



**PULBOROUGH PARISH COUNCIL**  
Swan View, Lower Street  
Pulborough  
West Sussex RH20 2BF  
Telephone: 01798 873532  
Email: clerk@pulboroughparishcouncil.gov.uk

**MINUTES OF THE  
RECREATION AND OPEN SPACES COMMITTEE  
MEETING HELD ON THURSDAY, 14TH SEPTEMBER 2017  
AT THE SPORTS PAVILION**

**PRESENT:** Cllrs Henly (Chairman), Clarke, Court, Hare & Lawson.

**IN ATTENDANCE:** Mrs L Underwood (Deputy Clerk) & 2 members of the public.

***The meeting opened at 7.49pm***

**21. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr. Queded.

**22. DECLARATIONS OF INTEREST & CHANGES TO REGISTER OF INTERESTS**

All members declared a non-pecuniary interest in agenda item 7, Nutbourne Common Recreation Ground as the Council is the Trustee of the ground.

**23. MINUTES**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 13th July 2017 as a true and accurate record of the proceedings and the Chairman signed them.

Clerk's Report

Update from the meeting held on 13.07.17

Min No. 14 - Committee Terms of Reference

The Deputy Clerk wrote to SSALC regarding personal liability of responsibilities and SSALC responded as follows:

*You are correct that responsibility lies with the whole council and not individual councillors. The following is quoted from the New Councillor Training legal notes by Ian Davison, SSALC's Solicitor:*

*"A parish council is in law a corporate body which acts through its responsible officer, the Clerk. As a corporate body the individual Members of the Council do not have individual personal responsibility other than in very exceptional circumstances".*

*Therefore it would be the corporate body that takes liability.*

Additional UpdatePocket Park

The application for the Tesco Bags of Help Scheme was successful and Pulborough Parish Council are now part of the public vote in Tesco stores, which ends at the end of October.

Tesco and the Neighbourhood Wardens (NHW's) organised another clear up weekend, which was on 9th & 10th Sept, which went very well with only 4 volunteers. There are photos in the Parish Office if anyone would like to view them. The volunteer group put up the donated bird boxes with instruction on the direction and height of the box; they have said they will be able to put up the other boxes when purchased. The next clear up session will probably be in the spring.

Cllr. Court suggested that the photographs be displayed on the noticeboard at the Harvest Fair. The Deputy Clerk will arrange this, enlarging the photos and adding the Tesco Bags of Help Scheme poster.

The volunteer group are liaising with St Mary's School regarding a part where the children can plant and maintain.

The Parish Council will liaise with the volunteer group on the positions of the proposed new items before they are installed.

Tesco & the NHW's have suggested additional items such as another bridge and a wooden sign at each entrance with 'Pocket Park' carved into the wood. These ideas can be looked at after the purchase of the items requested from the Tesco Bags of Help scheme. The S&SC have also advised the volunteer group that they would like to donate something, perhaps a bench, but Tesco will liaise with them at a later date.

The Deputy Clerk has emailed to say thank you to them as they have done a great job.

Finally, the volunteer group have asked if the existing board can be removed as it is in very poor condition. ***Please can the Committee advise? Members AGREED that this board can be removed.***

**24. PUBLIC SPEAKING**

The Chairman welcomed Mr Brian White, Chairman of Nutbourne Residents Association (NRA) and invited him to also speak regarding item 7, Nutbourne Common Recreation Ground (NCRG).

**Meeting adjourned: 7.54pm**

**Meeting reconvened: 7.57pm**

The Chairman thanked Mr White for taking the time to address the Committee.

The Chairman then welcomed Mr Frank Riddle of the Nutbourne Conservation & History Group and invited him to speak regarding item 7, Nutbourne Common Recreation Ground (NCRG).

**Meeting adjourned: 7.57pm**

**Meeting reconvened: 8.09pm**

The Chairman thanked Mr Riddle for taking the time to address the Committee.

