WASHINGTON PARISH COUNCIL

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WASHINGTON PARISH COUNCIL MEETING

MINUTES of the monthly meeting of Washington Parish Council held on Monday 1st June 2026 in the Washington Village Hall (Doré Room) School Lane, Washington RH20 4AP

PRESENT: Cllr C. Brookes, Cllr A. Dillaway, Cllr B. Hanvey (Vice-Chairman), Cllr O. Jupp, Cllr T. Keech (Chairman), and Cllr J. Thomas.

IN ATTENDANCE: Cllr P. Marshall (WSCC), Cllr E. Beard (HDC), Cllr J. Grech (HDC) and Cllr C. Fisher (HDC). There were no other members of the public.

ALSO: Clerk to the Council.

ABSENT: 1

The Chairman opened the meeting at 7:30pm

FC/26/06/01 **Apologies for Absence**
The Council **RESOLVED** to receive and accept apologies from Cllr Lisher.

FC/26/06/02 **Declaration of Members' Interests and Dispensations.**
There were no interests declared as defined under the Localism Act 2011 and the Council's Code of Conduct for the business of this meeting.

FC/26/06/03 **Minutes of the last Full Council meeting**
Cllr Thomas proposed a correction to the minutes of the Annual Parish Council Meeting held on 11th May 2026 to remove his name from those present. It was noted that minutes correctly showed that Cllr Thomas's apologies had been received and accepted. The Council **RESOLVED** to adopt the minutes as amended as a true and accurate record of the meeting and were duly signed by the Chairman.

FC/26/06/04 **Public Forum**
There were no spoken or verbal representations.

FC/26/06/05 **County and District Reports**

West Sussex County Councillor's Reports
Cllr Marshall reported the following:

SDNPA's Draft South Downs link scheme: Parts of the scheme have been implemented. Local concerns have been raised with the Highways Authority, about the new signage redirecting pedestrians to the Bostal road without mitigating safety measures. A response from the HA and on the status of the wider scheme and if the SDNPA will be consulting them, is awaited. It was noted that part of the scheme included traffic calming measures such as a road gate in the village and speed reductions.

TRO speed reduction application: The Highways Authority has reported clearer guidance to the Parish Council for its planned TRO application to lower speed limits in the village. Cllr Marshall suggested that perhaps the Parish Council does not need to make the application if it is already included in the SDNPA scheme. Cllr Thomas reported that the SDNPA advised it could take up to three years and the PC wanted it implemented in the interim without further delay because of safety concerns.

Local Government Reorganisation for West Sussex
The consultation on the modification of the proposed models of two unitary authorities closes on 15 June, with West Sussex County Council supporting a single West Sussex unitary authority as the quickest and most cost-effective option. Cllr Marshall agreed to share his comments with Washington Parish Council and other Parish Councils in the Division after the meeting.

Rock Common Quarry
The Parish Council's concerns about quarry traffic moving through the village have been raised with the Highways Authority. Clarification is sought on the routeing arrangements and status of the Traffic Management Plan, and if not submitted, on the position regarding enforcement action for breaching the planning condition.

Cllr Hanvey commented that he understood that the TMP is for controlling the number of vehicles and not their movement on the local highways network. He cautioned on the need for the County to be proactive now on this otherwise it would be a big problem for a long time. Cllr Marshall agreed to update the Council once the HA had responded to the queries raised.

District Councillors' Reports
Cllr Fisher and Cllr Beard reported the following:

Community Governance Review
The review closes on 22nd June and is open to all parishioners. The Parish Council's concerns about the accuracy of HDC's published review map for Washington's ward which showed 5 instead of 11 Councillors – 5 for Washington Ward and 6 for the larger Heath Common Ward, and that this could prejudice the review, would be raised with HDC. Cllr Fisher explained that the review questionnaire gave limited scope for full responses, and urged the Council to share with the Clerk what it feels is important to Washington parish so that the District Councillors can ensure these are

represented to the review committee. Cllr Hanvey sought the support of the District Councillors in maintaining the position of the Parish Council and that it would be the last bastion of local democracy after local government reorganisation takes place.Cllr Fisher stated that it was unlikely there would be "any particular changes" and that she "did not think" Washington would be merged with Storrington, but that it might be worth having discussions with neighbouring parishes, including Wiston, on any possible options for changes.

