



Ashington Parish Council

Minutes of the meeting held on Thursday 3rd November 2016 at 7.45 p.m. in Ashington School, Foster Lane, Ashington

Present: Councillors: J Stillwell (Chairman) N. Spiers (Vice-Chairman), S.Ball, T. Currell, L. di Castiglione, G. MacPherson, R. Strudwick, M. Woolley,

Parish Clerk: Celia Price

**District Councillors: J. Blackall, D. Jenkins
8 members of the public**

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.

291/16 APOLOGIES

Cllr Cox, Cllr Kearney, Cllr Wood, J Jeffrey (Warden), Cllr Circus (County Councillor)

292/16 DECLARATION OF INTERESTS

The Chairman reminded Councillors that previous declarations still stand.

293/16 APPROVAL OF MINUTES

The minutes of the meeting dated 6th October 2016 were approved as a true record and signed by the Chairman. Proposed by Cllr Currell, seconded by Cllr Spiers and agreed by all.

294/16 NEIGHBOURHOOD WARDENS

Neighbourhood Wardens Report (Appendix 1)

The Chair gave an overview of the Warden's report.

295/16 Youth Worker Report (Appendix 3)

Cllr Spiers gave an overview of the Youth Worker's report.

296/16 YOUNG PERSONS ADJOURNMENT

None present

297/16 REPORT FROM DISTRICT AND COUNTY COUNCILLORS

At the meeting on 6th October the Clerk requested help from Cllr Circus with setting up a meeting between the Parish Council, WSCC, Opus and residents as to date there has been no response to the request. Cllr Circus agreed to facilitate this, however as Cllr Circus sent apologies to this meeting, the item will be carried forward. **C/F**

D = Minuted but deleted from next agenda.

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

Cllr Blackall reported the HDC are reviewing the way the help Parishes with Neighbourhood Plans following the overturning of the Henfield Neighbourhood Plan. The implications are serious both locally and nationally and HDC are making more staff available to assist.

Questions were invited from Councillors

Cllr Ball asked how the Henfield NP was passed in the first place? Cllr Blackall responded that unfortunately HDC and local Parishes do not have the expertise or funds that developers have which enable them to appeal decisions that have been made locally. Advice is to seek help from HDC when preparing the NP. Cllrs Currell and Spiers reported that the Ashington NP team have been gathering evidence and data which will, in time, be used to formulate the NP. The NP Clerk is in contact with HDC for advice.

Questions were invited from members of the public.

How are the amenity tips working following the recent changes? Although was really a question for the County Councillor, Cllr Blackall responded by advising that he knows County violently opposed the changes and are monitoring the situation. So far there does not seem to be any additional fly tipping, however traffic congestion in the Hop Oast area has increased dramatically.

ACTIONS OUTSTANDING

298/16 Highways

The grit bins will be put in the agreed locations and filled once confirmation of the grit delivery is received from WSCC.

Top soil and grass seeding is still to be done along verges where new bollards are in London Road. One of the new bollards has been knocked down (outside the Co-op) **C/F**

299/16 Youth Worker / Warden review

Cllr Woolley reported that the Youth Worker and Warden working party had met earlier in the day and further meetings will be scheduled. Recommendations will be forwarded to Councillors in due course.

300/16 Dog Fouling

The Warden has fitted 4 new dog foul signs and will be asked to 'spot check' dog walkers to ensure they have poo bags with them and to remind them of the potential fines. The Clerk and volunteers are regularly checking pavements and will monitor the situation advising of 'hot spots' if appropriate. An article will also be added to the village newsletter and Facebook to remind dog owners of their responsibilities regarding dog fouling. **D**

301/16 Moat Housing

The Clerk has contacted Moat Housing and they have inspected the footpath concluding that the area is not obstructed and no action is required. Residents are encouraged to contact Moat Housing direct with any further concerns. **D**

302/16 Seat Maintenance

Several of the seats around the village are in need of maintenance. This is part of a rolling programme of works carried out by the Parish Council with the next round of work scheduled for Spring 2017 **D**

