

WASHINGTON PARISH COUNCIL



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Washington Parish Council Open Spaces (Recreation, Allotments, Footpaths and Conservation) Committee

MINUTES of Open Spaces, Recreation, Allotments, Footpaths and Conservation Committee Meeting held on Monday 19th June at 7:45pm at Washington Village Hall (Doré Room)

PRESENT: Cllr S Buddell, Cllr B Hanvey, Cllr T. Keech (Chairman) and Cllr J Luckin

ALSO: Clerk to the Council Ms Z Savill

MEMBERS OF THE PUBLIC: 0

ABSENT: 0

The Meeting to be opened by the Chairman at 7:45pm.

- O/6/23/1 To Receive and Approve apologies for absence.**
None
- O/6/23/2 To Receive Declarations of Interest as defined under the Localism Act 2011 and the Council's adopted Code of Conduct.**
None received
- O/6/23/3 Minutes of the last meeting**
RESOLVED that the minutes of the OSRA meeting on 22nd May 2023 were a correct record and were duly signed by the Chairman.
- O/6/23/4 Public Speaking**
None.
- O/6/23/5 Outstanding Action and Matters Arising from the last meeting:**
The following actions from the last meeting were noted. Matters arising were reported under other items on the agenda:

Action	Progress
Quotations for supply and installation of noticeboards. One quote received but supplier had since withdrawn the installation service due to 6-month backlog. At last OSRA meeting it was agreed that the Finance Committee	Actioned. Finance Committee meeting 19 th June reviewed and agreed to raise the financial thresholds for

reviews the Financial Regulations on the Council's thresholds for seeking quotations/estimates so that the new noticeboards are installed as soon as possible.	seeking three quotations from £200 to £2,000 to be ratified at the next Council meeting.
Quotations for LED MUGA. One quote received. As above.	Actioned. As above. Quotation to be considered at the next OSRA meeting
Contact the Football Club to relocate the storage unit by the MUGA fencing near the tennis net cage. The Council would pay for a base or concrete foundation, subject to costs. Clerk to action	Actioned. Cllr Luckin agreed to meet Shane from the club show them re-location of storage unit.
Tree management – Annual tree inspection to be arranged for August 2023. Clerk to action	To be actioned
Notify Steward to clear the rubbish behind allotments which are visible from the grounds. Clerk to action	Actioned. See item O/6/23/6 in these minutes.
Write to Plot Holders to reiterate requirement of tenancy agreement regarding security and keeping of chemicals/fuel.	Actioned.
Invite comments on the Tenancy Agreement from Plot Holders/Stewards.	Actioned. See item O/6/23/19 in these minutes
Seek quotation to sub-divide Plot 7. Clerk to action within budget under delegated powers.	In progress. Response still pending from contractor for quotation. Further reminder emailed.
Seek quotation for fence/hedging of gaps in the Allotment/Recreation Ground boundary where trees have been felled and gap in London Road hedge. Clerk to action.	In progress. As above. See item O/6/23/6 in these minutes
Arrange replacement basketball nets. At the last meeting Cllr Luckin kindly agreed to arrange the installation. Clerk to action.	Clerk gave new nets to Cllr Luckin at this meeting.
Arrange repairs to hole behind the bench near the play area. Clerk to action	Actioned. Works completed. See item O/6/23/9 in these minutes
Arrange top up and repair of bark safety surfacing under see-saw. Clerk to action.	Actioned – as above.
Arrange repair of broken MUGA goal. Clerk to action.	Actioned – as above
Arrange trespass warning notices for the Allotment gate and gate to the rear. Clerk to action.	In progress. Notices purchased ready to be displayed.

O/6/23/6

Allotments:

Allotment Inspection Report June 2023: To Consider the report and Agree any required action.

The following was reported:

- No inspection was carried out. Members agreed this would be deferred to the next meeting.
- The Stewards had requested a site meeting to discuss the Committee's request to arrange the clearance of rubbish from the common land which

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appeared to be from plots. It was noted that some of the rubbish, large sections of poly-sheeting, was being used by children to make bridges across the ditch on the Recreation Ground. Agreed that the Council would pay for a skip on site for Stewards to arrange rubbish clearance. This would be subject to the Committee's approval of costs. Clerk to action.

