 **WASHINGTON PARISH COUNCIL MEETING**

**Monday 5th August, 2019 at 7.30pm in the Washington Village Hall**

**MINUTES** of the proceedings of the monthly meeting of Washington Parish Council held on Monday 5th August, 2019r

**PRESENT:** Cllr C Beglan, Cllr S Buddell, Cllr J DeLittle, Cllr D Glithero, Cllr P Heeley, Cllr J Henderson, Cllr A Lisher, Cllr G Lockerbie and Cllr J.Ross

**IN ATTENDANCE:** Cllr Paul Marshall (WSCC & HDC) and Cllr Jim Sanson (HDC)

**ALSO**: Clerk to the Council

**MEMBERS OF THE PUBLIC**: 3

**ABSENT**: Cllr Heeley (Chairman)

**19.51. Apologies for Absence and Vice-Chairman's Announcements**

Apologies were received and accepted from Cllr Heeley (work).

The Vice-Chairman reported on the Yes vote for the joint Storrington & Sullington and Washington Neighbourhood Plan at the referendum on 18th July, and thanked all those involved in the process over the last 6 years.

19.52. Declarations of Interest from members in any item to be discussed and agree Dispensations

There were no declarations of interest.

**19.53. To approve the Minutes of the last Parish Council meeting held on 1st July, 2019**

**RESOLVED** to **APPROVE** the draft minutes of the Parish Council Meeting held on 1st July, 2019 and signed by the Vice-Chairman as a true record.

* 1. **Public Speaking**

The Vice-Chairman invited the following members of the public to speak: Mrs Diana Drawbridge spoke in support of her hire request for Nordic Walking sessions on the Washington Recreation Ground.

A member of the public raised concerns about a dog incident in his garden which he reported to police, and alleged it was the same dog as the pair which were the subject of a dog control order in April and at least two other alleged incidents. He asked the district councillors what can HDC do next, as it seemed the dog control order has been breached and there have allegedly been further incidents. Cllr Sanson explained that the matter was in the hands of Sussex Police and that he understood that a police officer had contacted him. The speaker disputed the nature of contact. A brief discussion took place and both were invited by the Vice-Chairman to continue this outside the meeting if they wished.

A member of the public raised a number of issues about the planning application DC/19/1496- Crosswinds Hampers Lane Storrington. He alleged that it did not address the conditions imposed by the appeal inspector for the previous application, and he emphasised the importance of the Heath Common Design Statement and Neighbourhood Plan which should carry weight in the Planning Authority’s decision. The application was considered by the Council later in the meeting as consultee.

**19.55. County and District Issues**

* *Joint Storrington & Sullington and Washington Neighbourhood Plan:*

Cllr Sanson congratulated the Parish Council on the referendum result in support of the Plan, and that it will be considered for adopted by Horsham District Council in September.

* *WSCC’s proposed permanent Traffic Regulation Order on A283 Storrington/Washington Road for a 40mph Speed Limit:* The public consultation period ends 8th August.

### Rock Road - junctions issues -

Cllr Marshall reported that he has spoken to a resident from Chancton Copse regarding the issue on Rock Road, together with other issues on nearby junctions. He advised Councillors that the Thakeham Tiles housing proposal would add more pressure for improvements but the proposed 30mph speed limit did not extend far enough along Rock Road to be of benefit. He urged the Parish Council to pursue a Community Highways Scheme which would embrace the whole curtilage, possibly including some traffic calming measures. He agreed to give his support and has supported an application by another Rock Road resident for a 30mph speed reduction between Muttons Corner and the A24. The Clerk explained that the Parish Council had discussed the issues of Road Road earlier in the year. It had agreed to review it in the Spring once the proposals for the Thakeham Tiles and other emerging housing developments are realised, and their impact on the road network. His recommendation would be reported to the next Planning & Transport Meeting for consideration.

