

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

**Minutes of the meeting held on Monday 19<sup>th</sup> October 2015, 7:30pm at Holmwood School, Kensington Drive, Great Holm, Milton Keynes**

**Present: Cllrs Peter Todd (Chair),** Peter Ballantyne, Andy Dransfield, Hilary Dyer, John Howe, Claire Jones, Andy Sargent

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

**In attendance:**

Pamela Tarshish (Chair of the Loughton & Great Holm Neighbourhood Action Group), Thomas Grey (Loughton & Great Holm Neighbourhood Action Group)

**FC 66/15 Apologies:**

Received from Cllrs Sandra Boland, Zoe Nolan

**NOTED**

**FC 67/15 Declarations of interest:**

There were no declarations of interest

**NOTED**

**FC 68/15 Minutes of previous meetings:**

**FC 53/15 Declarations of interest:**

To delete "Vice-Chair" and replace with "Vice-Chairman"

With that **AGREED** amendment the Chair signed the minutes of the Parish Council meeting, held on Monday 21<sup>st</sup> September as a true and correct record.

The minutes of the Loughton Sports Ground Committee held on Sunday 27<sup>th</sup> September 2015 were

**NOTED**

The minutes of the Planning Committee held on Monday 5<sup>th</sup> October 2015 were

**NOTED**

**FC 69/15 Matters arising from the previous minutes not on the agenda:**

**FC 55/15 Matters arising from the previous minutes not on the agenda:**

**FC 49/15 To update the Parish Council on the progress of the Parish Youth Programme Development Service:**

The Parish Clerk was asked to arrange for the Parish Youth Programme Development Worker to attend and address the next Parish Council meeting.

**FC 57/15 To receive a Crime Statistics Report from Thames Valley Police:**

The Parish Clerk was asked to write to Milton Keynes Council requesting that the existing parking restrictions are enforced on Loughton and Knowlhill when bowl events are taking place.

**FC 58/15 Presentation on the consultation from the Buckinghamshire & Milton Keynes Fire Authority on the possible merger of the Bletchley and Great Holm Fire Stations, and the creation of a blue light hub on West Ashland:**

The Parish Clerk to write a draft submission and circulate to all Members for comments, and then to send to the Buckinghamshire & Milton Keynes Fire Authority

Cllr Peter Ballantyne requested an update on progress relating to the proposed devolvement of the Milton Keynes Council Landscaping Service to the Parish Council, as an agenda item for the next Parish Council meeting.

Cllr John Howe enquired about the status of the safe parking leaflet, the Parish Clerk replied that they will be printed and distributed to members that had requested copies shortly, the Parish Clerk will also source the clear plastic wallets that the leaflet can be enclosed in and put on car windscreens as suggested by Cllr Peter Ballantyne.

**FC 59/15 To report on Members attending external meetings:**

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

Cllr Andy Dransfield informed the meeting that the planning application for the proposed extension to the Shenley Leisure Centre went to the Development Control Committee, but was deferred for further information, and will now go back to the October meeting for consideration.

**The minutes of the Loughton Sports Ground Committee held on Sunday 27th September 2015:**

**LG 27/15 To discuss any other outstanding matters relating to the pavilion and sports ground:**

Cllr Hilary Dyer was concerned about the letter of complaint from the Roman Rangers, that his children's' team had not been able to play at the sports ground this season.

The Chair explained that that he had sent this complaint to the Loughton Sports & Social Club as they deal with operational issues relating to the pitches.

Subsequently it was discussed with LSSC and they gave an explanation for what happened as follows.

That they had understood from the Chair of Roman Rangers that they would not be requiring the pitches this season. They came and took their goalposts away. Hence the Loughton Sports & Social Club made alternative arrangements with another team. Subsequently Roman Rangers (under new management) had asked to use the pitches again but by that time an agreement had already been made. The Loughton Sports & Social Club said that they did not wish to terminate Roman Rangers but they had a need to maximise use and revenue from the pitches and it was simply unfortunate but it could be reviewed at the end of this season.

A discussion took place on the roles and responsibilities between the Loughton Sports & Social Club and the Parish Council.

The Chair said that the Loughton Sports Ground Committee has an agreed Terms of Reference, and that operational matters relating to the sports pavilion is the responsibility of the Management Committee, but as the Freeholder the Parish Council has a say in some issues. The Parish Council also must be responsive to complaints raised by residents.

**RESOLVED**

- 1. That the Parish Clerk to arrange for the Parish Youth Programme Development Worker to attend and address the next Parish Council meeting.**
- 2. That the Parish Clerk to write to Milton Keynes Council requesting that the existing parking restrictions are enforced on Loughton and Knowlhill when bowl events are taking place.**
- 3. That the Parish Clerk to write a draft submission and circulate to all Members for comments, and then to send to the Buckinghamshire & Milton Keynes Fire Authority**
- 4. That the Parish Clerk to print and distribute to members that had requested copies of the safe parking leaflet, and to source the clear plastic wallets that the leaflet can be enclosed in and put on car windscreens as suggested by Cllr Peter Ballantyne.**

**FC 70/15 Questions from Members of the Public:**

There were no questions from members of the public.

