



Minutes of the Annual Meeting of the Parish Council held on Monday 16th May 2011 at
7.30pm in the Church Rooms, St John The Baptist, Loxwood

Minutes

Agenda Item	Minute Ref	Detail
1.	2011/07	Welcome to New Members/Meeting Opened
		Meeting Opened by Chairman Cllr Lane and all Members welcomed to Loxwood Parish Council.
		North Hall Draw
		NH draw had been completed earlier this week.
2.	2011/08	Apologies for Absence/Persons Present
		Apologies received from Cllr Bates. Present: Cllr Lane, Cllr Gibbons, Cllr W Andrews, Cllr Loxton, Cllr J Andrews and Cllr A Tedd Also present: Mr L Milsom & Mr T Colling – Loxwood Society. Mr S Tauber, Mrs E Dugdale and representatives from WSCC – Cllr Chris Duncton and CDC – Cllr Philippa Hardwick.
3.	2011/09	Adjournment
		3.2 Questions from Members of the Public
		Nil
		3.3 Representative/s from Chichester District Council
		See Cllr Hardwick's report – Appendix (i)
		3.4 Representative from West Sussex County Council – Cllr Duncton
		Cllr Duncton informed Members of a Winter Management meeting to be held on Wed 18 th May 2011 at 7pm in Lurgashall Village Hall. As no one from the PC was available to attend, Cllr Duncton suggested any representations be made to him for this meeting. New Chairman of WSCC is Mike Coleman. The Rights of Way Officers will be visiting Loxwood within the next 6 weeks, so any information relating to footpaths, Twittens, overgrown vegetation etc., please contact Darren Rolfe at WSCC. Next CLC meeting is 21.6.11 – venue to be confirmed. Discussions took place regarding the 40mph speed limit for Alfold Bars and the importance of continuous enforcement to ensure this is a success. Cllr Duncton will make enquiries regarding the outcomes of the speed monitoring for this stretch of road, and if possible, will make the information available to Members for further discussion. Loxwood Sports Association Car Park – Cllr Duncton suggested the PC consider sponsorship by a local company to help with the resurfacing – Cllr Gibbons will look into this suggestion further with her work on the LSA. Cllr Duncton sent his apologies for the Annual Parish Meeting on 25.5.11
4.	2011/10	Declaration of Members Interests
		Nil
5.	2011/11	Approval of Minutes from the meeting held on 4th April 2011*
		Minutes Signed by Chairman. Proposed: Cllr Lane. Seconded: Cllr M Loxton.
6.	2011/12	Matters Arising from the minutes (unless covered elsewhere on the Agenda)
		It was agreed the PC would write to Mrs Schupke (Wey and Arun Canal Trust) and request the same conditions are applied to the Winding Hole proposal as were applied to the Southland Lock application. Clerk to write to Mrs Schupke at WACT.
7.	2011/13	Updates:
		7.1 Loxwood Bridge – Bridge Committee
		Mr Milsom updated on the ticket sales for the forthcoming cruises. There are still some tickets available. It was noted that there had been tremendous support from WACT in relation to the fundraising for the parapets. The PC extended their thanks to Mr Milsom for all his hard work in organising these cruises. Members were informed the detailed drawings of the parapets are under preparation.



