

Loxwood Parish Council



Minutes of the Loxwood Parish Council Meeting held on Tuesday 4th November 2025 at 8.00pm. North Hall Loxwood.

ATTENDANCE: Parish Councillors: Valerie Woods (Chair); Rick Kelsey; Annette Gardner; Yvonne Rees; Jamie Lynch; Charles Todhunter. CDC Gareth Evans. No members of the public, Jane Bromley Parish Council Clerk.

181/2025 APOLOGIES FOR ABSENCE: Parish Councillor Roger Newman. WSCC Janet Duncton.

182/2025 DECLARATION OF MEMBERS INTERESTS: None.

183/2025 MINUTES OF THE LAST MEETING: RESOLVED that the Minutes the Parish Council meeting on 7th October 2025, the Planning meeting on 7th October 2025 are accurate accounts of the meetings and to authorise the Chair to sign them as accurate records.

184/2025 APPENDIX 1 ACTION POINT LIST: The Parish Council reviewed the list of Action Points with no updates.

185/2025 PUBLIC PARTICIPATION: None.

186/2025 REPORT FROM WSCC JANET DUNCTON: See attached.

187/2025 REPORT FROM CDC GARETH EVANS AND CHARLES TODHUNTER: See attached.

188/2025 FINANCE & GOVERNANCE:

Recommendation: to review the documents relating to 8.1 and 8.3. (To be circulated separately).

1. BANK RECONCILIATION FOR October 25.

2. EXPENDITURE AGAINST BUDGET UPDATE to 31st October 25.

3. NOVEMBER 25 ACCOUNTS FOR PAYMENT. (To be circulated separately).

3. Recommendation: to Resolve and Ratify to authorise the signing of the payments schedule by the Chair, Planning Chair and the Clerk and that the payments may be made via BACs.

RESOLVED as reviewed.

4. INTERNAL INTERIM AUDIT

4. Recommendation: To note the interim audit is set for 19th January 2026.

RESOLVED as noted.

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189/2025 PLAYGROUND RENOVATIONS/ RENEWAL:

Recommendation: To discuss the playground project and schemes designs/costings received for a grant application to CDC to be submitted by 5th December.

RESOLVED in principle after much discussion, to proceed with the Playdale Plan and have further discussion on the plan and quote with the Playdale representative.

190/2025 TRAFFIC CALMING: See Clerks Report.

1. **Recommendation:** To note the position with regard to proposals for Traffic Calming asset out in the Clerks report.

RESOLVED as noted.

2. **Recommendation:** [APPENDIX 2](#) To discuss the draft letter to MP Griffith regarding average speed checking traffic calming and suggest amendments before finalisation.

RESOLVED as approved as drafted with the addition of the Chiddingfold average speed scheme as an example.

191/2025 HERITAGE NOTICE BOARDS: See Clerk's Report. Discussion following representation by the local historian.

This item to be carried forward as the Historian was unable to attend the meeting.

192/2025 UPDATES AND ITEMS FOR DISCUSSION AS TIME ALLOWS:-.

- (a) North Hall. Nothing to report.
- (b) Resilience Plan. Nothing to report.
- (c) Highway/Roads. Nothing further to report.
- (d) School. Nothing further to report.
- (e) Flooding and drainage. Cllr Kelsey to update on flood monitor. The monitor was now constructed and a suitable site for it was now to be found.
- (f) Rubbish bin for Nursery Green shop. The Highway in front of the shop has yet to be adopted by WSCC and as such is still private. Once adopted a relocation of an existing bin might be achieved to serve the shop. The service of emptying is not available for additional bins from CDC and as such relocation is required unless the Parish Council would consider funding the private emptying of the bin which would be more expensive than the CDC service.

193/2025 NEWSLETTER ARTICLES. Playground grant application. Written to MP re support for an average speed scheme policy to be adopted for the Parish.

194/2025 ITEMS FOR THE NEXT MONTH'S AGENDA and DATE OF THE NEXT MEETING.

