** Washington Parish Council**

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

**Conservation) Committee Meeting**

**Draft MINUTES of the Committee Meeting held on Monday, held on 18th February, 2019 at Washington Village Hall**

**PRESENT:** Cllr J DeLittle, Cllr D Glithero, Cllr A Lisher, Cllr G Lockerbie (Chairman) and

Cllr Milner-Gulland.

**ALSO:** Zoe SavillClerk to the Council

**MEMBERS OF THE PUBLIC**: 2

**ABSENT: Cllr Buddell and Cllr Thomas**

**The meeting was opened at: 19:05hrs**

1. **Receive apologies for absence**

**RESOLVED** to accept apologies from Cllr Thomas (holiday)

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

There were no declarations of interest

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

The minutes of the meeting on 18th February, 2019 were **AGREED** as a correct record and **duly signed** by the Chairman.

1. **Public Speaking**

Two residents reported fly tipping on land in Sandhill Lane, including a domestic appliance, and that it is being covered over with soil. The matter had been reported to the district council but they were not aware of any action being taken.

*The clerk agreed to raise the matter with HDC.*

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

*To report any matters arising from the previous minutes.*

* The National Allotment Society has confirmed the Council’s membership. The Society’s responses to queries were circulated before the meeting.

**RESOLVED** to consider these at the next meeting and the tenancies’ review.

* AGC’s response to queries on the Tree Management Strategy (TMS) circulated before the meeting. Clerk has invited the Tree Warden to comment. Quotation pending from AGC to map the Council’s trees for the Tree Management Survey. **RESOLVED** to defer to the next meeting, pending the quotation. Clerk to contact AGC.
* Clerk confirmed that DJ Kembery has replaced the gate post on the Recreation Ground and the toddler swing guard, and that the work is satisfactory. See Payments to Approve later in the meeting.
* Tim Jordan has confirmed acceptance of the Council’s 2019 grounds maintenance contract, agreed at Full Council this month. Grass-cutting scheduled to start in April.
* Horsham District Council confirmed (email 7th March 2019) its responsibility for the street lamp in London Road, by the bus stop, and that hopefully it will be repaired within 5 working days. Chairman reported that it was still not working. RESOLVED to notify HDC. Clerk to action.
1. **Allotments**

*To Consider mains water provision on the allotment garden*

Members discussed an email from Southern Water (21st February 2019) which advised an application fee for new water connections is £86.57, and estimated the cost of laying communication pipe work from £1,000 to £6,000 or more. Members NOTED that the idea was originally dropped in 2015 when tenants declined to pay £200 contribution towards costs.

**RESOLVED** to defer discussion to the future management and rent review.

 *To Review Tenancy Reports.*

 Members discussed and NOTED the Committee’s inspection report of the Allotment

 Garden on 17th March 2019, and further update on other matters regarding some

 of the plots.

 **RESOLVED** to send a further reminder on outstanding matters, as discussed, to

 tenant of Plot 7; serve NTQ (Notice to Quit) on Plot 9a if outstanding matters

 are not addressed before 23rd March; offer Plot 9b to next person on the waiting

 list, subject to an application to be agreed by the committee; reminder with 28-days

 notice to all tenants that animal housing/animals on the Allotment Garden (except

 chicken housing with prior consent), will be removed by the Council.

# To Consider quotation for repairs on the allotment gardens

Members discussed quotations for repairs and replacement fencing on some of the

plots on the Allotment Garden, and the fencing alongside cinder path of the Recreation Ground.

**RESOLVED** to defer decision pending a further quotation. Clerk to action.

 **Recreation Ground and Parish Property**

 *To Consider quotation to repair the Council’s street lamp by the village sign, The Pike*

Quotation from CBS electrical contractor, is pending.

**RESOLVED** to defer decision until the next meeting. Clerk to chase up quotation.

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

 **Defibrillators**

 Batteries fully charged on both units in the parish.

**Ground Maintenance**

 Invoice outstanding for hedge trimming. Clerk to chase.

 **Village Hall**

 Nothing to report.

 **Benches**

 Arm rest of the bench by the MUGA has detached from the frame.

 **RESOLVED** to repair. Clerk to action.

 **Jubilee Tree**

 Chairman agreed to make enquiries on replacing the sapling which has a dead

 branch.

 **RESOLVED** to report findings to the next meeting.

 Chestnut Tree

 Nothing to report.

 Lime tree

 Nothing to report.

MUGA

 Tennis net is missing cable ties for posts.

 **RESOLVED** to seek repairs. Clerk to action.

Children’s Play Area

 Slightly raised area of the pathway. Clerk reported that although this has not

 deteriorated, it will need to be repaired. Quotation outstanding from contractor.

 **RESOLVED** to chase up quotation for consideration at the next meeting.

Vera’s Shelter

 Mr Trott confirmed he will do the repairs before the end of this month.

Bus Shelters

 **RESOLVED** that the clerk seeks a contractor to remove ivy from effected shelters,

 and for the committee to review inspection and maintenance of the shelters at

 the next meeting.

Parish Noticeboards

 Nothing to report.

 **First Extension Graveyard**

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

 Members NOTED the March inspection report and there were no matters arising.

 *To Report legal advice on responsibility of the graveyard*

 The clerk circulated advice from Wellers Hedleys (15th March 2019) regarding

 the PC’s enquiries into responsibility of the graveyard. Membes NOTED that in the

 absence of any written proof that the PC has taken over responsibility, it has no

 continuing liability.

 **RESOLVED** to defer a full discussion and consider further action at the Full Council

meeting on 1st April 2019.

1. **To Approve Payments**

**RESOLVED** to approve the following payments:

* Invoice 1967 DG Kembery £180 £180 to replace gate post on the recreation ground - works completed
* Invoice 1968 DG Kembery £690 to replace toddler swing guard - works completed.

1. **Footpaths and Bridleways**

**RESOLVED** to **NOTE** there were no reports.

1. **Conservation Issues**

*To Review Triangle Management Plan*

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

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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)**

1. **RESOLVED** to **NOTE** the following:

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

Full Council Meeting 1st April, 2019

 **The meeting closed at 19:50hrs.**

 Signed………………………………………………..

 Date………………………………………………….