

Loughton & Great Holm Parish Council

Full Council

Minutes of the meeting held on Monday 19th June 2017, 7:30pm at the Loughton Memorial Hall, Bradwell Road, Loughton, Milton Keynes

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

Also present: Brian Barton (Parish Clerk)

In attendance: Two (2) members of the public

FC 29/17 Apologies:

Received from Cllr Andy Dransfield

NOTED

FC 30/17 Minutes of previous meetings:

Agenda item FC 09/17 to delete “whether”

Agenda item 17/17 to delete “pursed” and replace with “pursued”

With those amendments the minutes of the Annual Meeting held on Monday 15th May 2017, were **AGREED** and signed by the Chair as a true and correct record.

FC 31/17 Matters arising from the previous minutes not on the agenda:

FC 16/17 To report on Members attending external meetings:

Cllr Zoe Nolan informed the meeting that she had reported the potholes on Kensington Drive, Great Holm, Milton Keynes Council are reviewing the new Government guidelines on repairs to potholes.

Cllr Peter Ballantyne asked if there had been a response from the Planning Enforcement Team at Milton Keynes Council regarding 29, Goodwood, Great Holm and the removal of the fence.

The Parish Clerk said that he will send to all Parish Councillors the email response on the matter from the Planning Enforcement Team.

RESOLVED

That the Parish Clerk to send to all Parish Councillors the email response from the Planning Enforcement Team at Milton Keynes Council regarding 29, Goodwood, Great Holm and the removal of the fence.

FC 32/17 Questions from Members of the Public:

A member of the public asked if the Parish Council had made any representations to Milton Keynes Council on the proposed rise in the residential parking permit fee.

The Chair Cllr Peter Todd replied that the Parish Council had not done so, but a link to a petition had been uploaded onto the website and onto the Parish Council's social media outlets.

The member of the public wanted it to be placed on record his disappointment that the Parish Council had not made a submission to Milton Keynes Council on this matter.

Another member of the public raised the availability of parking spaces at the railway station; a site visit had taken place with officers from the car parking contractor.

Concern was also expressed about the lack of visible patrols and ticketing of cars in the parking zone without a permit.

Cllr Nolan said that she will be taking back to Milton Keynes Council the performance issues raised regarding the contractor.

Cllr John Howe requested that a motion is put on the next meeting's agenda that the Parish Council does not support the proposed rise in fees for the residential parking permit scheme.

Cllr Andy Sargent said that he would like it minuted the Parish Council's thanks to the local resident who had worked hard in setting up and obtaining signatures for the petition.

A member of the public asked is there a plan to expand the parking control zone in Loughton?

The Chair replied that it is always kept under review, and the Parish Council would be consulted by Milton Keynes Council.

RESOLVED

That a motion is put on the next meeting's agenda that the Parish Council does not support the proposed rise in fees for the residential parking permit scheme.

FC 33/17 Declarations of interest:

Cllr Peter Todd declared a prejudicial interest in agenda item FC 42/17 Boutique French Wine Limited, Redbrick Barn, 18b Church Lane, Loughton, Milton Keynes, MK5 8AS - New Premises Licence Application, as lives next door to the premises.

NOTED

FC 34/17 To receive the crime statistics report and figures for April 2017 from Thames Valley Police:

There were no representatives from Thames Valley Police in attendance.

The Parish Clerk was asked to contact the new area beat officer and to request that he attends future meetings to present a report and the monthly crime figures.

The Parish Clerk was also asked to find out the contact details of the new Manager of the approved premises on Great Holm, and to arrange a meeting with the Great

Holm Parish Councillors, and also to seek further details of the alleged offence by one (1) of their clients.

Cllr Sargent informed the meeting that dumped syringes had been reported to him but it was unclear as to which play park they were in.

RESOLVED

- 1. That the Parish Clerk to contact the new area beat officer and to request that he attends future meetings to present a report and the monthly crime figures.**
- 2. That the Parish Clerk to find out the contact details of the new Manager of the approved premises on Great Holm.**
- 3. That the Parish Clerk to arrange a meeting with the Great Holm Parish Councillors with the Manager of the approved premises.**
- 4. That the Parish Clerk to seek further details of the alleged offence by one (1) of their clients.**

FC 35/17 To report on Members attending external meetings:

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

Cllr Peter Ballantyne reported that there had not been a meeting as the Chair was unwell.

Cllr Ballantyne also said that he was concerned about the progress of the Picnic on the Green event to be held on Sunday 9th July.

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

Cllr Zoe Nolan said that there had not been many meetings held due to the snap General Election.

The proposed green waste bin charge has now been dropped; a meeting of the Full Council is coming up shortly.

There will be a presentation on the East / West expressway at the Civic Offices to be held on Monday 26th June.

