



An ordinary meeting of the Parish Council was held at 7:30pm on Monday 7th March 2011 in the Church Rooms of St John the Baptist, Loxwood.

MINUTES

Persons Present:) Cllr S Taylor, Cllr Gibbons, Cllr M Loxton, Cllr Elizabeth Dugdale, Cllr Wendy Andrews and Cllr Sarah Lane.
Clerk to the Council – Miss Jenny Hartley (not present).
Also Present: Mrs P Hardwick
Mr Tony Colling & Mr Len Milsom (Loxwood Society)
Members of the public:
Apologies received from: Cllr Bates, Cllr Kersey and Cllr Duncton (WSCC)

Agenda Item	Detail	Minute detail	Action
1.	Appoint Chairman for period 7th March 2011 to 4th April 2011	Cllr Taylor agreed to chair for the period 7 th March to 4 th April. Proposed by Cllr Dugdale and seconded by Cllr Andrews.	
	North Hall Draw	Report from Mrs Winney: ' <i>Unable to make the Parish council meeting tonight, I have another meeting. I have been to the shop and a customer made the draw.</i> ' The winning number was 9. The winner is A Rose.	
2.	Chairman's Welcome/Open Meeting & Apologies for Absence	Meeting opened by the Chairman.	
3.	Adjournment		
	<i>3.2 Questions from Members of the Public</i>	Nil	
	<i>3.3 Representative/s from Chichester District Council</i>	Report included at the end of this document.	
	<i>3.4 Representative from West Sussex County Council – Cllr Duncton</i>	Apologies sent	
5.	Declaration of Members Interests	Cllr Andrews and Cllr Gibbons declared an interest in the planning.	



6.	Approval of Minutes from the meeting held on 7th February 2011*	It was agreed to review the minutes by email and make suggested changes to item 3.1 in respect to a member of WACT who had fallen into the Canal. Cllr Lane to inform Clerk of changes.	Cllr Lane to inform Clerk of changes to Feb minutes.
7.	Matters Arising from the minutes <i>(unless covered elsewhere on the Agenda)</i>	Cllr Lane updated members that the payment had definitely now been made to Playsafe Playgrounds & receipt confirmed by Playsafe on 14 Feb 11. The Clerk will forward her notes to Members regarding the history of this late payment.	The Clerk will forward her notes to Members regarding the history of this late payment.
8.	Updates:		
	8.1 <i>Loxwood Bridge</i>	Mr Milsom advised that the Bridge Committee had received drawings showing the latest proposals and that there were no issues other than the colour of the railings which they would prefer to remain galvanised rather than being painted. Once the drawings have been approved WACT can go to tender for a price. The bridge committee agreed to continue with the proposed programme of events for fundraising and this would then be topped up by the WACT sponsor. A debate took place about whether North Hall would benefit from funds from the planned events. Members had thought that Sally Schupke had said that this was possible at the last meeting. The Bridge Committee are to report back at the next meeting. Cllr Andrews is to advise North Hall committee when this has been clarified. Mr Milsom requested help with the cruises on the 18 th May and 10 th June from the PC.	Offers of help to Mr Milsom re: The WACT Cruises.
	8.2 <i>North Hall – Cllr Andrews</i>	<u>North Hall – Report to Loxwood Parish Council 07/03/2011 – Cllr Andrews.</u> The work progresses well with the roof tiling and insulation virtually complete, plasterboard now being fitted, plumbing and electrics well underway and all windows installed. Chiverton have made an error with the windows around the entrance, supplying them in white paint rather than the specified wood stain. NHMC could not reach a consensus on changing the colour and they will remain white, for the time being at least. The "external works", footpath around the new extension and drive widening, will commence shortly. An extension of time, for inclement weather, has been issued with the date of completion now set as 29 th Mar 2011. The hall will then be handed over to NHMC who intend to undertake the unskilled part of the decoration themselves, offers of help gratefully received, with Coatech being contracted directly to do the work requiring professional input. The barrier matting to the entrance lobby and carpets to stairs and first floor will then be fitted during the last week of April in time for the official opening on 7 th May. Plans for the Opening Day are pretty well finalised. From 2pm there will be activities for all in the main hall including a May Queen Competition for the children, indoor tennis and children's craft activities. This will be followed by the unveiling of a new foundation stone to mark the occasion and an afternoon tea	



