



Ashington Parish Council

Minutes of the remote meeting held on Thursday 4th February 2021 at 7:45p.m.

Present: Councillors: N. Spiers, P. Kerrey, T. Kearney, T. Moss, M. Woolley, J. Morris, S. Ball, T. Watson, P. Linehan, G. MacPherson, J. Stillwell

Also present:

Clerk: Karen Dare

District Councillor: John Blackall

4 Members of the Public

Invited Guests: Robin Carr & Mark Penfold (Landacre Developments) & Ben Christian (Vail Williams), Chanctonbury Nurseries

Youth Worker - Nick Taylor (arrived for Item 033/21 only)

029/21 **Apologies for absence**

Apologies for absence were received and approved from:

District Councillor: Philip Circus

County Councillor: Paul Marshall

No apologies from District Councillor J Saheid

Neighbourhood Wardens: Bryony Sparks & Christina Arnold

030/21 **Declaration of Interests and notification of change of interest**

The Chairman reminded councillors that previous declarations still stand (as defined under the Localism Act 2011). Cllr Woolley reiterated his ongoing declaration of interest in the Neighbourhood Plan and HDC's Local Plan (items 043/21 & 044/21)

031/21 **Invited Guests – Chanctonbury Nurseries**

The site has a draft allocation in the Ashington Neighbourhood Plan (ANP) that is currently at Examination stage with Examiner's report due March/April 2021. They have sought pre-application advice from HDC and this is positive, although the Planning Officer's written advice has not yet been received. HDC are very supportive of the ANP but may allocate additional homes in the Local Plan Review. In summary:

1. The proposal is for 82 homes – more than the 75 specified in the Neighbourhood Plan and the previous planning application and this is reflective of increased pressure on housing delivery in Horsham District.
2. Site constraints include – single access from Rectory Lane; need to preserve accesses to Chanctonbury Lodge & House; 2 storey homes, trees (with root protection zones) & PROW to the east; bats & dormice (SE section & part of western boundary); chalet/bungalows to the west; there are no services on site that can't be re-directed or designed around. There are drainage ditches around 3 sides of the site with riparian rights and land slopes gently North to South.
3. Previous Linden planning application – appeal against refusal was dismissed because the application was premature in the ANP and recommended that the site be progressed through the ANP. The application was for a generic development, rigid in design, lacking any character, as you would expect from a National housebuilder. Landacre are regional developers and can bring more individuality to development proposals.
4. The new layout is more relaxed, street scene is better, road is curved, homes on the eastern edge don't back on to the trees but are more open in the landscape which allows residents

to enjoy the trees and make them part of the street scene. It also makes the PROW more open and appealing.

5. There will be a footpath/cycle link to the south of the site that will join up to the new development proposed at Church Farm (also allocated in the ANP).
6. Of the 82 homes, 35% are affordable in line with HDC policies, homes range from 1 bed flats to 4 bed homes, no 5 bed homes are proposed as there is currently no market for these. There are no 3 storey homes but there are 2 'blocks of flats' with a flat in the roof ie 2.5 storey. There is no overlooking of neighbouring properties.
7. To get the required visibility splays at the site entrance they have purchased a small amount of land from the adjacent property (Kestrals).
8. There are 3 proposed areas of open space (north, middle and SE corner). The SE space fits with species found in the Ecology survey. The N space gives the development 'kerb appeal'.
9. The outdoor gym that the ANP requires the site to deliver at the SE corner is proposed to be a trim trail that follows the PROW along the eastern edge of the development.
10. The main site road will be made of tarmac and be adoptable standard. The side roads will be permeable surfacing with surface water attenuation tanks that will drain to nearby ditches around the site.
11. The Developer will be engaging in public consultation in late February and will be sending information to the PC to help publicise. They have already started discussions with HDC as to how to promote the consultation. Adjacent residents will be notified directly.

