

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

### **Annual Meeting of Council**

**Minutes of the meeting held on Monday 18<sup>th</sup> May 2015, 7:30pm at Holmwood School, Kensington Drive, Great Holm, Milton Keynes**

**Present: Cllrs Peter Todd (Chair),** Peter Ballantyne, Sandra Boland, Andy Dransfield, Hilary Dyer (until 8:51pm), Claire Jones, John Howe, Don Hoyle, Zoe Nolan, Andy Sargent

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

**Also in attendance:** Six (6) members of the public.

#### **FC 01/15 Election of Chair for the Council Year 2015/2016:**

The Parish Clerk presided in the Chair for this agenda item only.

The Parish Clerk asked for nominations for the position of Chair for the Council Year 2015/2016.

Cllr Hilary Dyer proposed and Cllr Zoe Nolan seconded Cllr Peter Todd for the position of Chair for the Council Year 2015/2016.

Cllr Todd accepted his nomination.

Cllr Andy Dransfield proposed and Cllr Don Hoyle seconded Cllr John Howe for the position of Chair for the Council Year 2015/2016.

Cllr Howe accepted his nomination.

There were no other nominations.

The voting then took place as follows:

Cllr John Howe four (4) votes

Cllr Peter Todd six (6) votes

#### **RESOLVED**

**That Cllr Peter Todd is elected Chair for the Council Year 2015/2016**

#### **FC 02/15 To sign the Declaration of Office Form:**

Cllr Peter Todd then signed his declaration of office form.

#### **NOTED**

#### **FC 03/15 Election of Vice-Chair for the Council Year 2015/2016:**

The Chair asked for nominations for the position of Vice-Chair for the Council Year 2015/2016.

Cllr Andy Dransfield proposed and Cllr Claire Jones seconded Cllr John Howe for the position of Vice-Chair for the Council Year 2015/2016.

Cllr Howe accepted his nomination.

Cllr Andy Sargent proposed and Cllr Sandra Boland seconded Cllr Zoe Nolan for the position of Vice-Chair for the Council Year 2015/2016.

Cllr Nolan accepted her nomination.

The voting then took place as follows:

Cllr John Howe four (4) votes

Cllr Zoe Nolan six (6) votes

**RESOLVED**

**That Cllr Zoe Nolan is elected Vice-Chair for the Council Year 2015/2016**

**FC 04/15 To sign the Declaration of Office Form:**

Cllr Zoe Nolan then signed her declaration of office form.

**NOTED**

**FC 05/15 Apologies:**

There were no apologies.

**NOTED**

**FC 06/15 Declarations of interest:**

Cllr Zoe Nolan declared a non pecuniary interest in:

**Agenda item FC 17/15 Planning Applications:**

a) 15/01022/NMA 25 Chawton Crescent Great Holm Milton Keynes MK8 9EG.

As the boundary to her property adjoins the applicant's

**NOTED**

**FC 07/15 Minutes of the previous Annual Meeting:**

The minutes of the Annual Meeting held on Monday 16th June 2014, were **AGREED** as a true and correct record signed by the Chair.

**FC 08/15 Matters arising from the previous minutes not on the agenda:**

**FC 175/15 Ward Matters:**

1) That the Loughton & Great Holm Neighbourhood Action Group requests that the Parish Council write to Adrian Carden, Road Safety Team Manager - Milton Keynes Council, to ask him to implement with a Traffic Regulation Order a two (2) hour waiting limit between 8:00am – 6:00pm Monday to Friday in the Kensington Drive Car Park, Great Holm. – **Cllr Hilary Dyer**

2) That the Loughton & Great Holm Neighbourhood Action Group requests that Tags are added to the double yellow lines on Kensington Drive and Petworth to prevent hazards caused by vehicles parking to load and unload – **Cllr Hilary Dyer**

Cllr Peter Ballantyne proposed that to progress matters, the next meeting is held at Holmwood School on Great Holm, so that residents living nearby the Kensington Drive Car Park and are affected by the overspill car parking, are invited to attend.

The organisations that are situated adjacent to the car park are also invited to attend.

Cllr Peter Ballantyne will ensure that the car parking surveys are included in the papers for the next agenda.

