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**PARISH COUNCIL MEETING**

**Monday 3rd March 2014**

 **7.30pm in the Village Hall**

**Minutes**

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

Cllr D Whyberd, Cllr T Cook, Cllr R Thomas

**In attendance:** None

**Members of the public:** None

**Clerk:** Rebecca Luckin

**13.158.** **Apologies for Absence**

Apologies were received and accepted from Cllr Turley (work commitments), Cllr Dore (surgery), Cllr Milner-Gulland (late due to another meeting), Cllr Dawe (HDC meeting), Cllr Sanson (HDC meeting) and Cllr VanDerKlugt (HDC meeting), Cllr Circus (HDC meeting).

**13.159.** **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.Cllr Thomas declared an interest in a planning application at Hunny House. Cllr Horwood and Cllr Cook declared an interest in a request for funding.

**13.160. Approval of the Minutes of the last Parish Council meeting**The minutes of the meeting of3rd February 2014were agreed as being a correct record and duly signed by the Chairman.

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

There were no members of the public present.

**13.162. Matters Arising from the previous minutes
The Clerk’s Action** list following meetings of 3rd and 17th February was circulated prior to the meeting.
**13.140.1. Emergency plan** – the VHMC met and agreed in principal that the Village Hall could be used as a refuge in times of emergency. Currently, they are procuring a ‘gas only’ cooker for the Small Hall. The Emergency Plan will be placed on the Parish Council website. Cllr Cook raised the issue of providing a generator, Cllr Thomas will research the options.
**13.78.3. Defibrillators** have been ordered and will arrive shortly, ready to be installed on the outside of the Village Hall and at Pixie’s Corner.
**Silver cups** – Silversmith, Jeremy Silverthorne valued three cups at £710 and agreed to keep them in safe storage awaiting Councillors’ instruction. Councillors discussed the options available. If put on display, they will need to be insured and are likely to be stolen. Cllr Jennings hoped they could be rededicated and made available as awards for village competitions. Councillors agreed that the Clerk will obtain a quote for insurance purposes, approach the Village Day Committee and place an article in the March newsletter asking what residents would like to do with them.

**Cllr Milner-Gulland joined the meeting at 19.50pm**
**Missing George VI Post Box** – Madeleine Hartley, HDC Enforcement, advised that Royal Mail had ‘decommissioned’ the post box since it was corroded. English Heritage advised that Royal Mail should have consulted HDC prior to removal of the box, in line with their 2002 Policy Statement between Royal Mail and English Heritage entitled 'Royal Mail Letter Boxes’, however the document is only advisory and therefore difficult to enforce. Royal Mail has subsequently offered to put the old George VI front onto the new box. Catherine Jeater, Conservation Officer at HDC, would be supportive of the proposal. Madeleine Hartley agreed it was a worthy compromise and should be completed within 10 days. Royal Mail will go forward knowing that they should liaise with the Local Planning Authority.
**Update on Cllr Dore** – The Clerk advised that Cllr Dore was making an excellent recovery. A card has been sent and flowers will be sent when she returns home.
**13.150.2. DC/14/0112** - Longbury Rock Road Storrington – The Clerk reported that a neighbour of the applicant was dissatisfied with the response Washington Parish Council had made to HDC, an e-mail has been forwarded to Councillors for their response. Councillors agreed that a response could not be retracted, nor a decision overturned. Lack of neighbour comments on the HDC Planning Portal was an observation made during their discussion, but not a consideration in the decision making process. The applicant was disappointed that Washington Councillors had met so promptly, but District and Parish Councils are under pressure to respond quickly. Agendas are posted in Rock Road and on the Parish website. Councillors agreed to ask HDC to send advice to neighbours of applicants sooner that they currently do. Cllr Heeley will draft an article to be placed in the newsletter advising residents to be aware of the Horsham District Council website and planning notices. The Clerk will draft a response to the complainant (copy to Cllrs Britt and Heeley in the first instance).
**13.163. Reorganisation of committees**
Councillors discussed the organisation and responsibilities of committees, since the Footpaths and Conservation Committee did not always meet every month. Members discussed the options and agreed that the Open Spaces, Recreation and Allotments Committee should merge with the Footpaths and Conservation Committee for the time being. Cllr Whyberd will be Chair and Cllr Jennings, Vice-Chair. Responsibilities could be delegated to committee members.

