



Loxwood Parish Council

MINUTES of Loxwood Parish Council Meeting held on **Monday 2nd September 2013** in The Mursell Room, North Hall, Loxwood

Present: Dr Clare Thornton-Wood (Chairman); Mrs Sandy Barthorpe; Mr Chris Agar; Ms Annette Gardner; Mr Roger Newman; Mr Nick Osborne
Mrs B Weddell (Clerk)

Cllr Janet Duncton, West Sussex County Councillor; Cllr Philippa Hardwick, Chichester District Councillor, Mr Tony Colling of the Neighbourhood Plan Steering Group and 6 parishioners were in attendance.

Apologies: Apologies had been received from Mr Simon Bates, Mr Serge Ireland and Mr Martin Loxton.

- | | | ACTION |
|------------|--|--------|
| 345 | Meeting opening
The Chairman welcomed everyone to the meeting. The winning ticket in the North Hall Draw was held by Mr Fox. | |
| 346 | Declaration of Interests
Dr Thornton-Wood declared a prejudicial interest in Planning Application LX/13/02025 | |
| 347 | Public Participation
Public participation was permitted when the relevant agenda items were discussed, under items 355(a), 359, 363(a) | |
| 348 | Minutes
The minutes of the meetings of the Parish Council held on 5 th August 2013 were approved as a correct record of the meetings and signed by the Chairman. | |
| 349 | Report from Chichester District Councillor
Cllr Philippa Hardwick summarised her report, which is appended to these minutes. | |
| 350 | Report from West Sussex County Councillor
Cllr Janet Duncton reported that County Council would be required to save another £180m over the next three years, which was not an easy task and they were trying to do this without a loss of services. A planning application for oil exploration in Kirdford had been submitted but had not yet been validated. Improvements had been made at West Sussex Children's Services, which is now providing an excellent service. Cllr Duncton told Mr | |

Colling that she would help to facilitate meetings with West Sussex Highways regarding the Farm Close development and traffic calming measures for the village.

351

Chairman's Report

The Chairman reported that she had received confirmation from NatWest Bank that they would refund £4000 fraudulent payments within 21 days. She had sent a letter via registered post to Jenny Hartley giving 10 days for the return of the money and IT equipment. If Mrs Hartley doesn't respond, the parish council will need to consider whether to go to the Small Claims Court.

The Chairman had also spoken to Billingshurst First Responders re defibrillator and CPR Training, who had agreed to hold a couple of sessions in October; the Chairman will book the North Hall. There would be no charge for the sessions but they would ask the parish council to make a donation to the First Responders in Billingshurst. Training information is available online, which could be reproduced on the back of Loxwood Voice. Details will be published in Loxwood Voice and the Parish Magazine.

Dr Thornton-Wood

Mr Bacon had advised that he hadn't been able to persuade a local farmer to move the grit bags so she and Mr Agar will move the grit to the North Hall by hand.

Dr Thornton-Wood
/Mr Agar

352

Clerk's Report

- Regarding the trees on/adjacent to the Community Garden, the Clerk had arranged to meet Crown Tree Care on 4th September.
- The Clerk had contacted Kirdford Parish Clerk, who confirmed that Kirdford Parish Council pays WSCC to empty its dog waste bins. The Clerk will enquire whether WSCC could empty them less frequently during the winter months.

Clerk

Clerk

353

Loxwood Joust Post-Event Meeting

Concern had been raised that the Post-Event Meeting had not been sufficiently publicised. Mr Bacon had called a second meeting to give more residents an opportunity to attend. It was agreed that the Clerk would write to CDC, copy to Mr Bacon, requesting that in future years the date of the meeting be arranged well in advance so that it could be published in the Loxwood Voice and Parish Magazine. The hotline number for complaints should also be well-publicised in advance of the event.

Clerk

354

Loxwood Sports Association Car Park

No further information had been received from Richard Melcio so this item could not be discussed. Ms Gardner will contact Fiona Gibbons to go through paperwork regarding the lease and also make contact with Richard Melcio.

Ms Gardner

355

Planning – Consideration of new planning applications

After full consideration of the following planning applications, the parish council decided to comment as follows:

- a) LX/13/02025/FUL. Erection of 15 dwellings (8 affordable and 7 market) and associated works, including additional car parking and community woodland. Land South of Loxwood Surgery, Farm Close, Loxwood. The Dr Thornton-Wood stood down and Mr Newman took the chair while this item was considered.

