



Ashington Parish Council

**Minutes of the meeting held on Thursday 2nd February 2017 at 7.45 p.m. in Ashington School,
Foster Lane, Ashington**

Present: Councillors: J. Stillwell (Chairman) N. Spiers (Vice-Chairman), T. Currell, L. di Castiglione, T. Kearney, G. MacPherson, K. Wood, M. Woolley,

Parish Clerk: Celia Price

County Councillor: P. Circus

District Councillors: J. Blackall, D Jenkins

6 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.

030/17 APOLOGIES

Cllr Ball, Cllr Cox, Cllr Strudwick
Warden – J. Jeffrey

031/17 DECLARATION OF INTERESTS

The Chairman reminded Councillors that previous declarations still stand. The Chairman declared an interest in item 040/17 Lunch Club Grant as well as a personal interest in planning application DC/17/0129

032/17 APPROVAL OF MINUTES

The minutes of the meeting dated 12th January 2017 were approved as a true record and signed by the Chairman. Proposed by Cllr Woolley, seconded by Cllr Spiers and agreed by all.

033/17 NEIGHBOURHOOD WARDENS

Neighbourhood Wardens Report (Appendix 1)

The Chair gave an overview of the report.

034/17 Youth Worker Report (Appendix 3)

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

035/17 YOUNG PERSONS ADJOURNMENT

None Present

036/17 REPORT FROM DISTRICT AND COUNTY COUNCILLORS

D = Minuted but deleted from next agenda.

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

The Clerk emailed the County and District Councillors prior to the meeting to ask for advice regarding Post Horses and Sunbeams where they have been issues with the sites which falls outside the remit of building control and the HSE. It was reported that following District Councillors intervention, Planning Enforcement have written to Post Horses and are visiting the Sunbeams site.

Cllr Circus reported that HDC are likely to put up Council Tax by just under 4% (This does not include the Parish Council and Police increases in precept).

It was also reported that a review of the bus stops on the A24 has taken place and to make at least 2 of the bus stops safe laybys will need to be installed, the cost of this is likely to be in the region of £360,000. It is therefore unlikely that the bus stops will reopen any time soon.

Cllr Circus continues to challenge the legality of WSCC charging for DIY waste and is pressing for a review of the recent changes in opening times and charges at the refuse sites across the area.

Cllr Blackall reported that once the new car park schemes were in place there will be enforcement officers available to attend problem areas in Ashington on an ad-hoc basis. It is important to gather evidence and examples of 'hot-spot' areas to forward to the parking enforcement department.

Questions were invited from Councillors.

Cllr MacPherson asked about the logistics and remit of parking enforcement officers. Cllr Blackall responded advising it was still in the planning stages at the moment and would advise once further information is available.

Questions were invited from members of the Public.

Will disabled badge holders be required to pay for parking under the new scheme? Cllr Blackall advised that final details of the scheme are yet to be confirmed but it is unlikely.

ACTIONS OUTSTANDING

037/17 Highways

- a) Old London Road – nothing new to report
- b) London Road (grass verge outside The White Cottage) – nothing new to report

038/17 Youth Work / Warden Review

Cllr Stillwell, Cllr Spiers and the Clerk attended the annual review meeting with Ashington PCC on Monday 23rd January and communicated the Parish Council's willingness to continue with the partnership agreement. Councillors will be forwarded the notes from the meeting in due course.

The next stage is to facilitate a meeting with the Warden, Youth Worker, Church and PC representatives.

039/17 Mill Lane Culvert

Nothing new to report.

CORRESPONDENCE

040/17 For action:

- a) The Clerk has been approached by the County Times to submit an article each week for the 'Village Voice' section of the newspaper. The Clerk is happy to collate information from village groups and organisations for submission each week. Agreed by all.
- b) Cllr Stillwell left the meeting and Cllr Spiers took the Chair.

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Ashington Lunch Club have applied for a grant from the small grants fund. Councillors were forwarded the application prior to the meeting. Following discussions, all agreed that in principal the Parish Council support the grant request, however do have questions regarding how many people would benefit from the Lodge Hill trip and whether this is sustainable long term. Councillors were particularly supportive of the proposed new tea time club to bring the 'old and young' together. They felt the grant request did not make it clear that it was for two projects and this should be clarified. Cllr Circus welcomes the views of the PC and the Clerk will communicate these.

