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**PARISH COUNCIL MEETING**

**Monday 5th August 2013**

**at 7.30pm in the Village Hall**

**Minutes**

**Present:** Cllr L Britt, Cllr P Heeley, Cllr N Doré, Cllr R Milner-Gulland, Cllr A Jennings, Cllr D Horwood, Cllr D Whyberd,

Cllr T Cook, Cllr R Thomas

**Also in attendance**: Cllr Jim Samson (HDC)

**Members of the public**: Seven

**Clerk**: Rebecca Luckin

**13.72.** **To consider accepting Apologies for Absence**

Apologies were received and accepted from Cllr Beglan (illness), Cllr Turley (late due to work commitments) and

Cllr VanDerKlugt HDC (holiday)

**13.73.** **Declarations of Interest from members in any item discussed**Cllr Thomas declared an interest, as a neighbour, in Pinehurst. Cllr Cook declared an interest in the Tea Room and Cllr Dore the Windmill.

**13.74. Approval of the Minutes of the last Parish Council meeting**

The minutes of the Full Council meeting of 1st July 2013 and Extraordinary meeting of 22nd July were agreed as being a correct record of the meetings and duly signed by the Chairman.

**13.75. Adjournment of the meeting to allow Public Participation**

**13.75.1** Dr Blood had been disappointed by the Planning Inspector allowing the Barratt’s development and explained his suggestion of ‘Clews Folly Way’ or ‘The Folly’ for the name of the new residential road.

**The meeting was reconvened**

The Clerk will put his suggestion forward to HDC.

**13.76. To report Matters Arising from the previous minutes**

Following the sad death of Cllr Frank Wilkinson Councillors agreed that they would like to consider a memorial to him at the next Open Spaces Committee meeting.

The Clerk’s Action List following meetings of 1st and 15th July were circulated prior to the meeting.

The Clerk reported that the Kia Garage owner did not respond to a recent letter asking delivery drivers not to use the bus stop in the village, but vehicles were being unloaded in the Old London Road, north of Montpelier Gardens.

The Clerk reported that ferns by the Hampers Lane exit have been trimmed back to improve visibility.

**13.57.2**. Following discussions with Councillors and WSCC, the owner of Sunny Nook has subsequently confirmed that she would not like bollards by the entrance to her house. The Clerk has asked WSCC for bollards by the dropped curb, to prevent parked cars blocking pedestrian access – as agreed.

**13.77. Planning Applications and Transport issues**  
Applications

**13.77.1. DC/13/1354** - Pinehurst Vera’s Walk - Fell 3 x Holly, 3 x Silver Birch and one unidentified dead tree. Plans circulated prior to meeting. Cllrs Beglan and Heeley had visited the site and could not see the benefit of removing the trees, but agreed to defer to Tree Officer, Will Jones. The Clerk will respond.   
  
**Cllr Turley arrived at 19.50pm and declared an interest in the Barratt’s development and the Community Tea Room.**   
 **13.77.2. DC/13/0609** - Approval of Reserved Matters relating to layout, scale, appearance and landscaping of the development following Outline permission DC/10/1457 (Outline planning permission for the demolition of existing buildings and construction of up to 78 residential units, associated ground preparation works, highways, access and the first phase of the Sandgate Country Park) – amended plans - comment can be submitted by 6th August. Plans circulated prior to meeting.

**13.77.3. The meeting was adjourned to allow members of the public to speak**  
Mike Gould, HCRA, asked Councillors to consider making representation at the Committee Meeting on 20th August. HCRA had sent a letter to HDC regarding the transparency of the discharge of 29 conditions, requesting that HDC demonstrate their discharge. This would be essential in future developments also. They were concerned that the ‘commencement of development’ had never been clarified. HCRA had sent a letter to HDC, including a schedule for the discharge of conditions, but had not received an acknowledgement or response. Cllr Sanson agreed to follow up.

HCRA were pleased to see that the children’s play area and affordable housing had been relocated, but were still concerned regarding the Country Park Management Plan.

Norman Cooper had liaised with Matthew Bartle, WSCC regarding Highways issues that were first raised in 2011, and danger to equestrians. The bus stop is still in a dangerous position. Those turning right out of the estate will cross the path of those turning right into Hampers Lane, the 50mph speed limit will be too high for this road and should be reduced.

Councillors and members of HCRA discussed options for blocking Hampers Lane to unauthorised traffic, but agreed there was no practical or legal solution.

