



## WASHINGTON PARISH COUNCIL MEETING

**MINUTES** of the proceedings of the monthly meeting of Washington Parish Council held on Monday 9<sup>th</sup> May, 2016.

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

**IN ATTENDANCE:** Cllr Paul Marshall (Horsham District Council).

**ALSO:** Clerk of the Council Zoe Savill

**MEMBERS OF THE PUBLIC:** Miss Emma Govender

**ABSENT:** Cllr Dore and Cllr Muddle.

**Cllr Heeley opened the meeting at 19:40 hours**

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

None received.

The Chairman announced that the "Clean for the Queen" litter pick in Washington on Saturday 9<sup>th</sup> May, had been success. He thanked the organiser, Cllr Lesley Britt, and the local residents and Councillors who took part.

The Chairman raised the issue of persistent absences by two parish councillors without apology, its negative impact on the work of the Parish Council, and that some committee meetings had been barely quorate. Cllr Dore had been absent since January, because of illness, and the Council had received one apology. No apology had been received from Cllr Muddle since February, and no response to several correspondences from the Council. Cllr Heeley reported that he had written to Cllr Muddle, inviting him to state his intentions but was awaiting a response. Cllr Heeley reminded Councillors that persistent absence for a period of 6 months, could result in automatic disqualification as a Councillor. However, Cllr Dore's circumstances were such that she may not be returning to the parish. The Clerk was requested to write to Cllr Dore to confirm her intentions, and to look into the possibility that she may be able to enjoy an honorary role in recognition of her long and loyal service.

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

None received

**18.56. To approve the Minutes of the last Parish Council meeting held on 4th April, 2016**

The Draft minutes of the meeting had been circulated to Councillors and published on the Parish Website. Councillors **RESOLVED (152)** that the Chairman could sign the minutes as a true record of the meeting which took place on 4th April 2016 and the minutes were duly signed by the Chairman.

**18.57. Public Questions**

Miss Emma Govender spoke in support of her planning application for a two-storey and single storey extension at 23, Montpelier Gardens, Washington.

**18.58.To Report on Matters Arising from the previous minutes**

None raised.

**18.59. County and District Issues**

Cllr Marshall reported that the missing S106 funding allocated to the parish, had been an error and was still in place.

He spoke regarding two important documents out for consultation: the West Sussex Minerals Plan and the Community Infrastructure Levy (CIL). Cllr Marshall said Ham Farm, Washington Road/A283, was now the only site to be included for consultation in the Mineral Plan for sand excavation. He reported that he had raised concerns with West Sussex County Council that the expected 46 daily lorry movements from the site, should not be permitted to go through Storrington because of the impact on air quality. He said West Sussex did not consider that the additional traffic would result in a challenge to traffic limits at the Washington roundabout but warned it could do in the future because quarrying would likely continue for more than 50 years.

Cllr Robin Milner-Gulland arrived at the meeting at 19:50 hours.

Cllr Marshall reminded Councillors of the 14th June deadline to respond to the CIL consultation in respect of charges for any future development in the area. He forwarded a link to the Clerk so that that Council could be involved in the consultation process. He also informed the meeting that Horsham had indicated it would be helpful if Washington could identify an employment site in a rural location, since the push backs for particular sites put forward in the Neighbourhood Plan. Cllr Heeley questioned the need when three quarters of the Rock Business Park stood empty, and 400 jobs would go as a result of the expected closure of three units at Kate's Cakes. Cllr Beglan pointed out that Horsham District Council should justify the need in today's marketplace and that the only obvious sites were outside the parish. She added that the Parish Council weren't ignoring the request but looking at it in a more pragmatic way. Cllr Marshall said the allocation was a short term solution from a purely planning point of view, and urged the Parish Council to submit the site but with comments of its unsuitability for designation purposes.

Cllr Marshall left the meeting at 20:00 hours.

**18.60. To consider Planning Applications and discuss Transport issues**

**18.60.1. Applications**

*DC/16/0795 6 Lamorna Close Washington Pulborough West Sussex RH20 3GN*

UPVC Conservatory to rear extension. Deadline for comments 6th May. Late notification/15.4.16. PC requested an extension to 11th May. The Council **AGREED** they had **NO OBJECTION** to this application but to advise there is suitable screening from the neighbouring property.

DC/16/0625 23 Montpelier Gardens Washington Pulborough West Sussex RH20 3BW  
*Erection of a two-storey side extension and single storey side and rear extension.*

The Council **AGREED** they had **NO OBJECTION** to this application.

DC/16/0738 6 Spring Gardens Washington Pulborough West Sussex RH20 3BS  
*Single-storey rear extension, part two-storey side extension, and associated Alterations. Decision deferred from previous P&T meeting as plans were not received in time (14.4.16). PC requested extension to 11th May for comments.*

The Council **AGREED** they had **NO OBJECTION** to this application.

