

WASHINGTON PARISH COUNCIL



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WASHINGTON PARISH COUNCIL MEETING

MINUTES of the monthly meeting of Washington Parish Council held on Monday 8th December 2025 in the Washington Village Hall (Doré Room) School Lane, Washington RH20 4AP

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

IN ATTENDANCE: Cllr P Marshall (WSCC), Cllr J Grech (HDC) and Cllr C. Fisher (HDC). Apologies received from Cllr E Beard (HDC). No other members of the public were in attendance.

ALSO: Clerk to the Council.

ABSENT: 2

The meeting was opened at 7:30pm.

FC/25/12/01 Apologies for Absence

The Council received apologies from Cllr Keech and Cllr Thomas.

FC/25/12/02 Declaration of Members' Interests.

None declared as defined under the Localism Act 2011 and the Council's Code of Conduct for the business of this meeting.

FC/25/12/03 Minutes of the last Full Council meeting

The Council **RESOLVED** to adopt the minutes of the Full Council meeting held on Monday 3rd November 2025 which were duly signed by the Chairman. It was noted that it had not been necessary to amend the November committee meeting dates as they had been reported correctly in the minutes.

FC/25/12/04 Public Forum

There were no members of the public or written representations to report.

FC/25/12/05 County and District Councillors

WSCC Reports

Cllr Marshall reported on the following:

Mayoral elections

The Government announced it may be postponing the Sussex mayoral elections from May 2027 to 2028 principally because they say more time is needed for restructuring by local authorities in the region.

Cllr Marshal criticised the proposal and will be meeting with Ministers on Thursday to discuss this further. In the meantime, County Leaders remain committed to devolution and building on existing partnership work.

Cllr Marshall answered questions on the unitary proposals for West Sussex.

HDC Reports

Cllr Fisher reported on the following:

Water Neutrality

HDC has lifted 'water neutrality' requirements following the withdrawal of Natural England's 2021 restrictions in October. But developers must continue to meet the standard water limit of 110 litres per person per day. because the district is a high water stress area.

HDC Local Plan

Discussions are set to move forward on the district's development plan since the examination was paused earlier this year for soundness and legal compliance concerns. The Planning Inspector has agreed to an exploratory meeting with HDC next February following significant material changes, including the withdrawal of the Water Neutrality statement by Natural England in October 2025.

Local Government Reorganisation - consultation

A Members asked for the District Councillors' views on HDC's unitary proposals, to help inform the Parish Council's discussion on the Government consultation later in the meeting.

Cllr Fisher spoke briefly about HDC's support for a two unitaries model and the economic attraction of joining with prosperous Crawley as part of a central Sussex authority, but described LGR overall as "utter chaos".

The Council exchanged festive greeting with the County and District Councillors before they left the meeting.

FC/25/12/06 SDNPA Link Path and Traffic Calming

The Chairman advised that the SDNPA's National Trails and Countryside Lead, Mr Andy Gattiker, had been invited to the meeting to discuss possible improvements to the safety and connectivity of the South Way (SDW) link between Washington village and the Bostal car park. However, he had not replied in time for the meeting.

An email from Mr Gattiker in November, was shared with the Council prior to the meeting in which he reported that he and his team had tried unsuccessfully to find a workable

offroad route but were happy to look at it again.

It was noted that a site meeting was held on 17th November, attended by Mr Gattiker, Cllr Grech (HDD/SDNPA) and Cllr Thomas (Washington PC) to first discuss the options and receive feedback from both Councillors on general issues in and around the village. A consultant had been appointed by the SDNPA to then advise on options to improve the safety and general environment of the highway itself before the review can be progressed.

Cllr Thomas's brief written report of the site meeting was also circulated, indicating that due to the terrain, it had been agreed that the current path is the most appropriate option. A copy of the map of the route was still pending from the SDNPA to show this in detail.

