



-LOXWOOD PARISH COUNCIL

Minutes of the Planning Meeting of the Parish Council held on Monday 15th July 2011 at 7.30pm in the Church Rooms, St John The Baptist, Loxwood

MINUTES

Agenda Item	Minute Ref	Detail
1	2011/39	Meeting Opened and Welcome from the Chairman
		Meeting opened and welcome from the Chairman. NH Draw – No 54. Mrs E Lancaster. Thanks to Mr & Mr Winney for attending the meeting
2	2011/40	Persons Present and Apologies for Absence
		Present: Cllr Lane, Cllr Gibbons, Cllr J Andrews, Cllr W Andrews and Cllr Bates Also present: Mr T Colling, Mr P Foulger and Mrs C Thornton-Wood. Apologies received from: Cllr Duncton, Cllr Hardwick, Cllr Tedd and Cllr Loxton
3	2011/41	Co-Option of the Parish Council Vacancy
		Mrs Claire Thornton was in attendance. Members had noted Mrs Thornton-Woods CV circulated in advance of the meeting. There were no questions for Mrs Thornton-Wood. It was resolved that Mrs Claire Thornton-Wood was co-opted to Loxwood Parish Council. Papers signed by Mrs Thornton Wood.
4	2011/42	
		Cllr Gibbons declared an interest in Gennetts Bottom Lock and Cllr Thornton-Wood in Farm Close
5	2011/43	Adjournment
5.1		Questions from Members of the Public
		Nil
Action		
5.2	2011/44	Reports from Chichester District Council
		Apologies received from Cllr Hardwick – report received.
Action		
5.3	2011/45	Report from West Sussex County Council
		Apologies received from Cllr Duncton. No report sent
Action		
6		Approval of the minutes from the Parish Council meeting held on 6.6.11
		Minutes agreed and Proposed by Cllr J Andrews. Seconded by Cllr Gibbons. Signed by the Chairman
Action		Nil
7	2011/46	Planning Matters
7.1		New Applications
		There were no new applications to discuss. Wey and Arun Canal had sent copies of a proposal for Gennetts Lock, however this was not a full application at this stage. It was resolved the PC would send individual comments to Mrs S Schupke on this initial proposal.
Action		PC Members to respond directly to Mrs Schupke re: Gennetts Lock proposal
7.2	2011/47	Recent Decisions of the Planning Authority
		LX/11/01713/DOM Michaelmas House Guildford Road Loxwood Proposed two storey extension and alterations. PERMIT LX/11/01390/EXT Abbotscroft Roundstreet Common Loxwood Extension to planning permission LX/08/03622/FUL - erection of 1 no. Replacement dwelling.

<p>PERMIT LX/11/01804/TPA Arunwood High Street Loxwood Reduce back length of 2 no. Lowest limbs on eastern side of tree by 2.5-3m on 1 no. Oak tree (T1), subject to LX/98/00659/TPO.</p> <p>PERMIT LX/11/01589/FUL + LBC The Cider House Skiff Lane Loxwood Proposed conversion of barn to form ancillary residential accommodation and extension of residential curtilage.</p> <p>PERMIT</p>		
Action		
8	2011/48	Finance
8.1	2011/49	Agree Payment Schedule for 4.7.11
Report attached. Schedule for payment: Proposed – Cllr J Andrews. Seconded Cllr Lane.		
Action	Date amended on schedule to read July.	
8.2	2011/50	First Quarter Budget Report
<p>SL talked Members through the Q1 Budget update. There is currently £500 for the LSA Car Park repair, however it was noted the carry over from the previous year could be considered for use in addition to this sum.</p> <p><u>LSA Car Park</u> Cllr Gibbons stated the LSA are looking into more economical quotations for re-surfacing. It was resolved that Cllr Gibbons would approach David Edwards at the LSA for assistance in repairing to the potholes as a temporary measure at this stage.</p>		
Action	Cllr Gibbons to contact David Edwards (LSA) re: temporary repair of potholes in the LSA Car Park.	
8.3	2011/51	Any Other Financial Matters
It was agreed the Clerk would obtain papers for the bank for further signatories to be added. Cllr Bates, and Cllr Thornton Wood agreed to become signatories.		
Action	Cllr to obtain the relevant papers and pass to Cllr Bates and Cllr Thornton-Wood to process.	
9	2011/52	Bulletin Board/Future PC meetings
9.1		
<p>The Clerk informed Members she had met with Cllr J Andrews twice recently to discuss IT and the BB. Copy emails being sent to 2 further back up email accounts to help ensure there are no losses of mail.</p> <p>The BB is in early the stages of set up, and the Clerk is receiving support from the Communities in Practice staff. It was proposed work will continue to set this up fully over the coming months for full launch in Sept 11.</p>		
Action	Clerk and Cllr J Andrews to continue on this project	
9.2	2011/53	Future Proposed Parish Council meetings
<p>The proposal put forward at the June PC meeting works well with other Councils. The Full PC meetings become more popular for the residents to attend, and the PC are far more productive in their work. It was resolved the Clerk and Cllr Andrews will continue to work on the BB, meeting schedule and Standing Orders to finalise at the Sept PC meeting.</p> <p>Future meeting venues – it was resolved that the future PC meetings would return to North Hall and subsidiary meetings ie: LSDG etc will continue to meet at the Church Rooms. This will take place from September.</p>		
Action	Clerk to check availability of North Hall on 1 st Monday of each Month.	
10	2011/54	Loxwood Strategic Development Group