That the proposals are to be put on to the agenda for discussion.

A notice for the meeting will be produced and circulated to residents living nearby and the organisations adjacent to the car park.

**Planning application: 14/00858/FUL and 14/02529/DISCON Two storey side and single storey rear extensions and erection of boundary wall at 29 Goodwood, Great Holm, Milton Keynes, MK8 9AZ**

Cllr Hilary Dyer was concerned that more of the Private Amenity Land appears to have been enclosed than was given permission for.

The strip of land between the side boundary wall and the footpath looks to be only one (1) metre wide, and not 1.5 meters as on the plan, and therefore contravenes the permitted Planning Permission 14/00858/FUL.

Cllr Dyer requested that the Parish Council writes to Milton Keynes Council to ask that an Officer attends from the Building Control Department to inspect the area concerned to ensure that the condition is adhered too.

#### **RESOLVED**

- 1. To discuss at the next meeting a Traffic Regulation Order for a two (2) hour waiting limit between 8:00am – 6:00pm Monday to Friday in the Kensington Drive Car Park, Great Holm, and to request that Tags are added to the double yellow lines on Kensington Drive and Petworth to prevent hazards caused by vehicles parking to load and unload.**
- 2. That the next meeting is held at Holmwood School on Great Holm, so that residents living nearby the Kensington Drive Car Park and are affected by the overspill car parking, are invited to attend.**
- 3. That the organisations that are situated adjacent to the car park are also invited to attend.**
- 4. That Cllr Peter Ballantyne will ensure that the car parking surveys are included in the papers for the next agenda.**
- 5. That the proposals are to be put on to the agenda for discussion.**
- 6. That a notice for the meeting will be produced and circulated to residents living nearby and the organisations adjacent to the car park.**
- 7. That the strip of land between the side boundary wall of 29, Goodwood, Great Holm and the footpath looks to be only one (1) metre wide, and**

**not 1.5 meters as on the plan, and therefore contravenes the permitted Planning Permission 14/00858/FUL.**

- 8. That the Parish Council writes to Milton Keynes Council to ask that an Officer attends from the Building Control Department to inspect the area concerned to ensure that the condition is adhered to.**

**FC 09/15 Questions from Members of the Public:**

15/00824/FUL 117 Linceslade Grove Loughton Milton Keynes MK5 8AD Single storey side and rear extension

This planning application was raised as the neighbours were concerned about the proposed first floor extension to the side (quoted in the planning application as a single storey extension). This will bring the new side extensions upper wall closer to their property and being at a right angle would be overtly overbearing and cause a loss of openness and light.

The proposed plan also shows a window in the new first floor wall directly facing and overlooking the neighbour's property which they felt was wholly unacceptable, causing a loss of privacy.

The neighbours had no objection to the proposed single storey rear extension.

Concern was also expressed about the access to the shared driveway for building work or necessary temporary structural equipment required for safety when the works take place.

Cllrs Andy Dransfield and Zoe Nolan will try to attend the meeting; Cllr Andy Sargent will attend representing the Parish Council.

It was brought to the meetings attention about a temporary structure on scrubland on Redland Drive on Loughton, towards the A5 from the nearby play park.

It appears that there has been some activity involving a number of people living there, who have been taking drugs, and the area needs a deep clean as lots of litter has been accumulating.

The Police have been informed, but has found it difficult to move those living in the structure on, due to a lack of information as to who owns the land.

Cllr Zoe Nolan said that she will pursue the matter.

The Parish Clerk will write to Thames Valley Police, Milton Keynes Council, and the Department of Transport, to also ask Milton Keynes Council to ensure a deep clean takes place in the area.

A resident said that he and his wife had recently moved into their property in Pitcher Lane Loughton, and wanted to purchase a piece of nearby so that they could acquire a parking space.

After making some inquiries it would appear that the land is not owned by Milton Keynes Council, but they cannot seem to make any further progress as regards the ownership.

The Parish Council unfortunately does not have any records that could shed any light on the matter.

The resident said that he will continue to do some more research.