		<p>7.2 North Hall See also as attachments to the minutes: North Hall – opening speech – Mr D Wellington North Hall ‘Story so far’ and North Hall ‘The Way Ahead’ 7.2i NH Report– Cllr W Andrews 7.2ii NH Works – Cllr Bates</p>
		<p>7.2i – Cllr Andrews: <u>North Hall – Report to Loxwood Parish Council 16/05/2011</u> The celebrations to mark the opening of the extension were a resounding success, both in the afternoon and in the evening. Thank you to Jenny for setting up the Parish Council display board and for manning it during the afternoon. The extension was completed just in time for the event and we are grateful to Graham Clifton for the bar area which was a welcome and unexpected bonus. With regard to Cllr Bates’ suggestion that we take advice on withholding payment from the contractor for late completion then the person from whom to take that advice is the Project Manager, David Wellington. However we need to be mindful that the contractual completion date was 27th February and that extension of time of 22 working days for inclement weather was granted. Practical Completion was certified on 11th April 2011 in order to enable the use of the facilities and switch building insurance from the contractor to NHMC so to honour a long standing booking. Liquidated damages for late completion apply only up to the issue of the Certificate of Practical Completion so we could claim compensation for just over one week’s delay. The contractor could claim for an extension of time for the extra works such as the stairs and additional concrete paving which were not in the original contract. Furthermore he has not claimed the interest to which he is entitled for the very late first contract payment made by Loxwood Parish Council. There is a six month Defects Period, rest assured that Retention Money will not be paid until all the work is completed to our satisfaction. 7.2ii – Cllr Bates (Not present).</p>
		<p>7.3 Speed Watch – Update</p> <ul style="list-style-type: none"> • SID Device – purchase/Joint Parishes • HGV Ban – update
		<p>Speed watch – The SID device will be in Loxwood on 6th June 2011 for the first training session. It will be used at the site agreed by WSCC/Sussex Police at the Onslow Arms Pub. The site survey for Alfold Bars is with Chris Dayesh at WSCC for approval. Discussions took place regarding the SID device owned by Alfold PC – potentially Loxwood may be able to borrow the device in the future. Clerk to investigate if LPC were to purchase a SID, could the data gathered by used to help with speeding issues through the village HGV – Following the meeting with Tracey Webb (WSCC) it was suggested the PC write and request via Tracey Webb that the HGV Ban be put onto the TRO list for discussion at the next relevant CLC. Clerk to contact Tracey Webb, and if necessary her superior to request this item have action.</p>
		<p>7.4 Roads/WSCC – an update from the meeting with WSCC</p> <ul style="list-style-type: none"> • Ratify and agree suggested plans from WSCC
		<p>Members viewed the plans sent by Tracey Webb (WSCC) for the white line removal/changes through the village in order to make the visual impact of the roads look different, therefore helping to slow the traffic. The Council approved this proposal. Proposed Cllr J Andrews. Seconded Cllr W Andrews.</p>
		<p>7.5 Update on Hall House Play Area</p>
		<p>John Saunders (CDC) had been on annual leave; therefore an update had not been received in time for this meeting. It was noted there had been people seen at the site recently. Clerk to chase. Cllr Hardwick to investigate Section 106 monies for Play Area’s from HHF and advise.</p>
		<p>7.6 Update from the LSDG Group</p>
		<p>The group will begin to look at Community Lead Plans/Neighbourhood plans shortly.</p>
8.	2011/14	Common Land – Cllr Gibbons
		<p>Cllr Gibbons had circulated a report ahead of the meeting, and requested any further information relating to Green Lane/Petworth RDC to be given to her. Cllr J Andrews suggested speaking with the executor of Anthony Cooper’s estate to help with any further information. Cllr W Andrews to speak with Mrs Nash for any assistance from the Historical records. Cllr Gibbons proposes to make individual files for each section of property so the PC has clear records of ownership.</p>



