

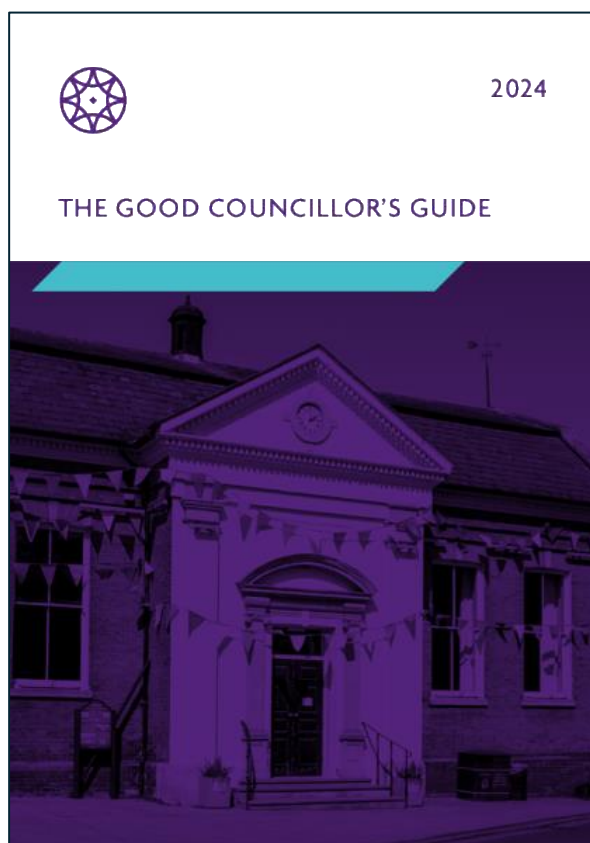


ASHINGTON PARISH COUNCIL

NEW COUNCILLOR INFORMATION PACK

Welcome to Ashington Parish Council

When you join the council, you will be given a copy of The Good Councillor's Guide, produced by the National Association of Local Councils (NALC). This is an essential overview and guidance for new councillors. It will help you understand how local democracy works and how you can best contribute to it.



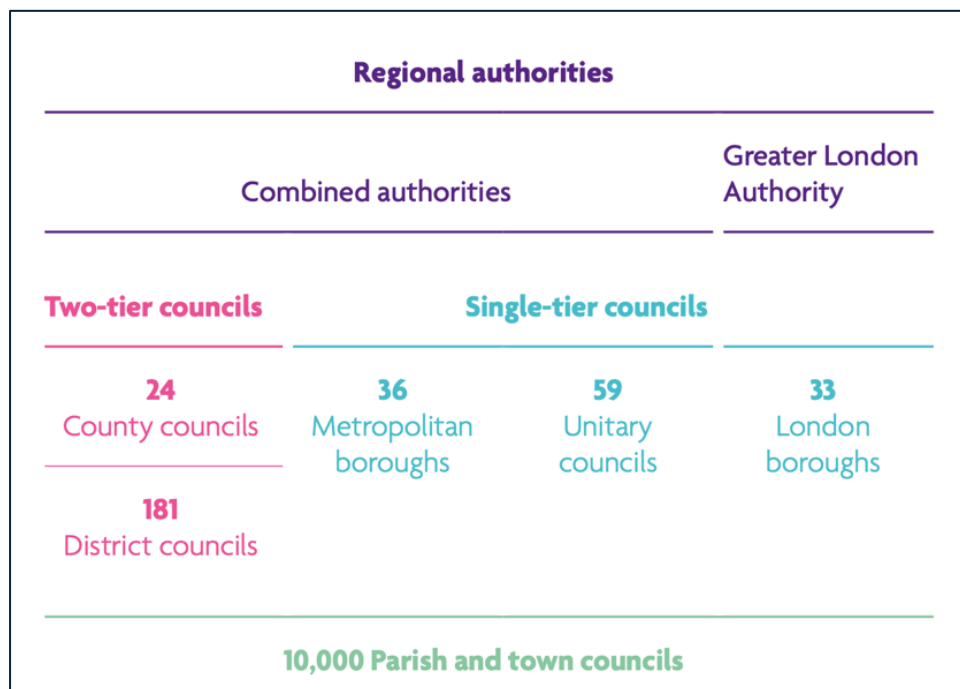
The guide aims to outline the basics. It touches on the quite distinct roles and responsibilities of councillors and officers and the complexity for councillors in having to act collectively as one corporate body (and not as individuals) in their dealings with employees while respecting their highly professional and crucial role.

This document will supplement the Good Councillor's Guide with information specific to your role at Ashington Parish Council.

What is a Parish Council?

A parish council is part of the local government structure. Also known as a Local Authority, a parish council is responsible for representing the interests of residents in the parish and for managing local services and amenities. Ashington Parish Council sits under the two-tier council set up of Horsham District Council and West Sussex County Council, although this is being reviewed as part of a Local Government Restructure (LGR).