Cllr Stillwell returned to the meeting and the Chair.

041/17 For information:

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

- a) Process update from WSCC regarding application of S106 Highways funds
- b) The Clerk Magazine
- c) Great British Spring Clean by Keep Britain Tidy
- d) WSCC Funding update
- e) PCC newsletter 20th January
- f) PCC newsletter 27th January
- g) Email from Countryside Conservation Groups /All4betterDevelopment
- h) HALC Minutes from the meeting held on 18th January
- i) NALC Grants and Funding bulletin

042/17 PUBLIC ADJOURNMENT

The Chairman invited questions and comments from the public and the following was raised

- Thank you for supporting the Horsham Town Football Club planning application.
- Has the Parish Council approached the Health Service about providing a branch surgery or nurse practitioner a couple of times a week in the village?

It was agreed the best course of action is to attempt to co-ordinate what is wanted/needed by the village and discuss findings at a future meeting once more information is available.

- Can anybody submit articles to the Clerk for submission in the County Times Village Voice column.

Yes, the Clerk will be approaching clubs, groups and organisations in the village to do just that. Submissions need to be with the Clerk on the Friday prior to the following Thursday's column.

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

043/17 PLANNING.

There was no planning meeting in January.

The Clerk was approached regarding DC/16/2856 Horsham Town Football Club's application for a new football ground and associated facilities at Hop Oast, Horsham. Following approval by email from Councillors comments were submitted supporting the application

044/17 Correspondence for action

None

045/17 Correspondence for Information

- a) Update on enforcement from HDC
- b) West Sussex Joint Minerals Plan
- c) Comments for DC/16/2856 – Horsham Town Football Club

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046/17 Neighbourhood Plan update

The detailed village survey is currently being designed and printed. Distribution will take place in February. This will be a major part of our evidence base for the Neighbourhood Plan.

The NHPlan Clerk & Cllr Currell attended a Neighbourhood Planning conference, organised by HDC, on 25th January. It was a useful session but still lacked detail on exactly how to produce a Neighbourhood Plan. However, the take home messages were: work done to date appears to be sound; many other Parishes are in the same position; HDC are offering more advice and a planning consultant is now needed.

The NHPlan Clerk is seeking a Planning Consultant to start pulling all of the work together into a format that is acceptable. Quotes will be obtained and presented to the PC.

The NHPlan Steering Group will be making decisions on the Part1 Site Assessment forms in the coming few weeks and communicating this to the landowners/agents. The Steering Group will agree the criteria for rejection at Part1 stage and these are likely to be along the lines of the HDPF (relating to proximity to BUAB, greenfield/brownfield). Further details will be available in due course.

047/17 Amendments

None

048/17 Applications

DC/16/2939 - 1 Cricketers Close

Conversion of garage storage space to living space with installation of windows and bi-fold doors. Councillors have no objection to this application.

DC/17/0011 - 7 Brookside

Proposed porch extension to front elevation.

Councillors have no objection to this application.

DC/17/0129 – 21 Hillcrest Drive

Erection of single storey side/rear extension.

Councillors have no objection to this application.

Horsham District Council

049/17 Approvals

DC/16/2233 - Tree Tops, Mill Lane

Detached garage and a pitched roof to replace a flat roof in connection with a conversion of a garage into habitable accommodation.

050/17 Refusals

None

051/17 Withdrawals

None

052/17 Appeals made/ decisions

DC/16/2049 – Land between Shona and Camwood, Mill Lane

1 x detached dwelling

053/17 FINANCE

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The Finance Committee met on 16th November and Councillors have been provided with a copy of the draft minutes. These were approved as a true record, proposed by Cllr Kearney, seconded by Cllr Currell and agreed by all.

054/17 Correspondence

- a) The PC has received a further payment from the Administrators of the S&F account - 545.71 was received, making the total amount recovered 84.3%. The PC has received ALL of its original investment back, just accrued interest remaining to recover.
- b) In January the PC received interest of 1007.64 on its National Savings investment account.
- c) The RFO has submitted the Precept form to HDC
- d) Request from the Clerk and Cllr Spiers to attend West Sussex ALC Spring Conference on 30th March. Cost £40 per delegate. All agreed.

055/17 Quarterly Bank Reconciliation

The Clerk reported that the RFO has prepared the quarterly bank reconciliation which has been checked and signed by the Chairman.