303/16 Volunteer Projects

Cllr Spiers is arranging a training date with Darren Rolfe from WSCC, this is likely to be on a Saturday morning towards the end of November. The aim is for the Rangers to meet once a month to carry out projects as appropriate. **D**

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CORRESPONDENCE

304/16 For action:

- a) Request for access from Post Horses House

Prior to the meeting Councillors were forwarded a request from the owners of Post Horses House to erect scaffolding on PC land to the rear of their property. The owner of the property was present and able to answer any questions. He confirmed that the scaffolding would be surrounded by Heras fencing and will be lit appropriately. He also confirmed that the scaffolding will be erected by a reputable, registered company so all appropriate licencing and health and safety regulations are met. Councillors agreed that the scaffolding may be erected on PC land until the end of January 2017 on the condition that all the above criteria are met and maintained ensuring public safety and access at all times.

- b) Payphone removal notice

Councillors were provided with information prior to the meeting regarding BT's intention to remove the phone box along Rectory Lane. This phone has been used twice in the last 12 months and is not sustainable, it is one of 40 phone boxes that are scheduled to be removed across the district.

305/16 For information:

The following were distributed to Councillors prior to the meeting for information.

- a) Minutes of the HLAC meeting held on 6th October 2016
- b) Email from HDC Strategic Planning advising the draft Statement of Community Involvement (SCI) has been published on the HDC website
- c) Sussex Police and Crime Commissioner newsletter
- d) Gatwick's response to the Government decision on airport capacity
- e) WSCC County News – October 2016
- f) Neighbourhood Planning email from HDC

306/16 PUBLIC ADJOURNMENT

The Chairman invited questions and comments from the Public and the following was raised:

- Please consider an additional full time Warden as part of the review being undertaken by the working party.

Assurances were given that a full and thorough review is taking place, considering all the options.

- Why can't the Icelandic bank money be used to repair the Close and perhaps Mill Lane?

Both of these roads are private, un-adopted roads and therefore do not fall within the remit of the PC. When the last round of major village expansion took place, as part of the approval process, developers were obliged to identify and hand over to the PC "Public Open Spaces".

They were also required to hand over a capital sum to pay for the future maintenance of these Open Spaces.

The principle was that the investment return on the capital should pay for maintenance each year, and the capital remain intact to ensure there would always be income to pay for maintenance in the future. These funds are shown in the PC's annual Budget (available online on the PC website) as "Developers Funds".

These funds were at one time held in an Icelandic bank account, and some interest that had accrued in the account was lost when the banks collapsed, but most of the original capital has been recovered and is now safely held in National Savings.

Because in recent years the returns on the original investment have been very low, the PC have used small amounts of the capital, together with the interest received, to meet the cost of maintenance.

The amount is agreed each year as part of the Budget process, which is discussed in open meetings, and once approved is shown in the Budget (available online).

The PC remains committed to its obligation, as far as possible, to protect the capital for the purpose for which it was given, and from which all residents benefit with the Public Open spaces.

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The PC is not allowed to use this capital for other purposes than that for which it was intended.

- The tree on Rectory Lane at the end of Blakiston Close has been hit again.

The Clerk reported that this has been reported and the HDC tree officer has been out and inspected it to make sure it is safe, however will contact again for an update.

- Regarding planning application DC/16/2235, please consider the following comments. This application is on scrub land. There is also an ecology report showing dormice in residence. (Dormice are a protected species). The Parish Council are urged to object and request an ecology report ASAP.

This application will be considered later in the meeting where the above comments will be noted.

- Concerns were voiced regarding communication from the NP steering group to the focus groups and volunteers.

Thanks were made for the comments. Updates are regularly posted on the website and the steering group will endeavour to improve communication.

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

307/16 PLANNING.

There was no planning meeting in October.

