



**PULBOROUGH PARISH COUNCIL**  
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**MINUTES OF THE  
RECREATION AND OPEN SPACES COMMITTEE  
MEETING HELD ON THURSDAY, 11TH OCTOBER 2018  
AT THE SPORTS PAVILION**

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

**IN ATTENDANCE:** Mrs L Underwood (Deputy Clerk)

*The meeting opened at 7.45pm*

**36. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllrs. Caplin & Clarke.

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

There were no declarations of interest.

There were no changes to Register of Interests.

**38. MINUTES**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 13th September 2018 as a true and accurate record of the proceedings and the Chairman signed them.

Clerk's Report

Update from the meeting held on 13.09.18

Min No. 27 - Minutes- Clerk's Report Min No. 69 Additional Updates - Pavilion Water Leak

An insurance claim payment of £3880.72 for loss of metered water has now been made to the Parish Council.

Min No. 29 - Prevention of Vehicle Access onto Main Recreation Ground

Having spoken with the Groundsman, he will put all the leaning posts upright that are around the perimeter of the recreation ground and re-concrete them in place.

Min No. 32 - Trailer

The cost of the trailer was slightly higher than the approved £1000.00 + vat by £225.00 + vat, however the delivery was slightly less than the approved £200.00 + vat by £26.00 + vat. There was also an additional cost of £65.00 + vat for a locking coupler, which was required for security purposes.

Additional Updates

The Sports & Social Club (S&SC) had an attempted break in and a window was smashed which they replaced. The S&SC Committee enquired if they could claim the amount of £570.00 (erection of emergency board and replacement window) from the Parish Council. The Parish Council's insurance company has requested further information to enable them to look at a claim. The Deputy Clerk has advised the S&SC of this, but no response has been received from them.

The MSF Administrator and Pavilion Caretaker has resigned from both roles. An advert for a Caretaker will be placed shortly, in the meantime the post has been filled on a temporary basis. The MSF administration is currently being dealt with by the Clerk & Deputy Clerk.

**39. PUBLIC SPEAKING**

There were no public speakers.

**40. PLAYGROUND WORKS**

- 40.1** Members received the playground inspection report carried out on 30.08.18, along with a quotation from ARD Playgrounds, at a discounted cost, of £1049.28 + vat for Priority 2 works identified in the report. After some discussion, Members **RESOLVED** to **RECOMMEND** the quotation to Full Council, but asked the Deputy Clerk to check the warranty on the gym equipment, although it was thought that the warranty would now be expired and the work identified on the pull & press bars is due to wear and tear on the equipment. The Deputy Clerk will add her findings to the recommendation to Full Council.

Members asked the Deputy Clerk to remind the Groundsman that he should now sow the new grass seed purchased recently underneath the Technix tiles.

- 40.2** Members received and noted 'The Roles and Responsibilities of the Playground Operator and of the Inspector'.

**41. CAMPAIGN TO PROTECT RURAL ENGLAND (CPRE)**

Members received notification of the annual CPRE membership at a cost of £36.00 and **RESOLVED** to **APPROVE** the renewal of the yearly membership.

**42. SECURITY ALARM FOR THE TRACTOR SHED**

- 42.1** The Deputy Clerk reported that the current alarm system on the tractor shed is a single device system, which, if activated, informs the Police straight away. When the Police arrive and discover that no break-in has occurred (an intruder could have just tried the door and shaken it to gain entry), they will log this as a false call. If 3 false calls are logged in any 12 month period, this will result in the Police withdrawing their response. There is currently 1 false alarm call logged against the Parish Council.

Therefore, the Parish Council has received a recommendation to update the alarm system on the tractor shed to have confirmed signalling, which means that if the alarm activates on one device (on the inside of the door of the shed and activated if an intruder was shaking the door to gain entry), only the key holders will be notified, but if a secondary device activates (inside the tractor shed and activated if an intruder gains entry to the shed), then the Police are informed as well as the key holders, therefore mitigating any possibility of false alarms from a single device, leading to the Police response being withdrawn.

- 42.2** Members received 2 quotations to upgrade the alarm system as per the recommendation. After much discussion, Members **RESOLVED** to **APPROVE** the quotation from Kestrel Alarms at a cost of £591.00 + vat + £48.49 + vat for a Unique Reference Number transfer charge.

Members also received 2 quotations for the annual maintenance of an upgraded system and **RESOLVED** to **APPROVE** the quotation from Kestrel Alarms at a cost of £240.00 + vat per annum.

- 42.3** Members noted that should the system not be upgraded the maintenance charge for the existing system would be £428.49 + vat. Kestrel Alarms advised that they would not be able to quote a maintenance charge for the existing equipment as they could not support such an old system. Members concluded that the decision to upgrade the system would make the future annual maintenance charges more economical.

**43. BOILER AND WATER HEATER SERVICE**

Members received 2 quotations for the yearly boiler and water heater service. After some discussion, Members **RESOLVED** to **APPROVE** Saunders Specialised Services Ltd carrying out the services, as they know the system well, but asked the Deputy Clerk to see if they could come down in price to £225.00 + vat to match the lowest priced quotation.

**44. COPPICING HAZEL SHRUBS AT POCKET PARK AND ON THE MAIN RECREATION GROUND**

Cllr. Lawson advised that as the previously approached coppice company have not been responding to the Parish Office, despite several chasers, she met Dan Cornell, who has previously worked with the Parish Council as a SDNP Ranger, at Pocket Park, to discuss the hazel shrub at Pocket Park. He suggested that the coppicing could be carried out in thirds to allow wildlife to move along the shrub. A quotation is awaited.

