



Ashington Parish Council

Minutes of the meeting held on Thursday 4th July 2019 at 7:45p.m. in Ashington School, Foster Lane.

Present: Councillors: N. Spiers, S. Ball, T. Moss, T. Kearney, M. Woolley, J. Stillwell, T. Watson & G. MacPherson

Also present:

Clerk – Karen Dare

District Cllrs - P Circus & J Saheid

6 Members of the Public

Candidate for Councillor Vacancy – Philip Kerrey

The Chairman reminded members of the public the requirement that they limit their participation to the Public Adjournment sections of the meeting. If Members of the Public have questions for Police/Wardens & District/County Councillors then the Clerk will pass these on if these individuals have left the meeting.

Members of the Public are reminded that Standing Orders allow for 5 minutes maximum participation.

158/19 Apologies for absence

Apologies for absence were received and approved from: Cllr J. Morris & L. di Castiglione, District Councillor J. Blackall, County Cllr P Marshall

159/19 Declaration of Interests and notification of change of interest

None. The Chairman reminded councillors that previous declarations still stand (as defined under the Localism Act 2011). Cllr Moss declared an interest in planning application DC/19/0796 as he is a Trustee of ACCT (the applicant).

160/19 Minutes of the Parish Council meeting held on 6th June 2019

The minutes of the meeting dated 6th June 2019 were approved as a true record and signed by the Chairman. Proposed by Cllr Kearney, seconded by Cllr Moss and agreed by all.

161/19 Neighbourhood Wardens Report (Appendix 1)

Update from the Chairman on the Warden Working Party – Warden Bryony Sparkes returned to work on 24th June. HDC Warden recruitment for the vacancy is as follows:

- Ad to go live on Friday 21st June
- Closing date Sunday 7th July
- Shortlisting Monday 8th July
- Interview Monday 15th July in Horsham
- Parish visit 19th July
- New Warden to start at the end of August/beginning of September, depending on their notice period

The Chair invited questions:

1. When will we see the new Warden in the village - The Warden training period is @6 weeks and for the first 6 months the new Warden will shadow Bryony so cover in the village will be

slightly restricted until they are up to speed. It is possible that an existing Warden will apply for the position, in which case they will be up to speed much quicker.

162/19 Youth Worker Report (Appendix 2)

Cllr Ball gave an overview of the report. In addition:

1. The Youth Club may not be having a float at the Carnival but they are having a stall at the Festival.
2. The Youth Worker will be getting an additional 6 hours per week free of charge help from a student who is starting a qualification in youth work and needs experience. This will be for 3 years.
3. The recent cake sale had raised a further £370

The Chairman proposed that because the young people themselves had raised £274.10 by washing cars the Parish Council matched funding should be spent on something for the youth, as opposed to building maintenance/admin costs. Agreed by all.

163/19 Report from District and County Councillors

District Councillor P. Circus reported:

1. One District Councillor will attend each Parish Council meeting.
2. His portfolio of responsibility at HDC had been expanded to include Environmental issues and HDC is going to conduct an audit of these issues including climate change, plastics, air pollution..
3. All HDC Councillors have to attend compulsory planning training
4. HDC is under enormous pressure to build new homes and maintain its 5 year Housing Land Supply. If they fail then the door opens for inappropriate development anywhere across the District. Lots of Developers are presenting proposals to HDC for housing schemes across the District including
 - a. Mayfield Market town (near Albourne, a brand new town of @7000 homes)
 - b. A new settlement at Adversane
 - c. Billingshurst – proposals for 2000 more homes
5. HDC is currently working on launching a project to help the Homeless in the District. It would involve creating drop-off points for donations. People would not be encouraged to give money to homeless people on the street but to make donations into a central fund that would be used to help the homeless. Sometimes people who appear homeless on the street may not be, they may use the money for something inappropriate etc. Its aim is to channel people's goodwill into proper solutions.

