



Notice of Meeting of the Parish Council

Members of the Council are summoned to attend the Meeting of Plaistow to be held on **Wednesday 12th June 2024** at **19:30, Winterton Hall, Plaistow.**

Members of the Press and Public are welcome to attend **in person.**

Dated: 7th June 2024

Yours faithfully

J Bromley

Jane 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: clerk@plaistowandifold-pc.gov.uk | For remote access please contact the Clerk.

Number	Item	Time
1.	Apologies for absence RECOMMENDATION: - To receive and accept apologies for absence.	1 min
2.	Disclosure of Interests 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.	1 min
3.	Minutes RECOMMENDATION: - To approve the Minutes of the Annual Parish Council meeting held on 8th May 2024 and resolve to sign via Secured Signing in accordance with Standing Order 12(g). both the non-confidential and confidential minutes.	1 min
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 12th June 2024.</u> In accordance with Standing	10 mins

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** 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.
6. **Financial Matters** 2 mins
6.1. Financial Reports for May – June 2024 (Payments and Receipts Analysis) Includes income and expenditure between 16th May – 15th June 2024. *(To be circulated separately)*
RECOMMENDATION: - To receive, review and approve the above Financial reports and appoint signatories.
7. **Planning Matters** 2 mins
7.1 Crouchlands Farm Planning Applications for Rickman’s Green Village (22/03114/FULEIA & 22/03131/OUTEIA)
RECOMMENDATION: - To note the CDC refusal decisions to the above applications.
7.2 Crouchlands Farm Planning Application for Whole Farm Plan (22/01735/FULEIA)
RECOMMENDATION: - To note and agree the Council’s representations regarding the changes to the application.
8. **Ratify Clerk’s decision(s) – [Scheme of Delegation](#)** 1 min
RECOMMENDATION: - To note and ratify the Clerk’s decisions:
8.1 The transfer of funds between Council Bank Accounts as to £10K to Unity Bank and £20K to the Natwest Savings Account on 15th May 2024 from the Natwest Current Account following the receipt of 50% of the 24/25 precept to maximise the generation of interest on Parish Council Reserve Funds.
8.2 The engagement of an odd job man to sand and varnish the picnic bench and table in the Lady Hope Playpark at a daily rate of £170 plus materials.
9. **Highway Matters** 5 mins
[See Clerk’s Report](#)
Discussion on further consultation action to be taken or else submit an application to WSCC with support generated.
9.1 TRO applications -Update on resident comments received in respect of:
- School Safety Zone Speed limit reduction to 20 mph;

- Shillingee proposal for 30mph;
- Durfold Wood 40mph along Dunsfold Road.

10. **Bike Rack, Ifold Stores** 5 mins
[See Clerk's Report](#)
 RECOMMENDATION: -
 10.1 To note the update of the progress of this project.
 10.2 To discuss and RESOLVE to adopt and act upon actions associated with the [Risk Assessment 2024-25](#).
11. **Ifold Playpark** 5 mins
[See Clerk's Report](#)
 RECOMMENDATION: - To note the [update of the progress](#) of this project and receive the recommendations from the Playpark Working Group:
 11.1 Recommendations to be circulated on 12th June following the playpark Working Group on [11th June 2024](#).
12. **Policies** 5 mins
[See Clerk's Report](#)
 RECOMMENDATION:- To review the attached policies and RESOLVE to adopt, readopt, approve the updates or recommendations:
 12.1 Adopt new Polices:
 - [Cyber Policy](#) and consider the appointment of the Data Protection Officer;
 - [Asset Register and Asset Disposal Policy](#).
 12.2 Readopt Policies: No amendments recommended.
 - [Internal Controls Policy](#);
 - [Investment Policy](#);
 - [Expenses Policy](#);
 - [Debit Card Policy](#);
 - [Tree Management Policy](#) - note the requirement for an 18 monthly tree inspection report to be carried out (last conducted autumn 2022). [See 19.6 below](#).
 12.3 Update with suggested amendments where relevant and Re- adopt the following Polices and Risk Assessments:
 - [Risk Management Scheme 2023-2024](#) updated for 2024-2025 along with subsidiary Risk Assessments and Policies;
 - [Cricket Pavilion Risk Assessment 2024-2025](#);
 - [Plaistow Pond Risk Assessment 2024-2025](#);
 - [Litter Picking Event Risk Assessment 2024-2025](#); No change recommended;

- [Playground Maintenance and Inspection Policy](#) and checklist.

