



PULBOROUGH PARISH COUNCIL
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**MINUTES OF THE
RECREATION AND OPEN SPACES COMMITTEE
MEETING HELD ON THURSDAY, 13TH SEPTEMBER 2018
AT THE SPORTS PAVILION**

PRESENT: Cllrs Henly (Chairman), Bignell, Caplin, Clarke, Court, Hare, Lawson and Qusted.

IN ATTENDANCE: Mrs L Underwood (Deputy Clerk)

The meeting opened at 7.36pm

Given that the Advisory Committee meeting mostly finishes before 7.45pm, the Deputy Clerk suggested that the start time for this meeting be changed to state 'at approximately 7.45pm' on the agenda, Members **AGREED** to this suggestion.

25. APOLOGIES FOR ABSENCE

There were no apologies for absence.

26. DECLARATIONS OF INTEREST & CHANGES TO REGISTER OF INTERESTS

Cllr. Hare declared a personal interest in agenda item no. 6, 'Anti-Social Issues by Footpath Users' as the footpath mentioned in the proposal, forwarded to Members, runs through Cllr. Hare's private land.

There were no changes to Register of Interests.

27. MINUTES

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 12th July 2018 as a true and accurate record of the proceedings and the Chairman signed them.

Clerk's Report

Update from the meeting held on 12.07.18

Min No. 16 - Clerk's Report - Pocket Park Culvert

Having now received the advice to re-submit the Operation Watershed application, to clear the Pocket Park culvert, the re-submitted application has been sent to WSCC with a revised total of £10,200.61, which includes a trash screen, 2 x silt traps and equipment for volunteers/Groundsman as per the suggestion by WSCC. Hopefully the decision on the application will be made at the end of September.

Min No. 18 - Overhanging Trees

Following the Committee's decision not to proceed with any works to the Oak tree in Collingwood, the Deputy Clerk advised the resident of this, who sent in another photograph showing that the oak tree was overhanging their driveway (the original request from the resident stated "...all of us residents adore the oak tree, but are getting fed up with the cost of it! The paintwork damage to our vehicles...."), it was therefore assumed that the area in question was the communal parking area at the end of Collingwood, therefore when the Tree Surgeon was instructed to attend the approved tree works in Nutcroft, the Deputy Clerk asked him if he could take another look at the Oak tree and report back. However, whilst the Deputy Clerk was on annual leave, the Clerk misunderstood and thought the Tree Surgeon had been instructed to carry out the tree works in Collingwood and so when speaking with him, authorised the cost of them. The total cost for these works were £140.00 + vat.

Since these works have been carried out, the resident has contacted the Parish Office with photographs of damage to their vehicle and has enquired how to proceed with a claim against the Parish Council. Having spoken to the Parish Council Insurers, they advised that the resident should put their full concerns to the Parish Council in writing and the claim will be looked at accordingly. The resident was advised of this on 6th Sept 2018, to date no further correspondence has been received.

Min No. 19 - Rivermead

Nearby residents were contacted regarding the action plan and requesting any volunteers, no additional volunteers have come forward.

The next stage of works has been agreed with the volunteers and the Groundsman. If any Members would like to volunteer at Rivermead, please contact the Deputy Clerk.

Min No. 21 - Replacement Shed for Allotments

When the shed was ordered, the total cost was an additional £10.00, but was still the most competitive price.

Update from the meeting held on 24.05.18Min No. 5 - Pocket Park Lectern Noticeboard

This has now been installed, along with the benches and animal nesting boxes.

Update from the meeting held on 12.04.18Min No. 92 - Minutes- Clerk's Report Min No. 69 Additional Updates - Pavilion Water Leak

Southern Water have given an allowance of £2080.83 for the water leak identified at the Pavilion, which was applied to the Parish Council's account for the period 08.09.17 - 02.04.18, along with a payment of £50.00 from Business Stream for the poor quality customer service received, resulting in a balance of £6102.01 payable to Business Stream.

The Deputy Clerk has also put in an insurance claim of £3880.72 for loss of metered water, but is still waiting to receive a decision on this claim.

Additional Update

There was an unauthorised traveller encampment on the main recreation ground between 16.08.18 - 20.08.18. WSCC were instructed to proceed with the relevant protocols to remove the encampment and advised that the costs for this would be between £500 - £1000, request for payment has not been received to date.

The Neighbourhood Wardens were instrumental in calming any acrimonious actions and obtaining all the information required by the relevant authorities.

28. PUBLIC SPEAKING

There were no public speakers.

29. PREVENTION OF VEHICLE ACCESS ONTO MAIN RECREATION GROUND

Following the recent illegal encampment on the main recreation ground, Members received resident correspondence asking what measures could be taken to prevent this happening in future. Before Members started to discuss this matter, the Deputy Clerk highlighted that, having been in touch with HDC, no S106 funding would be granted for any expenditure relating to any alterations to the recreation ground.

