

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 18th November 2024 at
Washington Village Hall (Doré Room)

PRESENT: Cllr S Buddell, Cllr B Hanvey, Cllr A. Dillaway, Cllr T Keech (Chairman), Cllr G. Lockerbie
and Cllr A Perkins.

ALSO: Clerk to the Council and one member of the public.

The meeting was opened by the Chairman at 8:10pm.

O/11/24/1 Apologies for absence
None. All present.

O/11/24/2 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/11/24/3 Minutes of the last meeting on 22nd April 2024
It was **RESOLVED** to **APPROVE** the Minutes of the last [OSRA Committee Meeting
on 16th September 2024](#)

O/11/24/4 Public Speaking
None.

O/11/24/5 Actions and Matters Arising from previous minutes
The following reports were NOTED and AGREED:

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Minutes	Progress
FC/23/11/10 (FC 6th Nov 2023) MUGA lighting: Approved £4,680 quotation from Case Electrical for new MUGA Lighting - Limineux 650watt light LED . Contractor sought pre-planning advice and submitted a planning application reference SDNP/23/01/78/DINPP on behalf of the council. SDNPA (email letter 16.5.2024) confirmed it was being processed and could take longer than 15 days. The contractor has been chasing for a decision.	Ongoing. Clerk to ask contractor to chase up with SDNPA and find out the decision date and reasons for the delay.
O/04/24/5 (OSRA 22nd April 2024) First Extension Graveyard: Seek quotes from shortlist of surveyors on the RICS register to survey section of wall near Banks Cottage, on safe removal of ivy and other vegetation.	Ongoing. Clerk to chase.
O/9/24/6 – (OSRA 16th Sep 2024) Allotment Rent Review: Increase 2025 rent 2.2% in line with prevailing CPI, on plots for 2025	Actioned. Tenants advised of increases in 2025 invoices.
O/9/24/6 – (OSRA 16th Sep 2024 – Seek clear definition of the council's obligations, responsibilities and if required the specifications regarding the allotment perimeter fencing request from stewards.	Ongoing. Clerk to chase
O/9/24/6 – (OSRA 16th Sep 2024) Skip provision: the Stewards have reported that there seems to be no reason to get a skip for the site following a good clear out not so long ago.	No further action required by the Council.

O/11/24/6 Allotment

To Receive and Accept notice to vacate Plot 9B from 2025

The Committee **RESOLVED to ACCEPT and AGREE** notice from Tenant Mr S Trott to vacate Plot 9B at the end of 2024, as per the tenancy terms. The Clerk has notified the site Stewards of the future vacancy so that the plot can be readvertised.

O/11/24/7 Allotment

To Nominate and Agree Member/s to conduct quarterly allotment inspections

It was noted that former Cllr Luckin had stepped down from Office in October and was no longer able to assist with the quarterly inspections. Stewards had previously reported that they did not have time to assist but would report back as and when matters arise.

Members discussed the inspections process. Cllr Dillaway and Cllr Perkins kindly volunteered in assisting the Clerk in the quarterly inspections on a

voluntary basis. The Committee **RESOLVED** that this be **APPROVED** and the two Members. Clerk to liaise with them on the arrangements.

O/11/24/8 First Extension Graveyard:

To Nominate and Agree Member/s to conduct monthly safety inspections of the closed burial ground.

It was noted that monthly inspections were conducted by former Cllr Luckin before she stepped down from office in October.

Members discussed the inspections process. Cllr Scovell kindly volunteered to conduct these as a member of the public. The Committee **RESOLVED** that this be **APPROVED** and thanked Cllr Scovell. Clerk to liaise with him on the arrangements.

O/11/24/9 First Extension Graveyard

To Consider a quotation to repair the gate to the closed burial ground and proposal to seek funding through Chanctonbury Church

The Committee considered the [quotation from Contractor A](#) to supply the Gate for the burial ground which is managed by the Council. A separate quotation from another contractor for its re-painting and installation had not been received in time for the meeting.

It was noted that Contractor A would be repairing the gate to the neighbouring Second Extension Graveyard which is managed by the PCC (Parish for the Chanctonbury Church). The Committee discussed a proposal by the charity's Buildings Project Manager to collaborate on a joint fund-raising appeal in the community for both gates.

The Committee **RESOLVED** to defer a decision on the quotation for the gate to the closed burial ground pending a fully inclusive costing for re-painting and installation. They supported the PCC's proposed appeal if this is led and organised by the Buildings Project Manager, and welcomed any donations towards costs.

O/11/24/10 Recreation Ground

To Review the quarterly and annual 'Play Safety Inspection Reports' and Agree recommendations.

The Annual Play Inspection Report and quarterly inspection report were previously circulated. It was noted that there were no public safety concerns or matters for urgent attention.

The Committee **RESOLVED** to note the report and that the Clerk was seeking quotations for recommended works to be considered at the next meeting.

O/11/24/11 Trees

To Review the annual 'Trees Inspection Report' and Agree recommendations.



The annual Tree Inspection Report was previously circulated. The Committee **RESOLVED** to note the report and that there were no urgent matters, and to seek quotations for the recommended tree surgery at the next Council Meeting. Clerk to action.

O/11/24/12 Trees

To Agree quotations for the Council's 2025 trees inspection, review of the Council's tree inventory, and tree pathogen testing:

Members considered and **RESOLVED** to **AGREE** [quotation of £1,195 from GTC](#) for pathogen testing. This included the 2025 annual trees inspection and review of the Council's tree inventory next April.

O/11/24/13 Bus shelter

To Consider making a recommendation to Full Council to agree a written motion for provision of a bus shelter in Old London Road for school children subject to costs. (Cllr Scovell)

Cllr Scovel (attending as member of the public) presented an update of his [Written Motion](#) for a proposed bus shelter in Old London Road and answered questions.

Following a discussion the Committee **RESOLVED** to recommend to the Full Council the provision of a bus shelter with a fully costed proposal and the statutory approvals from WSCC.

It was **AGREED** that the recommendation is subject to confirmation from the Finance Committee that there are sufficient CIL funds available based on the on the priorities of the Council.

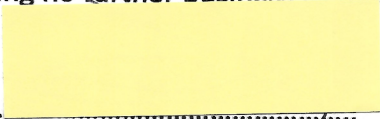
O/11/24/14 Any other urgent Open Space, Recreation & Allotment and Footpaths and Conservation issues that may arise.

The Committee noted the forthcoming Public Rights of Way (PROW) Routine Maintenance inspection in the parish by WSCC and agreed not to raise any issues at this time.

O/11/24/15 Date and Time of next OSRA Meeting:

Monday 20th January 7:45pm

There being no further business to transact the meeting was closed at 8:50pm

Signed.....

Dated..... 20/1/25.....