* *Overgrown verges, A283 Storrington Road, Washington*:

Cllr Buddell and Cllr Glithero reported on the continuing problem of overgrown verges by the pathway along the A283 Storrington Road past Millford Grange. It is inaccessible, particularly for those on the school run who cannot use pushchairs, and the bus stop is marooned by the long grass. Cllr Glithero reported that previous attempts by local volunteers to cut the grass had been thwarted by County Council bureaucracy. Cllr Marshall was sympathetic, and reported that earlier in the year, WSCC relaxed its ‘rules’ and has re-worked a document for the Highways Authority to work with local volunteers in self-help schemes which he would forward to the clerk. He reported on the current debate by WSCC in ‘reactive weed clearing/cutting back on verges’ and wildlife/insect conservation, but he felt this was a step too far, particularly in areas where pedestrians are relying on verges where there are no pathways. He also attributed the grass cutting delays to a legal challenge by one of the County’s major service providers. He agreed to raise the matter and the Council’s concerns with WSCC.

* *Millford Grange bus service voucher scheme*: Cllr Glithero reported that Barratts have written to Millford Grange residents offering to reimburse them if they buy a £250 season ticket for a bus service which was a planning condition imposed for the development four years ago. Cllr Glithero asked how residents could reasonably be expected to fund the initial outlay. Cllr Marshall agreed that it would be necessary to get HDC Planning’s view on that. Cllr Glithero agreed to provide a copy of the letter to Cllr Marshal via the Clerk.

#### Thakeham Tiles housing proposal -

Cllr Beglan asked if an alternative site has been found for the existing workforce, as this was a contingent of the planning requirement. Cllr Sanson reported that although they had not yet found a suitable site, as far as he is aware, it would remain a requirement.

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* *Climate Change*: Cllr Marshall reported that he had forwarded WSCC’s climate change briefing (3rd August) to the Clerk and urged Councillors to table a discussion on how it can introduce and support local initiatives. The Clerk confirmed it will be included in September’s agenda for consideration.

**19.56. To Receive, Review, Report on and progress matters arising from the previous**

**minutes**

*The Vice-Chairman reported on the following matters arising from the previous minutes:*

* **Community matters:**  It was reported by the Sandgate Society that the new footbridge was successfully installed at Sandgate Park on 10th July 2019, and thanked Washington Parish Council for its £500 donation towards the project.
* **Police**: Sgt Peter Allan, from the Adur, Worthing & Horsham Prevention Team has kindly agreed to speak at the full council meeting on 2nd September
* **Tree Management**: Gale Tree Consultancy accepted the contract to for tree inventory tagging, GPS plotting and inspection at the Council’s tree stock (trees with a diameter of more than 150mm). Works to start 16th September.
* **Silver cups - Assets**: Cllr Ross reported on Toovey’s estimated valuation of the Council’s four cups ranging between £300 and £350, and that they would waive the fee if the Council decided to auction them. Councillors NOTED that the cups are due to be re-valued by Silverthornes in Worthing, to be arranged by the Chairman. *The Vice-Chairman thanked Cllr Ross for his report and for kindly arranging the auction valuation. Disposal of the cups would be considered* at the full council meeting in September.

**Co-option Vacancy**: The Clerk advised that one person is seeking co-option. The application will hopefully be considered at the full council meeting in October.

**RESOLVE** to **NOTE** the information

 **19.57. To Consider Planning Applications and discuss Transport issues**

 **19.57.1. Planning applications**

**SDNP/19/01359/FUL - Rowdell Barn The Street Washington Pulborough West Sussex RH20 4AT**

*Change of use from 2 looseboxes and tack room to a 4 enclosure cattery and reception area*

Members discussed this application, some of them noting that it was a small development proposal and that there were no objections on the planning portal. Cllr Ross commented that from his knowledge of the cattery business, four stalls would not make it a viable business and cautioned whether it would start growing to something bigger at a later date. Cllr Henderson commented that the Council could only comment on the application’s current proposals.

RESOLVED to make NO OBJECTION to the application.