Letter of response is appended to these minutes

- b) LX/13/02488/FUL. Construction of replacement garaging, stabling/tack store and machinery store (revision to permission LX/12/02569/FUL). Oakhurst Farm, Oakhurst Lane, Loxwood

NO OBJECTION

356

Planning. Summary of the status of recent Planning Applications for information only.

- a) LX/13/02485/TPA. Reduce back lateral branches overhanging garden by 1.8m to 2m on 2 no. Oak trees. Old Oak House, Station Road, Loxwood.

PERMIT

- b) LX/13/01142/FUL. Discharge of condition nos. 3 and 5 of permission LX/13/01142/FUL (facing bricks detail and landscaping). Land North of Oakmead, Guildford Road, Loxwood.

PERMIT

- c) LX/13/01717/DOM. Single storey side extension to provide extended kitchen/family room to the rear and snug room to the front. 6 Oak Grove, Loxwood.

PERMIT

- d) LX/13/01676/FUL. Demolition of existing garages and construction of 2 one-bed flats and 2 two-bed houses with landscaping and parking.

Garage Compound West Of 1 to 4 Nicholsfield, Loxwood **WITHDRAWN**

- e) LX/13/01402/DOM. Side extension to form kitchen and utility room (retrospective). Meadowside, 7 Farm Close, Loxwood.

PERMIT

357

Correspondence

CDC had written to request a 'wish list' of identified need for community facilities to apply for S.106 contributions relating to the Farm Close planning application. Mr Winney will provide the Clerk with details of possible projects for the North Hall which may qualify. It was agreed that community facilities in the proposed community woodland could also be considered.

Clerk

		ACTION															
358	<p>Financial Report</p> <p>The up to date financial report had been circulated and was appended to these minutes.</p>																
359	<p>Playground Maintenance and Repairs</p> <p>Mrs Barthorpe and the Clerk had met with playground equipment suppliers to discuss costs and feasibility and had also met with Sarah Peyman at CDC re S.106 and grant funding. Mrs Barthorpe had also met with Peter Winney to discuss the possibility of a trail for older children, to be located outside of the fenced area, which Mr Winney would discuss with the North Hall Management Committee. Proposed by Dr Thornton-Wood and seconded by Mr Osborne, the Clerk, Mr Bates and Mrs Barthorpe were given delegated responsibility to proceed with plans and grant applications.</p>	Clerk/ Mr Bates/ Mrs Barthorpe															
360	<p>Electronic Consultation on Planning Applications</p> <p>CDC had advised that from April 2014, all consultation on planning applications would be done electronically, so hard copies of plans would no longer be provided. CDC will offer training and possibly grant funding for any new equipment required. It was agreed that the parish council would need to apply for grant funding for a projector and screen for the Mursel Room. It was agreed the Clerk would apply for this on behalf of the council.</p>																
361	<p>Councillors Individual Areas of Responsibility</p> <p>This item was deferred to the next meeting. A list of areas of responsibility will be circulated prior to the next meeting.</p>	Clerk															
362	<p>Accounts for payment</p> <table border="1" data-bbox="379 1276 1292 1489"> <tbody> <tr> <td>C Thornton-Wood</td> <td>Expenses</td> <td>£25.71</td> </tr> <tr> <td>Getmapping plc</td> <td>Subscription</td> <td>£48.00</td> </tr> <tr> <td>North Hall Loxwood</td> <td>Caterpillars hall hire</td> <td>£280.00</td> </tr> <tr> <td>North Hall Loxwood</td> <td>Hall Hire</td> <td>£95.00</td> </tr> <tr> <td>Loxwood PCC</td> <td>Hall Hire</td> <td>£20.00</td> </tr> </tbody> </table>	C Thornton-Wood	Expenses	£25.71	Getmapping plc	Subscription	£48.00	North Hall Loxwood	Caterpillars hall hire	£280.00	North Hall Loxwood	Hall Hire	£95.00	Loxwood PCC	Hall Hire	£20.00	
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363	<p>Updates</p> <p>a) Neighbourhood Plan – Mr Colling reported that the Neighbourhood Plan policies are nearly complete and the NP Steering Group is currently working on housing site allocation. It was hoped that the draft plan would be submitted to the parish council for approval at the October meeting. URS had quoted £3200 + VAT to carry produce the traffic calming proposals, of which £1600 would need to be funded out of the NP budget from parish council funds.</p> <p>b) Highways/Roads – There was nothing to report.</p> <p>c) Drainage/flooding – Mr Osborne had agreed to take on responsibility for working parties from the Surrey Probation Service. The Chairman had spoken to Reverend Dalrymple, who had agreed they could have the use of lavatory facilities in the choir vestry. Mr Osborne will arrange a meeting</p>	Mr Osborne															

in the village with Mr Ireland and Mr Agar to agree what work would be carried out. The Clerk will provide Mr Osborne with the contact details of Mike Palmer at Surrey Probation Service.

d) North Hall – There was nothing to report.