10.1	2011/55	Report from LSDG re: Cascade Event in Farm Close, Loxwood on 13.7.11
See Report		
Action	Nil	
10.2	2011/56	Update Affordable Housing for Loxwood (Following the meeting of the LSDG/PC on 9.6.11)
See report		
Action	Nil	
10.3	2011/57	Update on the outcomes of the CDC Site Survey Report
Awaiting a response on the survey results from CDC.		
Action		
10.4	2011/58	Update following the meeting with CDC & Hyde Martlett
See report		
Action	Nil	
10.5	2011/59	Proposals for a Public Meeting in Loxwood on 21.7.11 9 (Agree letter to residents and Land Owners
<p>Discussions took place regarding the current LDF /affordable housing topic. The LDF first consultation takes place from 26th August 2011 for 4 weeks. Each resident will be expected to respond to a questionnaire regarding the LDF in order to help make future housing decisions for Loxwood.</p> <p>It was resolved the principal of a Public Meeting on 21.7.11 will cover the issues relating to the LDF and Cascade/Affordable Housing. Proposed Cllr Gibbons Seconded Cllr J Andrews.</p> <p>Letters to Residents/Land Owners</p> <p>It was resolved that in principal the 2 letters will be amended to incorporate the LDF. Cllr J Andrews/Mr T Colling will draft an introductory paragraph for both letters .</p> <p>It was agreed this letter would be sent via 1st class mail to all properties.</p> <p>Members were encouraged to read the papers from the Cabinet Link for Members of this week on the CDC website. TC to send link to Members..</p>		
Action: Cllr J Andrews to prepare the draft letter to residents. Prepare notices/Agenda's. Clerk to send the letters out to residents.		
10.6	Professional Fee's	
<p>Discussions took place regarding the potential need for outside expertise relating to housing in the future. A Planning Consultant could offer 2 areas of expertise: help with development issues and also Community Led Plans.</p> <p>It was resolved the use of a professional consultant may be needed in the future, however at this stage in was unnecessary. When this service is required, the PC would require details of costs and details of what the works is covered from the LSDG in order to consider.</p> <p>TC stated that Loxwood Society has a sum of money in their budget for the use of professional fees. It was agreed the PC and Loxwood Society could share the cost. Thanks extended to Mr Colling for this kind offer.</p>		
Action		
10.7	2011/60	Community Led Plans versus Parish Action Plan
<p>Cllr Gibbons stated there is a need for a CLP or PAP for Loxwood. Cllr Gibbons has spoken with David Hyland at CDC. VAP is a quicker document to produce; however the CLP has more credence with CDC. CDC has help on hand in relation to the village questionnaire and ways in which is can be produced.</p> <p>It was resolved the Public Meeting on 21.7.11 will be used for discussion on this item.</p>		
Action	See item 10.5 for Actions relating to the letter for the public meeting on 21.7.11	
11	2011/61	Proposed Medieval Festival on 20.7.11

