



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, 26th MAY 2016
AT THE SPORTS PAVILION**

PRESENT: Cllrs Henly (Chairman), Court, Queded & Lawson.

IN ATTENDANCE: Lisa Underwood (Acting Clerk) and 0 members of the public.

The meeting opened at 7.50pm

1. APOLOGIES FOR ABSENCE

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

2. DECLARATIONS OF INTEREST

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

3. MINUTES

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 14th April 2016 as a true and accurate record of the proceedings and the Chairman signed them.

Clerk's Report from meeting on 14th March 2016

Item 140 - EICR For the Sports Pavilion

The Electrician has been on site to start the EICR in the S&SC, however, due to a death in the Electrician's family, the completion of the EICR has been delayed, therefore no quotations are available to discuss.

Item 142 - Storm Damage - Pocket Park

The Insurance company advised the following:

I can confirm the cost of clearing away your tree which has fallen is the councils responsibility and is not covered under the policy.

The council are duty bound to remove the debris caused by their tree falling whether this is on council land or not.

Additionally whilst you are covered under the public liability section of the policy for damage to third party property your insurers would take the view here that you are not legally liable as there has been no negligence by the parish council, as the exceptional weather conditions were outside of the councils control .

As a result had claims been received from the owners of the property Aviva would have declined liability on your behalf, leaving the owners to pursue claims under their own household policies.

In the circumstances I regret there can be no claim against the parish councils policy as a result of this incident.

4. PUBLIC SPEAKING

There were no public speakers.

5. MEMORIAL GARDEN

Members received a list of plant & flower suggestions and an update of work at the Memorial Garden from Lorraine Dale. The Acting Clerk advised that the Gardening Society had kindly donated some plants, which have now been planted. After some discussion about the types of plants, the following was AGREED:

- Lavender to be planted in the missing gaps, approx a dozen. Cllr. Lawson advised that these can be obtained from Chichester market for £2.50 each.
- A matching rose to go the other side of the bench to be planted. Cllr. Henly will ask Lorraine if this is a peace rose or a remembrance rose. This may have to be specially ordered.
- Cllr. Henly will enquire with Village Nurseries, at the Village Market, this Saturday and see if they are willing to donate any plants.
- Cllr. Henly will then speak to Lorraine to ask if she would like to acquire the remaining plants, with a budget of up to £50.00.
- If there is any money left over from the £50.00, then the Committee would like to purchase another peace rose. Cllr. Henly will advise Lorraine of this.

Resolved: Cllr. Henly to liaise with Village Nurseries and Lorraine Dale. Budget agreed up to £50.00.

6. OUTSIDE GYM EQUIPMENT - MAIN RECREATION GROUND

Members received a revised design, a revised quotation and answers to questions raised from Sovereign for the outside gym equipment. Members AGREED that the optional surfacing quotations for Tarmac or rubber mulch would take the project way over budget, so will proceed, as before, with the grass guard tiles. Members AGREED to the new design of the equipment in a circular layout, but suggested that when the equipment begins to be installed a Cllr and the Groundsman are on site to check spacing and layout are acceptable.

It was noted that on the revised quotation it states that "Surfacing will follow undulations of ground, no allowance has been made for levelling". The Acting Clerk said that she thought this applied to the optional surfacing, rather than the grass guard tiles, but she will make enquiries to make sure that the ground is made level before installation begins and report back at the next meeting.

It was also noted that there is an additional cost for a 'ROSPA Post Installation Inspection' of £474.00. The previous Clerk advised that as the Parish Council will carry out regular inspections of the equipment, this is not needed.

The Acting Clerk will contact HDC to ascertain the process for obtaining S106 monies. Members commented that a budget will need to be included in future years for the inspections and repairs of this equipment.

Members were satisfied with the responses to the questions, but noted that the Groundsman will need to take care if strimming around the base of the equipment.

Cllr. Quested queried the quotation for the display board. The Acting Clerk advised that has always been quoted for. The board will display the recommended ages for use of the equipment, along with a demonstration drawing of how to use the equipment. The Acting Clerk will liaise with Sovereign regarding the posters.

7. **NUTBOURNE COMMON RECREATION GROUND (NCRG)**

The Acting Clerk advised that after trying 5 different tree suppliers, she is unable to source an Alder Buckthorn. The Acting Clerk went onto advise Arundel Arboretum had quoted the following for a Rowan tree: (no other suppliers had responded with quotations)

- Tree cost = £48.50 per tree.
- Stake = £ 4.50 per stake.
- Tie = £ 1.50 per tie.
- Root grow = £4.99 per sachet (they only supply 75l bags of soil, which would be too much).
- Planting of tree = £15.00 per tree.
- Delivery = £35.00.

