

## LOXWOOD PARISH COUNCIL

**An ordinary meeting of the Parish Council was held at 7:30pm on Monday 7<sup>th</sup> June 2010  
in the Church Rooms of St John the Baptist, Loxwood.**

### Minutes

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| 277/10 | <b>Persons Present</b>   | Cllr Sanderson (Chairman), Cllr Whitmarsh, Cllr Kersey, Cllr Taylor, Cllr W Andrews, and Cllr Dugdale and Cllr Lane.   |
| 278/10 | <b>Apologies Received From:</b>                                  | Nil  |
| 264/10 | <b>Adjournment:<br/>(i) Questions from Members of the Public</b> | <p>Darren Parker from James Hill BMW - AS introduced to all. DP brought the plans for the proposed garage site along Guildford Road. The purpose is to relocate the workshop and possibly use the showroom to sell cars. Main structure will remain the same, and stay in keeping with the village. A new workshop behind. There is a flat above, but uncertain what that will be used for.</p> <p>ST informed members that there had previously been an application approved for this plot. WSCC had specified a change in the entrance due to the brow of the hill. Original plans had an objection from neighbours due to windows on the north elevation. The original plans allowed the building to be completely rebuilt.</p> <p>AS raised the question regarding the lighting at night. DP stated there would be low level lighting at night.</p> <p>CW parking on that road is an issue and must be taken into account. ST stated that there had been several accidents in that area.</p> <p>AS stated that the PC would like to see something to be done with this building as it is an eye sore at present.</p> <p>DP informed members their current workshop is rented, and the owner wants to build houses on the site, so DP is looking to relocate. It is a disappearing industry. The working hours are 8-8.30 to around 5pm. Weekend low activity.</p> <p>CW- when the pub is busy it takes up parking, so with this, it would take up further space on the highways. DP has told the pub that staff can use the car park area there after 5.30pm when the garage would be shut to help eliminate this issue.</p> <p>New build for the workshop will be smaller than the one that had planning approval in the past. DP had met with John Saunders from CDC to view the site.</p> <p>DP stated the lease has already expired on their current workshop, so they need to move fast. There would be a possibility of further local work; most employees are local to the company.</p> <p>Cllr Duncton suggested DP does check the Highways issues as plans can be forced to change late in the process.</p> <p>DP left at 7.50am.</p> |
| 279/10 | <b>(ii) Receive reports from District and County Councillors</b> | <p><b>(i) County Councillor Chris Duncton</b></p> <p>Attended the Loxwood Fete on Saturday, it was an excellent and comprehensive event.</p> <p>AK stated it was nearly twice the size as last year.</p>   |

Also attended the Kirdford Centre opening on Saturday.

The CLC is at Loxwood School on 29<sup>th</sup> June at Loxwood School. CD would like all highways issues to be raised at the meeting. He felt the PC should attend and take up the local issues.

CLC is broken down locally so local people can approach their local members and try and have local issues dealt with.

CD stated he had approached Surrey CC regarding the issue regarding the Alford junction. Surrey CC stated they had not received complaints from Alford the Clerk to try to contact Alford PC again as not yet had a response.

Louise Goldsmith is now County Leader. Highways & Transport = Lionel Barnard who is also deputy leader.

Ford Recycling had an education classroom for children to attend and learn all about recycling and waste. There was a fire recently in the storage area, thought to be from some refuse that was smouldering.

Visited Loxwood school for their cycling event.

Still a vacancy for the school Governor position.

LM informed CD of a resident who is keen to become a Governor but can't yet due to work commitments

CD is on the Rights of way committee – there is an issue with 'Blue Hill' (uncertain of the name) where the right of way has been blocked and they have encroached onto highways and an access has been blocked – so this is an issue that will be raised at the next committee meeting.

Youth Clubs – Wisborough End has just opened up a new youth club which WSCC supported.

Reminder for the 29<sup>th</sup> June at the school to discuss road issues.

**(ii) District Councillor John Andrews**

Report to the Loxwood Parish Council Meeting, 7th June, 2010.

**Background**

As the government establishes many new policies, we are looking at how these will impact our population and our operations. Some headline cuts to the public sector have been announced, and Local Government is to face a surprisingly small proportion of these savings, around £1.2 billion annually. How this amount is to be spread across the devolved governments and various local authorities is as yet unclear. We are waiting for statutory guidance, but the Secretary of State (with a background in local government) has emphasized that councils will have more freedom about how to spend their reduced incomes locally. I will keep you updated with developments but the impact is likely to be felt sooner rather than later as there have been clear commitments to reduce the national deficit and debt through spending cuts as soon as possible, the argument being that otherwise within 5 years the annual interest cost would exceed the annual current budget for education. We are preparing for informed choices to be made between the various options, all no doubt very difficult decisions and much special pleading. I'm therefore delighted to have joined Councillor Peter Jones, on the Committee he chairs, Corporate Governance and Audit. Better Together

