

WASHINGTON PARISH COUNCIL



Clerk to the Council.
Ms Zoe Savill.
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, Allotments, Footpaths and Conservation) Committee

MINUTES of the Open Spaces, Recreation, Allotments, Footpaths and Conservation Committee Meeting held on Monday 17th October 2022 at 7:00 pm at Washington Village Hall (Doré Room)

PRESENT: Cllr S Buddell (SB), Cllr K Capella (KC), Cllr B Hanvey (BH), Cllr T. Keech (TK) and Cllr J Luckin (JL)

ALSO: Clerk to the Council Ms Z. Savill

MEMBERS OF THE PUBLIC: 0

ABSENT: TK

The meeting was opened at 19.05 hours.

1. To Nominate and Agree Chairperson of the Committee

It was reported that a new Chairperson is required following the resignation of former Cllr Geoff Lockerbie since the last meeting. There were no nominations and the item was deferred to the next meeting. JL chaired the meeting.

2. Receive apologies for absence

None received.

3. Declaration of interest and Dispensations.

No declarations were made as defined under the Localism Act 2011 and the Parish Council Code of Conduct.

4. Approval of the Minutes of the last Open Spaces (Recreation, Allotments and Open Spaces meeting

It was noted that there was no meeting in August. The meeting in September was cancelled due to the State Funeral of Queen Elizabeth II on the same day. **RESOLVED** to **APPROVE** the minutes of the meeting held on 18th July 2022 as the correct record and duly signed by the Chairperson of the Meeting.

S. S. Buddell
21/11/22

5. Public Speaking

There were no members of the public or requests for matters to be raised.

6. Allotments

To Review arrangement for allotment inspections.

It was reported that two Stewards on the Allotment agreed to consider conducting the monthly site inspections. The Clerk advised of the Council's management responsibilities regarding the site. Following a discussion it was unanimously **RESOLVED** to invite the Allotment Stewards to conduct monthly inspections of plots and pathways to be reported to the monthly Committee meetings. A supplementary three-monthly inspection and, if required, further inspections would be carried out by JL or in her absence, by another nominated Member. Clerk to draft an inspection form.

To Consider proposals to protect the Allotment access.

Members discussed the option of an APL (Access Protection Line) to stop parking obstruction of the allotment access. It was put forward by the West Sussex County Council Highways Manager for the Central Area, Mr Adam Bazley (email 29th July), following a site meeting with Allotment and Council representatives on 6th July this year.

Mr Bazley advised that hatchings would be the best option but the County's road marking budget had been spent for the current financial year. It was noted that Cllr Paul Marshall (WSCC ward member for the parish) had confirmed his support for an APL at the Full Council meeting on 5th September but he would not support parking restrictions along the London Road slip road.

The Clerk reported that one of the Allotment Stewards enquired on the costs and that a realistic view was needed from the County Council as to the Parish Council's prospects of getting hatchings and when. Following a discussion, it was unanimously **RESOLVED** to raise this with the Highways Authority and to include the option of parking bollards to protect the access area. Clerk to write to Mr Bazley.

Allotment Waiting List

There are 4 remaining on the Waiting List, 3 of whom live in the parish. No further enquiries were reported since the last meeting.

7. First Extension Graveyard

To Receive monthly inspection reports of the First Extension Graveyard and Consider any recommended action.

JL's reports on August and September's inspection of the graveyard were previously circulated. JL reported that a hole, which had opened up in the dry summer, had been filled and that no further action was required. The information was noted.

To Report on any matters arising from the last meeting and agree any recommended action.

The following was reported:

Tree Management Report

The HS1 works of the Council's tree stock, as recommended in the recent 3-year tree inspection by Gale Tree Consultancy, would be carried out on 11th November by Sawing Heights. The works and quotation were approved at the Full Council Meeting on 3rd October last.

S.J.B.

The Clerk advised that she is awaiting quotes for the recommended HS2 works which should be carried out within 6-12 months of the report. SB agreed that these should be carried out sooner rather than later. The Clerk reported that she would chase for the quotations again so that they could be decided at the next Full Council Meeting on 7th November. The information was noted.

