

## **Loughton & Great Holm Parish Council**

**Minutes of the meeting held on Monday 20<sup>th</sup> January 2014 7:30pm at the Loughton Memorial Hall, Bradwell Road, Loughton**

**Present: Cllrs Peter Todd (Chair)** (until 10:00pm), **Andy Sargent (Vice-Chair)**, Peter Ballantyne, Barry Barrington, Andy Dransfield (until 9:08pm), Hilary Dyer, Zoe Nolan (from 7:44pm)

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

**In attendance:** Mr Riley (Loughton Resident)

### **FC 168/14 Apologies:**

Received from Councillors Ray Harrison and Don Hoyle

**NOTED**

### **FC 169/14 Declarations of interest:**

There were no declarations of interest.

**NOTED**

### **FC 170/14 Minutes of previous meetings:**

Minutes of the meeting of Full Council held on Monday 16<sup>th</sup> December 2013:

### **FC 154/13 The MK Buszy:**

To amend to read: "The CEO was also requested to give the Parish Clerk her mobile number that can be used to contact her when any neighbours wish to make a complaint as regards the noise"

### **FC 156/13 Finance matters:**

#### **(c) Precept for the year commencing 1/4/14**

**To determine the amount of income to be received via the precept for the year commencing 1/4/14:**

To amend to read "That Cllr Zoe Nolan voted against the motion by Cllrs Andy Dransfield and Don Hoyle and did not abstain"

### **FC 157/13 To report on external meetings:**

#### **b) Hugh Parke Charity Update – Cllr Hilary Dyer**

To amend to read "That half of the £2,240 grant monies was awarded to All Saints Church Loughton"

To amend to read "That a grant of £90 was awarded to Holmwood School towards an iPad for a disabled student"

To amend to read "That a grant of £250 was awarded to Willen Hospice"

To amend to read “That Mr Roger Blackburn is Clerk to the Trustees and visits Schools and other organisations in the parish area to raise awareness of the charity and personally delivers grants awarded to all recipients”

To amend to read “That next year will be 500 years since Hugh Parkes ended his term of office as Rector at All Saints Church Loughton after serving for 29 years”

**FC 159/13 To agree a quote for work on the Millennium Meadow, Loughton:**

To amend to read: “That it is considered that perennials be planted at the Millennium Meadow”

**FC164/13 Ward Items:**

a) Request for a dog bin to be installed on the corner of Lakeview Green - **Cllr Hilary Dyer**

To delete “Charlton” and replace with “Chawton”

To amend to read: “That Cllr Hilary Dyer would not commit at this stage to undertake a consultation exercise with residents but will monitor the situation”

To add “That the Chair closed the meeting at 11:00pm”

With those amendments made the minutes were **AGREED** as a true and correct record and signed by the Vice-Chair at the end of the meeting.

To note the minutes of the Planning Committee held on Monday 6<sup>th</sup> January 2014  
**NOTED**

**FC 171/14 Matters arising from the previous minutes not on the agenda:**

**FC 151/13 Matters arising from the previous minutes not on the agenda:**

Cllr Hilary Dyer was pleased from the communication by the Planning Directorate at Milton Keynes Council that indicated that the £15,000 section 106 monies from the redevelopment of the Stratfield Park Leisure Centre would be invested in the refurbishment of Petworth Park on Great Holm.

The Parish Clerk had not yet contacted the Land Registry as he was awaiting a response from Milton Keynes Council to confirm as to whether they were the land owners.

**FC 161/13 To review the procedure for the publishing of the minutes of Full Council and the Committees:**

Cllr Andy Dransfield requested that minutes are published on the website soon after a meeting has occurred.

The Chairman informed the meeting that it had previously been resolved not to publish minutes before they had been approved by Council or its committees.

The Chairman proposed that this matter is discussed and considered at the next meeting of Council.

## **FC 165/13 Planning Applications:**

### **c) 13/02527/FUL Manor Farm The Green Loughton Milton Keynes MK5 8AW Erection of detached dwelling and double garage**

Cllr Zoe Nolan proposed to add to the Parish Councils submission that consideration should be made to any potential impact to the local wildlife when construction of the building is taking place.

