

## Loughton & Great Holm Parish Council

**Minutes of the meeting held on Monday 15<sup>th</sup> July 2013 8:00pm at the Great Holm Community Centre, 87, Kensington Drive, Great Holm, Milton Keynes**

**Present: Cllrs Peter Todd (Chair), Andy Sargent (Vice-Chair),** Peter Ballantyne, Andy Dransfield (until 8:40pm), Hilary Dyer

**In attendance:** Brian Barton (Parish Clerk)

**Also in attendance:** PC Albert Bernard (Thames Valley Police)

### **FC 66/13 Apologies:**

Cllrs Barry Barrington, Ray Harrison, Don Hoyle, Zoe Nolan

**NOTED**

The Parish Clerk was requested to inform the meeting of the outcome of the Loughton Ward Parish Council by-election held on Thursday 4<sup>th</sup> July 2013.

The Parish Clerk informed the meeting that Zoe Nolan was elected.

**NOTED**

### **FC 67/13 Declarations of interest:**

Cllr Peter Ballantyne declared a personal interest in agenda item **52/13 To report on external meetings** as he is Chair of the Loughton & Great Holm Neighbourhood Action Group, and he will be making a verbal report on the action groups recent activities.

**NOTED**

### **FC 68/13 Minutes of previous meetings:**

The following amendments were raised:

### **FC 23/13 Community Asset Transfer:**

To add "pursuing"

### **FC 42/13 Report from PC Albert Barnard of Thames Valley Police:**

To delete "items" and replace with "theft" from Vehicles

### **FC 46/13 Loughton Sports Ground:**

To replace a sentence within the first paragraph second sentence with "There were now large bare patches of grass and in the winter the area turns into a quagmire."

### **FC 58/13 Committees:**

To add a Recommendation six (6) "To put in a notice that the meeting has been cancelled in all notice boards"

To delete "Cllr Dwyer" and replace with "Cllr Dyer"

With the above amendments **AGREED** the Chair signed the minutes of the meeting held on Monday 17<sup>th</sup> June 2013 as a true and correct record.

**FC 69/13 Matters arising from the previous minutes not on the agenda:**

**FC 43/13 Finance matters:**

c) The Parish Clerk was requested to send all documents as regards the quotes for the appointment of an internal auditor. In future requests to companies for quotes should be with an instruction to identify any possible costs for any extra services or costs that could be incurred.

**RESOLVED**

**That the Parish Clerk to supply Cllr Andy Dransfield with all documentation relating to quotes for an appointment of an internal auditor**

**FC 23/13 Community Asset Transfer:**

Cllr Peter Todd informed the meeting that he will be meeting with Peter Howard (Architect) and Sharon Kelly from the Great Holm Community Centre Management Committee, on Thursday 18<sup>th</sup> July 2013 and will write a report at the next meeting of Council regarding the outcome of that meeting.

**RESOLVED**

**That Cllr Peter Todd to write a report at the next meeting of Council regarding the outcome of the meeting held on Thursday 18<sup>th</sup> July 2013 at the Great Holm Community Centre.**

**FC 52/13 To report on external meetings:**

Loughton and Great Holm Neighbourhood Action Group:

Cllr Peter Ballantyne declared a personal interest in this agenda item as he is the Chair of the Loughton & Great Holm Neighbourhood Action Group.

Cllr Hilary Dyer reported to the meeting that a survey took place outside the shop in Great Holm on Saturday 29<sup>th</sup> June 2013, six (6) members of the Action Group took part in shifts asking members of the public questions relating to their opinions about living on Great Holm, Cllr Peter Ballantyne has circulated the results of the survey to all members. On the whole the majority of residents enjoy living on Great Holm. Requests from members of the public ranged from the installation of bird boxes and maps of Loughton and Great Holm in the notice boards.

Cllr Peter Ballantyne informed the meeting that he had escorted the Britain in Bloom Judges around Great Holm and particularly showed them areas where the Action Group had planted batches of roses. Cllr Peter Ballantyne was grateful to those residents who had been watering the planters.

