

# WASHINGTON PARISH COUNCIL



Clerk to the Council.  
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## 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 20<sup>th</sup> February 2023 at 7:00pm at Washington Village Hall (Dore Room)

**PRESENT:** Cllr S Buddell (Chairman), Cllr B Hanvey (BH), Cllr T. Keech (TK) and Cllr J Luckin (JL)

**ALSO:** Clerk to the Council Z Savill

**MEMBERS OF THE PUBLIC:** 0

The Chairman opened the meeting at 19.03 hours.

**1. Receive apologies for absence**

None

**2. Declaration of interest and Dispensations.**

None declared

**3. Public Speaking**

None

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

**RESOLVED** that the minutes of the meeting on 23<sup>rd</sup> January 2023

**5. Allotments.**

**To Report on the Allotment inspection and Consider any recommended action**

Members noted the following items raised from the allotment inspection on 20<sup>th</sup> February 2023:

- Good signs of continued and maintained cultivation and management on most plots.

- Pathways clear with the exception of pathway between Plots 10B/A and 11B/A
- Partially collapsed fencing in the corner of Plot 10B
- Plot 8: no improvement.
- Plot 11B: no improvement.

**RESOLVED** to raise the matters with the Tenants.

**To Receive notice to end the tenancy of Plot 11B**

The Tenant has served notice on 27<sup>th</sup> January last, to terminate their tenancy. The plot will become vacant on 28<sup>th</sup> March 2023.

**To Receive notice to end the tenancy of Plot 8**

The Tenant has served notice on 17<sup>th</sup> February last to terminate their tenancy. The plot will become vacant from 21<sup>st</sup> April 2023.

**To Agree a tenancy application for Plot 8**

An application from the Tenant of Plot 4 for was received for Plot 8 when it becomes vacant on 21<sup>st</sup> April. The applicant reported he was willing to share the polytunnel with others on the site if it is transferred to his ownership. The information was noted but not discussed.

**RESOLVED** to agree the tenancy to be effective from 21<sup>st</sup> April 2023. This would be subject to the signed tenancy agreement and payment of £30.84 rent, £20 deposit and £15.42 rent arrears for Plot 4. Clerk to notify the applicant.

**To Receive notice to end the tenancy on Plot 4**

The Tenant has served notice to end the tenancy on this plot if their application for Plot 8 is approved. See above item. The plot will become vacant on 20<sup>th</sup> April 2023.

**To Report on the Allotment Waiting List**

It was noted that there are 4 remaining on the Waiting List, 3 of whom live in the parish. No further enquiries since the last meeting.

**To Report on the Allotment 2023 Rent Income**

It was noted that the Council had received £194.29 rent income with £138.78 still outstanding. **RESOLVED** to issue reminders to Tenants in arrears. Clerk to action.

**To Discuss sub division of Plot 7**

Members noted that there has been no interest in applying for a tenancy of Plot 7 since it became vacant on 1<sup>st</sup> January last. The Allotment Stewards supported the sub-division of the plot if no one on the waiting list is interested in applying for the tenancy.

**RESOLVED** to defer discussion to the next meeting pending enquiries by the Allotment Stewards with people on the waiting list. Clerk to contact the Stewards

**6. First Extension Graveyard**

**To Receive January inspection report of the First Extension Graveyard and Consider any recommended action.**

Members noted the February inspection report from JL and ongoing management activities. **RESOLVED** that no further action was required at this time.

**To Agree quotation for works to Sycamore tree in the First Extension Graveyard**

S. J. Burrell  
17/04/23

This item was considered under item 7 of the agenda.

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

The following matters were noted for information:

- **Repair of 4 parish noticeboards:** No further progress on quotations for the new noticeboards as contractors are unwilling to take on responsibility for the supply of goods. Only one quotation has been received to date. Clerk to widen enquiries and report to the next meeting.
- **MUGA (Multi Use Games Area) replacement lights**  
Case Electrical has confirmed its quotation (email 15<sup>th</sup> February) to replace the MUGA lights as being the same as their estimate. The estimate was approved by Full Council in December 2022 (minute reference 24.77.4), subject to confirmation as a quotation. The schedule of works is to be advised.

**7.Recreation Ground and Parish Property**

**To Agree quotation for remaining tree works on the Recreation Ground/Allotment recommended in the 2022 Tree inspection report.**

Members considered quotations for carrying out the remaining tree works recommended by the Council's 2022 Tree Conditions Report. Following a discussion it was **RESOLVED** to agree the quotation of £1,245 from Total Tree Care as it was considered the best value. Clerk to engage their services.

**To Ratify Approval of quotation to fell Ash Tree on Washington Recreation Ground**

It was reported that the Ash tree in the far north east corner of the Recreation Ground had been satisfactorily felled on 16<sup>th</sup> February by Total Tree Care. Their services were engaged following the Council's decision at the last meeting to have the tree felled as soon as possible for safety reasons due to its further decline and proximity to the highway. The Chairman and Vice-Chairman approved the contractor's quotation of £895 (email 9<sup>th</sup> February 2023). They were slightly more expensive than another contractor but were the only ones able to give a schedule of works. Members agreed that the ability of Total Tree Care to do the work quickly was more important than the small price difference. **RESOLVED** to **RATIFY** approval of the quotation

**To Agree quotation for heated defibrillator cabinets**

Members considered several quotations and a report for the supply and installation of a heated cabinet for the Council's defibrillator at the Village Hall. Costs would be met from the parish's Community Infrastructure Levy monies as it was agreed this would benefit the local community as well as the users of the Hall. It was noted that consent would be required from the Village Hall Trustees to connect the cabinet to the mains supply of the building.

