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**PARISH COUNCIL MEETING**

**Monday 3rd February 2014**

 **7.30pm in the Village Hall**

**Minutes**

**Present:** Cllr L Britt, Cllr P Heeley, Cllr M Turley, Cllr R Milner-Gulland, Cllr A Jennings, Cllr D Horwood,

Cllr D Whyberd, Cllr T Cook, Cllr R Thomas

**In attendance:** Cllr J Sanson (HDC) and Cllr P Circus (WSCC)

**Members of the public:** PC John Burt, Mr John Longhorn and one other.

**Clerk:** Rebecca Luckin

**13.145.** **Apologies for Absence**

Apologies were received and accepted from Cllr Van Der Klugt (HDC), Cllr Beglan (holiday), Cllr Dore (surgery). Cllr Whyberd proposed and Members agreed that flowers should be sent to Cllr Dore (Chairman’s expenses).

**13.146.** **To record Declarations of Interest from members in any item to be discussed and agree 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 in items to be discussed. None were received.

**13.147. Approval of the Minutes of the last Parish Council meeting**Following an amendment requested by Cllr Thomas, the minutes of the meeting of6th January 2014 were approved as being a correct record and duly signed by the Chairman.

**13.148. Adjournment of the meeting to allow Public Participation**PC John Burt reported on the period 06.01.14 – 02.02.14. Four crimes were recorded including a burglary in The Street, a burglary from outbuildings at Dudmans, domestic violence and theft from a dwelling. PC Burt had undertaken evening patrols on foot and by car. A parked caravan in Old London Road had moved on. Storage containers that were blocking visibility for those exiting Hampers Lane had been repositioned. Warning posters will be placed in beauty spot car parks. The new PCSO Bryony Sparks will aim to attend meetings. The Chairman thanked PC Burt for his continued vigilance and attendance at meetings.
**The meeting was reconvened**

**13.149. To report Matters Arising from the previous minutes
The Clerk’s Action** lists following meetings of 6th and 20th January 2014 was circulated prior to the meeting.

**13.129.5.** Community Tea Room – following a request for information regarding the winding up of the company and disposal of any profit, the Tea Room Committee confirmed that the CIC will comply with legal obligations when filing their accounts. The timescale is beyond their control.

**13.140.1.** Emergency Plan – draft circulated with agenda, further information required. Volunteers will be requested in the next newsletter. Further information will be added.

**13.140.3.** Community Asset Register – Items suggested include the Frankland Arms, St Mary’s First School, the Village Hall, the Recreation Ground, allotments, the Barratt’s Country Park and the remaining projected Sandgate Country Park, The Triangle, historic post boxes, Vera’s Shelter and phone boxes. The Open Spaces Committee will make recommendation to the Environment, Heritage and Local Knowledge Focus Group and the Clerk will register the assets with Horsham District Council.

**Silver cups / Safe Deposit Box –** The Clerk reported thatif access to the box is attained, Lloyds Bank no longer wish to store the cups. Washington Parish Council pay £50 per annum to store cups of an unknown value.Jeremy Silverthorne, jewellers in Worthing will give a free valuation, provide a ‘sale price’ and safe storeage for a month until Councillors decide what is to be done with the cups. Members of the public could be consulted via the Newsletter as to what they would like done with the cups. Cllr Heeley proposed and Cllr Thomas seconded that the Clerk and Cllr Jennings access the box and obtain a valuation.

**Replacement post box –** TheClerk and HDC Enforcement had liaised with Royal Mail, who were unaware of a joint policy with English Heritage to preserve historical letter boxes or any planning regulation. Royal Mail has been instructed by HDC Enforcement to replace the 1940’s George VI letter box immediately.

**A283 Highways** works - WSCC advised that they would close the A283 between Hamper’s Lane and Water Lane for two weekends – 15 / 17th Feb and 22 / 23rd Feb. A plan of the diversion route has been provided. Cllr Turley has raised concerns regarding safety of HGV’s using the route, which Cllr Circus agreed to discuss with WSCC Officers at a meeting with Cllrs Heeley and Whyberd on 6th February. Heath Common Residents’ Association would welcome extra signage to discourage drivers from using Hampers Lane. *Following the meeting with WSCC an alternative route was proposed.*
**13.126.2 –** The Clerk had requested a meeting with Barratt’s to discuss the future of the Country Park, with the possibility of passing ownership to the National Trust. Cllr Heeley suggest that a letter be sent to Barratt’s Homes, since progress depends upon Barratts engaging in discussion. The Clerk will draft a letter.
**13.78.3**. Defibrillators update – there has been a delay in procuring the defibrillators due to the First Responder attempting to obtain a better quote. St John’s Ambulance will be asked to provide at the previously agreed price.

