



**Minutes of the Full Council Meeting held on Wednesday 11th February 2026 at 19:30,
Kelsey Hall, Ifold.**

Attendance Parish Councillors: Paul Jordan (Chair); Doug Brown; Jane Price; Andrew Woolf; Rick Robinson; Phil Colmer; Sarah Denyer; Nicholas Taylor. Jane Bromley Parish Council Clerk. CDC Charles Todhunter; WSCC Janet Duncton (left the meeting after P/16/26). One member of the public. Jane Bromley Parish Council Clerk.

The Chair welcomed the Chair of Loxwood PC to the meeting (Valerie Woods).

PC/12/26 **Apologies for absence:** Parish Councillors Rick Robinson and Sophie Capsey. CDC Gareth Evans.

PC/13/26 **Disclosure of Interests:** None.

PC/14/26 **Minutes**
RESOLVED to approve the Minutes of the Parish Council meeting held on [7th January 2026](#) and resolve to sign via Secured Signing in accordance with S.O. 12(g).

PC/15/26 **Public Forum:** No speakers.

PC/16/26 **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.

WSCC Janet Duncton- See attached report. It was confirmed that WSCC Highways are corresponding with a resident from Durfold Wood over speed restrictions for the Lane.

CDC Charles Todhunter- See attached report. It was confirmed that the Foxbridge outline planning application would be heard by the Planning Committee on 7th April 2026. CDC Todhunter would investigate whether CIL would be payable should the application be successful.

PC/17/26

Highways Matters:

1. Cox's Pond Road Barrier:

Recommendation: To receive the update following a meeting on site with WSCC Highways Officer.

The Clerk advised she had met with a Highways Officer regarding the potential hazard of the gap adjacent to Cox's Pond in the road barrier and that the Highways Officer was to investigate whether Highways would fill in the gap and come back to the Parish Council at the end of February. Regarding improving the barrier to a more conservation area sympathetic looking barrier, the Highways Officer confirmed WSCC Highways would not pay for this but if the Parish Council wanted to fund this there may be a possibility. He would investigate if there were any more appropriate barriers that could be installed.

2. Flooding along Plaistow Road

Recommendation: To receive the draft letter [APPENDIX A](#) to WSCC Highways and resolve approval or approval after amendment and query of WSCC Dunton to whom it should be addressed within WSCC Highways.

RESOLVED to submit the letter to Highways.

3. TRO 40mph for Plaistow Road/ B2133 Junction area. - [See Clerks report](#)

Recommendation: To note the consultation currently running from Loxwood Parish Council as to a reduction of the speed limit to 40mph from 60mph according to the location map and discuss and resolve if appropriate to respond as a Parish Council.

RESOLVED to support the application as an important safety improvement for those of the Parish who frequently use the junction.

PC/18/26

Replacement of Plaistow Green Memorial Tree.

[See Clerks report](#)

Recommendation: To discuss with the tree warden the purchase of a copper beech for the location described on the Green at Plaistow.

RESOLVED to accept the recommendations of the Tree Warden and to purchase a 3m copper beech for Plaistow Green to replace the willow that had been a memorial tree that had died.

Planning Matters1. [22/02346/OUT](#) **Foxbridge Golf Club Foxbridge Lane Plaistow RH14 0LB**

Outline application for a wellbeing and leisure development comprising up to 121 holiday units; the construction of a spa with accommodation of up to 50 bedrooms; the conversion of the former clubhouse into a restaurant and farm shop; the formation of a new vehicular access from Foxbridge Lane, new internal roads, footpaths, cycle routes and car parking areas; the construction of a concierge building and new hard and soft landscaping, including the formation of new ponds.

[See Clerk's Report:](#)

Recommendation: - To note the extension of consultation to 18th March 2026 on this application for comments and that the earliest CDC Planning Committee date for this proposal to be considered is now 7th April 2026.

RESOLVED as noted.

Recommendation: - To RESOLVE as ratified the submission of the further letters together with supporting documents of objection to CDC regarding this application submitted by the Clerk under delegated authority: -

- Letter dated 26th January 2026
- Letter dated 19th January 2026 and enclosure "No Exceptional Case for Large Scale Tourist Site"
- Letter dated 16th January 2026 and enclosures "Deficiencies and Failures in the Assessment of Bats" and "Consolidated Parish Council Objections".
- Letter dated 15th January 2026
- Letter dated 19th December 2026.

The Chair thanked the Chair of Loxwood Parish Council for arranging the submission of a letter of objection regarding this application from Loxwood Parish Council, their support was very much appreciated.

RESOLVED as approved.

(A draft letter had been circulated by the Clerk regarding the serviced holiday accommodation available within a 7 mile radius of Foxbridge. Data had been supplied by Cllr Denyer in both 2022 and 2026 and the comparison strongly suggested saturation point had been reached for the area. Further details would be added to the letter including a graph from Air B&B and a further draft included on the March 2026 agenda. The final letter to be copied to the Economic development team at CDC for their appraisal of the data.)

