

Loughton Parish Council

Minutes of the meeting held on Monday 17th June 2013 7:30pm at the Loughton Memorial Hall, Bradwell Road, Loughton

Present: Cllrs Peter Todd (Chair), Andy Sargent (Vice-Chair), Peter Ballantyne, Barry Barrington, Andy Dransfield (from 7:52pm), Hilary Dyer, Ray Harrison, Don Hoyle

In attendance: Brian Barton (Parish Clerk)

Also in attendance: Peter Howard (Architect), PCSO Gemma Harmycz and five (5) members of the public

37/13 Apologies:

None received

NOTED

38/13 Declarations of interest:

None received

NOTED

39/13 Minutes of previous meetings:

23/13 Community Asset Transfer:

To delete "Cllr Dransfield said if he has his way it will stop".

With the above amendment **AGREED** the Chair signed the minutes of the meeting held on Monday 20th May 2013 (Annual Meeting) as a true and correct record.

40/13 Matters arising from the previous minutes not on the agenda:

16/13 Finance:

c) To appoint an internal auditor for the 2013/2014 financial accounts

After some discussion on the matter it was **AGREED** that the Parish Clerk seeks further details and clarification as to what items are covered in the quotes obtained.

23/13 Community Asset Transfer:

a) To report on the meeting held on Friday 26th April 2013 with Officers at Milton Keynes Council regarding the Great Holm Community Centre.

Cllr Hilary Dyer was concerned that Great Holm could miss out by the Parish Council not pursuing taking on the Great Holm Community Centre as it is well used and is an important asset to Great Holm, and would not want the matter to be dropped.

RESOLVED

To further consider the asset transfer of the Great Holm Community Centre

41/13 Questions from Members of the Public:

There were no questions from the public.

NOTED

42/13 Report from PC Albert Barnard of Thames Valley Police:

PCSO Gemma Harmycz reported to the meeting that in the month of May thirty-six (36) offences had taken place, with eleven (11) being priority crimes with five (5) on Great Holm and five (5) on Loughton and one (1) on Knowlhill.

On Great Holm there was reported criminal damage to a sign, burglary to properties with two (2) on Westwood Close, and items taken from vehicles.

In Loughton there was reported two (2) burglaries in Linceslade Grove, three (3) assaults of ABH at the Loughton Sports and Social Club all of the same incident.

In Knowlhill there was a report of criminal damage.

The Chairman thanked PCSO Gemma Harmycz for her report.

NOTED

43/13 Finance matters:

a) Financial report for April/May/June 2013

NOTED

b) To agree and sign off the report on the financial year 2012/2013 which had been signed by Connollys as Internal Auditors. The report had previously been circulated by email by the Parish Clerk. The report had to be signed and sent to the external auditors Mazars before the next meeting of the Parish Council

AGREED - Cllr Andy Dransfield asked for his vote to be recorded against

c) To appoint an internal auditor for the 2013/2014 financial accounts

This agenda item was deferred as the Parish Clerk had not received the revised quotes back.

Cllr Andy Dransfield requested to see all paperwork so far received by the Parish Clerk

NOTED

44/13 Dog Bins:

A quote had been received of £120 for removal of graffiti to two (2) dog bins from a quote supplied by Marcus Young Landscapes LTD.

Some members thought this was expensive.

Cllr Andy Sargent volunteered to remove the graffiti himself and would report back when he had undertaken this work.

RESOLVED

- 1. That Cllr Andy Sargent to remove the graffiti himself and would report back when he had undertaken this work.**

45/13 To consider the Purchase of a Mobile Phone for the Parish Clerk:

Currently the Parish Council has no dedicated telephone line so there is no system for taking messages for the Parish Council. The Parish Clerk has provided his own personal mobile phone up to now but this is a personal number. Some members thought the Parish Council should have a dedicated phone line and it was time consuming for expenses of each call to be logged and recorded. There could be a

fixed line installed at the Clerk's home. However a mobile phone may be priced similarly and allow for the Parish Clerk to be contacted when out and about. After some discussion some members felt that the Parish Clerk should look in to cheaper mobile phone contracts, and to monitor the phone costs and then revisit the matter. A decision would then be made in due course as to the most suitable contract and arrangement.