**13.150. Planning applications and Transport issues**

**The meeting was adjourned
13.150.1.** John Longhorn attended the meeting to advise Councillors on proposals for development at the WSCC Depot in the Old London Road. He was aware that planning advice could not be provided by Parish Councillors, but wished to involve the parish and gain some response in principal. He advised that the site is larger than it appears, the boundary extends further than existing walls and some land is unstable. Prior to recent development at Lamorna Close, Councillors had suggested smaller units which had proved popular. The site may not be suitable for apartments, since they produce a higher proportion of cars requiring parking spaces. A planning application will be submitted in due course, following pre-application advice from Horsham District Council and could comprise four semi-detached units of approximately 1000 sq. foot, or three slightly larger houses. New homes could be marketed locally in the first instance. Councillors thanked Mr Longhorn for attending the meeting.
**The meeting was reconvened**

**13.150.2.** Applications

**DC/14/0097** - Woodlee 4 Squirrels Copse Newhouse Lane - Fell 1 x Oak and surgery to 6 x Oak trees. Cllr Cook and Heeley had visited the site and confirmed that no work had been undertaken on trees since 2008. The proposal would bring trees back into good order. The householder was particularly concerned regarding a tree near to a conservatory, which may deteriorate and present a danger. Councillors agreed that they would wish to defer to the opinion of Will Jones, Tree Officer for HDC. The Clerk will respond.

**SDNP/14/00191/HOUS** – Hunny House, Chanctonbury Close – Lower extension to rear and right side of existing dwelling to include garage and increase to interior space. There was some confusion, since plans provided by the applicant were incorrect. Horsham District Council had agreed that new plans would be circulated and the response date extended. The Clerk will ask HDC for clarification and confirmation that the response date would be extended (cc Cllr Sanson). The item will be placed on the Planning agenda for 17th February.

**DC/14/0112** - Longbury Rock Road Storrington - Demolition of an existing 3 bedroom, 2 storey dwelling and construction of a new 4 bedroom, 2 storey dwelling. Councillors had visited the site and noted that there were no comments from neighbours on the HDC Planning Portal. Plans and drawings were circulated of the existing and proposed dwelling. Councillors noted that the proposed foot print was larger, but the eaves height similar. Members agreed that the visual aspect was concerning, since the proposal was very out of character with local properties, but would not represent grounds for objection. A proposal was made by Cllr Britt and seconded by Cllr Heeley to make an objection based on style and design of the property – motion defeated. The Clerk will respond with no objection and ask for the usual conditions to be applied.

**13.150.3.** Ongoing information

**DC/10/1457 RMC site** – notice of an amendment to the principal agreement of October 2012. The document had not been uploaded to the HDC Planning Portal at the time of the meeting. The Clerk will advise as soon as information is available.

**13.150.3.** Notifications
**SDNP/14/00297/FUL** - Land South of Owlscroft Barn Chanctonbury Ring Road Wiston - Notification of track required to ensure access and management of agricultural land for sheep grazing. The Clerk advised that SDNPA Planning Department had asked for an application to be submitted. The Clerk will confirm that SDNPA has asked for an application and request an extension to allow for discussion at Planning Meeting of 17th February.

**13.150.4.** Enforcement

**EN/13/0498 –** Advertising flags at John Ireland Way – John Attfield advised that Barratt’s are in the process of submitting an application for advertisement consent. Four extra flags have been reported.
**EN/13/0544** - Fence and Gate on Rock Lane – Roger Harding, recently appointed WSCC Assistant Highways Manager, will meet with the property owner. He believes the land may be owned privately, but that it forms part of the maintainable highway boundary and therefore WSCC directives take precedence over the owner’s wishes regarding the use of the land.
**Refusal of V-sign** - the applicant had until 3rd February 2014 before HDC could pursue any formal enforcement action. The sign had been moved, the Clerk will ask if it changes the original decision.

**13.150.5.** Appeals

APP/Z3825/D/13/2210402 – Regarding DC/13/1537 - Ferndene, Bracken Close - Detached annexe. The appeal will be determined on the basis of Householder Written Representations. There will be no opportunity for Washington PC to submit further response, although previous responses will be taken into consideration. The appeal process should be completed by 15th March 2014. Washington Parish Councillors had agreed no objection to the proposal.

**13.150.6.** Storrington & Sullington and Washington Parish Council Neighbourhood Plan Progress

A draft of the recently completed Housing Need Survey was circulated. 202 responses were provided, giving a response rate of 22.4%. Initial meetings of Focus Groups had taken place and reported back to the Steering Group. The next task will be to draft five questions, with a view to three being included in the final questionnaire. A draft list of stakeholders had been identified by the Focus Groups and a letter to them drafted. A timetable had been agreed with a view to the draft plan being prepared by January 2015. The next meeting of the Steering Group will take place 18th February 2014. Cllr Britt reported that Slaugham Parish Council’s Neighbourhood Plan had not been passed by the Independent Examiner due to procedural errors and concern regarding compliance with recent EU legislation.
**Cllrs Sanson and Circus left the meeting**

**13.150.7.** Transport issues
Cllrs Heeley and Whyberd will meet with Cllr Circus (WSCC), Cali Sparkes and her manager at WSCC County Hall 6th February to discuss the A283 Pedestrian Crossing Point, the A24 Bus Crossing Point WSCC feasibility study, the Old London Road Traffic Speed Reduction proposal and a tree at the Newhouse Lane / Rock Road junction.

