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** Washington Parish Council**

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

**Conservation) Committee Meeting**

**Draft MINUTES of the Committee Meeting held on Monday, held on 16th September, 2019 at Washington Village Hall**

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

**ALSO:** Clerk to the Council

**MEMBERS OF THE PUBLIC**: 1

**ABSENT:** Cllr Buddell

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

1. **Receive apologies for absence**

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

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

**RESOLVED** that none declared.

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

**RESOLVED** that theminutes of the meeting on 19th August, 2019 were **AGREED** as a correct record and duly signed by theChairman**.**

*Cllr DeLittle joined the meeting at 7.15pm. He had no declarations of interest.*

1. **Public Speaking**

 Manager of Watersfield FC, Mr Ashley Clark requested to hire a pitch on the

 Washington Recreation Ground for possibly up to 12 league games next season. Following a period of growth the club now has a third team offering young people in the local area their first taste of adult football. The club’s current grounds have reached capacity and Mr Clark invited the committee to consider the idea of collaboration which benefits the Council and the Club.

He proposed that the Club would be willing to carry out the line markings and contribute in other ways to the upkeep of the pitch. The Chairman thanked him for speaking at the meeting. The clerk informed Mr Clark that she would put him in touch with the Village Hall contact to discuss use of its facilities on the match dates as it is managed independently of the Parish Council.

*The Chairman thanked him for speaking to Members. His* *application is to be formally considered at the next OSRA Meeting on 21st October as it was not on the current agenda.*

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

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

* **Allotment management consultation**

Several Tenants have accepted an invitation from the Council to a consultation meeting on 16th October to discuss the future management of the allotment. On instruction from the Council, the Clerk has sought legal advice in response to a challenge by the Tenant of Plots 12 & 13 to the Council’s decision in principle not to continue administering the allotment from October 2020. To be reported at the next Full Council Meeting on 7th October for consideration. The Clerk reported that some of the Tenants are attending a pre-meeting organised between themselves.

* **Tree Management**

Gale Tree Consultancy began the tree tagging/mapping of the Council’s tree stock on Monday 16th September. They will also inspect the trees identified in the Tree Warden’s interim inspection report following concerns raised by the Tenant of Plots 12 and 13.

* **Weed control**

Mr John Burgess confirmed he would carry out weed control for Plots 7, 9A and 9B week commencing 16th September. The Chairman reported that the weeds had been cut and arranged in piles on the allotment. An application from the Tenant of Plot 7 to have a controlled bonfire was considered later in the meeting.

1. **Allotments**

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

 Members considered the August inspection report which was circulated

 before the meeting. The Chairman was pleased to report a dramatic improvement

 in plots on the northern side of the site, and most pathways are clear.

 **RESOLVED** to **NOTE** the report.

 **To Consider a request for a 7 x 5 shed on Plot 10B**

New tenant for the quarter plot 10B has requested a 7 x 5 shed to replace the

 dilapidated one already there. Members welcomed the improvement.

 **RESOLVED** to approve the request. Clerk to notify the Tenant.

 **To Consider a request for a supervised bonfire on Plot 7**

 Members considered a request from the new Tenant for a supervised bonfire,

 on Plot 7 subject to weather conditions. It was NOTED that the plot has recently

 been cleared of weeds and there are no restrictions on bonfires on the site.

  **RESOLVED** to agree the request subject to the supervised burning only of organic

 dry vegetation when weather permits, and to comply with the clauses of the

 Tenancy Agreement to avoid nuisance to other Tenants.

 **Allotment tenancy applications – update**

 **Plot 7:** Tenancy Agreement signed; £7 rent and £20 deposit received.

 **Plot 8:** Application fromMrs Harriet Richards, Storrington. The current Tenant has

 given notice to leave 30 September but has confirmed he is willing to give up the

 plot early.

 **RESOLVED** to agree the application subject to signed Tenancy Agreement and

 payment of £7 rent and £20 deposit for 2019/20. Clerk to notify the current Tenant

 once contract is signed to release him from agreement subject to its terms.

 **Plot 9A:** Vacant. **RESOLVED** that the Clerk notifies the next person on the waiting

 list of its availability and invite them to make an application.

 **Plot 10a:** Tenancy Agreement signed; £5 rent and £20 deposit received.

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

1. **Correspondence received**:
* **Letter by email from Anderson Rowntree LLP solicitors, formerly**

**Anderson Longmore & Higham, Storrington**

Notification from the Land Registry of an application by Horsham District Council to place a restriction on land to be included on the community asset registration: Washington Recreation Ground and the Allotment. Circulated before the meeting. The clerk reported that this relates to HDC’s recent approval of the Parish Council’s application to include the land on the Community Asset Register. Clerk has acknowledged the letter.

* **Bench for the former councillor, the Late Lesley Britt.-** See main agenda.
* **Booking of the Dore Room, Washington 16th October 7-9pm for consultation meeting with Tenants** – booking confirmed by the Village Hall.
* **Letters with requests for information from two Allotment Tenants:**

Tenant of Plot 5 and Tenant of 12 &13 – Letters from both expressing disappointment in the Council’s recent decision in principle regarding future administration of the Allotment and requesting information under the Freedom of Information Act. Tenant of Plot 12 & 13 has challenged the Council’s decision. Clerk has responded that further legal advice is being sought on the Council’s position.

