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**MINUTES OF THE
RECREATION AND OPEN SPACES COMMITTEE
MEETING HELD ON THURSDAY, 27th MARCH 2014
AT THE SPORTS PAVILION**

PRESENT: Cllrs Wallace (Chairman), Gill, Henly, Lawson, Qusted & Spillane.

IN ATTENDANCE: Sarah Norman (Clerk) and 1 member of the public

The meeting opened at 7.50pm

117. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr Clarke & Walsh.

118. DECLARATIONS OF INTEREST

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

119. MINUTES

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 27th February 2014 as a true and accurate record of the proceedings and the Chairman signed them.

CLERK'S REPORT

Item 106- Clerk's Report- Fire Inspection at the Pavilion

The Assistant Clerk was asked to find out when the next Fire Brigade inspection was due, to see what they say on the matter of having a switch spur to interrupt power test. Having looked at our records, another inspection is not due for another 3 – 4 years. The Clerk has re-confirmed that the Fire Brigade did not mention this on their last inspection 18 months ago.

Also, on a recent routine emergency light inspection, one of the units isn't working, and so another unit has been ordered at a cost of £69.50 + vat.

Item 108 – Weed Control

Having looked at previous like for like costs, the increase in 4 years, for the work at the recreation ground, was £26.00. There were no like for like comparisons for the Rivermead work, as this had not been done previously. With all this information in mind, the Chairman of the R & OS Committee, and the Chairman of the F & P committee, agreed for the work to go ahead. The Assistant Clerk confirmed this with Pat Weeks, who will be looking to carry out the work at the end of April.

Item 109 – MSF Charges for Football in Bad Weather

Terry Reilly was advised of the agreed reduced MSF charges for football in bad weather. The Parish Office requested confirmation from the Football Club at the previous RecAd meeting of the end of the season, so that the review date can be decided but it was AGREED that to review in early September, at the start of the 2014/15 season would be sensible.

Item 110- Playgrounds

The Assistant Clerk has instructed ARD Playgrounds to proceed with the works required from the last inspection. These works should be carried out by the end of this week.

On an additional note, the Clerk reported that graffiti has been found on the bandstand, on the main recreation ground, and a small amount on a swing in the play area. This has been reported to Horsham's Litter and Cleansing Team.

A resident, who lives opposite the area, has also advised that a group of young people from 15 to early 20's are hanging around the area regularly, until the early hours of the morning. This, and the graffiti matter, has been reported to the Police, who have logged the incident and reported the matter back to our local policing team.

Cllr. Henly has also reported an incident of a pulled up tree, by a group of young people, in Stane Street.

Item 111 – Nutbourne Common Recreation Ground

A working party had been arranged for Sunday 23rd March. However, members of the Nutbourne Residents Association have contacted the Parish Office requesting that any further works be deferred until the after the summer to protect any ground nesting birds. Therefore the works have been postponed until late summer.

It was noted that dogs from nearby properties to NCRG continue to access through the fence. It was therefore AGREED that the Groundsman be asked to visit the area again to see if any more brushwood can be distributed along the boundary to stop this.

The payment for the Perspex for the notice board has been sent, and the Parish Office is waiting delivery.

Item 113 – S & SC Fun Day- 24th August 2014

A letter was sent to Linden Knight on 12th March 2014, confirming that the S & SC could proceed with the fun day, providing nobody stores anything in the Pavilion, before or after the event.

120. PUBLIC SPEAKING

There were no members of the public who had given notice of their wish to speak on agenda items.

121. ALLOTMENT

Members noted that the clearance of the ditch is beyond the capabilities of the Groundsman's equipment. The only way that the Groundsman could manage the task would be by the use of weedkiller which Members AGREED was not in the interest of the allotment holders. After discussion, it was AGREED that the Parish Office should obtain quotations for the mechanical clearance of the ditch not only along the allotments boundary but the entire stretch of the Cousins Way Recreation Ground and refer back to the Committee.

Members noted the complaints from residents regarding the continued parking of vehicles by plots rather than in the car park. It was noted that whilst there is no specific clause about parking cars (which Members AGREED must be categorically stated in the 2014 renewal agreement) plot holders were advised in the covering letter that as an addendum to the agreement, parking at the plot side was prohibited and cars may only be taken up to plot to drop off or collect supplies. However, it should be noted that clause 5b states:

“No nuisance or annoyance shall be caused by the tenant to any tenant or any part of the allotments provided by the Council and shall endeavour to cause no nuisance to neighbouring properties.

After discussion it was AGREED that all plot holders be written to again reminding them of the rules surrounding cars and that should these rules not be adhered to that they will be deemed to be in breach of clause 5b which may result in termination of their agreement.

RESOLVED: All plot holders be written to regarding car parking

2014 Agreements to include a specific clause regarding parking

122. SKIP TO CLEAR AWAY DEBRIS FROM BEHIND PAVILION

Members discussed the large amount of debris/rubbish that has accumulated over the years and is currently stored behind the pavilion. Cllr Spillane expressed concern that if this continued, there was the potential for injury through misadventure which is a liability the Council should not be exposed to.

The possibility of obtaining a skip was discussed but concerns expressed about the ability to actually get some of the larger pieces into the skip. After discussion it was AGREED that the Clerk will arrange for Cllr Spillane to meet the Groundsman to ascertain exactly what can be disposed of what is to stay. Cllr Spillane will then make some enquiries with contacts regarding the removal and report back to Committee for further discussion.

