

## Loughton & Great Holm Parish Council

### Annual Meeting

**Minutes of the Annual Meeting held on Monday 16<sup>th</sup> May 2016, 7:30pm at the Loughton Memorial Hall, Bradwell Road, Loughton, Milton Keynes**

**Present: Cllrs Peter Todd (Chair), Zoe Nolan (Vice-Chair),** Peter Ballantyne, Sandra Boland, Andy Dransfield, Hilary Dyer, Thomas Gray, John Howe, Claire Jones, Andy Sargent

**Also present:** Brian Barton (Parish Clerk)

**In attendance:** One (1) member of the public

#### **FC 01/16 Election of Chair for the Council Year 2016/2017:**

The Parish Clerk presided in the Chair and asked for nominations.

Cllr Peter Ballantyne moved and Cllr Hilary Dyer seconded that Cllr Peter Todd is elected Chair for the Council Year 2016/2017.

Cllr Todd agreed to his nomination.

The Parish Clerk asked if there were any further nominations.

Cllr Andy Dransfield proposed Cllr John Howe.

Cllr Howe did not agree to his nomination.

#### **RESOLVED**

**That Cllr Peter Todd is elected Chair for the Council Year 2016/2017**

#### **FC 02/16 To Chair to sign the Declaration of Office Form:**

The declaration of office form was not available to be signed, and it was **AGREED** that Cllr Todd was elected Chair for this meeting.

The declaration of office form will be presented at the next meeting for the Chair's signature.

#### **FC 03/16 Election of Vice-Chair for the Council Year 2016/2017:**

Cllr Peter Ballantyne proposed and Cllr Peter Todd seconded that Cllr Zoe Nolan is elected Vice-Chair for the Council Year 2016/2017.

Cllr Nolan accepted her nomination.

There were no other nominations.

#### **RESOLVED**

**That Cllr Zoe Nolan is elected Vice-Chair for the Council Year 2016/2017**

#### **FC 04/16 The Vice-Chair to sign the Declaration of Office Form:**

The declaration of office form was not available to be signed.

The declaration of office form will be presented at the next meeting for the Vice-Chair's signature.

**AGREED**

**FC 05/16 Minutes of the previous Annual Meeting:**

The minutes of the Annual Meeting held on Monday 18th May 2015 were

**AGREED**

**FC 06/16 Committees and Working Groups:**

a) To agree the membership of the Committees and Working Groups:

**Finance and Staffing**

Cllrs Peter Ballantyne, Sandra Boland, Andy Dransfield, John Howe, Peter Todd

**Loughton Sports Ground**

Cllrs Peter Todd, Sandra Boland

**Neighbourhood Development Plan**

Cllrs Zoe Nolan, Peter Todd

**Planning**

Cllrs Peter Ballantyne, Hilary Dyer, John Howe, Claire Jones, Andy Sargent, Peter Todd

**AGREED**

The Parish Clerk was asked to upload all the Terms of Reference on to the website Committee page.

Cllr Thomas Grey asked that his membership to any of the Committees is considered at the next meeting.

The membership of the newsletter editorial board will be considered at the next meeting.

b) To agree the 2016/2017 Calendar of Meetings

The Parish Clerk was asked to seek an alternative venue as Holmwood School was felt to be unsuitable.

The Parish Clerk was also asked to circulate the Calendar of Meetings to all Members.

To delete "Monday 14<sup>th</sup> April 2017" and replace with "Monday 24<sup>th</sup> April 2017" for the Parish Meeting date.

With that amendment the tabled 2016/2017 Calendar of Meetings were

**AGREED**

**FC 07/16 Membership of Outside Bodies for the Council Year 2016/2017:**

**a) Jubilee Graveyard Committee**

Cllrs Andy Sargent, Peter Todd

**b) Hugh Parke Charitable Trust**

Cllrs Sandra Boland, Andy Dransfield

**c) Milton Keynes Council Parishes Forum**

Cllrs Peter Ballantyne, Andy Sargent

**d) Loughton Sports and Social Club Management Committee**

Cllrs Sandra Boland, Peter Todd

**e) Approved Premises Committee**

Cllrs Hilary Dyer, Zoe Nolan

**f) Loughton & Great Holm Neighbourhood Action Group Liaison**

Cllr Andy Sargent

**g) Milton Keynes Association of Local Councils**

Cllr Peter Ballantyne

**h) Shenley Leisure Trust**

Mr Barry Connell, Cllr Claire Jones

**AGREED**

**FC 08/16 To resolve whether to renew the following constitutional documents and policy documents for the Council Year 2016/2017:**

The following constitutional documents were adopted:

- a) Standing Orders
- b) Financial Regulations
- c) Code of Conduct
- d) Protocol on Officer/Member Relationships
- e) Freedom of Information Model Publication Scheme
- f) Complaints Procedure
- g) Councillor Dispensation Procedure
- h) Equality Policy
- i) Health and Safety Policy

**AGREED**

**FC 09/16 Apologies:**

There were no apologies given

**NOTED**

**FC 10/16 Minutes of previous meetings:**

The minutes of the meeting held on Monday 21st March 2016 were **AGREED** and signed by the Chair as a true and correct record.