Following a discussion, and subject to the Trustees' consent, it was **RESOLVED** to agree the quotation of £391 for the popular Defib 4000 in yellow from the Defib Store Ltd. It was agreed that this was a robust design and the most competitively priced compared with other leading suppliers. The cabinet supplier estimated £5-£15 per year running costs of its 50w heater, depending on the winter temperatures. Members agreed on the unlocked model for the reason that it was important that people should have quick access to use the potentially life-saving equipment. The cabinet would be fully insured under the Council's policy.

S. J. B. *[Signature]*  
17/04/23

It was further **RESOLVED** to engage J Electrical to install it for £320, subject to consent to use the Hall's power supply. Members agreed that the quotation was significantly the lowest and the contractor was known to the Council for carrying out other works. Clerk to write to the Hall with the Committee's request.

**To Review the annual Electrical Inspection.**

A report by J Electrical of the annual lighting inspection of the MUGA lights and the street lamp was previously circulated and considered read by Members of the Committee. **RESOLVED** to note a satisfactory report and that there were no safety issues.

**To Receive MUGA electricity meter readings up to February 2023:**

The following electricity readings for the MUGA (Multi Games Area) lights to date were circulated.

**2022**

1<sup>st</sup> July: 5957

1<sup>st</sup> October: 6045

1<sup>st</sup> November: 6064.

1<sup>st</sup> December: 6077

**2023**

1<sup>st</sup> January: 6081

1<sup>st</sup> February: 6089

**RESOLVED** to note the information.

**To Discuss engagement of a handyperson for general maintenance**

This agenda item was requested by the Vice-Chairman for consideration so that the Council could explore the options of engaging a handyperson, especially for carrying out the Council's minor repairs. It was noted that the Council insurance requirement for public liability insurance made it cost-prohibitive for the small, casual operator unless employed by the Council. Following a discussion it was **RESOLVED** to make further enquiries on a suitable arrangement which met the Council's insurance requirements. Clerk to action and report to the next meeting.

**8. To Report the following:**

**Ground Maintenance:** Nothing to report.

**Village Hall:** The litter bin in the car park, provided by Horsham District Council went missing and was replaced at the clerk's request on 15<sup>th</sup> February 2023. Mr clerk collected the bin key which had been kindly left in the Dore Room by Mr Rob Gerig before this meeting.

**Defibrillator at the Village Hall:** Battery charged and unit intact

**Defibrillator at Pixies Corner:** Battery charged and unit intact.

**MUGA:** New basketball nets to be fitted. New court lighting – awaiting confirmed schedule of works by Case Electrical.

**Children's Play Area:** Nothing further to report. Clerk seeking quotation for new gates.

**Bus Shelters:** Nothing further to report.

**Vera's Shelter:** Nothing further to report

**Parish Noticeboards:** Quotations being sought to replace 4 noticeboards. One received to date.

S.S. Pinner  
17/04/23

**9. Footpaths and Bridleways**

No further reports

**10. Conservation Issues**

None reported

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

- **To Consider an urgent request from the Village Hall to relocate the water meter to the Recreation Ground**

The Village Hall has requested the Parish Council’s consent for Southern Water to re-locate the building’s water meter from the roadside verge in School Lane to an area of grass a few metres inside the fencing of the Recreation Ground. Cars have driven over the meter several times, resulting in damage to its housing. Southern Water has agreed to carry out the works within the next two weeks. A diagram of the proposed location on the council’s land was previously circulated. Following a discussion, Members **RESOLVED** to agree the re-location and to request confirmation from the hall Trustees the making good/repair of the current location, if this was not confirmed and undertaken by Southern Water.

JL reported the following urgent issues:

- The football club’s line paint pots were being stored on the grounds and may attract vandalism. Clerk to contact the Club and request the pots are removed
- When is the football club installing their equipment storage unit on the grounds? Clerk to enquire
- The time allocated for OSRA meetings are insufficient to conduct all the required business and needs to be reviewed. TK suggested the meetings are held after the Planning & Transport Committee meetings. The Chairman proposed this is tabled for discussion at the next Full Council meeting.

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

To Note the dates for the next meetings:

- Parish Council Meeting: Monday 6<sup>th</sup> March 2023, 7:30pm
- Annual Parish Council Meeting: Friday 10<sup>th</sup> March 2023, 7:00pm
- Open Spaces Committee: Monday 20<sup>th</sup> March 2023, 7:00p
- Planning & Transport Committee: Monday 20<sup>th</sup> March 2023, 7:45pm

There being no other business to report, the meeting was closed at 20:12 hours

Signed..... 

Dated 17 April 2023.....

*S. J. Bennett*  
17/04/23