



## Ashington Parish Council

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**Minutes of the meeting held on 1<sup>st</sup> August 2013 at 7.45 p.m. in Ashington School, Foster Lane, Ashington**

**Present: Councillors M. Woolley, R. Brennan, K. Wood, J. Gichovi-Elias, B. Norton, N. Carver, R. Strudwick, D. Harbour**  
**Parish Clerk Karen Dare**  
**District Councillor Roger Arthur**  
**4 members of the public**

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Before starting the meeting the Chairman informed those present of the recent sad death of County Councillor Frank Wilkinson after a short illness. Frank was a friend to many and had served the Parish well over many years and would be missed by all.

The Chairman reminded members of the public the requirement that they limit their participation to the Public Adjournment sections of the meeting.

### **215/13 APOLOGIES AND REASONS FOR ABSENCE**

Neighbourhood Warden Jayne Jeffrey (illness), Cllrs N. Clark, T. Kearney & R. Lancaster (holiday), PCSO Bryony Sparks & Neville Warner.

### **216/13 DECLARATIONS OF INTERESTS**

The Chairman reminded Councillors that previous declarations still stand.

### **217/13 APPROVAL OF MINUTES**

The Minutes of the meeting held on the 4<sup>th</sup> July 2013 were approved as a true record and signed by the Chairman. Proposed by Councillor Brennan and seconded by Councillor Gichovi-Elias, and agreed.

### **218/13 REPORT FROM THE NEIGHBOURHOOD WARDENS & PCSO**

PCSO report (see Appendix 2).

Questions: None

Wardens report (See Appendix 1).

Questions for the Wardens from Councillors & Members of the public:

1. Youths are aware that the village has no Wardens at present and have started hanging around public areas in large numbers. The Wardens act as a deterrent.

Long term plans:

The long term plan is to have one full time warden (Jayne), and to split the resource previously used for the second warden into a warden type role and a youth support role. For the warden type role there are 3 possible options:

1. HDC has agreed to employ a part-time Warden on the understanding that the Parish Council will take more of an active role in the day to day management of both Wardens. More details to follow.
2. The Clerk & Cllr Clark met with an agency which could provide permanent or temporary Wardens. A quote for services has been received and the cost of one part-time (20hrs pw) Warden has been given as £27k (after salary, contract management costs, phone costs have been added together). The PC would have to provide day to day management. Councillors agreed that this is a very costly option and other options may be more cost-effective. It was agreed not to pursue this option at present. **KD**
3. 'buy' some PCSO time. The Clerk is trying set up a meeting with Sussex Police to discuss this further but holiday commitments are delaying the process. **KD C/F**

Short term plans: HDC has advised that temporary Warden cover is very time consuming to organise and they would prefer to devote resources to recruitment of a permanent Warden. PCSO Bryony Sparks has been re-assigned to Ashington for 3 months to help cover during Warden absence. **KD C/F**

In terms of the youth support role, the Clerk met with Liz Burt (Horsham Matters) on 27<sup>th</sup> June to discuss a temporary Youth Worker. Cllr Clark (ex-Youth Club Chairman) has met Liz to show her the Youth Club facilities and explain the running of the Club. Horsham Matters can provide a Youth Worker at a cost of £15 per hour (inclusive of NI and insurance; line management, payroll and admin support will be provided FOC by Horsham Matters; excludes business travel at 45p per mile, other support costs will have to be met by PC or Youth Club). The Parish Council discussed this proposal and subject to Cathy Clark meeting the proposed worker, agreed to ask Horsham Matters to provide the Youth Worker for 12 hours per week, starting as soon as possible and continuing until Christmas, by which time the long term options for youth support will have been investigated. Clerk to complete formal paperwork. **KD C/F**

## **219/13 YOUNG PERSONS ADJOURNMENT**

None present.

## **220/13 REPORT FROM DISTRICT AND COUNTY COUNCILLORS**

District Councillor Roger Arthur reported:

1. He re-iterated the Chairman's comments about Frank Wilkinson.
2. He was campaigning to stop unelected Planning Inspectors having the power to overturn planning decisions made by Local Authorities. He has raised a petition

and the Clerk has already signed on behalf of the Parish Council but individual Councillors can also sign.

3. HDC are proposing that 575 homes are built in the District each year. They have not explained how they calculate this figure, nor given people an option of a lower number. He is concerned that there may not be enough in CIL contributions to pay for infrastructure costs thus making developments unviable.

