

WASHINGTON PARISH COUNCIL



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

MINUTES of Open Space (Recreation, Allotments, Footpaths and Conservation) Committee Meeting held on Monday 22nd April 2024 at Washington Village Hall (Doré Room).

PRESENT: Cllr B Hanvey, Cllr T. Keech (Chairman), Cllr G. Lockerbie and Cllr J Luckin.

ALSO: Clerk to the Council Ms Z Savill and 1 member of the public.

ABSENT: 1

The Meeting was opened by the Chairman at 7:46pm

O/04/24/1 To Approve apologies for absence

Apologies with reasons for absence were **APPROVED** from Cllr Buddell.

O/04/24/3 To Receive Declarations of Interest as defined under the Localism Act 2011 and Consider Dispensations

None received.

O/04/24/4 To Approve the Minutes of the last meeting

The Committee **RESOLVED** to **APPROVE** the Minutes of the OSRA meeting on 19th February 2024.

O/4/24/5 Public Speaking

None.

O/04/24/5 To Report Actions and Matters Arising from the last meeting

A list of actions and matters arising were considered and the following **RESOLVED**:

Action	Progress	DECISION
Arrange trespass warning notice on gate to the rear of allotment	Actioned	NOTED

<p>Survey of the graveyard wall to advise on safe removal of ivy and other vegetation by The Street. Authority delegated to clerk at OSRA meeting 19th Feb 2024 to arrange.</p>	<p>Not actioned.</p>	<p>Seek quotes from a shortlist of structural surveyors on the county register to advise on the safe removal of the vegetation on the retaining wall and if this will affect its structural integrity. Clerk to action.</p>
<p>Engage Groundsman to replant hedging in gaps on the recreation ground: quotation agreed FC Meeting Dec 2023</p>	<p>In progress. Groundsman advised hedging will be planted in the spring.</p>	<p>Monitor</p>
<p>HS2 Tree works recommended in 2023 annual inspection: engage Sawing Heights: quotation agreed FC Dec 2023</p>	<p>In progress. Contractor has confirmed that works will be carried out in May when ground conditions allow.</p>	<p>Monitor</p>
<p>Arrange repair of cracked viewing panel of defibrillator cabinet in Hampers Lane. Delegated authority to clerk to action.</p>	<p>In progress. Awaiting quote from a contractor</p>	<p>Reiterate delegating powers to the clerk to arrange repair with the council's adopted maintenance budget.</p>
<p>Replacement of MUGA lights for LED by Case Electrical . At meeting on 19th February it was noted that Case Electrical is to update the Council with written confirmation from HDC/SDNPA on planning requirements.</p>	<p>In progress. Case Electrical, emailed the clerk 20th March that on HDC's advice, they have sought written pre-application advice from the SDNPA to confirm if planning consent is required. Case Electrical to feedback and confirm if there are any additional costs to the Parish Council</p>	<p>Supporting papers for pre-application advice to the SDNPA was noted. Report advice to the next meeting. Clerk to action.</p>
<p>Allotment rent 2024 invoices. At the OSRA Meeting on 19th February 2024 it was agreed the clerk would invoice pro-rata rent due on two plots in which plot holders served notice to vacate.</p>	<p>In progress. Awaiting payments for two plots.</p>	<p>Agreed to waive £5.46 debt, owing to health reasons of one of the plot holders. Contact the other plot holder on rent outstanding. Clerk to action.</p>
<p>Request groundsman to remove hedge cuttings from graveyard (from overhanging vegetation at Banks Cottage). Resolved at OSRA Meeting 19th Feb 2024.</p>	<p>In progress. Awaiting response to clerk's email request and reminder.</p>	<p>Clerk to chase. Delegate authority to clerk to authorise expenditure for the removal of vegetation, within adopted budget.</p>
<p>Engage HAGS to replace damaged see-saw seat and repair rot in timber of the</p>	<p>Actioned and works carried out. It was noted in a follow up inspection that the picnic</p>	<p>Monitor further remedial work for picnic bench</p>

picnic bench table. Quote for the works agreed by OSRA 19 th Feb 2024.	bench repair was degrading. HAGS agreed to re-do this with more robust wood filler.	
Council agreed last December to HAGS quote to repaint the ROTA ROKA. Clerk engaged HAGS 13 th December 2023.	In progress. HAGS confirmed 4 th April that they are waiting for suitable weather conditions in April.	Monitor

0/4/24/6

Allotment: To Report on allotment inspection by the Stewards and Consider any recommended action.

Members considered a report from the Stewards that there were good signs of cultivation on occupied plots but rabbits were a serious problem on the site.

Members noted that last year one of the Stewards agreed to seek quotes for rabbit-proof perimeter fencing for the site. Members agreed to the idea of the provision in principle and to be collectively maintained by the plot holders.

It was reported that there are now two vacant plots remaining on the site, both half sizes: Plot 7A and 11A. The Stewards had been thanked for arranging and accompanying site visits.

The Committee **RESOLVED** to note the reports and to contact the Stewards to confirm its willingness to consider the proposed fencing, subject to a CIL grant application should more funding become available. Clerk to action.

