

WASHINGTON PARISH COUNCIL



Clerk to the Council.
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WASHINGTON PARISH COUNCIL MEETING

MINUTES of the proceedings of the monthly meeting of Washington Parish Council held on Monday 4th April, 2016.

PRESENT: Cllr Beglan, Cllr Britt, Cllr Cook, Cllr Heeley (chairman), Cllr Lisher, Cllr Milner-Gulland, Cllr Whyberd (vice-chairman)

IN ATTENDANCE: Cllr Marshall (HDC)

ALSO: Clerk to the Council Zoe Savill

MEMBERS OF THE PUBLIC: None present

ABSENT: Cllr Cook, Cllr Dore, Cllr Muddle, Cllr Newman and Cllr Thomas.

Cllr Heeley opened the meeting at 19:34 hours

18.37. Apologies for Absence and Chairman's Announcements

Apologies were received and accepted from Cllr Newman (holiday) and Cllr Thomas (work and holiday)

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

There were none

18.39. To approve the Minutes of the last Parish Council meeting held on 7th March

The Draft minutes of the meeting had been circulated to Councillors and published on the Parish Website. Councillors **RESOLVED (147)** that the Chairman could sign the minutes as a true record of the meeting which took place on 7th March 2016 and the minutes were duly signed by the chairman.

18.40. Public Questions

There were no questions.

18.41. To Report on Matters Arising from the previous minutes

Spring Clean Day: To agree two suitable dates for the “Clean for the Queen” litter collection in Washington in April. Cllr Britt has volunteered to organise the event and to choose two dates. One will be selected by Darren Rolfe of WSCC. He will be supporting and attended the event and providing equipment. Volunteers will be needed on the day.

Cllr Britt reported that Darren had confirmed Saturday, 7th May from 2-4pm. She said there were ten volunteers for the event so far. The event would be advertised in the newsletter.

Cllr Britt requested that public notices would also be useful to promote the event.

Cllr Heeley informed Councillors that PSCO Carol Boniface was unable to attend the Annual Parish Meeting to give a report because of budget restraints in the police service. However, he would be requesting crime statistics for the Parish to be read out at the meeting.

Chairman of the Washington Village Memorial Hall committee, Nigel Baker, had agreed to talk briefly about its work at the village hall and plans for the future. Director of Wiston Estates, Richard Goring, had confirmed his acceptance as guest speaker to talk on the topic of “The Wiston Estate Looking Forward”, but it would essentially be on proposals to establish an ecologically friendly holiday park at the site of Rock Common Quarry, and to upgrade facilities at North Farm.

18.42. County and District Issues

Cllr Marshall informed Councillors that he was awaiting a response from John McArthur at HDC regarding his enquiry on behalf of local resident David Footman’s request for litter warning signage. The Clerk would be copied in any response.

Cllr Marshall reported that he had been asked by Richard Hurley of the Sandgate Conservation Society to confirm when the planning condition comes into force for the development of the mini country park on an area of land north of the Millford Grange development. Cllr Marshall had contacted Horsham planning in this respect. He was informed that the legal agreement states that the Country Park Management Scheme should be implemented prior to the occupation of the 39th dwelling. A Long Term Landscape Management Strategy in respect of the Country Park was submitted and approved by the Council’s Landscape Officer in November 2014. Cllr Heeley reported that there were proposals for the National Trust to take over the management pending discussions on a financial agreement with Barratt Homes. In conjunction with that, a footpath from Georges Lane, across the adjacent East Clayton Field to Hampers Lane, had been agreed in principle, and Barratts had agreed to fund the materials. The Parish Council were unsure of the progress of the footpath on the western side of Hampers Lane in the Storrington/Sullington side of the footpath. The Clerk had sent this information to Mr Hurley.

Cllr Marshall reminded Councillors of the availability of Community Initiative Funding, and that the CCLC would consider any applications from local groups for projects that benefit the community.