Recommendation: - To note the support from Wisborough Green Parish Council and their offer to collaborate regarding the best use of the three minutes Parish Council time at the CDC Committee Meeting.

RESOLVED as noted. CDC Cllr Todhunter suggested however that Wisborough Green PC may not be invited to speak given that Foxbridge was not in their Parish.

Recommendation: - To note the further correspondence received from a resident in connection with this planning application and resolve further Parish Council submissions to CDC if appropriate (email correspondence circulated separately).

Loxwood Parish Council had submitted an objection based on a comparison with the Crouchlands appeal and therefore the Parish Council felt the matters raised by this resident had now been addressed.

2. **Neighbourhood Plan.**

Recommendation: - To note the Regulation 14 Neighbourhood Plan is now being consulted upon until 31st March 2026.

RESOLVED as noted.

Recommendation: - To note the comments from the CDC NP Officer on December 2026 NPPF and its application to this Neighbourhood Plan.

RESOLVED as noted that if Regulation 15 was reached ahead of the adoption of NPPF 2026 then the Neighbourhood Plan would be able to progress and not have to return to Regulation 14 consultation with the amendments that the NPPF 26 might cause.

3. **CDC Planning Update Meeting 4th February 2026**

Recommendation: - To receive an update on this meeting on 4th February 2026 from Cllr Jordan and Woolf.

Cllr Woolf reported on the meeting. As a background the meeting was called by CDC to manage Parish Council expectations regarding the approach to planning applications for new development. The examination of the Local Plan and subsequent adoption was contingent on the district increasing its housing numbers from July 2026. To ensure a 5 year housing supply 600 more houses per year had to be added to the district's supply together with an additional 120 as a 20 % buffer. If the supply falls below a 5 year supply, then the district will lose control of planning as it will not have a sufficient supply and speculative development will occur. CDC will be consulting as to how to boost supply and measures such as allowing developments

outside settlement areas but adjacent to settlement boundaries. A call for sites will be made shortly.

Developers are being encouraged to engage with Parish Councils.

On a different matter all Parish Councils present appeared to complain about the approach to planning consultations by WSCC Highways. All applications seem to be approved by them regardless of local conditions and indeed no site visits seemed to take place.

4. Land North of Rumbold's Lane

Recommendation: Following pre-application discussions with the applicant for this planning proposal to discuss a potential route for village foot access from the site notwithstanding that applying the Localism Act 2011 the discussions on this subject do not predetermine any later decision of the Council with regard to this site, that the council is not committing itself to any particular outcome.

RESOLVED to obtain feedback from the National Trust on this issue and send a holding email to the developer.

PC/20/26

Financial Matters

- 1) Financial Reports to 18th January 2026 to 17th February 2026 -Includes bank reconciliations to 31st January 2026 and Order for Payments for February for approval and any payments already made for ratification. (To be circulated separately).

Recommendation: - To receive, review and note the financial reports and appoint three signatories for the Order for Payments and a Councillor to authorise bank BACs

RESOLVED as approved and the three Cllrs to sign the Order for payments were Cllrs Colmer, Price and Taylor and Cllr Woolf to authorise the BACs payments.

A query was raised as to whether the post office still operated and it was thought this closed in the autumn 2025. This matter would be checked ahead of paying the £945 invoice from the Youth Club. (it was subsequently confirmed the invoice was to 5th April 2025 and therefore unaffected by the closure of the post office if this did indeed occur in autumn 2025. The closure was to be checked.

- 2) Order for payments 1st April 2025 to 18th April 2025

Recommendation: - To note this order for payments [APPENDIX B](#) which whilst approved was not signed at the time of approval. To facilitate approval see attached [April 2025 bank reconciliations](#) and if appropriate agree three Councillor signatories in retrospect.

RESOLVED to authorise Cllrs Colmer, Price and Taylor to sign the approved Order for Payments to 18th April 2025.

3) Precept 26/27

Recommendation: - To note that the precept request for £120,000 has been submitted to CDC and receipt acknowledged.

RESOLVED as noted.

4) Interim Internal Audit Report 25/26- See Clerks report.

Recommendation: To note that the Interim Internal Audit took place on 21st January 2026 and approve the [report actions](#) recommended, namely:

- To sign off the April Order for payments as set out above under 8 (2).
- To review the effectiveness of internal control and to use this review to prepare the annual governance statement in the AGAR 25-26 using proper practices. To aid this review see the Clerks report and implement the recommendations therein.

Recommendation: Resolve to instigate the following further procedures:

1. Cllrs to undergo the GDPR training as set out for reading in the GDPR document **APPENDIX C** and sign and return the document as evidence to the Clerk.
2. Note the Example evidence document attached **APPENDIX D** that the Council will be required to respond positively to at AGAR3 review for 25-26 ahead of submission to the External Auditor.