The Acting Clerk advised that there are a huge amount of Rowan varieties, so Members would need to decide which type they would like. The Acting Clerk circulated details of a few of the varieties available. Cllr. Lawson advised that she will continue to source an Alder Buckthorn and will contact the Royal Horticulture Society (RHS), she will also ask the RHS which Rowan would be suitable for NCRG. Members suggested that the Rowan trees are purchased from somewhere more local to avoid the delivery charge. Cllr. Lawson will obtain costs from Wyevale Garden Centre for the Rowan trees which could be collected by Mr Lawson. Cllr. Lawson will report back at the next meeting.

8. **MULTI-SPROTS FACILITY (MSF) FLOODLIGHTS**

Further to the discussions at the R&OS meeting on 14th April, item no 144, Members received an additional quotation for 4 replacement floodlight lamps from DH Electrical Services for £790.00 + vat. Members noted that the previous quotation from Floodlighting Ltd was for £878.00 + vat. The Acting Clerk advised that the contact at HDC never returned her call.

In response to the questions raised at the previous meeting, Floodlighting Ltd advised that the lamp life is normally governed by the number of switchings made. If a lamp were to fail within 300 hours, they would replace it free of charge, but labour and mileage would be charged for. Clubs that use floodlights on most evenings are advised to change lamps every 4-5 years. The Acting Clerk advised that the floodlights were installed in 2004 and to her knowledge, the lamps have never been replaced.

Members AGREED to proceed with the quotation from DH Electrical Services for £790.00 +vat and instructed the Acting Clerk to contact them.

Resolved: Proceed with the quotation from DH Electrical Services for £790.00 +vat.

9. **TRI-ANNUAL TREE SURVEY - QUOTATIONS OF TREE WORKS**

Members received 3 quotations for priority 1 works (P1) and priority 2 works (P2) identified in the survey, along with works to the Lime Tree up to the Bowling Club, crown lifting in Chestnut Walk and clearing and chipping the fallen tree in NCRG. The total quotations were as follows:

- Andrew Gale Tree Surgery Ltd = £10,476.25 (incl vat)
- Beechdown Arboriculture Ltd = £ 8929.00 (incl vat)

- George Potbury Forestry Ltd = £ 6384.00 (incl vat)

Members noted that Beechdown suggest trees 562,564, 1182 & 1185 at Rivermead are in fairly inaccessible locations and their potential benefit as habitat for various flora and fauna may outweigh the level of risk they pose and so Beechdown did not quote for these. Beechdown also suggested that for tree T1186 the Parish Council should contact the relevant utility company to ask them to undertake the work on the Council's behalf as it is in close proximity to overhead power lines, again Beechdown did not quote for this tree. The Acting Clerk commented that contacting the relevant utility company may delay the works being carried out and as the other two contractors had not mentioned this, it is probably best if a tree surgeon carries out the work.

The Acting Clerk advised that the 2016/2017 budget for tree works is £2000.00, however there is £4139.35 available in earmarked funds. Members would like to proceed with the quotation from George Potbury Forestry Ltd of £6384.00 incl vat, but instructed the Acting Clerk to ascertain if the quoted amount includes removal of the arisings from site. If there is an additional charge for this, the Acting Clerk will correspond with the Committee via email before the next meeting, so that the works can be started as soon as possible. Members noted that the figures quoted include vat, so sufficient funds are available to carry out all the works and it was felt that as P2 works were not carried out last time, they should be now, so that all tree works identified are complete.

The Acting Clerk was also instructed to ascertain the timing for P2 work given the need to consider nesting birds.

The Acting Clerk advised that she has spoken to the Groundsman about inspecting the trees, identified as needing P2 works as on-going maintenance, on a regular basis with the Tree Warden, and he is happy to do so. The Committee suggested inspections should be every 3 months. The Acting Clerk will set up a diary system up for this, once she has spoken to the Tree Warden.

Cllr. Lawson advised that the oak tree and other storm damaged trees, not reported on, at NCRG, will also need to be quoted for. Cllr. Lawson offered to meet with the chosen contractor on site to discuss these.

