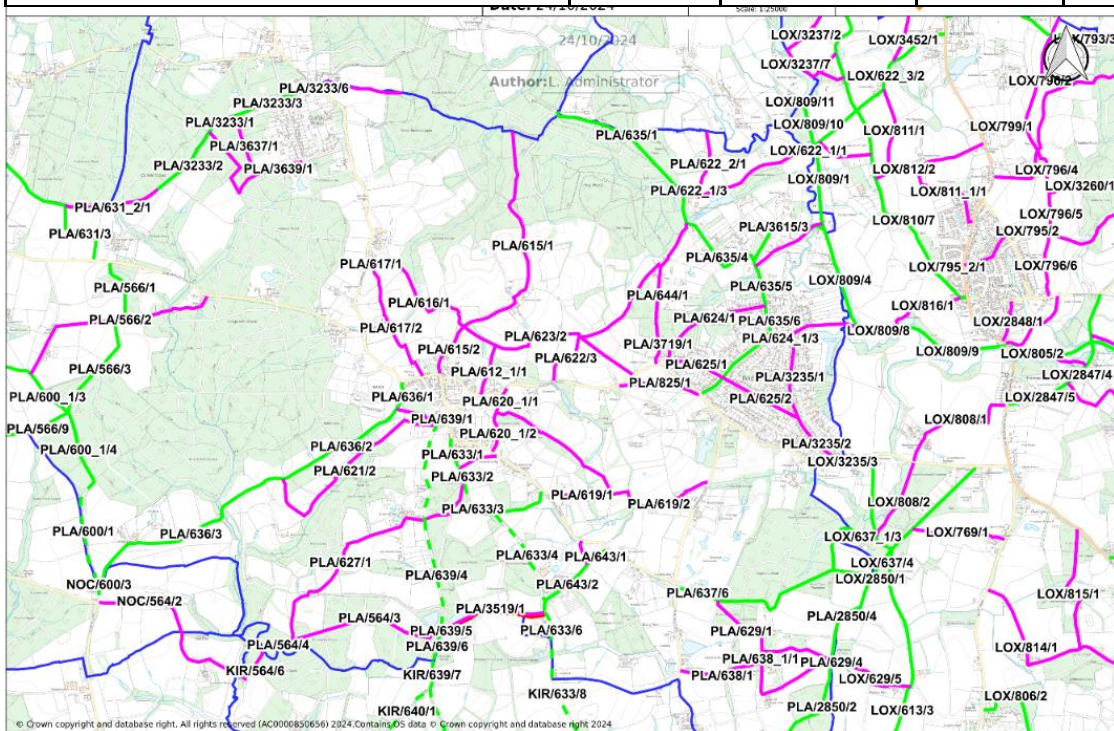


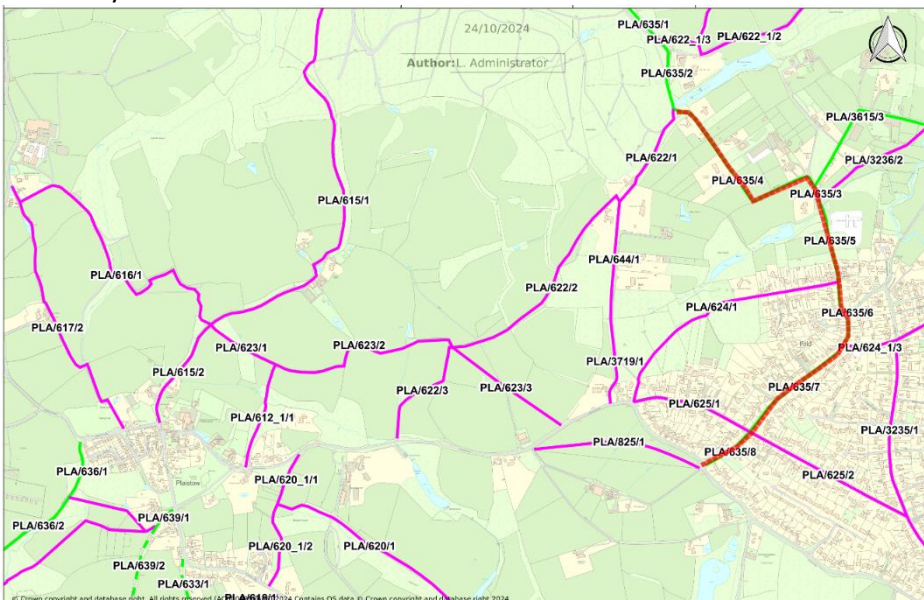
**Clerk’s Report to the Meeting dated 13<sup>th</sup> November 2024**

