



Loxwood Parish Council

Minutes of the Annual Meeting of the Parish Council of Loxwood held on Tuesday 7th May 2024 at 8.00pm.

69/2024 ATTENDANCE: Parish Councillors: Rick Kelsey (Chair); Roger Newman; Valerie Woods; Sarah Dobson; Jamie Lynch, Annette Gardner. CDC Gareth Evans (left the meeting at item 93/2024); Janet Duncton (left the meeting after item 89/2024). Jane Bromley, Clerk. One member of the public.

APOLOGIES FOR ABSENCE: Apologies received and accepted from Parish Councillor Charles Todhunter.

70/2024 ELECTION FOR A CHAIR for the forthcoming year. Nominations had been received from Counsellors Woods and Dobson. Counsellor Dobson proposed to stand aside for **Counsellor Woods** who was proposed by Counsellor Kelsey as **Chair** and all in favour.

Cllr Woods took over the meeting as Chair at this point.

71/2024 DECLARATION OF MEMBERS INTERESTS AND DELIVERY OF COUNCILLORS OF THEIR REGISTER OF INTEREST FORMS: All updated forms have been received and there were no declarations of interests for this meeting.

72/2024 ELECTION OF VICE CHAIR for the forthcoming year. Counsellor Kelsey proposed **Counsellor Dobson** who accepted the proposals for **Vice Chair** and all were in favour.

73/2024 PLANNING COMMITTEE election for Chair and Vice Chair.

Counsellor Kelsey proposed **Counsellor Todhunter** who had previously expressed his willingness to stand as **Chair of Planning** and all were in favour.

Counsellor Lynch expressed an interest to become **Planning Vice Chair**, proposed by Counsellor Gardner and all were in favour.

74/2024 FINANCE COMMITTEE election for Chair and Vice Chair.

Counsellor Newman was proposed by Counsellor Woods for **Finance Chair** and all were in favour.

Counsellor Kesley was proposed by Counsellor Newman to fill the position of **Finance Vice Chair** and all were in favour.



75/2024 **APPENDIX 1** RESPONSIBILITIES LIST The list was updated and would be added to the website.

76/2024 READOPTION OR AMENDMENT OF [STANDING ORDERS](#) The Standing Orders as published were RESOLVED as Readopted.

77/2024 READOPTION OR AMENDMENT OF [FINANCIAL REGULATIONS](#). The Finance regulations as published were RESOLVED As readopted with the caveat that an updated version of the Financial Regulations was currently being drafted by NALC and therefore, they would be reconsidered at a later date this Council year.

78/2024 READOPTION OF [CODE OF CONDUCT](#). The Code of Conduct as published were RESOLVED as readopted.

79/2024 READOPTION OR AMENDMENT OF TERMS OF REFERENCE for the [Finance](#) and [Planning](#) Committees. The Terms of reference were RESOLVED as Readopted with no changes.

80/2024 **APPENDIX 2a and 2b** ANNUAL ACCOUNTING RETURN and ANNUAL GOVERNANCE STATEMENT FOR THE YEAR ENDED 31st MARCH 2024 APPENDIX 2b INTERNAL AUDITORS REPORT- The Parish Council RESOLVED to approve the Annual Return for the year 2023-2024 as set out in Appendix 2a which would be signed by the Clerk and Cahir and published on the website as well as being sent for External Audit.

Cllr Newman congratulated the Clerk on her work in achieving a successful Audit report.

81/2024 APPOINTMENT OF INTERNAL AUDITOR FOR THE YEAR TO 31st MARCH 2025- The Parish Council RESOLVED to appoint the internal auditor Mike Platten of April Skies Accounting for the forthcoming year's Internal Audit.

82/2024 REVIEW OF COUNCIL'S MEMBERSHIP TO EXTERNAL BODIES. WSALC. NALC. Zoom. Rialtas Suite And Weebly Website Software. Royal Mail PO Box. Telecoms World (mobile phone contract). Phoenix Software (email accounts). ICO.

The Parish Council RESOLVED to continue with the subscriptions to the listed bodies.

83/2024 **APPENDIX 3** POWER OF GENERAL COMPETENCE: The Parish Council RESOLVED to Readopt the Power of General Competence for 2024/2025 noting the Council was eligible to do so.



