



**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, 17<sup>TH</sup> NOVEMBER 2016  
AT THE SPORTS PAVILION**

**PRESENT:** Cllrs Henly (Chairman), Clarke, Court, Hare, Lawson and Queded

**IN ATTENDANCE:** Mrs H Knight (Clerk)  
Ms K Brooks (Tesco Pulborough Community Champion)

*The meeting opened at 7.40pm*

**63. APOLOGIES FOR ABSENCE**

All Committee Members were present.

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

There were no declarations of interest or changes to register of interests.

**65. MINUTES**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 13<sup>th</sup> October 2016 as a true and accurate record of the proceedings and the Chairman signed them.

Clerk's Report - Update from 13.10.16

Min 53 - Trees:

53.1

The Assistant Clerk has asked if the Tree Warden could assess the English oak tree at Nutbourne Common or if this should be requested from the Arboricultural Officer at HDC. Upon his reply, the matter will be taken further.

53.3

The Assistant Clerk is yet to obtain quotes for the part removal or removal of the large ash tree (survey ref. 1181) in Rivermead Nature Reserve.

53.4

The Assistant Clerk is yet to obtain quotes for remedial work to the Lime Tree and has enquired with Arbttec Tree Care why this was not picked up in the survey. A response is yet to be received.

Min 55 - Memorial Garden - Consideration of Ongoing Maintenance

- The Clerk is still to look into whether a Volunteer Policy is necessary and will report back at a later date.
- The Clerk has spoken to the Village Hall Manager regarding the green waste bin and the tool storage box, who is going to come back to us once discussed with the Trustees.
- The £50.00 that was previously agreed that could be spent on wintering flowers and bulbs was not spent by the previous 'Friends' volunteers.
- A risk assessment item was not put on this evening's agenda as a completed risk assessment will be brought to the Committee's attention in the near future.

Following the Clerk's report, a Member requested that Clerk advise when the tree work agreed at the last meeting under Min 53.1 would take place.

**66. PUBLIC SPEAKING**

There were no public present.

**67. TESCO VOLUNTEERING IN POCKET PARK**

- 67.1** The Chairman welcomed Karen Brooks, Community Champion at Tesco Pulborough. Ms Brooks confirmed that she had the support and agreement of senior managers to commit Tesco to assisting the Council with this project. Specific tasks she can organise volunteers to undertake include clearing vegetation and rubbish, clearing the stream and ongoing maintenance of Pocket Park. This would be a long term project and Tesco hoped to work with St Mary's School, Neighbourhood Wardens and the RSPB on conservation, wildlife habitat and planting elements. Due to seasonal activity for Tesco, work would not commence until the New Year. Ms Brooks would liaise with the Clerk regarding the Council applying for a Tesco grant of between £1-5k which could help fund items such as a new information board or seating. She advised that it would be sensible to apply soon as the grant application process is subject to change.

It was noted that the Council would need to make arrangements for removal of the cleared debris from site and Members discussed the possible hire of a skip and where it could be located. This would need to be discussed further when final arrangements for the volunteer work were known. Liaison with residents of the area would also need to be considered.

Following discussion, it was **RESOLVED** that: Ms Brooks would forward the proposals from Tesco in writing to the Clerk, including suggested date/s when the work would be carried out; Ms Brooks and the Clerk would liaise regarding a Tesco grant application; The volunteer working party would include a Councillor (yet to be appointed); The Clerk would forward to Ms Brooks the Council's original list of tasks requiring attention at Pocket Park; Ms Brooks had Council approval to liaise with the RSPB for advice regarding conservation and wildlife habitation matters.

- 67.2** A Member reported that a resident living adjacent to Pocket Park had raised concerns that two trees overhanging her land may pose a risk to her property. It was **AGREED** to ask the Council's Tree Warden to assess the condition of the two trees and advise the Committee. The address of the land/area in question will be passed to the Tree Warden.

## 68. FENCING AROUND THE OUTSIDE GYM EQUIPMENT

- 68.1 Members noted comments from Cllrs. J & C Esdaile regarding the possible need for fencing around the outside gym equipment. Members discussed the merits or not

of installing fencing. The principal concerns were safety of children using the equipment and prevention of dog fouling. The site does however have clear signage that the equipment is intended for adults, or where stated 12+/14+yrs, that children should be supervised and that users do so at own risk. The Clerk stated that from some initial research undertaken the majority of authorities do not appear to have fenced off similar equipment or provided specific disclaimer signage, and that it may be sensible to allow the installation to 'bed in' for a period.

