

**WASHINGTON PARISH COUNCIL**  
**MINUTES OF THE MEETING HELD ON MONDAY 14<sup>TH</sup> JUNE 2010 AT 7.30pm**  
**IN THE VILLAGE HALL**

Present: Cllr L. Britt (Chairman), Cllr C.Beglan, Cllr T. Cook, Cllr J. Davies, Cllr N Dore`, Cllr J. Henderson, Cllr R. Milner-Gulland, Cllr M. Shaw, Cllr M. Turley, Clerk Mrs L Quirk., District Cllr R.Dawe, County Cllr F. Wilkinson. 1 member of the public

60. **Apologies and Declarations of Interest**

Apologies received from Cllr Cooper, Cllr Wilkins – holiday  
Cllr Dore` Village Hall

61. **Minutes of the last meeting**

The minutes of the meeting held 10<sup>th</sup> May & AGM were approved and signed.

62. **Matters arising**

149. St Mary's Bridge No. 1488 –Cllr Cook reported that she had further contact with Mr Green WSCC and the signs would be installed on 13<sup>th</sup> April with the infill panels on the bridge to follow. *Signs have now been installed*

151. Beggars lane – Part of the handrail has been installed, a small section is still to be completed.

20.5 EN/10/0037 - Tintells, Melrose Place *HDC enforcement have confirmed that the ridge height is in accordance with the approval, and the file closed.*

42.6 A24 Barrier – *Cllr Henderson to attend a site visit that has been agreed, as the Officer is presently on leave meeting to be arranged on his return for mid July.*

63. **Finance**

63.1 The following cheques were approved:-

Mrs S Muddle Litter Warden	
Mrs L Quirk Clerk	
HDC Easter newsletter	50.82
Howards Garden & Leisure	458.25
Public Works Loan Board ½ yearly payment	1,932.75
J. Pullen maintenance	119.12
G Wilmshurst materials for photographs	47.22
SCS phone bill	45.86
V Lakers 1 7 2 hr light cards for MUGA	39.96
G. Davies maintenance and upkeep Vera's Shelter	280.00

63.2 Estimate supplied from J Pullen- for clearing the ditch debris alongside the recreation ground, half a days work £60, he has suggested that it would best be done in the Autumn when the vegetation has died down. *This was unanimously approved.*

The Chairman informed members that Mr Pullen had been requested to do some emergency repairs to the tennis net, which had become jammed. *It was suggested that he be asked to service the net and mechanism.*

63.3 **Accounts 2009/2010**

The statutory deadline for the approval of the accounts is 30<sup>th</sup> June 2010; therefore members are requested to approve the annual return which will then be submitted to the Internal Auditor. A copy of the annual return, and the accounts had been circulated to members prior to the meeting. The Chairman asked members if having looked at the information provided, they

were happy for her to sign the annual return which included the Annual governance statement. *This was unanimously agreed, and the Chairman signed the annual return.*

64. **Planning**

64.1 **Applications received**

DC/10/1032 – Rowdell, The Street - Renewal of unimplemented planning permission  
DC/07/1852 conversion of existing outbuildings to provide ancillary accommodation and single storey flat roof link- *Reiterate comments previously made, point out now in SDNP.*

DC/10/0965 – Oakdene, Merrywood Lane- fell 1 Scots Pine – *No objection*

DC/10/1066 - 5 Chanctonbury Close - Single storey rear extension and side porch- *No objection.*

DC/10/0892-Rowdell Lodge Storrington Road-Minor material amendment to previously approved application WS/23/02 (2-storey extension) to include bricking an area under the roof line and incorporating a door and 2 windows (Minor Material Amendments application) - *No objection.*

DC/10/1098 - Redlands Farm House, Rock Road -2-storey extension – *No objection*

64.2 **HDC Planning Decisions**

**Approvals-**

DC/10/0600 - Woodmans Storrington Road - Construction of a 20 by 40 metre riding arena

DC/10/0616 - Wayside House Hampers Lane - First floor extension and conversion of existing loft space above garage into habitable living space incorporating dormer and roof light windows.

DC/10/0200 - Caladh Rock Road - Create a separate driveway to store a touring caravan and 1.22m high gates.

