

Loughton & Great Holm Parish Council

Full Council

Minutes of the meeting held on Monday 16th March 2015, 7:30pm at Holmwood School, Kensington Drive, Great Holm, Milton Keynes

Present: Cllrs Peter Todd (Chair), Peter Ballantyne, Sandra Boland, Hilary Dyer, Zoe Nolan, Andy Sargent

Also present: Brian Barton Parish Clerk

In attendance: Two (2) members of the public.

FC 143/15 Apologies:

Received from Cllrs Barry Barrington (Vice- Chair), and Andy Dransfield

NOTED

FC 144/15 Declarations of interest:

There were no declarations of interest

NOTED

FC 145/15 Minutes of previous meetings:

Minutes of the Full Council meeting held on Monday 16th February 2015

FC 117/15 To receive a report from the Parish Clerk on recent issues relating to the Parish allotments:

To add additional resolutions after number two (2):

That any vacant plot is allocated by the Parish Clerk to local residents living in the Parish area on the waiting list

That an existing allotment tenant who has a full plot will not be entitled to be allocated an additional half or full plot

That an existing allotment tenant who has a half plot is entitled to be allocated an additional half plot only

Cllr Hilary Dyer will send to the Parish Clerk a list of rules for allocating allotment plots, which are to then to be uploaded onto the website.

FC 130/15 To report on Members attending external meetings:

(a) Loughton and Great Holm Neighbourhood Action Group – **Cllr Hilary Dyer**

To delete the existing wording and replace with the following:

“The NAG Horticultural Group had met to discuss various projects, including new centre-pieces for the Loughton Planters and a low colourful shrub bed near the top

corner of the Village Green in Great Holm. A Bee Hotel is planned for the garden of the Approved Premises. The Operational Manager has said that the Residents would weed the rose bed nearest to the Approved Premises and clear litter in the area.”

To add after the above paragraph “Parish Council/Approved Premises Liaison Meeting” and leave the existing last paragraph as is.

FC 140/15 Ward Matters:

(a) Update on The Horseshoe Walk following the site visit with Stephen Narborough from Milton Keynes Council – **Cllr Hilary Dyer**

To delete the existing wording and replace with the following:

“Mr Narborough informed Cllr Dyer that it would not be possible to enact a Woodland Tree Preservation Order on the Horseshoe Walk. The trees in the Horseshoe Walk should have been thinned out sometime ago so that the remaining ones could grow stronger but there is currently no funding for this work. There also needs to be work done on the under planting in various locations as some areas have become quite barren. The entrance to the Walk from Kensington Drive, opposite to the "Kensington" public house, gives a poor impression when entering Great Holm so Cllr Dyer will be discussing this with Loughton and Great Holm Neighbourhood Action Group to see if they can assist with improving this area.”

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

AGREED

The minutes of the Planning Committee held on Monday 2nd March 2015 were **NOTED**

FC 146/15 Matters arising from the previous minutes not on the agenda:

FC 128/15 Questions from Members of the Public:

The Chairman of the Planning Committee Cllr Andy Sargent introduced to the meeting a resident of Little Meadow, Loughton, who came along to discuss his concerns regarding his neighbours property. This appears to be a house in multiple occupation. It seems that the present occupants will be moving out of the property in June when their tenancies come to an end.

The resident said that although work has been done to the property, Milton Keynes Council are not insisting that the property should not be converted back into a single residential dwelling. He was concerned that the owner could change his mind later. He has already employed the services of a planning agent, which has made neighbours concerned he intends to seek planning and licensing for a HiMO.

Cllr Peter Todd queried whether the owner might not need planning permission if the property has been extended into the roof space for additional accommodation.

As the property has now only four (4) tenants, Milton Keynes Council's Licencing Department says the dwelling cannot be classed as a house in multiple occupation, and the owner does not seem to have applied for planning permission.

Cllr Todd asked the Parish Clerk if he had received a response from Milton Keynes Council's Planning and Licensing Departments, following representations from the Parish Council. The Parish Clerk said that he received a reply to say that a planning application had not been submitted, and that the property would not need a license as they were only four (4) residents living in the house and it was therefore not a HiMO

It was agreed to review the situation at the July meeting of the Planning Committee. The resident was thanked for attending and raising the concern.

FC 137/15 Finance:

(b) To decide what action to take re monies owed by Prestige Homes for advertising including taking debt proceedings.

The Chair asked the Parish Clerk if he had received any response from Prestige Homes to the letter threatening to take proceedings. The Parish Clerk replied that Prestige Homes had informed him that due to an office move and change of personnel, the invoice from the Parish Council had been overlooked. The Parish Clerk was promised if he resent an updated invoice it would be processed, the Parish Clerk was asked to monitor the situation, and ensure legal proceedings were issued and served if the monies had not been received before the next meeting.