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

Cllrs Peter Ballantyne and Andy Sargent had recently attended a meeting of the Parishes Forum on Thursday 14th June, which was chaired by Cllr Liz Gifford and was well attended.

Cllr Sargent said that there were a number of presentations held at the meeting.

There was a presentation on the recent MKALC Conference which highlighted a mismatch of a decision timeframe for considering taking on devolved services with most Parish and Town Councils setting their budget in December but the Milton Keynes Council budget is not set until February.

A presentation by Ms Sarah Gonsalves Acting (Director of Policy, Insight and Communications), and Ms Kay Petit (Programme Manager for Parish and Town Councils), which discussed proposed devolution of services, and the management of the various assets.

There was a further presentation on the Environmental cleaning services by Mr David Proctor (Technical Manager).

Another presentation was on the Landscaping Services by Mr Maurice Barnes (Landscape Client Services Manager), which he confirmed that there be no waste tips closing, weed spraying will take place once a year. There has been a 5% budget reduction in the landscaping service, and the directorate will be finding more efficient ways of working, such as more open spaces being turned into wildlife meadows, a change in the amount of grass cutting taking place, looking at different methods of cutting back shrubs.

Cllr Hilary Dyer reported to the meeting she had attended a presentation by Milton Keynes Council on the proposed crossing at the new Western Expansion Area.

NOTED

FC 36/17 To discuss possible ways in which to improve and expand the use of the Loughton Sports pavilion building:

Cllr Dyer expressed her concern regarding the running costs, and that there should be more community use of the pavilion building.

Cllr Howe said that the Parish Council should engage with the Management Committee and reach an agreement and work with them to ensure that there is wider community use.

Cllr Nolan said that the Parish Council needs to come up with ideas for a better use of the pavilion building.

Cllr Sandra Boland informed the meeting that the Management Committee would welcome suggestions for more community use of the building, they have indicated that they would like to have a cricket square again but it would mean a substantial investment.

Cllr Nolan said that her ward monies could be used, to for example have more sessions from the MK Dons SET on the sports ground.

Cllr Thomas Gray also said that the Management Committee have indicated that they are very happy for more events to take place as long as someone is organising them as they cannot do it themselves.

The Chair responded that a meeting of the Loughton Sports Ground Committee will take place soon, and will discuss all the points raised, a report back will be given to a future meeting of the Parish Council.

NOTED

FC 37/17 Update on the artists brief for the MK50 celebrations proposed art piece:

Cllr Gray reported to the meeting that the briefing document will be send to the arts Officer at Milton Keynes Council to be circulated to all artists on their database by the beginning of July.

The artists can then send their design(s) to the Parish Council, a timeframe for commissioning will need to be considered.

Cllr Sargent will send to the Parish Clerk the briefing document, so that when artists apply, the Parish Clerk can then forward the document on to them.

RESOLVED

That Cllr Sargent to send to the Parish Clerk the briefing document, so that when artists apply, the Parish Clerk can then forward the document on to them.

FC 38/17 Finances:

- (a) To approve the 2016/2017 Annual Return
- (b) To note the 2016/2017 Internal Auditor's report

Cllr Nolan thanked Cllr Boland and the Parish Clerk for all their hard work on the accounts.

RESOLVED

- 1. To approve the 2016/2017 Annual Return.**
- 2. To note the 2016/2017 Internal Auditor's report.**

FC 39/17 Update on the Community Asset Transfer process for the Great Holm Community Centre:

The Chair said that he had attended a panel meeting with the Parish Clerk regarding the Milton Keynes Council Community Asset Transfer process for the Great Holm Community Centre, the panel consisted of Mr Neil Hanley (Community Solutions Programme Manager), one (1) Property Manager, and one (1) independent panel member.

The panel have agreed that the stage two (2) process has now been approved.

The Chair proposed to appoint Geoffrey Leaver & Co Solicitors to undertake all of the legal work concerning the lease transfer from Milton Keynes Council.

Cllr Howe was concerned about the level of control the Parish Council would have on the running of the community centre.

The Chair replied that Milton Keynes Council was unsure if they had a management agreement, the Parish Council could enter into its own agreement and manage the building themselves without appointing a committee.

Cllr Howe said that if the building and the lease is transferred to the Parish Council then there could be an opportunity for office space and the Parish Council to hold its own meetings there.

The Chair said that the Parish Council can manage the building themselves according to its criteria.

Cllr Howe wanted an undertaking from Milton Keynes Council that the Parish Council would determine the management structure.

Cllr Ballantyne asked how the bookings would be managed.

The Chair replied that solutions can be found to deal with that including TUPE arrangements for the existing caretaker.

Cllr Howe said that a business plan is needed before signing any agreement.

The Chair said that he will write a draft business plan and take to the next meeting of the Finance & Staffing Committee for consideration.