- The Clerk has chased again for a quotation for the boundary fencing and hedging, and to sub-divide Plot 7, by the Groundsman. Members agreed if no response, to seek quotations from another contractor. Clerk to action.
- Two of the Allotment Stewards have kindly confirmed they are willing to continue in the role next year. The third would be stepping down due to increasing work commitments but his wife would be willing to take his place. Members agreed to note.
- The Allotment Stewards agreed to carry out monthly plot inspections and to assist the Council in quarterly inspections with Cllr Luckin and the Clerk. Agreed to make arrangements for these with the Stewards. Clerk to action.

To Approve a quotation for strimming vacant plots and clearing vegetation

Members considered and **RESOLVED** to agree a quotation of £185 from Sussex Land services to clear vegetation behind Plots 5 & 6 and strim vacant plots 7 and 11B. works scheduled week commencing 19th June.

To Receive a report of the inspection of the Washington Scarlet apple tree for a Tree Protection Order.

It was reported that HDC's Arboriculture Officer had assessed the tree. He found advanced decay at the base, which could greatly reduce its lifespan. He had spoken to the Clerk and advised that this and the fact that the tree is already protected by the Council's stewardship, made a TPO unnecessary. He also advised that the heavier branches needed cutting to increase its stability in strong winds.

The Committee expressed disappointment at the findings. Following a discussion it was **RESOLVED** to request a written report of the assessment to be reviewed at the next meeting. Clerk to action.

0/6/23/7

First Extension Graveyard

The June inspection report of the closed graveyard was previously circulated. It was noted that the foliage on a Yew tree near Banks Cottage was yellowing, possibly due to the hot dry weather, but appeared otherwise stable. Following a discussion, it was **RESOLVED** to note the report and to alert the tree inspector when he carries out the annual inspections due in August. Clerk to action.

Washington Recreation Ground and Parish Property

0/6/23/8

To Consider a quotation for the annual RoSPA Play Safety inspection.

Members considered and **RESOLVED** to agree a quotation of £120 for the council's annual play safety inspection to be carried out by The Play Inspection Company. Clerk to action.

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O/6/23/9 To Ratify Approval of a quotation of repairs in the Play Area and Recreation Ground
Quotations from Delwood for £195 to repair the MUGA goal and £245 to top up the bark under the seesaw and fill a hole behind the bench near the play area, were previously circulated. Members noted that the works were satisfactorily completed and arranged by delegation to the Clerk at the OSRA meeting 22nd May 2023 Minute Reference **O/5/23/16** and Full Council meeting 5th June 2023 Minute reference **FC/23/107**. The Chairman and Vice-Chairman had approved the quotations on 8th June last. **RESOLVED** to **RATIFY** approval of the quotations.

O/6/23/10 To Report the MUGA lights electricity reading for May 2023
Members **NOTED** the May 2023 reading for the MUGA lights and security light meter of **06127**.

O/6/23/11 To Receive reports on the Council's assets
Members noted the following reports:

Grounds Maintenance: Cllr Thomas reported that the HDC dog bins on the Grounds were overflowing on 12th June and kindly reported this to HDC.

Village Hall – pathway and carpark: A broken window by the kitchen was reported to the Hall Trustees on 5th June.

Defibrillator at the Village Hall: The new heated cabinet had been installed and the defibrillator in place. The device was sufficiently charged.

Defibrillator at Pixies Corner: Unit intact and device sufficiently charged.

MUGA: Damaged goal repaired.

Children's Play Area: Seesaw safety surface topped up.

Bus Shelters: No reports

Vera's Shelter: No reports

Parish Noticeboards: It was agreed by the Council at the meeting on 5th June last to display notices on the single boards that they will be decommissioned and to invite any comments to be made via the Clerk. Disposal of those boards to be determined by Full Council subject to public feedback from notices. Members noted the reports and commented that the double notice boards at the hall and opposite Pixies' Corner should be replaced as soon as possible.

