



LOXWOOD PARISH COUNCIL

Minutes of the Full Meeting of Loxwood Parish Council held on Tuesday 6th February 2024 at 8pm Main Hall, North Hall, Loxwood.

The minutes to be read in conjunction with the Clerk's report at the end of the minutes.

21/2024. ATTENDANCE: Parish Councillors: Rick Kelsey (Chair); Charles Todhunter; Roger Newman; Annette Gardner; Sarah Dobson; Valerie Woods; Jamie Lynch. CDC Gareth Evans and WSCC Janet Duncton (left the meeting after item 28/2024); Jane Bromley, Clerk.

Ten members of the public.

APOLOGIES FOR ABSENCE: No apologies.

22/2024. DECLARATION OF MEMBERS INTERESTS- None declared.

23/2024. MINUTES OF THE LAST MEETINGS – The Parish Council **Resolved** that the Minutes of the Parish Council meetings on 2nd January 2024, and the Planning Committee Minutes of the 2nd January 2024 are accurate accounts of those meetings.

24/2024 RESIGNATION OF COUNCILLOR. Chichester District Council has notified the Council that there has been no call for a bi election following publication of the vacancy arising on the resignation of James Hume. As such the Parish Council are free to Co Opt for the vacancy. There are now two vacancies available for Co Option.

Noted by the Council.

Item 26/2024 was heard here.

25/2024. **APPENDIX 1** ACTION POINT LIST: The Parish Council reviewed and updated the list of past Resolutions where actions are not yet concluded.

26/2024. PUBLIC PARTICIPATION –

- The Loxwood School Head Teacher spoke concerning a recent meeting that had been held with WSCC regarding school funding. The Head had proposed several urgent infrastructure projects which WSCC would investigate and come to a decision on funding shortly.

The School Head had previously presented the Parish Council with a list of funding requirements and was keen to hear what the Parish Council could help with.

Cllr Kelsey explained Parish CIL was not available for funding schools (unless the school and the provision provided by Parish CIL was available for use by the community). School

infrastructure requirements should be funded by WSCC. Parish Council general reserves could be used and the school was asked to put together a grant application whereby funding from the Parish Council up to a maximum of 50% of the value of the project could be considered by them.

The Clerk would send the grant application form to the school. **ACTION Clerk**



A representative from Renewable Connections (RC) Jack Halsted spoke:
Renewable Connections was a solar power provider who were at the preapplication stage for a site situated to the far east of Wisborough Green but which included proposals for two fields off Drungewick Lane. Access to the site would be via the B2133. Other details were:
39 Hectares site;
20MWP Solar farm enough energy for 6300 homes;
6 agricultural fields around Malham Farm;
Surveys and reports being carried out by RC at the moment;
Traffic from the site will move south and then towards the Billingshurst by pass;
Public Consultation ends 28th February 2024 comments via the website,
<https://renewableconnections.co.uk/our-sites/wisborough-solar-farm/>;
Feedback will be used by RC to make improvements to the scheme;
20-24 weeks for construction of the site should the application be accepted;
There will be financial benefit to the communities;
Connection via existing cable to the grid;
SSE would not condone further connections and therefore no plans to expand;
With approval construction to begin mid to late 2026.

27/2024. REPORT FROM WSCC JANET DUNCTON- See attached report.

Cllr Kelsey asked about bookings for the Billingshurst refuse centre which was now a County Wide Policy. Cllr Duncton said it had been very successful as a pilot scheme.

28/2024. REPORT FROM CDC GARETH EVANS AND CDC CHARLES TODHUNTER- See attached report.

29/2024. **APPENDIX 2 to 7** PARISH COUNCIL POLICIES: The Parish Council **Resolved** to adopt the following policies with the following amendments.