Questions were invited from Councillors –

1. Cllr Moss asked if HDC are taking the provision of infrastructure seriously, especially with regard to the thousands of new homes that are coming to the District eg roads, parking, cars, schools etc. Is there a group at HDC looking at infrastructure? HDC need to reassure Neighbourhood Plan groups that they are planning the infrastructure that is needed.
Response - Both HDC and WSCC do look at infrastructure, particularly when planning for new homes. WSCC look at roads, schools. Roads in the District are congested because of the poor situation with regard to the A27 and if this road is improved then it will relieve traffic and air quality problems. HDC is pleading with Government for more investment in infrastructure in the District especially as it is having to take more than its fair share of homes because neighbouring Districts cannot deliver the number of new homes they should.
2. Why are children from Southwater being bussed to Crawley for secondary schools? Is infrastructure assessment failing with all of the new developments taking place across the District?
3. Can we have more information about the Homeless project? More would be provided in due course but the project is still very much in its infancy.

Questions from Members of the Public:

1. Are we learning from the schooling problems in Southwater with the level of development proposed in the Ashington Neighbourhood Plan?

The Neighbourhood Plan contacted WSCC Education to get their comments on the number of proposed homes in the draft Plan and how this might affect Ashington & Steyning Grammar schools and their advice was that there is no need for additional education facilities to cater for the increased number of pupils. Residents can make comment on the draft Plan during the current Regulation 14 consultation period.

164/19 **Young Persons Adjournment** – none

165/19 **Public Adjournment**

Items NOT relating to the Neighbourhood Plan:

1. Is the new Warden full time – no. Our contract with HDC is for 55 hours of Warden time made up of 25 hours (Bryony) and 30 hours (new Warden).
2. Thanked the Parish Council for the excellent hanging baskets.
3. Asked that the skatepark keys be well looked after. The Clerk confirmed that keys were with herself, Cllr Spiers & Cllr Kearney only.

Cllr Woolley left the room

Items relating to the Neighbourhood Plan:

1. Can the Parish Council reassure residents that there has been no conflict of interests between Cllr Woolley and his ownership of land in the village and its inclusion in the draft Neighbourhood Plan?
Yes. The Parish Council, like all Parish Councils and public authorities, has robust procedures in place for such situations. The Neighbourhood Plan has been prepared by a Steering Group made up of a small number of Councillors (not Cllr Woolley) and a number of residents. The Steering Group operates separately from the Parish Council and reports progress to the Parish Council by way of updates at monthly Parish Council meetings and all these updates are in the public domain. The only time that the Parish Council has been asked by the Steering Group to 'approve' the draft Plan is very recently when it moved into Regulation 14 stage and Cllr Woolley absented himself from that part of the Parish Council meeting. Cllr Woolley has received no Neighbourhood Plan information that is not readily available to any other member of the public. The Neighbourhood Plan Steering Group have been very open & honest with the Neighbourhood Plan and its' progress and they have shared a vast amount of information over the years that any resident has been able to see freely in monthly reports, Neighbourhood Plan documents etc without need for request. The Parish Council recently unanimously agreed that Cllr Woolley should remain on the Council as he has many years Council experience and an excellent knowledge of village issues. In addition, the Council has been able to monitor its' business and ensure that he has had no involvement in any matters that could influence the Neighbourhood Plan.

Cllr Woolley returned to the meeting.

166/19 **Action List Update (CFWD = carry forward to next meeting, D = delete)**

- a. ACCT working together - ACCT has installed the new bins. The Clerk has drafted some thoughts and these have been circulated to Councillors for discussion. The Council will talk to the current volunteer to see how much time the job takes. The Clerk will check with the Council's Insurers regarding insurance cover, training & equipment requirements. **CFWD**
- b. There but Not There Armed Forces Covenant grant – Creation of a Memorial Garden. The bench still needs to be installed and Mark Adsett has been asked to assist.
- c. Councillor Vacancy – One applicant has come forward (Philip Kerrey). He gave a short presentation about himself. Councillors agreed unanimously to co-opt Philip Kerrey onto the Council. He took his place at the meeting table.
- d. Review of Emergency Plan – to be re-issued following co-option of the new Councillor. Agreed.