A parish council is a “corporate body” - a legal entity separate from its members. It is a collective decision-making body. Councillors are required to act collectively rather than as individuals, therefore decisions are the responsibility of the whole council.



The Good Councillor's Guide 2024

What can a Parish Council do?

Parish Councils can -

- Own land and other assets
- Provide facilities and services for the local community
- Enter into contracts for services, supplies and works
- Raise tax through setting a precept
- Borrow monies for capital expenditure
- Employ staff
- Sue and be sued!

Local Government Structure in the Ashington Area



Ashington Parish Council has 11 Parish Councillors.

Their details are on the parish council website along with their Register of Interests form and information regarding committees and working groups they sit on.

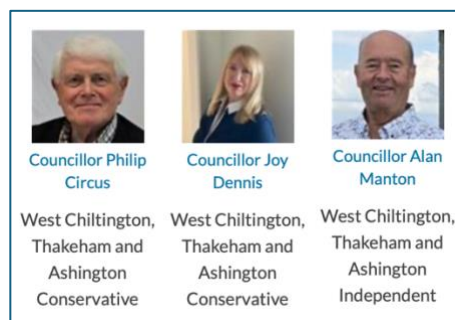
Parish Councillors are non-political.

District and County Councillors are affiliated with a political party or may stand as an Independent Councillor.



Horsham District Council has 48 District Councillors representing 22 Wards.

Ashington sits in the Ward of West Chiltington, Thakeham and Ashington and is represented by 3 District Councillors.



Horsham District Council is responsible for services such as –

- Council Tax
- Environmental Health
- Housing
- Parking
- Parks and countryside
- Planning
- Recycling and waste services
- Sport and leisure services



West Sussex County Council has 70 County Councillors each representing an electoral Division.

Ashington sits in the Storrington Division and is represented by 1 County Councillor.

Councillor Paul Marshall



 **Conservatives**
Party: Conservative
Division: Storrington

West Sussex County Council is responsible for services such as –

- Education
- Fire and Rescue Service
- Libraries
- Planning
- Public Rights of Way
- Social care and health
- Roads
- Transport

Powers and duties

Powers - permit actions that **can** be taken at the Parish Council's discretion within the statutory framework. Parish Councils can provide and maintain a variety of important local services, such as:

- Burial grounds/crematoria
- Closed churchyards
- Car parks
- Commons and open spaces
- Community centres
- Highways – in partnership
- Public Conveniences
- Recreation facilities
- Traffic calming
- War Memorials
- Community transport schemes

Duties - are legal obligations, actions that a Parish Council **must** do to comply with the law. Parish Councils must:

- Comply with statutory regulations and laws
- Hold an Annual Council Meeting and meet at least three other times during the year.
- Consider the impact of their decisions on reducing crime and disorder and the environment.
- Consider provision of allotments if there is a demand to do so.
- Decide whether to adopt a churchyard when closed if asked by Parochial Church Council (PCC).
- Set a budget for the purposes of revenue and capital income and expenditure.

Expenditure Powers

There are many statutory powers and functions that provide councils with the authority to act to provide a variety of local services.

Section 137, Local Government Act 1972 provides powers to enable councils to make limited grants for a purpose for which there is no other specific statutory expenditure (£11.10 per elector for 2025-26)

- It must be of direct benefit to its area and inhabitants
- The expenditure is commensurate with the benefit received

General Power of Competence

This is an adoptable power under the Localism Act 2011, and it enables a council to do anything which it would be lawful for a natural person to do, providing it is not forbidden by other legislation.

- It requires a CILCA qualified Clerk and an electoral mandate (2/3rds)
- It removes the financial limits of section 137

Ashington Parish Council does not currently have GPC.

