



Ashington Parish Council

Minutes of the meeting held on Thursday 5th July 2018 at 7:45p.m. in Ashington School, Foster Lane, Ashington

Present: Councillors: N. Spiers (Chairman), S. Ball (Vice-Chairman), T Kearney, G MacPherson, J. Stillwell, M. Woolley, K. Wood.

Also present: Clerk – Emma Johnston, District Councillors – J Blackall, P. Circus, 5 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.

158/18 Apologies for absence

Apologies for absence were received and approved from County Cllr P Marshall, R Strudwick (Councillor), L. di Castiglione (Councillor), T. Currell (Councillor). District Councillor D. Jenkins

159/18 Signing of Declaration of Office and Code of Conduct - Cllr Moss

Cllr Moss signed the Declaration of Office and Code of Conduct.

160/18 Declaration of Interests and notification of change of interests

The Chairman reminded councillors that previous declarations still stand (as defined under the Localism Act 2011).

161/18 Minutes of the Parish Council meeting held on 07th June 2018

The minutes of the meeting dated 07th June 2018 were approved as a true record and signed by the Chairman. Proposed by Cllr Terry Kearney, seconded by Cllr Malcolm Woolley and agreed by all.

162/18 Neighbourhood Wardens Report (Appendix 1)

Cllr Stillwell gave an overview of the report.
The Chair invited questions, there were none.

163/18 Youth Worker Report (Appendix 2)

Cllr Ball gave an overview of the report.
We would like to wish Paddy well and thank him for the last 4 years of hard work. We welcome Nick and his family in August.
The Chair invited questions, there were none.

164/18 **Report from District and County Councillors**

Cllr Circus reported the following:

1. Velo Cycle Event: Logged that APC were not happy with the event. Should have been discussed by the Cabinet or at least Council, but commitment has been made. Expressed the main concern is with traders in Ashington, but also with half the village if they need to work etc as they can't get out.
2. Governance Committee looking at reforming the process. Involvement of more site visits before making decisions at committee meetings to ensure more informed decision making. Multi person award, e.g. Chanctonbury, one person on committee, other members free to give evidence and be partial.
3. Waste: agreed text for labels for bins where appropriate, ensure handles are pointing out in to the road. Cllr Circus asked the PC to support this message. Clerk to put this message on APC Facebook page for residents.

Cllr Blackall reported the following;

1. Waste – In May the recycling rate in the district was up to 65%. Expectations – will end up with over 50% - first district in West Sussex to achieve.
2. Hanging baskets health and safety – The Chairman advised we have additional load testing for our lampposts with the specific task of hanging the baskets.
3. Year of Culture – next summer event (1-day ukulele fest). The Chairman commented that we were given only 3 days' notice to say what we were doing in ref to funding. Parish are not happy with 3 days' notice for the grant.

Questions were invited from Councillors – there were none.

Questions were invited from members of the public

A member of the public commented to councillors that we are not allowed bunting on the lampposts.

165/18 **Public Adjournment**

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

1. A member of the public was invited to speak at this months meeting in reference to his ongoing concerns with the Rectory Lane speed limit, and the communications he was having with County Councillor Paul Marshall. He commented on how traffic had increased by at least 50% in the 4 years they have lived on Rectory Lane. He is worried about the children. Horse riders and cyclists can be seen to really struggle. Cllr P Marshall has been a great help so far, but residents would like to apply for a TRO. The Chair commented that the building contractors may contribute funding in reference to the Neighbourhood Plan. It was also noted there is no street lighting, which would be needed to achieve speed bumps etc. The suggestion was to achieve a 30mph speed reduction all the way through. It was commented Washington roundabout is being avoided and Rectory Lane used as a rat run. The Chairman suggested traffic control to be an action for the next meeting. County Councillors were asked to support this action. The Clerk to invite Chris Stark to the next meeting and mention this item to Cllr P Marshall. Resident told there had been no fatalities to date. Cllr Circus – suggested the County Council have records of all accidents. It was suggested some statistics were collected to back up the case e.g. how many children live and use that route. Enquire with the secretary of the school. Cllr MacPherson – suggested a report to operation crackdown.

