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**WASHINGTON PARISH COUNCIL MEETING**

**Draft MINUTES** of the proceedings of the monthly meeting of Washington Parish Council held on Monday 3rd September, 2018

**PRESENT:** Cllr C Beglan, Cllr D Glithero, Cllr J Henderson, Cllr A Lisher, Cllr G Lockerbie and Cllr J.Ross.

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

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

**MEMBERS OF THE PUBLIC**: 8

**ABSENT**: Cllr P Heeley (Chairman), Cllr D Whyberd, Cllr R Milner-Gulland and Cllr R Thomas

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

Apologies received and accepted from the Chairman Cllr Heeley (holiday), Cllr Milner-Gulland (holiday), Cllr Thomas (holiday) and Cllr Whyberd (unwell). In the absence of the Chairman, the Vice-Chairman Cllr Henderson chaired the meeting.

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

The Vice-Chairman declared an interest in Agenda item planning application DC/18/1591 - Rock Place Farm Rock Road Washington (neighbour).

Cllr Ross declared an interest on any further discussion regarding the public conveniences proposed in Storrington village centre (member of Storrington Parish Council). He extended Storrington PC’s enormous thanks for pledging £2000 funding for the project.

**3. To approve the Minutes of the last Parish Council meeting held on 6th August, 2018**

The Draft minutes of the meeting had been circulated to Councillors and published on the Parish Website. Councillors **RESOLVED to AGREE** (…) that the **Vice-Chairman** could sign the amended minutes as a true record of the meeting which took place on 6th August, 2018 and the minutes were **duly signed by the Vice-Chairman.**

**4.Public Speaking**

Three neighbours spoke against the proposed two-storey extension of Downsview, The Holt ***SDNP/18/04290/HOUS***. They reported it would result in loss of light, downland views, would be out of character with neighbouring properties and an over-development.

Two Chancton Copse residents reported on the increasing dangers and near misses experience by traffic trying to emerge onto the busy Rock Road junction. They proposed a visibility mirror on the opposite verge. They welcomed imminent plans by WSCC to improve signage along Rock Road and cutting back vegetation to help address similar problems further up the road. However they were of the opinion it fell short of what was required at Chancton Copse.

The Vice-Chairman reported that visibility mirrors are not permitted on public land because they give an inaccurate impression of distance of approaching vehicles. He advised on contacting that WSCC directly to see if they will extend the cutting back of vegetation to the Chancton Copse junction. Cllr Marshall suggested a Community Highways Scheme application to WSCC for an assessment of the junction for possible improvements but warned it was a long process. The two residents thanked the Cllr Marshall and the Council for the advice and left the meeting.

Two residents spoke in support of their applications: DC/18/1577 - Silver Glen Georges Lane and DC/18/1591 - Rock Place Farm Rock Road, considered by Councillors later in the meeting.

The Vice-Chairman thanked everyone for speaking. He welcomed them to remain and observe the discussions on the remaining items of business including the aforementioned planning applications.

**5. County and District Issues**

Horsham District

Cllr Paul Marshall reported that he will be asking HDC (Horsham District Council) to write to the SDNPA (South Downs National Park Authority) objecting to its legal challenge of the recommended route for the Arundel A27 bypass. The motion will be put forward to HDC on 4th September. He explained that the Park Authority had not consulted residents of its decision and this disregarded residents who suffer from the environmental impact of traffic congestion.

West Sussex

Cllr Marshall reported on a call for sites for soft sand extraction, open until 14th September. It is part of the plan-making process for the single-issue review of the recently adopted West Sussex Joint Minerals Local Plan; He advised of a forthcoming consultation on national parks and will confirm whether Washington PC is to be consulted should WSCC become involved in the process.

*The Vice-Chairman thanked Cllr Marshall for his reports. Cllr Marshall left for another meeting.*

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

**minutes**

**RESOLVED** to **NOTE** that Will Jones HDC’s Arboricultural Officer has confirmed that there is no blanket protection of Scots Pines in the Heath Common Ward, only a few individual ones. There are no plans for HDC to review them.

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

 **Planning applications**

***SDNP/18/04290/HOUS - Downsview The Holt Washington RH20 4AW****Proposal: Demolition of existing single storey garage and erection of a two storey side extension.*

Councillors discussed this application and a recent site visit, noting the original large extension and objections from neighbours.

