

# WASHINGTON PARISH COUNCIL



Clerk to the Council.  
Washington Parish Council PO Box 2286  
PULBOROUGH RH20 9BT  
Tel: 0777 6771921  
Email: [clerk@washingtonparish.org.uk](mailto:clerk@washingtonparish.org.uk)  
Website: [www.washingtonparish.org.uk](http://www.washingtonparish.org.uk)

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## WASHINGTON PARISH COUNCIL MEETING

**MINUTES** of proceedings for the monthly meeting of Washington Parish Council held on Monday 8<sup>th</sup> January 2024.

**PRESENT:** Cllr S. Buddell (Chairman), Cllr B. Hanvey, Cllr P. Heeley, Cllr T. Keech, Cllr A. Lisher (Vice-Chairman), Cllr G. Lockerbie and Cllr J. Thomas

**IN ATTENDANCE:** Cllr Emma Beard (HDC)

**ALSO:** Clerk to the Council, Ms Z Savill

**MEMBERS OF THE PUBLIC:** 1

**ABSENT:** Cllr J. Luckin

The Chairman opened the meeting at 19:30 hours.

- FC/24/1/1 To Accept Apologies for absence**  
The Council **RESOLVED** to **ACCEPT** apologies for absence from Cllr Luckin.
- FC/24/1/2 To Receive Declaration of Acceptance of Office and Register of Interests from newly co-opted Cllr Lockerbie**  
The Council welcomed Cllr Lockerbie to this meeting following his co-option to the Washington Ward at the last Full Council meeting on 11<sup>th</sup> December 2023. Cllr Lockerbie signed his Declaration of Acceptance of Office and Register of Interests forms before joining the meeting.
- FC/24/1/3 To Receive Declaration of Councillors personal or prejudicial interest**  
None declared
- FC/24/1/4 To Approve the Minutes of the last Full Council meeting**  
The Council **RESOLVED** to **APPROVE** the minutes of the Full Council Meeting on 11<sup>th</sup> December 2023 and were duly signed by the Chairman.
- FC/24/1/5 Public Speaking**  
None.
- FC/24/1/6 Reports from County and District Councillors**  
**County Council Reports for Washington**  
Cllr Marshall (WSCC) gave his apologies prior to the meeting. There were no additional reports.

### Horsham District Council Reports for Washington

Cllr Beard gave apologies from Cllr Grech and Cllr Fisher. Cllr Beard reported on the following:

- HDC approved the district's Regulation Horsham District Local Plan at its full council meeting on 11<sup>th</sup> December 2023. The formal period of representation begins 19<sup>th</sup> January 9am to 1<sup>st</sup> March 2024 at 5pm for the public to submit comments.
- Cllr Beard reported that HDC had agreed her motion proposed at the December meeting to bring the Rivers Arun, Adur and Rother to the forefront of all its decision-making policies to address the "diabolical state of our rivers." Cllr Beard commented that it was really important that the voices of communities are heard and to get them involved in the conversation.
- **Planning application reference DC/23/2195 at Heathside, Vera's Walk, Storrington (Washington parish):** Cllr Beard confirmed she had been in touch with HDC to raise concerns expressed by residents about the impact of the proposals.
- **Longbury Hill Wood:** The Chairman pointed out that the woodland was not designated in the new Local Plan for development but the status as brownfield following the tree felling was unclear. Cllr Beard agreed to find out and update the council.

**FC/24/1/7 To Report on actions and matters arising from the last meeting**  
The following actions list was previously circulated:

Action	Progress
Chase for response to the Council's further request (20 <sup>th</sup> July) to the West Sussex Highways Authority (HA) for yellow-backed speed signage in London Road/the Bostal. Clerk to action	In progress. Highways Authority response still pending
Write to the Ambulance Service inviting them to make an emergency TRO for The Street to enable emergency vehicles access. Clerk to action	Actioned. SECAMB confirmed (email 2.1.2024) that following an inspection of The Street, they found the road access is "tight but passable based on sensible parking etc". Full response was previously circulated.
To submit 2024/25 precept request before 27 <sup>th</sup> Jan 2024. Clerk to action.	In progress. To be actioned once HDC have confirmed no change in tax base

The Council noted the report and **RESOLVED** that the PT Committee considers the option of making an application for a Traffic Regulation Order to address reported parking issues for emergency access in The Street. To be tabled on the agenda of the committee's next meeting on 19<sup>th</sup> February 2024.