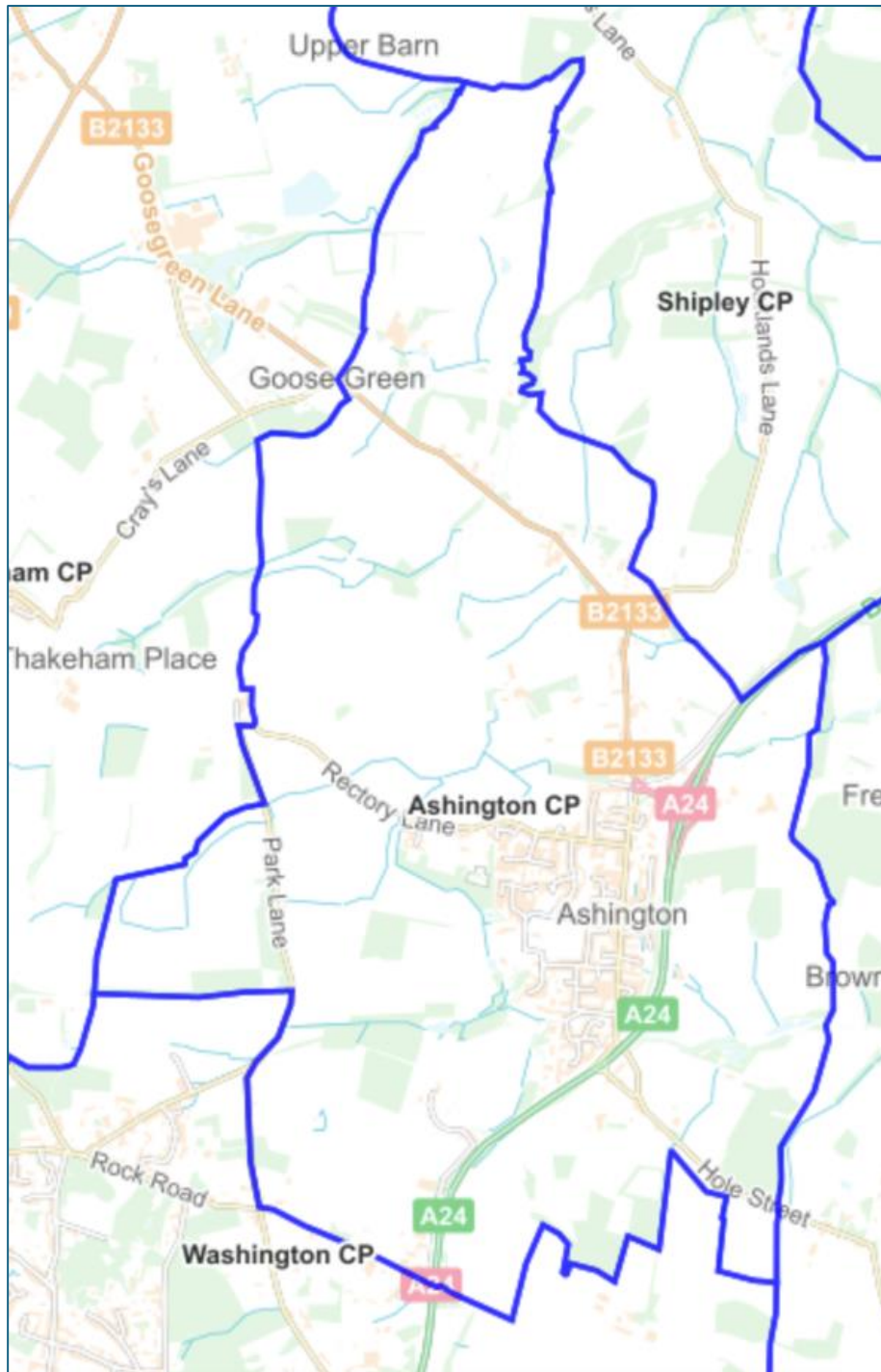
What area does Ashington Parish Council cover?

Ashington Parish Council is a civil parish, which is a type of administrative parish used for local government purposes.

Population - this was just under 2,700 in the 2021 census

Number of households - approx. 1,100

Neighbouring parishes - Thakeham, Washington, Wiston, Shipley



Structure of Ashington Parish Council

Full Council - meets every month. This is the main meeting that all councillors are expected to attend. This is where the majority of council business is transacted, decisions made and relevant information passed to councillors.

✓ *A decision cannot be delegated to a single councillor*

Committees - The council can appoint committees (and sub-committees) to deal with certain matters. Each committee has Terms of Reference which outlines the scope and nature of the committee and if they have authority to make decisions. Ashington Parish Council currently has 4 committees with between 3 and 5 councillors on each committee.

✓ *Certain decisions cannot be delegated by the council such as setting the budget and precept.*

- **Planning Committee** (meet monthly)

Can make decisions on small planning applications. Necessary to have a Planning Committee as turnaround on applications is 21 days and Full Council meetings are a month apart.



- **Finance Committee** (meet 4 times a year)

Some authority to approve expenditure. Discusses suitable investment opportunities and plans the budget each year for submission to Full Council for approval.



- **Open Spaces and Environment Committee** (meet monthly)

Identify works required, projects to undertake etc and submit recommendations to Full Council for approval. Includes parish owned Open Space areas, ponds, play areas and liaising with outside organisations.



- **Staffing Committee** (meet as required)

Point of contact for Clerk/RFO regarding staffing matters, annual reviews etc. Involved in recruitment.



Working groups / parties - These can be convened as required for specific purposes or projects. They are “task and finish” groups and cease to exist when their task/project is complete.

✓ *They are not required to conform with statutory rules but cannot make any decisions.*

Role definitions within Ashington Parish Council

Councillors

Make policy decisions and agree strategy

- Elected or co-opted representatives of the community.
- Every councillor has an equal standing, and none can act independently of the council.
- Set the strategy and make policy decisions for the council.
- May be elected as the council representative on an outside body.
- Must abide by the adopted Code of Conduct.

