

MINUTES 6 JULY 2006

LOXWOOD PARISH COUNCIL

An ordinary meeting of Loxwood Parish Council was held at 7.30 pm on Thursday 6 July 2006 in St John the Baptist Church Room, Loxwood.

Present: John Andrews (Chairman), Chris Kershaw, Tim Spence.

Following their co-option to the Council, Alison Sanderson and Charlie Whitmarsh joined the meeting at 7.50 pm. Mary Ringrose joined the meeting at 10.05 pm, having attended a School Governors' meeting.

Also in attendance: Peter Evans (Parish Clerk), 5 members of the public including 3 candidates for co-option.

The Chairman opened the meeting and welcomed everyone.

114/06 APOLOGIES FOR ABSENCE

Parish Councillors Jez Mumford and David Townsend.

County Councillor Peter Moffatt, District Councillors Brian Hooton and Dr Paul Mackey.

ADJOURNMENT:

- QUESTIONS FROM MEMBERS OF THE PUBLIC

No matters were raised.

COUNTY AND DISTRICT COUNCILLORS' REPORTS

In the absence of the County and District Councillors no reports were presented.

115/06 DECLARATIONS OF INTEREST FROM MEMBERS OF THE COUNCIL

John Andrews - occupier of property next door to Hall House/Hurst Farm site, wife an active member of Wey and Arun Canal Trust.

Chris Kershaw - occupier of property adjacent to possible development site north of Little Garton and Garton House, daughter attends Loxwood School.

Tim Spence - occupier of property opposite conifer nursery, children attend Loxwood School.

116/06 CO-OPTION OF NEW MEMBERS

Three candidates for co-option – in alphabetical order, Alison Sanderson, Howard Thomas and Charlie Whitmarsh - addressed the meeting and answered members' questions.

The Chairman's proposal to conduct the vote by signed ballot was agreed, and Alison Sanderson and Charlie Whitmarsh were duly co-opted to the Council. Both signed Declarations of Acceptance of Office and joined the meeting at 7.50 pm.

The Chairman thanked all those who had stood for co-option and was pleased that three such well-qualified residents had offered to serve on the Council. He hoped that Howard Thomas would stand again when a future vacancy occurred.

117/06 APPROVAL OF MINUTES OF PREVIOUS MEETINGS

(a) It was proposed by the Chairman, seconded by Tim Spence and agreed to amend minute **96/06** - comments on planning application **LX/06/0941/FUL** - to read:

"The Chairman felt that the appearance of the bridge now proposed **might** be out of keeping" rather than "**would** be out of keeping".

This amendment made, it was proposed by Chris Kershaw, seconded by Tim Spence and agreed that the minutes were a correct record of the ordinary Parish Council meeting held on 5 June 2006. The Chairman signed the minutes.

(b) It was proposed by Tim Spence, seconded by the Chairman and agreed that the minutes were a correct record of the extraordinary Parish Council meeting held on 13 June 2006. The Chairman signed the minutes.

(c) It was proposed by Tim Spence, seconded by Chris Kershaw and agreed that the minutes were a correct record of the extraordinary Parish Council meeting held on 14 June 2006. The Chairman signed the minutes.

118/06 MATTERS ARISING FROM THE MINUTES

(a) **Meeting with the District Council LDF team** (*minutes 97/06, 110/06 and 113/06 refer*): the Chairman reported that, arising from the Village LDF questionnaire, he had met District Councillor Dr Paul Mackey, accompanied by Tim Spence, to discuss the Parish Council's response to the LDF: and subsequently the District Council's LDF team, again with Tim Spence. A report of the latter meeting is attached.

The District Council's target for the Parish was 40 new houses. Noting that this was the **District** Council's target, Chris Kershaw thought the **Parish** Council should be prepared to accept up to 35 new houses. Charlie Whitmarsh thought there was no justification in helping the District Council planners meet their targets.

The Chairman had also met Austin Wade, the District Council's Rural Housing Enabler, to discuss affordable housing.