29.1 Complaints Policy.

29.2 Health and Safety Policy. The Council's provision for an office risk assessment to be checked. **ACTION Clerk**

29.3 Investments Policy

29.4 Pre- Application Planning Discussions Policy

29.5 Media and Communications Policy

29.6. Playground Inspection and Maintenance Policy.

30/2024. **APPENDIX 8a and 8b**. AUDIO SYSTEM FOR NORTH HALL. Two quotes have been obtained for the system. After discussing the prices of the two systems, the Parish Council



Resolved to accept the Andertons quote £943.26 net at APPENDIX 8b for functionality and price. **ACTION Clerk**. See Clerk's Report.

31/2024. SCHOOL CAPITAL PROJECTS FUNDING BY CIL: See Clerk's Report. The Parish Council to receive further information on this topic.

See item 26/2024.

32/2024. NEIGHBOURHOOD PLAN: The Parish Council to note the update in the Clerk's Report and to consider the formation of a Steering Group.

The Clerk to include an advert in the newsletter and to draw up an application form and person specification. **ACTION Clerk**

33/2024. PAYMENT SCHEDULE February: Circulated separately. The payments for February in the sum of £3032.49 and extra payments for January of £29631.02 were approved by Resolution.

34/2024. UPDATES AND ITEMS FOR DISCUSSION: - Items to be discussed as to progress and to provide items for inclusion for RESOLUTION on a later agenda.

(a) Highway/Roads. Update on Traffic Calming Scheme See Clerk's Report and to consider the next stage.

The Parish Council considered the next stage for the traffic calming scheme was the public consultation. This would be in the form of a drop-in session (s) to view boards of the design and ability to comment. The Clerk to organise some days for March is possible after consulting with I Transport and to put an article in the Newsletter. **ACTION Clerk**

(b) North Hall: **APPENDIX 9**.

- Playground update on Vita Play costs. See Clerk's Report.

Cllr Kelsey proposed seconded by Cllr Newman and all in favour to **Resolve** to accept the quote from Vita Play for playground maintenance and inspection from 1st April 2024.

ACTION Clerk

- Update on North Hall entrance works and funding. See Clerk's Report.

The recent works had greatly improved the sight lines on exiting North Hall.

(c) Heritage Trail. Nothing to report.

(d) Emergency Plan. **APPENDIX 10a to 10c**. Discussion. See Clerk's Report. Cllr Newman proposed and it was **Resolved** to arrange the WSCC provided "What If" training for the community in the summer/autumn and to follow training with the creation of an Emergency Plan, seconded by Cllr. Kelsey and all in favour. **Action Clerk**.



35/2024. NEWSLETTER ARTICLES. Any items for this publication to be discussed and the Clerk is delegated the writing of the Newsletter for publication in the Parish Newsletter & website.

NP Steering Group members/ Traffic Calming Consultation/ Four ways flooding update - CCTV survey. Cllr vacancies.

36/2024. ITEMS FOR THE NEXT AGENDA. Parish Councillors to suggest items they would like included on the agenda for March 2024 other than those included above.

37/2024. DATES OF FORTHCOMING MEETING: 5th March 2024.

The meeting closed at 9.45pm



Loxwood Parish Council

Clerk's Report Intended to accompany the Minutes for 6th February 2024:

Item 5. ACTIONS LIST: OFWAT/SOUTHERN WATER ISSUES WITH THAKEHAM SITE SEWERAGE CONNECTION:

A temporary arrangement exists for the removal of foul water and sewerage from the Thakeham site. Southern Water was to improve this situation and action regarding this was expected by the end of the 2023 year. No such action has taken place to allow the sewerage to enter the sewerage network at times when it is not over loaded similar to the arrangement at Nursery Green. The Parish Council had written to both CDC and Ofwat concerning this and the action for the end of 2023 was agreed. The resident volunteer consultant on drainage will advise further but the Parish Council are to agree an action in relation to this situation.

The resident consultant for this issue for the Parish Council has confirmed that a connection is shortly to be made and a chasing letter was therefore not required at this time.

" I have had an update from Southern Water indicating that the scheme to remove tankering at Hollyview Close remains a priority, but has encountered certain technical problems which are currently being addressed and SW are now anticipating the work being completed in February. I am also awaiting a response on the Antler Homes site sewerage arrangements, which is promised for later in January. I therefore suggest that we hold fire on going back to Ofwat, until at least until late February. At that point, if we have no satisfactory progress on both of these issues, then I will prepare a response to Ofwat for you to send. I will try to attend the next PC meeting with an update."

