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**PARISH COUNCIL MEETING
7.30pm Monday 3rd December 2012**

**in Washington Village Hall**

**Minutes**

**Present:** Cllr L Britt, Cllr P Heeley, Cllr C Beglan, Cllr N Doré, Cllr R Milner-Gulland,

Cllr A Jennings, Cllr D Horwood, Cllr T Cook, Cllr R Thomas

**In attendance:** Cllr Wilkinson, Cllr Mason

**Members of the public:** Five

**Clerk:** Rebecca Luckin

**12.136. Apologies for Absence**

Apologies were received from Cllr Turley (illness) and Cllr Whyberd (delayed). Reasons for absence were accepted.

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

Cllr Doré declared an interest in the Village Hall Management Committee and Church. Cllr Horwood declared an interest in Ironstone Barn and the Windmill.

**12.138. Minutes of the last Parish Council meeting**

The minutes of the meeting of 5th November 2012 were agreed as being a correct record and duly signed by the Chairman.
The Chairman welcomed Cllr Rick Thomas to the Parish Council and thanked him for taking an interest in becoming a Councillor.

**12.139. Adjournment of the meeting to allow Public Participation**
12.139.1. PC Burt gave a crime report for the period 04.11.12 – 02.12.12. One crime had been reported – a smashed mirror in Rock Lane. The rolling yearly figure had increased by one to 47. The detection rate was 12.8% which compared with other parishes such as Amberley 8.7%, Ashurst 11%, Ashington 35%. PC Burt advised that in larger parishes there are more violent crimes which are easier to detect than burglaries in rural areas. Cllr Beglan referred to reports of burglaries that had occurred along the A283. PC Burt reported that there was some information, but the crimes had not yet been solved. Cllr Britt asked if he had been able to monitor the Bus Crossing Gap recently, but PC Burt had not had time. The Chairman thanked him for attending.

Cllr Whyberd arrived at 7.40pm.

12.139.2. A member of the public again expressed concern regarding the poor state of the road surface in Chanctonbury Close and was disappointed that residents had made no progress with repairs. The Chairman assured him that the issue was not forgotten, but progress could sometimes be slow. The Clerk has not been able to obtain a copy of a letter from Mr Sparks. Members of the public were also concerned regarding blocks on the verge. The Clerk advised that the Police would be concerned if vehicles were blocking access for emergency vehicles, but would not investigate blocks on the verge. The Chairman suggested that residents liaise between themselves to resolve the matter. Cllr Horwood suggested the Parish Council facilitate a meeting for Chanctonbury Close residents to enable them to resolve the issues between themselves. The residents will provide a copy of Mr Spark’s letter for the Clerk who will arrange a meeting for residents.

**12.140. Matters Arising from the previous minutes**

Clerk’s Action List following meetings of 5th and 19th November 2010 was circulated prior to the meeting.
**12.113.12** Washington Speed Survey – has taken place, results awaited. Tracey Webb has some of the results and will contact when all are available.

**12.122.** Councillors were unsure whether acceptance of apologies needs to be proposed and seconded.
The Clerk confirmed no need.

**12.125.2**. Dog fouling had been noticed in the twitten that leads from The Street to The Holt – the Clerk has obtained a warning notice and a fly-tipping notice for The Bostal layby.

Comment box now placed at Pixie Corner – Clerk will organise a clearer labelling method.

**12.141. Planning applications and Transport issues**

12.141.1. Applications

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| **DC/12/2073** - Green Farm Barn Annexe The Pike Washington - Variation of Condition 3 on WS/3/86 (Conversion of 1st floor of farm building to granny flat) to allow the building to be used as a self-contained residential unit for an estate worker. Plans were circulated prior to the meeting. The Chair advised that the property had been the subject of an enforcement action. Councillors could see no grounds for objection, but would like to request that if permission is granted, it should be tied to the property and have an agricultural restriction. The Clerk will respond to HDC.**DC/12/2208** - Iron Stone Barn Rock Road Washington - Surgery to 1 x Lime tree To be discussed by Planning Committee members 17th December 2012. Extension granted. Enforcement The Clerk will continue to liaise with HDC Enforcement regarding the planting scheme at Kia Garage Washington. |