This initiative is designed to explore ways in which local public sector units can work more closely together to improve the services offered at lower costs with much wasteful expenditures eliminated, and also to share property and other assets – including I hope many more "virtual offices" for rural people with fewer and smaller "real offices". Unsurprisingly there have been a few, let's just say naive, attempts to off-load some dead parrots as thriving flocks of valuable layers, but

nonetheless this is an eminently sensible approach. It's clear that if it doesn't work voluntarily, short order bills will enforce better practices. The initiative has attracted £640,000 from the Improvement and Efficiency Agency – one of the few QUANGOs that seem to be value for money and whose Bulletin Board is the basis of the rolling 12 month plan now being introduced after much trialling as a means of communicating between local authorities. At the same time, the District Council has commenced its own review of assets (encompassing real estate, ICT and vehicles) as one of the second year Service Reviews. This review will establish whether we have the right type of assets for the purpose of District service delivery and whether these could be reduced; and for that which is required, to quantify the costs of looking after these assets to ensure that proper budget provision is made. Clearly there is much room for improvement!\*\*

Evaluation of the Community Action Chest Grant Fund completed  
The Community Action Chest grant programme represented a new approach to grant funding for this Council. Following the conclusion of the Grants and Concessions Service review, the programme will be amalgamated into a new single funding process.

#### WSSC Review of Youth Service

WSSC have announced a review of their Youth Services, stated to include finding savings of £2million from annual budgets and the formation of an Integrated Youth Service. Whilst there is little detail of the impact yet, the risk for this and adjacent Parishes is a reduction in universal services particularly in low density population areas like these where need is perceived to be low, but where there may not be a community [Type text] capacity to provide an alternative.

<http://www.westsussex.gov.uk/ccm/content/community-and-living/community-engagement/youth-services-review.en>

#### Allocations Policy

Amendments have been agreed to the Allocations Policy setting out how applicants on the Council's Housing Register are prioritised. This policy also details how the Council's Choice Based Letting system operates. The update includes an additional means of allocating accommodation directly where housing associations have identified units that are due for future redevelopment or demolition and can be allocated outside the Allocations Policy as a direct let on an assured short-hold tenancy for a period of up to twelve months. These properties will initially be offered to the Housing Interventions Team for a nomination from those threatened with homelessness.

#### Housing Register review

1,412 applications have already been removed from those in bands A, B and C who have not placed a bid in the last 6 months or more. 3,500 band D applicants have also failed to bid in the last 6 months or more. We anticipate that a further 3,000 applications will be removed from the register. The number of new applications however, is increasing. In April 2010 the District received 188 new applications. I hesitate to remind you how many times I've argued that numbers have been grossly overstated due to double counting.

#### Housing Completions 2009/10

In the year ending March 2010, we have enabled the building of 130 new homes in the district, and are on line to meet the 750 target for the 5 years 2006-11. A range of different types of home was provided, included affordable housing on a larger s106 site, supported and adapted accommodation, rural homes on exception sites and high eco-rated houses with green roofs\*\*. There was range of tenures too, to suit people with different needs - general rented, intermediate rented, shared ownership and supported.