308/16 Correspondence for action

None

309/16 Correspondence for Information

None

310/16 Neighbourhood Plan update

A Steering Committee meeting took place on 25th October and the Committee agreed upon the site selection criteria that would be used to assess each site. A total of 25 sites would be considered within the Neighbourhood Plan and preliminary assessment will begin shortly. The Committee are well on the way to writing a detailed village survey that will assess resident's opinions on a great number of planning issues. Other work includes a Business Survey and a Young Persons survey. A full list of available sites and the site selection criteria will be available on the Parish Council website shortly. The Steering Committee is aware of the recent issue with the Henfield Neighbourhood Plan and will seek the advice of HDC.

311/16 Amendments

None

312/16 Applications

DC/16/2235 - Small Brownfield Site to East of London Road Petrol Filling Station London Road

To place on the site a single, non-permanent residential unit changing the land from unused fallow/brownfield to residential. To remove, replace and/or manage existing low quality planting and provide site access from London Road.

Councillors reviewed and discussed the plans. All agreed to object to the application citing the following reasons: the site is outside the built up area boundary, there is a lack of clarity regarding whether the site is brown field or scrub land, an ecology report should be undertaken as a matter of urgency to confirm the presence of dormice, change of use and the building is not in keeping with the local area.

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Horsham District Council

313/16 Approvals

DC/16/1749 - Stone Barn, London Road

Erection of a two storey rear extension

DC/16/1250 Coatings London Road

Demolition of garage and existing associated outbuildings and the erection of a 3 bedroom bungalow to the rear of the existing dwelling. Provision of driveway off London Road, and ancillary car parking to the front of the site.

DC/16/1986 12 Mill Mead Ashington

Demolition of existing garage and the proposed erection of two storey side extension and first floor extension to rear, internal alterations and enlargement of driveway

314/16 Refusals

None

315/16 Withdrawals

None

316/16 Appeals made/ decisions

None

317/16 FINANCE

318/16 Correspondence for action.

a) Quarterly Bank Reconciliation

The quarterly bank reconciliation has been prepared by the RFO and approved by Cllr Stillwell on behalf of the Parish Council.

b) Budget Update

Hanging basket budget is overspent by £16.66 (Budget set was £2100). However, all expenditure is now complete for this year.

Chairmans Allowance - no budget was set and 142.17 has been spent (Clerks leaving gift), however, the contingency budget can be used for this.

NHPlan - budget set was 2k, spend to date is £2135.06 (clerks salary, meeting rooms, printing etc). A budget of 2k was allocated for expenditure on 'Planning Consultants' and none has yet been spent. It is proposed that this be re-allocated to the NHPlan. It should be remembered that a grant of 3k was awarded to the PC by HDC in 2014/15 to aid preparation of the Plan. All agreed to re-allocate this budget as suggested.

319/16 Income

Kite & Thomas £2077.50

Wood £30.00

320/16 Expenditure

Month	Payee	Description	£	Chq No.
Nov-				
16	Mrs Celia Price	Home Office - October 2016	10.00	
		Telephone	7.00	
		Giff Gaff - Mobile Phone Top Up	10.00	

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	Travel Expenses (Mileage)	16.80	
	Staples – Stationery	19.94	
		<u>63.74</u>	1813
	Total		
Mrs Karen Dare	Home Office - October 2016	5.00	
	Travel Expenses (Mileage)	10.40	
	Travel Expenses (Parking)	3.90	
	Amazon - Printer cartridges	44.17	
		<u>63.47</u>	1814
	Total		
Mark Adsett	Landscape Gardening (October 16)	508.33	1815
Cllr Nigel Spiers	Travel Expenses (Mileage)	32.00	1816
Cllr Judith Stillwell	Travel Expenses (Mileage)	38.00	1817
Ashington PCC	Inv: YW- 201610 Youthworker (October 16)	1083.33	1818
ACCT	Inv 411310 NP Meeting - room hire July 2016	16.00	
	Inv 411311 NP Meeting - room hire September 2016	21.88	
		<u>37.88</u>	1819
	Total		
	November Total Expenditure	<u>1826.75</u>	

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

321/16 MEETINGS

Cllr Currell, MacPherson, Spiers and the NP Clerk attended a NP steering group meeting on 25th October.

