



## Ashington Parish Council

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**Minutes of the meeting held on 5<sup>th</sup> March 2015 at 7.45 p.m. in Ashington School, Foster Lane, Ashington**

**Present:** Councillors M. Woolley, B. Norton, K. Wood, D. Harbour, R. Brennan, T. Kearney, R. Strudwick, R. Lancaster, N. Clark, J. Gichovi-Elias  
Parish Clerk Karen Dare  
District Councillor Roger Arthur  
County Councillor Philip Circus  
Neighbourhood Wardens Jayne Jeffrey & Andy Webster, HDC Community Safety Officer Neil Worth  
7 members of the public

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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.

### **064/15 APOLOGIES AND REASONS FOR ABSENCE**

Cllr N. Carver (illness). All Councillors wished Cllr Carver a speedy recovery following his recent accident. Cllr Norton updated the Council on Cllr Carvers current state of health.

### **065/15 DECLARATIONS OF INTERESTS**

Cllrs Lancaster & Harbour declared personal, prejudicial interests in planning application DC/15/0339 as they are near neighbours. The Chairman reminded Councillors that previous declarations still stand.

### **066/15 APPROVAL OF MINUTES**

The Minutes of the meeting held on the 5<sup>th</sup> February 2015 were approved as a true record and signed by the Chairman. Proposed by Councillor Gichovi-Elias and seconded by Councillor Harbour, and agreed.

### **067/15 REPORT FROM THE NEIGHBOURHOOD WARDENS & PCSO**

PCSO report – no report this month.

Questions: None

Wardens report (See Appendix 1). Neighbourhood Warden Jayne Jeffrey introduced new Warden Andy Webster to the Parish Council. She explained that Andy's arrival made it possible to work more late shifts to deal with crime/ASB. The Chairman welcomed Andy to the village and thanked Neil Worth for supporting Jayne during the recruitment process.

Questions for the Wardens from Councillors: None

The Wardens & Neil Worth left the meeting.

#### Youth Worker

Report (see Appendix 3).

Questions: It was suggested that Paddy Donovan be invited to attend the next Council meeting, briefly, to introduce himself to the Council. **KD D**

A meeting of the Community Partnership group took place on 3<sup>rd</sup> March and Councillors will be provided with a copy of the minutes in due course.

#### **068/15 YOUNG PERSONS ADJOURNMENT**

None present.

#### **069/15 REPORT FROM DISTRICT AND COUNTY COUNCILLORS**

County Councillor Philip Circus & District Councillor Roger Arthur made their comments at the Annual Parish Meeting and had nothing new to add.

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

#### **070/15 VAS Sign Billingshurst Road**

WSSC will produce a project plan.

**KD C/F**

#### **071/15 ACCT Security review**

A date has still to be set for a meeting but 10<sup>th</sup> March is looking favourable.

#### **072/15 Parish Elections – repeat from last month**

Will take place on 7<sup>th</sup> May 2015. HDC are in charge of the elections. Candidates for the Parish Council election can obtain nomination forms from HDC or the Parish Clerk (telephone in advance). Nominations must be **hand delivered to HDC** (but not necessarily by the candidate) anytime from 24<sup>th</sup> March to 9<sup>th</sup> April (4pm deadline). The Parish Clerk cannot accept nomination forms nor will she deliver any to HDC – it is the candidates' responsibility to deal with their nomination paper.

Candidates should be aware that school Easter holidays run from 30<sup>th</sup> March to 13<sup>th</sup> April and the Parish Clerk may not be available to hand out nomination papers – HDC should be contacted.

## **CORRESPONDENCE**

### **073/15 For action:**

1. WSCC Minerals Local Plan update. Councillors made no comment about the Chantry Lane proposal as it is an extension to an existing site but agreed to Object to the proposal for Ham Farm on the grounds that: it is a greenfield site, impact on views from the SDNP, heavy vehicles on a dangerous road, archaeological interest due to a nearby Roman road, close to a watercourse.

**KD D**

2. Invitation for the Chairman to attend a lunch at WSCC with the Chairman (plus Councillors and Senior Officers) of WSCC. The PC Chairman will attend and asked Councillors to send him a list of issues to raise.