Cllr Trisha Cook arrived at the meeting at 19.55 hours.

18.43. To consider Planning Applications and discuss Transport issues

18.43.1 Applications:

SDNP/16/00961/HOUS - 12 Chanctonbury Close Washington Pulborough West Sussex RH20 4AR. Front extension under existing porch roof. Comments before 5th April 2016.

Councillors had **NO OBJECTION** to this application on the basis that the usual conditions apply regards to usual working hours Monday-Friday 9am-5pm, 9am-1pm Saturday and no working on Sunday. Also deliveries limited to outside of school drop-off and collection times to protect the amenity of residents.

SDNP/16/01343/HOUS - Littlecroft 3 Chanctonbury Close Washington West Sussex RH20 4AR. First floor rear extension. Comments before 14th April 2016

Councillors had **NO OBJECTION** to this application on the basis that the usual conditions apply regards working hours Monday-Friday 9am-5pm, 9am-1pm Saturday and no working on Sunday. Also deliveries limited to outside of school drop-off and collection times to protect the amenity of residents.

18.43.2. Enforcement

None received

18.43.3. Appeals

Application Number: DC/15/0698

Site: Lupin Cottage Hampers Lane Storrington Pulborough West Sussex RH20 3JB

Description: Appeal against refusal of retrospective two-storey rear extension and raising of roof for first floor.

WPC Comments: STRONGLY OBJECT to the application

Decision: **Appeal Allowed**

Report of Inspector's decision emailed to Councillors before the meeting.

Councillors expressed their disappointment with the appeal decision despite the strength of opposition from HDC, WPC and the neighbour at Walscombe. Cllr Heeley reported that the appellant's disability was a significant factor in allowing the appeal and that it outweighed the moderate impact on the character and appearance of the area and its conflict with policies in the HDPF.

18.43.4 Decision notices

Councillors **NOTED** the following decision notices:

Application Number: DISC/16/0012

Site: Rock Business Park The Hollow Washington West Sussex RH20 3JH

Description: Discharge of conditions 4, 5, 6, 7, 8, 10 and 12 on DC/15/2094 (Erection of 3 No. buildings for occupation for purposes within Use Classes B1 (business) and/or B8 (storage and distribution))

WPC Comments: NO OBJECTION to the application on the size of the business units, but emphasised the need to consider smaller units in future applications. This is in accordance with the emerging Storrington, Sullington and Washington Neighbourhood Plan

Decision: **Application Permitted.**

Date of Decision: 09/03/2016

Application Number: DC/16/0158

Site: Barton Spinney Hampers Lane Storrington Pulborough West Sussex RH20 3HZ

Description: Demolition of existing garage and erection of a replacement garage

WPC Comments: NO OBJECTION to the application on the understanding that the garage is tied with the house as one unit to avoid it being split up at a later date as separate accommodation.

Decision: **Application Refused.**

Date of Decision: 23/03/2016

Application Number: SDNP/16/00291/HOUS & SDNP/16/00292/LIS

Site: Brockhurst Barn The Street Washington West Sussex RH20 4AS

Description: Erection of garden room extension (Full Planning) & (Building Consent)

WPC Comments: NO OBJECTION to the applications but would request that the conservation officer review the applications carefully.

Decision: **Applications Refused**

Date of Decision: 21/03/2016

18.44 Transport issues:

To receive and consider results of the Washington Speed Loop survey.

The results of the survey along London Road, for two weeks from Tuesday 8th March, had been received from BasePoint Data Limited and circulated to Councillors before the meeting.

Councillors agreed that further information was required to interpret and summarise the data. The clerk was asked to request this from the survey consultants.

To receive any update on the safety review in connection with the closure of bus stops along A24, Washington to Dial Post, and any police information about the accident which prompted the closures.

An update will be available pending the outcome of the WSCC safety review. Cllr Philip Circus had contacted the clerk before the meeting to report that the police were unable to provide further information regarding the accident which prompted the bus stop closures along the A24 at Washington and Dial Post.

