** Washington Parish Council**

 **Open Spaces (Recreation, Allotments, Footpaths and**

**Conservation) Committee Meeting**

**Draft MINUTES of the Committee Meeting held on Monday, held on 19th August, 2019 at Washington Village Hall**

**PRESENT:** S Buddell, Cllr J DeLittle, Cllr A Lisher and Cllr G Lockerbie (Chairman)

**ALSO:** Clerk to the Council

**MEMBERS OF THE PUBLIC**: 0

**ABSENT**: Cllr Glithero

**The meeting was opened at: 19:04 hours**

1. **Receive apologies for absence**

Apologies were accepted from Cllr Glithero (work)

1. **Declaration of interest and Dispensations**

None received

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

**RESOLVED** to **AGREE t**he minutes of the meeting on 15th July 2019 were acorrect record and duly signed by the Chairman.

1. **Public Speaking**

No members of the public were present

1. **Matters arising from previous minutes**

It was **RESOLVED** to **NOTE** the following for information:

 **Consultation with Allotment tenants**

Clerk advised of provisional dates in October for a meeting with tenants. The Chairman and Members would check their diaries to confirm attendance before tenants are formally notified.

* **Tree Management**

It was reported at Full Council Meeting on 5th August that Gale Tree Consultancy will inspect the trees highlighted in the Tree Warden’s latest report during tree tagging/mapping from 16th September. Any recommended tree surgery would be reported to the Clerk.

* **Community Asset Register**

The Asset of Community Value nomination has been accepted for the following land/property:

Washington Recreation Ground CA 19/04

Washington Allotment CA 19/05

Washington Village Hall CA 19/06

 Decision notices were circulated to all members of the Council before the

 meeting.

1. **Allotments**

.**Allotment inspection report and consider any recommendations**

 The Chairman reported no changed in the Allotment since July with one exception:

 the appearance of Plot 11B had improved since it was strimmed of weeds

 and the installation of new fencing and a gate .

 **To Consider quotations for weed control on Plots 7,9a,9b:**

Members considered three quotations and it was **RESOLVED** to engage the services

 of J Burgess for the quoted £100.

 **Allotment tenancy application**

Members **RESOLVED** to approve tenancy applications from the following

 Washington parishioners subject to their signed Tenancy Agreement and payment

 of rent and deposit:

 **Plot 7** J Brasington

 **Plot 10a** J Bryant, tenant of Plot 10b

 **Allotment tenancy notices**

 Members were informed of the following notices and reasons.

 **Plot 8** R Sparham has given notice to end tenancy

 **Plot 9b** H Elue has withdrawn application for tenancy

 **RESOLVED** to **NOTE** the information and to advertise the vacant plots.

 **Correspondence received**

 Members considered correspondence from tenants of the following plots:

* **11A** – **RESOLVED** to **NOTE** the response to the Committee’s reminder letter regarding tenancy obligations. Clerk to inform the tenant.
* **12 & 13** - **RESOLVED** to **DEFER** consideration of his proposal to close access to woodland at the back of the allotment, to a future meeting as the access would be required for tree management works next month. Clerk to inform the tenant.

1. **Recreation Ground and Parish Property**

 **To Discuss the Annual RoSPA Play Inspection Report and consider any**

 **Recommendations**

Members discussed theAnnual Play Inspection Report by the Play Inspection

 Company which was circulated before the meeting. They NOTED some low risk advisories and

 that the equipment is safe.

 **RESOLVED** to monitor equipment in the fortnightly inspections. Clerk has arranged a site meeting

 with a contractor to quote on advisories for consideration at the next meeting.

**To Consider a hire request for the Recreation Ground by a local football club**

Members NOTED an enquiry from Watersfield FC to use the Recreation Ground

for the 2020 season and possibly longer term. The club’s Chairman Mr Ashley Clark gave his apologies that he was unable to attend the meeting to discuss his proposals.
**RESOLVED** to invite Mr Clark to discuss the hire proposals at the next meeting on 16th September.