- e. Review of HR Policies: Discipline & Grievance procedure; Complaints handling; Equality Policy; Health & Safety Policy; Lone Working Policy; Sickness Absence Policy; Accident Form. All policies are on the PC website. There are no proposed amendments. Agreed by all.
- f. Councillors email addresses – Cllr Woolley has been using an @ashingtonpc.org.uk email address for some months and reports no issues. It is good practice for Councillors to use non-personal email addresses. The cost is £10 per month for 10 additional email addresses. It is a web-based email system so Councillors can use a normal internet browser to access their emails. The email is somewhat compatible with Outlook but takes a bit of setting up initially. Councillors agreed that email addresses should be introduced. Clerk to confirm names and take action including Councillor training.
- g. Website accessibility – the Website Accessibility Regulations 2018 are now in place and guidance on making websites fully accessible (eg for people with sight problems) is now available. The Clerk had asked the website provider to review the site in light of the new regulations. There are 3 small recommendations: A website accessibility statement is added to the site and has the ability to be edited in the future £40; an accessibility panel is added (allows users to enlarge text, change colour etc) £40; a ‘text only’ button is added on each page £30. Councillors agreed to the expenditure. Clerk to action.
- h. Skatepark signage – the signage could do with updating. The Clerk has spoken to the ramp contractor and done some research and had circulated a suggested draft. The wording is acceptable to Councillors. Clerk to arrange quotes. **CFWD**

167/19 Correspondence received for Action

- a. Playsafety Ltd – Play Area inspection reports. There are no urgent matters and Cllrs Spiers & Kearney will review the reports and attend to any minor matters.
- b. HDC – road closures for Ashington Festival. No comments.

168/19 Correspondence received for Information

- a. HDC – Catherine Howe has been appointed Head of Strategic Planning
- b. WSCC – Ash Dieback information
- c. NHS Crawley and NHS Horsham and Mid-Sussex Clinical Commissioning Groups - June Patient Roundup
- d. Steyning Health Centre – Social prescribing update
- e. CAGNE – Government Aviation White paper & Pledge to Fly less campaign
- f. SSALC – have sent ‘training passports’ for all Councillors. Whenever a Councillor attends a SSALC course their passport will be completed and there are awards for the Council with the highest percentage of Councillors receiving training....

169/19 Meetings attended by Councillors

Cllrs Spiers & Ball had attended the Youth Partnership meeting on 1st July 2019.

Cllr Stillwell & Spiers attended a Warden Partnership meeting on 28th June 2019. They welcomed Bryony back and met the Warden Supervisor, Carly Jenkins.

170/19 Matters raised by Councillors

- 1. Cllr Ball asked that as there is no Parish Council meeting in August whether there is a need for a Wardens Steering Group meeting. It was agreed that it would be decided nearer the time depending on Bryony’s workload and recruitment of the new Warden.

171/19 Chairman’s Announcements

- 1. The Chairman is a volunteer driver for Storrington Area Help Scheme which uses volunteers with their own cars to transport residents to medical appointments. He is one of only 3 drivers from Ashington, most are from Storrington. If an Ashington resident needs a lift then drivers often have to come from Storrington to pick up in Ashington to go back to Storrington for their appointment. The normal journey charge is £5 but it is proving uneconomical for residents or drivers. This led to a general discussion about how to get more residents

volunteering their time and it was agreed to add this to the agenda for the next meeting.

CFWD

PLANNING

172/19 Minutes of the Planning Meeting held on 19th June 2019

Minutes of the planning meeting held on 19th June 2019 had been distributed to Councillors. Agreed by all.

173/19 Planning Correspondence –

- a. Southwater Neighbourhood Plan Regulation 16 consultation – 450 homes are proposed on greenfield land to the west of the main road through the settlement. This is in addition to the 600 homes that were allocated on other greenfield land west of the settlement under ‘strategic development’ by HDC. No comment.

Cllr Woolley left the room

174/19 Neighbourhood Planning Update

The draft Plan and supporting documentation are now at Regulation 14 stage. This runs from 22nd June to 17th August (an 8 week period). All responses will be recorded, published and considered by the Steering Group, Planning Consultant & HDC.

Neighbourhood Plan Drop-in sessions for residents and other stakeholders are: 29th June 10am – 12noon, 4th July 6.30-7.30pm, 9th July 6-8pm and 27th July 10am-12noon at Ashington Community Centre.