### **074/15 For information:**

1. WSCC Future West Sussex Plan
2. Agenda for HALC meeting 10<sup>th</sup> March
3. Horsham Police – PCSO cover for Ashington
4. Horsham Police – monthly update Jan 2015

### **075/15 General: None**

Cllrs Harbour & Lancaster moved to the public gallery.

## **076/15 PUBLIC ADJOURNMENT**

The Chairman explained that, in order that residents got the most benefit from their 5 mins maximum participation time, Councillors would listen to residents questions without debate or comment but would follow up on the items either by reporting back at the next meeting or directly to the individual outside of the meeting.

Members of the public reported:

1. Margaret Alford asked Philip Circus if WSCC had reviewed the signage at the Kate's Cakes junction? County Councillor Circus responded that they had and had concluded that all of the correct signage was in place. All agreed that this is an issue of driver behaviour rather than incorrect signage. It was agreed that County Councillor Circus meet on site with Margaret Alford and that the Clerk write to Kate's Cakes and ask that road safety training be given to all new recruits.

**KD D**

2. What had the Council decided to do about the Rectory Lane/Meiros Way junction? The Clerk responded that WSCC suggested the Council seek local support for any suggested amendments and that this issue is best addressed through the Neighbourhood Plan (Transport Focus Group) as this process would enable the Council to gauge the opinions of all residents.
3. Cllr Lancaster explained to those present that he had moved to the public gallery so that he could speak as a resident of Turnpike Way about Planning Application DC/15/0339, rather than as a Councillor, and that he would leave the room later

in the meeting when the Council discusses and makes their decision on the application. He circulated the letter he and his wife had sent to HDC about the application. He said neighbouring residents were broadly supportive of the application, and talked through the planning conditions proposed in his letter to HDC. He also pointed out that the submitted plans of the rear of the store were inaccurate and did not represent the current layout. He commented that the current refrigeration/air conditioning setup was not shown on the current plans and that a lot of work had been put into the current setup following the last store refit to ensure that it does not make any noise disturbance for nearby properties. He therefore wished to see this current set-up retained. He also made comment about the proposed fencing to the delivery yard and asked that it be in keeping with the street scene and the roof made of a material which did not generate noise during heavy rain. His letter had been sent to HDC and could soon be viewed on their planning portal.

4. Margaret Alford suggested that Cllr Lancaster was on the Parish Council so that he could influence decisions surrounding issues at the Co-op. She suggested that he should take more interest in other things that were going on in the village. The Clerk responded and stated that Margaret Alford was being unfair to Cllr Lancaster as he had followed the Parish Council's Code of Conduct and had removed himself voluntarily from the Council meeting table in order to be able to raise this issue as an ordinary resident of Ashington (as all Councillors are entitled to do) and would be withdrawing from the meeting room completely before councillors discussed and made a decision on the application. Councillors supported the Clerk's comments and Cllr Lancaster's behaviour and there was general agreement that Margaret Alford was out of order in raising this issue and in this way.

The Chairman thanked residents for their comments and closed the public adjournment.

Cllrs Harbour & Lancaster returned to the meeting.

District Councillor Roger Arthur arrived at the meeting.

### **077/15 PLANNING.**

The Planning Committee met on 18<sup>th</sup> February and Councillors have been provided with a copy of the minutes. Agreed by all.

### **078/15 Correspondence**

1. Future of Rock Common Quarry – what does the Council want to see happen to this quarry in the long term? The Clerk clarified that she had received a copy of a presentation that was made at a recent consultation event and this had raised many questions regarding what was likely to be proposed for the site in the future. She had not yet received answers to her questions. There was some discussion about the site history but all Councillors were of the opinion that it had been specified many years ago (in granting planning permission for sand extraction) that restoration of the site should involve creation of a lake and country park and not involve the landfilling the site with inert waste (even inert

waste on an aquifer risks long term pollution of the water supply as any membrane used to obviate this is liable to failure). Clerk to respond. **KD C/F**

**079/15 Neighbourhood Plan update:**

1. Public meetings –The Clerk has contacted those who attended (and left their contact details) to thank them for attending and asked for volunteers to make up the Focus groups. **KD C/F**

**080/15 New Enforcement Allegations/Information**

None

**081/15 Amendments**

None

**082/15 Applications**

DC/15/0332 Demolition of existing single story lean-to to side elevation. Erection of new single story extension to side and rear elevations – Cradle Bridge, Mill Lane  
The Council has no objections.

