WASHINGTON PARISH COUNCIL

Washington Parish Council
PO Box 2286
PULBOROUGH RH20 9BT
Tel: 0777 6771921
Email: clerk@washingtonparish.org.uk
Website: www.washingtonparish.org.uk

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

MINUTES of the OSRA Committee Meeting held on Monday 20th July 2026 at the Washington Village Memorial Hall (Doré Room).

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

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

ABSENT: 1

The Chairman opened the meeting at 7:40pm

O/07/26/01 Apologies
The Committee received apologies from Cllr Brookes

O/07/26/02 Declarations of Interest.
There were no declarations of interest as defined under the Localism Act 2011 and the Council's Code of Conduct.

O/07/26/03 Minutes of the last meeting
The Committee **RESOLVED** to approve the Minutes of the OSRA Committee Meeting held on 18th May 2026 as a true and correct record and were duly signed by the Chairman. There was no meeting in June due to the change to bi-monthly meetings.

O/07/26/04 Public Speaking
There were no written or spoken representations.

O/07/26/05 Actions and Matters Arising
The Committee received and reviewed the Clerk's report of actions arising from decisions at the previous meeting (Appendix A):

The Committee **RESOLVED** to note the report and that the Clerk would verify the EICR requirements with the MUGA lighting installer and the Village Hall, and if the annual tree inspection can be rearranged to enable attendance by the Tree Warden.

O/07/26/06 Allotment

The Committee received and reviewed a confidential allotment report (Appendix B) regarding plot occupancy, site maintenance and tenancy matters.

The Committee **RESOLVED** to note that Plot 11A had been re-let, two vacant plots 7a and 7b remained and a tenant had responded promptly to a reminder of their maintenance responsibilities. The annual review of tenancy agreements and rents are to be considered at the September meeting.

O/07/26/07 Tree Management

The Committee reviewed the Tree Warden's report and emergency works undertaken on 3rd July to remove a dead hawthorn tree on the recreation grounds and dead tree branch over the bus shelter. Both had been arranged by the Clerk under delegated authority in the interests of public safety. There were no other findings to report.

O/07/26/08 Tree Warden

The Committee reviewed the draft agreement governing the Tree Warden's inspection role and **RESOLVED** the following:

— To revise the agreement into a simpler format, providing for inspections every two months, and in accordance with the recommendations in the Council's professional tree surveys. The Clerk to seek the Tree Warden's agreement.

O/07/26/09 Inspections

The Committee reviewed the weekly inspection findings and additional reports since the last meeting and **RESOLVED** to note that there were no public safety matters.

The Committee further **RESOLVED** the following:

— To note a resident's report of some dog fouling on the grounds appeared to be an isolated incident and had been removed. There was no evidence that owners are not cleaning up after their dogs.

— To note that following a report from the same resident about some concrete in the grounds of the play area, it was investigated and found to be an expansion gap of edging, rather than a defect, and to take no further action.

— To increase pest control visits as required under the Council's existing contract with Southern Pest Control to at least monthly.

— To delegate authority to the Clerk to arrange reinstatement of the damaged bollard outside Vera's Shelter, including reflectors, and clearance of vegetation around the nearby telephone box.

- To note the planned replacement of all the swings seats and bushes for the basket swing by HAGS on 23rd July.
- To note that a quotation for repairs to the Ryan Tower would be considered under the next agenda item.
- To note that vegetation around the village sign had been cleared.
- To push for satisfactory and speedy resolution with the contractor for the installation of the new MUGA lights

O/07/26/10 Quotations

The Committee received and agreed the following quotations and **RESOLVED:**

- To accept a quotation of **£455.32** from HAGS SMP to replace the damaged Ryan Tower panel
- To accept a quotation of **£175.00** from South-East Landbased Training Courses LLP for basic tree inspections training for the Tree Warden
- To note that a quotation for pathway maintenance had not been received in time for the meeting. To be deferred to the next one.

The Committee further reviewed expenditure authorised under delegated powers and **RESOLVED** to ratify:

- **£280.00** to be paid to Sawing Heights for emergency tree works.
- **£160.00** to be paid to Sussex Land Services Ltd to clear vegetation around the village sign.
- **£36.63** to be reimbursed to Mr M Turley for materials and fuel used in the maintenance of vacant allotment Plot 11A. No charge for labour.

O/07/26/11 Washington Recreation Ground Charity: Hire Request 19th June 2027

The Committee received and **RESOLVED** to agree a request from St Mary's CE School PTA to hire the Recreation Ground for their Party in the Park on 19th June 2027. Hire is subject to the Council's usual conditions and a £250 deposit, and to waive the usual commercial hire fee because the event benefits the school and local community. The option of a Council information stand to be decided nearer the event date.

O/07/26/12 Washington Recreation Ground Charity: Hire Request 21st July 2026

The Committee received and **RESOLVED** to agree a late hire request by the Findon Downs Dog Training Club for their summer party and dog agility event on part of the grounds on 21st July 2026. Hire to be on the usual terms and £20 hire charge.

