

Loughton & Great Holm Parish Council

Full Council

Minutes of the meeting held on Monday 15th June 2015, 7:30pm at Holmwood School, Kensington Drive, Great Holm

Present: Cllrs Peter Todd (Chair), Zoe Nolan (Vice-Chair), Peter Ballantyne, Sandra Boland, Andy Dransfield, Hilary Dyer, Don Hoyle (from 8:09pm), John Howe, Claire Jones, Andy Sargent

Also present: Brian Barton (Parish Clerk)

In attendance: PCSO Christine Capstick (Thames Valley Police), Adrian Carden (Road Safety Team Leader – Milton Keynes Council), Dr Mohammed Dewji (Hilltops Medical Centre, Great Holm), Nick Jeffries (Governor – Holmwood School, Great Holm), Caroline Rose (Practise Manager – Hilltops Medical Centre, Great Holm), twenty (20) members of the public

FC 20/15 To discuss the parking and traffic problems associated with the Hilltops/Holmwood car park and parking towards the top of Petworth on Great Holm:

The Chair Cllr Peter Todd went into the background and issues relating to the parking and traffic problems, and highlighted the Loughton & Great Holm Neighbourhood Action Group parking survey report.

Several residents who lived nearby spoke about various incidents that took place, and that their driveways were blocked during the school run.

The Chair then asked for the views of the representatives from Holmwood School and the Hilltops Surgery.

Mr Nick Jeffries a School Governor said that a temporary parking sign such as the one at the Loughton Sports & Social Club Pavilion Car Park may help.

Dr Mohammed Dewji said that the Practise Secretary has reported to Milton Keynes Council about the amount of works vans parked for long periods of time. The Surgery has also lost their designated parking spaces. The Surgery has staggered their opening times to try and avoid the car park becoming congested.

Cllr Don Hoyle arrived to the meeting at 8:09PM

Cllr Todd spoke about vehicles parking on the bend of the roadside, commercial vehicles parking all day in the car park, staff parking, and the need for a temporary parking scheme.

Cllr Peter Ballantyne informed the meeting that following an article in the Milton Keynes Citizen, where residents were renting out their driveways on Bradwell Common to commuters using the Milton Keynes Central Railway Station, he found a

website where such a scheme can be set up, he suggested that residents could offer their driveway for the use by the Hilltops Surgery staff.

Dr Dewji said that there was a need to educate parents on parking, and enquired about the use of the car park at the Church on Two Mile Ash, and asked whether the issue of the liability insurance that the Church said was needed had been progressed?

Cllr Ballantyne said that after a lot of work the Church said that they were not prepared for the car park to be used.

Cllr Don Hoyle said he worked as a delivery van driver and he opposed any restrictions on vans parking to load or unload on the areas marked by yellow lines already including the bend. He said normally 20 mins is allowed on double yellow lines. He said the businesses needed deliveries and there should be no restrictions.

Cllr Hilary Dyer felt that it was important to keep the sight lines open for the safety of the children and parents.

Mr Adrian Carden said that he thought residents driveways loaned out to members of staff at the Hilltops Surgery and Holmwood School on an informal basis was a good idea, the implementation of yellow lines would though move the problem on elsewhere.

Mr Carden said he would look into the requirements for staff parking at Holmwood School and the Hilltops Surgery. He said set parking limits were a good idea, and that the Church on Two Mile Ash could be approached again for the use of their car park.

The Road Safety Team has a budget which could provide the signs needed, he asked Holmwood School to contact him about the Park Smart initiative, which educates parents on the best ways of transporting their children to school, Mr Carden is happy to speak to Holmwood School on this project.

Cllr Andy Dransfield said there needs to be evidence that these measures have worked in other (different) areas before anything could be done. He stated PCSOs were not as effective as Police Officers because of the lack of power of arrest.