**NOTED**

**FC 71/15 To receive a Crime Statistics Report from Thames Valley Police:**

PC Tony Deeble was unable to attend the meeting but had circulated the Crime Statistics Report for the month of September, which was as follows:

**Loughton**

Assault occasioning ABH/GBH	<b>one (1)</b>
Burglary in a Dwelling	<b>one (1)</b>
Criminal damage - Other/Arson	<b>one (1)</b>
Theft from Vehicle	<b>three (3)</b>
Theft of a Vehicle	<b>one (1)</b>
Theft from Person	<b>one (1)</b>

**Loughton Lodge**

Theft from Vehicle	<b>one (1)</b>
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**Great Holm**

Assault without injury	<b>one (1)</b>
Burglary other than in a Dwelling	<b>one (1)</b>
Theft from Vehicle	<b>two (2)</b>
Theft from Person	<b>two (2)</b>

Other Crime **one (1)**

**Knowhill**

Drug Possession – Cannabis **one (1)**  
Theft of Pedal Cycle **one (1)**

**The National Bowl**

Assault occasioning ABH/GBH **two (2)**  
Assault without injury **one (1)**  
Drug Possession - Excluding Cannabis **one (1)**  
Theft from Person **thirteen (13)**

**Total crime September 2015** **thirty five (35)**

**Total September 2014** **thirty (30)**

Cllr Hilary Dyer was concerned that the crime figures included the National Bowl, and reflects badly on the ward.

Cllr Peter Ballantyne informed the meeting that PC Tony Deeble had said that the crime figures for the National Bowl were not included in the official statistic for the ward.

**NOTED**

**FC 72/15 To decide whether to replace the leaking roof on the Loughton Sports ground pavilion, and to approve one of the three (3) quotes:**

The Chair informed the meeting that the Loughton Sports Ground Committee had discussed the matter, and had obtained three (3) quotes, for the Parish Council to consider replacing the leaking roof at the Loughton Sports Ground Pavilion.

The Chair said that the Parish Council has the option of not agreeing to any remedial work taking place, but the roof would deteriorate.

Discussion then centred on the spending powers of the Loughton Sports Ground Committee.

Cllr Andy Dransfield moved and Cllr Hilary Dyer seconded:

“That the Loughton Sports Ground Committee has no spending powers, and that all matters relating to expenditure is referred to a meeting of the Parish Council for consideration and or agreement”

Cllr John Howe moved an amendment to the proposed motion:

“That the Loughton Sports Ground Committee has delegated spending powers of a sum up to £1,000, any higher levels of expenditure has to be agreed at a meeting of the Parish Council”

The amended motion was agreed by the mover and seconder.

The amended motion was put to a vote and carried.

The Parish Clerk was asked to amend the Loughton Sports Ground Committee Terms of Reference.

The Parish Clerk was further asked to circulate the amended Loughton Sports Ground Committee Terms of Reference, and Loughton Sports Ground and Pavilion Lease to all Members.

The discussion then took place on the merits of replacing the pavilion roof, some members supported the work taking place, and other members were concerned about the cost.

The Parish Clerk was asked to seek advice from Milton Keynes Council's Planning Department to ascertain whether planning permission is required to replace the present roof tiles with slate.

Cllr Andy Sargent moved "That a survey is undertaken to inspect the roof, to ensure that the trusses can take the additional weight of slate tiles"

Cllr Andy Dransfield moved an amendment to the proposed motion:

"That a Chartered Surveyor is appointed to undertake a survey of the whole of the roof structure, and to advise on the condition of the trusses and as to whether they can support the installation of slate tiles, and to ensure that the appointed Chartered Surveyor has the necessary liability insurance."

The mover of the original motion Cllr Andy Sargent accepted the amendment.

The motion was carried, and the Surveyors report will be brought back to the next meeting of the Parish Council to be further considered.

**RESOLVED**

- 1. The Parish Clerk to circulate the amended Loughton Sports Ground Committee Terms of Reference, and Loughton Sports Ground and Pavilion Lease to all Members.**
- 2. That the Parish Clerk to seek advice from Milton Keynes Council's Planning Department to ascertain whether planning permission is required to replace the present roof tiles with slate.**
- 3. That a Chartered Surveyor is appointed to undertake a survey of the whole of the roof structure, and to advise on the condition of the trusses and as to whether they can support the installation of slate tiles, and to ensure that the appointed Chartered Surveyor has the necessary liability insurance.**
- 4. That the Surveyors report to be brought back to the next meeting of the Parish Council to be further considered.**

**FC 73/15 Planning Committee Quorum and change of meeting date:**

(a) To amend the terms of reference of the Planning Committee reducing the quorum from three (3) to two (2)

Members agreed not to reduce the present quorum to the terms of reference of the Planning Committee.