25th November Finance Working Group meeting- closed to the public. 27th November Finance Committee meeting 7pm. 2nd December Planning and Full Council meeting 7pm.
The meeting closed at 9pm

Clerks Report to the Meeting on 4th November 2025

190/2025. Traffic Calming.

Following the rejection of the I Transport Scheme consulted upon and submitted by Loxwood Parish Council in May 2025 by WSCC Highways as below:

Thank you for your email. May I state at the outset that I understand the rationale behind your request and appreciate you have put a lot of time and effort into your application.

WSCC has adopted an evidence-based approach to potential schemes and can only process elements which can or have the potential to achieve compliance with design specifications.

I always strive to provide the best possible guidance to any potential applicant which is why I outlined the elements which do not appear to achieve compliance and made some recommendations which are outlined in this email thread [dated 20th May 2025].

With regards to design plans there is no specific requirement to provide detailed design plans for potential CHS applications, although detailed plans can be helpful if the plans are up to date, meet current design specifications, and if the proposal aligns with our Policy and procedures.

The speed data for the existing 30 mph appears to show relatively good compliance with the existing 30 mph speed limit as such if a proposal was to be forthcoming and the primary aim was to achieve better compliance, then it would be helpful if you have some data to back this up such as SID data, this is because the attached data appears to indicate reasonable compliance.

Unfortunately, as I am sure you will appreciate there is not enough funding to deliver all applications so we must prioritise those that deliver the most benefits and we use an agreed assessment framework to decide this.

The criteria within the assessment covers the following aspects:

Alignment with the West Sussex Transport Plan

- *Prosperous West Sussex Safety: impact the scheme will have on sustainable economic prosperity and the delivery of development and regeneration plans.*
- *Healthy West Sussex: impact the scheme will have on accommodating the needs of an ageing population, light pollution, noise pollution, allowing people to live healthy lifestyles and ensuring access to local facilities and services.*
- *Protected West Sussex: impact the scheme will have on achieving net zero carbon emissions by 2050, minimising impacts on the natural and built environment, conserving and enhancing biodiversity, and adapting to the effects of climate change.*
- *Connected West Sussex: impact the scheme will have on improving congestion and rat running, addressing road safety issues, improving attractiveness of rail/bus network and its integration with other modes, extending and improving the network of active travel facilities.*

Project Assurance

- *Deliverability: scheme maturity, land availability, scheme dependencies and timeframes*

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- *Financial: availability and expiry of external funding, whole life costs, benefit cost ratios and income generation.*
- *Technical compliance: compliance with National standards and requirements and local standards and requirements.*
- *Legal compliance: compliance statutory duties and responsibilities, the Equality Duty, legal obligations and any other relevant approvals e.g. planning permission*
- *Political Alignment: support of the Local County Councillor, local community and other stakeholders*
- *Policy Alignment: alignment with non-transport plans, policies and strategies and Development Plans*

Going forwards

Whilst it is your prerogative, I would suggest you may wish to consider the recommendations in my email with regards to the TRO for the 40-mph buffer in isolation.

If you are looking to achieve better compliance with the existing 30mph speed on the B2133 then this would require a CHS application. It would be helpful if you could provide evidence of non-compliance of the existing 30mph for example if you have SID data (this is because as stated earlier, we have adopted an evidence-based approach to ensure consistency). If you have evidence, then I would specifically reference in your application that you are looking to achieve better compliance with the posted speed limit and provide a simple plan showing the extent e.g. from point A to point B.

You should be able to utilise some of the elements from your original CHS application.

There is a lot of legislation governing traffic calming measures as such I would suggest you may wish to consider soft measures such as revised lining such as speed limit roundels, virtual build outs etc.

If any potential CHS scheme was to be prioritised, then we would instigate our own highway designers to design detailed design plans they may decide to add some other features depending on the level of non-compliance.

I do hope the information provided will be helpful and if you do need any further clarification please do get in touch.

Kind Regards

Mike Dare

Michael Dare

*Assistant Highways Manager Western
Highways, Transport and planning*

1. The Clerk has submitted a TRO 40mph application for the stretch of road near the Plaistow Rd junction from the 30mph restriction to Skiff Lane area.