**The meeting was reconvened**

**13.77.4.** Cllr Britt was concerned that the style of lighting had not yet been agreed. Low level bollards were discussed at the RMC Site meeting, but no further comment received. Light pollution should be kept to a minimum. Barratt’s had circulated a lighting plan and will identify a site where an example of lighting can be seen.

Cllr Heeley was of the opinion that the bus stop positioning had been discussed for some time, but WSCC finalised the decision. It may not be possible to pursue the matter further. Rob Phillips advised that he has liaised with the developer, but it is unlikely that the bus stop location will change, now that it has been agreed by WSCC. The developer is waiting for Member’s comments before progressing.

Cllr Heeley referred to the landscape plan indicating that some development would be close to Hampers Lane; screening will be key. Two kissing gates were shown with access into Sandy Lane.

Bill Cutting is meeting with the National Trust to ask if they will allow a permissive footpath to Warren Hill.

Councillors resolved that Cllr Britt should attend the Committee Meeting of 20th August to make representation to HDC. She thanked members of HCRA for their vigilance and for attending the meeting. She was of the opinion that clarification was needed regarding the discharge of conditions. Matthew Bright had advised that it was not HDC policy to inform parish councils of progress on the discharge of conditions and decisions. The Clerk has requested a copy of the policy, without response. The Clerk will make a request under the Freedom of Information Act.

**13.77.5. Barratts** - Nick Keeley will look into reducing the size of the Milford Grange advertising board. Rob Phillips advised that fixed reference levels were being taken in Hampers Lane to allow the surveyor to assess variation of levels within the site. He advised that the Country Park Management Plan was currently being drafted and will provide a copy for Councillor’s consideration. He will also liaise with Bill Cutting.

**13.77.6. DC/13/1434** - Sevenoaks Sanctuary Lane - Surgery to 1 x Oak tree. Plans not received. Councillors will discuss at the Planning meeting of 19th August.

**13.77.7. DC/13/1427** - Wild Thyme Gorse Bank Close - Rear single storey extension, front garage extension and new pitched roof and 2 dormer windows to garage. Plans not yet received. Councillors will discuss at the Planning meeting of 19th August.

**13.77.8. EN010032** - Application by E.ON Climate & Renewables UK Rampion Offshore Wind Ltd

(E.ON) for Rampion Offshore Wind Farm - Examination Timetable and Procedure – e-mail circulated 29.07.13. Deadline for responses – 15th August. The Clerk will recheck and recirculate to see if a response is required.

Enforcement

**13.77.9. EN/13/0231** - RMC site – removal of trees and soft landscaping. A civil matter between the Dog Kennels and Tamdown regarding boundaries.  
**13.77.10. EN/13/0285** - High Larches Melrose Place - Alleged non-compliance with Conditions 3 and 4 of DC/12/0611 (Hours of Work and Burning) reported by member of public – unfounded.

**13.77.11. SDNP/13/00329/COU** - Kia Garage – seven cars parked on the notable verge, outside of the permitted display area – Clerk reported to Enforcement who confirm that John Attfield will visit. SDNPA advise that a Ranger and an Ecologist will visit to assess the verge and possible damage. Also reported again to WSCC Highways, regarding the unofficial access onto the Highway.

Decision notices

**13.77.12. DC/13/0197** - Former Castle Farm Estate The Hollow Washington - Minor material amendment to Outline application DC/12/0988 (Refurbishment of one existing building (Block A), redevelopment of an existing building (Block B), demolition of buildings and the erection of 5 new buildings - Application PERMITTED.

**13.77.13. DC/13/1034** – 1 Bohemia Cotts - Proposed 2 bay, open-fronted garage – PERMITTED

**13.77.14. Neighbourhood Plan**

Following an Extraordinary Meeting of 22nd July, Members agreed to cluster with Storrington and Sullington Parish Council to draft a Neighbourhood Plan in consultation with AirS.

