

# WASHINGTON PARISH COUNCIL



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## WASHINGTON PARISH COUNCIL MEETING

**MINUTES** of the monthly meeting of Washington Parish Council held on Monday 6<sup>th</sup> October 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, Cllr A Lisher (Chairman), Cllr M. Shaw and Cllr J Thomas.

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

**ALSO:** Clerk to the Council. No members of the public were in attendance.

**ABSENT:** None.

The Chairman opened the meeting at 7:30pm.

**FC/25/10/01 Apologies for Absence**  
None received.

**FC/25/10/02 Declaration of Members' Interests and Dispensations.**  
None declared as defined under the Localism Act 2011 and the Council's Code of Conduct for the business of this meeting.

**FC/25/10/03 Minutes of the last Full Council meeting**  
The Council **RESOLVED** to **APPROVE** the minutes of the Full Council meeting held on 1<sup>st</sup> September 2025 as a true record and were duly signed by the Chairman.

**FC/25/10/04 Public Forum**  
There were no written or verbal representations.

**FC/25/10/05 County and District Councillors**

### **WSCC Reports**

None. Cllr Marshall had given his apologies prior to the meeting.

### **HDC Reports**

Cllr Grech reported the following:



### Business Plan for Local Government Re-organisation

Horsham District Council together with six district and borough councils in West Sussex has submitted a business plan to Government stating a preference for a two unitary council model for West Sussex which would see the creation of a new Unitary authority combining Horsham District Council, Crawley District Council and Mid Sussex District Council areas. The There will be a government consultation on LGR in November with a decision expected in Spring 2026.

### Horsham District Local Plan

HDC has requested a further hearing of the rejected Local Plan following new evidence on its duty to co-operate.

### Bramber Brookes Nature Reserve

The HDC-owned nature reserve has re-opened following the completion of key enhancements. A series of volunteering days to help manage the area will start in November.

### New energy-saving tool for householders

HDC has been working with Chichester District Council to and Parity Projects to develop a free online tool called Energy Saving Plan Builder to help householders get advice on energy-saving measures for their homes. Cllr Grech agreed to share details after the meeting,

### Public toilets community scheme

At the forthcoming HDC Full Council meeting, Councillors will be looking at the possibility of a public toilet scheme in the larger villages like Storrington where businesses could be encouraged to make their facilities available in return for some payment to cover cleaning costs.

The Chairman thanked Cllr Grech for her reports and she remained in the meeting for the Planning items.

**FC/25/10/06**

Councillors discussed the following applications:

### **DC/25/1356 – Crosswinds Hampers Lane Storrington RH20 3HZ**

*Demolition of existing bungalow and erection of two detached dwellings and associated garages.*

Members considered this application, agreeing with HDC's comments on refusing the previous similar applications, namely: that they would "*represent an overdevelopment of the site which would cause harm to the special character and appearance of the Heath Common area; that it is contrary to Policy 25, 32 and 33 of the Horsham District Local Plan (2015)*" and "*policy 14 of the Storrington & Sullington and Washington Neighbourhood Plan, and to the Heath Common Design Statement supplementary planning document of 2018*"

Members agreed that any infill development in the garden of this property would constitute a gross overdevelopment. They agreed it would also set a very dangerous precedent to similar proposals on the Heath Common 'Lanes' harming their special character, in particular those properties which surround the application site.

As stated in the Parish Council's original objections, Members were also concerned with the following:

- The extremely narrow and restricted access to the site which is shared by other properties, and the safety implications of an additional 8 vehicles in an emergency.
- Loss of privacy to immediate neighbouring properties
- The application appears to show two identical properties which is contrary to the ethos of the Heath Common Design Statement where the vernacular is emphasised by individual properties.

For these reasons, the Council **RESOLVED** to make a **STRONG OBJECTION**.

**DC/25/1502 – Redlands Farmhouse Rock Road Washington West Sussex  
Erection of a Forestry Barn.**

The Council **RESOLVED** to make an objection because in its opinion the proposal represents a substantial form of development which is inappropriate to the setting of the area.

**Appeals Dismissed: DC/24/1460 and DC/24/1653 - The Coach House, The Hollow,  
Washington, West Sussex RH20 3DA.**

The Council noted the appeal decision. Cllr Grech expressed disappointment with the decision.

**FC/25/10/08 Committees**

The Council noted the draft minutes for the meetings of the [OSRA Committee](#) and [Planning & Transport Committee](#) held on 15<sup>th</sup> September 2025. A recommendations from the OSRA meeting was considered later in the meeting.

