** Washington Parish Council**

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

**Conservation) Committee Meeting**

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

PRESENT: Cllr S Buddell, Cllr A Lisher, Cllr G Lockerbie (Chairman) and Cllr Woods

**ALSO:** Zoe Savill, Clerk to the Council

**MEMBERS OF THE PUBLIC:** 0

**ABSENT: 0**

The Chairman opened the meeting at 19:00 hours

1. **Receive apologies for absence**

None received

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

None declared

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

**RESOLVED** unanimously to agreed that the draft minutes of the Meeting on 18th November 2019 were a correct record and duly signed by the Chairman.

1. **Public Speaking**

None present.

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

The clerk has written to Allotment Tenants inviting them to a consultation on Thursday 13th February, 2020 to discuss future management of the site. Confirmed attendees to date:

Mr Paul Neary, South East Mentor for the National Allotment Society, Chairman of the Council, Chairman of the OSRA Committee and Clerk to the Council, and 3 Tenants.

Cllr Buddell reported that he will attend.

**RESOLVED** to note the confirmed attendees. Cllr Woods to check availability and notify the clerk.

* **Recreation Ground/Play Area repairs**

TJM Contractors has advised the Clerk that the memorial bench requires construction and that the cost was not included in his quotation for installation. Clerk has advised that he submits a revised quotation for consideration at the Parish Council Meeting on 3rd February 2020.

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

The West Sussex Highways Authority has advised that a Temporary Traffic Restriction Order (TTRo) is required to close the footpath for the PC’s proposed fencing works. The Clerk has notified the contractor DKembery Fencing, and his response is pending.

* **First Extension Graveyard**

The Clerk has written to the Parochial Church Council confirming the Parish Council’s decision to accept responsibly of the closed graveyard in the absence of any written evidence. Awaiting response.

* **Interim Tree Inspection after ‘leaf fall’**

A report of the Parish Council’s trees by the Tree Warden is pending.

* **Nordic Walking hire**

Mrs D Drawbridge has written to the Clerk to cancel hire of the MUGA for her weekly Nordic Walking sessions. This is due to wet weather and low attendance. To be reconvened hopefully in March/April.

* **Street lamp repair (by Washington village sign)**

CBS Electrical reported that they hope to repair the light this week. They apologised for the delay due to illness.

* **Football fixtures on the Recreation Ground**

The Clerk has chased for confirmation from the manager of Watersfield FC, that he would like to proceed with the hire of the grounds in the new season, and to provide Safeguarding documentation for any required adult supervision. Clerk to chase again.

* **Revised quotation for noticeboards refurbishment**

Clerk to arrange for revised quotations to be considered at the next meeting

1. **Allotments**

.**Allotment inspection**

**RESOLVED** to note there was no January inspection due to the reduced activity on plots during

 this winter period.

 **Allotment tenancy applications – update for information**

 **Plot 9a**: vacant. No further interest.

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

 **To Receive the Annual Return 2019 for the Washington Recreation Ground Charity.**

 Members considered the WRGC draft Annual Return 2019 which was circulated before

 the meeting. The Clerk reported an expenditure of £8,369 and income being the same which

 is paid by the Council.

 **RESOLVED** to **APPROVE** the WRGC Annual Return 2019 to be ratified by Full Council on

 3rd Feb 2020. Clerk to submit the AR before the end of January 2020 deadline.

 **To Consider quotations for 2020 Parish Ground Maintenance**

Members considered the following quotations for the ground maintenance of the Recreation

 Ground and grass cutting the First Extension Graveyard.

 **Washington Recreation Ground**

Contractor A : **£2,545.20**

 Contractor B: **£3,149.00**

 **First Extension Graveyard**

Contractor A **£900.00**

 Contractor B: **£960.00**

Contractor C: **£1,380.00**

 It was noted that there was no response to the clerk’s invitation to another contractor to

 submit a quotation.