		<p>dance with sandwiches, cakes and tea. There will also be displays of all the many activities going on in the village, plus local archives illustrating the history of Loxwood.</p> <p>Evening entertainment will feature our own Simon Bates and friends, with his special guests Alvin & Julie Stardust performing party numbers to dance to. Hot and cold food will be available, provided by the Loxwood Society. I should like to see ourselves also taking an active part in helping the day – any ideas?</p> <p>It is not intended to be a fund raising occasion; there will be no charge for the afternoon events. However there will be a bar during the afternoon and evening open for the sale of wine, real ale and soft drinks. The proceeds from tickets for the evening party will merely cover the cost of expenses for the day. Tickets will be available to residents, from the PO, from 28th March.</p> <p><u>Information gathered (Post meeting)</u> - The quote from Coatech for preparatory works and decorations is £7,000 compared with Chiverton's of £10,784, thus bringing a saving of £3,784 plus VAT = £4,541. Additional saving will be made depending on the level of volunteer help.</p>	
	<p><i>8.3 Speed Watch</i></p>	<p>Cllr Loxton requested that a distinction was made between Loxwood Village and Alfold Bars campaigns.</p> <p>Cllr Andrews volunteered to organise rotas for training and device sessions but not to be on site at every Speed Watch session. Cllr Andrews queried whether it was reasonable to expect one individual to attend every session, since this was a huge time commitment. It was agreed that the Clerk was to establish whether this was necessary and if it might be possible for volunteers to be trained on the spot by others who had already received training.</p> <p>Alfold Bars – WSCC have agreed the following :</p> <ol style="list-style-type: none"> 1) De restricted signs at the end of Pigbush Lane and Oakhurst Lane are to be removed. 2) A bus sign is to be erected by the Roger Tichbourne pub. 3) A flashing speed sign can be borrowed for a week at the end of March. 4) Village gateway signs are to be installed subject to agreement of cost and timing. 5) Yellow backing boards for the 40 mph signs requested. <p>PC Lemm and WSCC are to decide on the best location for the Speed Watch sessions in Alfold Bars.</p>	<p>Clerk to follow up level of commitment for Speed Watch coordinator</p>
	<p><i>8.4 Roads/WSCC – an update</i></p>	<p>Update from Jenny Masding – Chairman at Alfold PC: To update you of our progress over the issue of HGV usage on B2133. As discussed with your council I met with Andrew Povey ,our county councillor to brief him on the situation and gave him copies of the correspondence I had from WSCC</p>	



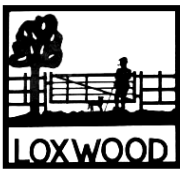
		<p>officers to Loxwood PC and minutes of your meetings with Tracey Webb etc. We had a lengthy meeting and he left saying he would discuss with his officers and come back to us. I chased him by e mail. He is the Leader of SCC so is very busy at these tough times but I know he has a lot of concern about HGVs on rural roads and is keen for Surrey CC to tackle the problem so I think basically he is with us! I attended a meeting with Surrey Highways on a different issue last week and as Andrew was there I tackled him afterwards. I think he had got confused about the 40mph issue and this and because the former has been solved he had simply thought his job done. This is exactly what Alison was worried about - that issue of the speed limit would push the basic problem of inappropriate usage out of the lime light. However I reminded him and he contacted me immediately stating that the best way to proceed was for APC to make a formal representation at the next SCC Local Committee (Waverley) meeting requesting action. The role of this meeting is to prioritise issues and refer them to the appropriate team for consideration. This sounds formal but it is the way SCC works. If prioritised Highways will consider the issue and determine what if anything they propose. I have requested they talk to their counterparts in WSCC. Fortunately the next Local Committee meeting is on March 18th and I will attend -it is a somewhat unnerving exercise because of level of importance of attendees etc and the press but I have done it before!</p> <p>Jenny Masding</p>	
	<p><i>8.5 Update from the LSDG Group</i></p>	<p>The report and presentation are now completed and the WG would like to present to the PC. Tony is to suggest dates to members by e mail. 2 presentations are proposed one prior to April elections and another after for new Councillors.</p> <p>Cascade have asked to meet with the PC to discuss the results of their housing need survey. Tony has spoken to Sam Irving and established that he has had no contact with them. The WG are to meet with them and report back to the PC. Kirdford have also had an approach from Cascade. Fiona agreed to speak to them to establish their strategy.</p>	
<p>9.</p>	<p>Parish Council Property/Land – Cllr Gibbons</p>	<p>Property File – Cllr Gibbons is to produce a file of property assets for the PC. Existing files are incomplete. A copy lease has been requested from Anderson Longmore and Higham solicitors in Petworth for the site of the pavilion at the LSA.</p> <p>Papers for Station Road/Willets Way and North Hall are required from the Clerk to complete this file.</p> <p>LSA car park – Details of when the recycling bins are to be removed from the car park are required from CDC. Clerk to ask for clarification and establish</p>	



