

Minutes 6 February 2007

LOXWOOD PARISH COUNCIL

An ordinary meeting of Loxwood Parish Council was held at 7.30 pm on Tuesday 6 February 2007 in St John the Baptist Church Room, Loxwood.

Present: Parish Councillors John Andrews (Chairman), Priscilla Phillips (Vice-Chairman), Mary Ringrose, Alison Sanderson, Tim Spence.

Also in attendance: Peter Evans (Parish Clerk); Mirus Kuszel, candidate for co-option; 7 members of the public.

The Chairman opened the meeting and welcomed everyone.

18/07 APOLOGIES FOR ABSENCE

Parish Councillors David Townsend, Charlie Whitmarsh, Peter Winney. County Councillor Peter Moffatt.

ADJOURNMENT:

- QUESTIONS FROM MEMBERS OF THE PUBLIC

Len Milsom thought the District Council's recent LDF exhibition at North Hall had been a disgrace. The Chairman advised him to make his views known to the District Council.

Len said that the small area of land between Station Road and Willets Way needed tidying up. The Clerk would write to the landowner with a copy to County Highways.

Residents of Lakers Lea raised concerns about antisocial behaviour at the recreation ground in Plaistow Road. The matter had originally been raised with the Parish Council some time ago. The Clerk would investigate.

- COUNTY AND DISTRICT COUNCILLORS' REPORTS

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

19/07 CO-OPTION OF NEW PARISH COUNCILLOR

It was proposed by Alison Sanderson, seconded by Priscilla Phillips and agreed to co-opt Mirus Kuszel to membership of the Parish Council. Mirus signed his Declaration of Acceptance of Office and joined the meeting.

20/07 DECLARATIONS OF INTEREST FROM MEMBERS OF THE COUNCIL & AMENDMENTS TO REGISTER OF MEMBERS' INTERESTS

Prior to the meeting Members had received a copy of the Monitoring Officer's latest advice on declaration of interests and on the action members should take when they had interests in matters coming before the parish council.

Members declared the following interests in **agenda item 9 (minute 26/07), Local Development Framework:**

Tim Spence - prejudicial interest in the conifer nursery as owner/occupier of a property opposite the site

Priscilla Phillips - prejudicial interest in North Hall as Parish Council representative on the Management Committee.

Mary Ringrose - prejudicial interest in the School as a School Governor and in North Hall as a member of the Management Committee.

Alison Sanderson - prejudicial interest in the conifer nursery and Hall Hurst/House Farm as owner/occupier of an adjoining property

Mirus Kuszel - prejudicial interest in North Hall as owner/occupier of a property in the immediate vicinity

John Andrews, Chairman - prejudicial interest in Hall Hurst/House Farm as owner/occupier of an adjoining property

John Andrews also declared a personal interest in **agenda item 7(ii) (minute 24/079ii), Traffic Matters**, as his wife is an active members of the Wey & Arun Canal Trust.

21/07 APPROVAL OF MINUTES OF PREVIOUS MEETING

It was proposed by Mary Ringrose, seconded by Alison Sanderson and agreed that the minutes were a correct record of the ordinary Parish Council meeting held on 9 January 2007. The Chairman signed the minutes.

22/07 MATTERS ARISING FROM THE MINUTES

(i) Mobile skatepark (minute 13/07(b), 9 January 2007): the Clerk reported the District Council's response to the Parish Council's letter about the mobile skatepark initiative. It was agreed to request full details when available.

(ii) Police liaison (minute 10/07, 9 January 2007): Mary Ringrose had spoken to the local police to encourage closer contacts with local youngsters.

23/07 PARISH COUNCIL NEWSLETTER

Alison Sanderson reported that copy was awaited from the School, Police and Women's Institute. Mary Ringrose would contact the last two and invite the Church and Chapel to contribute. Following Peter Winney's e-mail the proposed article on community transport would be deferred. The Chairman said he would write the Police article.

It was agreed that all contacts should be made through the Clerk and that a draft would be e-mailed to all Parish Councillors before being sent to the printer.

24/07 TRAFFIC MATTERS

(i) Traffic calming and road safety: Tim Spence reported his conversations with County Highways. There was little more that could be done to reduce traffic speeds and little prospect of double white lines being applied to the main road. County Highways were prepared to install high visibility "30" signs at the start of the speed limit area north and east of the Village.

The Police would accept reports of speeding traffic, unsafe loads etc, especially if photographs of offending vehicles were included. The Police would speak to 3 contractors whose drivers habitually used the B2133 main road. Parishes north of the Downs could combine to buy a speed indicator device (SID) for local use.

Tim would report back on village "gateways" and follow up changes requested to signage at Adversane crossroads and elsewhere on the B2133.

(ii) Tourist signing for the canal: Members noted details of the tourist information signs the Canal Trust wished to put up in the Parish. It was proposed by Tim Spence, seconded by Mary Ringrose and agreed that the proposed sign opposite Canal Villa would be better located at the junction of Station Road and the B2133.

