



Minutes of the Ordinary meeting of Loxwood Parish Council held on Monday 5th September 2011 at 7.30pm at **North Hall, Guildford Road, Loxwood**, (Upstairs Meeting Room).

MINUTES

Item Minute No Detail

- 1. 2011/68 Election of Chairman for the period 5.9.11 to 3.10.11**
It was agreed Cllr Andy Tedd would act as Chairman for this meeting only.
Proposed Cllr Thornton Wood seconded Cllr Bates.
Mr I Davison completed the North Hall Draw. Mr Winney announced the winning ticket to be M. Barrett. Thanks to Mr Winney for attending.
- 2. 2011/69 Apologies for Absence**
Apologies received from: Cllr W Andrews, Cllr M Loxton and Cllr J Andrews
- 3. 2011/70 Declaration of Members interests**
Nil
- 4. 2011/71 Adjournment**
 - 4.1 Questions from Members of the Public**
Mr Colling reminded the PC that there is a vacancy to fill the representation on the Cluster Group and also the LSDG due to the recent resignation of Cllr Gibbons (and resignation of Mrs Dugdale from the PC/LSDG) . It was agreed the Loxwood Village website should be used to promote the recent issues relevant useful links to the CDC website.
It was resolved that Cllr Thornton Wood would join the Cluster Group as the PC's representation. Proposed Cllr Bates Seconded Cllr Tedd. Cllr Tedd to be added to the circulation list as a second representative where needed.
It was resolved Cllr Tedd and Cllr Loxton will join the LSDG for PC representation.
 - 4.2 Reports from Chichester District Council – Cllr Philippa Hardwick**
Cllr Hardwick requested to be included on the Parish Cluster circulation list for information – Clerk will ensure Cllr Hardwick is copied on correspondence.
The Interim Policy caps developments in the NE Parishes. If a settlement were to be more sustainable, there would be more development.
LDF – consultation process now on line at CDC. 4-week consultation period.
Internal consultations are underway regarding the SDNP take over. CDC is looking into separating the Agency work and planning roles.
There are discussions relating to the merging the planning committees. This has been controversial so far to date, and still under discussion.
Community Rights to Build – Officer are working on guidance for communities, which will be published on the CDC website. Members were encouraged to become familiar when this process is released.
A recent meeting of Members of LPC, CDC Members along with other outside interested bodies convened to discuss the possibility of a future Medieval Festival. Mr Bacon (proposer) has now completed the purchase of the land. Mr Bacon has been invited to the October PC meeting for further discussion. Lloyd Harris from CDC is continuing in dialogue with Mr Bacon. Chichester Big Weekend is coming up this weekend.



4.3 Reports from West Sussex County Council – Cllr Chris Duncton

Cllr Duncton reported to Members he had been disappointed not to have been included on the activities of the Parish Cluster group, however this had since been rectified. *Clerk will ensure Cllr Duncton is copied on correspondence*

The next CLC meeting on 27th September 2011 at Loxwood School. There will be discussions and presentation regarding the 40mph speed limit at Alfold Bars – Members were encouraged to attend.

Recent meeting organised with Fiona Baker from WSCC Highways. Fiona Baker co-ordinates the rural Highways Issues. Adam Blazeley (WSCC) will be dealing with general highway issues such as Potholes etc.

West and East Sussex Fire Service are discussing merges – however this is an administrative merger as opposed to work on the ground.

Waste Site at Warnham is progressing well. This will take all West Sussex non-recyclable waste. This site will produce fuel from the waste products.

WSCC are transferring the ownership of Pagham Harbour to the RSBP.

Thanks extended to Cllr Duncton and Cllr Hardwick for their on-going support.

5. 2011/72 Approval of the Minutes from the Parish Council Meeting held on 4th July 2011 and the minutes of the Planning Meeting held on 15th August 2011 *

Approved and signed by the Chairman. Proposed Cllr Bates. Seconded Cllr Thornton Wood.

6. 2011/73 Matters Arising form the Minutes of 4.7.11 Nil.

7. 2011/74 Working Relationships and Communication within the Council *Mr. Ian Davison – Sussex Local Council Support Officer*

Mr I Davison – Neighbourhood planning particularly in the context of the Localism Act 2011 has to be driven by the PC. This may bring in other resources, however it must be PC driven. This requires a PC that operates effectively.

7.1 Tailored training (in an informal setting) would appear to be of benefit to the PC:
- what can a PC do, what and how it decides to do; The Chairman; The role of officers; financial arrangements; the behaviour of Members (between themselves and outside the PC).

7.2 SOs exist for the orderly and efficient conduct of business and will cover procedure, delegations, finance and contracts. They are **not** to prevent the PC from doing what It properly wants to do, and are not to be used as a preventative measure. Use the rules to achieve what the PC needs to achieve.

7.3 Chairman and meeting management – A strong and trained Chairman is a must and there must be a proper understanding of the rules relating to the management of meetings.



