



# Ashington Parish Council

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## **Minutes from the meeting held on Thursday 7<sup>th</sup> September 2017 at 7:45p.m. in Ashington School, Foster Lane, Ashington**

**Present:** Councillors: N. Spiers (Chairman), J Stillwell, S. Ball, L. di Castiglione, T Kearney, R. Strudwick, K. Wood.

**Clerk:** Celia Price

**Warden:** Bryony Sparks

**County Councillor:** P. Marshall

**District Councillor:** P. Circus, D Jenkins

**6 members of the public**

**0 young people**

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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.

### **156/17 APOLOGIES**

Apologies were received and accepted from Cllr Currell, Cllr McPherson, Cllr Woolley and District Councillor Blackall

### **157/17 DECLARATION OF INTERESTS**

The Chairman reminded councillors that previous declarations still stand.

### **158/17 APPROVAL OF MINUTES**

The minutes of the meeting dated 3<sup>rd</sup> August 2017 were approved as a true record and signed by the Chairman. Proposed by Cllr Kearney, seconded by Cllr Ball and agreed by all

### **159/17 NEIGHBOURHOOD WARDENS**

#### **Neighbourhood Wardens Report (Appendix 1)**

An overview of the monthly report was given by Bryony Sparks (Warden) and Cllr Stillwell. There were no questions were from councillors or members of the public.

### **160/17 Youth Worker Report**

Cllr Ball gave an overview of the report. Paddy Donovan (Youth Worker) will be joining us at the October meeting.

Questions were invited and Cllr Stillwell asked why was 'signing' on the programme, is there a member of the group with a need? Cllr Ball responded by advising that the session is planned to broaden the horizons of the youngsters, encouraging them to learn a new skill.

### **161/17 REPORT FROM DISTRICT AND COUNTY COUNCILLORS**

Cllr Marshall reported that he had had a good first meeting with the youth working and he would be assisting in sourcing funding and grant opportunities.

The curry house's licence is up for review at the end of this month.

Discussions have been continuing regarding the A24 bus stop closures following the accident last year. A number of locations will not be reinstated as the cost of installing the required laybys (approx. £160,000 each) is too great. Cllr Marshall requested that he is advised of any individual(s) that are affected by this. WSCC will be writing to employers at the industrial estate for comment.

Consultations continue regarding the A27 improvements.

Questions were invited and Cllr Ball asked for confirmation that with the A24 bus stop closures the closest bus stop for the industrial estate is at the Red Lion which is a significant walk. Cllr Marshall confirmed that this is the case which is why important that he is advised of anyone experiencing this difficulty.

A member of the public pointed out that the survey undertaken to assess need was on-line and therefore inaccessible to many elderly people which are often bus users and as a consequence the survey results would not be reflective of need. Cllr Marshall responded, advising that this has already been highlighted to WSCC Highways and he is endeavouring to champion any need identified by individuals.

Cllr Circus pointed out that the reason for the bus stop closures on the A24 were because of safety, although admittedly the accident record in the area is good with only one accident with minor injuries and no fatalities sustained.

He also reported that District Councillors are supporting the new railway station 'Horsham Parkway', however the ultimate decision lays with the secretary of state and network rail.

Cllr Circus also highlighted a report due out in the County Times which relates to a minor technical issue that has been exaggerated by the press.

The new parking charges are proving to be a success and residents in Henfield and Steyning have noticed an improvement in parking availability as long term users have been relocated resulting in a greater turnover of spaces.

Finally, Cllr Circus advised that he has been involved in harder hitting anti-litter notices and is hoping to introduce greater enforcement.

### **162/17 YOUNG PERSONS ADJOURNMENT**

None present

### **163/17 PUBLIC ADJOURNMENT**

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

- The man-hole at the bottom of the Sands has been omitting sewage smells. This is an on-going issue and Bill Whittaker has been dealing with Southern Water, he will forward the contact details to the clerk to follow up.
- It was asked if it was possible that the Curry House might close. Cllr Marshall responded that there is a risk that the current management will have their licence revoked.