It was noted that the previous expansion of 600 homes in Ashington in @2000 had delivered a new school, community centre, play areas, skatepark, multi-sports court amongst other community benefits.

It was also noted that during that time, and with other new developments since then, the Parish Council had always been consulted on a ‘construction management plan’ whereby risk assessments are undertaken eg school drop-off & pickup times and construction vehicles had been prohibited from entering the village at these times in order to protect the safety of children & parents/carers. Routing agreements would be entered into for the safety of everyone.

The Chairman clarified that it is more beneficial to the village to ‘control’ development via a Neighbourhood Plan than not have a Neighbourhood Plan and let HDC determine where houses should go. The village will gain more community benefits if it has a Neighbourhood Plan than if not.

Cllr Woolley returned to the meeting.

175/19 New Enforcement Allegations – none.

176/19 Planning Applications

Cllr Moss left the room

DC/19/0796 Erection of steel framed tractor shed – Ashington Community Centre, Foster Lane

There are a significant number of discrepancies between the planning application and local knowledge:

1. The plans show a building that is 48m² when actually it is to be 64m²
2. The application states that it is to be used solely for tractor storage when it actually is going to be used to store sports equipment eg football goals.
3. The application states that there is a temporary shed on site when there isn’t
4. The application states that the site is not ‘vacant’ when it is.
5. The application states that there are parking spaces proposed when the only parking is actually to be inside the shed
6. The proposed site is actually within 5m of a drainage ditch that drains into a balancing pond. The application states that it is not near a ditch. There are real concerns about the storage of

diesel in the shed (although no details of this are shown on the application). Any spillage could enter the watercourse and cause serious pollution. It is understood locally that a bonded fuel tank is going to be installed and the Environment Agency will probably need to be consulted.

7. A SUDS drainage system is mentioned on the application but not shown on the plans.
 8. There was much concern about the large size, location and that it would be an eyesore.
- It was agreed that the Parish Council would Object to the application as presented. It was suggested that ACCT withdraw the application and re-submit once corrected. The PC Objection will be sent to HDC on 10th July unless ACCT withdraw beforehand.

Cllr Moss returned to the meeting.

DC/19/1222 Variation of condition 1 to previously approved DC/16/0966 (Erection of two storey building) Relating to size, position of windows, roller shutters and colour - Sussex Caravan Centre The Old Barn London Road

The Council has no objections but would prefer the roof to be green not grey.

DC/19/1290 Erection of an agricultural barn and internal access track - East Wolves Farm

The Council has no objections.

It was noted that this barn is on land that had very recently been submitted to the Neighbourhood Plan for a proposed development of 490 homes.

177/19 Horsham District Council Decisions

Approvals

None

Refusals

None

Withdrawals

None

Appeals

None

FINANCE

178/19 Correspondence

- a) Risk Management Schedule amendments – Cllrs Moss, MacPherson & the Clerk were working on some amendments.

CFWD

- b) Review of Landscape Gardener's contract and payment – a working party of Cllrs Morris, Kearney & the Clerk would look at this and undertake the Annual Inspection of Council Land at the same time. Clerk to arrange.

CFWD

179/19 Income

Kite & Thomas – rent & roundabout sponsorship £2077.50

Singer & Friedlander bank £436.57 (taking the total amount recovered to 86.2%)

180/19 Expenditure (Appendix 3)

It was resolved that the schedule of invoices for payment totalling £6,944.73 for July 2019 be approved. Agreed by all.

181/19 Date of Next meetings

The next Planning Committee meetings are at **7:30pm on Wednesday 17th & 31st July and 14th & 28th August 2019** in Committee Room 2, Ashington Community Centre. **These are NOT Neighbourhood Plan Steering Group meetings.**

The next Parish Council will be held at **7:45pm on Thursday 5th September 2019** at Ashington School, Foster Lane. There is no Parish Council meeting in August.

There are Neighbourhood Plan drop-in sessions on **9th July 6-8pm** and **27th July 10am-12pm**

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

Meeting closed at 9.20pm

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.