2. A member of the public commented on the Velo cycle ride asking Ashington Parish Council to protest via the County Times. Complaints/concerns are being ignored by the organisers. The Chairman commented that we need to get more attendance first to the Velo meetings to voice our concerns.
3. A member of the public commented that the farm with some businesses on hasn't got sign to let people know their businesses are there. The Chairman commented that they have never applied for a sign.
4. A member of the public commented on Ashington Welcome packs, and who now does those. Anthony's wife Teresa passed to Cubitt and West. It is suggested this is no longer done. The pack would also be out of date. A suggestion was made that this would be good for the 'Working Together' group.
5. A member of the public commented on needing security for the Ashington Festival 12-8pm, as Pulborough Wardens are not an available resource this year, and APC are one Warden down. Security guards can only cover recreation grounds. Cllr Ball to contact Sharon Cadman, Community Safety Officer, regarding Horsham Wardens.

The chairman closed the public adjournment, thanking members of the public for their comments and attendance.

166/18 Young Persons Adjournment

None present

167/18 Action List Update

The action list was reviewed and the following was noted;

a) Mill Lane Culvert

We have received a price for the civil works and fitting the trash screen at Mill Lane. If you can confirm that you are happy for us to proceed this the installation as designed, we will programme the work for this summer. (Kevin Macknay, Flood Risk Management, WSCC). The Clerk to confirm Flood Risk are covering costs under Operation Watershed.

b) ACCT working together

Email from Mr B Wallace 30.5.18. Status document produced by Cllr M Woolley and distributed to the ACCT Committee in preparation for the initial meeting with ACCT in re-starting communications of how we can work together. Dates to be confirmed by Bruce.

c) Data Protection

Initial audit meeting held 3 July 2018 – Recommendations and costs to be sent to the Clerk for consideration. Councillors to be trained in Data Protection.

d) New War Memorial

Ashington Roll of Honour 1914-1918 Grant award: £3,050.00 Offer of Funding. Ref No 65. Refer to Appendix 5. The Chairman gave a big vote of thanks from the Council to Cllr MacPherson. Cllr MacPherson circulated a project plan prior to the meeting for all Cllrs to read. The grant was accepted by Council. Volunteers for a project team – Cllr Spiers, Cllr Ball. Councillors suggested that the village groups could also be asked to volunteer for the community project. The event is planned for November 2018. A table was offered, by a member of the public, to recruit volunteers at the Ashington Festival where groups and previous residents attend. The Royal British Legion Band is visiting Ashington about that time, can the events coincide?

e) Footpath to Big Plant Nursery

C Stark has advised we need to submit an application to the Community Highway Scheme before the 31st August, with objectives/benefits, evidence of community support (record of discussion and agreement at public meeting, guide to costs involved, known sources of funding. Clerk to contact owners of Big Plant Nursery to propose the sharing of costs. Remaining costs to be crowd funded for.

- f) Risk Management Schedule – assign responsible person for monitoring duties. Working group to be established in reviewing the document. Cllr MacPherson and Cllr Spiers volunteered.
- g) Annual inspection of Parish Council Lands – Volunteers to carry out the inspection, Friday 20th 9.15 Church gate. Cllr Wood, Cllr Ball, Cllr Spiers, Cllr Woolley and The Clerk.