**13.164. Planning Applications and Transport issues**

**13.164.1. Applications**
**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. Horsham District Council had confirmed that further plans had been submitted, but did not meet requirements and had not been validated. The application would remain on hold.

**SDNP/14/00907/TCA** - The Old Vicarage, The Street - Surgery to 1 x Turkey Oak and 1 x Lime tree and multi-stemmed Ash (Works to Trees in a Conservation Area). Cllrs Britt and Turley had visited the site and recommended no objection. A tree inspection report had been obtained by the applicants, who were following recommendations made. Councillors discussed the application and agreed to defer to the opinion of Will Jones, Tree Officer for Horsham District Council.

**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). The Clerk will ask for an extension on time to discuss the application and add to the next Planning agenda. Cllrs Britt and Heeley will visit the site.

**DC/14/0276** - Oaklands Rock Road Storrington - Proposed front porch. Plans circulated prior to the meeting.
Cllr Heeley had visited the site and had no concerns regarding the replacement porch. Councillors agreed that they would defer to the opinion of Will Jones, regarding the oak tree on site.

**DC/14/0312** - John Ireland Way – An application regarding the retention of 11 X flagpole style signs located to south of site, following a previous enforcement action. Councillors discussed the application and agreed that they would strongly object to the application, since flags had been erected within an area of advertising control in a countryside location. On the HDC Planning Portal, information states that the application is within the Built Up Area of Storrington, which is incorrect and should be removed. The Clerk will respond.

**13.164.2. Enforcement**

**EN/13/0544** – Fence and gate on Rock Lane – Roger Harding, WSCC, had established that the fence and gate had been erected on the maintainable highway boundary. The property owner had placed reflective tabs on posts and Tim Boxall, WSCC, advised that safety would be the primary concern and will be dealt with by WSCC Legal Department.

**Refusal of V-Sign** at John Ireland Way – John Attfield, HDC Enforcement had given the developer until 6th March to remove the sign, or he would begin enforcement. Hazel Corke, HDC was in discussion with Barratt’s regarding a reduction in size and re-positioning. Councillors were concerned that HDC department were at odds and had not insisted on removal. The Clerk will monitor the situation and liaise with Enforcement.

**EN/14/0079**– Yaffles, Rock Road, **(DC/12/0317)** – 4 flags in an area of advertisement control – HDC Enforcement had commenced an investigation and confirmed that the developer would be submitting an application for the flags and advertising on the hoarding.

**13.164.3. Ongoing**

**DC/10/1457** – Barratt’s Development site
The Clerk confirmed that a letter sent to Barratt’s regarding management and future ownership of the Country Park was being discussed by Planning Manager, Rob Phillips and higher management. The Clerk will contact Jane Cecil of the National Trust and advise that discussions are taking place and ask if there has been progress regarding the ownership of a gate and use of a footpath.
Cllr Heeley reported that HCRA concerns had not yet been addressed. There was no evidence of screening, lighting concerns had not been resolved, and drainage was a concern. Councillors had yet to receive a response to a letter sent to Hazel Corke. The Clerk will follow up again, include Rod Brown in correspondence and advise HCRA of action taken.

**13.164.4. Appeals**

APP/Z3825/D/13/2210402 - Ferndene, Bracken Close - Detached annexe - APPEAL ALLOWED.

**13.164.5. Decision notices****SDNP/13/05868/HOUS** - Frieslands London Road - Proposed double garage to side elevation - APPROVED

**13.164.6. Neighbourhood Plan**

Focus Groups met at the beginning of February and reported back to the Steering Group meeting on 18th February. Draft questions for inclusion on the Community Survey Questionnaire were agreed. The Clerks have created a first draft for Steering Group members to consider. The cost of printing, distributing and analysing the survey were discussed with further quotes being sought. A representative of Thakeham Parish Council attended the meeting to agree the way forward on a shared area. The process of sending letters to stakeholders is under way. The Steering Committee will meet on 4th March to finalise the survey, agree methods of distribution and discuss quotations.

**13.164.7. Transport issues**
A283 George’s Lane – Water Lane – from 10th March the speed limit will be reduced to 30mph to protect the work force. Restriction to be in place for 5 months.