84/2024 SET THE DATES AND TIMES AND LOCATIONS OF THE YEAR'S PARISH COUNCIL MEETINGS. The Parish Council RESOLVED to set Planning and Parish Council meetings to take place on the first Tuesday in the month starting at 7.30pm with Planning and 8pm with the Full Council meeting. The Planning Meeting would start at 7pm if extra time was required. The Parish Council RESOLVED that Finance Meetings would be held in April and November dates to be decided nearer to the time.

85/2024 MINUTES OF THE LAST MEETING – The Parish Council RESOLVED that the Minutes of the Parish Council meetings on [2nd April 2024](#), and the Planning Committee Minutes of the [2nd April 2024](#) are accurate accounts of those meetings.

86/2024 **APPENDIX 4** ACTION POINT LIST: The Parish Council updated the list of Action Points from previous meetings.

87/2024 PUBLIC PARTICIPATION – No speakers.

88/2024 REPORT FROM WSCC JANET DUNCTON- See attached report. Grant funding opportunities were mentioned for activities in the South Downs National Park.

89/2024 REPORT FROM CDC GARETH EVANS AND CHARLES TODHUNTER- See attached report. Cllr Evans felt a letter circulated by MP Griffiths has caused confusion and confirmed there is a total of 220 homes allocated for Loxwood and not an additional 220 on top of the original 220.

Crouchlands Developers have confirmed they would be going to appeal.

90/2024 BILLINGSHURST EMERGENCY ASSISTANCE TEAM (BEAT)- Defibrillator monitor donation £250: The Parish Council RESOLVED a £250 donation to BEAT who had recently replaced the defibrillator at the Old Village Stores telephone box and the Council expressed their gratitude to BEAT for the service of monitoring they offer.

91/2024 BANK RECONCILIATION FOR APRIL AND ACCOUNTS FOR PAYMENT -The Parish Council RESOLVED:

- To authorise the Chair to sign the April bank reconciliations as approved, and agreed the payments as shown on the circulated schedule to be paid.
- To authorise that the Direct Debit and Standing Order payments as set out below, have ongoing approval for payment for the year ahead.
 - Royal Mail PO Box £35.50 p/m
 - Telecoms World- Business mobile contract ££20.99 p/m
 - Phoenix Software £44.73 p/m



- PWLB Capital repayment and interest biannually
- ICO £40 annually
- Gatwick Area Conservation £10 annually.

RESOLVED

92/2024 ANNUAL PARISH MEETING 17th May 2024 7.30pm NORTH HALL: See Clerk's Report. The Parish Council discussed arrangements for the event.

93/2024 NEIGHBOURHOOD PLAN PREPARATIONS FOR CALL FOR SITES: See Clerk's Report. Design Code: The Parish Council discussed the need for a Design Code ahead of any serious drafting of the Neighbourhood plan and the Council RESOLVED to go ahead with a consultant, to be funded from Reserves.

The two Consultants that had been recommended by their Neighbourhood Plan Consultant were comparable but the Council would like to instigate a Zoom call with the preferred Consultant one before making a final decision. The Clerk would arrange this.

Call for sites: The Call for sites letter was RESOLVED as approved as recommended by the NP Consultant. It would be sent by letter to the Parish and also advertised on the website. The period of the Call was to be 1st June 2024 to 13th July 2024 a six- week period. The Call would also be advertised in the Church Newsletter.

94/2024 TRAFFIC CALMING CONSULTATION PREPARATIONS FOR GENERAL LETTER TO RESIDENTS. See Clerk's Report. The letter was RESOLVED as approved as drafted with an amendment to make the matter of funding a requirement for progression of the proposals clear. The consultation would be sent out in the same envelope as the Call for Sites and the period of Consultation would run from 1st June 2024 to 31st July 2024. A webpage was being formed for the website with all documents relating to the consultation as well as the presentation to be made at the Annual Parish meeting on 17th May 2024 which would introduce the consultation.

Drop in events to present the proposals would also be offered on 11th June 2024 4pm to 8pm in North Hall and 19th July 2024 4pm to 8pm in North Hall.