DC/16/0903 - Pinehurst Veras Walk Storrington Pulborough RH20 3JF  
*Surgery 1 x Silver Birch tree, 1 x Rowan tree, 4 x Pine trees. Comments by 9th May. Plans not received until 19th April. PC requested an extension to 11th May for comments.*

The Council **AGREED** they had **NO OBJECTION** to this application.

DC/16/0718 The Hollow Washington Pulborough West Sussex RH20 3DA  
*Erection of 1x internally illuminated totem sign and a trough down light above the built up lettering. Comments before 13th May*

Cllr Heeley accepted it was necessary to have signage in a business park but raised concerns about illuminated signage at the Rock Business Park site, in respect of its small rural location, its proximity to residential property, and the parish's unlit status. Cllr Britt commented on the obtrusiveness of the proposed large size of the 12ftplus/4.5m totem sign and that it would be visible and totally obtrusive for properties opposite in The Hollow.

The Council **AGREED to OBJECT** to the application on the grounds that it was in conflict with the Parish's unlit status and therefore inappropriate to have lit signs, and that the totem was too large and also illuminated. The Council would not object to a suitably smaller unlit indicator board which is suitable for its rural location.

DC/16/0806 - Copse End Birch Way Storrington Pulborough West Sussex RH20 3PE.  
*Single storey rear extension. Comments before 18th May*

The Council **AGREED** they had **NO OBJECTION** to the application on the grounds there is adequate screening from the neighbouring property, "Keepings".

DC/ 16/0816 - Laneside Veras Walk Storrington West Sussex.  
*Non Non-material amendment to previously approved application DC/14/1937 (Demolition of 2-bedroom detached dwelling and car port) to increase the opening from the original gate from 4.6m to 6m; to create the gate from larch cladding to sympathetically match the house exterior and aesthetic. To add electrical open functionality to prevent the need to block the road while the gate is opened. To add a*

*small side gate of 1m alongside to allow entry by pedestrians and to allow bins to be positioned for pick up. Comments before 17th May, 2016*

The Council **AGREED** they had **NO OBJECTION** to the application.

### **18.60.2.Enforcement**

Reference: EN/16/0142

Site: Hillview School Lane Washington Pulborough West Sussex RH20 4AP

Des Description: Extensions in conservation area

Stat Status: Pending consideration

### **18.60.3.Appeals**

None

### **18.60.4.Decision notices**

Application Number: DC/16/014

Site: Linnets Sandy Lane Storrington Pulborough West Sussex RH20 3JJ

Description: Erection of single and two-storey side and rear extensions. Replacement of existing UPVC windows and doors with colour coated aluminium framed units.

Replacement of existing concrete roof tiling with plain concrete roof tiles.

WPC Comments: **NO OBJECTION** to the application but discussed whether the plot was crowded by the addition of the extensions and had requested that the planning authority shall be mindful of this together with the addition of screening to prevent the overlooking of neighbouring property(s).

Application Permitted 19.04.16

### **18.61. Transport issues:**

*To receive an update on the VAS scheme on the A283, Washington*

Cllr Heeley confirmed that the clerk had received a response from Adam Norris, senior

technician for traffic signals at West Sussex, that the speed awareness signs have been scheduled on the 2016.17 capital works programme for installation on the A283 at the Pike, Washington. The original quote for 16143.81+VAT, had been allocated to the scheme, and that the £7,417 S106 money would also be available for this. The balance of £8726.81 would be paid, as agreed, from the Parish Council's own funds. He believed that the timescale would be between 6 & 8 weeks lead time from the manufacturer once they have received an order. He confirmed that he has raised the purchase order request on the County Council's systems and would be asking Telent, who will be arranging the supply and installation, to confirm the lead time once the order has been placed. The clerk emailed Adam Norris to confirm the order, and that the Parish Council would not be requiring the £303 plus VAT annual maintenance service contract for each of the solar-powered units. The decision marks the end of a four-year battle with County Highways to action the scheme which had been recommended by highways officers and approved by the Parish Council in 2012.

### **18.61.1.For information only:**

Blind summit sign - Cllr Heeley said that Cllr Circus had informed the Parish Council that Highways manager David Hoad confirmed that provision and installation of one 'blind summit' sign at the junction of Hampers Lane and Newhouse Lane would take place by the end of June.

18.61.2. Road Closures

*Closures are published on the Parish website should Councillors receive queries from the public.*

18.61.3.Other

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

The reconciled bank statement showing transactions between 01.04.16 and 29.04.16 accounting year to date statement, invoice and purchase order summary were circulated to Councillors.