For information only:

18.44.1. Road Closures

Closures are published on the Parish website should Councillors receive queries from the public.

18.44.2 Other

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

The reconciled bank statement showing transactions between 29.01.16 and 17.02.16 accounting year to date statement, invoice and purchase order summary were circulated to Councillors.

Councillors **RESOLVED TO AGREE (148)** the financial reports as follows:

Outstanding purchase orders - £684.50

Outstanding invoices - £80

Reconciled Bank Balance - £ 64,677.50

18.45.1.VAT

18.45.2. PAYE and NICs:

18.45.3. Clerks Salary & expenses (cheque numbers) 2278 (£1,035.15) & 2278 (expenses £31.97)

February Payment (gross)		1,084.67
Holiday entitlement		
TOTAL		1.084.67
LESS		
Tax		
NI		49.52
Net Payment		1,035.15
Expenses		
Mileage (0.45 ppm) miles		5.85
Electricity		10
Phone		
Business Insurance cover		16.12
Total Expenses		31.97
Total Payment (Feb 2016)		1,067.12

18.45.4. Expenses

Councillors **RESOLVED TO AGREE (149)** to the Clerk's salary and expenses.

18.45.5. Holiday Pay

None.

18.45.6. Other

No further information

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

To Consider and Approve the addition of Hirers Liability to the Council's Policy of Insurance for 2016.17.

The Hirers Liability has been added to this year's policy at no extra charge but will be an additional annual charge of £25.00 plus tax. The increase will fall within the £1,500 reserved for insurance in the 2016.17 budget.

The Council require this level of cover for private hire by individuals on parish property outside the Village Hall, e.g. the Recreation Ground, who would not normally be expected to have their own insurance. At present there is no protection for the Council for any damage

to council property caused by private individuals e.g. wedding hirers, children's birthday parties and any non-club/organisation which does not hold their own liability insurance. We have existing Public Liability cover for any land we own for third party property damage or injury.

The renewal premium for June 2016.17 will be £1,137.59 and falls within the £1,500 reserved in the 2016.17 budget. It is an increase from £1064.88 agreed by Councillors in March 2015. The increase includes the hirer's liability cover, an increase in the wage roll, an increase in insurance premium tax in November 2015 from 6% to 9.5%, plus 1% index linking to the All Risks items. In March 2015, the Councillors RESOLVED (64) to enter into a 3 year contract until 2018 contract with Zurich at a cost of £1064.88 (a decrease from £1202.12 for 2014.15) to include adjustments made for the inclusion of Vera's Shelter, an increase in insurance on the WPC sign, the removal of the Parish bus shelter represent the further adjustments made by the Clerk on review of the assets over the last year. The previous Clerk had requested that all items insured are increased at a rate of 3% to accommodate index linked rises and this has been done.

Councillors **RESOLVED TO AGREE (150)** to the increase in insurance premium, to include the £25 liability cover, for 2016.17.

18.47. Reports and Recommendations for Consideration by Council from Committee Meetings on 21st March, 2015

18.47.1 Open Spaces, Recreation and Allotments & Footpaths Committee

To Review and Approve the quotation recommended by Committee on March 21st to improve the Children's Play Area and to consider the inclusion of the provision of mini skate park equipment pending a quotation from HDC.

Three quotes were considered by the OSRA Committee. After some discussion the Committee AGREED to RECOMMEND to Full Council the quotation of £34,000.00 (plus VAT) presented by HAGS-SMP. Committee members decided that the contractor had submitted the best value quotation for a range of equipment that seemed exciting and new. Their quotation was also the most clear and competitive. All 3 quotations are to be submitted to HDC for an application for S106 funding, with the FC's recommendation of the preferred contractor.

The quotations were circulated to Councillors before the meeting.

The Council unanimously **RESOLVED TO AGREE (151)** to the quotation from HAGS, this being the preferred contractor.