It was agreed to adjourn the meeting to allow members of the public to speak.

Len Milsom questioned if the Hall House/Hurst Farm site were the right place for a new village hall. He preferred the option of refurbishing the existing North Hall.

Howard Thomas raised the question of infill development in the Village, the number of new houses to be built and their locations. He felt that the likelihood of infill development was good reason for undercutting the District Council's target.

The meeting reconvened.

(b) There were no other matters arising.

119/06 PLANNING MATTERS

(a) **Planning applications:** Members considered the **latest planning applications affecting the Parish** and made the following comments:

LX/06/2035/LBC - Walthurst Farmhouse, Walthurst Lane - repositioning of ground floor windows, back door French doors. Replace dormer windows with windows under "plate" (consistent with existing windows). Add open porch to back door and continue hanging tiles from extension to existing walls on south elevation. Minor amendments to granted listed building consent LBC/03/945/LBC

Parish Council - no objection.

LX/06/2100/OUT - land to east of the Wharf, High Street - outline planning permission for a starter home to be occupied by relative
(Tim Spence declared a personal interest as an acquaintance of the applicant)

Parish Council - objections. The site lies outside the Settlement Policy Area/defined built up area of the Village. Any suggestion of development on this site should be submitted through the LDF process.

LX/06/2145/TPA - Lindene Gate, Guildford Road - reduce the side branching by 25% on one ash tree (T14) subject to TPO/11/LX

Parish Council - no objection provided conditions are attached requiring surgery to be carried out at the appropriate time and under the supervision of the Tree Officer.

LX/06/2364/DOM - Oakhurst Cottage, Oakhurst Lane - 2-storey side extension

Parish Council - objections. The proposed extension is larger than that refused under application LX/06/00956/DOM. By virtue of its design, bulk and scale, it will be out of keeping with the existing building and detrimental to its character and appearance.

LX/06/2479/FUL - Crabfields Farm, Drungewick Lane - removal of conditions 4 and 14 from planning permission LX/04/4004/FUL and replacement of condition 4 with new condition restricting occupation of the dwelling to person or persons mainly or solely engaged in the keeping of horses and equestrian/dressage activities on the site

Parish Council - objections. The Council is unaware that circumstances have changed in the two years since permission was granted subject to conditions and the Council therefore sees no reason to amend those conditions.

Members noted the latest **planning decisions**:

LX/06/0074/LBC - Lunns, Roundstreet Common - replacement of 5 windows to front elevation with oak windows - **PERMITTED**

LX/06/1492/FUL - Oakwood Farm, Drungewick Lane - demolition of existing stables and construction of new stable block, hay barn and manure bins - **PERMITTED**

LX/06/1555/DOM - The Old Vicarage, Vicarage Hill - erection of a wall and new entrance gates **PERMITTED**

LX/06/1613/DOM - Albury, High Street - loft conversion, alterations and outbuilding - **PERMITTED**

LX/06/1623/DOM - Loxwood Cottage, Pigbush Lane - dormer window to shower room - **PERMITTED**

LX/06/1658/DOM - The Gables, Pond Copse Lane - first floor extension

REFUSED - by virtue of its proximity to the boundary, mass and bulk, the development would have an overbearing impact on the neighbouring property; it would be unneighbourly and detrimental to amenities of adjoining occupiers.

(b) Parish Council procedures for considering and commenting upon planning applications: the Chairman suggested that the Council establish an advisory committee to scrutinise planning applications and make recommendations thereon to the Council. The suggestion was agreed in principle.

The Chairman went on to say that it would be necessary to draft terms of reference, decide who would serve on the Committee and consider working procedures. In the light of criticism of a nearby parish council's practice in dealing with planning applications, Loxwood Parish Council should ensure that whatever procedures it adopted met the criterion of openness.

It was agreed to defer further consideration until the September meeting.

Following discussion of the above item Alison Sanderson left the meeting at 8.55 pm.

