

# WASHINGTON PARISH COUNCIL



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## WASHINGTON PARISH COUNCIL MEETING

**MINUTES** of the proceedings of the monthly meeting of Washington Parish Council held on Monday 3rd April, 2017

**PRESENT:** Cllr C Beglan, Cllr Britt, Cllr T Cook, Cllr P Heeley, Cllr J Henderson, Cllr A Lisher, Cllr Milner-Gulland, Cllr R Thomas, Cllr D Whyberd and Cllr J Wright.

**IN ATTENDANCE:** Cllr Paul Marshall (HDC)

**ALSO:** Clerk of the Parish Council

**MEMBERS OF THE PUBLIC:** 4

**ABSENT:** Cllr Wright

### **20.89. Apologies for Absence and Chairman's Announcements**

Apologies were received and accepted from Cllr Philip Circus (WSCC). Cllr Heeley announced Cllr Newman's resignation and that a casual vacancy for a parish councillor in the Washington ward would be discussed later in the meeting. Cllr Circus would be stepping down in the May county elections but would still be a Horsham District Councillor (Chanctonbury ward).

RESOLVED that the clerk would write a letter of thanks for his support. Cllr Beglan commented that he would be missed.

### **20.90. Declarations of Interest from members in any item to be discussed and agree Dispensations**

Cllr Thomas declared an interest in item 7 because his wife is a school governor.

### **20.91. To approve the Minutes of the last Parish Council meeting held on 6th March, 2017**

The Draft minutes of the meeting had been circulated to Councillors and published on the Parish Website. Councillors **RESOLVED (219)** that the **Chairman** could sign the minutes as a true record of the meeting which took place on 6th March, 2017 and the minutes were **duly signed by the Chairman.**

### **20.92. Public Questions**

Heath Common resident Mr Alan Murray raised questions on the extent of Japanese Knotweed in the Country Park and possibly outside its boundaries. Mr Malcolm Westcott's (Barratts) belief that it could not be transmitted under roads, was contrary to expert opinion, he said. If it could grow through tarmac, it could easily cross Sandy Lane, an unmade road close to a recently re-treated area in the park. Mr Murray further raised

questions on the effectiveness of the prevention programme which was a condition of the development in 2014. He was concerned with reports that a previous infestation had been dug up and taken off site without a dedicated programme of pesticide treatment of at least 2-4 years. The work would have to be done by a specialist contractor, he said, offering a ten-year guarantee, and which was acceptable by most mortgage companies.

He suggested a full independent survey in the spring and end of the summer to include the wider area. This would identify the exact locations of the JKW, making it easier to monitor to the untrained eye, and to trace back to Barratts, he said.

Cllr Marshall (HDC) said it was a serious matter, and that he is pushing HDC to make sure Barratts deal with it. The 2014 treatment statement, in his opinion, was open to interpretation, and a big push was needed, especially if the 3-year treatment programme was up. He has asked HDC to raise the matter at a site meeting with Barratts on 12th April along with other outstanding compliance issues.

Cllr Heeley reported that Mr Westcott told the clerk that they were treating known areas according to the law, but were not taking responsibility for re-growth outside their development area. It was therefore important to pin down at the meeting what exactly were the developer's responsibilities, he said. He asked Cllr Marshall for feedback as soon as he had a report of the meeting. Cllr Whyberd said the JKW had originated from the development site and probably been there for some time. He understood that it was the responsibility of the land/site owner if it is transmitted off-site.

Mrs Murray requested that the council raises awareness in the community so that residents can easily identify JKW plant. Cllr Heeley agreed it could be something to consider, pending the outcome of the site meeting, when the council knows the extent of the problem. It was possible that it did not extend beyond the developer's boundary, he said, but urged everyone to keep their eyes and ears open.

Mrs Karen Cleaver spoke in favour her application for the Washington Caravan and Camping park, which was considered by councillors later on the Agenda. Cllr Whyberd asked if the shower/toilet block was going to be integral to the house. Mrs Cleaver said it would be right next door and separated by a small walkway. Cllr Thomas asked if the use of the house will be entirely related to the site. Mrs Cleaver said it would be both family use and would include an office so that she and her husband could run the business full time.

### **20.93. To Report on Matters Arising from the previous minutes**

#### **To Receive an update on the SS&W Neighbourhood Plan**

Cllr Heeley gave an update on the NP Steering Group meeting on 14th March, and the matter of protection for the lanes of Heath Common was discussed, with a view to incorporating it in the NP. It was decided to broaden the topic to encompass any areas of special character, including Storrington and Sullington. The idea was put forward at a meeting on 27<sup>th</sup> March with Dr Chris Lyons and the planning team. It was agreed that it would be too late to incorporate in the NP, which is already much delayed, but to explore the option of including it in the review of the Horsham District Council Planning Framework. Storrington would also be free to pursue their own areas. Cllr Heeley further commented that inclusion of Heath Common in the HDPF would give the Parish Council by far the best overall benefit, and he would arrange an exploratory meeting with Dr Lyons to determine the evidence base required.

