



Ashington Parish Council

Minutes of the remote meeting held on Thursday 5th November 2020 at 7:45p.m.

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

Also present:

Clerk – Karen Dare

District Councillor: J. Blackall

3 Members of the Public

239/20 **Apologies for absence**

Apologies for absence were received and approved from:

District Councillor: P Circus

County Councillor: Paul Marshall

Neighbourhood Wardens: Bryony Sparks & Christina Arnold

No apologies from District Councillor J Saheid

240/20 **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 250/20 & 251/20)

241/20 **Public Adjournment**

Members of the public can ask questions. None

242/20 **Reports from District & County Councillors**

District Councillor John Blackall reported:

1. Local Plan update – HDC has responded to the two Govt. Planning White Papers. It asserts that the algorithm-calculated housing figures (1700 homes pa) are simply not feasible for Horsham District, especially in the current economic circumstances. Houses are not selling, thousands have planning permission but have not yet been built. There are no sanctions for developers who gain planning permission but do not build the homes and this forces HDC to give more permissions to satisfy Govt. housing delivery targets.
2. The HDC Local Plan proposes to build large numbers of homes in Ashington but there are no employment areas locally. Jobs and homes should be close to each other to meet the green agenda. Commuting in cars is not green.
3. The Local Plan and allocation of sites has been delayed until the results of the White Papers and housing numbers is known.
4. There have been many changes in employment levels in the area due to Covid19. Gatwick Airport is operating at much reduced levels and will remain like this for the foreseeable future. BA, Virgin, KLM have pulled out completely and EasyJet has reduced its services.
5. House building should wait until we see where the jobs are and how the local economy recovers.
6. Andrew Griffith MP spoke about this issue in Parliament and likened it to concreting from Crawley to the South Downs.

Questions:

1. How many homes have planning permission in Horsham but are not yet built?
7,000-8,000 currently. This represents 4-5 years of building targets. This is a nationwide problem and builders should be penalised for not building as it leads to more and more planning applications & permissions.
2. How much housing stock is currently unsold?
@£500million at Broadbridge Heath & Southwater. The economy has crashed in this whole area.
The Govt. is under pressure from several back-bench MPs. 1 million houses with planning permission nationwide have not been built.

District Councillor Blackall asked the Chairman if ACCT facilities had reopened after Lockdown1 as West Chiltington had reopened its hall to some users. The Chairman confirmed that the buildings had reopened for appropriate activities and he congratulated ACCT Trustees for following Govt. guidelines to the letter.

The Chairman thanked John Blackall for his attendance & report.

DECISIONS TO BE TAKEN:

243/20 Minutes of the Parish Council meeting held on 1st October 2020

The minutes of the meeting dated 1st October 2020 were approved as a true record and signed by the Chairman. Proposed by Cllr Kerrey, seconded by Cllr Kearney and agreed by all.

244/20 Kite & Thomas (Green Shed) - update

1. Demolition is complete & electrical works are ongoing. UK Power Networks reconnection is scheduled for 10th November. The Clerk is arranging a new meter & supplier.
2. The new name for the site is The Parish Yard. Thanks to all Councillors for their votes on names. The Clerk will inform HDC, utility companies etc.
3. Several Councillors are meeting on site on 6th November to have a tidy up – removing vegetation, putting safety barriers up, paint gates etc ready for short term use by mobile operators. It was agreed that the Clerk open the gates at 9am and Councillors could help anytime up to noon, the site is large enough to allow Councillors to spread out and adhere to Govt. guidelines.
4. Cllr Kerrey had designed a new logo for the site and Cllr Watson is drafting social media publicity. The Working Party agreed to purchase a sign for the outer wall with the new name and a chalkboard for promotion of activities on the site. Agreed by all.
5. The Working Party have arranged for a mobile café to come to site on the weekend of 14/15th & 28th/29th November. A draft Licence to operate has been received, Cllr Watson & the Clerk had amended and returned for signature. A meat seller had booked slots on 15th & 28th November. Other operators can book slots by contacting the Clerk. This activity is unaffected by new Lockdown restrictions as it is takeaway service only.
6. The Working Party are looking at getting food vans eg butchers, pizza etc to the site.
7. Cllr Watson is putting together a project brief for long term use of the site as several individuals, organisations and private companies have come forward and expressed an interest in running a permanent café on the site.
8. The Clerk has registered the site under the Parish Council's ownership with the District Valuer. She applied to them to have the property removed from the business rates register as it is empty/derelict (evidence of demolition, power disconnection etc), and this has now been confirmed as effective from 12th October. HDC Business Rates department will be informed of this decision by the District Valuer and should issue an invoice for Business Rates for the period 1/10/20 to 12/10/20 to replace the invoice they sent for 1/10/20 to 31/3/21 for £1275.94.
9. Working Party members & Clerk met an Architect on site, and he has provided a quote for conducting a site appraisal and an hourly rate for drawings, planning matters etc. He did suggest that in the first instance the site should have a Topographical Survey & CCTV drains Survey. The Clerk has secured some quotes and the cost is @£500 for the topographical survey or @£750 for both surveys. Other costs are fencing, gravel etc. This cost can be met from the approved budget, although the Clerk checked with HDC and s106 funds can be