25/07 PLANNING MATTERS

Members considered and commented on the following **new applications** affecting the Parish:

LX/06/05916/DOM - Walthurst Barn, Wephurst Lane - Single storey extension to utility and first floor extension above flat roof to the south of the property

Parish Council – no objection

LX/06/05867/TPA - Pancake Cottage, Station Road - Crown reduce by 33% 1 no. Oak tree (T14) subject to TPO/6/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/06/05921/DOM - Oakhurst Farm, Oakhurst Lane - Residential extension comprising of a two storey front elevation and a single storey to the rear elevation.

Parish Council – understands that a separate application for listed building consent is to be made. The Parish Council will make its comments when this latter application is received.

LX/06/05374/FUL - Meadow Cottage, Oakhurst Lane - Change of use of land from agricultural to recreational and two stables and haybarn

Parish Council – no objection

LX/07/00181/DOM - Oakhurst Cottage, Oakhurst Lane - Single storey link building providing new entrance and two storey extension providing new living room with bed and en-suite over. Internal alterations and new staircase. Demolition of conservatory and link building

Parish Council – understands that a separate application for listed building consent is to be made. The Parish Council will make its comments when this latter application is received.

LX/07/00046/FUL - Headfoldswood Farm, Plaistow Road - The installation of one 24 metre high tele-communications mast with ground based equipment cabinets and ancillary development

Proceedings were adjourned to allow Pat Breakell to express her concern about an aluminium track which had been laid at the site: and for Simon Carter to reassure all present that this was a temporary feature and would be removed shortly.

In response to a local resident's letter about the visual impact on his property of the proposed mast, Simon Carter said that it would be set back among screening trees. **The meeting was then reconvened.**

Parish Council – no objection provided residents' access and amenities are protected by conditions controlling (i) hours of access and working, (ii) burning, dust and noise on site, (iii) wheel washing and road sweeping, (iv) protection and enhancement of tree screening of mast.

LX/07/00332/DOM - 2 Tokens Cottages, Oakhurst Lane - Single storey rear extension. Single and double side extension

(Mary Ringrose declared a personal interest as a friend of the landowner).

Parish Council – no objection

LX/07/00334/DOM – Penlands, 7 Pond Close - Single storey conservatory extension to rear.

(Priscilla Phillips declared a prejudicial interest as occupier of a nearby property and left the room during consideration of the application. Tim Spence declared a personal interest as an acquaintance of those carrying out work at the site).

Parish Council – no objection

Members noted the following **determination**:

LX/06/05881/TPA – Casterbridge, High Street - Reduce eastern sector by 2-3m on 1 no. Ash tree (T1) subject to TPO/6/LX

WITHDRAWN – TPO relates to adjacent oak tree. No need for permission to reduce ash tree: extent of work to be agreed between neighbours concerned

26/07 LOCAL DEVELOPMENT FRAMEWORK

At the start of the meeting the Chairman had tabled a response he had drafted on behalf of the Parish Council to the District Council's "Delivering Development Opportunities" document. In introducing the draft, he spoke about central government planning policy PPS 3, the application of the supplementary guidance contained in the Village Design Statement (VDS) and the need for affordable housing in the Village.

Priscilla Phillips said it was more important that the Village should get what it needed from the LDF process rather than discuss individual sites. She suggested that a cycle lane was needed in the centre of the Village where the road was wide enough, and would talk to County Highways about the matter. She also suggested that single units of accommodation for older people needed to be situated closer to the Village centre and that covenants should be imposed on new housing development restricting roof heights, in accordance with the VDS.

There was general agreement with Alison Sanderson's suggestion that sites should be developed with a mix of housing. The Chairman said it might assist Chichester District Council if the Parish Council could suggest additional development sites.

Having declared prejudicial interests, the Chairman, John Andrews, and Alison Sanderson left the meeting.

Vice-Chairman Priscilla Phillips took the chair and discussion centred on Hall Hurst/House Farm. It was proposed by Priscilla Phillips, seconded by Mirus Kuszel and agreed to rewrite paragraph 6 of the Chairman's draft to read:

"6. We note that the land on the southern boundary of Hall House/Hurst Farm is categorised as having urban potential. We view the site as being most likely to satisfy CDC's obligations for dwellings development demonstrably achievable within the first five years of the LDF period given the reports of the owner's statements and agent's activities subject to the final sustainability and environmental appraisals. The Parish Council wishes to protect the "open" character and appearance of the Village centre and the building line for any development of the site should therefore be set well back from the road frontage.

We merely enter a caveat..."etc

The Chairman, John Andrews, and Alison Sanderson rejoined the meeting.

At the close of the discussion it was proposed by the Chairman, seconded by Tim Spence and agreed to defer further consideration until a later date. The Chairman had also e-mailed his draft document to all Members, and asked for comments on it by 12 February. He would aim to circulate a redraft synthesising suggested changes by 14 February, and the final document would have to be agreed no later than the Parish Council meeting on 27 February 2007

27/07 PARISH COUNCIL ELECTIONS

The Clerk reported the timetable for parish and district council elections on 3 May 2007, and drew attention to changes in procedure since the last elections.