RESOLVED

- 1. To defer this agenda item to a future meeting**
- 2. That the Parish Clerk to monitor the cost of calls made and the time spent doing this and reclaiming the costs.**
- 3. That the Parish Clerk looks into other mobile phone contracts with a range of charges**

46/13 Loughton Sports Ground:

The Parish Council will shortly officially become the freehold owner of the sports ground. However it was reported that the state of the ground is poor due to a lack of recent regular maintenance. There were now large bare patches of grass and in the winter it the area turns into a quagmire. In the last 3 years the maintenance has mainly been cutting only, and there is a need for other routine maintenance to keep the ground in good condition such as aerating/de-compacting, fertilising, scarification, seeding, patch repair, hole mending. The resources of the LSSC have not been such to have covered these aspects. The Parish Council needs to consider whether it is prepared to help fund the work needed to be done to return the state of the ground to an adequate condition.

The Parish Clerk had obtained quotes from 3 suppliers for a full annual maintenance contract for the ground including for cricket in order to establish what the costs would be.

The Chair had discussed the quotes with LSSC and it was decided not to proceed with a single annual repair/maintenance contract but to get specific tasks carried out as and when necessary, and the Parish Council to be asked to consider whether it was prepared to assist with the funding at least on a temporary basis to help

Cllr Dyer noted concern about the level of cost of the annual full service contract, and there needed to be fairness in relation to the Great Holm Community Centre which the Parish Council had not bid for. The Chair accepted this and agreed to continue to investigate the possibility of bidding for the Great Holm Centre too.

The Chair informed the meeting that this matter would come back to a future meeting to consider discrete works both in relation to the poor ground condition and in relation to the repair and development of the club premises. He would be holding regular meetings with LSSC as part of the transition of the Parish Council to become the freeholder and would also be discussing a strategy for the renovation and improvement of the club premises

RESOLVED

- 1. The matter be adjourned for further consideration**

2. The officers of LSSC to be invited to a future meeting to discuss plans for the LSSC

47/13 Loughton Planters:

Members were requested to agree a quote of £30 per visit on the watering of the ten (10) Loughton Planters by Marcus Young Landscapes LTD.

The watering would need to take place during the school holidays as the school would undertake this when opened.

It was proposed that the planters are watered once a week during the school holidays with a cap of up to £180.

Cllr Andy Dransfield asked for his vote to be recorded against.

RESOLVED

That the Loughton planters are watered once a week during the school holidays with a cap of up to £180.

48/13 Litter Bin in Lodge Lake car park:

The Parish Council has a litter bin in Lodge Lake car park but it appears to be insecurely fixed (somewhat leaning), and has often been observed to have food wrapping strewn around it. The bin is emptied twice a week. It is thought that birds and other animals have been pulling the wrappers out of the bin so as to eat the contents of the wrappers. The current bin is open at the top so wrappers can be accessed and pulled out.

There have been consultations by the Chair with the Parks Trust about this. They consider the bin is not located in the right location as being on a bank/slope and have identified a better location for it to be situated – which is flat. They have also advised that they recommend the bin is made of concrete and with a metal lid to prevent the problem with food wrappers. They have specified the type of bin to be installed. A quote had been obtained from Marcus Young Landscapes for procuring the bin and lid which was £425. The Parks Trust have said that if the Parish will procure the bin and carry on with the emptying service then they will arrange for the new bin to be installed in the new location, removal of the old bin and making good.