12.141.2. Appeals

**APP/Z3825/A/12/2176793/NWF** – RMC Engineering site – Appeal allowed.

Councillors were very disappointed that the appeal had been allowed and felt that the Inspector had taken no notice of the views of Councillors or the public. Cllr Britt suggested that the next step was to ameliorate the impact of the development. She expressed frustration with Horsham District Council for not having a Strategic Planning Policy in place which led to development being forced on villages in the district. She was of the opinion that a letter should be written to the Head of Planning at HDC highlighting the concerns. Cllr Mason assured Members that local HDC Councillors had voted against the proposals and advised that problems had arisen due to Central Government initially declaring the South East Plan obsolete and then reinstating the policy. He advised that up to 700 houses were required to be built in the district every year for 15 years. Central Government views large scale development as a way to boost the economy and that HDC are being overruled by Government Inspectors. The drafting of the HDC Strategic Plan had been impeded by those in the district who did not want development in their area.

Cllr Wilkinson had spoken to a senior Highways planning officer, who advised that nothing else could have been done to prevent the development. The suggested road design will stand. School places could be provided with the use of s106 funds.

Councillors discussed the merits of contacting the site developer to negotiate regarding the future of the site. Cllr Heeley and Cllr Beglan were concerned that the Planning Inspector had suggested pedestrians and cyclists should use Hampers Lane and other private roads to gain access to Storrington. This route was still dangerous and would lead to an isolated community with no access to services and health care.

Cllr Wilkinson suggested a delegation of Horsham District Council, Heath Common Residents Association and Parish Council members should meet and he would ask a Highways planner to attend.

**APP/Z3825/A/12/2185980/NWF – DC/12/0317 –** Yaffles – An appeal had been lodged against HDC refusal of planning permission. A member of the public had advised of a technicality that may render the appeal invalid*.*

The Clerk will write to reiterate Members initial concerns.

12.141.3. Transport

A283 Crossing – an article had been included in the newsletter. Tracey Webb had confirmed a maximum cost of £7,800 and advised that if Councillors would commit 106 funds, she could place the order. WSCC had no funds to offer. The Clerk will write to Tracey Webb asking her to commit on this matter and confirm that s106 funds are available, in order to ascertain what contribution should be required from the precept. Members will discuss the proposal and details at the next Planning Committee. Cllr Wilkinson advised that Members would need to push the project forward themselves.

A24 Bus Crossing Gap – The Clerk will request a feasibility study following consultation via newsletter. The Clerk has contacted Simon Robb to request that an article be placed in the WSCT.
Washington Speed Survey – awaiting results from Adam Bazley / Tracey Webb.

Rock Road / Newhouse Lane junction – awaiting draft design and progress report from Joel Sykes. A letter has been sent to the owner of Amyday, who agreed the tree made it difficult for drivers to see. They would consider having it removed (at PC’s expense) but are of the opinion that it has a TPO. The Clerk will formally ask Cllr Wilkinson if the Highways Legal Dept have a right to insist that the owner pay for the removal of the tree.

Washington Roundabout Maintenance schedule – Ed Dickinson, WSCC, has confirmed that he is investigating.

Bostal layby – the owner has not been identified. Cllr Jennings suggested it may be part of Church Farm, the Clerk will ask John Lower.

**12.142. Payments to be made by the Parish Council**

Total Bank Balance @ 30.11.12 - £56,638.37 (including £10,000 Lloyds and £5,000 Nationwide investments).