RESOLVED

- 1. To appoint Geoffrey Leaver & Co Solicitors to undertake all of the legal work concerning the lease transfer of the Great Holm Community Centre from Milton Keynes Council to the Parish Council.**
- 2. That the Chair to write a draft business plan and take to the next meeting of the Finance & Staffing Committee for consideration.**

FC 40/17 To agree the additional expenditure for the increase dog waste and litter bins emptying by Marcus Young Landscaping LTD:

The Chair reported that during the bank holidays and summer months, there has been a noticeable increase in the use of the dog waste and litter bins, often leading to reports of them overflowing.

Marcus Young Landscaping LTD has advised:

1. An additional collection on the Saturday of bank holiday weekends for the litter bin at Lodge Lake at £2 per empty (plus VAT) to include bank holidays from April to September.
2. There are around eight (8) bins that would benefit from a further collection during the summer months for which the cost is £2 per bin per empty.

After some discussion the meeting agreed that the extra bin collections should take place after the August Bank Holiday, as a trial and a report back to a future Parish Council meeting.

RESOLVED

- 1. That an additional collection to commence from the August bank holiday weekend for the litter bin at Lodge Lake at £2 per empty (plus VAT) to include bank holidays from August to September.**
- 2. That the eight (8) dog waste bins to benefit from a further collection during the summer months for which the cost is £2 per bin per empty.**

FC 41/17 Ward matters:

(a) To discuss the issue of parking outside the Fountain Public House, London Road, Loughton, and an update on their planning application – **Cllr John Howe**

A resident has contacted Cllr John Howe on the issue of parking on the bend outside The Fountain Public House.

In previous years, the resident had been asked by the Parish Council and the Police to keep a record of any parking obstructions

The resident would like Milton Keynes Council to put double yellow lines either side of the bend.

Cllr Howe informed the meeting that in the summer time the parking on the road is particularly bad as customers visiting the Fountain public House tend not to use the car park, and Cllr Howe would support the installation of double yellow lines from the V4 Watling Street entrance to the junction near to the Fountain public house and up into London Road.

Cllr Nolan said that she has tried to get double yellow lines installed in an area of Shenley Wood and there are lots of obstacles to go through, Milton Keynes Council would have to undertake a traffic survey.

Cllr Howe said that a traffic survey undertaken by Milton Keynes Council should take place either on a Saturday or week day lunchtime or evening in the summer months to get a true picture of the parking situation.

Cllr Howe said that he will draft a letter and send to the Parish Clerk to be distributed to the appropriate officer at Milton Keynes Council.

The Parish Clerk was asked to check the status of the planning applications for the Fountain / Harvester Public House.

(b) A resident has contacted the Parish Clerk to raise issues at Bradwell Road in general and specifically in the vicinity of Clover Close and Whitworth Lane, Loughton, and requests a resolution from the Parish Council.

After some discussion it was agreed that the Parish Clerk writes to Milton Keynes Council with the points raised in the resident's letter.

RESOLVED

- 1. That Cllr Howe to draft a letter and send to the Parish Clerk to be distributed to the appropriate officer at Milton Keynes Council to support the resident's request for the installation of double yellow lines.**
- 2. That the double yellow lines should be installed from the V4 Watling Street entrance to the junction near to the Fountain public house and up into London Road.**
- 3. That the Parish Clerk writes to Milton Keynes Council with the points raised in the resident's letter regarding issues on Bradwell Road in general and specifically in the vicinity of Clover Close and Whitworth Lane, Loughton.**

FC 42/17 Planning and Licensing Applications:

17/01433/FUL First floor extension over existing bungalow and two storey side extension at 1, Church Lane, Loughton, Milton Keynes, MK5 8AS

Cllr Andy Sargent said that this is a serious overdevelopment of a fairly modest high profile site. The setting of this proposal is directly in line with the street scene when viewed from Bradwell Road facing south. All the properties on both sides of the road in that sight line are single storey with a consistent ridge height.

The property is significantly close to the Loughton Conservation Area and it will also have a seriously negative effect on the approach to this historic area.

The existing building built c1960 was consistent with the properties that were built during the 1950's. In c1997 a series of self-build detached bungalows were constructed on Bradwell Road following very strict guidelines on the ridge height to mirror the existing properties. It is essential this policy is continued to be enforced for the site of 1 Church Lane.

Any alterations should be more in keeping with the existing building, the site's size and highly visible location.

There are also serious concerns over the impact it will have to residents of Ebbsgrove and the nearby Victorian Cottages (3-9 Church Lane), Loughton with an invasion of privacy and loss of amenity to this well-established residential area.

Cllr Sargent will draft a letter and send to the Parish Clerk to circulate to the appropriate lead Planning Officer.

