

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 22nd May at 7:45pm at Washington Village Hall (Doré Room)

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

ALSO: Clerk to the Council Ms Z Savill

MEMBERS OF THE PUBLIC: 0

ABSENT: 0

The Meeting was opened at 19.51 hours.

O/5/23/1 To Elect a Chair of the Committee.

Nominations were sought and it was **RESOLVED** that Cllr Keech be elected Chairman of the OSRA Committee for the 2023/24 municipal year. Cllr Keech accepted and was duly elected.

O/5/23/2 To Receive apologies for absence

None.

O/5/23/3 To Receive Declarations of Interest and Consider Dispensations

None received as defined under the Localism Act 2011

O/5/23/4 To Approve the minutes of the meeting on 17th April 2023

RESOLVED that the minutes of the meeting on 17th April 2023 were a correct record were duly signed by the Chairman

O/5/23/5 Public Speaking

None

O/5/23/6 To Report on the Allotment inspection and Consider any recommended action

It was noted that following an inspection of the site prior to the meeting, all occupied plots were showing good levels of cultivation. Most pathways were clear with the exception of the pathway between 10A/10B and 11A/B which remained obstructed. The fencing remained partially collapsed in the corner of Plot 10B. Plot holder had been notified.

- Plot 7 – vacant. Awaiting quote from groundsman to strim and divide plot into two, as agreed at the last meeting.
- Plot 11B: vacant from 1st April. Awaiting quote from groundsman to strim.
- Plot 1: needs strimming between the plot and fairway. Plot holder to be notified.

The Committee expressed concern about the amount of waste accumulating on the 'common' land at the rear of some of the plots and that it appeared to be coming from plots. Following a discussion the Committee **RESOLVED** to look to the stewards to make arrangements for the clearance, and that any remaining rubbish would be cleared by the Council with costs borne from the site. Clerk to action.

O/5/23/7

To Agree date of annual review of Allotment Rent and Tenancy Agreement

The Committee discussed this and it was **RESOLVED** to agree the annual review would take place at the next meeting on 19th June 2023 before the holiday season. Stewards would be invited to submit any comments. Clerk to action.

O/5/23/8

To Report on Outstanding Actions and Matters Arising from the last meeting.

A copy of the report was previously circulated. All items noted. The matter relating to the football storage unit was discussed under item

O/5/23/9

To Report on inspection of the First Extension Graveyard in May and Consider any recommended action.

The May 2023 inspection report by Cllr Luckin was previously circulated. Ongoing Maintenance was noted and the grass had been cut earlier that day, prior to the meeting. There were no matters for attention. The clerk reported that the groundsman cuts the grass in the graveyard every three weeks into the start of November and that it is growing more quickly due to the rain and recent hot weather. The report was noted and the committee thanked Cllr Luckin for carrying out the inspection..

O/5/23/10

To Consider request to keep the football storage unit by the Village Hall.

It was reported that a representative of the football club which owns the storage unit, Has agreed to consider relocating it elsewhere on the grounds. The unit had been wrongly installed by parent volunteers against the Washington Village Hall building, and not by the MUGA as agreed with the OSRA committee. Club manager for the U9s which hires the pitch, Mr Mathew Wroe, had explained that the ground was level by the hall, making it a more suitable location. The unit is used for storing nets and line paint. It is pegged down allowing it to be easily re-located. Mr Wroe had recently padlocked it again after two break-ins but nothing was taken.

Following a discussion, the Committee **RESOLVED** that the storage unit is re-located between the tennis net storage and the end of the MUGA perimeter fencing, where the ground is more level. It was agreed that this location would be more secure as it was more visible. It would also be away from the hall building where it was potential

fire risk due to the storage of line paint. The unit is to be fixed on a cell-paving based, as previously specified, with signage that it contains football nets only. The committee agreed that it would be willing to consider a grant application for the base from available Community Infrastructure Levy monies. Cllr Luckin agreed to meet with the club representative on site to ensure the unit is installed, with the base, in the correct location. A CIL grant application would be considered by the committee.

O/5/23/11 To Consider a hire request for the football pitch on Tuesday evenings.

Members considered a request from the Ashington Cougars Under 9s coach, Mr Peter Evans, to hire the recreation ground pitch for football practice on Tuesday evenings from next 23rd May for 6 weeks. Their usual venue in Ashington is not available. It is possible the club may seek a long-term arrangement in the future. The clerk confirmed that the current hirer, a team from the Storrington Community Youth Football club, would not be requiring the pitch on those evenings. It was noted that there were no other bookings. Mr Evans had signed the council's indemnity agreement and provided evidence of the club's insurance and safeguarding documents. Following a discussion it was **RESOLVED** to approve the hire for £10 per session.

O/5/23/12 To Receive MUGA electricity meter readings for April 2023:

Members noted the electricity reading for the month of April 2023: 016126.

