

**WASHINGTON PARISH COUNCIL MEETING**

**MINUTES** of the monthly meeting of Washington Parish Council held on Monday 7th July 2025 in the Washington Village Hall (Doré Room) School Lane, Washington RH20 4AP

**PRESENT:** Cllr A Dillaway, Cllr B Hanvey, Cllr O. Jupp, Cllr T Keech, Cllr M. Shaw and Cllr A Lisher (Chairman).

**IN ATTENDANCE:** Cllr P Marshall (WSCC),Cllr E. Beard (HDC), Cllr J Grech (HDC) and Cllr C Fisher (HDC).

**ALSO:**  Ms Z. Savill (Clerk to the Council). There were two members of the public.

**ABSENT:** Cllrs Brookes and Thomas

Cllr Lisher (Chairman) opened the meeting at 7:00pm

**FC/25/7/1 Apologies for Absence**

The Council **RESOLVED** to accept apologies for absence from Cllrs Brookes and Thomas.

**FC/25/7/2 Declaration of Members’ Interests.**

None declared as defined under the Localism Act 2011 and the Council’s Code of Conduct.

or requests for a dispensation.

**FC/25/7/3. Minutes of the last Full Council meeting**

The Council **RESOLVED** to **APPROVE** the minutes of the [Full Council Meeting held on 2nd June 2025](https://1drv.ms/w/c/c3efb697c9fee2ed/EUXafyfXgfhPvxuNMgdLN4kBFu2vbeDEOY8juQhM6aQaJw?e=jHdl0D)

and were duly signed by the Chairman after the meeting.

**FC/25/7/4. Public Forum**

The applicant for Plot 6 on the Council’s allotment answered questions from members and

explained his proposals for keeping chickens.

Cllr Lisher thanked him and explained that his application would be considered during a closed

session at the end of the meeting.

The applicant thanked the Council and left the meeting.

**FC/25/7/5. Reports from County and District Councillors**

**HDC Reports**

Cllr Fisher reported the following:

Work is ongoing ,including engagement with HDC’s Environmental Health Officers, to

persuade the Washington Kia dealership to park their vehicles more considerately.

Residents are invited to participate in HDC’s next Full Council meeting at the Steyning Centre on

16th July.

HDC is seeking parish feedback before it responds to the Government’s consultation for reforms

of Local Authority Planning Committees. The deadline is 23rd July. Cllr Fisher, Cllr Beard and Cllr

Grech will also be responding, and raising their concerns about the changes, especially in

the reduction of committee membership. Cllr Fisher will circulate consultation details after the

meeting for the Council/members to make their own response.

**WSCC Reports**

Cllr Marshall reported the following:

He has met with St Mary’s School to discuss safer walking routes for children after a

recent incident on the A283 at Washington .Cllr Beard will join the next meeting to

review which routes are being used before the Parish Council is consulted about the

the possibility of using a route on the Recreation Ground.

Cllr Marshall reported on a consultation process to begin later this month, on potential

changes to local government structure, including the possibility of creating a single unitary

authority for the County. Town and Parish Councils, along with the public and other stakeholders,

will be consulted before final proposals are submitted to the Government in September.

Cllr Lisher thanked the County and District Councillors for their reports before they left the

meeting.

**FC/25/6/6. Co-option**

It was noted that there were no applications received for co-option to the vacancies on the

Council. To be deferred to the next meeting.

**FC/25/7/7 Co-option to the Standing Committees**

The Council welcomed Cllr Shaw to her first meeting since her-recent co-option. It was

**RESOLVED** that Cllr Shaw serve on the Personnel Committee and the Planning & Transport

committee and she duly accepted.

**FC/25/7/8 Planning applications, Decisions, Appeals and Compliance Matters**

**SDNP/25/02421/HOUS - School House** **School Lane, Washington, West Sussex, RH20 4AP**

*To replace the existing single-glazed wooden framed windows with new uPVC framed window of*

*the exact same size, style and position as the existing windows. They will be white frames and*

*have horizontal cross bars to match the existing style.*

The Council reviewed the application proposals for the property which is within the village

conservation area and noted that the adjoining school building has UPVC windows.

Following a discussion the Council **RESOLVED** to make **NO OBJECTION** if the proposed

windows are visually compatible in all respects and match the existing styles.

**DC/25/0895 - Cadrona Hampers Lane Storrington West Sussex**

*Construction of detached dwelling and detached carport/garage building with vehicle access from*

*Hampers Lane.*

The Council discussed this application and **RESOLVED** to make an **OBJECTION** with

one abstention.Members agreed that the proposed access at this junction of Hampers Lane,

which is also a public right of way, with the A283 and quarry access, is very dangerous.

It was further agreed to comment that the proposal represents infill development, contrary to the

Parish Council’s adopted Heath Common Design Statement which seeks to protect the unique

character of this area.

**DC/25/0470 - Fernbank Hampers Lane Storrington West Sussex**

*Erection of side and rear extensions, first floor roof extension and detached garage with*

*accommodation above.*

The Council discussed this application and **RESOLVED** not to add to their comments

already made on 30th April 2025.

**FC/23/7/9 Appeals Lodged and Decided**

Cllr Lisher reported that the appeal for 240 houses at the Thakeham mushroom site had been

refused. Formal notification of the decision is anticipated from the planning inspectorate.

**FC/25/7/10 Compliance Matters**

None reported.

**FC/26/7/11 Actions and matters arising**

None reported.

**FC/25/7//12 Committees**

The Council **RESOLVED** to note the draft minutes of the

[Planning & Transport Committee Meeting](https://1drv.ms/w/c/c3efb697c9fee2ed/EfKXPvaiKF9OirIWbtBFbtcB6hmMh0nxWmH4pw1O2re_oA?e=s4f2EO)  and the [OSRA Committee Meeting](https://1drv.ms/w/c/c3efb697c9fee2ed/EXmZA1kTPUtOhvcEQZfc0nwBxqUCOVHYfEi4uM1wMxXjVg?e=8gtZBi)  both held on

16th June 2025 and one recommendation from the OSRA meeting to be ratified under the next

item of business.

**FC/25/7/13 Washington Recreation Ground Charity: MUGA LED lighting proposals**

The Council considered a recommendation from the OSRA Committee at its meeting on

16th June last to ratify approval of the revised MUGA LED lighting, and engagement of a planning

consultant.

Supporting papers were previously circulated, and the Council **RESOLVED** to ratify approval of

the following recommendations:

* To agree quotation from Architekton Architects Ltd of £ 1,005 plus £95 per hour for any additional work by prior agreement with the Council, for services required for a planning application to the SDNPA for replacement lighting.
* To agree a quotation from Case Electrical Ltd of £4,737.94 for supply and installation of the Harlock Cour floodlighting, subject to the specification being agreed by the SDNPA.

**FC/25/7/14 Washington Recreation Ground Charity**

The Council **RESOLVED** to agree the quotation of £695 from Delwood for repairs to the

Rota Roka, Ryan Tower slide, picnic table and two benches in the Play Area and the grounds.

**FC/25/7/15 Reports from Members representing the Council on Outside Bodes**

The Council noted the following reports:

**HDC Neighbourhood Planning Workshop for Parishes on 19th June 2025**

Cllr Keech gave an overview of the workshop he attended with Cllr Lisher. He explained

there is general uncertainty about the future of the Local Plan and Neighbourhood Plans

due to the Government’s recent strategic planning reforms and what might be

coming down the line from local government devolution. HDC was still exploring its options

after the failed Local Plan and how to allocate the increased housing targets which may be

proportionately across the district. More would become known later this year when new

regulations for local plan-making are anticipated, but in the meantime it would not be possible

to update the parish’s joint Neighbourhood plan until the Local Plan is examined..

A slide presentation of the workshop was previously circulated on the Council’s One Drive at:

[Neighbourhood Plan Workshop](https://1drv.ms/f/c/c3efb697c9fee2ed/Ek_sTHHSx2VBm288lNAR_TsBfHHPEOMppUvf7PRcNwPprQ?e=fXffHF) .

**Storrington & Sullington and Washington Neighbourhood Plan (SSWNP)Review**

Keech reiterated the difficulty of progressing the review of the neighbourhood plan,

and without knowing a goal, it was effectively frozen. It was noted that there were

plans for the Steering Group to meet to discuss next steps following the Government’s

recent announcement to withdraw of neighbourhood plan funding.

**HALC Meeting which included HDC presentations on LGD on 19th June 2025 (evening)**

It was noted that the meeting minutes with presentations on LGD and the Government’s

Planning Committee reforms consultation had been distributed to members.

**FC/25/7/16 Urgent Matters**

None reported

**FC/25/7/17 Delegated decisions**

The Council ratified the delegated decisions to approve the following quotations and payments:

4.6.2025: **£110** quotation for replacement of the basketball nets by Mr Collis

11.6.2025: **£30** quotation removing weeds on Play Area safety surfacing by Sussex Land Services

29.6.2025: **£1,211.69** payment of the Council insurance premium – quotation agreed APCM

12th May 2025.

**FC/25/7/18 Payments, Income and Bank Reconciliations**

The Council **RESOLVED** toapprove the following payments of invoices for the total sum

of **£4,664.20:**

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AI-generated content may be incorrect.

The Council further **RESOLVED** to approve payment of **£1,640** late presentation invoice

from Mr Morley for tree works, quotation reference: **649.**

**Bank Transfer:**

The Council **RESOLVED** totransfer £3,000to the Nationwide 35-day savings account if there are

sufficient funds and subject to the banks mandate approval of the additional two signatories.

**Bank Reconciliation:**

The Council **RESOLVED** to note the **£20,339.93** reconciled balance on the Lloyds Community

Account for June 2025.

**Income**

The Council **RESOLVED** to note that no income was received since the last meeting.

**FC/25/7/19 Budget Position for operating costs**

Copies of the Council’s flexed first quarter 2025.26 budget report were distributed. Following

a discussion, the Council **RESOLVED** to note the report. It was further noted that Cllr Keech

would work with Clerk on aligning the net and gross figures for salary and employer

contributions with budget figures on the Council’s accounting program, as agreed at the

Finance Committee meeting in January.

**FC/25/6/20 Clerk’s Report**

The Council noted the following:

* **Employment law changes**

WSALC’s summary of the key changes to Employment Law from April 2025

* **Lloyds community account**

Statements and invoices on the Council’s community account will bepaper-free from

26th August 2026 and only available online.

* **Nationwide business savings account review**

The Chairman and the Clerk are responding to the bank’s request to update signatory

information on the account before the 23rd July deadline.

* **Non-financial S106 activities**

Further to an email received from HDC on 10th June, a group of HDC Councillors are

gathering feedback on non- financial S106 activities across the district. Members were

invited to submit comments to HDC before the 11th July deadline.

**Freedom of Information (FOI)**

The Council received(25th June 2025) an FOI request to know its involvement with the

Storrington Traffic Group’s 20mph campaign. The Clerk had replied (30the June 2025)

that the Council has had no formal interaction with the group and does not hold any

personal details of personal involvement by Councillors. A follow-up request

from the same member the public is to be similarly addressed, confirming the

members’ compliance with relevant legislation and the Council’s Code of Conduct.

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**FC/25/7/21 Local Government Devolution: Community Asset Transfer**

A list of properties owned in the parish by HDC were previously circulated to the Council

together with supporting information from HDC provided at the recent HALC meeting on 19th

June.

The Clerk reported that HDC has invited the parish to identify any discrepancies in the lists

should the Council consider taking over any under HDC’s emerging Community Asset Transfer

Policy.

The Council reviewed the list, noting errors and a lack of clarity that made some

assets hard to identify. Concerns were raised about the financial risks and burdens of

taking on HDC’s assets, especially given incomplete information.

Following a discussion, the Council **RESOLVED** unanimously not to engage further with HDC on

updating the list or to express an interest in transfer of assets at this time.