RESOLVED

That the Parish Council opposes this planning application on the following grounds:

- 1. That this is a serious overdevelopment of a fairly modest high profile site. The setting of this proposal is directly in line with the street scene when viewed from Bradwell Road facing south. All the properties on both sides of the road in that sight line are single storey with a consistent ridge height.**
- 2. That the property is significantly close to the Loughton Conservation Area and it will also have a seriously negative effect on the approach to this historic area.**
- 3. That the existing building built c1960 was consistent with the properties that were built during the 1950's. In c1997 a series of self-build detached bungalows were constructed on Bradwell Road following very strict guidelines on the ridge height to mirror the existing properties. It is essential this policy is continued to be enforced for the site of 1 Church Lane.**
- 4. That any alterations should be more in keeping with the existing building, the site's size and highly visible location.**
- 5. That there are also serious concerns over the impact it will have to residents of Ebbsgrove and the nearby Victorian Cottages (3-9 Church Lane), Loughton with an invasion of privacy and loss of amenity to this well-established residential area.**
- 6. That Cllr Sargent to draft a letter and send to the Parish Clerk to circulate to the appropriate lead Planning Officer.**

Boutique French Wine Limited, Redbrick Barn, 18b Church Lane, Loughton, Milton Keynes, MK5 8AS - New Premises Licence Application

Cllr Peter Todd declared a prejudicial interest and left the Chair and went to the public gallery, and took no part in the vote on this agenda item.

Cllr Zoe Nolan then presided in the Chair.

Cllr Peter Todd from the public gallery said that the premises are a converted former barn and access is from a shared driveway, children are often playing in the vicinity and their safety would be put at risk with delivery vehicles using this access.

Cllr Howe said that any additional traffic especially delivery vehicles would cause undue pressure and kerbside damage on a narrow lane.

Members also made the following observations:

Church Lane Loughton, where the premises is situated, is in the heart of the original village within the designated conservation area, Church Lane is a very narrow track road, allowing for one car to access the road at any one time.

This would cause difficulties for any deliveries by Commercial Delivery vehicles to try and gain access, as well as inconvenience to residents who may be using the road at the same time by car or by foot, as there are no pedestrian footpaths.

The storage of commercial quantities of alcoholic beverages is totally inappropriate in this location with the close proximity of other residential dwellings with young children.

The meeting agreed to oppose this licencing application, and asked the Parish Clerk to write to the Milton Keynes Council Licencing Directorate.

RESOLVED

That the Parish Council opposes this licencing application on the following grounds:

- 1. That the premises is a converted former barn and access is from a shared driveway, children are often playing in the vicinity and their safety would be put at risk with delivery vehicles using this access.**
- 2. That any additional traffic especially delivery vehicles would cause undue pressure and kerbside damage on a narrow lane.**
- 3. Church Lane Loughton, where the premises is situated, is in the heart of the original village within the designated conservation area, Church Lane is a very narrow track road, allowing for one car to access the road at any one time. This would cause difficulties for any deliveries by Commercial Delivery vehicles to try and gain access, as well as inconvenience to residents who may be using the road at the same time by car or by foot, as there are no pedestrian footpaths.**
- 4. That the storage of commercial quantities of alcoholic beverages is totally inappropriate in this location with the close proximity of other residential dwellings with young children.**

FC 43/17 To note the update list of projects and other work:

Cllr Dyer asked about the various outstanding landscaping works, the status regarding the replacement notice board on Leys Road, Loughton, the Interpretation boards on Lodge Lake.

The Parish Clerk replied that Mr Maurice Barnes (Landscape Client Services Manager) said that most of the work will be carried out in the autumn due to a very dry spring.

The notice board has been ordered and a handyman booked to install it.

The Parish Clerk will chase up the Milton Keynes Parks Trust on the progress of the interpretation boards for Lodge Lake.

The Parish Clerk will also chase up the additional seating for the Petworth Park Play Area on Great Holm.

RESOLVED

- 1. That the Parish Clerk will chase up the Milton Keynes Parks Trust on the progress of the interpretation boards for Lodge Lake.**

FC 44/17 Cheques for Payment:

All cheques as presented for payment were authorised.

AGREED

To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting for agenda item FC 45/17 on the grounds that it could involve the likely disclosure of private and confidential information.

AGREED

FC 45/17 To consider an item relating to the Loughton Sports Ground:

Members were informed that there were two (2) months outstanding rent arrears and an insurance premium payment.

Members agreed not to pursue a rent review at this stage, and that the Parish Clerk should write to the Management Committee asking for payment to clear the arrears.

RESOLVED

That the Parish Clerk to write to the Management Committee asking for payment to clear the arrears.

Date and time of Next Meeting:

Monday 17th July 2017, 7:30pm at Holmwood School, Kensington Drive, Great Holm, Milton Keynes

THE CHAIRMAN CLOSED THE MEETING AT 10:31PM

Signed _____ Chair Date _____