****

**Washington Parish Council**

**Open Spaces (Recreation, Allotments, Footpaths and Conservation) Committee Meeting**

**Draft MINUTES of the Committee Meeting held on Monday, held on 20th February, 2020 at Washington Village Hall**

 **PRESENT: Cllr K Woods,** Cllr S Buddell, Cllr B Hanvey, Cllr A Lisher and Cllr G Lockerbie (Chairman)

**ALSO:** Clerk of the Council

**MEMBERS OF THE PUBLIC**: 0

**ABSENT:** 0

**The Chairman opened the meeting at: 19:00 hours**

1. **Apologies for absence**

All present.

1. **Declaration of interest and Dispensations**.

None.

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

**RESOLVED** to **APPROVE** the draft minutes of the meeting on 20th January, 2020

1. **Public Speaking**

No members of the public

1. **Matters arising from previous minutes (**For information only)

**RESOLVED** to note the following:

* **Allotment – Consultation**

The Chairman gave a summary of the consultation with Allotment Tenants on 13 February to discuss management options. He reported it was a good turnout, with 10 of the 14 Tenants in attendance. There had been some misunderstanding regarding legislation of the statutory site from one Tenant in particular. It was made clear to everyone that the Council has never intended to sell the land. It has only ever wanted to delegate its management and that this is permitted under S29 of the Allotments Act 1925. The South East Mentor of the National Allotment Society, Mr Paul Neary, gave a presentation on the following three management options for Tenants to consider: an association, club or stewardship. A full list of others were circulated after the meeting for Tenants to read and discuss with eachother. It was suggested that there are not sufficient Tenants to form an association but they could form a club or have a stewardship arrangement. All agreed that rents could increase, and the idea of ring-fencing to help fund improvements seemed attractive. It was suggested that if Tenants agreed to take on full management then they might keep all the rent. The Chairman supported the idea of the Council continuing its obligation of maintaining the trees and hedges, as this was part of a current groundworks contract covering all parish council property. It was agreed to meet again in March or April, to decide on responsibilities, subject to Full Council approval. Those areas which Tenants did not want to manage, would be assigned elsewhere and may be subject to additional fees. A full report of the meeting was circulated to Tenants and will be reported to the Full Council Meeting, 2nd March 2020.

* **Bus stop light, London Road.**

HDC has not yet responded to the PC’s notification before Christmas, declining a request to take over the principle authority’s maintenance responsibility of the light.

**RESOLVED** to remind HDC that it still has a responsibility for the light and should repair it as a matter of urgency on grounds of health and safety.

* **Memorial bench**

TJM Contractors confirmed installation of the memorial bench on the Recreation Ground before the end of the month, ground conditions permitting.

* **Re-positioning of the new fencing along Footpath 3181 (the cinder path on southern perimeter of the Washington Recreation Ground)**

DKembery Fencing has agreed to apply a Temporary Traffic Restriction Order (TTRo) for closure of the footpath for the Council’s proposed fencing works.

* **First Extension Graveyard**

Correspondence from the Diocese was circulated before the meeting. It advised of fees payable by the Parish Council for faculty approval to carry out works in the closed churchyard. Alternatively, the chancellor would consider a one-off fee of £302 for a long- term faculty in order to save on statutory fees. Members discussed this and commented on the unfairness of levying any fees on a secular parish which has been paying £1000s in maintenance over the years and without church assistance. The Chairman questioned if the faculty is required for all works or just for changes to the grounds and headstones.

**RESOLVED** unanimously to write a strongly-worded letter to the Diocese, questioning the charges.

* **Community Infrastructure Levy Bid for Washington Link Pathway**

 Clerk has submitted an expression of interest application to the South Downs National Park

 Authority for funding towards the proposed pathway on the Recreation Ground. The

 application reference is: : EOI-CORE-120-Washington Link Footpath. This is the first stage of

 the process. If successful, the Council will be invited to make a formal application. A

 decision is anticipated later in the year.

* **Link Pathway quotations**

A site meeting with one of the contractors on the Recreation Ground will be rescheduled after it was cancelled due to bad weather. The contractor has agreed to quote for the Link Pathway. It will be the third quotation as required by the Council’s standing orders. To be considered at the next Open Spaces Meeting.

1. **Allotments**

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

 **RESOLVED** to **NOTE** that there was no inspection due to exceptionally wet

 ground conditions and poor weather.

 **To Consider any application for vacant Plot 9A**

 **RESOLVED** to **NOTE** an application from a resident in Millford Grange was

 withdrawn before the meeting.

 **To Consider a request for a greenhouse at the rear of Plot 10A**

 Members discussed an application for a 6 x 10 aluminium and polycarbonate

 greenhouse at the rear of Plot 10 instead of the shed approved last year.