Naming of the care home in Washington parish

HDC's legal team are looking into reports that there had not been any consultation with the Parish Council or District Council Members for Washington on the naming of the new care home Storrington Grove.

New alliance at West Sussex County Council

There is a new political alliance at West Sussex County Council and overall control remains finely balanced. ~~Cllr Marshall further clarified that the membership of the County Council is 70 and the Alliance takes it to 36 and the opposition become 34. So it's a very fragile number with no overall control~~

Horsham District Local Plan

The Horsham District Local Plan is being revised to meet at a target of 20,000 plus more houses, and will involve revisiting previously discounted sites for development. These include three in the Washington parish, notably Longbury Hill wood along Rock Road. Concerns from the Parish Council were raised about lack of infrastructure to meet the increases.

Cllr Marshall left the meeting

Rampion 2

A Rampion 2 briefing visit planned on 3rd June for elected representatives of the Districts and Boroughs affected by the project, would be rearranged; Cllr Beard agreed to seek reassurance from the project team that there would be no manhole covers obstructing the use of the Washington Recreation Ground

The District Councillors left the meeting.

FC/26/06/06 Action Updates.

The Council noted the following updates from actions agreed at previous meetings:

Minute Ref	Item	Action	Responsible	Update
FC/25/12/11	MUGA lighting	Fabricator to advise on modifactions to baffles	Clerk	Awaiting update
FC/25/12/12	Playground safety surface	Inspector to confirm in writing that repairs not required to safety surface	Clerk	Awaiting response
FC/26/02/09	Naming of new care home in the parish	HDC to respond to Council's email letter on consultation protocol	Clerk + Cllr Hanvey	HDC legal team reviewing - response expected later in the week
FC/25/12/16	New gates for First Extension Graveyard	Chase up contractor on installation of gates	Clerk	Completed. PCC donated further £620 for painting + installation of gates
FC/25/12/16	Rampion Heads of Terms	Chase up response from Agent on amendments and if charity reporting is required.	Clerk	Awaiting response
FC/26/01/14	Credit card	Pending application a	Cllr Lisher	FC June to review limit
FC/26/02/23	Draft South Downs link project	Letter emailed to Andy Gattiker in February to support project in principle	Clerk	Response still pending. Cllr Marshall has emailed (1/6/2026) HA on status of the project as some measures have been implemented
APCM/26/5//08	DC/26/0567 - 9 Montpelier Gardens application	Submitted strong objected from the council	Clerk	
APCM/26/5/22	Council's 2026-2028 insurance	Policy renewed with Ecclesiastical Insurance for 3 year term	Clerk	Actioned. Insurance papers circulated to Councillors. Publish certificate on primary noticeboard
APCM/26/5/24	AGAR Section 1 - 2025/26	Submit to External Auditor	Clerk	
APCM/26/5/25	AGAR Section 2 - 2025/26	Submit to External Auditor	Clerk	
APCM/25/5/26	Notice of Public Rights	Publish	Clerk	
APCM/26/5/31	Staffing Matters	Notify Clerk of salary increase	Cllr Dillaway	Actioned. Payroll service advised

The Clerk reminded the Council that the discussion on the credit card is a separate agenda item later in the meeting.

FC/26/06/07 Clerk's Report

There was no report.

FC/26/06/08 Councillor Reports

HDC's Local Plan briefing to Parishes on 26th May 2026

A copy of the Horsham District Council's briefing on the *Examination of the Local Plan and next Steps*, was previously circulated and considered read.