Response rec'd 30th January 2-24 to questions put to Southern Water:

Response from Nicholas Davies - Southern Water (30 Jan)

"Apologies xxxx for not responding sooner, please see our responses to your questions

1. Delays with the promised RTC scheme to replace the existing tanker emptying regime at Hollyview Close [JW]

The RTC solution being considered for the Hollyview Close development is more complicated than originally thought causing an extension to the programme. We now have a supplier in place to start works and surveys are taking place this week (w/c 29 Jan). JW (Project Manager) is on leave this week and should be able to provide more detail on his return.

2. Assurance that the current development site by Antler Homes on land at Black Hall, Guildford Road, will not have its sewage removed by tankers [VB]



Points of connection at Land at Black Hall have been discussed with the developer to make sure the area of constraint is avoided by the connection reducing the need for tankers.

3. Loxwood Design Scheme for Growth progress, given that the forthcoming Chichester DC Local Area Plan includes another 220 new houses in Loxwood [CB] Flow surveys have been completed in the area and updates are being made to the model, this gives us the best view of the current system to correctly model the impact of future growth. A clear understanding of the points of connection for the upcoming developments will aid in the design taking place, however work with the LPA allows us

to predict the area impact before contact is made with the developer. The 220 houses will be taken into consideration for the wider growth scheme if they have been included in the LPA and we are informed, unless they fall within the Thames Water area. We are aiming to complete design for options in 2025.

We are working closely with Thames Water to understand their future plans in the area, from correspondence with Thames they have no plans to upgrade or alter the pump rate of the Clappers Meadow pumping station.

Regards Nicholas Davies

Programme Sponsor

Wastewater Asset Strategy & Planning”

Item 10. AUDIO SYSTEM FOR NORTH HALL:

A resident had obtained a quote for an audio system to help with the acoustics in the main hall at North Hall, especially during Parish Council meetings. North Hall are happy with the idea but have asked the Parish Council to fund the equipment and to also make it available to other users. The equipment would be stored at North Hall. The quote £943.26 attached is for consideration and the supplier has been asked for a demonstration but will only demonstrate after purchase.

The supplier has added:

His company does not offer the facility of a ‘prior to purchase’ demo at our hall. However following purchase he is very willing to show and demonstrate the whole system at their store so you know what connects to what etc.

- The whole system will normally take about 10 minutes to put together and dismantle. It is very simple.
- He is very willing to put together some basic notes for you to take away, as to how to connect everything up, the sequence etc.

The Clerk has also obtained a quote from Andertons for the Parish Council with updated prices and in addition from Richer Sounds for a system to provide the same amplification for



meetings. Both quotes are included as appendix for the meeting although for commercial reasons are not made public.

Item 11. SCHOOL CAPITAL PROJECTS:

The school produced a list of capital project requirements for the school at the December Parish Council meeting. The Clerk was asked to obtain a view from the District as to whether CIL could be used to fund school infrastructure. The CIL Officer at CDC responded as follows: *“Schools do have other sources of funding via WSCC or if they are academies private sources, and parents’ associations. CIL should not be used where other sources are available and where the whole community does not benefit. If the school has opened up its facilities for community use, then the CIL spend is legitimate”.*

Cllr Newman has attended a meeting between the school and WSCC and will report at the meeting.

Item 12 NEIGHBOURHOOD PLAN CONSULTANT:

Quotes have been received from three consultants following interviews. An assessment of consultants’ responses at interviews and quoted charges was carried out informally by members of the Parish Council ahead of this meeting. The Parish Council graded consultants, looking at a number of criteria.