It was noted that HDC had yet to confirm if there had been any changes in the parish tax base which would affect the 2024/25 precept agreed at the last meeting. Clerk would follow this up after the meeting.



**Planning: To Report applications, decisions, compliance and appeals on significant applications**

**Planning applications in the parish (significant)**

None received in time for this meeting.

**Delegated comments on planning applications in the parish**

The Council noted the comments to the following applications delegated to the Planning & Transport Committee and submitted to HDC:

- **DC/23/2183 Heathside Vera's Walk Storrington RH20 3JF**  
*Erection of a residential annexe building.*  
Parish Council comment: Strong Objection
  
- **DC/23/2194 Ridgeways Georges Lane Storrington RH20 3JH**  
*Erection of a single-storey side extension.*  
Parish Council Comment: No objection
  
- **DC/23/2199 Casita Hampers Lane Storrington RH20 3HZ**  
*Erection of a single storey rear extension, rebuilding of conservatory by changing fenestration details, and forming a new tiled pitched roof. Replacement of hip and flat roof to form gable ends to enlarge habitable space on first floor. New fenestration details to first floor including velux windows a new windows formed in gable ends with 2 no dormers for front elevation. Changes to detached garage, including removal of hips and replacement with gable ends and addition of shed to the rear of the garage, with pitched roof.*  
Parish Council Comment: No objection
  
- **DC/23/2194 Barnards Nursery**  
*Certificate of Lawfulness to confirm that the property is not subject to an agricultural workers occupancy condition (Lawful Development Certificate - Existing)*  
Parish Council Comment: No Comment

**Planning decisions (significant)**

None reported.

**To Report the decision to Approve the Regulation 19 Horsham District Local Plan and Consider any required response.**

It was noted that HDC approved the Regulation 19 Horsham District Local Plan at its meeting on 11<sup>th</sup> December 2023.

It was noted that there were no new sites included for Washington in the Local Plan, including Longbury Hill Wood which had been put forward by the landowner. Land at Melton Drive, Storrington was allocated contrary to the Storrington & Sullington and Washington Neighbourhood Plan (SSWNP).

Members welcomed the news that the revised NPPF, effective from 19<sup>th</sup> December 2023, affords parishes with allocated land for housing a greater degree of protection from speculative development, increasing from 2 to 5 years from adoption. This would apply to the SSWNP which was adopted in 2019 and will have another year's status according to the NPPF changes.



Representations on the legal compliance of the Plan and its "soundness" as set out in the NPPF, were invited between 19<sup>th</sup> January and 1<sup>st</sup> March 2024. Comments would be considered when the Plan goes to examination, anticipated this Autumn. The Council **RESOLVED** that the Planning & Transport Committee would consider the Council's representations at its next meeting on Monday 19<sup>th</sup> February.

**Planning Compliance**

None reported.

**Appeals**

None reported

**FC/24/1/9 To Consider an invitation to the Preliminary Meeting to discuss the procedure of examination of the application (the 'Rule 6' letter) for the Development Consent for the Rampion 2 Offshore Wind Farm Project on Tuesday 6 February 2024 at the DoubleTree by Hilton Brighton Metropole, via Microsoft Teams**

Members discussed the Planning Inspectorate's (PINS) invitation to the Council to participate in preliminary online discussions (6<sup>th</sup> February 2024) to submit views on how the Rampion 2 application should be examined.

Following a discussion, the Council **RESOLVED** that the Chairman attends the preliminary hearing and liaises with the Clerk on views to be submitted for consideration. Clerk to notify PINS before the deadline on Tuesday 16<sup>th</sup> January.

**FC/24/1/10 To Agree action on any urgent maintenance of council property.**

Members noted that a fencing post was leaning on the Recreation Ground boundary with School Lane and that the bark surfacing needed raking over underneath the see saw in the play area. A Member reported that the historic Vera's Shelter was being used as an unofficial community book club.

Following a discussion, the Council **RESOLVED** to delegate authority to the Clerk to make arrangements for the Replacement of the fencing post. Cllr Lisher kindly agreed to rake over the bark chipping on the play area. The OSRA Committee would discuss the Shelter at its next meeting on 19<sup>th</sup> February and the vacancy for the Shelter gardening.

**FC/24/1/11 Washington Recreation Ground Charity:**

**To Approve the Washington Recreation Ground Charity 2022/23 Annual Return**

It was noted that the WRGC Annual Return 2022.23 had been submitted in June and reported to the FC June 2023 meeting Minute Reference FC23/108.

