



Ashington Parish Council

Minutes of the meeting held on 4th March 2010 at 7.30 p.m. in the Methodist Church, London Road, Ashington

Present: Councillors K. Hayler, M. Woolley, B. Norton, N. Carver, R. Brennan, K. Wood, J. Stillwell, T. Kearney, N. Clark

Parish Clerk Karen Dare

District Councillor Roger Arthur

County Councillor Frank Wilkinson

Ten members of the public

One member of the local Press

065/10 APOLOGIES AND REASONS FOR ABSENCE

Apologies received from Cllr D. Harbour (holiday) & Paul Conroy Neighbourhood Warden.

066/10 DECLARATIONS OF INTERESTS

Cllr Hayler informed the Council that she is no longer an allotment holder at Broadbridge Farm and could, therefore, take part in discussions relating to this property. The Clerk would provide an update form for Cllr Hayler to complete.

067/10 APPROVAL OF MINUTES

The Minutes of the meeting held on the 4th February 2010 were approved as a true record and signed by the Chairman. Proposed by Councillor Brennan and seconded by Councillor Norton, and agreed.

068/10 INVITED GUEST – JAMES DUNNE, LANCE ELSE & KAZYS NARBUTAS– PROPOSED DEVELOPMENT AT MEIROS FARM

A short presentation was given regarding preliminary drawings for the above development. It was explained that there would be 34 dwellings, the existing farmhouse would be converted to 5 accommodation units and there would be 13 affordable homes as part of the development. Items of note were:

1. Surface water drainage would be into open watercourses to the north of the site via controlled flow valves.
2. Foul drainage had not yet been agreed and Southern Water were undertaking flow surveys in Ashington prior to agreeing foul water drainage. It is possible that foul water will travel to the pumping station at Penn Gardens and then be pumped back up to the main village sewers.

3. The majority of mature trees would be retained with the exception of one oak tree but a replacement would be planted. Other landscaping would be added
4. The homes would comply with Sustainable Homes level 3 – solar panels, storm drainage with controlled flow rates into watercourses, renewable energy solutions, water butts etc are part of the Level 3 certification.
5. A Housing Association would manage the affordable homes and at this stage it was not known whether the homes would be for rent or shared ownership.
6. Access would be provided through the new road to the public footpath beside Chanctonbury Nurseries. Cllr Carver commented that the footpath is currently in a poor state of repair and would benefit from metalling.
7. Houses would be traditional brick & tile hang designs with roof pitches of 45-50°. Cllr Clark suggested development restrictions are imposed to prevent loft conversions so that occupancy levels cannot increase (particularly as the primary school is oversubscribed for 2010 intake).
8. Street lighting should match the existing decorative lamps along Rectory Lane/London Road
9. There are no plans for open space in the development but s106 contributions would be made to HDC. This would include community, transport & education payments and will be calculated by HDC. HDC should submit the invoice to the developer asap in order that these payments are made promptly.
10. Visibility along Rectory Lane is reduced because of the bend in the road. The developers were advised to take this in consideration when planning planting schemes.
11. Rectory Lane from Meiros Way to the development would be widened to 4.8m. this would not take place until after the development had been completed as there was a danger that new road construction could be damaged by delivery lorries.
12. Speed limit monitoring in the area had revealed an average speed of 34mph, plans to reduce the speed limit to 30mph were rejected by Sussex Police as the average speed was already low.
13. There were concerns that this development would see an increase in traffic using the Warminghurst Church/Park Lane route and the Rock Road junction with the A24. There was little that could be done about the use of the Rock Road junction but it was suggested that WSCC be asked to clear the passing places along Park Lane.
14. The route to the site along Rectory Lane is often narrow due to parked cars. The Playgroup meet at the Old School and there is a danger that delivery lorries could pose a danger to users of Rectory Lane. The developer would have to produce a traffic management plan that would take into account these issues.
15. It was likely that the development would take 15 months to complete.

The Chairman thanked the presenters and re-iterated that the Parish Council is keen to see this development completed, s106 monies and road adoptions take place in a timely manner. The Clerk retained the large scale plans of the

development in case any members of the public wished to see them. The Developers left the meeting.