A discussion arose about the procedure for publishing the minutes of meetings.

#### **RESOLVED**

- 1. To review the procedure for the publishing of the minutes of Full Council and the Committees at the next meeting of Council**
- 2. That the Parish Clerk send a supplemental submission on this planning application that consideration should be made to any potential impact to the local wildlife when construction of the building is taking place.**

### **d) 13/02540/FUL Rectory Cottage School Lane Loughton Milton Keynes MK5 8AT Outbuilding conversion to annexe and link extension to house**

Cllrs Hilary Dyer and Andy Sargent had met with the applicant and was shown around the site.

## **FC 172/14 Questions from Members of the Public:**

There were no questions from members of the public.

#### **NOTED**

## **FC 173/14 Loughton Conservation Area:**

Mr Riley of 20, Leys Road, Loughton, who responded to the consultation, requested that his property is not included in the proposed revised conservation area boundary as his property is new.

He felt that it would be an additional burden in getting planning permission for any additional works needed to his property; he already has outline planning permission for an additional dwelling to be built on part of this land (currently used as a garden) which has a year to run.

The Chair had contacted Mr Peter Howard the Parish Council's consultant who had drawn the Conservation area review consultation document on this matter, who replied that the age of a property is no reason for exclusion and inclusion of the property might be considered desirable to ensure appropriate development of the site.

The Chair informed the meeting that the Conservation area review consultation document will be submitted to Milton Keynes Council and the Cabinet will either adopt the proposal or they themselves could then undertake a further consultation or may feel that as the Parish Council has done so extensively already there would be no need to do so once again.

Mr Riley felt that when Cllr Andy Sargent made the comment in the consultation process that he would of liked to have seen the Conservation Area expanded to the north from the brook towards the Portway where there are two (2) paddocks and some old stepping stones in the Loughton brook, and was informed by Mr Howard

that this area had been ruled out as it is part of the linear park which would be protected from development in any event and did not have any ancient built environment assets, that the same could be said regarding his property.

Cllr Andy Dransfield said that conditions would have been put on Mr Riley's planning application by the Development Control Committee and therefore being in the proposed Conservation area would not affect matters. In any case it might help when selling the proposed plots if it was known that they were situated in a Conservation area.

Mr Riley replied that there were conditions placed on his planning application.

There was then a vote on whether 20 Leys Road should be included within the revised boundary of the Conservation Area.

The vote was as follows: **For:** six (6) **Against:** One (1) therefore the motion was carried.

The Chair thanked Mr Riley for his attendance.

#### **RESOLVED**

**That the revised boundary of the Conservation Area should include 20 Leys Road within the Conservation Area**

#### **FC 174/14 Report from PCSO Christine Capstick of Thames Valley Police:**

PC Albert Bernard had emailed the Parish Clerk with the crime figures for December 2013 which were as follows:

All told, there have been **21 crimes on Great Holm and Loughton.** (There were no offences recorded in December on Knowlhill or The Bowl)

#### **Great Holm**

6 offences of which **2 were Priority Crimes**

The two above Priority Crimes relates to 2 Thefts From Motor Vehicles (TFMV): One in Hatchlands and the other in The Grebe where the offender(s) removed the front number plates to both vehicles unfortunately there is no CCTV, witnesses or SOCO potential. The remaining four related to domestics and a Drug Possession offence.

#### **Loughton**

The area has been hit quite hard in December. The number of offences recorded was not the issue; it was the number of Priority Crimes that alarmed the Police with 9 offences. The **9 Priority Crimes** amounted to 2 AOABH, 3 TFMV and 4 Burglaries.

The two Assaults related to domestic disputes with known offenders.

The three TFMV were in Cavendish Court where the offender stole the Vehicle Excise Licence, Bradwell Road where a £3.00 'plant pot' was stolen from the boot of a 'secure' vehicle and Weldon Rise where offender(s) smashed a window and stole various items from the vehicle totalling £180.00.