The following criteria were thought to be of relevance:

1. The Consultant’s ability to impress the Parish Councillors at interview with proactive and imaginative answers given to selected questions.
2. Evidence that Consultants had taken Councillors’ comments on board as evidenced in the quotes produced.
3. Proven ability of working with Parish Councils and small local government organisations.
4. References or, Loxwood PC’s knowledge of their work previously.
5. Previous experience of the Chichester District Local Plan.
6. Cost was less of an issue with approximately £11500 worth of government funding available and it was thought quotes might change according to the route taken.

Criteria were weighted in order of importance to Loxwood PC as numbered above 1 being the item of most importance.

The Consultants are numbered to preserve identity in this public document and the order of scoring came out as:

Consultant Two: First Choice; Scored highly with 1,2 and 3 and 4.

Consultant One: Second Choice; Scored high with 2 and 3 and 5.

Consultant Three: Third Choice. Scored high with 3, 4 and 5.



Navigus Planning- Chris Bowden as NP Consultant is now progressing with the review of policies and will call a meeting with the Parish Council/Steering Group shortly. Full funding from Locality has been obtained for the preliminary work.

Initial review of draft Regulation 15 Neighbourhood Plan
Site assessment work
Update and fill gaps in evidence base
Proposed amended/new policies
Attending Steering Group meeting
Expenses (travel, subsistence)

In addition, Technical Support has been applied for, for the production by AECOM of a Housing needs Assessment and a Design Code two useful pieces of evidence for the Neighbourhood Plan. A meeting was held between Councillors and AECOM to form a proposal for obtaining funding from the Department for Housing and Levelling Up for the projects and the outcome of the application should be available shortly.

Item 14 a) Highways/Roads. The Traffic Calming proposals have undertaken a safety review and the consultant Dominic Smith reports:

“The draft of the RSA has been returned to us, and we’ve worked through the matters raised by the Auditor and sought to address / respond where appropriate. Please find attached the Audit as well as the Design Team Response (DTR) that we have prepared. You’ll note that there are two boxes outstanding in the DTR – these will be for the response of WSCC, should they wish to comment on the observations / response later on in the process.

Most of the issues revolved around the improvements at Station Road, and the impact on visibility at the Station Road crossing at the junction with the B2133. Given the constraints at this location, there is little more that can be done – the DTR explains the design rationale behind the measures introduced. We have adjusted both drawings 206 and 209 to respond to the matters raised, although some of them (e.g. relocation of existing street furniture) are alterations made later in the design process (i.e. construction drawing phase).

Overall, it’s pretty good – a lot more is usually raised over a scheme of this length, particularly where you aren’t able to design on a blank canvas and there are a number of constraints to be balanced. A lot of the RSA is in transport jargon, so if there would be benefit in arranging a call to discuss the findings I’ll be happy to do so.”

A meeting was held with Dominic Smith via Zoom to view the updates to the proposals following the safety audit and the next steps were discussed.



14 b) Playground update on Inspection and maintenance costs.

A contractor had been recommended as a provider of risk assessing as well as servicing and maintenance for playgrounds. At the last meeting the Clerk was asked to obtain prices which are available at APPENDIX 9. for discussion. The current professional inspection costs amount to £82.50 with servicing and maintenance ad hoc carried out mainly by volunteers as required.

New contractor costs: Service and some maintenance £650 net

Further service visit £135 net

Risk assessment visit £221.65

Total £1006.65

The precept budget for maintenance for 24/25 is £2000.

North Hall Entrance Costs. The North Hall Entrance costs have been part funded by the CIL currently in possession by the Parish Council. The improvements gained by the works being acceptable to the project requirements for CIL funding as more traffic generated by increased usage of the hall and playground as a result of a higher population make the expenditure a good use of CIL.

The CIL available was £14650 out of a total commitment by the Parish Council of £20,000 The balance of costs involved were paid for from general reserves.

The works have been completed and the access is greatly improved.

14. d) Emergency Plan.

This project was raised by Cllr Newman for inclusion on a later agenda and an example of an Emergency Plan is displayed at Appendix 11. The Clerk has asked WSCC if the "What If" Emergency training I available to the Parish would could provide the stimulus for community involvement in such a plan's formation. Details of this training are at Appendix 10b and 10c