



## LOXWOOD PARISH COUNCIL

### **Minutes of the Full Loxwood Parish Council meeting held on Tuesday 2<sup>nd</sup> April 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*

54/2024 ATTENDANCE: Parish Councillors: Rick Kelsey (Chair); Charles Todhunter; Roger Newman; Valerie Woods; Sarah Dobson; Jamie Lynch. CDC Gareth Evans (left the meeting after item 62/2024). Jane Bromley, Clerk. One member of the public.

APOLOGIES FOR ABSENCE – Apologies received and accepted from Parish Councillor Annette Gardner and WSCC Janet Duncton.

55/2024 DECLARATION OF MEMBERS INTERESTS- None received.

56/2024 MINUTES OF THE LAST MEETINGS – The Parish Council Resolved that the Minutes of the Parish Council meetings on 5<sup>th</sup> March 2024, and the Planning Committee Minutes of the 5<sup>th</sup> March 2024 are accurate accounts of those meetings.

57/2024 **APPENDIX 1** ACTION POINT LIST: The Parish Council updated the list of past Resolutions where actions are not yet concluded.

#### 58/2024 PUBLIC PARTICIPATION

A resident spoke concerning the special needs provision failing for her at the local school and she is receiving no help or advice from WSCC nor from the school Governors. The parent has asked for details of where the SEN budget is being spent with nothing provided.

Cllr Newman advised the number of SEN children has exceeded the budget provided for SEN for the current school year as it is calculated ahead of knowing the children to attend the school.

Cllr Todhunter advised the resident to contact WSCC member Jackie Russell as Cabinet member at WSCC for education.

The Clerk was asked to write to WSCC to point out the major concerns for SEN provision and lack of funding for repairs and improvements to the school pointing out the health and safety issues arising due to the deterioration. **ACTION Clerk.**

59/2024 REPORT FROM WSCC JANET DUNCTON- See attached.

60/2024 REPORT FROM CDC GARETH EVANS AND CDC CHARLES TODHUNTER- See attached.

61/2024 **APPENDIX 2** ANNUAL PARISH MEETING: 17<sup>th</sup> May from 7.30pm Main Hall booked from 6.30pm Speakers and presentations to be discussed and agreed. Advertising Banner to be discussed and agreed.

- Chair to speak
- Rector to be invited to speak



- Dominic Smith Traffic Calming presentation
- Cllr Todhunter re the Neighbourhood Plan update.
- Clerk to provide refreshments and arrange a banner for advertising the event.

62/2024 NEIGHBOURHOOD PLAN: The Parish Council to note the update in the Clerk's Report and 62.1 to vote on the Steering Group Community Members applications (circulated separately) and to agree Parish Councillor representatives for this Working Group.

Two applications had been received and it was decided to await recruitment until after the Annual Parish Meeting after which more may be encouraged to apply.

62.2 **APPENDIX 3** Terms of Reference: To be re-adopted or else amendments proposed. The Terms of Reference were amended to remove any reference to overall numbers required on the Group and to include the provision for the Steering Group to appoint a working Group to deal with specific tasks.

62.3 **APPENDIX 4a** Navigus Report **APPENDIX 4b** Comments. Discussion.

The Consultants report on the previous cancelled revised Neighbourhood plan had been received and the actions approved with comments on current planning applications sent from Cllr Woods.

It was noted that the application to Groundworks for funding for technical support to produce a Housing Needs Assessment and a Design Code had not been successful and costs for a consultant to produce these were to be obtained by the Clerk for consideration. **ACTION Clerk**

The Call for Sites would now be progressed.

63/2024 **APPENDIX 5a and 5b** Ifold Scouts Grant Application. For consideration.

The Councillors commented that the Scouts contribute greatly to the Loxwood village fete but that they felt the application lacked detail in terms of supplying the quotes obtained for the work and why the quote accepted was successful. In addition, there was no detail as to the costs the funding requested would be put towards. For this reason, the current application was not successful but the Scouts were encouraged to reapply with further information mentioned above,

64/2024 PAYMENT SCHEDULE APRIL and FINANCE COMMITTEE MEETING: Circulated separately.