Appendix 1 – Warden Report

None

Appendix 2 – Youth Worker Report

Senior Youth Worker's report

June Report

June Activities

- We ran the following activities throughout June:
- The young people designed some great posters to advertise our fund raising events in June: a car wash and a cake sale. They have gone up around the village.
- We held a quiz night, testing the young people's knowledge of Geography, Dingbats, and Fortnite!
- Previous panini nights have been really well received and this one was no different - the young people enjoyed crazy concoctions (chocolate spread and ham, anyone?) and were well fed!
- We ran a bike workshop for the older youth one Thursday where three young people brought their bikes and got them fixed by a wonderful parent volunteer.
- Sadly, on the final Monday in June, we had to cancel the club night. The Manager of the Coop was due to run a FairTrade night but he had to pull out last minute, and on the same day, three of my five volunteers pulled out too. Although I was sad to cancel the club, it was good for parents to see that help is needed!

Youth Club Evenings

- Numbers have dropped slightly but we have had three new people sign up so I think the issue has been exams and nice weather meaning they are able to play outside at home.
- General behaviour has been good, and the volunteers are getting good at spotting loneliness and low-level bullying and dealing with it before it gets worse.
- I'm desperate to bring more people on board who have a real talent or gift to share with the young people but I'm struggling to get people interested. I think the bike workshop evening working well will encourage me to pursue it more.
- I have successfully applied to be a driver of the Ashington Minibus so I am now planning to take the young people on trips where possible. The first trip is Thurs 27th June to Horsham to go bowling and laser quest.

Pastoral

- There have been no major issues to speak of.

Other

- We have decided to NOT enter a float into the Ashington Carnival this year due to lack of interest. We will revisit the idea next Spring.
- Our car wash fundraiser was FANTASTIC! We were washing cars non-stop all morning and we raised an amazing £272, which has been match funded by the Parish Council and the church,

making it £816! Thank you for advertising it, for all the help on the day, and the match-funding!

- The detached youth work was started on 27th June. New Clark and I walked around the areas where young people commonly hang out and engaged with them, asking them what they liked/disliked about Ashington and what they'd like to see in the village. I will write my report up and send it over next week - but generally, the feeling is that they feel 'got at' and bored.
- I have attended two schools and presented promotional assemblies for the youth club. Since appearing at Steyning Grammar School, three new people have come! I have one more assembly booked in for Ashington Primary School in July.
- We are hosting an open evening for year 5 children in the middle of July.

Numbers

- Average year 6-7 numbers on a Monday night are 26.
- Average year 8-9 numbers on a Thursday night 4.

Nick Taylor - Senior Youth Worker - nick@ashingtonyouth.co.uk - 07966 985921

Appendix 3 – Expenditure

Mrs Karen Dare	Home Office (June)	£20.00
	Print cartridges	£53.49
	Skatepark keys	£15.10
	Postage	£5.58
	Neighbourhood Plan leaflet postage	£79.30
	Stationery	£3.00
	Travel (home to printer to delivery company to home = 34 miles x £0.40)	£13.60
Mark Adsett	Landscape Gardening - June 2019	£533.75
	Basket watering 1/6 to 30/6 (4 weeks x £65)	£260.00
Ashington PCC	Invoice YW-201906 (June 2019)	£1,083.33
WSCC	Salaries and Costs (June 2019)	£2,162.16
Ashington CE School	Re-issue of cheque 01792	£4.86
N. Spiers	Re-issue of cheque 01885	£33.60
Ashington Community Centre	Re-issue of cheque 02049	£500.00
Ashington Youth Club	Match fund £274.10 car wash fundraising	£274.10
Letterbos Logistics	Delivery of Neighbourhood Plan leaflets	£251.91
Playsafety Ltd	Play area annual safety inspections	£341.40
T. Kearney	Play area repair spare part	£18.85
David Ogilvie Engineering	Commemorative bench	£1,133.40
Peter J Consultants	Internal Audit cost	£157.30
	July 2019 Total Expenditure	£6,944.73

All to be paid by Bank Transfer

Appendix 4

Funds held by the Parish Council on behalf of others (as at 31st December 2018):

Ashington Rangers £724.01

Ashington Residents Association £615.85