Cllr Ball attended PREVENT training on 31st October.

Cllr Stillwell, Cllr Spiers and the Clerk attended the Youth Worker Partnership meeting on 1st November.

Cllrs Stillwell, Spiers, Ball, Currell, di Castiglione and Woolley attended the Youth Worker / Warden working party meeting on 3rd November.

322/16 MINOR MATTERS RAISED BY COUNCILLORS

Cllr Spiers encouraged everyone to use the 'Love West Sussex' app or website to report issues to WSCC.

Cllr Strudwick reported that the subsidence on the A24 seems to be getting worse. The Clerk will report to Highways.

The next Parish Council will be held at **7:45pm on Thursday 1st December 2016 at Ashington School, Foster Lane.**

The next Planning Committee meeting is scheduled for **Wednesday 16th November at 7.30pm in the Sports Pavilion, Church Lane.**

The next Finance Committee is scheduled for **Wednesday 16th November at 7.45pm in the Sports Pavilion, Church Lane.**

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The meeting closed at 9:05pm

Signed.....

Dated.....

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Ashington Wardens



WARDEN: JAYNE JEFFREY

MONTH: OCTOBER 2016

ON DUTY: 19 SHIFTS 2 ANNUAL LEAVE DAYS TAKEN

All shifts are 8 hours, with a half an hour unpaid break and a 20 minute paid break

VISITS TO LOCAL RESIDENTS/ LOCAL BUSINESSES

20

VISITS AND INTERACTION WITH VULNERABLE PEOPLE (including home visits)

(Some same E/V but different times)

176 ELDERLY/VULNERABLE YOUTH/ADULTS 122 (some same youth but different times)

WORK WITH VOLUNTEERS (supervising some/co-ordinating and helping)

46 (some same volunteers but different times and events)

LIAISE WITH PARTNER AGENCIES. 30

HDC, AGE UK, ENVIRONMENTAL HEALTH, ASB TEAM, POLICE, LINE MANAGER, CHURCH REPRESENTATIVE, MEDIATION SERVICES, CLEANSING DEPT, POLICE, FIRE SERVICE, COMMUNITY LINK SERVICES, EMERGENCY PLANNING OFFICER, LOCAL SCHOOL, BUILDING CONTROL, PULBOROUGH WARDENS, SBUB WARDENS, COMMUNITY SAFETY, LIAISE@FRONTLINE, PARISH COUNCIL, SHELTER.

INFORMATION SESSIONS.

Halloween, fall information session delivered, litter, Dementia care/help. Home security with dark nights coming. Preparation for winter.

INCIDENTS OF ANTI-SOCIAL BEHAVIOUR.

Fly-posting. 3

Fly-tipping. 2

Abandoned Vehicles. 2

Graffiti. 0

Litter. 16

Anti-social behaviour Children/Youth/Adults/OAPs. 27

Neighbourhood disputes. 7

Dog Foul. 13

Theft 1

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Abandoned vehicles **2**
Parking issues **3**
Playground inspections **4**
Noticeboards **4**
Burglary **1**
Bogus/cold caller **1**
Neighbourhood nuisance **2**
First Aid Incidents **3**
Substance misuse/dealing **6**

DIRECTED PATROLS

All hot spot areas, rural, noticeboards, home visits and playground inspections.

Any other Business.

Lunch club x1

Board games x5

Vintage tea x1

Bingo x1

Friday trip x1

Transport trips x2

Fire alarms fitted in e/v property x1

Safeguarding referrals x4

Delivering harvest festival packs to e/v from the school

Dog foul signs fitted x4

Accounts for all clubs/pay rent for premises hire

Organise raffle and entertainment for xmas lunch club

Arrange MOT and service for works vehicle/wash and fuel vehicle.

