** WASHINGTON PARISH COUNCIL MEETING**

**MINUTES** of proceedings for the monthly meeting of Washington Parish Council held on Monday 7th September 2020

**PRESENT:** Cllr C Beglan (CB), Cllr S Buddell (SB), Cllr B. Hanvey (BH), Cllr P Heeley (Chairman), Cllr J Henderson (Vice-Chairman/JH) Cllr A Lisher (AL), Cllr G Lockerbie (GL) and Cllr K Woods (KW)

**IN ATTENDANCE**: Cllr P Marshall (WSCC).

**ALSO**: Clerk to the Council, Zoe Savill

**MEMBERS OF THE PUBLIC**: 3

**ABSENT**: ~~0~~

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

**21.44. Apologies for Absence and Chairman's Announcements**

There were no absences.

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

KW declared a non-pecuniary interest in the planning applications: **SDNP/20/03174/FUL**

and **SDNP/20/03174/LIS. REASON**: immediate neighbour.

**21.46. To approve the Minutes of the last Parish Council Meeting on 3rd August, 2020.**

**RESOLVED** to **APPROVE** the minutes of the last meeting on 3rd August 2020 and confidential report as a correct record. To be signed by the Chairman when the Council next meets in person.

**21.47. Public Speaking**

There was no public speaking**.**

**21.48. Reports from County and District Councillors**

Cllr Paul Marshall (WSCC) reported on the following:

* **Proposed A24 improvement programme**: Discussions on the Worthing to Horsham section are ongoing. Cllr Marshall noted the PC’s earlier consultation response.
* **Potential A283/Storrington Road crossing improvements at East Clayton Farm**: Cllr Marshall and other local member Cllr James Wright (HDC) are supporting original proposals for an ‘illuminated’ pedestrian crossing by East Clayton Farm for safety reasons. They have objected to the West Sussex County Highways Authority’s proposed changes for the type of crossing and that it would be unlit. The project engineer has confirmed the change is principally because it conflicts with the South Downs National Park’s Dark Skies policy and Washington Parish’s Unlit status. Cllr Marshall expressed disappointment that the PC and local members were not consulted in discussions with the SDNPA or National Trust to delegate the changes, and is requesting a further explanation.

*The Chairman reported that the PC had previously agreed in principle to the original crossing scheme and that he had not been aware that it would be illuminated, or of any subsequent discussions to change the scheme. BH commented that the crossing was potentially in the wrong place and that the plan mentions a ‘new development at Clayton Kennels’ which does not exist. The Chairman confirmed that the PC would be discussing its consultation response to the preliminary improvements to the scheme and would share this with Cllr Marshall*.

* **Covid-19 County update**: Tangmere Aviation Military Museum has replaced the Brighton Amex stadium as a Covid-19 testing facility; Covid-19 is increasing nationally but West Sussex is at the lower end of reported infection rates, at 10.2 per 100,000 in the county compared with 22.5 per 100,000 in the last 14 days in England. But the situation is being monitored closely particularly as educational facilities start to re-open across the country.

*The Chairman thanked Cllr Marshall for his reports. Cllr Marshall left the meeting*

**HDC Reports:**

The Chairman gave apologies from Cllr Jim Sanson who had to attend another meeting. He read out a report from Cllr James Wright (HDC) who has written to the Highways Authority expressing his concerns about the revised crossing scheme at East Clayton Farm. He has agreed to support the Parish Council on its preferred option, but hopes it will agree that a lit pedestrian crossing would have maximum safety benefits as well as being more cost effective.