Questions:

1. Why is there no playground?
The ANP does not identify the need for a playground in this location. There is a playground nearby at ACCT.
2. What is the gym equipment?
It is trim-trail equipment designed to be walked around/between.
3. Will they be increasing the biodiversity in the area?
Yes – measures will be put in place. Details to follow.
4. What about the PROW route into the village?
They will be improving the PROW surface – details to follow.
5. How does the building density compare to the rest of the village?
They have not done the analysis on this but have looked at policy guidance from HDC that requires sites to be a certain density and think that the site is within HDC parameters. They will check this.

If anyone has any questions, then they can email solentplanning@vailwilliams.com directly.

The Chairman thanked the guests, and they left the meeting.

032/21 **Public Adjournment** - Members of the public can ask questions.

1. Two bollards in London Road have been knocked down recently. The Clerk will report to WSCC.
2. With the new homes will there be enough parking? More details of the proposed development will be available in due course.
3. Margaret Alford thanked the Council for the flowers & card following the death of her husband.
4. Dog fouling in the village is getting worse again. Is no-one reporting it to the Wardens? Must the Wardens witness the incident for them to issue a FPN? The Clerk confirmed that the Wardens must witness the incident themselves. Dog fouling is always worse in the winter months due to darker evenings/mornings.

033/21 **Youth Worker Report (Appendix 2)**

Nick Taylor ran through the highlights of his report. He confirmed that he had opened the Youth Club whenever Covid restrictions allowed and that when it wasn't possible, he made sure to keep the youths engaged online and to increase the Youth Club social media presence. During lockdown several volunteers had helped renovate the kitchen, sort out the storage and install a new flatscreen TV.

There were no questions and the Chairman thanked Nick for attending.

034/21 Reports from District & County Councillors

District Councillor John Blackall reported:

1. Local Plan – HDC has not yet reached agreement on site allocations and Councillors are still looking at Officer recommendations. They need to reach agreement by March otherwise HDC won't have an up-to-date Local Plan and all sites will be vulnerable to speculative development.
2. HDC are currently using reserves to prop up their finances. They need to have a balanced budget for next year.
3. HDC don't know what the long-term effects of Covid on its revenue will be because of eg Business Rates relief, grants, effect on retail etc. Full details won't be known for a long while.

Questions: None

The Chair thanked Councillor Blackall for his attendance and report. He left the meeting.

DECISIONS TO BE TAKEN:

035/21 Minutes of the Parish Council meeting held on 7th January 2021

The minutes of the meeting dated 7th January 2021 were approved as a true record and signed by the Chairman. Proposed by Cllr Kearney, seconded by Cllr Morris and agreed by all.

036/21 The Parish Yard - update

1. Donation of £25k – has been given by a resident with details as follows:
“£23,000 is to be used to support the provision and /or operation of a café for the benefit of residents of Ashington Parish, subject to consideration being given to the best reasonable ways that the café and its operation may be arranged and designed to particularly target the social needs of residents who are socially disadvantaged by age, disability or for any other reason.

£2,000 is to be used:

a) to plant trees on parish, public or WSCC land within the parish and for their maintenance for the first five years after planting, where funding for such trees can not be obtained from developers.

and/ or

b) to support any new project to improve and enhance provision for wildlife within the Parish.

I would like to request consideration should be given to the planting of a large tree in the North-West corner of the Parish Yard and of trees at the junctions of Fairfield Road and Church Lane, Rectory Close and Rectory Lane, Fairfield Road and Fairfield Way, and at the junction in Hillcrest Close.

I do not wish my name to be associated publicly with this gift.”

The Clerk has acknowledged the donation and thanked the individual on the Council's behalf.

There was brief discussion about tree locations, possible root damage and the need to secure permission from WSCC for highways trees.

The Chairman suggested a hedge, possibly hornbeam, near the Memorial Garden, alongside the fence line. This would make the open space more peaceful and 150 plants, 1m tall, would only cost £300.

