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**WASHINGTON PARISH COUNCIL MEETING**

**MINUTES** of the proceedings of the monthly meeting of Washington Parish Council held on Monday 6th March, 2017

**PRESENT:** Cllr C Beglan, Cllr Britt, Cllr P Heeley, Cllr J Henderson, Cllr Milner-Gulland, Cllr Newman, Cllr R Thomas and Cllr D Whyberd.

**IN ATTENDANCE:** Cllr Philip Circus (WSCC) and Cllr Paul Marshall (HDC)

**ALSO**: Miss Z Savill, Clerk of Washington Parish Council

**MEMBERS OF THE PUBLIC**: 4

**ABSENT**: Cllr Cook, Cllr Lisher and Cllr Wright

**Cllr Heeley opened the meeting at19:30 hours**

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

Apologies were noted and accepted from Cllr Cook (holiday), Cllr Lisher (holiday) and Cllr Wright (unwell)

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

Cllr Britt requested that any councillors who are members of the Heath Common Residents Association should declare an interest in Item 8. Cllr Heeley stated that it was a matter for individual councillors to decide whether they had a prejudicial interest. Notwithstanding this, no councillors were members of the Residents Association.

**20.68. To approve the Minutes of the last Parish Council meeting held on 6th February, 2017**

The Draft minutes of the meeting had been circulated to Councillors and published on the Parish Website. Councillors **RESOLVED** **to AGREE** **(207)** that the **Chairman** could sign the minutes as a true record of the meeting which took place on 6th February, 2017 and the minutes were duly signed by the Chairman.

**20.69. Public Questions**

Mr Josh Raymond asked the PC to support his request to the National Trust to remove fencing from their new footpath in the East Clayton field behind his home. He described the double-barbed wire as monstrous, and not only spoiled the views of the South Downs National Park, but also deterred wildlife. The proposed hedging, he said, would block his views and those of his neighbours. Mr Raymond preferred an open path in keeping with the countryside, with signs to keep dogs on leads and follow the countryside code. Cllr Beglan said there were good reasons for the enclosed fence in order to meet the needs of the tenant farmer and a nearby children’s charity centre for disabled riders. Cllr Whyberd agreed that an enclosed path had not been favourable but the Council had no option if they were to have any path at all. Mr Raymond still felt that the fencing was unsightly, but would support any review which found it must be reinstated. Cllr Heeley reiterated the Council’s support of the path but its construction had been a matter for the National Trust as the landowner. He advised Mr Raymond to take the matter up with the National Trust directly, and keep the Parish Council informed of the outcome. Mr Raymond agreed to contact the Clerk with the information. Cllr Heeley thanked him for speaking at the meeting.

Mrs Dawn Snook reported on the increasing amount of unauthorised traffic using the Lanes. She asked for help to address the problem with clear signage at the entrances of those Lanes effected. Chairman of the Heath Common Residents Association Mr Mike Gould, confirmed that Barratts had already agreed to provide them, and he welcomed Mrs Snook’s involvement once he had the go-ahead on funding.

Mr Gould went on to speak about re-introducing special protection of Heath Common since it was phased out of the Horsham District Planning Framework. He suggested a meeting between stakeholders and planners to find ways of strengthening existing policies, and that the HCRA would support any similar proposals for additional protection in the Neighbourhood Plan.

Cllr Heeley thanked Mr Gould and the other speakers.

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

None reported.

**20.71. County and District Issues**

# Rural parking discs

Cllr Paul Marshall (Horsham District) announced discs for rural car parking are now available at £12 each, with a second disc provided free if applied for online

# Blind summit signs installed

Cllr Philip Circus (West Sussex) confirmed that the blind summit signs had been installed on the Rock Road Hampers Lane junction, and that residents in nearby Tudor Village who wanted higher specifications, had seemed reasonably pleased.

# 4% County Council Tax increase

Cllr Circus reported that everybody who had an influence on the County Council’s 4% tax increase, had also increased theirs, including HDC and the Police Commissioner.

