

# Loxley Parish Council

## **Minutes of the Meeting held at Loxley School on Tuesday 8<sup>th</sup> May 2018 at 19:30**

Present: Glynn Jones, Chair (GJ), Justin Whitehorn (JW), Maria Garcia (MG), Peter Gregory Hood (PGH), Dan Bake, Ken Osborne

In Attendance: Penny O'Donnell, Richard Parsons

Apologies: Samantha Thomas, Izzi Seccombe

### **1. Election of Chair**

GJ noted that while he would be willing to stand for Chair again he would support other Councillors volunteering or nominating residents. A key requirement would be that the candidate had the support and confidence of other Councillors.

GJ was proposed by : Justin Whitehorn  
And seconded by: Peter Gregory Hood.

### **2. To receive apologies and approve reasons for absence**

Apologies were received and approved from Samantha Thomas and Izzi Seccombe.

### **3. Declaration of interests in any item in the agenda**

No interests were declared.

### **4. To approve the minutes of LPC meeting held on 24<sup>th</sup> October 2017**

The minutes of the meeting held on 13<sup>th</sup> March 2018 were read and a number of minor amendments were confirmed. GJ to amend and to post on the website.

### **5. To receive any representations from the public**

Richard Parsons enquired about whether the grill / drain at the bottom of Dancers drive has been cleared. Richard noted the gully buster may be too large so MG agreed to approach the lengthsman to see whether he could clear it. And RP noted his main concern that the 'culvert' under the Goldicote Road at the bottom of Dancers drive was blocked and may have been inadvertently blocked. Richard requested Izzi's email address and would send her an email.

**Action : MG to contact the lengthsman regarding the blocked grill.**

**RP to email IS regarding the blocked drain / culvert under Goldicote Road.**

## 6. Matters arising from minutes of the last meeting not covered in the agenda

KO noted that Loxley had been included within the 'Safer Schools' programme which hopefully would lead to significant improvements in the vicinity of the school. The designation follows the meeting held at the school with a variety of involved partners / organisations. Importantly, the bid was supported by County Councillor Izzi Seccombe and the meeting unanimously recorded their thanks to her for this support which was key to securing funding. The funding is considered to be in the region of £150,000 and will be spent by WCC highways department.

**Action: GJ to email Izzi a thank you**

## 7. Clerks Report

Clerk due to unforeseen circumstances was unable to attend. Separately, ST and JW will meet to review finances in advance of the annual meeting.

**Action: ST and JW to meet prior to the annual meeting and review finances, including priorities for funding in 2018/19.**

## 8. Planning / Loxley NDP

### a) Planning

Recent application circulated by ST which is a re-submission of the original planning application.

**Action: GJ to review planning application and confirm the application is unaltered. Assuming this is confirmed, GJ to request ST submit 'no objection' to application.**

### b) NDP update

*Revised draft plan for consultation*

JW noted that the agreed revisions have been made. A number of other minor alterations were noted at the meeting by JW, PGH and KO.

**Action: GJ to make minor amendments to draft plan**

*Cover letter to be sent to households from LPC*

GJ outlined the process with a cover letter to be sent out by LPC and to include a questionnaire which could be filled in on-line or by returning the hard copy.

JW noted the desirability of the NDP working group meeting before the annual meeting to review proposals.

JW also noted the consultants' 'toolkit' which identified all the tasks that needed to be done prior to the consultation period. JW and GJ had met to discuss these separately and were confident that these could all be completed.

*NDP questionnaire*

GJ outlined the proposed survey which was focused on the key concerns namely the site allocations. GJ further noted that the working groups were likely to hold other consultation events. DB was concerned that the survey was not going out to all voters but just one per household, where in reality there may not be agreement between voters within households.

GJ agreed with DB but noted that if there was a disagreement then in effect votes would cancel themselves out, LPC would still have a statistically significant sample and the additional work required would be quite significant. This would also be going well beyond what was required and it was only really necessary to ensure a good representative sample as this was the consultation plan. Every voter would still have their say on the final draft.

Councillors agreed that a sample would be sufficient – particularly given that a survey would be provided for every household.