2. Tender document for provision of a café – no submissions were received. Feedback is that it will not be viable to develop the site from scratch with only a 10-year lease to recoup money invested. People would prefer that the site is ready for occupation either as all groundworks having been done or an actual building having been erected by the Parish Council.
3. S106 application – HDC refused the grant application for site development costs stating that there is no guarantee that the café can be delivered until planning permission is granted and full tender costs are known. They suggest reapplying once the PC has this information.
4. Clearly, a café can't be built until all the groundworks are done so it seems that the PC needs to, as a minimum, sort out the groundworks on the site. The first stage is to commission

surveys (topographical, CCTV drainage and utilities). The PC previously agreed a £15k budget (Minute 217/20) and the Clerk has previously presented quotes (Minute 244/20) for some surveys. It was proposed that the survey works are commissioned asap. The next stage will be to engage an architect to produce concepts and plans prior to planning application. Agreed.

5. Blush & Bramble, Chanctonbury Organic Meats, Chef's Farms and Flanco Pizza all have regular bookings for 2021. A Thai food van is scheduled to start on Saturday evenings from 13th February. Another coffee van is being sought for the alternate free weekends. Any Councillors knowing of other stalls/trades should contact the Clerk.
6. The District Valuer has reassessed the site considering its use as a pop-up takeaway/open air market and added it back to the Ratings List, effective from 14th November 2020 (the date of the PC's first pop-up booking). This means that Business Rates will need to be paid. As soon as HDC send an invoice the Clerk will investigate types of Rates Relief. Agreed.

CFWD

037/21 Annual Review of ACCT/PC agreement – the Clerk has circulated an updated draft agreement to Cllrs Spiers, McPherson, Linehan & ACCT. All will meet on 10th February to discuss the draft before opening the discussions with ACCT.

There was some discussion about the ACCT CCTV system and its purpose and whether it was necessary to have a trained/accredited person as HDC had advised that 'For someone to be able to view the CCTV camera footage gathered by ACCT it is necessary to be trained/accredited. A 'Working as a CCTV Operator – CCTV Public Space Surveillance' – BTEC level 2 certificate course is £475 plus VAT for the 3 day course. There would also be the further expense of the SIA licence application which is £190.'

It was felt that more information is necessary on the CCTV system and its purpose before understanding whether accreditation is necessary and committing to part-fund any course costs. There was confusion about whether the Wardens could view the footage without training as they had done so in the past. It was understood that the Police could view any footage of criminal activity at any time. ACCT are also investigating whether there are cheaper courses available.

CFWD

038/21 Youth Review

The annual review of Youth Worker/Church Partnership agreement did not take place in early 2019 (due to change of Clerk) or 2020 (Covid). The Chairman & Vice Chairman are gathering information from the Youth Worker, Church management and Youth Club as part of a review of the agreement and services to see if any changes need to be made. The Church have asked for the 2021 review to be delayed until March because of Covid.

039/21 Correspondence received for Action –

1. Individual is seeking permission to metal detect on Parish Council owned land – has NCMD Membership, PLI and will follow Code of Conduct. Not agreed.
2. Request from a resident of The Sands to reduce the height of a field maple tree along The Sands path in line with similar permission given to a resident to the south (Warminghurst Close resident, tree cut to gutter height). The resident had a quote for £300 and asked if the PC could make a financial contribution. It was agreed that the resident could get the works done but no financial contribution is possible.
3. WSALC – Zoom meeting on 18th February at 10am to explain what happens when SSALC close on 31st March & WSALC AGM 25th February 10am Zoom meeting. Cllr Moss volunteered to join the Clerk at these meetings.

040/21 Meetings attended by Councillors –

Cllrs Morris & Stillwell attended a Wardens Steering Group meeting on 1st February 2021. These are quarterly meetings. Cllr Morris said that the Wardens are doing a lot for the elderly/vulnerable of the village, especially on the long-term impacts of isolation during Covid. Cllr Stillwell was less happy with their efforts surrounding the elderly/vulnerable but this will remain high on the agenda for the Steering Group meetings.

The Chair & Vice Chair have attended various Zoom meetings with those involved in Youth Provision.

Cllrs Morris & Moss attended an ACCT meeting on 27th January 2021.