# A27 east-west schemes - March 2021 funding deadline

# Cllr Circus warned that communities should work together to reach a consensus on A27 highways schemes between Chichester and Worthing, or the funding will be lost. He described the recent failure of stakeholders to agree on the Chichester northern bypass, the first phase of improvements projects to the major South Coast artery, a fiasco. What seemed to be a turf war, he said, had resulted in the loss of some £200 million public investment, and is a great loss to Sussex businesses which rely on good east to west communications. Cllr Henderson, who works for Highways England which manages and operates the route, said the pressure is on. He had been informed that unless the government has sufficient guarantees of support for the various schemes in Strategy One by March 2021, which includes the Worthing and Arundel bypasses, West Sussex will lose the money.

Bus Stop closures, A24

Circus agreed to enquire on progress of investigations regarding the bus stop closures, and to press that the Parish Council was concerned about the impact on parishioners reliant on the service, particularly the elderly. But he warned that health and safety concerns would take priority. The Council accepted it must await the safety report.

Cllr Circus to stand down in WSCC May elections.

Cllr Circus announced that he will not be standing for re-election to the Storrington electoral division in May. But he intends to continue on the District Council and will attend the Parish Council’s April meeting. Cllr Heeley thanked him for informing Councillors.

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

*20.72.1. To Consider and Agree ways to create special protection of Heath Common****.***

Cllr Heeley spoke about the spate of garden infill applications in the parish ward which had raised more than 50 objections including from the Parish Council. All had been dismissed and two have gone to appeal. Another application at the edge of Heath Common, is yet to be decided.

He said that since the Village Design Statement is no longer effective, District Councillors believe that Heath Common should be given protection as an area of special significance within the Neighbourhood Plan. Cllr Circus spoke about the advantages of a Residential Area of Special Character (RASC) which was less restrictive than conservation status. He said it would demonstrate to the local Planning Authority that Heath Common is important enough, significant enough, and different enough to be preserved, and that they should consider applications in their wider context in order to preserve its special character. He said that if the PC was supportive of the concept, he could push for a RASC to be applied to the Heath Common area.

Cllr Marshall said that the decision of HDC not to adopt Heath Common Village Design (HCVDS) statement in the Horsham District Planning Framework was a missed opportunity by all stakeholders, and that it should be reinforced in the emerging Neighbourhood Plan. Cllr Henderson suggested a meeting with Horsham to discuss the RASC might give them more weight. Cllr Britt agreed, and was also supportive of the idea of reinforcing the HCVDS in the Neighbourhood Plan. But she was mindful that the NP was now in its fourth year and that the Steering Committee had already agreed there should be no further changes. Cllr Whyberd suggested the Council tries for both the RASC and pushing for the NP option as he felt that only one or the other is likely to succeed.

Cllr Heeley picked up on Cllr Britt’s comments and explained that changes were being made in other areas of the NP, and that these were inevitable. However, he did not know if the Heath Common proposals would cause any lengthy delays or whether it was better to try for reinforcing the HCVDS. Mr Gould said that it was 18 years old and out of date, and a better approach would be to apply for the RASC first. This would strengthen the argument to have Heath Common’s status considered by the HDPF policies for highways and character, and if successful, the Parish Council could push to have this reflected in the NP.

Cllr Britt asked about the criteria needed for an area to be recognised as having special rural character. Cllr Milner-Gulland commented that boundaries were needed and that clearly it would not refer to the whole of Heath Common ward. Cllr Heeley said it would probably be what is known as the Lanes, from Bracken lane to Georges Lane.

Councillors **RESOLVED to AGREE (208)** toan application to HDC for the wider protection by a Residential Area of Special Character status for Heath Common.

#### And

Councillors **RESOLVED to AGREE (209)** to a proposal to create a special status for Heath Common within the emerging Neighbourhood Plan, and to submit for consideration by the NP Steering Committee Meeting.

