



Loxwood Parish Council

Minutes of the meeting of the Parish Council of Loxwood held in the Mursell Room, North Hall, Loxwood on Monday 4th June 2018 at 8pm.

Attendance: Parish Councillors: Chris Agar (Chair); Tony Colling; Roger Newman; Annette Gardner; Simon Bates; Rick Kelsey. Chichester District Councillor Peter Wilding.

Jane Bromley, Clerk to the Parish Council.

One member of the public.

18/104 Apologies for absence – Parish Councillor: Simon Laker. West Sussex County Councillor Janet Dunton.

Non attendance: Parish Councillor David O'Brien.

18/105 Declaration of Members' Interests. None.

18/106 Minutes of the Last Meetings – The Parish Council RESOLVED that the Minutes of the Parish Council meeting on 7th May 2018, and the Planning Committee Minutes of the 7th May 2018 are accurate records of the meetings. Proposed by Cllr Kelsey seconded Cllr Colling and all in favour.

18/107 APPENDIX 1 ACTION POINT LIST: The Parish Council reviewed the list of Action Points.

18/108 Public Participation – None.

18/109 Report from Chichester District Councillor – Cllr. Peter Wilding. Chichester District Council meeting on the updates to the Local Plan was on 6th June at 2pm.

Various Velo South road shows were taking place around West Sussex mid-June and in Loxwood on 14th June. The Southern Gateway development in Chichester was progressing slower than hoped. The Pavilion refurbishment works were underway. The A27 feasibility and costing study was being carried out and CDC were to put forward a proposal for the north and south. WSCC favoured a northern route.

18/110 Report from West Sussex County Councillor – Cllr. Janet Dunton. None.

18/111 Clerk's Report. The Clerk reported that the new laptop was up and running and files had been transferred across. The website had not responded well to the change and the Clerk was currently not able to edit the website. The Clerk was to accelerate the provision of a new website but in the meantime efforts would continue to be made to be able to edit the old site.

18/112 Appendix 2 Data Protection Audit, Policy and Privacy Notices. The Parish Council are recommended to adopt the policy and privacy notices arising as a result of the Data Audit carried out internally and which will form the basis of the External Audit with the Data Protection Officer (Satswana) in due course or amend the documents as required.

The Cllrs agreed that for existing E Bulletin and Flood Forum patrons an opt out statement would be sent to them. All new patrons would receive the suggested statement under Appendix 2.

Cllr Agar proposed the Parish Council RESOLVE to adopt the General data Protection policy, seconded by Cllr Newman and all in favour.

18/113 Appendix 3 Document Retention Policy. The Parish Council are asked to review the Document Retention Policy and it is recommended to adopt the Policy or amend the Policy as required. The policy as written seemed to be difficult to comply with.

The Parish Council agreed to carry this item forward for review in a later meeting.

18/114 North Hall Room Hire- The Parish Council are to discuss the current requirement that the Parish Council pays for the hire of a room at North Hall for Parish Council meetings.

The Trustee of North Hall present (Peter Winney) at the meeting agreed to take this proposal to the Committee and confirm their decision at a later date.

18/115 Accounts for Payment- All agreed the expenditure set out totalling £19,034.44

18/116 Updates and items for discussion:-

(a) Highway/Roads and Traffic Calming.

APPENDIX 4 Pedestrian Crossing- Update.

The Cllrs discussed the reply to the request for re-evaluation of suitability for a pedestrian crossing by WSCC Highways as detailed at Appendix 4. WSCC Highways had commented on the proposed location highlighting several difficulties. The Parish Council came to the conclusion that the cost of such a project even if the criteria for lighting and sight lines could be overcome was prohibitive at between £300,000 and £400,000. This project would not be progressed at this time.

APPENDIX 5 SID – Update. The mounting posts for the SID were to arise by adjusting existing posts along the B2133. The Parish Council had now ordered the SID. The post works were to be carried out in July. WSCC Highways had not commissioned a post site along Station road but had agreed that this could be achieved if the Parish Council funded this. Cllr Agar proposed the expenditure of £545 for the installation of a post in the desired location along Station Rd which had been approved by WSCC, seconded by Cllr Newman and all in favour.

Speed watch- Update. The road training had been carried out and a schedule for carrying out the speed watch were to be drawn up with the volunteer team.

Velo South- Update. WSCC had replied to the letter sent by the Parish Council asking for a reason as to why no consultation on the proposed road closures and the event had been carried out. The reply had stated that consultation by WSCC was not required but Velo South could consult if they felt it necessary. WSCC had said that some parishes with WS were keen to have the route through their villages.

(b) Nursery Site. During the heavy rain on 31st May 18 surface water from the site through the attenuation tank under the new green had flown out indiscriminately onto the B2133 and flowed down the road collecting in the telephone exchange car park. The drain had been either

blocked or overwhelmed. On speaking to site managers, the system is designed to eventually drain into the Lox stream thus exacerbating the flow in the stream during heavy down pours. The site managers spoke of a hydraulic break valve to prevent such a flood in future but this was not felt feasible by the Parish Council. This surface water arrangement had been agreed by Southern Water and condition 8 had been discharged. The Clerk was to write to WSCC Kevin MacKnay to advise him of the problem. **ACTION Clerk**

(c) Drainage/Flooding.

Flood forum Update

Operation Watershed were arranging a meeting between the Parish council and WSCC Kevin MacKnay as they stated that they were unable to fund a consultant for the Lox Stream flood problem as it was not capital expenditure.

During the recent heavy rains on 31st May, Burley Close resident's gardens and driveways had been flooded to a depth almost reaching inside the homes. The water was believed to have come from the school area and the school land drains were thought to be blocked. WSCC Kevin MacKnay was to be advised of this and the fact that the Burley Close drains appeared to be partially blocked. **ACTION Clerk**

It had been noted that during this same episode water had nearly breached the Station road Culvert.

The ditch opposite North Hall had been breached and water had flowed onto Station road from the field. CDC D Henley was to be advised of this.

Photographic evidence was available for the above events.

(d) North Hall.

Extension update. The first deposit payment had been agreed and the cheque signed. Building works were expected to commence in late June.

(e) Farm Close.

Viability study update. The independent viability study had been completed and was with the developers for comment after which the CDC Planning Officer would then be able to share some parts of it with the Parish Council.

(f) School

As a result of the flooding issues with Burley Close, a meeting was to be arranged with the Governors after WSCC had checked the drains to ascertain the problem. Action Clerk.

18/117 E- Bulletin and Newsletter articles. Velo South Road show; Recent flood issues; Website issues.

18/118 Parish Matters. A cracked manhole cover along Spy Lane to be reported by the Clerk. **ACTION Clerk**

18/119 Date of the next meeting Monday 2nd July 2018. Cllr Agar apologised he would be away and Cllr Newman was to Chair the meeting.

The meeting closed at 10.30pm.