✓ *It is not the role of councillors to involve themselves in the day-to-day management of the council.*

A **Chair** is elected annually by the other councillors. They -

- A responsible for the effective running of meetings.
- Have a second casting vote if a vote is tied.
- Convene and preside over elector's meetings such as the Annual Parish Assembly.
- Can call Extraordinary Meetings.
- May represent the council at various events.

A **Vice Chair** may also be elected in some councils - Ashington does. They carry out the role of Chair if they are absent.

✓ *Apart from the above functions, the Chair and Vice-Chair have no authority and cannot act independently of the council.*



Proper Officer (Clerk)

Carries out council decisions and manages administration

The council must, by law, appoint a Proper Officer (often called the Clerk).

The Proper Officer is responsible for -

- Day-to-day administration of the council.
- Ensuring the council meets its statutory duties.
- Advising and guiding the councillors to follow correct procedures in decision making.
- Once a legal council decision is made, to carry out that decision as quickly, accurately and cost effectively as possible.



- ✓ *The Proper Officer can advise and recommend, but they do not have a vote on any matter being decided by the councils*

Responsible Financial Officer (RFO)

Responsible for management of the council's finances

The council must appoint a Section 151 Officer (the RFO).

- The RFO is responsible for the day-to-day safe and effective management of the council's finances.
- In many parish councils, one person carries out both roles of Clerk and RFO - this happens in Ashington.



- ✓ *It is important to understand the council retains overall responsibility for the council's finances,*

Organisations that support Ashington Parish Council

Horsham Association of Local Councils (HALC) promotes matters of common interest to other member councils and promotes good practice. Ashington Parish Council has 2 councillors as representatives on HALC.

West Sussex Association of Local Councils (WSALC)

represents the interests of its member local councils with NALC. Its role is to encourage, represent, advise and train its member councils and ensure that the voice of the first tier of local government is heard across West Sussex. <https://wsalc.co.uk>



National Association of Local Councils (NALC)

is the national body for parish and town councils in England. They work with county associations to support, promote, improve and create sustainable councils. <https://www.nalc.gov.uk>



How do you become a Councillor?

Ashington Parish Council has 11 parish councillor seats. Local council elections are held every 4 years. If there are 11 (or less) people applying for a councillor position for Ashington, they are automatically accepted as a councillor (as long as they meet the legal criteria). If more than 11 people apply, there will be an election held at which parish residents can vote.



If a councillor vacancy occurs mid-term, this is advertised by HDC. A by-election will be held if 10 electors from the parish request for this to happen. If no by-election is requested, then the parish council can fill the vacancy by “co-option”.

What happens when you join the Parish Council?

Whether you have been elected or co-opted to become a councillor there are some initial “housekeeping” items that the Clerk will cover with you.

Paperwork to be signed

Declaration of Acceptance of Office – signed at your first meeting.

If you are absent from the meeting, the councillors must approve this be signed at the earliest opportunity. You cannot act as a member of the council until this is signed.

Code of Conduct – signed at your first meeting (or as soon as after that).

The supporting document must be read before signing.

This document provides ethical and behavioural guidance for councillors -

- Cannot be pre-determined on any matter
- Duty to register/declare interests
- Interests may be pecuniary or non-pecuniary
- Code of Conduct supported by NALC Civility and Respect Pledge
- Breaches of Code of Conduct reported to Monitoring Officer (HDC)
- Refers to the Nolan Principles (right) - standards expected in a public role



thetcmgroup.com

Register of Members Interests – must be completed and returned to the Clerk within 28 days (a legal requirement). A copy is uploaded to the parish council website and a copy sent to HDC.

Information you will be given

The Clerk will provide you with information including –

- Standing Orders – the “rules” of the council.
- Financial Regulations
- Budget information for the current year
- Annual accounts for the previous financial year
- Meetings calendar
- The Good Councillors Guide

Standing Orders are essential for regulating the conduct of council meetings and ensuring transparency, accountability and consistency. They include mandatory legal requirements and optional guidelines that have been amended to suit Ashington Parish Council. All the council’s policies and procedures are on the website, and it is important that you familiarise yourself with all of them.

There are also Full Council and Committee meeting minutes for the previous 2 years as well as 5 years’ worth of annual accounts and audits (a legal requirement), links to local and government organisations and the Neighbourhood Wardens information page.

The Clerk is happy to meet with you and answer any questions that you may have.

Will I have training?

We will look to get you on a training course as soon as one becomes available. You will also be paired with an experienced councillor as a “mentor”.



Will my personal details be made public?

Your name will be added to the website and any council committees you are a member of will be listed. The Register of Members Interests form is attached to your details – if you wish not to have your address published (or any other sensitive information), you will need to apply to HDC for an exemption.

Email address

You will be given a councillor email address which must be used for all council business.



Meetings

All Parish Council meetings must be “quorate” (have sufficient councillors in attendance) to legally conduct business. This is one third of the expected membership, with a minimum of 3. For Ashington that is a minimum of 3 for a committee meeting and 4 for full council.

