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**PARISH COUNCIL MEETING**

**Monday 7th April 2014**

**at 7.30pm in the Village Hall**

**Minutes**

**Present:** Cllr L Britt, Cllr P Heeley, Cllr C Beglan, Cllr R Milner-Gulland, Cllr D Horwood, Cllr D Whyberd,   
Cllr T Cook, Cllr R Thomas  
  
**In Attendance:** Cllr Philip Circus (WSCC), Cllr Ray Dawe (HDC)

**Members of the public:** PC John Burt

**Clerk:** Rebecca Luckin

**13.172.** **Apologies for Absence**

Apologies were received and accepted from Cllr Dore (surgery),Cllr Turley (work commitments), Cllr Jennings (holiday)

**13.173.** **Declarations of Interest and Dispensations**‘*a Member who has pre-determined how they will vote in the matter but continues to take part in the process will risk any decision in which they have participated being rendered unlawful and subject to judicial review. In addition there would be a potential for a complaint to be made alleging a breach of the Code of Members’ Conduct for bringing their authority or his or her office into disrepute.’* **Guidance on Predetermination circulated to Members - 15.10.13**The Chairman invited declarations of interest from Councillors. Cllr Horwood declared an interest in Rock Mill.

**13.174. Approval of the Minutes of the last Parish Council meeting**The minutes of the meeting of 3rd March 2014 were agreed as being a correct record of the meeting and duly signed by the Chairman.

**13.175. Adjournment of the meeting to allow Public Participation**  
PC John Burt reported on the period 02.02.14 – 30.03.14. Nine crimes had been recorded, including one theft from a vehicle, a burglary from The Holt and six burglaries from dwellings in the Rock Road area. PC Burt advised that there were plans to bring more Police resources to the area. PC Burt will provide an article for the next newsletter.   
Cllr Circus reported that residents were concerned regarding speeding traffic on Rock Road and the fact that the temporary 30mph limit on the A283 was being ignored. PC Burt advised that there were no authorised sites for Police to take speed readings, but he would park in the road if he had time. The Chairman thanked him for attending the meeting.  
**The meeting was reconvened**

**13.176. Matters Arising from the previous minutes  
The Clerk’s Action** list following meetings of 3rd and 17th March was circulated prior to the meeting.  
**Missing George VI Post Box** – the original front of the box has now been reinstated.

**13.168.1** – **Dog bin** at the top of The Street – the landowner has given permission and HDC has confirmed that there is a need. A new dog bin will be installed in April.  
**13.140.1. Emergency Plan** – an all gas cooker has been installed in the Small Kitchen which could be used in the case of an emergency.

**13.92.1. Washington Tea Room** – the Clerk has received confirmation that the CIC has applied to be struck of the Companies House Register and informed the Regulator of their intention to dissolve the Company. Remaining assets will be distributed to the local community. The Clerk will ask if final accounts are available.  
**13.127.3. Youth Provision** – the Purple Bus and Youth Team will visit Washington on Monday evenings 28.04.14 – 30.06.14 (excluding 26th May) and park in the allotments layby. The Clerk will advertise via the Muga, St Mary’s School, Steyning Grammar and Rydon and via the Clerk at Ashington Parish Council.

**13.130.2. Silver cups** – the Village Day Committee would be pleased to offer the cups as awards for horticultural competitions. The Clerk will hand them over when safe storage is arranged. The parish council are the custodians and will continue to insure the cups. The Clerk will advise the insurance company when storage arrangements change.

**13.177. Planning Applications and Transport issues**

**13.177.1. Applications**  
**DC/14/0356** - 1 Upper Chancton Farm London Road – Repairs to farmhouse stone walls by recording, opening up and taking down damaged stonework before rebuilding using a structural blockwork backing and refacing using original reclaimed stones set in lime mortar to provide an exterior as original. Cllr Britt had visited the site of the listed building, undergoing extensive renovation works following advice provided by Catherine Jeater, Conservation Officer for HDC. Councillors agreed they were satisfied that the Conservation Officer was offering guidance and had no objection to the proposal. The Clerk will respond.  
  
**DC/14/0554** - Finders Bracken Lane - First floor extension over existing garage, ground floor extension, conversion of garage to living accommodation, construction of a new porch, remodelling of roofing of existing roof dormers.   
Cllrs Heeley and Beglan had visited the site and agreed that overall it was a large plot and the proposal was likely to enhance the appearance of the property. There were no issues with overlooking. Councillors agreed no objection. The Clerk will respond.   
  