10. ADDITIONAL SEATING IN THE MAIN RECREATION PLAY PARK

Members received several requests to provide additional seating in the main recreation play park. The Acting Clerk advised that the cost of the benches for the Memorial Garden were approx £290.00. The 2016/17 budget for the playground is £2500.00, but inspections and repairs need to come out of this. There is a budget of £1000.00 in 'Other Recreation'. Cllr. Henly commented that it only needs to be a simple seat, one similar to the one in NCRG. Members AGREED to an additional seat in the play park, around the edge. Cllr. Henly will liaise with the Groundsman to ascertain the best position for it. The Acting Clerk was instructed to arrange for the Groundsman to purchase the wood, make and install the seat. A budget of up to £100.00 was AGREED.

Resolved: A seat to be fitted in the play park with a budget of up to £100.00.

11. FENCING

Members received a quotation to provide fencing to create an area for disposing of grass cuttings in the Pavilion car park from George Potbury Forestry Ltd of £385.00 + vat. Members AGREED to this quotation and instructed the Acting Clerk to contact the contractor accordingly.

Resolved: Provide fencing to create an area for disposing of grass cuttings in the Pavilion car park for the sum of £385.00 +vat.

12. S&SC

The Acting Clerk advised that she contacted Mr Knight to advise that the S&SC were responsible for internal repairs, as instructed. However Mr Knight has now advised that the roof is leaking. The Acting Clerk responded by saying that the S&SC have never previously raised the issue of a leaking roof.

Members noted that the lease states:

*The Club will be responsible for the cost of all internal repairs and redecoration only to the Building **save that on production of evidence that the Club has undertaken external repairs and/or improvements** agreed between the two parties a proportion of the rent as set out above may be refunded against the cost incurred by the Club in carrying out such agreed repairs and/or improvements.*

Therefore, Members stated that the S&SC should obtain a report and quotations and bring them to Committee for agreement. Members can put them in touch with one contractor, Richard Greenfield, who is a member of the S&SC. The Acting Clerk was instructed to advise the S&SC of this.

13. CORRESPONDENCE

RSPB

Notification of meeting held between Cllr. Quested, David Hurst and the Manager of the RSPB. Copied to Committee.

Nutbourne Residents' Association

Minutes of meeting held on 26.04.16. Copied to Committee.

Youth Worker

Quarterly Report from Youth Worker. Copied to Committee.

WSCC

Public Rights of Way Parish Letter 2015. Copied to Committee.

Pulborough Bowling Club

Details of proposed upgrade to the veranda area of the Bowling Club. Copied to Committee.

Residents

Email regarding Rivermead nature reserve. Copied to Committee. *Please can Members advise of a response.* **Members instructed the Acting Clerk to advise the resident that the whole of the site will be reviewed and discussed once it is known what plants have grown after the vegetation clearance. For the time being, no planting will take place. The Acting Clerk will add this onto the September R&OS agenda for further discussion. The Acting Clerk suggested it would be beneficial for Cllrs to go to site and assess the area.**

Report from resident of food & drink rubbish being left in the Memorial Garden. The resident kindly cleared this up.

Sports & Social Club

Minutes of meeting held on 22.03.16 and profit and loss accounts from April 15 to March 16.

Minutes of meeting held on 19.04.16.

Wey & Arun

E-newsletter April 2016.

Sports Pavilion

Notification from caretaker of side door being left open overnight.

SDNP

April key highlights from SDNP.

Centenary Fields

Letter regarding the Centenary Fields Programme. Copied to Committee.

Chanctonbury County Local Committee (CCLC)

'Meet Your Local Councillors' poster. Copied to Committee.

Pythons

Request from Pythons to hold their presentation evening with BBQ (on the S&SC patio-approved by the Steward) on the recreation ground and parents to bring own drinks and consume on recreation ground. *The Acting Clerk has advised that this should be ok as people bring picnics to have on the recreation ground, but can Members advise if this is acceptable?* **Members confirmed this is acceptable.**

Pulborough Cricket Club (PCC)

Letter from PCC requesting a reduction in the annual rent due to lack of players & less matches. Copied to Committee. *(This request will be discussed at the F&P Committee meeting on 23.6.16).*

National Plant Monitoring Scheme (NPMS)

Email notification thanking Parish Councils for promoting the NPMS, results from 2015 & request for help in further promotion.

14. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON NEXT AGENDA

- None

15. ITEMS TO BE PUBLICISED ON SOCIAL MEDIA

- Once the Village Wardens are appointed, a photo of them and their details.
- Once the new Clerk is in position, details of the new Clerk.

16. PAYMENTS RESOLVED:

Members approved the following payments and the cheques were signed.

PAYEE	AMOUNT/£
Lisa Underwood	29.09
Leadbeater Locks	115.48
Auditing Solutions Ltd	492.00

The meeting closed at 9.31pm

.....CHAIRMAN

.....DATE