

# LOUGHTON PARISH COUNCIL

Clerk: Mrs J. Wilcox

55 London Road, Loughton, Milton Keynes MK5 8AF

Tel: 01908 662823

Action to be  
taken by:

## MINUTES OF THE MEETING HELD ON MONDAY 1<sup>st</sup> OCTOBER 2012 at 7.30pm

### Councillors Present:

Peter Todd (Chair)  
Simon Kirkman  
Peter Ballantyne  
Hilary Dyer  
Andy Sargent

Also Attending: Ian Reed (Locum Clerk), Barry Barrington (a parishioner from Great Holm)

### 1. Apologies

Apologies received and accepted from Ray Harrison

**All Councillors please notify the Clerk if they are unable to attend, preferably by email and at least 7 days before the meeting.**

**ALL**

### 2. DECLARATIONS OF INTEREST

Simon Kirkman and Andy Sargent declared interests as members of the Loughton Sports and Social Club (agenda item4c)

### 3. ACCOUNTS

- (a) Review of management accounts for the five months to 31<sup>st</sup> August 2012  
The management accounts for the 5 months to 31<sup>st</sup> August 2012 were reviewed and it was noted the position was satisfactory
- (b) Review of the income and expenditure budget for the year to 31<sup>st</sup> March 2012  
There was a discussion on the actual performance against budget to date. It was noted that the Council meeting on 15 October should begin the budget preparation for 2013/14. The Chairman will draft a first draft budget for consideration on that occasion
- (c) Asset Control Register  
The Asset Control Register was considered and a discussion on the purpose of the register was held. It was agreed that the Asset Control Register be approved as circulated. This needs to be reviewed annually

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### 4. THE CHILDREN'S PLAY AREA AT LOUGHTON SPORTS GROUND – RENEWAL

- (a) A discussion took place on the current situation and the following was noted;  
The Council has applied for a WREN grant of approx £80,000 representing ninety per cent of the works. The Parish Council would provide £5,000 and use £5,000 of match funding from MK Council parish partnership grant funds. The design had been discussed at the last council meeting  
The expected completion date was approx Easter 2013
- (b) It was agreed that on the opening of the new play area it might be useful to have a contractor such as MK Play Association or other similar/suitable supplier to manage the first couple of days which might be quite busy, and while the new equipment beds in. There was a discussion about the proposal to provide further fun days next year. It was agreed to investigate the possibility of a series of fun days, possibly for a week at Easter, May school holidays and a week in Summer 2013. It was agreed that such sessions would be both in Great Holm and in Loughton

**JW/  
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### 5. THE CONSERVATION AREA PLAN REVIEW

The Council was reminded that the Loughton Conservation Area had not been reviewed since it was established 1977, despite great change to the area since. The current statement is woefully inadequate and out of date and provides no information to either the planning department or the Development Control Committee about the Conservation Area or what it is intended to protect; this affects planning applications and decision making in the Conservation Area. It was noted that MK Council had decided to allocate no resources to undertake such a review, and therefore there would

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be no revision of the Conservation statement unless this was commissioned by the Parish Council. The Parish had sought quotations from a list of approved contractors supplied by MK Council and it had received a number of rejections as the project was not considered large enough to interest local architecture practices but one quote from an architect operating a company in Milton Keynes had been received. His estimated fees were £75 per hour, and no VAT would be charged, out of pocket expenses such as printing charges, copyright fees would be charged at cost. Car mileage claims would only be submitted for journeys outside Milton Keynes. It was estimated that the process would take 55-65 hours requiring a fee of £4-5k

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The proposal to accept the quote as detailed above was approved with four voting in favour with one abstention. The Chairman would instruct the contractor to proceed immediately

It was agreed that progress monitoring of the work would require bi-monthly reports to meetings of the Council

## 6. THE LEASE AND SUB LEASE OF THE LOUGHTON SPORTS AND SOCIAL CLUB AND REPAIRS

It was noted that the freehold of the club premises was in the ownership of Milton Keynes Council. The Loughton Sports and Social Club building was in a poor state of repair and the club had nearly ceased trading in the past twelve months. It was in the interests of the Parish that the club continues to trade and develops and the Parish Council had supported the Club recently. The building was included in Milton Keynes Councils' Asset Transfer programme. However this programme was now delayed and was likely to take 1-2 years before the Parish is able to secure ownership of the freehold.