120/06 FINANCIAL MATTERS

(a) Parish Council payments and finances: Members noted the Parish Council's payments and receipts in June 2006, and the current balances. It was proposed by Tim Spence, seconded by Charlie Whitmarsh and agreed to approve the list of payments totalling **£1,688.82**.

(b) Audit return 2005/6: the Clerk explained the content and purpose of sections 1 and 2 of the audit return, the statement of accounts and statement of assurance, copies of which had been circulated with the Council's 2005/6 accounts prior to the meeting.

It was proposed by the Chairman, seconded by Tim Spence and agreed to approve sections 1 and 2 of the audit return.

121/06 CORRESPONDENCE

Members noted correspondence received since the previous meeting, details of which had been circulated previously on the weekly correspondence lists.

122/06 NORTH HALL

Chris Kershaw declared an interest, as his wife is a member of the North Hall Management Committee.

(a) Report of the Parish Council's representative: Members noted Priscilla Phillips' report, circulated prior to the meeting.

Members discussed the Management Committee's offer of exclusive use of a room at the Hall as a Parish Council office. It was agreed to seek a meeting with the Committee to discuss further the rent requested, facilities provided and to determine what additional set up costs might be. The Clerk would ask other parish councils what office rent they paid.

(b) Future of the North Hall site and advice received from external bodies: a statement from the AiRS Village Halls Adviser about the relationship between the Parish Council and the North Hall Management Committee had been circulated to all members prior to the meeting.

It was agreed to discuss with the Management Committee the Council's comments on North Hall in its response to the LDF.

123/06 YOUTH CLUB

Chris Kershaw, the Council's representative on the Youth Club Committee, reported damage to the North Hall, allegedly caused the Club. He was awaiting further developments.

Chris intended to attend some Youth Club sessions in future and planned to appeal for additional volunteer helpers.

124/06 RECREATION GROUNDS, HEDGES, TREES, OPEN SPACES

(a) Parish Tree Warden: Chris Kershaw had spoken to the County Council organiser and drafted a poster inviting volunteers to act as Tree wardens. Members approved the draft poster.

(b) Management of trees planted in the Village by the Parish Council: it was agreed to defer the item

(c) Other matters: it was agreed to write to the occupiers about overgrown hedges obstructing the footpath outside Hall House 1 and north of Little Garton. The Clerk would draft a letter for Tim Spence to deliver to occupiers of properties along the Guildford Road, approaching Spy Lane, whose hedges also needed trimming.

The Chairman would speak to Peter Foulger about loose branches overhanging the highway at Fritchfold Farm.

It was agreed to write to County Highways about damage by vehicles to trees overhanging the B2133 and to remind them of earlier correspondence about the overgrown hedge along the main road south of the Tichbourne pub.

The grounds of the telephone exchange were reported to be unkempt.

125/06 COUNCILLORS' ATTENDANCE AT MEETINGS AND SEMINARS

(a) Attendance reports from Councillors:

Tim Spence had spoken to the Police about traffic in the Village.

The Chairman again reported his meetings with the following:

- District Councillor Dr Paul Mackey, accompanied by Tim Spence, to discuss the Parish Council's response to the LDF:
- Austin Wade, the District Council's Rural Housing Enabler, to discuss affordable housing:
- the District Council's LDF team.

The Chairman had also had a meeting Trevor Leggo, SALC Executive Officer, and attended the parish council chairmen's lunch hosted by the Chairman of the County Council.

Mary Ringrose had attended an exhibition on the future of Dunsfold Park, and provided copies of handouts for members.

(b) Future meetings:

The Chairman intended to speak to the District Council's Monitoring Officer to clarify the nature of his interest in the Hall House/Hurst Farm site: Trevor Leggo had said that the interest was personal.

The District Council was arranging a public meeting to discuss the possible closure of accident and emergency facilities at St Richard's Hospital in Chichester.