12.4 The [New Model Financial Regulations 2024](#)

RECOMMENDATION:- That these be referred to the Finance Committee for review at their meeting on 9th July 2024 and to make final recommendations to the Parish Council at the Full Council meeting on 11th September. This to allow a review of all supporting procedures to tally with the new model.

3 mins

13. **Asset Register:**

RECOMMENDATION:- With regard to, 5.1 and 5.2 in the Asset Register & Disposal Policy above and the information provide by Gallagher Insurance our Brokers that of our premium approx. £800 out of £1994 relates to public liability cover: to discuss whether our insurance replacement value needs amending for each item or else exclude some items to reduce the value to be insured.

-[Asset Register at 1st April 2024](#) inclusive of estimated insurance value updated re missing benches.

5 mins

14. **Benches, Picnic Tables, Bus Shelter and Notice Boards Review:**

[See Clerk's Report](#)

The Parish Council to comment, RESOLVE approval or otherwise direct. The attached [review of the assets](#) has been carried out and following the review, the RECOMMENDATION in line with that required by the C/24/027 RESOLUTION for the Priorities Plan is:

14.1 Repair:

Sanding and repainting of:

1. Plaistow Rd Ifold Junction Bench
2. Kelsey Hall Notice Boards
3. Coxes Pond Bench
4. The Street Bench
5. Winterton Hall Notice boards-

14.2 Renovation of:

6. Chalk Rd Bus Shelter- Window and door wood needs replacing.

14.3 Replacement:

New: Bench/Picnic Table at Plaistow Pond. -Not appropriate for small area available.

Further benches could be placed at Plaistow Green.

2 mins

15. **Neighbourhood Plan**

[See Clerk's Report](#)

- 15.1 RECOMMENDATION: To note the date set for the update meeting with Colin Smith Planning Ltd Consultants on (To be advised).
- 15.2 RECOMMENDATION: The Council RESOLVE to approve the publication on the website of the Final Design Code to be used as evidence and a reference to the Emerging Neighbourhood Plan and that the site allocation consultation Development Plan Document (DPD) consultation and adoption timeline, be reported on the website. 3 mins
16. **Biodiversity Working Group**
[See Clerk's Report](#)
 RECOMMENDATION:- To review and RESOLVE to approve or suggest amendments to:- 1 min
- 16.1 [Terms of Reference for the Biodiversity Working Group.](#)
- 16.2 RECOMMENDATION:- To set a date for the first meeting of the Group. 5 mins
17. **Committee minutes & reports**
 RECOMMENDATION: - To note the minutes and RESOLUTIONS therein of the Planning committee dated [14th May 2024.](#)
18. **Correspondence**
[See Clerk's Report](#)
 RECOMMENDATION: - To consider adding any correspondence received to a future agenda or resolve through discussion
19. **Clerk's update & items for inclusion on a future agenda** 3 mins
[See Clerk's Report](#)
 RECOMMENDATION: - To receive general updates in relation to: -
- 19.1 Plaistow Bus Stop
 - 19.2 Plaistow Pond Pontoon
 - 19.3 Cyber Security Presentation 23rd July 2024
 - 19.4 Tennis Court Cleaning
 - 19.5 Winterton Hall CIO
 - 19.6 Tree Inspection Reports for the following areas:
 - Plaistow Green;
 - Coxes Pond;
 - Winterton Hall
 and consider
 - Kelsey Hall new play area.

1 min

20. **Newsletter Article Items:**

To list items considered appropriate for the newsletters (Email, Church Newsletter and Facebook) as well as website publicity.