This report is a brief outline of duties undertaken, if you would like to know more please contact me directly on: 07764146367

Appendix 2

Horsham District Monthly update is on the Parish Council website www.ashingtonpc.org.uk

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Appendix 3

Youth Worker Report

Increased engagement

- Last month I reported back extremely positive feedback on last year's number of registered young people. This was that there were 93 young people registered with the youth club during the 2015/16 year, which equated to approximately 1/3 of all young people in Ashington being engaged with youth work run through Ashington Youth Club, including the Youth Gym as well.
- I find it even more encouraging and positive that after only 2 months into the new 2016/17 academic year, we already have 87 young people registered to the youth club.
- Looking ahead, we anticipate this to only grow with regular attendance being higher than previous years.
- We're also extremely encouraged to report back about how our 'older' spectrum of 13yr olds attending our Thursday night sessions have taken on leadership roles and responsibilities during sessions positively influencing new members attending the club.

Further Youth services in Ashington

- Over Summer I was in contact with the snack wagon, to bring a further youth service to Ashington on another evening outside of Youth nights. As well as the Youth Gym night, this would mean having 4 evenings of youth services on top of all the other sports & activity based clubs available to young people.
- While the Snack Wagon wasn't able to be in Ashington during the Autumn term, we are meeting in November to discuss the practicalities of bringing the Snack Wagon to Ashington in the Spring term.

Half term & Clean up the club project

- During half term, we continued our working project to improve the aesthetics of the youth club, making the most of our resources. Although this wasn't as well attended as the previous session in the Summer term, we had a small group of young people painting another portion of the youth club building.
- This job as a whole is still on going, and working with the AYC management committee, we will be looking to complete the painting job soon.
- Keeping the youth club open on the Monday evening for a drop-in session at the same time as regular Monday evening sessions have meant that we have kept the youth club open for this older group of youth in our community, uninterrupted for 16 straight weeks this term. This can only be achieved by the great support the youth work in our community is given by our team of volunteers at the youth club.

Topics & Session themes

- This term we have have moved away from formal, educational style approaches to our sessions somewhat mirroring school which received poor feedback from our young people. Although we don't formally run sessions themed around raising awareness and modifying behaviour surrounding issues such as drugs, alcohol and sex, these are topics that we as youth leaders are regularly able to support young people in through our relational approaches and strategies.

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- This term we have taken a large amount of feedback from young people, covering more arts and food based activities including Karaoke, Hot Dogs and a Board Game night.
- Over the rest of the term, we will be continuing to pursue this mixture of activities which often lead to us being able to have meaningful conversations which are ongoing through our sustained relationships with these young people. In particular, we'll be covering more specific attitude challenging topics with our older group.
- Weekly themes can be found clearly displayed on our AYC calendar for all on the notice board of the Youth Club.

Ongoing Training & Development

- We have pursued ongoing personal development of my own skills and knowledge through training in safeguarding, first aid & life coaching as well as ongoing networking with other youth professionals. Recently I have been able to update my own Food safety and hygiene certification. Until now, all food based activities have necessitated a member of the community to be present to supervise such activities.
- Across our team of volunteers within the youth club, we were able to get a large number of them first aid trained last term as well as having somewhat of a refresher course concerning safeguarding last autumn. Looking ahead, I envision us looking into further training and refresher courses for our volunteers in the spring and summer term due to the recommended timings.

Environmental Health Practitioner Visit

- The Youth Club welcomed an EHP from Horsham district council who came to view and discuss our facility.
- We're pleased to report that she was extremely pleased with both the conditions of the facility and our practices in maintaining these conditions. The only concern was externally to shrubbery surrounding parts of the building. Again, these fabric concerns are being taken up and actioned by the Youth Club management committee.

1.11.16 - Paddy Donovan, Senior Youth Worker

Appendix 4

Funds held by the Parish Council on behalf of others

First Responders	£ 2941.73
Bingo Club	£ 264.19

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