Cllr Dillaway briefly reported on his attendance at the briefing to parishes as follows and this was noted by the Council:

- The Local Plan to 2040 is now fixed, with housing need calculated using the 2023 method and including half of Crawley's unmet need and a further, yet to be confirmed, coastal contribution.

- The Inspector has set a clear expectation that delivery should be no lower than c.20,100 homes, meaning the current shortfall of 2,753 must be addressed through further allocations. Most of this is expected to come from strategic sites (e.g. Buck Barn, Adversane, and East and West of Billingshurst), but the key implication locally is that remaining unmet numbers are likely to be met through non-strategic sites, which are not yet identified and could therefore come forward within parish areas.

— There are effectively two parallel processes underway:
  — The current Local Plan (at examination stage), moving rapidly through modifications (July– August 2026), summarisation (September), hearings (October), Inspector's report (December) and adoption (January 2027) and
  — A new-style Local Plan, which must now commence under updated regulations, starting with a separate scoping consultation (late June–July 2026) on future priorities and engagement.

- Both processes will run at pace, meaning consultation opportunities will be short and closely sequenced, and it will be important for the Parish to respond within tight timeframes, particularly given the potential for non-strategic allocations to be locally.

FC/26/06/09 Neighbourhood Planning

The Council **RESOLVED** to seek a meeting of Neighbourhood Plan Steering Group to discuss and decide next steps for the review of the Storrington & Sullington and Washington Neighbourhood Plan in order to meet the emerging Local Plan timetable

FC/26/06/10 Consultations

Consultation documents for HDC's Community Governance Review were previously circulated with the meeting agenda and considered read.

The Council discussed the review and the potentially misleading boundary map for the parish which the District Councillors agreed to raise with HDC earlier in the meeting.

The Clerk urged the Council to submit a separate letter of representation, taking into consideration the implications of any changes to the Washington parish boundary and its representation by 11 councillors. The Vice-Chairman agreed.

Cllr Thomas commented that Cllr Fisher had advised earlier in the meeting that she did not think there would be any changes to Washington or that part of the boundary would be moved to Storrington.

The Chairman proposed and the Council **RESOLVED** to respond to the questionnaire that the parish boundary and number of councillors are maintained: 5 for the Washington Ward and 6 for the larger Heath Common Ward; and that no part of the parish should be grouped with one or more neighbouring Parishes.

FC/26/06/11 Committees

The Council received and noted the draft minutes with confidential report of the Personnel Committee meeting held on 30th April, Planning & Transport Committee and OSRA Committee meeting both held on 18th May, previously circulated with the meeting agenda.

FC/26/06/12 Delegated Decisions

The Council noted that there were no delegated decisions to report since the last meeting.

FC/26/06/13 Emergency Scheme of Delegation

The Council received a copy of an Emergency Scheme of Delegation for the Council drafted by

the Clerk, with guidance, circulated with the meeting agenda.

Following a discussion the Council **RESOLVED** to adopt the scheme without amendment.

FC/26/06/14 Digital and Data Compliance

The Council **RESOLVED** to defer consideration of the annual Data Audit to the next meeting.

FC/26/06/15 Business Plan

A copy of a business plan for the Council was previously circulated and drafted by Cllr Dillaway, on the recommendation of the Personnel Committee Meeting held on 30th April 2026.

Cllr Dillaway explained that he had discussed the document with the Chairman to be a starting point to be developed as a living document. He outlined its aims and objectives in helping to better inform the public on the Council's role and strategy for the next three years, including more clarity on the Clerk's role. He reported that he had spoken to WSALC's Chief Executive who had suggested a meeting with the Council to formulate a plan based on agreed objectives. Cllr Dillaway advised that he did not think this was necessary now as the Council was 80 per cent closer to finalising the document. He commented that he had no issue with it being shared with WSALC for feedback once the plan is finalised.