RESOLVED

- 1. To review if the property at Little Meadow on Loughton is still used as a residential property, and not as a house in multiple occupation, at the July Planning Committee meeting.**
- 2. That the Parish Clerk to re-send the invoice to Prestige Homes and issue proceedings if the monies are not received from Prestige Homes by the date of the next meeting**

FC 147/15 Questions from Members of the Public:

A member of the public said that he had written to the Parish Clerk, regarding the new rules on letting allotment plots to residents on the waiting list. The resident said he has been on the waiting list since 2011, and felt that in the past plots have been let in a random fashion, and wanted to know how the allocations been prioritised especially when some have been let to those with more than one (1) plot.

Cllr Hilary Dyer said that the procedures for allocating half and whole plots and the criteria for getting onto the waiting list should be written up and distributed to plot holders, and that all plots to be allocated by the Parish Clerk. Priority should be given to those residents living in the Parish area. New tenants (while there is a waiting list) should prove that they live in either Loughton or Great Holm. Present plot holders who currently have a half plot should be able to acquire up to another half plot.

It was agreed plot holders should be consulted on any rule changes. The resident concerned said that he had been removed from the waiting list as he had already found a plot in another Parish, but as he lived in Loughton he still wanted a plot

nearer to where he lived as his wife had mobility problems which meant she could not get to a plot outside the area.

Cllr Peter Todd said that due to the previous Parish Clerk being employed only six (6) hours a week, it was not possible for her to be so involved in managing the waiting list and allocations, and had been left to the Site Manager to deal with. He was concerned as to whether the waiting list was up to date.

The Parish Clerk was asked to put the resident back on the waiting list so that the error in removing him was correcting and in the position he would have been in had the mistaken removal not been made.

It was agreed that all present plot holders that have a half plot could have the option of either having one (1) whole plot or another half plot. (ie 1 whole plot or 2 separate half plots).

Cllr Hilary Dyer said that she will produce a list of the procedures for allocating half and whole plots and the criteria for getting onto the waiting list, for the Parish Clerk to produce as a document to be consulted on by the present plot holders.

The Parish Clerk was asked to write to those on the waiting list to inform them of their position and ask if they still wished to remain on the list.

A question arose about the appointment of the Site Manager. The current Site Manager had done very useful service for the Parish Council and the Council was grateful for him. However, it was noted that it had been a large number of years since the appointment of a Site Manager had been discussed. It was considered by the meeting to be good practice to have a periodic review every few years. It was also important to have at least one annual meeting held by the Parish Clerk with all the allotment plot holders – the best time

it was suggested that a meeting is arranged with the plot holders for a Saturday morning in June to consult on the appointment of a Site Manager; plot holders should be informed that they can at the meeting put themselves forward for the position.

RESOLVED

- 1. That Cllr Hilary Dyer to produce a list of the procedures for allocating half and whole plots and the criteria for getting onto the waiting list.**
- 2. That the Parish Clerk to produce these in a document to be consulted on with the present plot holders.**
- 3. That the Parish Clerk to write to those on the waiting list to inform them of their position and ask if they still wished to remain on the list.**
- 4. That the Parish Clerk to arrange a meeting with the plot holders for a Saturday morning in June to consult widely on all relevant matters with the plot holders including on the appointment or re-appointment of a Site Manager; plot holders should be informed that they can at the meeting put themselves forward for the position. The decision re appointment to be made by the Parish Council, but with the views of the plot holders to be taken into account**

FC 148/15 To receive a Crime Statistics Report from Thames Valley Police:

A written report from PC Tony Deeble was circulated for the February 2015 crime figures for the Parish area which were as follows:

Great Holm

Burglary other than in a Dwelling	One (1)
Burglary other than in a Dwelling (attempt only)	One (1)
Drug Possession – Cannabis	Two (2)
Shoplifting	One (1)
Theft of a Vehicle	One (1)
Other Crime	One (1)
Total Crime February 2015	Seven (7)
Total Crime February 2014	Six (6)

Loughton

Assault occasioning ABH/GBH	One (1)
Burglary other than in a Dwelling (attempt only)	One (1)
Criminal damage to vehicle	Two (2)
Robbery	One (1)
Theft from Vehicle	Four (4)
Theft in a Dwelling	One (1)
Theft from Person	One (1)
Total Crime February 2015	Eleven (11)
Total Crime February 2014	Sixteen (16)

NOTED

FC 149/15 To report on Members attending external meetings:

(a) Loughton and Great Holm Neighbourhood Action Group – **Cllr Hilary Dyer**

A meeting had recently taken place which discussed the siting of the bee hotel locations, Cllr Dyer was asked to seek permission from the Parish Council for one to be placed, which cannot be accessed by members of the public, to the rear of the

Loughton Sports Pavilion building, The Parish Clerk was asked to contact the Management Committee to ask if they will consent to this.

