

**PLAISTOW AND IFOLD PARISH COUNCIL
CLERK'S REPORT
FOR MEETING ON TUESDAY 30th SEPTEMBER 2008**

4. Declarations of Interest by Members

Members may make any Declarations (personal or prejudicial) at this point of the meeting but they must, in any event, be declared before commencement of discussion of the relevant agenda item.

5. Chairman's Report

(a) Councillor Training

The following two courses are available for Councillors at Dunford House, Midhurst –

- (i) **A Generic Councillor Course** – to update Councillors on current requirements and changes. Date – Friday 24th to Sunday 26th October 2008
- (ii) **Chairmanship Course** – for Councillors chairing or aspiring to chair Council or Committee meetings. Date – Saturday 25th October 2008

Do any Members wish to attend this event?

(b) SALC and SRCC AGMs

These meetings are being held on Friday 7th November 2008 in the Norfolk Pavilion of the South of England Showground at Ardingly, commencing for registration and coffee at 9am. The SALC AGM is at 10am and the SRCC AGM at 11.30am. Following lunch there is a Conference – “Rural Services – Hard to Reach or Hard to Find”. The cost of lunch and refreshments is £16 per head.

Do any Members wish to attend this event?

7. Situation Report

(a) The Green, Plaistow including Play Area Repairs

The Open Spaces Working Group met during August to consider the recent RoSPA Report. Outstanding works are currently placement of a bolt in a seat of the roundabout and installation of a new rubber buffer for the gate. The Group considered that the bent end retaining pole of the swing set should be monitored, as suggested in the RoSPA report.

Safety Surfacing for the Roundabout

Two quotations have been obtained –

- (a) **Playsafe Playgrounds**, the installers of the Play Equipment and the safety tiles originally.
 - (i) To re-lay safety tiles and lift timber edging to eliminate trip hazards, as required

£910.00

- (ii) To lay 32 sqm of black EPDM rubber wetpour surfacing to 30mm across existing tiles

£1760.00

Members are asked to note that (i) above is not guaranteed work, “as it is likely that the tiles will lift again in the near future and the gaps will open back up”.

Members are also asked to note that experience has shown that the laying of wetpour over existing safety tiles is not always satisfactory. By far the best way to lay such a surface is to remove the existing surfacing.

- (b) Abacus Playgrounds Ltd.** This company is used by all the major Play Equipment providers to lay safety surfacing. The Clerk has worked with this company on numerous occasions elsewhere.

To lay 32sqm of black EPDM rubber wetpour surfacing to 40mm, with full colour wear pad (a circle around the roundabout)

£1200.00

To remove and dispose of existing tiles

£150.00

The work of this Company is guaranteed for five years.

The Group considered that some of the whole tiles should be retained so as to provide an easier entrance into the Play Area from the road. This work, if not being undertaken by Councillors, could be undertaken by the Council’s grounds maintenance contractors.

Members were asked to note that the tiles were laid in August 2003, by the play equipment provider’s, Wicksteeds, sub-contractors, who were Playsafe Playgrounds Ltd. Following the post-installation inspection by Wicksteeds, re-gluing of some of the tiles was undertaken by Playsafe Playgrounds, free of charge. Further re-gluing was undertaken in 2006, when the new slide was installed, again this was done free of charge. The lifting of the tiles has always been mentioned in the annual RoSPA report since July 2004.

The Group further noted that the information sign on the gate at the Pavilion side of the Play Area was totally worn and requires replacing. It is anticipated that a quotation will be available at the meeting.

RECOMMENDATION

- (a) That the quotation from Abacus Playgrounds Ltd. is accepted in the sum of £1200**
- (b) Members views are sought as to the laying of salvaged safety surface tiles at the entrance to the Play Area**

Members are asked to note that the Licence for the Lower Green has still not been received from the National Trust.

(b) Notice Board at Kelsey Hall

The new notice boards for outside Winterton Hall and Oak Tree Stores have been ordered and are currently anticipated for delivery at eight weeks. A quotation will be sought, in due course, for installation of the boards from the Council's grounds maintenance contractor.

RECOMMENDATION

Members are asked to note this section of the Report

(c) Parish Action Plan and Village Design Statement

Members are asked to note that this matter has not been progressed.

Members are asked to consider that when the Review meeting is arranged, that an officer from CDC be invited to discuss with the Steering Group, the way forward regarding the Village Design Statement.

RECOMMENDATION

That an officer from CDC is invited to attend the Parish Plan Steering Group meeting, when arranged, to discuss the proposed Village Design Statement

(d) Resurfacing of the footpath from The Drive to the River Lox

The Parish Council's agreed contribution to this work viz. £1825 to be paid over two years, have been conveyed to WSCC and this has been accepted, despite a mis-understanding on their part.. All administrative work is being undertaken by WSCC.

At the time of writing the Report, the current status of the work is not known. It is anticipated that information will be available at the meeting.

RECOMMENDATION

Members are asked to note this section of the Report

- (e) **Plaistow Post Office**
The Billingshurst postmaster has provided the Clerk with a leaflet to be included with the next edition of Parish UpDate (currently being prepared), together with information for a lead article.

RECOMMENDATION

Members are asked to note this section of the Report

- (f) **Southern Water Issues**
- (i) A response has been received to the Parish Council's letter of 19th March 2008 regarding sewage discharge in Ifold, and has been passed to Councillor Gravestock.
 - (ii) The water leak in Rickmans Lane has now been mended. The remaining issue in connection with this, is the reinstatement of grips along Rickmans Lane. The Clerk is currently talking to Southern Water about this, although it maybe that some of the older works may have to be referred to the WSCC Highway Rangers.
 - (iii) Currently, there is a dialogue with Southern Water regarding an interruption to the water supply in Plaistow on 29th August. The Chairman will give an update to this issue.

