

## Loughton Parish Council

**Minutes of the meeting held on Monday 18<sup>th</sup> February 2013 7:30pm at the Loughton Memorial Hall, Bradwell Road, Loughton**

**Present: Cllrs Peter Todd (Chair), Simon Kirkman (Vice-Chair),** Peter Ballantyne, Barry Barrington (until 10:36pm), Andy Dransfield (until 9:33pm), Hilary Dyer, Don Hoyle (until 8:22pm), Andy Sargent, Andy Lovett

**In attendance:** Brian Barton (Parish Clerk)

**Also in attendance:** PCSO James Down and Alexandra Werner (Intern)

**01. Apologies:** Cllr Ray Harrison

**NOTED**

**02. Declarations of interest:**

Cllr Peter Todd declared a non-Pecuniary interest in Agenda item 17 d) in this planning application as he lives near to the property.

**NOTED**

**03. Minutes of previous meetings held on Monday 21<sup>st</sup> January 2013:**

**07. Finance reports:**

d) To delete "Kirkham" and amend to read "Kirkman"

**17. Planning Applications:**

To ensure that it is made clear those decisions as made by Milton Keynes Council and those observations made by Loughton Parish Council and to list them separately.

With the above amendments made the minutes of the meeting were signed by the Chair as a true and correct record.

**AGREED**

**Matters arising from the minutes not on the agenda:**

Cllr Don Hoyle requested that it is added to his statement when he queried the costs for the planting to be undertaken by the Loughton and Great Holm Neighbourhood Action Group, that the costs were £1,500.

**NOTED**

**15. Ward Items:**

**c) Cllr Peter Ballantyne - Litter problems on Great Holm**

Cllr Peter Ballantyne asked Cllr Don Hoyle as to whether he had managed to take the matter regarding litter problems on Great Holm up with Andy Hudson Head of Waste Management at Milton Keynes Council.

Cllr Hoyle replied that he has not yet done so.

Cllr Ballantyne was concerned that the litter problem was still happening.

**NOTED**

#### **04. Questions from Members of the Public:**

There were no questions from members of the public.

**NOTED**

#### **05. Report from PCSO James Down of Thames Valley Police:**

PCSO Down informed the meeting that there had been fourteen (14) offences in last month in the whole of the Loughton Parish Council area.

There were five (5) priority crimes in Knowlhill of criminal damage to vehicles.

Two (2) crimes in Loughton one (1) of actual bodily harm by a group of youths to an individual on London Road, and a theft from a vehicle on Pitchers Lane.

On Great Holm there were two (2) incidences of criminal damage at Lodge Lake, and number plates stolen from a vehicle at Kew Court, there were incidents reported of graffiti and schools were approached to help try and identify tags that were used.

There then followed questions by members.

The Chair thanked PCSO Down for his report.

**NOTED**

#### **06. Standing Orders:**

The Chair circulated to the meeting a revised set of Standing Orders.

After some discussion the following amendments were made:

Page 1 item 1 (f) to add after parish website “and will deliver a hard copy of the summons in addition by email”

Page 1 item 2 to delete “in the month”

Page 1 item 3 to add after to be held on “the third”

Page 8 item 40 (b) to add after appoint “non-voting members” and delete “persons” and delete “and 6”

Page 6 to delete in the heading “County and District” and add “Borough”

Page 6 item 67 to add after to attend to the “Unitary”

Page 6 item 68 Delete “County Councillor for the division”

Page 9 item 51 to add “(d) accounts will be published on the website and the newsletter; copies can also be supplied by the Parish Clerk on request”

Page 11 item 62 to add after directions “(a)” and after Council “(b)”

**RESOLVED**

##### **1. To make the following amendments to the Standing Orders:**

**Page 1 item 1 (f) to add after parish website “and will deliver a hard copy of the summons in addition by email”**

**Page 1 item 2 to delete “in the month”**

**Page 1 item 3 to add after to be held on “the third”**

**Page 8 item 40 (b) to add after appoint “non-voting members” and delete “persons” and delete “and 6”**

**Page 6 to delete in the heading “County and District” and add “Borough”**

**Page 6 item 67 to add after to attend to the “Unitary”**

**Page 6 item 68 Delete “County Councillor for the division”**

**Page 9 item 51 to add “(d) accounts will be published on the website and the newsletter; copies can also be supplied by the Parish Clerk on request”**

**Page 11 item 62 to add after directions “(a)” and after Council “(b)”**

2. **That the Chair to circulate to all members a copy of the amended Standing Orders.**
3. **To ensure that the date is on any document that has been revised so that members are aware of which is the updated version.**
4. **To adopt the Standing Orders as amended.**

Cllr Don Hoyle then left the meeting.