O/6/23/12 Rampion 2: To Report any updates affecting the Washington Recreation Ground

Confirmation Schedule

A copy of the Confirmation Schedule from Rampion 2's land agent Carter Jonas, was previously circulated. It was noted that the schedule had been signed by the Clerk on behalf of the Parish Council, as agreed at the last meeting on 5th June, confirming the Parish Council's ownership of the Recreation Ground. The latest list of Allotment tenancies were provided at the agent's request to meet their legal obligations.

Rampion 2 announcement of the cable route and PLG (Project Liaison Group) Onshore Meeting

It was noted that the Rampion 2 developer had announced by email to the Council (14th June) that the onshore cable route had been confirmed. It would be included in the Development Consent Order (DCO) application, which will be submitted later this summer. A map in the announcement was the only information to confirm that there was no change to the preferred route through the Washington parish. Cllr Jason Thomas had kindly agreed to attend the PLG meeting and report to the next Full

Council meeting on 3rd July. The PLG meeting will confirm the onshore cable route for the Rampion 2 Development Consent Order and timeline for the DCO application process.

- O/6/23/13 Footpaths and Bridleways**
PROW Parish Report 2022/23:
Members noted correspondence and an invitation from WSCC's Public Rights of Way (31st May 2023) which included a list of public rights of way in the parish which were inspected and maintained last year as part of the 15-month routine maintenance Rights of Way Capital Programme. Members considered an invitation to add any rights of way to the inspection schedule. Following a discussion it was **RESOLVED** not to add to the schedule and to ask what has been done to enforce the landowner responsibility to cut back overhanging vegetation along the footpath by the A24 London Road underpass. Clerk to action.
- O/6/23/14 Conservation Issues:** To Report on any conservation issues in the parish
None reported.
- O/6/23/15 Any other urgent Open Space, Recreation & Allotment and Footpaths & Conservation issues that may arise OR items for the next Agenda.**
None raised.
- O/6/23/16 To Appoint a member to take the minutes of the OSRA meeting in August 2023**
Following a discussion it was **RESOLVED** that Cllr Luckin would minute the meeting on 21st August in the Clerk's anticipated absence on leave. In the event that the meeting is cancelled, any urgent decisions in the Clerk's absence to be delegated to the Council Chairman/Vice-Chairman and Chairman of a Committee in accordance with the Council's Standing Orders and Financial Regulations.
- O/6/23/17 Date and Time of next meetings**
Members noted the next meeting dates:
Parish Council Meeting: Monday 3rd July 2023, 7:30pm
Planning & Transport Committee: Monday 17th July 2023, 7:00pm
Open Spaces Committee: Monday 17th July 2023, 7:45pm
- O/6/23/18 To Resolve under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under the next item and could involve disclosure of privileged and sensitive information regarding Tenants and/or Staff which would be inappropriate to put in the public domain.**
Following a discussion it was **RESOLVED** to exclude the Public and Press from the next item of business due to the likelihood of sensitive information to be disclosed about staff. None were present.
- O/6/23/19 Review of Allotment Tenancy Agreement: To Consider any changes to the Agreement.**
A copy of the agreement with the Clerk's briefing was previously circulated and it was noted that there were no suggestions for changes by Tenants/Plot Holders. Members noted that the Council insurer is unable to cover individual plots once they have been leased to individuals and that "*each Tenant must have their own Public Liability insurance with a Limit of Indemnity of no less than £5,000,000*". Following a discussion it was noted that the agreement already requires that Tenants 'should' have insurance but this needed to be strengthened in line with the insurer's requirement. **RESOLVED** to amend 2(p) of the agreement for the Tenants' to

include the insurance requirement and minimum value as advised. Clerk to notify Tenants. The tenancy agreement would be amended at the 2024 renewal and for new Tenants beforehand. Clerk to action.

There being no further business to transact, the meeting was closed at 8:30pm



CHAIRMAN

17/7/23

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