168/18 **Correspondence received for action**

- a) 2018 Polling district and station review – deadline to comment 31st July
It was commented there is no change to current process for Ashington.
- b) Voluntary Sector Support - keen to have a presence in Parishes to expand their outreach.
It was commented we already have Ashington Rangers active in the village.
- c) Parent & Carer Online Safety Survey – 8th July deadline.
The chairman requested that Councillors review and respond to this on-line survey.
- d) Survey - Dementia Framework West Sussex Review (22nd July deadline)
The chairman requested that Councillors review and respond to this on-line survey
- e) Public Toilet in Storrington – It was commented this is not applicable for Ashington funding as our residents don't benefit from this.
- f) Strategic Transport Investment Programme – Stakeholder Engagement, June 2018 - Proforma to be completed identifying any schemes you wish to be considered as part of the STIP prioritisation process. Referred to NP Clerk.
- g) Love West Sussex - Vegetation Rectory Lane, Ashington 2477057
It was agreed this issue would be monitored in case the vegetation got worse.
- h) There But Not There - commemorative event. In line with earlier agenda action.
- i) Cyclescheme – Cycle to Work Day – 15th August 2018

Information was noted.

169/18 **Correspondence received for information**

The following was distributed to councillors;

- a) Horsham District Council is undertaking a review of our Strategic Housing and Employment Availability Assessment (SHELAA). As part of this work they are holding a formal 'call for sites' and are actively seeking submissions or updates to existing sites which are on their records.
- b) Becoming a Trustee of The Neighbourhood Watch Network - complete an application form and return to NWN by no later than 12 July 2018.
- c) An update on plans for the HD Year of Culture 2019
- d) Schedule of Horsham Health & Leisure Walks - Ashington - July 2018. Will be added to a notice board in the village.
- e) Summer drink and drug campaign to coincide with 2018 World Cup - The Surrey and Sussex Roads Policing Unit will tackle the issue throughout the football tournament, which runs from 14th June to 15 July.
- f) SALC - Chief executive's bulletin June 18
- g) Temporary road closure application for the annual Ashington Carnival Procession to be held on Saturday 18th August 2018.
- h) Sussex Downs Classic Supportive Cycling Event - Saturday 8th September 2018 (Billingshurst Road straight over the roundabout on to London Road and under A24 on to Hole Street – cyclists will be spread out in the area between 9am and 11am)

It was agreed to note the information

170/18 **Meetings attended by Councillors**

Date	Meeting	Attendees
3rd July	Youth Partnership Meeting	Cllr Ball & Cllr Spiers
19th June	Planning Appeal Meeting HDC Horsham DC/17/2756	Cllr Spiers & Cllr Moss
22nd June	Velo meeting - Partridge Green	Cllr Spiers & Cllrs Moss
22nd June	ACCT AGM	Cllr Spiers & Cllr Ball
22nd June	ACCT Committee Meeting	Cllr Ball

171/18 **Matters raised by Councillors**

Cllr Wood commented on the agreed Planning Application, Ashington Autos regarding storage and that enforcement will be monitoring closely.

Cllr Stillwell commented on the lovely hanging baskets.

Cllr Kearney commented on Coings House, London Road, the 2 bungalows. That there are lorries down the shared entrance, and 8/12 cars in front of the bungalow. It appears they could be trading vehicles there. The Clerk to investigate further from a safety perspective with large lorries reversing blindly in to the main road.

Cllr MacPherson commented asking when we will hear about the official road closure for Velo. The Clerk to enquire.

172/18 **Chairman's announcements**

Velo attending Chanctonbury County Local Committee meeting. The Chairman encouraged Cllrs and the public to attend on 11th July to log their concerns. The Clerk to look in to Velo funding noticeboards. The Clerk to enquire whether the petrol station support our concerns. This meeting was subsequently cancelled.

Planning

173/18 **Minutes of the planning meeting held on 27th June 2018**

The minutes of the planning meeting held on 27th June were distributed to Councillors prior to the meeting. The minutes were agreed as a true and accurate record of the meeting, proposed by Cllr Wood, seconded by Cllr Kearney and agreed by all.

174/18 **Planning correspondence**

None received.

175/18 **Neighbourhood Plan update**

The Neighbourhood Plan Clerk and planning consultant have put together the first draft of the Ashington Neighbourhood Plan. This is a very rough document at present and is very much a 'work in progress'. It captures all of the information we have gathered to date including our Vision, Objectives and Policies.