  **RESOLVED** to **PERMIT** the greenhouse and installation as specified.

1. **Recreation Ground, Parish Property and First Extension Graveyard**

 **To Consider quotations for MUGA line painting**

 Members discussed 4 quotations circulated before the meeting to repaint the line

 markings on the MUGA court. Members noted that 3 of the contractors have

 recommended cleaning the court because of its condition. The Clerk advised of

 earmarked reserves in the 2020/21 budget to cover the costs.

**RESOLVED** to **RECOMMEND** Contractor D and their quotation of **£1,830**.**00** to be approved at the Washington Parish Council Meeting on 2 March 2020. **REASON**: a detailed quotation based on a site inspection which includes cleaning and colour coating. They are fairly local, have full public liability and good website testimonials.

**To Consider quotation for street light repair (by Washington village sign).**

Members considered a quotation of £160 by CBS Electrical to replace all the internal light parts as recommended which have either deteriorated or stopped working from age. The equipment will be completely new and include a 1-year parts and labour guarantee.

**RESOLVED** to agree engage CBS Electrical to carry out the works as quoted.

**To Receive the Council’s annual electrical safety report and consider any recommendations**

 Members received the annual electrical inspection report by J Electrical services

 with the agenda before the meeting. **RESOLVED** to note a satisfactory report with no

 advisories.

**To Receive the Council’s interim Tree Inspection Report and consider any recommendations**

Members discussed the Tree Warden’s inspection of the Parish Council’s tree stock. They noted there was damage to some vegetation and a hawthorn bush along the cinder path, south perimeter of the Recreation Ground, following two recent violent storms. There were no other matters requiring attention. George Fielder has kindly cleared the footpath of any hazards at the Clerk’s request. Arboricultural Excellence has quoted £100 to clear the debris.

**RESOLVED** to note the report and thank the Tree Warden and Mr Fielder, and to engage Arboricultural Excellence to clear the debris. Clerk to action.

 **Recreation Ground, Parish Property and Closed Graveyard reports**

 **To Receive inspection report of the First Extension Graveyard and consider any**

 **recommendations.**

 **RESOLVED** to note a verbal report from Cllr LIsher and that there were no

 matters for consideration

 **To NOTE the following for information only:**

 **Defibrillators**

 Both units at the Village Hall and Pixies Corner are fully charged.

**Ground Maintenance**

 The Clerk reported that ditches on two sides of the Recreation Ground are almost

 full due to the unusually heavy rainfall and two recent violent

 storms. There are no artificial obstructions, litter, tree branches, or flooding. There

 are no culverts on the land which can increase flood risk and damage the

 environment. Ditches will be cleared in the spring and later in the year by

 the ground maintenance team. Members noted that these are ideal times for

 ditch clearance**. RESOLVED** to take no further action but monitor on inspections.

  **Village Hall**

 Nothing to report.

 **Fencing:**

 Nothing further to report

 .

  **Benches**

 Nothing further to report

 **Jubilee Tree**

 No further deterioriation to report.

 **Lime tree**

 No further issues to report.

 **MUGA**

 The new system of issuing padlock codes on request is working well. Tennis

 players are replacing the net and posts in the storage cage and locking the padlock

 after use. Clerk has chased for date of installation of the new safety

 sign by TJM Contractors.

 **Children’s Play Area**

 Clerk to chase for quotations on repairing the two gates which are no longer

 self-closing.

 **Vera’s Shelter**

 No further issues to report.

  **Bus Shelters**

 No further issues to report.

 **Parish Noticeboards**

 Clerk still to chase on revised quotation on agreed refurbishment works.

1. **To Approve Payments**
* Connor Geal: annual grass cutting of closed graveyard and additional works: £1,515. 00
* J Electrical Services: annual electrical inspection £158.40
* S Russell: January 2020 litter clearance £115.20

**RESOLVED** to approve the payments.

1. **Footpaths and Bridleways**

The Clerk reported that the footpath known locally as Beggars’ Lane, between the A24 and Jockey’s Meadow, is obstructed by overgrown vegetation.

**RESOLVED** to report to the West Sussex Public Rights of Way team. Clerk to action.

1. **Conservation Issues**

The Clerk reported that she has written to West Sussex Highways for more details on the Parish Council’s legal responsibility in the Triangle Management Agreement.

**RESOLVED** to note the information. Clerk to chase for a response.

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

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

 **RESOLVED** to review the risk assessment of the litter warden at the Full Council

 Meeting on 2nd March 2020.

1. **Date of the next meetings**:

 Parish Council Meeting, 2nd March 2020.

Open Space and Planning & Transport Committees: 16th March, 2020

**There being no other business to report, the Chairman closed the meeting at 19:42 hrs.**

**Signed………………………………………..**

 **Date……………………………………………**