The report also indicated that it had been proposed to look at traffic calming measures to support pedestrian access to and from The Street to the bridlepath. Cllr Thomas had suggested in his report that this would 'dovetail' with the Parish Council's proposed Traffic Regulation Order application which he is drafting for speed reductions on London Road/Washington Bostal road, and that "the SDNPA would support the stopping of the left turn from the Steyning Road onto The Pike."

The Council **RESOLVED** to note the information and to defer this agenda item to the next Planning & Transport Committee meeting on 19th January 2026 pending a full report from Mr Gattiker. Clerk to invite him to attend.

FC/25/12/07 Planning applications, Decisions, Appeals and Compliance Matters

The Council discussed the following planning applications in the parish:

DC/25/1813- Spring View Bracken Lane Storrington West Sussex

Erection of a triple bay garage to the front of the dwelling

The Council considered that the proposal are an overdevelopment of the site and **RESOLVED** to make an **OBJECTION** in its comment to the Local Planning Authority. It was further agreed to report the Council's concern that the outside of the property is being used for non-residential purposes.

DC/25/1892 - Little Fairseat Georges Lane Storrington West Sussex

Removal of Condition 3 of previously approved application DC/24/1870 (Erection of a single storey front, side and rear extension, erection of a garage, demolition of outbuilding and erection of an annexe, and associated remodelling and landscaping works) relating to water neutrality

The Council **RESOLVED** not to comment

DC/25/1646 - Mulberry Cottage Sandy Lane Storrington West Sussex

Installation of solar panels to the flat roof of car barn, a battery backup system and the installation of an air source heat pump on the north elevation, Amended description

The Council **RESOLVED** to make **NO OBJECTION**

DC/25/1556- Ventors Old London Road Washington West Sussex

Change Of Use To B8 Storage (Retrospective).

The Council **RESOLVED** to make **NO OBJECTION**

APP/Z3825/W/25/3375774 – Appeal against HDC’s refusal of DC/25/0895 - Cadrona Hampers Lane Storrington West Sussex RH20 3EX

Construction of detached dwelling and detached carport/garage building with vehicle access from Hampers Lane.

The Council **RESOLVED** to note the appeal and not to submit further to their objection to the original application.

FC/25/12/07 Actions and Matters Arising

The Clerk reported the following:

Minute Reference: FC/25/11/10

The Planning & Transport Committee has responded to the consultations for both the A24/A283 proposed improvements at the Washington roundabout approaches, and those for the A24 Worthing to Dorking corridor.

Minute Reference: FC/25/11/05

Cllr Fisher had emailed (8.12.2025) that a number of families had been identified who meet the housing criteria for the S106 funding, and that HDC’s Head of Housing & Community Services would welcome Washington PC’s views on how the funds could be used locally. The Clerk had suggested to Cllr Fisher that it would be best to raise this under her district reports at the next FC meeting when Cllr Keech is present. Cllr Keech had indicated at the last meeting that a local housing charity in the parish may want to know how to access the funds.

Cllr Grech had emailed (7.11.2025) a comprehensive explanation of how CIL and S106 works, how the parish is able to get the benefit of available fund, and that she would endeavour to respond to the queries regarding HDC’s planned and current expenditure of its portion.

Cllr Hanvey asked when the Council could expect to receive an update on the CIL funding queries from the last meeting. The Clerk agreed to take this up directly with HDC

The Council **RESOLVED** to note the information.

FC/25/12/08 Meeting Dates for the Council and its Committees

The Council reviewed and **RESOLVED** to approve the draft 2026/27 meeting dates, including an Annual Parish Meeting for the Electorate prior to the Full Council meetings in April.

FC/25/12/09 Clerk’s Report

The Clerk reported that there was no call for an election to fill the vacancy on the Heath Common Ward, following the resignation of Cllr Madeleine Shaw. HDC has confirmed that the Council is therefore free to fill this vacancy by its co-option procedure.

The Council **RESOLVED** to note the report.

