

WASHINGTON PARISH COUNCIL



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WASHINGTON PARISH COUNCIL MEETING

MINUTES of proceedings for the monthly meeting of Washington Parish Council held on Monday 4th October 2021

PRESENT: Cllr C Beglan (CB), Cllr S Buddell (SB), Cllr B. Hanvey (BH), Cllr P Heeley (Chairman), Cllr A Lisher (AL), Cllr G Lockerbie (GL) and Cllr J Thomas (JT)

IN ATTENDANCE: 0

ALSO: Clerk to the Council, Zoe Savill

MEMBERS OF THE PUBLIC: 0

ABSENT: None

The Chairman opened the meeting at **19:30 hours**.

23.60. To Consider accepting Apologies for Absence and Chairman's Announcements

Non declared

23.61. To Record Declarations of Interest from Members in any item to be discussed and Agree Dispensations.

None declared.

23.62. To Approve and Sign the Minutes of the Parish Council Meeting on 6th September 2021

RESOLVED to APPROVE the amended draft minutes for the meeting on 6th September 2021 to be duly signed by the Chairman.

23.63 Public Speaking

None

23.64. Reports from County and District Councillors.

The Chairman reported apologies for absence from Cllr Paul Marshall (WSCC) and read out the following WSCC Report:

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- Cllr Marshall will enquire on the progress of the Parish Council's Community Highways Scheme application for slip road improvements at the Rock Road/A24 junction and residents' CHS application for sound mitigation along A24/Old London Road
- WSCC will continue the booking system at the Horsham Household Waste Recycling Site.

- Rock Common Quarry Application Ref: WSCC/028/21 may not be determined at WSCC committee until January 2022 but could be earlier or later.
- WSCC has made its statutory consultation response to the Rampion 2 public consultation and is awaiting the next stage.
- Planning Application Ref: DC/21/2161 – Old Clayton Boarding Kennels Storrington Road Washington RH20 4AG: Cllr Marshall made the following key points for the Parish Council's consideration in its discussion on the application later in the meeting:
 - The site is not part of Horsham District Council's 5-year Plan and is not identified in the local Neighbourhood Plan. For this reason, he is not supporting the application.
 - If the plan is determined in the developer's favour, significant mitigation should be required to address the following:
 - Washington A24 roundabout is already at capacity and contribution to mitigation should be sought.
 - In addition, the A283 may require further Traffic Management Orders to manage (i.e., Speed constraints) the travel flow and additional increase in junction area.
 - At this site there are 3 junctions: Hampers Lane, Milford Grange and Clayton Farm, The addition of this site will compound the use of these junctions, which at present are confusing. Highways would need to improve the safety aspect of these junctions and make it clearer in its use. Again, mitigation contributions would be sought from this development.
 - There has been discussion that a pedestrian crossing should be within this vicinity. He would expect the additional units at the site would increase pedestrian use and would expect contributions from the development.
 - He expressed some concern on the development overloading the utility infrastructure in this location, in particular in water and sewage, and some concerns about increase in flooding.
 - He would consider it appropriate for the scheme to contribute to the use of public transport.
 - He asked that the Parish Council requests that the application is determined by committee.

HDC Reports

Cllr Jim Sanson previously gave his apologies for absence. There were no reports

23.65. To Report matters arising from the last meeting

The Chairman reported on the following:

- Petition of 580 signatures from Washington and Storrington against "inappropriate" draft housing proposals by Clarion Homes Group at Longbury Hill Wood, Rock Road, submitted by Andrew Griffith MP to the House of Commons.
- Washington Parish Council's consultation response to the Rampion 2 windfarm expansion proposals have been formally acknowledged by Rampion on 16th September 2021
- Andrew Griffith MP's consultation comments to the Rampion proposals (above) is published on his website at:

<https://www.dropbox.com/s/a1228kp5vdd7ut0/Andrew%20Griffith%20MP%20-%20Rampion%20%20Consultation%20Submission.pdf?dl=0>

The Chairman reported on the MP's response in which he also agreed to support the submissions by Wiston Parish Council and Washington Parish Council.

- Rampion 2 consultation response from Mr Matthew Stevens, Washington resident was shared with this council's Chairman and Clerk on 16th September. The Chairman commented that Mr Stevens had invited the Parish Council to support the letter, but it arrived too late for formal consideration at a meeting. The Council's own consultation response was shared with Mr Stevens.
- Washington Parish Council's consultation response to the Rock Common Quarry application WSCC/028/21 is published on the WSCC website for this application..

RESOLVED to note the reports and that the Clerk will contact the Forestry Commission again for a full response to the Council's letter on 16th August 2021 about the re-stocking of Longbury Hill Wood, Rock Road.