Jubilee Tree Planting

Members were advised of two possible delivery and planting dates being offered by Horsham District Council for the Jubilee beech tree sapling on either 10th or 11th November. It was noted that HDC requires an exact planting location so that they can confirm if there are any underground services. Following a discussion it was unanimously **RESOLVED** to engage AGC to advise and stake the best planting location within the Committee's area of preference, between the weeping willow and south east corner of the Recreation Ground. The preferred planting date would be 10th November so that the Clerk could attend. BH volunteered to attend if required. Clerk given delegated powers to engage AGC's services within £100 of the Council's budget allocation for the grounds.

Repair of 4 parish noticeboards

It was noted that the repair of the noticeboards by Stocker & Cowell has been delayed by their other work commitments. Clerk to chase again.

Replacement of MUGA kickboards: It was noted that Stocker & Cowell have completed the works and payment of their invoice was made on 6th October following approval at the last Full Council meeting. The contractor advised that a bottom rail to the back of one of the boards had deteriorated since his original quotation and would need replacing. Clerk to chase for the quotation.

Repair of damaged safety surface under the see-saw in Play Area

It was noted that Mr B Parissi had completed repairs to the safety surfacing under the see-saw in the Play Area. Payment of his invoice was made on 6th October following approval at the last Full Council Meeting.

Re-location of Village Hall Defibrillator: It was noted that the pub is yet to be contacted about the possibility of re-locating the Council's defibrillator from outside the Village Hall. Clerk to action

New Street lamp by the London Road bus stop: The Clerk reported on her site meeting with Horsham District Council's Building Services Engineer and an Enerveo contractor on 4th October last. They agreed on the Committee's preference to locate HDC's replacement street lamp closest to the bus timetable. The contractor advised that there was an option to have a heritage fitting and this would not delay the 4-week lead time on the scheduled installation. The old light fitting would be removed. A specification of the heritage option was not received in time for the Committee's consideration. Following a discussion it was unanimously **RESOLVED** to agree to consider the heritage option at the next meeting. Clerk to chase for the specification from HDC.

Youth Football: the Storrington Youth Football Club has reported that fixtures on the grounds are going well and they are pleased to be using the grounds. Their proposed storage unit is tabled for discussion later in this agenda.

8.Recreation Ground and Parish Property

To Review the Annual Play Safety Inspection Report

The 2023 annual play safety inspection report from The Play Inspection Company was previously circulated and reported to the Full Council Meeting on 3rd October last. It was noted that there were no high-risk findings. The clerk reported that some items were either low or very low risk and that repairs were either in progress or quotations were being sought for the Committee's approval. It was noted that there was still a problem of getting contractors to carry out timely works already agreed. Play equipment suppliers would only maintain their own installed equipment. Following a discussion, it was unanimously **RESOLVED** to note the report and to propose that the employment of a part time contractor is included in the draft 2023/24 budget review.

To Review and Recommend the draft Hire Agreement for approval by the Council

This item was deferred to the next meeting.

To Review usage of the MUGA lights

SB calculated that based on the MUGA Kwh light readings for July-September and the Village Hall's electricity charges, the estimated costs of lights usage would be £88 for the quarter. It was noted that there would be one week of high usage due to incorrect timer settings but that normally it was very low in the summer owing to the longer daylight hours. A report from the hall explained that they change for electricity on a financial year basis. They did not normally charge the council but reserved the right to do so if the end of year costs are sufficient to justify doing so. Following a discussion it was unanimously **RESOLVED** to request monthly meter readings to be monitored over the winter months and reviewed at the end of the financial year.

To Review booking arrangements for the tennis equipment

Members considered arrangements for booking the tennis court outside office hours. Following a discussion it was unanimously **RESOLVED** to advise via the Council's website that bookings are made at least 24 hours in advance. JL agreed her email address could be published as a contact for weekend bookings taken outside office hours. Clerk to provide a digital copy of the Council's liability form to JL and the padlock passcode for the tennis equipment.

To Consider approval of football storage unit and location on the Recreation Ground

Members considered the proposal from the Storrington youth football club to install a 6 x 4ft equipment storage unit close to the MUGA at the car park end of the Recreation Ground. Specifications of the unit were previously circulated. Following a discussion, it was unanimously **RESOLVED** to approve the location and specification subject to the unit being sufficiently ventilated for health and safety purposes. It must be securely fixed to the ground on a paving base. Clerk to notify the club.