(b) To appoint additional members.

Cllrs Peter Ballantyne and John Howe agreed to attend meetings of the Planning Committee, as and when required to ensure that a meeting is quorate.

(c) To agree to change the meeting date from Monday 7th December 2015 to Monday 14th December 2015.

Members agreed to the change of meeting date for the Planning Committee from Monday 7th December 2015 to Monday 14th December 2015.

**RESOLVED**

- 1. Not to reduce the present quorum to the terms of reference of the Planning Committee.**
- 2. To appoint Cllrs Peter Ballantyne and John Howe to the Planning Committee to attend meetings, as and when required to ensure that a meeting is quorate.**
- 3. To change the meeting date for the Planning Committee from Monday 7th December 2015 to Monday 14th December 2015.**

**FC 74/15 To update the meeting on the vacancy for the Great Holm Ward following the resignation of Mr Don Hoyle:**

The Parish Clerk informed the meeting that Milton Keynes Council's Elections Directorate, had informed him that an election had not been called by ten (10) electors of Great Holm, and therefore the Parish Council can co-opt to fill the vacancy.

It was agreed to co-opt to fill the Great Holm Ward vacancy at the next Parish Council meeting, and to advertise the vacancy on the website and on the Great Holm notice boards.

**RESOLVED**

- 1. To co-opt to fill the Great Holm Ward vacancy at the next Parish Council meeting**
- 2. To advertise the vacancy on the website and on the Great Holm notice boards.**

**FC 75/15 To report on Members attending external meetings:**

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

The last meeting was held at Cavendish House on Loughton, a new Vice-Chair has been appointed Kim Playford a resident of Loughton.

It was agreed that the car parking issues on Kensington Drive, Great Holm should now be tackled by the Parish Council.

The Bee Hotels are being constructed, at the Horticultural Committee meeting it was agreed to replace the plants in the planters outside Loughton School. At the next meeting consideration will be given as to the type of planting, for the proposed 5x3 metres of a triangular piece of land on the Great Holm Village Green.

The Neighbourhood Action Group has undertaken three (3) Environmental Assessment reports.

Results of the recent public consultation have been circulated to members, and a summary of the results has been compiled and was read out at the Parish Council meeting.

The three (3) priorities for the Neighbourhood Action Group to act on have been agreed:

1. Traffic and road issues 2. Environmental issues 3. Crime and anti-social behaviour

The Chair thanked Cllr Ballantyne for his report, and welcomed the new Chair of the Neighbourhood Action Group Pam Tarshish to the meeting, and hoped that the Parish Council can continue the close partnership that has been established over the years.

A vote of thanks was recorded to the Loughton & Great Holm Neighbourhood Action Group for all their hard work in the community.

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

Cllr Andy Dransfield reported that there had been no meetings held and that was nothing further to report on.

A meeting of the Full Council will be held this Wednesday.

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

Cllr Peter Ballantyne said that a meeting will be held by Milton Keynes Council on Thursday 29<sup>th</sup> October 2015 in the Civic Offices Council Chamber, to discuss the proposed consultation on the Plan MK Workshops, and asked if any members were able to attend.

As there were no nominations Cllr Ballantyne agreed to attend the meeting.

Cllr Hilary Dyer informed the meeting that she had attended the open day at the Kiln Farm Club, on the plans for the Western Expansion Area.

Cllr Dyer was concerned that there were no proposals for a Doctors Surgery, which she believed would put pressure on the Hilltops Surgery on Great Holm, Cllr Andy Dransfield said that he is taking up the matter with the Health Authority.

**NOTED**

**FC 76/15 To consider the offer by Ideal Bathrooms LTD towards the costs of materials that can be used for the Great Holm Community Centre:**

That due to the absence of Cllr Zoe Nolan who first raised this matter, it was agreed to defer this agenda item to the next meeting.

The Parish Clerk was asked to contact Cllr Nolan to request a brief written report on this proposal for the next Parish Council meeting.

**RESOLVED**

- 1. To defer this agenda item to the next Parish Council meeting.**
- 2. That the Parish Clerk to ask Cllr Zoe Nolan to propose a brief written report on the proposal for the next Parish Council meeting.**

**FC 77/15 Grant aid application from the Food Bank:**

A grant aid application had been submitted by the Food Bank, for £500, to help support the distribution costs to the Food Bank van, to distribute emergency food parcels to members of the Parish.

Members agreed not to award a grant, as only locally based organisations that operate in the Parish Council area would be considered when a grant aid application is submitted.

