



# Loxwood Parish Council

Minutes of the Loxwood Parish Council meeting held on Tuesday 4th June 2024 at 8.00pm.

**98/2024 ATTENDANCE:** Parish Councillors: Valerie Woods (Chair); Sarah Dobson; Rick Kelsey; Roger Newman; Annette Gardner; Charles Todhunter; Jamie Lynch. CDC Gareth Evans and one member of the public.

APOLOGIES FOR ABSENCE – None.

**99/2024 DECLARATION OF MEMBERS INTERESTS:** None.

**100/2024 MINUTES OF THE LAST MEETING –** The Parish Council **RESOLVED** that the Minutes of the Parish Council meetings on 7<sup>th</sup> May 2024, and the Planning Committee Minutes of the 7<sup>th</sup> May 2024 as amended are accurate accounts of those meetings.

The Adjournment item of the Planning Committee was amended to the following

“A member of the public who lives in Brewhurst Lane requested some assistance in speeding up a response from the Enforcement Officer at Chichester District Council with regard to her complaint of a planning breach that a sand school located behind her house was being used for commercial purposes and not private use as per the condition of the planning permission set out in 1998. The resident has not heard from the Enforcement Officer since February this year”.

**101/2024 APPENDIX 1 ACTION POINT LIST:** The Parish Council updated the list of Action Points from previous meetings.

**102/2024 PUBLIC PARTICIPATION –** A resident addressed Cllr Todhunter in his role as District Councillor over some queries the resident had previously raised.

**103/2024 REPORT FROM WSCC JANET DUNCTON-** See attached report.

**104/2024 REPORT FROM CDC GARETH EVANS AND CHARLES TODHUNTER-** See attached report. The Old School House planning appeal had been dismissed.



**105/2024 SEWERAGE:** Discussion as to the drafting of a further letter to OFWAT and completion of the CPRE Sewerage spills survey.

Southern Water had confirmed the sewerage works at the Thakeham site would be carried out on 7<sup>th</sup> July so no letter was required at this time to Ofwat but would be reconsidered if the works did not go ahead.

The retired resident drainage consultant advised that he felt the CPRE Sewerage spillage survey would not be worthwhile completing as evidence for a Grampian Condition to be imposed on new development. He felt a Grampian Condition for sewerage infrastructure would have no solution to the current problem which will only be solved by investment from Southern Water. However, the Parish Council asked for the survey to be completed.

**106/2024 APPENDIX 2 GRANT APPLICATION:** North Hall Singers- £500. The Parish Council **RESOLVED** to approve a grant of £500 recognising the benefits the group brought to resident members and their audiences alike.

**107/2024 LITTER PICKING EVENT:** Discussion regarding reimbursement of member expenditure on safety signs for the next event at £96.00.

The Parish Council thanked those involved in the event and **RESOLVED** to reimburse the member the £96 for the safety signs which the Parish Council felt were an essential requirement for the event.

**108/2024 FINANCE:**

**108.1 BANK RECONCILIATION FOR MAY AND ACCOUNTS FOR PAYMENT** -The Parish Council **RESOLVED** to approve and authorised the Chair to sign:

- the May bank reconciliations.
- the payments schedule for June.

**108.2 FINANCIAL REGULATIONS:** The Parish Council **RESOLVED** to approve the update Model Financial Regulations as edited by the Clerk and proposed monetary values where required.



**109/2024** NEIGHBOURHOOD PLAN: The Parish Council noted there were no further applicants to become members of the Steering Group and agreed to advertise further on Facebook.

The Call for Sites letters had been sent out to HELAA site proposers and all residents of Loxwood and completed forms were awaited.

The Parish Council had interviewed their preferred applicant to produce a Design Code but had not been convinced by her suggestion for a Spatial Strategy and the CDC Neighbourhood Plan Officer had not thought this approach to be substantial enough if the activity were to be carried out. The Officer had also commented that the CDC Local Plan had addressed Design quite thoroughly for the District.

After much discussion Cllr Todhunter Proposed and all agreed to **RESOLVE** that a Design Code not be produced but the Design detail be incorporated within the main Neighbourhood Plan and enhanced with photographic examples from around the Parish of good design.

**110/2024** TRAFFIC CALMING:

**110.1** CONSULTATION. Six comments on the proposals had been received since the consultation started and many commented that physical calming would be preferential. Councillors commented that a safety audit had ruled out physical calming along the narrow road and could not be entertained if the proposal were to be accepted by WSCC Highways.

The drop in event were planned for 11<sup>th</sup> June and 19<sup>th</sup> July 4 to 8pm. The rota of Councillor attendance was to be circulated.

**110.2** RADAR GUN: Consideration of purchasing a replacement Radar Gun at a cost of £200 to £300.

The radar gun had to be purchased on the community speed watch website to be authorised by the police. Cllr Todhunter having reviewed the most appropriate radar gun which was included in a community kit to include other equipment needed for the activity as well as a more suitable radar gun than previously used at a cost of £516 net and this was **RESOLVED** as approved.

**111/2024** UPDATES AND ITEMS FOR DISCUSSION **AS TIME ALLOWS**: -

- (a) Highway/Roads. Nothing further.
- (b) Property Flood Resilience. Nothing further.
- (c) School. *See Clerks Report*. A grant application was to be sent out to the parent.