*20.72.2. To Review and Agree an Agenda and date of the Annual Parish Meeting.*

**RESOLVED (210)** that the meeting would be held on Wednesday 24th May, and Clerk to confirm with the Village Hall.

Suggestions were put forward for guest speakers.

**RESOLVED (211**) to have a talk about the work of the National Trust in the area, or a talk on the Neighbourhood Plan. Cllr Heeley agreed he would raise with officers at the next NP meeting in Horsham later in the month, and also write to Jane Cecil of the NT.

Cllr Heeley and Cllr Beglan appealed for another volunteer to help serve and clear away at the APM, and to contact the Clerk.

*20.72.3. To Review the Washington Parish Council Asset Register 2017.18*

The Clerk informed Councillors that she had removed the youth shelter from the Asset Register as this is being demolished. The existing play equipment had also been removed, and replaced with all the new items. The changes are necessary for the renewal of the PC’s insurance policy. The Clerk confirmed that the final update of the register would be a matter for the Finance Committee to consider in April.

*20.72.4. To Receive an update on the SS&W Neighbourhood Plan*

Cllr Heeley reported that there will be a meeting with Mr Derek Stebbing HDC NP Planning Advisor on 27th March, to review the NP before its final submission for public referendum. Cllr Beglan stated that the draft includes the removal of Luckings yard from the Washington part of the plan because of a technical conflict with the Horsham District Planning Framework. The Vineyards site is likely to remain, and Cllr Beglan said she was arguing robustly to retain The Triangle as a significant and publicly accessible area.

*20.72.5. To Consider a request for* a village clean-up event twice a year i*n Washington*

Cllr Heeley reported a member of the public had complained about the litter problem in the Bostal and has suggested the parish council organises a village clean-up event twice a year. NOTED that the litter warden does not collect along the route because of the safety risks.

Cllr Newman commented that if the events were organised by volunteers from the community, the council could consider lending its support. Cllr Beglan suggested an appeal in the newsletter for volunteers. It was always the same few people to volunteer in past events, she said, and that if people want litter cleared they should step up and help. Cllr Britt, who organised the last litter pick, said the litter in the Bostal had been a disgrace. She suggested that the Clerk could contact the WSCC Hop Oast depot in future, and this would remove the need for at least one of the clean-up events. Cllr Heeley said there was no doubt the problems were increasing on a daily basis, but it was not the Parish Council’s responsibility to organise clean-up events. Cllr Britt and Cllr Beglan agreed but were prepared to help organise the next one if enough people helped from the community.

**RESOLVED** **(212**) to consider the response from the newsletter appeal before making a decision to organise a clean-up.

Clerk reported that a group of villagers had cleared the litter in the Bostal but she would contact the Hop Oast depot if the problem was reported again.

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*20.72.6. To Consider and Agree any Response to Draft recommendations of the Horsham Electoral Review*

Cllr Heeley reported of proposals to rename the Chantry Ward to the Storrington and Washington ward, and moving Amberley and Pulborough outside the electoral boundary. Cllr Heeley commented that a smaller ward with the same three number of councillors, seemed a better arrangement.

The changes were published in The Local Government Boundary Commission for England’s draft recommendations on future electoral arrangements for Horsham. The closing date for response to the 8-week consultation is 3rd April, 2017.

**RESOLVED** **(213)** there were no objections to the proposed arrangement and no further response necessary.

Email with links for draft proposals circulated to Councillors before the meeting.

*https://www.lgbce.org.uk/\_\_data/assets/pdf\_file/0017/26090/Horsham-CGR-order.pdf*

Consultation closes 3rd April 2017

## 20.72.7. To Request Nominations for an additional Member of the OSRA Committee

Cllr Heeley requested nominations for an additional to the OSRA Committee. There are currently 5 Members, one less that the six permitted in the Standing Orders, but a number of meetings have been barely quorate and two were cancelled last year because of inquoracy.

**RESOLVED** **(214)** to ask Cllr Cook and Cllr Lisher if they would be willing to stand. Clerk instructed to contact them on their return from annual leave.