Residents suggested CCTV with signage, a name and shame scheme of parents who park inappropriately, resident permits, colour coded areas of the car park, where pupils are allotted their colour and told at a certain time where to meet their parents to be collected, parents would also be informed of their child's colour code and the time to arrive.

PCSO Christine Capstick said that Milton Keynes Council are now responsible for parking enforcement, more issuing of tickets would be a good deterrent but there are time and cost implications.

PCSO Capstick suggested getting the Loughton & Great Holm Neighbourhood Action Group to look into setting up a shared drives scheme with residents, which Adrian Carden also said that he would be happy to advise on the ideas raised.

The Chair thanked everyone for attending, and proposed that all the suggestions would be collated and summarised for a decision at the next Parish Council meeting.

Cllr Zoe Nolan said that she had made a list of all the ideas raised and would circulate them to the Parish Clerk.

RESOLVED

1. That all the suggestions to be collated and summarised for a decision at the next Parish Council meeting.
2. That Cllr Zoe Nolan to circulate to the Parish Clerk the list that she had made of all the ideas raised at the meeting.

FC 21/15 Apologies:

There were no apologies

NOTED

FC 22/15 Declarations of interest:

There were no declarations of interest

NOTED

FC 23/15 Minutes of previous meetings:

The minutes of the Annual meeting held on:

- Monday 18th May 2015

FC 08/15 Matters arising from the previous minutes not on the agenda:

FC 175/15 Ward Matters:

To add at the beginning of (a) and (b) "That the Loughton & Great Holm Neighbourhood Action Group requests"

FC 09/15 Questions from Members of the Public:

15/00824/FUL 117 Lincslade Grove Loughton Milton Keynes MK5 8AD Single storey side and rear extension

To delete "Cllr Andy Dransfield as the Ward Councillor will write to the Planning Department"

With those amendments the Chair signed the minutes as a true and correct record.

AGREED

The minutes of the Annual Parish meeting held on:

- Monday 20th April 2015

To add that Cllr Peter Todd was present at the beginning but left the meeting early and gave his apologies

With that amendment the Chair signed the minutes as a true and correct record.
AGREED

The minutes of the Planning Committee held on:

- Monday 13th April 2015 were **NOTED**

The minutes of the Loughton Sports Ground Committee held on:

- Sunday 8th February 2015
- Sunday 15th March 2015
- Sunday 26th April 2015

Were **NOTED**

FC 24/15 Matters arising from the previous minutes not on the agenda:

FC 09/15 Questions from Members of the Public:

15/00824/FUL 117 Linceslade Grove Loughton Milton Keynes MK5 8AD Single storey side and rear extension

Cllr Andy Dransfield said that the applicant had contacted him, asking why he had not been informed about the Parish Council discussing his application.

Cllr Todd replied that it would not be practical for the Parish Clerk to inform all potential interested parties regarding each planning application. This had never been the practice. However residents would be aware that planning applications would be discussed in the Parish Council and could look out for the agendas of meetings published in advance on the parish website and notice boards and arrange to attend if desired. Applicants and members of the public can access details of the Planning Committee Agendas off the website and in all of the notice boards.

It was suggested that the Planning Committee at its next meeting, considers whether it is desirable or practicable to adopt a procedure to inform all interested parties, when a planning application is being discussed at a Planning Committee Meeting or Full Council, and whether it is desirable or necessary to adopt practices allowing both sides of a planning application to speak at any Planning Committee meeting for a set period of time. It was suggested that as the Parish Council is not the planning authority such measures may restrict the ability of the Parish Council to consider applications effectively and proportionately. However these issues were referred to the planning committee for discussion.

Cllr Sandra Boland informed the meeting that the Loughton Sports Ground Committee discussed at its meeting held on Sunday 24th May 2015 (minutes to follow), the closing of the footpath and the costs for a gate and fencing.

Cllr Boland circulated a quote from DW Bodley and a plan supplied by Mr Simon Kirkman; this was to restrict the movement of the public and the use of bikes, at the back of the Pavilion building.