- A representative of the PTA asked if banners could be displayed to advertise the school firework night. The chairman advised there is legislation stopping fly-posting and referred to the Horsham District Council website for guidance. Any unauthorised fly-posting will be removed and this action is being upheld consistently. The wardens will be happy to help with guidance on what is and isn't allowed. Any banners may be displayed on privately owned land as this falls outside the legislation.
- The building work at Posthorses is an eye-sore can anything be done about it?  
The clerk advised that the owner has been written to, HDC compliance team have been advised as have environmental health and H&S, there has been no success as it is private land.
- There is an enormous pot-hole in Rectory Lane resulting in damage to a car. This was reported via 'Love West Sussex' on 11<sup>th</sup> August but to date nothing has been done.  
Cllr Marshall offered to discuss with the Highways manager and the clerk will report the danger to the highways team.

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

## **164/17 ACTIONS OUTSTANDING**

### **Highways**

- a) Old London Road  
Nothing new to report
- b) London Road (grass verge outside The White Cottage)  
The Rangers will be arranging a working party to install the bollards and WSCC will issue a licence at some point.
- c) London Road bus shelter  
It was requested at the August meeting that the clerk contact WSCC highways for advice. Cllr Marshall offered to assist and the clerk will email the details.

### **Health Needs Working Party**

Nothing new to report

### **Mill Lane Culvert**

Nothing new to report

### **Emergency Plan Review**

A draft review has been issued to all councillors prior to the meeting, this includes the winter offer and has been submitted to WSCC for comment/approval. Cllr Wood noted that there are 4 telephone masts not 2. The clerk will obtain the details. There were no other comments and subject to this change councillors approved the review. The clerk will carry out the amendments and distribute the appropriate updated pages.

### **Pond maintenance**

Following the August meeting the clerk was asked to investigate pond maintenance. Last year the clerk received confirmation that pond maintenance should be carried out during winter months as has been policy, but is trying to make contact with a pond warden for further clarification as requested.

### **S106 applications**

Due to the delay in receiving quotations we have been unable to submit any grant applications prior to the end of August. The clerk is in contact with HDC and is awaiting feedback.

### **Councillors email addresses**

Nothing to report.

## **Youth Shelter**

Cllr Ball is working with the Youth Worker and Youth Club committee. The clerk is obtaining information from the original suppliers for costings on post installation extras.

## **CORRESPONDENCE**

### **165/17 For action:**

- a) August meetings  
Councillors to discuss and agree the clerk's proposal to only hold a full PC meeting in August should there be any urgent matters arising. Planning meetings will continue throughout the year as required. It was also suggested that the January meeting should be on the second Thursday of the month rather than the first Thursday.
- b) A Request from Ashington Autos has been received regarding updating the roundabout signs. Further information and designs will follow.

### **166/17 For information:**

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

- a) WSCC – updated list of Councillor's contact details
- b) SLCC news bulletin
- c) Licence review notice regarding the Indian Cottage
- d) WSALC draft minutes from the meeting held on 27<sup>th</sup> July
- e) SSALC – legal briefing on new data protection regulations
- f) SSALC – notification of AGM and Autumn conference on 4<sup>th</sup> October 2017
- g) HAMSVA – notification regarding funding changes with effect from 31<sup>st</sup> March 2017
- h) SSALC – creating dementia friendly communities information
- i) HDC – Recycling
- j) SSALC – training programme

### **167/17 PLANNING.**

There were no planning meetings in August

### **168/17 Correspondence**

- a) HDC request for assistance in establishing the updated infrastructure requirements to support the Council's Horsham District Planning Framework and Neighbourhood Development Plans. The deadline for response is 8<sup>th</sup> September. A draft document was distributed to councillors prior to the meeting. The council approved the submission and the clerk will forward to HDC.

### **169/17 Neighbourhood Plan update**

The Steering Group is currently consulting with residents and other interested parties on the draft Vision & Objectives and an updated version will be available by mid-September. The Planning Consultant is preparing the SA/SEA to accompany the Neighbourhood Plan. Once these pieces of work are complete then Developers will be asked to submit their proposals for development that meet the Vision & Objectives, Housing Need and Community Needs as set out in the State of the Parish report.