RECOMMENDATION

Members are asked to note this section of the Report

- (g) **Information regarding Dunsfold Park**
Currently, the Clerk has nothing to report.

8. Finance

- (a) **Accounts for payment**
A schedule of accounts for payment from 22nd July 2008 to 30th September 2008, also detailing monies received, will be available at the meeting

RECOMMENDATION

Members are asked to approve payment of the accounts

- (b) **Budget Monitoring – to 30.6.2008**
Members have previously been circulated with this information. The Clerk apologises but there are two errors on the pink sheets provided, which will be highlighted at the meeting.

RECOMMENDATION

Members are asked to note this section of the Report

(c) **Winterton Hall Grant Application**

A grant application has been received from the Winterton Hall Management Committee for a grant towards the cost of renovating the Hall floor.

Enclosed with the application are three quotations - £3172.50, £2790.50 and £2272.45. Note – all figures are inclusive of VAT.

Also enclosed is a Balance Sheet as at 31st March 2008.

The application requests a grant of £1500 and that £600 has been raised by the Committee towards the work. No other avenues of funding have been explored.

A grant from the Community Reserve Fund was previously made in 2005, of £1000 towards the acoustics work.

Members are asked to note that the application is made retrospectively to the work being carried out.

If Members are mindful to award a grant, this will be made from the Village Maintenance Reserve Fund. The Reserve at 1st April 2008 was £7842.00. From this, two grants have already been paid - Kelsey Hall (£1200 – two grants) and Multi Courts maintenance (£188), thus leaving £6454. It is known that further monies will be spent on Safety Surfacing (c. £1350) and the resurfacing of the Ifold/Loxwood footpath (first instalment - £912.50), thus leaving £4191.50)

RECOMMENDATION

Members' views are sought

(d) **Plaistow Cricket Club Rent**

Currently, the Cricket Club owes rent in the sum of £40 for the current financial year. It is proving extremely difficult to obtain payment. It is understood that only one person holds the Club's cheque book or is authorised to make payments. Further, the Parish Council has still not had sight of any Public Liability insurance cover held by the Club.

RECOMMENDATION

Members' views are sought

(e) **Audited Accounts – 2007/2008**

Members will be pleased to note that the 2007/2008 accounts have been signed off by the external Auditor, with no comments whatsoever.

RECOMMENDATION

Members are asked to note this section of the Report

(f) **Date for next Finance Committee meeting**

With the agreement of the Chairman of the Finance Committee, the next meeting will be fixed at a mutually convenient time for Committee Members and the Clerk.

9. **Highway Matters**

(a) **Highway Matters previously reported**

Members are asked to note that the meeting with Steve Johnson's replacement at WSCC has yet to be arranged.

Directional Sign Posts

The sign post at Todhurst has now been fully installed, following refurbishment. The sign opposite the Church is awaiting installation of the finger posts. WSCC has advised that an order has been placed for a new or refurbished sign post at Lyons Corner.

RECOMMENDATION

Members are asked to note this section of the Report

10. **Plaistow Telephone Box**

The BT Telephone Box outside The Sun at Plaistow is included in the first round of closures of telephone boxes, scheduled by BT. The telephone box is a Type K6 (in honour of the Coronation of King George VI) and back in 1989 (before the current Clerk) Parish Councils were invited to submit applications to make such telephone boxes Listed Buildings, such as was the case at Kirdford.

CDC are opposing the closure of the Plaistow telephone box on the grounds that there is extremely poor mobile network coverage (tested by CDC over the five main networks – Vodafone, T-Mobile, O2, Virgin and Orange); that the village has recently suffered a much reduced loss in Post Office facilities; and that the box is a Type K6.

There has, however, been much publicity, given to BT's Adopt or Sponsor a Kiosk Scheme, of which full details are available on the BT web site. BT has recognised that whilst small communities might not make use of their telephone box, they wish to retain it for heritage reasons.

Briefly, the Adopt a Kiosk scheme is where a local community decides it wishes to retain the telephone box to preserve the landscape of their community, BT remove the telephony equipment and service and the ownership of the kiosk is passed to the local authority. CDC are currently questioning 'who is a local authority' and whether such applications need to be made by them or individual Parish Councils. The Adopt a Scheme attracts a one-off consideration (for legal reasons) of £1. The process, it is understood, takes five days.

The Sponsor a Kiosk Scheme is where the local community wish to keep the telephone box and the **telephone service**. This scheme attracts a current annual maintenance fee of £500.

The current status of the Plaistow telephone box in the BT ‘Street Removal Programme’ (see first paragraph) is unknown, but Members are urged to consider what they wish to see happen to the telephone box, in the event that CDC is not successful in preventing its removal.

Members are advised that currently the Telephone Box at Oak Tree Stores is not included in the Removal Programme. This may be because, the box at Loxwood is scheduled to be removed, with no objection from CDC.

Whilst researching this issue, the Clerk has also found a supplier of Telephone Box parts, including glass and paint.

RECOMMENDATION

Members’ views are sought

11. Parish Web Site

This agenda item is at the request of Councillor Laidlaw

12. Affordable Housing Seminar

This agenda item is at the request of Councillor Ribbens

14. Date of next meeting -

Tuesday 18th November 2008 at Kelsey Hall, Ifold

Sue Kemp – Parish Clerk
22nd September 2008