Lengthy discussions took place between PC Members and Mr Davison regarding the mannerisms, rudeness and communication between PC Members, and at times this extended to outside the PC.

Members were beginning to feel they could no longer make comment on any issues for fear of the often-rude response received in return from other PC members.

The following are notes from the discussions:

A further meeting will be required for training from SALC for the PC. This is a new Council, a line must be drawn under the previous Council and history and the Council must move forward.

Manner of communication is poor, there are energetic people who will not commit due to certain of Members of the PC and the way in which they behave.

The guiding principal must be that the PC wants to move forward.

Decisions are to be made at the PC meetings or within the scope of general or specific delegation – not at any other time.

There must be a clear appreciation of the respective roles of Members and staff and the degree and responsibility invested in the Clerk e.g. regarding correspondence – the Clerk should be tasked to write a letter, this should not necessarily be sent to all Members for comment.

Committees/Groups

It is for the PC to decide what committees and groups are set up and to determine their ToRs etc and to scope of the authority of a representative on an outside body e.g. remit is for 'X' to attend meeting and report back to the PC.

An individual Member of the PC cannot make a decision – delegation cannot be given to an individual member. The PC is the decision-making authority.

The PC must decide how it wants to work.

The PC would have to be set up a situation where decisions are taken at a Committee level.

LSDG was set up with the ToRs for some decisions to be taken by LSDG and some taken back to PC.

The PC must have ownership of its decision-making processes.

The PC should not take up membership of such interest groups as CPRE (Planning) particularly where such involvement could be seen as a fetter on the Council's discretion.

Training will need to include Membership inside and outside.

The PC needs to structure their decision making process and decide what is needed to achieve results.

RESPECT

No Members should engage in any form of non respectful behaviour. Every piece of information and communication must be tied to RESPECT.

External Correspondence – RESPECT, official communication must be authorised – by the Council and sent via the Clerk. Clerk is the pivotal point. The Council makes the decision, the Clerk carries out the work involved and reports back, seeks support as required.

Cllrs must be clear of the capacity in which they are working.

Personal or Official. Decision-making cannot be delegated to a single Cllr. Decisions are taken by the majority. If the minority do not like it, there is nothing they can do. Chairman has a casting vote.

Emails – are CORRESPONDENCE not verbal communications and should be treated like other documents. They are subject to rules on production, content, transmission, retention and disclosure as other documents.

Engagement of Members who will not respond or attend meetings such as this one



this evening and how to deal with this situation in future.

Plan of Action:

The PC must become properly trained – awareness and structured training, localism agenda and forward planning (to be offline when all Members can be present).

Future planning – long term planning. PC future for 12 months.

Quality and eligible Status for the Council – the importance of the PC obtaining this status.

General Power of Competence.

The Council need to make a decision to move forward and command support of the village. The majority vote will enable this to move forward.

Surveying your community on matters such as a Parish Plan or Major Development topical issues is an excellent way of achieving an understanding of your community and thus gain their respect.

PC needs clarity of purpose

Understand Members strengths and key areas.

Ensure Members strengths are channelled into groups/committees.

Ensure voting process is exercised properly.

Propose policies for communication – i.e.: no rudeness/intimidation of other Members/outside bodies. The PC should set the standards for the way in which the PC wants to communicate. Continuation of such issues results in ultimately The Standards Committee becoming involved for investigation.

SALC can help out with all these issues listed. The Clerk just needs to confirm a date and time and advise on the availability of budget.

Ian Davison left the meeting at 21.42pm.

8. 2011/75 Planning Matters

8.1 New Applications

**DC/11/03030/DOM Dounhurst Skiff Lane Wisborough Green
Billingshurst RH14 0AA**

Single storey garden room extension.

No objection

**DC/11/03031/LBC Dounhurst Skiff Lane Wisborough Green
Billingshurst RH14 0AA**

Single storey garden room extension. Listed Building Consent.

No objection

**DC/11/03254/DOM 10 Hall Hurst Close Loxwood Billingshurst West
Sussex RH14 0BE**

Double glazed UPVC rear conservatory.

No objection

**DC/11/02978/PLD 7 Hall Hurst Close Loxwood Billingshurst West
Sussex RH14 0BE**

Proposed conservatory to the rear of the existing property. Including integration of current drainage system with no effect on access to public rights of way.

No objection



8.2 Decisions/Updates

DC/11/00127/LBC Oakhurst Farm Oakhurst Lane Loxwood Billingshurst RH14 0QR

Construction of extensions to dwelling following partial demolition of existing building, (revision to permission ref: LX/08/05087/LBC). PERMIT

DC/11/00126/DOM Oakhurst Farm Oakhurst Lane Loxwood Billingshurst RH14 0QR

Construction of extensions to dwelling following partial demolition of existing building, (revision to permission ref: LX/08/05088/DOM). PERMIT

DC/11/02155/DOM Orchard Cottage Plaistow Road Loxwood Billingshurst West Sussex RH14 0SY

The installation of a 3.8 kw array of solar panels on a sun tracking frame. APPLICATION WITHDRAWN

DC/11/01141/DOM Chestnut Mead Guildford Road Loxwood Billingshurst West Sussex RH14 0QL

Erection of two storey outbuilding to be used as home office and/or ancillary storage use. PERMIT.