056/17 Budget Report

The following areas are overspent

1. Clerks travelling (Budget of £50, spend of £73, attendance at HDC meetings, clerks meetings etc)
2. Training (budget of £100, spend of £209, clerks course plus 2 x chairmanship course)
3. Stationery (budget £200, spend £252, mainly print cartridges)
4. Chairmans allowance (budget £0, spend £142, awards, gifts etc)
5. Hanging baskets (budget £2100, spend £2377)

All current overspends can be met from the contingency budget.

057/17 Income

Kite and Thomas £2077.50

058/17 Expenditure

Feb-

17	Mrs Celia Price	Home Office - January 2017	10.00	
		Telephone	7.00	
		Travel Expenses	6.40	
			<u>23.40</u>	1838
	Mrs Karen Dare	Home Office - January 2017	5.00	
		Travel Expenses	6.80	
			<u>11.80</u>	1839
	Mark Adsett	Landscape Gardening (Jan 2017)	508.33	1840
	Cllr T Kearney	Expenses (repairs / padlock for post)	27.88	1841
	Ashington PCC	Invoice: YW-201701 Youth Worker (Jan 2017)	1083.33	1842
	SSALC Limited	Invoice: 10160 LCR Subscription	17.00	1843
	WEL Medical	Invoice: I13025 (First Responders Funds)	96.00	1844
		Weedkilling	276.00	1845
		February 2017 Total expenditure	<u>2043.74</u>	

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

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059/17 MEETINGS

The Clerk attended the Horsham area Clerks meeting on 17th January.

CLlr Stillwell, CLlr Spiers and the Clerk attended the annual Youth Worker review on 23rd January.

CLlr Currell and the NP Clerk attended the NP Conference on 25th January.

CLlr Stillwell, CLlr Ball and the Clerk attended the Neighbourhood Warden Steering Group on 27th January

CLlr Spiers and the Clerk attended the Youth Worker Partnership meeting on 31st January.

Code of Conduct training held on 2nd February was attended by CLlrs Stillwell, Spiers, Currell, di Castiglione, Kearney, MacPherson, Wood and Woolley

060/17 MINOR MATTERS RAISED BY COUNCILLORS

The next Planning Meeting at **7:30pm on Wednesday 15th February 2017** at the Sports Pavilion, Church Lane.

The Annual Parish Meeting will be held at **7:45pm on Thursday 2nd March 2017** at Ashington School, Foster Lane.

The next Parish Council will be held at **8pm on Thursday 2nd March 2017** at Ashington School, Foster Lane.

The meeting closed at 9:01 pm

Signed.....

Dated.....

Appendix 1

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Ashington Wardens



WARDEN: JAYNE JEFFREY

MONTH: JAN 2017

CRIMINAL DAMAGE/THEFT

There has been one report made to me this month of a male trespassing at rear of property of resident within the village. This occurred late at night. The informant's gate was opened. The incident has been reported to police and is being dealt with.

ANTI - SOCIAL BEHAVIOUR

I have received reports from across the village of knock door ginger incidents. One resident is having their door knocked late at night. I have spoken with those who I think may be involved and hopefully now the incidents should stop. I have told all residents that are experiencing these issues to report to police.

There are still ongoing issues with the youth congregating at main entrance of community hall. Every morning there are large amounts of spit and litter in this area. I have viewed CCTV footage and have been able to identify offenders. I have been speaking with them regarding the issues and have asked them not to be in this area. I have reported all issues to the police.

I continue to work with known ASB offenders across the village signposting them for relevant help they may require from partner agencies.

Some ASB offenders have to deal with personal issues that are upsetting them. I have been offering help and support which I hope will prevent them causing further ASB across the village.

I have regular meetings with the local PCSO to discuss all ASB issues in the village.

I continue to help those residents involved in Neighbourhood disputes to try and resolve issues they may be having. Several have been referred to the mediation service. Others I have told to talk to one another to try and come to a compromise.

I continue to work closely with the ASB team based at Horsham Police Station.

SUSPICIOUS VEHICLES

There have been several reports made to me this month of vehicles acting suspiciously in the village. Registration details make of vehicle etc. Have been taken and all information has been reported on operation crackdown website. This is all thanks to the residents of Ashington who are observing and reporting anything suspicious.

