appendices can be found on the Parish Council's website: www.plaistowandifold-pc.gov.uk | Alternatively, please contact the Clerk for hard copies or remote access: clerk@plaistowandifold-pc.gov.uk

- | Number | Item |
|--------|--|
| 1. | Apologies for absence
Recommendation: - To receive and accept apologies for absence. |
| 2. | Disclosure of Interests
<i>See Clerk's Report.</i>
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. |
| 3. | Minutes
Recommendation: - To approve the Minutes of the Parish Council meeting held on 11th September 2024 and resolve to sign via Secured Signing in accordance with Standing Order 12(g). |
| 4. | Public Forum
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 <u>either in person, or in writing provided they were sent via email to the Clerk no later than 4pm Wednesday 9th October 2024.</u> 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. |

5. **To receive reports from County and District Councillors**
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.
6. **Neighbourhood Plan**
[See Clerk's Report](#)
Recommendations: - To note the update.
7. **All Parishes Meeting 23rd Sept 24**
[See Clerk's Report](#)
Recommendations: - To note the update regarding the Local Plan and information received from CDC at the All-Parishes meeting held on 23.09.2024.
8. **Financial Matters**
[See Clerk's Report](#)
 1. Financial Reports for September – October 2024
Includes income and expenditure between 16th September – 15th October 2024 (to be circulated separately) and [bank reconciliations to 30th September 2024](#).
Recommendation: - To receive, review and note the financial reports and appoint signatories for the order for payments.
 2. VAT - End Qtr. 2
Recommendation: - To note [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:
 - 3.2 Biodiversity: Small projects fund £250
 - 3.3 Winterton Hall: See list of repairs required in Clerk's update.15 (7)
9. **Planning:**
[See Clerk's Report](#)
 1. Crouchlands Appeal Hearing: Update
 2. Local Plan Examination: Update.
10. **Play areas**
[See Clerk's Report](#)
Recommendation: To note and discuss-
 1. Proposed Ifold Playpark: Update
 2. Ladyhope Playground: Repairs and expansion to surface identified.

11. **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.

12. **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.
2. **Recommendation:** To receive an update on Cyber training for the Council.
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.

13. **Ratify Clerk's Decision(s) since last meeting – [Scheme of Delegation](#)**

Recommendations: - To note and ratify 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.

14. **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.

15. **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
2. Autumn litter pick 9th November and Thank you bench "opening"
3. Biodiversity project Ifold conservation area
4. Insurance:
5. Securing Plaistow Green from trespassers.
6. Winterton Hall CIO:
7. Winterton Hall anticipated works for precept budgeting
8. Tennis Courts:
9. [West Sussex Highway Network Management Plan](#)- Comments to 30th October.

16. **Correspondence**
[See Clerk's Report](#)

17. **Items for Church Newsletter**

18. **[Date of next meetings](#)**

Recommendation: - To note the dates of forthcoming meetings:

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

Clerk's Report to the Meeting dated 9th October 2024

6. **Neighbourhood Plan**

Email received from NP Consultant Assistant Maggie Williams 19th 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 23rd 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 1st 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 1st 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 14th 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 30th 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 24th 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 9th 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. 2nd 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, a 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 10th 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 (paragraph 10.1)

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

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.