The parish council was in a dialogue with the Clubs' management committee and MK Council about the situation. One option as an interim measure was for the Parish Council to acquire a short lease of the premises with the club paying the Parish the current passing rent. MK Council had agreed that the rent from the Parish to MK Council under this interim lease could be £1. This would create a fund of the rent that could be used to pay for the essential repairs to the roof, car park and drains. Heads of terms of a lease and sub lease had been agreed in outline. The legal department of MK Council was now drafting the documentation. The Parish would retain its own legal adviser (Richard Willis of Geoffrey Leaver Solicitors in MK – who had previously advised on the graveyard matter) to advise it on the transactions.

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It was agreed to proceed with the lease and sub lease transaction and the terms of the deeds when finally negotiated would be brought back before the Parish Council in due course for authority to execute them.

## 7. THE PARISH NEWSLETTER

It was noted an Autumn edition of the parish newsletter had been printed and delivered to all homes within the parish. £700 of advertising had been sold and the cost of printing, delivery and design had been about £400 more than this. It was agreed that this cost was reasonable and proportionate and had greatly increased the profile of the Parish Council in the local area

In the future, the possibility of delivering to commercial premises within the parish would be investigated.

It was agreed that a Spring edition of the newsletter be produced with publication date of 1 April 2013 which meant a deadline for articles of 1<sup>st</sup> March 2013. All members of the Parish Council were formally invited to submit content to the Chairman for inclusion in the next edition. It is envisaged this may be a publication in Autumn, Spring & Summer, i.e. about 3 times a year

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## 8. THE LOUGHTON PARKING ORDER EXTENSION AND ENFORCEMENT

Further to discussion at the last meeting of the Council Councillors Todd, Lovett and Dransfield had met with Richard Duffill from Milton Keynes Council' traffic management team. It was understood that MK Council was not proceeding with the extension of the parking restrictions but

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intended to extend on street parking restrictions on Linceslade Grove to either its junction with Holt Grove or further down to the Sports and Social Club car park. Residents would be consulted on these proposals. This was likely to happen in approximately three weeks.

The proposed parking restrictions put forward by MKC to address the parking problems caused by the patrons of the Harvester Restaurant, London Road had been withdrawn by MKC and the suggestions put forward by Councillor Andy Lovett to alleviate the problems were being progressed by MKC.

## 9. THE DOG HYGIENE BINS AND LITTER BINS SERVICE

The Council noted that its dog bin contractor had attended the last meeting. It was suggested that the contact be monitored and at the current time there would be no additional bins or collection but it would be kept under review

## 10. EQUALITY POLICY

The meeting considered the adoption of an equality policy and a draft policy. It was reported that the council was required by the Equality Act 2010 to adopt an equality policy and review it on a four year basis and produce an annual equality report. It was noted that this could be part of the report to the annual meeting of the Council by the Chairman  
RESOLVED that the draft policy be adopted.

## 11. REPORTS FROM COUNCILLORS ATTENDING EXTERNAL MEETINGS

Cllr Peter Ballantyne reported on the following;

### (a)Milton Keynes Parish Forum

There were presentations on MK Mediation Service ,Council Tax Rebate and the mitigation taken to reduce the effect on parishes and the Parish Partnership Fund.. There was also a discussion on the Parish Protocol Review. The Parish Forum decided to ask parishes to elect three representatives to work on the review.

### (b)Neighbourhood Action Group

The report covered the NAGs' involvement on the painting of a play area and planting bulbs and shrubs. A meeting had also been held with the new manager of the Approved Premises. Also a second representative was required from the parish council to work on the NAG.

## 12. NEIGHBOURHOOD DEVELOPMENT PLAN (NDP)

It was noted that the Clerk was arranging a meeting of the NDP and Committee Members would be advised.

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## 13. CORRESPONDENCE RECEIVED AND ANY GRANT APPLICATIONS

It was reported that a grant application had been received from the Brownies about access issues for a young girl who was completely blind. Further information about the help needed had been requested.

The Chairman reported that the Council may be asked to consider an application at the next meeting for the co-option of a councillor following a recent resignation from the council, subject to no election being called

## 14. TO AGREE COMMENTS FOR PLANNING APPLICATIONS RECEIVED FROM MKC

A report of recent planning applications was considered and noted.

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## 15. TO REVIEW PROGRESS ON THE EMERGENCY RESPONSE PLAN (ERP)

It was agreed to note that this Council is of the view that the adoption of an ERP would benefit the parish and a plan of action was required to take this matter forward. Councillor Kirkman agreed to draft a project plan of the work required to be carried out and the timescale for consideration on a future occasion.

**SK**

## 16.. TO CONFIRM THE DATE OF THE NEXT MEETING

It was agreed that the next Parish Meeting would take place on Monday 15th October 2012 at Loughton Memorial Hall at 7.30pm.

**The meeting closed at 10.40 p.m.**

Signed by the Chair: Peter Todd  
Dated:

Signed by the Clerk: J Wilcox  
Dated: