

WASHINGTON PARISH COUNCIL



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WASHINGTON PARISH COUNCIL MEETING

MINUTES of proceedings for the monthly meeting of Washington Parish Council held on Monday 5th February 2024.

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

ALSO PRESENT: District Cllr E Beard, and District Cllr J Grech, Z Savill (Clerk) and three members of the public

ABSENT: None

The Chairman opened the meeting at 19:30 hours.

FC/24/2/1 To Accept Apologies for absence
None received. All present.

FC/24/2/2 To Receive Declarations of Personal or Pecuniary interest (DPI)
No declarations of interest were made, and not dispensations were requested.

FC/24/2/3 To Approve the Minutes of the last Full Council meetings on 8th January 2024
The Council **RESOLVED** to **APPROVE** the minutes of the Full Council Meeting on 8th January 2024 as a correct record to be duly signed by the Chairman.

FC/24/2/4 Public Speaking
A member of the public thanked the council for making an objection to the planning application reference DC/23/2282 as reported under Minute Reference FC/24/2/8.

FC/24/2/5 Reports from County and District Councillors
County Reports (WSCC)
No reports. Cllr Marshall tendered apologies before the meeting.

District Reports (HDC)

Cllr Beard advised there were no further specific matters to report for the parish.

Cllr Grech answered a number of questions from Councillors and advised on the following:

- The Horsham District Local Plan Regulation 19 consultation was in progress and there were no new development allocations for the parish
- Cllr Grech had attended the SDNPA Local Plan Review meeting December 2023 and would share a link to the slides presentation which was also published on the website.

S. S. Buddell

19/02/24

- The SDNPA impact report on Rampion 2 application for a Development Consent Order included concerns about the effects of the proposed cable route and traffic compound on the Washington community. Cllr Grech further advised that the SDNPA had commented that the impact of the compound had “not been adequately assessed” by the developers.
- Local organisations could benefit from a community benefit fund from the Rampion 2 development.
- Cllr Beard advised on £5,000 available from the HDC Community Fund and would enquire if the Millford Grange Country Park was eligible to make an application.

FC/24/2/6 To Report on actions and matters arising from the last meeting
See below.

Action	Progress
Chase for response to the Council’s further request (20 th July) to the Highways Authority for yellow-backed speed signage in London Road/the Bostal.	In progress. The HA Area Manager to respond.
To submit 2024/25 precept request before 27 th Jan 2024	Actioned. HDC have confirmed no change in the parish tax base

This will be further updated before the meeting and circulated to all.

FC/24/2/7 Planning: To Report the Planning & Transport Committee’s comments of objection to the following amended application in the parish:
[DC/23/0701 | Demolition of existing kennels and cattery buildings/structures, and existing dwellings. Erection of a 60-bed care home \(Class C2\) and 8No. age restricted bungalows \(Class C3\) with associated access, landscaping and other works \(including relocation of existing staddle stone barn\). | Old Clayton Boarding Kennels Storrington Road Washington West Sussex RH20 4AG \(horsham.gov.uk\)](#)
 The Council **RATIFIED APPROVAL** of its comments of a **STRONG OBJECTION**. It was noted that the application was due to be determined at the HDC Planning South Committee on 23rd January but was withdrawn from the agenda. The PC’s comments were delegated to the Planning & Transport Committee for a timely response before the HDC meeting.

FC/24/2/8 Planning: To Report the Planning & Transport Committee’s comments of objection to the following application in the parish:
[DC/23/2282 | Change of use of the land for use as day care facility for dogs \(Class B1\). | 2 Jenners Field Rock Road Washington West Sussex RH20 3BH \(horsham.gov.uk\)](#)
 The Council **RATIFIED APPROVAL** of its comments of **OBJECTION** which were published on the HDC public portal. These were delegated to the Planning & Transport Committee for a timely response before the public comments deadline.

FC/24/2/9 Planning: To Report the Planning & Transport Committee’s further comments of objection to the following application in the parish:
SDNP//22/0/01589/CND – St Mary’s Gate The Street Washington West Sussex RH20 4AS
Variation of Conditions 3 of previously approved application SDNP/17/03716/HOUS (Demolition of existing garage and side extension. Erection of replacement part two storey part single storey side extension with first floor dormer to eastern elevation and 2x 'lantern' rooflights) Variation sought to allow for retention of existing UPVC windows with added glazing bars.
 The Council **RATIFIED APPROVAL** of its further comments of **OBJECTION** to the application. These were

S. J. Brown

Dated.....19/02/24

delegated to the Planning & Transport Committee in place of a spoken representation at HDC Planning Committee (South) meeting on 23rd January 2024. It was noted that the HDC Planning Committee approved the application.

**FC/24/2/10 Planning: To Consider making a consultation response to the following application:
DC/24/0021- Thakeham Mushrooms Site Storrington Road Thakeham Pulborough West Sussex RH20**

3DY, to be drafted by the Planning & Transport Committee

[DC/24/0021 Demolition of existing buildings and the phased redevelopment of the site as a residential led development comprising 247 dwellings and flexible non-residential floorspace \(Use Class E\), with works to public right of way and associated landscaping, open space and infrastructure. | Thakeham Mushrooms Site Storrington Road Thakeham Pulborough West Sussex RH20 3DY \(horsham.gov.uk\)](#)

The Council **RESOLVED** to endorse Thakeham Parish Council's strong objection to the application and to include Washington PC's concerns about the impact on Storrington as the hub village. It was agreed that the Planning & Transport Committee would draft the response.

FC/24/2/11 Horsham District Local Plan Regulation 19 Consultation: To Receive formal notice

<https://www.horsham.gov.uk/planning/local-plan/local-plan-regulation-19>

and form a working party to draft the Parish Council's official response

The Council **RESOLVED** that Cllrs Luckin, Lisher and Heeley would draft the Council's statutory comments On the Local Plan Regulation 19 consultation for approval at the Planning & Transport Committee Meeting on Monday 19th February 2024.

FC/24/2/12 SDNPA Local Plan Review: To fact-check the Settlement Facilities Assessment for the parish

The Council **NOTED** that Cllr Luckin agreed to assist in completing the form.

FC/24/2/13 Planning: To Report any decisions, appeals on significant applications in the parish and any compliance matters

The Council **NOTED** that the planning application reference SDNP//22/0/01589/CND – St Mary's Gate The Street Washington West Sussex RH20 4AS was approved by HDC.

FC/24/2/14 Rampion 2 Pre-Examination: To Receive Notice of Preliminary Meeting, Issue Specific and Open Floor Hearings; and to Ratify approval of the Parish Council's comments for the Preliminary Meeting on 6th February 2024

The Council **RESOLVED** to **RATIFY** its points for consideration at the Preliminary Meeting drafted and submitted to the Planning Inspectorate by the Clerk.

FC/24/2/15 To Agree action on any urgent maintenance of council property

Refer to item FC/23/2/17 of these minutes

FC/23/2/16 To Ratify approval of replacement fencing post on the Washington Recreation Ground

The Council **RESOLVED** to **RATIFY** approval of the £75 net cost to replace the fallen fence post by Nick Blunt Fencing Ltd, delegated under the Clerk's emergency spending powers.

FC/23/2/17 To Report on completion of the new Play Area Safety Surfacing and Ratify approval of post-installation inspection.

The Council noted the satisfactory completion of the new wet pour surface on the Play Area by HAGS SMP Ltd. It was reported that a safety technician from the play equipment specialists had inspected the surfacing on 29th January following reports in social media that it was slippery. Cllr Lisher and the Clerk attended and a risk assessment found the surface to be safe. No accidents were reported but it was noted that some children were attempting to use it as a slide by deliberately skidding on the surface.

The technician had advised that the shiny appearance was due to industry practice of a temporary resin top coating used to help bed in the surface. This would usually disappear in two weeks with normal use. The practice was confirmed by a ROSPA inspector who conducts the Council's annual play safety inspections. HAGS SMP advised that the play area should remain open to facilitate this natural process.

The Council **RESOLVED** to note the report and that the play area was safe to remain open.

FC/24/2/19 To Report on the Council's current 2023/24 Budget position

The Clerk reported on the Council's third quarter budget position. Supporting papers were previously circulated. The Council **NOTED** the report.

FC/24/2/20 To Consider a CIL Grant application

The Council considered and **RESOLVED** to **APPROVE** a [Grant Application](#) from the Washington Village Memorial Hall Trustees for £1,349 CIL funding towards the hall's LED lighting project. Funding was awarded under the powers of the Local Government Act 1973 S133.

FC/242/2/21 To Consider an invitation to bid for CIL funding from the SDNPA call for 2023/24 projects

The Council **RESOLVED** not to make the bid. It was further agreed to enquire when the SDNPA would be progressing the "Washington Link Footpath" CIL project to improve 'off-road' access between the village and the South Downs Way. It was **NOTED** that the call for funding information had been shared with the Village Hall Trustees.

FC/24/2/22 To Approve payments

The Council **RESOLVED** that payments totalling **£2,025.24** for the following invoices be **APPROVED**.

Voucher	Name	Description	Amount
154	Nick Blunt Fencing Ltd	Maintenance	90.00
155	Hags-Smp Ltd	Playground inspection	81.00
156-160	Staff	Salary (net) & expenses - Jan 2024	1,745.50
161	NEST	Pension Jan 2024	108.74

TOTAL 2,025.24

FC/24/2/24 To Report Bank Reconciliations

The Council **NOTED** bank reconciliations to December 2023 for the Council's following accounts:
Lloyds Treasurer's Account (current): **£55,881.54**
Nationwide Business Savings Account: **£85,000**

FC/24/2/24 To Report income

The Council **NOTED** income received totalling **£181.44** being allotment rent and bank interest.

FC/24/2/25 To Report outstanding sales invoices

The Council **NOTED** sales invoices totalling **£173.86** due on allotment rent.

FC/24/2/26 To Report Correspondence and Consider any required responses

The following correspondence was previously circulated and **NOTED**:

- *Letter to the Chairman from MP Andrew Griffith which included the following updates relevant to Washington parish:*

- **Local Plans:** The MP will be making submissions and representing local communities. He has requested to be informed of any sites included in local plans which have been specifically assessed and rejected in neighbourhood plans. It was noted that there were none in Washington.
- **Community Highways Schemes:** The MP has requested to know of any schemes which require his support. See update from WSCC in this list of correspondence about the parish council's Rock Rd/A24 Community Highways Scheme which is not being progressed.
- "Be A councillor and make a difference in West Sussex"—newsletter email from WSCC Jan 2024
- Parking on new yellow hatchings outside allotment – email from local resident Jan 2024
- Longbury Hill Wood – email confirmation of greenfield status from Cllr Beard
- Road Road/A24 CHS not progressed by WSCC due to cost – WSCC email
- Storrington Library decarbonisation works – pop up sites for the public
- Swift Bricks – help make them compulsory for new build development in the district – email request from Sussex Wildlife Trust Regional Group

FC/24/2/27 Clerk's Report

To Report the date of Malcolm Eastwood's Memorial Service and to Agree a donation

The Council was saddened to hear of the death of Malcolm Eastwood, Vice-Chairman of the West Sussex Association of Local Councils and Chairman of the Horsham branch after a short illness last December. It was noted that his funeral service would be held at St Peter's Church, Henfield at 2:00pm on Friday 16th February. The Council **RESOLVED** to make a £50 donation to St Barnabas Hospice in his memory, using the powers of A137 of the LGA 1972 Act.