Members received three quotations for installing fencing at the edge of the safe surface perimeter. A Member commented that, if installing fencing, it may be sensible to have a space between it and the edge of the safe surfacing for users' bags etc. Following discussion it was **RESOLVED** that the Clerk would investigate other authorities' experiences of not having fenced off sports equipment, in terms of public safety and dog fouling, and report back to the January meeting to inform a decision on installing fencing. This would allow a settling in period for the site's intended use, combined with ongoing publicity messages through various media, and for the Council to be aware of any significant issues arising. It was noted that the cost of providing fencing would be eligible for S106 funding.

- 68.2 The Clerk advised that one of the separate metal instruction signs for the timber equipment had recently been vandalised and broken, and at officer request the installation contractor had made safe the post. Members received a quotation of £36.05 +VAT from Sovereign Play Design for a replacement sign. Clarification was sought as to an installation cost and it was **RESOLVED** that the Clerk is authorised to approve installation of a replacement sign at a total cost of up to £100 including installation. Members were advised that officers are liaising with the contractor as to whether the signs are appropriate for purpose due to this early damage.

- 68.3 Members noted receipt of an email from a resident regarding the height of the instruction signs adjacent to the timber exercise equipment, who felt that the height of these was dangerous for children, particularly as the metal signs did not have rounded corners. Members were sympathetic to these concerns, particularly in light of the previous discussion point. However, it was noted that the site is not intended for children and that children should be supervised at all times, as stated in equipment signage. It was also noted that the RoSPA inspector had not commented on these posts. It was **AGREED** that the Clerk would respond to the member of public along these lines, stating also that the Council was monitoring the situation.

- 68.4 Members noted receipt of the RoSPA report, which had highlighted three issues, two of which are being dealt with by the Assistant Clerk and one being a recommendation for signage banning dogs from the site. It was **AGREED** that the matter of dog prohibition signage would be considered when the Committee reviews whether to install fencing, as the ideal position would be on an entrance gate.

Of the other two RoSPA inspection report findings, one related to a defective timber and it was noted that the installation contractor has already replaced this. The other point related to a query as to whether the rower equipment met correct industry standards. The installation contractor had provided evidence to RoSPA that it did and confirmation of RoSPA agreement is awaited. The Assistant Clerk is actively

following up on this before confirming Council's 'sign off' of the equipment and payment of the outstanding final invoice.

**69. ELECTRICAL WORK FOR THE SPORTS & SOCIAL CLUB**

Members received the Electrical Installation Condition Report that had been commissioned. It was pointed out that the report did not have the correct site address of the Sports Pavilion and that this should be corrected. Members were concerned to note the high level of work requiring urgent remedial action or further investigation. Members received the quotation for the remedial works by the electrician conducting the report. Unfortunately, although two other quotations had been sought, both contractors had been unable to provide this in time for the meeting owing to the need for a site visit and short timeframe.

Due to the need for prompt action, it was **RESOLVED** to approve appointment of D Blunden to carry out the works identified in the report as soon as possible at the cost of £2,185: It was noted that the contractor hoped to keep this cost unchanged, however, items requiring further investigation may result in additional costs depending on findings.

**70. WORM CONTROL**

Members noted receipt of the quotation for annual worm control treatment of the cricket outfield and **RESOLVED** to **APPROVE** this work being carried out by P Weeks at the cost of £140 + VAT.

**71. CORRESPONDENCE**

Members noted receipt of correspondence as per the list below (copied to Committee):

**Horsham Town Community Partnerships**

Request for votes for Horsham Riverside Walk improvements. Copied to Committee.

**HDC**

News release x 2 - Broadbridge Heath Leisure Centre indoor informal activity area confirmed; Launch of Horsham's Contemporary Arts Fair. Copied to Committee.

**WSCC**

- Notification of Public Rights of Way (PROW) inspections will be carried out in November.
- Email regarding the Rivermead footpath FP2429. Copied to Committee.

**Wey & Arun**

- Special News Update.
- E-newsletter October 2016.

**Nutbourne Residents Association (NRA)**

NRA minutes from 01.11.16. Copied to Committee.

**SSALC**

Notification regarding National Tree Week and Tree Dressing Day. Copied to Committee.

**CPRE Sussex Countryside Trust**

- Appeal for funds to help 'fight the onslaught of inappropriate development we are facing across Sussex'.
- Sussex News Autumn/Winter 2016.

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

None were put forward.

**73. ITEMS TO BE PUBLICISED ON SOCIAL MEDIA**

It was **AGREED** that officers arrange for information on the Council's website, Facebook and Twitter pages regarding the new outside gym equipment, with clear emphasis that it is not intended for use by children.

**74. PAYMENTS RESOLVED:**

Members approved the following payments:

	£
Kent County Council	81.36
Daisy Communications	11.05
Viking	98.92
Pulborough Social Centre	40.14
British Telecommunications	77.14
British Telecommunications	72.72
Natwest bank	24.50

***The meeting closed at 8.46pm***

.....CHAIRMAN

.....DATE