

WASHINGTON PARISH COUNCIL



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

MINUTES of the OSRA Committee Meeting held on Monday 19th January 2026 at the Washington Village Memorial Hall (Doré Room).

PRESENT: Cllr A. Dillaway, Cllr B. Hanvey, Cllr O. Jupp and Cllr T. Keech (Chairman)

ALSO: Ms Z Savill, Clerk to the Council. There were no members of the public.

ABSENT: 1

The Chairman opened the meeting at 7:15pm

- O/01/26/1 Apologies**
The Committee **RESOLVED** to **ACCEPT** apologies from Cllr Brookes for work reasons.
- O/01/26/2 Declarations of Interest.**
None declared as defined under the Localism Act 2011 and the Council's Code of Conduct.
- O/01/26/3 Minutes of the last meeting**
The Committee **RESOLVED** to approve the [Draft Minutes of the OSRA Meeting held on 17 November 2025](#) and were duly signed by the Chairman.
- O/02/26/4 Public Speaking**
No members of the public were present and there were no written representations to report.
- O/01/26/5 Actions and Matters Arising**
The Clerk reported the following actions and following actions and matters arising since the last meeting:

- **O/4/25/5 (OSRA April 2025) Replacement gates for First Extension Graveyard:** Gates are ready for collection from Ollyswood Joinery, Washington. Mr Collis has indicated he will collect them hopefully later this month to paint and install them. The Clerk had thanked Chanctonbury Church for its recent donation of £980 for the gates. The Church had kindly agreed to fund the anticipated £425 plus balance once installed.

- **O/4/25/13 (OSRA April 2025) – MUGA Lighting planning application:** the Architect was required by the SDNPA to provide a more extensive suite of supporting information for the Council’s application but has kindly not charged for this. The information is included in the updated planning statement and awaits validation by the SDNPA pending payment of the £397 application fee by the Council. Documents to be ratified later in this meeting under item **O/01/26/10**. The Clerk has thanked the Architect and advised that she is seeking a further reduction of the SDNPA’s fee which has almost doubled since the Council sought consent via another agent in 2024. The Clerk has made several unsuccessful attempts to contact the SDNPA to negotiate the reduction. She advised of their initial email response from the Duty Planning Officer to complete a DINPP to consider if the lighting can be allowed under permitted development rights. But the SDNPA has already required a full planning application which has been submitted. The Clerk advised the Committee that it could wait for a response. But warned that if the fee is reduced again, the SDNPA may require the paperwork to be submitted directly to them as hard copies which could incur more costs to the Architect.

- The Council agreed a quote of £3,660 net from Tide Electrical Solutions Ltd at the FC December 2025 (Min Ref **FC/25/12/122|**) meeting for supply and installation of the lighting. They have been informed. Awaiting their acceptance to be engaged for the works.

- **O/02/25/4 (OSRA Feb 2025) Village Hall Car Park Clearance Works:** The Clerk has chased for an update from Mrs Shillingford to confirm if she is still able to co-ordinate the work.

- **O/10/25/4 (OSRA October 2025) Tree Warden:** The Clerk met the Tree Warden Saturday 13th December 2025 to show her the Council’s tree stock and discuss basic visual on the ground inspection requirements. The activity is permitted by the WSCC Tree Warden scheme. The Clerk has made attempts to seek confirmation that the activity is covered by the scheme’s insurance policy. Otherwise, the Council will need to organise cover under its own policy.



- **O/10/25/8 – (Oct 2025) Goatcher’s replacement memorial bench.**
The Clerk reminded the Council that whilst there are 100s of online bench suppliers, she had been unable to find a contractor to take delivery and install one on the grounds. The Surrey and Sussex Crematorium’s memorial service indicated they may be able to help. A quote was not received in time for this meeting. The Council’s approved contractor had installed benches for the Council in the past but is unable to take delivery.
- **O/11/25/5 & O/11/25/8 (OSRA November 2025) Maintenance** – The following have been carried out since the last meeting: repair of cracked panel of the Ryan slide, anchoring of the two ‘Washington Tea Room’ benches, re-painting of the Rota Roka and replacement of the missing fencing rail by Village Hall.
- **O/11/25/6 (OSRA November 2025) Allotment: Site inspection:** deferred to confidential session at the end of the meeting.
- **O/11/25/7 (OSRA November 2025) Washington Recreation Ground Charity. Safety inspections:** Quotes pending for advisories in the November weekly inspection reports.
- **Noticeboard door repair at John Ireland Way:** The clerk met a contractor on site at 14th January who agreed to quote for the repair. He later withdrew interest. Another contractor was contacted but did not respond. The Clerk has contacted a third contractor and a response is still pending.