**DC/19/1027 - The Chardonnay Restaurant Old London Road Washington Pulborough**

*Variation of Conditions 1, 7, 8, 10 and 11 on previously permitted application DC/17/2498*

*(Proposed Change of Use from A3 Restaurant to C3 Residential (3 x 2 bedroom apartments)*

*with associated parking (including 2 community spaces) and bin store. Removal of existing*

*conservatory and commercial binstore and enclosure and erection of new bin/cycle store).*

*Amendment to site plan to incorporate new patios (including timber fencing) to each unit*

*,fenestrative changes, landscaping, car parking layout and relocation of the bin and cycle*

*Storage*

Councillors discussed this application, noting there were no objections from neighbours on the planning portal and **RESOLVED** to make **NO OBJECTION.**

**DC/19/1463 - Garden Cottage Rock Lane Washington Pulborough**

*Application to confirm the building works for the installation of additional first floor window*

*in south elevation and failure to retain obscure glazing in landing window contrary to*

*condition 3 on planning permission WS/27/91 were substantially completed more than four years before the date of this application. (Certificate of Lawful Development - Existing)*

Councillors discussed this application noting that there were no objections from neighbours on the planning portal and that the property does not overlook neighbouring properties.

**RESOLVED** to make **NO OBJECTION**

**DC/19/1496- Crosswinds Hampers Lane Storrington Pulborough**

*Outline application for the demolition of existing dwelling and erection of 3.No detached*

*dwellings and associated garaging with all matters reserved*

Councillors discussed the application. They agreed it was a more aggressive application in that it has all the drawbacks of the previous one because none of the conditions had been met which were imposed by the appeal inspector. It was also for three instead of the previously proposed two dwellings. They noted concerns raised by a member of the public during the earlier public speaking session.

**RESOLVED** to make a **STRONG OBJECTION** based on the Parish Council’s previous objections. However, if the Planning Authority is mindful to approve the application, to impose the conditions made by the appeal inspector on the previous application; to take into consideration the unique character of the area and the importance of minimising impact of traffic on the small network of bridleway accesses, as set out in the Heath Common Design Statement. The document was adopted after the appeal decision, as supplementary planning guidance, and endorsed by the Storrington & Sullington and Washington Neighbourhood Plan which was voted for in the recent referendum.

**19.57.2. Planning Decisions**:

## Parish: Washington PC

**Application Number:** DC/19/0779

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

**Description:** Erection of a two storey rear extension, first floor side extension and front porch

**Decision:** Application Permitted

**Date of Decision:** 28/06/2019

**Parish: Washington PC**

**Application Number:** DC/19/1084

**Site:** Longbury Covert Hampers Lane Storrington Pulborough West Sussex RH20 3HY

**Description:** Fell 2 x Scots Pine and 1 x Lawson Cypress

**Decision:** Application Permitted

**Date of Decision:** 16/07/2019

**RESOLVED** to **NOTE** the information.

**19.57.3. Planning Applications for consideration by HDC Planning Committee:**

***DC/18/2095 - T*hakeham Tiles Ltd Rock Road Storrington Pulborough West Sussex RH20 3AD**

*Outline planning application for the demolition of all existing buildings, the erection of 90 dwellings with associated works and the formation of a new access onto Rock Road. All matters to be reserved, except for means of access*.

The Vice-Chairman reported that Cllr Paul Marshall has notified the Parish Council that WSCC Highways has raised no objection to the proposed development subject to conditions. Their comments were circulated to councillors before this meeting together with the site masterplan, and site access plan which demonstrates the proposed traffic calming on Rock Road and extension to the 30mph speed limit. The Parish Council objected strongly to original application last October and the revised application in February this year. **The application will be considered at HDC’s Planning Committee (South) Meeting on 20th August**.

**RESOLVE**D to **NOTE** the information.

**19.57.4. Appeals**

**Notice of Appeal, Ref: APP/Z3825/W/19/3230663**:

*An appeal has been lodged against District Council's refusal of Planning Consent for the application DC/18/2249 for a 2-bed attached dwelling with associated parking and new access onto Old London Road, at The Chardonnay Restaurant, Old London Road, Washington, Pulborough, West Sussex,*

*RH20 3BN*

The Vice-Chairman reported on the appeal and noted that the Council’s Planning & Transport Committee agreed to make no objection to the application at its meeting last November.

**RESOLVED** to **NOTE** the information.

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**1957.5.Transport issues:**

***To Agree a response to WSCC’s proposed permanent Traffic Regulation Order on A283 Storrington/Washington Road for a 40mph Speed Limit***

The Vice-Chairman reported on the invitation from WSCC to respond as consultees to the proposed traffic order to introduce a 40mphy speed limit on the length of A283 Storrington Road/Washington Road that runs from Heather Way eastwards for a distance of 1.6km. Councillors discussed the TRO and accompanying documents, which had been proposed by the Parish Council.