The Chairman then proposed that the agenda be amended to bring item 7, Nutbourne Common Recreation Ground (NCRG), forward to enable Mr Riddle & Mr White to hear Members discussion regarding this matter, before having to leave, Members AGREED.

## 25. NUTBOURNE COMMON RECREATION GROUND (NCRG)

25.1 Members received an updated proposal letter from the Nutbourne Conservation and History Group regarding NCRG. Members discussed the proposals in the order detailed in the letter as follows:

- a) *Replace all oak trees whose canopy overhangs or is detrimental to the clearing with Mountain Ash* – In agreement with resident responses, Members **AGREED** that the oak trees should be left, but it would be sensible to consider raising the canopy to stop lower branches shading the heather. The Deputy Clerk will arrange a site visit for the Groundsman in January 2018 to assess the trees accordingly. Cllr. Clarke raised the question of Tree Preservation Orders, but the Deputy Clerk advised that none had been identified when requesting permission to carry out the works reported in the triennial tree survey.
- b) *Re-introduce new undergrowth of indigenous shrubs, gorse, holly, purging buckthorn etc. around the clearing and in the woodland* – Members commented that a diversity of species was needed to draw the wildlife in. Mr Riddle advised that he would be able to provide some plants, he will send a list of what he has to the Parish Office. Cllr. Lawson can also obtain some. It was suggested that some of the local nurseries may wish to offer some plants. Mr White will ask the NRA's Treasurer if any funds are available for a donation. Members **AGREED** that a list of plants obtainable will be compiled and agreed with all parties, with advice from Bruce Middleton (South Downs National Park Authority (SDNPA)) along with costs involved. Mr White also advised that the NRA would offer manpower support for planting. The Deputy Clerk will provide an update on these actions at the next available meeting.
- c) *Re-route the footpath on the east side to either its original position or move it away from the corners so as to provide a wider area of undisturbed habitat* – In agreement with resident responses, Members **AGREED** that this proposal will not be actioned.
- d) *Weeding & Maintenance – i) Seedling tree weeding maintenance of the common heather area. This should be done when the leaves are on the seedling trees as too many are missed by doing it in winter* – after some discussion, Members **AGREED** that as in previous times, the seedling will be done when the heather is dormant. Some are missed because they have just emerged and are in the heather.

*Weeding & Maintenance – ii) Bramble maintenance should be done by carefully applying glysophate to the bramble leaves in spring or summer having removed major growths in winter* – Members agreed that the brambles do need addressing and will be looked at during the next volunteer session.

- e) *PPC should consult the Southdowns Heathland Group, Bruce Middleton, for an update of their opinion* – The Deputy Clerk will consult with Bruce Middleton and ask for his updated opinion when sending the list of plants, as mentioned in point b.

Members instructed the Deputy Clerk to advise Mr Riddle that the Parish Office will contact him if and when any leaf blowing is required.

**25.2** During the above discussions, Cllr. Lawson advised that heather brushings, which are used to spread more heather seeds, has previously been scattered on the scarified ground. The Deputy Clerk was instructed to contact the SDNPA to see if they have any available and if they have liaise with Cllr. Lawson.

**25.3** Members received two quotations to supply and install a gate post and re-hang existing gate. Members **AGREED** to proceed with the quotation from J Cobb Fencing and Groundworks for £275.00 + vat. The Deputy Clerk will arrange accordingly.