**For Information only:**

*County Council/South Downs National Park’s joint emerging Minerals Plan*

For the consideration of Neighbourhood Plan Steering Committees only.

Ham Farm has been put forward as one of two West Sussex Sites for mineral extraction. Washington PC recorded an objection in response to the proposed site in the consultation last year, concerned with impact of heavy vehicle movements generated by the site onto the A283. Deadline for comments on the draft Plan is 13th March

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

**Planning applications**

**20.73.1. Planning applications**

*SDNP/16/05917/HOUS - 4 Stocks Mead Washington RH20 4AU*

*Proposed single storey porch extension*

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Cllr Heeley discussed the proposals, and councillors considered the application at the meeting. No objections had been raised on the planning portal.

Councillors **AGREED to NO OBJECTION** to the application.

**20.73.2.Decisions**

**Application**: SDNP/17/00102/HOUS

**Site:** School House School Lane WashingtonRH20 4AP

**Proposal:** Side extension

**Decision:** Application Permitted

**Date of decision:** 17th February, 2016

**WPC Response**: Agreed NO OBJECTION at the Full Council Meeting on 6th February 2017.

Cllr Britt was disappointed that planners had not taken on board the Council’s recommendations regarding deliveries outside the school run for safety reasons.

Cllr Henderson proposed that the Council discusses transport issues generally associated with the school, at the next FC meeting, and to decide on whether to engage with the school on the issue.

**20.73.3. Enforcements**

No new enforcements to report

**20.73.4. Appeals**

DC/16/1423 - 1 Gorse Bank Close Storrington RH20 3AQ

Appeal allowed on 23rd February 2017 against decision to refuse planning permission for

erection of single detached dwelling.

WPC Response: Councillors AGREED to STRONGLY OBJECT at P&T Meeting 18th July 2016 on the grounds of overdevelopment, and were concerned that the local environment was being distorted by repeated infilling. They agreed that a single storey dwelling might be more favourably considered

**20.73.5. Transport issues:**

None reported.

**20.73.6. Road Closures**

Notifications from WSCC Highways are published on the parish website

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

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

The reconciled bank statement showing transactions between 30.12.16 and 23.01.17 accounting year to date statement, invoice and purchase order summary were circulated to Councillors.

Councillors **RESOLVED to AGREE (215)** the financial reports as follows:

**Outstanding purchase orders -** £40,800 (£34,000 plus £6,800 VAT) - New equipment and installation, Children’s play area. Approved FC Meeting April 2016 Minute 18.47.1 (151)

**Outstanding invoices -** HDC £28,605.14 - For S106 grant approved by HDC June 2016 towards Children’s new equipment and installation (above**).** Balance including VAT to be paid from PC’s £12,000 capital reserves for the play area, and budget for Children’s play area maintenance. VAT to be reclaimed separately.

**Reconciled Bank Balance - £74,734.05.**

**Cheque payments presented at meeting:**

Ms Gina Condie - (2357**) £28** Q3 report/training

WSCC - VAS alteration - (2358) **£149.58 inc VAT**

Mr George Fielder - (2359) **£266.25** parish Rec Ground maintenance 2016 agreed at OSRA 20.02.17

Miss Stella Russell - (2360) **£460.80** litter collection Oct, Nov, Dec 2016 & Jan 2017

**Total value of 5 x cheques including Clerk’s salary & expenses: £1,960.96**

**20.74.2 VAT -**

VAT of £1,646.28 reclaim made for the period between 01.01.16-31.01.17.

Copy of reclaim details circulated to Councillors.