**To Approve a quotation for hedging in gaps on the Recreation Ground**

The Council considered and **RESOLVED** to **APPROVE** a quotation of £185.20 from Sussex Land Services to supply and plant mixed hedging in the gap along the London Road hedging of the Recreation Ground. It was noted that Sussex Land Services are the Council's approved contractor for the grounds maintenance.

**To Approve terms and conditions for the new safety surfacing in the Play Area and quarterly inspections**

The Council **RESOLVED** to delegate authority to the Clerk to sign the contractor HAGS's terms and conditions for the planned new safety surfacing and quarterly



playground safety inspections, already approved by OSRA and the Council.

**FC/24/1/12 To Ratify payments made by delegated authority**

The following payments already made were previously circulated:

Voucher	Name	Description	Amount
138	Clear Insurance Management Ltd formerly	Insurance	20.17
139	Sawing Heights Tree Surgery	Tree Works	450.00
			Approved FC Dec 2023 Min Ref: FC/23/12/15
			Quotation approved OSRA Oct 2023 Min Ref O/10/23/14
TOTAL			470.17
			Paid 12.12.2023

It was noted that the quotation of £20.17 from Clear Insurance Management Ltd, the Council's insurance broker, was approved at the last FC meeting on 11<sup>th</sup> December Minute Reference FC/23/12/15. The quotation from Sawing Heights of £450 for HS1 tree works recommended in the annual tree inspection, was approved by OSRA at its meeting on 16<sup>th</sup> October 2023 Minute Reference: O/10/23/14. Works were completed.

The Council **RESOLVED** to **RATIFY** approval of the above payments totalling **£470.17**, in accordance with its adopted Financial Regulations

**FC/24/1/14 To Approve Payments**

The Council **RESOLVED** to approve payments of the following invoices totalling **£12,708.50**:

Voucher	Name	Description	Amount
140	JNJ Storage	Storage	778.08
141	Stella Russell	Litter warden	166.72
142	Wilbar Associates Ltd	Speed Indicator Devices	2,262.00
143	Horsham District Council	Refuse Collection	9.00
144	Washington Village Hall Memorial Hall Ch	CIL Grant	4,299.00
145	Washington Village Hall Memorial Hall Ch	CIL Grant	1,246.00
146	Washington Village Hall Memorial Hall Ch	Grounds maintenance	534.96
147	NEST	Pension	108.74
148	HMRC	PAYE	1,528.80
149-153	Z Savill	Clerk Salary & Expenses - Dec 2023	1,775.20
TOTAL			12,708.50

**FC/24/1/15 To Report the reconciled bank balances**

The Council **RESOLVED** to note the reconciled bank balance of the Lloyds account, of £68,446.56 and £85,000 on the Nationwide Business Savings Account since the last meeting.

**FC/24/1/16 To report the PAYE Q3 2023.24 contributions**

The Council noted the PAYE Q3 2023.24 employer and employee contributions totalling £1,528.80 which have been approved under Minute Ref: FC/24/1/14 at this meeting.

**FC/24/1/17 To Report the VAT Q3 2023.24**

The Council noted the VAT Q3 2023/24 of **£1,702.64** to be reclaimed.

