

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 28th April 2025 at Washington Village Hall (Doré Room)

PRESENT: Cllr C Brookes, Cllr B Hanvey, Cllr A. Dillaway and Cllr T Keech (Chairman).

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

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

- O/4/25/1 Apologies for absence**
None
- O/4/25/2 Declarations of Interest.**
None declared under the Localism Act 2011 and the Council's Code of Conduct.
- O/4/25/3 Minutes of the last meeting**
The Committee **RESOLVED** to approve the minutes of the last OSRA Committee Meeting held on 17th March 2025 as an accurate record
- O/4/25/4 Public Speaking**
None.
- O/4/25/5 Actions and Matters Arising**
The Committee noted the report (Appendix A) and the following:
- The Clerk would enquire when the two headstones in the closed burial ground will be re-levelled by the monumental mason contractor; and when the lychgates will be replaced in May by the joiners.
 - The Clerk will seek quotes for recommended works in the recent Tree Survey report circulated before the meeting, notably ivy reduction on

two sycamores. There were no urgent tree works required. As the report had been received the day of the meeting, it would be reviewed at the next OSRA meeting.

- The Clerk advised that the Committee considers engaging a volunteer tree warden for condition monitoring of tree stock between inspections and post weather events.

O/4/25/6 Allotment: Quarterly inspections

The Committee noted the Clerk's report following a site visit with the Chair earlier in the day (28th April 2025)) and that occupied plots were showing good signs of management and cultivation.

It was further noted that the recent Trees survey report (April 2025) advised that the dead plum tree (tagged as T58/312/north-west end of the site), to be left as habitat, and the collapsed apple tree (tagged T54/308 north-west corner of the site) to be removed if causing a nuisance. A Steward on the site at the time of the site inspection, confirmed that neither tree was causing a nuisance and that the apple tree is still bearing fruit.

O/4/25/7 First Extension Graveyard

The Committee reviewed and noted the April inspection report and progress of ongoing management which was reported earlier in the meeting under minute item O/4/25/5.

O/4/25/8 Washington Recreation Ground Charity: Annual Review of Hire Charges

The Committee reviewed the Schedule of Hire Charges for the grounds and MUGA, noting that they had not been increased since 2023.

Following a discussion, the Committee **RESOLVED** to adopt the hire charges with one amendment to increase the charge for commercial hire to £400; and to maintain the right for the Committee to exercise discretion on a case by case basis.

O/4/25/9 Washington Recreation Ground Charity: Hire Request

The Committee reviewed a request from the Rampion 2 developer, RWE Renewables UK, to hire the grounds on 6th May for further non-intrusive surveys as part of the planned underground cable route works.

A copy of Rampion's legal Notice of Entry for surveys was previously circulated and confirmation from the Clerk that there were no prior bookings on the grounds for that day. The Groundsman had previously agreed not to cut the grass that day as the mower would create a noise interference.

It was noted that the survey is part of an existing arrangement of surveys which were carried out earlier in the month but not completed.

Following a discussion, the Committee **RESOLVED** to agree the hire and to exercise discretion on the charge at £350 for the day as before.
Hire to be subject to the usual conditions regarding insurance and a signed

indemnity form.

O/4/25/10 Washington Recreation Ground Charity: Hire Request

The Committee reviewed and **RESOLVED** to agree a hire request by the Findon Downs Dog Training Club for a fenced ring with agility equipment on the Grounds. The equipment is required for a dog agility event as part of the Club's annual indoor summer party being held in the Village Hall on Tuesday 22nd July 2025.

The Committee agreed a charge of £20 as per the annual fees and charges. Hire to be subject to the usual conditions regarding insurance and a signed indemnity form.

O/4/25/11 Washington Recreation Ground Charity: Annual Lighting Inspection

The Committee reviewed and **RESOLVED** to note a safe inspection report for the MUGA lighting, carried out by J Electrical Services on 13th March 2025.

O/4/25/12 Washington Recreation Ground Charity : Quarterly Play Area Safety Inspections

The Committee reviewed and **RESOLVED** to agree HAGS SMP Ltd quotation of £255 to conduct quarterly inspections of the Play Area.

This is additional to the annual inspection which is carried out by the Play Inspection Company in the summer and is a legal requirement, and the weekly on the ground inspections which are required by the Council's insurer and carried out by Cllr Dillaway and Cllr Thomas.

O/4/25/13 Washington Recreation Ground Charity: MUGA Lighting

The Council reviewed and **RESOLVED** to engage a planning consultant to prepare a planning application required by the South Downs National Park Authority for the proposed new MUGA lighting.

Clerk to seek quotes to be approved at the next appropriate meeting.

O/4/25/14 Washington Recreation Ground Charity: Annual review of assets and insurance valuation for 2025/26

A copy of the draft 2025/26 register of assets for the Washington Recreation Ground Charity with the Chair's proposed insurance valuation and general conditions report were previously circulated.

Members thanked the Chair for the carrying out the review and for assisting the Clerk in the annual inspection of all assets on 14th April.

Following a discussion, the Committee **RESOLVED** to recommend adoption of the amended 2025/26 register to include the addition of the football goals, and to agree the total insurance valuation of £126,500 for the charity's assets, which are managed by the Council as Trustee. The recommendation to be considered for adoption at the Council's Annual meeting on 12th May.

Clerk to seek quotes for the renewal of the Council's insurance policy which

expires on 31st May 2025.

O/4/25/15 Parish Council: Annual review of assets and insurance valuation for 2025/26

A copy of the draft 2025/26 register of the Council assets with the Chair's proposed insurance valuation and general conditions report were previously circulated.

Members thanked the Chair for carrying out the review and assisting the Clerk in the annual inspection of all assets on 14th April.

Following a discussion, the Committee **RESOLVED** to recommend adoption of the 2025/26 register without amendment, and to agree the total insurance valuation of £75,000 for the Council's assets. The recommendation to be considered for adoption at the Council's Annual meeting on 12th May.

Clerk to seek quotes for the renewal of the Council's insurance policy which expires on 31st May 2025; and to seek quotes to repair the closing mechanism on the Millford Grange noticeboard, to replace the rusty key and for the repainting of the telephone box in Sanctuary Lane.

O/4/25/16 Any other urgent Open Space, Recreation & Allotment and Footpaths and Conservation issues that may arise.

None raised

O/04/25/17 Date and Time of next OSRA Meeting:

Monday 19th May 2025 at 7:45pm

There being no further business to transact, the meeting was closed at 8:30pm

Signed.....

Dated..... 19 - 5 - 25