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**MINUTES OF THE  
RECREATION AND OPEN SPACES COMMITTEE  
MEETING HELD ON THURSDAY, 10TH JANUARY 2019  
AT THE SPORTS PAVILION**

**PRESENT:** Cllrs Henly (Chairman), Bignell, Caplin & Clark, Hare, Lawson and Qusted.

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

*The meeting opened at 7.36pm*

**63. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

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

There were no declarations of interest.

There were no changes to Register of Interests.

**65. MINUTES**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 8th November 2018 as a true and accurate record of the proceedings and the Chairman signed them.

Clerk's Report

Update from the meeting held on 08.11.18

Min No. 54 – Footpath Charter

The addition of '1<sup>st</sup>' for the second bullet point and a bullet point stating 'Advertise in local press up to a total budget of £25.00' has been added to the minutes to be signed.

Cllr. Hare requested the word 'and' be added to the point in the charter which will now read, "Keeps dogs on lead when in a field with livestock **and**, if chased by cattle, release the dog immediately."

A copy of the press release has been copied for Members under 'Correspondence'.

Min No. 57.2 – Tree Works in RNR and NCRG

After reviewing the files, it can be confirmed that a lot of the trees in NCRG have got TPO's attached to them. HDC have therefore been informed of the recent tree works required in NCRG and a summary of tree works carried out over the previous year. A copy of the email correspondence is in Member's packs given out this evening.

Update from the meeting held on 11.10.18Min No. 46.1 – Sports Pavilion

The Deputy Clerk has liaised with Fire Risk UK regarding the heat detector in the cellar, they have advised that it is good practice to have a heat detector in a cellar and this was also recommended by the Fire Service in 2010 during their fire inspection. Fire Risk UK advised that the life span of a heat detector is around 10 years, but you might expect a lesser life span in an environment like a cellar (it is uncertain how old the previous heat detector was, but given the advice by the Fire Service in 2010, it is most likely to be 8 – 9 years old). The advice from Fire Risk UK was to monitor the heat detector for the time being, rather than re-wire it through timber. Fire Risk UK will check for any further corrosion when they carry out the zone plan visit.

Update from the meeting held on 12.04.18Min No.95.4 – Playground Works

The stronger grass seed that was suggested for the perimeter of the Sutcliffe Games Wall has proved very successful and makes the floor surface of the games wall more visible. Members viewed a photograph of the area.

**66. PUBLIC SPEAKING**

There were no public speakers.

**67. TREWORK IN RIVERMEAD NATURE RESERVE (RNR)**

Following the R&OS meeting on 08.11.18, min no. 57.1, Members received 2 additional quotations for tree works to a Willow tree, which is overhanging the footpath and neighbouring properties. After considering the 2 quotations, Members felt that the quotation and works suggested (reducing in overall size by some 60% of the upper canopy and totally reshaped.....) from Storrington Sawmill correlated with the management plan for RNR and so **RESOLVED** to proceed with the quotation of 'option one' at a total of £380.00 + vat. This option would leave the brushwood debris and larger timbers stacked in cordwood piles.

The Groundsman is due to hire a chipper for other stacked timbers and spread the chippings along the footpath, but the Deputy Clerk will advise him to wait until these works have been completed so the cordwood piles can be included in the chipping.

**68. COPPICING OF HAZEL SHRUB IN POCKET PARK**

Members received a quotation for the coppicing of a hazel shrub in Pocket Park, which included works to 2 dead Holly trees and an Ash tree suffering from Ash Dieback. After some discussion Members **RESOLVED** to proceed with the quotation from Cornell Countryside Services of £950.00, but the Deputy Clerk is to obtain confirmation that these works are biologically safe if the chippings of the Ash tree are left in piles. Cllr. Lawson will meet on site when the works are carried out and the Groundsman will be asked to spread the chippings along the footpath. Ideally the works need to be carried out by the end of February 2019.

It was noted that in the correspondence list, notification of a 'Pocket Parks Plus' funding from the Ministry of Housing, Communities and Local Government (MHCLG) has been launched to support community groups wishing to establish a new pocket park or refurbish an existing park. The Deputy Clerk will investigate the timings of the application process and if these coppicing works meet the funding criteria and apply if appropriate. This will be reported on at the next meeting.