used. The Chairman asked District Councillor Blackall for his support with the s106 application, he agreed and would brief the other District Councillors about the project. The Clerk has been in contact with a local resident who may be able to help with the project.

Agreed by all

10. The Clerk paid £30 for a Southern Water plot of wastewater pipes in the area and the nearest is the main sewer in London Road. Approved.
11. The Clerk checked the ownership/designation of the land between the site wall and main road and it is all designated highway/footway. Therefore, there are no major issues with access in/out of the site. WSCC Highways would be consulted on any future planning applications.
12. Free library – on hold for the time being.
13. The Council has been awarded a grant of £300 to investigate Community Sheds as a potential use on the site. KD CFWD

245/20 **Annual Inspection of Council land** – volunteers are needed for the annual inspection. In light of lockdown restrictions, it was agreed that the Chairman & Clerk undertake the inspection.

KD CFWD

246/20 **Correspondence received for Action** –

1. WSALC AGM 10th November 10am is now postponed & rescheduled to 2nd December, plus information about the WSALC consultation to ascertain whether SSALC services are representing good Value for Money, plus a survey on SSALC services provided to WSALC Parishes, plus various correspondence from other Parishes relating to this matter. An update on the SSALC Strategy Review due to be completed by December 2020 has also been received separately from SSALC. Councillors agreed that the Clerk complete the WSALC survey stating that SSALC services have been excellent in the past. No volunteers to attend the AGM. Some discussion about the role & value of HALC but it was felt that some agenda items are of interest and membership should be continued. KD D
2. Chanctonbury Leisure Centre – there are 2 operators looking to run the centre, possibly reopening sometime from December-April. The cost to reopen the centre is £126k and there is a deficit of £41k as Storrington PC & HDC have put some funds in place. It is suggested that Parishes might contribute funds according to membership numbers – Ashington has 5% of members (@45 resident) and would mean a contribution of £3950 (£88 per resident). Parish CIL funds can be used if considered appropriate. HDC are looking for any interest from Parishes. The suggested donation would be equivalent to 4% of the Council's Precept for the benefit of <2% of the population. ACCT had picked up some new bookings because of the leisure centre closure. John Blackall reported that HDC Leisure had received a £200k grant from Govt. but they may decide to use it on theatres/museums rather than spread it out into the Parishes. Concerns still needing to be addressed are: where is the business plan, what is to stop it going bankrupt again, will the money ensure it can open, what is the long term outlook, how does it fit with HDC Leisure provision strategy? Clerk to ask for more information about the Council's concerns. KD CFWD
3. Committee on Standards in Public Life has recently launched a consultation as part of its review into the institutions, processes and structures in place to support high standards of conduct. Clerk to complete. KD D
4. Community Minibus Association wish to discuss the future of the minibus in Ashington. Councillor Linehan volunteered to gather information & discuss with the Community Minibus Association. Cllr Moss asked if this issue is part of a wider social need for some residents? The Chairman stated that Ashington does a lot for its elderly/vulnerable via the Neighbourhood Wardens and suggested Cllrs Moss & Linehan collaborate on this issue. PL/TM CFWD
5. Ashington Youth Club ask to use the PC Zoom account for their AGM on 11th November. Agreed.