**DC/14/0565** - Corner Cottage Bracken Lane - Surgery to 1 x Oak tree (T4).  
Councillors noted that proposed works included removing dead and diseased wood and general maintenance and agreed to defer to the opinion of Will Jones, Tree Officer for HDC. The Clerk will respond.   
  
**DC/14/0628 -** Maplewood Chestnut Close - Proposed two storey side extension –the Clerk had asked for an extension and placed the item on the Planning Agenda for 28th April.**13.177.2. Enforcement**

**EN/14/0137** - regarding DC/12/0266 – Castle Farm, The Hollow – Composting toilet – HDC Enforcement investigated concerns that the toilet had been sited in the wrong location and that screening was not provided. Enforcement advised that there was no breach of planning, but would recommend that screening be provided.   
  
**EN/14/0151** – Weaversden, Hampers Lane – investigation into conversion of garage into accommodation.   
  
**Refusal of V-Sign** at John Ireland Way – the Clerk will contact HDC Enforcement, since the sign remains in place.

**13.177.3. Ongoing**

**DC/13/0609 (DC/10/1457)** – RMC Approval of Reserved Matters   
Following discussion at the Planning Committee meeting of 17th March, a Freedom of Information Request was made to HDC on 25.03.14 regarding information on planning and lighting schemes currently being considered under DC/13/0609. The Clerk advised that a letter to Barratt’s regarding management and future ownership of the Country Park is being discussed by Planning Manager, Rob Phillips and higher management. Who have responded by saying that they would consider the proposal, but are under a tight timescale to have the arrangement in place by June 2014 when the first houses will be marketed. The National Trust are not able to draw up an agreement in such a short timescale. A meeting will take place with representatives of the National Trust on 20th May, to discuss the option of a path linking two areas of NT land to West and East of the Country Park.

Councillors are concerned regarding the ownership and management of the park when 25 years have passed. They would not to lose the only benefit gained from the development. The Clerk will request from Barratt’s information on the proposed management plan and include Cllr Dawe in correspondence.

**13.177.4. Appeals**

There were none.

**13.177.5. Decision noticesDC/14/0097** - Woodlee 4 Squirrels Copse - Fell 2 x Oaks and surgery to 5 x Oak trees – PERMITTED

**DC/14/0112** – Longbury, Rock Road – Demolition of existing 3 bedroomed property and replace with 4 bedroomed property – WITHDRAWN following Planning Officer advice regarding the mass and layout of the proposed design.

**DC/14/0148** – Woodsmoke, Bracken Close - Proposed extension to incorporate new garage, carport and logstore - PERMITTED

**13.177.6. Neighbourhood Plan**

The Public Consultation Survey document had been finalised, printed and delivered to residents, with a return deadline of 14th April. Drop off points include The Frankland Arms, Village Larder and Pixie’s Corner, Heath Common. An option to complete online is available through SurveyMonkey.com. The next meeting of the Steering Group will take place 15th April, with some Focus Groups meeting prior to that.

**13.177.7. Transport issues**   
Speed limit – Cllr Circus confirmed that he would push for a speed limit of 30mph from the junction with the A283. To be progressed with the CLC. Councillors thanked Cllr Circus for his support and look forward to it being progressed.   
  
Bus Gap – WSCC have no concerns regarding safety. Cllr Circus will chase Cali for a written report regarding feedback to Cllr Frank Wilkinson’s questions, although information may be difficult to find. The Clerk will organise a rota of observers to monitor the crossing over two weeks, between 8.00 – 9.00am and ask PC Burt why a camera was not recommended. Following the survey, Councillors will decide whether to progress the issue.   
  
A283 Crossing – Alex Sharkey (WSCC) provided options and costings for a powered or solar VAS. Councillors agreed that the solar option was more reasonable and could be insured against theft. The Clerk will obtain further information of costs of maintenance and renewal after 6 years. Funds will also need to be earmarked for the speed limit reduction and included in the next budget. To be discussed further by Planning and Transport 28th April.  
  
Tree removal at Newhouse Lane – delayed due to back log of work.  
Parish boundary sign – the Clerk has again asked WSCC to place the sign in the correct location.   
  