**20.74.3. PAYE and NICs:**

£417.96 Q3

**Clerks Salary & expenses (cheque number) 2356**

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| --- | --- | --- |
| **February Payment (gross)** |  | **1084.67** |
| **Holiday entitlement** |  |  |
| **TOTAL** |  | **1084.67** |
| **LESS** |  |  |
| **Tax** |  | **33.40** |
| **NI** |  | **49.52** |
| **Net Payment** |  | **1001.75** |
| **Expenses** |  |  |
| **Mileage (0.45 ppm) miles** |  | **10.80** |
| **Electricity** |  | **10** |
| **Phone** |  | **10** |
| **Stationery - arch lever file & notepad** |  | **3.15** |
| **Stationery - black printer ink** |  | **19.99** |
| **Stamp - 2nd class** |  | **.64** |
|  |  |  |
| **Total Expenses** |  | **54.58** |
|  |  |  |
| **Total Payment (February 2017)** |  | **1,056.33** |

**Councillors RESOLVED to AGREE (216) to the Clerks salary and expenses.**

**20.74.4. Holiday Pay**

None**.**

*20.75.5. To Receive Finance Q3 Report 2016.17*

Finance Report Q3 prepared by Ms Gina Condie was circulated to Councillors before the meeting. Cllr Heeley reported that the Council was in a good position and well within budget. There had been a significant variance in the region of £2,000 regarding the Recreation Ground because of additional works, but this had been discussed and agreed at previous meetings.

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

Public Exhibition of the Wiston Whole Estate Plan

Cllr Heeley reported that a number of Councillors, including himself, attended a

pre-meeting of the Public Exhibition of the Wiston Whole Estate Plan in February.

Cllr Heeley described it as an overview of the aspirations of the Estate, and included

some aspects which the Council was already aware such as the Rock Common Quarry, and

the developable employment area of North Farm. The Estate was also keen to do something

longterm with the chalk pit at the top of the Bostal when it ceases production. There were

no firm proposals in the Plan but Cllr Heeley commented that it was a step in the right

direction by starting a process which engages the community and hopefully would continue.

Cllr Milner-Gulland commented that a new bridleway to Steyning past the back of Wiston

House would be a significant move and would be very welcomed.

Cllr Henderson thought that the Bostal chalk quarry would make a nice visitor spot for a

café. It was easily accessible close to the road, he said, and would make a good location

for walking, horse riding and bike trails, if done in a sustainable way.

Cllr Heeley agreed that the council could not give a collective response without a formal

proposal, but he said that the Estate welcomed any feedback and ideas.

### Speed Loop survey

NOTED that a Planning & Transport Sub-Committee Meeting will take place on

Wednesday 8th March, 2017 8pm at the Small Hall to discuss the speed loop survey and

parking issues in the village. Report to be submitted to the P & T meeting on 20th March.

Secondary school provision

Cllr Newman and Cllr Beglan reported on a meeting with Mr Richard Evea (retired secondary school head teacher and member of Storrington PC) to discuss his ideas for a free secondary school with sixth form in the area. Cllr Newman commented that a resurrection of the Rydon campaign was not favourable, and both Councillors supported the idea of providing good secondary school within a reasonable travelling distance in the area.

Cllr Beglan said that it would be non-denominational, have certain core principles and strong moral leadership. A site had to be found but there was support from the business community. Mr Evea would be taking the project forward, she said, and asking for the PC’s support when he is ready to submit a proposal. But this was unlikely to be for another 18 months.

**20.77. Correspondence Received- circulated to councillors**

It was NOTED that the following correspondence was received by the Clerk and circulated to Councillors:

15.02.17. Fly tipping, entrance to The Hollow - Cllr Paul Marshall reported to Paul Greenslade, HDC Street Scene Officer of more fly tipping at The Hollow. Mr Greenslade to consider evidence for an investigate and to display cctv signs. This is the second incident of major tipping at the site. John McArthur’s team at HDC removed a piano and other assorted rubbish in January.

Fly tipping of a Suite of sofa/chairs at The Triangle reported by Mrs Stephenson, Cllr Milner-Gulland and Cllr Newman. Furniture has since disappeared from the site.