364 **Items for information or inclusion on a future agenda**

Areas of responsibility

Clerk's welfare

365 **Next Meeting**

The next meeting would be held at the North Hall, Loxwood on Monday 7th October at 7.30pm.

There being no further business, the meeting ended at 22:55.



Loxwood Parish Council

c/o Lock House Lodge, Knightons Lane, Dunsfold, Surrey GU8 4NU

Clerk: Mrs Beverley Weddell

Tel: 01483 200314 email: loxwoodparishclerk@btinternet.com

4 September 2013

Ms Naomi Langford
Planning Officer
Chichester District Council
East Pallant House
1 East Pallant
Chichester
PO19 1TY

Dear Ms Langford

Re: LX/13/02025/FUL Erection of 15 dwellings (8 affordable and 7 market) and associated works, including additional car parking and community woodland. Land South of Loxwood Surgery, Farm Close, Loxwood.

Loxwood Parish Council supports the development of the site, in principal, and has agreed that it would take ownership of the land described as community woodland in a S.106 agreement, subject to the applicant paying the Parish Council's legal costs. However, Loxwood Parish Council is not able to approve the planning application as presented, for the following reasons:

1. The Parish Council considers that additional overflow parking for residents and visitors is required to prevent the need for parking in surrounding roads or community green.
2. The management of the landscape areas should be controlled by means of a residents' association agreement. This should be defined in the S.106 agreement.
3. Residents have expressed concerns about the future of the hedgerow on the western side of the site which borders the footpath. The Parish Council would not accept responsibility for maintaining this hedgerow but is concerned about future maintenance if the responsibility will lie with individual householders. Therefore, the Parish Council would request that the management company has responsibility for maintaining the height of the hedge and the side that borders the footpath. This also should be defined in the S.106 agreement.
4. The Parish Council agreed at its meeting on 5th August to adopt a policy in the emerging Neighbourhood Plan of no street lighting in the parish, which is in accordance with residents views expressed in the Community Led Plan. Loxwood Society has informed the Parish Council that it has negotiated with the applicant that the cost of street lighting will instead be used for materials and labour for the construction of traffic calming measures, the plans

for which are in hand with a traffic consultant, to a value of £75,000 to £100,000 (final sum to be agreed). This agreement needs to be formally reflected in the application.

5. The Parish Council requests that in accordance with appendix B of the CDC Housing Allocation policy of July 2013, a Local Lettings policy be established for the affordable housing element of the site. This policy should prioritise lettings for families with a defined local connection to Loxwood. If the vacancy cannot be met by a family with a local connection to Loxwood then the prioritisation should cascade out to neighbouring parishes. This process should be maintained for first and subsequent lettings and reflected in the S.106 agreement.
6. During construction, in order to minimise disruption for nearby residents, site activity should be restricted to between 08:00 and 18:00 hours Monday to Friday and 08:00 to 13:00 on Saturday. All contractors' vehicles to have their wheels washed when leaving the site.
7. The Loxwood Neighbourhood Plan Steering Group will include the proposed development as an allocated site in the emerging Neighbourhood Plan. The Parish Council would like confirmation that the 15 dwellings proposed will be included in Loxwood's allocation of 60 in CDC's emerging Local Plan.
8. Residents have expressed concerns about the safety of the four-way junction that would be created. The Parish Council understands that Loxwood Society is discussing possible traffic calming measures for this junction with WSCC Highways and would wish to be consulted on this before any planning permission is granted.
9. The Parish Council is concerned about the proposed SUDS system, however is not qualified to comment. The Parish Council considers that maintenance of the system in perpetuity should be included in the S.106 agreement. Any planning permission should be subject to upgrading the sewer system as requested by Southern Water.

To summarise, Loxwood Parish Council would need a further period of consultation to be able to consider the revised plans, which it understands are due to be submitted, and seeks clarity on the detail of the S.106 agreement before it can make a decision about whether to support the application.