 **To Review MUGA security**

Members discussed security measures to protect the MUGA tennis equipment

 which was recently damaged beyond repair for the 4th time in 3 years.

 **RESOLVED** to padlock the net storage cage with coded access only, and to

 make it a requirement that hirers report any damage. Clerk to purchase a new

 cable and winder from Hexasports for £105.12 and padlock. Members thanked Cllr Glithero

 in his absence for his kind offer to carry out the replacement.

 **To Nominate a volunteer contact for the MUGA light cards.**

Members considered arrangements for selling light cards to MUGA users when the office is closed.

 It was suggested that the Franklands Arms might be able to help.

 **RESOLVED** that the Clerk would make enquiries and report back to the Committee.

 **To Review a bench policy to be recommended for adoption by the Parish Council**

 Members reviewed and **RESOLVED** to **RECOMMEND** a draft policy for the provision

 of benches on Parish Council land, to be adopted at the Parish Council Meeting on 2nd September.

  **RESOLVED to NOTE the following reports:**

 **Defibrillators**

 Batteries fully charged on both units in the parish.

**Ground Maintenance**

 Grounds looking tidy. Clerk noticed a section of uncut hedge at the end of the allotment boundary.

 The groundsman has agreed to check when he is next on site.

 **Village Hall**

 The building has been added to the Community Asset Register. See Matters Arising.

 **Recreation Ground and Parish Property**

 **Fencing:**

 Fencing replacement along the cinder path is pending removal of obstructing

 tree branches. Clerk to chase.

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  **Benches**

 Clerk is meeting contractor to discuss cleaning lichen off the bench in the play area,

 an advisory in the Play Inspection Report.

 **Jubilee Tree**

 No further deterioriation to report.

 **Chestnut Tree**

 Nothing to report.

 **Lime tree**

 Connor Geal has removed basal growth of the lime tree on Recreation Ground

 **MUGA**

Advisories in the Annual Play Inspection Report were considered earlier in the

 meeting, to be discussed in the clerk’s site meeting with the contractor.

The Clerkhas requested quotes from the following three tennis line marking

 contractors which were kindly researched by Cllr Glithero:

* MUGA Line Markings in West Sussex
* Playground Line Markings, West Sussex
* Tennis Court Contractors, West Sussex

 **RESOLVED** to **NOTE** that the quotations to be considered at the next meeting.

 **Children’s Play Area**

 Discussed earlier in the meeting.

 **Vera’s Shelter**

 Concrete bollards: revised quotation pending from Steve Trott.

 A wasp nest in the roof space which was reported at the

 Parish Council meeting on 5th August has been removed.

 **Bus Shelters**

 Nothing to report.

 **Parish Noticeboards**

 Clerk to seek quotation to replace backing on the noticeboard by Spring Gardens

 and Rock Road.

 **Closed Graveyard**

 An inspection report of the closed graveyard was circulated before the meeting.

**RESOLVED** to **NOTE** there were no matters of concern.

1. **Footpaths and Bridleways**

**RESOLVED** **to NOTE** that Cllr Paul Marshall (WSCC) agreed at the Full Council Meeting on 5th August to report the Council’s concerns about the overgrown A283 Storrington/Washington Road to West Sussex Highways Authority.

1. **Conservation Issues**

**Triangle Management Plan**

The revised Plan to be considered by Full Council.

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1. **Any other Open Space, Recreation & Allotment and Footpaths & Conservation**

 **issues that may arise OR items for the next Agenda (information only)**

 Cllr Buddell requested that the Committee considers a request by the village hall committee for a

 step to the Dore Room entrance.

 **RESOLVED** to add the item to the next Agenda.

1. Date of the next OSRA Committee meeting, 16th September, 2019.

Full Council Meeting, 2nd September, 2019

 There being no other business the meeting closed at 19:30hrs.

 Signed………………………………………………..

 Date………………………………………………….