		<p>whether this will include all of the bins that are there currently, including those of The Salvation Army, Variety Club and CDC (textiles). Cllr Gibbons will obtain quotes to resurface the car park to a standard suitable for cars only and others to patch the surface once again. In addition the possibility of restricting access to the car park for coaches and lorries by the use of height restrictors or width restrictors was discussed. Quotes and options are to be pursued. Cllr Gibbons and Cllr Bates have met with Barry Hunter of the Football Club. The LSA own the area to the rear of the pavilion. It could be used for the cub to park vehicles on when matches are well attended. Mr Hunter has considered surfacing the area or possibly installing a tennis court and using it as overflow parking as well, subject to funding availability. Discussions are to be progressed with him. The LSA should also be kept abreast of PC plans for the car park surface and involved in the decision making process.</p>	
10.	Parish Council Elections - Clerk	<p>Clerk to request 8 Councillor packs from CDC. The below information was emailed to Members recently regarding the process for the forthcoming Elections: The Election packs will be available from CDC on Monday, 21 February 2011. The Notice of Election will be published on 14 March 2011, which means that CDC can accept nomination papers from Tuesday, 15 March 2011. The closing date for nominations is noon on Monday, 4 April 2011. A candidate must have a proposer and a seconder (2 electors) sign the nomination paper. The electors must live within the parish and be on the register of electors. The pack will include a register of electors, elector numbers must be put on the nomination paper next to the proposer and seconder.</p>	Clerk to request 8 Councillor packs
11.	Newsletter – Agree	<p>Draft newsletter had been circulated by the Clerk. The final content is to be agreed by e mail. Cost of production is £64 for a double sided b/w A4 + some postage costs for the harder to reach properties. Cllrs agreed this cost for the newsletter to proceed. Distribution of the newsletter to be asap in view of May election timetable and also so as to not clash with the April Lox Soc newsletter.</p>	
12.	Parish Action Plan/Update of Village Design Statement – Cllr Andrews/Cllr Dugdale	<p>It was agreed that the LSDG should coordinate these documents and that Cllr Dugdale should be co-opted to this group when she retires from the PC in May 2011.</p>	
13.	Bridleway Closures – Cllr Loxton	<p>Cllr Loxton discussed the bridleway closure east of Merry Hills Lane, where there has been no work for a long time but the track still remains closed. Clerk to make enquiries of the Rights of Way officer to see if the signs can be removed.</p>	Clerk to make enquiries of the Rights of Way officer to see if the signs can be removed.



14.	Dunsfold Housing Aerodrome Site Leaflet – Cllr Loxton	Mr Milsom gave an update on the current situation. A leaflet has been issued by Dunsfold Park giving the impression that aircraft usage will be increased if houses are not allowed by Waverley. Loxwood Society were involved with the opposition group before and will provide updates for the PC over the coming months.	
15.	Planning Applications:		
	LX/11/00126/DOM + LX/11/00127 LBC Oakhurst Farm Oakhurst Lane Loxwood Billingshurst <i>Construction of extensions to dwelling following partial demolition of existing building, (revision to permission ref: LX/08/05088/DOM).</i>	No Objection.	
	LX/11/00284/PLD 24 Willetts Way Loxwood Billingshurst RH14 0WW Proposed garden building.	This has already been built and the applicant requested Permitted Development Rights from CDC who have then treated it like a planning application. No comment is therefore required from the PC.	
	LX/11/00495/DOM2 Wyldbore Cottages Walthurst Lane Loxwood <i>Replace existing velux window in sloping roof with a small dormer window with a bonnet roof using matching tiles and window.</i>	No objection	
	LX/11/00763/DOM 8 Loxwood Farm Place Loxwood Billingshurst West Sussex Retrospective application for rooms in roof with rooflights to front and rear.	No objection provided CDC can satisfactorily address the concerns raised by the neighbours regarding being overlooked.	
	LX/11/00717/DOM Rogues Roost Guildford Road Loxwood Billingshurst First floor extension, new single storey garage set down following demolition of swimming pool.	No objection	
	Planning Updates:	<u>LX/10/04719/FUL Sports Pavilion Loxwood Football Club Plaistow Road Loxwood</u> Four tier spectator stand (106 seats) on east side of main football pitch. Spectator	