0/4/24/7

Allotment: To Report Council's approval of tenancy for Plot 4 (half plot)

It was reported that the tenant for Plot 4 served notice to vacate the plot, effective from end of April. The Council approved a tenancy application for the Plot from a Thakeham resident at the last Full Council Meeting on 8th April.

Members noted all outstanding actions to cut back weeds and brambles, repair the gate post and remove a small dead wasp nest in the shed were completed. The tenant reported that they did not have a key to the padlocked shed when they took on the tenancy, and could only access it by removing the latch screws.

The incoming tenant has been made aware that their contact information will be shared with Carter Jonas as land agent to the Rampion 2 project, which has a potential interest in part of the allotment for the proposed inshore cable route corridor. The agent has a statutory duty to notify tenants of their rights to register as an Interested Party in the examination of the Development Consent Order application in progress.

The Committee **RESOLVED** to **RATIFY** approval of the tenancy and to notify the new tenant about the padlock. A tenancy agreement would be posted to them, effective from 1st May with invoice for the annual rent due. Clerk to action.

0/4/24/8

Allotment: To Ratify approval of new tenancy for Plot 6 (full plot)

A Storrington resident has signed her tenancy agreement with the Council for the vacant plot dated 28th February 202 and paid £32.81 annual rent after viewing with one of the Stewards. It was noted that OSRA delegated powers to the Clerk at the last meeting to approve the tenancy to be ratified at this meeting. Clerk has notified Carter Jonas of the change in tenancy.

The Committee **RESOLVED to RATIFY** approval of the new tenancy.

O/2/24/9

Allotment: To Ratify approval of a new tenancy for Plot 7A (half plot)

A Washington resident has signed her tenancy agreement with the Council for this vacant plot on 26th March 2024 and paid the £16.40 annual rent after viewing with one of the Stewards. It was noted that OSRA delegated powers to the Clerk at the last meeting to approve the tenancy to be ratified at this meeting.

The Stewards have requested that the Council considers provision of a gate for this plot and the adjoining vacant Plot 7b which was from one large plot last summer.

Members noted that there has never been gate for 7a and that it is accessible through an opening cut provided in the fencing. The gate which had served what is now 7b had been removed by a former tenant and never replaced.

The Committee **RESOLVED to RATIFY** approval of the new tenancy and to advise the Stewards to consider including the provision of the gates when seeking quotes for the perimeter fencing. Clerk to notify Carter Jonas of new tenancy.

O/2/24/10

First Extension Graveyard: To Review Inspection Reports 2024 and Consider any recommended actions.

Members reviewed the inspection report of the closed graveyard for March and April carried out by Cllr Luckin. It was noted that the Yew tree appeared to have recovered and looked healthy. The Committee noted the report and ongoing tree inspection regime, and that there were no further actions required.

O/2/24/11

Washington Recreation Ground Charity: To Review quarterly Play Area inspection report and Consider any recommended action..

Members reviewed the recent quarterly operational inspection of the Play Area by HAGS SMP Ltd. It was noted that there were no hazardous findings and a recommendation to monitor low risk findings for any signs of further deterioration.

The Committee **RESOLVED** to note the report and to delegate authority to the clerk to arrange the works for the following low risk findings within the Council's adopted maintenance budget:

- Adjustment of the north-facing gate to close between 4-8 seconds.
- Cleaning and treating of algae/moss on the bench

It was noted that the contractor would be repainting the Rota Roka this month, subject to favourable weather, and that the damaged seesaw seat had been replaced. A more robust repair of the split in the table of the picnic bench would be carried out at the same time. Quotations for these works had already been approved and paid, with the exception of the painting.

O/2/24/12

Washington Recreation Ground Charity: To Agree surgery to tree overlooking the Village Hall Dore Room

Members considered a request from the Village Hall Trustees to reduce some of the Council's trees, at the Trust's expense, along the car park boundary with Jockeys Meadow and one overlooking the Dore Room. It was noted that the tree surgery had been advised in order to maximise the efficiency of the hall's planned solar panels project.

Details were previously circulated of the Trustees' meeting with National Trust Ranger, Mr Lee Walter to discuss the tree work. The Trustees reported that he had advised that the trees by the car park were probably intended to be a hedge, and that it would be best to leave two or three of the larger trees, coppice the rest of the hawthorn and blackthorn and do some hedge laying. This would keep the whole hedge lower and would help with the long term management of the car park.

Following a discussion, the Committee **RESOLVED** to agree in principle to the tree surgery and for net costs to be covered by the Village Hall. Works would be subject to a quotation and assessment with the Council's approved contractor, and any tree preservation orders which would require planning consent. Clerk to arrange and attend a site meeting with the contractor and representative of the Trustees, and report back at the next meeting for a decision.

O/2/24/13 Washington Recreation Ground: To Report the last MUGA lights electricity readings

The Committee noted the following readings

February : 06136.

March: 06155.

O/2/23/14 Any other urgent Open Space, Recreation & Allotment and Footpaths and Conservation issues that may arise OR items for the next Agenda.

None raised.

O/2/23/15 Date and Time of next meeting:

The Committee noted the next OSRA meeting will be on Monday 17th June 2024, 7:45pm

There being no further business to transact, the Chairman closed the meeting at 8:24pm.:

Signed



Dated.....13/5/2024.....