069/10 REPORT FROM THE NEIGHBOURHOOD WARDENS

The Clerk had received the following report from the Wardens but was unable to read it out as her printer was broken:

Reported Crime and Anti-Social Behaviour

Reported Summary of incidents of Crime and Anti-Social Behaviour for the Month of Feb were as follows.

Drugs investigation and seizure

Two incidents of Drunk in Charge of vehicles.

Two incidents of theft of Wheelie Bins.

Nuisance Motor Vehicle Activity on Billingshurst Roundabout

Flytipping in Park Lane and at the back of Aladdins Cave.

Criminal Damage to Aladdins Cave.

Abandoned Vehicle in Malthouse Lane

Young Male arrested for damage to Ashington First School Polytunnel.

Non reported Anti-Social Behaviour

There have been incidents of noise nuisance from two groups of young people loitering in various areas of the village. Road Repair signs were moved and placed in the middle of Church Lane. There has been an instance of anti-social behaviour in the Millennium Park with attempted criminal damage to a lamppost by one of the group in which I intervened cautioned and moved on.

Community

Street Dance sessions have commenced after the School Feb Half Term and are a success with classes averaging 12 – 15 young people.

Sessions at the Willard Gym continue to be well attended and having received an additional grant from the C..O.O.P we will be installing a new television and versa climber, plus Mobile Punchbag and various gym accessories

On Sat Feb 27th we held an event inviting residents to join us and the Junior Wardens in a walk around the village to support responsible Dog ownership.

Junior Wardens had made banners cautioning residents on the consequences of not clearing up after their pets. We plan to hold another “Doggy day out” in the spring.

The Wardens will attend a compulsory cctv training course.

070/10 YOUNG PERSONS ADJOURNEMENT

An opportunity for young people to speak to the Parish Council. In light of the Annual Parish Meeting prior to the Council meeting it was felt appropriate (because of the late start to the meeting) to defer this item to the April meeting.

071/10 REPORT FROM DISTRICT AND COUNTY COUNCILLORS

Nothing to add after their reports to the Annual Parish Meeting.

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

072/10 Item 85 Community Action Plan

The final draft had been circulated and 5th March was the final date for comments. The Plan would be sent to the Publisher soon ready for final design work and then printing/distribution.

KH C/F

073/10 Item 193 RASP Programme

The grant application has been approved for £3,000. The Clerk will bank the cheque in the new financial year and will present a plan for expenditure of the grant to the Council at the April meeting.

KD C/F

074/10 Item 202 Parish Council Office

A draft lease has been received from ACCT and passed to Cllr Norton for checking. Amendments have been suggested and the lease has been passed back to ACCT.

KD To list

075/10 Item 207 Drainage of land to the rear of Chanctonbury

The Clerk is obtaining some quotes.

KD C/F

076/10 Item 208 Replacement of streetlights

There are a total of 31 streetlights to be replaced and WSCC has advised that the Council should expect to pay @£1000 per light for decorative streetlights.

The Parish Council discussed the following options:

- a. Do nothing – WSCC will replace the old lights with standard streetlights (similar but smaller in size to those recently installed at Washington roundabout) at no cost to the Parish Council. Ask WSCC if black lights could be installed.
- b. Use £31,000 from reserves (but this will need to be replaced as reserves are currently at 50% of expenditure which is the agreed level).

The Clerk has pointed out to WSCC that a little more notice of the project would have made more options available to the Parish Council but work is scheduled to be carried out in October 2010. It could be deferred up to 6 months but no longer. The roads involved are Brookside, Mill Lane, Mill Mead, Morleys, Penn Gardens, Rectory Close, Willow Way.

Councillors discussed the options but felt that it was inappropriate to take out a Public Works Loan for £31,000, unacceptable to increase the Parish Precept by £31,000 next year and given that these roads do not currently have decorative streetlights it was felt that the Council could not justify the expenditure. Clerk to pass comments to WSCC.

KD D

077/10 Item 209 Resignation of Councillor Joan Norris

For personal reasons Joan Norris has resigned as Parish Councillor. It was proposed that the Clerk take the necessary steps to recruit a new Councillor. Agreed by all.