23.66. To Agree decisions made by delegated powers since the last meeting for ratification

The Clerk reported she has ordered a 360-litre bin from HDC, using delegated powers agreed by the OSRA Committee Meeting on 20th September. The bin is for the Parish Litter Warden's weekly collections and will cost is £7.40 per collection as and when required. Mr Rob Gerig from the Village Hall has kindly agreed to position the bin at the far end of the car park, and to find someone willing to fit the locks once approved by HDC.

RESOLVED to ratify **APPROVAL** of the bin to be collected every quarter or when advised by the Parish Litter Warden.

23.67. To Consider consultation responses to the following planning applications.

23.67.1. SDNP/21/04460/FUL – Frankland Arms London Road Washington RH20 4AL

Internal alternations to WC on Ground Floor and service area of bar

Councillors discussed this application and **RESOLVED** to make **NO OBJECTION** with provision that the fireplace is not affected by the proposed changes.

23.76.2. SDNP/21/04461/LIS – Frankland Arms London Road Washington RH20 4AL

Internal alternations to WC on Ground Floor and service area of bar

SDNP/21/0446

Councillors discussed this application and **RESOLVED** to make **NO OBJECTION** with provision that the fireplace is not affected by the proposed changes.

23.67.3. DC/21/2161 – Old Clayton Boarding Kennels Storrington Road Washington RH20 4AG

Demolition of existing kennels and cattery buildings/structures, and existing dwellings.

Erection of a 60-bed care home (Class C2) and 8No. age restricted bungalows (Class C3) with associated access, landscaping and other works (including relocation of existing staddle stone barn).

Councillors discussed the application at some length, noting the concerns raised in the report by Cllr Paul Marshall earlier in the meeting and that he will not support the application principally because the kennels site is not designated for development in the adopted Storrington & Sullington and Washington Neighbourhood Plan.

The Chairman reported on the planning history of the site since 2014 which included plans for 41 homes dismissed on appeal in 2016, and an application for a bungalow refused last year.

It was noted that a pre-application consultation for the current proposals attracted 9 responses including 3 supporting comments and 6 objections. SB spoke on the concerns raised by residents of neighbouring Millford Grange, including the substantial size of the development, overlooking, and the impact on the drainage infrastructure on Millford Grange and flooding risks.

Councillors added concerns that the current proposals would generate more traffic from

service vehicles and visitors. They were unconvinced with the applicant's argument that the kennels business was no longer viable, noting similar claims over the last 14 years with previous application.

It was further noted that the Parish Council was involved in recent talks with HDC senior planners and had asked them not to include the site in the Local Plan review to find more sites for additional housing requirements.

AL proposed that the Council strongly objects to the application for the following reasons:

- It is located in countryside, outside of any defined built-up area boundary, on a site not allocated for development within the emerging Horsham District Planning Framework or the adopted Storrington & Sullington and Washington Neighbourhood Plan.
- The proposals constitute overdevelopment and in an inappropriate location for a rest home; it would also result in overlooking and loss of privacy for the neighbouring properties at Milford Grange.
- It constitutes a risk of "ribbon development" along the A283, diminishing the countryside between Storrington and Washington. This is contrary to the policies of the Neighbourhood Plan which seeks to protect these important green spaces.
- The proposed development does not constitute part of the existing development but is a further and separate isolated development.
- The Grade II Listed Building of Old Clayton House must be protected and under no circumstances should it be moved from its current location. The proposed re-location would result in substantial harm and would not outweigh the great weight to be assigned to the conservation of a designated heritage asset.
- The proposed 4th entrance/exit in close proximity to 3 others onto a major arterial road, particularly at peak times, will increase traffic congestion and compromise safety. This will also further compromise air quality issues in the area.
- The proposal has an adverse impact on the rural environment both in terms of ecology and views. The development would be clearly visible from the South Downs National Park and would be obtrusive to the neighbouring properties at Milford Grange.
- There is no provision for facilities within the site or its surrounds that will mitigate the impact on infrastructure that the development will create. This is in terms of health, leisure and education, and also the significant impact on the drainage system at Milford Grange, already stretched to capacity.
- Light pollution will be increased in the area which is designated as an Unlit Parish and close to the SDNPA which has a Dark Skies policy

Councillors agreed there was nothing to be gained from making observations about mitigating proposals put forward by Cllr Marshall in his reports earlier in the meeting.

RESOLVED unanimously to make a **STRONG OBJECTION** for these reasons and to request that the application is decided by committee. Clerk to notify HDC and local District Council ward members.