Councillors NOTED that the independent examiner for HDC, Mr Derek Stebbing, was more positive about the NP following its revision. Cllr Beglan said he gave the NP a success rating of 90%. The only further amendment required was to align the outdated Housing Needs Studies for each parish with HDC's current figures, by 25th April. This would be undertaken

by planners. Cllr Henderson asked if there was a risk that the parish could be forced to go through the whole process again with site allocations, if Horsham decides that required figures have increased. If the parish was not required to look at sites, what was the point of updating the register, he said. Cllrs Britt, Beglan and Heeley said this would not happen. Cllr Beglan pointed out that Washington's Housing Studies was 4 years, and Storrington was 5 years out of date. She said Mr Stebbing wanted to amalgamate them with the Horsham figures so that the examiner can be confident they are as current as can be expected. Cllr Heeley stated that Mr Stebbing would carry out a final health check before the final public consultation, expected to be between 9th June and 21st July this year. HDC's statutory consultation of the Plan would be in September with the examination in November. If approved, the public referendum is planned to take place in 2018. Mr Stebbing has recommended that it should now be a 15-year Plan

## **29.94. County and District Issues**

### **District Issues - report from Cllr Marshall**

HDC legal action to be taken in relation to an incident reported by Cllr Marshall involving items found in The Hollow, Washington.

**Rural Car Parking:** Sales going well, with 21,000 discs sold by HDC

**Glebe Surgery, Storrington:** Cllr Marshall supported the revised approved application because it was a public benefit. As a member of the Storrington & Sullington Parish Council, which opposed the application, he did not participate in the review because of his position on the Horsham District Council.

**HDC Review of Travellers/Gypsy sites:** There were no allocations for Washington. The two neighbouring district sites identified were the old depot at Hurston Lane, Storrington and one in Fryern Road, Storrington. Cllr Marshall said he had lodged an objection to the Hurston Lane proposal which was next to a sewerage plant and was likely to be objected by the environmental officer.

Cllr Marshall and two members of the public left the room

Cllr Heeley used the chairman's discretion to amend the order of Agenda items:

## **20.95. To consider Planning Applications and discuss Transport issues**

### **20.95.1. Planning applications**

#### **DC/17/0397- Washington Paddocks London Road Washington**

Demolition of existing toilet facilities, erection of new toilet, shower and laundry facilities, erection of 1 new dwelling.

#### **DC/17/0403 -Washington Paddocks London Road Washington**

Construction of 17 No. hard-standings (pitches) for caravans and associated access road and change of use of paddock to year round pitches for tents

Cllr Heeley commented the number of proposed hard standings would increase from the current 21 to 38. There had been 13 public representations at the time of the meeting, one objection, one observation, 11 in support, including the Frankland Arms pub and two neighbours. The SDNPA has commented on whether the proposed dwelling will have an impact on the 'Dark Skies' policy of the Park. Cllr Britt said this would include Washington which has a similar policy. Cllr Henderson commented that the council needed to be aware that the number of pitches on an application was totally irrelevant as permission is for use of the site. In planning terms, he said, this would mean that if a site owner chose to double or triple the number of units, and could reasonably fit them in, it would be allowed under

permitted development rights. He gave an example of an Ashington campsite which was able to increase their unit numbers despite protests from residents.

Cllr Britt commended the proposals, and the opportunity to expand tourism and employment. But she stressed it was important to 'tie' the proposed dwelling to the park business, and avoid establishing any principle of building new homes in the countryside. Cllr Henderson commented on the 'Dark Skies' policy and suggested the PC request to see the lighting plans before officers make their decision. Cllr Heeley said planners would not come back to the Council on this, but it was worth making a comment in their response. He pointed out the site was established and therefore much better suited than another one in the Park which had been the subject of recently rejected proposals for shepherds huts. It was also important, he said, not to ignore the importance of supporting the village pub, The Frankland Arms, when so many are closing down.

Councillors **AGREED to NO OBJECTION** to the applications, and request a condition that the proposed dwelling is tied to the use of the camp site. Councillors also request that officers are mindful of the Parish's and the SDNPA's Dark Skies Policy with respect to any proposed lighting.

DC/17/0421 - Sandgate Bracken Lane Storrington Pulborough

*Proposed single-storey extension*

Councillors **AGREED to NO OBJECTION** to the application.

SDNP/17/01282/HOUS- Brook Cottage School Lane Washington RH20 4AP

*Room in the roof*

Councillors **AGREED to NO OBJECTION** to the application.