#### **07. Committee Structure:**

a) Terms of Reference for the Finance and Staffing Committee

After some discussion the following amendments were made:

Item 3. To delete all of this item and replace with "That the committee shall a elect a Chairperson"

Item 5. To delete all reference to "of the Council"

Item 18. To add after for scrutiny by the Full Council "seven (7) days after the serving of the minutes to all members"

To add at the end of the paragraph "that any decision made by the Committee that is then called in by a member is suspended until considered by a meeting of Full Council"

To add an item "19. That the summons of meetings will be circulated to all members of the Parish Council"

#### **RESOLVED**

1. **To make the following amendments to the Terms of Reference of the Finance and Staffing Committee:**

**Item 3. To delete all of this item and replace with "That the committee shall a elect a Chairperson"**

**Item 5. To delete all reference to "of the Council"**

**Item 18. To add after for scrutiny by the Full Council "seven (7) days after the serving of the minutes to all members"**

**To add at the end of the paragraph "that any decision made by the Committee that is then called in by a member is suspended until considered by a meeting of Full Council"**

**To add an item "19. That the summons of meetings will be circulated to all members of the Parish Council"**

2. **To adopt the Terms of Reference of the Finance and Staffing Committee as amended.**

b) Terms of Reference for the Planning Committee

After some discussion the following amendments were made:

Item 17. To add after for scrutiny by the Full Council "seven (7) days after the serving of the minutes to all members"

To add at the end of the paragraph "that any decision made by the Committee that is then called in by a member is suspended until considered by a meeting of Full Council"

To add an item "19. That the summons of meetings will be circulated to all members of the Parish Council"

#### **RESOLVED**

- 1. To make the following amendments to the Terms of Reference of the Planning Committee:**  
**Item 17. To add after for scrutiny by the Full Council “seven (7) days after the serving of the minutes to all members”**  
**To add at the end of the paragraph “that any decision made by the Committee that is then called in by a member is suspended until considered by a meeting of Full Council”**  
**To add an item “19. That the summons of meetings will be circulated to all members of the Parish Council”**
- 2. To adopt the Terms of Reference of the Finance and Staffing Committee as amended.**

#### **08. Local Government Pension Scheme:**

Members discussed the Local Government Pension Scheme Discretionary Policy as drafted and circulated by Cllr Barry Barrington.

It is a requirement from Government that such a policy is adopted and implemented.

#### **RESOLVED**

- 1. To adopt the Local Government Pension Scheme Discretionary Policy**

#### **09. Proposed name change to the Parish Council:**

Cllr Hilary Dyer proposed to change the name of the Council to Loughton and Great Holm Parish Council.

Cllrs Dyer and Ballantyne felt that residents felt excluded and that there was very little reference to Great Holm.

After some discussion the meeting felt that there should be a consultation with residents to see if there was support for such a name change.

The consultation would take the form of an online survey on the website, by subscribers to the monthly email and in the newsletter.

#### **RESOLVED**

- 1. To consult with all residents to see if there is support to change the name of the Parish Council.**
- 2. That the consultation to be carried out with an online survey on the website, by subscribers to the monthly email and in the newsletter.**

#### **10. Electoral Boundary Review Consultation:**

Cllr Andy Dransfield updated the meeting on the Electoral Boundary Review, the panel proposed to rename the ward Loughton and the Shenleys and that Crownhill would be moved into the Stony Stratford Ward, the panel will be meeting soon to make a final decision following the second stage of consultations.

Observations by individuals and organisations cannot resubmit the same comments that they had made before.

Cllr Dransfield proposed that Loughton Parish Council writes to the Electoral Boundary Review Panel supporting their proposal that the Loughton Parish Council boundary is co-terminous with the proposed Ward Boundary.

#### **RESOLVED**

- 1. That Loughton Parish Council writes to the Electoral Boundary Review Panel supporting their proposal that the Loughton Parish Council boundary is coterminous with the proposed Ward Boundary.**

Cllr Andy Dransfield then left the meeting.

### **11. Community Emergency Planning Committee:**

a) Minutes of the Meeting held on Monday 4th February 2013 were **NOTED**

b) To also decide the funding required to implement the plan

#### **RESOLVED**

**That if the Community Emergency Plan is invoked then a budget will be set at a meeting of Council.**

### **12. To authorise the payment for the Clerk to complete section 7 the General Power of Competence for the CILCA Qualification:**

The meeting was informed that the cost will be £20 to complete this section with an additional cost of training.