**6. Neighbourhood Plan: Note the CDC Local Examination document IDP entry regarding the upgrades of PROWs, between Plaistow and Ifold, to Bridleways.**

Plaistow & Ifold -Upgrade of FPs 621, 618, 620_1, 620, 612_1, 615, 623 & 622 to bridleways status (IBP/1261*).	£220,000	S106, CIL, Grant & WSCC	WSCC	Essential
Plaistow & Ifold - Create bridleway linking Plaistow with bridleway 635(1BP/1072*)	£70,000	S106, CIL, Grant & WSCC	WSCC	Essential



PROW 635 annotated in Red below. You will note by PROW361 is connected to the Wey and Arun Bridleway.



See the monitoring Chapter of the Draft Plan.

AIM 9 – Cycle	Lifetime of	Parish Council, LHA and private landowners to work together to provide cycle routes in the Parish and links outside the Parish.	Parish Council, LHA and private landowners
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Consider the use of a consultant to provide evidence for this Aim to further promote the Aim for LPA to take forward in due course.

This discussion can be addressed in a NP meeting.

See attached draft of NP to date and discuss arrangement for a review of the document in due course.

#### 1. WSALC AGM & Conference 4<sup>th</sup> November.

Speakers and summaries of presentation

Acting Chief Constable Jo Shiner:

- West Sussex Police are in the bottom 7% for funding of policing. It shares 55% of its Head of departments with Surrey. 3200 Officers.
- Traffic safety emphasis to be on how Technology Infrastructure be used to best reduce the use of police time resource.
- Best score across SE Counties for response time in answering 101 calls, (2mins 3 secs average).

NALC Chair Keith Stevens:

- New NALC website with facility to join micro networks.
- New Head of Members services expected January 2025.
- Virtual meetings and proxy voting. NALC view to use virtual meetings when not practical to have a face to face meeting, Proxy voting should be discouraged if members haven't attended meeting in any form.
- Er's NIC. Government have promised Local Council will receive extra monies from Government to cover this but NALC are not sure yet whether this includes Parish Councils.

SE Transport Strategy Head Mark Valleley:

- Organisation exists to enable the SE to speak with one voice to Government.
- SE journeys undertaken are:- 70% car; 4% rail; 5% bus; 21% cycle or walk.
- Transport Forum feeds into SE Transport Strategy and includes PC membership.
- Local Transport Plans e.g WSCC and CDC feed into the SE Strategy.
- Public consultation on the Strategy from 10<sup>th</sup> Dec to 7<sup>th</sup> March 25. Aim to plan for sustainable development.

S Tilbury Consulting Steve Tilbury:

- Standard Method in the proposed new NPPF will increase numbers but it is up to Local Authorities to explain and reduce for "Hard Constraints" e.g. geophysical/ infrastructure etc.
- Two sets of planning reforms in the pipeline the NPPF 2023 where reforms are not yet enacted (or known from the current Government if they are to go ahead) and the current Dec 2024 proposals.
- Very difficult time for Local Plans and as such Neighbourhood Plans to know what to plan for.

- A Devolution White Paper is expected in Dec 24 to set out thinking on Strategic planning for SE to include planning and transport strategies across Counties. Membership will not be optional.

## 8. Financial Matters

8.2 [Budget review](#): The Finance Committee updated the budget where final expenditure for the year had occurred, and any balance left was transferred to either General or Ring-Fenced Reserves as shown.