##### RESOLVED to support the application which has strong local support and fits in with the Parish Council’s other discussions for improvement schemes for the footway and clearance of the current footway. *Clerk to action.*

**19.57.6. Road Closures**

**RESOLVED** to **NOTE** there were no road closures to report.

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

***19.58.1. To Report that the Neighbourhood Plan received a Yes vote at Referendum on 18th July 2019.***

The Vice-Chairman reported that the Storrington & Sullington and Washington Neighbourhood Plan received a **Yes vote** at referendum on 18th July. The turnout was 19.13% with 1298 votes for ‘Yes’ and 205 for ‘No’ with 2 ballet papers rejected. The Chairman had requested a breakdown of votes to give a full picture of what happened in Washington but Horsham District Council is unable to provide the information.

It follows that full weight can now be applied to the Storrington & Sullington and Washington Neighbourhood Plan when determining applications in the three parishes. HDC has extended its congratulations to the Parishes for all their hard work during the development of their plan. It is expected the Neighbourhood Plan will now to be formally ‘made’ at the HDC meeting on Wednesday 4 September 2019.

The Clerk has thanked the Clerk of Storrington & Sullington Parish Council Mrs Tracey Euesden, Deputy Clerk Caroline Read, the Steering Group, and HDC’s Senior Neighbourhood Planing Advisor, Norman Kwan for all his help in preparing the Plan.

**RESOLVED to NOTE the information**

***19.58.2. To Consider membership of the Surrey & Sussex Association of Local Councils (SSALC) and councillor training***

Following a request by the Council at its meeting in June, the SSALC subscription of £421.75 for the remainder of the membership year (up to 31st March 2020) was circulated. A training schedule and what is offered to members and non-members, was also circulated. Councillors discussed and agreed that membership will benefit the Council, including training opportunities.

**RESOLVED** to subscribe to SSALC to be reviewed in the renewal period AND make payment of £421.75. Clerk to action.

***19.58.4. To Consider a hire request for Nordic walking on the Recreation Ground***.

The Vice-Chairman reported a request from physiotherapist, Diana Drawbridge for the use of the Washington Recreation Ground to trial Nordic Walking sessions for people with a neurological condition, and has identified a few local people who would be interested in taking part.

The sessions for up to 8 people, would be on Mondays 11.30 -12.15 (taster session for the first 2 weeks) 12.30-13.30 Nordic walk, reverting to 11.30-12.30 regular Nordic walk sessions. The instructor has Public Liability Insurance, is a member of the Chartered Society of Physiotherapy, and has completed training as an Activator Rehab Therapist. She will be charging for sessions and has a physiotherapy group at the Village Hall for Parkinson’s Disease sufferers. Councillors discussed the request and its medical benefits, and agreed the sessions will also help to serve a part of the community who cannot easily enjoy the benefits of the grounds.

**RESOLVED** that theNordic Walking Sessions be authorised to take place on Washington Recreation Ground for three months at no charge as an introductory offer and thereafter £20 per session to be reviewed annually.

***19.58.5. To Consider any further maintenance issues arising***

|  |
| --- |
| **Tree Report:** Councillors considered a report from a member of the public which raised concerns about a number of trees on parish land, and a yew tree in the closed graveyard. At the instruction of the Vice-Chairman, the Clerk requested a further inspection by the Tree Warden and his report was circulated before the meeting with recommendations. It was agreed to engage the services of Gale Tree Consultancy to carry out any urgent works, to be ratified at this meeting..**RESOLVED** to ratify urgent works and for non-urgent works to be considered at the next Open Spaces Committee Meeting on 19th August.**Tennis net cable**: The Clerk reported that the tennis net cable has been damaged and a local resident tennis player has offered to repair it. Cllr Glithero agreed he would be happy to replace the cable at no cost, and that it was possible that the winder may not be damaged. The Clerk would purchase the cable which is estimated to cost in the region of £27 plus vat and delivery. Cllr Glithero noted it is the fourth or fifth time that tennis equipment has been replaced at the cost of the parishioners in the last three years because of vandalism or mistreatment. He reported that the tennis net and posts were usually left in an untidy heap on the ground instead of returning them to the storage unit, and suggested that the Council should consider introducing charges for using the courts. The Clerk agreed to add the proposal to the agenda of the next Open Spaces meeting for discussion. **RESOLVED** to ratify the replacement costs of a new cable.The Clerk reported that she is waiting for the following: * Revised quotation on the replacement bollards at Vera’s Shelter.
* Update from HDC on its repairs to the street lamp next to the bus shelter in London Road.