The Chairman noted that Newick Parish Council hoped to arrange a land swap to enable the provision of a new village hall. Trevor Leggo would arrange a meeting between Newick and Loxwood Parish Councillors if appropriate.

(c) Members and Officers training requirements:

Members were strongly encouraged to attend the SALC training course at Dunford House, Midhurst, on 3 - 5 November

126/06 MEMBERS' QUESTIONS AND INFORMATION

Chris Kershaw asked if or when the Major Development and Infrastructure Advisory sub-Committee would meet again. It was agreed that it would be a pity not to make use of the expertise developed by the Committee.

127/06 ITEMS FOR THE NEXT AGENDA

No matters were raised.

128/06 DATES OF FUTURE PARISH COUNCIL MEETINGS

- (a) Members noted the proposed date of the next ordinary meeting of the Parish Council - 5 September 2006.
- (b) Members noted the proposed date of the next Annual Parish Meeting - 18 April 2007

There being no further business the Chairman thanked everyone for attending and closed the meeting at 10.20 pm.

Approved at a meeting of the Parish Council held on (date)

(Signed)

Chairman

MINUTES 25TH JULY 2006.

LOXWOOD PARISH COUNCIL

An extraordinary meeting of Loxwood Parish Council was held at 7:30pm on Tuesday 25th July 2006 in St John the Baptist Church Room, Loxwood.

Present: John Andrews (Chairman), Alison Sanderson, Tim Spence, Charlie Whitmarsh

Also in attendance: 5 members of the public.

The Chairman opened the meeting and welcomed everyone.

129/06 APOLOGIES FOR ABSENCE

Apologies have been received Parish Councillors Chris Kershaw, Jez Mumford, Priscilla Phillips (Vice-Chairman), Mary Ringrose, David Townsend. Peter Evans (Parish Clerk): and from County Councillor Peter Moffatt, and District Councillors Paul Mackey and Brian Hooton.

130/06 APPOINTMENT OF MINUTE TAKER

In the absence of Peter Evans, it was resolved that Alison Sanderson's offer to take minutes of the meeting should be accepted.

ADJOURNMENT: QUESTIONS FROM MEMBERS OF THE PUBLIC

The meeting stood adjourned by resolution to permit members of the public to ask questions and register any wishes to speak on any topics. No questions were posed. Mary Ward and Lindsay Ward both expressed a wish to clarify matters regarding item 4.B, and Cathy Howard and Jenny Tonkinson and Len Milsom all expressed a wish to speak regarding item 4.C.

COUNTY AND DISTRICT COUNCILLOR'S REPORTS

None.

131/06 DECLARATIONS OF INTEREST FROM MEMBERS OF THE COUNCIL

None.

132/06 PLANNING MATTERS

A. The Chairman reminded Members that he had sought advice from Mr Mike Kelley, Monitoring Officer, as to whether it would be appropriate to suspend the Parish Council's non-mandatory provision of the Standing Orders to allow it to initiate an earlier review of planning application LX/06/2364/DOM (in the light of the fact that the previous decision by the Parish Council may have been based on incorrect information), than the usual 3 months, and further that the advice he received indicated that it would be appropriate to do so. All correspondence having been copied to all Members by e-mail and available in printed form.

It was then proposed by Alison Sanderson, seconded by Tim Spence and agreed to suspend these non-mandatory provisions.

B. The meeting stood adjourned by resolution to permit Lindsay Ward to explain that the new proposed footprint at Oakhurst Farm Cottage would be 5metres² smaller than the previous application and the roof line lower and that the proposed extended cottage was in fact somewhat smaller not larger as the Parish Council had understood when objecting to the application. Further she explained how in arriving at the current proposal the advice of relevant Chichester District Council Officers had been obtained. The Chairman indicated the e-mail

correspondence with Mr. Drew Blackman an officer of Chichester District Council essentially confirming what Lindsay Ward had explained and previously circulated to Members. Tim Spence re-examined the drawings and said that he believed the system for scanning drawings at Chichester District Council might tend to distort the apparent size of aspects of plans.