8.4 Arrangements for setting the 25-26 precept:

- Finance Working Group 17th December 2024- Draft consideration of the precept
- Finance Committee 14<sup>th</sup> January 2025- Resolve the recommendation to the Parish Council for the precept.
- Full Council 15<sup>th</sup> January 2025- Resolve the approval of the precept for submission to Chichester District Council

### Possible projects for consideration:

- Further finger posts to be renovated situated at:

Ralph Restorations quote Todhurst meadow Minor Repairs Est £340:



Ralph Restorations quote Plaistow Green Loxwood Rd/Common House Lane Minor Repairs Est £450:



An enthusiast has reported on these signs:

“The remaining two signs (PI2 and PI3) are both sound with all their arms present but are in less good condition and would benefit from minor repairs and repainting. “

- Consider replacing missing fingerpost signs:  
 “There is also a further site (PPI5), the first in West Sussex from the Surrey border, and 2 further related sites (PPI6A-B) at which no traditional sign is currently present but one is proposed. “

The Budget this year (24-25) for signage is £2500 used to date £890 = £1610 remaining. The minor repairs could be covered by the 24-5 budget ahead of 31<sup>st</sup> March 2025 and adding missing signs budgeted for next year. QUOTE REQUESTED.

- Sign for Ifold Conservation area. Estimate £937.20. Increase Ifold Entrance budget for 25-26 to £1000 from £500 to accommodate this for 25-26.

**OR**

Current signage budget remaining £820 (after fingerpost renovations as above) consider using remaining budget for this instead of Fingerpost renovations overspend to be allocated to remaining Ifold entrance grant £470 (out of £500).



- The use of a consultant to investigate possible routes for active travel between Plaistow and Ifold. Clerk’s estimate £5000.
- Winterton Hall: Reserve for renovations/architectural assistance. Clerk’s estimate £8000.
- Lady Hope Play Park roundabout repairs £1450. Current Annual Play Park budget £2510 for service and repairs. Contract £1006.65. Therefore, budget this will need to increase if the roundabout repairs are to go ahead and the PC to indicate to the Finance Committee if they want this repair to go ahead and to be taken into account in the budget?
- Ifold Play Park: if this goes ahead in the spring annual costs will apply at least partially. PC to indicate to the Finance Committee to take this into account. Annual cost for upkeep estimate, as advised in July £1500.
- Biodiversity Wildlife area mapping for the website £260

8.5 Cyber Insurance Quote:

To **review the attached** documentation supplied by Gallagher and Coalition and if acceptable authorise the Clerk to sign the Renewal document.

8.6 [Internal Controls Policy](#): In preparation for the Internal Audit in January 2025 the review of the Internal Controls Policy has noted that the requirement at:

*3.3 reviewing a detailed income and expenditure report for the year to date at each monthly meeting.*

is only carried out quarterly after the quarterly review by the Finance Committee.

Recommendation that the policy be amended to reflect this as shown:



1.3 reviewing a detailed income and expenditure report for the year to date as part of the recommendation by the Finance Committee after their quarterly Finance Committee Meetings.

9. **Planning Update:** No updates received to date.

## 10. Play Areas

10.1 Proposed Ifold Playpark: Update:

### **Email from the Chair of the KH Management Committee 23<sup>rd</sup> Oct 24:**

This is just a short note to keep you & the Parish Council updated on this matter.

As discussed at our meeting whilst we had previously stated our inability to proceed was principally due to issues with the “disposal of the land”, as was mentioned a shorter lease would overcome the hurdles that were preventing the Trustees of Kelsey Hall from progressing this matter.

I am now working on an action plan in order for the play area to proceed and ensure that all requirements are met. I will be in touch again in the near future once we have ascertained exactly what needs to be completed.

I appreciate the hard work and efforts from all parties in order to keep, this project alive-needless to say if you have any queries please do get in touch.

10.2 Ladyhope Playground: Repairs and expansion to surface update.

### **Vita Play- Surface repair and expansion.**

Thank you for the opportunity to provide you with a quotation for the works, please find associated costs as follows: Site address - Lady Hope Playpark, Plaistow, West Sussex, RH14 OPX Roundabout

- Price to repair rubber surface approx. 0.5 m2 Gate
- Price to reinstate ground next to rubber, and supply and install 2m2 Grass mat

**Subtotal: £ 385.00 VAT £77.00 Total £ 462.00**

### **Available budget:**

### **Maintenance and service budget:**

Budget £2510

Committed to services and service repairs £1006.65

Bench and picnic table renovations £107

Committed re zip wire £ 345

**Available £1051.35**

11. **Winter Resilience:** The contract between the Contractor and the Parish Council is now signed and all details required by WSCC have been sent to WSCC.

## 13 Winterton Hall:

### 13.1 Title Registration

Three quotes have been obtained to register the Title of the Land under the Winterton Hall CIO with the CIO as one owner.