21. **Date of next meetings**

1 min

RECOMMENDATION: - To note the dates of forthcoming meetings:

- Planning & Open Spaces Committee, 26th June, Winterton Hall, Plaistow- subject to any applications received.
- Finance Committee, 9th July 2024, 7pm, Kelsey Hall, Ifold
- Winter and Emergency Committee 9th July 2024 8pm, Kelsey Hall, Ifold.
- Full Parish Council, 10th July 2024, 7:30pm, Kelsey Hall, Ifold.

Clerk’s Report to the Full Council Meeting on 12th June 2024

9. Highways Matters

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

Proposed TRO Area	Support/ Object/ Part & Part	Notes
Dunfold Rd	2 support 2 object	All live in Durfold Wood
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. As proposed. All live in Shillinglee.
School 20mph Zone	3 support	Parents from school

10. Bike Rack Ifold Stores

The previous contractor backed out of the installation after the first cancellation due to the poor health of the store manager. A further contractor was engaged to install the bike rack in a new location adjacent to the new fence at the left end of the car park (facing the store from Loxwood Rd).

The bike rack is now in situ and the attached risk assessment to be considered and approved including actions or amended.

11. Ifold Playpark

The Playpark working group are to meet in 11th June to discuss further the provision of the Playpark at Kelsey Hall and to consider attending the Ifold Family Fun Day on 14th July to consult on the play equipment on offer for the area to be leased.

See attached update presented to the Playpark Working Group and a copy of the Working Group’s agenda for 11th June 2024 complete with proposals for recommendations to Full Council.

12. Policies

The Parish Council committed to adopt and review the policies set out under this item as REOLVED under minute reference C/23/183 in the December 2023 Full Council Minutes at its Annual Meeting of the Council. Due to the length of the May agenda this was put back to the June 2024 and July 2024 agendas.

1. New Policies:

- Cyber Policy. This Policy was chosen from two templates recommended by WSALC and is a best fit for the Council. The Policy refers to the Data Protection Officer and this role previously belonged to the Clerk. Whilst the Clerk can be trained for this role, the Council to consider adopting an outside Data Protection Officer and security organisations provide this function and the Council are to consider further researching this before committing to the policy. The Clerk has had previous experience of outsourcing this role which is low cost and offers an annual audit of GDPR compliance. Two quotes have been obtained £150 net per annum and includes an initial review to establish GDPR compliance. There is no legal requirement to have a data protection officer in a Parish Council but it is good practice.
- Asset Register and Asset Disposal Policy. The Risk Management Scheme Policy refers to this Policy which has not previously existed, and the council are to consider adopting this Policy which sets out the procedure for managing this register.

2. Readopt Polices: The committed review to be respected by readopting existing polices with no recommended updates.

3. Updated Polices: These Policies and risk assessments are recommended for updating as shown by the tracked changes. Risk Assessments are required to be updated for the next financial year as part of the Internal Audit and this matter is reviewed for compliance at the audits.

4. Financial Regulations have been updated by the Clerk with tracked changes but due to the complexity of cross referencing to other polices these are recommended for review by the Finance Committee to allow more time for the review at their meeting.

14. Bench, Table, Bus Shelter and Notice Board Review:

Four benches were found to be missing/ double counted. The asset schedule will be amended during the current year for this adjustment. All assets were of reasonable order and non- required immediate replacement or within two years although some work to improve their presentation could be carried out by the odd job man. The Clerk recommends the Parish Council review this after the Lady Hope Playground bench is treated to see if it is worth doing.

The Winterton Hall Notice boards whilst not rotten had weathered and could do with painting. The other notice boards at Durfold Wood and Shillinglee were in good condition as were those at Kelsey Hall.

The bus stop at Ifold was new and required no maintenance that at Chalk Road has been shown to the Odd Job Man for some possible renovation to the woodwork at the front and a quote is to be obtained.

15. Neighbourhood Plan

Sites are not being allocated in the Neighbourhood Plan and they are not allocated in the CDC Local Plan aside from the commitment to a Development Plan Document which will allocate smaller sites to Parishes where either insufficient progress has been made with Neighbourhood Plans or else they are not allocating sites. It is likely the planning process will supersede this document or else the appeal process.

The timeline for this document is set out below and is some time hence but CDC advise they are confident the Parish is protected from speculative development by the Policies in the Local Plan and NPPF.