Following a discussion, the Council thanked Cllr Dillaway for putting the document together. It was **RESOLVED** that the Clerk and Councillors work with Cllr Dillaway in developing this as a living document for adoption by the Council, and to share with WSALC beforehand for any further advice.

FC/26/06/16 Correspondence

The Council noted correspondence circulated since the last meeting reported (Appendix A).

FC/26/06/17 Urgent Matters

To Receive and review any urgent matters in accordance with the Council's Standing Orders.

FC/26/06/18 Financial Reports

Payments

The Council **RESOLVED** to approved payments of invoices totalling **£5,711.32** previously circulated.

Receipts

The Council **RESOLVED** to note total receipts of £620 (donation from the Chanctonbury Church Council for the new gates of the closed First Extension Graveyard) and £151.70 received in monthly interest on the Nationwide savings account.

Bank Reconciliation

The Council noted the reconciled balance on the Lloyds account on 28th May 2026 at **£5,441.71.**

The Chairman reported on the transfer of £10,000 from the Nationwide Business Savings Account on 30th May to the community account to cover anticipated payments, which he agreed in consultation with the Clerk in accordance with the Council's Financial Regulations.

The Council reviewed its cashflow forecast for the next three months and the anticipated capital cost for the new MUGA lights in August.

It was **RESOLVED** to ratify approval of the recent £10,000 transfer; it was further RESOLVED to APPROVE the RFO's recommendation to transfer a further £15,500 so that the Council maintains a £6k-£8k monthly working balance and maximises the interest on funds in its savings accounts. This would be reviewed again after the Council receives the second tranche of the precept in October. A Nationwide withdrawal form for the funds transfer was duly signed by the Chairman and Cllr Dillaway.

FC/26/06/18 Banking arrangements

The Council reviewed and **RESOLVED** to agree Lloyds' terms on a £1,000 minimum balance for the credit card application. Expenditure for Council-related business would be limited to £500 per month in accordance with the Financial Regulations and adopted budget. Any Further expenditure required in an emergency would be in consultation with the Chairmanship. It was noted that Cllr Lisher would be progressing the application.

FC/26/06/19 Chairman's Announcements

The Chairman reminded the Council of the second technical, Government consultation of the Local Government Re-organisation across Sussex, launched 12th May, which Members were Encouraged to comment as individuals. Information on the consultation was previously circulated. Cllr Hanvey asked if the Council could respond as before. The Clerk agreed to do this.

FC/26/06/20 Items for the next Agenda

Cllr Hanvey proposed to review the following items:

- The proposed Traffic Management Plan for Rock Common Quarry's HGC movements
- Progress on the naming of the new care home to reflect its location and identity with the Washington parish.

FC/26/06/21 Dates of next meeting

The Council noted that it had agreed at its last meeting to trial bi-monthly meetings commencing on a date to be reviewed at this meeting.

Following a discussion, the Council **RESOLVED** that the next Full Council meetings would be held alternately from Monday 3rd August with Committees held on the months in between starting with the Planning & Transport Committee and OSRA Committee on Monday 20th July.

Clerk advised that any emergency decisions required in the interim could be delegated to the Clerk under the newly adopted scheme of delegation, or at an in-person emergency meeting. Cllr Jason, reported that online meetings are permitted for Councils.

The Clerk advised that it was her understanding that it was not made in law but she would Check again and update the Council.

FC/26/06/22 Confidential Matters

To Resolve 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 next item of business as publication would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Cllr Thomas suggested the Council meets online for any emergency business. The Clerk advised the Government had supported the idea but it had not yet been made law.

FC/26/06/23 Washington Recreation Ground Charity: Rampion Heads of Terms

The Council **RESOLVED** to defer this item pending to the next meeting pending the amended Heads of Terms from Rampion and the advice from the Council's Agent on whether a charity Report is required.

There being no further business to transact, the meeting was closed at 8:45pm.

Signed.....

Dated.....3/8/26.....