Some members (Cllrs Dransfield, Dyer & Sargent) considered that £425 was too expensive. Overall the majority were not in favour of the expenditure. Cllr Dransfield said that the Parks Trust had a duty to keep the area free from litter and they should be prosecuted in the Magistrates' Court if they failed to do so.

The Chair suggested that in the alternative that the existing bin should be removed so it is not a source of the littering nuisance.

It was proposed to keep the present litter bin for the time being and that the Milton Keynes Parks Trust should keep the area free of litter which is their duty to do so on their land under the 2002 environment act.

RESOLVED

To keep the present litter bin and that the Milton Keynes Parks Trust should keep the area free of litter which is their duty to do so on their land under the 2002 environment act.

49/13 Parish Wardens:

Milton Keynes Council had written to all Parish and Town Council's to consider a contribution towards a provision of a Parish Warden who have one in their Parish or for other Parish and Town Councils who wished to have a Parish Warden. It was **AGREED** not to pursue this matter.

50/13 Memberships for the Council Year 2013/2014:

The Parish Clerk was still awaiting further information, so this agenda item was deferred.

NOTED

51/13 To consider changing the name of the Parish Council to Loughton and Great Holm Parish Council:

A recent consultation with residents had taken place to consider changing the name of the Parish Council to Loughton and Great Holm Parish Council; the results of the consultation were announced at the meeting by the Chair.

It was felt that there would be a minimal cost for the name change, items such as the notice boards could be left and only altered when being repaired.

Some members felt that it would be a good thing to recognise Great Holm as an established community of over thirty years, and that it had support from the community, others felt that the name of Loughton Parish Council has been in existence for over one hundred years and so should stay that way, and that if the name Great Holm was added then other areas such as the National Bowl and Knowlhill should also be included.

The matter was then put to a vote.

RESOLVED

That the name of Loughton Parish Council is changed to Loughton and Great Holm Parish Council

52/13 To report on external meetings:

Loughton and Great Holm Neighbourhood Action Group – Cllr Peter Ballantyne
This agenda item was deferred due to a lack of time.

NOTED

53/13 Lakeview Green, Great Holm Report:

Cllr Peter Ballantyne reported to the meeting that the Village Green application is continuing to be processed.

The next step is the determination of the matter as all evidence is before the Commons Registration Authority.

Milton Keynes Council Officers are preparing a report to take to the next Regulatory Committee which sits on Wednesday 26th June 2013.

The report will seek a resolution on how to proceed to determine the matter.

NOTED

54/13 Protocol on Member/Officer Relationships:

The document was presented to the meeting, where reference was made to the "Standards Board" in item 13 it should be replaced with "Standards Committee" with

that amendment it was **AGREED** to adopt the Protocol on Member/Officer Relationships.

55/13 Parishes Forum:

This agenda item was deferred due to a lack of time.

NOTED

56/13 Milton Keynes Parish Games:

This agenda item was deferred due to a lack of time.

NOTED

57/13 Street Watch Scheme:

This agenda item was deferred due to a lack of time.

NOTED

58/13 Committees:

The meeting discussed a procedure for the cancellation of any committee meetings.

RESOLVED

1. **To note the report.**
2. **That due to a lack of business or it emerges that due to apologies given to the Parish Clerk that a meeting will be inquorate then the committee meeting should be cancelled.**
3. **That the Parish Clerk informs the Chair and Vice-Chair of the committee that the meeting should be cancelled.**
4. **That if the Chair and Vice-Chair is in agreement that a committee meeting should be cancelled then the Parish Clerk should inform all members of the committee as soon as possible and likewise the venue of where the meeting is to be held to avoid an unnecessary charge.**
5. **To add the dates of all committee meetings onto the website.**
6. **To put in a notice that the meeting has been cancelled in all notice boards**

59/13 Conservation Area Review:

The Chairman gave some background to the meeting regarding the Conservation Area Review which is being consulted on until the end of July.

The Questionnaire along with the document has been delivered to all properties affected by the Conservation area along with the areas that are proposed that should be included.

