



# Ashington Parish Council

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## Minutes of the meeting held on Thursday 2<sup>nd</sup> October 2019 at 7:45p.m. in Ashington School, Foster Lane.

**Present: Councillors:** N. Spiers, S. Ball, T. Moss, T. Kearney, P. Kerrey, J. Stillwell, L. di Castiglione & G. MacPherson, J. Morris, M. Woolley & T. Watson

**Also present:**

Clerk – Karen Dare

District Cllr - P Circus

8 Members of the Public

Invited Guest – Elizabeth Greenfield Ashington First Responder

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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.

**206/19 Apologies for absence**

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

**207/19 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 announced that he had recently been appointed as Vice-Chair of ACCT. His Register of Interests already includes his role as Trustee of ACCT.

**208/19 Minutes of the Parish Council meeting held on 5<sup>th</sup> September 2019**

The minutes of the meeting dated 5<sup>th</sup> September 2019 were approved as a true record and signed by the Chairman. Proposed by Cllr Kerrey, seconded by Cllr Ball and agreed by all.

**209/19 Invited Guest – Elizabeth Greenfield Ashington First Responder**

The Responder Scheme started in Ashington in 2003 with 3 volunteers, in 2005 it went down to 2 volunteers and in 2017 both stepped down for personal reasons. Elizabeth had still been training volunteers in basic resuscitation but not responding to emergencies.

Ashington currently has 2 defibrillators: Community Centre and Ashington Autos. She would like to have 2 more eg Social Club & possibly Old School or near The Sands but they need an electrical connection.

It is well known that a defibrillator is very easy to use as the machine talks a person through what they have to do, but a stressful situation can affect a persons' ability to use a defibrillator. Therefore, she would like to give training to as many people as possible.

SECamb took control of Community Responders in 2003 & send 999 calls to local Responders but even in the absence of Ashington Responders they are not recruiting in this area.

There is a Phone App (GoodSAM) that 1st Aiders can download and register with whereby if there is a 999 emergency in their local area they are notified by the App and can attend. This is not controlled by SECamb but may be worthwhile investigating.

Elizabeth confirmed that she has 1 spare defibrillator and 1 for her own use, the clerk has one (which belongs to Ashington but needs new pads & battery) and the Wardens have one (needing new pads & battery) so there are 3 spares that could be used around the village. The defibrillators were originally bought through fundraising and Parish Council donation.

It was agreed to set up a Working Party to look at this with Cllrs Kerrey, Moss & Watson joining the Responder.

**CFWD**

### **210/19 Neighbourhood Wardens Report (Appendix 1)**

Update from the Chairman on the Warden Steering Group – there is no report this month as one Warden has been absent the past few days and the report is on her laptop. Reports will be put on a shared drive in the future so that both Wardens & their Supervisor can access them. An informal meeting was held with Cllr Ball, Christina Arnold (new Warden) and Carly Jenkins (Warden Supervisor) on 30<sup>th</sup> September.

HDC have confirmed that dog fouling and littering in public spaces is a breach of a District-wide Public Spaces Protection Order and does not require Parish Byelaws to be created.

The Chair invited questions: None

### **211/19 Youth Worker Report (Appendix 2)**

The Vice Chairman gave an overview of the report. The Youth Club members are organising a village-wide litter pick including posters, equipment, bags & collection etc etc. This will be on 9<sup>th</sup> November 2-4pm.

From 7<sup>th</sup> October the Youth Club will be open Mondays & Thursdays 3-5pm for after-school drop-in sessions. The cost is 50p per session and attendees will need to be members of the Youth Club.

### **212/19 Report from District and County Councillors**

District Councillor Circus reported:

1. HDC have been notified by WSCC that as from 1<sup>st</sup> December residents will need to show some form of identity at amenity tips. This is to stop 'waste tourism' whereby residents from out of area dispose of their rubbish. This has the potential to cause significant problems, especially when people help out family/friends. It is estimated that @10% of waste comes from out of the District. HDC is going to formally write to WSCC to express its concerns at this measure.
2. HDC Councillors went on a 'coach tour' of potential strategic development sites across the District, looking for main strategic sites that will deliver large scale housing numbers. This is part of the Local Plan Review. The areas they visited included Ifield, West Grinstead & Southwater. HDC need to keep a 5 year Housing Land Supply in order to stop inappropriate development in the District. There are lots of other smaller sites with some in Ashington.