041/21 Matters raised by Councillors

Community Transport – Cllrs Linehan & Moss. Not ready to report back on wider social isolation issues in the village.

Cllr Stillwell asked why the minibus had been removed from Ashington & Cllr Linehan confirmed that it was so little used that it could not be justified and that this had been reported at a previous PC meeting. He would update Cllr Stillwell outside of the meeting on his minibus investigations & report.

Speedwatch update from Cllr Kerrey – still postponed due to lockdown restrictions.

Cllr Ball – hanging baskets vs planters & noticeboards. The Storrington cast-iron looking verge planters are £700 each. She is still waiting on information from HDC about other types of planter that they may use.

Cllr Marshall was dealing with a sewage overflow issue at Luckista Park – Clerk to get an update.

Cllr Watson asked if anything could be done about cars parked on the ‘pavement’ between Cherubs and Bluebird Garage on London Road. The Clerk reported that this issue is raised regularly – it is a ‘shared surface’ so cars can park on it without restriction or penalty. WSCC advise that pedestrians should use the pavement on the other side of the road.

042/21 Chairman’s Announcements -

Future meetings – Government Guidelines do not yet recommend physical meetings to resume unless necessary and business cannot be done via remote meeting. Council Zoom meetings are working well and should continue. Cllr MacPherson will advise the Council prior to each scheduled meeting if it is safe to meet in person.

Councillors thanked Cllr MacPherson for the very useful Covid updates that he sends out on a regular basis.

PLANNING

Cllr Woolley was put in the Waiting Room (ie outside the meeting).

043/21 Neighbourhood Planning Update

All information is now with the Independent Examiner and the Examination period has started. The Examiner sent a list of questions to HDC/PC and the Clerk & Planning Consultant prepared responses, consulted with Parish Councillors on these, met with HDC to discuss and agree. All Examination information is available to read on the HDC website and an update will be put on the PC website

044/21 HDC Local Plan Review Update – delayed as HDC are waiting on some consultation information from statutory consultees.

District Councillor Circus sent the following comments after questions were raised at the last meeting:

“I spoke to the Cabinet Member concerning your question about consultation and was told that because we have gone back to the standard methodology following the dropping of the algorithm, there is no need for any further additional consultation.”

“The sustainability appraisal was carried out by external consultants and they were responsible for making the errors. The errors have been referred back to the consultants so that they can be corrected and to make sure that the true position is taken into account as part of the on-going sustainability appraisal process. Not a very satisfactory position and one that I will pursue in an appropriate forum.

The Council’s strategic planning team have confirmed that they are aware of the Parish Council’s detailed remarks on the SA sites. Your feedback has been considered as part of the work to up-date

the site assessments in the light of the comments received as part of the Regulation 18 consultation. The work is being finalised and will be published alongside the next version of the local plan – known as the Regulation 19 document – where the Parish Council will have a further opportunity to comment.”

The Clerk & Councillors will be sure to read the Regulation 19 Local Plan to make sure these errors have been corrected.

Cllr Woolley was readmitted to the meeting.

045/21 Minutes of the Planning Meeting held on January 20th, 2020

Minutes of the planning meeting have been distributed to Councillors. Agreed by all. The meeting discussed the proposed 24/7 opening of the BP petrol station. Councillors agreed to Object for several reasons and considered that the harm outweighed any benefits to residents.

046/21 Planning Applications –

DC/21/0070 Erection of two single storey side extensions, dormer loft conversion and construction of a garage/home office with car port – Coings, London Road

Councillors objected to the application on the grounds that the proposed garage is situated in front of the street building line and is a very sizeable, 2 storey building - this will adversely affect the street scene along London Road. In addition, Councillors expressed concern about overdevelopment & lack of amenity space on site and potential overlooking of neighbouring properties.

FINANCE

047/21 Correspondence –

1. The Clerk reports that:
 - a) The quarterly bank reconciliation for 30th December has been prepared and needs to be approved. Cllr Ball to scrutinise and sign.
 - b) The quarterly budget report for 30th December shows that there is one new area of overspend – Hanging baskets £73.
 - c) The Parish Yard Income was £671.95 (Nov-Dec) and Expenditure £9,047.36.