### **20.95.2. Decisions**

**Application:** DC/16/2155

**Site:** Patuca Bracken Lane Storrington Pulborough RH20 3HS (Thakeham Parish area of Heath Common)

**Proposal:** Proposed erection of a new house on land adjoining Patuca, creation of new vehicular and pedestrian access onto Bracken Lane (private road) together with minor amendments to elevation and fenestration of Patuca.

**Decision:** Application Permitted

**Date of decision:** 22nd March, 2016

**WPC Response:** Councillors **AGREED to STRONGLY OBJECT** to the application at the P & T Meeting on 21st November, 2016.

Cllr Heeley commented that Thakeham Parish Council did not object to the application, which a revision of the one was turned down on appeal. There was a reluctance by District Councillors to reject it again, he said, because of the risk of costs against the council if the applicant won on appeal.

### **20.95.3. Enforcements**

**Report:** Alleged increased hours of canteen van and stationing of toilets

**Site:** Street Trading Pitch Spring Gardens Washington

**Ref. No:** EN/17/0150

**Date Received:** 24th March 2017

**Status:** Pending consideration

Councillors commented that HDC have made an error as the layby was in the Ashington parish.

### **20.95.4. Appeals**

None reported

### **20.95.5. Transport issues:**

None reported

### **20.95.6. Road Closures**

Notifications from WSCC Highways are published on the parish website

### **20.96. To Review, Consider, Recommend and report on Parish Council issues, including maintenance**

#### **20.96.1. To Consider display of framed photo of the Late Cllr Norah Dore in the Dore Room**

Ex-Cllr Newman requested that a photo of the late Cllr Dore is displayed in the Dore Room as a tribute to her many years of service. He has asked that the Council provides the frame and indicated that the village hall supported the idea.

Cllr Britt suggesting using the lovely photo of Norah on the church service sheet, which shows her receiving the St John's Award.

**RESOLVED (219)** the clerk to obtain the picture, otherwise to liaise with Cllr Britt for a suitable substitute, and the clerk to purchase the frame on behalf of the Council.

#### **20.96.2. To Consider a Request for £250 Donation to St Mary's CE Primary School, Washington**

Cllr Thomas declared an interest because of his wife's role as school governor.

Councillors NOTED that ex-Cllr Newman has requested a donation of £250 (or more) towards the £2,500 publication costs of the 150th anniversary book of St Mary's CE First School. It has been written free of charge and any profits will go to the school's fund or the PTA. The governors have already committed a donation and the church and local donors are also being approached. All children are to be given a free copy for the 150th anniversary celebrations in September and the remainder will be sold. The clerk confirmed there was £500 in the Council's budget allocated for grants and donations.

Councillors looked favourably upon the project. However, they were mindful that a formal request for public funding should come from the school, together with more information.

**RESOLVED (220)** that the council thanks Mr Newman for his application, but to suspend its decision pending the school's response. Clerk to write to the school.

#### **20.96.3. To Receive items for the Parish Spring/ Summer 2017 Newsletter, and agree distribution**

Clerk proposed copy deadline by Easter, for publication first week of May.

**RESOLVED (221)** the councillors liaise with the clerk on contributions for the newsletter. A delivery rota by councillors was agreed.

**For Information only:**

**Vacancy Notice for a Parish Councillor for the Washington Ward**

NOTED that ex-Councillor Newman has resigned, and the clerk has written a letter thanking him for his valued service to the Council. Clerk to inform HDC and begin the recruitment process for parish councillor vacancy to represent the Washington Ward.

**WSCC elections - Horsham district.**

NOTED that Cllr Philip Circus is to step down as county councillor for the Storrington division in the WSCC elections on 4th May. Candidates to be published once the clerk has been notified.

**Britaniacrest quarry, A283/Hampers Lane**

Cllr Thomas reported continued problem of mud on the A283 and footpath between the quarry entrance and Georges Lane. Cllr Britt had seen one of the Britaniacrest road sweepers leaving the site with its tyres caked in mud.

NOTED that the clerk would inform WSCC Highways. She was waiting on responses to two earlier reports after the last meeting.

**20.97. Approve Payments, Receipts and Quotes**

**20.97.1. To Receive Year to Date Reconciled Payments, Receipts and Approve Purchases**

The reconciled bank statement showing transactions between 30.01.17 and 27.02.17 accounting year to date statement, invoice and purchase order summary were circulated to Councillors.

Councillors **RESOLVED to AGREE (222)** the financial reports as follows:

**Outstanding purchase orders** - £34,000 HAGS-SMP- new equipment and installation - Children's play area (Minute 18.47.1 (151)  
Invoice received 31st March after publication of Agenda. Works close to completion.

**Outstanding sales invoices** - £28,605.14 Section 106 payment to be made to the Parish Council towards above (approved by HDC June 2016).