Karen Jones would undertake the analysis and set up the on-line survey in survey monkey.

**Action : KJ to put questions into survey monkey and generate unique reference numbers for printing and distribution this weekend. Survey live from the 16<sup>th</sup> May 2018 (and will run to Thursday 5<sup>th</sup> July 2018).**

*Distribution of questionnaire*

**Action: DB, JW and GJ to distribute this weekend.**

- **GJ to produce, print and drop off letter and surveys**
- **JW to distribute to Loxley Park and all houses up to the bend prior to coming into the village including - Meer Hill Farm, Oldborough Drive, the Victorian cottages, Pastures and Grove Farm.**
- **GJ to distribute to all houses in the village up from DBs house**
- **DB to distribute to all other houses along the Stratford road and Loxley Bushes Lane**

*Consultation period*

JW proposed that an advertisement with the Stratford Herald be placed detailing the consultation period for the Loxley NDP following on from the annual meeting. This should be with the Herald on the Monday 21<sup>st</sup> May and would therefore appear on the Thursday 24<sup>th</sup> May. This would effectively be the start date for the six week consultation period which would end on Thursday 5<sup>th</sup> July 2018.

Survey questionnaires and the cover letter from LPC would be distributed in advance of the public meeting and the on-line survey would be available from the date of the annual meeting.

**Action: JW to inform Stratford Herald, landowners and agree with Neil the other statutory stakeholders to be consulted. GJ to contact Grapevine (GJ to send wording to JW).**

*Consultation events*

Agreed that the NDP working group would hold other events if it was felt these were required. Meeting agreed that LPC would not necessarily need to hold separate consultation events.

**Action: GJ to ask at annual meeting what consultation events the residents would find of value**

## **9. Playing Field & Equipment**

### **a) Repair of the multi-play area**

**Action: MG will check whether lengthsmen can do. If not DB will investigate other contractors.**

### **b) Park benches**

DB looking into. The contact is currently experiencing some difficulties presently but DB will pursue in due course.

**Action: DB to bring forward to the next meeting (after the annual meeting)**

### **c) Playing field committee**

Julie Fewins the chair of the Environment Group has also agreed to join Committee.

**Action:**

**JF to advertise at the annual meeting – opportunities to become involved in the Group or to volunteer for specific activities depending on interest (community garden, field footpaths, playing field, litter picking etc).**

**JF/ DB to encourage interested residents to join the Play Field Committee.**

### **d) Community planting scheme**

DB noted that week last Saturday environment group had a consultation event. The event attracted several residents including two parishioners keen to become actively involved with the garden, including potential use of contact with digger to reprofile the site.

**Action : Jule Fewins to provide feedback of event in forthcoming EWG minutes.**

## 10. Environment

Community planting scheme take under previous heading.

## 11. Confirm agenda for LPC annual meeting

The meeting confirmed the agenda for the forth coming annual meeting. This would follow the usual items with updates provided on the NDP, work of the environment group, and traffic calming.

**Actions: GJ send emails to Matthew Watson to request update on the school (including involvement in the community garden and the 'Safer Schools' scheme).**

**GJ to put agenda on the noticeboard for the annual meeting.**

## 12. Confirm Council priorities for the coming year

- NDP
- Community garden
- Tables / benches for the play area

## 13. Correspondence - none.

## 14. Any other business

Self Assessment Tool Kit – GJ suggested that Councillors get together to review and it was agreed a suitable date would be found in late June / early July to review the Councils performance.

**Action : ST to contact and identify suitable time in late June / early July for Councillors to meet and discuss. Meeting to be held in the Fox.**

PGH noted the Court case pertaining to the airfield, relating to the renewal of leases and continuing pressure from the developers Gladmans. The airfield is protected by SDC, although it is clear the owners will continue to look for opportunities to sell the site.

## 15. Date of Next Meeting

Wednesday 16<sup>th</sup> May 2018 – the date of the annual meeting for which a flyer has already been distributed. PGH noted that he may not be able to attend as this is his daughters due date.

The meeting closed at 9.02pm.