



Minutes

Persons Present:) Cllr S Taylor, Cllr M Loxton, Cllr Elizabeth Dugdale, Cllr Wendy Andrews, Cllr A Kersey and Cllr Sarah Lane.

Clerk to the Council – Miss Jenny Hartley.

Also Present: WSCC Cllr Chris Duncton Mrs P Hardwick & Mrs L Westmore. Sally Shupke and John Talbot from Wey and Arun Canal Trust were also present for their presentation period

Mr Tony Colling & Mr J Dore (Loxwood Society)

Members of the public: 10

Apologies received from: Cllr Gibbons and Cllr Bates

Agenda Item	Detail		Action
1.	Appoint Chairman for period 7th February 2011 to 7th March 2011	Cllr Taylor agreed to Chair for the period February 7 th 2011 to 7 th March 2011. Proposed Cllr Dugdale; seconded Cllr Kersey.	
	North Hall Draw	No 28 = winner. The PC extended their thanks to Mrs Winney for her continuing support with this fundraising event.	
2.	Chairman's Welcome/Open Meeting & Apologies for Absence	<p>Cllr Taylor welcomed those present and informed every one of the recent resignation of Cllr Howard Thomas. It was noted he will be missed by members of the PC. The Parish Council would like to thank Mr Thomas for his work and time spent with Loxwood PC – including campaigning for the traffic calming and HGV ban in Loxwood, his work with the Loxwood Strategic Development Group and also the Loxwood Bridge Committee along with many other issues Mr Thomas had been involved with.</p> <p>The Chairman informed members this creates a vacancy on the PC. It was agreed to consider this as an item for the newsletter to be discussed later in the meeting. CDC do not require an election in this instance (should we have a request for 10 or more residents for the position), the vacancy would be displayed with encouragement to residents to apply at the time of election on 5th May 2011. The Clerk is awaiting Joanna Timms from CDC to confirm the procedure for the Elections and will update members via email correspondence once received.</p>	Clerk to update members
3.	Adjournment	7.32pm meeting adjourned	
	3.1 Presentation from Sally Schupke (Wey and Arun Canal Trust: Future Plans and	Ms Schupke had requested that any questions from the PC or members of the public should be	



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	<p>outstanding projects</p>	<p>directed to WACT – business cards would be left for this purpose. An update was presented to the meeting re The Loxwood Bridge parapets and the proposed visitor centre. Ms Schupke announced that a WACT supporter/member had come forward and agreed to fund the difference between the funds raised to date and the cost of the brick parapets. However the cruises will go ahead as planned for 2011 to continue with the parapet fundraising and it was also confirmed that any leftover monies from the parapet fundraising would be donated to North Hall refurbishment The Information Centre costs are also being covered by donations. It was agreed that this was excellent news.Improvements are on-going - including recent installation of safety ladders being added to the nearside and offside banks in the Onslow Arms area. Refurbishment is taking place at Baldwins Lock to fill voids etc. Peter Hyem has taken on the project for the planned mural (under the tunnel). He is in consultation with the art teacher at Loxwood Primary School. Discussions took place regarding the importance of communication between WACT and WSCC/CDC to ensure deadlines are adhered to. There is 1 vacancy on the Bridge Committee – the PC will try to fill this vacancy. Thanks were extended to Sally Schupke and John Talbot for attending our meeting</p>	
	<p>3.2 Questions from Members of the Public</p>	<p>A member of the public referred to the Parish Council minutes of its meeting on 6th December 2010 and his subsequent correspondence questioning the response by the Parish Council to include information relating to a request for Section 106 funding for the car park re planning application LX10/04719/FUL Loxwood Sports Association. The Chairman stated that this issue (since receipt of the resident’s letter) was being looked into, however the December PC minutes did state that Section 106 would be looked into, in order to limit further costs to the PC for the continuous upkeep of the car park at the Sports Association Ground. The member of the public stated this was not satisfactory and if the PC did not look to respond to CDC and his correspondence before the Committee Meeting he would look to escalate the matter. The Chairman stated The Clerk is in the process of obtaining advice from SALC, however the planning officer – Sarah Crease had confirmed she saw no reason to retract this information from the PC letter. The same member of the public also asked for information relating to the impact on a Band D household of the Public Works Loan taken out in support of the North Hall refurbishment. Cllr Lane informed those present the information had been openly discussed at Parish Council meetings and published in minutes of these meetings. Cllr Lane will email the resident a brief breakdown as soon as possible.</p>	<p>Cllr Lane to provide information</p>