247/20 **Meetings attended by Councillors** –

- a. The Clerk, Chairman & Cllr Kerrey had met with an architect at The Parish Yard site.
- b. Cllr Moss & Morris had attended an ACCT meeting.

- c. Cllr Moss & Kearney attended the annual meeting of HDC and HALC on 21st October.
- d. Cllrs Stillwell & Morris had missed a Wardens Steering Group meeting on 4th November for various reasons. Another meeting would be arranged.
- e. The Clerk accompanied Lee English (ACCT) at a meeting on 12th October with a consultant appointed by HDC to look at the condition of community buildings in Ashington. This is part of a District wide survey of community buildings that forms part of the evidence base for the HDC Local Plan.
- f. The Clerk & Chairman met with Paul Marshall on 30th October to discuss the new WSCC Education requirement from the Neighbourhood Plan and had a Zoom meeting with WSCC Education/HDC on 4th November.

248/20 Matters raised by Councillors

Speedwatch update from Cllr Kerrey: We have managed to continue a regular presence on the Billingshurst Road over the last month, although with the onset of Autumn and shortening days our teatime sessions around 5pm are now around 3pm until the spring.

There have been two significant changes we have noticed, one, drivers are becoming less pleased at our presence and displaying their feeling more often. We had one driver, who had been speeding, stop and berate us for irritating motorists on a road that was not an accident black spot nor seemed to warrant our presence at all. We reminded him that our role was education and not to penalise, not that he was listening, but perhaps when he receives the letter from the Police he will understand. Secondly and more encouraging, we have noticed that overall traffic speeds seem to have reduced which suggests drivers are more aware of our presence.

One piece of information I mistakenly omitted from my last report were the number of vehicles reported for the month of September, which was 232. October's figure was 193. This continues to equate to 10-12% of total traffic volume.

Finally, and significantly, further to the news regarding the National Lockdown which began today, it will not surprise you that Speedwatch has been suspended until further notice.

Storrington PC had recently written an article to its residents about the purpose of Speedwatch. Cllr Kerrey would send this to the Clerk for publication.

PK D

It was agreed that the Chairman write to all Speedwatch volunteers thanking them for their help.

NS D

Defibrillator update from Cllr Watson: Defibrillators have now been installed in the new cabinets. He will update the map and send to the Clerk for publicity.

TW D

Cllr Kearney reported that the pavement outside Tollgate House, London Road was being damaged by tree roots and is becoming unsafe. Clerk to report to WSCC.

KD D

249/20 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.

The Hanging baskets are due to be removed by the end of the month. Given the difficulties & cost to approve these each year does the Council wish to consider an alternative to baskets eg planters that stand on the verges. This could help with the parking on verges issues, especially as some bollards have been knocked down recently. There may be grants for street improvements?

CFWD

PLANNING

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

250/20 Neighbourhood Planning Update

The next stage in the Neighbourhood Plan process is to appoint an Examiner. The Clerk has circulated candidate's details as provided by HDC. She suggests David Hogger or Derek Stebbing.

Agreed by all.

KD D

The latest round of consultation (Regulation 16) has led to a new piece of evidence being presented to the Parish Council by WSCC Education which is a significant departure from their previous consultation comments. Previously they made no request for additional land/school infrastructure so none could be included in the Neighbourhood Plan. They now require 0.1ha of land be allocated for additional schooling in Ashington (0.5 Forms of Entry). This is to accommodate the children from the proposed 225 Neighbourhood Plan homes. They also request an additional 0.44ha land be safeguarded for the school to allow future school expansion to 2 Forms of Entry ie 2 classes per age group, doubling the size of the school. WSCC reviews school place requirements & pupil place data annually and its data changed between Regulation 14 and Regulation 16 Neighbourhood Plan consultations.