The Parish Clerk was requested to ensure that reports from Councillors attending external meetings such as the Loughton & Great Holm Neighbourhood Action Group was on every meeting of the Full Council agenda.

**RESOLVED**

**That the Parish Clerk was requested to ensure that reports from Councillors attending external meetings such as the Loughton & Great Holm Neighbourhood Action Group was on every meeting of the Full Council agenda.**

Cllr Andy Dransfield then left the meeting.

**FC 70/13 Questions from Members of the Public:**

There were no questions from members of the public.

**NOTED**

**FC 71/13 Report from Thames Valley Police:**

PC Albert Bernard informed the meeting that in June there were forty (40) crimes that took place throughout the Parish area.

The number of crimes for each area is as follows: Loughton: nineteen (19), Great Holm: fourteen (14), Knowhill: three (3) and the National Bowl: four (4).

There were six (6) priority crimes four (4) in Loughton which were two (2) incidents of antisocial behaviour, one (1) theft from a vehicle and one (1) burglary from a property in Hoppers Meadow. In Great Holm there was one (1) theft from a vehicle and one (1) burglary on Westwood Close.

Thames Valley Police on their website and through email alerts do advise the public on how to keep their property and vehicle secure along with crime prevention tips.

PC Bernard said that due to the nicer weather incidents of antisocial behaviour could rise and that the public should always ensure that their vehicle and property is secure at all times.

There then followed questions by members.

The Chair thanked PC Bernard for his report.

**NOTED**

**FC 72/13 To approve the minutes of the committees and to consider any recommendations arising from them:**

Planning Committee minutes of the meeting held on Monday 1<sup>st</sup> July 2013:

As all members of the Planning committee were present the minutes were considered

**PL 06/13 Little Meadow Loughton Development Brief:**

To add "The committee was concerned that the grass on the site was not being maintained and would ask Milton Keynes Council to look after the area"

To add "Cllr Dyer felt that there were several beautiful mature trees on this site, which should be protected if development takes place in the future, and that it would be sensible to prepare for this in advance by endeavouring to get Tree Preservation Orders (TPO's) on these trees. Members were in agreement that this should take place."

Cllr Dyer will provide locations of trees in Great Holm that need Tree Preservation Orders (TPO's) to the Parish Clerk, Cllrs Andy Sargent and Peter Ballantyne offered to assist on this matter.

The Parish Clerk will chase Neil Sainsbury for a response as regards possible Development Briefs on sites for Great Holm.

Members undertook a site visit to Loughton Manor and will await notification of the planning application.

The Parish Clerk was requested to write to Milton Keynes Council that Loughton & Great Holm Parish Council would like to be informed of pre-planning applications and the outcome of any planning appeals.

#### **RESOLVED**

- 1. To adopt the minutes of the Planning Committee meeting held on Monday 1<sup>st</sup> July 2013 with the above amendments**
- 2. That Cllr Dyer will provide locations of trees in Great Holm that need Tree Preservation Orders (TPO's) to the Parish Clerk, Cllrs Andy Sargent and Peter Ballantyne offered to assist on this matter.**
- 3. That the Parish Clerk will chase Neil Sainsbury for a response as regards possible Development Briefs on sites for Great Holm.**
- 4. That the Parish Clerk to write to Milton Keynes Council that Loughton & Great Holm Parish Council would like to be informed of pre-planning applications and the outcome of any planning appeals.**

**RECOMMENDATION: To investigate and to obtaining a quote for a projector and the installation for access to WIFI at the Loughton Memorial Hall and Great Holm Community Centre**

Cllr Peter Todd will ask Sharon Kelly from the Great Holm Community Centre Management Committee when he meets with her if the building has access to WiFi.

The Parish Clerk was requested to enquire if the Great Holm Community Centre and Loughton Memorial Hall had access to WiFi and if not to obtain quotes.