DC/10/0722 - Windrush Lodge Chestnut Close - Fell 6 x Silver Birch (T2, T3, T6, T13, T9 and T10) and surgery to 1 x Sweet Chestnut (T1), 1 x Cherry (T4), 1 x Oak (T5), 1 x Scots Pine (T7), 1 x Holly (T8) and 2 x Silver Birch (T11 and T12)

DC/10/0542 - The Chardonnay Restaurant Old London Road - 1 replacement free standing sign.

DC/10/0555 - Jasmine Cottage 1 Chanctonbury Close -Erection of porch.

DC/10/0572 - High Barn Newhouse Lane - Proposed alterations and single storey extension with rooflights to front pitch and dormer extension to rear pitch. Also new roof to existing conservatory and replacement of brick chimney with flue

DC/10/0631 - Wood View Bracken Close - Fell 1 x Scots Pine (T1) and surgery to 1 x Scots Pine (T2)

DC/09/2324 - Rock Place Cottage 26 Montpelier Gardens - Proposed detached garage with shed and garden store.

DC/10/0469 - Burrwill Moulds Old London Road - Change of use to vehicle, maintenance, MOT and general engineering. Business relocating from Unit 1 opposite on the same site.

DC/10/0663 - Badgers Hill Badgers Holt - Surgery to 1 x Scots pine (T2)

DC/09/2281 - New Highfield Works Spring Gardens - Extend factory working hours from 0600 hours to 2300 hours Monday to Saturday

DC/10/0656 - Sandalwood Bracken Lane - A one vehicle bay carriage house

**Refusal**

DC/10/0697 - St Olaves Hampers Lane - Proposed new residential 3-bed bungalow with garage together with new replacement garage for existing bungalow.

DC/10/0865 - Land South of 1 Bohemia Cottages Georges Lane - Erection of a single (3-bed) holiday cottage on previously developed land (land adjacent 1 Bohemia Cottage)

64.3 **Other**

- 64.3.1 Thakeham Parish Council have written regarding MWDF asking if other local Parish Council's would be willing to join a task group to monitor the MWDF draft document. *After some discussion it was decided that the Chairman would attend an initial meeting to discuss this idea further.*
- 64.3.2 Hansons Pit- email circulated from Paul Rowley at HDC *the comments were noted.*
- 64.3.3 East Clayton Farm- response from George Parker- *The works are now complete, a Stage 3 Safety Audit will be held within the next couple of weeks, he will raise concerns about the visibility with the auditor.*

65. **Future working of CLC**

The Vice-Chairman of the County Council, who chairs the County Council's Working Group considering the future operation of CLCs, has indicated that he would welcome views from all parish & town councils on this topic. A number of town & parish councils have sent in comments, or attended a meeting with the Working Group, and this has been appreciated. The Vice-Chairman has asked that I send a reminder to all town & parish councils that there is still time to make its views known to the Working Group: however, as the Group is hoping to report to Governance Committee in July it would be helpful if you could send any comments (addressed for my attention) by 11th June. If this timescale presents a problem to you could you let me know. Extension has been agreed until after the meeting for comments. *The Chairman had been one of only a small number of parishes to attend the meeting to discuss this some months ago; there are therefore no further comments to make at this stage.*

66. **Horsham District Council's Engagement with Local Communities**

HDC is in the early stages of building its new Corporate Plan 2011-2015 and we would like your help please! As one of our starting points, we recently asked Action in Rural Sussex (AirS) to research local priorities across the District. AirS used existing Parish Plans and Community Plans as the primary source of information.

The purpose of this letter to you now is to:

1. Invite you to hear the feedback from the AirS study;
2. Join a discussion about how we take this work forward to strengthen engagement between the District Council and local communities;
3. Supplement the work already undertaken by AirS by sharing your current thinking and identifying the top four priorities for your area.

The Cabinet is very keen to work with and have an ongoing dialogue with the District's communities and to try to incorporate your local ambitions within its strategies. We cannot guarantee to deliver all your aspirations, especially in the current financial climate, but we would like to know what is important to you.

In responding, we would like you to think on this occasion of the wider area beyond your own parish/neighbourhood boundaries; for example, a housing development in a neighbouring parish may well place demands on the services, infrastructure and shopping facilities of your own parish, so could be a high priority for you.