It was agreed where possible the PC should move forward with registering land. Thanks extended to Cllr Gibbons for her hard work on this issue.		
9.	2011/15	Sports Association Car Park/Recycling Bins <ul style="list-style-type: none">• <i>Agree removal of all recycling bins from Car Park</i>
Cllr Gibbons talked members through the historical information relating to the leases. It would appear from the historical records there are 2 leases – 1 for the land and 1 for the pavilion. The LSA should be paying a rent to the PC, on the pavilion, which should have been reviewed in June 2011 but since we didn't have sight of a copy of the lease in time to serve notice, the ability to review the rent has passed, however there is no evidence of rent ever having been received to date. The clerk and Cllr Lane have checked the records to confirm this. None of the land at the LSA is registered. It was agreed, Cllr Gibbons would open a dialogue with the LSA and try to establish the history surrounding the rent payments. Car Park repairs – Cllr Gibbons has received several quotations for repair, costs are varied. It was agreed after lengthy discussions that Cllr Gibbons would talk to the CDC Property Department for further advise on surfacing options and discuss these with the LSA before coming back to the PC with a proposal. Clerk to report Fly Tipping at the LSA Car Park. Clerk to invite the LSA to the Annual meeting. Cllr Gibbons will also begin investigating Common Land on behalf of the PC and report any findings. Thanks extended to Cllr Gibbons for her continued work on this issue.		
10.	2011/16	Joint Parish Working Group <ul style="list-style-type: none">• <i>Agree format and membership</i>
It was agreed LPC was interested in the work this group may cover and would form part of this cluster. Cllr Gibbons would attend on behalf of the PC as liaison. Members were encouraged to put themselves forward to assist Cllr Gibbons.		
11.	2011/17	APM <ul style="list-style-type: none">• <i>Finalise Agenda</i>• <i>Finalise Roles for the evening</i>
Clerk to set up and arrange refreshments. Speaker so far: Loxwood Society, Gardening Club and Historical Society.		
12.	2011/18	New Planning Applications:
		<u>LX/11/01141/DOM Chestnut Mead Guildford Road Loxwood</u> Oak framed barn structure with clay tiled roof. To view the application use the following link; http://pawam.chichester.gov.uk/WAM/showCaseFile.do?appType=planning&appNumber=11/01141/DOM
No Objection		
		<u>LX/11/01589/FUL+ LX/11/01590/LBC The Cider House Skiff Lane Loxwood</u> Proposed conversion of barn to form ancillary residential accommodation. To view the application use the following link; http://pawam.chichester.gov.uk/WAM/showCaseFile.do?appType=planning&appNumber=11/01589/FUL
No Objection		
		<u>LX/11/01525/DOM 24 Willetts Way Loxwood Billingshurst RH14 0WW</u> Retrospective application for a detached timber garden building. To view the application use the following link; http://pawam.chichester.gov.uk/WAM/showCaseFile.do?appType=planning&appNumber=11/01525/DOM
No Objection		
		<u>LX/11/01064/DOM The Brambles 3 Burley Close Loxwood</u> Proposed side extension. To view the application use the following link; http://pawam.chichester.gov.uk/WAM/showCaseFile.do?appType=planning&appNumber=11/01064/DOM
No Objection		
		UPDATE:



	<p>LX/11/00284/PLD 24 Willets Way Loxwood Proposed garden building. REFUSE</p> <p>LX/11/00717/DOM Rogues Roost Guildford Road Loxwood First floor extension, new single storey garage (to replace existing swimming pool). PERMIT</p> <p>LX/11/00763/DOM 8 Loxwood Farm Place Loxwood Retrospective application for rooms in roof with roof lights to front and rear. PERMIT</p>
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	<p>Discuss: <u>LX/10/05476/FUL Wey And Arun Canal East Of High Street Loxwood Proposed visitor centre for the Wey and Arun Canal Trust.</u> Deferred from ADCC(N) on 20.04.11 to the next ADCC (N) due to be held on 25.05.11. Site visit due on 23.5.11. The PC welcomed Hilary from the British Horse Society who had attended the last Development Control Meeting (North) regarding this proposal. Hilary updated members on the meeting and outcome of a further site visit. The PC had sent an updated letter to interested residents informing them of the site visit and also the latest Dev Con meeting information, along with a letter to Derek Price. – CDC Planning Officer It was noted there had been a recent petition in the village regarding this application, and it was understood a survey had been carried out by a local resident relating to the number of users of the tow path – to show the difference in information held by CDC. Following very detailed discussions regarding this application, it was agreed Cllr J Andrews would draft a letter to Mrs Schupke at WACT and send to Members including the comments on the suggested buildings(Black Shed) etc. It was agreed Cllr Tedd would attend the Development Control Meeting on behalf of the PC. The Clerk reported Mrs Schupke from (WACT) had been chased for a response regarding Southland Winding Hole and any Bridleway closure info & confirmation that the Badgers are not in season while works take place, however, t date there had been no further response.</p>
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13	2011/19	<p>Financial and Administration Report</p> <ul style="list-style-type: none"> • Agree payments for 9.05.11 (See below) Proposed Cllr J Andrews. Seconded Cllr W Andrews • Year End Accounts to be agreed at the June meeting. • FOI –postponed.
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Current Account as at 13.4.11	£25,087.61
Reserve Accounts as at 31.3.11	£49034.50
Total	£74122.11
Un - presented Cheques	£17445.76
	£56,676.35

Payments Approved for 16.1.11:

PWLB	43108465	Direct Pay	£3275.32
WSSC Payroll March 2011	8000801613	Chq 1299	£912.43
WSSC Payroll April 11	8000810316	Chq 1300	£933.28
SALC New Cllr Training	N/A	Chq 1301	£240.00
J Hartley (Clerks Expenses)	n/a	Chq 1302	£192.80