All Site Promoters were asked which, if any, of our Community Needs & Priorities they are prepared to deliver either on their site or are simply prepared to pay CIL money to HDC to have them delivered elsewhere. This information, together with other comprehensive site Assessment work and the draft Neighbourhood Plan, will help decide on which sites become 'Preferred Options' for development of the 123-200 homes that we need up to 2031.

The most beneficial strategy for the Parish is probably to have Developers deliver tangible community benefits on their sites rather than accept CIL funds of which 75-85% are paid to

Horsham District Council and 15-25% to the Parish. However, all possible strategies are being explored and community benefits assessed so that the Neighbourhood Plan achieves the best possible outcome for the Parish. It is also important that the delivery of community benefits is not piecemeal across sites but is a 'masterplan' for the Parish.

This information will be shared with the Steering group shortly and the various options discussed before any decisions are made.

Preferred that we get 100% rather than via CIL where we will have to apply for funding as a village.

176/18 **New Enforcement Allegations**

None

177/18 **Planning applications**

None

178/18 **Horsham District Council Decisions**

Approvals

DC/17/2756 - Ashington Autos Showroom 2 and Service Centre, London Road
Erection of a single storey portal frame building for storage purposes and additional hard standing for storage.
(Committee 19/06/18)

DC/18/0370 Westlands Farm, Billingshurst Road
Variation of Condition 1 (Plan numbers) to previously permitted application DC/17/0671
(Proposed amendments to the external appearance of the main building and extension of the roofline to accommodate increased floor space at first floor level.

Refusals

DC/18/0388 Old Orchard, Billingshurst Road
Fell 1 x Oak

Withdrawals

None

Appeals Lodged

DC/17/2418 16 Covert Mead
Retrospective change of use application to incorporate adjacent open land within residential curtilage and erection of a 1.8m boundary closeboard fence.

Appeals Dismissed

DC/17/1616 - 27 Meiros Way
Retrospective change of use application to incorporate additional land into residential curtilage and erection of boundary fence

The information was noted.

Finance

179/18 **Correspondence**

- a) Internal Audit findings;
 - 1. Contact the insurance company about raising the Fidelity Guarantee from 250k to 400k and asking about adding 'Libel & Slander' to the Policy.
The Clerk obtained confirmation that Libel & Slander is already included in the current policy under Public & Products Liability, Defamation and intellectual property rights, which is £500,000 for any one period of insurance. Internal Auditor was informed of this 04.07.2018 by email, and accepted the confirmation 05.07.2018. The additional premium for the extra 150K Fidelity Guarantee is £235.20 including Insurance Premium Tax (IPT), which would be pro-rata for the remaining term if confirmed. Clerk to ask for expenditure confirmation.
 - 2. Amend the Risk Register, add some names/responsibilities. See action as above.
- b) Groundwork UK – Neighbourhood Planning 2018-2022 Ref: NPG-10311 Grant awarded £9,000.
- c) Amend the wording of Register of Assets, as no longer allowed to depreciate assets. Register of Assets will be updated for the next PC meeting to include any changes established in the Inspection of Parish Council Lands. Including the increased values of the new play areas, which are now covered by the updated insurance.

180/18 **Income**
None

181/18 **Expenditure (Appendix 3)**

It was resolved that the schedule of invoices for payment totalling £8,404.45 for July 2018 be approved.