Cllrs Dawe and Circus left the meeting

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

13.178.1. Total Bank Balance available @ 31.03.14 = £54,181.12 (including £10,000 Lloyds investment).  
  
13.178.2. The following payments were approved:

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| Clerk’s Salary for March (net) | *2053* | £808.52 |
| Office expenses for March include: Electricity £7.00 and Travel £35.55, Stationery £28.96 2X dog signs - £20.22inc VAT  Replacement football nets for Muga - £67.59inc VAT  Replacement tennis net, posts and winder - £357.60inc VAT | *2053* | £516.92 |
| HMRC Q4 | 2054 | £979.11 |
| Stella Russell – Litter Warden – 16 hours @ £6.31 p/h | 2055 | £100.96 |
| Scribe 2000 – annual accounts software license £195+VAT | 2056 | £234.00 |
| D Horwood – litter picking equipment\*\* £210+VAT |  |  |
| Frank H – fixing of bench and plaque and sowing of poppy seeds |  | Max£100 |
| HDC – installation of a new dog bin - £383.92+VAT |  |  |
| Jeremy Silverthorne – currently undertaking a valuation of silver cups for insurance purposes - £65+VAT |  |  |
| SCS Phone bill – March invoice not yet received |  | Max£50 |

\*\*since HDC litter picking kits were not available, Cllr Horwood confirmed that Squires Garden Centre would provide four kits, Village Larder four kits and proposed that Councillors purchase four kits for £210+VAT. Seconded by Cllr Whyberd and agreed by all Councillors. Cllr Horwood will order the equipment and the Clerk will thank Village Larder and Squires Garden Centre.

13.178.3. Grants

The Clerk reported that the WSCC grant towards Bus Shelters has been carried over and would need to be spent by October 2014 in order to be retained. In the meantime the Clerk will seek other sources of funding to make up the shortfall of providing two replacement bus shelters. The Clerk will remind Barratt’s that they had promised to store the current bus shelter if it can be salvaged without damage.

**13.179. To receive items of Correspondence**

1. HDC Member’s e-bulletin forwarded to Cllr Heeley – 04.03.14

2. Rural Services Network e-bulletin forwarded to Cllr Britt – 04.03.14  
3. VHMC Agenda for 5th March – circulated 04.03.14

4. E-mail from Kevin Luter regarding WSCC Highway improvements and widening on A283 – circulated 04.03.14

5. Rural Services Network e-bulletin forwarded to Cllr Britt – 05.03.14

6. Rampion Wind Farm – link regarding notification of published documents – circulated 10.03.14

7. HDC information on sustainability grants for small business – forwarded to Cllrs Heeley and Horwood – 10.03.13

8. Press release from MP Nick Herbert regarding planning matters – forwarded to Planning Committee members – 10.03.14

9. HDC Member’s e-bulletin forwarded to Cllr Heeley – 10.03.14

10. Rural Services Network e-bulletin – forwarded to Cllr Britt – 11.03.14

11. HDC Member’s e-bulleting forwarded to Cllr Heeley – 17.03.14

12. WSCC Safer Communities Partnership survey. Posters placed on boards and link circulated to Councillors – 19.03.14

13. Invite to NHS ‘Lets Talk’ event, 13 May, 5.30 – 7.45, Billingshurst Village Hall – e-mail circulated 24.03.14 Cllr Beglan will attend and report back.

14. Update on Rock Mill provided by Madeleine Hartley – circulated 24.03.14

15. GACC newsletter – circulated 24.03.14

16. Rural Services Network E-bulletin forwarded to Cllr Britt – 25.03.14

17. HDC Member’s E-bulletin forwarded to Cllr Heeley – 25.03.14.

18. Purple Bus offer circulated 25.03.14

19. Rural Services Network E-bulletin forwarded to Cllr Britt – 31.03.14

20. HDC Member’s E-bulletin forwarded to Cllr Heeley – 01.04.14

21. Vision ICT website use data forwarded to Cllr Heeley – 02.04.14  
22. HDC Member’s E-bulletin forwarded to Cllr Heeley – 07.04.14**13.180. Local issues, including Maintenance**

The Open Spaces Committee have asked the Clerk to obtain quotes for the repair of drains and the path to the rear of the Village Hall. Cllr Britt is concerned that the drains might be the responsibility of VHMC – the Clerk will investigate.  
Community Asset register – permission is being sought from the owners of assets, prior to applications being submitted to HDC.   
Cllr Horwood asked if the footpath from The Street to Frankland Mead could be cleared by HDC.

A supply of the Washington Story will be available to the Village Shop, wholesale £3, retail £5.