Cllrs Heeley, Cook, Horwood and the Clerk had met with with AirS and Storrington PC earlier that day to discuss the process, agree timescales and some dates. In the first instance a Steering Group of between 8 – 15 members will be formed. The Chair will play a very active role. Terms of reference will be agreed, focus groups will be formed to discuss the topics of planning, infrastructure, environment, economy and business, transport, heritage etc. Tracey will apply to HDC to designate the area, but areas of Thakeham that will affect the plan. HDC will encourage them to be involved in some way. The community will be invited to an open meeting in October / November. The plan process may take a year. Councillors Britt, Heeley, Cook and Horwood indicated that they would be willing to join the Steering Committee. Members offered to join Focus Groups, Cllr Cook – Recreation, Cllr Jennings – Rights of Way, Cllr Milner-Gulland – Heritage, Cllr Horwood – Business and economy, Cllr Turley – Planning and development. The first meeting of the Steering Group will take place 7.00pm, 10th September, to agree membership and terms of reference.

A special edition of the newsletter could advise the community of an open evening and include information on a Housing Need Survey – copy date 8th October.

The Clerk advised that HDC Chief Executive and Cabinet Members are currently considering the level of financial support to offer Parish Councils undertaking a Neighbourhood Plan. Cllr Sanson will follow up on progress.

**13.77.15.** South Downs National Park Partnership Management Plan –link to draft document circulated 08.07.13. Response required by 16th September. Cllr Jennings had examined the plan and advised that the basic ideas were sound, but it was difficult to read. Councillors agreed not to respond.

Transport

**13.77.16**. Cali Sparks had been asked to provide follow up on all Highways issues. A response had finally been received that day following a letter from the Chairman. Members were again disappointed in the progress report received. The Clerk will draft a letter of response, to be sent to the Leader of WSCC. Cllr Horwood will attend the next CLC meeting.

**13.77.17.** A24 Bus Crossing Point - waiting for a feasibility WSCC study.

**13.77.18.** Newhouse Lane / Rock Road – Joel Sykes advises that Highways have placed yellow backing onto current signage around the junction. Horse and rider warning signs will be placed prior to that junction and shortly after the A24 / Rock Road junction, following a recent incident with riders and an HGV (an incorrect ‘wild horses’ sign has been installed, but this will be replaced).

**13.77.19.** A283 Pedestrian Crossing Point – The VAS sign should have been installed, but Cali advised it is not a priority.  
  
**13.77.20.** Flooding at the bottom of school hill – WSCC engineers should have undertaken a survey, made recommendations and implemented them. Cali advised that the Clerk could apply for funds through Operation Watershed and employ a contractor directly.

**13.77.21.** Traffic Speed survey, Old London Road – John Forster should have analysed results and made recommendations to go before CLC. Cali advised that the matter is going before CLC in September, but Members have not been informed what will be discussed.

**13.77.22.** Road surface Old London Road – Mrs Reed-Allen at Brook House has experienced further problems with loose chippings and the drain is blocked again. The contractor has provided the occupant with an opportunity to complain and claim compensation.

**13.77.23.** Sandhill Lane – the Clerk has requested bollards by dropped curb (29.07.13), to prevent parked cars from blocking access for wheelchairs and pushchairs. Have asked for feedback and progress report.

**13.78. Approval of Payments to be made by the Parish Council**

**13.78.1.** Total Bank Balance @ 29.07.13= £55,048.00 (including £10,000 Lloyds and £5,000 Nationwide investments).  
  
**13.78.2.** All cheques below were approved:

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| Clerk’s Salary for July (net) | Chq 1990 | £808.52 |
| Office / Clerk’s Expenses for July include:  Postage £15.60, weedkiller £5.99, travel £39.15, electric £7.00 | 1990 | £67.74 |
| D Flynn – grounds maintenance – mowing 12 and 27th June  Weedkilling 27th June | 1991 | £294.00 |
| F Hottenbacher – Vera’s Shelter and general maintenance | 1992 | £121.29 |
| John Lower – Graveyard maintenance, six occasions in April, May and June | 1993 | £600.00 |
| JRB Enterprises – dog gloves | 1994 | £71.40 |
| HDC printing of newsletter | 1995 | £58.62 |
| Travis Perkins – Play bark - £780.00+VAT | 1996 | £936.00 |
| Litter warden @ £6.19 per hour – invoice not received | 1997 | Max £125.00 |
| SCS Phone bill – July invoice not yet received | 1998 | Max £50.00 |

**13.78.3**. Defibrillator - The Clerk advised that funds could be found in the Jubilee Footpath reserves of £5,000.

Cllr Thomas reports that a member of the public in the Heath Common is a First Responder and has a defibrillator that she has self-funded. He will liaise with her and ask if she would be interested in making it available to the public. Cllr Dore proposed that a unit be placed at the Village Hall, Cllr Horwood seconded – carried unanimously. The Clerk will obtain permission from VHMC and purchase a unit.