There were no further maintenance issues reported at the time of publication of the agenda.RESOLVED to NOTE the information.**Wasp nest – Vera’s Shelter**Cllr Ross reported a wasp nest in Vera’s Shelter’s roofspace.**RESOLVED** to engage a contractor to remove the nest. Clerk to action. |

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

*19.59.1. To Ratify approval of quotation to replace parish council laptop.*

This item was deferred from the last meeting for further estimates. Three estimates were circulated before the meeting to replace the office laptop as it is not functioning efficiently. Eight councillors agreed by email that the clerk should engage the services of Contractor B: ST TECH at the earliest opportunity. It was agreed that the estimate was clearly set and included all the requirements, and the contractor lives conveniently close to the parish should any issues arise.

Contractor A: £827.79

Contractor B: £978.12

Contractor C: £982.80

**RESOLVED to RATIFY APPROVAL** of the estimate of £978.12 by ST TECH and engage their services for the replacement laptop and install software.

***19.59.2. To Approve the mandate variation forms for online banking controls***

Councillors considered the mandate variation form which will allow the Clerk full power to set up online payment controls as agreed by Full Council in June (Min Ref: 19:50.1.), and to add all approved signatories to have limited powers for online banking.

**RESOLVED to APPROVE** the mandate variation forms and for two approved signatories to sign.

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

The reconciled bank statement showing transactions between 20.5.19 and 24.06.19 accounting year to date statement, payments schedule, invoice and purchase order summary were circulated to Councillors.

Councillors **RESOLVED to AGREE (…..)** the following payments totalling **£1,167.70**be **APPROVED.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Payee** | **Details** | **Amount net** | **VAT** | **Total** |
| 15.07.19 | S Trott | Vera’s Shelter decorating | £325 | 0.00 | £325.00 |
| **5.07.19** | S Russell | Litter collection - May 2019 | £115.20 | 0.00 | £115.20 |
| 31.07.19 | Staff | SALARY | £1119.85 | 0.00 | £1119.85 |
| 31.07.19 | Z Savill  | Office Expenditure | £47.85 | 0.00 | £47.85 |
| 01.08.19 | Vision ICT | Website hosting 2019/20 | £200.00 | 40.00 | £240.00 |
| 31.07.19 | D Kembery Fencing | Fencing repairs and replacement | £930.00 | 0.00 | £930.00 |
| 05.08.19 | S Russell | Litter collection - June 2019 | £115.20 | 0.00 | £115.20 |
| **Total** |  |  | **£2,853.10** | **£40.00** | **£2,893.10** |

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

**Outstanding purchase orders: £2,922.24**

**Outstanding sales invoices - £0.00**

**Reconciled Bank Balance - £77,106.05**

**19.59.4. VAT -**

**RESOLVED** to **NOTE** Q2 due October 2019

**19.59.5. PAYE and NICs:**

**RESOLVED** to **NOTE** Q2 due October 2019

***1960. To receive reports on meetings attended, and notice of any forthcoming meetings*.**

Cllr Beglan reported on a recent meeting with the National Trust on 29th July and that they have confirmed their desire to create a forestry track to improve Georges Lane southern access to the Warren Hill car park as part of a five-year management plan. If expenditure is approved in the National Trust’s Autumn budget, the track will be created after April 2021, and has a 25-year-lifespan. They have also provisionally agreed to change the signage which will hopefully discourage alternative access to the car park.