To Consider a request for a memorial bench on the Recreation Ground

Members considered an application by Mrs Katie Roberts for a bench on the grounds in memory of her father-in-law and former resident, the Late Mr Brian Roberts. Following a discussion, it was unanimously **RESOLVED** to approve a bench similar to the Lesley Britt Memorial bench by the MUGA, subject to the Council's bench policy. Members agreed that the new bench should replace the one by the cricket roller which had become tired. Clerk to notify the benefactor if it is a memorial bench. Quotations to be sought for the supply and installation of new one to be agreed by the applicant.

To Discuss and recommend proposals for the OSRA 2023/23 Draft Budget

The clerk's advice on drafting proposals for the committee's 2023/24 draft budget had been previously circulated. Members agreed there was insufficient time to discuss this item. It was unanimously **RESOLVED** to defer discussion to the next OSRA meeting on 21st November ahead of the Council's draft budget review.

To Discuss appointment of a Parish Tree Warden

This item was deferred to the next meeting.

Rampion 2 public consultation on the modifications of the proposed inshore cable route which include the Recreation Ground: To agree any action in response to the consultation which commences 18th October, the day after this meeting.

The clerk reported that Rampion2's six-week public consultation of proposed modifications to the inshore cable route, would commence on 18th October. It was noted that Cllr Jason Thomas had attended the recent Rampion 2 Community Onshore Project Liaison Group meeting on 12th October 2022. He had reported that details of the proposals were not being disclosed until 18th October when consultation documents would be published on the Rampion website. Early indications were no change to the proposed cabling underneath the Washington Recreation Ground which the Council owns and manages as sole custodian trustee.

Following a discussion, it was unanimously **RESOLVED** to invite Mr Chris Tomlinson, Development and Stakeholder Manager of Rampion Offshore Wind to explain the Washington proposals, including those specifically affecting the grounds, at the council's next meeting on Monday 7th November. Members to attend the Rampion 2 public exhibition of the proposals at the Washington Village Hall on Saturday 12th November. This would help inform the Council's formal response to the consultation at its meeting on 21st November.

To Consider expressing an interest in the SDNPA 2022/23 Call for Projects for Community Infrastructure Levy (CIL) funding

This item was not discussed due to insufficient meeting time.

To Report the following:

Ground Maintenance: Nothing further was reported

Village Hall: Some puddling around the MUGA lights following recent heavy rainfall and indications of a further water leak from exterior hall pipework nearby. Clerk to notify the hall.

Defibrillator at the Village Hall: Battery 70% charged and unit intact.

Defibrillator at Pixies Corner: Battery is 70% charged and unit intact.

MUGA: Nothing further reported.

Children's Play Area: Nothing further reported

Bus Shelters: Nothing further reported.

Vera's Shelter: Notices were displayed on the inside of the shelter. Members agreed that these looked unsightly, causing pin damage to the structure and was not the proper purpose of the shelter. A council noticeboard existed for community notices at the end of Sanctuary Lane, by application to the council. Notices to be removed from the shelter.

Parish Noticeboards: 4 of the noticeboards are to be repaired – see report earlier in these Minutes.

8. Footpaths and Bridleways

Bridleway, Home Farm: JL reported on a resident's complaint about the overgrown bridleway by Home Farm. Clerk to notify the WSCC Public Rights of Way Warden.

National Trust's new forestry track, Georges Lane: It was noted that the track is completed and the bridleway is open for access. The Council is waiting for the National Trust's General Manager for the South Downs Area to respond to queries on the effectiveness of the new track following the late change in specification.

10. Conservation Issues

Nothing further was reported.

11. Any other urgent Open Space, Recreation & Allotment and Footpaths & Conservation issues that may arise OR items for the next Agenda To Report items for the next Agenda

None raised.

12. Date of the next meetings at the Washington Village Hall

The following next council meeting dates were noted:

Parish Council Meeting: Monday 7th November 2022, 7:30pm

Open Spaces Committee: Monday 21st November 7:00pm

Planning & Transport Committee: Monday 21st November 2022, 7:45pm

There being no other business to report, the meeting was closed at 20:57 hours.

Signed.....

Dated 21 November 2022