

# WASHINGTON PARISH COUNCIL



Clerk to the Council.  
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## Washington Parish Council Open Spaces (Recreation, Allotments, Footpaths and Conservation) Committee

**MINUTES** of the Committee Meeting held on Monday 24<sup>th</sup> January 2022, 7:00pm at Washington Village Hall (Dore Room).

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

**ALSO:** Clerk to the Council Zoe Savill

**MEMBERS OF THE PUBLIC:** 1

**ABSENT:** Cllr J Thomas (JT)

The Chairman opened the meeting at 19:00 hours

- 1. Receive apologies for absence**  
**RESOLVED** to **ACCEPT** apologies from JT
- 2. Declaration of interest and Dispensations.**  
None declared
- 3. Approval of the Minutes of the last Open Spaces (Recreation, Allotments and Open Spaces meeting**
- 4. RESOLVED** to **APPROVE** the minutes of the last meeting on 15<sup>th</sup> November 2021 as the correct record and duly signed by the Chairman.
- 5. Public Speaking**  
Mr Nick Taylor for Chanctonbury Churches Outreach programme spoke in support of the churches hire request for their day's event on Sunday 5<sup>th</sup> June 2022 11am-4pm on the Recreation Ground. *The Chairman thanked him for speaking at the meeting and that the hire request was being considered for approval later on the agenda.*
- 6. Allotments**



**To Report monthly inspection of the Allotment and consider any recommended action**

It was noted there was no report due to the low level of activity during the new year on the allotment. AL reported that he had observed the allotment during a walk and noted that the site was looking presentable. The Stewards had not reported any site concerns requiring action.

**Vacant Plots – update**

**Plot 1 became vacant on 1<sup>st</sup> January 2022**

Tenants of the smaller plots have not responded to an invitation over the festive period to consider swapping up to the larger Plot 1. After making enquiries, there was only one person on the Waiting List who may be interested. **RESOLVED** to invite them to make an application

**Plot 8 became vacant on 1<sup>st</sup> January 2022**

**RESOLVED** to **NOTE** receipt of the signed Tenancy Agreement for Plot 8, rent and deposit from new Tenant (initials AE) on 12<sup>th</sup> January 2022.

**Plot 11B became vacant on 28<sup>th</sup> November 2021**

**RESOLVED** to **NOTE** receipt of the signed Tenancy Agreement, rent and deposit from the new Tenant (initials ST) on 18<sup>th</sup> January 2022.

**2022 Rents**

Invoices sent to all Tenants in October 2021 with agreed 2.8% increase, due before 10<sup>th</sup> February 2022. **RESOLVED** to note that payments received for Plots 2, 4, 5, 6 and 9B.

**Allotment Waiting List**

**RESOLVED** to **NOTE** there are 5 remaining on the Waiting List, 4 of whom live in the parish. No further applications received since the last meeting.

**First Extension Graveyard**

**To Report monthly inspection of the First Extension Graveyard and Consider any Recommended action.**

AL reported that there was some dead vegetation remaining from the recently felled Lime tree but it was not hazardous. No other matters for remedial action. **RESOLVED** to **NOTE** the January inspection report.

**7. Recreation Ground and Parish Property**

**To Report on any matters arising from the last meeting.**

• **Repairs to muddy patch of ground by toddler swings**

It was reported that with delegated approval of the Council, the Play Area was temporarily closed on 13<sup>th</sup> January 2022 for safety pending repairs by S Brierley Groundworks to a muddy patch near the toddler swings. This had become muddy and potentially hazardous following recent wet weather. The Play Area was re-opened on Friday 21<sup>st</sup> January after repairs were completed by laying new turf. The contractor also replaced a broken fence rail.

Emails from two parents complaining about the closure, and a third of thanks for its re-

opening, were previously circulated. Following a discussion, members **RATIFIED** the delegated decision to close the Play Area and approved the quotation of £160 from Mr Brierly for satisfactory repairs.

It was further **RESOLVED** to consider extending a synthetic safety surface across the whole of the Play Area. Clerk to seek quotations for consideration.

- **Vandalism to the Council's defibrillator**

Members noted a further update from the Clerk of vandalism of the Council's defibrillator at the Village Hall on Sunday 23<sup>rd</sup> January 2022 around midday.

The Caretaker reported that the gel resuscitation pack had been removed and stuck to the wall. He had safely recovered the AED and battery left on the ground. But a cover belonging to the hall for its entrance keypad was missing.

Members thanked the hall caretaker for his actions. The incident and a possible witness have been reported to Sussex Police who confirmed it would be passed to investigating officers. It has also been reported to the Council's insurer for information at this stage. With the exception of the gel pack, no other damage is apparent, and the AED is in a secure location.