The four Burglaries were in:

1. Little Meadow – attempted burglary where three offenders were disturbed by the occupant. No entry made and no items of property taken.
2. Lincslade Grove – Offender(s) gained entry to the house by forcing a UPVC door. Entry made and car keys and expensive motor vehicle taken. No other rooms searched, no other items taken. Potential SOCO.
3. Cavendish Court - Offender(s) have entered an insecure door and stole a wallet.
4. London Road – Offender(s) attempted to gain entry by forcing rear door with implement used from outside the house. No items taken but damage caused to the rear door.

The Neighbourhood Team are aware of the offences and have been increasing high visibility patrols in the area. All patrols are documented in the Patrol Plan for the month and if the trend continues throughout this month, then PC Bernard will be seeking further help.

The Chair informed the meeting that he is trying to network with the neighbourhood watch groups in the Parish area and to build links with the Parish Council.

Cllr Zoe Nolan proposed that they be invited to attend a meeting of the Parish Council.

**RESOLVED**

**To invite a representative of each neighbourhood watch group to attend a future meeting of the Parish Council.**

**FC 175/14 Finance matters:**

A Financial report was tabled for the month ending December 2013.

The Parish Clerk to investigate why there is a minus figure under the Loughton Sports Field budget heading

The Parish Clerk will also chase up the outstanding monies owed for the adverts in the newsletter.

**RESOLVED**

1. **That The Parish Clerk to investigate why there is a minus figure under the Loughton Sports Field budget heading**
2. **That The Parish Clerk will also chase up the outstanding monies owed for the adverts in the newsletter.**

**FC 176/14 To report on external meetings:**

Loughton and Great Holm Neighbourhood Action Group – Cllr Hilary Dyer

Cllr Dyer reported that no meeting had recently taken place.

**NOTED**

The Chair instead asked Cllr Andy Dransfield to report on recent activities from Milton Keynes Council.

Cllr Dransfield replied that the budget is being consulted on which a meeting of cabinet will make recommendations to go to Full Council in February.

There will be all out elections on Thursday 22<sup>nd</sup> May which will coincide with the European elections.

The Chief Executive Officer David Hill will be retiring in September; the recruitment process will be led by a consultant to undertaking the shortlisting process and an interview panel will make a recommendation to appoint at a meeting of the Full Council.

A head of public health has recently been appointed at a reduced salary.

The Head of Planning is still on sick leave.

The Council will be building some Council houses and purchasing properties to relieve the housing waiting list.

The deadline for tender bids on the bowl redevelopment has now passed.

The backlog of potholes to be repaired is being cleared and residents are encouraged to report any that are still outstanding, the Council has borrowed £50 million to tackle road improvements.

**NOTED**

**FC 177/14 Lakeview Green, Great Holm:**

Cllr Peter Ballantyne requested that he is authorised to seek more detailed quotes on a suitable plaque for the Great Holm village green.

Permission will be sought from Milton Keynes Council before any signs are installed.

It was agreed that two (2) signs would be needed either side of the village green.

The meeting further agreed that Cllr Peter Ballantyne would bring back more detailed quotes and would approach the companies and see for himself the quality of the products on offer.

**RESOLVED**

**That Cllr Peter Ballantyne to provide more detailed quotes and bring back to the next meeting for a decision.**

**Cllr Andy Dransfield then left the meeting at 9:08pm**

**FC 178/14 To consider arrangements for the Annual Parish meeting and to agree to the change of the following meeting dates due to them falling on a Bank Holiday:**

The Chair proposed to change the format of the Annual Parish meeting in order to encourage more residents to attend, by inviting local speakers and to make a special advertisement of the event by notices and leaflets.

The meeting agreed that the local leaders and or their representatives of the four (4) main political parties be invited to attend a hustings meeting to talk and take questions on their policies for the local elections.