In addition, a further 18 units were provided through the equity loan

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|        |   | <p>scheme of HomeBuy, 5 empty properties brought back into use and 48 households assisted to find accommodation in the private rented sector through the Private Access Scheme. A pilot scheme to assist people in larger Hyde Martlet properties to downsize to smaller, freed up 6 much needed 3 and 4 bedroom homes. Perhaps a comparable pilot might be of interest in Loxwood? And let's remember there are multi-generation households – sometimes not registered as such where if the nominal tenant – perhaps a father/mother/grandmother/grandfather might benefit from moving to a smaller home IF their children could take-over the tenancy – not something currently considered I believe.</p> <p>Building works at the Graylingwell site in Chichester, the largest in the District, has begun and the affordable housing in the first phase will be completed between October and February next. 54 affordable homes will be built initially, with up to 299 on completion.</p>  |
| 280/10 | <b>Declaration of Interest from members of the Council</b>        | Nil   |
| 281/10 | <b>Approval of the Minutes of the Previous Meeting (01.03.10)</b> | <p>Approval of minutes of meeting held on 10<sup>th</sup> May 2010.</p> <p>Amendment for NH update – ACRE loan was £20k not £25k.</p> <p>Proposed: ED. Seconded: SL. Signed AS.</p>   |
| 282/10 | <b>Matters Arising from the Minutes of 01.03.10</b>               | See updates   |
| 283/10 | <b>Updates/Issues on the following:</b>                           | <p><b>Cllr Vacancy</b><br/>Mr David Woodley has expressed an interest. He has lived in the village (Pond Close) for 20 years. Will send in a CV style letter to inform members of his expertise he can bring to the PC.</p> <p><b>Loxwood Bridge</b><br/>AS stated WACT had asked for £100 donation for the machinery used/trips etc used along with the team of 22 people used to clear Willetts Way. On 13<sup>th</sup> June there is a work party to continue the work on site.</p> <p>All members agreed £100 donation was acceptable. All in favour. AS stated she will ask if WACT will place the funds in the parapet fund. CW will look into the Norwegian Maples needed for Willetts Way. SL spoke to Newbridge Nursery re: £100 BBQ, or 2 £25 vouchers for the raffle. The winner of the BBQ equipment could trade it for another item if needed. It was agreed SL will approach Newbridge for 2 vouchers.</p> <p>Cllr Duncton left the meeting.</p> <p><b>North Hall</b><br/>HMRC confirmation that specific parts contracted by the PC are re-claimable by the PC.</p> <p>Confirmation of grants to the value of £14500.</p> <p>Request from David Wellington for further funding – Cllr W Andrews informed David Wellington that there was unlikely to be a decision tonight.</p> <p>£67,000 – would the PC be agreeable to using this money towards other works in phase one. The £67K includes the £15k from the Section 106. AS asked if anyone had any issues with changing the spend from the roof. SL stated that so long as we can identify the specifics for the purpose of VAT so we can make sure we are covered by the HMRC requirements. SL stated the letter from HMRC covers the roof and or other specific areas of work. SL stated that she was unhappy with the letter received from David Wellington today and the wording. CW stated that there must be absolute clarity on the</p> |

areas we are going to apply for (not 'fund'). SL agreed to work with David Wellington on the detail on document for what the PC is looking at assisting with.

Members agreed in principal to reallocate the £67,000 to other definable projects.

SL stated that we had allocated some of the carry over and considered possibly taking out a PWLB - one over short term and one over longer term to benefit all current and future users. Guideline reserves needed to be kept at £30k for the PC. SL stated that as the PC are repaying it, we have to gift it to NH. The PC benefits nothing from NH in return as such.

We cannot borrow and lend on, we can borrow and see the money to pay bills towards NH – we take the contract and then we can cover the VAT reclaim being the PC. The precept will be affected.

HT stated we have to be very cautious as our own funding will be cut over the next few years.

AS stated that we need to all look at detail sent in the documents sent by David Wellington as they only arrived today.

WA stated that the finance committee should meet and discuss the finer detail of these requests and prepare a document for discussion at the next meeting.

SL stated that until the VAT issue had been resolved we could not commit anything. We need identified the areas for spend.

The finance committee will meet in the next couple of weeks.

CW - who makes the decision on who wins the work?

ED stated that David Wellington makes the decision. He is an architectural engineer with many years of experience. NHMC have used due diligence in this matter. 4 quotes have been received and all information minuted in the NHMC minutes.

SL stated we will need quotes made to the PC.

CW stated the PC must be sure that we are aware of all the detail as we are responsible and we need to be certain of the money and spend as if any issues arise we would be responsible.

AS stated we need to get all points raised and put forward to Clerk and Clerk will keep a list and have them looked into for the July meeting.

WA stated we need something on the table in advance of the July meeting.

### **Rural Housing**

**AS and the Clerk** met with Sam Irving and John Saunders from CDC recently. Cascade are still looking to send an application into CDC. We informed Cascade that we will meet them following a meeting of the Development Committee.

Both JS and SI stated they felt the PC should meet with Cascade as they are going to put in another application. The housing list has increased to 32. A need is now apparent, and CDC will have to look at it. There are issues with HHF having the right size property for current applications. ED asked why the Cascade company has to be used as there are others that build very nice properties. ED asked if we can ask Edward Gittins for assistance.

Cllr Whitmarsh reminded everyone that in the reports from County and District Cllrs there will be less youth facilities in the future etc, so any families moving here there will be less and less for them to

do.

AS stated that the Dev Committee need to meet in the next couple of weeks and establish from CDC why we are being pushed for Cascade to be the developers.

The village shops are struggling still from the recent works carried out at HHF so further disruption could be very worrying.

ED reminded everyone that EG would be useful in this application. AS stated that we had not received much information on our last request, even though we offered payment.

CW stated if it may be useful to have some outside body to look at this from another angle as we are all amateur in these issues. 25% of any developments will be affordable homes.

ED stated that if CDC are pushing a development onto us, CDC are unlikely to be concerned about which company builds the houses, we are likely to need outside help.

It was thought that with the green belt changes, requirements in the housing need register etc then it is key to have help. ED suggested that it would be helpful to use someone in Waverley etc. CW will ask colleagues for advice on whom to use.