The meeting is run by the Chair of the Council (or of the relevant Committee / Sub-Committee) with administrative support from the Proper Officer where appropriate.

Councillor attendance at meetings

Councillors are summoned to council meetings (and to committee and sub-committee meetings where they are a member) and are expected to attend unless they have a reasonable excuse which they must provide to the Proper Officer in advance of the meeting.

- It is for the councillors at the meeting to decide whether an excuse is reasonable, and whether they are prepared to accept the apology provided.
- A councillor failing to attend a meeting (or have their apologies accepted) for a period of six consecutive months is immediately disqualified and their seat becomes vacant.

Public attendance

Public are invited to attend the council, committee and sub-committee meetings but they are not public meetings.

- Public may only speak when invited to do so and this must be during the Public Adjournment session and relating to an item on the agenda.
- They may not speak after this session has been closed unless the Chair suspends Standing Orders to allow it.
- Press and public can be excluded for confidential items on the agenda, and these can be discussed during the Confidential Session.
- Confidential items may relate to staffing matters, a legal dispute or commercially sensitive information in relation to a contract.

✓ *It should be noted that an issue that may be embarrassing or controversial for the council is not necessarily confidential and as much of the meeting as possible should be held in public.*

Meetings calendar

The dates of meetings are agreed by council at the annual parish council meeting for the upcoming council year. These can be subject to change if a meeting is cancelled, or the date moved.

Annual Parish Council Meeting

This is the local government equivalent of an AGM and always takes place in May (in line with the month local elections take place). Each year a Chair and Vice-Chair will be elected, and it is the meeting where councillors are appointed to committees and to other external organisations. Other important council documents are reviewed and approved, such as the Standing Orders and Financial Regulations.

Extraordinary Meetings

The Chair may convene an extraordinary meeting of the council at any time. If the Chair does not call an extraordinary meeting of the council within 7 days of having been requested to do so in writing by 2 councillors, any 2 councillors may convene that meeting.

Annual Parish Meeting / Annual Parish Assembly

This has different names and is commonly confused with the annual parish council meeting. It is however not a council meeting, although the council Chair can convene and preside over the meeting (or an elector present at the meeting). This is a meeting of the parish electors (councillors are not obliged to attend).



The meeting must take place between 1st March and 1st June. The meeting is an opportunity for the residents to raise issues, celebrate local activities and an engagement opportunity outside of the formal setting of a council meeting. It is a legal requirement to hold this meeting.

2025 - 2026			
Month	Date	Time	Meeting
May	8th	7.45pm	Annual Parish Council Meeting
	22nd	7.30pm	Planning Committee
June	12th	7.45pm	Parish Council
	26th	7.30pm	Planning Committee
July	10th	7.45pm	Parish Council
	24th	7.30pm	Planning Committee
	24th	8.00pm	Finance Committee
August	14th	7.45pm	Parish Council *
	28th	7.30pm	Planning Committee
September	11th	7.45pm	Parish Council
	25th	7.30pm	Planning Committee
October	9th	7.45pm	Parish Council
	23rd	7.30pm	Planning Committee
November	13th	7.45pm	Parish Council
	27th	7.30pm	Planning Committee
	27th	8.00pm	Finance Committee
December	11th	7.45pm	Parish Council
	18th	7.30pm	Planning Committee
	18th	8.00pm	Finance Committee
January	15th	7.45pm	Parish Council
	22nd	7.30pm	Planning Committee
February	12th	7.45pm	Parish Council
	26th	7.30pm	Planning Committee
March	12th	7.45pm	Parish Council
	26th	7.30pm	Planning Committee
April	9th	7.45pm	Parish Council
	23rd	7.30pm	Planning Committee
	23rd	8.00pm	Finance Committee
May	14th	7.45pm	Annual Parish Council Meeting
	21st	7.30pm	Annual Parish Meeting
	28th	7.30pm	Planning Committee

Meetings are held on a Thursday unless otherwise stated.
Meetings will be held in the main hall except Planning and Finance meetings to be held in the small hall.
Planning Committee meetings may be cancelled if there are no new applications to discuss.
Dates and venue may be subject to change - notification will be via the website and Facebook page.
* August meeting to be confirmed.

Clerk to the Parish Council: Lee English Telephone: 07951 009655 Email: clerk@ashingtonpc.org.uk

How do I prepare for a meeting?

The agenda for a meeting is published on the website 3 clear days before the meeting (ie not including the day of the meeting, a Sunday or Bank Holiday) and is sent to all councillors.

The Clerk will also send you notes ahead of the meeting (for councillors to view only) which will provide additional information to support the agenda items. Please make sure all supporting documents are read as these will provide the background information required to make decisions.



Decision making at meetings

Decisions made at council, committee and sub-committee meetings are made by those present and eligible to vote.

