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**MINUTES OF THE
RECREATION AND OPEN SPACES COMMITTEE
MEETING HELD ON THURSDAY, 14th APRIL 2016
AT THE SPORTS PAVILION**

PRESENT: Cllrs Henly (Chairman), Clarke, Court, Hare, Qusted & Lawson.

IN ATTENDANCE: Lisa Underwood (Assistant Clerk), Lorraine Dale (from 8.00pm) (Friends of the Memorial Garden) and 0 members of the public.

The meeting opened at 7.47pm

136. APOLOGIES FOR ABSENCE

There were no apologies for absence.

137. DECLARATIONS OF INTEREST

Cllr. Clarke declared a personal, but non-pecuniary interest in agenda item 9, Multi-Sports Facility, as he knows Derek Paxton.

All members declared a non-pecuniary interest in agenda item 12, Request for seat on Nutbourne Common Recreation Ground as the Council is the Trustee of the ground.

138. MINUTES

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 10th March 2016 as a true and accurate record of the proceedings and the Chairman signed them.

Clerk's Report from meeting on 10th March 2016

Item 127 - Trim Trail (now called Outside Gym Equipment).

The Assistant Clerk requested a revised quotation and raised the queries put forward by ARD. Sovereign have advised that the re-surfacing requested will take the project way over budget, so the Assistant Clerk advised them to add the reduced Technix surface to the revised quotation. This has yet to be sent and so will be added to the next available R&OS agenda for discussion.

Item 129 - Nutbourne Common Recreation Ground (NCRG)

The Assistant Clerk requested a quotation for the trees, but Millfarm Plants are unable to source an Alder Buckthorn. The Assistant Clerk will obtain a quotation from elsewhere and add this item to the next available R&OS agenda for discussion.

139. PUBLIC SPEAKING

There were no public speakers.

As the meeting had started earlier than 8.00pm and Lorraine Dale had not yet arrived, the Chairman advised that item 6, Electrical Installation Condition Report (EICR) for the Sports Pavilion, on the agenda would be moved ahead of item 5, Memorial Garden.

140. ELECTRICAL INSTALLATION CONDITION REPORT (EICR) FOR THE SPORTS PAVILION

Members received the recent EICR and quotation of £200.00 for works identified in the report + £30.00 per hour to check a low insulation resistance reading on one of the lighting circuits from D Blunden Electrical. Members AGREED to proceed with the quotation and instructed the Assistant Clerk to contact D Blunden to proceed accordingly.

Resolved: Proceed with quotation from D Blunden Electrical.

Members noted that D Blunden advised that a separate report would need to be carried out for the S&SC as it was on a separate meter. Members AGREED that this should be carried out and instructed the Assistant Clerk to instruct D Blunden to carry out the work at the same rate of £60.00 for the 1st hour, and £30.00 per hour thereafter, which will cost approx £240.00. The Assistant Clerk will then bring quotations for any work identified to the next available R&OS meeting for discussion.

141. MEMORIAL GARDEN

Cllr. Henly invited Lorraine Dale to give an update on the works carried out in the Memorial Garden. Lorraine advised that a previous volunteer pulled up a lot of the original plants and dumped them so the memorial garden is looking a little bare. The volunteer is no longer helping. There are also a lot of flyers which have been displayed in the noticeboard and it needs to be removed. *Subsequent to the meeting, the Clerk advised that this noticeboard belongs to HDC and the Parish Office have no way of getting into it.*

Members discussed various flower, bulb and plant ideas that could be planted and where they could be obtained from. One suggestion was to ask the Pulborough Garden Society if they had any leftover perennials from their flower show and instructed the Assistant Clerk to enquire. Cllr. Lawson will find out costs for English Lavender. The Assistant Clerk was also instructed to put a notice on the Parish Office noticeboard asking for any donations of plants, ready for the next Village Market.

Lorraine & Committee Members will list ideas of plants & flowers for the next R&OS agenda ready for discussion. Lorraine confirmed that the 'Friends of the Memorial Garden' are happy to plant the replacements.

142. STORM DAMAGE

Members received details of the damage arising from storm Katie, which was as follows:

Allotments

Plot 20 has lost its shed. The Groundsman has been instructed to remove the debris. The Assistant Clerk advised that a replacement shed would cost £159.99 from Shedstore. Cllr. Clarke commented that the last replacement shed was not of good quality. The Assistant Clerk advised that the shed was a standard shed and chosen due to cost. After some discussion it was decided and AGREED to proceed with a replacement shed from Shedstore for £159.99 and the Assistant Clerk was instructed to order the shed.

Resolved: Order replacement shed from Shedstore for £159.99.

Pocket Park

Large two stemmed alder fallen into garden of No 10 New Place Rd. Damage to fence panels, garden furniture and five roof tiles. The Clerk, in agreement with the Chairman, instructed George Potbury to remove the tree (£490.00) and repair fences (£280.00). There was also minor damage to a fence at No.12, which George investigated. Cllr. Quested asked if the Clerk had enquired with the insurance company about claiming for the costs of this damage. The Assistant Clerk will check.

Cllr. Lawson commented that when the damaged tree had been removed and cut down, the cuttings had been left in Pocket Park, which had then been thrown into the stream by persons unknown. For future tree works in Pocket Park it would be better if tree cuttings are completely removed from the area. The Assistant Clerk will make a note of this.