Members noted that the travellers had stated to the Neighbourhood Wardens that no matter what measures were in place, if they wished to enter a location they would, by whatever means. After much discussion, Members **RESOLVED** that the Deputy Clerk should liaise with the Groundsman to see if there were any simple and inexpensive measures that could be put in place without altering the look of the recreation ground, if there is not, the recreation ground should be left as it is and no major works should be carried out. It was felt that the benefits of any major works would not outweigh the costs involved.

30. ANTI-SOCIAL ISSUES BY FOOTPATH USERS

Cllr. Hare advised of several anti-social incidents that have recently occurred on a footpath which runs through his private land and he would like Members to consider the creation of a 'Footpath Users Charter'. In the meantime, Cllr. Hare will be installing his own signs to go along the footpath to instruct users to keep to the footpath, keep their dogs on a lead and clear up after their dog.

The Deputy Clerk issued to Cllrs, posters that had been created by the SDNPA for their 'Take the Lead' campaign, which highlighted all the aforementioned responsibilities of footpath users, the Parish Council is able to use these posters to display if they wish. The Deputy Clerk also issued extracts of the 'Rights of Way Management Plan 2018 – 2028', which was consulted and commented on by the Parish Council in January 2018. The Deputy Clerk is waiting to hear back from WSCC regarding the Management Plan to see if the Parish Council can use/work with any initiatives to ensure responsible footpath users.

After some discussion, where it was acknowledged that footpath use/responsibility is a two way agreement between the user and the landowner, Cllr. Hare offered to draft a charter for discussion at the November R&OS meeting. The Deputy Clerk will send him electronic copies of the SDNPA posters and a link to WSCC's 'Rights of Way Management Plan 2018 – 2028'.

31. TREES OVERHANGING BT CABLES AT NUTBOURNE COMMON RECREATION GROUND (NCRG)

A resident has advised that tree branches are brushing against BT cables, causing disruption to their BT services. Members received two quotations to cut down the branches that were causing the issue. It was unknown if the trees belonged to the Parish Council as they were outside of the fenced area at NCRG, but it was noted that the Parish Council has previously carried out works on these same trees, therefore, after some discussion, Members **RESOLVED** to **APPROVE** the quotation from Alex Newson Tree Services at a cost of £260.00, however would like to request that the clearance is cut by 1 metre and not 0.5m as stated on the quotation. Should any additional cost be added for this change, Members stated that the limit for the total cost should be £300.00.

32. TRAILER

The Deputy Clerk advised that the Groundsman needs a trailer to enable the increased maintenance work to be carried out at Rivermead and Pocket Park. Members **AGREED** to this request. In liaison with the Groundsman, a twin axle, 8 x 4, caged trailer is requested. The Deputy Clerk confirmed that the trailer will be stored in the tractor shed, which is locked and alarmed.

Members received indications of prices from various selling sites and the Deputy Clerk requested that Members set a budget limit to enable the flexibility needed for buying from these sites. Members **RESOLVED** to **APPROVE** a limit of £1000.00 + vat for the trailer, but it must be a new trailer, and a limit of £200.00 + vat for any delivery charges.

33. ITEMS FOR NEXT R&OS AGENDA

None.

34. CORRESPONDENCE

SSALC

Request for comments from NALC on the 'Bye Laws on Sites of Special Scientific Interest' consultation. Already sent to all Cllrs on 24.07.18.

Nutbourne/Nutbourne Common Recreation Ground (NCRG)

- Correspondence and photographic evidence of persons unknown weed killing the brambles, which has resulted in some of the heather being killed. Copied to Committee.
- Email correspondence regarding NCRG, kissing gates and village road sign poles. Copied to Committee. *Please can Members comment on the signage before the resident contacts WSCC, painting of the light poles and suggested locations for new kissing gates. **Members had no comment to make regarding the street furniture, that was a matter for WSCC and regarding the kissing gates, the resident will need to obtain the landowners permission, the Parish Council will not approach the landowner on their behalf.***

Neighbourhood Wardens (NHWs)

Notification from the NHWs that the volunteer sessions in Pocket Park went well and the animal boxes were installed. 4 regular volunteers have agreed to go to Pocket Park from time to time to maintain the area and clear out the nesting boxes at the end of each season.

SDNPA

- Notification on the Sussex Pathwatch meeting on 2.10.18 in Midhurst and link to their new Privacy Policy.
- Minutes of Sussex Pathwatch meeting on 13.02.18.
- Newsletter. Copied to Committee.

Residents

- Notification of youths causing a nuisance. Copied to Committee.
- Email regarding parking at the Sports Pavilion. Copied to Committee. *Please can Members provide comments. **Members had no further comments to make.***

Publications

- Wey & Arun August 2018 News.
- CPRE - Countryside Voice magazine - Summer 2018.

35. PAYMENTS RESOLVED:

Members approved the following payments, and were duly signed:-

Payee	
BT	180.24
Daisy Communications	24.62
Horsham District Council	172.90
Travis Perkins	55.13
Horsham District Council	403.90
Horsham District Council	304.20
WSCC	8758.81

The meeting closed at 8.51pm

.....CHAIRMAN

.....DATE