The Chairman thanked Councillor Arthur for his report.

Questions: None

### **ACTIONS OUTSTANDING:**

**D** = Minuted but deleted from next agenda.

**C/F** = Minuted and carried forward to 'Actions Outstanding' on the next agenda.

**To list** = moved to the list at the end of the minutes until some progress is made

### **221/13 Community Action Plan**

Updated list on the PC website.

**KD C/F**

### **222/13 Kite & Thomas**

The Clerk has not been able to speak to Ashington Autos yet due to holidays.

**KD C/F**

### **CORRESPONDENCE**

#### **223/13 For action:**

1. NALC – A New Future: developing the Strategy consultation document. Clerk to complete.

**KD D**

#### **224/13 For information:**

1. SALC newsletter
2. HDC Scrutiny & Overview Annual Report

#### **225/13 General:**

1. The Clerk magazine
2. Clerks & Councils Direct magazine

### **226/13 PUBLIC ADJOURNMENT**

Members of the public reported:

1. Northover Fuels were finding it difficult to secure a petrol company for their site as the hours of opening were too restrictive. The Planning Officer appears to be unwilling to extend the hours. The Chairman responded that the Parish Council was unaware of this issue and no-one had contacted it to discuss this matter. He suggested that Northover Fuels should approach the Parish Council for comment.
2. Who is the contact for Ashington Youth Club? The Clerk responded that Cathy Clark is the appropriate person.
3. It was reported that long-standing Ashington resident Alma Dickinson had died very recently.

The Chairman thanked members of the public for their comments.

### **227/13 PLANNING.**

The Planning Committee met on 17<sup>th</sup> July and Councillors have been provided with a copy of the minutes. Agreed by all.

### **228/13 Correspondence**

Post Horses – the Chairman & Cllrs Norton & Gichovi-Elias met with the owner and his representative to discuss the future of this site. The owner's opinion is that it is not viable as a business unit and is costing them significant sums of money each year in business rates (estimated from HDC valuations at £2610pa). If it remains as a business unit then it will deteriorate and become an eyesore. They wish to convert all or part to small residential units (to satisfy some of the need in the HNS 2012) and are seeking the Parish Council's opinion. Basic sketch drawings have been supplied.

The owner and his colleague were present in the public gallery and were invited to speak:

They had drawn up plans for 2 residential units at the rear and retain a small retail unit at the front. The current retail unit is not viable and a number of interested parties had rejected the property. They were seeking a compromise development whereby part of the site becomes residential and the retail unit is reduced in size as this may improve its viability. They had tried to address some of the Parish Council's concerns from previous planning applications. When the owner purchased the site he was unaware of planning rules that prevent retail units simply being converted to houses. He explained that he did not want to re-build the property as it has history.

The Chairman explained that any Parish Council comments during this meeting would not be binding and that a formal planning application would need to be made before an official Parish Council response could be made however, Councillors made the following comments:

1. The proposed retail unit is 4x6m and no toilet/kitchen is planned. This would render the retail unit completely unusable. It is too small and ill-equipped.
2. The plans show parking at the front for 3 vehicles. Councillor Norton explained that part of the frontage is owned by the Parish Council and, therefore, could not be used for the development. He would try to find the paperwork to show the extent of Parish Council owned land. **BN C/F**
3. Parking provision for 3 vehicles is insufficient to serve 2 residential units plus one retail unit. Vehicles should not park across the shop entrance.
4. Access to the residential units is shown as being along a narrow strip of land at the north of the site. The owner understands his land to be wider than the Parish Council considers it to be. Cllr Norton recalls that the width is 4ft 6inches only. This width would not be sufficient to store bins and allow pedestrian access to front doors.
5. The building is in very poor condition – it is single skin brick and was built as a stable block. It is very damp and needs considerable work/investment
6. The Parish Council accepts that a compromise may be necessary, however, the

plans shown are not adequate – the shop is too small and needs to have a toilet/kitchen/storage facilities, parking is inaccurate, the extent of owned land should be verified.

7. The Council recommended that the owner take another look at the site and come to a future Parish Council meeting with a number of different design options.

DC/12/1276 Proposed equine hospital, Westlands Farm – HDC Development Control deferred a decision on this so that the applicant can try to address the issues surrounding the effect of the proposal on the nearby listed buildings. The applicant has assured the Parish Council that he has done all he can to address these concerns but any further amendments will make the proposal unviable. He will ask for the application to be determined at the HDC Development Control meeting in August. Councillors agreed to continue to support the application as the Council's concerns had been addressed by the various amendments to the application and the County Surveyor was satisfied on Highways issues.

