** Washington Parish Council**

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

**Draft MINUTES** for Open Spaces Committee Meeting held on Monday 18th November 2019 at Washington Village Hall

**PRESENT:** Cllr C Beglan, Cllr S Buddell, Cllr A Lisher and Cllr G Lockerbie (Chairman).

**ALSO:** Clerk to the Council

**MEMBERS OF THE PUBLIC**: 0

**ABSENT**: 0

The chairman opened the meeting at 19:05 hours

1. **To Receive Apologies for absence**

None

1. **Declarations of Interest from members in any item to be discussed and agree Dispensations.**

None declared

1. **To approve the Minutes of the last Planning & Transport Committee meeting**

 **RESOLVED** that theminutes of the meeting on 21st October 2019 were **AGREED** as a

 correct record and duly signed by theChairman**.**

1. **Public Speaking**

None

1. **Matters arising from previous minutes (**For information only)
* **Allotment management – legal advice**

The clerk has received correspondence from the solicitor to report on progress of legal advice still pending. **RESOLVED** to **NOTE** the information.

* **Recreation Ground/Play Area repairs**

The clerk reported that TJM Contractors has replaced damaged MUGA backboard and matting under the see-saw as agreed. He has grass seeded on a layer of soil over the matting and agreed to re-sow in the spring if it is unsuccessful.

**RESOLVED** to monitor and to note that TJM Contractors will re-paint the football posts, and clean and treat 4 benches in the spring when the weather improves. The MUGA safety sign will be installed shortly.

* **Re-positioning of the new fencing along the cinder path (Recreation Ground)**

The clerk reported on correspondence from County Highways Steward, Mr Mick Norris which confirmed he had inspected the footpath where the Parish Council proposes to replace fencing. He advised that if it is replaced like for like (post and rail fencing) then WSCC would have no objection. The Clerk reported that Mr Norris has not advised on the liability to the Parish Council as requested, if the fence is moved forward onto the pathway in order to avoid trees and vegetation. **RESOLVED** to write to Mr Norris again to request the information. Clerk to action. To be reviewed by Full Council.

* **First Extension Graveyard**

The clerk reported that the Diocese has not responded to a further reminder requesting a response to the Council’s letter in July about the responsibility of the closed burial ground. Clerk to chase.

* **Interim Tree Inspection**

The Tree Warden will conduct an interim Tree Inspection of the Parish

Council’s tree stock after ‘leaf fall’. **RESOLVED** to thank the Tree Warden and await report for consideration by Full Council in December if available.

1. **Allotments**

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

 Members discussed the allotment inspection report for November, circulated

 before the meeting. It was noted that November has been particularly wet

 and plots were dying back. Two plots have shown little or no progress since

 September.

 **RESOLVED** to write to Tenant A (Tenancy Agreement 9 July 2019) to enquire about

 their plans for working the plot; to write to Tenant B (Tenancy Agreement 11

 December 2018) with a reminder of their tenancy obligations to cultivate and

 manage the plot.

 **Allotment tenancy applications – update for information**

 **Plot 9a**: vacant. Clerk reported an expression of interest from a resident in Dial Post.

 There is no other interest from the waiting list.

 **RESOLVED** to invite them to make an application for consideration at the next

 meeting.

 **To Report** **Allotment rents received**

 **RESOLVED** to note outstanding 2019/20 rents of £20 in total from 3 tenants.

 Clerk to chase.

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

**To Consider hire request for league football fixtures on the Recreation Ground by a local football club.**

 Members considered a request by Watersfield FC to hire the Recreation Ground

 for up to 12 league games next season and possibly for cricket. The club is willing

 to carry out line marking for the football and to consider other ways to help.

 Members welcomed the proposals and discussed the arrangement to be subject to

 the following terms:

* £10 per game or practice session (juniors) and £20 (seniors);
* the club to be responsible for line markings and equipment;
* For cricket hire: £10 per match/practice session as before;
* To maintain the cricket square and provide suitable protection of the play area during fixtures;
* Hire subject to the club’s own public liability insurance for use of the grounds; The Council’s public liability policy is for the grounds only, to be renewed in June 2020.

 **RESOLVED** to agree the hire on the above terms to be reviewed annually. Clerk to

 enquire about children safeguarding requirements and include in the terms.

 **To Consider and Agree inscription for memorial bench on the Recreation Ground**

Members considered the inscription for the memorial bench of former Washington councillor Lesley Britt, proposed by her friend Mrs Sallyanne Kasey, as follows: *‘Lesley Britt 23.8.52-21.6.19 – Rest A While and Smile.’*. It was agreed that the words were a lovely choice and to thank Mrs Kasey. TJM Contractors have agreed the installation of a bench chosen by Mrs Kasey, subject to inscription and supply of the bench by the customer.

**RESOLVED** to agree the inscription. Clerk to notify Mrs Kasey and liaise on arrangements for the bench.

**To Review MUGA hire charges**

Members reviewed the MUGA £5 hire charges for regular bookings at the request of Full Council at its meeting on 4th November. It was noted that the charges have not been increased for many years and were half the cost of hiring the Recreation Ground. The Clerk reported that currently the only regular bookings of the MUGA are by the Nordic Walking Group, to be reviewed in March. It is occasionally booked for tennis. It was noted that the Council has paid a significant cost towards several replacements of damaged tennis equipment. The football and basketball nets are also used regularly, and the backboards were replaced last year.