DC/15/0341 Rear and side single storey extension front and rear roof dormer windows added – Camwood, Mill Lane  
The Council has no objections.

Cllrs Harbour & Lancaster left the meeting room.

DC/15/0339 Infill sections between brick columns – Co-op, Turnpike Way

This is very similar to application DC/13/0680 and many comments remain relevant, specifically:

Proposed side extension – this will create additional storage space for the store and is welcomed, however the use of matching materials is essential, given the impact of this new wall on the street scene in a prominent area of the village.

Palisade fence – needs to be in keeping with the street scene as it is visible from the street.

Roof of External storage area – could generate a significant amount of noise in the rain. Need to choose a quiet material/good design that will reduce noise generated from this roof.

Refrigeration units/air conditioning units – the submitted plans are completely different from the current location of these units. It is important that the current plans are updated to reflect the existing situation and that the current plans are not amended as part of this application as they are known not to cause any disturbance to local residents. Any new units proposed to be installed should be at least the same noise level as current units, if not lower.

Storage container – this unit was meant to be temporary but has been in place a very long time. The container should be removed. It is visible from the street and is an eyesore. If it is to be retained then there should be some screening installed.

Councillors noted that deliveries to the store by large lorries are extremely difficult and cause significant disruption to local residents. Deliveries should be made by appropriately sized vehicles and these proposed changes to the rear of the store, eg palisade fence, should not adversely affect the accessibility of delivery vehicles. Councillors felt that other comments made by the resident were valid but were best raised by residents rather than the Parish Council. Otherwise the Council has no objections.

Cllrs Harbour & Lancaster returned to the meeting.

DC/15/0385 Surgery to 1 oak tree – 19 Covert Mead  
The Council has no objections but would like to see a full Tree Surgeons report and are happy to follow the recommendation of HDC's Tree Officer.

### **Horsham District Council**

#### **083/15 Approvals**

DC/14/2263 Proposed formation of access and track for agricultural purposes - Land West of Penn Retreat, Rectory Lane

DC/15/0172 Install electronic communications apparatus/development ancillary to radio equipment housing on behalf of EE - Orange Personal Communications Services Ltd Mast Spring Gardens Nursery Spring Gardens (Prior Approval Not Required)

DC/14/2732 Proposed single storey rear extension -14 Linfield Lane

#### **084/15 Refusals**

None

#### **085/15 Withdrawals**

None

#### **086/15 Appeals made/ decisions**

None

The next Planning Committee meeting is scheduled for 18<sup>th</sup> March at 7.30pm in Ashington Sports Pavilion.

### **FINANCE**

#### **087/15 Correspondence**

1. The Clerk was alerted by a resident to some dangerous trees on Parish Council land to the rear of Church Close. Upon inspection she instructed Mark Adsett to remove asap in order to prevent accident. An invoice had been submitted just prior to the meeting and the cost was £450 (4 man days work plus hire of a chipper).

2. Consider a quote for this years' hanging baskets - £1,038.55 (slightly higher than last year but includes collection of empty baskets). Agreed by all, the Clerk & Cllr Gichovi-Elias to select colours. **KD D**

### **088/15 Appointment of Internal Auditor**

The Council needs to agree on the appointment of this years' Internal Auditor. Last years' auditor is available for the same cost (£200 fixed fee). Agreed by all.