This request for 0.54ha of allocated/safeguarded land is further supported by HDC – “As a local planning authority, Horsham District Council are obligated to forward plan for our communities which includes educational provision. This is set in national guidance. It follows Horsham District Council would seek to safeguard 0.54ha for school expansion through the neighbourhood plan. This will ensure the future development of Ashington will be sustainable and flexible beyond the plan period with the existing school will be at the heart of your community core.” HDC had previously made no comments about schooling or additional land.

The Parish Council considers that only allocating 0.1ha for the Neighbourhood Plan homes would be detrimental to the village in the long term. If Ashington is to expand further eg the 400 additional homes put forward by HDC in their draft Local Plan then a whole new school would most likely need to be built. This would probably have to be on land north of Rectory Lane, thus potentially shifting schooling out of the heart of the village and possibly necessitating sale of the existing school site for housing to fund the new school.

Discussions with Site 6 (Church Farm) on this issue have led to them agreeing to safeguard the 0.54ha land, adjacent to the school.

Councillors approved this course of action. A Statement of Common Ground between the PC, WSCC, HDC & Landowner had been prepared and was approved by the PC. It needs to be agreed by all other parties before being submitted to the Independent Examiner.

Other comments from Regulation 16 consultation are: WSCC Highways raise no concerns with the proposed access road, HDC agrees with the number of homes proposed (although states that the Local Plan may yet further increase the numbers of homes in Ashington) and Historic England describe the Ashington Neighbourhood Plan as ‘one of the most interesting to see come forward in the South East of England over the past few years.’ They raise no objections to the Plan and recognise that it affords good opportunity to protect and enhance heritage assets in the Church Farm area.

Thanks to those residents that sent Regulation 16 responses to HDC. Concerns were: lack of infrastructure, highways & access, environment, heritage, scarcity of water, no employment, no medical facilities, pressure on small Co-op etc but without any objections from the Statutory Authorities responsible for these services/facilities we have no evidence to support these concerns. The Neighbourhood Plan continues in an environment of huge pressure to deliver many thousands of new homes in Horsham District.

The Clerk has drafted a Press Release for the PC website, Facebook page etc. Agreed by all.

251/20 HDC Local Plan Review Update – no updates.
Cllr Woolley was readmitted to the meeting.

252/20 Minutes of the Planning Meeting held on October 14th, 2020
Minutes of the planning meeting has been distributed to Councillors. Agreed by all.
There was no meeting on October 28th as there were no applications to discuss.

253/20 Planning Applications –

DC/20/1991 - Demolition of existing detached garage and erection of double storey side extension -
1 Fairfield Road

The Council has no objections.

FINANCE

254/20 Correspondence –

1. The Clerk has a lot of Annual Leave left to take (45 hours although some will be used at Xmas). Councillors considered either allowing surplus to be carried forward to 2021, payment in lieu of holiday or asking the Clerk to use it up before 31st December. The overtime budget could be used and has sufficient funds. This is purely because of Covid. It was agreed that the Clerk could be paid in lieu of holiday depending on how much remains after 31st December 2020 or could use the holiday before 31st December 2020.
2. HDC – a CIL payment of £2,179.31 has been received from DC/17/1945. This represents 15% of the total received by HDC. If the Parish had a made Neighbourhood Plan then it would have received 25% of CIL funds.
3. WSCC Pension Funding Strategy – changes to some wording. No response is necessary.
4. The Clerk reported that:
 - a) The quarterly bank reconciliation for 30th September had been prepared and needed approval. The Chairman agreed to sign the paperwork.
 - b) The quarterly budget report for 30th September showed that there are three areas of overspend – Land Registry Fees £9, Neighbourhood Plan £245 (covered by the grant) and The Parish Yard £4862. A budget of £15k was allocated in October 2020 to The Parish Yard to get the site upgraded ready for occupation.

255/20 Expenditure (Appendix 3)

It was resolved that the schedule of invoices for payment totalling £6,213.93 for November 2020 be approved. Agreed by all.

FOR INFORMATION ONLY:

256/20 Neighbourhood Wardens Report (Appendix 1)

257/20 Youth Worker Report (Appendix 2) –

Youth Club reopened on 12th October 2020 and then closed for Lockdown2.

