

# MINUTES 5 SEPTEMBER 2006

## LOXWOOD PARISH COUNCIL

An ordinary meeting of Loxwood Parish Council was held at 7.30 pm on Tuesday 5 September 2006 in St John the Baptist Church Room, Loxwood.

**Present:** John Andrews (Chairman), Mary Ringrose, Alison Sanderson, David Townsend, Charlie Whitmarsh.

**Also in attendance:** County Councillor Peter Moffatt, Peter Evans (Parish Clerk), 2 members of the public.

The Chairman opened the meeting and welcomed everyone.

### **135/06 APOLOGIES FOR ABSENCE**

Parish Councillors Priscilla Phillips (Vice-Chairman), Chris Kershaw, Jez Mumford, Tim Spence.

District Councillors Brian Hooton and Paul Mackey.

### **ADJOURNMENT:**

It was agreed to adjourn proceedings to permit members of the public to address the Council.

### **- QUESTIONS FROM MEMBERS OF THE PUBLIC**

(a) Len Milsom asked about the Parish Council's position *vis à vis* possible development at Dunsfold Park. The Chairman said Members had attended presentations and meetings on possible development. If issues affecting Loxwood Parish arose, the Council would make comments to the appropriate authority.

(b) Len also reported a question from Tony Colling on the Parish Council's LDF submission. The Chairman replied that the Council's submission would be copied to Tony.

(c) Roy Setterfield reported a number of concerns about the children's playground. It was agreed to consult a maintenance contractor and to consider whether rubber safety surfacing should be installed.

### **- COUNTY COUNCILLOR'S REPORT**

Peter Moffatt spoke about the County Council's opposition to changes to accident and emergency provision locally, and encouraged Parish Councillors to make their views known.

The next meeting of the County Local Committee would focus on youth matters. All local residents were welcome to attend.

The Chairman thanked Peter for his report and reconvened the meeting.

### **136/06 DECLARATIONS OF INTEREST FROM MEMBERS OF THE COUNCIL**

John Andrews declared an interest in LDF matters, as occupier of property next door to Hall House/Hurst Farm site, and as his wife is an active member of Wey and Arun Canal Trust.

Mary Ringrose declared an interest in planning application **LX/063474/CPO** as a member of the School Governing body.

David Townsend declared an interest in planning application **LX/063474/CPO** as occupier of a neighbouring property.

### **137/06 APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

**(a)** It was proposed by the Chairman, seconded by Charlie Whitmarsh and agreed that the minutes were a correct record of the **ordinary Parish Council meeting held on 6 July 2006**. The Chairman signed the minutes.

**(b)** It was proposed by Charlie Whitmarsh, seconded by Alison Sanderson and agreed that the minutes were a correct record of the **extraordinary Parish Council meeting held on 25 July 2006**. The Chairman signed the minutes.

In response to Len Milsom's request it was agreed to adjourn proceedings again. *A propos* minute **118/06(a)**, Len asserted that he had not said he preferred the option of refurbishing the existing North Hall.

The meeting was then reconvened.

### **138/06 MATTERS ARISING FROM THE MINUTES**

**(a) LDF (minute 133/06):** members noted the invitation to attend a pre-examination meeting on 28 September. It was proposed by Mary Ringrose, seconded by Alison Sanderson and agreed that John Andrews and another Member, if available, attend on behalf of the Parish Council.

The Chairman reported that, following the extraordinary Parish Council meeting on 25 July, he had spoken to Stewart Miles, LDF Lead Officer at Chichester District Council, about the generation of additional planning contributions through additional housing development.

**(b) Reports of working groups on traffic, road safety, hedges, verges and rights of way (minute 134/06):** Charlie Whitmarsh circulated a note of his work on traffic issues to date. It was agreed that the Chairman would raise the matter of local road signage with the County Highways representative at the County Local Committee meeting (*minutes 20/06(b), 4/06(b), 184/05(a) also refer*). Charlie would report further at the next Parish Council meeting.

Alison Sanderson spoke about the County Council's responsibility for maintaining rights of way, and the forthcoming inspection of the Parish rights of way by the County's Access Ranger. The Village Action Plan had identified several desirable developments to the local rights of way network, and Alison would lead a discussion at the next parish Council meeting.

David Townsend had reviewed the County Council paperwork dealing with upgrading of rights of way. He had concluded that the parish council's role in the process was strictly limited. He would discuss the matter with Alison.

### **139/06 PLANNING MATTERS**

Members agreed to reverse the order of consideration of the two matters appearing under this agenda item.

**(a) Establishment of a Planning Committee:** some Members thought there was insufficient time at Parish Council meetings to consider planning applications fully. Concerns were expressed that the activities of a planning committee might overlap with those of the (existing) Major Development Advisory sub-Committee. The establishment of a Parish Council office might afford Members the

opportunity to inspect applications in detail prior to Council meetings, and a "commentary" on new applications might assist Members in coming to a view. After discussion it was agreed to defer further consideration until the October meeting.