**21.49. Matters Arising from the last meeting.**

**RESOLVED** to note the following:

* **Shed applications:** Planning at Horsham District Council confirmed that planning consent is not required for sheds on allotment sites which are less than 8 x 6ft and are not permanent structures. A Member suggested that it would be useful to seek approval from HDC planning and building control if the PC formulates a shed policy.
* **Online Allotment Meeting 1st September 2020**: Chairman of OSRA gave a brief report at the end of the meeting.
* **Bus stop light, Recreation Ground**: The Clerk has written to HDC, with the agreement of the Parish Council, offering to fund the repair of the light from

S106 £3,000c unallocated funds. HDC has responded that it is seeking confirmation of the c£2,000 quotation to repair the light, to be arranged directly with the contractor by the parish council. The Clerk has replied that the parish council will consider this quotation on the basis that the light will continue to be the responsibility of HDC. Still awaiting response.

***21.50. To Consider Planning Applications***

**SDNP/20/03175/LIS -Frankland Arms London Road Washington RH20 4AL**

*Retrospective application for the erection of non-permanent structures on*

*site, including 2No Marquees for annually temporary use (Listed Building*

*Consent).*

There was no comment. The application is withdrawn following a recommendation by HDC’s Senior Conversation Officer.

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There was a general consensus of support for the marquees to be used as a way of increasing the pub’s capacity during Covid-19, as a number of others in the locality have done, but not as a music venue.  Members **RESOLVED** unanimously to make **NO OBJECTION** in principle to the marquees but that if planners are mindful to approve the application, the following conditions are applied: that the marquees are used only for food and beverages and for a limited period; that no form of entertainment, including any music, is to be permitted.  KW did not take part in the discussion or voting due to previous declaration of interest as a neighbour.  **DC/20/1472- Rockwood Mews Old London Road Washington**  *Variation of Condition 5 of previously approved application DC/19/0281 (Reserved matters application for the erection of 3x3 bed terrace house and 2x3 bed semi detached houses with ancillary garaging following approval of outline DC/18/1603, relating to appearance, landscaping, layout and scale of the development)*  *relating to the landscaping.*  Members discussed this application, a variation of the previous application, noting support from the National Trust and the South Downs National Park Authority.  **RESOLVED** unanimously to make **NO OBJECTION.**  **DC/20/1480 - Rockwood Mews Old London Road Washington RH20**  *Revised alignment of acoustic fence and bund approved under DC/19/0281*  Members discussed this application, supporting the reasons for post and rail fencing because the land at the rear is too steep for the close-boarded variety. It was noted that the National Trust and South Downs National Park are supportive of the change.  **RESOLVED** unanimously to make **NO OBJECTION**  **DC/20/1630 – Barton Spinney Hampers Lane Storrington Pulborough**  *Non Material Amendment to previously approved application DC/18/0102*  *(Demolition of existing garage and erection of new garage/ancillary garden*  *building) Amendments to the pitching of the roof.*  Members discussed this application noting it is a minor alteration.  **RESOLVED** unanimously to make **NO OBECTION**.  **DC/20/1607 – Apple Barn Rock Lane Washington Pulborough**  *Removal of Condition 4 of previously approved application DC/19/1118 (Erection of*  *a single-storey side extension with internal alterations to southern elevation*  *(Listed Building Consent)) Relating to the front and side elevation*  Members discussed the application, noting the minimal change is proposed at the rear of the property and would not be visible.  **RESOLVED** unanimously to make **NO OBJECTION**  **SDNP/20/03102/FUL - Highden Hill Reservoir Glaseby Lane Washington RH20 4AX** *Installation of 3No. replacement* *antennas*  Members discussed the application. It was noted that the proposal would not be noticeable and is a minor re-configuration.  **RESOLVED** unanimously to make **NO OBJECTION**  *Details of these applications can be viewed on the HDC Public Access webpage at* [*https://publicaccess.horsham.gov.uk/public-access/*](https://publicaccess.horsham.gov.uk/public-access/)by entering the references*.