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		<p>Mr Duncan Robertson from Playsafe Playgrounds informed the Parish Council (and gave copies of documents) relating to an outstanding bill relating to the Play Area works carried out at North Hall play area. This outstanding amount would be escalated to court proceedings should the Parish Council not settle the invoice in 7 working. The PC records showed a cheque prepared on the November 2010 Financial report, however the Clerk would need to investigate further in order to clarify this situation. It was agreed settlement of this invoice would take place within 7 working days (Close of business on Monday 14th Feb 2011 being the final date). Mr Roberson accepted this proposal and left the meeting at 7.50pm.</p> <p>Mr Colling gave a brief update regarding the LSDG – this is a small working group set up by the PC to look at large scale developments in the village. This group was formed so the village and PC can be proactive not reactive to planning applications received for development. The last meeting held was on Friday 4th February 2011 – the outcome of that meeting is to prepare a report and presentation to the PC to move forward their findings.</p>	<p style="text-align: center;">Clerk to investigate and payment made</p>
	<p>3.3 Representative/s from Chichester District Council</p>	<p>Mrs Philipa Hardwick See attached report.</p>	
	<p>3.4 Representative from West Sussex County Council – Cllr Dunton</p>	<p>Cllr Dunton gave a brief update on the papers the Clerk had sent to the PC relating to the 6 month trial 40mph speed limit through Alfold Bard area. Cllr Dunton stated that it would be of benefit if Alfold PC joined the project. The Clerk has been in recent communication with Jenny Masding the APC Chairman and they were going to make contact with their County Cllr. An increase in Police presence also helps enforce these changes.</p> <p>The scheme is to be implemented on 21.02.11 and any relevant signage should be in place beforehand.</p> <p>Update on the Sports Association Car Park – WSCC claim no responsibility for this as it has been noted there is a school bus also using the car park. Cllr Dugdale pointed out this is also a WSCC School Bus. The glass recycling will be removed soon, so this may help with less lorries entering the car park.</p> <p>There is a WSCC webcast on Friday 11th Feb 2011 at 10.30am, this will include a budget update. Thanks extended to Cllr Dunton.</p>	
<p>5.</p>	<p>Declaration of Members Interests</p>	<p>Nil</p>	
<p>6.</p>	<p>Approval of Minutes from the meeting held on 10th January 2011*</p>	<p>Grammatical amendments – Clerk to bring back to the March meeting for signature.</p>	
<p>7.</p>	<p>Matters Arising from the minutes <i>(unless covered elsewhere on the Agenda)</i></p>	<p>Nil</p>	



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8.	Updates:		
	8.1 Loxwood Bridge -	Covered by the presentation. An additional member is required to join the Bridge Committee – Members to consider and put their name forward to the Clerk.	
	8.2 North Hall – Cllr Andrews <i>*Including discussions re: email sent from Anthony Loader (Chairman of Loxwood Historical Society) dated 24.1.11 re: Displays on North Hall Grand Opening 7th May 2011</i>	Cllr Andrews reported that good progress has been made on the North Hall works. The project is currently approximately 4 weeks behind schedule; The first floor will be fully completed prior to the official opening on May 7th and the meeting room will be available for bookings from May onwards. NHMC will shortly be considering the new level of hire rates which will apply to the much improved facilities Plans are gathering speed for the Opening Celebration on 7 th May 2011. The PC received an email from Mr Anthony Loader on 24 th Jan 2011 asking if the PC would like to have a display at the opening of NH. Clerk to look into the possibility of borrowing display boards and arranging material relating to Speed Watch/update on traffic calming and any other relevant information at that time.	Clerk to look into the possibility of borrowing display boards and arranging material relating to Speed Watch/update on traffic calming and any other relevant information at that time for the NH Opening Celebration.
	8.3 Speed Watch	Speed Watch has been relentlessly chased with WSCC and Sussex Police recently and we now have confirmation that we have approval of a site along by the Onslow Arms Pub (papers handed to members) and can schedule dates from the Police SID camera calendar. Training is given on site – it was thought with a minimum if 2 person present and wearing high visibility jackets	Clerk to confirm the training procedure and no of people on site. Request a copy of the protocol guidelines document and check if volunteers have to be CRB checked.
	8.4 Roads/WSCC –	The Clerk updated Members that Tracey Webb from WSCC has confirmed the plans will be with the PC for discussion/approval before the end of February 2011 in relation to the traffic calming suggestions - originally made back in November 2009. The HGV ban is still being worked on, but would need the support of Alfold PC . Their Chairman only just came back from holiday this week – The Clerk is in contact with APC. Clerk to check if the plans from WSCC include a ‘Gateway’ for Loxwood. Clerk to report the following Road related issues to WSCC- Potholes on B2113 at the junction with Plaistow Road. Potholes on the Roundstreet Common stretch of the main road. Sunken manhole in Station Road outside 2 Pond Cottage still has bollards, but no works appear to have been carried out. Sunken manhole cover opposite the Post Office.	Clerk to check with Tracey Webb if the plans include a gateway design. Clerk to report listed Road/Highways issues to WSCC.
	8.5 Supply/Bulk Purchase of Oil for the village – Mr Colling (Loxwood Society)	Mr Colling reported following investigation, even with a bulk supply of 25,000litres of oil would only achieve a discount of 6-7% which would only save around £30 per household. It was agreed to not progress this issue further.	
9.	Allotments	The clerk updated members that there appeared to be 6 allotments in the village currently run by Hyde Martlet (CDC handed over the allotment rentals as part of the whole rental agreement taken over by Hyde some years ago).	