The minutes of the Parish Meeting held on Monday 18th April 2016, are to be deferred to the next Parish Meeting for adoption.

**NOTED**

The minutes of the Finance & Staffing Committee held on Thursday 30th March 2016 were **NOTED**

The minutes of the Planning Committee held on Monday 4th April 2016 were **NOTED**

**FC 11/16 Matters arising from the previous minutes not on the agenda:**

**FC 150/16 To report on Members attending external meetings:**

Members felt that Mr Adrian Christy Chief Executive Officer of Badminton England should be invited to attend the July Parish Council meeting to discuss proposals for the re development of the Badminton Centre site.

**FC 153/16 To update members on progress so far on seeking quotes for the installation of a metal roof for the Loughton Pavilion:**

Members wanted to see a set of up to date accounts.

Also details of the use of the pavilion and Sports Ground ie bookings and dates, and the figures for the amount of registered members and how many are local residents.

The Parish Clerk was asked to obtain this information and to invite a representative of the Management Committee to the next Parish Council meeting.

**13/02030/FUL and 15/00034/DISCON Stratfield Park Leisure Centre 53  
Gatcombe Great Holm Milton Keynes MK8 9EA Demolition of existing leisure  
centre and erection of 5 detached houses**

Cllr Hilary Dyer said that the Parish Clerk informed her that he had contacted Abbeymill Homes to chase them up on the outstanding landscaping works, which he was told would shortly be completed.

Cllr Dyer has been in contact with Milton Keynes Councils Planning Enforcement Team about the close boarded fencing erected, near to the redway overlooking the lake, a member of the Planning Enforcement Team have now been in contact with Abbeymill Homes asking them to rectify the matter, and to deal with the outstanding items such as the installation of the bat boxes.

Cllr Dyer is awaiting a response as to when the work will take place.

The Parish Clerk was asked to arrange a site visit with the Enforcement Officer.

Cllr Andy Dransfield had a resident who had raised concerns with him that Mr Ken Vaughan is being referred to as the Site Manager of the Greenhill Close, Loughton allotment site; a more appropriate title should be representative or coordinator, which members agreed too.

Cllr Zoe Nolan updated the meeting regarding the overhanging tree branches on the boundary of the site, that is blocking the light and making it a problem for growing produce to some of the plots.

Cllr Nolan had made a complaint under the Milton Keynes Council stage one (1) procedures, the Council has responded and are still refusing to either remove or cut back the branches.

Members suggested a site visit is arranged with Mr Vaughan to look at the trees to see what else can be done.

**RESOLVED**

1. That the Parish Clerk to invite Mr Adrian Christy Chief Executive Officer of Badminton England to attend the July Parish Council meeting to discuss proposals for the re development of the Badminton Centre site.
2. That the Parish Clerk to obtain a set of up to date accounts, details of the use of the pavilion and Sports Ground ie bookings and dates, and the figures for the amount of people who are residents and are registered members, and to invite a representative of the Management Committee to the next Parish Council meeting.
3. That the Parish Clerk to arrange a site visit to the Abbeymill Homes site on Gatcombe, Great Holm, with the Enforcement Officer at Milton Keynes Council.
4. That the Parish Clerk to arrange a site visit to the Greenhill Close, Loughton allotment site with Mr Ken Vaughan to look at the trees to see what else can be done so that nearby plots are not overshadowed.

**FC 12/16 Questions from Members of the Public:**

A member of the public asked about the employment of the Parish Youth Development Officer and the value for money of having this post.

The Chair replied a performance review has been undertaken, and will be looked into again in September.

Cllr Dyer requested that the list of activities needs to put on the website.

The member of the public felt that the newsletter was politically biased.

The Chair said that an editorial board will be set up and always welcomed articles from Members, and the public.

**NOTED**

**FC 13/16 Declarations of interest:**

There were no declarations of interest.