KD C/F

CORRESPONDENCE



078/10 For action:

1. HALC meeting minutes and online training survey. Councillors were encouraged to complete the survey.
2. WSCC – Pension Fund 2010 Formal Valuation of Smaller Scheduled Bodies Pool. Ashington PC is a member of the Smaller Scheduled Bodies Pension Pool whereby small organisations pool pension contributions together and all pay the same pension contribution rate (16.1%). The benefit is that in the longer term each employer will, on average, pay a fair level of contributions. All members of the Smaller Bodies Scheme are asked if they wish to continue with these pooling arrangements. Agreed by all.
3. Notification from a resident of Rectory Close that her child and three other children in the catchment area for Ashington School have not gained places at the school for the September 2010 intake. In the case of over-subscription within the catchment area the criteria for selection includes distance from the school and she is 679 metres from the School. Her child will now attend Steyning Primary. She asked for Parish Council comments on this matter. Councillors expressed a great deal of sympathy for the parents of children who had not gained places at the school, however, recognised that this matter was entirely in the hands of WSCC to determine. It is very difficult for a child (& parents) to integrate into their community if they do not attend the local school. Councillors asked the Clerk to contact WSCC to ask for school entry figures for the last 5-6 years to see if this has been a problem in previous years as there was some feeling amongst Councillors that the school was not big enough for the population of Ashington. **KD**
4. Invitation to attend the HDCP meeting 24th March 2010. No volunteers.

079/10 For information:

1. SALC – further to correspondence at the last meeting they have now received confirmation that a new Code of Conduct will NOT now be pushed through before the general election.
2. Following concerns raised at the last meeting the Clerk contacted HDC and they have confirmed that they have established a Working Group to review parking on pavements and verges in the Horsham District. The Clerk has passed the Parish Council's concerns to the Working Group.
3. West Sussex Snow Summit – the Clerk has passed the Parish Council's comments to the group.
4. Message from Mark Trimmer of Sussex Police
5. West Sussex Harm Reduction Team – understanding factors likely to draw people into crime & violent acts of terrorism
6. West Sussex Rural Forum – address the issue of Rural Affordable Housing 23rd March.

080/10 General:

1. NSPCC Newsletter promoting their NSPCC Helpline
2. HDC – Senior Persons Council

081/10 PUBLIC ADJOURNMENT

A member of the public expressed her delight at the recent withdrawal of the Laybrook Landfill planning application. She thanked all those involved for their



hard work. However, she remains concerned about the number of heavy lorries, Dudman & Penfold Verrall in particular, still using the B2133 and has written to WSCC Highways on this matter. County Councillor Wilkinson reminded those present that a 30mph speed limit was being pursued but other ideas such as pinch points could not be undertaken due to lack of funds and speed cameras would not be considered unless fatalities occurred. The Chairman reminded those present that the Wardens could use SID along Billingshurst Road. County Councillor Wilkinson was aware that Storrington Parish Council were operating a 'Truck Watch' programme whereby the registration number & company name of heavy lorries passing through the village were reported to the Parish Clerk and on a monthly basis this information is passed to Neil Smith at WSCC Highways. He would then write to the companies concerned. It was agreed that the Clerk gather information from Storrington PC.

KD C/F

082/10 PLANNING.

The Planning Committee met on 17th February and Councillors have been provided with a copy of the minutes. The minutes were agreed by all and signed by the Chairman.

083/10 Correspondence

New Enforcement Complaints:

EN/10/0055 Conversion to self-contained flat without pp - The Flat, Mill House Hotel

Cllrs Clark & Kearney left the room.

WSCC Minerals & Waste Development Framework has identified a potential site for an open composting facility on land at Broadbridge Farm to the east of Ashington village. Olus Environmental would not attend a Parish Council meeting at which members of the public could be present and request a 'private' meeting with Councillors. The Clerk has checked with Sussex Association of Local Councils and, if Councillors are in agreement, then a meeting can take place but it would be an informal discussion with the sole purpose of briefing Parish Councillors. There is no requirement for an agenda or minutes and no decisions are to be taken. Parish Councillors would then be responsible for briefing members of the public on the matter.