(d) North Hall. Nothing further.

(e) Heritage Trail. A report on funding had been received. The Parish Council **RESOLVED** the current funding input was sufficient and would not wish to expand and invest further in the Trail.

The Parish Council felt a superb job has been done and sent grateful thanks to the resident who had achieved this on behalf of the Parish. If further leaflets were required in the future the Parish Council would be happy to fund those as well as any notice board maintenance but further enhancements were not currently within the feasibility of Council finances. The Clerk was asked to write to the resident to explain this.

(f) **APPENDIX 4** Annual Parish Meeting Feedback. Feedback suggested more advertising with more banners was required and interesting speakers and subjects to be included at the event.

**112/2024** CYBER SECURITY PRESENTATION EVENT 23TH JULY 2024 7.30pm: The event was to be advertised at the Doctors Surgery and Church.

**113/2024** NEWSLETTER ARTICLES. Cyber security event, What If training 17<sup>th</sup> and 24<sup>th</sup> September. 19<sup>th</sup> July Drop in event 4 to 8pm.

**114/2024** ITEMS FOR THE NEXT MONTH'S AGENDA- None suggested.

DATE OF THE NEXT MEETING Tuesday 2<sup>nd</sup> July 2024.

The meeting closed at 9.50pm



## Clerk's Report to the Minutes of 4<sup>th</sup> June 2024.

### 12. NEIGHBOURHOOD PLAN:

CALL FOR SITES: CDC have queried as to why the Call for Sites was not sent to HEELA site proposers. This was considered by the consultant and felt to be a good idea and CDC have sent an amended letter addressed to "site proposers" to all HEELA developers in addition to the letters sent to residents.

The Call for sites is now on the website together with form for completion.

STEERING GROUP No further applications have been received and Councillors to make a decision on the formation of this group or else to manage the process within the Parish Council.

### DESIGN CODE/ DESIGN GUIDANCE

Consideration as to whether Design Guidance Spatial Strategy would be acceptable and in the light of the fact that applications for Technical Support from AECOM may once again be submitted. CDC have been asked to comment on this.

### 13. TRAFFIC CALMING CONSULTATION

13.1 Workshops 11<sup>th</sup> June and 19<sup>th</sup> July rotas for attendance are required.

Forms for completion completed by the clerk and passed to the first rota for passing on.

The Clerk has asked the consultants for an updated on the cost of the proposals and funding to be discussed in due course but Reserve provision should be made on the receipt of any CIL from CDC as anticipated in October.

### 14. c) School

Correspondence received from a parent and response from the Clerk and nothing further has been received. Council to discuss and consider if a grant application is appropriate.

I recently attended a Parish Council meeting to ask for your help in addressing some issues at Loxwood Primary School.

After careful consideration and extensive consultation with the school, we have identified a pressing need for a dedicated space to support children with Special Educational Needs (SEN) at our school. Our goal is to create a tranquil and secure environment on the school grounds, possibly in the form of a log cabin or similar structure. This dedicated space will serve as a sanctuary where struggling children can find solace and access tools to regulate their emotions effectively, allowing the rest of the class to be able to engage in their learning without disruption.

I am writing to explore the possibility of receiving assistance from the Parish Council to help fund this crucial project. Fortunately, we have a family friend who specialises in constructing such buildings and has generously offered a substantial discount for this cause. While parents are actively engaged in fundraising efforts, I firmly believe it is



essential for the Parish Council to get involved and provide some much-needed support to our community's school.

The ongoing surge in new family homes being built in the area has led to a corresponding increase in the number of children attending Loxwood School. This underscores the urgency and importance of our plea for assistance. Investing in such a space is not merely a response to immediate needs but also a proactive measure to address the growing demands of our expanding community. There are a high number of SEN children within Loxwood Primary which is also likely to increase with incoming numbers. This investment will have a lasting impact, benefiting not only the current generation of children at Loxwood School but also future generations of Loxwood residents. By supporting this initiative, the Parish Council can demonstrate its commitment to nurturing the well-being and development of our youth, an area many in the community feel is currently overlooked by the Parish Council.

I would be grateful for the opportunity to discuss this proposal further with you and appreciate any guidance you can give. Your consideration of this matter is greatly appreciated, and I look forward to working collaboratively to provide much-needed support for our community's children.

Kind regards,

Response from Clerk:

Thank you very much for coming back to the Parish Council and what you are proposing is fantastic and so important for parents to be involved.

The Parish Council will need to discuss this initially themselves and I suggest they do that and then come back to you.

As you know the PC are not able to use Funding from housing development known as Community Infrastructure Levy (CIL) for the School as this is pre directed to WSCC by the Planning Authority for Education but they do have a small pot of money for grants every year which they allocate according to need.

The PC will discuss as to whether your project is appropriate if they consider it is I will send you an grant application form for completion which normally requires three quotes for any work proposed, but as the work is being offered at a discount this won't be necessary in your case.

You have to be aware our grant pot this year is £10K and there are many bidders for the money so I imagine you will need to find other funding sources as well.

14. d) HERITAGE TRAIL. Funding update to be circulated when received.