The Questionnaire can also be filled in online from the website.

Mr Peter Howard who had prepared the conservation area review document said it is proposed to protect the open spaces in the original village area, to include the buildings at the Equestrian Centre which are not listed, along with the paddock near Little Loughton Manor, Leys Road and Whitworth Lane, which would give protection to the unlisted buildings.

Any owner of a property in the conservation area would need to apply to Milton Keynes Council for planning permission for any alterations and in this instance all fees would be waived.

There are three (3) lanes and footpaths that link together to the open spaces in the village and the document makes proposals for their management.

It is hoped that in future Milton Keynes Council will consider the street scene for example yellow salt boxes which are not in keeping with the area.

The Chairman opened up the meeting for questions and comments from members of the public who were present at the meeting.

The majority were very supportive and hoped that Milton Keynes Council Planning Officers would be supportive.

Members were then asked for their views.

By having the Equestrian Centre in the conservation area this could reduce the risk of any future residential development of it

Lodge Lake was not included in the conservation area as this would likely be rejected by Milton Keynes Council as it is not a centre of the built environment

Residents could strengthen the case by responding to the questionnaire.

The proposed conservation area could stop urbanisation of the area by future development.

The bridge to the Equestrian Centre is in a bad state of repair whose responsibility is it to maintain? The Chair thought it might be the tenant of the Equestrian Centre under their lease from the Parks trust, although this was speculation.

Cllr Hoyle said in his capacity as Trustee of the Buckinghamshire Historic Buildings Trust he would see if a grant could be made towards repair and would advise in due course about that.

There was a discussion of the three (3) new houses to be built between Pitcher Lane/School Lane and would affect the outlook of the lane, and have planning permission; the hedge has to be kept as part of the planning conditions. A picture of the hedge could be included in the document; Cllr Todd has received a photo from Mr Barry Anderson which has been passed on to Mr Howard.

Mr Anderson said the document is very good and well laid out compared to similar documents.

Cllr Dransfield commented that the map in the document is not very clear which is meant to locate the Loughton area.

A revised version of the document will be produced with points raised at tonight's meeting and taking on board all the consultation responses and this will be sent to MK Council with a consultation statement.

Cllr Hoyle said he would prefer it if measurements of lengths would be in imperial rather than metric. Mr Howard said he believed the metric is used in the legislation and this is why metric has been referred to but the imperial equivalent could be added.

It was felt it was an excellent document and well researched.

Cllr Sargent asked whether the Conservation Area could be 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. He noted there are no properties there and is Parks Trust land which includes a ridge and furrow as part of the Loughton Valley Park?

Mr Howard replied 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 build environment assets.

The Chairman thanked Mr Howard for his presentation.

NOTED

60/13 Loughton Sports Ground Play Area:

The Chairman informed the meeting that the work will be completed ahead of schedule, and that the opening ceremony with the Mayor in attendance along with the Milton Keynes Play Association, will take place on Saturday 20th July 2013 between 2:00pm – 4:00pm. It is hoped that the Sports and Social Club will be accessible to for the public to use.

NOTED

61/13 Ward Items:

a) Vehicular damage to roadside verges – Cllr Peter Ballantyne

Cllr Ballantyne had produced sketches of the areas affected and had approached Dobbies for turf to repair the damaged caused. It is proposed for raised beds in these locations which will need regular watering.

When contacting Milton Keynes Council for permission Cllr Ballantyne was informed it would be the wrong time of year for the turf to be laid, the Loughton and Great Holm Neighbourhood Action Group meeting agreed to delay the work Dobbies will honour the turf for whenever it is needed. There will be costs involved in the future, and will be looked into.