Cllrs Heeley and Wyberd had met with Cllr Circus, Cali Sparks (WSCC Principal Community Officer), and Alex Sharkey (WSCC Improvements Manager) to discuss Washington Highways 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.
Bus Gap – WSCC have no concerns regarding safety. Cali will provide a written report regarding feedback to Cllr Frank Wilkinson’s questions.
A283 Crossing – Tracey Webb had no authority to agree to VAS or provide a costing. Other options were considered. Alex Sharkey will provide options and costings regarding a solar powered VAS.
Tree removal at Newhouse Lane – delayed due to back log of work.
The Clerk will follow up all issues.
Parish boundary sign – the Clerk will advise Storrington Parish Council and ask WSCC to place the sign in the correct location.

**13.165. Approval of payments to be made by the Parish Council and financial matters**

**13.165.1.** Total Bank Balance available @ 28.02.14 = £51,926.15 (including £10,000 Lloyds investment).

**13.165.2.** Cheques for approval:

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| Clerk’s Salary for February (net) | 2047 | £808.52 |
| Office expenses for February include:Stationery £29.07, electricity £7.00 and Travel £34.65, Root out £12.99 | 2047 | £83.71 |
| Stella Russell - Litter Warden @ £6.31 p/h | 2048 | Max£126.20 |
| AirS – Housing Need Survey – £1531.91+VAT | 2049 | £1,838.29 |
| St John’s Ambulance – 2 X DefibrillatorsAs discussed and agreed at meeting of 05.08.16 | 2050 | £1940.25 |
| A Simmonds – contribution to church flowers | 2051 | £50 |
| SCS Phone bill – February invoice not yet received | 2052 | Max£50 |

 **13.165.3.** Appointment of the Internal Auditor to examine the accounts for 2013/14

The Clerk requested that auditor Peter Evans be asked if he would be prepared to audit the accounts for 2013 / 14. In previous years, he had provided invaluable guidance and advice at a very reasonable rate. Councillors agreed to appoint Mr Peter Evans.

**13.165.4.** Request for funding:
Anne Simmonds had requested a donation toward the cost of church flowers to coincide with the Washington Weekend (27 – 29th June) and the NGS fundraising opening of the garden at The Old Rectory. Profits will go towards church restoration, Village Hall improvements and the provision of a Youth Worker who will be active in Ashington, Washington and Wiston. After discussion, Cllr Whyberd proposed and Cllr Heeley seconded a donation of £50, two Councillors abstained and the remainder voted in favour of the proposal. The Clerk will send a donation of £50.

**13.166. To receive items of Correspondence**

1. Rural Services Network E-bulletin forwarded to Cllr Britt – 10.02.14

2. WSCC Superfast Broadband update – letter from Cllr Louise Goldsmith – circulated 10.02.14

3. HDC Member’s E-bulletin forwarded to Cllr Heeley – 10.02.14

4. Horsham District Business Newsletter – forwarded to Cllrs Heeley and Horwood – 11.02.14

5. VHMC – minutes and agenda circulated - 11.02.14

6. SDNPA, Chris Paterson – advice of consultation on The South Downs Local Plan and The Community Infrastructure Levy (CIL), Preliminary Draft Charging Schedule and advice of a workshop available on 12th March, Petworth – 6.30pm – 9.00pm – circulated 13.02.14

7. Planning Inspectorate survey regarding Rampion Offshore Windfarm – circulated 13.02.14

8. WSCC Financial update circulated 17.02.14

9. Rural Services Network e-bulletin forwarded to Cllr Britt – 17.02.14

10. HDC Member’s E-bulletin forwarded to Cllr Heeley – 17.02.14

11. HDC information on Horsham Microbiz 2014 – forwarded to Cllrs Heeley and Horwood – 19.02.14

12. VHMC minutes circulated – 20.02.14

13. HDC Member’s e-bulletin forwarded to Cllr Heeley – 24.02.14
14. Rural Services Network e-bulletin forwarded to Cllr Britt – 25.02.14

15. Residents comments regarding WSCC/104/13/SR – Washington Sandpit – circulated to Planning Committee members – 25.02.14

16. CLC Agenda for 05.03.14 – forwarded to Cllrs Britt and Horwood – 25.03.14
17. Rural Services Network e-bulletin forwarded to Cllr Britt – 27.02.14
18. SDNPA – opportunity to comment upon the draft South Downs Local Plan and CIL Contributions, opportunity to respond online until 30th April.