Jul-18	Emma Johnston	Telephone	7.00
		Home Office	10.00
		Warden flowers	30.99
		Stationary inc stamps	12.96
	Mark Adsett	Landscape Gardening - June 2018	806.74
	Ashington PCC	Invoice: YW201806 Youth Worker (June 2018)	1083.33
	Peter J Consultants	Internal Audit	241.31
	Ferring Nurseries	Hanging Baskets	1093.82
	SLCC	Annual Membership	147.00
	Mrs Karen Dare	Home Office	5.00
		Paper	4.00
		Postage (Annual Return)	2.11
		Print cartridges	38.63
	ACCT	Lease for one acre - 2018	10.00
	Playsafety Limited	Annual Inspection of Parks	252.00
	Public Works Loan	PWLB Reference 123 07040	3,110.12
	Came & Co	Hiscox Insurance Company additional premium for updated playground equipment. Inv Ref: 32512461	78.01
	WSSC	Salaries and on-costs June 2018	1,471.43

July 2018 Total expenditure 8,404.45

Meeting close at 9.03pm

Date of Next meetings

The next Planning Committee meeting is at **7:30pm on Wednesday 18th July 2018** at the Community Centre, Foster Lane (Committee Room 2)

The next Parish Council will be held at **7:45pm on Thursday 6th September 2018** at Ashington School, Foster Lane.

Members of the public should be aware that being present at a meeting of the Council or one of its Committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.

Appendix 1 – Warden Report

As sent to all Councillors

Appendix 2 – Youth Worker Report

As sent to all Councillors

Appendix 3 – Expenditure

As sent to all Councillors

Appendix 4

Funds held by the Parish Council on behalf of others (as at 31 March 2018):

Ashington Rangers	£724.01
First Responders	£ 3,556.30
Bingo Club	£ 264.19

APPENDIX 5

ASHINGTON ROLL OF HONOUR PROJECT

Aim: The project aims to deliver a community event that commemorates 100 years since the end of the First World war and in particular looks at the lives of the 11 men from the village who gave their lives.

The project. The project will research the lives of the 11 men named on the Ashington Church First World War memorial with a view to producing a printed booklet outlining their history and connection with the village.

This will be used to promote a community event to be held close to the Armistice where up to 50 guests from the village will be invited to a presentation on the history of the 11 Ashington men followed by an afternoon tea to commemorate Armistice 100.

A separate presentation will be made available to youth groups and the village school in order to raise awareness in a youth audience. It is hoped this will be able to be delivered at an assembly or similar event linked to the Armistice.

A commemorative 'Tommy' Sculpture and 'There but not there' silhouettes will be purchased using grant money and used to promote the project and hopefully also used by the Church as part of its Remembrance service. It is hoped these will become a legacy element of remembrance in the village.

Whilst commemorating those who gave their lives over 100 years ago, the project also aims to raise awareness of the Armed Forces Community today and how the Armed Forces Covenant may assist Ashington residents who have a connection with the Armed forces

Funding. The Armed Forces Covenant Fund has agreed a grant of £3050.00 towards this project to fund the following:

'Tommy' Sculpture	£750.00
Printing	£500.00
Venue hire and catering	£1800.00

A separate bid has been placed to purchase a further 10 silhouettes however the outcome of this bid remains unknown.

The plan above assumes the project is 100% grant funded, however it can be extended in scope or scale (i.e. number of people invited to the event) if additional funding is forthcoming or by making a small charge for tickets to attend.

Next Steps: The research element of the project is well under way however assistance to deliver the remainder of the project is now sought. In particular:

1. Discussion with the Church about how it may be possible to link this commemoration with the Remembrance service and share the 'There but not there resources'
2. Discussions with the school about a possible Assembly presentation around Armistice 100. Similar discussions with youth groups and scouts.

3. Workshop with Wardens to raise awareness of Armed Forces Covenant and support that may be available to the Armed forces community in Ashington.
4. Assistance in organising the Armistice Tea event.
5. If there is sufficient interest, it may also be possible to organise a short trip to France to visit the sites where many of the Ashington men are buried or commemorated (this is not funded as part of the project).

Decisions. In order to progress, the parish council is requested to make the following decisions:

1. Vote to accept the Armed Forces Covenant Fund Grant to support this project.
2. Agree the outline project plan above.
3. Review the project team and seek additional volunteers to assist in delivering this event.

Graeme MacPherson
Councillor.