Flooding at Washington Cottages – the Clerk advised that Tim Boxall had referred the concern to WSCC Drainage Team who will attempt to unblock the drain and refer back to Highways to be put on the programme of works if they are not successful. There is a flooding issue where cars are parked.

Gatwick Area Conservation Campaign report regarding consultation on proposal to change flight paths - circulated prior to meeting. Cllr Thomas studied the document and reported that GACC had put forward a strong argument. There was no indication of where proposed routes might be, even though consultation is taking place. Residents living under point merge may notice a difference. There was not enough information provided to know if Washington Parish would be effected, but it was likely that those that are not currently overflown will not be overflown in future.

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

**13.151.1.** Total Bank Balance available @ 31.01.14 = £60,273 (including £10,000 Lloyds investment).

**13.151.2.** Cheques for approval:

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| Grant to Purple Bus Scheme as agreed 06.01.14 | Chq 2037 | £250.00 |
| Cllr Beglan – reimbursement for refreshments provided at January meetingChairman’s expenses | 2038 | £39.46 |
| Storrington and Sullington PC - Neighbourhood Plan Account\* | 2039 | £1402.00 |
| Clerk’s Salary for January (net) | 2040 | £808.52 |
| Office expenses for January include: Travel £27.45, electricity £7.00, paper £4.99, postage £7.20, holly tree £35.60 | 2040 | £82.24 |
| JRB Enterprises – Dog gloves | 2041 | £71.40 |
| Stella Russell - Litter Warden – January 16hours @ £6.31 p/h | 2042 | £100.96 |
| J Electrical – periodic electrical inspection £120.00+VAT | 2043 | £144.00 |
| T George - Disposal of waste timber | 2044 | £50.00 |
| D Flynn – hedge trimming – £45.00+VAT | 2045 | £54.00 |
| \*\*SCS Phone bill January  |  | Max£50 |

\* an initial grant of £3,000 has been received from HDC. The cost of the Housing Need Survey has been deducted and the remainder paid into the Neighbourhood Plan Account managed by S&S PC.

\*\* includes 75p per month for SCS Safeguard – phone hacking fraud protection service. PC liable for the first £500 in the event of fraud.

**13.151.3.** Cash received at the meeting - £19.00 for use of Muga light cards.

**13.152. Items of Correspondence received**

1. HDC Member’s E-bulletin forwarded to Cllr Heeley – 07.01.14
2. WSCC Finance Newsletter circulated – 07.01.14

3. Rural Services Network E-bulletin forwarded to Cllr Britt – 08.01.14

4. HDC Member’s E-bulletin forwarded to Cllr Heeley – 13.01.14

5. Rural Services Network E-bulletin forwarded to Cllr Britt – 14.01.14
6. WSCC information on the process of drafting a revised Minerals and Waste Plan – circulated 20.01.14

7. Rural Services Network E-bulletin forwarded to Cllr Britt – 20.01.14

8. HDC Member’s E-bulletin forwarded to Cllr Heeley – 20.01.14

9. HDC invite to Emergency Care presentation – circulated 22.01.14

10. CPRE E-bulletin regarding ‘Smart growth’ – circulated 27.01.14

11. GACC response to draft Appraisal Framework – circulated 27.01.14

12. Rural Services Network E-bulletin forwarded to Cllr Britt – 27.01.14

13. Horsham District Planning Framework – alternative document circulated 27.01.14

14. HDC Member’s E-bulletin forwarded to Cllr Heeley – 27.01.14

15. Sussex Wildlife Trust e-mail regarding funding and training for Pond Wardens – circulated 28.01.14

16. Rural Services Network E-bulletin forwarded to Cllr Britt – 03.02.14

17. Cllr Vickers’ clarification regarding alternative document sent on 27th Jan – 03.02.14

18. HDC Members’ E-bulletin forwarded to Cllr Heeley – 03.02.14

19. SDNPA Partnership Management Plan circulated at meeting.

**13.153. Local issues, including maintenance**

**13.153.1. Muga** – the Clerk reported that St Mary’s School had asked to use the Muga for some lessons. Councillors agreed that educational use would be free of charge, provided that school use be timetabled and that St Mary’s maintain liability for pupils when using the Muga.