*  on HDC or SDNP search bars.  **21.51.Planning Decisions**  The Chairman reported the following decisions:  **DC/19/2478 – Vineyards Old London Road Washington Pulborough**  *Demolition of existing dwelling house and erection of 16 residential dwellings with associated works.*  Withdrawn.  **SDNP/20/01428/FUL - Frankland Arms London Road Washington RH20 4AL**  *Demolition of existing outbuilding and erection of an outbuilding for holiday accommodation, conversion of existing garage to shop, moving of timber gazebo and erection of signage for shop. Internal changes including; removal of fireplace on ground floor and creation of an opening between the main bar and the bar area, chimney structure is to be supported and retained from the first floor upwards (Full Application)*  Unanimously approved at the HDC Planning (South) Committee on 18th August, 2020  **SDNP/20/01429/LIS** - **Frankland Arms, London Road, Washington, RH20 4AL**  *Demolition of existing outbuilding and erection of an outbuilding for holiday accommodation, conversion of existing garage to shop, moving of timber gazebo and erection of signage for shop. (Listed Building)*  Unanimously approved at the HDC Planning (South) Committee on 18th August, 2020.   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **21.52. Appeals**:  No appeals lodged or decided in the parish prior to this meeting.  **21.53. To Review, Consider, Recommend and report on Parish Council issues, including Maintenance**  ***21.53.1. To Consider an invitation to give financial assistance towards securing the re-opening of the of the Chanctonbury Leisure Centre, at risk of closure****.*  Deferred pending further information.  ***21.53.2. To Ratify approval of Vision ICT to upgrade the Council’s website for statutory accessibility requirements.***  Members discussed the working party’s delegated decision on 18th August to instruct Vision ICT, the Council’s current provider, to create a transparency website. Further details of the various options by Vision ICT, were previously circulated. Working party member, KW confirmed that the £650 basic package would improve the website, retaining its basic layout. There would be a loss of considerable content but this could be retained with the more expensive options. The Chairman suggested that the Basic Plus package of 10 tabs would be sufficient and was comparable with a number of other websites, and that there is the option to add more pages if required. Members noted that it would be within the £1,285 earmarked for the website in the Council’s budget reserves plus the £240 annual support costs. The Clerk supported the proposals on the basis that the initial setting up is undertaken by the provider and Working Party.  **RESOLVED** to **RATIFY** the Working Party’s decision to engage Vision ICT’s services for the transparency website; to AGREE the Basic Plus package subject to a confirmed quotation. Clerk to request an initial survey to be carried out by Vision ICT. The Working Party to discuss before reporting back to the next Full Council Meeting.  ***21.53.3. To Consider an invitation to comment on preliminary design proposals of potential crossing improvements on A283 (Storrington Road)***  Members discussed West Sussex County Council Highway’s preliminary proposed crossing improvements by East Clayton Farm. A plan was circulated before the meeting. They noted local members’ safety concerns, reported earlier in the meeting, at the ‘significant downgrade’ from the original signalised pedestrian crossing to an unlit crossing which is also suitable for equestrian use. The Chairman reported that the Council had supported in principle an original scheme in October 2018 which would connect two nearby bridleways at Georges Lane and Rowdell Drive. But the council had not been consulted further, and were not aware of any proposed lighting or later discussions to amend the scheme.  It was noted that the scheme subsequently discussed would have required street lighting in order to conform to Highways standards and was changed principally because of the conflict with the South Downs National Park Dark Skies policy and Washington’s Unlit Parish status. Several members agreed that the proposed 60mph stretch with no space for pedestrians on the north side, and little used, would be wholly unsuitable for any crossing. It was suggested that a better location would be in the vicinity of Clayton Kennels near Millford Grange further along the A283. The area, which is close to an existing footpath, has street lighting and pedestrian space on both sides of the road. It was agreed that pedestrian safety is a much higher priority in that area following a number of accidents, including a fatality two years ago, and very recently when a casualty was airlifted to hospital.  **RESOLVED** following a vote of 5 in favour and 3 abstentions, to accept the outline proposed improvements at East Clayton Farm in principle but not an illuminated crossing. As a separate matter, that the issue of pedestrian safety concerns at Millford Grange are addressed as a priority over the other scheme, with a preference for a crossing at that location where there is already street lighting, pedestrian space, and it is also close to the Hampers Lane bridleway.  **21.53.4. To Consider an invitation to respond to a consultation of the Steyning Neighbourhood Development Plan – Regulation 16 – The Neighbourhood Planning (General) Regulations 2012 (As Amended*).***  Members discussed the draft Plan, noting the considerable amount of work in its preparation. There was concern about the absence of policies in relation to the provision of housing and how it would meet those needs without pushing them onto other parishes. The Chairman pointed out that page 12 3.1 incorrectly stated Washington was included in earlier discussions on a combined plan.  **RESOLVED** to thank Steyning Parish Council for the opportunity to comment. To express concern about the absence of any policies in relation to the provision of housing; to point out the inaccuracy on page 12 3.1 of the draft document.    **21.53.5. To Receive September 2020 graveyard inspection report and Agree any**  **recommended action**  Members considered AL’s August inspection report of the First Extension Graveyard and **RESOLVED** to note there was no action required.  ***21.53.6. To Receive September 2020 Allotment inspection report and Agree any***  ***recommended action***  Members considered GL’s August inspection report of the allotment garden which confirmed there were no issues. It was NOTED that the weeds on Plot 7 weeds are re-growing since they were strimmed in the summer but that it would not be overgrown before the winter. **RESOLVED** to note there was no action required.  **21.54. Washington Recreation Ground Charity**  **21.54.1. To Report Maintenance Issues on the Recreation Ground**   * **Gates to Play Area not self-closing**:   A HAGS engineer will inspect the gates week commencing 7th September and report back to the Parish Council. During an initial site meeting with Sarah Alexander from HAGS 18th August, she conceded there is likely a fault on the closing mechanism but suspects that the recent prolonged hot weather is the underlying cause of a loose supporting post to one of the gates which faces the grounds.   * **Damage to Memorial bench**   The Clerk received a report from a resident that a section of wood on the new bench by the MUGA has been vandalised. Images were circulated before the meeting. A quotation of £190 by TJM Contractors for repairs and to apply protective wood coating was agreed later in the meeting.   * **Damage to Play Area Bench**   TJM Contractors have repaired the damaged bench in the Play Area following approval of their £80 quotation by Full Council earlier in the year. An invoice for payment was approved later in the meeting.  **To Consider a request to hire the grounds and car park in association with a charity bike ride.**  Members discussed a request from Mr Tom Gregory of ‘Pie’ to use the Recreation Ground as a rest stop for the St Barnabas Hit the Downs mountain biking sportive on Sunday 11th October. It was noted that the organiser has made an application for a Temporary Traffic Regulation Order but there were no details or a decision from West Sussex County Council. Members agreed that they could not consider a hire request in the absence of information about which roads might be closed in the village, or full details of the proposed uses of the grounds and car park such as portacabins etc. There was no indication whether the Village Hall facilities would be used. It was noted that the request has been made close to the event date and that the organisers had mistakenly assumed that the Local Authority has already notifed the Parish Council.  **RESOLVED** unanimously that due to insufficient information the Council is not minded to approve the request at this time. However, if full details of the uses of the Recreation Ground and car park are provided, and confirmation of road use through the village, the Council would consider the request at its Planning & Transport Committee Meeting on Monday 21st September. Information to be received before the agenda is published on Tuesday 15th September.  **To Ratify approval of hire of the grounds for Saturday morning Bootcamp classes**  GL declared a non-pecuniary interest in this item as the applicant is a neighbour.  He took no part in the discussion or voting.  The Chairman reported that in consultation with himself and the Vice-Chairman, the Clerk gave delegated approval of the hire request from Lindsey Reather for her Bootcamp classes on the grounds on Saturdays 9.30am-10.30pm. This is subject to the hire period ending on Saturday 26th September and then subject to further review; the grounds are not to be used if wet and boggy, and the MUGA not to be used as an alternative. The Clerk confirmed receipt of Mrs Reather’s current public liability insurance and signed indemnity form. Hire charges to be £10 per session  **RESOLVED** to ratify approval of the hire request. The motion was carried by 7 votes with one abstention.    **21.37.1. To Receive Year to Date Reconciled Payments, Receipts and Approve Purchases**  The reconciled bank statement showing transactions between 30.06.20 and 10.07.20  accounting year to date statement, payments schedule and invoices were circulated  before the meeting.  **RESOLVED** thatthe following payments totalling £2,592.53 be **APPROVED**   |  |  |  | | --- | --- | --- | | **Payee** | **Details** | **Amount** | | Z Savill | August salary & expenses | 1,271.52 | | NEST | Staff pension August 2020 | 51.96 | | SLCC | 2020 Annual Subscription | 161.00 | | HDC | Q2 Dog bin emptying | 34.45 | | Sussex Landscaping | Grass & hedge cutting – July 2020 | 993.60 | | Mr T J Manvell | Bench repairs in Play Area | 80.00 | |  |  |  | | **Total** |  | **£ 2592.53** |   Councillors **RESOLVED** to **AGREE** the financial reports as follows:  Outstanding purchase orders**: £1,420.00 – Recreation Ground fending repairs**  Outstanding sales invoices **– None**  Reconciled Bank Balance **- £77,162.91.**  **21.37.2. VAT**  Q2 due October 2020.  **21.37.3. PAYE and National Insurance contributions**  Q2 due October 2020.  **21.37.4. To consider quotation to repair the memorial bench by the MUGA**  **RESOLVED** unanimously to approve the £190 quotation by TJM Manvell to repair the bench which was recently vandalised. This includes wood staining with a protective coating  **21.38. Correspondence Received**  The following correspondence was received and uploaded to OneDrive:  **Email notifications from Horsham District Council and NALC’s Surrey and**  **Sussex County association on the Government’s two important consultations**  **on reforms to the planning system:**   1. Planning for the Future’ : Consultation from 6 August to 29 October 2020. Link to this paper below:   <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907647/MHCLG-Planning-Consultation.pdf>   1. “Changes to the current planning system” : Consultation runs from 6 August – 1 October 2020/ Link to this below:     <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907215/200805_Changes_to_the_current_planning_system_FINAL_version.pdf>  **RESOLVED** that the Vice-Chairman JH to consult with BH on drafting a Parish Council response to be considered and approved at its Planning & Transport Committee Meeting on 21st September.  **Letter from the Directors of the West Sussex Association of Local Councils (WSALC) regarding a review of its services:**   * Members discussed a letter from the WSALC board that it has commissioned a review of provision by the Surrey and Sussex Association of Local Councils. There had been a number of criticisms from members councils that they had not been consulted. **RESOLVED** unanimously to write that whilst this parish council may not have an objection in principle to the review, it should be advised on the depth of the review and the associated costs before it is able to consider giving any support. * **NALC – Details of Health & Wellbeing Week** * **Email from WSCC: ‘Funding opportunities, invitation from the WSCC**   **High Sheriff and much more’**   * **Email from East Sussex walker re signage and litter by Chanctonbury Ring** * **Email from SLCC: Sussex ALC Bulletin 10-08-2020 – includes new training events.** * **Email: West Sussex County Council news release: Archives Service to re-open to the Public** * **A neighbour’s comments on previously considered applications DC/20/1233 and DC/20/1234 – further comments.** * **Email from Merrywood Lane resident, forwarded by Cllr Paul Marshall (WSCC)re site meeting with West Sussex Highways on Friday 7th August re request for HGV restriction*.