** Washington Parish Council**

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

**Conservation) Committee Meeting**

**Draft MINUTES** of the Committee Meeting held on Monday, held on 16th November, 2020 via the Zoom Online Meeting Platform.

 **PRESENT:** Cllr S Buddell (SB),Cllr B Hanvey (BH), Cllr A Lisher (AL), Cllr G Lockerbie (Chairman) and

 Cllr K Woods (KW)

**ALSO**: Clerk to the Council

**MEMBERS OF THE PUBLIC**: None

**ABSENT**: None

The Chairman opened the meeting at 18:30 hours.

1. The were no **APOLOGIES** for absence.
2. There were no **DISPENSATION** requests and no **DECLARATION OF INTEREST** on agenda items
3. The **MINUTES** of the meeting held on 19th October 2020 were approved.
4. There was no **PUBLIC SPEAKING**

1. **Allotments**

**To Report progress on Allotment management discussions.**

The Chairman reported on his meeting with Allotment representative on 20th October 2020

and that the new Tenancy Agreement is virtually agreed. He hopes it will be finalised at a further meeting planned later in the month. This is subject to discussion on whether Tenants can include their liability for the rented areas in the Council’s insurance policy, instead of taking out their own public liability. At present, the Council only insures the common areas and this is now clarified in the amended agreement. There were also ‘one or two other matters’ which they have not yet disclosed.

OSRA Members discussed the report and questioned if the Council will have responsibility for ensuring Tenants have public liability in place; and whether the Council as landowner must ensure third party liability regarding trespass. The Chairman reported that it may be possible for Tenants to take out a group cover with the National Allotment Society.

 **RESOLVED** to **NOTE** the report and proposed Tenancy Agreement; to enquire if the Council can

 include the whole site in its insurance policy and recover the additional cost for rented areas

 from Tenants, if not, to enquire if the Council is required to see evidence of Tenants’ public liability

 insurance.

.

 **To Consider approval of proposed chicken housing on Plot 7**

Deferred pending details of proposals for chicken housing from the Tenant.

**To Report on Allotment Rent received and signed Tenancy Agreements**

**Oct-Dec 2020**

All rent and Tenancy Agreements for the 3-month period is received.

**To Report monthly Allotment site inspection for November and Consider any**

**recommended action.**

The Chairman reported he had no concerns other than some damage to the fence of vacant Plot 7.

He pointed out that it would be a simple repair and that the new Tenant should be advised of this

before she houses chickens on the plot. **RESOLVED** to note the report. Clerk to action.

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

 **To Review and Agree Ground Maintenance Schedule 2021.**

 Members reviewed the schedule and **RESOLVED** to adopt it subject to the following

 amendments:

* Exclude maintenance of cricket square. To be reinstated pending confirmed interest for

future cricket fixtures.

* Clearance of ditches to be scheduled end of November and end of March.

**To Consider and Agree quotations for replacement fencing and 2 gates on the Recreation**

**Ground**

Members considered quotations from 2 contractors for new fencing and repairs on the

Grounds circulated before the meeting. A third contractor withdrew his quotation.

|  |  |  |
| --- | --- | --- |
| **Description of Works** | **Contractor A** | **Contractor B** |
| Gate and fencing to fill gap in hedge at far side of Recreation Ground to woodland/rear Allotment | **£ 450.00 –** 6ft 5-bar field gate and chestnut rail fencing | **£735.00 –** 3ft field gate and chestnut rail fencing |
| Remove vegetation, supply and install chestnut post and rail fencing along Cinder path  | **£ 2,729 –** 72m of fencing to include replacement of 3 rotted posts by play area and rail where necessary | **£ 3,515.00 –** 57m of fencing |
| Replace and hang new field gate to the village hall | **£ 95.00 –** re-use latches | Not quoted |
| Village Hall – 2 x hand rail & posts at the rear fire exit | **£ 240.00** | Not quoted. |
| **Total**  | **£3,514.00** | **£ 4,250.00** |

**RESOLVED** unanimously to recommend approval by Full Council of the quotation from Contractor A for all the work at **£3,514** net as it was significantly the lowest and included all the works.

 **To Consider and Agree quotations for recommended work on the Recreation Ground, MUGA**

 **and Play Area**

This item was deferred pending a quotation which had not been received in time for the

 meeting. It was agreed also to look into the option of using the services of a company to

 to carry out repairs and maintenance on a contractual basis as this would be a more reliable

 arrangement for the Council. Clerk to make enquiries and to ask if the contractor due to

 quote on the recommended works, is also interested in doing other works as and when

 required on a day rate.