The Parish Clerk was asked to obtain quotes for a projector.

#### **RESOLVED**

- 1. Cllr Peter Todd to ask Sharon Kelly from the Great Holm Community Centre Management Committee when he meets with her if the building has access to WiFi.**
- 2. That The Parish Clerk was requested to enquire if the Great Holm Community Centre and Loughton Memorial Hall had access to WiFi and if not to obtain quotes.**
- 3. That The Parish Clerk to obtain quotes for a projector.**

#### **FC 73/13 Membership of the committees:**

To consider the appointment of Cllr Barry Barrington onto the Planning Committee as a member

#### **AGREED**

#### **FC 74/13 Finance matters:**

Financial report

The Parish Clerk was asked to look into the rent figures of the Loughton Sports and Social Club and to make sure that they are up to date and were being paid to Milton Keynes Council.

All the costs relating to the Loughton planters were a Parish Council commitment and so are not to be taken out of the budget the Parish Council had made for Loughton & Great Holm Neighbourhood Action Group projects. The report is to be amended accordingly.

**RESOLVED**

- 1. That the Parish Clerk to look into the rent figures of the Loughton Sports and Social Club and to make sure that they are up to date and were being paid to Milton Keynes Council.**
- 2. That all the costs relating to the Loughton Planters were a Parish Council commitment and so are not to be taken out of the Loughton & Great Holm Neighbourhood Action Group Project Budget, the figures will therefore need to be altered accordingly.**

**FC 75/13 Milton Keynes Parish Games:**

To consider a proposal by the Mayor Cllr Brian White for a Milton Keynes Parish Games

**RESOLVED**

**That the Parish Clerk writes to Cllr White that Loughton & Great Holm Parish Council are not in a position to assist with this venture**

**FC 76/13 To consider a proposal to establish a street watch scheme for the Loughton Parish area:**

Cllr Peter Todd spoke to his tabled report.

After some discussion on this matter it was agreed that Cllr Todd would write to the Neighbourhood Watch Coordinator at Thames Valley Police, to request that she forwards a letter from Cllr Todd to all Neighbourhood Watch Coordinators in the Loughton Parish area.

**RESOLVED**

**That Cllr Todd write to the Neighbourhood Watch Coordinator at Thames Valley Police, to request that she forwards a letter from Cllr Todd to all Neighbourhood Watch Coordinators in the Parish area**

**FC 77/13 Lakeview Green, Great Holm Report:**

Cllr Peter Ballantyne informed the meeting that the registration application was heard at a meeting by the Regulatory Committee of Milton Keynes Council.

On the 26<sup>th</sup> June the Committee received a report from Officers of the Council that a “non statutory inquiry” be held to determine the matter. It was also recommended that an independent inspector be appointed to remove any appearance of bias that may otherwise arise.

The Committee rejected this recommendation on the grounds that it could be costly and they recognised that the committee could determine this application without engaging the services of Council and holding a public enquiry.

A hearing would now be required, advised by the Head of Legal Services. Elected members asked that Officers prepare a report detailing the options available to the Committee for consideration at its next meeting on the 18<sup>th</sup> September.

The meeting noted that Cllr Peter Ballantyne is acting as a Parish Councillor on behalf of Loughton & Great Holm Parish Council and is not undertaking this task independently, and therefore that Loughton & Great Holm Parish Council fully supports this application.

Cllr Ballantyne also informed the meeting that the Tree Council had rejected the application for costs to cover the purchase of three (3) Silver Birch trees as they believe it is not suitable for the location, there is not a process to be able to appeal, the total cost was £429.50p (including VAT).

Cllr Ballantyne moved that Loughton & Great Holm Parish Council to cover the costs if no external funding can be obtained, after being put to the vote this was agreed, Cllr Ballantyne will look in to native species via the Loughton & Great Holm Neighbourhood Action Group Planting Committee.