***   *Clerk has requested feedback and any recommendations from the meeting and*  *confirmation If parish council support is being sought for a community*  *highways scheme application.* None received to date.  **Great September Clean** – Clerk to notify Mrs Stephenson of the Council’s  decision at the last meeting.  **21.39. Clerk’s Report**  The Clerk reported the following which had been circulated before the meeting:  **Governance - NALC Chief Executive’s Bulletin includes information on the following:**   * Updated regulations on remote meetings * **LGA code of conduct and making democracy digital events** * **Tree Charter**   **RESOLVED to NOTE the information and that the Council continues to hold remote meetings until it is safe to reconvene them at the Village Hall.**  **SSALC Training Events**  **The Clerk invited members to consider any training events from the SSALC website that they would like to attend. None were proposed.**  **Salt bin audit:**  Clerk reported that she had inspected and submitted the annual audit of the parish’s 24 grit bins to West Sussex County Council on 17th August. The salt was either in fair or good condition, with some surface water in two bins because the lids had been opened. Most bins did not need refilling due to the mild winter of 2019/20. Regular contractors Mr Joe Payne and Mr Richard Lucking have kindly agreed to continue their service of topping up bins this winter in the Heath Common and the Washington Wards respectively**. RESOLVED** to seek a quotation for removing graffiti from the grit bin in Merrywood Lane. Clerk to action.  **21.40. To Receive items for the next agenda**  **RESOLVED** to discuss the current situation on the re-planting at Longbury Hill Woods, Rock Road and a response from the Forestry Commission to the Council’s letter in July.  **21.41. Dates and time of next meetings (via the zoom platform).**  Full Council Monday 5th October 2020  Planning & Transport Meeting: Monday 21st September, 7.30pm  OSRA Meeting: to be decided if required.  **21.42*.*  To Consider a resolution to exclude the Public and Press from the following**  **confidential items of business in accordance with the Council’s Standing Orders 1 (b).**  The Chairman read out the resolution in full that the Council considers excluding the Public and Press in accordance with the Council’s Standing Order 1(b) because the next items contain legally privileged advice and may contain sensitive information relating to staff and tenants.  **RESOLVED** unanimouslyto exclude the Public and Press in accordance with the Council’s Standing Order 1(b) because the next item contains legally privileged advice and may contain sensitive information relating to staff and tenants.  *Members of the public left the meeting*.  21.44. **To Discuss and Agree draft Allotment Tenancy Agreement and rent proposals**  Members considered a verbal report from GL on the Council’s 4thconsultation with several Allotment holders on 1st September. It was attended by GL with the Chairman and Clerk. Members also considered the Clerk’s advice.  Following a discussion, the Chairman proposed an interim 3-month temporary Tenancy Agreement, with identical terms to the existing. A quarter of the existing rent would be charged for this period, and the clause on 12 months’ notice would be removed. The interim period is to allow time for discussion between representatives from both parties to settle the terms of a new tenancy and management roles.  **RESOLVED** by 7 votes with one abstention to **AGREE** the Chairman’s proposal.  GL kindly agreed to draft the 3-month interim agreement. Clerk to confirm the names of the spokespeople of the Allotment holders so that arrangements can be made for an informal meeting.  **21.43**. **To Receive and Agree a response to a Freedom of Information request**  Members discussed a freedom of information request from an Allotment holder, Mr Michael Turley on 19th August 2000. He has requested the evidence to support the Council’s assumption that the Allotment is not statutory. The Clerk has responded to acknowledge Mr Turley’s request. Members discussed this and the guidelines from the Information Commission Office circulated before the meeting regarding the public interest test.  **RESOLVED** unanimously to suspend the Council’s decision pending legal advice.  The 20-working day limit for a response to be extended from 17th September up to a ‘reasonble’ time in accordance with Section 10(3) of the Freedom of Information Act 2000. | | |  | | | **There being no other business to conduct, the meeting closed at 21.52 hours**  ***Signed……………………………………………….***  ***Dated………………………………………………..*** | |