**To Consider and Agree quotation for works remaining on the 2019 Tree Inspection Report**

Members considered and **RESOLVED** unanimously to **AGREE** a quotation of £80 from Rowan Mellor of Arboricultural Excellence to remove damaged limb on the oak tree T36/291 identified in Andrew Gale’s Tree Inspection Report.

**To Consider and Agree quotation for Tree inspections in 2021**

Members considered and **RESOLVED** unanimously to **AGREE** a quotation of £270 Gale Tree Consultancy for Tree inspections in High and Medium Risk areas as per the Washington Tree Risk Management Strategy.

 **To Discuss possible solutions to prevent further erosion of verges of Recreation Ground by**

 **School Lane.**

 Members discussed cumulative damage to the verge along School Lane from vehicle overrun,

 including at peak times such as school drop-off/collection, which could threaten the stability of the

 Council’s fencing. They noted correspondence from a resident that the school has written to

 parents to make them aware of problem and to park more carefully. SB commented that

 painted rocks or similar along the verge would be the best solution.

 **RESOLVED** unanimously to first find out if West Sussex County Council Highways Authority is

 responsible for the verge, and to advise them of the council’s concerns. Clerk to write to WSCC.

.

 **To Receive monthly inspection of the First Extension Graveyard and Consider any**

**recommended action.**

Members noted the Committee’s November inspection report of the closed graveyard

and ongoing tree management. **RESOLVED** to note the report and that there are no matters

for action.

 **To Report the following:**

 **Defibrillators**

 Both units fully charged.

**Ground Maintenance**

 Nothing further to report.

 **Village Hall**

 The Clerk reported on a site meeting with local contractor Derek Collis (27 Oct) for advice on

 preventing periodic waterlogging by the light meter after long bouts of rainfall. Mr Collis had

 suggested a shingle soakaway and that he would provide a quotation in time for the next meeting.

 BH commented that he personally did not think any action is required. He had been able to walk

 on the grass the day after the recent rainfall without any problem, the DPC of the building was

 way above ground level and the brickwork was not spoiling or flaked off. Members agreed and

 **RESOLVED** to monitor and see if it develops into anything serious.

 **Step and Hand Rail proposed for the Dore Room**

 Clerk to chase Village Hall for confirmation that proposed step and hand rail will meet safety

 requirements. She has already written to the Treasurer to confirm that the Council approved

 the works at its meeting on 2nd November, subject to the information. The hall trustees are paying

 for the works. Clerk to chase.

 **Fencing:**

 Nothing further to report. See main agenda for recommendation of fencing quotation.

. .

  **Benches**

 TJM Contractors have wood stained the MUGA memorial bench. Replacement of the vertical

 timber section is still pending. Clerk to chase again.

 **Jubilee Tree**

 Quotation pending from Derek Collis to remove the dead sapling.

 **MUGA**

 Quotations pending for recommended works of ‘low risk’ items identified in the annual safety

 Inspection.

.

 **Children’s Play Area**

 HAGS has reported that the soft closing gates mechanism for both gates have been repaired.

 A post for the furthest gate has been re-installed. Clerk to check on next inspection.

 **Vera’s Shelter**

 No further issues to report.

.

  **Bus Shelters**

 The Clerk advised on the Council’s management responsibility for its 4 bus shelters.

 Three have been redundant since 2017 when WSCC suspended bus services to shelters on the

 main highway without laybys.

 **RESOLVED** to recommend to Full Council that the redundant shelters are removed.

 **Parish Noticeboards**

 Quotations pending on replacing the backing and door glazing for the Council’s noticeboard on

 the Village Hall. Chairman suggested the Council could consider replacing it instead.

1. **Footpaths and Bridleways**

The Clerk reported she has provided WSCC’s Public Rights of Way with the list of the stiles/gates needing maintenance on rights of way in the parish, agreed at the last OSRA meeting.

1. **Conservation Issues**

Full Council to consider the West Sussex County Council’s Standard Form of Consent for the Parish Council to carry out some light management of the Triangle. This is being deferred to the Full Council agenda on 14thDecember for discussion.

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

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

 No other issues reported.

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

Monday 18th January, 7pm.

 There being no other business to report, the meeting was closed at **19:15 hrs.**