**NOTED**

**FC 14/16 To receive a Crime Statistics Report from Thames Valley Police:**

Due to the non-attendance of an officer from Thames Valley Police, the crime statistics report and figures for April 2017 were not presented.

The Parish Clerk was asked to write to Thames Valley Police to ask why Officers had not been attending previous meetings, and to ask to ensure that they do so in future.

**RESOLVED**

**That the Parish Clerk to write to Thames Valley Police to ask why Officers had not been attending previous meetings, and to ask to ensure that they do so in future**

**FC 15/16 To report on Members attending external meetings:**

(a) Loughton and Great Holm Neighbourhood Action Group - **Cllr Peter Ballantyne**

Cllr Andy Sargent informed the meeting that the Loughton and Great Holm Neighbourhood Action Group had recently held their Annual Meeting.

Twelve (12) residents were in attendance, the crime report highlighted drug abuse issues on Loughton Lodge, which the Police are monitoring, and an arson attack on Glebe Close, Loughton.

The Loughton and Great Holm Neighbourhood Action Group held their meeting at the Milton Keynes Parks Trust Headquarters on Campbell Park, and were given a tour of the building.

The Milton Keynes Parks Trust have arranged for patrols to take place on all their car parks, and are planning to place restrictions, due to car owners parking and then walking to use the railway station.

At Lodge Lake two (2) duck feeding stations are being constructed, along with a new area that can be used by the disabled who wish to fish there.

Planting will be taking place on an area located on the village green, the picnic on the green will be taking place on 3<sup>rd</sup> July.

Dawn Moreland Parks Ranger will contact the Parish Clerk regarding the proposed directional signs on Loughton Lodge Lake.

(b) Any Ward Councillors present to report on Milton Keynes Council meetings

Cllr Nolan informed the meeting that following the recent local elections the Conservatives have twenty two (22) Councillors and Labour also has twenty two (22) Councillors.

The Liberal Democrat group have agreed a partnership arrangement with the Labour group, rather than going into a coalition.

There was a 39% turnout for the Loughton and Shenley Ward, Cllr Nolan was re-elected for a four (4) year term.

(c) Members to report back on any other meetings that they may have attended

Cllr Dyer reported on the first drop in session held at the MacIntyre Centre on Great Holm.

Fourteen (14) were in attendance, although Cllr Dyer felt it was better not to hold future sessions on the same day as the meeting of the Parish Council.

Residents brought up various issues of concern that they felt affected the community.

Cllr Dyer asked if future sessions could be held on the first Tuesday of each month between 10:30am-12:30pm.

It was agreed that a leaflet is produced to advertise the change to the frequency of the drop ins and to combine it to advertise the Picnic on the Green event.

A budget of £300 was proposed for printing and delivery.

Due to time constraints it was agreed to hold the next drop in on Monday 20<sup>th</sup> June, and to hold the following one on the first Tuesday in July.

Cllr Andy Sargent will contact the Chair of the Loughton & Great Holm Neighbourhood Action Group, Pamela Tarshish to progress the art work for the leaflet.

#### **RESOLVED**

- 1. To hold the drop in sessions on the first Tuesday of each month between 10:30am-12:30pm, as from July.**
- 2. That a budget of £300 for printing and delivery for a leaflet advertising the change of date for the drop in sessions, and the Loughton & Great Holm Neighbourhood Group Picnic in the Park event.**
- 3. Cllr Andy Sargent to contact the Chair of the Loughton & Great Holm Neighbourhood Action Group, Pamela Tarshish to progress the art work for the leaflet.**

Cllr John Howe said that that he had attended a meeting of the Milton Keynes Council Development Control Committee.

The Committee considered the following planning applications:

15/03155/MKCOD3 New nursery block at Holmwood School Kensington Drive Great Holm Milton Keynes MK8 9AB

16/00040/FUL 105 London Road Loughton Milton Keynes MK5 8AG Change of use from residential dwelling (use class C3) and cosmetic dermatology clinic (use class D1) to care home for 4 adults with learning disabilities (use class C2)

Both applications were approved.

Holmwood School indicated that they would cooperate with any proposed traffic calming measures, the Headteacher and Governors were willing to meet up with Officers at Milton Keynes Council for further discussions.

Cllr John Howe was asked to approach Holmwood School on the Parish Council's behalf for further talks on traffic calming measures in the area.

The Chair reported on a meeting that had recently taken place on Loughton with Maurice Barnes Landscaping Officer at Milton Keynes Council, which lasted over two (2) hours, and identified areas that needed to be improved.