**Resolved: Proceed with quotation from J Cobb Fencing and Groundworks for £275.00 + vat.**

## **26. RIVERMEAD NATURE RESERVE**

**26.1** The Deputy Clerk updated Members as follows:

- The Parish Office has been advised that it will be too late to have a species survey now, wouldn't get value for money, and should ideally be June or July.
- The Deputy Clerk spoke with SWLT on 08.08.17, priority should be to clear the perimeter (if Contractor work approved, this will be done). Also it is best to clear in sections, but an option could be to clear the area, but leave vegetation on wetland patch for water voles to take refuge- the 'responsible thing'. (This is what has been quoted for). No harm to leave the wetland patch for a year. Do the work Sept/Oct.
- The Groundsman, Cllrs. Lawson, Clarke, Henly & Hare came to site and suggested that the area should be cleared or at least partially.
- The residents along the perimeter of Rivermead Nature Reserve were written to, responses in 'Correspondence'. 2 residents have volunteered to help with future maintenance of the site.
- The landowner responded to the Parish Council's request for access and advised that that is no room for access; it's too narrow, the ground is too wet and there is a culvert to cross.
- The RSPB replied on 15.08.17 to advise that their Warden thought it would be possible to bring a work party to the site at some time, but they need a further think about the future of the area and what its potential might be. The Deputy Clerk has advised the RSPB that quotations have been requested to clear most of the area as action needs to be taken now.
- Fred will maintain area after contractors have been in and with volunteers?

**26.2** Members received two quotations for the partial clearance of the site, which will leave vegetation on the wetland patch for water voles to take refuge. Members **AGREED** to **RECOMMEND TO COUNCIL** the quotation from Stuart Brierley Groundworks Ltd for £1790.00 + vat for partial clearance, taking away all vegetation & 2/3rds of the log pile, with the remainder to be left safely and atheistically pleasing. Stuart Brierley Groundworks Ltd have confirmed that they can carry out the work in Sept/Oct. The Deputy Clerk will arrange accordingly.

Some discussion was held regarding chippings for a pathway between the two wetland patches, the Deputy Clerk will speak with the Groundsman regarding this and the use of any wood from cut away branches etc.

Members highlighted that the clearance was carried out previously and no further progress was made, which has resulted in having to carry out the clearance work again. The Deputy Clerk advised that unfortunately the delay was mainly due to the difficulty in obtaining contacts and responses from organisations that could help with advice in the management of the site. When the clearance work is done, the Groundsman should be able to maintain the area, due to his increased work hours and it was suggested that the volunteers who have offered to help, the Groundsman, the Deputy Clerk and Cllrs. meet on site to discuss the future maintenance of the site. Members **AGREED** to this.

Members suggested that a species survey is carried out in June/July 2018. The Deputy Clerk will obtain updated quotations in March 18 and add to the R&OS agenda in April 18. The Deputy Clerk will advise the Clerk to add the existing quotation figures for next year's budget. Once a species survey has been carried out, the Committee can then decide on a management plan.

Cllr. Lawson reported that the Land Registry map and aerial views do not agree and it looks like one resident has extended their garden into the Rivermead Nature Reserve. It was suggested that this is looked at once the clearance work is completed. The Deputy Clerk will liaise with Cllr. Lawson at this time.

#### **27. PULBOROUGH PATRIOTS (PP) AND PULBOROUGH FOOTBALL CLUB (PFC)**

The Deputy Clerk reported that the Patriots have now advised that they will be playing on Cousins Way Recreation Ground and not on the main recreation ground as agreed. The Patriots are unable to afford their own goal posts to fit the holes in the main recreation ground and they have commented that the grass at Cousins Way is in good condition after the regular cutting from the Groundsman.

The Deputy Clerk would like the Committee to consider the implications of rental income for PP and PFC now that PP have decided to continue using Cousins Way recreation ground for their matches and consider a rental reduction request from PFC. After some discussion, the following was **AGREED**:

- Continue to charge PP per week (12 home games this season), but increase charge to £11.00 per week as an increase has not been applied when the other sports club's rental has increased in accordance with their licenses.
- PFC will not receive a reduction in their yearly rental, but they may apply for grant aid as agreed at the F&P meeting on 26.01.17, min no 81.

The Deputy Clerk will advise each club accordingly.