After some discussion it was felt that the matter should be further discussed at the next meeting of the Loughton Sports Ground Committee, and brought back for further consideration at the next Parish Council Meeting.

RESOLVED

- 1. That the Planning Committee at its next meeting, considers whether it is desirable or practicable to adopt a procedure to inform all interested parties, when a planning application is being discussed at a Planning Committee Meeting or Full Council, and whether it is desirable or necessary to adopt practices allowing both sides of a planning application to speak at any Planning Committee meeting for a set period of time.**
- 2. To discuss further at the next meeting of the Loughton Sports Ground Committee the proposal to close the footpath and the costs for a gate and fencing.**
- 3. To bring this matter back for further consideration at the next meeting of the Parish Council.**

FC 25/15 Questions from Members of the Public:

The applicants for the planning application 15/01141/TCA 17 Pitcher Lane Loughton Milton Keynes MK5 8AU Notification of intention to fell one Salix Caprea tree, introduced themselves, and said that they had come along to find out the Parish Council's views on the matter.

After some discussion it was **AGREED** not to object to this planning application.

The applicants said that a further planning application will shortly be submitted.

FC 26/15 To receive a Crime Statistics Report from Thames Valley Police:

The Chair read out the crime statistics report for May 2015 from Thames Valley Police which were as follows:

Loughton

Assault without injury	One (1)
Burglary in a Dwelling (attempt only)	One (1)
Criminal damage to vehicle	One (1)
Criminal damage - Other/Arson	One (1)
Theft from Person	One (1)
Vehicle Interference	Two (2)
Other Crime	One (1)
Total May 2015	Eight (8)
Total May 2014	Four (4)

Great Holm

Assault occasioning ABH/GBH	One (1)
Burglary in a Dwelling	One (1)
Criminal damage to vehicle	One (1)
Criminal damage - Other/Arson	One (1)

Theft from Vehicle	One (1)
Theft from Person	One (1)
Total May 2015	Six (6)
Total May 2014	Nine (9)

Knowlhill

Theft from Person	One (1)
Other Crime	One (1)
Total May 2015	Two (2)
Total May 2014	Two (2)

NOTED

Cllr Dransfield said that he had that he spoken to the Thames Valley Police Area Commander, who was not aware of the anti-social behaviour that had been taking place in Loughton ie the camp set up between Ardys Court and bank of the A5. He had sent officers to search the area (allegedly thoroughly) but they had found nothing.

Other members pointed out that when it had been reported back that TVP thought there was nothing there residents had disagreed. They had produced photos of the camp. Officers had gone back for another look and found the camp, further along the bank.

Cllr Zoe Nolan commented that PC Deeble had been aware of the camp and had visited it and that she had been in touch with MK Council's efforts to manage the situation. Milton Keynes Council has been in contact with Highways England to progress matters.

Cllr Nolan will check if the shelter has yet been removed.

NOTED

FC 27/15 To report on Members attending external meetings:

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

A recent meeting had taken place at the Equestrian Centre at Loughton.

The issue of parking was the main topic discussed at the meeting.

All the salt bins had been cleaned apart from four (4) in Great Holm which will be completed shortly.

The three (3) Silver Birch Trees on the Village Green have been restaked.

A survey of residents had taken place on a Saturday outside the Coop Store on Great Holm.

The next survey will take place outside the Loughton Sports & Social Club Pavilion Building on the day of the Scarecrow judging.

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

Cllr Nolan informed the meeting that the local branch of the Women's Institute had contacted her, as they wanted to decorate the oak tree on Bradwell Road outside the Happy Days Nursery on Loughton, for the First World War anniversary, and wondered who they would need to contact to seek permission.

Cllr Nolan had recently attended a Full Council Meeting, and there will be a further Full Council meeting next week.

Cllr Nolan said that task and finish group meetings have been taking place covering such subjects such as housing.

Cllr Nolan has also been dealing with a lot of casework.