Councillors **NOTED** that the clerk has invoiced HDC for the S106. They require a further invoice from the contractors and will pay the funds once work has been satisfactorily completed. Completion date pending.

Balance of £12,195 to be from PC's £12,000 capital reserves for the play area and budget for Children's play area maintenance, both carried over from 2016.17 budget.

VAT of £6,800 will be reclaimed on payment of invoice.

**Reconciled Bank Balance for Year End 31st March 2017 - £71,116.59.**

**Cheque payments additional to clerk's salary, presented at meeting:**

HMRC - (chq no. 2365) **£438.05** Q4 PAYE TAX and NIC

Miss Stella Russell - (chq no. 2366) **£230.40** litter collection February & March 2017

### **20.97.2. VAT**

VAT Refund of £1,646.28 for period between 01.01.16-31.01.17. Claim circulated to Councillors at March FC meeting.

### **20.97.3. PAYE and NICs:**

The end of year obligation for the Parish Council is £438.05 for Q4/last quarter.

### **20.97.4. Clerks Salary & expenses (cheque number) 2364**

March Payment (gross)		1106.56
Backdated pay increase February		21.89
Holiday entitlement		
<b>TOTAL</b>		<b>1128.45</b>
<b>LESS</b>		
Tax		42.20
NI		54.77
<b>Net Payment</b>		<b>1031.48</b>
<b>Expenses</b>		
Mileage (0.45 ppm) miles		9.45
Electricity		10
Phone		10
Stationery - memory stick		17.99
Stationery - notepad		1.00
<b>Total Expenses</b>		<b>48.44</b>
<b>Total Payment (March 2017)</b>		<b>1,079.92</b>

Councillors RESOLVED to AGREE (223) to the Clerks salary and expenses.

### **20.97.5. Holiday Pay**

None.

### **20.98. To receive reports on meetings attended, and notice of any forthcoming meetings.**

Nothing to report. No meetings attended.

### **20.99. Correspondence Received**

Councillors NOTED following emails from:

Mr Mike Turley (17.03.17) - report of box van parked in front of the allotments' entrance. Cllr Britt commented that the van belonged to a care firm, and had been parked there for two weeks but has since moved.

Mrs Deborah Eddison (24.03.17) - request to improve the crossing on the A283, to encourage children to walk to school, and thereby help alleviate the volume of school traffic in the village. Councillors discussed this with Item 14 when it considered the recommendation from the P & T Committee.

### **21.00. Clerk's report**

*This is a report covering matters that may not arise elsewhere on the Agenda.*

### Site Meeting - Children's Play Area

**NOTED** a report of site meeting between a representative from HAGS-SMP and the clerk on 24th March to discuss progress with Children's play area. Completion date to be advised. Further **NOTED** that the clerk would organise local press coverage for opening of the play area. Cllr Whyberd agreed to be contacted for interview.

### APM

**NOTED** that the clerk to contact Jane Cecil/National Trust again to find out if she could speak at the APM or send a representative. Cllr Heeley suggested the village hall is invited to contribute to the meeting. Cllr Britt to provide an NP update. Other suggestions for the APM to be submitted to the clerk before Agenda is finalised.

### **21.01. Freedom of Information/Data Protection Requests Received**

None received.

### **21.02. Compliments and Complaints**

None received

### **21.03. Governance and Accountability**

Nothing to report

### **21.04. Holidays**

### **21.05. Training**

Nothing to report

### **21.06.13. To receive items for the next agenda**

None received

### **21.07. To receive reports and recommendations from Committees and Working Parties -**

#### **21.07.1. Open Spaces Committee 20th March, 2017**

Councillors **RESOLVED to AGREE (224) the RECOMMENDATION** to appoint Cllr Tony Lisher to the Open Spaces Committee.

#### **21.07.2. Planning & Transport Committee 20th March, 2017:**

Cllr Heeley commented that the intention behind the recommendation was so that school drops-offs can be accommodated, with a new path to help children walk to school, and this would help keep school traffic out of the village.

Councillors **RESOLVED to AGREE (225) the RECOMMENDATION** to upgrade the path between London Road and the Village Hall, to include a new section of path alongside the Children's Play Area, AND to ask Highways about parking restrictions outside the Allotments to enable this to be used as a dropping off point and promote use of the path.

It was discussed with a proposal by Washington resident Mrs Deborah Eddison for a meeting to with the PC, School and PTA, to explore ways of improving safety of the VAS so that more children can walk to school.

**RESOLVED** that Cllr Henderson and Cllr Britt would attend the meeting. Clerk to arrange.



**21.08. Date and Time of next Meetings**

Committees - 24th April 2017

Full Council - 8th May 2017

**The Meeting Closed at 21.27 hours**

Signed.....

Dated.....