Legal updates for information:

The Council NOTED the following legal updates from NALC:

- **2024/25 Section 138 expenditure limit:** increased by the Government to £10.81 per electorate.
- **LTP (Legal Topic Note) 31E (Local council general powers):** LTP reissued (published 19th December 2023) to remove references to the prohibitions that will not apply further to section 19A coming into force. The amendment is regarding a parish council's discretionary powers to fund church repairs or improvements of property held for an ecclesiastical charity.
- **LO2-23 Power to fund works to property relating to affairs of the church or held for an ecclesiastical charity (England):** Published 20th December 2023.
- **LTN 87 (Procurement):** Published 24th January 2024. LTN reissued to take account of the new procurement thresholds.
- **New Model Contract of Employment for Local Councils:** (Published 8th January 2024). The new model contract now incorporates Green Book terms.

FC/24/2/28 To Agree a date for the Annual Parish Meeting and to form a working party to arrange the meeting.

The Council **RESOLVED** not to hold an APM unless it is a legal requirement. Otherwise to convene it on

the same evening of an Ordinary Council Meeting in April or May. Clerk to seek clarification.

FC/24/2/29 To Consider an invitation and proposed date for a National Trust workshop on the resurfacing issues of the access to the Warren Hill car park
The Council **RESOLVED** to be represented at a National Trust workshop meeting to find ways of improving the track to Warren Hill car park for the benefit of the local community and visitors. Cllr Lisher agreed to attend as an observer and feedback to the Council. The NT would confirm a March meeting date..

FC/24/2/30 To Consider an invitation to attend the HALC meeting on 21st February 2023
The Council **RESOLVED** that the Chairman would attend.

FC/24/2/31 To Receive items for the next agenda and Chairman's announcements
It was **NOTED** that the following matters would be tabled for consideration at the next Planning & Transport Committee Meeting or Full Council:

- Parking issues on the yellow box outside the allotment, bus stop and along London Road, and Notable Verge by the Kia garage.
- Review of the management/positioning of the Council's new speed indicator devices in the parish
- Planning compliance complaints about the 'breeze block' wall at the village pub.

FC/24/2/32 Dates and times of next meetings:
The Council **NOTED** the next meeting dates:
Full Council Meeting: Monday 4th March 2024, 7:30pm
Planning & Transport Committee: Monday 19th February 2024, 7:00pm
Open Spaces Committee: Monday 19th February 2024, 7:45pm

FC/24/2/33 To Consider exclusion of the Public and Press pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and the Council's Standing Orders, from the next items relating to confidential land easement negotiations and staffing matters
The Council **RESOLVED** to exclude the Press and Public from the next two agenda items

FC/24/2/34 Rampion 2 Heads of Terms for cable access on the Washington Recreation Ground: To Review RED's clarification on professional fees for the Council to seek professional advice on the proposed terms.
An email from Carter Jonas (30th January 2024) was previously circulated which "acknowledged the Council's point regarding the route to the south of the village." The email further clarified RED's terms on professional fees.

The Council considered that if the Rampion 2 development is approved, and easement terms not agreed before the end of the current examination, the Planning Inspectorate will impose compulsory access for the route through the Recreation Ground.

Following a discussion the Council **RESOLVED** the following:

- to consider negotiating easement terms for the cable route on its land, on a without prejudice basis of its objection to the route, subject to payment in full of the professional fees it incurs.
- A working group of the Chairman, Cllr Hanvey and Cllr Lockerbie to review the Heads of Terms and draft a letter for approval by the Council.

The Clerk left the meeting for the next confidential item on staff salary review.

FC/24/2/32 To Consider a recommendation from the Personnel Committee meeting to review staff salary and pension.

The Chairman gave a report of the staff appraisal. Following a discussion the Council **RESOLVED** that the Clerk's hourly rate of salary would be increased 5% and pension contributions raised to 5%. It was agreed that pension contributions would be based on gross salary from 1st February and not pensionable earnings. The Council would further consider making a back payment of NEST contributions to date, based on gross salary. Cllr Keech agreed to present calculations to the next Council meeting for approval. The Council expressed its thanks for the Clerk's hard work, advice and support.

There being no other business to transact, the meeting closed atpm (To be confirmed by the Chairman).

Signed:

Dated:

Acronyms

AIRS Action in Rural Sussex
 AGAR Annual Governance and Accountability Return #
 CHS Community Highway Scheme
 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
 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