O/07/26/13 Washington Recreation Ground Charity: Grounds maintenance

The Committee reviewed the Council's Grounds Maintenance Schedule for 2027 and **RESOLVED** the following:

- To adopt the 2027 Grounds Maintenance Schedule amended to include annual clearance around the village sign.
- To seek quotations for renewal of the grounds maintenance contract which expires in October, under a three-year term as before.

O/07/26/14 **First Extension Graveyard: Inspection.**
The Committee reviewed the July inspection report for the closed burial Ground and **RESOLVED** to note that no safety issues had been identified.

O/07/26/15 **Date of the next meeting, items for the next agenda and Chairman's announcements.**
The Committee **RESOLVED** to include an item on the next agenda regarding the overgrown vegetation along the A283/Washington Road

The next meeting of the OSRA Committee will be held on **Monday 21st September 2026**. There were no Chairman's announcements.

There being no further items of business to transact, the Chairman closed the meeting at 8:35pm.

Signed...[redacted]

Dated.....21/9/2026.....

Appendix A

Item Ref	Decision	Action/Matters Arising
O/04/26/05	Order Goatcher's Memorial Bench	Bench is being delivered on Friday 24th July and will be installed by Del Collis.
O/04/26/05	Seek quotes for pathways with new spec	One of two contractors has withdrawn interest because of staff shortages. The clerk is meeting another contractor on site to discuss works required and an ongoing maintenance programme, on 23rd July.
O/04/26/05	Progress Starter Plan with the Tree Warden.	Discussed with the Tree Warden. To be reviewed at the next meeting.
O/04/26/07	Seek clarification on annual electrical inspection requirement and if it can be deferred until inspection of new MUGA lights	The electrician advised that an EICR inspection is required every 5 years and the next one should be done after the MUGA lights are installed. A basic visual lights check can be done annually. A quote for the EICR to be considered later in the meeting. Update at the OSRA meeting 20th July: The Chairman advised the EICR certificate should be provided by the installer and not the Council, and that the village hall would be required to have the certificate for their own checks on the

O/07/26/14 **First Extension Graveyard: Inspection.**
The Committee reviewed the July inspection report for the closed burial Ground and **RESOLVED** to note that no safety issues had been identified.

O/07/26/15 **Date of the next meeting, items for the next agenda and Chairman's announcements.**
The Committee **RESOLVED** to include an item on the next agenda regarding the overgrown vegetation along the A283/Washington Road

The next meeting of the OSRA Committee will be held on **Monday 21st September 2026**. There were no Chairman's announcements.

There being no further items of business to transact, the Chairman closed the meeting at 8:35pm.

Signed..[redacted]

Dated.....21/9/2026.....

Appendix A

Item Ref	Decision	Action/Matters Arising
0/04/26/05	Order Goatcher's Memorial Bench	Bench is being delivered on Friday 24th July and will be installed by Del Collis.
O/04/26/05	Seek quotes for pathways with new spec	One of two contractors has withdrawn interest because of staff shortages. The clerk is meeting another contractor on site to discuss works required and an ongoing maintenance programme, on 23rd July.
O/04/26/05	Progress Starter Plan with the Tree Warden.	Discussed with the Tree Warden. To be reviewed at the next meeting.
O/04/26/07	Seek clarification on annual electrical inspection requirement and if it can be deferred until inspection of new MUGA lights	The electrician advised that an EICR inspection is required every 5 years and the next one should be done after the MUGA lights are installed. A basic visual lights check can be done annually. A quote for the EICR to be considered later in the meeting. Update at the OSRA meeting 20th July: The Chairman advised the EICR certificate should be provided by the installer and not the Council, and that the village hall would be required to have the certificate for their own checks on the

		consumer unit which feeds the lights. Clerk will seek confirmation.
O/05/26/06	Draft formal agreement for Tree Warden's inspection role	Tree Warden has confirmed she is happy to sign the agreement to be reviewed later in this meeting.
O/05/26/06	Request written correction of error on safety inspection of play area surface on 13th April 2026 to confirm no issue	Correction made by the inspector on 1st June 2026 and held on file.
O/04/26/09	MUGA lights: - confirm if contractor will hold price pending baffles	Tides Electrical Services has agreed to hold their price on the quotation. They have advised that an issue has arisen with the baffles design which might invalidate the warranty of the new lights. Contractor is liaising with the fabricators to try and resolve. At the contractor's request, the clerk met them on site to discuss access requirements for the installation – they will use a 'tower' outside the MUGA.
O/04/26/11 + O/05/26/06	£725 quote for annual tree inspection approved	GTC services engaged – inspection scheduled 16th September 2026. Groundman alerted at the request of GTC not to cut grass that day. Update: Clerk will seek to rearrange date so that the Tree Warden can accompany GTC for the inspection.

Appendix B

Confidential Allotment Report shared with OSRA Members via the following restricted SharePoint link: Confidential Allotment Report - OSRA July 2026.docx