**13.78.4.** Fund applications – Draft application for Members Big Society Fund 2013 – 14 – Cllr Turley proposed that the Clerk submit the application, Cllr Cook seconded, carried unanimously – the Clerk will submit to CLC for 15th August deadline.

**13.79. To receive items of Correspondence**

1. Rural Services Network E-bulletin forwarded to Cllr Britt – 04.07.13

2. Southern Water invitation to attend presentation on Water Resources Management Plan Consultation – circulated 08.07.13  
3. Rural Services Network E-bulletin forwarded to Cllr Britt – 08.07.13

4. HDC Member’s E-bulletin forwarded to Cllr Heeley – 08.07.13

5. Rural Services Vulnerability E-bulletin forwarded to Cllr Britt – 10.07.13

6. HDC Member’s E-bulletin forwarded to Cllr Heeley – 15.07.13

7. CPRE E-bulletin regarding campaign against planning – circulated 18.07.13

8. Nick Herbert e-mail on Localism in Planning circulated 22.07.13

9. HDC Member’s e-bulletin forwarded to Cllr Heeley 29.07.13

**13.80. Consider and report local issues, including Maintenance   
13.80.1.** To enable Councillors to apply for Quality Council Status, Washington Parish Council require a Community Engagement Policy – the Clerk has drafted a copy to be considered at the next Full Council meeting.

**13.80.2.** Risk Assessment for Clerk working from home – to be considered at the next Full Council meeting

**13.80.3**. Tea Room Committee – following a letter from Councillors, the Tea Room Committee were not able to confirm that the Tea Room would be open on a regular basis. They had suggested that the VHMC let out the Village Hall and that they would give notice if it was required. The small kitchen would continue to be out of bounds. Councillors were disappointed that a lease had been granted, but the tea room was not open. Members discussed the options and implications. They resolved to press the Tea Room Committee for a definite answer before the next Full Council meeting. If the Tea Room Committee dissolve the lease, the issue of the equipment in the small hall will be addressed.

**13.80.4.** Facebook and Twitter - as part of the Community Engagement Strategy, Councillors could consider the use of social media. The Clerk will ask how other Parish Councils manage Facebook and Twitter

**13.80.5.** Cllr Dore had been Neighbourhood Watch co-ordinator for 20 years, but no longer wished to take on the responsibility. An article can be placed in the next newsletter.

**13.81. To receive reports and recommendations from Committees**  
**13.81.1**.Open Spaces, Recreation and Allotments

Washington Scarlet apple tree - saplings could be grafted at £6 per tree. 50 could be ordered and sold on at £12 to raise funds. Root stock would need to be ordered in the autumn. Cllr Whyberd proposed that 50 trees be grafted,

Cllr Horwood seconded - motion carried.

Blackthorn saplings will be planted to form a hedge at the back of the allotments in the Autumn.

10 hippo bags of children’s play bark has been spread on the play area, with another 10 to follow as agreed. Weeds have been treated.

**13.81.2.** Footpaths and Conservation

Members would like to place an information board and picnic bench at the Limekilns. To date there has been no response from the landowner.

13.81.3. Planning and Transport

**DC/13/0609** RMC Reserved matters – Cllrs Heeley and Thomas had met with representatives of Barratts, Tamdown, HCRA and HDC to obtain information and feedback and develop good relations. Councillors were disappointed to learn that it was not HDC policy to provide feedback on discharge of conditions. Clerk has requested copy of policy – not received to date. Will request under the Freedom of Information Act.   
**DC/13/1038** - Sandhill Farm House Sandhill Lane Washington - Creation of pond to north of property – no objection.

**LI/13/0242/PREM** – Findon Park Farm Ltd, Wiston Estate Winery – application for New Premises Licence – no objection.

**APP/Z3825/D/13/2200409** – Lupin Cottage, Hampers Lane - proposed two storey extension and alterations – appeal date approx. 29th August. Previous representations by Parish Council will be passed to the Planning Inspectorate.

**13.81.4. To receive reports on Meetings**

Staff Appraisal for the Clerk – date to be set.

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

There were none.

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

Committees – 19th August

Full Council – 2nd September

The meeting closed at 9.35pm

Signed: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Date: . . . . . . . . . . . . . . . . . .

Chairman