**FC/25/7/22 Correspondence**

The Council noted the following correspondence received and previously distributed:

* **Parish Briefings from the Highways Authority at**: [Highways Authority Parish Briefings June 2025](https://1drv.ms/f/c/c3efb697c9fee2ed/EsuMBKDyDKpFiv9f_1b4EUABVOdf61Rq2Nb43_4LIoow_A?e=gJ8DZu)
* **NALC Chief Executive Bulletin 26th June 2025 at:** [Chief executive's bulletin - 26 June 2025\_files](https://1drv.ms/f/c/c3efb697c9fee2ed/EsIcinVGUCVBgm17cCjTtuwB9KlIMCn371g4ahCl-yAAPQ?e=V1enIj)
* **CPRE Newsletter June 2025 at:** [CPRE June 2025 Newsletter](https://1drv.ms/f/c/c3efb697c9fee2ed/EhHQQGYva7ZJp4WTDcmlvZcBEZuT_jpAsehAKwFdgElT4Q?e=uNd5nM)
* **Highways Transport and Planning News Updates June 2025 at:** [Highways Transport & Planning June 2025 News Updates](https://1drv.ms/f/c/c3efb697c9fee2ed/Et4xISfg6vtLmZPNTXQl2F0BjOi5Tx93KhoTAdTgTYfhWQ?e=YRsOCY)
* **ATM Tampering [#464263807] view update at:** [Sussex Alerts ATM Tampering](https://1drv.ms/f/c/c3efb697c9fee2ed/EqI4v-_Th6VNl4If4j_wj7kB7z3acikdW-eEuxjBpygfCA?e=9LFjRx)

**FC/25/7/23 Chairman’s announcements**

None

**FC/25/7/24 Dates and Times of the next meetings**

Planning & Transport Committee: **Monday 21st July 7:00pm**

Finance Committee**: Monday 21st July 7:30pm**

OSRA Committee: **Monday 21st July 8:00pm**

Parish Council Meeting**: Monday 4th August 2025, 7:30pm**

**FC/25/7/25 Confidential Session**

The Council **RESOLVED** that under the Public Bodies (Admissions to Meetings) Act 1960, the

public and representatives of the press and broadcast media be excluded from the meeting

during consideration of the following items of business as publication would be prejudicial to the

public interest because of the confidential nature of the business to be transacted.

**FC/25/7/26 Application for Plot 6 on the Council Allotment**

The Council noted that this item had been deferred from the OSRA Committee Meeting

on 16th June last, pending detailed proposals from the applicant for Plot 6. A copy of these

were distributed prior to the meeting.

The Council discussed these, together with comments from the Applicant earlier in the meeting

and feedback from the Stewards. It was **RESOLVED** to approve the tenancy for Plot 6 and

proposals subject to the following conditions:

* The signed tenancy terms and payment of rent;
* The hens to be to be kept to the right of the plot so as not to be a nuisance to

neighbouring plots;

* the shed to be no larger than the shed permitted for Plot 9b and the design to

be first approved by the Council/OSRA Committee;

* The polytunnel not to be larger than the one on Plot 8.

It was further agreed to notify the Stewards and the new Tenant of Plot 6 of the Council’s

Intention In the annual review to regularise future infrastructure on plots and include terms on

the keeping of poultry.

**FC/25/7/27 Washington Recreation Ground Charity: Rampion 2 legal matters**

To Consider a quotation for the legal work required on the terms of access to the Washington

Recreation Ground/Village Green for the Rampion 2 underground cable.

The Council discussed the estimated legal fees of £4,500 plus VAT for Moore and Barlow LLP

to handle its Rampion legal matters, with flexibility for increases if additional work is justified,

and with the Council’s prior approval.

This Council **RESOLVED** to agree engagement of the solicitor subject to agreement of their

contract terms and RED’s (Rampion Extension Development Ltd) agreement to meet legal costs

directly. Clerk to follow up with RED and to contact the Solicitor for their terms of engagement

for consideration of formal acceptance at next Council meeting.

There being no further business to transact, the meeting was closed at **9:25pm.**

Signed……………………………………………..

Dated………………………………………………

**Glossary of 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

HAMSVA Horsham and Mid Sussex Voluntary Association

ICO Information Commission Office

LGD: Local Government Devolution

LGR: Local Government Re-organisation

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