Questions were invited from Councillors –

1. With HDC 9000 homes short where does this leave Neighbourhood Plans that Parishes have been working on for 3+ years? HDC is in discussions with the Minister for Housing over numbers. Neighbourhood Plans will be one of the planning documents that inform planning decisions. It is far better to have a Neighbourhood Plan than not have a Plan.
2. When are Neighbourhood Plan housing numbers counted by HDC? At Regulation 14 stage the Plan has some weight and numbers are counted. Lots of villages haven't got as far as Regulation 14 and so they will have homes planned by HDC.
3. The Clerk asked if the HDC 'coach trip' had visited the south of the District, including Ashington? No, the furthest south they had come was Adversane, therefore, Ashington has no major strategic sites.

4. What about those Parishes that haven't allocated any sites or new homes? HDC is scrutinizing these Parishes and will allocate homes. All Parishes will need to take their 'fair share'.
5. Cllr Moss reported that there is a disconnect between reporting Fly Tipping on LoveWSussex as it is a WSCC App but HDC deal with fly tipping. This WSCC/HDC conflict, alongside that of HDC being responsible for bin emptying but WSCC operating the amenity sites is creating problems for residents. Two-tier government has problems like this.

Questions from Members of the Public:

1. Every Parish should have its own Neighbourhood Plan but if they don't will HDC allocate sites? Yes, it's not obligatory to have a Neighbourhood Plan and some Parishes may be hoping that by supporting developments in other Parishes means they will not be allocated sites in their own Parish. ALL Parishes will have to have homes and without a Neighbourhood Plan then Parishes are at the mercy of HDC.

213/19 **Young Persons Adjournment** – none

214/19 **Public Adjournment**

Items NOT relating to the Neighbourhood Plan:

1. A resident asked where the overgrowing trees were that are referred to in Minute 216/19a? A member of the public identified himself as being the resident referred to in 216/19a. He lives in Warminghurst Close and the trees are along The Sands path. The resident explained to Councillors why he would like the trees trimmed.
2. A resident asked why WSCC has not undertaken kerbside weed spraying as all roads are looking a mess. Clerk to contact WSCC.
3. Are the hanging baskets still being watered? The Clerk confirmed that the Council normally waters for 16 weeks but this year it had watered for 18 weeks as the baskets were still looking good at 16 weeks. Watering stopped at the end of September when the cold nights began to take their toll, however, the baskets would remain up until they were looking bad (usually end of October).

Cllr Woolley left the room.

Items relating to the Neighbourhood Plan:

1. A resident reported that someone had knocked on his door some time ago and said that sports facilities for a ladies football team were being offered in return for new homes. Did the Parish not need a Doctors Surgery rather than sports facilities? He has problems getting an appointment at the local surgery. The Chairman explained that the Neighbourhood Plan had selected 3 potential development sites out of a total of 26, following an in-depth site assessment process conducted by a Planning Consultant. HDC had agreed a figure of 225 homes is appropriate for Ashington to 2031 and the village is simply not large enough to warrant a Doctors Surgery, especially when there is spare capacity for new residents at local surgeries.
2. A resident reported wide-scale tree felling on Chanctonbury Nurseries site. The Chairman explained that there are no TPO's protecting the trees, it is private land and the owner can do what he likes with the trees, no laws were being broken.

Cllr Woolley returned to the meeting.

