



LOXWOOD PARISH COUNCIL

Minutes of the Full Meeting of Loxwood Parish Council held on Tuesday 5th March 2024 from 8pm Main Hall, North Hall, Loxwood.

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

38/2024. ATTENDANCE: Parish Councillors: Charles Todhunter (Chair); Roger Newman; Annette Gardner; Valerie Woods; Jamie Lynch. WSCC Janet Duncton (left the meeting after item 43/2024); Beverley Weddell, Acting Clerk. Three members of the public.

APOLOGIES FOR ABSENCE: Apologies had been received from Cllr Rick Kelsey; Cllr Sarah Dobson and CDC Councillor Gareth Evans

39/2024 DECLARATION OF MEMBERS INTERESTS- None declared

40/2024 MINUTES OF THE LAST MEETINGS – The Parish Council **RESOLVED** that *the* Minutes of the Parish Council meetings on 6th February 2024, and the Planning Committee Minutes of the 6th February 2024 are accurate accounts of those meetings.

41/2024. **APPENDIX 1** ACTION POINT LIST: The Parish Council updated the list of past Resolutions where actions are not yet concluded.

42/2024 PUBLIC PARTICIPATION. No comments from members of the public.

43/2024 REPORT FROM WSCC JANET DUNCTON- See attached report.

44/2024 REPORT FROM CDC GARETH EVANS AND CDC CHARLES TODHUNTER- See attached report.

45/2024 **APPENDIX 2 to 5** PARISH COUNCIL POLICIES: The following policies were **RESOLVED** as adopted by the Parish Council.

45.1 Freedom of Information and Documents Retention Scheme.

45.2 Procedure for Dealing with Correspondence.

45.3 Risk Management Policy.

45.4 Employee Code of Conduct.



46/2024 APPENDIX 6 to 9. RISK ASSESSMENTS 2024/2025. The following risk assessments were RESOLVED as adopted for 2024/2025

46.1 Operational and Personnel Risk.

46.2 Asset Management Risk.

46.3 Data Protection Risk.

46.3 Financial Risk.

47/2024 NEIGHBOURHOOD PLAN: The Parish Council NOTED the update in the Clerk's Report.

Cllr Gardner will liaise with the Clerk about advertising for volunteers to join the steering committee as soon as possible.

48/2024 APPENDIX 10. PLAISTOW ROAD JUNCTION WITH B2133 FINGERPOST SIGN RENOVATION. The Parish Council **RESOLVED** to approve the quote for £980 for the renovation for the finger post sign for action in the next financial year 2024-2025. (Cllr Newman abstained.)

49/2024 PAYMENT SCHEDULE March: Circulated separately. The payments for March of £4907.55 were **RESOLVED** as approved for payment. The payment for £1131.90 to Andertons Music Co had been paid during February and was **RATIFIED** as approved by the Parish Council.

50/2024 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 consultant is amending the drawings ready for a public consultation in May or June.

Cllr Todhunter had carried out a Speed Watch session at the weekend. 50 people had been recorded driving over the speed limit, including one repeat offender.

A Resident at Loxwood Chase has cleared all the drains/grates in the verge in that area.

(b) **APPENDIX 11a and b** North Hall: Accounts and Insurance for inspection by the Parish Council.

The Parish Council NOTED with no concerns the accounts and insurance of North Hall accounts and insurance as part of the Parish Council's audit process.

(c) Property Flood Resilience: Discussion. See Clerks Report.

There was nothing further to add.



(d) Emergency Plan. Update. See Clerk's Report. Next actions will be discussed after the training in September.

51/2024 NEWSLETTER ARTICLES.

There will be a repeat of the article inviting Steering Group volunteers.

An article regarding the forthcoming consultation on parish council's traffic calming proposals

Advertise two vacancies on the parish council.

52/2024 ITEMS FOR THE NEXT AGENDA.

The Acting Clerk would speak to the Clerk regarding dual hall booking with the Youth Club. The Youth Club had requested extra lights outside the hall.

Meeting ended at 20:54.

53/2024 DATES OF FORTHCOMING MEETING: 2nd April 2024.



Clerk's Report Intended to accompany the Minutes for 5th March 2024:

47/2024 NEIGHBOURHOOD PLAN CONSULTANT:

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.

The application from for Steering Group Members has been put on the website and in the Newsletter for March 2024.

50/2024 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. The safety audit second stage still to be completed first stage is invoiced. The Clerk has asked when the consultation Plans will be available.

50/2024. c) Property flood resilience. The EA is seeking contributions from property owners for EA schemes to be set up to mitigate flooding. In some cases, the contributions required amount to more than £10K when originally the PFR scheme was supposed to cost nothing for the property owner. Residents have contacted the MP regarding this issue.

50/2024. 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.



The training has been booked for 17th and 24th September at 7.30pm in the Mursell Room North Hall and Cllr Newman is to host the event with WSCC providing the training. The sessions are to be advertised over the summer.