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		The contact – Mrs Sandra Carter should respond this week with some further questions the Clerk has asked, and from that information the PC will be able to identify if there is a further need for allotments in the village.	
10.	Business Broadband – West Sussex County Council Needs Your Help* <i>(Cllr Andrews request to promote)</i>	Promoted via the noticeboard and could be included in the next PC newsletter.	
11.	Newsletter – Cllr Andrews	Discussions took place regarding the next edition of the PC newsletter. Important items to include would be : <ul style="list-style-type: none"> • Promoting the upcoming Elections to ensure a good coverage of the village. • Update on the Loxwood Bridge Funding • Speed Watch • Planned hopes for the traffic calming • North Hall updates <p>It was agreed this issue would be discussed at the next meeting with any idea’s thoughts emailed to either Cllr Andrews or the Clerk beforehand. Clerk to ask Loxwood Society when their next newsletter is due to be published.</p>	Clerk to ask Loxwood Society when their next newsletter is due to be published.
12.	Parish Action Plan – Cllr Andrews	Moved to March meeting – notes have been sent to Members by Cllr Andrews.	Moved to March meeting.
13.	Planning Applications:		
	<u>LX/10/05476/FUL Wey And Arun Canal East Of High Street Loxwood</u> Proposed visitor centre for the Wey and Arun Canal Trust. To view the application use the following link;	The meeting was adjourned for members of the public to speak regarding the WACT application for a Visitor Centre. It was noted members of the public had felt they are ignored when trying to contact WACT and therefore wanted to attend the PC meeting to voice their concerns regarding the proposed visitor centre. Reports were read out to the PC regarding the feelings of the objectors and the design of the building – particularly being out of keeping for the village vernacular. There was a strong feeling from residents regarding the consideration and use of other buildings rather than a ‘new build’ close to the location – i.e.: the building attached to the Onslow Arms Public House or the empty building known as the ‘Old Wharf’, located opposite the pub. It was clear there are several members of the public who are unhappy with this proposal, and these members of the public were encouraged to ensure they also send their comments to CDC to support their discussions this evening. Residents also voiced concerns regarding the lack of Highways consultation and information relating to traffic flow, safety of all road users and issues such as coaches when making visits to the proposed centre. Cllr Lane reported on concerns raised by the local representative of the British Horse Society and other local riders. The PC objected unanimously to this application. The Clerk to work with Mr Colling regarding ‘planning speak’ for this letter and gain approval from the PC before sending to CDC.	<u>Clerk to work with Tony</u>



