** Washington Parish Council**

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

**Conservation) Committee Meeting**

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

 **PRESENT:** Cllr A Lisher, Cllr G Lockerbie (Chairman), Cllr R Milner-Gulland and Cllr R. Thomas.

**ALSO:** Zoe SavillClerk of the Council

**MEMBERS OF THE PUBLIC**: 1

**ABSENT:** Cllr Glithero

**The meeting was opened at: 19:00 hrs**

1. **Receive apologies for absence**

None received

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

Cllr Thomas declared an interest in the event of any discussion on the plot of which his daughter is a tenant

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

The minutes of the meeting on 21st January, 2018 were **AGREED** as a correct record and **duly signed** by the Chairman.

1. **Public Speaking**

The Chairman of the Council updated the Committee on a complaint he has received from one of the Allotment tenants regarding allegations of breaches, and that he was formulating a response to be reported to Full Council. He was aware of some late rent payments on the allotment and that some plots were not being worked. He provided figures of higher rents being charged by neighbouring councils, and was concerned that the low rent for the Washington Allotment Garden could be

a disincentive for some tenants not to look after their plots.

*The Committee Chairman thanked the Chairman for his update and that the figures will be useful for the forthcoming rent review which will take into consideration reported issues with some of the plots not being worked...*

1. **Matters arising from previous minutes**

**RESOLVED** to **NOTE** that in addition to the Chairman of the Council’s report, further matters arising to be reported later in the meeting.

1. **Allotments**

 ***To Review Tenancy Reports.***

 **RESOLVED** to **NOTE** a report by members of the Committee of Allotment inspection

 on 18th February, and **RESOLVED** to serve notice upon 4 plots for unpaid rent,

 including two for not being worked in breach of the tenancy agreement.

 **RESOLVED** to review action agreed at the last meeting on Plot 7 at the next

 meeting, subject to further enquiry.

 ***Plot 11a***

 **RESOLVED** to **NOTE** that the pathway alongside 11a and 11b was cleared

 satisfactorily by C Geal on 12th February **AND** to **AGREE** the £50 quotation

 for the works.

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 ***Plot 10b***

 **RESOLVED** to **NOTE** that the newtenant has signed the Tenancy Agreement and

 made payment of rent up to renewal in September 2019*.*

 ***Plot 10a***

 ***To Consider a request for a shed and water butts on Plot 10A, and fencing repairs***

**RESOLVED** to **NOTE** that the newtenant has signed the Tenancy Agreement and

 made payment of rent up to renewal in September 2019.

 **RESOLVED** to **AGREE** tenant’s request for a 6 x 4 ft galvanised metal shed for the

 rear of the plot underneath the tree on a base of paving slabs. Shed to be used

 to store equipment for use on the allotment.

**RESOLVED** to **AGREE** tenant’s request for up to 3 water butts next to the shed to

 collect rainwater for use on the plot.

. **RESOLVED** to **NOTE** that the clerk has requested a quotation for fencing repairs

 repairs to Plot 10a from DKembery. Response pending. Otherwise, the tenant

 has offered to make the repairs with fencing left from the dismantled chicken

 run. The tenant has agreed with the outgoing tenant to keep the polytunnel and

 other unwanted items.

 ***To Review allotment management for 2019/20***

 Members discussed the option of setting up an Allotment Association

 to manage the Allotment Garden in order to free up the Council’s and Clerk’s

 workload. The Clerk reported that she had been advised by the SLCC to seek advice

 from the Allotment Society. Membership is required for this service at a cost of £67

 **RESOLVED** to pay the £67 membership fee and seek advice from the Allotment

 Society, and to investigate costs of mains water provision. Clerk to action and report

 back to the next meeting.

***To Consider quotation for mowing the main fairway of the Allotment Garden***

At the previous committee meeting, the Clerk reported that historically the

 Allotment Garden fairway is cut by the tenants. But one of the tenants has reported

 that the responsibility falls to a minority, and has requested that the Council funds a

 grass cutting schedule.

**RESOLVED** to **DEFER** a decision pending the management and rent review in the

 Spring.

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1. **Recreation Ground and Parish Property**

 ***To Consider quotation for tree mapping in the draft Tree Management Strategy****.*

**RESOLVED** to **DEFER** a decision pending Andrew Gale’s quotation and responses to

 queries raised on his Tree Management Strategy.

***To Consider and recommend quotation for Recreation Ground maintenance***

 ***2019/20***

Quotations from two contractors were circulated and discussed. A third contractor

 had not responded to a request to quote.

  **RESOLVED** to **RECOMMEND APPROVAL** of Contractor A to Full Council on 4th

 March.