- A councillor may not vote on a matter where they have declared an interest.
- A question requiring a vote (often called a motion) is put to the meeting, and a vote will be called for.
- Votes are cast in public and normally by a show of hands.
- In the event of a tied vote, the Chair of the meeting has a second casting vote.
- Valid decision must be reached in the correct procedural manner and be reasonable.
- Reasonable means take account of proper considerations, leave out irrelevant considerations, made for a proper purpose, proportionate, have regard to fiduciary duty to taxpayers, and be fair.



✓ *It is unlawful to make a decision on a matter not on the agenda.*

Minutes

The Clerk will produce minutes of the meeting. These are not a verbatim transcript of the meeting as by law only certain statutory information and a record of decisions made is required. However, there will usually be an additional narrative to help those reading the minutes understand reasons behind decisions. There is only one set of agreed minutes for each meeting, so confidential items will be included using discretion to ensure confidential information is not disclosed.



✓ *Any challenge to the minutes should only relate to matters of factual inaccuracy.*

How is Ashington Parish Council financed?

The council is primarily financed by the precept and any income it generates from services and facilities.

Other sources of funds can include interest on savings, CIL funds, and grants.

Precept

The precept is the amount of money calculated as the shortfall after a council's predicted income is deducted from its planned expenditure for the next financial year. This is the amount of money required by the council to carry out its everyday duties and functions.

- The Finance Committee prepare the budget with the Clerk / RFO and present the proposed precept request to Full Council for approval.
- The Clerk submits the precept request to HDC - the billing authority.
- The precept amount is received in 2 amounts in April and September.

Income from Parish Council owned Assets

Ashington Parish Council do not own the main village community facilities and assets. Therefore, this usual revenue stream for a parish council is unavailable to us. We do however own an undeveloped plot of land on the London Road, known as the Parish Yard. There is a "live" planning application for a small Parish Council and Neighbourhood Wardens office on the site, but water neutrality issues have prevented this being built. Currently this is rented to a local business for parking, generating £135 per month.

Community Infrastructure Levy (CIL)

CIL is a levy that local authorities can choose to charge on new developments in their area. The money is used to support those developments by funding infrastructure that the council, local community and neighbourhoods want. Previous CIL receipts received by APC have recently been allocated to asset replacement in the village. CIL receipts due to be received from the Neighbourhood Plan developments will be allocated to an EMR for the provision of community facilities and other objectives highlighted in the plan.

Savings and Investments

The Finance Committee meet 4 times a year and all cash holdings are reviewed at that time. Funds are spread across a variety of bank accounts (currently 8) ensuring a mix of instant access, short-term, and long-term notice accounts. There is also the requirement to keep holdings in any one banking group under £85,000 for the purposes of the Financial Services Compensation Scheme (FSCS). Any interest is generated is treated as income for the purposes of the annual budget.

Reserves

Councils have no legal powers to hold reserves other than those for reasonable working capital requirements or specific earmarked purposes.

General Reserve - for working capital and to cover unforeseen events.

Earmarked Reserves (EMRs) - for projects, and long-term capital works.

Ashington Parish Council have a range of EMRs such as s106 funds given by developers to maintain Open Space land in perpetuity, reserves that are built up annually for the replacement of assets such as play equipment, and CIL funds received from developers to be used for community purposes. The EMR funds held are reviewed annually and any monies paid into them reviewed for the next financial year.

29/04/2025		Ashington Parish Council 2024/25		Page 1
14:57		Earmarked Reserves		
Account	Opening Balance	Net Transfers	Closing Balance	
320 EMR - Play Areas & Skatepark	29,324.88	1,354.04	30,678.92	
321 EMR - Election Fees	2,166.00		2,166.00	
322 EMR - Bus Shelter Etc. maint	3,391.99	743.81	4,135.80	
323 EMR - PWL Repayment	24,881.36	-6,220.24	18,661.12	
324 EMR - Software/IT	1,197.41	-178.66	1,018.75	
325 EMR - Speedwatch	3,353.62	145.00	3,498.62	
326 EMR - Defibrillators	1,752.91	-890.00	862.91	
327 EMR - Parish Yard Café	38,241.46		38,241.46	
328 EMR - Administration	-7.98	10.00	2.02	
329 EMR - Grants	1,391.72	500.00	1,891.72	
330 EMR - Girls Only Event	500.00	-500.00	0.00	
331 EMR - Street Trees	1,744.92		1,744.92	
332 EMR - Community Funding	3,682.27		3,682.27	
350 S106 Open Spaces	73,650.96	-5,854.78	67,796.18	
360 CIL Deadline Oct 2025	2,179.31		2,179.31	
361 CIL Deadline May 2025	263.88		263.88	
362 CIL Deadline Oct 2026	13,430.81		13,430.81	
	201,145.52	-10,890.83	190,254.69	

How are Ashington Parish Council funds spent?

Who decides how money is spent?

Decisions regarding expenditure are agreed at Full Council meetings. The Finance Committee has authorisation to approve expenditure up to £10,000 if necessary (ie if a monthly meeting has been cancelled). All expenditure must be in line with previously approved budget limits or must be agreed by council if not a previously agreed budget item.