An incident of broken glass on the MUGA on 31<sup>st</sup> December 2021, the second since November, was added to the above police report but the witness was reluctant for their identity to be disclosed. The police operator advised that the incidences on the MUGA were public order matters and therefore could not be linked to the vandalism of the AED as this was categorised as a crime.

Following a discussion it was **NOTED** that the Clerk is seeing options for a more secure AED cabinet, to be considered at an OSRA meeting.

Members **NOTED** the reports and to thank the hall caretaker for his prompt action in recovering the AED and to Mr Rob Gerig, hall trustee, for reporting it to the Council.

#### **Removal of the Parish Council's 2 redundant bus shelters**

Mr Sam Pitwell, WSCC Project Support Officer for Local Transport Improvements advised that WSCC is unable to reduce the quotation for the removal of the two shelters on the north and southbound side of the A24 in the parish. On the instruction of Full Council, the Clerk has emailed Mr Pitwell (17<sup>th</sup> January 2022) to engage their contractors to remove the shelters for the agreed £4,264, to include reinstatement and re-seeding the area.

Mr Pitwell's response is pending. He previously advised that subject to approval of a permit, a 10-week process, the works will be included in their contractor programme and would take a minimum of 4 weeks to completion. Members **NOTED** the information.

- **Bus stop street light, London Road:**

Mr Chris Jende, HDC Building Services Engineer kindly confirmed in the new year that no planning consent is required for the light. He agreed to send out an image of the light specification. He has also suggested a small light attached to the bus shelter which would cost considerably less and would not be so light intrusive. Specifications for this

also are pending. Members **NOTED** the information.

- **New goal posts on the Recreation Ground and repairs to noticeboards**  
It was **NOTED** that due to a family bereavement and Covid, the engaged contractor, has been unable to commence the works agreed for the new goal posts and repairs to the noticeboards. It was **NOTED** that he will schedule these as soon as possible.
- **Faulty path lamp in Washington Village**  
A resident has further emailed that a former Chairperson of the Parish Council, confirmed that the Parish Council owns the now decommissioned lamp at the top of the steps between The Street and The Holt. Contact details of the Chairman was not provided upon request, or any meeting minutes to verify ownership. Members **NOTED** the information and to take no further action in the absence of this information.

**8. To Review the safety signage for the Play Area**

Members discussed advice from the Council's insurer on the proposed wording changes for the safety signage for the Play Area . It was **RESOLVED** to make the 2-12 age range a requirement, and to add that children must be supervised at all times by a responsible adult. Clerk to seek quotations for a new sign with the amended wording.

**9. To Consider quotations for recreation repairs and replacement toddler swings**

Names of 3 contractor specialists in play equipment and repairs were circulated before the meeting and details of the issues in trying to secure their services. One had cancelled three site meetings after agreeing to them beforehand. A quotation from another contractor, promised for this meeting, is still outstanding.

**RESOLVED** to chase for the quotation. Clerk to action.

**10. To Consider a hire request for a church service and light entertainment on the Recreation Ground**

Members discussed a hire request from Chanctonbury Church for a church service and light entertainment on Sunday 5<sup>th</sup> June 11am-4pm on the grounds. They took into consideration the information of the proposed event put forward earlier in the meeting by Mr Nick Taylor, Head of Community Outreach for Chanctonbury Church. The event would be for the parishioners of Chanctonbury Church, which includes Ashington, Washington and Wiston. He reported that a similar outdoor event on the Ashington recreation Ground had been attended by about 500 people and was a great success.

He confirmed receipt and understanding of the Council's insurance requirements for using the grounds. This included the exempt list of activities such as inflatables like bouncy castles, which require the insurer's prior consent. A copy of the Council's indemnity form was also provided. Mr Taylor reported that there would not be any inflatable attractions.

**RESOLVED** to **AGREE** the hire subject to the hire conditions being met. Music to be played at a reasonable level so as not to disturb residents and must end promptly at 4pm. Members agreed to waive the £350 hire fee. Nomination of a member to conduct the Council's risk assessment visit to be deferred to the next meeting.

**To Consider a hire request for Village Day on the Recreation Ground, 9<sup>th</sup> July 2022**

Members discussed a request by Mrs L Horwood on behalf of the Mary's School PTA to hire the grounds for Village Day on Saturday 9<sup>th</sup> July 2022. The 2-8pm times may be amended to start later or finish earlier. Events/stands include bar, tea tent, fairground games and stalls. The organisers are seeking a licence for the bar and raffle. The Clerk emailed Mrs Horwood with the Council's hire and insurance requirements for using the grounds. Following a discussion it was **RESOLVED** to **AGREE** the hire subject to the Council's hire conditions being met; any music to be played at a reasonable level so as not to disturb residents and must end promptly at 8pm. It was further **AGREED** to waive the £350 hire. AL kindly agreed to conduct the Council's risk assessment prior to the event

**To Consider a hire request for a wedding reception on the Recreation Ground on 29<sup>th</sup> July 2022**

Members discussed a request from Mr Jim Wade to hire part of the grounds near the Village Hall for a wedding reception on Friday 29<sup>th</sup> July 2022 from 3pm to 11pm. There would be no more than 100 guests, a singer would perform and there would be recorded music, a mobile bar and hog road.

