



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 JANUARY 2016
AT THE SPORTS PAVILION**

PRESENT: Cllrs E Wallace (Chairman), Clarke, Court, Hare, Henly, Lawson & Qusted (arrived at 8.45pm).

IN ATTENDANCE: Sarah Norman (Clerk).

The meeting opened at 7.55pm

93. APOLOGIES FOR ABSENCE

Cllr Qusted had advised that he would be late in arriving and subsequently joined the meeting at 8.45pm.

94. DECLARATIONS OF INTEREST

There were no declarations of interest.

95. MINUTES

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 19th November 2015 as a true and accurate record of the proceedings and the Chairman signed them.

Clerk's Report from meeting on 19th November 2015

Item 78 - Minutes - Changing Rooms at the Sports Pavilion

The cricket kit in the committee room has now been removed by Barrie Feest.

Item 78 - Minutes - Bylaws

The Assistant Clerk contacted HDC on 19.10.15, to enquire if the bylaws could be updated to include prohibiting the use of air drones and dog fouling. Despite being chased on 2.11.15 and 26.11.15, no reply has been received. Members requested that Paul Cummins be telephoned to ask what action is to be taken.

Additional Update

As agreed at the P&S meeting on 10.12.15, all members were asked to note the agreed additional expenditure of £895 plus VAT for a new pump. The works have now been completed and heating is working correctly. It was noted that the heating was not working at the meeting. The Clerk reported that it may be that the radiators need bleeding and will arrange this before contacting Adept Heating.

96. PUBLIC SPEAKING

There were no public speakers.

97. ELECTRICAL TESTING AT THE SPORTS PAVILION

Firstly, the Clerk advised that the broken light in the kitchen has now been fixed by Freddy, so there was no need to hire a contractor.

The Clerk also advised that having looked up information regarding employer responsibilities, it is best practice to carry out electrical testing in buildings where employees work. Members then received two quotations of £580.00 + vat from PS & AB Mitchell and up to an estimated amount of £240.00 from D Blunden Electrical. Members AGREED to proceed with the quotation from D Blunden Electrical and instructed the Clerk to contact the contractor accordingly.

Resolved: The Clerk to contact D Blunden Electrical to proceed with the works at a cost of £240 (estimated).

Members noted that the expenditure would be allocated to the Pavilion Repairs budget.

The Clerk reported that the Parish Office would also be looking to get the one piece of electrical equipment (vacuum cleaner) PAT tested. Members instructed the Clerk to confirm whether the equipment has to be tested in situ or whether it could be tested off site.

98. RIVERMEAD

The Clerk advised that having tried to apply for funding from 'Groundwork', it was noted that the minimum amount that could be applied for was £8000.00, therefore the application was not acceptable.

Members received two quotations for the full works of £1490.00 + vat with no removal of the material and £1790.00 + vat with removal of the material from S.R Brierley Groundwork Services and £450.00 + vat with no removal of the material and £3950.00 + vat with removal of the material from Professional Weed Solutions Ltd. The removal of the material is recommended as per a report from a representative at the Arundel Wetland Centre. Members AGREED to proceed with the quotation from S R Brierley for the works including removal at a cost of £1790 plus VAT and instructed the Clerk to contact the contractor accordingly. It was noted that as this amount is above the limit as prescribed in the Standing Orders, the decision would need to be ratified by Full Council. Members also noted that the funds for this would come from the unused Contractors and Pocket Park budgets.

Resolved: Recommend to Full Council the acceptance of the quotation of £1790 plus VAT from S R Brierley.

99. POCKET PARK

Following the meeting with the Tree Warden, Cllr. Lawson has drawn up a list of works required at Pocket Park, which is attached as Appendix 1.

After discussion it was AGREED to ask the Groundsman to carry out tasks 5, 6, 7, 8 & 9 from the listing. After these works have been completed, the Litter Warden will be instructed to clear the area of rubbish. The issue can then be reviewed at the next meeting and agreement reached about the next stage of contracted work.

100. PATRIOTS FOOTBALL TEAM

The Clerk reported the feedback from the Patriots regarding their trial of playing on Cousins Way over the last few months.

Members discussed and AGREED that the Patriots be given another season at the Cousins Way Rec on the same terms as the current season; matches and training, access to changing rooms on the main recreation ground, but no guaranteed availability of referee changing as there is only one changing room for officials and Pulborough Football Club have priority use of this. If the club are happy to proceed on this basis, the situation will be reviewed again early in 2017 and if, having stayed for two seasons, they wish to stay permanently the necessary formal licence will be drafted.

101. TRI-ANNUAL SURVEY

Members received three quotations for the tri-annual survey at the main recreation ground, Pocket Park, Chestnut Walk, Rivermead and Nutbourne Common of £750.00 (no vat) from Phillip Ellis Tree Care Consultant, £850.00 + vat from Quaife Woodlands and £625.00 (no vat) from ArbTec Tree Care. Members AGREED to proceed with the quotation from ArbTec Tree Care and instructed the Clerk to contact the contractor accordingly.

Resolved: The Clerk to contact ArbTec Tree Care to proceed with the works at a cost of £625 plus VAT.

Members noted that there are earmarked funds available for tree surgery and this budget would be used for this expenditure.