For services and works, quotes are obtained in accordance with the Financial Regulations and presented to council for a decision on the quote to be accepted.

What are funds spent on?

There are many areas of expenditure for Ashington Parish Council such as -

- Staffing (Clerk / RFO)
- Neighbourhood Wardens
- Youth Club worker support
- Landscape Maintenance
- Administration
- Insurance
- Hanging baskets
- Dog and litter bin emptying
- Assets maintenance
- Playground inspections

How is expenditure monitored?

Internal - All invoices are checked and signed by 2 councillors before being approved for payment at Full Council meetings. Expenditure is published monthly with the meeting minutes.

The Clerk / RFO carries out bank reconciliations every month, and these are checked quarterly by a councillor. Budget reports are also provided quarterly to monitor expenditure to date against the budget.

External - The parish council has 2 audits per year - an internal audit and an external audit. These are very stringent and require submission of all accounts, and explanations for any significant variances to the approved budget. 5 years' worth of information is required to be published on the parish council's website.

✓ *The council acts as custodians of public funds and retains overall responsibility for how the money is spent.*

What assets do Ashington Parish Council own?

The council owns a variety of assets such as land, and fixed assets and equipment. These are noted on an Assets Register which is updated to the website whenever an asset is purchased or disposed of.

Fixed Assets and equipment include -

Street Furniture

- 4 bus shelters
- 3 seats / benches
- 4 Noticeboards
- Squeeze barriers
- Grit bins and bollards
- Speed Indicator Device

Play Area Equipment

- Turnpike Way
- Warminghurst Close
- Foster Lane over 12s
- Skatepark, Foster Lane
- Youth Shelter, Skatepark

Equipment

- Lenovo Laptop
- Macbook Pro
- Mobile phone
- Projector
- Speedwatch radar

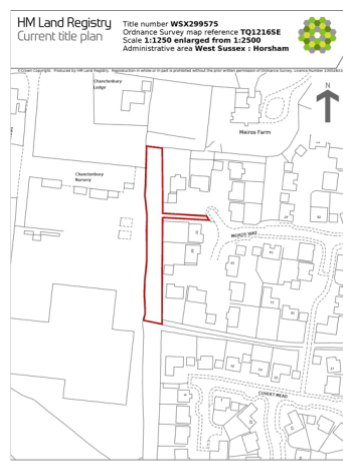
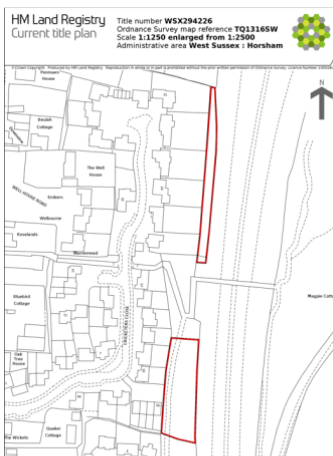
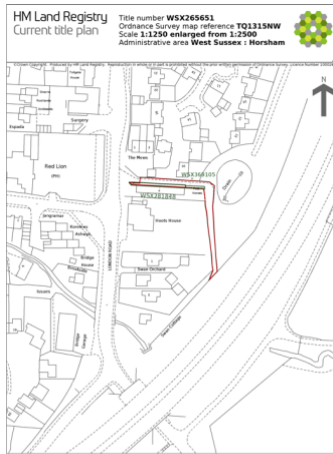
Defibrillators

- Defibrillators and cabinets x 4

Land includes The Parish Yard, London Road that was transferred from Washington Parish Council in 1960 following a parish boundary change.

Also, various Open Spaces transferred to the council when housing developments have been built. These include -

- Nature Trail adjacent to A24
- 4 balancing ponds
- Turnpike Way Play Area
- Warminghurst Close Play Area
- Land around Church Close
- Land around Covert Mead
- Woodland behind Covert Mead and Meiros Way
- Path between The Sands and Warminghurst Close



How are assets maintained?

Land inspections

These are carried out several times a year. This identifies any works that are required for assets repair or replacement, ground works, tree works etc. An action list is compiled, with works either to be carried out by the council's Landscape Maintenance Contractor or the Clerk will obtain quotes from external contractors if required.

Play Areas and Skatepark

Weekly inspections are carried out by 2 Playground Inspectors. This identifies any immediate actions required. An annual safety inspection is carried out by an independent inspection company. Following receipt of these reports, an action list is compiled, with works either to be carried out by the Playground Inspectors, the council's Landscape Maintenance Contractor or the Clerk will obtain quotes from external contractors.

The skatepark has an annual service that carries out basic repairs and treats the wood with preservative.

When any asset requires repair or refurbishment, funds may be used from existing EMRs or there may be opportunity to apply for a grant or use CIL funds.



What village assets are we not responsible for?