14	2011/20	Members Questions, Information and Meetings Attended
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Nil		
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15.	2011/21	Items for discussion since preparation of the Agenda
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Nil		
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16.	2011/22	Items for the next agenda
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Loxwood Parish Council
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Nil		
17.	2011/23	Dates of Future Meetings
		Wednesday 18 th May 2011 at 7.30pm - Local summit with WSCC to be held at Lurgashall Village Hall to discuss Winter Management/Salt/Grit etc APM – Wednesday 25th May at 7.30pm APM PC meeting – Monday 6 th June 2011 at 7.30pm

Meeting closed at 10.25pm

Future Parish Council Meeting Dates:

Wednesday 25th May 2011 – 7.30pm APM – North Hall

Monday 6th June 2011 Monday 4th July 2011 No meeting in August

Monday 5th September 2011 Monday 3rd October 2011 Monday 7th November 2011

Monday 5th December 2011



Apendix ii

North Hall Open Day Speech 7th May 2011 – Mr David Wellington

Ladies & Gentlemen,

If I could have your attention for just a few moments. I'll be brief, but would just like to thank everyone who has contributed to our wonderful New Heart for the Village. It's been terrific to see how the village has rallied around and really got involved in what's been happening.

Thanks to the splendid efforts of the community fundraisers, Jean, Simon and many others, there's been lots of publicity around the project. Also you can read the story of the project on the display board and see the list of acknowledgements. You'll be relieved to know that I'm not going to wade through those.

What I would like to do though is go back to the beginning and mention a few people without whom the project simply would not have got startedto celebrate a story that's been largely unsung !

By far the most difficult part of any project really is just getting started. Fortunately we had a few people in the village who had the faith to believe it really could happen:

- Priscilla Phillips no longer lives here but in 2007 she organized a survey to solicit the views of the local community as to what should be done. This is when it all started.
- I know that Pricilla would like me to mention the support she got in those early days at the time from AirS and particularly Louise Beaton, the village hall adviser
- The Parish Council, initially under the Chairmanship of Alison Sanderson, have been extremely supportive throughout the project, providing close to £120,000 in financial support
- Elizabeth Dugdale, the PC representative sitting on the Hall's Management Committee at the time was always optimistic that things were doable, providing tireless encouragement and support with grant applications
- Finally our Architect, Val Hinde, from Petworth, who specialises in community projects working for very low rates. I'm sure you'll agree that Val came up with a terrific design for incorporating the new with the old.

We've already seen an increase of over 50% in the use of the hall, even though construction gghas been going on and we're now expecting much more. We're wanting to develop a range of further opportunities to improve the lives of the villagers from all sectors of the community.

So take a look at what's going on in the hall and the rest of the village and if you'd like to see other things happening do let us know. We need around £100,000 to complete the modernisation of the main hall, so there's plenty of room for your involvement.

First thought please raise your glass with me in celebration of a bright future for Loxwood & North Hall.....

"Loxwood & North Hall"



A New Heart for the Village



NORTH HALL MODERNISATION & EXTENSION

..... The story so far

The project to transform the somewhat tired and dated village hall in Loxwood into a modern facility which will act as a new “ Heart for the Village “ began in 2007 when Priscilla Phillips of the Parish Council and North Hall Management Committee organized a survey to solicit the views of the local community as to what should be done. The hall, North Hall, was built in 1937 by the North family of Loxwood Hall and given in trust to the Parish Council. It is now a registered charity. For over 75 years the hall has been the central building for many of the events held within the local community.

A retired civil engineer living in the village, David Wellington, joined the Management Committee and offered to help develop and lead the project and to make the necessary grant applications. A generous bequest of £25,000 received at the time from a local resident provided confidence in developing the ambitious project plans.

A project outline was developed and Val Hinde, of Petworth, was appointed as Architect. Val’s proposals were warmly received when presented to the local community in early 2009, even though the target to be raised was in excess of £350,000! Fund raising was then begun in earnest and planning permission obtained.

The Parish Council, under the Chairmanship of Alison Sanderson, and District Councillors were extremely supportive throughout the project. Tireless encouragement and support to the fundraising effort was given by Elizabeth Dugdale, the Parish Council representative sitting on the Management Committee at the time.