The Horticultural Group has met with Maurice Barnes Landscape Officer at Milton Keynes Council for advice and to seek permission to plant shrubs on the Village Green. Mr Barnes suggested a location on the corner between Gatcombe and Chawton Crescent, consisting of low growing colour shrubs and perennials. An email will be sent with a plan attached for Mr Barnes to approve. Mr Barnes did say that he thought permission might be needed from the Planning Department at Milton Keynes Council, although since the meeting the Legal Department has confirmed that this would not be considered as a development.

Cllr Dyer said that the action group wondered whether the Parish Council would be willing to carry over the remaining money from the grant to them for projects, into the next financial year, the meeting agreed that this would be possible.

Ringway was approached for volunteers to replace broken kerbs on Kensington Drive, Great Holm, but unfortunately this did not meet their criteria. Cllr Peter Ballantyne is trying to get the obelisk cleaned up.

RESOLVED

- 1. That the Parish Clerk to contact the Management Committee to ask if they will consent to the siting of the bee hotel to be placed to the rear of the Loughton Sports Pavilion building.**
- 2. To carry over the remaining money, from the grant to the Loughton & Great Holm Neighbourhood Action Group for projects, into the next financial year.**

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

Cllr Zoe Nolan reported to the meeting that Councillors surgeries are held on the first Saturday of the month at the Shenley Church End Parish Council Offices, on the third Saturday of the Month at Holmwood School on Great Holm, and ad hoc surgeries at the Shenley Wood Retirement Village.

The new system of individual voter registration has seen a fall of over 300 people from the register, and residents seem to be unaware of the change and what is involved.

Rob Ward from Milton Keynes Council is still preparing the final costs for the repair to the pathway around the Loughton Sports Field; this has been hampered by additional work that would be need to be made to sort out the drainage problems.

The path around Loughton Lodge Lake has still not been repaired and is being pursued; it would appear that the lights are now working.

Cllr Matt Clifton and Zoe Nolan have allocated their ward grant monies towards the purchase of equipment for the Great Holm Sports Ground.

A range of casework is currently being dealt with such as parking on grass verges, street lighting repairs, and a situation dealing with a case of an individual that is homeless, and sleeping outside of the Milton Keynes Central Railway Station.

Following the budget at Milton Keynes Council being agreed this has meant a rise in Council Tax. The proposal to use monies from the housing revenue account (HRA) to take families on the waiting list out of Bed and Breakfast accommodation was voted down. Cllr Clifton is dealing with the bus subsidy issue which is part of his cabinet portfolio remit.

NOTED

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

Cllr Peter Ballantyne said that he will be attending the next meeting of the Parishes Form on Thursday 19th March 2015; Cllr Barry Barrington who normally attends representing the Parish Council also, has tendered his apologies, and wondered if anyone would be able to accompany him.

Cllr Sandra Boland reported back on the meeting of the Loughton Sports Ground Committee held on Sunday 15th March 2015. The lease is shortly to be signed by LSSC Ltd. Three (3) quotes have been obtained for repairs to the pavilion roof with the average price of £20,000 plus VAT. The meeting decided that slate tiles rather than a composite material might be more durable but advice would be taken as to the most suitable material. Cllr Peter Todd said he will make an application to WREN for a grant for the works. When the meeting looked at the area that was causing concern both inside and outside the building, there did not appear to be any sign of water ingress or damage and therefore did not appear to be an urgent matter, although it is possible that damage may be caused inside the roof – perhaps to its structures and supports as holes on the outside of the roof are clearly visible so a fair quantity of water must be getting in whenever it is wet.

The local football team will be going up in the league and so repairs to the sports ground were discussed. Certain standards would need to be met to meet the criteria to hold matches. Repairs have been made to the fencing and gates recently in that all the numerous areas of wooden rail that was falling down has been repaired and new gates have been installed.

A funding application is being considered to enable and encourage grass roots cricket to be played on the pitch.

The Management Committee are happy to allow the pavilion and sports ground to be used for activities to be held by the Parish Youth Development Worker when the appointment has been made.