215/19 **Action List Update (CFWD = carry forward to next meeting, D = delete)**

- a. ACCT working together – the Clerk has drafted an Advert & job description and sent it to the Chairman & Vice Chairman for comment. The Wardens are actively litter picking during their working week so communal areas are being cleared regularly. **CFWD**  
The Clerk has asked the Wardens what litter picking resources they have and is waiting for an answer **Clerk CFWD**

- b. There but Not There Armed Forces Covenant grant – Creation of a Memorial Garden & further grant application. A new grant application is being prepared by Cllr MacPherson.
- c. Volunteering – how do we encourage more residents to get involved in local volunteering opportunities? Cllr Morris had prepared some thoughts:  
 Problem: Not enough people are volunteering in the village to assist in the running of the numerous clubs etc and as a result, activities are being cancelled.  
 Background: Previous appeals have not been successful (how were they done?). There is a hard core of dedicated volunteers. People tend to volunteer when it is in their own interest eg Speeding in certain areas. Apparently 20+ volunteers responded to the recent ACCT Survey.  
 Discussion: Follow up with potential volunteers from ACCT survey; determine where volunteers are needed and what skills are required; create a register of volunteers with contact details, skills etc. This could either be organised and run as an independent unit or under the auspices of the Parish Council, ACCT or Church etc; suspect there may be some resistance to this approach as user may feel a sense of ‘ownership’ of their volunteers. It should be stressed that any register is there primarily as a back-up system. Check to ascertain whether there is any duplication and whether any clubs/activities clash.  
 Launch a new appeal? Posters, social media etc.  
 Many residents in this village struggle for time as they are busy working families. Some Clubs have tried really hard to find volunteers eg Youth Club and still can’t get enough. Friends of Ashington was set up to help the Wardens with the clubs they were running eg Lunch Club, afternoon tea, bingo etc.  
 It was agreed that a Working Party of Cllrs Watson, Morris & Moss would look at this issue. **CFWD**
- d. Environmental items/projects – Cllr Moss had met with a WSCC Officer to talk about ideas for possible local projects eg plastic free village, refillable water bottles, charging points for electric vehicles etc. He is waiting for more information. **CFWD**
- e. Review of Data Protection/GDPR & HR Policies – GDPR Training policy, Privacy Notice, Subject Access Request Policy, Breach Notification Policy & form, Document Retention & Storage Policy, IT Security Policy for Staff. These are all available on the website at: <https://www.ashingtonpc.org.uk/our-policies-and-procedures/>  
 There are no proposed amendments. Agreed by all.

#### 216/19 Correspondence received for Action

- a. Consider a request from a resident to trim overhanging branches and reduce tree height by 3m on PC owned trees along the Sands path (at his expense). They have grown significantly and are now affecting his property. The Clerk has circulated photos by email. Agreed by all.
- b. Consider a request from a Billingshurst Road resident for the PC to investigate the installation of additional plastic speed signs and/or an electronic speed sign (examples of these are Steyning, Bramber, Henfield) to help tackle the speeding issue along this road. The Clerk had forwarded this request to County Cllr Paul Marshall but he had not responded by the time of the meeting. Cllrs Kerrey & Moss were leading the creation of a new Speedwatch group as a good number of volunteers have come forward. **CFWD**
- c. Invitation for your council to join the CAGNE Aviation Town and Parish Council Forum. No comments.

#### 217/19 Correspondence received for Information

- a. HALC Minutes including presentation from HDC on Local Plan Review – highlights are:
  - i. Adoption is aimed for late 2021
  - ii. Minimum 18,409 homes are needed to 2036
  - iii. 9,479 have been identified already leaving HDC 8,930 short
  - iv. 500 potential sites have come forward to HDC
- b. Copy of Email from resident to HDC asking about whether Malthouse Lane can be declared a Conservation Area.
- c. HDC Review of Polling Districts & Stations

- d. Invitation to Discover Gatwick public meetings
- e. HDC Draft Corporate Plan
- f. Horsham District Older Peoples Forum annual 'MP Question Time' event will be held on Friday 22nd November 2019

#### **218/19 Meetings attended by Councillors**

Cllrs Spiers & Ball had attended the Youth Partnership meeting on 30<sup>th</sup> September 2019.

Cllr Stillwell & Ball attended a Warden Partnership meeting on 30<sup>th</sup> September 2019.

Cllrs Moss & Spiers had met with Dean Wadey (WSCC) to discuss environment projects and volunteering issues.

