

# WASHINGTON PARISH COUNCIL



Washington Parish Council  
PO Box 2286  
PULBOROUGH RH20 9BT  
Tel: 0777 6771921  
Email: [clerk@washingtonparish.org.uk](mailto:clerk@washingtonparish.org.uk)  
Website: [www.washingtonparish.org.uk](http://www.washingtonparish.org.uk)

---

## Washington Parish Council

### Open Spaces, Recreation, Allotment, Footpaths and Conservation (OSRA) Committee

**MINUTES** of the OSRA Committee Meeting held on Monday 19<sup>th</sup> May 2025 at Washington Village Hall (Doré Room)

**PRESENT:** Cllr C. Brookes, Cllr B. Hanvey, Cllr A. Dillaway, Cllr O. Jupp and Cllr T. Keech  
(Presiding Chair)

**ALSO:** Clerk to the Council

The meeting was opened at 7:45pm

**O/5/25/1 Election of Chair**

The Committee **RESOLVED** to elect Cllr Keech as the Chair of the Committee for 2025/26. There being no other nominations, Cllr Keech was duly elected.

**O/5/25/2 Apologies**

None. All present

**O/5/25/3 Declarations of Interest.**

None declared under the Localism Act 2011 and the Council's Code of Conduct.

**O/5/25/4 Minutes of the last meeting**

The Committee **RESOLVED** to approve the minutes of the last OSRA Committee Meeting held on 28<sup>th</sup> April 2025 as a true and accurate record..

**O/5/25/5 Public Speaking**

None.

**O/5/25/6 Actions and Matters Arising**

The Committee noted the report of Actions and the following matters arising:

- Two tree surgeons confirmed they are unable to do remove the ivy from the flint wall of the closed graveyard. A response is pending from two other contractors;

- Ollyswood Joinery aim to replace the double gates of the closed graveyard in mid to late June, and have offered to pain and install them if required. Clerk advised that another contractor has already been engaged by the Committee for this.
- Proposed MUGA lighting: a local agent would be contacting the clerk to advise on costs for making a planning application. Cllr Jupp asked if it would be better to opt for lights which do not require planning permission. The Clerk reported that the Council had already agreed to replace the existing lights with LED fittings and that the SDNPA has advised that these required planning approval.
- Headstones relevelling: the graveyard inspection report for May confirmed that works appear to have been carried out by Gumbrill but their administration staff was unavailable to confirm this in time for this meeting.
- Tree works recommended in April 2025 report: report circulated to the Council on 28<sup>th</sup> April last. It was noted there are no urgent works. The Council's approved contractor agreed to quote this week, and to include costs for felling two ash trees in the closed burial ground which have advanced ADB.
- Hire on 22<sup>nd</sup> July 2025: Clerk will invoice the dog club for their hire of the grounds for the agility square and equipment
- Replacement noticeboard key at Millford Grange: the clerk confirmed that she will replace the rusted key and seek quote to repair the closing mechanism.

**0/5/25/7 Allotment: site update and recommendations**

The Committee considered the following reports from one of the site Stewards:

- The grass is overgrown on the vacant plots – the Steward offered to strim these if the Council reimburses him for the estimated £31 for fuel and strimmer line.
- There is a more robust aluminium 'No Entry' sign for £22.12 available online from Stocksigns to replace the broken plastic one at the rear of the allotment and fit one on the main entrance. The Steward offered to install these if the Council buys the signs and screws
- There is rubbish on the common areas of the site. The Steward enquired if HDC offer a clearance service rather than the Parish Council hire a skip which would be expensive. He would be willing to help clear the rubbish.

The Committee thanked the Steward and **RESOLVED** to agree expenditure for



the strimming and signage; to find out from the Steward how much rubbish needs to be removed and whether HDC offers a waste collection service for this. To be reviewed at the next meeting. Clerk to action.

**O/5/25/8 Allotment : Inspections review for 2025/26**

The Committee reviewed the site inspection regime and **RESOLVED** find out the insurance requirements for inspecting the common areas, and the exclusions for a potential claim. Clerk to action.

**O/5/25/9 Allotment**

It was noted that a resident had enquired about a vacant plot and had not returned their application form in time for this meeting.

**O/5/25/10 Washington Recreation Ground Charity: review of inspections arrangement**

The Committee reviewed the weekly safety inspections arrangement and considered a proposal at the last Full Council meeting to engage a professional to do all the inspections on and outside the grounds which are the Council's responsibility, and on a paid basis.

It was noted that there is insufficient budget for this in the current financial year but it could be an option next year.

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

- to consider the option of a paid inspection role for next year when the Council reviews the overall 2026/27 budget in the autumn. In the meantime, to seek a competent and reliable volunteer, ideally from the local community, to conduct safety inspections of assets and land which are the Council's responsibility. Clerk to publish an advert for the role on the website and noticeboards, and to ask Cllr Lisher to promote this in the forthcoming Sussex Local article.
- The current weekly inspections by Cllr Dillaway and Cllr Thomas of the Recreation Ground assets and bus shelters, and inspections of the closed graveyard, to continue in the interim. The frequency of the latter was reviewed under the next agenda item.

**O/5/25/11 First Extension Graveyard: May 2025 inspection report and inspection arrangements.**

The Committee reviewed the inspection report, noting the ongoing management of identified risks and maintenance in hand, and that there were no matters for the Committee's urgent attention.

It was reported that the two headstones identified in previous inspections appeared to have been relevelled by the monumental mason, under the instruction of the Council; and the Clerk is seeking quotes for tree works identified in the April 2025 inspection by GTC, to be considered at the next meeting.

Members also reviewed the frequency of inspections and risk assessment of the closed graveyard, noting the Committee's earlier agreement (min ref: O/5/25/11) to include this in one overall inspection of assets on the Council's land.

Following a discussion, the Committee **RESOLVED** the following:

- To reduce the frequency of inspections of the graveyard from monthly to every other month due to its low footfall and closed status as a burial ground, and ongoing tree management. Clerk to notify Cllr Lisher who conducts the inspections.
- To include the graveyard in the Council's appeal in the Sussex Local for a volunteer to do all the inspections.

**O/5/25/12 Any urgent Open Space, Recreation & Allotment and Footpaths and Conservation issues that may arise.**

The Clerk advised of the recent GTC recommendations in the April 2025 Report (circulated to all 28<sup>th</sup> April 2025 ) for periodic inspection of some of the Council's tree stock. This is additional to the annual and three-year inspections which are part of the Council's ongoing tree management.

Following a discussion, the Committee **RESOLVED** to seek the engagement of a Tree Warden. The role's activities would include on the ground inspections and to alert the Council of any issues which may require further investigation by a tree inspector.

Clerk to make enquiries via the WSCC voluntary scheme, to be considered at the next appropriate meeting.

**O/5/25/13 Date and Time of next OSRA Meeting:  
Monday 16<sup>th</sup> June 2025 at 7:45pm**

There being no further business the meeting was closed at 8:18pm

Signed.....

Dated..... 16/6/25