**13.153.2. VHMC / Village Hall** – Rob Gerig, on behalf of the VHMC, asked for:
1) old photos to be placed on village hall walls to improve the ambiance, at no cost to the Parish Council. Councillors agreed providing that Gina Wilmshurst could look at the photos first.
2) permission to place a notice board on each bus shelter on the London Road.  All costs to be borne by the VHMC, if the display of notices is managed by the VHMC. Councillors agreed in principal but requested further information and suggested that enclosed noticeboards were used, with size and style to be advised. Noticeboards cannot be placed on private land.
3) agreement to the principle of placing a number of notice boards in the village, possible venues being the junction of School Lane and The Street, The Holt, Stocks Mead, London Road.  Councillors were concerned that there may be too many noticeboards proposed for the village and none for Heath Common and Old London Road.
The Clerk had attended a meeting to discuss changes that would take place with teams working under the direction of, and including members of the VHMC. Wi-fi provision will be considered and a water jug and glasses will be provided for meetings. Their new website and Facebook page are under development. Sales of the Washington Story will be promoted. The VHMC has advised that a 10% reduction will apply to users of the village hall who regularly attend VHMC meetings. They wish to offer users of the hall a full service and will contact the Clerk if hall hirers wish to use the Muga or Recreation Ground. The Open Spaces Committee will draft a scale of charges. The Clerk will check prices locally and check that the current insurance policy covers hire of the Recreation Ground. User liability must remain with the hirer.

**13.153.3. Newsletter** – the deadline for copy and delivery will be set when the date of the parish meeting is set and the date of the distribution of the Storrington & Sullington and Washington Parish Council Neighbourhood Plan questionnaire is known (to be set by Steering Group at February meeting).

**13.154. Reports and recommendations from Committee meetings on 20th January 2014**
**13.154.1.** Open Spaces, Recreation and Allotments Committee

Allotments – Councillors agreed to instruct D Flynn to remove mare’s tail from one plot.
Graveyard – Holly tree purchased. Councillors will plant.

Recreation Ground – a position will need to be agree for Nurse Spark’s bench and Frank’s plaque and a date set for a ceremony to include the Jubilee tree. It has proved impossible to dispose of timber panels free of charge, they are too heavy to move and too wet to burn – they can be removed and disposed of for £50. A dog bin has been requested from HDC for the top of The Street. A periodic inspection has taken place of the Muga lights and street lamp. Councillors discussed raising the price of a muga light card from £1.50 per hour to £2 and agreed to put it to full council. Cllr Britt expressed concern regarding the significant increase for the use of a community facility. Cllr Whyberd proposed and Cllr Thomas seconded that the charge be raised from £1.50 to £2.00 for an hours use of the muga and floodlights – motion carried.
**13.154.2.** Planning and Transport Committee
**DC/14/0014** – New Lodge, Bracken Lane – Fell 1 X Scotts Pine – Councillors discussed the application and agreed that they would defer to the opinion of Will Jones, Tree Officer for HDC.
**WSCC/104/13/SR** - Washington Sand Pit, Hampers Lane - The continuation of mineral extraction for a two year period and the importation of inert material over a five year period only, to enable the restoration of mineral working at Washington Sandpit for the long term benefit of the Sandgate Country Park. Councillors were of the opinion that the proposal would generate a minimum of 39 traffic movements daily. HCRA had investigated a restoration plan of 1993 that included a lake. If inert waste was placed in the sandpit, the proposal for a lake would not be viable. Although the site is not within the parish of Washington, Councillors were concerned regarding the impingement upon the restoration plan submitted in 1993. Councillors agreed to object to the application, given that vehicle movements appear to be excessive and would be pleased to know how WSCC see the proposed traffic movements within the application dovetailing with the current traffic movements generated by ongoing development at the RMC

**SDNP/13/05868/HOUS** - Frieslands London Road Washington - Proposed double garage to side elevation. Councillors agreed to no objection, and wished to defer to the opinion of the Planning Officer, given that the application is within the SDNP.
**SDNP/13/06055/HOUS** – 2 Chanctonbury Close, Washington - Front porch extension and rear single storey extension. Councillors agreed no objection, subject to the usual planning conditions.  **DC/14/0041** - 4 Chancton Copse, Rock Road - Surgery to 1 x Oak tree. Councillors agreed to defer to the opinion of Will Jones, Tree Officer for HDC.
Councillors learned that Robin Tanous had stepped down from HCRA and wished to thank him for his hard work and informed opinion.

**13.155. To receive reports on Meetings and notice of forthcoming meetings**
**Annual Parish Meeting –** date to be set (must take place between 1st March and 1st June). To be advertised in the March newsletter.

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

None received.

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

Committees – 17th February 2014

Full Council – 3rd March 2014

The meeting closed at 9.23pm

Signed: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Date: 3rd March 2014

Chairman