### **089/15 Income**

Donations to First Responders £100.00

### **090/15 Expenditure**

		<b>Cheque no.</b>	
Mark Adsett	Gardeners contract payment	£500.00	1627
	Removal of trees	£450.00	1634
Mrs K. Dare	Clerks expenses (home & telephone)	£17	
	Stationery	£16.45	
	Total	£33.45	1628
WSSC	Salary and on costs (January)	£1078.30	1629
ACCT	Planning committee 21/01/15	£3.80	1630
	Hall hire for NHP meetings	£113.25	1631
Ashington PCC	Youth Worker Feb 2015	£1083.33	1632
HDC	Dog & Litter bin emptying	£305.50	1633

It was resolved that the schedule of payments shown above be approved for payment. Agreed by all.

### **091/15 MEETINGS**

The Clerk, Cllr Gichovi-Elias & Cllr Clark had attended a Chanctonbury Youth Project Community Partnership meeting on 3<sup>rd</sup> March (minutes circulated separately to Councillors).

The Clerk & Cllrs Clark & Gichovi-Elias had attended a Wardens Steering Group meeting on 3<sup>rd</sup> March.

Cllr Gichovi-Elias had attended an ACCT meeting and reported that ACCT meetings would now take place every two months rather than monthly.

Cllr Clark attended a rural crime workshop in February and reported that the meeting was poorly attended and the organisers seemed keen to steer discussions along certain lines and not others. On a positive note he had spoken about the benefits of the

Neighbourhood Warden Scheme and was aware that other Parish Councils are in discussions with HDC about possibly establishing their own Wardens.

Both Cllrs Harbour & Gichovi-Elias were unable to attend a 'Future of Rock Common Quarry' workshop on 28<sup>th</sup> February due to unforeseen personal issues.

The Chairman, Cllr Gichovi-Elias, Cllr Harbour & Cllr Norton had attended the Ashington Residents Association meeting on 11<sup>th</sup> February and the Chairman had explained the role of the Parish Council.

#### **092/15 MINOR MATTERS RAISED BY COUNCILLORS**

1. Cllr Wood reported highway safety concerns due to poorly parked vehicles near the Co-op. The Clerk asked if he could take photographs and send them to her.
2. Cllrs Clark & Gichovi-Elias reported potholes in Timberlea Close & Hillcrest Drive
3. Cllr Kearney asked what had happened to WSCC's promise of trialling a tarmac speed bump in London Road (by removing the granite setts and to reduce noise/vibration and maintenance costs). The Clerk had responded that WSCC were not able to do this for reasons of cost and that they would repair bumps when needed. They had repaired the bump near the junction of Church Lane that day but the repairs were not as agreed with the Clerk and not as specified by the WSCC Highways Officer (the setts had been removed and relaid/regouted but that the area had been reopened to traffic immediately, before the works had been able to cure. The area should have been coned off overnight to allow the new materials to set). This has been reported to WSCC.
4. Cllr Strudwick had been made aware that HDC had failed to determine a planning application in Steyning/Upper Beeding and, because of this, the application had been allowed without the comments from local residents being taken into consideration. The Clerk & Chairman pointed out that several Ashington applications had not yet been determined by HDC and that they should be chased up so that non-determination was not an option.

The next meeting will be held at **7.45pm on Thursday 2<sup>nd</sup> April 2015 at Ashington School, Foster Lane.**

The meeting finished at 9.30pm

Signed.....

Date.....

## **093/15 APPENDIX 1: REPORT FROM NEIGHBOURHOOD WARDENS**

### **BURGLARY**

There have been two reports of burglary this month in the village. A reassurance visit has been made to one resident who was burgled, following a phone call to update me on the incident that occurred. Segment timers were left with the resident concerned to use to time lights coming on and off in the property.

I have been reminding residents when leaving their properties to make sure they are secure and if possible to leave lights on. A good idea is to install security lights that work on a sensor.

Any resident spotting any suspicious activity no matter how small should phone through to the police on 101 non-emergencies number, but if it is an emergency phone 999

Any suspicious person or persons and vehicles, get as much detail descriptions of vehicle and registrations.

### **SUSPICIOUS VEHICLES**

Thanks to residents in the village this month has seen a lot of reports of suspicious vehicles again. All intelligence has been passed to the police.