Parish Councillors were not happy that Olus had refused to attend the recent Residents Association Public Meeting and this Parish Council meeting nor were they happy at having to act as the 'go-between' for Olus and Ashington residents. Councillors wished it noted that they have never, in the past, held any confidential meetings and prefer all Council business to be open to the public. However, in light of Olus' refusal to attend any meetings with members of the public present Councillors felt that a private meeting was the only option available and refusing to attend a meeting could put the Parish Council in a difficult position. Councillors were very keen for Olus to hold a public exhibition prior to any planning application as there was much interest in the village (150-200 attendees at the Residents Association meeting) and members of the public needed to have a forum for their concerns to be addressed.

After much discussion it was agreed that:

1. The Clerk communicate the Parish Council's desire for Olus to hold a public exhibition prior to any planning application
2. The Clerk arrange a private meeting with Olus as a matter of urgency.

KD C/F

Cllrs Kearney & Clark returned to the meeting.

084/10 Amendments

None

085/10 Applications

DC/10/0336 2 storey rear extension - 10 Posthorses. The Parish Council raised no objections.

DC/09/2281 Extend factory working hours from 0600 hours to 2300 hours Monday to Saturday - New Highfield Works Spring Gardens

This application was discussed at the Parish Council meeting of 7th January: 'The Parish Council had no objections to the extension in working hours in principle but insists that the current restrictions on the high pressure testing times be kept in place (as existing) so that this noisy activity did not disturb near neighbours.'

The planning applicant has now had a full noise assessment done and the report concludes that the extended working hours will not have an impact on noise levels for near neighbours and the company will put measures in place to avoid unnecessary noise at night including not using the outside equipment after 6pm and having late night workers park at the far end of the car park so that they are away from houses. However, Councillors noted that the recent noise survey does not take into account the occasional use of the high pressure testing equipment that is a source of high noise levels for nearby residents. The Council would like it clarified that the hours of use of this high pressure equipment be restricted and not extended as per the proposed extension to factory working hours. **KD D**

Landfill at Laybrook Brickworks – Cory has decided to withdraw the planning application. It is reviewing its options in light of the emerging MWDF. **KD D**

Horsham District Council

086/10 Approvals

DC/09/2260 Single-storey, dormer extensions and chimney - 7 Posthorses

DC/09/2370 Single storey rear extension - East View, London Road

DC/09/2345 Demolition of rear part of existing building and erection of 1 x 4-bed detached dwelling with associated access, parking and amenity - Post Horses London Road

087/10 Refusals

None

088/10 Withdrawals

None

The next Planning Committee meeting is scheduled for 17th March 2010 at 7.00pm in the new Parish Office.

089/10 FINANCE

Councillors were asked to approve the appointment of the Internal Auditor (last years auditor has agreed to do this years audit). Councillors had discussed the matter in October 2009 (Minute 311/09) and agreed that 'familiarity is important, the majority agreed that the existing Internal Auditor provided an excellent service, was good value for money and as a result asked the Clerk to write to confirm that the new fee (of £200) would be acceptable'. Agreed by all.

Cycle Scheme

The Clerk had been investigating the Government's Cycle to Work scheme whereby employers help their employees to buy a new bike to cycle to & from work and on work business. The scheme works in the following way: The employee finds a bike, the employer buys the bike and reclaims the VAT, the full cost of the bike (less VAT) is then deducted from the employee's gross salary over a 12 month 'hire' period. The scheme costs the employer nothing and even gives the employer a small saving in employer National Insurance contributions (as NI contributions are a % of salary after the cost of the bike has been deducted). But the benefit for the employee is that they have a VAT free bike and the cost of the bike is taken from gross salary so they pay less tax & NI for the 12 month period. The employee also gets to keep fit. It is estimated that this scheme saves the employee approx 40% of the cost of a new bike. At the end of the 12 month period the employee would have the option to purchase the bike at second hand value (typically approx 5% of the cost of the bike) or give up the bike. Full details of the scheme can be found at www.cyclescheme.co.uk Councillors were asked to decide whether the Clerk could purchase a new bike through this scheme. She regularly cycles around the village delivering Parish Council documents and occasionally cycles further afield for meetings. Agreed by all.