Attached to this letter is a simple questionnaire that asks you to identify the top four issues for your area. If you would like to participate, please return the questionnaire, ideally by e-mail to [corporateplan@horsham.gov.uk](mailto:corporateplan@horsham.gov.uk) by 28<sup>th</sup> June. Paper copies should be returned to Karen Jordan at Horsham District Council's Park North offices by the same date. If you would like to respond but are unable to meet this deadline, please let us know by contacting the officers named on the attached questionnaire.

We plan to present the feedback from the AirS study and include information from this latest questionnaire as part of a discussion at the next HALC meeting, to be held at **County Hall North, Horsham on Monday 5<sup>th</sup> July at 7pm.**

Parish and Neighbourhood Councils, Community Partnership Groups and local District Councillors are all being invited to attend to ensure we involve the principal groups

working within local communities.

Please contact Julie McKenzie at [julie.mckenzie@horsham.gov.uk](mailto:julie.mckenzie@horsham.gov.uk) or telephone 01403 215306 to confirm who will attend from your organisation by 28<sup>th</sup> June so that we have an idea of numbers and can make appropriate arrangements for the evening. I do hope you will be able to share the four priorities for your area with us and be able to come along to the meeting on 5<sup>th</sup> July. Tom Crowley Chief Executive.

*It was agreed that the Chairman would complete the questionnaire.*

67. **Emergency Plans for Parish & Neighbourhood Councils**

Tony Skelding is the new Emergency Planning Officer for Horsham District Council. As part of his new role with the Council one of his priorities is to assist in the production and/or update of individual Parish & Neighbourhood emergency plans so that the community is as resilient as it can be during an emergency. Having attended the HALC meeting and explaining the need for individual emergency plans, the majority of Parish & Neighbourhood representatives were eager for him to start the process. He wishes to meet with the clerks (for about 30 minutes to an hour) and assist with the completion of the Parish/Neighbourhood emergency plan and also gather any problems or concerns there may be regarding emergency planning issues in your area. A meeting has been arranged for 10th June. *The Clerk reported back on the meeting with Tony Skelding. Members were in agreement that this is a good idea and leads on from the Council attempts to gather information for future emergencies. Members will look at the document, and provide any information possible; an article will be put into the next newsletter asking for parishioners support.*

68. **Public Convenience Provision Storrington**

Storrington Parish Council has written, asking if Washington as a neighbouring Parish Council would be prepared to consider contributing to the provision of toilets in Storrington. District Cllr Dawe informed members that Storrington had been informed by HDC that it would in fact cost an extra £20,000 on top of the figures quoted in the letter, and had therefore decided that it was not viable. Storrington PC were therefore writing to Waitrose, who had recently taken over the Somerfield's store, but were initially going to build a new store to include public toilets, and ask for their assistance in providing public toilets. *Clerk to contact Storrington PC to see who they have written to. Members agreed that the Clerk should write to Waitrose asking them to consider provision of public toilets.*

69. **Correspondence**

1. Letter from Storrington & Sullington PC asking if consideration could be given to contributing to the cost of providing public toilets in Storrington.- Agenda item.
2. Guide to Local Health Service in West Sussex
3. WSCC Partnership News
4. Letter from Gina Wilmshurst re historic photos- she has asked that this be ignored as meeting taken place.
5. Email from Paul Rowley Hansons pit circulated
6. Email from Carol Boniface re bus crossing point A24 circulated.
7. Email from Darren Rolfe WSCC ranger in area. Sent to Cllr Davies
8. Email from David Holmes HDC – informing that the WSCC LTP3 consultation draft has been delayed because of the change in government. circulated.
9. Email West Sussex Fire & Rescue Consultation on draft Service Plan for 2011-12 The consultation process starts on 19th July 2010 and closes on 8th October 2010. During this period the Fire and Rescue Service will be undertaking a number of presentations of its proposals at meetings of County Local Committees around the county. The draft Service Plan for 2011-12 and all supporting documents will be available on our website <http://www.westsussex.gov.uk/fire> and in hard copy form from 19th July at Libraries, District/Borough Council Offices and on request from Fire Service HQ Chichester. We would like to encourage as many people as

possible to consider our proposals and offer their thoughts and ideas. In order to make them aware of it would you please include the attached message within the next edition of your local newsletter or magazine, assuming your next issue falls within our consultation period.