Whilst at Pocket Park it was noted that there was a lot of wood in the stream and it was advised that any wood left by working groups should be taken away straight away. The Deputy Clerk has asked the Groundsman to clear the wood from the stream and will ask him to remove any debris left by working groups straight away, in future.

It was also noted that there are dead holly trees in Pocket Park and one Ash tree has Ash dieback. Dan advised that these trees did not need to be taken down at the moment, but when the Ash tree is taken down it needs to be burned on site. Members will look for these trees to be flagged on the next triennial tree survey in 2019, but would like the Deputy Clerk to seek advice from the Forestry Commission regarding the Ash tree and whether it will affect any surrounding trees.

Cllr. Lawson will liaise with Dan regarding the hazel shrubs on the main recreation ground, once Mr T Reilly has reported back to the Parish Office, as per the ReCad minutes of 11.10.18, min. no. 15, Representatives' Reports & Items, Additional Matters.

## 45. POCKET PARK

45.1 Members viewed a 'supported by' plaque from the 'Tesco Bags of Help' scheme, which Groundwork sent should the Parish Council wish to display it on one of the items funded by the 'Tesco Bags of Help' scheme. Members felt it was not in keeping with the style of items in Pocket Park and acknowledged that a 'supported by' statement was displayed on the lectern noticeboard. Therefore, Members **RESOLVED** not to display the plaque.

45.2 The Deputy Clerk asked Members if they would like to re-apply for funding from the 'Tesco Bags of Help' scheme, now that the project completion report has been submitted, and if so, what items should be funded. Members made some suggestions such as:

- An entrance sign saying 'Pocket Park'.
- A footbridge in the middle of the stream.
- Other benches.

After further discussion, Members **AGREED** that the work on the stream (jetting, silt traps and trash screen), still awaiting Operation Watershed funding approval, should be carried out first and then an on-site meeting with the NHW's, volunteers and Councillors should be arranged to discuss a wish list. The Deputy Clerk will continue to chase WSCC re the Operation Watershed application and report back when appropriate.

## 46. SPORTS PAVILION

46.1 The Deputy Clerk reported that a fault had recently been detected on the fire alarm system, which resulted in a damaged ceiling heat detector being replaced in the S&SC cellar because water had leaked onto it. The Contractor who carried out the roof repairs above the cellar reviewed the roof work and cellar ceiling, but no leaks were found. It was suggested that it could have been condensation that caused the damage to the heat detector as the cellar is cold. It was further suggested that the heat detector could be wired through a piece of timber, rather than directly onto the ceiling to prevent this happening in future.

The Deputy Clerk asked Members if a quotation should be obtained to carry out this suggestion. Members firstly questioned why a heat detector was located in the cellar, this was unknown as the system has been in place for a long time. It was suggested this might be because smoking would have been allowed in the cellar before the revised smoking laws were in place. Members asked the Deputy Clerk to contact Fire Risk UK to ascertain if this detector needed to be in the cellar, could it be located elsewhere to avoid the problem of water/condensation leakage. The Deputy Clerk will report back in due course.

46.2 The Deputy Clerk reported that when the Fire Risk UK engineer was called out to repair the fault highlighted on the fire alarm control panel, it was noted that the building was not displaying a fire zone plan, which identifies which zone number relates to the relevant part of the building. The engineer advised that the Parish Council should display this in line with current regulations and it is highly beneficial should the Fire Brigade be called out to the building.

Members received a quotation from Fire Risk UK of £130.00 + vat to produce a framed zone plan. Members **RESOLVED** to **APPROVE** this quotation, but the Deputy Clerk will arrange this once the query regarding the cellar heat detector is resolved in case the detector is moved to another position.

**47. ITEMS FOR NEXT R&OS AGENDA**

None.

**48. CORRESPONDENCE****WSCC**

Email from Senior Access Officer re footpath users, following on from min no 30, 'Anti-social Issues by Footpath users' of the R&OS meeting on 13.09.18. Copied to Committee.

**Neighbourhood Wardens**

- Notification that one of the Pocket Park volunteers has cleared out the stream entrance that runs into the pipe on the north of New Place Road and runs south under the road, eventually feeding into Pocket Park stream. 9 bags of rubbish were cleared and removed from the area.
- Email correspondence regarding a request for a skate ramp. Copied to Committee.

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

Minutes and accounting figures from the committee meeting held on 24.07.18. Copied to Committee. **Members commented that these showed encouraging accounting figures and would like to see a copy of this report every time from now on. Cllr. Hare will attend the next S&SC meeting on 23.10.18, instead of Cllr. Henly.**

**Allotment Holder**

Notification of award winning Dahlias grown on the allotments. Copied to Committee. **Members would like their congratulations passed on.**

**Residents**

Further email correspondence regarding parking at the Sports Pavilion. Copied to Committee.

**Publications**

Wey & Arun Sept 2018 News & quarterly magazine.

**49. PAYMENTS RESOLVED:**

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

<b>Payee</b>	
Mr F Bushby	15.68
Travis Perkins	16.66
Pulborough Social Centre	1443.49
Arun Mowers	74.40
West Sussex County Council	8563.61
Wellers Law Group LLP	360.00
Daisy Communications	20.68

**The meeting closed at 8.54pm**

.....CHAIRMAN

.....DATE