

WASHINGTON PARISH COUNCIL



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Washington Parish Council Open Spaces (Recreation, Allotments, Footpaths and Conservation) Committee

MINUTES of Open Space (Recreation, Allotments, Footpaths and Conservation) Committee Meeting held on Monday 16th October at Washington Village Hall (Doré Room)

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

ALSO: Clerk to the Council Ms Z Savill

MEMBERS OF THE PUBLIC: 0

ABSENT: 0

The Meeting to be opened by the Chairman at 7:45pm.

- 0/10/23/1** **To Approve apologies for absence**
All present
- 0/10/23/2** **To Receive Declarations of Interest as defined under the Localism Act 2011 and Consider Dispensations**
None
- 0/10/23/3** **To Approve the Minutes of the last meeting**
The Committee **RESOLVED** that the Minutes of the OSRA meeting on 18th September 2023 are a correct record and were duly signed by the Chairman.
- 0/10/23/4** **Public Speaking**
None. There were no written requests.
- 0/10/23/5** **Outstanding Action and Matters Arising from the last meeting:**
The report of Outstanding Actions and Matters Arising were previously circulated under Appendix 1. The Committee **RESOLVED** to **NOTE** the report and that Matters Arising reported under other agenda items for consideration.
- 0/10/23/6** **Allotment: To Receive inspection report and Consider any actions required.**
It was noted that there was no inspection report or matters raised by the site

Stewards. The skip hired from Rabbit had been filled with rubbish by Plot Holders during the last weekend of September. The Committee joined Cllr Hanvey in thanking Plot Holders for their support in tidying the site.

O/10/23/7

Allotment: To Consider a proposed shed on Plot 11B

The Committee considered and **RESOLVED** to approve a 6 x 4 shed proposed for Plot 11B by the new Plot Holder. It was noted that the shed was purchased from the adjoining Plot Holder and would be installed on a temporary non-concrete base.

O/10/23/8

First Extension Graveyard: To Receive October 2023 Inspection Report and Consider any action required.

A safety inspection report of the closed graveyard was previously circulated. Members considered the issue of overgrown vegetation on the wall and overhanging part of a neighbouring property. It was noted that a survey to assess the problem and the impact on the integrity of the wall was not available in time for the meeting to consider. It had not been raised as a safety issue in the recent interim tree inspection of the graveyard.

Following a discussion, the Committee **RESOLVED** to seek advice about the issue from a suitably qualified arboriculturist, for consideration at the next meeting; to delegate powers to the clerk to action any emergency works which may be required beforehand. It was noted that there were no matters on the report which required further action.

O/10/23/9

Washington Recreation Ground: To Receive a report of vandalism

The Council's police report made on 4th October of broken glass bottles on the MUGA, was previously circulated. It was noted that the police had indicated that they were unable to investigate it due to lack of evidence but would alert the local PCSO and request their increased presence in the area. It was noted that the clerk had also raised the matter at a recent WSALC forum. It would be brought to the attention of Sussex Police as one of a number of similar incidences on the grounds since 2021 thought to be linked. Members noted the report and thanked the Vice-Chairman of the Council for kindly clearing away the glass.

O/10/23/10

Washington Recreation Ground: To Agree quotation to modify or replace gates to the Play Area

It was reported that the manufacturer of the gates to the play area was unable to adapt them to a latch opening/closing mechanism. A quotation from Sovereign Play Equipment for wooden replacement gates with a latch was considered.

Following a discussion it was proposed and **RESOLVED** not to replace the gates due to the high costs, and that the soft closing mechanism is adjusted by HAGS, as advised in annual ROSPA Play Safety Inspection Report. Cllr Buddell and Cllr Luckin requested that their vote against the proposal was recorded.

O/10/23/11

Washington Recreation Ground: To Review the Annual Play Safety Inspection Report and Consider quotations for recommended works.

The annual ROSPA Play Safety Inspection Report was previously circulated. It was noted that there were no findings requiring urgent attention and were either very low risk or low risk. Members considered the report and quotations received from Contractor A and Contractor B for recommended works. Contractor C was unable to provide a quotation in time for the meeting.