		hard standing to three sides of pitch. Ticket entrance hut. Permit LX/10/05302/FUL Wey And Arun Canal Trust Southlands Lock Wey And Arun Canal West Of High Street Loxwood Reconstruction of Southland Lock on the Wey and Arun Canal in its original 1813 position incorporating design measures to ensure protection of nearby badger sett. Permit LX/10/04825/DOM Old Oak House Station Road Loxwood Billingshurst West Sussex RH14 0SN Erection of timber garage. Permit	
	Sheaves Farmhouse Update – Cllr Loxton	Appeal result - Inspectors decision is that the tractor storage and garden shed may remain and the stable block must be demolished.	
14	Financial and Administration Report <i>Agree payments for 7.03.11. Parish Council Minutes –consider publishing in draft form.</i>		
15	Members Questions, Information and Meetings Attended	HHF – play area. Cllr Andrews asked if any further news from John Saunders at CDC re allocation of funds for play equipment. The fenced off play area is very small. Children are not allowed on the grass so they play in parking area Deferred till next meeting.	Update at next meeting
16.	Items for discussion since preparation of the Agenda	Loxwood Society are to be copied in on draft minutes for approval which are sent out 5 days prior to PC meetings. It was agreed to change the running order for future meetings, so that planning applications would be heard as item 6 on the agenda instead of later. Clerk is to investigate the production of FOI schedule information so that ‘Under construction’ items are available if requested.	
17.	Items for the next agenda	See above	
18.	Dates of Future Meetings	Cllr Loxton sent apologies for the April PC & the APM meeting but can attend the May PC meeting.	
	Parish Council – Monday 4 th April 2011 at 7.30pm		

Future Parish Council Meeting Dates:

Monday 4th April 2011 Monday 7th May 2011 Wednesday 11th May 2011 Annual Parish Meeting (TBC) 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



Loxwood Parish Council
Email: Loxwood@pcouncil.co.uk

Cllr. Philippa Hardwick Chichester District Council

Report to Loxwood PC

7th March 2011

Contacts: phardwick@chichester.gov.uk
01428 661 866

Budget and Council Tax

Good financial management and a drive for efficiency savings have enabled CDC to reduce the budget from £14.2m in 10/11 to £12m for 11/12. Remarkably, not only has CDC achieved a balanced budget but it has also done so without using reserves.

So, this coming year the Council has just approved a budget such that Council Tax will be frozen at the 2010/11 rate of £133.24 for a band D property. I understand that West Sussex County Council and the Sussex Police Authority have also frozen their precepts at 2010/11 rates.

In terms of comparable District Councils our record is -

- We have the lowest tax of the 7 authorities in West Sussex
- We are the 8th lowest out of 55 authorities in the whole of the South East.
- We are the 33rd lowest nationally out of all 201 shire districts.

Also, do please remember that CDC's share of your overall Council Tax bill is about 9% of your total bill.

Housing Benefit

The Housing benefits scheme is already complex and the forthcoming changes make it even more so, and will have a significant impact on claimants. Many existing claimants in the private rented sector will find their Housing Benefit entitlement is reduced over the next year or so, and new claimants will receive less from April.

In summary, the main changes for the next financial year are as follows:

- From April there will be an increase in non-dependant deduction which will result in a reduction of benefit to many claimants
- From the anniversary date of existing claims, and for all new claims, the excess £15 payment which claimants can receive over and above their rent liability will end
- From the anniversary date of existing claims plus 9 months, and for all new claims, there will be a reduction in the amount of local housing allowance paid from the 50th percentile of local rents to the 30th percentile of local rents
- From April there is an additional room allowed for non-resident carer in private rented claims



Loxwood Parish Council
Email: Loxwood@pcouncil.co.uk

The Benefits and Housing sections are working closely together to publicise the changes and to liaise with landlords and claimants.

In future years there are further changes proposed, which have not yet been passed into law including the introduction of Universal Credit which will replace Housing Benefit.

I attach a link to the Council's website where the public can read about housing benefit, and particularly Local Housing Allowance, in more detail. You will also find various leaflets in reception publicising the forthcoming changes.

<http://www.chichester.gov.uk/index.cfm?articleid=7880>

Contact Chris Dring on 01243 534509 or on e-mail Cdring@chichester.gov.uk

HMRC moving to Customer Services Centre

HMRC (Revenue & Customs) have been contacting a number of Councils nationally, looking to provide face to face services from local authority offices, partly to rationalise their office space, but also to offer services that may be complementary to those provided by local authorities. They contacted Chichester last year, and will be renting some back office space and front desk space in the main reception for 3 days per week with effect from 21 March.

Services offered by HMRC will be general advice around PAYE, self assessment and tax credits, as well as some broad advice around national insurance and child benefit.

They will operate an appointments-based system from 9.30 am to 4.00 pm Mondays to Wednesdays for customers and will be located within the Customer Service Centre in main reception.

Football in the Community

Two-day Football in the Community Holiday Courses are taking place in during the Easter holidays 2011. The courses are for young people aged between 6 and 15 and focus on all-round player development, individual and unit skills, and most importantly, on having fun.

14 & 15 April 2011 - Fernhurst Recreation Ground

19 & 20 April 2011 - Manhood Community College, Selsey

21 April 2011 - Tangmere Recreation Ground