#### **RESOLVED**

- 1. To authorise the payment of £20 for the Clerk to complete section 7 the General Power of Competence for the CILCA Qualification, with an additional cost of training.**

### **13. Loughton Lodge Planning Application:**

a) To determine the Parish Council's position on this application and whether to make representations on the application and in what terms.

Members made the following comments about this planning application:

- Entrance to the proposed site is too close to Danstead Way
- The proposed development will affect the traffic flows
- That there should be a left turn only traffic system or a roundabout installed at the junction into the proposed development
- The proposed flats will affect the skyline as it appears that they will be three (3) storeys high
- The proposed seventeen (17) dwellings backing onto Bradwell Road will mean cars having to back out onto the road and therefore could be dangerous and affect the traffic flow
- The present car park on Lodge Lake could be used by residents and their visitors
- The extra dwellings could have a significant impact on infrastructure and local services

The meeting felt that the Parish Council should object to this planning application on the above grounds. There had been discussions about the possibility of Badminton England donating some land to the Parish Council for community use but no offer had been received as yet.

The Chair and Cllr Andy Sargent will write to Milton Keynes Council.

#### **RESOLVED**

- 1. To object to the Loughton Lodge Planning Application on the following grounds**
  - **Entrance to the proposed site is too close to Danstead Way**
  - **The proposed development will increase traffic flow**
  - **That there should be a left turn only traffic system or a roundabout installed at the junction into the proposed development**

- The proposed flats will affect the skyline as it appears that they will be three (3) storeys high
  - The proposed seventeen (17) dwellings backing onto Bradwell Road will mean cars having to back out onto the road and therefore could be dangerous and affect the traffic flow
  - The present car park on Lodge Lake would be used by residents and their visitors
  - The extra dwellings could have a significant impact on infrastructure and local services
2. That the Chair write to Milton Keynes Council with the above points objecting to the Loughton Lodge Planning Application

b) To resolve to authorise expenditure on the design, printing and delivery of a special A4 double sided colour leaflet to inform residents of the major planning application in Loughton Lodge and the issues which arise out of it and how residents can make representations on the application and what time limits apply.

The meeting authorised the Chair to spend up to about £500.

**RESOLVED**

1. That the Chair is authorised to spend up to about £500 on the design, printing and delivery of a special A4 double sided colour leaflet to inform residents of the major planning application in Loughton Lodge and the issues which arise out of it and how residents can make representations on the application and what time limits apply

**14. Community asset Transfer:**

a) To report on any progress on the stage two (2) application for Loughton Sports and Social Club.

The Chair informed the meeting that he had circulated to all members' details of the Milton Keynes Council panel meeting to discuss the stage two (2) application process, which will be held on Tuesday 5<sup>th</sup> March 2013 at the Saxon Court Offices, all members are welcome to attend and support the Parish Council.

**NOTED**

b) To report on the meeting held on Monday 11th February 2013 at the Two Mile Ash Meeting Place to discuss the asset transfer of the Great Holm Community Centre.

The Chair informed the meeting that he has so far not been able to get in contact with the Chair of the Management Committee but will keep trying to do so.

The Chair will also invite the Chair of the Management Committee to attend the next meeting of the Parish Council to discuss the matter further.

**RESOLVED**

1. That the Chair will invite the Chair of the Management Committee to attend the next meeting of the Parish Council to discuss the asset transfer of the Great Holm Community Centre.

**15. To report on external meetings:**

a) Loughton and Great Holm Neighbourhood Action Group

The minutes of the meeting held on Thursday 7<sup>th</sup> February 2013 were  
**NOTED**

Cllr Peter Ballantyne informed the meeting that he would not be able to attend the meeting of the Parishes Assembly to be held on Thursday 7<sup>th</sup> March 2013, as this would clash with the next meeting of the Loughton and Great Holm Neighbourhood Action Group and therefore is seeking a substitute to attend in his place.

**RESOLVED**

**That the Parish Clerk to arrange a substitute to attend the next meeting of the Parishes Assembly to be held on Thursday 7<sup>th</sup> March 2013.**

#### **16. Ward Items:**

a) To discuss works need to the Millennium Meadow Wildflowers along with the Table/Benches Refurbishment – Cllr Peter Ballantyne

Cllr Ballantyne informed the meeting that the Loughton and Great Holm Neighbourhood Action Group are happy to undertake the table/benches refurbishment and will obtain further financial quotations.