Your reference number is WSCC-722748224.

Thank you for completing a request for a new Traffic Regulation Order. All proposals have an assessment and you will be informed of the outcome.

Are you: A local resident, group/organisation, **council**

First name: Jane

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Last name: Bromley

Address:

Flat

name/number

House

name/number

Street Town County Postcode

XXXX

Phone number: 07845642880

Alternative phone number (optional):

Email address: clerk@loxwood-pc.gov.uk

Name of the local county councillor you have discussed this request with: Janet Duncton

Name of the village, town or city you would like the TRO on: LOXWOOD

Name of the road you would like the TRO on: B2133

Are there any other adjacent roads you require the TRO to be applied to?: No

Type of TRO requesting: Speed limits / zones

Why is the TRO necessary?: THE TRO would highlight the entrance to the Loxwood Village and approaching Village Gates and 30mph zone

Please attach additional information to support your application.: Consultation Comments _ Traffic Calming to 31st July 2024 (1) - Consultant Response (1).pdf

Is the TRO likely to have a further impact on adjacent/other roads/routes?: Yes

If yes, enter details if this TRO request will impact on other roads: A 40mph limit to the junction of Skiff Lane will improve the safety of both the Skiff lane and Plaistow Rd junctions.

Attach a sketch to help us understand more with your request: ITB17350-GA-212A.pdf

Is there any funding available that can be contributed towards the cost of this TRO?: Yes

If yes, how much and where from?: Developer contributions from the extensive development proposals for Loxwood.

This has been acknowledged 13-6-25 as above but no action or response to date.

2. The Parish Council has engaged Consultant to produce a simplified Plan along the lines suggested by WSCC Highways

A summary report was produced by the Consultant:

Traffic Speeds

With the exception of the Vicarage Hill site (outside St John's Church), average traffic speeds in the village appear to be quite consistent at 30 to 31 mph. The 85th percentile values are also fairly consistent at 35 to 36 mph. Unsurprisingly there are some marked variations between max and min speeds and speeds at night are higher than daytime. Speeds at the southern end of the village, near the church, are about 3mph higher with an average of around 34mph and 85th percentile of 40mph. The data supplied by WSCC, from their speed compliance tool, gave results about 1 to 2 mph lower, however that data averages speeds over a section of road (about 1 mile) and doesn't cover all vehicles so is less reliable than the Obrada and SIDs data.

Government guidance uses average speeds for determining speed limits, although 85th percentiles can be used to provide an indication of how well (or badly) traffic is complying. The data suggests that, at most locations, average speeds are just about in line with the posted speed limit, albeit with a significant proportion exceeding the limit by 5 or 6mph. There is a more clear-cut excess speed problem at the south of the village, although this might improve if the 40mph buffer zone application for this area is approved.

I am conscious we don't have any data from the two fixed SIDs operated by WSCC. These are in the heart of the recently installed Thakeham Homes traffic calming scheme and might give clues as to whether speeds at these locations have now reduced. As part of any ongoing work I think it would be worth asking WSCC for data from

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these assets. It's odd that Mike Dare did not supply this when he responded to LPC back in May this year; unless he was unaware of them?

Pedestrian Crossing Facilities

On site, we discussed key locations where there are difficulties crossing the road. We identified that the road width near Nursery Gardens is too narrow for the installation of a central refuge island and there doesn't appear to be enough highway verge to widen the road. This seriously limits what can be done in practice. With heavy pedestrian crossing flows there could be a case for a controlled crossing, so we could consider getting surveys done – see next steps below.

At Station Road the current arrangements for pedestrians are poor and I think there is some scope to make improvements. There is also some potential for a crossing point near North Hall using the verge south of Spy Lane. I would propose to look at this in more detail as part of the next stage of work.

Next Steps

The attached plan illustrates some of the points discussed below.

Given that the speed survey results suggest reasonable compliance with the speed limit, it may be difficult to persuade Mike Dare that any major interventions are necessary. The line of least resistance would be to promote a case for expanding the Thakeham Homes style of traffic calming measures in both directions throughout the 30mph zone. This would provide a consistent 'theme' throughout the village and may help to encourage better compliance. This would extend the use of the white roundels on beige background, with red road narrowing markings at the edges; plus wide centre line markings where space permits.