The clerk is awaiting confirmation that HDC will sell or donate their mini skate park equipment used for the taster session at the MUGA in February. HDC charged the parish council for the two-hour event at cost price of £80 including VAT, reduced from £110. Cost of future events would be £50 for the hire of ramp and equipment for two hours and then after £15 per hour. There is an additional cost of £30 per hour for setting up and supervision by staff, plus transporting and advertising costs (unknown). Mr Paul Taylor from HDC, who organised the event, suggested staffing costs could be saved by training a volunteer which

would be provided by Horsham free of charge. It is possible that they will consider selling or donating the equipment to the Parish Council.

After some discussion, councillors AGREED to defer any decision on the skate park until final costs for the playground, including S106 monies, were confirmed.

18.47.2. Planning and Transport Committee Meeting

No reports or recommendations

18.48. To receive reports on meetings and notice of forthcoming meetings.

To discuss and consider the examiner's findings of the Storrington, Sullington and Washington Neighbourhood Plan.

Cllr Heeley reported on a meeting of the Neighbourhood Plan Steering Committee, which had been called at short notice on 6th April, following the examiner's report on the plan. Seven members of the committee had attended, along with Barbara Childs, Head of Strategic Planning & Sustainability Service at Horsham, and District Councillor Ray Dawe. The examiner had rejected the plan in its current form, citing variances with local planning policy and the HDPF. There were specific issues relating to housebuilding on land designated for employment at Robell Way (Paula Rosa) and Chantry Industrial Estate, and a question over development in Old London Rd which was designated as Countryside. Barbara Childs confirmed that HDC did not object to this aspect of the plan.

It was agreed that the Steering Committee and HDC would work together closely on the key points raised by the examiner.

The Examiner's Report had been circulated to Councillors before the FC meeting.

New Agents Forum Meeting, Horsham District Council, 31st March:

This was attended by Cllr Cook and Cllr Heeley.

Cllr Heeley reported that the meeting was intended for agents representing planning applicants, and parish councils should not have been invited. It had been a useful information exercise, but not worth pc members attending in future... The forum was an opportunity for the planning authority to receive input on some proposed changes in the planning application process.

18.49. Correspondence Received

None received

18.50. Clerk's report

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

Councillors **NOTED** the following reports:

18.51.1. Clerk's Probation Period: The 13-week probationary period ends on 25th April and a meeting to review progress will take place between the Clerk and members of the Personnel Committee during the week commencing 2nd May.

18.51.2. Newsletter distribution: Preparations for the publication of the Spring Newsletter by Arun PrintPlus, an Arun District Council printing and design service, were underway. Distribution would be before the APM, on a similar basis to the previous newsletter.

18.51.3. Blind summit sign - The clerk is awaiting a response from Cllr Circus requesting information from WSCC for the provision and installation of 2 “blind summit” signs at the junction of Hampers Lane and Newhouse Lane;

18.51.4. VAS signs: The clerk reported that there was no response from Adam Norris, senior technician for traffic signals at West Sussex, following a request for a definitive answer about implementing the speed awareness signs on the A282 at the Pike, Washington.

Councillors **AGREED** that the clerk should write to West Sussex Council chairperson, Louise Goldsmith, to express the Parish Council’s extreme disappointment that the authority had effectively withdrawn, and without prior notification, a previous commitment to implementing the proposal in 2016.17.

18.51.5. Freedom of Information/Data Protection Requests Received

None received.

18.51.6. Compliments and Complaints

None received.

18.51.7 Governance and Accountability

18.51.8. Holidays

18.51.9. Training

None

18.52. To receive items for the next agenda

18.53. Date and Time of next Meetings

Committees - 18th April 2016

Annual Parish Meeting- 19th April 2016

Annual Parish Council & Full Council - 9th May 2016

The Meeting Closed at 21:08 hours

Signed.....

Dated.....