Once the Local Plan has been through examination and is adopted, the up to date plan will provide clarity for communities and service and infrastructure providers, and provide the best possible defence against speculative planning applications. Para 12 of the NPPF states '*Where a planning application conflicts with an up-to-date development plan (including any neighbourhood plans that form part of the development plan), permission should not usually be granted.*' In addition, the water neutrality mitigation scheme being formulated by the joint planning authorities is intended for plan led development rather than speculative development which again reinforces this position.

The Council's most recent Local Development Scheme (LDS) sets out the dates and potential consultation and progression stages for the Site Allocations DPD. These are of course provisional and may well be updated in a subsequent version of the LDS.

The link to the website page is below and I have also extracted the relevant table showing the timings:

[Timetable - Local Development Scheme - Chichester District Council](#)

Key milestones:	Dates
Approval of Site Allocation DPD for consultation	Autumn 2025
Consultation on Site Allocation DPD (Reg 18)	Autumn 2025
Approval for Statutory Public Consultation on Site Allocation DPD (Publication)	Autumn 2026
Statutory Public Consultation on Site Allocation DPD (Reg 19) (Publication)	Autumn 2026
Submission to Secretary of State	Winter 2026
Examination Hearings	Spring 2027
Adoption (anticipated)	Summer/Autumn 2027

The formal stage for consulting the Parish Council would be at the Consultation on Site Allocation DPD (Reg 18) stage shown in the table above, and of course then there would be another stage to submit formal representations at Reg 19 which would then go to the Inspector in the normal way.

16. Biodiversity Terms of Reference: Given the success of attendance at the Annual Parish Meeting the requirement to meet to gain community involvement in projects such as the tidying up of the Ifold Community Area requires the Working Group to meet and Co Opt three potential candidates. The Terms of Reference are therefore set out as recommended for approval ahead of this meeting.

18. Correspondence-

1. A request for information as to the duties of a Councillor received 23rd May 2024 for consideration to become a Councillor. No contact since.

2.

2.1 I'm a football coach at our local Loxwood and Kirdford Football Club (based at the LSA on Plaistow Road) and we have several hundred children now part of the youth club which is fantastic. As our numbers have grown it is become more challenging to find pitch space for training and matches. One of our teams used to play on the pitch in Plaistow (opposite Nell Ball) a few seasons ago. I'm not sure of the back story for why it's stopped being used but I wanted to reach out and ask about it. Is it owned by the Parish? It would be wonderful to see if brought back to use by local children and I wonder whether that might be possible through a collaborative plan between the Parish, the club and potentially getting outside grants etc (there's pretty good funding for helping support grassroots football).

Can you let me know how we might start a discussion around this please and see if there's any feasibility around getting that space utilised again rather than sitting fallow.

2.2 I have helped with the PPC in the past (notably for the Jubilee celebrations working party). The previous Clerk - Catherine - had mentioned to me a few times about the council's desire to potentially set up a youth council. I always thought this would be an excellent way to engage our young people in the community and feeling like they have a voice. I volunteer for a number of local organisations - football club, Guides unit, PYC youth club (previously Plaistow school PTA). Are there any plans to look to establish this ? I would be happy to volunteer to help with such a project.

19. Clerk's update

1. Plaistow Bus Stop- In progress.

2. Plaistow Pond Jetty- The Jetty is installed and the installation was fairly smooth apart from vehicle parking issues. There are some finishing touches to be carried out and there is a barrier in situ at the moment to prevent access to the jetty.

3. Cyber Security presentation 23rd July 2024 7.30pm. This will be advertised in the Church Newsletter on the website and Facebook. Loxwood PC will advertise likewise and as many Councillors as possible to attend please.

4. Tennis Court Cleaning. This has been booked but no update on completion yet.

5. Winterton Hall CIO. No update

6. Tree Inspection reports. Quotes to be obtained if the Council approves for two yearly review of tree condition at the three areas previously and consider undergoing a report on the tree condition at Kelsey Hall which are in the area of the new playground. The Tree Maintenance Policy recommends an updated report after 18 months and the risk assessment between 18 months and three years.