048/21 Expenditure (Appendix 3)

It was resolved that the schedule of invoices for payment totalling £3,409.85 February 2021 be approved. Agreed by all.

FOR INFORMATION ONLY:

049/21 Neighbourhood Wardens Report (Appendix 1)

050/21 Correspondence received for Information –

1. WSCC Winter Support Grants – support for local community organisations.
2. Census 2021 publicity materials
3. NALC Newsletter
4. Rampion 2 consultation information
5. CAGNE AGM 5th February
6. Education Development Trust – employability programme in West Sussex
7. Hillcrest Close resident – complaint about roads contractor leaving litter. Passed to WSCC.
8. HDC – Passenger Benefit Fund
9. Gatwick In Touch Newsletter
10. SSALC Newsletter
11. WSALC/SSALC correspondence – SSALC is closing down by 31st March. WSALC are trying to make alternative arrangements for member councils.
12. HDC – climate change newsletter
13. Sussex Green Living – online events
14. Sussex Police – briefing note

PLANNING

051/21 **Planning Correspondence –**

1. HDC – delay to Local Plan Review

052/21 **New Enforcement Allegations – none**

053/21 **Horsham District Council Decisions**

Approvals – none

Refusals - none

Withdrawals –

DC/20/1879 - Construction of a commercial kitchen and interiors show room/business with additional parking - Martins Farm London Road

Prior Notifications –

DC/20/2487 Prior Approval for the erection of a single storey rear conservatory larger home extension, which would project 3.35m from the rear elevation, comprising a maximum height of 2.95m and an eaves height of 2.25m – 11 Willow Way

Appeals – none

FINANCE

054/21 **Income –**

The Parish Yard £25,000 Donation (split £23k Parish Yard café, £2k street trees/wildlife)
NS&I Annual Interest £1,239.08

055/21 **ITEMS SUSPENDED AND CARRIED FORWARD:**

AGM Business

056/21 **Date of Next meetings**

Planning Committee meeting: **7:30pm on Wednesday 17th February 2021**

Parish Council: **7:45pm on Thursday 4th March 2021**

Members of the public were then asked to leave the meeting as Councillors needed to discuss confidential matters: None

Meeting closed at 9.25pm

Signed: **Dated:**

Members of the public should be aware that being present at a meeting of the Council or one of its Committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.

Warden Monthly Report

January 2021 Ashington

Patrol hours TOTAL:	68.5	ASB incidents TOTAL:	0
Foot (high visibility)	34.5	Noise	0
Vehicle	36	Neighbours	0
Notices/warnings TOTAL:		Driving/vehicles	0
Fixed Penalty Notice	0	Bikes	0
Yellow card warning	0	Alcohol/drugs	0
Community Protection Warning/Notice	0	Public order	0
Parking alert	0	Clear up/disposal reports TOTAL:	5
Police reports TOTAL:	4	Fly tipping / flyposting	5
Phone (including 101 and 999)	0	Graffiti	0
Email	2	Dog fouling	0
Intelligence report	0	Litter	0
E-CINS (multi-agency reporting)	1	Drug litter	0
Verbal	1	Hazards	0
Media reports TOTAL:	3	Community events attended	0
Press release / Community magazines	2	Reports to Operation Crackdown	1
Social Media	1	Safeguarding referral	0
Admin	33	School contact	0
Visits to vulnerable people (all ages)	45	Youth engagement	5
Signposting	0	Reports to DVLA	0

ASB/crime/criminal damage

There was a report of a vehicle being tampered with in Willard Way. Two males were on the driveway of a property, trying to jack the car up. Nothing was damaged or taken as they were disturbed by the owner. Police are aware.

If anyone sees or hears anything suspicious then please report it on 101 or 999 if something is happening in that instance.

Parking/vehicles

We received a report of an abandoned vehicle in Penn Gardens. We reported this to the Police who forensically recovered the vehicle as it had been reported as stolen.