**20.78. Clerk’s report**

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

*Children’s Play Area*

Clerk reported that works on the Play Area began on Monday 6th March, and has notified WSCC Highways Authority. Clerk received confirmation from HAGS-SMP that the second new gate, to replace one by the footpath, will be relocated to the middle of the fencing (facing Recreation Ground) without additional cost, at the request of Cllr Whyberd and Newman at site meeting. Clerk received confirmation from case officer Mr Robert Hermitage (HDC) that this would be acceptable without additional planning application as there is no material change.

Clerk reported that a local resident had enquired if there would be a man-made surface in the picnic area as the ground conditions were very boggy. She said it had been requested by a number of parents at the initial consultation stage. Cllr Newman agreed and said he understood the whole area was going to be an eco-surface. He had been surprised at the site meeting that this was not the case. The Clerk understood that the eco surface would only be going under the new equipment, and grass elsewhere, and this was on the quotation which the Council agreed last year. However, she agreed to double check.

Cllr Whyberd suggested that if not, a proposal for an eco-surface for the picnic area in the future could be discussed at the next Open Spaces Meeting.

The Clerk reported that the picnic table was in a poor state of repair and could become a danger. Mr Will Pickford had removed the table and later reported it was beyond repair. He has agreed to build a new one from salvaged timber.

*Blind Summit Signs*

Two signs now in place either side of the blind summit at the junctions of Hampers Lane, Newhouse Lane and Rock Road.

*Electrical Inspection*

Safety of MUGA lights and Washington village street lamp has been approved in the annual electrical inspection on 23rd February

*Overhanging ivy*

Clerk to issue a further reminder to the WSCC Highways team to remove ivy blocking the path by the Triangle.

**20.79.Freedom of Information/Data Protection Requests Received**

None received.

**20.80.Compliments and Complaints**

Litter in The Bostal. Email from Mrs Pauline Stephenson circulated to Councillors. Discussed earlier in the meeting.

**20.81.Governance and Accountability**

**20.82.Holidays**

**20.83.Training**

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

Cllr Henderson proposed that the council discusses transport issues generally associated with the school, at the next FC meeting, and to decide on whether to engage with the school on the issue

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

**Parties -**

##### 20.85.1.Open Spaces Committee 20th February, 2017

Minutes circulated to Councillors before the meeting, and three quotations from contractors for the ground maintenance works in the parish for 2017.

Councillors voted and **RESOLVED to AGREE** (**217)** **RECOMMENDATION** of a quotation of £3799 net, from Mr Flynn to carry out the parish ground maintenance for 2017.

Councillors **NOTED** the minutes and other items agreed.

**20.85.2.Planning & Transport Committee 20th February, 2017**:

Councillors **NOTED** the Minutes and items agreed, which were circulated before the meeting*.*

**20.86. Any other business**

Nothing reported

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

Committees - 20th March 2017

Full Council - 3rd April 2017

***Members of the Press and Public, and the Clerk, were excluded from the following item due to the nature of the business to be discussed.***

**20.88 *To consider and confirm clerk’s post-probation salary from February 2017.***

Clerk previously circulated the NALC/SLCC 2016-18 National Salary Award pay scales.

At the Personnel Committee Meeting on 23rd January, Members discussed the Clerk’s current salary of £11.92ph (£13,016 pa), which was based on LC2 Spinal Column Point 26 (April 2015). There is Draft provision in 2017.18 council budget for 2% increase to 13,277 (according to recommended pay scale of £12.16 per hour, this should be slightly higher at £13,278.72.

The Committee had AGREED to RECOMMEND that the current rate of £11.92 per hour is raised to £12.16 per hour effective from 1st February (to be backdated), which is the equivalent of 2% increase. It will bring the clerk’s salary into line with the forthcoming LC2 Spinal Column Point 26 (April 2017). Cllr Beglan reminded councillors that these pay scales are used as a reference point, but the Council is free to determine its own policy on pay, based on performance as well as national pay rates.

Councillors **RESOLVED** **(218)** to increase the current rate of £11.92 per hour to £12.16 from 1st February 2017 (backdated).

**The Meeting Closed at 21.35 hours**

Signed……………………………… Dated…………………………………….