Cllr Ball had attended the Youth Club Committee meeting on 12<sup>th</sup> September.

Cllr Morris had attended an ACCT meeting on 26<sup>th</sup> September.

#### **219/19 Matters raised by Councillors**

Cllr Kerrey asked about the recent car thefts in the village. The Clerk confirmed that a man has been arrested and the Police have increased their patrols around the village.

Cllr Moss reminded Councillors that Woodlands Trust are offering free trees.

Cllr Ball asked that she be able to step down from the Wardens Steering Group. All agreed and Cllr Morris volunteered to take up the role.

#### **220/19 Chairman's Announcements**

The recent Risk Assessment review has highlighted a potential financial risk in that if ever Ashington Autos wished to vacate the PC land on London Road then the Council could lose 7% of its income and may have to raise the Precept to make up the shortfall. He asked if Councillors would support him opening up a dialogue with ACCT to ask them to service the Public Works Loan (not pay it back) on an annual basis, cost £6220.12. Agreed (Cllr Moss abstained).

### **PLANNING**

#### **221/19 Minutes of the Planning Meetings held on 18<sup>th</sup> September 2019**

Minutes of the planning meeting had been distributed to Councillors. Agreed by all.

#### **222/19 Planning Correspondence –**

- a. HDC – as of 1<sup>st</sup> November HDC will not be sending out paper copies of planning applications. Councillors will need to look at plans online and the Clerk will need to download plans onto a laptop and project them onto a screen if they wish to be viewed at meetings. The Clerk has asked the school if we could use their equipment. Discussion of resource impact – it was agreed that the Clerk look to purchase a Laptop Projector @£300. Additional Clerk time will be needed to prepare the plans ready for display each meeting. The School has agreed that the Council can use their projector in the short term. **CFWD**
- b. Steyning Neighbourhood Plan Regulation 14 Consultation – Steyning have finalised their evidence base, prepared a draft Plan but agreed not to allocate any sites because the work would not be done in time for the HDPF Review and would, therefore be overtaken by HDC's review of housing delivery. HDC will undertake site allocations in Steyning using the evidence base prepared in the Plan. No comments.

Cllr Woolley left the room.

#### **223/19 Neighbourhood Planning Update**

Regulation 14 consultation has resulted in some minor amendments being made to the draft Plan and supporting documents. There is one heritage issue still to address before the Plan can move forward to the next stage. 363 responses had been received during the Regulation 14 period and these have been captured & processed. A Steering Group meeting had taken place on 2<sup>nd</sup> October and the minutes would be available shortly.

It was commented that someone has seen Site 4 For Sale online by Devine Homes for £5million+. The Chairman reported that the Clerk had recently received an email stating that 'of all the neighbourhood plans I have seen yours stands head and shoulders above them in understanding and professionalism.' He thanked the Clerk for all of her hard work on behalf of the Council.

Cllr Woolley returned to the meeting.

**224/19 New Enforcement Allegations – none.**

**225/19 Planning Applications**

DC/19/1936 Erection of a detached 3-bay open garage with two wood stores near rear boundary opposite entrance to land - Land East Side of The Willows London Road  
The Council has no objections.

**226/19 Horsham District Council Decisions**

**Approvals**

DC/19/1421 Prior approval for the change of use from an agricultural building to dwellings (C3 Use class) - Westlands Farm Billingshurst Road

DC/19/1480 Conversion of existing outbuilding to granny annexe - 5 Timberlea Close Ashington

**Refusals**

DC/19/1445 Demolition of existing building and erection of 4-bed dwelling - Woolvens Farm Billingshurst Road

Outside BUAB, not essential to countryside location, not compliant with emerging Neighbourhood Plan and previous 'permitted development' had expired so was no longer valid.