### **COLD CALLERS**

Whilst on duty this month I have dealt with several cold callers selling their wares at resident's doors. On checking their I.D. it became apparent that they have no authority or necessary licences to be selling. I have asked them to stop what they have been doing. Residents really need to be mindful of dealing with cold callers. It became apparent to me that several residents had purchased items from these sellers. Once you have purchased an item with them they will keep returning. One of the cold callers became quite aggressive with me when I asked them to stop. If this happens with any resident they must call it through to the police. If possible it is best if residents do not encourage these door to door sales.

### **NEIGHBOURHOOD WATCH SCHEME**

I am now in the process of starting up a new neighbourhood watch scheme within the village. I will be working closely with Sussex Police and Horsham District Council on this project. Hopefully over the next few months we will have this valuable service in place. It is an excellent platform for getting information across the village. If anyone would like to volunteer as a neighbourhood coordinator they can contact me directly.

### **STREET BRIEFINGS**

We will be holding street briefings over the next few months across the village.

The first location will be Penn Gardens. This will be an ideal time for residents in this area to approach us with any issues that may be concerning them. Hopefully we will be able to help or at least direct them to relevant agencies that can deal with any issues they may have. Please come along and meet with us even if it's just to have a chat. The date for this event will be 10<sup>th</sup> April @ 6pm-7pm location entrance to Penn Gardens.

### **DRUGS AND ALCOHOL**

On my return to work from attending several training courses I have managed to identify the youth who had caused problems at the ball court and surrounding areas of community centre following reports of ASB this month. I have spoken with the anti-social behaviour team and several names have been passed to them. They will be arranging to meet with the youth concerned. Other youth I have given words of advice on their ASB and have suggested that they come and spend a couple of hours with me to litter pick the area where their anti-social behaviour took place. Several youth have agreed to this and I will be arranging the litter pick over the next few weeks.

Other youth I will refer to relevant agencies to get them the help they may require regarding drug/alcohol abuse. I am aware that several purchases of alcohol have been made by over 18s and then given to underage youth. I will be passing names to the police regarding this matter. If caught they will face a hefty fine. I will be speaking with the CO OP just to make them aware of the proxy sales going on. More issues with youth which I cannot discuss in this report are being dealt with by partner agencies.

### **ELDERLY/VULNERABLE**

The first trip to Storrington on the first Friday of the month was a success. Eight elderly/vulnerable used the mini bus. I continue to do welfare checks on those elderly/vulnerable residents that have requested me to do so. Some need weekly/monthly visits others need daily. Thanks to the church volunteers who have offered to visit elderly/vulnerable in the village this will make things easier for me as regards my allocated working hours and trying to fit in all the visits needed by the elderly/vulnerable. The volunteers will visit anyone in the village who may need some company, someone to have a chat with on a regular basis. If anyone knows of any elderly/vulnerable in the village who with their permission need a visit could you please get them to call me? I must just remind you that I am only able to visit those residents that agree to me visiting. Two more community link alarms fitted this month to local residents. I have referred some within the elderly/vulnerable group who have financial difficulties too relevant agencies to help deal with their issues. Food parcels have been arranged for those that require them.

### **LUNCH CLUB/VINTAGE TEA**

After applying for a grant with Saxon Weald Housing Association I can now say we were successful in receiving a grant for £1000 towards the cost of new cookers.

The cookers will replace the old ones at community centre. Thank you to the community centre for letting us replace old cookers, new cookers will make it easier for Pat to serve the lovely home cooked food piping hot for all to enjoy who attend the monthly lunch club and other events that she prepares food for. It will also be better for all who use the community centre to have nice new cookers for functions they have arranged. I have to say once again a very big thank you to SAXON WEALD for their support and generosity to fund our groups within Ashington.

Entertainment for next lunch club will be a visit from a representative at Horsham District Council who arranges games sessions. I think we will be playing skittles, bowls and curling amongst other games she may bring. I feel it will be an exciting afternoon.

Since starting the Lunch club attendance levels have increased with 34 attending last month. This is such a valuable event for all residents including the elderly/vulnerable group to come together on a monthly basis and have a good old chat and just socialise with people who perhaps they would not meet if it wasn't for lunch club.