Councillors **RESOLVED TO AGREE (153)** the financial reports as follows:

Outstanding purchase orders - £480.00\* Invoice from Danny Flynn for grass cutting 2015.16/cheque submitted to FC meeting for payment 09.05.16

Outstanding invoices - £0.00

Reconciled Bank Balance - £ 62,931.47

18.62.1.VAT

18.62.2.PAYE and NICs:

**18.62.3.Clerks Salary & expenses (cheque numbers) 2286 (£995.15) & 2286 (£47.09)**

<b>April Payment (gross)</b>		1084.67
<b>Holiday entitlement</b>		
<b>TOTAL</b>		1084.67
LESS		
Tax		40.00
NI		49.52
<b>Net Payment</b>		<b>995.15</b>
<b>Expenses</b>		
Mileage (0.45 ppm) miles		8.10
Electricity		10
Phone		20
Stationery		8.99

<b>Total Expenses</b>		47.09
<b>Total Payment (Feb 2016)</b>		<b>1,042.24</b>

18.62.4. Expenses

Councillors **RESOLVED TO AGREE (154)** to the Clerks salary and expenses.

18.62.5. Holiday Pay

None.

18.62.6. Other

No further information

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

*To Consider whether the Council would like to be Represented on Village Day, and if so, decide on volunteers for manning a stand.*

Cllr Heeley reported that a group of parents from the PTA of St Mary's First CE School are making preparations for a Village Day in Washington on Saturday, 9th July, 12-5pm. In any event, a volunteer from the Parish Council will be required to carry out a risk

assessment for insurance purposes, to be undertaken on the day, before the event takes place. The clerk had requested that the organisers take out separate insurance cover as the PC is not organising the event. She had also provided a contact for the Council's own insurance company to quote for the PTA. No response had been received to date. Councillors **AGREED** in principal that the Parish Council would have a presence at the event, subject to consent of the organisers, and any costs. Cllr Beglan agreed she could provide a gazebo, tables and chairs. The clerk to contact chairperson of the PTA Mrs Elaine Boys, to confirm that they had obtained insurance cover.

**18.64. To Consider the requests from Rob Gerig of the Village Hall Memorial Charity for the bookings on the Recreation Ground.**

Councillors agreed there should be a charge for functions in order to cover the considerable costs of maintaining and tidying the grounds, and insurance cover. There was divided opinion of an hourly rate between £5 and £10 an hour for the proposed private functions.

A vote for the original proposal by Cllr Beglan, seconded by Cllr Heeley, of £10 per hour, was carried. The clerk was in the process of preparing a schedule of fixed charges for bookings on the Recreation Ground.

Councillors **AGREED** to charge £10 per hour for the following bookings.

Sat 11 June 2pm - 6pm.: Private Birthday party for approx. 40 people on an area 14m x 12m in front of Dore Room to include bouncy castle, marquee, bbq, tables & chairs. No music or fireworks. Councillors **AGREED** to charge £40.

Sat 30 July 5pm - 10pm: Private wedding reception for approx. 90 people on an area in front of hall 5m x 10m, or if wet, in the car park. Pizza van. No music, no fireworks. Councillors AGREED to charge £50.

Sat 6 Aug 10am - 11pm: Private birthday party for approx. 90 people on an area in front of hall 5m x 10m up to line of new trees. Tables and chairs. No music, no fireworks. Councillors AGREED to charge £130.

Sat 13 Aug 2pm - 11pm: Private birthday party for approx. 40 people, on an area 5m x 10m in front of hall up to line of new trees. Tables and chairs. No music, no fireworks. Councillors AGREED to charge £90.

#### **18.64. Reports and Recommendations for Consideration by Council from Committee Meetings**

##### **18.65.1.Open Spaces, Recreation and Allotments & Footpaths Committee**

No reports or recommendations

##### **18.65.2.Planning and Transport Committee Meeting**

No reports or recommendations

##### **18.66.To receive reports on meetings and notice of forthcoming meetings**

Cllr Heeley reported that he would consider whether he could attend the next CLC meeting on 18th May.

##### **18.67.Correspondence Received**

*Email from Cllr Jim Sanson reporting that 3 units are to close at Kate's Cakes, Ashington, and with it the loss of more than 400 jobs.*

Cllr Heeley reported that the American-owned company plans to consolidate the West Sussex distribution services to its Midlands base, for improved national coverage.

Councillors said it was a great shame jobs were being lost. Cllr Heeley said the closures would be taking place over a phased period until the end of 2017.