95/2024 UPDATES AND ITEMS FOR DISCUSSION AS TIME ALLOWS: -

- (a) Highway/Roads. Nothing further to report.
- (b) Property Flood Resilience. Nothing to report.
- (c) School. Nothing to report.
- (d) North Hall. Nothing to report.
- (e) Heritage Trail. A funding discussion item would be included on the June agenda.



96/2024 NEWSLETTER ARTICLES. Call for sites/ Traffic Calming.

97/2024 ITEMS FOR THE NEXT MONTH'S AGENDA and DATE OF THE NEXT MEETING
Tuesday 4th June 2024.

The meeting closed at 9.15pm

Clerk's Report to the Agenda of 7th May 2024.

92/2024 ANNUAL PARISH MEETING:

1. AGENDA:

- WELCOME and the Council's year and year ahead from the Chair
- TRAFFIC CALMING PRESENTATION of Proposals for Application to WSCC from Dominic Smith I-Transport
- ACTIVITIES of the Church from Reverend James Forward.
- NEIGHBOURHOOD PLAN Update from Cllr Charles Todhunter.
- QUESTIONS ON ANY MATTERS.

Refreshments served.

2. ADVERTISING:

Banner is up in the Village Centre.

Newsletter Article in the May addition.

Website and Facebook post.

3. REFRESHMENTS:

Wine, soft drinks and nibbles to be arranged by the Clerk catering for around 30 to 40.

4. SETTING UP AND CLEARING UP.

Tea towels, Napkins and tin foil to be brought along- Allocate.

Setting up and clearing away Chairs, tables and microphone system arrive 6.30pm – Allocate.

Setting out food and drinks and clearing away food- Allocate.



93/2024. NEIGHBOURHOOD PLAN:

DESIGN CODE

The funding for Technical Support offered free from AECOM via Locality was not successful and the Parish Council are looking into funding a consultant for this task. The Neighbourhood Plan Consultant recommended the following and quotes from them have been obtained:

1. I would recommend them strongly. They worked on the Datchet Design Guide which was an evidence document for the Datchet NP that we supported, and was actually adopted by the local authority as a supplementary planning document (https://www.datchetparishcouncil.gov.uk/Helpful_Planning_info_1354.aspx)
2. have been recommended by a fellow neighbourhood planning consultant who has worked with them on a couple of projects. They are London-based but cover other areas. Most recently they worked on the Lavenham NP Review (Suffolk). The Lavenham NP review is still at examination but the Design Guide is available to review here www.lavenhamnp2.onesuffolk.net/assets/Submission-documents/Design-Guide-2023.pdf

The Clerk has had initial conversations with both. 1. Currently works for CDC on a contracted basis to work on one particular development proposal situated in Chichester but is well versed in the Emerging CDC Local Plan Policies. She has limited time currently but her quote will advise re this. 2. Both Self Employed and employed with availability straight away has a lot of experience with Parish Council's Design Codes.

1 & 2 have offered an initial quote (**circulated separately**) and the Council to decide if they want to interview applicants or pose any questions via email. Or else await any further funding available for application and delay the NP progress by 2 to 3 months.

CALL FOR SITES

The Neighbourhood Plan Consultant has provided the following text for the Call for sites and the quote for the letter to be sent around the whole Parish from Arundel District Council is £113.50 plus the 2nd class postage which is currently 65p which form 900 homes is £585 a total of £698.50.

[Loxwood Neighbourhood Plan Review](#)

[27th May 2024](#)

[Call for Sites](#)



As you may be aware, Loxwood Parish Council is in the process of reviewing its Neighbourhood Plan for the parish. The current made Plan runs from 2013 to 2029 and the review will extend the period it covers to 2037. As part of this, we are considering the merits of making new site allocations for development. We are therefore requesting that landowners in the parish put forward sites that they have an interest in being considered for development.

If you wish for your land to be considered for allocation in the Neighbourhood Plan Review, then please complete the form overleaf.

We are primarily looking at sites for residential use but would request that, along with your response, you include the following:

1. A clear statement of which types of development you wish your land to be considered for, e.g. residential, employment, etc. If the site is predominantly proposed for residential use but you would also be willing for some of the land to be used for community facilities, e.g. play spaces, community buildings, sports facilities, etc, please state this clearly.
2. The area of the land in hectares.
3. A plan which clearly shows the location and extent of the land that you wish to be considered, overlaid on a clear map base (an Ordnance Survey map base is preferable).
4. An understanding of how the site would be accessed by vehicle and opportunities for linking in with existing footpath/pavement and cycle routes.
5. A clear statement explaining your relationship with the land (e.g. owner, promoter) and any legal restrictions on its use.
6. When the land would be available for development (e.g. within 5 years, 5-10 years, 11-13 years).