O/5/23/12 To Review engagement of a handyperson for general maintenance work

It was reported that the clerk had tried several times without success to contact the contractor recommended at the last meeting. It was noted that the following works were still required: to sub-divide Plot 7, to infill a hole behind one of the benches near the play area, and to replace 3 basketball nets. The groundsman had agreed he could do the ground repairs and divide the plot. Cllr Luckin agreed to make arrangements for the basketball nets to be hung. **RESOLVED** not to pursue engagement of the handyperson; to delegate arrangements for the repairs to the clerk within the agreed maintenance budget.

O/5/23/13 To Consider fencing the gaps from tree felling on the Allotment/Recreation Ground boundary

It was noted that the Clerk had spoken to the Groundsman on the grounds and that he had confirmed he could install fencing and plant hedging, as he had done this for councils elsewhere. He recommended post and rail fencing to match existing, and suggested the Committee agrees on the size of hedging so that he can quote accordingly. Committee discussed this and **RESOLVED** to request quotations for post and rail fencing and suitable mature hedging. It was agreed that the Finance Committee reviews the thresholds on seeking quotations as these were set too low in the Council's financial regulations. Clerk to action.

O/5/23/14 Rampion 2: To Receive any updates on the proposed cable route through the Recreation Ground

Members noted an email from the Rampion 2 land agent (17th May 2023) formally requesting to enter into negotiations on terms for access for the proposed cable route on the Recreation Ground; for consent to conduct surveys on the land week commencing 22nd and 29th May. The Clerk had responded that the request for a Heads of Terms agreement would be discussed at the next Full Council meeting on 5th June pending legal advice. It was noted that the survey dates were too late for the meeting,

and that the clerk had advised them of this. No further dates have been requested. The agent's email and a full response was shared with the council's chairman and vice-chairman, to be reported for the June meeting. At the agent's request, the clerk provided the latest register of tenants for the council's allotment.

O/5/23/15 The following reports were noted:

Ground Maintenance: Grass was cut on the Recreation Ground cut on 11th May; grass in the graveyard was cut on 22nd May.

Village Hall: Nothing further reported

Defibrillator at the Village Hall: Charged and awaiting installation of new cabinet.

Defibrillator at Pixies Corner: Charged and in situ

MUGA: Three basketball nets needed replacing.

Children's Play Area: More bark required under the seesaw – Clerk to action under delegated powers within the agreed maintenance budget

Bus Shelters: Nothing further reported

Vera's Shelter: Nothing further reported

Parish Noticeboards: Awaiting further quotes for supply and installation of replacement of four of the boards. Full Council to consider disposal of the single boards at Montpelier Gardens and Spring Gardens. To be added to the next Full Council meeting agenda.

O/05/23/16 Footpaths and Bridleways

A resident has reported that overgrown vegetation is blocking the pathway between Washington Cottages and the A24 underpass. Agreed to raise this with West Sussex County Council's Public Rights Of Way. Clerk to report.

O/5/23/17 Conservation Issues

No reports

O/5/23/18 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

See item O/05/23/15 Parish Noticeboards.

O/5/23/19 Date of the next meetings at the Washington Village Hall

The following dates for the next meetings were reported and it was noted that the time may be subject to change, pending the time of the Finance meeting.

Parish Council Meeting: Monday 5th June 2023, 7:30pm

Planning & Transport Committee: Monday 19th June 2023, 7:00pm

Open Spaces Committee: Monday 19th June 2023, 7:45pm

Finance Committee: to be confirmed.

O/5/23/20 To resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under the next item will involve disclosure of sensitive information which would be inappropriate to put in the public domain
Following a discussion the Committee **RESOLVED** to excluded the Press and Public
In accordance with Standing Orders on the grounds that the confidential matters to be discussed under the next item will involve disclosure of sensitive information which would be inappropriate to put in the public domain.

0/5/23/21 To Review the Allotment Security

The Committee reviewed the Allotment security following a recent break-in at the site. It was noted that the matter had been reported to the last Full Council meeting on 15th May. Advice from the Police who attended the scene, and the Council's insurer, was discussed. Comments from one of the plot holders regarding the locking of sheds, was also considered.

Following a discussion the Committee **RESOLVED** the following to be actioned by the Clerk:

- To arrange supply and installation of trespass warning signage on the allotment gate and gate to the copse at the rear;
- To seek advice from the Council insurer on the most suitable wording for the signage
- To inform the plot holders that locking their sheds is at their own discretion but to reiterate the need for them to have their own insurance policy to protect their liability as per the tenancy agreement.
- To reiterate to plot holders the requirement in the tenancy agreement 2.L. not to leave any chemicals of any kind unattended on the site. Petrol for the use of cultivation or grass care equipment shall not be stored on an allotment site

There being no other business to report, the meeting was closed at 8:50pm.

Signed.....

Dated..... 19/6/23