FC/25/12/10 Committees and reports from Outside Bodies

The Council received the draft minutes of the meetings of the Planning & Transport Committee, OSRA Committee and Finance Committee all held on 17th November 2025.

The Council **RESOLVED** to note the draft minutes of the Finance meeting and recommendations for consideration at the next Full Council Meeting on 5th January 2026, and the recommendations of the OSRA Committee for consideration under the next agenda item of this meeting. There were no recommendations from the Planning & Transport Committee.

FC/25/12/11. Washington Recreation Ground Charity: MUGA lighting

The Council reviewed quotations from three suppliers for the supply and installation of 4 x new energy efficient MUGA lights and recommendation from the OSRA Committee for Contractor B:

The following are based on a Kingfisher lighting scheme (Contractor A and B):

- Contractor A: £10,454.20 net
- Contractor B: £5,832.23 net. Excluding post installation lights test, Recommended by the OSRA Committee

A quotation from Contractor C for £3,660 net was also considered, based on a 320w Ansell unit, an alternative light fitting which would provide similar performance values to the kingfisher unit but at a much lower cost:

The Council **RESOLVED** to approve the quotation from Tide Electrical Solutions Ltd (Contractor C) as the cost represented a significant saving for lighting which gave similar performance to the other specifications. Costs to be funded from the parish's available CIL monies.

The Council also received a copy of the Architect's planning statement prior to the meeting. It was **RESOLVED** to agree its submission for the Council's planning application to the SDNPA for the replacement MUGA lighting. Clerk to notify the Architect so that he can finalise the application.

After the resolution, Cllr Hanvey suggested that the statement includes a submission on the Council's behalf that it is important that a decision on the application is reached expeditiously otherwise a delay could increase the costs of the lighting.. The Clerk agreed to suggest it to the Architect.

FC/25/12/12 Washington Recreation Ground Charity: Annual Play Safety inspection

The Chairman reported on the recent annual inspection of the Play Area and MUGA by the Play Inspection Company.

It was noted that findings were all either very low risk or low risk. There were no public safety concerns.

Following a review, the Council **RESOLVED** to delegate authority to the Clerk to action the following which were identified in the report:

- To remove protruding timber in expansion gap of the pathway to the Play Area
- To clean off moss growth on MUGA court surface and where reported on timber play equipment
- To replace the bushels on the basket swing.
- The OSRA Committee to review replacement of the infant swings in the Spring

The Council further **RESOLVED** to note the report; and to defer this for full review at the next OSRA Committee meeting on 19th January 2026;. Cllr Hanvey suggested that the Committee also reviews whether the quarterly safety inspections should continue in the next financial year, as the Council's annual operational inspection and weekly checks may be sufficient for requirements.

FC/25/12/13 Washington Recreation Ground Charity (WRGC): Annual Return

The Council received and **RESOLVED** to approve the draft 2024/25 annual return for the WRGC which showed expenditure of £9,104.26 and receipts of £328. 14. Clerk to make the submission to the Charity Commission before end of January 2026 deadline.

FC/25/12/14 Consultation on proposals for Local Government Reorganisation (LGR) in East Sussex, Brighton & Hove and West Sussex

The Council reviewed the Government's LGR consultation published at:

[Local government reorganisation in East Sussex and Brighton and Hove, and West Sussex -](#)

[GOV.UK](#)

It was reported that West Sussex County Council has proposed one unitary council across the whole of the West Sussex area, to comprise the current district areas of Adur, Arun Chichester, Crawley, Horsham, Mid- Sussex and Worthing.

All seven District and Borough Councils in the County, including Horsham District Council, have proposed two unitary councils across the county to comprise the following areas:

- Unitary A –Adur, Arun, Chichester and Worthing
- Unitary B –Crawley, Horsham, and Mid Sussex.

Copies of emails from the National Association of Local Councils (NALC), the West Sussex branch of NALC, Horsham District Council and West Sussex County Council regarding the preferred options were previously circulated.