They **RESOLVED** unanimously to make an **OBJECTION** for reasons that it is an excessive overdevelopment of the property, out of character with neighbouring properties. It would also result in the loss of light to a neighbouring property.

**DC/18/1603 - Former Highway Depot London Road Washington West Sussex**

*Outline application (access reserved) for the erection of 3x3 bed terrace house and 2x3 bed
semi-detached houses with ancillary garaging.*

Councillors discussed this application, noting the increase of one unit from the previous application.

**RESOLVED** to make **NO OBJECTION** and to welcome the potential provision of affordable housing within the development.

**DC/18/1577 - Silver Glen Georges Lane Storrington Pulborough**

*Remodelling and extensions to existing dwelling including demolition of two single storey elements, the replacement of existing outbuildings with a single storey side extension and provision of a contemporary roof form accommodating new floor space at first floor level.*

Councillors discussed this application and welcomed the more energy efficient design. They noted a letter of support from a neighbour.

**RESOLVED** to make **NO OBJECTION** as the property is within a good size plot, set back from the road and an improvement on the existing dwelling, making efficient use of space through its design.

**DC/18/1591 - Rock Place Farm Rock Road Washington Pulborough**

Installation of an array of 9 banks of photovoltaic panels on adjustable frames to be located in the north east corner of the paddock.

Councillors discussed this application for the panels in the corner of the paddock to provide more energy efficient power for the house and stables. They noted concerns from a neighbour that the panels may be visible above the boundary hedge when they are seasonally trimmed. Councillors heard from the applicant that any reflective glare would be only about 5% and minimised by positioning them at different angles.

**RESOLVED** to make **NO OBJECTION** and to request thatthe height of the panels do not exceed the proposed maximum 3m.

SDNP/18/03572/FUL - Land to The West of Rowdell Drive The Street Pulborough Washington West Sussex RH20 4AT

*Proposed agricultural worker's dwelling and glamping pitches.*

Councillors discussed the proposed glamping pitches omitted from the original application.

**RESOLVED** to **AGREE** that glamping pitches would be inappropriate for the rural site and to make no change to their objection to the original application.

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#  DC/18/1628 - High Larches Melrose Place Storrington Pulborough

*Retrospective application for a double garage and front boundary wall/fence.*

Councillors discussed the proposed reduction of the original application. They noted it had been refused by HDC in June despite a recommendation for approval, and that construction based on the original proposal was near completion. Councillors noted objections from neighbours particularly to the large and intrusive scale of the development and the risk it could be converted to a habitable space.

**RESOLVED** to make **NO OBJECTION** to the garage but to request that the additional parking bay/building is removed and for a reduction of the boundary wall.

## SDNP/18/04340/TCA - Long Island School Lane Washington RH20 4AP

*Surgery to 1 x Magnolia and 1 x Leylandii Cypress (Works to Trees in a Conservation*

*Area)*

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

**SDNP/18/04337/TCA - Brook Cottage School Lane Washington RH20 4AP**

*Surgery to 1 x Cherry Plum and Euronymus (Works to Trees in a Conservation Area)*

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

**ii) Planning Decisions**

**RESOLVED** to **NOTE** the following planning decisions which are published on the HDC planning portal:

**Application Number:** SDNP/18/02467/LIS & SDNP/18/02862/FULL

**Site:** Lower Chancton Farm, Steyning Road, Wiston, BN44 3DD

**Description**: Buttress to south wall to provide restraint to failing wall

(Listed Building Consent)

**Decision:** Permitted on 27/07/2018

**Application Number**: SDNP/18/03083/FUL & SDNP/18/03084/LIS

**Site**: Windlesham House School , London Road, Washington, RH20 4AY

**Description**: Removal of existing external wooden fire escape staircase and erection of a replacement steel staircase on eastern/southern elevations. (Full application

**Decision:** Approved 13/08/2018

**Application Number**: DC/17/0410

**Site**: Highover Bracken Lane Storrington Pulborough West Sussex RH20 3HS

**Description**: Enlarging a natural pond for wildlife benefit and to contribute to regional and national targets for the pond habitat action plan (Retrospective)

**Decision**: Withdrawn 13/08/2018

**Application**: DC/18/1296

**Site:** The Mandarin Badgers Holt Storrington Pulborough West Sussex RH20 3ET

**Description:** Erection of a two storey side extension with integral garage, rear first floor balcony, installation of 2x dormer windows to front

roofslope and associated roof alterations. (Amendments to previously approved application DC/18/0123).