Peter Winney joined the NHMC as Chairman in mid 2009. Peter is very well known in the village and fully appreciated the need to get the local community involved in the fundraising efforts. The Community Fundraising Committee was subsequently established and Jean Spira, who has over 10 years fundraising experience with a well known national charity, was appointed as it’s Chairman. Jean’s brief was not only to raise money but to bring the local community together – at the ***New Heart for the Village***. To date the community have raised nearly £21,550 towards the project, and the total raised for the whole project has now reached over £270,000.

The project was eventually split into two phases, the first of which had a target of £255,000 and in October 2010 this target was reached and construction contracts were signed with Chiverton of Bognor Regis. The hall has been extended to include a new kitchen, toilets, a light and airy entrance with large reception/refreshment/ bar area, and a large meeting room upstairs. All of this has greatly enhanced this lovely old building and Chivertons will be extending the car parking facility around the hall.

The hall itself sits in a large piece of land which is being transformed by the newly formed Loxwood Community Garden Initiative under the Chairmanship of Graham Moore.

The woodland area, which was overgrown and full of decaying undergrowth, is being cleared and with the help of the Countryside Ranger and local volunteers and children and an orchard of many types of fruit including old Sussex apples has been planted. A nature trail is being built along with a children’s hideout, stag beetle hotels, log piles for insects, bird boxes etc.



A New Heart for the Village



NORTH HALL MODERNISATION & EXTENSION

..... The story so far

- 2 -

The Management Committee are now actively working to develop a range of other new opportunities, which the modernised hall will enable them to deliver, so as to improve the lives of the villagers from all sectors of the community. Several new classes have been started including Body Blitz, Ballet and Ballroom dancing. The monthly Jazz and Blues Club has proved a huge success, along with a children's concert, 'A Musical Sleigh Ride', last Christmas, and the extremely successful Loxwood's own 'Chelsea Flower Show' which this year will take place on Sunday, 26th June.

Loxwood Community Arts Group, which has also been formed recently, will use the hall for their events. A choir organised by the Group has already caused a great interest. Another new activity is the Loxwood History Group which is gathering information on the history of Loxwood.

It has been a very exciting time for this lovely village, but there is still more to come. Phase 2 calls for a further amount in excess of £100,000 to be raised to reroof and insulate the main hall itself along with double glazing, rewiring, decoration and additional parking in the grounds.

The Management and Fundraising Committees look forward to meeting the challenges of further fundraising and to the eventual completion of the project. Lots more community fundraising events are planned. We look forward to welcoming visitors to the hall and showing what has been achieved.

The Committees would like to take this opportunity to thank the various organisations which have given their support to the project and the local community for their generosity. A list of sponsors is on display.

If you would like to get involved or help in any way, please contact: Peter Winney, Chairman, North Hall Management Committee on 01403 752377, David Wellington, NHMC Project Manager on 01403 753100 or Jean Spira, Chairman of Loxwood Community Fundraising Committee on 01403 752534.



A New Heart for the Village



NORTH HALL MODERNISATION & EXTENSION PHASE 2

..... The way ahead.....

Over £100,000 is required to complete the project (phase 2). Further grant aid is essential to the funding of the outstanding work and is actively being sought. Applications have been submitted to RDPE Seeda/Leader, Gatwick Airport Community Trust, Hall & Woodhouse and Trusthouse Charitable Trust. Further funds are to be sought from the Big Lottery "Reaching Communities" and Awards for All, West Sussex Local County Committee, Clothworker's Foundation, Ernest Kleinwort, Henry Smith County Programme, and ongoing community fundraising activities.

Chichester DC have already committed to provide 14% of the further expenditure i.e. some £14,000. Surplus phase 1 funding, a recent generation of £5,000 and community fundraising amount to some £15,000. ***We therefore already have some £29,000 in total towards phase 2.***

Please contact us if you or others you know are prepared to give support

Phase 2 is currently estimated to cost :

- | | |
|---|---------|
| ➤ Reroofing of main hall, new ceiling and insulation | £35,000 |
| ➤ Rainwater goods | £ 3,000 |
| ➤ Replacement double glazed windows & doors | £20,000 |
| ➤ Electrical | £ 3,000 |
| ➤ Decoration | £ 5,000 |
| ➤ External works – gravel dressing to drive, "Grasscrete" parking | £11,000 |
| ➤ Contingency, inflation allowance, VAT | £28,000 |

The work will most likely be broken down into packages of work as identified above, rather than being let as a single contract

David Wellington, NHMC Project Manager, tel 0140