258/20 Correspondence received for Information –

1. Sussex Police - change the name of the Prevention team to the Neighbourhood Policing Team
2. Healthwatch West Sussex – community partnerships report
3. Horsham District Older Peoples Forum (HDOPF) is hosting (supported by Horsham District Council and Age UK Horsham) their highly popular annual 'MP Question Time' event for local older people on Friday the 6th of November (emailed to Councillors)
4. Gatwick Airport – introduction of forecourt charging
5. Email from a Steyning Parish Councillor about threatening behaviour towards 6 Steyning Parish Councillors.
6. HDC – formal adoption of Statement of Community Involvement

PLANNING

259/20 Planning Correspondence –

1. HDC – reorganisation of Planning Compliance Team
2. HDC response to the Govt. White paper planning reforms. Also copies of other Parish Council's responses.

260/20 New Enforcement Allegations – none

DC/17/2418 Relocation of boundary fence – 16 Covert Mead. Application was refused but fence has not been put back to where it was.

261/20 Horsham District Council Decisions

Approvals –

DC/20/1577 Conversion of loft space over double garage to create guest accommodation - Woods Cottage Muttons Lane

DC/20/1440 Fell 2 x Ash Trees – Welbourne, Well House Road

DC/20/1612 Relocation of existing detached garage - Winstons Farm Muttons Lane

Refusals - none

Withdrawals – none

Prior Notifications –

DC/20/1777 - Prior notification for the erection of an agricultural feed store and machinery shed - Tricklewood Stables, Hole Street

Appeals – none

FINANCE

262/20 Income –

Environmental Cleansing Grant £1,945.00

CIL £2,179.31

263/20 ITEMS SUSPENDED AND CARRIED FORWARD:

AGM Business

264/20 Date of Next meetings

Planning Committee meeting: **7:30pm on Wednesday 18th November 2020**

Parish Council: **7:45pm on Thursday 3rd December 2020**

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

Meeting closed at 9.10pm

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

October 2020 – Ashington

Patrol hours TOTAL:	91	ASB incidents TOTAL:	2
Foot (high visibility)	42	Noise	
Vehicle	49	Neighbours	
Notices/warnings TOTAL:		Driving/vehicles	1
Fixed Penalty Notice		Bikes	
Yellow card warning		Alcohol/drugs	1
Community Protection Warning/Notice		Public order	
Parking alert		Clear up/disposal reports TOTAL:	4
Police reports TOTAL:	7	Fly tipping / flyposting	2
Phone (including 101 and 999)		Graffiti	1
Email	3	Dog fouling	1
Intelligence report		Litter	
E-CINS (multi-agency reporting)		Drug litter	
Verbal	4	Hazards	
Admin	34	Community events attended	3
Visits to vulnerable people (all ages)	15	School contact/engagement	0
Signposting	2	Reports to DVLA	0
Safeguarding referral	0	Reports to Operation Crackdown	3

ASB/crime/criminal damage

We have recently had an incident of anti-social behaviour in the community centre carpark/ multi sports court which has resulted in the closure of the multi sports court for general access. We have spoken to those involved, but there wasn't strong enough evidence to support Police action.

We attempted to remove some graffiti from the skate park ramp but we couldn't get it off. This has been reported and is being looked into whether it can be covered over with some fresh paint.

Parking/vehicles

Recently we have noticed an increase in some of our younger drivers removing their front number plates. This has been reported into the Police for action where appropriate.

Fly tipping/littering/graffiti

There have been two incidents of fly tipping in the Parish this month. One just off the roundabout north of the village which was reported to us and the second was along Old London Road. Both incidents were reported to Horsham District Council and removed.

Community engagement/events/meetings

We recently met with Paul Marshall regarding a sewage problem in the village. This is ongoing.

We held two Bike safety events during half term in conjunction with The Bike Side, Partridge Green. Tom from the Bike Side gave his time for nothing to check people's bikes were safe to ride. We also took the opportunity to give out free bike lights and some other freebies given to us by Sussex Safer Roads Partnership. Across the two days we had around 30 bikes checked over for safety issues and advice and lights given out to everyone that needed them. We are hoping to run this again next year hopefully in the summer all things permitting.