The Sussex Association of Local Councils were hosting a public meeting at Billingshurst Village Hall on 15 February to encourage local residents to stand for election. The Chairman suggested holding a public meeting in Loxwood for candidates for election to the Parish Council when nominations were in, and the Clerk noted that some parish councils published a short paragraph from all candidates on parish notice boards, in parish magazines, etc.

28/07 FINANCIAL MATTERS

The finance report had been circulated prior to the meeting. Members noted the list of Parish Council payments in January 2007 and summary transactions and account balances at 31 January 2007.

It was proposed by Priscilla Phillips, seconded by Mary Ringrose and agreed to approve the payments of **£2,849.32**.

29/07 CORRESPONDENCE

(a) Proposed changes to the Code of Members' Conduct: it was proposed by Priscilla Phillips, seconded by Mary Ringrose and agreed to defer consideration until the next Parish Council meeting.

(b) Spring Clean Day: there were no volunteers to co-ordinate a Spring Clean Day in the Village. It was, however, agreed to advise the District Council of the Chairman's concern that local lay-bys, bus shelters and the area opposite the shops should be cleaned regularly.

30/07 RECREATION GROUNDS, HEDGES, TREES, OPEN SPACES

(a) Trees: Alison Sanderson, the Parish Council's Tree Warden, had circulated her report prior to the meeting. Members shared her concern at the possible danger posed by trees overhanging the children's playground at North Hall.

The Chairman noted that the Parish Council's only interest was in the playground and it was agreed to refer the question of the trees to the North Hall Management Committee.

(b) Overgrown hedges: following the Parish Council's letters to 20 local residents about overgrown hedges, 5 recipients had sent letters of complaint to the Council. Mary Ringrose confirmed that the Council had caused upset to some people.

As Parish Tree Warden, Alison Sanderson said the County Council had advised her some months ago that the Parish Council should not contact householders direct in such cases. The correct procedure was for the Parish Council to report overgrown vegetation to the County Council, whose officers would send an official letter to the householder concerned, and follow up as necessary. By acting as it had done the Parish Council had muddied the waters, and could have caused delays in dealing with the problem.

(c) Other matters: the Clerk reported a pothole in the entrance to the sports ground in Plaistow Road. He would seek prices for repair.

31/07 COUNCILLORS' ATTENDANCE AT MEETINGS AND SEMINARS

(a) North Hall: Priscilla Phillips, the Parish Council's representative on the Management Committee, had circulated her report prior to the meeting. Members noted that the Committee had discussed storage of the Youth Club equipment bought by the Council, the trees overhanging the playground, holding Parish Council meetings in the Council's office and relocation of the playground. It was agreed to discuss the last item at the next meeting of the Parish Council.

The Chairman disagreed with a remark in Priscilla Phillips' report that, in the past 4 years, the Parish Council had not worked with North Hall but rather tried to do things themselves. Priscilla Phillips pointed out that the Parish Council had arranged and paid for the condition survey two years ago; and the Council's LDF comments, which made specific reference to relocation of the Hall and development of the existing site, had not been discussed with the Hall Management Committee before submission to the planning authority.

(b) Other meetings: the Clerk had earlier circulated a report of proceedings at two meetings he had recently attended, the District Council's Parishes meeting on 25 January, and a meeting of the Society of Local Council Clerks on 30 January. Principal topics covered were the LDF, Local Government White Paper, changes to the Code of Members' Conduct and parish council elections.

(c) Chairman's report: the Chairman tabled a report of his activities, which included purchase of large scale maps for Council use, attending the public examination of the Strategic Options and discussing LDF issues raised by PPS 3 with the LDF Team Leader.

32/07 MEMBERS' QUESTIONS AND INFORMATION

(a) Parish Village archive: the Chairman intended to discuss the subject at the Annual Parish meeting and at the next Parish Council meeting.

(b) Annual Parish Meeting: the Chairman said arrangements for the Annual Parish Meeting would be reported at the next Parish Council meeting. He hoped there would be a discussion on NHS closures.

(c) Loxwood Post Office: Mary Ringrose asked if the liquor licence had been transferred to the new owners. The Clerk would enquire.

(d) Sir Roger Tichbourne/Country Stores: part of the site fronting the main road had been cleared. An area of hardstanding and new vehicle access had been created. The Clerk would follow up with the planning and highways authorities.

33/07 ITEMS FOR THE NEXT AGENDA

No further matters were raised.

34/07 DATES OF FUTURE PARISH COUNCIL MEETINGS

Members noted the dates of ordinary meetings of the Parish Council - 27 February 2007, 3 April, 8 May (Annual Parish Council Meeting).

The Annual Parish Meeting would take place on 28 March.

There being no further business the Chairman thanked everyone for attending and closed the meeting at 9.46 pm.

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

(Signed)

Chairman