Cheques for approval:

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| SCS Phone bill (Nov) not yet received (October invoice £37.13) | Max £50.00 |
| Clerk’s Salary (net) | £756.76 |
| Office / Clerk’s Expenses include: Flash drive for museum photos, stationery, printer cartridges £42.10 Comment box, soil and grass seed £32.97 | £117.27 |
| St Mary’s School hire of hall for 2 meetings | £48.00 |
| Information Commissioner’s Office | £35.00 |
| CPRE Subscription | £29.00 |
| Public Works Loan Board direct debit 20.12.12 | £1,819.00 |
| All payments above were approved by Member’s. |  |

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| Monies received at the meeting:Storrington Vipers Muga hire - cash | £35.00 |
| Muga hire - cash | £14.80 |
| Washington Story book – cash and cheque | £35.00 |

Draft Budget for 2013 / 2014 – circulated prior to meeting, will be discussed at next Full Council meeting.

Internal Review Process – document circulated prior to the meeting showing questions raised by Cllr Heeley and the answers provided by the Clerk and RFO. The Clerk had received advice regarding a more comprehensive questionnaire which will be considered for the next financial year.

**12.143. To receive items of Correspondence**

1. RSN E-bulletin forwarded to Cllr Jennings – 07.11.12

2. CPRE E-bulletin forwarded to Cllr Jennings – 08.11.12

3. PCSO Bonniface e-mail regarding Neighbourhood Panel meeting – circulated 12.11.12

4. RSN E-bulleting forwarded to Cllr Jennings – 12.11.12

5. HDC Member’s E-bulletin forwarded to Cllr Heeley – 12.11.12

6. HDC Storrington draft Air Quality Action Plan – circulated 14.11.12

7. HDC invite to Community Engagement Event from Jill Scarfield – circulated 143.11.12

8. RSN E-bulletin forwarded to Cllr Jennings – 19.11.12

9. HDC Member’s E-bulletin – circulated 21.11.12

10. HDC Housing Strategy and policies – circulated 22.11.12

11. Police and Crime Commissioners introduction newsletter – circulated 26.11.12

12. RSN E-bulleting forwarded to Cllr Jennings – 26.11.12

13. Lower Tiday River Arun Strategy consultation e-mail circulated 26.11.12

14. HDC E-bulletin forwarded to Cllr Heeley - 27.11.12 who had noted and circulated to Councillors points on Localism / planning and budget proposals / green waste.

15. RSN Bulletin circulated to Cllr Jennings – 27.11.12

**12.144. To consider and report local issues, including Maintenance**

Website progress update – The Clerk advised that the website is almost ready and asked Cllr Milner-Gulland to provide a brief history of Washington and the Chairman to provide an introduction. The Clerk will send Councillors a link to the draft site shortly.
Clerk has reported ‘Washington’ sign in the Bostal has rusty poles and is dangerous. The Chairman asked if the Washington sign on the western boundary could be placed on the boundary at Hampers Lane, currently it is situated on the old boundary, prior to boundary changes. The Clerk will contact Highways.

Cllr Milner-Gulland – two bollards missing near track to Tilley’s Cottage with resulting holes - Clerk will contact Highways.

Cllr Doré – potholes in School Lane – Clerk will report again. Dog fouling in The Holt – Clerk will report again.

Cllr Horwood – replacement of pointing around pavements slabs by the VH - Clerk will obtain quote to replace pointing.

**12.145. To receive reports and recommendations from Committees**

To receive any reports from Committees meetings held on 19th November 2012.

12.145.1. Open Spaces, Recreation and Allotments

First Extension Graveyard – Clerk is seeking quotes for the removal of a dead tree.

Cricket Club payments have been resolved. A letter will be sent to the Cricket Club confirming the arrangement.

Following Tree Condition Survey by Neil North, the Clerk has requested quotes for recommended works.

Committee members continue to consider options for replacement of existing Children’s Play equipment.

Jubilee tree – quotes being sought for a flowering cherry, oak or holly.
Childrens play area – members are looking at ways to reduce algae on the tarmac.

12.145.2. Footpaths and Conservation

Millennium footpath – Cllr Jennings has drafted a statement to be included in the expression of interest form. The Clerk will submit the form to Natural England.