Landscape Gardening Contract

Under the Council's Financial Regulations any contracts have to be put out to tender every 3 years. The current Landscape Gardener has had the contract for 3 years. The Clerk had suggested that she put an article in the next Newsletter to see if anyone local comes forward. She has had real problems in the past getting people to quote as it is such a difficult/diverse job. The contract is due for renewal on 1st May so quotes, including references, must be back by the April PC meeting. Newsletters are due out early March. The current Landscape Gardener will be submitting a price for consideration. Agreed by all.

090/10 Correspondence

The Clerk has received a quote for the hanging baskets for 2010 – the cost remains unchanged from the previous two years (£475). The Clerk is obtaining quotes for watering and will have them for the next meeting. Cllr Stillwell asked to choose the flowers this year. Agreed by all. **KD C/F**



Letter from the Administrators of KSF formally notifying creditors of the issue of a third dividend May/June 2010 (no details of pence in the £ yet)

Consider a quote from Mark Adsett to reduce the height of the Parish Council owned hedge at Covert Mead to 6ft and to clear overgrowing bushes from the Parish Council owned section of the ditch to the east of the 'emergency access road' £365.00. This section of hedge and ditch will be added to the annual contract from 2010. Agreed by all.

091/10 Income

Inland Revenue £75 for online filing of the tax return by the Clerk. This is the last time this money will be received as WSCC now file the Council's tax returns.

Donation to Ashington Junior Wardens £100

092/10 Expenditure

			Cheque no.
	Donation to Ashington Methodist Church (meeting 4 th March £20)	£20	1021
Mark Adsett	Gardeners contract payment	£445.42	1022
	Western Tree boundary (first instalment of the £3385 that was agreed at the meeting of 7 th January)	£1700	1023
Mrs. K. Dare	Clerks expenses (home & telephone)	£17	
	Postage	£8.28	
	Stationery	£4.58	
	Total	£29.86	1024
WSCC	Salary and oncosts (January)	£748.57	1025
SALC	councillor training course	£158.63	1026
S. Fenn	responder expenses	£30.40	1027
ACCT	hall hire (parish plan & WSCC mtg)	£16.25	1028
Cyclescheme Ltd (as agreed above)	Clerk's bike	£647.77	1029

093/10 MEETINGS

The Chairman & Clerk met with Hugh Davies, Frank Wilkinson and Andrew Howick (WSCC) to discuss Item 32b to see if there was any action that could be taken to move the item forward. Councillors have been provided with a copy of the minutes of the meeting. Important points to note are:

1. The route from Covert Mead to Meiros Way is an 'emergency link'. WSCC still have to undertake final inspection of this area before they will adopt it.

2. Persimmon is showing no signs of progressing the adoption of the roads by WSCC. Does the Parish Council wish to consider taking any action to push this forward?
3. The Clerk has written to Moat Housing to ask them if they are aware that Viney Close is still unadopted and to see what, if anything, they have heard from Persimmon Homes about getting the road adopted.

Councillors were concerned to learn that HDC are not pursuing Persimmon Homes for completion of the streetlights and laybys in The Sands. It was agreed that the Clerk write to HDC to ask them for the reasons for this decision.

KD On list

Cllr Norton attended, and spoke at, Horsham District Council's Development Control South meeting on 16th February where the Laybrook Landfill planning application was discussed.

Cllr Norton & the Parish Clerk attended a meeting with the owners of Broadbridge Farm to discuss the proposed compost site.

Cllr Woolley had represented the Parish Council at the Residents Association meeting of 23rd February and had attended the Parish Plan Steering Group meeting of 17th February.

Cllr Hayler had attended the HDCDRP meeting on 2nd March

Cllrs Hayler, Harbour & the Parish Clerk had attended a training session on 17th February on the new Parish Plans database launched recently by AiRS.

Cllr Harbour had attended a recent training course, organised by AiRS and would report at the next Parish Council meeting.

094/10 MINOR MATTERS RAISED BY COUNCILLORS

Cllr Carver reported that the hedge on the north side of Rectory Lane (opposite Penn Gardens and towards the village) was overgrown and hanging over the road. Clerk to contact the owner.

KD D

The Clerk had received a letter from a resident of Alicia Avenue complaining about the refuse lorry driving over grass verges and churning them up. Clerk to write to HDC.

KD D

095/10 DATE OF NEXT MEETING

The next meeting will be held at **7.45pm** on **Thursday 1st April 2010** at the Methodist Church, London Road.