23.67.4. DC/21/2197 – Downlands Bracken Lane Storrington Pulborough

Construction of front and rear dormers

Councillors discussed this application. They noted there were no published objections from neighbours on the Planning Portal at the time of the meeting, and that the proposals would not overlook other properties.

RESOLVED unanimously to make **NO OBJECTION**.



23.67.5. DC/21/2020 – Woodfold Hazelwood Close Storrington Pulborough

Erection of a single-story rear extension and a hip to gable rear roof extension with new side rooflights.

Councillors discussed this application and noted the proposals covered a very small footprint of the property, there was no overlooking and no objections from neighbours on the Planning Portal at the time of the meeting.

RESOLVED unanimously to make **NO OBJECTION**

23.67.6. DC/21/1967 – Birchwood 2 Chancton Copse Rock Road Storrington Pulborough

Fell 1 x Scots Pine

Councillors discussed this application and **RESOLVED** to make **NO OBJECTION**.

23.68. Planning Decisions, Appeals and Planning Compliance.

23.68.1. HDC Planning Decisions.

Parish: Washington PC

Application Number: DC/21/1553

Site: 18 Montpelier Gardens Washington Pulborough West Sussex RH20 3BW

Description: Erection of a front porch, a first-floor side extension and alterations to the rear conservatory to

Decision: Application Permitted

Date of Decision: 07/09/2021

23.68.2. SDNPA Planning Decisions:

None at the time of publication of this agenda

23.68.3. Planning Compliance

SDNP /21/00539/OP: Alleged unauthorised development - Construction of steel gabions at Wiston Estate N

Date received: 15th Sep 2021

Status: PCO (*pending consideration*)

23.69. To Review, Consider, Recommend and Report on Parish Council issues, including maintenance

23.89.1. To Report any maintenance issues affecting Parish Council property outside the Recreation Ground and Allotment and Agree any required action

None to report.

23.89.2. Ownership of the light on the pathway between The Street and The Holt

The Clerk reported that West Sussex County Council and Horsham District Council have confirmed the light is not on their asset registers and believe it was privately installed. The Clerk could not find any record of the Parish Council owning the light and that to spend any of Parish Council funds on its maintenance would be *ultra vires*.

RESOLVED unanimously to take no further action.

23.89.3. To Sign the Council's Bank Mandate Variation for two new Full Power signatories agreed at the last meeting

RESOLVED to **RATIFY** that CB and AL signed JB's Bank Mandate Variation form at the start of the meeting. JB to bring his form to the next meeting.



23.89.4. To Agree the co-option of Cllr Jason Thomas to the Planning & Transport Committee

JT confirmed his willingness to join the PT Committee and attended the last meeting.

Councillors thanked JT and **RESOLVED** to **AGREE** his co-option to the PT Committee.

23.89.5. To Discuss and Agree a recruitment drive for new councillors

Councillors noted that the Parish Council has 4 vacancies evenly split between the Washington and Heath Common Wards. JT joined in response to the Council's newsletter campaign in the summer, but three other prospective candidates withdrew interest, principally due to difficulties in meeting the time commitments.

Following a discussion, it was **RESOLVED** unanimously to publish an article about the vacancies in the Council's new website which better promoted the role. CB to action.

23.89.6. To Consider the publication and quotation for the next Council Newsletter.

A copy of a quotation from Sussex Local for £265 to design and print the next newsletter was previously circulated. It was noted that the magazine could deliver to half of the parish and would be willing to find a distributor for the remaining area on request.

Councillors discussed this and **RESOLVED** unanimously to defer the newsletter until next Spring with a view to publication in March.

23.89.7. To Consider creating and managing a social media account for the Council

Councillors discussed whether it would benefit from having a social media account like Facebook. It was agreed that whilst it is potentially a useful tool of additional communication, it is open to abuse and there were no resources for its daily management. Councillors noted that it has only recently launched its new website and that this should be given time to develop.

RESOLVED to take no action at this time but review on a periodic basis and monitor the new website visitor traffic once Google Analytics is in place. Councillors agreed to provide portrait photos of themselves to the Chairman to upload to the new website.

23.90. Washington Recreation Ground Charity

23.90.1. To Report any maintenance issues on the Recreation Ground and Agree action

None reported.

23.90.2. To Consider quotation for 2022 interim inspection of Council's Tree stock

Councillors discussed and **RESOLVED** to agree a £420 quotation by Andrew Gale (AGC) to carry out next year's High and Medium Risk tree inspections in accordance with the Parish Council's adopted Tree Management Strategy.