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

**To Consider quotation for a memorial bench in memory of former Washington Councillor Lesley Britt**

The Clerk reported a total of £360 donations to Lesley’s memorial bench fund. Her friend, Mrs Sallyanne Kasey has kindly agreed to make up the balance.

Councillors considered the following quotations for wooden benches and one recycled material. All include £220 installation on concrete surface.

Contractor A: £780 + inscription

Contractor B: £557.42 + inscription and delivery

Contractor C: £694.95

Contractor D: £830 (recycled materials) + inscription and delivery

**RESOLVED** to agree wooden bench in keeping with those on the Recreation Ground, with a brass plaque, and to invite Mrs Kasey to make her own choice in the selected ranges subject to the Council’s adopted bench policy. To instruct TJM Contractors to replace the bench by the MUGA on the Recreation Ground which has deteriorated beyond repair, with the new one. Clerk to action.

**To Consider re-positioning of the fencing to be replaced along the cinder path, a WSCC footpath on the south side of the Recreation Ground**

Clerk unable to secure quotations to remove vegetation and tree branches in order that the footpath fencing along the cinder path can be replaced by DKembery. He has suggested the fencing is moved slightly forward onto the path to avoid the obstructions. There would be no further cost for this.

**RESOLVED** to seek advice and consent from the area Access Ranger of the West Sussex Public Rights of Way team and report to the next meeting. Clerk to action.

**To Consider quotation for recreation equipment repairs**

Members considered quotations for works recommended in the recent Annual Play Inspection Report.

**RESOLVED** to engage the services of TJM Contractor to carry out the following:

* Clean and repaint football goal posts: **£190.00**
* Replace timber batten and re-screw all timber boards back in the multi use games area: **£180.00**
* Clean four benches and re-stain with protection varnish: £**220.00**
* Remove and replace degraded ground tiles under seesaw, cover with topsoil and grass seed: **£210.00**
* Replace one side of the seats on the picnic bench in the playground, remove split and sharp edge timber, install new pieces of timber, clean down and stain bench: **£150.00**

Further R**ESVOLED** to defer decision on other non-urgent repairs to Full Council for consideration..

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

August inspection report circulated before the meeting.

 Members **NOTED** there were no apparent issues, and that the water tap appears to

 have been replaced again.

 **RESOLVED** to **NOTE** the report.

 **RESOLED to NOTE the following reports:**

 **Defibrillators**

 Batteries fully charged on both units in the parish.

**Ground Maintenance**

 Grounds looking tidy and grass recently cut. Clerk to chase for a response from the

 groundsman regarding the overgrown hedging (roadside) the corner of the

 allotment nearest to London Road.

 **Village Hall**

 Cllr Buddell reported at the last meeting that the Village Hall would like the Parish

 Council to provide a permanent step to the Dore Room entrance. They had been

 advised previously by the clerk to make a written application but none received.

 **RESOLVED** that the clerk emails an S137 grant application form to the Village Hall

Committee.

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  **Recreation Ground, Parish Property and Closed Graveyard – for information**

 **Fencing:**

 See item 8

 Clerk reported that one panel of fencing by the far yellow gate of the play area

 has detached from the frame.

  **RESOLVED** clerk to seek quotation for repairs by TJM.

 .  **Benches**

 4 benches require treatment, including the removal of the Rotary Club bench

 which is sinking forward into the ground. See item 8

 **Jubilee Tree**

 No further deterioriation to report.

 **Chestnut Tree**

 Nothing to report.

 **Lime tree**

 Nothing to report.

 **MUGA**

 See item 8.

 Cllr Glithero kindly agreed to install new tennis cable and winder brought to the

 meeting. Equipment to be padlocked in the storage cage and only available on

 request from hirers who must replace it after each use (agreed by OSRA at its last

 meeting.

 Clerk reported only one quotation received for re-painting the MUGA lines,

 which was included in quotations for other recreation equipment repairs discussed

 earlier in the meeting. Cllr Glithero agreed to make further enquiries, including

 line-making equipment hire, and report to the clerk.

 **Children’s Play Area**

 See item 8.

 **Vera’s Shelter**

 Replacement concrete bollards: revised quotation not received from the contractor.

 **RESOLVED** clerk to seek other quotations if the contractor no longer wishes to carry

 out the works.

  **Bus Shelters**

 Nothing to report.

 **Parish Noticeboards**

 No quotations available to replace backing on the noticeboard by Spring Gardens

 and Rock Road. Clerk to chase up.

1. **To Approve Payments**

Invoices received from the following:

S Russell: £115.20 July littler collection.

HDC: £33.67 Q3 dog bin emptying

**RESOLVED** to agree payments.

1. **Footpaths and Bridleways**

West Sussex Highways confirmed that grass along the Storrington/Washington Road verge, A283 would be cut on 6th and 16th September 2019, after concerns were raised by Cllr Paul Marshall (WSCC) on behalf of the Parish Council at its meeting on 2nd September.

1. **Conservation Issues**

**Triangle Management Plan**

The Clerk has requested the Standard Form of Consent and details of legal responsibilities from West Sussex Highways for consideration at Full Council on 7th October.

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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. Date of the next meetings:

Full Council Meeting: 7th October 2019

OSRA Committee meeting: 21st October 2019.

 There being no other business the meeting closed at 20:10 hrs.

 Signed………………………………………………..

 Date………………………………………………….