The Committee noted the reports and **RESOLVED** the following:

- Gates to the First Extension Graveyard: To chase up painting and installation of the gates to the closed graveyard to be done as soon as possible
- Planning Fee for the Council’s MUGA lighting application: To pay the fee in full to the SDNPA to avoid any further delay and possible additional costs to the Architect, but raise the matter of the high planning fees to SDNPA Member Cllr Joan Grech at the next Council meeting..
- Car park vegetation clearance: To review this at the next meeting if Mrs Shillingford cannot help.
- Tree Warden insurance: To chase up for a response from WSCC to confirm that the scheme is covered by their policy.
- Goatcher’s replacement memorial bench: If Surrey & Sussex Crematorium cannot quote for new bench works, to seek quote from the Council’s approved contractor. Cllr Jupp kindly agreed to take delivery and store the bench in readiness..



- Repairs: Cllr Dillaway kindly agreed to repair the door closing mechanism of the noticeboard at John Ireland Way at no charge to the Council for his labour.
- Safety inspections: To note that quotes are pending for advisories in the November weekly inspection reports.

0/01/26/6 Allotment: Applications and Notices for plots

The Committee reviewed and **RESOLVED** the following:

- To **APPROVE** written notice from the Tenant to quit Plot 3, received 14th December 2025, with immediate effect in view of exceptional circumstances disclosed to Members. It was noted that the Plot was in good order. Notice would be subject to all other tenancy terms.
- The **APPROVE** verbal notice to quit Plot 5, received from the Tenant on 19th January 2026, once confirmed by them in writing; and to **APPROVE** their application for Plot 3.

The Committee reviewed and agreed the Tenant's request that she should only be responsible for keeping Plot 5 in good order for the remaining term or when a new tenancy is agreed, due to exceptional circumstances disclosed to Members. It was noted that Plot 5 is in good order.

0/01/26/7 Washington Recreation Ground Charity: Inspections and Quotations

The Committee reviewed the following reports and quotes and **RESOLVED**:

- To **NOTE** that there were no urgent matters raised in the weekly inspection since the last meeting. The Clerk is seeking quotes for recommended works to be agreed within the Council's adopted budget.
- To **NOTE** that the Play Area and MUGA have been found by the annual operational inspection report to be safe for public use. The Clerk is seeking quotes for advisories as part of the Council's ongoing maintenance programme.

0/01/26/8 Washington Recreation Ground Charity: Quotations

The Committee reviewed and **RESOLVED** the following:

- To **APPROVE** a quotation of £230 from Mr Collis to supply and install a MUGA safety sign.
- To **APPROVE** a quotation of £75 from HAGS SMP Ltd for replacement of missing weather-protecting bolt caps on the timber frames of some of the equipment in the Play Area.

O/01/26/9 Washinton Recreation Ground Charity: Hire request

The Committee received and **RESOLVED** to **APPROVE** a request from St Mary's School PTA to hire the Recreation Ground for their fundraising event 'Party In The Park', on Saturday 27th June 2026.

The Clerk confirmed there were no other bookings on the grounds. The Village Hall had also agreed to hire out its facilities for the School's event.

Following a review, the Committee agreed the hire of the grounds, subject to the usual terms but to waive the £400 hire fee on this occasion because the event benefits the school and local community.

The Committee Chairman proposed and it was agreed that the concession should be reviewed in the future owing to the increasing budget demands on maintaining the grounds. Clerk to notify the School and enquire about the hire fee being charged by the Village Hall in order to help inform the review process.

O/01/26/10 Washington Recreation Ground Charity: MUGA lighting

The Committee reviewed and **RESOLVED** to ratify approval of the Architect's final planning documents for the s MUGA lighting application, noting the Clerk's update reported earlier in the meeting Minute Reference: **O/01/26/5**.

It was further noted that the Clerk will make arrangements to pay the SDNPA planning service fee of £379. The Committee expressed its thanks to the Architect for his work in drafting the proposals.

It was anticipated that the 6-week public consultation period for the application would commence early February.

O/01/26/11 First Extension Graveyard: Safety inspection.

The Committee received the January 2026 inspection report from Mr Ashurner-Cox, noting that there were no safety findings and that the replacement gates are imminent. It was **RESOLVED** to note the report.

O/01/26/12 Urgent matters

The Committee noted that there were no reports of urgent matters. |

O/01/26/13 Date and Time of next OSRA Meeting:

The Committee **RESOLVED** to note that the next meeting on 16th February , 7.45pm to be postponed in the Clerk's planned absence.

It was therefore agreed to delegate authority to the Clerk for any urgent business in consultation with the Chairmanship, if it cannot wait until the next meeting. Any decisions to be ratified at the next Full Council meeting.

0/01/26/14 Confidential Session

The Committee **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.

0/01/26/15 Allotment: Plot Inspection

The Committee received and reviewed a site update and **RESOLVED** to seek reassurance on the reinstatement of fencing on Plot 6 by the end of March. Clerk to write to the Plot Holder.

There being no further business to transact, the meeting was closed at 7:49pm

Signed. 

Dated.....16/3/26.....