A Member commented that he did not believe that the two unitary model would be cost effective, or that outlying areas like Washington would attract the political focus and interest. It was his opinion that a single unitary model was far more logical and straightforward to integrate the overall county services, offering a greater cost saving by comparison.

The Council **RESOLVED** to respond to the consultation, expressing its support for one unitary authority for West Sussex as this would be the most cost effective and democratically accountable structure for the Washington parish.

FC/25/12/15 Neighbourhood Plan

The Chairman advised that there were no further updates on the review of the Storrington, Sullington and Washington Neighbourhood Plan (SSWNP).

The Council noted Cllr Fisher's earlier report that HDC is meeting with the Planning Inspector next February to discuss the way forward with the Local Plan. The Clerk advised that once more is known on the outcome of the meeting, she would enquire when the SSWNP Steering Group will meet to discuss next steps on reviewing the NP. The Council agreed and noted the information.

FC/25/12/16 Urgent Matters

The Chairman reported on the following two urgent matters that could not wait for the next meeting because they were time sensitive:

DC/25/1839 - Storrington Grove Care Home Storrington Road Pulborough RH20 4AG
Installation of 1x non-illuminated 'V' shaped entrance sign, 1x illuminated single sided post mounted entrance sign, 1x illuminated wall mounted entrance sign and 1x non-illuminated set of individual letters.

Members discussed the above application notification and objected to any signage being illuminated at or near the entrance as this will be intrusive. They agreed to bring to the Officers' attention that some of the signage on the technical drawings, was missing on the plans, which causes confusion

Members commented that the name of the development 'Storrington Grove, was misleading because it is actually within Washington and nearly two miles away from Storrington.

It was **RESOLVED** to delegate authority to the Clerk to comment on behalf of the Council as per the discussion, and to write to the developer, suggesting that the development is named 'Washington Grove' to avoid confusion.

Gates to the First Extension Graveyard

The Clerk reported that the replacement gates for the First Extension Graveyard had been made by Ollyswood Joinery and were ready for painting. Members considered a suitable colour, noting that the original dark grey would not be appropriate. Following a discussion the Council **RESOLVED** that the colour should be dark green as this would be appropriate to the surrounding vegetation.

Clerk to notify Mr Collis who will be painting the gates. The Clerk reported that she had thanked the Chanctonbury Parochial Church Council who had recently confirmed they would promptly meet all the costs.

FC/25/12/17 Delegated decisions

None reported.

FC/25/12/18 Financial

The Council **RESOLVED** to approve the total payments of **£6,581.93** for invoices reported in the following schedule:

Payment Schedule - to be approved FC Dec 2025

Vouche Number	Name	Description	Amount
145	Architekton Architects	MUGA Lighting Project	342.00
146	Gale Tree Consultancy	Tree Management	210.00
147-48	NEST	Staff Pension - Nov 2025	201.89
149-53	Z Savill	Staff salary & expenses Nov 2025	1,876.51
154-55	HMRC	PAYE Nov 2025	608.53
156	Horsham District Council	Dog bin emptying Q4 2025.26	42.25
157	Mr T Ashburner Cox	Weekly Safety Inspections	300.00
158	Southern Pest Control Group	Pest Control	550.00
159	Olly'swood Joinery	Gates for graveyard	1,176.00
160	Play Inspection Company	2025 Annual Play Safety Inspection	156.00
161	Play Inspection Company	GOV.UK domain registration	36.00
162	Central Computer Management Ltd	Payroll Services - Nov 2025	78.00
163	Derek Collis/DelWood	Repairs and maintenance	970.00
164	Washington Village Memorial Hall Charity	Meeting equipment hire	30.00
165	TEEC Limited	Planning tracker 2025.26 - underpayment	0.50
		Subtotal No.	6,577.68
144	Lloyds Bank PLC	Bank charges	4.25
		TOTAL	6,581.93

Income

The Council **RESOLVED** to note receipts of £179.31 interest on the Nationwide savings account for November 2025

Bank Reconciliations

The Council **RESOLVED** to note the reconciled bank statements of the following since the last meeting:

Lloyds Community Account: **£ 21,360.90**

Nationwide savings account: **£87,230.45**

Redwood savings account: **£50,000**

Total: £158,591.35 of which £83,103.80 is earmarked CIL funds.