 **RESOLVED** unanimouslyto recommend Contractor A’s quotation £3,445.20 be approved

 as he had performed satisfactory ground works for the Parish Council last year and his costs are

 significantly lower than the others. The Parish Council to consider the recommendation at its

 next meeting on Monday 3rd February 2020, as the quotation is above the £2,000 authorisation

 limit of this committee.

 **To Consider a quotation for the annual electrical inspection**

 Members considered a quotation of £132.00 net for the annual inspection of the MUGA

 lights and street lamp by Washington village sign.

 **RESOLVED** to agree the quotation and engage J Electrical Services for the annual electrical

 inspection.

 **To Consider making a bid for Community Infrastructure Levy and S106 Funding,**

 **and to nominate a Member to make a future application.**

 Details of theSouth Downs National Park Authority’s CIL funding application process and

 available Section 106 developers’ funds were circulated with the agenda. The Clerk reminded

 Members that the Council has made provision in its 2020/21 budget towards 50% of the costs

 of a link pathway through the Recreation Ground. The balance could be met through

 grants such as CIL and S106. Members discussed making a CIL bid and considered the Clerk’s

 invitation for one Member to undertake the application process before the 31st January deadline.

 Only one member had been able to read the application details. The Clerk agreed to

 make the application and to write to St Mary’s School for their support.

  **RESOLVED** to make a CIL application, and to write to the school. Clerk to action.

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**Tree management: Felling of 2 x Ash Trees.**

The Clerk confirmed that Arboricultural Excellence has felled 2 x diseased Ash Trees on the Washington Recreation Ground, as per the adopted AGC Tree Inventory and agreed by

Full Council earlier in the month **(Min Ref: 20.40.2).** Members noted that the felled logs and debris are to be cleared when the grounds dry sufficiently for vehicle access.

**To Consider inspection report of the First Extension Graveyard**

 Cllr Lisher’s January inspection report was previously circulated and discussed.

 **RESOLVED** to **NOTE** the information and there were no matters for attention.

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

 **Defibrillators**

 Clerk has replaced the expired battery of the unit outside the Village Hall.

  **RESOLVED** to note the information and to make a note of the serial number should the battery

 fail again prematurely. The unit at Pixies Corner is fully charged.

**Ground Maintenance**

 Nothing to report.

 **Village Hall**

New underground water pipes and a water meter installed 19th December 2019

 to resolve the Hall water ingress issues. Cllr Buddell reported that the Village Hall committee is

 satisfied with the works.

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

 **Fencing:**

 See main agenda.

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  **Benches**

 TJM Contractors to refurbish 4 x benches in the spring.

 **Jubilee Tree**

 No further deterioriation to report.

 **Chestnut Tree**

 Arboricultural Excellence has filled the stump cavity of the felled Chestnut tree.

 **Lime tree**

 No further issues to report.

 **MUGA**

 MUGA Safety sign to be installed by TJM Contractors. Clerk to chase.

 **Children’s Play Area**

 No further issues to report. Contact Paul Parker who repaired

 **Vera’s Shelter**

 The Chairman reported that the damaged traffic bollards have been replaced.

  **Bus Shelters**

 No further issues to report.

  **Parish Noticeboards**

 See main agenda.

1. **To Approve Payments**

Invoice received from Wilbar Associates: £805.20 inc VAT for replacement traffic bollards, Vera’s Shelter.

**RESOLVED** unanimously to approve payment. Chairman and Cllr Lisher to sign invoice.

1. **Footpaths and Bridleways**

See main agenda.

1. **Conservation Issues**

WS Highways engineer Mr Tom King has requested clarification on the legal queries raised by the Parish Council on the Triangle management plan. Clerk to action.

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

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

Any issues to be reported at this meeting**.**

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

 Parish Council Meeting, 3rd February 2020.

Committees: 17th February 2020.

**Chairman closed the meeting at 19:40 hours.**

**Signed…………………………………………**

**Dated………………………………………….**