



MINUTES of the meeting of **Plaistow and Ifold Parish Council** held on **Wednesday 10th July 2024** at 18:30, Winterton Hall, Plaistow.

Present Parish Councillors: Paul Jordan (Chair); Sophie Capsey; Jane Price; Doug Brown; Rick Robinson; Andrew Woolf; Phil Colmer. CDC Gareth Evans. Jane Bromley Clerk, No members of the public.

C/24/080 **Apologies for absence:** Apologies received and accepted from Parish Councillor Nicholas Taylor. CDC Charles Todhunter.
Parish Councillor Sarah Denyer non- attendance had previously advised she would be late arriving given the earlier start.

C/24/081 **Disclosure of Interests:** None declared.

C/24/082 **Minutes:** The Minutes from the meeting held on [12th June 2024](#) were **RESOLVED** as **APPROVED** and the Chair was authorized to sign them via Secured Signing in accordance with Standing Order 12(g).

C/24/083 **Public Forum:** No speakers.

C/24/084 **To receive reports from County and District Councillors:**

CDC Evans confirmed that the planning application for Little Springfield 23/01968/FUL was likely to be refused according to WSCC Officer.

Crouchlands Appeal APP/L3815/W/24/3344661– CDC Planning Committee to defend appeals submitted by Artemis and submit its case by 19th July 2024.

Sewerage engineering works being carried out in Loxwood to facilitate a connection for the Thakeham development to the mains.

Solar Kiosk to be installed to power a trip switch near Loxwood sewerage works.

C/24/085 **Ratify Clerk's decision(s) – [Scheme of Delegation](#)**

The Parish Council **RESOLVED** as **APPROVED** the decisions 85.1 to 85.5 listed below as made by the Clerk under the scheme of delegation.

85.1 Insurance premium £1994.07 as per quote approved C/24/053 on 22nd May 2024.

85.2 The payments of the Millpond Jetty down payment and final payment £2490.38 on 28th May and £5810.89 on 27th June 2024 as per quote dated 8th January 2024 Option 2 approved by the Council on 9th January 2024 C/24/012.

85.3 The purchase of two Deep Water Signs for Coxes Pond Plaistow at a net cost of £96.25.

85.4 The purchase and installation of fluorescent strips on the Bike Rack at Ifold stores at a net cost of £37.22.

85.5 The purchase of a rollup banner display for the 14th July Playground consultation event. Net cost of £72.00.

C/24/086 **Financial Matters**

86.1 Financial Reports for June - July 2024 (Payments and Receipts Analysis)_Includes income and expenditure between 16th June – 15th July 2024.

The Parish Council **RESOLVED** as **APPROVED** the Order for Payments and appointed the signatories: Councillors Woolf and Price as signatories and Bank payments to be authorised by Councillor Woolf.

86.2 [VAT Return for the period 1st April to 30th June 2024.](#)

The Parish Council **RESOLVED** as **NOTED** the submitted VAT return for the period to 30th June 2024 as reviewed by the Finance Committee at their meeting on 9th July 2024.

86.3 [Bank Reconciliation for June 2024.](#)

The Parish Council **RESOLVED** as **NOTED** the June Bank Reconciliations as approved and signed by the Finance Committee at their meeting on 9th July 2024.

86.4 [QUOTE for Thank You bench:](#)

Thank You bench for retired Cllr Ribbens 27 years service.

A quote had been received for a bench with inscription to match the existing to be made of either Oak or Iroko for an estimated £1182 net including delivery. The Parish Council **RESOLVED** to go ahead with an Oak Bench in this design and to be stored before fixing in situ, if acceptable to Winterton Hall, in the foyer at Winterton Hall.

C/24/087 **Tree Inspections**

[See Clerks report.](#)

87.1 Tree Inspection quotes:

The Parish Council **RESOLVED** to go ahead with the surveying of the Winterton Hall trees as the survey is now due at a quoted price of £200.

C/24/088 **Planning Matters**

[See Clerk's report](#)

88.1 Public Rights of Way

The Parish Council **RESOLVED** to **PURCHASE** a PROW definitive map for this area for £36 to identify any unregistered paths and to publicise the existence of this map for residents to be able to check whether PROWs are registered.

88.2 Crouchlands Planning Applications.

The Parish Council **RESOLVED** as noted the three applications which have been listed for appeal **APP/L3815/W/24/3344661** the date of the appeal is noted on the Inspectorate website as from 1st October 2024 the appeal is to be a hearing

format and that the Parish Council's Planning Consultant be asked to prepare a submission. The submission to pull together points previously raised as a summary to compliment the CDC Officer's report to be sent to the Inspectorate ahead of the 19th July 2024. This being the deadline for public submission of comments.

C/24/089 **Committee minutes & reports**

89.1 The Parish Council **RESOLVED** as **NOTED** the minutes and RESOLUTIONS therein of the [11th June 2024](#) Planning and Open Spaces Committee Meeting.