102. YOUTH WORKER

Cllr Wallace reported that she and the Clerk had attended the quarterly steering group meeting with Horsham Matters Ltd and Billingshurst Parish Council. A new sessional worker is currently being recruited following Sasha's resignation and they need volunteers in both Parishes. The Pulborough Youth Club is now back in its home of the The Shack and Ben Sheldon (Youth Worker) is keen to build up the number of attendees again which currently stands at nine. He has several off site activities planned including a Fun Day in association with Pulborough Community Partnership and the Think Family Neighbourhood Team. Cllr Court reported that this had been raised at the recent PCP meeting and would be held on 3rd June 2016, during the half term holidays. The Clerk reported that she had reminded Ben that he needs to confirm dates, times, activities etc to the Committee so that agreement could be given.

With regard to the cluster's contract with Horsham Matters Ltd, it was noted that this will be on an annual rolling basis.

Cllr Quersted joined the meeting

103. FOOTPATH 2309

Cllr Hare referred to the recent email from Nick Scott regarding the degradation of the steps on footpath 2309. It was noted that the handrail is still present but the steps have eroded away.

Cllr Hare asked if the Committee could approach the landowner to request permission for WSCC PROW team to access the site and carry out the installation of new steps. After discussion, it was AGREED, that the Clerk draft a letter to the owner of Redfold Farm to make the request, and circulate to members prior to issue.

104. TRIM TRAIL

Members received an updated layout of the trim trail with the proposed suggestion of it being installed on the main recreation ground adjacent to the play park.

The Clerk reported that the plan would need to be amended to make space for the vehicular access through the gate and therefore a couple of pieces of equipment

removed from the plan. Also it was noted that the plans still include the tyre twister that the Committee decided to not include in the Scheme.

Cllr Clarke questioned why this site should be preferable over the Cousins Way Site. Cllr Quedstedt reported that this site would be used more, nearer to the sports clubs for them to include in their training and the ground (whilst sloping) is level and not as undulating as Cousins Way. Cllr Henly also suggested that the Main Rec would be a safer location as anyone suffering an injury on the Cousins Way Rec may not be seen for some time.

After discussion it was AGREED that the Clerk ask Sovereign Plan to amend the plans to make the vehicular access, remove the tyre twister together with 1 or 2 other pieces. Once received, this should be circulated to the houses that immediately face onto the recreation ground (New Place Road) to ask for their comment before referring back to Full Council for ratification of the expenditure and instruction for a S106 application.

105. PULBOROUGH BOWLING CLUB

Members received a request from the Bowling Club to approve and consider assisting with the costs of upgrading the existing open covered veranda.

Members stated that whilst they are happy for the works to be carried out (subject to the receipt of acceptable plans) there was no funding available from the Parish Council for the works and suggested that the Club make an application to the Chanctonbury Local Committee (CLC).

106. CORRESPONDENCE

Travellers

Correspondence from resident and update from PCSO regarding travellers on the A283, Pulborough. Copied to Committee. *It was noted at the meeting that the travellers have now moved on.*

Pocket Park

Email from the Tree Warden regarding the meeting at Pocket Park. Copied to Committee.

Lodge Hill Trust

Correspondence from the Lodge Hill Trust regarding dog show. Copied to Committee.

Wey & Arun Canal Trust

November 2015 e-newsletter.

Sports & Social Club

Minutes of meeting held on 22nd September 2015 and profit and loss figures from April to October 2015.

107. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON NEXT AGENDA

Whilst not for inclusion on the next agenda, Cllr Lawson suggested a working group be organised for Nutbourne Common Recreation Ground (NCRG). It was AGREED for 10am on Sunday 7th February and the Clerk instructed to prepare a notice to be passed to Cllr Lawson and the Chairman of the NRA and also arrange for publicity on social media.

108. ITEMS TO BE PUBLICISED ON SOCIAL MEDIA

NHW alerts

109. PAYMENTS RESOLVED:

Members approved the following payments and the cheques were signed.

PAYEE	AMOUNT/£
Ricoh Uk Ltd	384.29
Pulborough Social Centre	65.80
Nat West	28.23

The meeting closed at 9.05pm

.....**CHAIRMAN**

.....**DATE**

R&OS Meeting - Pocket Park

11th December 2015

Phil Williams - Tree Warden (PW)
Andrea Lawson (AL)
Ray Qusted (RQ)
Liz Wallace (LW)

1. Fell dead alder tree
2. Fell/Reduce 2 trunks of tree leaning by stream (possibly silver birch)
3. Cut & remove large bough over path
4. Cut and remove our branch over neighbours shed
5. Cut back holly tree adjacent to paths (enabling 2 people to walk side by side)
6. Cut back brambles to clear blocked path with brush cutter and maintain path way open (PW said the Pocket Park Assoc gave their brush cutter to Parish Council)
7. Cut back ivy from trees (debatable as matter of opinion)
8. Coppice hazel to enable new young growth
9. Fill rabbit holes by paths
10. Remove branches and debris from stream and maintain
11. Remove angle iron from ground by wood bridge (or knock in ground)
12. Remove all rubbish re fly tipping from site
13. Letters to all neighbours re fly tipping and before any work carried out to Pocket Park to inform neighbours
14. Make arrangements for alternative area for deposit of grass cuttings by groundsman and cricket club as currently being dumped in park
15. Source replacement sign as erected originally by Pocket Park Assoc.
16. Refurbishment of noticeboard by bridge
17. Monitor MOT situation over culvert bridge
18. Place a RUSTIC bench by stream (LW identified good location)
19. Clear all rubbish, brambles etc from area which schoolchildren from St Mary's planted daffodils and anemone. PW was au fait with this area and perhaps when cleared, St Marys school may wish to continue with this area.
20. All rubbish/cuttings etc to be removed or a bonfire in the area was suggested but agreed that the position on bonfires need to be checked.