Fly tipping/littering/graffiti

We have had five incidents of fly tipping across the month which have all been reported and most have been removed. These were in the usual hotspot areas such as Old London Road, Billingshurst Road and Spear Hill.

Community engagement/events/meetings

Nothing to report

Patrols (foot/visible and car)

We have patrolled the whole village on foot and vehicle at various times of the day throughout the month.

Elderly and youth

We still continue with our newsletters, but also decided to visit everyone on our elderly and vulnerable list with biscuits and tea bags as part of Brew Monday (part of the Samaritans campaign to call someone and have a cup of tea on the phone and talk to one another).

We felt that the lockdown is affecting the emotional wellbeing of a lot of our isolated and vulnerable residents, so we delivered small bags of compost and sunflower seeds to each of them to grow this year. It will be lovely to see them when they have grown. We stopped for a quick chat with everyone we visited to check on their welfare and confirm they still had all the support they needed in place, such as if they are completely housebound, are they still able to get medication and food.

Licensing

Nothing to report

Dog related issues

Nothing to report

Cycling

Nothing to report

Parish specific/other

We have provided two litter pickers to members of the community who we had seen picking up rubbish with their bare hands whilst out exercising. They have been leant litter pickers on a long-term basis as they are doing such a lovely thing for the village.

Appendix 2 – Youth Worker Report

Youth Worker's Report - Jan 2021

In January, I was pleased to have two church interns appointed to work with me at the youth club for six hours a week (including youth club sessions), working with me and Jack (eight hours a week) to plan and deliver youth work from now until the summer. Jack will be with me for another academic year but the interns will then move on.

At the beginning of the year, we decided to continue with Zoom calls on Mondays and Thursdays for the foreseeable future due to the lockdown and uncertainty surrounding when we would be able to meet again. However take up of these youth sessions has been low, perhaps because of the amount of time young people are spending on screens with school every day and push by parents to engage their children in other ways (to be applauded!).

The Zoom sessions have involved playing online multiplayer games using our phones and using Zoom to engage with each other at the same time, quizzes, adapting TV gameshows for use on Zoom (like Taskmaster and Family Fortunes), scavenger hunts and 'the wheel of forfeits', where the youth have to eat disgusting food combinations from their fridge! The parents have got

involved especially with these forfeits and the youth seem to love them.

We have been active on social media - but we can do more! So I've instructed my team to start blitzing Instagram and FB with almost daily posts reminding thee young people of ways to stay fit/motivated/alert/healthy and ways to have fun whilst trapped at home.

Jack and I have started some mental health training to best support the young people when we can finally meet with them in person. We've also reached out to a local mum who is soon to be a qualified child counsellor to help us with ways we can help young people feeling adversely affected by the lockdowns.

Looking forward, I am trying to start a 'youth committee' which I flouted before lockdown but didn't gain any traction. We want to engage the young people by getting their ideas and empowering them in the running of their club. We are due to meet for the first time this month. We hope that after 8th March (when schools might potentially open again) we will be able to open our doors so that the young people can enjoy the new kitchen, the new air hockey table, the gazebos and being together again.

Appendix 3 – Expenditure

Karen Dare (Clerk)	Home office (January)	£20.00
	Stationery	£26.04
Mark Adsett	Landscape Gardening (January)	£587.50
Ashington PCC	Invoice YW-2021-01 (January)	£1,083.33
WSCC	Salaries and Costs (January 2021)	£1,527.80
EON	Monthly Direct Debit Parish Yard - electricity	£20.00
Business Stream	Monthly Direct Debit Parish Yard - water	£20.00
Radikls Ltd	Quarterly website & email hosting	£115.20
P. Kerrey	Parish Yard timer & wood	£9.98

All to be paid by Bank Transfer

Appendix 4

Funds held by the Parish Council on behalf of others (as at 31st December 2020):

Ashington Rangers £724.01

Ashington Residents Association £615.85

Ashington First Responders £1,509.48