Cllr Peter Todd raised the issue of the Section 106 agreement at the Badminton Centre, and was concerned that neither they nor Milton Keynes Council has consulted with the Parish Council. Cllr Dransfield said that he will raise this with the responsible Cabinet Member. Cllr Todd looked forward to hearing the explanation from Cllr Dransfield in view of the stated policy of MK Council to consult with Parishes on proposed s.106 agreements.

Cllr Nolan said that she with Cllr Matt Clifton will pursue the matter also.

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

Cllr Nolan and Cllr Hilary Dyer had at a meeting of the approved premises and raised the matter of an incident reported to them. This involved the death of a resident in the approved premises. An inquest was pending into the circumstances touching on the death but it seemed to be possibly related to an illicit drug overdose.

Cllr Peter Ballantyne had recently attended the Open Play Sessions run by the Milton Keynes Play Association to observe their attendance. The attendance had been disappointing but the weather on that occasion was poor.

NOTED

FC 28/15 To agree the 2015/2016 Calendar of Meetings:

After some discussion members felt that due to the poor acoustics at Holmwood School, that meetings at this location should be changed.

The Parish Clerk was asked to contact the Great Holm Fire Station to see if a room could be used for meetings, providing it was suitable for access by members of the public.

It was further suggested that as this meeting venue was changed to be held at Holmwood School, that the next meeting of the Parish Council should be held at the Loughton Memorial Hall.

With that amendment the 2015/2016 Calendar of Meetings was adopted.

RESOLVED

- 1. To adopt the 2015/2016 Calendar of Meetings**
- 2. That the Parish Clerk to contact the Great Holm Fire Station to assess if a room could be used for meetings, providing it was suitable for access by members of the public.**
- 3. That the next Parish Council meeting on Monday 20th July 2015 is held at the Loughton Memorial Hall instead of Holmwood School.**

FC 29/15 Planning Applications:

a) 15/01141/TCA 17 Pitcher Lane Loughton Milton Keynes MK5 8AU Notification of intention to fell one Salix Caprea tree – **No objection**

b) 15/01183/FUL 3 Glebe Close Loughton Milton Keynes MK5 8HB Proposed single storey side and rear extensions – **No objection**

FC 30/15 To consider any Grants that have been submitted

A grant aid application had been received from Works for Us for £300, to support disadvantaged people into work. (including some from the parish)

RESOLVED

Not to award the grant aid application for £300 from Works for Us. The Council were not satisfied that there would be sufficient benefits to residents of the Parish to justify the grant from public funds.

FC 31/15 To note the update list of projects and other work:

Members wanted the following items added to the list:

- The repair to the pathway at the bottom of Lodge Lake on Great Holm
- Information from MK Council re the breach of the Tree Preservation Order (TPO) at the former Stratford Leisure Centre site on Great Holm where the contractor had removed one or more protected trees. An explanation was sought of what action was being taken.
- The proposed Drop In at the MacIntyre Centre on Great Holm
- Upgrade to the trim trail on Lodge Lake on Great Holm, and to request that the Milton Keynes Parks Trust consults the Parish Council on any proposals

RESOLVED

To add the following items onto the list of projects and other work

- **The repair to the pathway at the bottom of Lodge Lake on Great Holm**
- **Information from MK Council re the breach of the Tree Preservation Order (TPO) at the former Stratford Leisure Centre site on Great Holm where the contractor had removed one or more protected trees. An explanation was sought of what action was being taken.**
- **The proposed Drop In at the MacIntyre Centre on Great Holm**
- **Upgrade to the trim trail on Lodge Lake on Great Holm, and to request that the Milton Keynes Parks Trust consults the Parish Council on any proposals**

FC 32/15 To discuss the issues relating to the anti-social behaviour at Linceslade Grove and the junction with Redland Drive and behind Ardys Court on Loughton:

This agenda item had already been discussed under FC 26/15.