Questions to be sent to the Clerk to be raised at the meeting. Cllr Lane and Cllr Loxton are attending.		
Action: Members to send any questions to the Clerk to Cllr Lane/ Cllr Loxton to raise at the meeting. Clerk to send a copy of the correspondence to Cllr Thornton-Wood		
12		North East Parish Cluster Report
Report circulated in advance of the meeting.		
Action: Nil		
13		Parish Council Newsletters
It was resolved there will be a PC newsletter following the public meeting in 21.7.11 for delivery at the end of August/early Sept. The Clerk reminded members there will be a requirement for the Council to produce a regular newsletter in order to the Council to investigate Quality Council status.		
Action: Clerk to try to obtain further Op Crackdown leaflets.		
14	2011/62	Updates on the following
14.1	2011/63	Loxwood Bridge Committee
Report sent to Members ahead of the meeting. Cllr Lane spoke with Cllr Duncton today following the request to progress the section 287 agreements and also requesting assistance with the fees. Cllr Duncton will contact Mr Foulger at WACT for further information. Advice needs to be sought from a District Solicitor for assistance in ensuring there is no weakening in the Enforcement from CDC. It was noted that WACT must have a contingency plan in place in the event that the fundraising may not continue. WACT have been encouraged by the Bridge Committee to keep Andrew Frost at CDC up to date on the progress on the parapets. It was resolved that Cllr J Andrews will contact Andrew Frost at CDC to request no action is taken against WACT before 1 st October 2011. All Members agreed in favour of this action. Marine Pedestal – It was noted that Members were opposed to the current proposed design for a pedestal, the aesthetics need to be improved to be more in-keeping. It was resolved the PC would write to WACT and ask if the pedestal could be improved to match the surroundings. The PC would like to thank WACT for their continued involvement with the PC in all matters relating to the Loxwood Bridge/Canal. Thanks to Peter Foulger.		
Action: Cllr J Andrews will contact Andrew Frost at CDC to request no action is taken against WACT before 1 st October 2011.		
Action: Marine Pedestal: Clerk to write to WACT and ask if the pedestal could be improved to match the surroundings.		
14.2	2011/64	North Hall Report
Report circulated to Members in advance of the meeting.		
Action		
14.3	2011/65	Speed Watch Report
The PC thanked Cllr W Andrews for all her hard work in this issue. Operation Crackdown has been the key issue in enabling the Police to become involved. Volunteers are kept informed of the progress of Speed Watch.		
Action: Nil		
14.4	2011/66	Update on Section 106 meeting with Claire Hurst
Report circulated before the meeting. Proposal was to survey the children in the village as to the facilities they would like to see. The whole age spectrum needs to be considered. Cllr W Andrews will speak with the NHMC regarding the possibility of a Play Area at North Hall. There is a crucial issue relating to the crossing area at North Hall, which will need to be investigated. It was resolved Cllr J Andrews will prepare an action document for the Sept PC Meeting. Members were encouraged to ask residents in the village what they feel they would like to see improved in the village.		

CDC Officer Sarah Peymen is investigating the issues relating to the responsibility of the developer for facilities at HHF and will report back in due course.

Mr Colling stated the Section 106 report does require a play area facility along with the residents to set up maintenance committee for maintenance of the site.

Action: Cllr J Andrews will prepare an action document for the Sept Meeting.

Clerk to monitor that Sarah Peyman from CDC responds to the issues relating to facilities at HHF.

15	2011/67	Members Questions, information and meetings attended
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Cllr Gibbons informed Members of a recent email received by the Clerk from Leiston-cum-Sizewell Town Council. It was agreed the Clerk would forward the email to all Members for comment. It was noted the replacement of wheelie bins at a residents costs. Cllr J Andrews stated the PC should complain to CDC, as there is no consultation.

Parish Community Facility Audit

Cllr J Andrews will complete the main part of the Parish Community Facilities Audit and send to Members during August for comment.

Property Report:

Removal of the recycling bins. The removal of all the recycling bins at the LSA car park. Proposed JA Seconded WA.

Sinking Funds – it was agreed this fund would continue within the PC budget for the Car Park. Proposed JA. Seconded SL.

Sports Event – it was agreed this was an excellent idea. Cllr Gibbons to involve Loxwood Society in this event planning.

Area to the rear of the Pavilion: The PC would support the idea of a multipurpose court, however funding would need to be investigated.

Cllr W Andrews – attended the CLC meeting held in June. The proposed TRO for weight restriction through Loxwood is number 19 on the TRO list. There is new highways engineer taking over from Tracey Webb. Her name is Fiona Baker. Fiona Baker will also be working with the Community Development Officer – Ed Dickinson. Ed Dickinson is now part of the Highways department. Steve Johnson is taking early retirement from WSCC Highways.

20 is plenty initiative- Cllr W Andrews made contact with the company running the initiative just to establish the work they do.

Action: Clerk to forward the email from Leiston-cum-Sizewell Town Council to members.

Clerk to add Strategy item to the Sept Agenda.

Clerk to send Richard Gills (CDC Bin emptying) email address to Cllr Gibbons for the LSA

16	2011/68	Date of next Parish Council meeting
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Monday 5th September 2011

Strategy/Meeting schedule/notice September/ Bt phone box

Signed: _____

Date: _____