### **70/17 New Enforcement Allegations**

None

### **171/17 Amendments**

None

## **172/17 Applications**

DC/17/1746 – 10 Warmingshurst Close

Two storey side extension

This application was discussed and whilst there were no objections to the extension, the application states that there are no large trees within falling distance. Cllr Wood advised that there are two Oak trees which should be noted. The clerk will inform HDC.

DC/17/1786 – Four Winds, Billingshurst Road

Erection of greenhouse/garden storage building

The application was reviewed and discussed. There were no objections.

## **Horsham District Council**

### **173/17 Approvals**

DC/17/1378 – 4 Greenacres

Proposed single storey rear extension

DC/17/0671 - Westlands Farm Billingshurst Road

Proposed amendments to the external appearance of the main building and extension of the roofline to accommodate increased floor space at first floor level

DC/17/1088 – The Oast House Barn, Billingshurst Road

Proposed installation of Wendy House on 3ft legs in the corner of the garden.

DC/17/1353 – 10 Willow Way

Proposed two storey side extension, single storey rear extension, associated internal alterations and creation of additional parking spaces. (Amendments to previously approved application DC/16/1024).

DC/17/1312 – Coatings, London Road

Proposed demolition of existing outbuildings and erection of two single storey dwellings.

DC/17/1474 - Hoots House, London Road

Variation of condition 1 of DC/14/1999 (Demolition of existing building and erection of 2no. detached and 4no. semi-detached 2 storey houses). Minor material amendment to the external appearance and internal layout of the houses within the development.

DC/17/1481 - Oakwood House, Billingshurst Road

Retrospective erection of side bin/log store to existing detached garage, erection of detached summer house and loft conversion.

### **174/17 Refusals**

None

### **175/17 Withdrawals**

None

### **176/17 Appeals made/ decisions**

None

### **177/17 FINANCE**

Correspondence for action

#### **a) Quarterly Bank Reconciliation**

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

**b) Quarterly Budget Report**

The quarterly budget report (Q1) has been prepared by the RFO and reports that: The training spend is £773.60 (CiLCA, Charles Arnold Baker, Conference, St Johns First Aid). The budget is £500.00, therefore overspend to date is £273.60. The grants budget is overspent by £200, however the PC agreed to carry forward last year’s unspent funds. All other expenditure is as expected.

**c) Approval of the Annual Return**

The External Auditor has signed and approved the Annual Return with no comments.

**d) Skate Park Maintenance**

RADii ramps have reviewed the ROSPA report and carried out an inspection. All items raised in the ROSPA report can be addressed in the annual maintenance with the exception of the alleged damaged board. The cost of replacing the board is £165 if carried out at the same time as the other works. RADii believe the board is perfectly serviceable and the ROSPA inspector has compared it to the adjacent board that was replaced last year. Councillors discussed and all agreed it would be prudent to change the board now and agreed the expenditure. The clerk will arrange with RADii ramps for the work to be carried out.

The improvements to the grind rail will be carried out at the same time as the annual maintenance at a cost of £325.00 (this expenditure has already been approved and the order outstanding)

**178/17 Income**

Singer Friedlander £982.27 (taking monies recovered from Iceland to 85.2%)

**179/17 Expenditure**

Sep-17	Mrs Celia Price	Home Office - August 2017	10.00	
		Telephone	7.00	
		Office outlet - Stationery	82.16	
		Mileage - Horsham Clerks forum	6.00	
		<b>Total</b>	<b>105.16</b>	1899
	Mrs Karen Dare	Home Office - August 2017	5.00	1900
	Mark Adsett	Landscape Gardening (August 2017)	768.33	1901
	Ashington PCC	Invoice: YW-201708 Youth Worker (August 2017)	1083.33	1902
	WSCC	Invoice: 800124071 - Salaries and on-costs - July 2017	1539.50	
	WSCC	Invoice: 800124598 - Salaries and on-costs - August 2017	1539.50	
		<b>Total</b>	<b>3079.00</b>	1903
	PKF Littlejohn	Invoice: SB20170939 - external auditor fees	480.00	1904
	HDC	Invoice: 6390722 – emptying bins Oct – Dec 17	323.70	1905
		<b>September 2017 Total Expenditure</b>	<b>5844.52</b>	