The draft minutes of the Finance Committee meeting held on 21<sup>st</sup> July 2025 would be reported to its next meeting in November.

**FC/25/10/09 Allotment Rent 2026 and Tenancy Agreements**

Members considered the recommendations from the OSRA Committee at its meeting on 15<sup>th</sup> September last for rent and changes to tenancy terms.

The Council **RESOLVED** to agree the following changes to new tenancies and upon renewal of existing tenancies on 1<sup>st</sup> January 2026:

- Limit future shed sizes to 6 x 4ft and 8 x 6ft, in colours to blend with existing structure, subject to prior approval from the Committee. All other specifications of infrastructure to be determined upon application to Committee.
- Compliance at all times with all current animal welfare and environmental health legislation required for the keeping of poultry and rabbits.
- All animal feed to be stored only in rodent- proof metal containers.
- For new tenancies there will be a deposit of £100 per plot, refundable at the end of a tenancy if the plot is in good order. The amount to be retrospective for existing tenancies from 1<sup>st</sup> January 2027. Those who have already paid £25 deposits under the original agreements, would be charged the balance.
- From 1<sup>st</sup> January 2025, rents be increased by 4.2 %, rounded, based on July's Household Consumer Price Index figures, the latest to be published at the time of the OSRA review

It was further agreed that any queries from the Allotment on the Council's decision should be referred back to the OSRA Committee. Cllr Brookes would draft an email letter for this purpose.

**FC/25/10/10 Budget Position**

To report on the Council's mid-year budget position for 2025/26.

The Chairman of the Finance Committee reported that after six months, the Council's net position of income vs expenditure is about £3,000 better than budgeted, mainly due to savings interest received. The Council's spend is approximately £800 over budget at the mid-year point but was fundamentally in line with the budget.

The Council **RESOLVED** to note the budget and for the employer national insurance contributions to be reported separately going forwards.

**FC/25/10/11 Q2 2025/26 Internal Controls**

Deferred to the next appropriate meeting.

**F\c/25/10/12 Safety Inspections**

The Council considered a quotation of £75 per week on a monthly basis from Mr Trevor Cox for routine safety inspections. It was noted that Mr Cox is a qualified inspector with 50 years' experience in facilities management and holds £5million Public Liability insurance.

The Chairman, Vice-Chairman and the Clerk had interviewed Mr Cox prior to the meeting and recommended contracting him on a trial basis. One other applicant had expressed an interest but had not provided his details for the meeting.

Following a discussion, Cllr Hanvey proposed and the Council **RESOLVED** to engage Mr Cox on a 6-month trial basis, as quoted, to be funded from general reserves.

**FC/25/10/13 Washington Recreation Ground Charity: Repairs and Maintenance**

The Council **RESOLVED** to approve a quotation of £820 from Mr D. Collis to replace the picnic bench in the Play Area with concrete or similar pavers to protect the timber. To be funded from CIL monies as the facility will benefit the community.

Cllr Jupp confirmed that his family have agreed to fund the replacement of his late great grandfather's memorial bench in front of the Village Hall. The Council thanked Cllr Jupp and noted that the Clerk would liaise with him on the arrangements.

**FC/25/10/14 Washington Recreation Ground Charity: MUGA lighting**

The Council noted that the architect is waiting on revised specifications from the lighting supplier before he can submit the Council's planning application to the SDNPA. These would be shared with the Council or the next appropriate OSRA Committee.

**FC/25/10/15 Digital and Data Compliance**

The Council considered subscribing to Microsoft Business Office 365 platform and switching to a GOV.UK domain. A report from the Clerk was previously circulated with the following quotations:

- £2,042 + VAT from StarTech for the MIS subscriptions and set up.
- £289;98 + VAT from TEEC Ltd, the Council's website and email host, for the GOV.UK domain. This includes the migration from existing to new email accounts and maintaining the org.uk domain for security.

Following a robust discussion, the Council g agreed that the proposals would enable

the Council to meet its digital and data compliance requirements especially the new Assertion 10 of the 2025/26 Annual Governance and Accountability Return.

Cllr Keech proposed and the Council **RESOLVED** to adopt the proposals as soon as possible. One Councillor objected and abstained from voting.

**FC/25/10/16 Digital and Data Compliance**

The Council considered a draft Information Technology (IT) policy based on a document provided in the 2025 Practitioner's Guide. It was noted that the policy was a requirement from April 2026 and will be in the Annual Governance and Accountability Statement at the end of March 2026.

The Clerk advised that she had made minor amendments to the document to reflect the Council's existing policies which meet some of the terms. The IT policy in the Practitioner's Guide is a starting point for Councils to discuss and adapt if required.