**FC/24/1/18 To Report Correspondence**

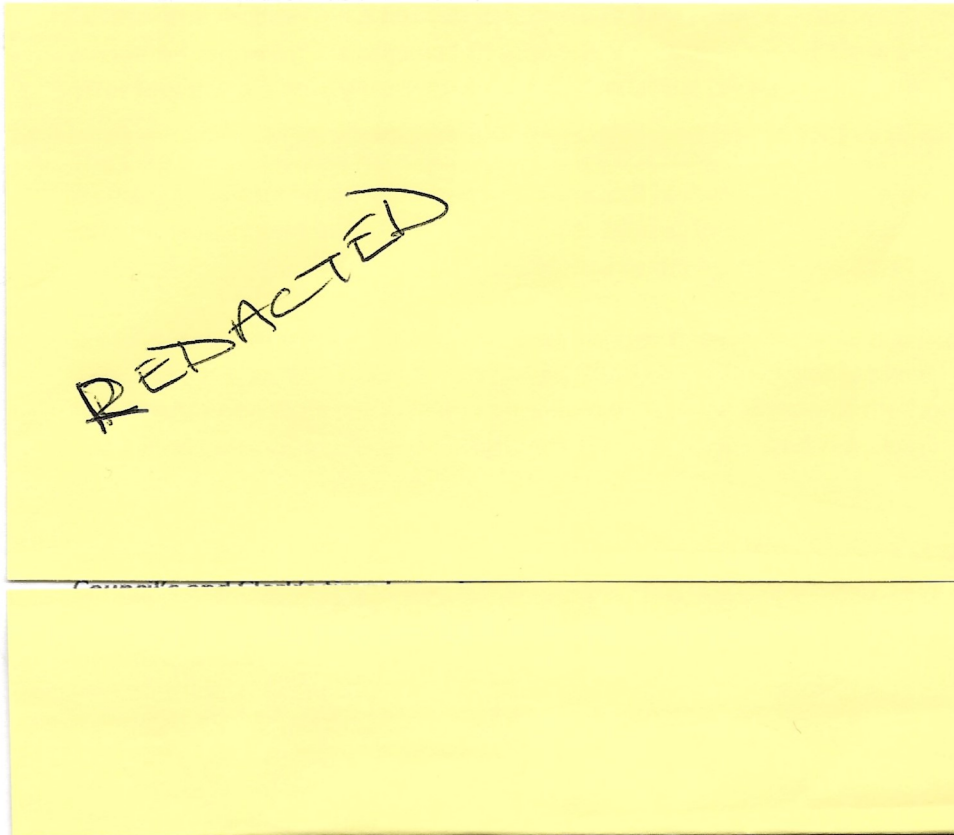
The Council noted the following email correspondence received:

- Thanks from the Village Hall Trustees to Washington PC for its support, particularly in allocating CIL funding for the Hall's improvement projects and facilitating discussions.

- Extracts from Andrew Griffith MP's newsletter with updates on his campaign against the 'Rampion 2' cable motorway' and his concerns about the HDC response to the Adequacy of Consultation to PINS
- Horsham District Regulation 19 Local Plan decision
- Invitation from SDNPA to complete its questionnaire for its Local Plan Draft Settlement Facilities Assessment.
- Supporting information from WSCC for anyone who is considering standing for election in the County Council elections in May 2025.

**FC/24/1/19 Clerk's Report**

**FOI (Freedom of Information)**



**FC/24/1/15 To Receive items for the next agenda and Chairman's Announcements**

The following items were put forward:

- Location of the SID in Rock Road: this would be tabled for discussion at the next Planning & Transport Committee.
- To receive an update on the NP Steering Group Committee's Storrington & Sullington PC membership, and the way forward.
- To consider holding an Annual Parish Meeting

There were no Chairman's announcements.

**FC/24/1/16 Dates and time of next meetings at Washington Village Memorial Hall (Dore Room).**

**Full Council Meeting:** Monday 5<sup>th</sup> February, 2023, 7:30pm

**Personnel Committee:** 29<sup>th</sup> January 2024, 7:00pm

**Planning & Transport Committee:** Monday 19<sup>th</sup> February 2023, 7:00pm

**Open Spaces Committee:** Monday 19<sup>th</sup> February 2024, 7:45pm

There being no other business to transact, the meeting closed at 20:36 hours



Signed:

Dated:

## Acronyms

AIRS Action in Rural Sussex  
AGAR Annual Governance and Accountability Return  
CIL Community Infrastructure Levy  
CPRE Council for the Protection of Rural England  
CSW Community Speed Watch  
DCO Development Consent Order  
DPO Data Protection Officer  
HALC Horsham Association of Local Councils  
HDC Horsham District Council  
HDPF Horsham District Planning Framework  
HAMSVVA Horsham and Mid Sussex Voluntary Association  
ICO Information Commission Office  
LGS Local Green Space  
NALC National Association of Local Councils  
SSWNP: Storrington & Sullington and Washington Neighbourhood Plan  
NPPF National Planning Policy Framework  
PCC Police Crime Commissioner  
PINS Planning Inspectorate  
PROW Public Rights of Way  
SDNPA South Downs National Park Authority  
SDNP South Downs National Park  
SHELAA Strategic Housing Economic Land Availability Assessment  
SID Speed Indicator Device  
SLCC Society of Local Council Clerks  
TPO Tree Preservation Order  
TRO Traffic Regulation Order  
TTRO Temporary Traffic Regulation Order  
VAS Vehicle Activation Device  
WPC Washington Parish Council  
WRGC Washington Recreation Ground Charity  
WSALC West Sussex Association of Local Councils  
WSCC West Sussex County Council