 ***To Consider quotation for replacement of Recreation Ground gatepost.***

Quotation from DJ Kembery was circulated before the meeting to replace rotting gate post of the large entrance gate for the sum of £180.00

**RESOLVED** to instruct the DJ Kembery to carry out the works.

***To Consider quotation for toddler swing guard***

The clerk reported that this item has been deferred by several meetings in order to find

 more competitive quotes. However, it has not been possible to find more than three

 contractors willing to quote, and a third quotation has been withdrawn.Quotations from

 two contractors were circulated before the meeting to replace the toddler swing

 guard in the play area. The clerk advised that the item cannot be deferred again as

 the posts are deteriorating.

 **RESOLVED** to instruct DJ Kembery to replace swing guard with a smooth horizontal

 baton, sitting between planed and smoothed newel posts, for the sum of £690.0.

 ***For information only***:

 **RESOLVED** to **NOTE** that the clerk is waiting for a quotation to carry out non-urgent

 repairs to pathway from play area. The Council’s Vice-Chairman had agreed at the

 clerk’s appraisal in January to enquire if the contractor for the Annie Bertha Lloyd

 Trust may be interested in carrying out general repair works for the Council.

 This is in order to free up clerk’s time in finding contractors willing to do repairs

 and general maintenance. The Council’s usual handyperson for minor repairs is also

 off with an injury. The Vice-Chairman who was present for this item of discussion,

 confirmed that he had spoken to the contractor for the Trust but he is only

 interested in larger contracts.

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

 **Defibrillators**

 Batteries fully charged on both units in the parish.

**Ground Maintenance**

 Grounds and hedges look tidy, ditches cleared.

 **Village Hall**

 Nothing to report.

**Recreation Ground and Parish Property**

 Benches

 No reports.

 Jubilee Tree

 Andrew Gale advised to replant with a suitable tree and not a cherry variety, in the

 Spring.

  **RESOLVED** that the clerk would enquire about a suitable tree from the Squires

 Garden Centre

 Chestnut Tree

 Nothing to report.

 Lime tree

 Nothing to report.

MUGA

 Nothing to report.

Children’s Play Area

 See earlier report.

Vera’s Shelter

 Clerk reported that Steve Trott is scheduling repairs to the Shelter end of February

 or March. Date to be advised.

Bus Shelters

 Clerk reported that ivy was growing through some of the shelters and further

 maintenance may be required.

  **RESOLVED** that the clerk seeks quotations for the works.

Parish Noticeboards

 Nothing to report.

 **First Extension Graveyard**

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

 Cllr Lisher’s inspection report was circulated before the meeting

 **RESOLVED** to **NOTE** that the overgrown ivy around the lych-gate and nearby

overhanging vegetation has since been removed by Connor Geal.

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***To Receive a copy of the Order in Council for closure of the First Extension***

 ***Graveyard*.**

**RESOLVED** to **NOTE** email from the Chichester Diocese (01.02.2019)

with a copy of Order in Council for closure of the graveyard dated 8th February

 1993. The Diocese noted (in the email) that the Parish Council previously accepted

 responsibility of Churchyard as evidenced in a response to a Freedom of

 Information Act in 2012. The clerk responded that she could not comment as the

 response had been made by a councillor who has resigned from the council.

 There is no documentation on Council’s files to show that it considered an offer to

 take over the responsibility or that it was agreed, neither is the Diocese able

 to provide this information. It has suggested that it may be possible for

 the Council to ask the Local Authority to maintain the churchyard.

 The clerk has written to the Council’s solicitor for further advice to be reported at

 the next meeting.

1. **To Approve Payments**

Clerk reported further investigation is required by a contractor with a cherry picker to determine the cause of light failure of the Council’s street lamp.

**RESOLVED** to **APPROVE** payment of £54 in settlement of Invoice INV-4287 from J Electrical for initial investigation. Clerk to seek further quotation.

1. **Footpaths and Bridleways**

No reports.

1. **Conservation Issues**

# To Review Triangle Management Plan

Members reviewed proposed amendments by WSCC to the Triangle Management Plan in order that a Standard Consent can be issued for the proposed works.

The Council’s legal responsibilities will then be clarified once the Standard Consent is approved, and will be reviewed by Full Council. The Clerk reported that the Plan’s author, Tom Parry (South Downs National Park Lead Ranger) has offered voluntary manpower for some of the management work. This is additional to the offer of help from Darren Rolfe (WSCC Senior Community Solutions Officer) and volunteers from the parish.

**RESOLVED** to approve Plan’s amendments and re-submit the document to the WSCC Highways Authority. 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)**

**RESOLVED** to **NOTE** there were none to report

1. **RESOLVED** to **NOTE** the date of the next OSRA Committee meeting 18th March, 2019 and Full Council Meeting 4th March, 2018.

Cllr Thomas gave his apologies for the next Committee meeting (holiday)

 The meeting closed at 19:50 hrs.

 Signed………………………………………………..

 Date………………………………………………….