** Washington Parish Council**

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

**Conservation) Committee Meeting**

**Draft MINUTES of the Committee Meeting held on Monday, held on 17th June, 2019 at Washington Village Hall**

**PRESENT:** Cllr Buddell, Cllr DeLittle, Cllr Glithero, and Cllr Lockerbie

**ALSO: Clerk to the Council**

**MEMBERS OF THE PUBLIC**: 0

**ABSENT: Cllr Lisher**

**The meeting was opened at: 18:45 hours**

1. **Elect a Chairman**

It was proposed that Cllr Lockerbie is nominated for the role of Chairman of the Open Spaces Committee.

**RESOLVED** to elect Cllr Lockerbie as the Committee Chairman which he duly accepted.

1. **Receive apologies for absence**

**RESOLVED** to accept apologies received from Cllr Lisher (holiday)

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** to **NOTE** there was no meeting in May and that the minutes of the last meeting on 15th April, 2019 are **APPROVED** as a correct record and **duly signed** by the Chairman.

1. **Public Speaking**

No members of the public were present

1. **Matters arising from previous minutes**

The Chairman reported the following matters arising:

* The SLCC have advised that the Committee consults the National Allotment Society before discussing a tenancy review with tenants. Paul Neary, South East NAS Mentor of the National Allotment Society has kindly agreed to advise OSRA ahead of its next meeting on 15th July, and to meet with tenants at a later date. Clerk to confirm that there is no fee for his attendance.
* Repairs of the London Road street light (bus stop) in progress - reported to Full Council Meeting on 3rd June 2019.
* Responsibility of the First Extension Graveyard: the Diocese Registry is waiting for a response from the Ministry of Justice.
* Re-painting the MUGA court lines - pending quotations.
* Annual Play equipment inspection - the Play Inspection Company has accepted the Committee’s instruction to carry out the inspection which is due in July.
1. **Allotments**

*To Consider request for a greenhouse on Plot 10a.*

Members considered an application for a greenhouse from tenant of Plot 10a.

  **RESOLVED** to **AGREE** the application on condition that the greenhouse is not on a

 permanent base. Clerk to notify the tenant.

 *To Consider a tenancy application for Plot 9a*

Members considered an application for the tenancy of the vacant Plot 9a, from

 a Washington Parish resident.

 **RESOLVED** to **AGREE** the tenancy subject to a signed Tenancy Agreement, £5 rent

 and £20 deposit. Clerk to action.

 *To Consider a tenancy application for Plot 9b*

 Members considered an application for the tenancy of the vacant Plot 9b, from

 a Washington Parish resident.

 **RESOLVED** to **AGREE** the tenancy subject to a signed Tenancy Agreement, £5 rent

 and £20 deposit. Clerk to action.

 *To Review Tenancy reports and any further action*

The Committee’s allotment inspection report (May and June) was discussed.

 The Chairman reported that with the exception of three plots in particular,

 there was good progress with many of the plots despite the long spell of wet

 weather. There was no response from the tenant of Plot 7 to a further reminder to

 repair the fence closest to the fairway, or provide a permanent address in the

 parish. The Committee’s inspection report in May and June noted an impression of

 neglect and that there has been little activity on the plot.

 **RESOLVED** to serve a Notice To Quit upon the tenant for continued breaches of

 clauses 5a and 5g of the Tenancy Agreement.

1. **Recreation Ground and Parish Property**

 *To Receive and Review the Tree Warden’s interim inspection report.*

Members discussed the Tree Warden’s interim inspection (June) of the Councils tree stock, WSCC advice on Ash Tree Die-Back and landowner responsibility. It was NOTED that the Tree Warden reported no concerns but has advised closer inspection by Andrew Gale of the Ash tree in the far corner of the Recreation Ground which has some dead branches. It was NOTED that the

Tree Management Strategy is to be reviewed at the next Parish Council Meeting

for adoption, and that all works recommended in the 2018 3-year inspection are

completed.