**RESOLVED**

**Not to award a grant to the Food Bank**

**FC 78/15 Loughton Manor First School:**

After some discussion it was agreed that the Parish Clerk writes to the Chief Executive Officer, Leader of Milton Keynes Council and the Highways Cabinet Member.

To draw attention to the recent incident outside of the school in which a parent and young child was hit by a car when reversed onto the pavement, and to demand that permission is granted to install rubber wheel blocks to reduce the risk of this type of injury to a child.

**RESOLVED**

- 1. That the Parish Clerk writes to the Chief Executive Officer, Leader of Milton Keynes Council and the Highways Cabinet Member.**
- 2. To draw attention to the recent incident outside of the school in which a parent and young child was hit by a car when reversed onto the pavement, and to demand that permission is granted to install rubber wheel blocks to reduce the risk of this type of injury to a child.**

**FC 79/15 To decide whether to publish another Parish newsletter for Spring 2016:**

The Chair informed the meeting that the last Parish newsletter was printed and distributed to each household in the Parish in the spring.

The Chair proposed if it was agreed to publish a newsletter then all the material would need to be collated by the end of January 2016, and the copy to be sent by the printers by the middle of February 2016, to be distributed to all households in March 2016.



Cllr Hilary Dyer proposed and Cllr John Howe seconded "That a Parish newsletter is produced for spring 2016, and that the cost to print and distribute the Parish newsletter to each household does not exceed £1,500"

The motion was put to the vote and was carried.

**RESOLVED**

**That a Parish newsletter is produced for spring 2016 and that the cost to print and distribute the Parish newsletter to each household does not exceed £1,500.**

**FC 80/15 To review and agree the level of rents for the Greenhill Close & Pitcher Lane Loughton Allotment Sites:**

(a) The meeting agreed that the Greenhill Close Loughton allotment rent rates remain the same as they are at £18 for a whole plot and £9 for a half plot for residents living in the Parish area, and £36 for a whole plot and £18 half plot for non-residents of the Parish area.

(b) The meeting further agreed that the Pitcher Lane Loughton allotment plot site rent remains at £5.

**RESOLVED**

- 1. That the Greenhill Close Loughton allotment rent rates remain the same as they are at £18 for a whole plot and £9 for a half plot for residents living in the Parish area, and £36 for a whole plot and £18 half plot for non-residents of the Parish area.**
- 2. That the Pitcher Lane Loughton allotment plot site rent remains at £5.**

**FC 81/15 Planning Applications:**

a) 15/02422/TCA 17 Pitcher Lane Loughton Milton Keynes MK5 8AU Notification of intention to remove to ground level and grind out stump of T1 Hawthorn Tree by gate

**RESOLVED**

**That the Parish Council does not object to this planning application**

b) 15/02364/FUL 31 Chatsworth Great Holm Milton Keynes MK8 9AS two story front extension and part single storey, part two storey extension to the rear

**RESOLVED**

- 1. That the Parish Council objects to this planning application**
- 2. That Cllr Peter Ballantyne to provide the Parish Clerk with the reasons for the objection to this planning application**

Cllr Hilary Dyer informed the meeting that the occupant of 29, Goodwood, Great Holm when granted permission by Milton Keynes Council's Planning Directorate for the rear extension, and erection of a fence to enclose the rear garden, has subsequently erected a fence higher than the six foot (6ft) that had been allowed and had also enclosed a very large section of private amenity land.

When it had been pointed out to Milton Keynes Council's Planning Enforcement Team that this had occurred, a site visit took place, and the occupier was told to stop the enclosure of the amenity land, which was ignored.

The occupier has now appealed to the Secretary of State, and Cllr Dyer contacted Carl Stokes the Planning Enforcement Officer on this matter, who informed her that the Parish Council will be notified when the appeal will take place and that there, will be an opportunity to make a submission.

Cllr Dyer said that she would like the Parish Council to make sure when the opportunity arises that it discusses the matter and makes a submission to the Secretary of State.

**AGREED**

**FC 82/15 To note the update list of projects and other work:**

The Parish Clerk was asked to chase up the Great Holm Community Centre Management Committee, for its written support for the Parish Council's Community Asset Transfer (C.A.T) application to take on the management of the Great Holm Community Centre.

**RESOLVED**

**That the Parish Clerk to chase up the Great Holm Community Centre Management Committee, for its written support for the Parish Council's Community Asset Transfer (C.A.T) application to take on the management of the Great Holm Community Centre.**

**FC 83/15 Cheques for Payment:**

All cheques as presented for payment were authorised.

**AGREED**

**Date and time of Next Meeting:**

Monday 16th November, 730pm at the Loughton Memorial Hall, Bradwell Road, Loughton, Milton Keynes

**THE CHAIRMAN CLOSED THE MEETING AT 9:30PM**

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