**RESOLVED**

**That Loughton & Great Holm Parish Council to cover the costs of £429.50p if no external funding can be obtained for three (3) native trees to be planted at Lakeview Green on Great Holm**

**FC 78/13 Parishes Forum:**

To consider nominating a Vice-Chair for the Parishes Forum, the current Vice-Chair Cllr David Livingstone has indicated that he wishes to stand again; the closing date is Monday 2<sup>nd</sup> September 2013.

**RESOLVED**

**To nominate Cllr David Livingstone**

**FC 79/13 To discuss the Draft National Bowl Development Brief:**

Cllr Andy Sargent will circulate a response to members for approval before sending to Milton Keynes Council in reply to the consultation.

After some discussion it was agreed that Loughton & Great Holm Parish Council does not support getting rid of the culvert and landscaping of the brook in options one (1) and two (2) in the document.

That the Bowl should be kept as a concert venue

That Loughton & Great Holm Parish Council would like to have section 106 monies from the Badminton Centre Development.

That Loughton & Great Holm Parish Council would not support the Badminton Centre development at the National Bowl at the expense of housing in Loughton Lodge.

**RESOLVED**

1. That Cllr Andy Sargent to circulate a response to members for approval before sending to Milton Keynes Council in reply to the consultation.
2. That Loughton & Great Holm Parish Council does not support getting rid of the culvert and landscaping of the brook in options one (1) and two (2) in the document.
3. That the Bowl should be kept as a concert venue
4. That Loughton & Great Holm Parish Council would like to have section 106 monies from the Badminton Centre Development.
5. That Loughton & Great Holm Parish Council would not support the Badminton Centre development at the National Bowl at the expense of housing in Loughton Lodge.

#### **FC 80/13 Landscape Maintenance and Associated Services:**

The meeting discussed a letter from Milton Keynes Council's Landscaping Department, seeking expressions of interest in whether Parish and Town Councils would like to have the landscape maintenance and associated landscape services devolved to them.

Members requested that the Parish Clerk writes to Milton Keynes Council asking to see the full specification with all the costs involved and, a map of the areas covered by Milton Keynes Council, and once all the information is received to bring back to a future meeting of Council.

Members wondered what guarantees of funding would be devolved to Parish and Town Council's in the future, who undertook the landscaping maintenance duties?

#### **RESOLVED**

**That the Parish Clerk writes to Milton Keynes Council asking to see the full specification with all the costs involved and, a map of the areas covered by Milton Keynes Council, and once all the information is received to bring back to a future meeting of Council.**

#### **81/13 Matters relating to the name of the Parish Council to Loughton and Great Holm Parish Council:**

Members agreed to the change of internet domain of the Parish Council to [www.lgh-pc.gov.uk](http://www.lgh-pc.gov.uk) at a registration cost of £125.

#### **AGREED**

Members agreed to update the Loughton and Great Holm Parish Council Logo at a cost of £25

#### **AGREED**

#### **FC 82/13 Ward Items:**

**To decide what action to take (including expenditure) in respect of the following matters:**

To approve expenditure on new/replacement Parish logo stickers for parish dog/litter bins – Cllr Andy Sargent:

**RESOLVED**

1. **To obtain quotes for new/replacement Parish logo stickers for parish dog/litter bins**
2. **To include the words on each sticker to read “This service is provided by Loughton & Great Holm Parish Council”**

**FC 83/13 Planning Applications:**

To determine representations to be made to Milton Keynes Council on the following pending planning applications:

Planning applications awaiting a decision by Milton Keynes Council:

- a) 13/01287/FUL 40 Bradwell Road Loughton Milton Keynes MK5 8AJ  
Erection of a single storey rear extension and summerhouse – **No objection**
- b) 13/01318/FUL 60 Bradwell Road Loughton Milton Keynes MK5 8AL  
Conversion of existing garage and creation of first floor level to form annexe accommodation (resubmission of 12/01898/FUL) – **To object Cllr Andy Sargent to draft a letter**
- c) 13/01262/FUL MacIntyre Care 54 Haddon Great Holm Milton Keynes MK8 9HP Variation to conditions 4 and 11 attached to planning permission 12/01026/FUL regarding landscaping and parking – **No objection Parish Clerk to write to Milton Keynes Council informing them of this**