We had the pleasure of meeting Johnny the new church Youth Worker. We are hopefully going to meet again once lockdown is over and look at joint outreach patrols in the village.

We attended the light party at the Church on Saturday 31st October. It looked like a huge success.

Patrols (foot/visible and car)

We have covered the whole village across the month on foot and in the vehicle. We have concentrated our efforts on hi visibility patrols to deter any potential criminal activities or any anti-social behaviour.

Elderly and youth

We have been working closely with two of our young adults around substance misuse. This is ongoing and we have signposted where appropriate to try and get them the right support.

We are looking at increasing our newsletters to the elderly and vulnerable in light of the second lockdown. If anyone has any ideas of activities they can do from home then please feel free to contact us at the office or email us at Ashington.Wardens@horsham.gov.uk .

Licensing

Nothing to report.

Dog related issues

We have had reports of an increase in dog fouling on the recreation ground which is affecting the football team playing safely. We are looking at how we can monitor that area and deter people from not picking up after their dog.

Prior to the above report we foot patrolled the whole of the village to spray all of the dog poo we could find to try and stop people from walking in it and to highlight the problem. We had some nice feedback from residents whilst doing this that they find it helpful.

Cycling

After seeing how many young people are riding around the village on their bikes without lights we decided we needed to have some lights to give out to them so they can be seen. With it getting darker earlier some of them were wearing dark clothing and drivers would struggle to see them. We teamed up with Sussex Safer Roads Partnership to get free bike lights to distribute on the back of our Bike safety event.

Parish specific/other

We carried out hi visibility foot and mobile patrols on Halloween to make sure everything went smoothly. There were a lot less people out because of the current situation compared to previous years.

We have completed two litter picks this month whilst on foot patrol.

Appendix 2 – Youth Worker Report

Youth Worker's Report - October

We have successfully managed to open youth club for two weeks before half term, using a new online booking system to good effect. We have run two sessions on Monday nights and one on Thursdays. Attendance has been low as expected, because we have to limit numbers and people are still showing caution with regards to Covid. We have had good conversations with the young people, welcoming them back into a social space, for some, for the first time in seven months. We have decided to wear face shields instead of masks as it improves our communication with the young people.

Our new gazebos have offered a dry space outside for food and drink to be eaten, and our newly revamped kitchen makes the whole space nicer to be in! People are generally following Covid protocols with the odd lapse in concentration here and there.

We have five new interns at church who are all on the rota to support the club, and have done so expertly, especially in my absence one week due to awaiting a Covid test (it came back negative thankfully!).

Helen, our cleaner, continues to work for free at the club to ensure the space is Covid-safe every session – we are very grateful! We are in the process of receiving a fogger to enable even quicker and more thorough cleaning.

I have met with the Wardens and with the new church youth worker, Jonny Fossey, to talk about new initiatives that we might be able to run in December or the new year – such as healthy relationships or healthy minds courses.

I have joined a group of youth workers in the Horsham region who meet monthly on Zoom to talk about what things are going well, what areas we need support in and generally building each other up and stealing each other's ideas!

Appendix 3 – Expenditure

Karen Dare	Home office (October)	£20.00
	Southern Water search	£30.00
	Microsoft Office annual subscription	£79.99
	McAfee Anti-virus software annual renewal	£69.99
Mark Adsett	Landscape Gardening (October)	£587.50
	Hanging Basket watering	£130.00
Ashington PCC	Invoice YW-2020-08 (October)	£1,083.33
WSCC	Salaries and Costs (October)	£1,794.81
Rabbit Demolition	Green Shed demolition	£2,220.00
T. Kearney	Play area repairs sundries	£35.81
WSCC	Payroll charges	£47.30
EcomSolutions	Website & Email hosting	£115.20
		£6,213.93

All to be paid by Bank Transfer

Appendix 4

Funds held by the Parish Council on behalf of others (as at 31st December 2019):

Ashington Rangers £724.01

Ashington Residents Association £615.85