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		<p>Include: Reference to the British Horse Society WSCC Highways as consultees/buses and other issues relating to the increase in traffic movements Design of the building/in keeping/consideration for use of other local buildings <u>etc</u></p>	<p><u>Colling to prepare objection letter to be circulated to councillors for approval</u></p>
	<p><u>LX/10/04825/DOM Old Oak House Station Road Loxwood</u> Erection of timber garage. To view the application use the following link;</p>	<p>The PC has no objection to this application. All Members voted in favour of this decision.</p>	
	<p>Planning Updates:</p>		
	<p>Hall House Farm – Open Space. Update from the LSDG Group</p>	<p>Clerk to resend the copy email from John Saunders to members for information only.</p>	
	<p>LX10/01377 Loxwood Garage – Update Cllr Loxton</p>	<p>No update given.</p>	
	<p>LX10/00534 & LX10/00673 – Sheaves Farmhouse, Pigbush Lane.</p>	<p>Cllr Loxton stated he attended this appeal recently and no one from CDC had been in attendance to assist with Waverley Council regarding this application. CDC had been involved throughout the application due to boundary issues. CDC Cllr Hardwick requested Mr Loxton request for this information be sent to her directly so she can progress this further.</p>	<p>Cllr Loxton to arrange for further information to be sent to Cllr Hardwick at CDC.</p>
14	<p>Financial and Administration Report <i>Agree payments for 7.02.11</i></p> <p><i>Approve Financial Regulations*</i></p> <p><i>Approve Financial Year Planner*</i></p> <p><i>Training for Members – update</i></p>	<p>Financial Report for 7th February 2011 approved with the addition of the re-issue of cheque to Playsafe Playgrounds – to be signed before the deadline and sent on recorded delivery to Playsafe Playgrounds.</p> <p>Financial Regulation Document agreed and signed by the Chairman. This will be reviewed annually.</p> <p>Financial Year Planner Document agreed and signed by the Chairman. This will be reviewed annually.</p> <p>LPC bank account signatories. It was agreed Sarah Lane would stay as signatory and Wendy Andrews would complete the paperwork and take to Nat West in Brighton tomorrow to ensure we have adequate coverage. Cllr Taylor and Cllr Dugdale also have forms, however these need to be completed and taken to NW branch with ID. The Clerk would arrange for removal of any previous signatories listed on the accounts ensuring this left Cllr Lane and Cllr Andrews until further notice.</p> <p>Training Update – sent to Members re: forthcoming events from SALC. Kirdford are still trying to arrange planning training for a joint PC event.</p> <p>The Clerk informed members Christine Christie from CDC has confirmed receipt of the request for</p>	<p>Parish Council minutes (draft form) moved to March meeting. Clerk to add to the agenda.</p> <p>Add annual parish meeting to March agenda.</p>



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	<i>Confirmation received that CDC have our Precept Request.</i> <i>Parish Council Minutes –consider publishing in draft form.</i>	precept for 2011/12. Parish Council minutes (draft form) moved to March meeting. Annual Parish meeting – moved to March agenda	
15	Members Questions, Information and Meetings Attended	Nil	
16.	Items for discussion since preparation of the Agenda	Nil	
17.	Items for the next agenda	See list in these minutes	
18.	Dates of Future Meetings	Next PC meeting 7 th March 2011 at 7.30 pm	

Signed: _____ Date: _____



**Cllr. Philippa Hardwick
Chichester District Council**

Report to Loxwood PC

7 February 2011

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

Finance/Budget Reduction Plans

The Localism Bill was published late last year, since then we have been looking at its implications for the Council. Whilst the Bill itself is not a particularly coherent document, the government's intention of reducing the role of the state is clear and we are starting to explore how we put this into practice. The expectations are that both elected members and public sector workers will be to be carrying out a different type of role in the future. This will be the topic of discussion over the forthcoming months. We already know that there will be fewer resources in the future and we continue to take every opportunity we can to save money and reduce our expenditure, whilst providing services that are best suited to the needs of our community. We are now in a position where next year's budget is balanced but the real challenge will be in the following years, I can assure you that the staff are ready for the challenge.

Street Parties

With the Royal Wedding taking place on 29 April, now designated a public holiday, we have placed new advice on arranging street parties on the CDC website.
<http://www.chichester.gov.uk/index.cfm?articleid=16639>

This includes a simpler application form for a temporary road closure, with less demanding requirements for public liability insurance, together with a number of hints, tips and FAQs.

The new advice draws on advice given by the Department for Communities and Local Government, which was produced with input from CDC's Member Services Manager.

Experimental 40mph speed limit

18m from 21/2/11 from 388m N of Spy Lane north to county border.

Loxwood FC Stadium

Planning application going to ADC(N) on 16th February 2011