** Washington Parish Council**

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

**Conservation) Committee Meeting**

**Draft MINUTES** of the Committee Meeting held on Monday, held on 21st September 2020 online.

**PRESENT:** Cllr B Hanvey, Cllr A Lisher, Cllr G Lockerbie (Chairman) and Cllr K Woods

**ALSO:** Clerk to the Council

**MEMBERS OF THE PUBLIC:** 1

**ABSENT**: Cllr S Buddell

The Chairman opened the meeting at **19:05 hours.**

1. **To Receive apologies for absence**

 None received.

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

 None made.

1. **Approval of the Minutes of the last Open Spaces (Recreation, Allotments and Open Spaces meeting**
2. **RESOLVED** unanimously that the minutes of the meeting on 16th March 2020 be approved as a correct record. To be signed by the Chairman when physical meetings reconvene at the Village Hall.
3. **Public Speaking**

Mr Tom Gregory from Pie Events spoke in support of his hire request to use the Recreation Ground as a rest stop for the St Barnabas charity biking sportif on Sunday 11th October. He

explained that arrangements would meet prevailing Covid-19 legislation, with road marshals and a ‘one-way system’ in place. Exiting the grounds could be via the main gate onto London Road, avoiding the lower end of School Lane. He agreed to provide a location map after the meeting to confirm the route and additional road marshal by the Frankland Arms pub. No roads would be closed but he has requested written confirmation from the Highways Authority that a traffic regulation order would not be required. Detailed risk assessments were circulated before the meeting, and permission from the South Downs National Park Authority to use the trails for the event. Organisers have also notified the Police, Highways and the British Horse Society. Posters to advertise the event would be posted in prominent locations around the area.

*The Chairman thanked Mr Gregory for his presentation and that his hire request would be formally considered later in the meeting. Mr Gregory left the meeting.*

*The Chairman used his discretionary powers to bring forward the following agenda item for consideration:*

**To Consider the hire request for a charity bike ride rest stop on Washington**

**Recreation Ground and car park on Sunday 11th October 2020 – deferred from Full**

**Council Meeting on 3rd September 2020 for more details.**

Members discussed the hire request and supporting information provided by the organisers, Pie Events. Members were satisfied that the grounds and car park could be used on condition that the event meets prevailing Covid-19 safety requirements; confirmation that a traffic order from the Highways Authority is not necessary; and that the grounds are safe to use on the day subject to the Council’s own risk assessment. Members expressed a strong preference for the grounds to be used to exit onto London Road rather than via School Lane.

Cyclists would be required to dismount on the grounds. Mr Tom Gregory of Pie Events agreed to circulate a map of the revised route after the meeting. It was noted that extra marshals would be provided in the location of the pub, as well as along key points on the route.

**RESOLVED** unanimously to approve the hire request subject to the stated conditions, and to waive the hire fee in support of St Barnabas charity which is hosting the event. AL agreed to conduct the Council’s risk assessment of the grounds on the morning.

1. **Allotments**

**To Receive Notice to Quit Plot 2**

The Chairman reported a notice to quit Plot 2 by its longstanding tenant

Mrs Irene Thomson at the end of September 2020. There are no outstanding matters and the plot has been well cultivated and maintained.

**RESOLVED** unanimously to accept a notice to quit Plot 2 subject to the usual terms

of the tenancy agreement.

 **To Consider an application for Plot 2**

 The Chairman reported an application for Plot 2, by the neighbouring

 Tenant Mr Geoff Alce from the parish. It was noted that he and his wife have been

 helping to look after the plot over the last few week.

 **RESOLVED** unanimouslyto approve tenancy application subject to signed Tenancy

 Agreement and rent payment.

 **To Receive fixed term Allotment Tenancy Agreement Oct-Dec 2020**

 A copy of the Council’s interim 3-month tenancy agreement was circulated before

 the meeting and sent to all allotment holders. The Chairman reported a

 signed agreement from Tenant of Plot 4. An email from Tenant of Plots

 12 & 13 was also circulated which requested that the Council defers

 discussion on allotment management for another year.

 **RESOLVED** unanimously to note the information and to defer discussion on the

 letter whilst management discussions are still in progress.

**To Confirm meeting arrangements with OSRA and Tenants’ representatives to**

 **discuss management roles and the new Tenancy Agreement**

Members discussed this item, noting that Tenants have not yet elected

 their own representatives for informal discussion on managing the

 site. AL agreed to be the Council’s other representative with the Chairman

 BH agreed to stand in if required.

  **RESOLVED** to make arrangements for the first meeting to take place at the

 beginning of October, once Allotment representatives are confirmed.

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

**To Consider new Covid-19 ‘Rule of 6’ restrictions on the Play Area, Recreation Ground and MUGA.**

Members discussed the government’s latest Covid-19 Rule of 6 restrictions on social gatherings and how to implement them on the grounds, play area and the MUGA. The Clerk confirmed that she has consulted HDC for guidance on how they will be meeting the new rules, and is awaiting their response.

**RESOLVED** unanimously to be guided by Horsham District Council; to request a copy of their notice templates so that they can be adapted for the Parish Council’s

own use.

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

 Clerk reported that the annual inspection report of the Play Area and MUGA is still

 pending. An interim inspection was conducted on 17th September and the following

 are noted:

 **Defibrillators**

 Both units fully charged.

**Ground Maintenance**

 Nothing to report.

 **Village Hall**

 Clerk is to seek contractors to advise on the reported waterlogging at the rear of

 the Hall.

 **Fencing:**

 The Clerk confirmed that she has not yet had a response from D Kembery Fencing

 to replace the broken fencing by the Recreation Ground footpath.

 **RESOLVED** unanimously to seek further quotations.

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  **Benches**

 Members noted that TJM Contractors are instructed to repair and wood stain the

 Lesley Britt memorial bench following approval by Full Council on 3rd September

 2020.

 **Jubilee Tree**

 Members noted that the tree is dead and **RESOLVED** unanimously to defer

 action until another appropriate event arises. Clerk given delegated powers to

 make arrangements for the tree to be removed for a reasonable cost.

 **MUGA**

 Nothing further to report.

 **Children’s Play Area**

 Gates not self-closing. Clerk still awaiting HAGS’ engineer inspection

 report which was due to be conducted in the first week of September.

 **Vera’s Shelter**

 No further issues to report.

  **Bus Shelters**

 Nothing to report.

 **Parish Noticeboards**

 Nothing to report.

1. **To Approve Payments**

None received.

1. **Footpaths and Bridleways**

Nothing further to report.

1. **Conservation Issues**

Members noted that due to Covid-19, consideration of the Standard Form of Consent on management of the Triangle was deferred by Full Council in March.

Discussion of the West Sussex County Council’s form to be reconvened at the next

appropriate Full Council meeting.

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

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

 No further issues to report**.**

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

 Parish Council Meeting, 5th October, 2020.

 OSRA Meeting: Monday 19th October, 2020, 7pm.

There being no other business to report, the meeting was closed at **20:05 hours.**

**Signed……………………………………………..**

**Dated………………………………………………**