NOTED

FC 33/15 The Less is More Project on Loughton:

Members discussed suggestions on how to allocate the £3,936.32 community fund monies, to be shortly transferred to the Parish Council from Western Power Distribution.

The stipulation is that the monies must be used for “something related to energy saving that would leave a lasting legacy.”

Cllr Todd stated as the money had been raised in Loughton it would make sense to be spent in Loughton. As it was to be for a project to have a lasting legacy it would make sense for it to be used to fund an education amenity at one of the local schools. To create a legacy it would need to be a single project rather than multiple small projects that would not have any lasting effect. Cllr Todd reminded members he was Vice Chair of Governors at Loughton School so made clear his interest but he thought for an energy saving project it would be more successful in a junior school setting than an infants’ school. He had obtained a quote from Logic energy which supplies schools with energy monitoring systems and for these funds they would install a system which would connect to gas and electricity meters, and 3 temperature sensors in the school and send data to Logic Energy. They would provide a web platform which could be used within the school to look at live data as a learning opportunity. This proposal had been discussed with the Headteacher of Loughton School who had warmly welcomed the opportunity. Cllr Todd suggested that this was a proposal which fulfilled the criteria for being related to energy saving and would have lasting legacy and educate 480 children in the parish at Loughton School about energy saving.

Cllr Andy Dransfield opposed this proposal. He submitted an alternative suggestion that bids should be submitted in writing to the Parish Council from not for profit organisations, for energy efficient projects of up to £4,000, that will benefit the Loughton area.

That the Parish Council will judge each project on its merits and that it meets the criteria.

That the deadline date for submitting a grant will be the end of September 2015.

That Members that know of any appropriate organisations to inform the Parish Clerk.

RESOLVED

- 1. That bids should be submitted in writing to the Parish Council from not for profit organisations, for energy efficient projects of up to £4,000, that will benefit the Loughton area.**

2. That the Parish Council will judge each project on its merits and that it meets the criteria.
3. That the deadline date for submitting a grant will be the end of September 2015.
4. That Members that know of any appropriate organisations to inform the Parish Clerk.

FC 34/15 Annual Return for the financial year ended 31st March 2015:

(a) To agree section 1 – Accounting statements 2014/2015

(b) To agree section 2 – Annual governance statement 2014/2015

RESOLVED

1. To agree section 1 – Accounting statements 2014/2015
2. To agree section 2 – Annual governance statement 2014/2015

FC 35/15 Cheques for Payment:

All cheques presented for payment were authorised.

AGREED

FC 36/15 That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw, for the following agenda item:

To seek approval to offer the contract to the Youth Programme Development Officer appointed by the Interview Panel

The interview panel shortlisted from the six (6) candidates that had applied and three (3) applicants were invited for an interview.

Jessica Katsinas had been considered to be the best candidate and had been verbally offered the role and had accepted it.

Discussions then centred on the content and type of contract that was proposed.

Voting then took place on the content of the contract.

Cllr John Howe requested a copy of the Job description and Person Specification and it was agreed this and the job advertisement would be provided.

Cllr Todd commented that the job description had not been overly prescriptive as to specific activities (e.g. soccer or cricket coaching) as the intention had been allow the person appointed to bring their own particular skills, qualifications and aptitudes to the role. The interview process had already begun the process of defining how the service will work and this will be built on in the coming months. It was agreed a report would be given to the next Parish Council for how the service was developing.

RESOLVED

1. To authorise the execution of the contract of employment on behalf of the Parish Council as drafted
2. That the Parish Clerk to send to Cllr John Howe a copy of the Job and Person Specification.

3. A report would be provided at the next Parish Council as to how the service was developing

Date and time of Next Meeting:

Monday 20th July 2015, 7:30pm at the Loughton Memorial Hall, Bradwell Road, Loughton

THE CHAIRMAN CLOSED THE MEETING AT 11:10PM

Signed _____ Chair Date _____