**13.181. To receive reports and recommendations from Committee meetings on 17th May 2014**  
13.181.1. Open Spaces (Recreation, Allotments, Footpaths and Conservation) Committee

Planting of trees (as agreed by Full Council) took place on the Recreation Ground in front of the Village Hall.

A commemorative bench to Nurse Sparkes has been placed in the Children’s Play area. A memorial plaque to Cllr Frank Wilkinson has been placed on the outside of the Village Hall. Poppy seeds (supplied by HDC) had been sown around the war graves in the First Extension Graveyard to commemorate WWI.   
Football and tennis nets on the Muga will be replaced, with storage being provided for the new tennis net and posts to prolong their life.

Windmill – the purchase is not yet completed, but Councillors will be invited to a ‘before’ and ‘after’ meeting when conservation commences.

Member’s Big Society Fund – the Clerk has asked Cllr Circus to support a bid for £25,000 towards the cost of replacing the children’s play equipment.   
Allotment holders were asked if spoil resulting from ditch clearance could be placed at the end of the allotments to form an eco-bund. The majority were in support of the proposal.  
  
13.181.2. Planning and Transport Committee  
**DC/14/0358** - Former Yaffles Rock Road - Retention of 5 hoardings and the display of advert to hoarding on a temporary basis. Councillors agreed to object to hoardings and flags that were excessive and unsuitable to the location and had been erected without permission.  
**DC/13/2342** - Rock Lodge, The Hollow Washington - Retrospective replacement of existing timber windows with similar timber windows and diamond leaded sealed units. Increase lounge window to front elevation. Install tri-fold oak door to dining room rear elevation. Paint elevations and timber windows to match Rock, House (Listed Building Consent). Councillors agreed no objection.  
**DC/14/0317** - Former Highway Depot London Road Washington – Cessation of existing use as a Highways Depot and erection of 4 X 3-bed houses with associated access, garaging and parking (outline). Councillors agreed not to object to the proposal, but highlighted concerns regarding an increase in traffic movements using a hazardous junction and entry on the A24, and requested improvements to the highway.   
**DC/14/0457** - Lupin Cottage Hampers Lane - Raising of existing roof and creation of first floor to provide additional living accommodation. Councillors agreed to object to the application with regard to the bulk, height and impact upon the amenity of neighbours. These were the objections to the original application that had been upheld by the appeal inspector.

**13.182. Reports on meetings and notice of forthcoming meetings**  
**Clerk’s Networking meeting 25th March** – the Clerk reported that Sandra Herbert (HDC Chief Solicitor) had advised on restructuring taking place at HDC, including the deleting of her own post. Seven heads of department will leave or have already left, to be replaced by 20 other posts. The Park North building will be vacated. Staff will move to the WSCC (North) building. Sandra reports that HDC intend to be paperless (including plans) by June 2015, with staff working remotely from laptops and ‘hot desking’ when they do need to work from HDC offices. On behalf of SLCC Clerks Horsham Branch, the Clerk has written to Tom Crowley to ask that Parish Councils be informed when staff leave HDC and that Parish Councils be consulted on the process of going paperless.

Clerk’s discussed changes introduced by the Local Audit and Accountability Act 2014 – members of the press and public have the right to film and use social media at local government meetings. Regulations and guidance are awaited. Some parish councils intend to record their own meetings, to ensure that they hold a true, unedited version.

**Proposed Country Park** - A meeting with representatives of the National Trust, Cllr Heeley and Mike Gould will take place 20th May to discuss access across the proposed Country Park to link areas of National Trust land to the East and West. Both Barratt’s Homes and the National Trust are of the opinion that time will not allow for the NT to take over the ownership / management of the Country Park. Rob Phillips, Barratt’s Planning Manager, has been invited to the meeting, which is open to any councillors who wish to attend.

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

Cllr Thomas reported that a proposal for airspace control has been submitted that is likely to have an impact upon Parham Airfield that would prevent it from operating. Cllr Thomas will obtain further details. The Clerk will contact Parham Parish Council and advise that Washington Parish Council would support an objection to the proposal. The item will be placed on the Planning Agenda for 28th April.

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

**Annual Parish Meeting – 23rd April 2014**The Clerk will draft an agenda for Cllr Britt to sign and a Chairman’s report. At the meeting, Committee Chairs will explain the remit of their Committee. Members will provide further explanation of the Neighbourhood Plan currently being drafted and provide a progress update. Refreshments will be available.Committees – 28th April 2014

Full Council – 12th May 2014

The Chairman closed the meeting at 21.17

Signed: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Date: 12th May

Chairman