**RESOLVED**

**The Parish Clerk to write to Thames Valley Police, Milton Keynes Council, and the Department of Transport, to also ask Milton Keynes Council to ensure a deep clean takes place in the area, concerning the temporary structure on scrubland on Redland Drive on Loughton, towards the A5 from the nearby play park.**

**Cllr Hilary Dyer left the meeting at 8:51pm**

**FC 10/15 Committees and Working Groups:**

a) To agree the membership of the following committees:

**Finance and Staffing**

Cllrs Peter Ballantyne, Sandra Boland, Andy Dransfield, John Howe, Peter Todd

**Loughton Sports Ground**

Cllrs Peter Todd, Sandra Boland

**Neighbourhood Development Plan**

Cllrs Zoe Nolan, Peter Todd

**Planning**

Cllrs Sandra Boland, Hilary Dyer, Claire Jones, Andy Sargent, Peter Todd

**AGREED**

b) To agree the 2015/2016 Calendar of Meetings

Copies of the 2015/2016 Calendar of Meetings had not be included in the paperwork sent to members, so it was agreed to defer this agenda item to the next meeting for consideration.

Cllr John Howe asked for a copy to be emailed to him.

**RESOLVED**

- 1. To defer this agenda item to the next meeting, as the 2015/2016 Calendar of Meetings had not been included in the paperwork sent to members.**
- 2. That the Parish Clerk to email a copy of the 2015/2016 Calendar of Meetings to Cllr John Howe.**

**FC 11/15 Membership of Outside Bodies for the Council Year 2015/2016:**

To agree the appointments for the Council Year 2015/2016 to the following outside bodies:

**a) Jubilee Graveyard Committee**

Cllrs Andy Sargent, Peter Todd

**b) Hugh Parke Charitable Trust**

Cllrs Hilary Dyer, Andy Dransfield

**c) Milton Keynes Council Parishes Forum**

Cllrs Peter Ballantyne, Andy Sargent

**d) Loughton Sports and Social Club Management Committee**

Cllrs Sandra Boland, Peter Todd

**e) Approved Premises Committee**

Cllrs Hilary Dyer, Zoe Nolan

**f) Loughton & Great Holm Neighbourhood Action Group Liaison**

Cllr Peter Ballantyne

**g) Milton Keynes Association of Local Councils**

Cllr Peter Ballantyne

**h) Shenley Leisure Trust**

Mr Barry Connell, Cllr Don Hoyle

**AGREED**

**FC 12/15 To receive a Crime Statistics Report from Thames Valley Police:**

A report was sent in the absence of PC Tony Deeble, the crime figures for April 2015 were as follows:

**Great Holm**

Assault without injury	<b>One (1)</b>
Burglary in a Dwelling (attempt only)	<b>One (1)</b>
Theft from Person	<b>One (1)</b>

Total 2015	<b>Three (3)</b>
Total 2014	<b>Three (3)</b>

Increase/Decrease from previous year	<b>Four (4)</b>
Crime Related Incidents (CRI's)	<b>One (1)</b>

**Loughton**

Theft from Vehicle	<b>One (1)</b>
Theft in a Dwelling	<b>One (1)</b>

Total 2015	<b>Two (2)</b>
Total 2014	<b>Two (2)</b>

Increase/Decrease from previous year	<b>Zero (0)</b>
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Crime Related Incidents (CRI's) **Eight (8)**

Members queried the low burglary figures, and wondered if this was due to the new reporting system, if this was not the case then was Thames Valley Police confident that their figures were correct.

The Parish Clerk was asked to write to PC Tony Deeble to request his attendance at the next meeting, so that members can discuss the recent anti-social behaviour that has recently taken place on Loughton.

**RESOLVED**

**That the Parish Clerk to write to PC Tony Deeble to request his attendance at the next meeting, so that members can discuss the recent anti-social behaviour that has recently taken place on Loughton.**

**FC 13/15 To report on Members attending external meetings:**

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

The Action Group met last week, a new resident from Great Holm had attended.

The Horticultural Committee recently met and agreed to plant flowers and shrubs on a corner of the village green on Great Holm.

The siting of the bee hotels is still ongoing, the salt bins had been cleaned by volunteers.