Cllr Todd has asked when the pile of rubble will be removed which is situated on the corner of the sports ground, the Management Committee seemed to be reluctant to do anything about it, but have said if they do not need any of the material then arrangements will be made to clear it.

There was a discussion on the architect Adrian Morrow's drawings to refurbish and extend the building; Cllr Todd said that he would apply for a WREN grant for the costs of the works.

NOTED

FC 150/15 To discuss plans for an Away Day after the Parish Council Election in May 2015:

The meeting felt that it would be a good idea to arrange an Away Day after the Parish Council elections. The aim would be to have a more strategic discussion to review all activities of the parish council and to debate and agree priorities. The aim would be to agree and produce a five (5) Year business plan which commanded majority agreement and this might mean there would be a more coherent programme of business in the Parish Council and it might smooth the progress of decisions

RESOLVED

That the Parish Clerk to arrange an Away Day after the Parish Council elections

FC 151/15 To discuss and agree the outstanding issues relating to the Devolution of the Landscaping Service in the Parish area:

Cllr Peter Todd had a meeting with Andy Hudson Head of Environment and John Price Contracts Manager at Milton Keynes Council, which resulted in an agreement being drawn up, and has been circulated to all Members, it would require the Parish Council to have adequate liability insurance, the Parish Clerk spoke to the Parish Council's insurers Zurich, who have confirmed that there would be no additional premium to pay as the present policy would cover all liabilities.

Andy Hudson has since indicated that there is an alternative that the Parish Council could manage the landscaping contract, and act as agents, this would mean that Milton Keynes Council would deal with the finances and retain the contract. The Parish Council could undertake the day to day management. The downside would be that it might be more difficult to achieve changes to the specification, as Milton Keynes Council may not respond to any proposals suggested. We would not be able to make changes unilaterally.

There then followed a discussion on the approach to this matter, Cllr Peter Todd proposed and Cllr Andy Sargent seconded "That Loughton & Great Holm Parish Council resolves to take on the management of the landscape maintenance in the Parish as agents of MK Council"

The voting was as follows: For: five (5) Against: none (0) Abstentions: one (1) and therefore the motion was carried.

RESOLVED

That Loughton & Great Holm Parish Council resolves to take on the management of the landscape maintenance in the Parish as agents of MK Council

FC 152/15 To note the agency responses and agree a proposal to hold a regular social event for elderly people in the Parish to drop in for tea/coffee/biscuits as a way of countering isolation and loneliness in elderly people in the community:

The Parish Clerk had met with Paul Griffiths from Age UK Milton Keynes, and Sue Graham from Age UK Milton Keynes who runs the Coffee First Drop In at the Loughton Baptist Church. He also attended a session of the Diamond Club Drop In which is run by and held in the Shenley Brook End & Tattenhoe Parish Council Offices, for advice on how to organise and run a Drop In for residents living in the Parish area.

The Parish Clerk spoke with the Manager of the Macintyre Coffee Shop which is based in Haddon on Great Holm who would be happy to use the venue as a Drop In, at no cost to hire, but those attending can purchase drinks and food, the Manager said that it would suit them to hold sessions in the morning which is their quietest period.

After some discussion it was decided that the Drop In should be held between 10:00am - 12:00pm on the third Monday of the month at the Macintyre Coffee Shop on Haddon Great Holm, that a flyer is to be produced and delivered to each household in the Parish area advertising the Drop In, and the Parish Clerk was asked to progress this.

RESOLVED

That the Parish Clerk to progress setting up a Drop In to be held between 10:00am - 12:00pm on the third Monday of the month at the Macintyre Coffee Shop on Haddon Great Holm, that a flyer is to be produced and delivered to each household in the Parish area to advertise the Drop In.

FC 153/15 To Report back on the outcome of the conservation area review:

A meeting had recently been held at Milton Keynes Council which agreed and adopted the extended conservation area in Loughton. The article four (4) procedure as recommended by Peter Howard will not be in place in time for the Cabinet meeting, but will be enacted later.

NOTED

FC 154/15 To agree a resolution to apply to English heritage to list the barn at the Badminton Centre as a scheduled heritage asset:

Cllr Peter Todd had spoken with the Milton Keynes Council Conservation Officer, on this matter and was encouraged to apply to English Heritage to seek to list the barn at the Badminton Centre.

Normally English Heritage will only agree to list a barn if it has been constructed anytime up until 1840, which Cllr Todd felt met the criteria. It was considered the barn could be listed as a building whose heritage is under threat. They might also add the farmhouse which although later was part of the setting.

RESOLVED

That the Parish Council applies to English heritage to list the barn at the Badminton Centre as a scheduled heritage asset (to include the farmhouse as part of the setting if possible).