Ashington is slightly unusual to many parishes in that the parish council do not own many of the community's recreational facilities. These are managed by a charity, the Ashington Community Centre Trust (ACCT), on behalf of village residents. Formed in 1948, further information can be found on their [website](#).



ACCT look after the recreation field, community centre, Scout hut building (now a commercial gym), sports pavilion, youth club building (the old village hall), Multi Sports Court, under 12s play area, and the One Acre Field (Foster Lane).

There is some crossover between the two organisations in that the parish council lease a section of land on the One Acre Field that the over 12s play equipment sits on and lease the land the skate park equipment sits on.



The over 12s play equipment and the skatepark equipment is owned and maintained by the parish council.

Planning

Horsham District Council planning

Ashington Parish Council is a “statutory consultee” on planning applications in the parish. That means HDC are legally required to consult us prior to a decision being made. This is an important part of the parish council’s role in representing the parish residents views.

We may also be advised of HDC planning applications in neighbouring parishes particularly if they would directly affect Ashington. We liaise with this parishes as the impact of developments in one parish can directly affect those nearby; this could be for reasons such as transport concerns and access to local amenities and services.

Small scale applications can be discussed, and a response agreed, at either the monthly Full Council meetings or at a Planning Committee meeting, as the committee have been delegated to do this. Large scale applications will be discussed at Full Council meetings or sometimes an Extraordinary Meeting is called to allow sufficient time for public participation and discussing the application.

Consultee / representation on other planning matters



There are sometimes large-scale planning matters that can affect a wide area, that also have an impact on Ashington parish. One example is the Rampion 2 application to extend an offshore windfarm. The onshore cable route runs from Climping to near Cowfold and runs directly through the neighbouring parish of

Washington. This will of course have an impact on traffic in the area and directly affect residents of Ashington. The council took up the offer to submit representation to the Planning Inspectorate as part of the process.

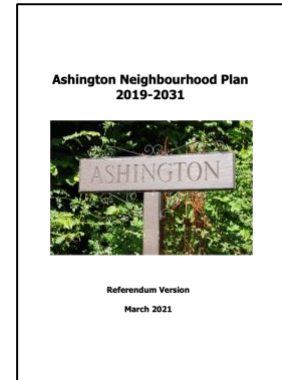
Statutory consultee for other (non-planning) matters

The council may also be a consultee on other matters that affect the village, such as WSCC Traffic Regulation Order (TRO) applications to reduce speed limits in our own, or neighbouring parishes. This is not actually planning application, but a legal process.



Ashington Neighbourhood Plan (ANP)

The parish council has a “made” Neighbourhood Plan in place. The plan was created by the parish council after extensive community consultation and research. It is the opportunity that a community has to express how they wish the future of the village to develop and is used to help determine future planning applications in the parish. It covers many issues such as housing, employment, heritage and transport in the area.



It took many years to carry out research and compile it into a plan that was then independently assessed, and voted for at referendum by the village residents.

Sites identified in the ANP for development -

DC/22/0372 - Chanctonbury Nurseries, Rectory Lane

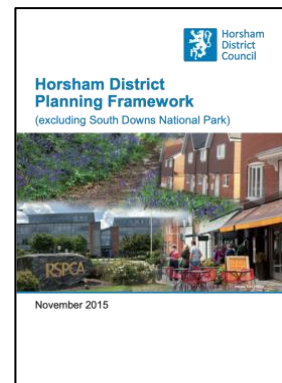
Application approved for 74 homes and currently being built.

DC/23/0406 - Land West of Ashington School, Foster Lane

Planning application for 152 homes still awaiting a date to be heard by the HDC Planning Committee.

Horsham District Council Local Plan

This is a document that sets out the strategic planning strategy for the district. It shows how HDC aims to meet social, economic and environmental needs of the district. The government requires all local planning authorities such as HDC to review the plan every 5 years. Currently the HDC Local Plan has been paused, and therefore the “current” Local Plan for the District is the Horsham District Planning Framework 2015.



Difference between a Neighbourhood Plan and a Local Plan?

Neighbourhood Plan - a community led process

Local Plan - a planning authority led process

Acronyms

There are many acronyms you will come across. These are some of the commonly used ones -

ACCT	Ashington Community Centre Trust
AFC	Ashington Football Club
AGAR	Annual Governance and Accountability Return
ANP	Ashington Neighbourhood Plan
APC	Ashington Parish Council
AYC	Ashington Youth Club
CIL	Community Infrastructure Levy
GDPR	General Data Protection Regulations
GPC	General Power of Competence
HALC	Horsham Association of Local Councils
HDC	Horsham District Council
JPAG	Joint Panel on Accountability and Governance
NALC	National Association of Local Councils
NW	Neighbourhood Wardens
RFO	Responsible Financial Officer
SAAA	Smaller Authorities' Audit Appointments Ltd
SLCC	The Society of Local Council Clerks
WSALC	West Sussex Association of Local Councils
WSCC	West Sussex County Council