#### **28. TREE ON MAIN RECREATION GROUND**

Members received updated photographs of a Red Oak tree on the main recreation ground as requested at the R&OS meeting on 09.02.17, min no 83.2. After some discussion, Members instructed the Deputy Clerk to contact George Potbury Forestry Ltd to see if he could assess the tree, advising of costs required to remove the dead wood and re shape it and his opinion as to whether the tree is diseased and what with. Upon receipt of this information, replacement trees will be looked into by the Committee. The Deputy Clerk will contact George Potbury accordingly.

**29. GROUND TREATMENT WORKS**

Cllr. Henly advised that moss removal is required from the old cricket pitch. The Bowling Club have very kindly offered to scarify the area, with the Groundsman's help, at no cost as a friendly gesture. The Bowling Club have already liaised with the Groundsman. Members expressed their appreciation of this and instructed the Deputy Clerk to send thanks to the Bowling Club.

**30. MOSS TREATMENT**

Members received two quotations for moss removal from the multi-sports facility (MSF) and Masons Way play park. Members **AGREED** to proceed with the quotation from Phoenix Cleaning Group for £250.00 +vat for the MSF and £175.00 + vat for Masons Way play park. The Deputy Clerk will arrange accordingly.

**Resolved: Proceed with quotation from Phoenix Cleaning Group for £250.00 + vat & £175.00 + vat.**

**31. CORRESPONDENCE****Pulborough Community Partnership (PCP)**

- Information regarding the 'Wild Art Trail'. Any comments please send to Rob Aylott. Copied to Committee.
- Information regarding the Pulborough duck race. Copied to Committee.

**WSCC**

- Notification of new Access Ranger for the area, Darryl Hobden.
- West Sussex Local Access Forum - Annual Report - February 2015 - January 2017.

**Memorial Garden**

- Notification that the volunteers are no longer able to help with the Memorial Garden for the foreseeable future. The volunteers have suggested that the hedges should be cut, along with a trim to the new lavenders. The Clerk has replied thanking the volunteers for all their work. The Deputy Clerk will try to recruit new volunteers by way of advertising on all usual medias.

**Community Youth Worker**

- Annual review for 2016-17. Copied to Committee.
- Quarterly report. Copied to Committee.

**Sports & Social Club (S&SC)**

- Committee meeting minutes from 23.05.17 & 18.07.17.

**Residents**

- Responses to letter sent from PPC to Rivermead residents. Copied to Committee.
- Resident observation that the green arch see-saw is very stiff. The equipment has now been lubricated during the recent playground inspection. The resident has been advised accordingly.
- Resident complaint regarding noise from the S&SC and response from S&SC. Copied to Committee. **Committee to advise on response to resident. Members advised that the Deputy Clerk should forward the response from the S&SC.**

**Publications**

- SDNPA newsletter - July 2017
- Wey & Arun e-newsletter. August 2017.
- Countryside Voice Summer 2017.

**West Sussex Joint Minerals Local Plan Examination**

Copy email from Cllr. Hare. Copied to Committee. **Members would like the P&S Committee copied in on this email and any future correspondence, which Cllr. Hare will send on to the Parish Office when received.**

**Nutbourne Common Recreation Ground**

- Email responses regarding the proposal letter from the Nutbourne Conservation and History Group. Copied to Committee.
- Email from the Nutbourne Conservation and History Group advising of the responses from their survey on the proposals in their letter. Copied to Committee.

**Nutbourne Residents Association**

Notification of the following events:

- A 'Pumpkin Roll' event on 05.11.17 at The Rising Sun, Nutbourne, registration 10.30am, races 11-12 noon.
- Christmas drinks at The Rising Sun on 10.12.17 from 7.30pm.
- Christmas Carol Concert on 17.12.17 at 6pm.

**Wey & Arun Canal Trust**

Quarterly Magazine.

**32. PAYMENTS RESOLVED:**

Members approved the following payments:

Business Stream	2277.80
Business Stream	169.92
Fire Risk UK Ltd	145.44
Brierley Groundworks Services Ltd	1740.00
National Westminster Bank	11.90

***The meeting closed at 9.31pm***

.....**CHAIRMAN**

.....**DATE**