Yours sincerely



Beverley Weddell
Clerk to Loxwood Parish Council

Detailed Receipts & Payments by Account 30/08/2013

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
Payments Detail						
515 VAT on Payments	284	0	-284		-284	0.0 %
1101 Clerk's Salary	3,074	9,930	6,855		6,855	31.0 %
1102 WSCC Payroll Fee	35	70	35		35	50.0 %
1103 Travel expenses	33	300	267		267	11.1 %
1107 Stationery	49	500	451		451	9.7 %
1109 Hall Hire	35	450	415		415	7.8 %
1110 Refreshments	0	100	100		100	0.0 %
1112 Training	88	1,150	1,063		1,063	7.6 %
1113 Data Protection Fee	0	35	35		35	0.0 %
1114 Insurance	815	800	-15		-15	101.9 %
1115 Internal Audit	200	200	0		0	100.0 %
1116 External Audit	420	600	180		180	70.0 %
1117 Subscriptions	406	400	-6		-6	101.6 %
1118 Recruitment	200	2,000	1,800		1,800	10.0 %
1119 Bank Charges	0	50	50		50	0.0 %
1120 Election Expenses	0	1,000	1,000		1,000	0.0 %
1121 Professional Advice	0	2,000	2,000		2,000	0.0 %
Total OverHead	5,639	19,585	13,946	0	13,946	28.8 %
Payments Detail						
1122 Newsletter distribution	0	1,000	1,000		1,000	0.0 %
1202 Grant Caterpillars Group	0	400	400		400	0.0 %
1204 Grant Loxwood PCC Churchyard	300	300	0		0	100.0 %
1205 Grant Lox/Alf Magazine	275	275	0		0	100.0 %
1206 Grant LGCI	300	300	0		0	100.0 %
1301 Street Furniture	0	1,000	1,000		1,000	0.0 %
1304 Playground Maintenance/Inspect	563	600	37		37	93.9 %
1401 Neighbourhood Plan	500	12,000	11,500		11,500	4.2 %
1501 Emptying Dog/Litter Bins	0	400	400		400	0.0 %
1503 Hedge/Tree Surgery	0	1,000	1,000		1,000	0.0 %
1601 PWLB	3,407	7,000	3,593		3,593	48.7 %
Total Direct	5,345	24,275	18,930	0	18,930	22.0 %
Receipts Detail						
2000 Precept	19,425	38,850	-19,425			50.0 %
2001 Grants	1,027	2,053	-1,027			50.0 %
Total Receipts	20,452	40,903	-20,452			50.0 %

Detailed Receipts & Payments by Account 30/08/2013

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
Total Payments	10,985	43,860	32,875	0	32,875	25.0 %
Total Receipts	20,452	40,903	-20,452			50.0 %
<u>Net Payments over Receipts</u>	<u>-9,467</u>	<u>2,957</u>	<u>12,423</u>			

Cllr. Philippa Hardwick

Chichester District Council

Report to Plaistow Ward

September 2013

Contact: phardwick@chichester.gov.uk

01428 661 866

Continued internal efficiency drives

The Chancellor's recent statement on local government finance and a potential pension fund shortfall, requires yet further efforts to increase efficiencies in the way services are delivered. The senior management structure at CDC is currently under review and recommendations for significant changes will be discussed at Cabinet and Council this month. If approved, the new senior management structure will consist of the Chief Executive and 2 Directors (a reduction of 1 post) and 7 Assistant Directors (a reduction of 4 posts). Any new structure would come into effect on 1 April 2014.

Alongside management restructuring are further efforts to modernise and streamline the way in which CDC operates internally so that we are able to deliver the Council's wish to keep as many services going as possible but with the reduced financial/human resources.

Loxwood Joust

Lessons from post-event meeting(s). For discussion.

New Homes Bonus grants

- A reminder about deadline for applying for this year's funds is 1/10/13 for determination by end October.
- Contact the Communities team at CDC (Officer Dave Hyland - 01243 534864).

Sport in the Community

Community youth sport sessions in August were very well attended. Over 1,000 young people took part in Sport and Play Pop Ups and Rugby, Football, and Multisport Holiday Courses during the summer holidays. A new online system for booking these has been set up and electronic newsletter created for potential users.

Half Marathon

Children on the Edge Chichester Half Marathon takes place on Sunday 13 October.

Get Active Festival - The popular Get Active Festival returns on Sunday 8th September. Staged at Oaklands Park, Chichester, the day involves over 40 different sports and arts clubs from the local community offering free taster sessions for the whole family (rifle shooting, orienteering, hockey, cricket, rugby, tennis, boxing, martial arts.....). The day also features our Wellbeing Team whom offer Mini Health Checks, a play "village" for young children, a Green Zone, a Paralympic Sports Zone, an Emergency Services zone, fun inflatables, and a mobile climbing wall.