The Action Group will be making a scarecrow outside the Loughton Sports and Social Club pavilion in the car park, a consultation exercise will also take place with the public, when the scarecrow trail will be taking place on the 4<sup>th</sup> July.

A consultation will also be taking place two (2) weeks later on Great Holm.

Shrubs will be ordered from the budget held by the Parish Council, and an invoice will be sent to the Parish Clerk shortly, the outstanding balance will be carried forward into the 2015/2016 financial year.

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

Cllr Andy Dransfield said that there had not been any meetings held recently.

Following the local Council elections, the Conservative Party had gained four (4) seats, the Labour Party lost three (3) seats and gained one (1) seat, the Liberal Democrats had gained one (1) seat.

The makeup of the Council was now the Labour Party on twenty-three (23) seats, the Conservative Party twenty-two (22) seats, the Liberal Democrats twelve (12).

No meetings of the Fire Authority have taken place.

The Mayor making meeting will take place this week, and the business meeting will take place the following week.

Cllr Zoe Nolan said that she had attended the Corporate Parenting Panel.

Some of the Select Committees remits have been disbanded.

Task and finish groups covering various topics have been set up.

There then followed questions by Members.

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

There were no other reports.

#### **NOTED**

#### **FC 14/15 To agree to seek quotes for the purchase and installation of rubber parking blocks on the bay's outside Loughton School:**

The Parish Clerk had received an email from the Traffic and Transport Directorate at Milton Keynes Council, saying that they do not approve of the use of rubber parking blocks.

The Parish Clerk was asked to write to the Traffic and Transport Directorate at Milton Keynes Council challenging this policy, and to request a site visit.

Cllr Andy Dransfield will raise the matter with the responsible Cabinet Member.

#### **RESOLVED**

**That the Parish Clerk to write to the Traffic and Transport Directorate at Milton Keynes Council challenging this policy, and to request a site visit.**

#### **FC 15/15 To consider the costs provided by Milton Keynes Council to repairing the pathway at the Loughton Sports Ground:**

Cllr Zoe Nolan informed the meeting that she had recently received a communication from Mr Rob Ward Public Realm Services Manager at Milton Keynes Council, following on from the recent site visit with residents.

Mr Ward has indicated that the cost would be just under £4,000 or as much as £10,000. His feeling is that he should be able to come in at the lower figure but this depends on: -

- Only needing to patch/repair the worst areas of the path.
- The Parish Council being happy for the contractor to use the drain on the Sports Ground.
- The contractor being able to use the pavilion for welfare facilities, this can help to keep the cost down otherwise Milton Keynes Council will have to pay for them to be provided

In addition to this Mr Ward believes that he may have identified a source of funding, but this pot of money is for projects of this nature across the whole of Milton Keynes, and there is already a backlog of works that need to be done, and that the budget is not sufficient to do them all so some prioritisation is needed.



Members asked the Parish Clerk to write to Mr Ward asking that Milton Keynes Council pays for the works to repair the footpath.

**RESOLVED**

**That the Parish Clerk to write to Mr Rob Ward Public Realm Services Manager asking that Milton Keynes Council pays for the works to repair the footpath**

**FC 16/15 To investigate the financing of a litter warden with a view to sharing costs with adjacent Parish Councils:**

Cllr Don Hoyle suggested that due to the amount of litter in some areas that a litter warden could be hired, with the costs shared by other Parish Councils, who would also work in their parish areas, to ensure the best use of the person in post.

After some discussion the proposal was put to the vote, which took place as follows:

**For:** four (4) **Against:** four (4) **Abstention:** one (1)

**The Chair used his casting voted against and therefore the proposal fell.**

**FC 17/15 Planning Applications:**

To determine representations to be made to Milton Keynes Council on any pending planning applications and any other action to be taken that need to be dealt with before the next meeting of the Planning Committee.