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

**180/17 MEETINGS**

Cllr Ball, Cllr Stillwell and the clerk attended the Warden steering group meeting on 1<sup>st</sup> September

Cllr Ball and Cllr Spiers attended the Youth Partnership meeting on 5<sup>th</sup> September

The clerk attended the Horsham Clerks Forum on 5<sup>th</sup> September

**181/17 MINOR MATTERS RAISED BY COUNCILLORS**

Cllr Spiers and Cllr Kearney are now qualified playground inspectors. Their qualification is valid for 3 years

Cllr Wood raised concerns about the Carbank planning applications. This will be added to the agenda for the October parish council meeting. Cllr Wood will prepare and distribute a report to all councillors prior to the meeting.

Cllr Strudwick expressed thanks to the festival committee for a fantastic event this year. All agreed.

Cllr Kearney asked if there was any news from the enforcement officer regarding the alleged running of a shop from 30 Meiros Way.

The clerk reported that notification has been received advising that there is no breach of planning control. A copy of the letter will be forwarded to all councillors.

The next Planning Meeting at **7:30pm on Wednesday 20<sup>th</sup> September 2017** at the Sports Pavilion, Church Lane.

The next Parish Council will be held at **7:45pm on Thursday 5<sup>th</sup> October 2017** at Ashington School, Foster Lane.

The meeting closed at 9pm

Signed.....

Dated.....

**Appendix 1**  
**WARDEN REPORT – AUGUST 2017**

**CRIMINAL DAMAGE**

There has been a report made to us by a resident of paint being thrown at window of their property. This issue has been reported to the police and we have spoken with relevant agencies who are also involved in this incident.

A resident has had issues with items being moved or taken from their garden. They have reported to police. We are aware of the issues and will be speaking with the person involved with the theft of some items.

Damage has been made to properties from footballs being kicked at cars etc. All issues have been reported to police.

**ANTI-SOCIAL BEHAVIOUR**

Still ongoing issues with footballs damaging fences and residents cars adjacent to fosters lane play area. Youths are still trespassing on resident's properties to retrieve their footballs causing damage to gardens. We have spoken to several youth when we have seen them playing football in this area explaining to them the issues that is causing residents. The youth have agreed to play football in other areas.

After speaking with the residents regarding these issues above some have installed CCTV cameras. This is good for us as we are able to identify those youth concerned that are trespassing and causing the damage.

Over the last month the police when on their patrols and us have been confiscating alcohol/drugs from the youth. Names and addresses have been taken and will be passed to relevant agencies. We would like to say that not all the youth who have had items confiscated have been from the village, they have come from neighbouring villages.

Lots of alcohol has been confiscated from the underage youth. We have spoken with the CO-OP about sales of alcohol to youth 18+ who are supplying the younger youth. They have now banned several youth from buying alcohol/tobacco. The manager is very proactive and is monitoring the situation. We will continue to work closely with them.

There has been lots of intelligence coming in to us from residents about suspicious vehicles who may be involved in supply/dealing illegal substances/alcohol within the village. Names have also been given. All this intelligence has been passed to the police.

An awareness talk has now been booked for the 7th October 4-6pm in the community centre. We will be working with the police to deliver a session on the effects of alcohol and drugs within the village. All residents in the village are welcome to attend. It is a good time for the community to come together and tackle the issues of substance/alcohol misuse and the anti-social behaviour within the village. Perhaps working together we can get results which can only benefit the village.

Several reports of Anti-social behaviour have been reported to us this month from ongoing neighbourhood disputes. We continue to log all details and work closely with all agencies concerned, police, housing officers, health teams' fire service, and environmental teams. Mediation has again been offered to some but has been refused. We are now in the process of passing all details to our ASB Team. There has been Issues with youth riding motorbikes this month in pedestrianised areas. All relevant youth have been spoken to by police and us. Their registration details have been taken. If seen committing the offence again they could have their motorbikes seized.