### **CHURCH VOLUNTEERS**

I am still liaising with the church volunteers regarding new projects to start with in the village. One at present that is being worked on is a monthly club for gentleman of the village to attend.

### **BINGO**

First bingo session of the month was very popular. We had a couple of new residents attend. In all I think 24 attended. Transport was provided for those that needed it. We play for co-op vouchers, and as it is nearly spring, we were also playing for pots of spring bulbs and other nice plants. Next bingo session we will be playing for Easter eggs and lots of other goodies.

I applied to Saxon Weald Housing Association for a grant for £150:00 towards buying bingo books and pens for the year. I am pleased to say the grant was successful. With the generosity of Saxon Weald we are now in a good financial position to keep the bingo club running for another

year. I am working closely with the Neighbourhood Wardens from STEYNING/BRAMBER/UPPERBEEDING to see if they can arrange transport for some of their elderly/vulnerable to attend bingo. It became evident from the Wardens Christmas party when speaking to some of the residents from this area that they wanted to attend bingo. This gives an opportunity for our residents that attend to meet new people.

### **WARDEN**

Over the last few weeks the new Warden Andy Webster and I have attended several training courses. This is to bring us up to speed on our relevant powers that we can exercise through our job as Accredited Neighbourhood Wardens. With two wardens now working more evening cover will be provided. Horsham District Council will be updating warden information posters now that Andy has joined us. I hope to have these in the next few weeks.

### **094/15 APPENDIX 2 – PCSO Report February**

To follow

### **095/15 APPENDIX 3 Report on Ashington Youth Centre**

#### **Attendance**

- Youth club continues to engage new members.
- Attendance has remained regular hosting on average been 30-35 young people each week.

#### **Themes / topics covered / activities**

Aims:

- Our aims are still to develop a culture in which young people have a sense of ownership of the youth club as opposed to simply being consumers to another service.

Half term work club - Significant increase in young peoples' ownership and realisation of their power to instigate change.

TBC with Wardens

- Scheduled Walk around the village.
- Regular meetings with Wardens regarding particular problems with Ashington Young people.

#### **Development plans**

Replacement ceiling tiles have begun being put up. Have sought assistance from the school in lending us a tower to help.

Half term work club - a large group of young people gathered over 2 afternoons in half term to make significant changes to the youth club. These included:

- new layout of equipment and use of space.
- painting cupboard doors to become blackboards.
- fitting new ceiling tiles
- painting and fixing old tiles where possible.

#### Donations:

- I have been able to secure donations of equipment from Horsham matters for 2 x sofas, pool table, table tennis table.
- Further furniture has been offered for the youth club from individuals in the community.

Carpet - Apprehension from AYCMC. Compromised plan has been proposed for partially carpeted hall.

#### Relaunch of Ashington Youth provisions

- We hosted a large group of members from the community in AYC. Heard a brief history as well as future aims and vision for young people in the community.
- Positive feedback from those involved regarding future events of the nature.
  - Particularly regular sporting activities using multi sport court.

AYC website - We have been exploring the options of having a devoted website to provide up to date information regarding weekly activities, ongoing projects, development plans as well as a space to recognise donors and those involved with AYC.

- Provisional website has begun being put together without domain name yet.
  - <http://paddy43.wix.com/ashington-youth-club>

Volunteers / committee members to take more active role in seeking funding rather than SYW.

#### **Safeguarding update**

- Jamie C & Paddy D have agreed to register AYC with Administrative organisation CCPAS.

Previous set up of having DBS checks done through Horsham-Matters isn't an option anymore as they neither hold our insurance or supply the youth work anymore.

This proposal of using CCPAS also includes Chanctonbury Church DBS administrator Gayle Van der Poll administering DBS forms for AYC. (TBC with AYC committee)

- List of all volunteers and DBS information being compiled.

#### **AOB**

Working in Rydon school - Deputy Head, Mr Blackmoore has offered office space for me to work from. This would enable the engagement and contact with more young people from Ashington.

Details TBC after Wednesday 4th meeting.

#### **096/15 APPENDIX 4 Funds held on behalf of others**

First Responders Funds: £4002.98

Bingo Club: £135.64