Following a discussion, the Committee **RESOLVED** to recommend Contractor A's

quotation for approval at the next Full Council Meeting, the value being above the Committee's £2,000 authorisation powers.

O/10/23/12 Washington Recreation Ground: To Consider quotations for LED lighting on the MUGA

Members reviewed quotations for new LED lights on the MUGA and for supporting papers for each of the three lighting options by Contractor A. Members agreed that the LED lighting would be more environmentally friendly, cost-effective and a significant improvement to the existing ones due to their age. Three were no longer working, and the Council's electrical inspector had advised that the current fittings were becoming obsolete.

Following a discussion the Committee **RESOLVED** to **RECOMMEND** to Full Council to **APPROVE** Contractor A to install the Option C Limineux Hi-Court 600watt lights, the value of the quotation being above the Committee's £2,000 authorisation powers. It was agreed that the specification provided more even light coverage of the court. Clerk to notify the Local Planning Authority.

O/10/23/13 To Recommend quotation to Council for 2024-26 grounds maintenance.

Members reviewed quotations for grass and hedge-cutting by the approved contractor, Sussex Land Services Ltd based on the Council's adopted grounds maintenance schedule, for an annual and three-year term.

Following a discussion it was **RESOLVED** to **RECOMMEND** to Full Council to **APPROVE** the quotation for a three-year arrangement from 2024-26, the value being above the Committee's £2,000 authorisation powers.

O/10/23/14 To Consider quotations on HS1 Tree works on parish property.

Members considered and **RESOLVED** to **APPROVE** a quotation from the Council's approved contractor, Sawing Heights, for the sum of £450 for the HS1 works advised on the annual Interim tree report. The value was within the Committee's £2,000 authorisation powers without reference to the Council.

O/10/23/15 Polling district and place review 2023: To Consider an invitation to comment on proposals for the parish.

An invitation with supporting information from HDC to comment on the 2023 Polling district and place review, was previously circulated. Comments from the Village Hall were noted. Following a discussion it was **RESOLVED** to submit a comment to support the retention of the Village Hall as a polling station for the parish.

O/10/23/16 Washington Recreation Ground: To Report the MUGA lights electricity reading for September 2023

The Committee **NOTED** the electricity meter reading of 06131 on 29th September reported by Mr Gerig, Hall Trustee.

O/10/23/17 Any other urgent Open Space, Recreation & Allotment and Footpaths and Conservation issues that may arise OR items for the next Agenda.

Members noted reports of overgrown vegetation on the pathway between Frankland Mead and The Street, and along London Road by the Triangle. It was **RESOLVED** to report this to WSCC Public Rights of Way team for appropriate action. No further items were submitted for consideration at the next meeting.

O/10/23/18 Date and Time of next meetings

The following meeting dates were noted and times to be confirmed:
Parish Council Meeting: Monday 6th November 2023, 7:30pm

Planning & Transport Committee: Monday 20th November 7:00pm 2023.

Open Spaces Committee: Monday 20th November 2023, 7:45pm

Finance Committee: Monday 20th November 2023. Time to be confirmed.

Personnel Committee: To be confirmed.

There being no further business to transact, the Chairman closed the meeting at 20:59 hours.

Signed.....

Dated..... 20/11/2023

Appendix 1

Outstanding Actions and Matters Arising: To report to OSRA 16th October 2023

Action	Progress
New noticeboards at Pixies Corner and Village Hall to be ordered for installation.	Actioned. Delivered 9 th October. Installation scheduled 8 th November.
Arrange skip for clearing rubbish behind allotments. Clerk to action and notify Stewards.	Actioned. Skip delivered to the site 29 th Sep and filled by Plot Holders. Rubbish from Council property behind plots 1 & 2 cleared as agreed.
Arrange trespass warning notices for the allotment gate and gate to the rear. Clerk to action.	In progress. Notice displayed on main gate. Second notice is pending.
Notify Allotment Tenants of the increased rent	In progress: clerk to issue notifications in the forthcoming rent reminders for 2023.
Quotation for fencing gaps in hedge by the Recreation Ground. Clerk to chase	In progress. Further reminders to the groundsman. He confirmed (email 16 th Oct) that he would