He said it would free up a huge amount of industrial land, potentially for employment, and although it was not in the Parish, it was necessary to have "joined up thinking" or risk becoming too parochial. Cllr Beglan highlighted the problem of complying with the requirements of the Neighbourhood Plan to allocate a site for industrial land usage within such a small parish. She commented that it should apply to a much wider area than single parishes

Letter of thanks from the Mary How Trust for the £250 donation by the PC.

Letter from Horsham's Strategic Planning Team inviting the PC to submit any sites which it believes ought to be considered for potential housing and employment land, to the District using the Site Assessment form available from the Council's website using the following link: <https://www.horsham.gov.uk/planningpolicy/planning-policy/housing-land-availability>. Please note that the threshold for site submissions is land capable of accommodating 6 or more housing units or 0.25 sqm of economic floor space. Sites falling below this threshold can still be considered through the usual neighbourhood planning process. Further details on the 2016 Call for Sites is available on the Councils website

here: <https://www.horsham.gov.uk/planningpolicy/planning-policy/housing-land-availability/call-for-sites-2015>. Please note that the deadline for submissions is **Friday 20 May 2016**.

The clerk to check whether the submission of sites would be conducted on an individual parish basis or by the Neighbourhood Plan Steering Group. If not, it was agreed to submit the two sites at Luckings Yard and the Vineyard at Washington.

Letter from the Gatwick Airport Noise Management Board (NMB) inviting the parish council to nominate a Community Noise Group candidate to represent their interests on the NMB. Email circulated to councillors. Closure for nominations is May 16th 2016 at 18:00 local time.

Councillors AGREED it was not an issue for the parish and would not be making a nomination.

### **18.68. Clerk's report**

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

Councillors **NOTED** the following reports:

#### **18.68.1. To provide any update from Barratts and the National Trust regarding the management of the mini country park and footpaths.**

The clerk reported that she had twice written to Malcolm Wescott at Barratts, requesting an update on the development and management of the mini country park and footpaths, but to date have not had a response. The National Trust were also awaiting a response to their request to accept in principle their proposals for the management of the park and the costings, before any legal agreement can be drawn up. Jane Cecil of the National Trust, informed the Parish Council last month that Barratts had previously rejected the costs and offered half the amount. The National Trust re-stated their case on the basis that the management could not be carried out for any less, and asked again about the funding for the path across East Clayton. They are awaiting a response. The Sandgate Conservation Society have also contacted Malcolm Westcott with the same enquiry, and is awaiting a response.

The clerk added that she had since received a response from Senior Planning Officer Hazel Corke at Horsham that officers would be investigating a possible breach of the compliance to develop the country park because more than 39 dwellings had been sold.

The clerk to write to Hazel Corke to express the PC's satisfaction that Horsham will be pushing Barratt's to comply with their obligations for the park, and to keep Councillors informed. Cllr Beglan said because there was still confusion over the management of the park, it was even more important to maintain the pressure to get the park developed and prevent it slipping through the net.

#### **18.68.2. To provide an update on the poor state of Georges Lane South of Warren Hill car park.**

The clerk informed Councillors that the Chairman had written to Jane Cecil of the National Trust, following comments on the poor state of Georges Lane between Warren Hill car park and the A283. He asked if the NT had any responsibility to maintain this, but has historically done so by filling the potholes. Jane Cecil responded that Vic Oliver had been



off sick for over three months and that staffing was stretched. However, a seasonal ranger planned to do some work to the lane when the weather improves.

18.68.3. Planning application to replace part of the village Hall roof.

The clerk **NOTED** that a notice of a planning application to replace part of the village hall roof, has been submitted by Rob Gerig of the Washington Village Memorial Hall Charity. The notice fulfils the charity's legal obligation to give 21 days' notification to the PC as title holders of the hall. The application had not appeared on Horsham's Planning Portal at

the time of the publication of the Agenda. It will be added to the Agenda of the P&T meeting on 23rd May, for consideration.

18.69. Freedom of Information/Data Protection Requests Received

None received.

18.70.Compliments and Complaints

None received.

18.71.Governance and Accountability

Cllr Heeley confirmed that the clerk had received a response from the auditor, Peter Frost, to audit the Council's processes, accounts and Annual Return on 22nd June. The clerk reported earlier in the meeting that in view of the late availability of the auditor, and the three changes of clerks during the last financial year, she had requested a late submission of the Annual Return on July 11th, 2016. It will first need approval at the Full Council meeting of 4th July. The clerk requested a Working Party meeting of members of the Finance Committee on 23rd May, to review the annual finances and the effectiveness of Internal Control to be submitted for the internal audit.

18.72.Holidays

18.73.Training

**18.74.To receive items for the next agenda**

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

Committees - 23rd May 2016

Full Council - 6th June 2016

**The Meeting Closed at 20:54**

Signed.....

Dated.....