Washington Windmill – Conservation and Enforcement Officers at HDC had not been able to contact the owners and the future was still uncertain. Travellers may move on shortly.

St Mary’s Church Pews – awaiting a response from the Diocesan Authority regarding removal of pews.

12.145.3. Planning and Transport

**DC/12/1991** - Hollybush Cottage Newhouse Lane - Single storey extension linking house with garage and external alterations to include closure of side door to porch. No objection.  **DC/12/2026** - New Highfield Works Spring Gardens Washington - Application for thepermanent extension of hours following the temporary permission granted for one year under DC/12/0310 (Extend factory working hours from 0600 hours to 2300 hours Monday to Saturday). Councillors agreed that there were no grounds to object after considering the information provided, but still had reservations regarding the proximity of residents who had complained in the past. Members hoped that HDC would monitor the situation and would like to be assured that enforcement complaints will be noted.
**SDNP/12/02583/HOUS** - Frieslands London Road Washington - Proposed 2-storey side extensions, new roof (including raising the existing ridge height) and front porch.
Members agreed that if HDC Planning Officers were of the opinion that it was worthy of restoration and sympathetic materials were to be used, they would support the proposal. Councillors would like to ask that any resulting damage to the foot path be rectified and ask if the existing wall is listed, that its protection be included in any planning conditions.
**SDNP/12/02718/TCA** - Old Forge School Lane Washington Pulborough West Sussex RH20 4AP - Surgery to 1x Willow tree. Members were concerned that pollarding would have an effect upon the street scene and that crown reduction may be better for the tree and for the street scene, but agreed to defer to the opinion of the Tree Officer.
**Goods Vehicle Operators Licence** – James Dunn, Crofters, Rock Road, Washington. Application to use the property as an operating centre for 1 goods vehicle. The applicant had advised that a 7.5t lorry would be used in the management of the small holding. Councillors agreed that they would not object to the application.
**DC/12/2079** - Lobb Cottage Veras Walk Storrington – Erection of conservatory at rear of property.
Councillors agreed no objection, conditions requested.
**DC/12/2080** - Four Oaks Sanctuary Lane – Surgery to 4 X Oak trees. No objection.
**DC/12/2096** - Whispers Veras Walk - Fell 1 x Silver Birch and surgery to 4 x Oak trees - Councillors agreed no objection.

12.145.4. Finance Committee

Draft budget –to be further discussed by Full Council January 2013.

Internal control – A report from Cllr Heeley was received.

Clerk salary review process – members agreed to review the Clerk’s salary as previously recommended. Cllr Heeley confirmed that Members will be mindful of the length of service and that any increase would be based on performance rather than automatic.

**12.146. To receive reports on Meetings attended**

HDC Community Engagement meeting 26.11.12 – The Clerk had attended and advised Councillors that she was disappointed that Washington issues, such as Speeding and Flooding had not been addressed. HDC had urged parishes to cluster and seek funding elsewhere.

**12.147. To receive and approve draft documents circulated prior to the meeting and to consider Clerk request.**

12.147.1. WPC Grant Awarding Policy and application form – circulated prior to meeting, for use in the case of grants in excess of £250. Councillors agreed that the Grant Awarding Policy should be formalised. Cllr Britt proposed and Cllr Heeley seconded the approval of the policy – carried unanimously.

12.147.2. SLCC Regional Conference – the Clerk requested permission to attend the SLCC Regional Conference for one day (Wiston PC have funded), Cllr Whyberd proposed and Cllr Cook seconded approval – carried unanimously.

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

For the exchange of information only, as it is a non-specific item, members cannot make decisions under this section. If you have any urgent business that needs a decision to be made at the meeting and you are unable to notify the Clerk in time for it to be included on the Agenda, please speak to the Clerk **before** the meeting begins.

**12.149. Date and Time of next meetings:**

Committees – 17th December 2012

Full Council – 7th January 2013

The meeting closed at 9.15pm.

Signed: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Date: 7th January 2013

Chairman