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

**LX/06/1780/LBC** - Little Pound Farm, Spy Lane - replacement of rotten softwood stable type door with similar style in hardwood (*already determined - see Planning decisions below*)

**LX/06/2612/DOM** - Walthurst Farm Cottage, Walthurst Lane - amended design for previously approved (LX/03/2785/DOM) detached garage and open store (*already determined - see Planning decisions below*)

**LX/06/2628/DOM** - The Granary, Spy Farm, Spy Lane - application to rebuild original lean-to as extension to the dwelling previously approved under LX/05/1869/FUL (*already determined - see Planning decisions below*)

**LX/06/2559/DOM** – Spy Farm, Spy Lane – fitting of garage doors to existing carport  
**Parish Council - no objection.**

**LX/06/2719/FUL** – Church Cottage, Station Road – proposed demolition of existing garage and erection of new detached 4-bedroom dwelling with associated access, garage and parking together with replacement garage and parking for Church Cottage  
**The Parish Council's objections, on grounds of scale and adverse impact on the appearance of the local area, had already reported to Planning Authority**

**LX/06/2843/DOM** – Silverwood, Pound Close – new garage to front (*already determined - see Planning decisions below*)

**LX/06/3207/DOM** - Woodfold, Guildford Road - 2-storey side and rear extension  
**Parish Council - no objection.**

**LX/06/3220/DOM** - Crabtree Cottage, Drungewick Lane - renewal of existing approval LX/01/1308/DOM for proposed single tennis court and fenced surround  
**Parish Council - no objection.**

**LX/06/3262/DOM & LX/06/3326/LBC** - The Gatehouse, Plaistow Road - erection of rear hardwood conservatory  
**Parish Council - no objection.**

**LX/06/3276/DOM** - Downland House, Pigbush Lane - new garage  
**Parish Council - no objection.**

**LX/06/2428/FUL** - Crabfields Farm, Drungewick Lane - erection of replacement outbuilding for equestrian use, storage and garaging in connection with the approved converted barn (under LX/04/4004/FUL)  
**Parish Council - no objection.**

**LX/06/3408/DOM** - The Gables, Pond Copse Lane - first floor extension  
**Parish Council - no objection.**

**LX/06/3474/CPO** - Loxwood Primary School, Nicholsfield - erection of a temporary classroom with accompanying services  
**Parish Council - no objection.**

**LX/06/3428/DOM** - Flat 2, Linden House, Guildford Road - new conservatory  
**Parish Council - no objection.**

**LX/06/2975/DOM** - Woodvale, Spy Lane - porch to enclose front entrance  
**Parish Council - no objection.**

**LX/06/3646/LBC** - Lunns, Roundstreet Common - replacement of windows on north and rear elevations with oak windows  
**Parish Council - no objection.**

**LX/06/3745/DOM** - The Coach House, Pigbush Lane - construction of 2 no. rear wings (2-storey) and conversion of existing roof space to habitable with associated dormers to front and rear elevations together with alterations to existing internal layout of house  
**Parish Council - no objection.**

**LX/06/3636/DOM** - land to rear (east) of Lindene Gate and Newhaven, Guildford Road - 2 no. detached chalet bungalows  
**Parish Council - objections. The proposal is for backland development, and would be out of character and out of keeping with neighbouring development, which is characterised by large individual houses standing in generous sized plots. To permit development would establish a precedent, which would make it difficult for the planning authority to resist similar applications, the cumulative effect of which would be to change irrevocably the character and appearance of this pleasant semi-rural area. The number of vehicle movements during construction, and when the new houses are occupied, would exacerbate the existing traffic hazards of access from the site to the B2133. Concern has also been expressed about inadequate drainage of the site, which is liable to flooding from a local watercourse.**

**LX/06/3838/DOM** - The Black Barn, Loxwood Place - conversion of existing outbuildings to form ancillary accommodation to main dwelling house  
**Parish Council - no objection provided conditions are attached preventing use and occupation of the converted outbuildings as anything other than ancillary accommodation to the main dwelling house. The Parish Council would not wish the converted accommodation to be severed from the main dwelling house and used as a separate unit of accommodation.**

Members noted the latest **planning decisions:**

**LX/06/1780/LBC** - Little Pound Farm, Spy Lane - replacement of rotten softwood stable type door with similar style in hardwood - **PERMITTED**

**LX/06/1988/DOM** - Copse Side, Pound Close - erection of conservatory and extension- **PERMITTED**

**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 - **PERMITTED**

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

**LX/06/2612/DOM** - Walthurst Farm Cottage, Walthurst Lane - amended design for previously approved (LX/03/2785/DOM) detached garage and open store - **PERMITTED**

**LX/06/2628/DOM** - The Granary, Spy Farm, Spy Lane - application to rebuild original lean-to as extension to the dwelling previously approved under LX/05/1869/FUL - **PERMITTED**

**LX/06/2843/DOM** – Silverwood, Pound Close – new garage to front - **PERMITTED**

#### **140/06 FINANCIAL MATTERS**

**(a) Parish Council payments and finances:** Members noted the Parish Council's payments and receipts in July and August 2006, and the current balances. It was proposed by David Townsend, seconded Mary Ringrose and agreed to approve the list of payments totalling £1,261.28.