**RESOLVED** to engage Andrew Gale’s services to inspect the Ash tree. Clerk to action.

To Agree renewal of the Washington Village Memorial Hall, Recreation Ground and Allotment Garden as community assets.

 The Chairman advised that the 5-year registration of the Washington Recreation

 Ground and Allotments as assets of community value are coming to an end on 2nd

 July 2019 and the Washington Village Memorial Hall on 23rd July.

 **RESOLVED** to renew them as assets on the Community Asset Register. Clerk to

 action.

  **RESOLVED** to **NOTE** the following:

 **Defibrillators**

 Batteries fully charged on both units in the parish.

**Ground Maintenance**

 Grounds looking tidy and hedges cut.

.

 **Village Hall**

 Nothing to report.

 **Recreation Ground and Parish Property**

 **Fencing:**

*To Note revised quotation for repair and replacement fencing*

Members NOTED that the quotation agreed by Full Council for the replacement

 of fencing is reduced from £ 2,875 to £2,170 as some of the new fencing

 is no longer required. At the request of the contractor, clerk to seek quotation for

 tree work to enable installation of some of the new rails by the cinder path. The

 contractor has been advised that repairs to the fencing by the Village Hall is urgent

 (11th June). Response pending.

 **RESOLVED** to **NOTE** the information and that the contractor has agreed to carry

 out the fencing works. Clerk to action quotation for tree works.

 Benches

 It was advised that some of the benches on the Recreation Ground are in need of

 maintenance.

 **RESOLVED** to seek quotations. Clerk to action.

 Jubilee Tree

 No further deterioration to report.

 Chestnut Tree

 Nothing to report.

 Lime tree

 Nothing to report.

MUGA

 Tennis net was in place during recent inspection, and winder was intact.

 Quotations outstanding for re-painting court lines - Clerk to progress.

Children’s Play Area

 Nothing to report.

# Vera’s Shelter

*To Consider a quotation for replacement of damaged concrete bollards by*

*Vera’s Shelter.*

It was reported that one of the bollards by Vera’s Shelter which protects the wall

was crushed by a vehicle. The other one is also damaged and is leaning against the

wall. Members considered quotations of various replacement options by Steve Trott

**RESOLVED** to invite the Heath Common Residents Association to share the costs of replacement 600mm buffer bollards with retroreflective banding. Clerk to action.

Bus Shelters

 It was reported that at the last Parish Council Meeting, Cllr Henderson kindly

 agreed to make safety repairs to the bus shelter by the Chardonnay. The shelter

 has not been in use since 2017 due to suspension of bus services to the bus stop

 and a number of others along the A24 route.

 **RESOLVED** to request a progress report on the repairs from Cllr Henderson.

 Clerk to action.

Parish Noticeboards

 It was reported that the noticeboards at Spring Gardens and Rock Road require

 new pin boards.

 **RESOLVED** to seek quotations. Clerk to action.

 **First Extension Graveyard**

 *To Receive report of the First Extension Graveyard monthly inspection*.

 Members received an inspection report of the closed graveyard (May and June)

 from Cllr Lisher.

 **RESOLVED** to **NOTE** there were no matters of concern and that the responsibility

 of the graveyard is subject to legal investigation by the Ministry of Justice.

1. **To Approve Payments**

**RESOLVED** to **APPROVE** the following payments to:

* S Russell for April’s litter collection for the sum of £115.20.
* Horsham District Council for Q2 dog bin waste collection for the sum of: £32.67

Clerk to action.

1. **Footpaths and Bridleways**

No reports.

1. **Conservation Issues**

*For information only - Triangle Management Plan*

The revised Plan to be considered by Full Council, once West Sussex Highways has granted Standard Consent and clarified the Council’s legal position.

**RESOLVED** to **NOTE** the information.

.

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

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

1. Date of the next OSRA Committee meeting, 15th July, 2019.

 Full Council Meeting, 1st July, 2019

 **The meeting closed at 19:35 hrs.**

 Signed………………………………………………..

 Date………………………………………………….