The payments for April for £7797.58 were RESOLVED as approved and the extra payment made in March to the Neighbourhood Plan Consultant to satisfy the funding requirement to settle the invoice ahead of the year end was Ratified as approved in the sum of £4155 along with the Direct Debit to the ICO for £40.

Councillors noted their attendance is required at the Finance Committee meeting 16th April 7pm Mursell Room.

65/2024 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.



The Traffic Calming Consultation would consist of:

- a presentation at the Annual Parish meeting on 17<sup>th</sup> May together with an A1 display.
- Website display of the presentation.
- advertising the consultation via the Newsletter, Facebook, and a letter to all in the Parish. **ACTION Clerk**

B2133 drainage problem likely to be carried out now as WSCC had stated it was a priority for the new financial year 2024/25. A resident had reported that the Drain was full of roots and would need to be replaced

(b) North Hall. Outside lighting request from Renegades.

There has been an informal request from the Renegades for funding for outside lighting. Portable lights are currently used and only needed for 6 months of the year i.e. the winter. To consider any formal application for funding lighting North Hall trustees would firstly need to consider the request.

There had been two objections sent in from residents at the suggestion being recorded on the Council's agenda.

The Parish Council considered permanent outside lighting would be against the village dark skies policy.

(c) Property Flood Resilience: Discussion. See Clerks Report. A recent update was circulated stating that discussions are still ongoing with Environment Agency regarding funding of individual property resilience.

66/2024 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.

APM. Call for sites will now be progressed. Steering Group members. B2133 Flooding high priority in the new financial year.

67/2024 ITEMS FOR THE NEXT AGENDA. Parish Councillors to suggest items they would like included on the agenda for May 2024 other than those included above.

None.

68/2024 DATES OF FORTHCOMING MEETING: TUESDAY 16<sup>th</sup> April 2024 7pm FINANCE; TUESDAY 7<sup>th</sup> May; FRIDAY 17<sup>th</sup> May Annual Parish Meeting for Residents.

**The meeting closed at 9.50pm**



**Clerk's Report** Intended to accompany the Minutes for 2<sup>nd</sup> April 2024:

**Item 10** NEIGHBOURHOOD PLAN:

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. Two completed forms have been received.

A report was sent out by Navigus Planning on the previous version of the revision of the NP and comments invited.

**Item 12 a)** Highways/Roads.

The Traffic Calming proposals have undertaken a safety review and the consultant Dominic Smith reports with regard to the Public Consultation:

There are a few options:

- A3 – yes, we can produce that although some people may struggle to see the detail on the drawings.
- A1 – much bigger but obviously take up a bit more space. It usually needs a few notice boards to display them all and I'm conscious this could be 12 plans! **Yes, on stage.**
- An online consultation using the webpage – upload the drawings online, which helps drives people towards the physical consultation. **Yes.**
- Leaflet drop / Parish newsletter – include them as part of a hard copy letter to be posted through doors. Again, this is usually used in conjunction with a physical consultation. **Letter to be delivered by post.**
- Teams / Zoom presentation – quite good if the weather is poor and you want to reach people who may not want to engage / attend a physical consultation. Enables the plans to be presented on the screen and questions asked by text. Attendance can be hit or miss – I've done some with 100 people, and some where just a single person turned up, which was slightly awkward.

The recommendation is: to hold a presentation for 20 minutes or less at the Annual Parish Meeting with Dominic Smith I Transport Consultant presenting the slides on the large screen and for the recorded presentation being put afterwards on the website. In addition to have around the hall A1 posters of the proposals which will be twelve tables of Plans.

**Item 12. 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. The EA has suggested a meeting with the resident to discuss the issue and these discussions are ongoing.