Neighbourhood Plans – it is proposed that the Council begin the formal process of preparing a Neighbourhood Plan for Ashington. Agreed by all. **KD C/F**

Letter from DMH Stallard (agents for Olus) – they have applied for planning permission for a compost site at Broadbridge Farm. They wish to meet with the Parish Council to discuss the proposed scheme. Clerk to arrange, probably for October meeting.

**KD C/F**

### **229/13 New Enforcement Allegations/Information**

None

### **230/13 Amendments**

DC/13/1211 Installation of new mechanical plant in the rear service yard – Co-op  
The Council has no objections as long as the new plant is no noisier nor more visible than existing.

### **231/13 Applications**

None

### **Horsham District Council**

#### **232/13 Approvals**

DC/13/0968 Proposed rear extension and external alterations – 35 The Sands

#### **233/13 Refusals**

None

#### **234/13 Withdrawals**

None

#### **235/13 Appeals made/ decisions**

None

It was proposed that the Planning Committee meetings scheduled for 14<sup>th</sup> & 28<sup>th</sup> August 2013 at 7.00pm are moved to 21<sup>st</sup> August due to various holiday commitments. Agreed by all.

## **FINANCE**

### **236/13 Correspondence**

1. The Clerk has prepared a 'Pensions Discretions Policy' document that is a legal requirement for employers offering a pension scheme. The Clerk has circulated the document and Councillors were asked to approve. Agreed by all. **KD D**
2. A pay increase of 1% back dated to 1 April 2013 has been agreed by the Local Government Employers and Trade unions. This will affect anyone on The NALC / NJC pay scales. The Clerk has informed WSCC of the adjustments needed to her salary. Agreed by all.

### **237/13**

The Clerk reports that the quarterly bank reconciliation has been signed by Cllr Norton.

The Clerk reports that there are no areas of budgetary overspend in Q1.

### **238/13 Income**

Saxon Weald – grant to Bingo & Lunch Clubs £500

### **239/13 Expenditure**

		<b>Cheque no.</b>	
Mark Adsett	Gardeners contract payment	£491.66	
	Hanging basket watering (4 weeks)	£260.00	1416
Mrs K. Dare	Clerks expenses (home & telephone)	£17	
	Playground repairs (gate spring)	£43.92	
	Postage	£1.20	
	Total	£62.12	1417
WSCC	Salary and on costs (July)	£869.69	1418
ACCT	Hall hire 17 <sup>th</sup> July	£8.84	1419
	Hall hire 10 <sup>th</sup> July (Warden meeting)	£7.40	1420
	Hall hire 20 <sup>th</sup> March	£8.60	1421
	Bingo Club hall hire	£36.20	1422
	Lunch club hall hire	£43.44	1423
Ashington School	Hall hire 2012/13	£156.00	1424
DS Newland	Play area repairs (agreed 4 <sup>th</sup> July 2013)	£190.00	1425



## APPENDIX 1: REPORT FROM NEIGHBOURHOOD WARDENS

No report this month due to sickness absence.

APPENDIX 2 -

**Ashington Parish Council Meeting Update**  
**July to August 2013**

There have been several reports this month about youths causing a nuisance. The groups are known to us, we are always monitoring the situation and we continue to keep up patrols of hotspot areas that have previously been subject to nuisance behaviour previously. Please report and incidents you come across in on 101.

On 18/07/13 a vehicle parked down Rectory Lane had half a tank of diesel stolen. This happened between midnight and 7:30am that morning. If you saw or heard anything suspicious, then please call 101 quoting reference 0321 of 18/07/13.

On 16/07/13 at approx 8:15pm there was a call from the Fire Service reporting that a group of youths had been setting fire to aerosol cans on Foster Lane. If you have any information regarding this incident then please call 101 quoting reference 1658 of 16/07/13.

On 17/07/13 there was a call from a resident along London Road, who reported youths rocking on their fencing. Upon units arrival the area was searched and there was no one seen in the area. If you saw or heard anything then please call 101 quoting reference 1601 of 17/07/13.

On 26/07/13 at approx 11:25pm there was a call regarding a brick being thrown at a vehicle as it was driving along London Road. Parties are known to us and the situation is being closely monitored.