|  |
| --- |
|  |

**PARISH COUNCIL MEETING**

**Monday 1st July 2013**

**7.30pm in the Village Hall**

**Minutes**

**Present:** Cllr P Heeley, Cllr C Beglan, Cllr N Doré, Cllr R Milner-Gulland, Cllr D Horwood, Cllr D Whyberd, Cllr T Cook,

Cllr R Thomas, Cllr L Britt

**In attendance:** Cllr Dawe

**Members of the public:** Five

**Clerk:** Rebecca Luckin

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

Apologies were received and accepted from Cllr Turley (work commitments), Cllr Wilkinson WSCC (health),

Cllr VanDerKlugt HDC (family) and Cllr Jennings (family).

**13.55.** **To record Declarations of Interest from members in any item to be discussed and agree Dispensations**Declarations of interest were received from Cllr Dore regarding the VHMC, Cllr Cook – VHMC and Tea Room,

Cllr Horwood – Windmill.

**13.56. To approve the Minutes of the last Parish Council meeting**

The minutes of the meeting of 3rd June 2013 were agreed as a correct record and signed by Cllr Heeley, who was standing in as Chairman.

**13.57. To adjourn the meeting to allow Public Participation**

**Meeting was adjourned to allow members of the public to speak**

**13.57.1**. Elizabeth Greenfield, First Responder, gave a brief presentation on the costs and practicalities of providing two defibrillators in the parish, one in Washington village and one in Heath Common. She emphasised that the first four minutes were vital for the survival of a casualty. Currently First Responders travel from Ashington to attend incidents in Washington, using up essential time when the casualty could be treated. The machine instructs the user and delivers the appropriate shock. There have been no cases of theft or vandalism. Costs include: defibrillator - £1400, box - £200, batteries (5 year lifespan) - £165, pads - £65. The Clerk will assess the budget and put the item on the next agenda for discussion.

**13.57.2.** Sue Scott Smith expressed further concern regarding cars parked on pavements and by the junction in Sandhill Lane. Cllr Britt suggested bollards by the dropped curb and by Sunny Nook. The Clerk will discuss siting with Mrs Scott-Smith and pass comments to WSCC.

**13.57.3.** David Cook reported that the VHMC AGM would take place 3rd July 2013. He advised that the VHMC were currently facing a crisis due to lack of volunteers on the committee and was concerned that they would be forced to close the village hall and hand the keys to the Parish Council. Cllr Britt suggested that before the AGM, the Clerk would contact the Charity Commission to see what alternatives there were.

The Tea Room has not opened recently and no monies have been received for rent and services. Cllr Heeley reminded him that the lease stated that accounts would be available after the first year of trading and 25% of net profits would be available before a more formal rent was agreed. Service charges were allocated according to proportion of usage.

**The meeting was reconvened to allow Members to bring forward an item on the agenda and discuss the Tea Room.**

**Cllr Britt left the meeting at 8.00pm (family)**

**13.57.4**. Cllr Horwood was of the opinion that the Tea Room had expected to offer a community service, but it had not been open recently. He proposed that the Parish Council write to the Tea Room Committee and ask that they commit to opening every weekend and bank holiday or dissolve the lease agreement. Carol Mays has indicated that they wish to discuss the matter and move forward. Seconded by Cllr Beglan, 7 voted for the proposal and 1 abstained. The Clerk will draft a letter.

**The meeting was adjourned again to allow members of the public to speak**

**13.57.5**. HCRA - Mike Gould was concerned that the HDC Development Control meeting 20.08.13 should receive a letter via Hazel Corke. HCRA is concerned regarding access at bottom of Hampers Lane and wish HDC would liaise with WSCC, following their approval of the junction, to ask how traffic exiting the development will be prevented from using private lanes.

HCRA is concerned regarding the ceding of two areas of land, which were to be managed by HDC for community interest, but they have declined the responsibility. Land to the north is owned by Cemex, land to the south by Barratts. Maintenance of the northern area will be passed to an agent for 25 years. In the Unilateral Undertaking the management plan should be in place before the 49th house is completed. He wished the Parish Council would write to HDC and express concern at the lack of a maintenance plan, if HDC have no wish to take ownership, they should guide the community. There was concern regarding the 29 conditions that are not being met, Hazel Corke is on annual leave for 3 weeks and time is running out. John Attfield had been contacted regarding soft landscaping works, but was reluctant to act without Hazel Corke’s input. The Clerk will pass recent e-mails to Cllr Dawe, who promised to look into the matter and respond quickly and also draft a letter to Hazel Corke.

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

Clerk’s Action Lists following meetings of 3rd and 17th June 2013 were circulated prior to the meeting.

Litter warden training has been completed and employment will now commence, 4 hours per week.

A Risk Assessment for the litter warden was agreed by Councillors.

The Clerk will meet with Ann Emerson, HDC to gain access to the s106 funds database.