The following meeting dates were agreed, they were amended due to the original dates clashing with the bank holidays:

Parish Meeting - Monday 21<sup>st</sup> April 2014 to Wednesday 23<sup>rd</sup> April 2014

Planning Committee – Monday 5<sup>th</sup> May to Monday 12<sup>th</sup> May 2014

**RESOLVED**

- 1. That the local leaders and or their representatives of the four (4) main political parties be invited to attend a hustings meeting to talk and take questions on their policies for the local elections.**
- 2. That the following meeting dates were agreed, and were amended due to the original dates clashing with the bank holidays:  
Parish Meeting - Monday 21<sup>st</sup> April 2014 to Wednesday 23<sup>rd</sup> April 2014  
Planning Committee – Monday 5<sup>th</sup> May to Monday 12<sup>th</sup> May 2014**

**FC 179/14 To apply to revive the Community Asset Transfer process for the Great Holm Community Centre in order the Parish Council applies for Transfer of the freehold:**

Members debated the merits of the Community Asset Transfer process and looking into applying for the transfer of the freehold as regards to the Great Holm Community Centre.

Cllr Hilary Dyer wanted to ask for the strip of land to be included in any negotiations as it would provide opportunities to expand the premises.

The Chair was neutral on the matter, but did feel if Milton Keynes Council cut or terminated the grant then the Parish Council should take the freehold on to ensure the building was kept as a community asset.

The voting then took place as to whether the Parish Council should revive the Community Asset Transfer process for the Great Holm Community Centre in order the Parish Council applies for Transfer of the freehold

**For:** four (4) **Against:** 0 **Abstain:** one (1)

The meeting then discussed the response from Milton Keynes Council regarding the mural outside the Community Centre, members felt that the Parish Council should request for its removal, Cllr Barry Barrington offered to write to Milton Keynes Council.

**RESOLVED**

- 1. That the Parish Council should revive the Community Asset Transfer process for the Great Holm Community Centre in order the Parish Council applies for Transfer of the freehold**

2. That the Parish Council should request for the removal of the mural outside the Great Holm Community Centre, Cllr Barry Barrington offered to write to Milton Keynes Council.

The Chairman Cllr Peter Todd then left the meeting at 10:00pm

The Vice-Chair Cllr Andy Sargent then presided over the meeting.

**FC 180/14 To consider a Correspondence Protocol:**

Cllr Peter Ballantyne moved that the Parish Council adopted a Correspondence Protocol as outlined:

1. The final paragraph of all letters sent by the Parish Council should request a response within two (2) weeks of the date of the letter sent.
2. If no response within eighteen (18) days, then a 'chase-up' letter is sent informing the recipient that if a reply is not forthcoming within the next seven (7) days then the matter will be 'escalated' to their line manager or Head of Department.
3. If still no response, then a copy of the previous two (2) letters is sent to the head of the department concerned - with a further reminder and warning that if no response is received within a further seven (7) days, then the matter will be reported to the Chief Executive Officer (and possibly the Cabinet Member responsible.)
4. If still no response then the action outlined above is taken immediately (after the 7 day notice period has expired).
5. Every month the Parish Clerk issues a dated list of correspondence (and external emails) sent and received. This could be circulated along with the meeting agenda and reports. This only refers to matters initiated by the Parish Council.

**RESOLVED**

**To adopt the proposed Correspondence Protocol**

**FC 181/14 To consider the purchase of a projector for use at meetings of council:**

The Vice-Chair proposed that in consultation with the Parish Clerk to look into purchasing a suitable projector for use by the Parish Council, the meeting authorised the Parish Clerk to be able to spend up to £350.

**RESOLVED**

**That the Vice-Chair in consultation with the Parish Clerk to look into purchasing a suitable projector for use by the Parish Council, and that the Parish Clerk is authorised to spend up to £350.**

**FC182/14 Ward Items:**

There were no ward items.

**NOTED**

**FC 183/14 Planning Applications:**

There were no new planning applications to consider.

**NOTED**



**FC 184/14 Cheques for Payment:**

All cheques for payment as tabled were

**AGREED**

**FC 185/14 Date and time of Next Meeting:**

Monday 17<sup>th</sup> February 2014 8:00pm at the Great Holm Community Centre, 87,  
Kensington Drive, Great Holm, Milton Keynes

**THE VICE-CHAIRMAN CLOSED THE MEETING AT 10:08PM**

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