NOTED

b) Replacement of fallen Willow Tree on Lakeview Green - Cllr Peter Ballantyne

Cllr Ballantyne has applied for a grant from the Tree Council which will provide 75% of the cost towards three (3) Willow Trees which have been ordered, 25% of the outstanding costs (£140) will be funded by the Parish Council

AGREED

62/13 Planning Applications:

Planning applications awaiting a decision by Milton Keynes Council:

- a) 13/00966/FUL 2 Kirkham Court Loughton Milton Keynes MK5 8BN, Single storey side extension – **No objection**
- b) 13/00931/FUL 85 London Road Loughton Milton Keynes MK5 8AF, Rear conservatory - **No objection**
- c) 13/00884/FUL 4 Lucy Lane Loughton Milton Keynes MK5 8EP, Erection of two storey annexe and single storey link to main dwelling - **No objection**

- d) 13/00919/TCA Land At The Green Loughton Milton Keynes, Notification of intention to pollard 2 x Willow trees (T1 and T2) - **No objection**
- e) 13/00623/FUL 46 Attingham Hill Great Holm Milton Keynes MK8 9BX, Erection of detached double garage - **No objection**

To note the outcome on the following planning applications as decided by Milton Keynes Council:

- a) 13/00653/FUL 12 The Meadway Loughton Milton Keynes MK5 8AN, Pitched roof to existing garage, two storey rear extension and loft conversion - **Application Refused**
- b) 13/00641/CLUP 32 Linceslade Grove Loughton Milton Keynes MK5 8DT, Certificate of lawfulness for proposed 1m high brick wall, abutting highway - **Lawful Use/Development s192**
- c) 13/00815/FUL 82 Bradwell Road Loughton Milton Keynes MK5 8AL, Single storey rear extension - **Application Permitted**
- d) 13/00592/CLUP 49 Holyrood Great Holm Milton Keynes MK8 9DR, Certificate of lawfulness for proposed first floor extension over garage - **Unlawful Use/Development s192**
- e) 13/00555/FUL F C C Europe Ltd Roebuck Way Knowlhill Milton Keynes MK5 8HL Resurfacing of current vacant land, erection of a perimeter security fence and Armco barrier around land to be used for the storage of motor vehicles - **Application Permitted**
- f) 13/00563/FUL 3 Peckover Court Great Holm Milton Keynes MK8 9HA, Front entrance porch - **Application Permitted**
- g) 13/00716/MMAM 8 The Meadway Loughton Milton Keynes MK5 8AN, Minor Material Amendment to 12/01010/FUL for condition 1 for alterations to: -The north/ south dimension of the main body of the house has been reduced by 0.50 metres in height. - A reduction in the height of the garden room -The eastern adjunct of the main body of the house has been increased in height in order to incorporate a disabled access lift serving all floors - The northern inset balcony to bedroom 5 has been replaced by the velux "Cabrio Balcony" roof window system -Changes to the positions, configurations and number of windows and external doors in the northern, southern and eastern elevations - **Application Permitted**
- h) 13/00452/FUL 9 Whitworth Lane Loughton Milton Keynes MK5 8EB, Single storey rear extension with balcony roof terrace - **Application Permitted**
- i) 13/00642/FUL 79 Bradwell Road Loughton Milton Keynes MK5 8BS, Single storey front extension to provide garage - **Application Permitted**
- j) 13/00562/FUL 32 Linceslade Grove Loughton Milton Keynes MK5 8DT, Single storey front extension - **Application Permitted**

63/13 Verbal Reports/Updates on the following Projects/Issues:

- a) The graveyard extension
- b) Neighbourhood Development Plan
- c) Parish Newsletter

These were deferred until the next occasion

64/13 Cheques for Payment:

All cheques presented for payment were
AGREED

65/13 Date and time of Next Meeting:

Monday 15th July 2013 8:00pm at the Great Holm Community Centre, 87,
Kensington Drive, Great Holm, Milton Keynes

THE CHAIRMAN CLOSED THE MEETING AT 10:30PM

Signed _____ Chair Date _____