



**PULBOROUGH PARISH COUNCIL**  
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**MINUTES OF THE  
RECREATION AND OPEN SPACES COMMITTEE  
HELD VIRTUALLY USING MICROSOFT TEAMS ON TUESDAY, 12<sup>th</sup> November 2020**

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings (England and Wales) regulations 2020 (“the Regulations”) came into force on 4<sup>th</sup> April 2020. The Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May next year.

**PRESENT:** Cllrs Hare (Chair of Meeting), Clarke (joined at min. no. 138), Court, Harvey, Henly (joined at min no. 138), Lawson & Riddle

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

***The meeting opened at 7.31pm***

As Cllr. Henly was unable to use the videocall facility, Cllr. Hare agreed to chair the meeting, which was **AGREED** by all members.

**136. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

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

There were no declarations of interest.

There were no changes to Register of Interests.

**138. MINUTES**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 8th October 2020 as a true and accurate record of the proceedings and the Chairman of the meeting agreed to sign them outside of the virtual meeting.

There was no Clerk’s report.

**139. PUBLIC SPEAKING**

There were no public speakers.

**140. RECREATION CLUB REPORTS**

Recreation reports from the Cricket Club & SCYP have been received and have been circulated under 'Correspondence'.

Cllr. Riddle left the meeting.

**141. INTERIM TREE CONDITION AND MANAGEMENT SURVEY IN ALLOTMENTS**

Following the discussion at the R&OS meeting on 08.10.20, min. no. 128, Members received a quotation from ArbTec Tree Care for a tree condition and management survey in the allotments, totalling £395.00. Members **RESOLVED** to accept the quotation. It was also noted that the allotment trees will be included in the February 2022 survey and future surveys.

**142. REPLACEMENT TREE IN COUSINS WAY RECREATION GROUND**

Following the discussion at the R&OS meeting on 08.10.20, min. no. 128, Members received the recommendation, from Cllrs. Harvey & Lawson, of the type of replacement tree and location. The suggested tree is a Walnut tree, to be planted in Cousins Way recreation ground as indicated on the distributed marked photograph. The total costs for the tree, including tree ties and stakes will be £63.19, which the Groundsman will be able to plant in December. Members **RESOLVED** to approve the proposed location and costs of the Walnut tree, which Cllr. Lawson will arrange delivery of.

It was suggested that fencing be placed around the newly planted tree to prevent damage being caused, but as these costs have not been factored into the purchase of the tree, Members felt this was not needed at this time and it would cause issues for the Groundsman when mowing around the tree. It was, therefore **AGREED** that the Groundsman will be asked to monitor the tree and report any issues.

Cllr. Riddle re-joined the meeting.

**143. NEIGHBOURHOOD WARDEN (NHW)/RESIDENT REQUEST**

Members received a request from the NHWs to remove or relocate a bench on the main recreation ground, which the NHWs have received complaints about, regarding the noise nuisance associated with people using the bench at night. After some discussion, it was suggested that the bench could be moved onto the mound, which backs onto Harwoods workshop and has no houses behind it, which will also give the benefit of still being able to watch the cricket matches from it. Members **RESOLVED** to **AGREE** to this suggestion, but requested that the NHWs advise the resident of the proposed location and if they are not happy with that, bring back any alternative suggestions to the Committee.

The Deputy Clerk advised that the Groundsman will not know if he can relocate this himself until he tries to remove it, if he is unable to carry out the work, the Deputy Clerk will bring this matter to the Committee again to discuss any Contractor costs involved.

**144. RIVERMEAD NATURE RESERVE (RNR) MANAGEMENT ACTION PLAN REVIEW**

Members received timeline photographs of RNR in order for the Committee to review the results of the management action plan and modify if necessary. Cllr. Lawson commented that the photographs were a little dark and suggested that when appropriate Members meet on site to view the area themselves. The Deputy Clerk advised that she only has her phone to use, which does not take high quality photographs.

Cllr. Riddle advised that he had been to site and was very disappointed with the area, in particular with the tree work that has taken place, boughs have been half removed and the removal of a willow tree was unnecessary, in his opinion. The Deputy Clerk advised that these works had been carried out as they were recommended in the tree condition and management survey. Cllr. Hare went on to explain the original objectives of the Rivermead Management Action Plan. The Deputy Clerk will send the tree survey report and the ecological report to Cllr. Riddle for his information.

Cllr Riddle suggested a second opinion on the Management Action Plan. The Deputy Clerk advised that at the end of the Management Plan in 2022, the Committee will be able to decide how the Parish Council wish to continue managing Rivermead and if a second ecological survey is required then one can be obtained at that time.

#### 145. FIRE EQUIPMENT QUOTATION

Members received a quotation from Fire Risk UK for £220.19 + vat for 2 x new emergency lights and relocation of a heat detector. Members **RESOLVED** to **APPROVE** the quotation, but Members questioned whether the heat detector to be relocated was an old detector, if so, it would be better to have a new heat detector, rather than relocate an old one. The Deputy Clerk did not know, but will find out from Fire Risk UK and, given that the next R&OS meeting isn't until January 2021, if there are any additional costs, she will email the Committee to gain approval and ratify that decision at the next meeting.

#### 146. WORM CONTROL

Worm control is carried out on the cricket square and perimeter annually. Members received a quotation from Professional Weed Solutions Ltd for £260.00 + vat. Members **RESOLVED** to **APPROVE** the quotation.

#### 147. RATIFICATION OF COSTS

Members **RESOLVED** to ratify the following costs:

- Petrol chipper for wood left after tree works in Pocket Park, totalling £437.50 + vat from Burgess & Randall Ltd.
- Replacement outside floodlights at Pavilion, totalling £255.99, from Simply Electric.

#### 148. CORRESPONDENCE

##### Club Reports

- 02.10.20 – Cricket Club advised that there was nothing significant to report – the season has finished and they are preparing the square for winter shut down.
- SCYP – Termly report. Copied to Committee.

##### SSALC

Notification that Littlehampton Town Council are replacing their children's play equipment and the existing equipment, whilst well used, is in reasonable condition and if any Council thinks they could make use of it, contact Littlehampton Town Council.

##### Resident

Resident and Parish Office email correspondence regarding Pocket Park. Copied to Committee.

**Publications**

- SDNPA October newsletter.
- Wey & Arun October e-newsletter.

**149. PAYMENTS RESOLVED**

Members approved the following payments and will be signed by two authorised signatories outside of the virtual meeting.

Auditing Sols Ltd	534.00
WSCC	9673.87
Burgess & Randall Ltd	36.49
National Westminster	33.50

*The meeting closed at 8.18pm*

.....CHAIRMAN

.....DATE