A date has been fixed for a similar meeting on Great Holm which will be held on Wednesday 8<sup>th</sup> June at 9:30am, the Chair asked Cllr Dyer to suggest a location where everyone can meet, and to work out a route to take that identifies areas of landscaping that need to be improved upon.

**FC 16/16 To agree the Energy Saving Grant Application:**

Following the recent invitations requesting applications for an energy saving scheme grant sent to local organisations, the Parish Council has received only one (1) bid - from Loughton School.

This is a proposal for the installation of a system produced by Logic Energy which will connect the School's gas and electricity meters to an online system that enables live data to be reviewed in the classroom of current energy consumption – enabling various teaching and learning opportunities.

The funds available are £4,000 received from the Less is More project and the costs of the proposed system is £4,000 plus VAT.

The Parish Council could recover the VAT on the system and hence the funds received from the Parish Council could fully fund the system.

The Parish Council decided to award the £4,000 fund for this project.

Cllr Howe said that a report should be produced from Loughton School once the project had been established, and put on the website.

**RESOLVED**

**To award a grant to Loughton School of £4,000 plus VAT for the installation of a system produced by Logic Energy which will connect the School's gas and electricity meters to an online system that enables live data to be reviewed in the classroom of current energy consumption – enabling various teaching and learning opportunities.**

**FC 17/16 To consider the Home Working Risk Assessment and to agree any items that need to be actioned:**

**RESOLVED**

**To defer this agenda item to the next meeting for consideration**

**FC 18/16 To update members on the proposed refurbishment of the Petworth Park play area on Great Holm:**

The Chair informed the meeting that Mr Phil Snell from Milton Keynes Council is project managing the scheme.



Milton Keynes Council is working with the Parish Council on the refurbishment, which is being financed with monies from the Section 106 agreement from the new housing development on Gatcombe Great Holm.

The scheme will cost £80,000, a grant from WREN of £50,000 has been applied for, with £5,000 from the Parish Council, and Milton Keynes Council is providing £10,000.

Mr Snell has undertaken the tendering process, and work should commence in the School holidays.

The design theme is based on the Wind in the Willows.

Cllr Dyer said that she had been approached by residents for seating to be installed near to the play area.

Cllr Todd said that he will speak to Mr Snell about the request.

Cllr Nolan suggested that there should be an article on the project uploaded on to the website.

**NOTED**

**FC 19/16 To consider the quotes for the roof replacement of the Loughton sports pavilion/and or other action in relation to that, including expenditure:**  
After some discussion, Members felt that this matter should be deferred to the next meeting, for further consideration.

It was suggested that a Project Manager should be appointed to oversee the work to replace the roof, and to complete the planning application.

Cllr Howe knows of a Project Manager who he can approach and will ask for a quote.

**NOTED**

**FC 20/16 To discuss and review the expenditure on the Spring 2016 Parish Newsletter:**

Cllr Howe was concerned that Members were not asked for contributions, and that it was inappropriate, that the editorship of the newsletter is in the hands of the Chair of the Parish Council.

The cost of the newsletter was over budget, the interview with the Leader of Milton Keynes Council and the Chief Executive Officer was inappropriate before the local elections.

Members agreed to appoint an editorial board to meet and agree the content for future newsletters.

Cllr Claire Jones said that it would have been useful to have received a PDF copy of the newsletter before it has been printed and delivered to households.

**NOTED**

**FC 21/16 To note the update list of projects and other work:**

Cllr Peter Ballantyne asked the Parish Clerk to chase up Mr Adrian Carden from Milton Keynes Council, for a site meeting on the traffic issues outside the Coop store on Highgrove Hill, Great Holm.

**NOTED**

**FC 22/16 Cheques for Payment:**

All payments as presented were

**AGREED**

**FC 23/16 To seek agreement for the costs for the work to be undertaken to maintain and enhance the Millennium Meadow on Loughton, and the removal of the bench in Kirkham Court Park:**

**RESOLVED**

1. To agree the cost for re-instating the millennium meadow at £359.89p.
2. To agree to the removal of the hedge and re-seeding at £176.70p.
3. To agree to the cost to jet wash the all ten (10) seats at £176.70p, seven (7) in Kirkham Court and three (3) in the Millennium Meadow.
4. To agree to the removal of the bench in Kirkham Court Park at £132.52p including reinstatement.

**Date and time of Next Meeting:**

Monday 20th June 2016, 7:30pm at Holmwood School, Kensington Drive, Great Holm, Milton Keynes

**THE CHAIRMAN CLOSED THE MEETING AT 10:50PM**

Signed \_\_\_\_\_ Chair Date \_\_\_\_\_