It is understood that any response represents a draft position and at this stage does not automatically bind a landowner to make any such provisions. Equally however, the Neighbourhood Plan Review can only propose to allocate sites if they are demonstrably deliverable and this is a matter which you may wish to address in your submission.

The deadline for your response is 13th July 2024.



We would appreciate it if you would reply, either in hard copy or preferably by email, directly to: -

Mrs Jane Bromley
Loxwood Parish Council
PO Box 1094
Horsham
RH12 9YS

clerk@loxwood-pc.gov.uk Tel: 07845 642880

If you have any questions specific to this request, please contact Mrs Bromley directly.

Site name	
Site address (postcode or What3words location is suitable)	
Site area (hectares) – please show site area on a suitable map base	
Is the submission being made by the landowner? If not, then please explain the relationship with the landowner	
Proposed number of dwellings	
If departing from a density of 20-25 dwellings per hectare, please explain why this is necessary and how this can be achieved.	
Other non-residential uses proposed (if any)	
Please explain how and where vehicular access would be achieved	
Please explain how and where pedestrian access would be achieved	



Are there any covenants on the land?	
When would the land be available for development? (within 5 years, 5-10 years, 11-13 years)	
Any other relevant information	
Contact details of main contact: Name Company (if relevant) Address Contact number Email	

The Council to discuss other forms of advertising the Call for Sites:

- RH14;
- Newsletter;
- Banner;
- Website;
- Facebook;

The Clerk Recommends the start date be 1st June with a deadline 6 weeks from publication. It is not advised that individual landowners be written to as this may prejudice the Call for sites as being swayed towards certain sites.

94/2024. TRAFFIC CALMING CONSULTATION

I-Transport are to provide the A1 posters for display for drop in events. The first of these is the Annual Parish Meeting.



Thereafter dates of further drop in events to be agreed.

Newsletter for June sent in in May to contain details of these events plus direction to the online presentation on the PC website. Facebook will also point to this.

Parish Council to consider whether a further letter be included in the Call for Sites delivery to advise of the Traffic Calming Consultation. The same deadline could apply.

Proposed Letter to residents.

27th May 2024

Dear Resident

Many of you have commented to the Parish Council on the Speed of Traffic along the B2133 through our Parish. This has been a concern for many years and the recent development by Thakeham Homes has created a number of design features along the road to remove the confidence away from speeding drivers to drive fast.

The Parish Council would like to augment this and with more development expected in Loxwood they wanted the Parish to determine what is needed rather than house builders who may be required to contribute to this.

The Parish Council therefore consulted with a Traffic Consultant who recently presented his proposals at the Annual Parish Meeting where the designs were also displayed for residents to view and to comment upon.

The Council wants to make sure everyone has had a chance to look at the designs and comment. They are therefore proposing two further drop in events to display the designs and be available to chat to about the proposals.

The dates are:

Tuesday 11th June 4pm to 8pm

Friday 19th July 4pm to 8pm

And the drop in events will be in the main hall at North Hall, Loxwood. Councillors will be on hand to take you through the designs.

In addition, you are able to view the presentation and designs on the Parish Council website [www.loxwood-pc.gov.uk/Traffic Calming Proposals](http://www.loxwood-pc.gov.uk/Traffic%20Calming%20Proposals).

The consultation starts on 1st June 2024 and all comments to be in by the end of July please.

The comments will then be reviewed by the Parish Council with a view to considering amendments and a final design will be used to apply via the West Sussex County Council Community Highways Scheme for the Scheme to proceed through the process of adoption by them depending on the availability of funding.



Please find attached below a comments form or a word document is available on the website.

Yours faithfully

LOXWOOD PARISH COUNCIL

Loxwood Parish Council- Traffic Calming Consultation.1st June 2024 to 31st July 2024.

Proposal Plan Number and Location	Comment	Comment Summary.