23.91. To receive reports and recommendations from Committees and Working Parties

23.91.1. Draft Minutes of the OSRA Committee Meetings on Monday 16th September 2021

There were no recommendations for consideration.

23.91.2. Draft Minutes of the Planning & Transport Meeting on Monday 16th September 2021

There were no recommendations for consideration.



23.91.3. To Consider and Agree the Council's draft responses to the West Sussex County Council Draft Local Transport Plan 2022-2036 prepared by the Planning & Transport Committee

Councillors noted the Planning & Transport Committee's draft comments to the WSCC Transport Plan and **RESOLVED** unanimously to agree these are included in the Council's consultation response and finalised by the Clerk.

23.91.4. Meeting with National Trust on the proposed Forestry Track in southern end of Georges Lane
AL reported on the meeting he attended with the Chairman, CB and National Trust representatives earlier in the day (4th October 2021) Despite setbacks due to Covid, the NT hoped the scheme will go ahead next February and that the Parish Council's financial support has been partly instrumental in keeping up the momentum. It was noted that if the scheme is delayed beyond March, the PC would be obliged to review its funding offer.

RESOLVED to NOTE the report.

23.92. Approve Payments, Receipts and Quotes

23.92.1. To Approve Bank Reconciliation, Payments and Report Income. Information to be circulated (uploaded to the meeting's One Drive folder) on Thursday 2nd September

The reconciled bank statement showing transactions between 30.07.21 and 20.08.21 accounting year to date statement, payments schedule and invoices were circulated before the meeting.

RESOLVED that the following payments totalling £ 2,920.92 be **APPROVED**

Payee	Details	Amount
Moore	External Audit 2019/20	360.00
TEEC Ltd	Website hosting -Premium upgrade	288.00
Z Savill	September 2021 salary & expenses	1,393.05
NEST	September 2021 staff pension	68.58
HMRC	2021.22 Q2 Tax & National Insurance	796.29
HALC	2021.22 Subscription	15.00
Total		£ 2,920.92

Councillors **RESOLVED** to **AGREE** the financial reports as follows:

Outstanding purchase orders: 0

Outstanding sales invoices: 0

Income: £20 for MUGA lights paid 29/09/2021

Reconciled Bank Balance: £79,530.37

VAT

To Report Q2 VAT due October 2021

£259.81 claim submitted to HMRC

PAYE and National Insurance contributions

To Report Q2 due October 2021

£796.29 approved - see payments above

23.93. Correspondence Received



Correspondence was previously circulated to Councillors and it was **RESOLVED** unanimously to note these.

23.94. Clerk's Report

Governance - External Audit 2019/20

23.94.1. To Report Notice of Conclusion of the Council's 2020.21 Audit and External Auditor's Report

The Clerk reported that the 2019/20 audit is concluded and published on the Council's website and noticeboards on 28th September 2021. Councillors noted the report from Moore, the External Auditor, found that Sections 1 & 2 of the Annual Governance and Accountability Return is in accordance with proper practices and no other matters have come to their attention giving cause for concern that relevant regulatory requirements have not been met. A copy of the full report was previously circulated. Councillors thanked the Clerk for her work in preparation for the audit.

23.94.2. Council's 2021.22 Interim Audit

The Council's 2021.22 Interim Audit will be conducted remotely by Mulberry & Co on Tuesday 12th October 2021

23.94.3. WSALC AGM

Papers for the forthcoming West Sussex Association of Local Councils' (WSALC) Annual General Meeting on Friday 29th October at 2.30pm via Zoom will be circulated by WSALC in due course. The Clerk will forward these to Councillors with an invitation to attend.

23.94.4. Training – Mulberry & Co Training Programme for Councillors and Clerks

Councillors discussed a list of training dates from Mulberry & Co and published on the WSALC website. **RESOLVED** unanimously to notify the Clerk if they wish to attend any of the training sessions

23.95. To Receive items for the next agenda.

BH proposed that the Council discusses the need for a pedestrian crossing at Milford Grange. Councillors noted that the matter was previously discussed at the FC meeting on 5th July (Min Ref: 23.15.3) when it was resolved to write to WSCC to give serious consideration for a crossing because of local road safety concerns. The Clerk reported that she had emailed Cllr Paul Marshall and WSCC on this (9th August) on this and will contact them again for a response in time for the next meeting.

23.96. Dates and time of next meetings at Washington Village Memorial Hall (Dore Room).

Committees: Monday 18th October, 2021 from 7:00pm

Full Council Meeting: Monday 1st November, 2021, 7:30pm

Personnel Committee: January 2022 on a date to be confirmed.

There being no other business to conduct, the Chairman closed the Meeting at 21:28 hours.