**13.167. Consideration and report of local issues, including maintenance**

**13.167.1.** VHMC – Councillors had asked if the Village Hall could be used as an Emergency Centre in times of power loss and if meeting facilities could be provided. VHMC agreed in principal that the hall could be used in the case of an emergency, subject to discussion regarding the details and practicalities. Conference facilities, ie flipchart, projector etc will be available for a charge. Wi-fi will not be available for the foreseeable future, but is being considered. Councillors asked if the use of facilities could be included in the hall hire charge for regular users. The Clerk will make a request to the VHMC.

**13.167.2.** Washington Story – Rob Gerig, representing the VHMC, had offered to store and sell copies of the Washington Story at £5, with the VHMC to retain £2 and WPC taking £3. Councillors agreed, provided they could sell copies at £5 also.

**13.167.3.** Cllr Horwood advised that he would like to organise a Spring Litter Pick for Saturday 12th April. The Clerk will obtain litter picking equipment from HDC and place an article in the next newsletter.

**13.168. Reports and Recommendations from Committee meetings held on 17th February 2014**
**13.168.1.** Open Spaces, Recreation and Allotments Committee

The Clerk will meet with Andrew Gale to discuss the removal of a white poplar that is shading plots.
Councillors discussed grounds maintenance quotes and agreed to instruct D Flynn to undertake the contract for summer 2014, subject to conditions referring to the specification.
Councillors agreed to instruct Andrew Gale to undertake a review of tree works required.
Community Asset Register – Councillors agree that 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 should all be added to the asset register. The Clerk has informed the Environment, Heritage and Local Knowledge Focus Group and will register assets with Horsham District Council and ask for further suggestions in the newsletter.
Dog bin by the bridge, The Street – HDC confirm that there is a need for an extra dog bin. Washington PC may have to pay for installation - in the region of £350 for supply and fit, and thereafter £2.50 to have it emptied. It had not been possible to obtain funding. Cllr Whyberd proposed and Cllr Horwood seconded that a dog bin be procured, one Councillor abstained and the remainder voted in favour – motion carried. The Clerk will seek permission of the landowner prior to purchasing a dog bin.

**13.168.2.** Planning and Transport Committee
**SDNP/14/00297/FUL** - Land South of Owlscroft Barn Chanctonbury Ring Road Wiston – Application for a track required to ensure access and management of agricultural land for sheep grazing. Councillors agreed that they were fully supportive of a Wiston Estate conservation project, but had concerns regarding the impact of a new track. Members agreed that they would defer to the opinion of experts, but would request that if the SDNPA were mindful to approve the application, that the permanency of the track and the effect upon the landscape and local archaeology be taken into consideration.
**DC/14/0148** - Woodsmoke Bracken Close Storrington - Proposed extension to incorporate new garage, carport and logstore. Cllr Heeley recommended no objection, with a request that the Planning Officer be mindful of any impact upon neighbours.
**SDNP/14/00717/TCA** - 6 New Cottages, The Holt – Fell one goat willow, and one apple and reduce one crab apple tree by 20% (works to trees in a conservation area). Councillors agreed to defer to the opinion of Tree Officer, Will Jones and expressed the hope that the applicant would consider replanting replacement trees in more suitable positions.

**13.169. Reports on meetings and notice of forthcoming meetings**
**13.169.1**. Mr Rick Goring has offered to meet with informally with the Parish Council to discuss Wiston Estate plans for the future, including North Farm, Charlton Farm and Rock Mill. **13.169.2. Annual Parish Meeting –** Councillors agreed to set the date as 7.30pm Wednesday 23rd April. The Clerk will place mention in the next newsletter and post notices on boards and the Parish Council Website.
**13.169.3.** Spring Newsletter – Councillors agreed that the cut-off date for copy should be 20th March.

**13.170. Items for the next agenda**

No items were received.

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

Committees – 17th March

Full Council – 7th April

**Annual Parish Council Meeting – 23rd April**

The meeting closed at 21.20pm

Signed: . . . . . . . . . . . . . .. . . . . . .. . . . . . .. . . . . . . .. . . . . . . . . . . . . . .. . . . Date: 7th April 2014

Chairman