RESOLVED as approved.

Recommendation: To note the date for the Final Internal Audit on 14th April 2026.

RESOLVED as noted.

5) Investment Strategy 26-27- See Clerk's report.

Recommendation: To amend or re-adopt the Investment Strategy Policy as appropriate. **APPENDIX E**

RESOLVED to readopt.

Recommendation: To review the recommendation from the Clerk for investment for the forthcoming Council year.

RESOLVED to invest £60,000 into the CCLA Local Authorities Deposit Fund and the Clerk and Cllrs Colmer, Jordan and Woolf to act as signatories with the Clerk administrative control. The funds would be taken in the majority from the Unity Trust Bank account.

6) Clerk's Delegated Decisions -Scheme of Delegation

Recommendation: 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: -

- To progress the printing and posting of the Newsletter advertising Regulation 14 NP Consultation at a cost to the NP budget of £651 postage and for paper printing and envelopes £TBC and purchase of banners £329.90.
- To submit ahead of Full Council approval further Foxbridge Planning objections as listed in item 8 in conjunction and with agreement from the PC Chair and Planning Committee Chair.
- Changing the Tariff for the electricity from Octopus energy for the cricket pavilion as the tariff period is coming to an end. See clerks report for detail.

RESOLVED a approved.

PC/21/26

Asset Policy and Asset Register in February 2026 -[See Clerks report](#)

Recommendation:

- To review the asset, register schedule **APPENDIX F** for the 25-26 financial audit and asset insurance values for the 26-27 Council year.

RESOLVED as reviewed and approved.

- To review and amend if thought appropriate the asset register policy. **APPENDIX G.**

RESOLVED to readopt.

PC/22/26

Policy Review:

Recommendation: To review and amend where appropriate the following policies in accordance with the [Policy review table](#):

APPENDIX H - Expenses Policy- Updates included.

APPENDIX I- Freedom of Information and Publication Scheme – Updates included.

APPENDIX J – Health & Safety Policy- No updates recommended.

APPENDIX K – Internal Controls Policy- Update included.

APPENDIX L – Legionella Policy- No updates.

APPENDIX M - Marquee Borrowing Policy - No updates recommended.

APPENDIX N – Pavilion Electrical Use Policy – No updates recommended.

APPENDIX O – Playground inspection and maintenance policy- Updated for Kelsey Hall and new inspection and maintenance provider.

Appendix P – Complaints Procedure -No updates recommended.

APPENDIX Q Volunteer Policy - No updates recommended.

RESOLVED to readopt with the Clerks suggested changes.

PC/23/26 **Risk Assessing and asset audit 26-27 (This item can be carried forward to the March Full Council meeting if there is insufficient time in this meeting).**

Recommendation:

To review and update where required the following Risk Assessments and Associated Policies updated by the Clerk where indicated (updates tracked).

APPENDIX R -Risk Management Scheme - Updates included

APPENDIX S - Cricket Pavilion Risk Assessment - Updates included

APPENDIX T -Cyber Security Policy – No updates recommended.

APPENDIX U- Plaistow Pond Policy- No updates recommended

APPENDIX V- Litter Picking Risk Assessment- No updates recommended

APPENDIX W- Asset Risk Assessment & Audit- Works recommendations See Clerks Report.

APPENDIX X- Bike Rack Risk Assessment- No updates recommended.

RESOLVED to readopt with the Clerk's suggested changes and to authorise that quotes be obtained for the asset renovations to the two benches at Nell Ball and the zip wire and in addition the picnic bench in Lady Hope Playpark

PC/24/26 **Clerk's update & items for inclusion on a future agenda**

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

1. Annual Parish Meeting– Speaker confirmation and date change to Wednesday 29th April 2026 7.30pm Kelsey Hall
2. Lady Hope Play Park – Annual Inspection (due Nov 25) Report yet to be received. An inspection had been carried out on 4th February by Infinity Playgrounds and all matters were of low risk with the zip wire maintenance inspection also being carried out with any loose fittings tightened at this time. Next inspection early May 26.
3. Brainstorming- Any actions for the March agenda.
4. Cox's Pond Barrier Gap- Highways to report back after meeting on 3rd February 2026. See item PC/17/26.

PC/25/26 **Correspondence**

[See Clerks report](#)

RESOLVED to contact a resident who had had a lot of involvement in this matter previously.

PC/26/26 **Items for Church Newsletter.** NP Reg 14 reminder. Replacement Memorial Tree. WSCC Flooding letter. Cllr Vacancies.

PC/27/26

Date of next meetings

Recommendation: - To note the dates of forthcoming meetings:

- 4th March 2026 7.30pm Winterton Hall -Planning Committee.
- 10th March 2026 7.30pm Winterton Hall- Winter & Emergency Committee
- 11th March 2026 7.30pm Winterton Hall - Full Council.

The meeting closed at 9pm