**13.59. To consider Planning Applications and discuss Transport issues**

**13.59.1**. Applications

**DC/13/0609** RMC Reserved matters
Robin Tanous reports that two further documents have been submitted under the application regarding earthworks and soft landscaping – decision date 20th August.

Lee Money has confirmed that there are no limits on noise levels during construction, only a limit on working hours. He has offered to discuss the option of a noise monitor to be placed at Cllr Cook’s property. A note to residents had been distributed regarding the use of a drop-weight which could cause vibration that will come below industry standards. Cllr Beglan expressed concern that there was no independent monitoring or observation.

**Rampion Offshore Windfarm** –Notice from the Planning Inspectorate of appointment of panel, preliminary meeting and availability of relevant representations – circulated 27.06.13

**13.59.2.** Enforcement

**EN/13/0231** RMC site - Cllr Cook reported chain sawing on 27.06.13, which Clerk reported to Planning Compliance.

Clerk has reported to Enforcement that trees are being removed and soft landscaping currently taking place. John Attfield advises that trees without TPO’s and not in a conservation area can be removed. When Hazel Corke returns from Annual Leave, he will check if anything was permitted in principle.

**13.59.3.** Decision notices

DC/13/0832 – Keepers Gate, Bracken Lane, Storrington – Surgery to four oak trees – PERMITTED.

**13.59.4.** Neighbourhood Plans

Councillors considered the revised quote from Storrington PC of £4074+VAT. Councillors discussed the options and the challenges of producing a Neighbourhood Plan and were of the opinion that more information would be helpful.

Cllr Dawe advised that a NP would cover infrastructure, amenities, type and nature of housing and growth of the community. An area without an NP would be prone to developers coming in. 25% of CIL monies would be paid directly to communities with a NP. He had discussed with ministers the time gap between now and the plans being adopted that will leave communities vulnerable to development. Cllr Heeley was concerned that if Washington PC undertook their own NP, it may allow Storrington PC to develop the brownfield site west of Hampers Lane unopposed.

Councillors voted on the principle of clustering with Storrington PC, subject to further information – 4 for, 3 against and 1 abstained.

Councillors then further discussed that whilst the decision was in favour of the principle to cluster, it would be imperative to establish terms of reference for Washington’s participation, which would be acceptable to Washington parish Council. It was agreed that the clerk would seek an early meeting for Councillors to have this exchange with Storrington and any other neighbouring councils who might participate. Councillors were of the opinion that ‘rules of engagement’ and cost would need to be established prior to Washington PC committing to cluster with Storrington PC.

Cllrs Heeley, Horwood, Cook and Beglan stated their willingness to be included in a subsequent working committee.

**13.59.5.** Winter maintenance plan –Andrew Luckin and Andy Allen had agreed to store and distribute grit. WSCC will pay £35 p/h. The Winter Maintenance Plan 2013/14 was approved by Councillors. The Clerk will submit a copy to WSCC.

**13.59.6.**Transport – Councillors were disappointed by the follow up responses provided by Cali Sparks immediately prior to the meeting – the Clerk will draft a letter to WSCC.

A24 Bus Crossing Point - Councillors reviewed the history of discussions. The Clerk will check previous minutes, before chasing WSCC for a feasibility study.

Newhouse Lane / Rock Road – Cali confirmed that a tree on the corner of Rock Road and Newhouse Lane will be removed to improve visibility at the junction

A283 Pedestrian Crossing Point – The Clerk had advised Cali that the PC is much further along the process than she noted recently, she will contact the Highway Engineering Team and report back.

Flooding at the bottom of school hill – Cali advised that drains had been cleared, but Councillors wish to progress with the application for Operation Watershed funding, in order that floodwater at the bottom of the hill is redirected

Traffic Speed survey, Old London Road – waiting for John Forster to analyse results.

Road surface Old London Road – Mrs Reed-Allen at Brook House has experienced further problems with loose chippings and the drain is blocked again. Clerk has reported to Cali Sparks again.

**13.59.7.** Naming of new road suggestions include ‘John Ireland Way’ and ‘Sandgate Way’. Residents have been consulted via the newsletter. The Clerk will advise HDC.

**13.60. To Approve Payments to be made by the Parish Council and receive Auditor’s Report**

**13.60.1.** Total Bank Balance = £56,899.00 (including £10,000 Lloyds and £5,000 Nationwide investments).

**13.60.2.** The following cheques were approved:

|  |  |  |
| --- | --- | --- |
| Clerk’s Salary for May (net)  | Chq 1986 | £808.52 |
| Office / Clerk’s Expenses for June include:Postage £14.40, Printer cartridge and stationery £16.30Travel £34.20 | 1986 | £71.90 |
| HMRC – First quarter | 1987 | £979.11 |
| Peter Evans – Internal audit and report | 1988 | £78.75 |
| SCS Phone bill – June invoice not yet received | 1989 | Max £50.00 |

**13.60.3.** Monies received from Cllr Dore - £30 for Muga hire.

**13.60.4.** Estimate:

Top up of bark in children’s play - £79.50+VAT (including trade discount from Travis Perkins) per cubic metre/hippo bag. FH calculates 20 cubic metres required (double checked) = £1590.00+VAT. Councillors agreed that safety of children was paramount and agreed to purchase the play bark.