**Cllr Zoe Nolan declared a non pecuniary interest on the planning application (as below), as the boundary to her property adjoins the applicant's**

a) 15/01022/NMA 25 Chawton Crescent Great Holm Milton Keynes MK8 9EG Non material amendments to planning permission 14/02343/FUL to omit fence along eastern boundary to Parks Trust demise and define boundary by stepped brick retaining wall

**RESOLVED**

**That the Parish Council has no objection to this planning application**

b) 15/00886/MMAM 8 The Meadway Loughton Milton Keynes MK5 8AN Minor material amendment for variation of condition 1 (approved plans) of application 12/01010/FUL to omit render from external elevations and continue cedar weatherboarding to ground level

**RESOLVED**

**That the Parish Council has no objection to this planning application**

c) 15/00824/FUL 117 Lincelade Grove Loughton Milton Keynes MK5 8AD Single storey side and rear extension

**RESOLVED**

- 1. To oppose this planning application.**
- 2. To raise the concern about the proposed first floor extension to the side (quoted in the planning application as a single storey extension). This will bring the new side extensions upper wall closer to the neighbouring property and being at a right angle would be overtly overbearing and cause a loss of openness and light.**

3. That the proposed plan also shows a window in the new first floor wall directly facing and overlooking the neighbour's property which was wholly unacceptable, causing a loss of privacy.
4. That the Parish Council has no objection to the proposed single storey rear extension.
5. That the Parish Council is concerned about the access to the shared driveway for building work or necessary temporary structural equipment required for safety when the works take place and that permission should be sought by the residents living in the neighbouring property, and any damage should be made good by the applicant.

Co-op, 1-3 Highgrove Hill, Great Holm, Milton Keynes, MK8 9AQ Variation of Premises Licence LICENSING ACT 2003

Cllr Zoe Nolan proposed to oppose the Variation of Premises Licence at the Co-op, 1-3 Highgrove Hill, Great Holm, Milton Keynes, MK8 9AQ, for the following reasons:

- That the Coop Store is in the middle of a residential area and the proposed additional hours are very late into the evening for the purchase of alcohol.
- That there could be the potential for disturbance to nearby residents, and anti-social behaviour if alcohol is consumed nearby after purchase from the store.
- That the Parish Council is concerned that alcoholic products are being stored in a container outside of the premises, which has recently been reported have been broken into, although maybe not a licensing consideration, the store needs to ensure alcoholic products are secured inside the building.

On being put the vote the motion was carried.

Cllr Don Hoyle requested that his vote is recorded against the motion.

#### **RESOLVED**

1. **To oppose the Variation of Premises Licence at the Co-op, 1-3 Highgrove Hill, Great Holm, Milton Keynes, MK8 9AQ.**
2. **That the Coop Store is in the middle of a residential area and the proposed additional hours are very late into the evening for the purchase of alcohol.**
3. **That there could be the potential for disturbance to nearby residents, and anti-social behaviour if alcohol is consumed nearby after purchase from the store.**
4. **That the Parish Council is concerned that alcoholic products are being stored in a container outside of the premises, which has recently been reported have been broken into, although maybe not a licensing consideration, the store needs to ensure alcoholic products are secured inside the building.**

**FC 18/15 Ward Matters:**

**To decide what action to take (including expenditure) in respect of any matters raised by Members**

Cllr Peter Ballantyne reported to the meeting that he had received an email from Mr Luke Cox the Manager of Petworth House on Great Holm, regarding some landscaping that needed attention outside the building.

Cllr Ballantyne had been in contact with the Chair to discuss the matter, as he believed following on from a previous meeting, that the Parish Council had agreed to take over the landscaping service, but was informed by the Chair that the Parish Council had agreed to monitor the contract.

Cllr Andy Dransfield proposed that this agenda item is removed, and that any items for discussion in future are put on the agenda, so that members are aware of what is to be considered in advance.

On being put to the vote the motion was **AGREED**

**FC 19/15 Cheques for Payment:**

All cheques as presented were authorised for payment.

**AGREED**

**Date and time of Next Meeting:**

Monday 15th June 2015 7:30pm at Holmwood School, Kensington Drive, Great Holm, Milton Keynes

**RESOLVED**

**To agree to hold the next meeting on Monday 15<sup>th</sup> June 2015 at 7:30pm, and to change the venue of the meeting to Holmwood School, Kensington Drive, Great Holm, Milton Keynes.**

**THE CHAIRMAN CLOSED THE MEETING AT 10:31PM**

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