Cllr Whitmarsh left mtg at 9.10pm

#### **Sports Association Car Park**

Planning application received for the footpath & also a decision needed regarding the bottle banks – to keep/remove so Clerk has not instructed works to commence on the potholes.

Plans received for the footpath for disabled access extended footpath.

All agreed it can progress. No objection.

HT asked if the Bottle Banks should be removed from the Sports Association. No one can carry anything there by hand unless you are a neighbour. There is no revenue to us only the constant expense of repairing the car park following damage by the collection lorries .

Residents pass recycling plants at Billingshurst, Cranleigh or Petworth.

Clerk to find out who to contact regarding the removal of the bottle banks and the timescales involved.

#### **Footpath from Spy Lane to School**

Clerk informed members that this footpath will be cleared within the next month. This is the fastest that highways can respond.

#### **Canal Cruises**

2 cruises – 22.7.10 cream teas afternoon

31st July BBQ and mini quiz evening.

We have tickets printed, and promoted at the Fete. We need proper adverts around the village. We need A4 adverts laminated onto signs throughout the village.

Mr Milsom will be away for awhile at the end of June/early July so we need to get these things organised. Clerk to collect the display boards from LM later this week.

Tickets can be purchased from local sources – maybe all the bridge committee.

LM & AS will maintain a list for each event. The bridge committee will be the contact numbers.

The buy a brick campaign is reaching approximately £700.

The school fair on the 18<sup>th</sup> June from 6-9pm – WA and Clerk are attending to promote Speedwatch and tickets for WACT events/Buy a brick campaign.

#### **North East Parish Forum**

Please attend on Thursday 10<sup>th</sup> June at NH.

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|        |  | <p>The PC will supply the refreshments at the event. Cllr J Andrews is supplying a BBQ</p> <p>HT asked for an update on the highways and lines. AS stated that Cllr Duncton encouraging members to attend the CLC in June to discuss. Cllr Dugdale asked if there is there traffic calming planned for the Vicarage Hill side of the village?</p> <p>AS stated that it had been discussed – 40mph from the pond at the top of Vicarage Hill, then down to 30mph, and also remove white lines from Spy Lane end to give the impression of narrow roads.</p>   |
| 284/10 | <b>Planning</b>                              | <p>LX/10/01743 Tree Tops<br/>No objection on condition of the neighbours do not object.</p> <p>LX/10/02101 Wey &amp; Arun Canal<br/>Cllr J Andrews is red carding the applications so they can be seen in detail together.<br/>Mr Milson mentioned the pavement on the east side is a mess and needs to be looked at and needs making good, the off side where the boats sit needs landscaping also.</p> <p>HT left the meeting at 9.45pm</p> <p>AS stated the timescales are a concern. The PC has no objection to the planning application, on the condition the works carried out are in a timely manner and site tidied back to the original state upon completion.</p>  |
| 285/10 | <b>Financial &amp; Administration Report</b> | <p>The following payments were agreed:</p> <p>A. Sanderson (Chairman's Allowance)£20.00<br/>Clerk Expenses (May/June) £269.37<br/>WSCC April &amp; May 2010 Salary £ 1824.86<br/>WSCC half yearly charge for Payroll £37.05<br/>SALC Local Council Review £ 13.50<br/>Image Data (June N/Letter Print) £ 249.50<br/>Wedlake Bell Solicitors (for Gift of Land at NH) £ 943.25<br/>M R Print (Brick pamphlets for Fete)£ 28.00<br/>Came &amp; Co Insurance £ 705.12<br/>WACT donation for works completed at Willetts Way £100. The following payment was deferred due to an ongoing issue with the swing at the play area: Playsafe Playgrounds for all works pervious inspection 2009 <u>£2032.75</u>. Prop ST seconded AK.</p> |
| 286/10 | <b>Correspondence</b>                        | <p>Email regarding Compass Travel was felt to be too expensive and unnecessary at this present time.</p>   |

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| 287/10 | <p><b>Members Questions and Information and Meetings</b></p> <p><b>(i) To receive Members questions and reports on matters of interest to the PC</b></p> <p><b>(ii) to note reports of meetings attended on behalf of the PC and invitations to forthcoming meetings</b></p> | Nil  |
| 288/10 | <b>Items for discussion since preparation of the Agenda</b>  | Nil  |
| 289/10 | <b>Items for the next Agenda</b>   | Cllr Duncton sends apologies   |
| 290/10 | <b>Dates of Future Parish Council/other meetings</b>   | Cllr were reminded of the importance of trying to attend NEPF at NH 10.6.10<br>And also the CLC at Lox School 29.6.10<br>Next PC meeting Monday 5 <sup>th</sup> July 2010. |
|        | <b>Meeting Close</b>   | 9.57pm   |

Signed: \_\_\_\_\_ Date: \_\_\_\_\_