Following consideration of the item Charlie Whitmarsh left the meeting at 9.10 pm.

**(b) Budget and precept for 2007/8:** Members noted the proposed timetable for drawing up the Council's budget. He proposed that the Council set up a working group to draft the budget, as it had done the previous year. It was agreed to discuss the matter again and to appoint the working group at the October meeting, with full Council adopting a budget and precept at its December meeting.

#### **141/06 CORRESPONDENCE**

Mary Ringrose would speak to David Gumbrell about an appeal for information about the Parish from a hospital radio researcher.

#### **142/06 NORTH HALL**

**(a)** The Chairman and Clerk outlined the circumstances in which the Chairman had responded on behalf of the Parish Council to a letter on LDF matters from a solicitor acting for the North Hall Management Committee. The solicitor's letter had been received at the end of July when the Parish Council was in recess: the Chairman had felt it necessary to reply to state the Council's position: and he had wished to deal with the matter expeditiously, certainly before the September Parish Council meeting.

It was proposed by Alison Sanderson, seconded by David Townsend and agreed to approve the Chairman's action retrospectively.

**(b)** In the absence of the Parish Council's representative on the Management Committee no report was presented.

**(c)** The Clerk was waiting for confirmation of suitable dates to meet the Management Committee to discuss provision of Parish Council office facilities at North Hall

#### **143/06 YOUTH CLUB**

In the absence of the Parish Council's representative on the Youth Club Committee no report was presented.

#### **144/06 RECREATION GROUNDS, HEDGES, TREES, OPEN SPACES**

**(a) Appointment of a Parish Tree Warden:** it was proposed by David Townsend, seconded by the Chairman and agreed that Allison Sanderson serve as the Parish Council's Tree Warden. The Clerk would advise the relevant officer at West Sussex County Council.

**(b) Management of Parish Council trees:** the meeting was adjourned to permit Roy Setterfield to ask if the trees at North Hall were subject to TPO's, given their amenity value. Alison Sanderson would look into the matter.

In response to a letter from a local resident about the Smallpeice oak, it was agreed to seek professional advice on management of the tree.

(c) **Other matters:** Members had no objection to a proposed footpath extinguishment and minor diversion to a bridlepath diversion at Oakhurst Farm.

The Chairman reported damage to the pavement on the Guildford Road between North Hall and Merryhills Lane. The Clerk would report to County Highways.

#### **145/06 COUNCILLORS' ATTENDANCE AT MEETINGS AND SEMINARS**

(a) **Attendance at meetings:** Mary Ringrose would attend the next meeting of the North East Parishes Forum.

The Chairman would attend the County Local Committee meeting at Northchapel on 12 September.

(b) **Members' and Officers' training requirements:** members were reminded that the next SALC course would be held at Midhurst on 3-5 November again. All new members were encouraged to attend, and as Loxwood was considered a small Council, substantial discounts on course fees were available.

Copies of the "Parish Councillor's Guide" were distributed to every Member.

Following the Standards Committee discussion of a case concerning a former parish Councillor, the Monitoring Officer from Chichester District Council would be in touch to offer further training on the Code of Members' Conduct.

#### **146/06 MEMBERS' QUESTIONS AND INFORMATION**

The Chairman reported a letter from a local resident to the District Council's Planning Officer, posted on the District Council website, which contained comments about the Parish Council's consideration of a recent planning application. It was agreed to defer discussion of any response until the next Parish Council meeting, when it was hoped that more Members would be in attendance.

Mary Ringrose reported a pothole in the lay-by at Fritchfold Farm. The Clerk would report to County Highways.

#### **147/06 ITEMS FOR THE NEXT AGENDA**

No further matters were raised.

#### **148/06 DATES OF FUTURE PARISH COUNCIL MEETINGS**

Members noted the proposed dates of forthcoming ordinary meetings of the Parish Council - 3 October 2006, 7 November, 5 December, 9 January 2007, 6 February, 6 March, 3 April, 8 May (Annual Parish Council Meeting).

There being no further business the Chairman thanked everyone for attending and closed the meeting at 10.03 pm.

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

(Signed)

Chairman