The meeting finished at 9.35pm

Signed.....

Date.....



096/10 Items awaiting action:

Item No	Description	Last Action & Date
32b	Spur road of The Sands & Viney Close – streetlights & laybys	WSSC & HDC dealing with. Persimmon are not co-operating and HDC/WSSC continue to pursue the matter (Nov 09)
119	Affordable Rural Housing	Meiros Farm is included in Site Specific Allocations of Land document. Included in the design for the site. D
156	Co-op – Manager to be invited to a Parish Council meeting	Clerk to arrange
169	Decorative signs	The Clerk is investigating costs for a 'coach and horses' design in iron. Calor funds used for mini roundabout. D
178	Hearing Loop	Cllr Clark asked to arrange for a trial of a portable loop Jan 09.
185	Annual inspection of Council land	Waiting for winter quotes. All done D
193	RASP Programme	Waiting for further information. Grant awarded D
194	Councillor Training	Clerk to arrange training on s106 procedures and planning matters Autumn 2009.
203	Horses using Meiros Way/Covert Mead footpath	WSSC Investigating original plans for this path. Linked to Item 32b and adoption of roads in the area. Wardens monitoring the situation D
	Disabled ramp at Ashington Pharmacy – a hazard?	Ramp is not of the correct design for disabled access and needs re-building.
	Front fence at Coatings, London Road	Needs to be reduced in height by 20cms. Planning Officer to pursue and check

		planting is appropriate (July 2009)
	Add cctv camera to insurance schedule	Clerk wrote in March 09 and December 09
	Broken litter bin outside Cherubs	HDC to install new bin, cost £200. Dec 09. Done
	Trees for new play area	ACCT asked to give their permission. Dec 09
	Clearance of Western Tree boundary	Mark Adsett to start January, cost £3385 Done
	Red Lion mini roundabout – edge beginning to break up	WSCC to inspect and ask the contractor to return if necessary. WSCC confirm that they are responsible for any repairs. Reported Jan 10. No action necessary at present D

097/10 WSCC Highways Issues

Fault	Date reported	Reference no	Comments
Trees on north side of recreation ground need cutting back	24 th July 2007	Email to Highway Rangers	County Councillor to ask WSCC to cut as ownership unclear
tree on London Road opposite the Methodist Church is dead	3 rd August 2007	WSEK-75QDJG	Has been felled, April 08. Awaiting replacement
The 30mph sign is missing from Hillcrest Drive, near to Timberlea Close	9 th July 2008	Reported to WSCC Highways	NO sign to be installed as it is a built up area and signs 'not necessary' D
Sign beside A24 at Mill Lane junction discouraging crossing at that point	WSCC are designing a sign and will pass to the PC for approval	July 08	
2 chestnut trees on the east side of Billingshurst Road near Holmbush Park were dead and overhanging electricity cables and the road.	WSCC finding out who the trees belong to	July 08	
Dead end sign on Old London Road	WSCC to trim back vegetation and look at possibly moving the sign	8 August 2008	WSCC to install new signage Nov 09
large white concrete blocks on the highway verge opposite the entrance to Holmbush House, Old London Road	Reported to Highways Sept 08 Reported again Dec 08		
Flooding at The Willows, Mill Lane	WSCC arranging for additional trash screen and will enlarge & vent the manhole cover to allow better flow of water & easier	June 2009	The Environment Agency have inspected and see no reason not to install a second trash screen. Subject to written

	clearance		confirmation.
Visibility at East Wolves roundabout	WSCC asked to trim back highway verges		July 2009
Ragwort on A24 bund south of footbridge	WSCC to remove?	Reported to WSCC	August 2009 D
Reduce speed limit on Hole Street to 40mph	WSCC to add to TRO priority list	Clerk to write to WSCC Written to WSCC	August 2009 Sept 09
sharp metal 'rods' sticking up from the kerb on the corner of Timberlea Close/Hillcrest Drive	Clerk investigating Oct 09		WSCC inspected and couldn't find the problem D
Hole Street road name plate at Kensetts corner is broken.	Clerk reported to HDC	HDC to replace at a slightly different location. WSCC informed that road signs in the area are damaged	December 09