**NOTED**

b) To discuss how to progress the Planters and its Refurbishment - Cllr Peter Ballantyne

Cllr Ballantyne will obtain further financial quotations and bring back to the next meeting of Council for agreement.

**RESOLVED**

**That Cllr Ballantyne will obtain further financial quotations for the planters and its refurbishment and bring back to the next meeting of Council for agreement.**

c) To update the meeting on Lakeview Green Great Holm to designate it as a Village Green - Cllr Peter Ballantyne

Cllr Ballantyne reported to the meeting that Milton Keynes Council has called for more evidence of the use by residents and Cllr Ballantyne is seeking more signatures. Milton Keynes Council will be putting their case for refusal by Friday 1<sup>st</sup> March 2013.

**NOTED**

#### **17. Planning Applications:**

The meeting considered the following pending planning applications and decided on representations as below:

a) 13/00151/DISCON - MacIntyre Care 54 Haddon Great Holm Milton Keynes MK8 9HP - Details submitted pursuant to discharge of 12 (site fencing), 13(wheel cleaning facilities), 16(site compound details/onsite car parking) and 19(tree protection arrangement) attached to planning permission 12/01026/FUL – **No objection**

b) 13/00022/FUL - 37 Edgecote Great Holm Milton Keynes MK8 9ER - Erection of a single story side extension – **No objection**

- c) 12/02647/MKCOD3 - Loughton Manor First School Paynes Drive Loughton Milton Keynes MK5 8FA - Proposed detached teaching facility and associated parking (including new parking layout at Loughton Sports and Social Club) – **No objection**
- d) 13/00056/FUL - 17 Church Lane Loughton Milton Keynes MK5 8AS - Proposed new vehicular crossover –

**Cllr Peter Todd declared a non-Pecuniary interest in this planning application as he lives near to the property.**

**It was proposed to object to this planning application on the grounds that it is not appropriate as the property is in the conservation area.**

**That it would entail the removal of the historic bank.**

**That there is inadequate splay provision to enable cars to enter and leave safely on the bend in the road.**

**That Cllr Andy Sargent to draft a response and circulate to members for comments.**

**RESOLVED**

- 1. To object to this planning application on the grounds that it is not appropriate as the property is in the conservation area.**
- 2. That it would entail the removal of an historic bank**
- 3. That there is inadequate splay provision to enable cars to enter and leave safely on the bend in the road.**
- 4. That Cllr Andy Sargent to draft a response and circulate to members for comments.**

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

- a) 12/02454/FUL - 7 Hatchlands Great Holm Milton Keynes MK8 9DN - Two-storey side extension - **Application Permitted**
- b) 12/02083/FUL - 64 Kensington Drive Great Holm Milton Keynes MK8 9AN - First floor side extension and garage conversion - **Application Permitted**

Cllr Barry Barrington then left the meeting.

**18. Verbal Reports/Updates on the following Projects/Issues:**

- a) The graveyard extension

The Chair reported to the meeting that he had circulated the minutes of the Jubilee Graveyard Committee meeting minutes held on Sunday 3<sup>rd</sup> February 2013 to all members.

The Church had agreed that with the grant from the Parish Council they would rebuild the wall and install gates and work will start shortly when the weather improves

**NOTED**

- b) Loughton play area renewal - To resolve what action is required to be taken  
The Chair informed the meeting that he is awaiting the contract from WREN and then the order for the play equipment can be made.

**NOTED**

- c) Neighbourhood Development Plan

The Chair will progress this matter and arrange for a consultation with residents.



**RESOLVED**

**The Chair will progress this matter and arrange for a consultation with residents.**

d) Conservation Area Review

The Chair reported to the meeting that Peter Howard has now revised the document following on the comments from Officers at Milton Keynes Council and will meet with them. Then it will go out to consultation with residents.

**NOTED**

e) March/April Parish Newsletter

The Chair informed the meeting that the newsletter content will be completed in March and sent to the printers, for delivery in the first week in April.

The Chair requested articles from members.

Cllr Peter Ballantyne requested that a page is set aside for the Loughton and Great Holm Neighbourhood Action Group.

**RESOLVED**

**That a page is set aside for the Loughton and Great Holm Neighbourhood Action Group.**

**19. Cheques for Payment:**

All cheques as presented were authorised.

**AGREED**

**20. Date and time of Next Meeting:**

Monday 18th March 2013 8:00pm at the Great Holm Community Centre, 87, Kensington Drive, Great Holm

The Chairman Closed the meeting at 10:50pm

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