9. 2011/75 LDF Consultation

(Agree the PC's response)

Document can be found at:

<http://chichester-consult.limehouse.co.uk/portal/>

The Four week consultation period from **26th August to 23rd September 2011**
It was resolved the clerk would respond to the LDF consultation with the information that the PC does not require any over development withing the viilage. It would be unsustainable. The PC's response would be to the lowest number. Proposed: Cllr Tedd. Seconded Cllr Bates.

10. 2011/76 Finance

8.1 Agree Payment Schedule *

Payments agreed, however cheques cannot be written until Cllr Bates and Cllr Thornton Wood are able to attend a branch of Nat West with identification. Clerk to send further information to both.

8.2 Any other Financial Matters

Nil

11. 2011/77 Bulletin Board/Future PC meetings

11.1 Testing of the Bulletin Board for use by PC Members

It was agreed the Clerk would update the BB and send the log in information to Member to begin investigating the use of the BB. The Clerk reminded Members that a recent training session/meeting had been unable to convene, and this may still be beneficial.

11.2 Future proposed Parish Council Meeting Dates

This item was moved to the October Agenda.



11.3 Approval of Standing Orders and CofC for LPC

This item was moved to the October Agenda

12. 2011/78 Community Facilities Audit

This item was moved to the October Agenda as Cllr Thornton Wood and Cllr Bates had not seen this paper. The Clerk gave spare copies out for reference.

13. 2011/79 Loxwood Strategic Development Group

Cllr Loxton and Cllr Tedd to attend meetings of the LSDG.

Mr Colling reported that CDC has presented a new document (interim

policy) - Facilitating Appropriate Development. This document was published after the public meeting in Loxwood on 21.7.11 and has raised concerns for the work completed by the LSDG.

This document means that until the LDF is in place Loxwood is vulnerable for any site/development that fits within this policy ie: Farm Close, Nursery Site and Loxwood Place Farm Site. CDC have confirmed they have been approached by a possible developer for the Nursery Site, Guildford Road (which has potential for development). This paper is open for Affordable housing and open market housing.

Loxwood has known demand for 8-10 Affordable Homes. Loxwood Society recently met to discuss the Nursery Site, and its philosophy.

Mr Colling stated this is an issue for the LSDG to take forward as there is a conflict of interest for several Members of Loxwood Society. LSDG to meet as soon as possible to discuss. It was agreed Mr Colling would arrange a suitable meeting date for this discussion to move forward.

14. 2011/80 North East Parish Forum Thursday 15th September 2011 at 7pm
Bury Village Hall, Bury, Near Pulborough

Annual Parish Meeting - Wednesday 19 October 2010 at East Pallant House, Chichester. 5.45pm for buffet and 7pm start.

It was noted no Members present are likely to be able to attend the above meetings. The Clerk informed Members that she understood Cllr J Andrews and possibly Cllr W Andrews may be able to attend the NEPF.

15. 2011/81 Parish Council Newsletter

It was agreed the Clerk would progress the PC newsletter with the help of Cllr W Andrews.

16. 2011/82 Updates on the following:

16.1 Loxwood Bridge Committee – Cllr J Andrews

Report circulated ahead of the meeting.

16.2 North Hall Report – Cllr W Andrews

Report circulated ahead of the meeting.

16.3 Speed Watch Report - Cllr W Andrews

Report circulated ahead of the meeting.

16.4 Proposed Medieval Festival – Cllr M Loxton

Cllr Loxton had sent apologies for this evenings meeting however the Clerk reported that Mr Maurice Bacon is to attend the October PC meeting)

16.5 Highways – Cllr W Andrews

(Fiona Baker WSCC Highways to attend the October PC meeting)



16.6 Councillor Vacancies

Mr Serge Ireland had attended the meeting this evening as a Member of the Public to 'get a feel' for Council work. Mr Ireland will attend the Oct meeting with a view to proposed Co-Option.

17. 2011/83 Members Questions, Information and Meetings Attended.

Nil

18. 2011/84 Date of Next Parish Council Meeting: Monday 3rd October 2011

(Including Agenda Items for the October meeting)

There being no other business the Chairman closed the meeting at 10.46pm.

MEETING REMINDERS:

NEPF - Thursday 15th September 2011 at 7pm – Bury Village Hall, Bury, Near Pulborough

CLC Meeting– Tuesday 27th September 2011 – 7pm at Loxwood School

Annual Parish Meeting - Wednesday 19 October 2010 at East Pallant House, Chichester. 5.45pm for buffet and 7pm start

Future Parish Council Meeting Dates:

Monday 3rd October 2011

Monday 7th November 2011

Monday 5th December 2011

Signed: _____

Date: _____