**13.60.5.** Councillors received the Auditor’s Report on Washington Parish Council accounts for the year ending 31.03.13.

**13.61. To receive items of Correspondence**

1. Jill Scarfield, HDC, further invite to Neighbourhood Planning meeting 20th June – circulated 04.06.13

2. Rural Services Network E-bulletin forwarded to Cllr Britt 05.06.13

3. AirS E-bulletin circulated 05.06.13

4. Invitation for Councillors to attend Purple Bus meeting, 7.00pm 2nd July, Sullington VH – circulated 17.06.13.

5. HDC Member’s e-bulletin forwarded to Cllr Heeley 17.06.13
6. HCRA Newsletter circulated 19.06.13

7. Carol Mays – clarification of interim report for Tea Room – circulated to Councillors 24.06.13. Carol confirms that she will not be providing VHMC with an interim report at this time, as they had requested.

8. Rural Services Network E-bulletin forwarded to Cllr Britt 24.06.13

9. HDC Member’s E-bulletin forwarded to Cllr Heeley – 25.06.13

10. HDC Draft Statement in Licencing Policy – Consultation period 01.07.13 – 30.09.13 – e-mail circulated 27.06.13

11. HDC Member’s E-bulletin forwarded to Cllr Heeley – 01.07.13

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

A student of Steyning Grammar School had asked to use the Recreation Ground and toilets on Friday 19th July for those taking part in a sponsored walk. Cllr Dore confirmed that toilets would be available, but has asked that they be left in a clean condition

Overgrown footway on Storrington Road – reported to Highways 20.06.13

Warden Tom Weedon reports that he will be dealing with overgrown footpaths and hidden signs as reported at Open Spaces meeting 17.06.13.

Removal of wild flowers – PCSO Boniface advises that it is an offence under the Wildlife and Countryside Act 1981 (Sections 13 and 14). Offenders can be reported to HDC Environmental Dept. but obviously need to be caught or identified in the first instance. Cllr Milner-Gulland asked Councillors to be aware that orchids are being dug up.
Cllr Dore asked if strimming of the Rec could take place more often.

There is a tree on the Recreation Ground with a branch that overhangs School Lane.

Cllr Beglan reported ferns at end of Hampers Lane obscuring the view for motorists.

Cllr Horwood reported a pothole on the roundabout between A283 turn off to Storrington and N bound exit to Horsham on the roundabout.

Road signage travelling south onto the Washington Roundabout needs cleaning.

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

To receive any reports from Committees -
**13.63.1.** Open Spaces, Recreation and Allotments

Allotments – the Washington Scarlet apple tree has been cut down to a stump. The clerk will arrange for saplings to be grafted onto root stock.

The hedge at the back of the allotments will be improved in the autumn with planting of bare root saplings.

Commemorative bench will be ordered when position has been decided.

Estimate for tennis post brass winder £97.60(+VAT) from Tennis Nuts.

Sprayed for weeds 27.06.13, hedges will be cut prior to Village Day.

**13.63.2.** Footpaths and Conservation

Millennium Footpath – Members have agreed to put on hold plans to improve the path. The Clerk has asked if the Estate would give permission for an information board to be placed at the limekilns. Rick Goring has agreed in principle and may attend the next Footpaths meeting.

Windmill – sale of the mill should complete in September. The footpath warden will be visiting to clear footpaths and improve visibility of signage. The Clerk has asked for mounting blocks to be placed at either end of the bridleway over the bridge at the top of The Street.

**13.63.3.** Planning and Transport

**DC/12/1866 -** Rock Lodge The Hollow Washington - Retrospective application to replace existing timber windows with new like for like - Members agreed that they would like clarification from the Conservation Officer that the building is listed before making comment. If this is the case, they agreed to object due to incorrect materials being used.
**DC/13/1034** - 1 Bohemia Cottages Georges Lane - Proposed 2 bay, open-fronted garage. Councillors discussed the planning proposal and agreed that they would not object, providing that screening around the property is maintained.

**SDNP/13/02545/TIME** – Rowdell, The Street Washington - Application for a new planning permission to replace extant permission - Members had objected to the original planning application and agreed to ask the Planning Officer to review their previous comments now that the property is within the SDNPA and to consider the impact that it would have upon the area.

Options for producing a Neighbourhood Plan were discussed by members.

Following the meeting, contractors arrived to replace the surface in the Old London Road and The Bostal.

**13.64. To receive reports on Meetings**

HDC Planning Preferred Framework Strategy (approval of Local Plan) meeting to be held 25th July 6.00pm.

**13.65. 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.

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

Committees – 15th July

Full Council – 5th August

**13.67.** The meeting closed at 21.43pm

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

Chair