10. Email from Carol Boniface PSCO- The next meeting of the above will be on Thursday 8th July at the fire station, School Hill, Storrington. Everyone is welcome to attend - please can you pass this onto all the councillors.
11. Email from HDC - Horsham District Food & Drink Festival 4 September to 3 October 2010  
We are still looking for more and more businesses to come forward to participate in the 8<sup>th</sup> Horsham District Food & Drink Festival, the 4-week, spectacular showcase of the finest local produce from across the Horsham District.
12. Email from HDC- Please note that the generic Community Safety Unit telephone number 01403 215186 (internal 5186) is no longer in service. In future any calls relating to littering, dog fouling etc should be directed to the Street Scene Wardens on 01403 215533 (24hr answer phone). Alternatively you can still e-mail [communitysafety@horsham.gov.uk](mailto:communitysafety@horsham.gov.uk).
13. WSCC Libraries Consultation – circulated by email

70. **Reports and Recommendations from Committees**

Newsletter – it was agreed to have articles in by 21<sup>st</sup> June, that would then give sufficient time for them to be edited, sent for printing and delivered in time for village day.

Allotments Committee – Cllr Davies informed members about a site meeting that had taken place to view the allotment plots, when members had also looked at the area to the rear of the allotments, where concern has been expressed that they could be accessed from a hole in the hedge to the rear of the recreation ground. *Members considered that there was no immediate problem as there was no evidence of this happening, and the area was covered in stinging nettles at present. It was agreed to monitor the situation.*

71. **Local Issue including Maintenance**

1. Email from Carol Boniface- I hold the above every 2 months for all your areas. I appreciate it is in Storrington but it is open tall of you. Would you like a separate meeting to be held in either Amberley or Washington or Parham or are you happy that Storrington is accessible for all?? I want to make sure that no one feels left out so to speak but have to be mindful of using my time appropriately. Currently I get free use of the fire station in Storrington for my meetings and this is an ongoing agreement with them. I will happily rotate the meetings around the smaller villages should you wish however would have no provision to pay for hall hire. Please let me know your thoughts as to whether rotation would be a good idea or extra meetings for your individual parishes. Or are you happy to keep it at Storrington every 2 months? *Members agreed it would be sensible to keep the meetings in Storrington and that the PC should make an attempt to attend.*
2. Dog club using recreation ground –Findon Downs Dog Club (Tuesday evenings) have made a request to use part of the recreation ground for their classes. Cllr Dore` said she felt very strongly that people should not be charged to use the recreation ground when using the hall. Also that the dog club were a charity and they should be able to use the rec having hired the hall. *Members agreed that generally the recreation ground could be used, when this was not for commercial use, if it was a commercial venture or for exclusive use such as a marquee for a wedding, then payment would be required. But it is still essential that the PC is notified prior to the event taking place, as safety and insurance needed to be taken into consideration and the suitability of the site for the purpose. Cllr Dore` was asked to request that this be included on the booking form, so that people are aware when booking the hall that it does not automatically include the use of the rec, and prior permission will be required. It was also agreed that the dog club could use the rec, on occasions, if they confirmed that they are a charity and not for profit organisation. Members asked that they do not walk their dogs around the recreation ground,*

*but use Jockey Meadow next to the car park, as this gave the impression to other dog owners that this was acceptable, and although the dog club clear up after them, others do not.*

3. Frankie Brooks – his family would like to plant a tree in the recreation to mark his 100 birthday. *Members agreed, suggested that a member of the PC check the proposed site and species of tree to be planted before hand.*
4. Cllr Turley had previously asked if the welcome packs were still available. *The Chairman said she did not have any more, it was suggested putting a pack together with Parish Plan, Newsletter, Walk leaflet, ABC book, details of the Conservation area and SDNP etc.*

72. **Meetings Attended**

Cllr Turley reported on a meeting he had attended with Jeremy Knight from the Horsham Museum and Gina Wilmshurst who looked after the historic photographs. *It was agreed to take the project forward with Jeremy Knight, and that volunteers to assist with the scanning of the existing photos etc would be sought at Village Day. Jeremy Knight had offered to enlarge some of the photos for display on village day to encourage this. Cllr Cook suggested that checks should be made with Storrington museum, who were also in the process of scanning images they have, so that the photos are not being duplicated.*

73. **Any Other Urgent Business**

None

74. **Date and Time of next meeting**

5<sup>th</sup> July 2010 Cllr Turley gave his apologies for the next meeting.

Meeting finished at 9.50pm.

Signed ..... Date 5<sup>th</sup> July 2010  
Chairman