



**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, 12<sup>th</sup> FEBRUARY 2015**  
**AT THE SPORTS PAVILION**

**PRESENT:** Cllrs Wallace (Chairman), Clarke, Gill, Lawson, Henly & Wilson.

**IN ATTENDANCE:** Lisa Underwood (Assistant Clerk) and 0 members of the public.

**The meeting opened at 7.54pm**

**99. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr. Quested and Mills.

**100. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**101. MINUTES**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 15th January 2015 as a true and accurate record of the proceedings and the Chairman signed them.

**CLERK'S REPORT - FROM MEETING HELD ON 15TH JANUARY 2015**

Item 90 – Minutes

The Assistant Clerk advised that appendix 1, the report by South Downs National Park Authority, attached to the unconfirmed minutes was incorrect on page 5. The site description should read that Nutbourne Common is registered common. The website version and the minutes to be signed have been adjusted accordingly.

The Assistant Clerk advised that item no. 92, Nutbourne Common Recreation Ground (NCRG), needs clarification with regards to the comments Cllr. Quested made about damaged tree branches. Storm damaged branches can stay in situ, if safe, for some time, and those damaged branches attract invertebrates, which in turn attracts birds. It also needs to be confirmed that when deciding which tree branches should or shouldn't be cut down, due to storm damage, professional advice will always be sought.

Item 90 - Clerk's Report - Cousin's Way Trim Trail

The Assistant Clerk advised that PCSO Dunning will not be attending the public meeting, to be held on Tuesday 17th March, as she left Sussex Police on 11th February 2015. Sgt Mundy will still be in attendance. *Members requested that either the Clerk or the Assistant Clerk meet with Sgt. Mundy on site, and ask her to write a report ahead of the public meeting, just in case she is unable to attend at the last minute. It was also suggested that Dan Jenkins be invited to the site meeting aswell. Cllr. Gill requested posters, advertising the meeting, for the school.*

Item 92 - Nutbourne Common Recreation Ground (NCRG)

The Assistant Clerk confirmed that the Wealden Heaths Area Manager can attend the Annual Parish Meeting on 14th May 2015.

Item 93 - Pocket Park

Three Contractors have been met on site and are providing quotations. Two have been received and the other one has been chased. There is a deadline date of 31st March 2015 to apply for funds under 'Operation Watershed', but the Assistant Clerk will ensure this deadline is met well within time. Harwoods have confirmed that their side has now been cleared.

Phil Williams has advised that the rare plants he mentioned were in the Harwoods' area, north of the stream, and will probably have survived Harwood's clearing activities, and shouldn't be affected by work on the watercourses there.

Item 95 - Tree Removal by WSCC from Rectory Close/Link Lane

HDC have confirmed that they will replace the tree within 8 weeks, and will liaise with the Groundsman regarding its location.

Item 97 - Matters Raised by Councillors for Inclusion on Next Agenda

Flooding behind Carpenters Meadow - This item has not been included on this evening's agenda, as the Assistant Clerk is trying to ascertain who the land belongs to. Saxon Weald advised it belongs to the South Downs National Park (SDNP), but the SDNP have advised that they don't own any land within the South Downs, however they are trying to ascertain who the land belongs to.

**102. PUBLIC SPEAKING**

There were no public speakers.

**103. BIN BY BANDSTAND**

Members received various options and costs for a bin to be placed by the bandstand. After some discussion it was AGREED to have the Derby E Slimline Steel Litter Bin, at a cost of £189.00 + vat and that the Groundsman should install a concrete base on the recreation ground in a position that will ease the emptying of it. The Assistant Clerk was instructed to facilitate accordingly. Members were unsure if the Litter Picker or the Groundsman should be responsible for emptying the bin, so will leave this matter for the Clerk to decide.

**Resolved: Order Derby E Slimline Steel Litter Bin and arrange for the Groundsman to install a concrete base.**

**104. ALLOTMENTS**

The Assistant Clerk advised that following the allotment inspection on 27th January 2015, the following actions were agreed by Cllrs. Quested, E Wallace, Henly, Gill & Wilson:

- Re-seed ground where new access is. This will be carried out in the better weather.
- Cut trees back as much as possible in ditch. This has now been done.
- Remove rubbish that came from ditch, by plot 10, to the bottom of the allotments. Cllr Quested agreed to take the rubbish to the tip in March.
- Remove sleepers from fence, as shown on the day, and move to the bottom of the allotments. The Assistant Clerk has written to the residents whose fence they are against to advise them of this.
- The Assistant Clerk has written to the allotment holder who has placed rubbish by the fence, stating that it needs to be moved so the Groundsman can get his tractor through there. He has been given until 28th February 2015 to move the rubbish, after which time the Groundsman will remove it.