FLY-POSTING

I have noticed an increase in fly-posting again across the village. I am in the process of removing them from all locations they have been placed. I will be contacting those involved and explaining that we have noticeboards across the village and that if they deliver the poster of event they wish to advertise to the warden office/letterbox they can be placed in noticeboards.

FLY-TIPPING

No reports made to me this month of fly-tipping. When on patrols I continue to check hot spot areas.

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VOLUNTEERS

Thanks again for all the hard work from the volunteers. We have seen some new volunteers starting with us at the beginning of this Year; they are helping with the various clubs and the minibus. Without their help and support it would be very difficult to provide these services. Anybody with a few hours spare to volunteer can contact us directly. Please spread the word, your community needs you.

PARTNERSHIP WORKING

Following a meeting with the Partnership Support Officer for Community safety here listed are some actions that have been taken following my request:

- **WARDEN LEAFLET** Once the new warden starts in February our warden leaflets will be updated to include her photo and mobile. I have requested 1500 copies so the leaflet can be posted through letterboxes of all properties in Ashington.
- **COMMUNICATIONS AND ENGAGEMENT PLAN** There will be a press release in February to promote the arrival of another warden to Ashington. Any other events that the wardens are dealing with throughout the year will also have a press release.
- **POSTERS** – These have now been designed and will be ready to go on notice boards across the village advertising the clubs available for all Ashington residents to use. It will be included in the first newsletter which will be delivered to all residents.

Please see poster

YOUTH

I have had lots of interaction this month with the older youth of the village.

They have been visiting my office to discuss any issues they may have. Some have requested one to one chats on a regular basis others have just asked me to help them apply for jobs etc.

On their request I have been providing hot chocolate/biscuits when out and about with them. This has been welcoming for them on the cold evenings.

The snack wagon now attends the village on a regular basis, this is Tuesday evenings. This is very popular with the youth of Ashington. The youth all enjoy the interaction and the high light is cheese toasties and hot drinks. Educations sessions delivered are at the request of the youth at this event. I would like to say a big thankyou to the youth worker for making arrangements for the Snack Wagon to come to Ashington.

ELDERLY/VULNERABLE

January has been a quiet month for the clubs, all except board games will start again in February. Lunch club in February will see a quest speaker deliver a speech on deafness and ways to deal with it making life easier for those that suffer with the problem.

I have booked the community centre for the coming year for all clubs.

Board games on a weekly basis are proving very popular, although a winter month activity those that attend have requested it to continue throughout the year. Hopefully if we can find volunteers we should be able to do this.

I have been working closely with the Age Uk rep Jan Wise to move forward on new projects we have planned for the elderly/vulnerable groups throughout the year.

I have been applied for a grant from West Sussex Community Grant scheme to fund the new projects, I will hear in 6-8 weeks if we have been successful. This hopefully will help to start new projects with the hope that eventually it will become self-funding and can continue. One project we are using our elderly/vulnerable residents as a pilot scheme and we are hoping it will be a success and then can be delivered to all others within the elderly/vulnerable bracket across the district by partner agencies.

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Preparations and planning within this group is already taking place for their entrance into the Ashington Carnival. They are all coming up with ideas etc., for the float and costumes. Many of those who took part last year want to make it third time lucky with a winning float.

Sadly this month has seen some of the elderly/vulnerable across the village have issues with their health/mobility. I have been offering reassurance to those involved and doing home visits just to check all is ok...

I have been checking that all are warm and prepared for the cold weather. Making sure they have torches at the ready and their cupboards are all stocked. They have been checking their heating is all working. Community Link alarms are being tested on a regular basis. I have been reminding them when going out in this cold weather be careful of slippery paths and black ice.

I am working closely with several partner agencies to help and assist those that need extra support be it for financial issues, mental health, mobility issues, and care support. Hopefully getting them access to the services they require.

WARDEN

The new warden will be starting on the 16th February.

I have attended several meeting this month with partner agencies.

IT department from HDC will be updating computer system at warden office over the next few weeks.

I have attended Customer service training at HDC this month.

I am also in the process of completing eLearning for Data Protection Awareness module.