1.Surrey Hills solicitor quote: £870 to £1160 net and then costs of registration not quoted

2.Mirkwood Evans Vincent Quote: Total quote between £1454.20 to £3462.60net

3. Kevin Allard Quote: Initial fixed fee £850 to review complexities then £1000 net plus land registry fee see table below. Total approx. £2500

Detail of quotes below:

Surrey Hills solicitor quote: £870 to £1160 net and then costs of registration not quoted.

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

Mirkwood Evans Vincent Quote: Total quote between £1454.20 to £3462.60net

Boundaries

Our fees will range between £500 - £750 plus VAT (but more likely to be at the lower end of the range) to consider the boundary position and the best course of action depending on the result of that review. I will then need to quote for that course of action as you can appreciate it is difficult to do so until I know exactly what it will entail.

The above includes reviewing the documents already provided by Angela plus Land Registry documents for the surrounding land as they may include relevant historic conveyances. We will also need to ask the Land Registry if they hold a coloured copy of the plan annexed to the 1951 Conveyance if this cannot be located at your end. It may also be worth carrying out a highways search to understand whether Loxwood Road (to the front of the hall) is publicly maintained and, if so, to what extent to understand the boundary to the front of the property. Please note, the cost of Land Registry documents (£4.20 each) and a highways search (approx. £200 plus VAT) are in addition to the above quote.

Registration

The pre-merger vesting order will prompt first registration of the property at the Land Registry. Our fees to apply for registration will range between £750 - £2,500 plus VAT and disbursements which is dependent on numerous factors including, but not limited to: the outcome of our review of documents as above and any searches.

- a. there being numerous title documents required for registration i.e. any previous conveyances dealing with rights and/or covenants.
- b. the availability of original title documents which may lead to the need for statutory declarations; and/or
- c. the number of requisitions raised by the Land Registry once the application has been made.

Kevin Allard Quote: Initial fixed fee £850 to review complexities then £1000 net plus land registry fee see table below. Total approx. £2500

An estimate of fees for the legal work involved in transferring the land and buildings belonging to Winterton Hall to a CIO that will be set up to take over as the new legal structure of the charity and then dealing with first registration of the land at the Land Registry.

In cases where there are no existing complications and the charity holds originals of all the relevant land deeds, my fees for this type of matter would normally be as follows:

- Preparation of a pre-merger vesting declaration to transfer the land - £350
- First registration of the property at the Land Registry - £650 plus registry fee

There would also be a registration fee payable to the Land Registry determined by the market value of the property as set out in the table below.

Value or amount	Land Registry Fee
0 to £80,000	£45
£80,001 to £100,000	£95
£100,001 to £200,000	£230
£200,001 to £500,000	£330
£500,001 to £1,000,000	£655
£1,000,001 and over	£1,105

However, I understand that in this case, there are complexities surrounding what land the parish council holds in trust for the charity and what land it holds as its own property, and complexities arising from a youth club having been built that could be partly on the charity land and partly on the parish council's land. Therefore, I would need to investigate this issue first, which I propose doing for a fixed fee of £850 plus expenses for obtaining any documents needed from the Land Registry (if any), which I don't anticipate exceeding £30. There is no VAT to pay on the fees. The report following the investigation would include an estimate of fees for any additional work required to resolve these issues.

My client in this matter would be the managing trustees of the charity who would primarily be responsible for payment of the fees, but I understand that parish council may be willing to cover the fees.

If you would like to instruct me, I will send to you a client care letter formally confirming the fees, establishing the client relationship and setting out what documents I need from you to proceed.

**13.2 Renovations update:** No update at time of agenda publication.

**13.3 Tree survey-** See the attached survey and note the actions advised for consideration.

#### **14. Clerks Update**

14.1 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. Plaistow Bus Stop Shelter. Precept setting.

14.2 Autumn litter pick 9<sup>th</sup> November and thank you bench "opening".

14.3 Securing Plaistow Green and Playfield from trespass.

14.4 Tennis Courts. Update re lease. Non received to date.

14.5 Cyber Security & Data Protection Training. SE Resilience online training is arranged for 20<sup>th</sup> November 2 pm. 2<sup>nd</sup> session to be booked after first session if required. Four Councillors have said they will attend.