**RESOLVED** to charge £10 for regular bookings which involve the use of MUGA equipment, and £5 for all other bookings. Clerk to amend Council’s booking terms to include the increase and notify hirers.

**To Consider a recommendation of quotations to replace or repair 3 parish noticeboards:**

 Members considered net quotations to replace 3 of the Parish

 Council’s noticeboards or replace the damaged cork backboards and glazing. They

 are located at Rock Road, Spring Gardens and on the Village Hall building.

 The clerk reported that the frames are all in good condition but the backboards

 of the remaining 2 timber noticeboards at Montpelier Gardens and Pixies

 Corner, including glazing for the latter, will eventually need replacing. The

 aluminium double noticeboard at Millford Grange is new, installed by the

 developer in 2017 and in good condition. A budget for two single noticeboards is

 included in capital reserves.

 Two contractors quoted the following:

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* Contractor A: **£2,149** for aluminium colour coated noticeboard, lockable with magnetic backing (same supplier for the Village Hall’s aluminium noticeboard). Subject to confirmation of sizes. They do not supply cork backboards and advised that the cost of timber/timber effect replacement noticeboards is prohibitive. They recommended Contractor B for this.
* Contractor B which supplied the noticeboards at Rock Road and the Council’s timber effect noticeboard at the Village Hall in 2004: **£413.51** for supply only of backboards subject to confirmation of sizes.

  **RESOLVED** to recommend contractor B subject to installation cost. Quotation to be

 sought by the clerk and considered for approved by Full Council..

 **To Consider a recommendation of quotation to repair pathway from the**

 **Children’s Play Area.**

Members considered the following net quotations fromTJMContractorsfor the

 option to repair or replace the pathway from the Children’s Play Area:

 Option A/repair pathway: **£780**

 Option B/new tarmac pathway: **£2,350**

It was noted that Full Council agreed at its last meeting on 4th November to consider

 including a new pathway through the Recreation Ground in the 2020/21 draft

 budget. It was originally proposed by the Planning & Transport Committee in

 2017 as part of a scheme to improve walking to school safety. But it failed to

 get the required support of WSCC and was never progressed. The clerk reported

 that she is currently seeking quotations for the new pathway to link in with the one

 from the play area, and that it might be more cost effective in the long term to

 replace rather than repair it.

  **RESOLVED** to defer the decision to Full Council, pending further quotations.

 Clerk to action.

 **To Consider a recommendation of quotation to replace traffic bollards by**

 **Vera’s Shelter – for information only.**

 Members considered the following net quotations to replace the damaged

 concrete traffic bollards by Vera’s Shelter:

 Contractor A: **£671** to replace with concrete as existing; **£1,095.72** to replace with

 the Glasdon buffer bollards, the type preferred by members.

 Contractor B: **£960** to replace with concrete as existing. Quotation for Glasdon

 buffer bollards not supplied.

 Members noted that Contractor A has advised against the buffer bollards because

 they will not provide much protection from the wall. It was his opinion that

 concrete would serve better protection, with much deeper foundations which

 are included in his quotation. Contractor A from Pulborough, carries out works for

 the West Sussex Highways Authority. Contractor B is a retired building contractor

 who carried out repairs and repainting Vera’s Shelter earlier in the year?

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 **RESOLVED** to recommend Contractor A subject to approval by Full Council

 at its next meeting on 9th December.

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

Members noted the inspection report for November, circulated before

 this meeting. **RESOLVED** to note the report and ongoing tree management.

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

 **Defibrillators**

 Batteries fully charged on both units in the parish.

**Ground Maintenance**

 Nothing to report.

 **Village Hall**

Nothing to report

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

 **Fencing:**

 No further issues to report.

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  **Benches**

 No further issues to report.

 **Jubilee Tree**

 No further deterioriation to report.

 **Chestnut Tree**

 No further issues to report.

 **Lime tree**

 No further issues to report.

 **MUGA**

 No further issues to report.

 **Children’s Play Area**

 No further issues to report. See item 5.

 **Vera’s Shelter**

 No further issues to report.

  **Bus Shelters**

 No further issues to report.

 **Parish Noticeboards**

 No further issues to report.

1. **To Approve Payments**

Invoice from TJM Contractors for MUGA and Play Area repairs to date: £390.

 **RESOLVED** to approve payment.

1. **Footpaths and Bridleways**

No further issues to report.

1. **Conservation Issues**

***For information only***

Clerk is has written to Mr Tom King, West Sussex Highways engineer to advise on details of liability in the legal agreement for the Triangle Management Plan. Awaiting a response which will be considered by Full Council. Clerk to chase.

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 no further issues arising

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

**RESOLVED** to **NOTE** the following meeting dates:

Parish Council Meeting, 9th December 2019

Open Spaces and Planning & Transport Committees: 20th January 2020. There are no

 committees in December 2019.

 There being no other business, the Chairman closed the meeting at 19:48 hours.

 **Signed……………………………………………………………….**

 **Dated…………………………………………………………………**