**Decision:** Permitted 13/08/2018

**RESOLVED** to **NOTE** the following which are published on the HDC planning portal**:**

**(iii)Enforcements**

EN/18/0404 -[Alleged: An enormous shed has been constructed in the rear garden on a permanent base without any planning permission](https://public-access.horsham.gov.uk/public-access/enforcementDetails.do?keyVal=PDRGRAIJ02S00&activeTab=summary)

9 Spring Gardens Washington RH20 3BS

Received: 20/08/2018

Status: Pending Consideration

EN/18/0360 - [Alleged: Alterations to and conversion of Black Barn to residential accommodation](https://public-access.horsham.gov.uk/public-access/enforcementDetails.do?keyVal=PC2FDCIJ02S00&activeTab=summary)

Iron Stone Barn Rock Road Washington Pulborough West Sussex RH20 3BQ

Received: Wed 18 Jul 2018

Status: Pending Consideration

EN/18/0279 - Alleged use of farm track by non-farm vehicles throughout the night and day

On land adjacent to Highfield Rock Road Washington Pulborough RH20 3BH

Received: 12 June 2018.

Status: Pending consideration

EN/18/0043 - Alleged breach of outstanding conditions on John Ireland Way development, Washington West Sussex

Received: 26th January 2018. Status:

Status: Pending Consideration

EN/16/0194 - [Alleged breach of legal agreement ref S106 2048 dated 10th October 2012 (Country Park, NEAP, Strategic Landscaped Areas)](https://public-access.horsham.gov.uk/public-access/enforcementDetails.do?keyVal=O6P35GIJ08I00&activeTab=summary)

Street Record John Ireland Way Washington West Sussex

Received: Thu 05 May 2016

Status: Pending Consideration

 **(iv)Appeals** -

 **RESOLVED** to **NOTE** there were no appeal to report.

 **(v)(Transport issues:**

***To Discuss a Traffic Regulation Order to facilitate Velo South and consider any***

***response****.*

Copy of requested Traffic Regulation Order for road closures, banned movements and parking restrictions on September 23rd from 12.01am to 8pm to facilitate the major cycling event in West Sussex, circulated before the meeting. Councillors NOTED that they resolved not to raise any concerns when this issue was previously discussed at the PC meeting in May. This was because no Washington roads will be closed and it was thought that the parish would not be affected ***(Min ref:*** ***14.04.6)***

**RESOLVED** to **NOTE** the TRO and to make no further comment

***Rock Road/Newhouse Lane junction***

**RESOLVED** to **NOTE** the Highways Authority’s proposed east and westbound improvements to signage on Rock Road between Thakeham Copse and just south of Muttons Lane corner in August/September, and vegetation cut-back. Correspondence between Chris Stark (WSCC Highways Horsham manager) and Keith Rushton (Secretary of Tudor Close Residents’ Association) was circulated before the meeting. This included a sign analysis of Rock Road by the Highways Authority.

**Road Closures**

**RESOLVED** to **NOTE** that there are no road closures to report at the time of publication of this agenda. Any road closures are reported on the Parish Council’s website.

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

***To Receive Neighbourhood Plan update.***

**RESOLVED** to **NOTE** that a pre-examination meeting to discuss responses to questions raised by the NP Examiner will take place on Friday 7th September. The examination hearing is 20th September. Guidance notes for the Agenda and questions are published on the Parish Council’s website.

***To Consider locations in the parish for donated daffodils and nominate volunteers to assist in the planting and agree date.***

The Council agreed at the previous meeting to accept donations of daffodil bulbs from Squires garden centre. Up to two staff will assist in the planting on 17th or 19th October at locations chosen by the Council. Cllr Glithero expressed an interest in helping subject to work commitments.