The Council further resolved to transfer £11,000 from the Nationwide savings account to the Lloyds account to cover further anticipated payments from February.

FC/25/12/19 Banking

Members considered whether to open a further bank account to be used exclusively for low-cost debit card payments for council business and those which are not invoiced.

The Clerk advised that information on the various account options were not available in time for the meeting. It was therefore **RESOLVED** to defer the matter to the next Finance Committee for review.

FC/25/12/20 Data Protection and IT security

The Council reviewed quotations from two contractors for ongoing IT support, with full details of the services being offered. The following basic summary of costs were also reported:

Contractor A:

Service Description	Qty.	Unit Price (ex. VAT)
Onsite support (either at the Parish Office or another venue eg. a councillor's home). *	Per hour or half hour thereof.	£55.00
Remote support using TeamViewer or a similar remote tool. *	Per hour or quarter of an hour thereof.	£50.00

It was noted that the contractor would be very pragmatic and fair about both support options and will not charge for very quick administrative tasks. Examples were provided.

Contractor B:

Service	Cost (ex VAT)	What's Included
Annual IT Support & Management	£90 per user per year (11 users = £990 total)	Unlimited helpdesk support, advice, and proactive management. We handle software updates, troubleshoot any issues remotely, and make sure everything runs smoothly for councillors and staff alike.

Optional Add-On

Service	Cost (ex VAT)	Details
Cloud Audit & Data Protection Support	£28 per user per year (11 users = £308 total)	Adds an extra layer of peace of mind — includes ongoing monitoring, support with data retention policies, and the ability to quickly lock accounts if anything suspicious occurs.

The Council **RESOLVED** to Approve the quotation proposals from locally based Stuart Tofts of StarTech (Contractor A) who is setting up Microsoft business 365 for the Council, and to review again if requirements change. The Council agreed that this would represent better value as it was anticipated that minimal support would be required.

FC/25/12/21 Correspondence

The Council **RESOLVED** to note the following correspondence which had been previously distributed to Councillors:

- Email 1.12.2025 from WSCC Highways, Transport and Planning: Invitation to Parish Briefings on 17.12.2025
- Email 26.11.2025 from HRMC 'Autumn Budget 2025 ': information for employers
- Email from RWE: Rampion newsletter

- Email from SDNPA 27.11.2025: Consultation on a South Downs National Park Technical Advice Note (TAN): Retrofitting Historic Buildings for Energy Efficiency and Carbon Reduction
- Email from HDC 11.11.2025: Horsham Transport Improvements - Stage 2 Consultation

FC/25/12/22 Chairman's announcements

The Chairman wished everyone a happy Christmas and thanked them for their support over the year.

FC/25/12/23 Dates and Times of the next meetings

The Council noted the following meeting dates:

Finance Committee Meeting: **Monday 5th January 2026 at 6.45pm**

Full Council Meeting: **Monday 5th January 2026 7:30pm**

Planning & Transport Committee: **Monday 19th January 2026 at 7:00pm**

OSRA Committee: **Monday 19th January 2026 at 7:45pm**

Personnel Committee Meeting: **To be confirmed**

FC/25/12/24 Confidential Session

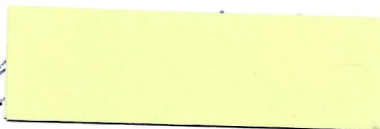
The Council **RESOLVED** that under the Public Bodies (Admissions to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during consideration of the next item of business as publication would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

FC/25/12/25 Washington Recreation Ground Charity: Rampion 2 legal matters

This item was not discussed as there were no further updates.

There being no further business to transact, the Chairman closed the meeting at 9:20pm

Signed.....



Date.....19/01/26.....