FC 155/15 To decide on what action to take (including expenditure) in relation to the roof at the sports ground pavilion:

This item had already been discussed earlier on in the agenda re reports from other meetings.

NOTED

FC 156/15 To review progress on the acquisition of the freehold of the Great Holm Community Centre:

The Parish Clerk informed the meeting that he had recently met with Cllr Barry Barrington to discuss the content that needs to be submitted for the stage two (2) of the Community Asset Transfer (CAT) application form, for the acquisition of the freehold of the Great Holm Community Centre.

The Parish Clerk has started the process and has obtained a full set of accounts from Sharon Kelly of the Management Committee, and will be contacting her for any other items needed for the application form.

The Parish Clerk was asked to continue to liaise with Cllr Barrington to progress the stage two (2) Community Asset Transfer process.

NOTED

FC 157/15 To discuss arrangements for the unveiling of the graveyard engraved stone at All Saints Church, Loughton:

Cllr Peter Todd said that the graveyard engraved stone is now embedded into the wall, but one of the Church Wardens David Thom wanted to enquire to see if the Parish Council wants there to be a ceremony to unveil the stone.

Cllr Andy Sargent informed the meeting that the Church is seeking sponsors for each rose planted underneath where the stone is situated, and felt that it would be more appropriate to hold the unveiling in either May or June, when the rose garden is more established.

Cllr Peter Todd will write to David Thom to see what the Church feels about Cllr Sargents proposal, and to inform them that Members of the Parish Council will be in attendance at the ceremony when invited.

RESOLVED

That Cllr Peter Todd will write to David Thom to see what the Church feels about holding the unveiling of the graveyard engraved stone at All Saints Church, Loughton in either May or June, when the rose garden is more established.

FC 158/15 Finance:

(a) The Finance report for the month of February 2015 was received and

NOTED

FC 159/15 Planning Applications:

There were no planning applications to consider.

NOTED

FC 160/15 To consider any Grants that have been submitted:

There were no grant aid applications to consider.

NOTED

FC 161/15 Ward Matters:

a) Update on Horseshoe Walk on Great Holm - **Cllr Hilary Dyer**

Cllr Dyer informed the meeting that she had met with Maurice Barnes Landscaping Officer at Milton Keynes Council, who had informed her that an appointment had recently been made so that tree work access can be undertaken, on horseshoe walk but will not commence until next Year.

NOTED

b) To discuss matters relating to the Inter Agency Meeting - **Cllr Peter Ballantyne**

The Parish Clerk informed the meeting that everyone on the email circulation list had been invited, to attend a meeting of the Inter Agency Group on parking matters affecting the Kensington Drive car park on Great Holm, with some dates in April, there had only been a few responses.

The Parish Clerk will forward the email sent to everyone on the circulation list and the responses so far received to Cllr Peter Ballantyne.

RESOLVED

That the Parish Clerk to forward the email sent to everyone on the circulation list inviting them to attend an Inter-Agency meeting on parking matters affecting the Kensington Drive car park on Great Holm, and the responses so far received to Cllr Peter Ballantyne.

FC 162/15 To note the update list of projects and other work:

Cllr Peter Todd asked the Parish Clerk if he had a response from Milton Keynes Council on the following two (2) items:

- To write to Milton Keynes Council to enquire when the works to repaint the metal railings of the bridge over the Loughton brook in Linceslade Grove, Loughton will take place.
- To write to Milton Keynes Council to enquire if they will be prosecuting the contractor who removed the trees on the former Stratfield Park Leisure Centre site on Great Holm, as they were protected by Tree Preservation Orders (TPO's).

The Parish Clerk responded that he is still awaiting a response; Cllr Todd asked the Parish Clerk to invoke the Milton Keynes Council complaints procedure in respect of the failure to reply.

RESOLVED

That the Parish Clerk to invoke the Milton Keynes Council complaints procedure due to the lack of response as to when the works to repaint the metal railings of the bridge over the Loughton brook in Linceslade Grove, Loughton will take place, and to enquire if Milton Keynes Council will be prosecuting the contractor who removed the trees, on the former Stratfield

Park Leisure Centre site on Great Holm, as they were protected by Tree Preservation Orders (TPO's).

FC 163/15 Cheques for Payment:

All cheques as presented for payment were authorised.

AGREED

Date and time of Next Meeting:

Monday 20th April 2015, Parish Meeting (Hustings), 7:30pm at the Badminton Centre, Bradwell Road, Loughton Lodge, Milton Keynes

THE CHAIRMAN CLOSED THE MEETING AT 10:28PM

Signed _____ Chair Date _____