A worrying report has been made to us of someone shooting a sea gull. This caused the bird a lot of suffering. It was left to suffer over a period of time as the shot just badly injured it. A resident took it to the local vet so they could put it out of its pain. This has been reported to the police. We have concerns that someone is shooting an air rifle in a dangerous manner across the village. The bird was actually shot

in someone's garden; the bullet could have easily hit the resident. We have received two more complaints of windows and conservatory roofs being damaged within the village. Both informants stated that it looked like a shot from a gun. One resident had actually found what looks like a lead shot. We really need to find the offender before someone gets hurt. Anyone with any information please contact us or the police.

### **FLY-POSTING**

There have been 6 incidents of fly-posting this month. When offenders contacted all signage has been removed.

### **FLY-TIPPING**

5 incidents of fly-tip this month. The Hot spot areas are Park Lane and Old London Road. Horsham District Councils cleansing Department have been very prompt in removing the fly-tip. We are at present in discussions of placing cameras in hot spot areas to catch offenders.

### **LITTER**

Hot spot areas this month again have been the skate park. When on duty we have been asking the youth to litter pick this area. All have been very compliant and the area is looking much better.

Turnpike play area has been particularly bad for litter this month. We have been doing regular litter picks of the area. When youth have been seen in this area we have been talking to them about the effects the litter has on the area. We have been giving out black rubbish bags to the groups when we have seen them so they can dispose of their litter in the correct manner.

We will continue to educate those who are guilty of dropping litter and will monitor the litter issues across the village.

### **DOG FOUL/DOG ISSUES**

Sadly lots of complaints this month or irresponsible dog owners not picking up their dogs foul. Hot spot areas recreation ground, alleyway leading to sports and social club, hillcrest drive, and the nature walk near the Turnpike play area. We have actually picked up and removed some of the dog foul in reported areas. Due to the number of complaints we are doing more dog foul patrols and will give an on the spot fine of a £100.00 to any dog walker we see not picking up the dog foul. We have been speaking to many of the responsible dog owners who do pick up their dog foul to ask them to keep a look out for any dog owner not picking up. We have asked that they give us descriptions of the dog walker and dog they are walking. This will help us to target those who will not pick up after their dog/s. Thanks to them we have been given several descriptions and we will be looking out for them on our patrols.

There have been two reports this month of a dog biting a young person causing an injury that needed hospital treatment. This was a totally unprovoked attack. The young person was walking along the path in church lane. He went to pass the dog walker and the dog and whilst they were walking, the dog bit him for no reason. The incident was reported to the police and we are continuing to try and identify the dog owner and dog involved. The victim has managed to give us a good description of the dog that bit him. We continue to work closely with the police on this incident. We just hope that the person responsible realises that their dog is aggressive and muzzles and keeps it under control when taking it out and about within public spaces.

The other incident was a dog walker and her dog was attacked by a large boxer type dog. Luckily they managed to escape with no injuries but the incident has shaken them up. Once again hopefully the owner may read this report and make sure the offending dog is kept under control at all times. This incident has also been reported to the police.

We have been asking across the village for anyone who may have information on these incidents.

## **NEIGHBOURHOOD DISPUTE**

This month has seen us dealing with several more neighbourhood disputes. We have managed to resolve some issues but others we are referring to partnership agencies. Hopefully by all working together we can get results to help all those concerned.

## **ELDERLY/VULNERABLE**

We have been assisting several of the elderly/vulnerable this month with issues they have been dealing with. Just being an ear to listen or more practical things like picking up their prescriptions or getting basic groceries we have done this.

Continual welfare checks to all who have needed the extra support.

Due to advertising the clubs and activities that are run across the village we have managed to get more people to attend. This can only be good for all clubs concerned as it will help to keep them financially supported and able to continue.

Carnival day was enjoyed by all who attended from the elderly/vulnerable group. We had fun dressing the float then dressing up in all the costumes. Before setting off for the carnival we all had lunch which was provided from all those that were joining in the carnival. A very big thank you to all volunteers that made the day so special for all who took part on the carnival float. This really does send a buzz throughout the elderly/vulnerable group; it makes them feel part of the community. This carnival float really couldn't take place without all the help from volunteers who have spent days preparing props needed for the float. This is all in their own free time, it's very much appreciated. There were youth that helped on the day it was lovely to see the interaction between different age groups. We came joint second when being judged which pleased all those involved. If anyone saw, our theme was the SPICE GIRLS REUNION 2057. It certainly spiced up the lives of those that took part forming a focal conversation for months to come.