**RESOLVED** to **NOTE** the report

**19.61. Correspondence Received - For information only:**

* The South Downs National Park Authority is pleased to announce (10th July) that it unanimously voted to formally adopt the South Downs Local Plan on 2nd July 2019. Details of the Local Plan and associated documents are available by visiting: <http://www.southdowns.gov.uk/localplan>
* **Invitation (email 8th July) to attend a Community Conversations Event at St Mary’s School, Washington on Tuesday 16th July:**  Invitation declined on this occasion as it arrived too late for Council’s consideration last month. Clerk has invited the school to feedback from the event, and include any proposals it would like the Council to consider.
* Horsham District Council’s response to feedback on Local Plan Workshop, a Parish Training event hosted by HDC on 6th June 2019 was circulated to councillors on 15th July.
* WSCC e-Newsletter: <https://content.govdelivery.com/accounts/UKWSCC/bulletins/24cac1c>
* Invitation by the Chanctonbury Local Committee (CLC) to respond to a survey of residents and community groups - the value and purpose of CLCs - closes 30 September
* Sussex Police Horsham Weekly Bulletin 9th July 2019

**RESOLVED** to **NOTE** the correspondence.

**19.62. Clerk’s report**

*10.62.1. Governance*

The Clerk reported that the external auditors, Moore Stephens, has confirmed receipt of the Council’s 2018/19 Annual Return. They have raised a query on the variance figures which the Clerk will respond to. Their report is expected later in the summer.

*19.62.2. Training - Code of Conduct training*

Sharon Evans, Head of HDC’s Legal and Democratic Services and monitoring officer confirms she is in the process of speaking to external training providers for booking something for both Parish and District Councillors to take place early in September. She will advise when a date is confirmed.

##### RESOLVED to NOTE the information

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

Councillors invited to suggest any items for the next agenda, either at this meeting or at least a week before the next one.

**19.64. To receive reports and recommendations from Committees and Working**

**Parties -**

The draft minutes of the Open Spaces Committee Meeting on 19th July was circulated and councillors considered the following recommendation:

***19.64.1. To review the future administration of the Allotment, and annual reivew of the rent and tenancy agreement***

The Council’s tenancy agreement for the allotment garden is due for its annual renewal on 30th September next month. Councillors considered the recommendation by the Open Spaces Committee (OSRA) for the Parish Council to review the tenancy agreement, rent charges and whether to continue administering the allotment garden. The Chairman of OSRA summarised the feedback from a meeting with Mr Paul Neary, the South East Mentor for the National Allotment Association, which had been reported to the OSRA meeting.

Councillors discussed a number of points which had been raised, including the following:

* The Allotment garden is running at a net loss, far exceeding the annual chargeable rent totalling £107per annum. The Parish Council’s role as administrator and manager is not viable.
* A number of plots had not been very well tended, and are covered in a pernicious weed which is difficult to eradicate.
* The Council cannot justify subsidising a facility by the electorate for the sole benefit of a small number of tenants.
* The rents, which have not risen for several years, are very low for the South East, and an increase is long overdue - a list of comparative rents by Local Authorities and a number of parishes were circulated.
* The Council does not own the allotment - it is part of the Recreation Ground charity which the Council administers as a trustee. Because of that, the Council is not bound by the Allotment Act and therefore does not have to administer the allotment and can end the tenancy agreement without consultation.
* The Council can provide an allotment if requested by at least ten members of the parish electorate, but require it to be administered by the tenants or a management company, and charge a global rent eg £1000 per annum for the whole site, which tenants would decide how to split between them.
* Any changes to the terms of the tenancy, and whether the Council would continue administering the site, would require 12 months’ notice to tenants.

It was NOTED that there were many benefits to tenants if the site is self-managed by an association or society, including grants not available to the Parish Council and which could fund equipment and projects such as mains water provision. Mr Neary has offered to advise tenants on how to self-manage the site.

After a lengthy discussion, Councillors **RESOLVED** unanimously in principle that it does not want to continue managing the allotment from 1st October 2020, and to write to tenants inviting them to a consultation meeting. There would be no changes to the tenancy agreement or to the chargeable rent. Clerk to action.

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

**RESOLVED**to **NOTE** that the dates of the next Council Meetings will be:

Committees: 19th August, 2019

Full Council Meeting: 2nd September, 2019

**There being no other business to conduct, the meeting closed at 21:08 hours**

**Signed……………………………………………….**

**Dated………………………………………………..**