123. NUTBOURNE COMMON RECREATION GROUND (NCRG)

Members noted the diary note regarding Bracken Treatment at NCRG but Cllr Lawson advised that there was no growth at present. It was therefore AGREED to defer discussion on this issue until Cllr Lawson advises.

124. POCKET PARK

Cllr Quested reported that this area had been a little neglected in recent years, primarily since the demise of the Pocket Park Association. Members AGREED that it was an asset to the community and that work needs to be done to improve the accessibility and the look of the area.

After much discussion, it was AGREED to arrange a working party for Saturday 26th April to carry out an initial litter pick and clear up of paths, together with a survey of the site to ascertain what work needs to be done and by whom (i.e. volunteers, contractor etc). Cllr Lawson enquired about the size of the area and the Clerk advised that she would investigate and report back. A map of the site identifying the Parish Council owned area was also requested.

125. COUSINS WAY TRIM TRAIL

Members received the revised quotation and plans from Jamie Makopa at Sovereign. The revised cost of £23,470.03 was noted, an increase on the previous total of £20,000. Members noted this quotation differed from the original as follows :-

- a) Inclusion of The Waist, Skiing, Rowing & Hockey Equipment

- b) Inclusion of 1no A1 Post Mounted Display Board (to fit 9 A4 sheets)
- c) Removal of Tyre Hopscotch, Tyre Flower and Tyre Twister
- d) Removal of 1no Stepping Stones
- e) Removal of Horizontal Monkey Bars

Members discussed the four additional pieces quoted for and AGREED that “The Waist” should be removed. Members also requested further information about how this equipment is actually used and instructed the Clerk to make the necessary enquiries and report back to Committee.

Members commented that the “Tyre Twister” had been removed and the “Tyre Step” remained. Members requested that these be swapped and the “Tyre Twister” included in the plan.

Members also noted that there were several pieces of equipment that could be used by younger people (3 yrs plus) and questioned whether these could be grouped together and asked the Clerk to clarify this.

Finally, Members went on to discuss the importance of consultation with the wider community and it was therefore AGREED that a focus group be formed to review and comment on the design before consultation with the neighbours to the site. It was AGREED that the focus group include the following invitees:-

- * Pulborough Football Club
- * Pulborough Cricket Club
- * Pulborough Netball Club
- * Dan Jenkins (Youth Worker)
- * Cllrs Gill, Spillane & Walsh

The Parish Office is to organise a meeting as soon as possible after which the matter will be referred back to the Committee.

126. RISK REGISTER

Members received the Risk Register and AGREED to the updating of R2, R3.2, R4.1, R4.2, R5.1, R5.2 and R7

The Clerk reported that, with regard to R7 Staff, point 4 states “Provide employees with mobile phones” but staff only used their own mobile phones. Cllr Spillane felt that this was especially important for the Groundsman as much of his employment involved lone working. It was therefore AGREED that the Parish Office should purchase a very cheap and basic mobile phone with a pay as go SIM.

Cllr Spillane also enquired about what training the Groundsman has received, The Clerk reported that he has attended playground and health and safety training. Cllr Spillane suggested that other courses surrounding Health & Safety be booked including things such as lifting etc. The Clerk is to liaise with Cllr Spillane to identify suitable courses.

127. POPPY SEED MIX RECEIVED FROM HDC

Members discussed potential sites and AGREED that the Parish Office approach the Village Hall about sowing seeds in the bed at the top of the car park. It was also AGREED that some be passed to the Bowling Club for sowing in the bed by the old walls.

128. S & SC

It was AGREED that Cllrs Henly & Wallace would attend the meeting of the Sports & Social Club Committee on 29th April and Cllr Wallace would attend the 20th May meeting.

129. CORRESPONDENCE

Wey & Arun Canal Trust

Quarterly Magazine – March/April/May 2014.

West Sussex County Council

Email notification advising that the Access Ranger, Louise Gandolfi will be visiting our parish shortly, to arrange public rights of way routine maintenance work and offering us the opportunity to inform her of any issues that we have noticed over the last 9 months.

Pulborough Rights of Way

Email from a resident of Pickhurst Lane, Pulborough, reporting of various issues with paths to Louise Gandolfi at WSCC. Acknowledged by Louise. Copied to Committee.

Fencing at the Allotments

Email from an allotment holder regarding a hole in the fence behind Aston Rise, and raising concern over the safety of it. Copied to Committee.

The Groundsman has been to take a look, and it appears that the wire has been deliberately cut into a circular shape. The Committee instructed the Clerk to obtain a quotation from R Biddlecombe to carry out a repair and refer back to Committee as soon as possible.

130. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON NEXT AGENDA.

Members noted that the net scheduled meeting of the Committees is 11th April, only two weeks ahead. It was therefore AGREED that this meeting will be cancelled with the next meeting to take place on 22nd May 2014.

- i) Dog Fouling – Cllr Henly (*Noted that this has also been requested by Cllr Buck at Full Council and will be on the next agenda for R&OS*)
- ii) Emergency Access to Allotments by residents of Aston Rise - Cllr Gill

131. PAYMENTS RESOLVED:

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

PAYEE	AMOUNT/£
A Tilbrook	5.40
Horsham Matters Ltd	515.40
Brady Corp Ltd	43.14

The meeting closed at 9.17pm

.....**CHAIRMAN**

.....**DATE**