The next step beyond this would be to propose some more intrusive speed reduction measures such as chicanes, kerb build-outs, raised tables and junction tables. The extent and location of such features would need further consideration. It would also be possible to make a case for a 20mph zone in the central part of the village, as has been done 2 miles away in Alfold (also involving raised tables etc).

To improve pedestrian crossing facilities near Nursery Gardens we could consider collecting survey data of the numbers of people currently crossing the road in this location. A 12 hour survey would cost about £400. I did not see much evidence of pedestrians during my visit, but things may be different during peak periods and at school times (and will increase in the future).

I think it might be possible to fit in a pedestrian island in the High Street, south of Station Road as the carriageway is wider here. A painted or block-paved island (that is over-runnable by traffic) might be possible in Station Road. Pedestrian surveys in one or both of these locations might also prove helpful (£400 per location).

Finally, we could consider a pedestrian island near North Hall (south of Spy Lane) as there is a wide verge on the east side of the road which could be used to widen the carriageway. I did however note on my visit that there are several manhole covers in the verge which might mean service diversions are needed. This would require further investigation. The presence of a pedestrian island in the carriageway would also act as a traffic calming feature.

The Parish Council decided to proceed to cover three elements as confirmed at the Full Council October 25 meeting.

- I. Prepare proposals for extending the Thakeham Homes style traffic calming scheme to cover the whole 30mph section of the village.

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- II. Explore the feasibility of and develop proposals for providing pedestrian crossings on the B2133 near North Hall, Nursery Green and Station Road.
- III. Explore the feasibility of and develop proposals for providing a 20mph zone within the core of the village, compatible with items 1 and 2 above.

With regard to the pedestrian crossings, surveys for these will be carried out on 4th 6th and 11th November.

191/2025 HERITAGE NOTICE BOARDS

The following was sent in by the Local Historian and a further update is to be heard during the adjournment.

Church Cottage.

As you know, having uncovered the history of the cottage and old church site our intention is to have the site properly recognised by Historic England. In December we sent our research to Historic England and asked them to consider reclassifying the cottage and site to either 2 or 1. They carried out a site visit in May and said that the information and provenance is the most complete they have seen, and the originality of the cottage is such that there was too much to list in one visit, and so they are scheduling a follow up visit with other experts.*

Following that visit we have decided to work with Fuller Long who are experts in Heritage and Archaeology with a view to potentially commissioning a review of our evidence. Historic England do not have a building that they can refer to as a comparison to medieval architecture in the cottage, so it should help if there is an experts view of the discoveries. Fuller Long may also carry out an archaeological survey of the garden to reveal the extent of the former church and the chapel, which are under the lawn area. We are doing this because we recognise the site is of National Importance and it is right for the village to have it correctly protected and correctly recorded for the future. <https://fullerlong.com/>

Loxwood History.

There are two information boards, "The Old Church Site" & Loxwood History"

The printed information has started to fade and I suggest we replace the boards with new prints and I will also update them with the new information. The boards at North Hall and the Canal have a blank back which can accommodate additional information. Therefore if of interest, I could create a board about the history of North Hall and another for the canal, which describes how the canal was built.

I am conscious that the history lives with me, and so once this is all complete I will donate the master copies to the Parish Council so the boards can always be reprinted and it may be worth having some new leaflets produced to distribute later in the year, to coincide with the boards being refreshed.

The History Web Site.

One of the advantages of search engines now adopting AI technology, is that when people search for the history of the village, the correct dates and historic details are shown in the AI summary. This is a significant improvement on a few years ago when all sorts of dates were displayed and none of them were correct. I continue to update and improve the website, and we are working towards have a narrated stories online this year, which will enable visitors to hear the story of the village without having to read it.

As discussed I would like to meet the Parish Council to discuss the above at the October meeting, we will require funding for some of the matters I have outlined and thank you for your continued support.