14.6 Biodiversity Working Group: The next project is the creation of a dead hedge in the gap to the hedge under the Sessile Oak at Plaistow Playing Field. The Odd job man is to quote to put in the stakes and the group will build the hedge over the winter.

A further idea for the Group is the creation of a map for the website plotting resident wildlife areas in their gardens and thus building up a picture of green corridors through housing areas. The website provider confirms:

**“We can build a mapping system, on which you can add markers based on coordinates supplied by users. And the effort involved to build this would be £260 + vat for a day and the project would take a day”.**

14.7 Safer Bus Stops Project. Phase one and two of this project are now complete.

**Quote for project:** £3093 & £2793 TOTAL £5886 later updated to TOTAL £9517.52

**Invoices received:** £7177.10 & further invoice to come £2582.16 TOTAL £9759.26

**New Homes Bonus used to offset costs:** £3924.72

**Balance Paid from Precept:** £5834.54

PC to keep in mind the volunteers' group for any further projects. Ideas include: Reinstatement of ditches around Plaistow Green; Notice Boards (when replacements are required); Ifold Playpark area fencing; Bench for playpark; Notice board for Playpark for rules.

I set out below a suggested thank you letter to WSCC Volunteers Group and the PC to consider a donation towards the groups expenses to ensure it continues to provide such a great service into the future. Suggested donation by Darren Rolfe £1000.

Remaining budget after final invoice for bus shelters £1900.84.

FAO WSCC Community Solutions Volunteers Group  
C/O Darren Rolfe Senior Community Solutions Officer,  
Communities & Public Protection Directorate  
West Sussex County Council

Sent via email: - [Darren.rolfe@westsussex.gov.uk](mailto:Darren.rolfe@westsussex.gov.uk)

Dear Community Solutions Volunteers Group

**Plaistow and Ifold Bus Shelters**

The Parish Council first read about your group in your June 2020 Partnerships and Community team update written by Darren. The great works that had been carried out by the team were a strong advert for applying for your help to bring to life the Community's wish to create a safer space at the Plaistow



and Ifold Bus Stops, especially as these areas are used for coaches to collect the secondary school children of the Parish.

The hard work and effort put towards this project by your team to produce two most wonderful shelters for Ifold and then Plaistow is so very much appreciated by all in our Parish. They provide not only shelter and increased visibility of the areas for the safety of those waiting, but they also to provide a feature in keeping with the rural area. The quality of the build ensures the structure will last well into the future for all to enjoy.

The Parish Council therefore present on behalf of its parishioners its grateful thanks and a donation towards your group to help ensure you will be able to continue to provide such a valuable service to communities.

Yours faithfully

## **15. Correspondence**

### Resident email 24<sup>th</sup> Oct 24

Please excuse the nature of this email. I am a resident of Plaistow village and Catherine Nutting advised me to contact you about this matter.

I am becoming increasingly frustrated with the amount of dog mess that people are leaving on the pavements at the moment. It's becoming an everyday occurrence now.

Just this morning from the two-minute walk from Oakfield to the school, I have had to walk around 4x dog messes.

Children are constantly stepping into it - particularly the children who do the school route and forest school. The young children then must bring it into the school, and the forest school children will be handling their boots.

Anybody who lives or works with children will see how often they touch the bottom of their shoes. It is a health hazard as I imagine that any person who can't be bothered to clean up after their dog is unlikely to treat them for parasites either.

I'm so fed up of telling my children where they can and can't walk and having to clean up their shoes. I've now resorted to wearing wellies around the village!

It's making Plaistow an extremely ugly place to live at the moment.

I've attached photos of what I have seen just this very morning. Apologies for the content. If it disgusts you to see the photos, imagine walking through it every day! The ones that look like mud are remains of dog faeces from a couple of days ago.

Please can you advise on any possible solutions - signage, dog poo bins etc that might help clean up our village?

### Clerk's reply 24<sup>th</sup> Oct 24

Thank you, Hannah, for troubling to email and I am afraid it is a familiar problem in villages this time of year. Some parishes put up signage and I can include a paragraph in our newsletter, but it is very difficult to know how to prevent this when the darker evenings are upon us when people walk closer to home I expect. I will put this before the Council at their meeting on 13<sup>th</sup> November, minus the photos (as it is a public meeting) and see what they think.

Thanks again for raising this.