**To note the outcome on the following planning applications as decided by Milton Keynes Council:**

- a) 13/00688/TPO Loughton Rectory Pitcher Lane Loughton Milton Keynes MK5 8AU Tree preservation order consent to cut back 2m from house, crown raise to 4m and remove deadwood of one Ash tree (T1), fell to ground level and treat the stump of one Willow tree (T3) and cut back by 2m one Beech tree (T4) - **Tree Preservation Order Consent**
- b) 13/00919/TCA Land At The Green Loughton Milton Keynes Notification of intention to pollard 2 x Willow trees (T1 and T2) - **No Objection to Works to Tree in CA**
- c) 13/00865/TCA Old School, School Lane Loughton Milton Keynes MK5 8AT No Objection to Works to Tree in CA - **No Objection to Works to Tree in CA**
- d) 13/00842/FUL 23 Holyrood Great Holm Milton Keynes MK8 9DR Erection of conservatory to side elevation - **Application Permitted**
- e) 13/00687/FUL 5 Breamore Court Great Holm Milton Keynes MK8 9AU Erection of a single storey front and side extension - **Application Permitted**
- f) 13/00677/TCA 17 Church Lane Loughton Milton Keynes MK5 8AS Notification of intention to remove to ground level a row of Thorn and 1 x Ash tree - **No Objection to Works to Tree in CA**



- g) 13/00715/FUL 34 Linceslade Grove Loughton Milton Keynes MK5 8DT  
Demolition of existing conservatory and construction of single storey rear extension, alterations to existing porch - **Application Permitted**
- h) 13/00338/FUL 72 Ashpole Furlong Loughton Milton Keynes MK5 8DX  
Part two storey, part single storey side extension linking existing annexe with main dwelling, single storey rear extension and insertion of window at first floor level to rear elevation - **Application Permitted**

**FC 84/13 Verbal Reports/Updates on the following Projects/Issues:**

The graveyard extension:

Cllr Peter Todd updated the meeting on the arrangements. The December 2012 meeting of the Parish Council had authorised expenditure of £2,830 on this with £1,330 of this repayable out of net proceeds of sales in due course.

The inscribed stone will be installed in the new wall and the fee for this needs to be paid in due course as previously agreed.

The contractor had invoiced the Parish Council and the Council were paying the contractor and the Church was paying their contribution to the Council. The VAT on the works would therefore be recouped.

The amount recoupable for the Parish Council out of net proceeds of sale would be a total of £6,330.

**NOTED**

Parish Newsletter:

The next edition will be out September/October, there will be a meeting of the Editorial Board in August to agree on the content.

Cllr Peter Ballantyne offered to seek advertising from companies on Great Holm. The Parish Clerk will send over to Cllr Peter Ballantyne a copy of the advertising rates.

There will be a page for the Loughton & Great Holm Neighbourhood Action Group. The Shenley Wood Retirement Village want to advertise the Parish Clerk will make contact with them.

There will be a Chairman's Report, all Councillors will be asked to supply some content, possibly for a ward member profile.

**RESOLVED**

- 1. That there will be a meeting of the Editorial Board in August to agree on the content.**
- 2. That the Parish Clerk to send over to Cllr Peter Ballantyne a copy of the advertising rates.**
- 3. That the Parish Clerk to make contact with the Shenley Wood Retirement Village who want to advertise in the Newsletter.**

**FC 85/13 Cheques for Payment:**

All cheques presented for payment were

**AGREED**

**FC 86/13 Date and time of Next Meeting:**

Monday 16<sup>th</sup> September 2013 7:30pm at Loughton Memorial Hall, Bradwell Road,  
Loughton

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