**69. WINTER SERVICE OF THE JACOBSEN LF3800 FAIRWAY MOWER**

After requesting several quotations, Members only received one quotation for the winter service of the Fairway mower. After some discussion, Members **RESOLVED** to proceed with the quotation from Arun Mowers of £1440.55 + vat. Members reiterated that if any further works are required, Arun Mowers must discuss these with the Parish Office before proceeding.

Members discussed the age of the Fairway mower and the merits of purchasing a new mower. Members instructed the Deputy Clerk to obtain prices for a new mower, with a view to applying for S106 monies to fund it, along with looking at any earmarked funding provision. This matter will be added to the next available agenda for discussion.

**70. INSTALLATION OF WOODEN GREENHOUSE ON ALLOTMENT PLOT**

Members received photographs of a wooden greenhouse which has started to be installed on an allotment plot. Members thought the structure was good quality and, with the raised beds, shown in the photograph, enhanced the area. Members **RESOLVED** to approve the wooden greenhouse, providing the remaining works to complete the structure use transparent material, so that the structure will not inhibit light transmission to other plot holders.

**71. ROUNDABOUT IN RECTORY CLOSE PLAY PARK**

The Deputy Clerk advised that the 'Kiddabout Roundabout' in the play park, installed in 2009, was very stiff and several complaints have been received by users over the past year. The previous playground report suggested that the bearings need replacing but the manufacturer who supply the parts and special jig to accurately place the bearing assy are no longer in business. The Deputy Clerk suggested that S106 funds could be applied for to fund a new roundabout.

Members received 3 quotations and after some discussion **RESOLVED** to **recommend to Full Council** to proceed with the quotation from ARD Playgrounds of £7889.00 + vat, to be funded by 90% of S106 monies and the remaining 10% be funded by the Parish Council. The Deputy Clerk will try and obtain a discount, which was offered if ordered before 2018 and adjust the recommendation to Full Council accordingly.

**72. 4 MONTHS OUTSTANDING INVOICE**

The Deputy Clerk advised a recreation related invoice has been outstanding for 4 months and would like Members instruction on the procedure for unpaid invoices. Members advised that if the invoice remains outstanding by the end of January, the group should be advised that their recreation activities will be suspended until all outstanding monies are paid in full.

*Since the meeting, payment has now been received.*

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

To review the Parish Council's tree inspection procedure following notification of an appeal judgment involving a Parish Council and its trees (in correspondence for 10.01.19). The Deputy Clerk will circulate the tree maps from the last triennial tree inspection with the next agenda and obtain any guidance from HDC ahead of the next meeting.

**74. CORRESPONDENCE****WSCC**

- Public rights of way inspection & maintenance schedule & rights of way management plan. Copied to Committee.
- Information regarding the awareness initiative – 'Ditch the Problem'. Copied to Committee. ***Members would like the Deputy Clerk to obtain confirmation of the Parish Council's duties and powers regarding 'Riparian Ownership and Responsibilities' and report back at the next meeting. (Check Charles Arnold Baker).***

**HDC**

Notification of an appeal judgment involving a Parish Council and its tree. *Has this any implications for Pulborough Parish Council? Do Members wish this to be added to the next agenda for discussion? Yes, Members wish to add this to the next R&OS agenda.*

**Sussex Wildlife Trust**

Notification that the Ministry of Housing, Communities and Local Government have launched the 'Pocket Parks Plus support for community groups wishing to establish a new pocket park or refurbish an existing park. Copied to Committee. ***The Deputy Clerk will investigate if funding is possible for the coppicing needed in Pocket Park.***

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

Minutes and accounting figures for October 2018 (including copy email sent to the S&SC Committee). Copied to Committee.

**Residents**

Letter and response regarding Rivermead Nature Reserve. Copied to Committee.

**Press Releases & Publications**

- Copy of Footpath Charter Press Release. Copied to Committee. ***Cllr. Hare will send this to neighbouring Parish Councils, HALC & SALC.***
- National Lottery press release. Copied to Committee.
- Wey & Arun Nov & Dec 2018 News & quarterly magazine.
- Countryside Voice magazine – Winter 2018.

**75. PAYMENTS RESOLVED:**

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

<b>Payee</b>	
Mr F Bushby - <b>transfer already made</b> (receipt required)	20.00
Pulborough Social Cte	1486.64
Horsham Matters	4035.00
Burgess & Randall Ltd	10.85
West Sussex County Council	8123.51
Viking	159.50
Mr C Reid	8.00
National Westminster Bank	8.40

*The meeting closed at 9.14pm*

.....CHAIRMAN

.....DATE