C/24/090 **Policies**

[See Clerk's report](#)

90.1 The Parish Council **RESOLVED** to:

- [Freedom of Information and publication scheme](#). **Re adoption.**
- [Retention of documents Policy](#). **Adoption** with one amendment in relation to the Local Planning Authority name.
- [Data Protection Policy](#). **Readoption.**
- [General Privacy Policy](#). **Readoption.**
- [Health and Safety Policy](#). **Adoption**
- [Complaints Procedure Policy](#). **Readoption.**

C/24/091 **Neighbourhood Plan**

[See Clerks report](#).

91.1 Timetable for Draft Regulation 14 Neighbourhood Plan.

The Parish Council **RESOLVED** as **NOTED** the updated timetable for the production of the Regulation 14 Plan the draft revisions to be sent to the Parish Council on 26th July for review over the summer and to be considered at the September Parish Council meeting on 11th September 2024.

C/24/092 **Playparks**

[See Clerks report](#).

92.1 The Parish Council **RESOLVED** as **NOTED** the update on the Ifold Playpark project and the consultation period for play equipment from 14th July to 30th September 2024 [on the website](#) to be advertised accordingly. One banner to be placed at Kelsey Hall and newsletter advertisements to publicise and point to website dedicated page. The preschool and school to be advised of the consultation and asked to publicise this to parents.

92.2 The Parish Council reviewed the redraft of the playpark area land lease and **RESOLVED** to **APPROVE** and **RECOMMEND** to the Kelsey Hall Trustees that the length of the lease be 15 years and after the entrance area to the Playpark is adjusted to reflect the actual entrance on the Title Plan that the lease and Plan be sent to the Trustees for the Trustees signatures.

92.3 The Parish Council **RESOLVED** as **NOTED** the likely ongoing costs of the Ifold Playpark.

92.4 The Parish Council **RESOLVED** as **NOTED** the maintenance update for Lady Hope Playpark as set out in the Clerk's report.

C/24/093 **Correspondence**

[See Clerk's Report](#)

The Parish Council **RESOLVED** as **NOTED** the correspondence in the Clerk's report.

C/24/094 **Clerk's update & items for inclusion on a future agenda**

[See Clerk's Report](#)

The Parish Council received the following updates:

94.1 Plaistow Bus Stop. Construction ongoing.

94.2 Cyber Security Presentation 23rd July 2024. To be advertised to the community and attended by the majority of Councillors 7.30pm North Hall Loxwood 23rd July 24.

94.3 Tennis Court Cleaning. Completed. Vegetation around the Court to be carried out shortly by the contractor.

94.4 Winterton Hall CIO. There is no update to the registering of the CIO on the Title Plans.

94.5 Biodiversity Working Group Meeting. The first meeting to be held on 5th September 8pm Winterton Hall.

94.6 Chalk Road Bus Stop and Benches and Notice Board renovations quote of £870 approved. Chalk Road bus stop renovation complete and the benches and notice boards to be carried out over the summer.

94.7 Beacon for Plaistow Green. Shortly to be erected on Plaistow Playing Fields opposite Plaistow Stores.

94.8 CDALC Meeting report from Cllr Price. - Biodiversity Net Gain- Projects to be at the ready to be pin pointed when the need arises from development. Beware the use of astro turf. Net Zero CDC electric refuse lorries purchased but struggling with infrastructure. CDC may have to give up funding some public services due to cost. Highways may adopt a special reporting system for Parish Councils. Police finding it difficult to recruit due to salary level. Community service rather than a criminal record to be used for youth crime and Parishes recommended to have projects ready for this community service to undertake.

94.9 Plaistow Village Trust Meeting 9th July 24- Cllr Capsey attended this. She updated the meeting on Neighbourhood Plan and the CDC Local Plan. Advised Crouchlands Appeal submission by public required by 19th July.

16. Newsletter Article Items:
Playground Consultation.
Crouchlands update.
Biodiversity Meeting.
Bus stop in progress.
Tennis Courts available to hire from Shop or Youth Club.
17. Date of next meetings
The dates of forthcoming meetings were noted:
- Planning & Open Spaces Committee, 16th July, Kelsey Hall, Ifold
 - Cyber presentation 23rd July 2024 7.30pm Loxwood, North Hall.
 - Planning and Open Spaces 7th August Winterton Hall, Plaistow, 10th September, Kelsey Hall Ifold. 7.30pm
 - Biodiversity Working Group Meeting 4th or 5th September 2024 TBC. Winterton Hall.
 - Full Parish Council, 11th September 2024, 7:30pm, Kelsey Hall, Ifold.

Meeting closed at 7.40pm

Clerk's Report to the Full Council Meeting on 10th July 2024

8. Tree Inspections

The risk assessment requires trees are inspected every 18 to 36 months and a quote has been obtained from the same contractor that carried out the last review. The quotes contain recommendations for timing of this work from the previous report as noted below:

- Plaistow Green- October 2025- Quote £350
- Sessile Oak-Spring 2025 – Quote £450
- Coxes Pond- Due -Spring 2025- Quote £250
- Winterton Hall- Summer 2024- Quote £200
- Kelsey Hall new play area- Not carried out before- Quote £250

9. Planning matters

9.1 – The new cut- off date for registering PROW footpaths was recently published. These are permissive paths that due to duration of use would qualify for adoption. If there are opposing factions such as landowners, this may require a legal hearing of the case for adoption as is the case with a footpath in Loxwood. Evidence will be required to support any application that it has been used for a significant period. If approved the path will then be added as a PROW definitive map.