On reconvening the meeting Members discussed the matter and it was proposed by Tim Spence, seconded by Charlie Whitmarsh and agreed that the Parish Council would withdraw its objection to the planning application.

The Chairman said he was pleased that the Council's previous misunderstanding had been corrected so promptly with help from Chichester District Council, the applicants and fellow Parish Council members. Mary and Lindsay Ward thanked Members for re-convening and re-considering matters so promptly.

C. The meeting stood adjourned by resolution to permit members of the public to speak on the proposed development at Church Cottage.

Cathy Howard, Judy Tonkinson and Len Milsom spoke against the proposed application LX/06/02719/FUL – the proposed building of a 4 bedroom dwelling with a two off 2 car carports, in an area of the village considered to be one of the most attractive features of Loxwood. No members of the public spoke for the application.

The meeting was reconvened and all Members expressed concerns about the large scale and great adverse impact of the proposed dwelling and car ports on the proposed site.

It was proposed by Alison Sanderson, seconded by Tim Spence and agreed to object to the application LX/06/02179/FUL.

It was resolved that the Chairman be delegated to contact Chichester District Council with the Parish Council's response to items 4.B and 4.C, in the absence of the Parish Clerk, copying Members and Clerk in such communication.

133/06 LOCAL DEVELOPMENT FRAMEWORK

Members declared personal interests as follows:

Chairman – owner of property next door to Hall Hurst House Farm.

Alison Sanderson – owner of property in between Hall Hurst House Farm and Conifer Nursery.

Tim Spence – owner of property opposite Conifer Nursery.

Members discussed the LDF team's comments made to the Chairman and Tim Spence (who on the advice of Paul Mackey had met the team to review the Loxwood Parish Council's responses to Liv2) and related matters. The LDF team had highlighted the possible need for the Parish Council to consider additional dwellings in its response to Liv 2, and suggested establishing relevant land values in the suggested land swap between North Hall and Hall Hurst House Farm sites with a Valuation Officer.

Separately the Parish Council had been advised by the North Hall Management Committee of the further recommendation from AiRS that a surveyor well versed in dealing with the Charities Commission be consulted. The Chairman also considered it useful to follow the advice of Trevor Leggo, SALC Director, to engage with Newick Parish Council who are currently working through a similar project to obtain a new village hall.

It was considered essential to do this at no cost to the Council for any fees from a Valuation Officer, Surveyor or other professional person without a further consideration and resolution of the Parish Council.

It was suggested that a working group might be best able to focus on these matters.

It was proposed by Charlie Whitmarsh, seconded by Tim Spence and resolved that a working group of interested members of the Parish Council be established with a view to (i) seeking clarification from the LDF team about their comment about numbers of dwellings, (ii) obtain preliminary estimates of costs of engaging a Valuation Officer and a Surveyor as described above and (iii) engage with Newick Parish regarding their experiences in attempting to obtain a new Village Hall all for reporting back to the Parish Council at its September 2006 meeting.

Members present agreed to assist the Chairman and other Members volunteering to establish such working group.

134/06 TRAFFIC ISSUES AFFECTING THE PARISH

In the light of the recent survey of residents of the Parish it is clear that there are grave concerns regarding the volumes, nature and speeds of traffic through the village together with safety issues and matters concerned with footpaths, it was considered important that a working group of interested members of the Parish Council and Public should investigate options, feasibility and costs of improving these matters.

It was proposed by Charlie Whitmarsh, seconded by Tim Spence and agreed, that such a working group be established to investigate options, feasibility and costs of improving these traffic, safety and footpath matters and report back to the Parish Council at its September 2006 meeting. Members present agreed to assist the Chairman and any other Members taking part in such working group activities.

There being no further business the Chairman thanked everyone for attending and closed the meeting at 8:46pm.

Approved at a meeting of the Parish Council held on (date)

(Signed)

Chairman