The next event for the elderly/vulnerable is the trip to Lodge Hill on the 8<sup>th</sup> September for their day of extreme activities. We will be writing a report and taking many photographs to pass to local media and relevant agencies to promote this activity within the elderly/vulnerable

## **Minibus**

We are still looking out for more people to help with escorting on the minibus or driving the minibus.

We have had to raise the hire charges for minibus this month at the request from minibus association. This is to cover ongoing costs of fuel and maintenance for the vehicle.

Following a trip with the Tuesday minibus group a new time table has been agreed for the weekly trips please see listed new schedule below

1<sup>st</sup> Tuesday WORTHING MORRISONS/LIDL

2<sup>nd</sup> Tuesday HORSHAM SAINSBURYS

3<sup>rd</sup> Tuesday WORTHING TOWN CENTRE

4<sup>th</sup> Tuesday SHOREHAM TESCO/MARKS AND SPENCER

Minibus will collect residents from home address. Return trip will cost £4.00 per person.

We desperately need help with administration and day to day running of the minibus, organising volunteers etc., if anyone is interested in helping please contact Jayne 07764146367 or Bryony 07764146368 for more information.

**Appendix 2**  
**Senior Youth Worker's report - September 2017**  
**July & August Summer 2017 Headlines & Highlights**

**Ashington Carnival**

- Delighted to announce Ashington Youth Club's parade entrance won 1st prize in the walking float category and 2nd place overall.
- This was a huge encouragement and boost to our young people involved, affirming a huge amount of commitment and hard work that around 15 young people, a number of volunteers and members of the Ashington Youth Club management committee put into the costumes in the months leading up.
- The AYC management committee also had a stall during the carnival predominantly to provide young people and parents information concerning the youth club as well as being able to raise money for the youth club through a variety of raffle prizes.

**Summer Youth Club / Youth Sessions**

- During the Summer term there were concerns raised concerning levels of littering in the Skate Park. Over the course of a few weeks in July, myself and groups of up to a dozen young people litter picked in the skate park before youth club sessions.
- During July and August we were able to maintain keeping the youth club open for a number of drop-in sessions as well as providing alternative afternoon programs. This was an alternative to regular youth provision rhythms where the focus is on evening youth club sessions.
- Particular highlights included a youth BBQ where we had a slip'n'slide on the rec field with 17 young people attending.
- Significantly lower attendance in drop-in sessions and older group of teens.
- During this period, a large portion of the older teenagers we have regular contact with have gained local employment over the holidays which is highly encouraging for us leaders and also provides a reason for a lower attendance of this group over the holiday period.
- AYC committee members were able to maintain keeping the youth-gym open for sessions throughout August.

**Looking ahead**

- Focus and emphasis on integrating new group of young people into rhythm and culture of Ashington Youth Club, as well as returning groups back into culture of youth club.
- I am currently finalising plans in the coming weeks for additional 3rd party professionals to come in during the autumn term to lead specific sessions such as DJ, Rap and Sign language workshops as well as animal specialists exposing our young people to a wider variety of experiences.
- Before our Autumn term of youth club sessions begins we are gathering our team of volunteers to envision, encourage and prepare for the new term.
- It is more so than ever, imperative to build our incredible volunteer team as the popularity of the youth sessions we run during term time will soon exceed our capacity in both size and our safeguarding ratios of 1:9.
- Over the summer I was able to connect with Paul Marshall, the local county counsellor who has been able to provide significant support in developing potential youth projects in the future.

4.9.17 - Paddy Donovan, Senior Youth Worker // [paddy@ashingtonyouth.co.uk](mailto:paddy@ashingtonyouth.co.uk)

**Appendix 3**  
**Funds held by the Parish Council on behalf of others**

Ashington Rangers	£ 287.00
First Responders	£ 2779.85
Bingo Club	£ 264.19