- The Assistant Clerk has written to the residents who own the Sumac tree as it has over grown into the 'new' allotments, and has the possibility of encroaching on the allotment plots. The residents have confirmed, in writing, that the Parish Council may treat the tree and cut it back as the Parish Council sees fit.

Members commented that if the Groundsman is to burn wood and vegetation (as agreed at the ReCad meeting on 12th February 2015, minute no.21), the Groundsman should be aware of hedgehogs at the bottom of the pile, and remove them before setting a fire and to make sure that the sleepers, as mentioned above, have no creosote treatment on them. The Assistant Clerk was instructed to make the Groundsman aware of these points.

**105. COUSINS WAY RECREATION DITCH**

During the allotment inspection, it was agreed that the Groundsman should place sleepers over a raised part of the ditch along Cousins Way Recreation ground, to act as a footbridge. However subsequent to the inspection, the Groundsman has discovered that there is no drainage pipe under this part of the ditch, and it seems that over the years people have used this as a pathway, but it really should remain as part of the ditch. The Groundsman has confirmed that he is able to dig it further so the area continues as part of the ditch, and not a pathway. The Clerk has advised that if sleepers are used to make a footbridge, the Parish Council will be liable for any accidents that may occur over the footbridge, but if the area is dug as part of the ditch, people walking over the area do so at their own risk. The Assistant Clerk advised that if the Committee want the sleepers put in place, costs would be no more than £75.00. After some discussion the Committee AGREED for this part of the ditch to be dug out further, so it becomes part of the main ditch. The Assistant Clerk was instructed to advise the Groundsman to carry out this work.

**Resolved: The Assistant Clerk will instruct the Groundsman to dig out the ditch.**

**106. WSCC-MANAGEMENT OF THE PUBLIC RIGHTS OF WAY IN SUSSEX**

Members received correspondence from WSCC regarding the management of the Public Rights of Way (PROW). Members would like copies of the schedule of works and instructed the Assistant Clerk to send electronic copies to all Committee members. It was noted that the deadline date for top priorities has passed, but a list of works needed should still be compiled and sent to the relevant Access Ranger. Members gave two PROW to add to the list; Cinders Path and FP2330, north of the railway line. Members instructed the Assistant Clerk to advise the Access Ranger of these paths and to also speak to John Dennison and Cllr. Tilbrook to see if they could add any more footpaths that will need to be maintained as a high priority.

**107. POCKET PARK WORKING PARTY**

This item will be deferred until the next meeting as Cllr. Quested was not present.

**108. BRAMBLES & BROKEN FENCE, OBSTRUCTING PARKING IN CARPENTERS MEADOW**

Cllr. E Wallace advised that the owner of the flats on Lower St, whose car park backs onto Carpenters Meadow, is not maintaining the brambles and overgrown vegetation on his side of the bamboo fence, which in turn is over growing onto Carpenters Meadow where people are parking their cars. Residents of Carpenters Meadow are cutting back the overgrown vegetation on their side, but it also needs cutting back on the other side. After some discussion, Members instructed the Assistant Clerk to write a polite letter to the owner of the flats asking him to maintain the brambles and overgrown vegetation. Cllr. E Wallace will provide the Assistant Clerk with contact details.

**109. CORRESPONDENCE**

**Allotments**

Email correspondence from an allotment holder thanking the Parish Council for clearing the ditch at the allotments, stating the allotments are now in the best state of repair in all the years of them having an allotment.

**110. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON NEXT AGENDA**

- Use of field as overspill car park at Arun Garages (PC) - to go on P&S agenda.
- Parking on the recreation ground. (VW)
- Public Art (EW)

**111. PAYMENTS RESOLVED:**

That the payment of the following payments be approved and cheques signed:

<b>PAYEE</b>	<b>AMOUNT/£</b>
Kent County Council	429.36
R Qusted	26.73
WSSC St Mary's CE School Account	227.50
Pulborough Social Centre	59.50
Natwest Bank	26.32

**The meeting closed at 8.59pm**

.....**CHAIRMAN**

.....**DATE**