**RESOLVED** to ask St Mary’s CE First School if children would like to help plant up to 1000 daffodil bulbs on the Washington Recreation Ground on either of the proposed dates. Clerk to write to the school.

##### To Consider distribution of copies of the newly adopted Heath Common Design Statement

**RESOLVED** to **AGREE** up to £100 expenditure for printing 50 copies of the Heath Common Design Statement. Cllr Ross agreed to help with distribution of copies to new residents if a list can be provided. Clerk to action.

A digital copy is published on the PC’s and HDC’s website and a hard copy at the Storrington Library.

***To Consider a response to any further maintenance issues arising***

**RESOLVED** to **NOTE** there were no urgent maintenance issues to consider.

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

***To Delegate temporary power to the Clerk to co-sign cheque payments at this meeting***

***only in the absence of sufficient signatories.***

**RESOLVED** that the Clerk/RFO co-signs approved cheque payments at this meeting in the temporary absence of sufficient signatories. Clerk advised that the Vice-Chairman and Cllr Lockerbie would be added as new signatories once approved by the bank.

***(i)To Receive Year to Date Reconciled Payments, Receipts and Approve Purchases***

The reconciled bank statement showing transactions between 29.06.18 and 30.07.18 accounting year to date statement, payments schedule, invoice and purchase order summary were circulated to Councillors.

Councillors **RESOLVED to AGREE (…..)** the following payments totalling £2,060.55 be **APPROVED.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Payee** | **Details** | **Amount net** | **VAT** | **Total** |
| 08.08.18 | P Parker | Recreation repairs  |  780.00 |  75.00 | £855.00 |
| August 2018 | S. Russell | Litter collection July 2018 | 115.20 |  0.00 | £115.20 |
| 31.08.18 | Z.Savill | August 2018 net salary & expenses | £1053.04 +£36.59 net expenses |  0.72 | £1,090.35 |
| **Total** |  |  | *£1,984.83* | *£0.72* | **£2,060.55** |

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

**Outstanding sales invoices - £30.00**

**Reconciled Bank Balance - £80,707.87**

Councillors **RESOLVED** that the outstanding purchase order of £150 for replacement of a spring in the new gate of the children’s play area should be covered under warranty. Clerk advised that she has already written to HAGS, the installer, on this basis and that the spring for the other gate has also broken. To be reported to the next Open Spaces Committee.

**Quarterly budget review**

Q2 review in October.

**(ii)VAT -**

£436.24 VAT for period July 2018 to be included in next quarter claim

**(iii)PAYE and NICs:**

Q2 report in October

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

**11. Correspondence Received -**

**RESOLVED** to **NOTE** the following correspondence circulated with Agenda and consider responses or any further action:

* Polling District and Station Review - Email from HDC reporting end of the first stage of the consultation. Responses and Returning Officer comments published on the website. Invitation to email any comments for the second stage consultation to elections@horsham.gov.uk by 7 September. 2018. Washington Parish is unaffected and the Council resolved at a previous meeting to make no comment to the initial consultation.
* Email from Chancton Copse resident seeking advice on provision of a visibility mirror at the Rock Road Junction, and to speak on the dangers of the junction at this meeting. This item was discussed earlier in the meeting.
* Elderly resident in Rock Road has reported on difficulties in moving his wheelie bins to the end of his drive, as stipulated in a recent letter from HDC.

**RESOLVED** that the Clerk writes back advising of HDC’s policy to help if he contacts them directly, and to get back to the Parish Council if unsuccessful.

**12. Clerk’s report**

**RESOLVED to NOTE the following:**

*Freedom of Information/Data Protection Requests Received*

None received.

*Compliments and Complaints*

None received

*Governance and Accountability*

Clerk reported the following change to the Annual Return 2018 at the request of the external auditor: amend £3,279 to match 2016/17 figure of £3,297 in box 5 of the Accounting Statement. Further clarification has been given for receipts variances.

*Training*

None to report.

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

**RESOLVED** to discuss filling the Council vacancy

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

**Parties -**

**RESOLVED** to **NOTE** there were no Committee meetings in August.

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

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

Committees: 17th September at 7pm

Washington Parish Council Meeting1st October at 7.30pm

**The Meeting Closed at 21:10hours**

**Signed…………………………………………**

**Dated………………………………………….**