[Adding to the definitive PROW map](#). The cut- off date for admissions to this 1st January 2031 under the [Countryside and Rights of Way Act 2000](#). A copy of the definitive map is available for £36 from Legal Services at County Hall to be able to identify any in our Parish that require consideration for this approach.

9.2 Crouchlands Planning Appeal APP/L3815/W/24/3344661

To note the appeal listing for October and consider the Parish Council's approach to this hearing.

11. Policies

Following RESOLUTION in the December 2023 minutes and also carrying out the [Data Protection Audit](#) with the Data Protection Officer commenting as shown on the audit spreadsheet: the following policies have been reviewed and updated by the Clerk for approval or further amendment and adoption by the Parish Council.

- [Freedom of Information and Publication Scheme](#). Two separate Policies amalgamated and updated.
- [Retention of Documents Policy](#). A new policy.
- [Data Protection Policy](#). Updated to include the Data Protection Officer.
- [General Privacy Policy](#). Updated re contact information.
- [Health and Safety Policy](#). A new Policy.
- [Complaints Procedure Policy](#). No amendments recommended.

12. Neighbourhood Plan

The draft plan is to be received from the consultants on 26th July. The Clerk will circulate this for comments which will be consolidated for review and discussion at the Parish Council meeting on 11th September and thereafter comments sent back to the consultant for comment and then a meeting.

13. Playparks

Ifold Playpark

The Playpark working group are to consult on the equipment for of the Playpark at Kelsey Hall at a family event at Kelsey Hall on 14th July and thereafter online on the website until 30th August. This will be published via the Church Newsletter, Facebook and PC Email list as well as on the website. A banner with the PC name has been purchased and posters printed by Cllr Brown. Comment forms will be available at the event and are on the website.

The Draft Lease (circulated separately) has been updated to include the Trustees Statement as previously mentioned and the title plan now updated for the area. The length of the lease to be determined and then the lease sent to the Trustees. The solicitor has recommended a lease length of 10 years but 15 would be the life of some of the play equipment so 15 years should be considered.

The ongoing costs for the playground have been quoted as estimates as follows:

1. Ground maintenance grass and leaves £620 per annum
2. Play inspection and basic maintenance: £637 (dependent on equipment chosen).
3. Tree maintenance – will vary. One off inspection £250
4. Bin- Method of rubbish disposal to be resolved as CDC will not supply or collect a new bin. The Trustees have been asked if rubbish can be put in their dustbin, but we may still need a container in the playground initially to empty not the dustbin Trustees yet to confirm this is acceptable and there may be a cost involved.
5. The bench in the play area was gifted to Kelsey Hall some time ago and is rotten. It will need replacing and the Hall would like it repositioned out of the playground. If there is to be a bench in the playground a further bench would need to be purchased.

Lady Hope Playpark

Vita Play have been asked to go ahead with the repairs quoted £345net and agreed last month to the Zip Wire, the roundabout bearings to be kept under review. The picnic table and bench have been sanded and preserved. At the June playground inspection, a maintenance issue was highlighted by Councillors Denyer and Taylor with the gate latch at the further end from the road and will be looked at by the Clerk and Odd Job Man.

14. Correspondence- Use and renovations of cricket nets:

Email 2nd July 2024

We've just moved into the xxxxxxxx, coming from just up the road in Chiddingfold.

My son xxxxxx is a keen cricketer and we wanted to ask if you would permit us to clean up and repair the old cricket practice net? We'd cover any costs.

Reply 3rd July 2024

Thank you for your email and the Parish Councillors consider it would be very nice to have the nets back in use and please do go ahead and use them and thank you for your offer to cover any costs. There have been problems in the past with vandalism, but we hope that has now passed. The resident who used to run the Plaistow cricket club is xxxxxxxx xxxxxxxxxxxx and if there were any possibility of resurrecting this the Parish Council would be very supportive.

15. Clerk's update

15.1. Plaistow Bus Stop- In progress.

15.2. Cyber Security presentation 23rd July 2024 7.30pm. Loxwood Councillors will introduce the presenter and compare the evening as required. Refreshments available on entry and at the end.

15.3. Tennis Court Cleaning. Completed and invoice on its way.

15.4. Winterton Hall CIO. No update.

15.5. Biodiversity Working Group either of the dates of 4th and 5th September are proposed. Residents will be contacted once Cllrs confirm attendance.

15.6. Chalk Road Bus Stop- Maintenance. The renovation works are complete.

Benches and Notice Board renovations. To be completed over the summer, quote to be issued.

15.8. Beacon for Plaistow Green. The 80th D Day celebration was missed for Beacon Lighting, but the Beacon is to be put in place by Goddard Engineering as planned this month a budget of £400 exists.