**RESOLVED** to **AGREE** the hire for £20 plus £10 per fixture e.g. marquee and hog roast; the Council's hire conditions to be met; the music to be at a reasonable level so as not to disturb residents and it must end promptly at 10pm.

**To Consider an invitation from Chanctonbury Churches for their Mission Day**

Members noted an invitation from Mr Nick Taylor, Head of Community Outreach for Chanctonbury Church, to consider any odd jobs which the Council would like them to do on the church's forthcoming Mission Day on 26<sup>th</sup> March 2022.

**RESOLVED** to defer consideration of this item to the next meeting, and to thank Mr Taylor for the kind invitation.

**To Consider making a project bid for Community Infrastructure Funds from the South Downs National Park Authority**

Members discussed the SDNPA's call for projects for the next round of Community Infrastructure Levy spending in 2022 and beyond. It was **NOTED** that the Council is shortly to discuss spending on CIL monies already received from HDC and anticipated later in the year. **RESOLVED** not to submit an application on this occasion.

**Ground Maintenance**

**RESOLVED** to **NOTE** that at the Clerk's request, Mr G Fielder has kindly raked over mole hills on the Recreation Ground following a grounds inspection. Due to recent prolonged and heavy rainfall, the ditches have been draining slowly on the London Road side of the grounds but are not overflowing.

**Village Hall:**

Nothing further to report. Waiting on Brierley Groundworks to quote on repairs to some minor cracks in the paths, and re-build the concrete surround to the water meter cover.

**Defibrillators:**

The Clerk reported that following vandalism of the defibrillator at the Village Hall on 23<sup>rd</sup> January, it has been removed and kept off site in a secure place. It was functioning and the battery was 75% charged. The unit at Pixies Corner was 90% charged and in situ.

### MUGA

See matters arising earlier in the meeting regarding vandalism. The MUGA light card box housing needs repair, the kickboards need repairs/replacing and goals need nets. Due to a family bereavement the approved contractor has not been able to quote or carry out agreed repairs to the kickboards. Another contractor S.Brierley agreed to provide quotes for all the above and other specified works in time for this meeting but these are still pending. Clerk to chase.

### Annual Electrical Inspection 2022

The annual electrical inspection of the MUGA lights and village lamp (by the village sign) was carried out on 21<sup>st</sup> January with J Electrical Services Ltd. Members noted the electrical report of satisfactory findings and **APPROVED** the invoice payment of £165.60 gross to the contractor.

### Children's Play Area

See matters arising on the temporary closure and re-opening of the play area after repairs to grassed area.

Due to a family bereavement, the approved contractor was unable to quote on minor repairs to exposed paintwork on the Ryan tower, and other minor repairs.

Quotation sought from S Brierley in time for this meeting but still pending.

### Bus Shelters

At the last OSRA meeting it was proposed that the vegetation overgrowth is cleared from the Council's bus shelter opposite Washington Cottages. Mr S Trott, who looks after Vera's Shelter has agreed to quote for this. **RESOLVED** to delegate authority to the Clerk to engage his services and approve quotation within the Council's agreed budget.

### Vera's Shelter

It was NOTED there was nothing further to report.

### Parish Noticeboards

Due to a family bereavement the approved contractor has been unable to do the agreed repairs to 4 noticeboards. He has agreed to get this done at the earliest opportunity.

### **11. Footpaths and Bridleways**

It was NOTED there was nothing to report.

### **12. Conservation Issues**

It was NOTED there was nothing to report.

### **13. Any other urgent Open Space, Recreation & Allotment and Footpaths & Conservation issues that may arise OR items for the next Agenda To Report items for the next Agenda**

It was proposed that the CLAG banner which has been on the Recreation Ground fencing since last summer, is removed by the owner. Clerk to action.

It was further proposed that the CIL working party discusses the Defibrillator cabinet (Village Hall) at its forthcoming meeting on proposed projects.

**14. Date of the next meetings at the Washington Village Hall**

**Parish Council Meeting:** Monday 7<sup>th</sup> February 2022, 7:30pm

**OSRA Meeting:** Monday 21<sup>st</sup> February 2022, 7:00pm

**Planning & Transport Meeting:** Monday 21<sup>st</sup> February 2022, 7:45pm

There being no other business to report, the meeting was closed at 19:48 hrs.

Signed.....  


Dated..... 21 / 2 / 22 .....