

WASHINGTON PARISH COUNCIL



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Washington Parish Council Open Spaces, Recreation, Allotment, Footpaths and Conservation (OSRA) Committee

MINUTES of the OSRA Committee Meeting held on Monday 17th March 2025 at Washington Village Hall (Doré Room)

PRESENT: Cllr C. Brookes, Cllr B. Hanvey, Cllr A. Dillaway and Cllr G. Lockerbie.

ALSO: Clerk to the Council. No members of the public were present.

The meeting was opened by the Chairman at 7:45pm

O/03/25/1 Election of Chairman of the meeting

In the absence of the Chairman, the Committee **RESOLVED** to elect Cllr Hanvey to Chair the meeting.

O/03/25/2 Apologies for absence

The Committee **RESOLVED** to **RECEIVE** and **ACCEPT** apologies from Cllr Keech.

O/03/25/3 Declarations of Interest.

There were no declarations of interests on any items on the agendas as defined under the Localism Act 2011 and the Parish Council's Code of Conduct.

O/03/25/4 Minutes of the last meeting

The Committee **RESOLVED** to **APPROVE** the Minutes of the last OSRA Meeting on 17th February 2025 as a correct record to be duly signed by the Chairman.

O/03/25/5 Public Speaking

None.

O/03/25/6 Actions and Matters Arising

To Receive Actions and Matters arising from the last meeting.

The Committee **RESOLVED** to note the report (Appendix A) and that the next OSRA meeting will review arrangements to make a planning application for the proposed new MUGA lighting.

O/11/24/7 Allotment

To Agree proposed greenhouse on Plot 11B

A copy of the Tenant's proposed location of the 6 x 4 greenhouse on Plot 11B was previously circulated. It was noted that there were no objections from the site Stewards.

The Committee **RESOLVED** to approve the greenhouse as per the terms of the tenancy. Clerk to notify the Tenant.

O/11/25/8 Allotment

To Discuss any reports from the site Stewards and a request for permanent 'no entry' signage on the gate to land at the rear of the allotment.

It was noted that there were no reports other than a request for a replacement 'no entry' vandal-proof sign to the gate at the rear of the allotment.

The Committee **RESOLVED** to agree that the Clerk seeks a quotation for the sign to be considered for approval at the next meeting.

O/11/24/9 First Extension Graveyard:

To Receive inspection report for the closed burial ground from Cllr Lisher

The Clerk advised that there were no further matters for consideration on the report, and that she would organise payment of the deposit requested by Gumbrill in order for them to carry out the releveling of two headstones.

The Committee noted the report and information.

O/11/24/10 Recreation Ground

To Consider a hire request for of part of the grounds for cricket between May and September.

It was noted that the West Chiltington and Thakeham Cricket Club is unable to hire the grounds this season for their extra fixtures because the hall's facilities will not be available on their chosen dates.

A report of the club's current position was previously circulated. This included a request for the Council to consider provision of a small building on site that includes toilets and basic kitchen facilities, and the construction of safe and secure storage for the mower, roller and other cricket equipment.

Members expressed regret that the cricket would not go ahead this year and agreed that a new building would not be possible without a great deal of advance planning and expense.

The Committee **RESOLVED** to write to the Club accordingly, and to suggest early

engagement with the Village Hall to ensure that facilities are available for next year's cricket season. Clerk to write to the Club and the Hall.

O/03/25/11 Recreation Ground

To Consider a hire request for Rampion non-intrusive surveys from April 2-4th 2025.

It was noted that the Council had agreed at its last meeting to Rampion's hire of the grounds for a one-day survey in March for the £350 commercial charge per day.

The Committee reviewed Rampion's request for an additional two days hire for the surveys. Dates would be from April 2nd -4th 2025, weather-permitting. The Clerk confirmed that there were no other bookings and that the groundsman had been notified to avoid cutting the grass on those dates.

The Committee **RESOLVED** with one objection and abstention, to agree the hire at £350 per day. This is subject to the usual terms and acceptance from the Council's insurer of Rampion's amendment to limit its indemnity to £10 million per claim. This excludes liability for personal injury or death which may be caused by the hirer's negligence.

O/03/25/12 Annual Lighting Inspection

To Review the Annual Lighting Inspection report and Agree any recommended action.

The Clerk reported that J Electrical Services' report of its annual inspection on 13th March 2025 was not received in time for the meeting and would be reported to the next meeting. No urgent matters had been brought to the Council's attention. The information was noted.

O/03/25/13 Risk Assessments

To Review the Council's non-financial risk assessments of Council assets, for recommendation to the next Council meeting

The Committee reviewed the Council's [Non-Financial Risk Assessment policy](#) of assets and advice from its insurer regarding inspections, and **RESOLVED** the following:

- Weekly inspections of play equipment, to include all assets on the grounds and MUGA, and the bus shelter in London Road by "the Triangle", to be alternated between Cllr Dillaway and Cllr Thomas. Clerk to seek Cllr Thomas' confirmation that he will check those areas/assets outside the playground.
- Monthly inspections of the defibrillator at Pixies Corner by Cllr Dillaway.



- Councillors to report on the bus shelter opposite Washington Cottages at the OSRA meetings. It was assessed that this shelter is much less used than the one in London Road and does not require such frequent inspections.
- Quarterly inspections of the Allotment by Cllr Brookes and the Clerk from June. It was noted that the next inspection is end of March by Cllr Keech and the Clerk.

O/03/25/14 South Downs National Park Authority Call for Projects

To Consider any projects that would benefit from CIL funding and to form a Working Party to make the submission.

The Clerk advised that she had shared details of the Call for Projects with the Village Hall because the charity is seeking funding for solar panels on the building. The Committee **RESOLVED** to endorse the idea for a project bid to the SDNPA by the Village Hall.

O/03/25/15 To Agree a quotation to survey a section of wall to the First Extension Graveyard

A quotation from Mills & Co and initial advice was previously circulated to survey the wall of the closed burial ground, underneath a large clump of ivy near Banks Cottage.

The Committee **RESOLVED** to defer a decision on the quotation until the bulk of the ivy is safely reduced and is easier to be surveyed.

Clerk to seek a quotation from a contractor with experience of removing ivy from these types of flint walls, and on the written agreement that works are without disturbance to the roots or wall structure.

O/03/25/16 To Agree quotation for tree works in the First Extension Graveyard

The Committee **RESOLVED** to agree a quotation of £150 from Gareth Morley/Sawing Heights for ivy severance on trees identified in the Council 2024 annual trees inspection in the closed burial ground.

O/03/25/17 Any other urgent Open Space, Recreation & Allotment and Footpaths and Conservation issues that may arise.

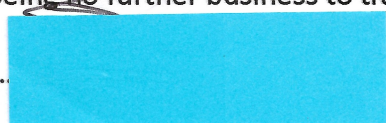
The Clerk reported that a small section of exposed armoured cable had been found close to fencing near Vera's Shelter, and appeared to belong to the neighbouring property. The householder has since safely removed the cable. The committee noted the information.

O/11/24/18 Date and Time of next OSRA Meeting:

Monday 28th April 2025 at 7:45pm

There being no further business to transact, the meeting closed at 8:49 hours.

Signed...



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