**Withdrawals –**

DC/19/1848 Fell 1 x Group of Mixed Vegetation and Various Trees - Viney Close

**Appeals - None**

**FINANCE**

**227/19 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**
- c) Parish Council laptop – the Clerk & Cllr Kearney are working on a laptop specification with carry case and the expected features/functionality for @£900 inc VAT. Microsoft Office 365 is a £73.99 annual subscription and McAfee Virus protection @50pa. Agreed by all. **D**
- d) Consider a quote for £800 + VAT to replace the rotten leg on the swing frame on the Over 12s Play area. The replacement leg has finally arrived. Agreed by all, Clerk to arrange. **D**
- e) New Financial Regulations – NALC have issued new Financial Regulations 2019 and the Clerk has read them and, using the current financial regulations as guidance, amended the new version accordingly. Cllr Woolley suggested two minor amendments to s4.1 and 6.15. Agreed by all, Clerk to amend & circulate. **D**
- f) Clerks overtime – the Clerk has worked almost 40 hours overtime on the Neighbourhood Plan in recent weeks. She would like to claim payment for 30 hours at this stage and take time off in lieu for the other hours. Agreed by all.

**228/19 Income –**

HDC – Precept £50,418.50

HDC – Environment Cleansing Grant - £1,897.56

### 229/19 Expenditure (Appendix 3)

It was resolved that the schedule of invoices for payment totalling £5,465.74 for October 2019 be approved. Agreed by all.

### 230/19 Date of Next meetings

The next Planning Committee meetings are at **7:30pm on Wednesday 16<sup>th</sup> & 30<sup>th</sup> October 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 7<sup>th</sup> November 2019** at Ashington School, Foster Lane.

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

**Meeting closed at 9.15pm**

**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

To follow

### Appendix 2 – Youth Worker Report

September Activities

- We ran the following activities throughout September:
- Our first week back was met with poor weather so we abandoned the BBQ for a hot dog evening instead. The youth enjoyed them, and loved being back!
- We held a Mario Kart tournament with our new Nintendo Switch console. About 75% of the young people chose to take part and we held a knock-out event which resulted in a winner who was showered with gifts and praise! I was pleased to see excellent sportsmanship throughout the tournament.
- On 23rd Sept, the Neighbourhood Wardens took control of the evening and hosted a 'biscuit beetle drive', which the kids LOVED, followed by a Dragon's Den style projects proposal session, where the young people were asked to come up with a project they'd love to see in Ashington, and they had to sell their idea to the wardens. I was pleasantly surprised at the ideas and passion the youth showed at this event.
- We are hosting a quiz evening for the older youth - testing their knowledge of Ashington village along with popular music and famous logos.

Youth Club Evenings

- The youth who were year 7 last year are now eligible to come on Thursday nights, but sadly, until now, none have shown. We are looking into why that is and what we can do about it, but we might need a rethink if Thursdays are just a no-go.
- I have lost a parent volunteer but gained a parent volunteer!
- We have had 48 registration forms returned for the new year so numbers should be up on last year.

Pastoral

- There have been no major issues to speak of.

Other

- I have nearly finished our first volunteer's handbook which I will show and release in October. The aim is to get all volunteers singing from the same hymn sheet, and empowered!

Numbers

- Average year 6-7 numbers on a Monday night are 33.

- Average year 8-9 numbers on a Thursday night are 1.

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

### **Appendix 3 – Expenditure**

Mrs Karen Dare	Home office (September)	£20.00
	postage	£1.50
Mark Adsett	Landscape Gardening (September)	£533.75
	Hanging basket Watering (25/8-27/9, 5 weeks)	£325.00
Ashington PCC	Invoice YW-201909 (September 2019)	£1,083.33
WSSC	Salaries and Costs (September 2019)	£1,969.75
HDC	Litter & dog bin emptying	£417.41
EcomSolutions	Renewal of ashingtonpc.org.uk for 2 years	£30.00
Ashington CE School	Hall hire May 2019-April 2020	£198.00
Horsham Business Systems	Examination of PC laptop	£65.00
Complete Weed Control	Weedkilling	£384.00
Moore	External Auditor	£360.00
Sign Shop	Skatepark Signs	£78.00
		£5,465.74

All to be paid by Bank Transfer

### **Appendix 4**

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

Ashington Rangers £724.01

Ashington Residents Association £615.85