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Regular clubs and trips

For further information call the wardens:
07764 146367 (Jayne) or 07764 146368 (Bryony)

LUNCH CLUB



1st Wednesday of the month, 12-4pm
A home cooked meal followed by
entertainment, a raffle and a light tea.
Ashington Community Centre
£5.50

VINTAGE TEA



3rd Wednesday of the month, 2-4pm
Afternoon tea served on vintage china,
plus a raffle.
Ashington Community Centre
£3.00

BOARD GAMES



Every Monday, 2-4pm
An afternoon of fun playing games,
followed by soup & roll and dessert,
plus a raffle.
Ashington Community Centre
£3.00

BINGO



Once a month on various dates, 7-9pm
Come and play bingo, with
refreshments and a raffle.
Ashington Community Centre
£4.50

MINIBUS OUTINGS



Various minibus outings and shopping
trips
arranged on a regular basis.

STORRINGTON FISH & CHIPS RUN



1st Friday of the month
A trip to Storrington followed by a fish
and chips lunch.

Look out for our quarterly newsletters containing news, events and advice.

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Appendix 2

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

Appendix 3 Youth Worker Report

Senior Youth Worker's report - January-February 2017 - Headlines & Highlights

Youth Club Nights

- :- **Youth Club nights continue to be well attended with up to 45 young people per evening for our Thursday evening sessions.**
- :- **In January we ran activities covering topics surrounding: Arts, Creativity, new years goals, differences between brands and Alcohol awareness.**
- :- **These high numbers of attendance are particularly positive and encouraging, yet we still need more volunteers to help support these evenings as often running an evening with only 3 or even 4 volunteers.**
- :- **We've been highly encouraged to see a number of young leaders emerge within our Thursday night sessions (Young people aged 14, helping with our 10-13yrs session). Currently, this entails these young people having various roles and responsibility supporting the youth team with particular activities that we are running. Looking long term, we hope to develop this to help these young peoples' development and feed into schemes such as DofE.**
- :- **Amidst our Youth Club sessions, we experience a number of behavioural incidents. As a team, we continue to adapt procedures and way in which we run the youth club sessions to maintain a positive culture within the club for young people to flourish. We've found that these intentional changes we make have positive results in behaviour.**
- :- **Looking ahead, you can find a youth work calendar on the reverse of this page detailing specific sessions and topics for the month of February. This Can also be found on the Youth Club notice board, situated on the front door.**
- :- **During half-term the youth club will be open for a Monday drop-in for 13yrs+ then closed for the Thursday session.**

Visibility in the community, Comms & Social Media

- :- **Information for all Youth provisions can be found regularly on the Rydon e-newsletter which is sent out to all parents of pupils at Rydon. This can also be accessed from their website.**
- :- **We continue to have a number of active social media pages on Facebook & Instagram which prove to be useful for young people to stay informed. Further to networking and discussing the matter with other local youth workers, it seems a common trend of parents engaging more with Facebook while young people engaging with Instagram. We have found the same to be true. All social media platforms can be found at "Ashington Youth".**
- :- **I have begun a monthly email newsletter to all parents from the youth club. Initial feedback from parents has been positive to provide further information and details concerning youth provisions in the community.**

Further Training, Development & Networking

- :- **Working with a number of local youth professionals and youth workers, I am hoping to confirm further specific training for our team of volunteers this term. This would specifically be looking to further equip our committed team in situational behaviour management. This will take place on the first Monday after half term.**
- :- **Volunteers who support the youth club are also working on a number of exciting projects for the future including a devoted music facility within the youth club, ways of developing the youth club building and engaging the wider community (Including parents and young people) with the village plan questionnaire.**

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= We're continuing to work with the Parish Council, AYC committee and local bodies to update all policies and official procedures for the Youth Club.

Tuesday Night Snack Wagon

= This term, thanks to the support of the Parish Council & ACCT we have been able to welcome 'The Snack Wagon' into the community on Tuesday nights. This is a mobile youth provision from HDC which while run by a youth worker, is able to also provide warm drinks & food.

= Initial feedback has been extremely positive from young people and a number of local volunteers who have supported this weekly. I am liaising with Toby Wilson, the project lead for ongoing feedback for more sufficient follow up with young people in our community.

31.1.17 - Paddy Donovan, Senior Youth Worker // paddy@ashingtonyouth.co.uk

Appendix 4

Funds held by the Parish Council on behalf of others

First Responders	£ 2941.73
Bingo Club	£ 264.19

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