Following a robust discussion, the Council **RESOLVED** to adopt the IT policy unamended. To be reviewed again if required by the forthcoming interim audit, and again on an annual basis. One Councillor abstained from voting.

**FC/25/10/17 Clerk's Report**

The Clerk reported on the following updates:

- A spare key is now available for the Millford Grange noticeboard. The Clerk is seeking a quotation to replace the door mechanism.
- Sussex Police has confirmed they will supply and display slow down safety signs for the village, where required., likely to be the following week, as agreed at the Sussex Roads Partnership meeting in April 2024 They had apologised for the delay.
- Cllr Grech has advised that the Council contacts Cllr Marshall to follow up with WSCC's Public Rights of Way on progressing the Link pathway in the village to the Washington Bostal car park.
- The Clerk advised that she is attending a Scribe online session to discuss ways of Separating all the reports on the Council's employer contributions.
- Email to Nationwide querying their request for personal information from non-account holders: pending. Clerk to action.
- Moore Barlow: the Clerk had signed the terms of engagement to act for the Council on the legal aspects of Rampion's Heads of Terms.
- Village pub: no further update from the SDNPA on outstanding works. It was noted that the railings for the outside wall had been painted.
- Defibrillator and grit bin at Milford Grange: Clerk would shortly be purchasing these items as instructed by the Council.
- CIL funds £15, 780 from care home development at former Old Clayton Kennels: funds are expected end of the month. first week of November. : end of this month.

**FC/25/10/18 Neighbourhood Plan**

There was nothing further to report.

**FC/25/10/19 Devolution and Local Government Re-Organisation (LGR)**

The Council noted the LGR update in Cllr Grech's reports earlier in the meeting.

**FC/25/10/20 Urgent Matters**  
Premises Licence Application at The Hidden Spirit, Highden Estate, Walled Garden  
Washington RH20 4BA.

The Council noted that the deadline for comments to Horsham District Council on the application is 17<sup>th</sup> October which would be too late to consider at the next Committee or Council meeting.

The Council agreed to express its concerns about the implications of the licensing proposal from increased traffic, noise pollution and the impact on the environment in this sensitive rural location. A written response would be delegated to the Clerk

**FC/25/10/21 Delegated decisions**  
None reported.

**FC/25/10/22 Financial**  
Payments:

The Council **RESOLVED** to approve payments of invoices totalling **£4,694.95**.

Income:

The Clerk reported that the parish's second tranche of the 2025.26 precept of **£23,660.37** had been received.

Bank Reconciliations.

The Council noted the following balances up to 30<sup>th</sup> September last:

Lloyds Community Account: of **£30,884.09**

Nationwide Business Savings Account: **£56,776.38**

Redwood Savings Account: **£50,000**

The Chairman reported that the Council had since transferred £15,000 from the Lloyds Account to Nationwide earlier in the day, prior to the meeting, as agreed at the last Full Council meeting. Cllr Keech suggested that a further £15,000 is transferred to the Nationwide account, once the anticipated CIL funds are received.

**FC/25/10/22 Correspondence**  
The Clerk had previously circulated correspondence to all.

**FC/25/10/23 Chairman's announcements**  
The Chairman reported that the WSCC Worthing to Dorking A24 improvements consultation would be discussed at the forthcoming Planning & Transport Committee meeting. The Clerk reminded Councillors that details had been emailed to them prior to the meeting.

**FC/25/10/24 Dates and Times of the next meetings**  
The Chairman reminded Members of the dates and times of the following meetings:  
Full Council Meeting: **Monday 3<sup>rd</sup> November 2025, 7:30pm**  
Planning & Transport Committee: **Monday 20<sup>th</sup> October 2025 7:00pm**  
OSRA Committee: **Monday 20<sup>th</sup> October 2025 7:45pm**

*28*  
*17th November*  
*17th November*



**FC/25/10/25 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/25/10/26 Washington Recreation Ground Charity: Rampion 2 legal matters**

The Clerk reported Rampion's responses to the Council's queries on the Heads of Terms. In summary Rampion had reported that they were unable to provide further compensation other than what is already in their terms, and advised the Council to make an application to the Rampion 2 community funding scheme for their project funding request. Rampion was unable to give a written assurance on the manhole covers but reported that these installations were unlikely. The Council's agent has commented on Rampion's responses and has sought their feedback. This is pending/

There being no further business to conduct, the Chairman closed meeting at 21:41hours.

Signed... 

Dated... 3/11/25 .....