Nutbourne Common Recreation Ground (NCRG)

Numerous trees down, but access restricted due to fallen telegraph pole. The Assistant Clerk suggested that Cllrs visit the site to assess what needs to be done. Cllr. Lawson has been to the site and advised that the debris from the damaged tree needs to be chipped and put in NCRG. Cllr. Lawson suggested that she could meet the Contractors on site who will be quoting for the tree work following the tree survey to ask them to also quote for this work.

143. PLAYGROUND WORKS

Members received a quotation of £317.50 from ARD Playgrounds, following the 6 monthly playground inspections. The quotation also included a recommendation to have a concrete wear pad (£390.00) as an alternative to laying a further Technix Safa-grass mat at the entrance to the main recreation play park. Members AGREED to proceed with the quotation for all the works and instructed the Assistant Clerk to enquire if the concrete wear pad was a safe alternative and would it be textured on top. On confirmation of these points the Assistant Clerk will proceed with ordering the concrete wear pad as suggested.

Resolved: Proceed with the quotation from ARD, providing confirmation to points raised is received at a total cost of £658.00.

144. MULTI-SPORTS FACILITY (MSF)

Members received a quotation of £878.00 +vat from Floodlighting Ltd for 4no lamps to floodlights. The Assistant Clerk explained that one bulb has recently blown and as none of the bulbs have ever been replaced and not many companies provide this service, it seems prudent to replace all 4 bulbs, given the distance that this company is located. Some Members didn't agree that all 4 bulbs should be replaced and instructed the Assistant Clerk to obtain alternative quotations and enquire with HDC (Evan Giles) and Broadbridge Heath Leisure Centre to ascertain which company they use for flood lighting. Cllr. Lawson would like to know if there is a guarantee with the bulbs and what is their life expectancy. The Assistant Clerk will find out.

Members also received a quotation of £140.00 & £125.00 for two options to replace a broken panel from Derek Paxton along with a quotation of £750.00 to paint the outside of the MSF wall and £1500.00 to paint the inside and outside of the MSF wall. The Assistant Clerk explained that the Groundsman was originally going to paint the MSF walls, but as he has not been able to allocate time to do this, a quotation was sourced. Members AGREED to proceed with the replacement panel and use marine ply at a cost of £140.00 and instructed the Assistant Clerk to proceed with the order. Members felt that the quotation for the painting was too high

and as it isn't a high priority the Groundsman should keep it on his task list for when his is available to proceed with the work.

Resolved: Proceed with marine ply panel order and advise painting not required.

145. TRI-ANNUAL SURVEY

Members received a copy of the tri-annual survey carried out by Arb-Tec Tree Care. Cllr. Lawson advised that the trees identified in the survey matched those identified by Cllrs when they assessed Pocket Park. Cllr. Lawson also advised that the numbering of the trees in NCRG was incorrect. The Assistant Clerk advised that this will be sorted after the works have been carried out. Members AGREED that quotations should be obtained for priorities 1 and 2 and also crown lifting to the trees in Chestnut Walk and instructed the Assistant Clerk to obtain quotations.

Cllr. Lawson commented that priority 2's should be looked at yearly as part of on-going maintenance, would the Groundsman be able to look at these if he got advice from the Tree Warden? The Assistant Clerk will talk to the Groundsman regarding this. A resident has contacted the Parish Office regarding the lime tree going up to the bowling club, to say it is very overgrown. This tree has been picked up in the tree survey as a priority 2. The Assistant Clerk advised this tree, along with overgrown ivy, must be considered when deciding on the works.

Cllr. Lawson advised that there is a blackthorn bush overhanging a shed in Pocket Park and need cutting back, The Assistant Clerk will ask the Groundsman to do this.

The Assistant Clerk highlighted tree no. 1181, which has been vandalised and suggested that the Parish Office write to the residents in Little Dippers asking them to let the Parish Office know if they see anyone damaging the tree. Members AGREED to this suggestion.

146. HORSHAM MATTERS FUN DAY

Members received a request from Horsham Matters to use the main recreation ground and car park on 3rd June 2016 for a 'Fun Day'. This day is on a Friday in half term, so Cllr. Henly advised that this day shouldn't clash with anything the bowling club has planned. Members suggested that the Youthworker contact all the sports clubs to check with them. The Assistant Clerk advised that they wish to use a BBQ and so she will instruct the Youthworker to have the BBQ on the car park and not the recreation ground.

Resolved: Advise Horsham Matters they may hold their fun day on 3.6.16.

147. REQUEST FOR A SEAT ON NCRG

Cllr. Quested advised that a Nutbourne resident would like to purchase a seat in memory of his wife and place it in NCRG. Members AGREED to this, but would like to see the seat design and where it will be located. Cllr. Quested will liaise with the resident.

148. SIGNS

Members received a quotation £35.00 +vat per sign from The Sign Shop for parking signs in Rectory Close. Wooden posts would need to be fitted, which the Groundsman is happy to do. Alternatively signs can be ordered with metal posts at a cost of approx £200.00 per sign. Members AGREED that signs should be purchased for £35.00 +vat along with the wooden posts up to a maximum of £125.00 +vat for 2 signs and instructed the Assistant Clerk to order.

The Assistant Clerk advised that now the Groundsman has chainsaw equipment and has been trained to use it, 'Men Working' signs should be purchased so that the Groundsman can display these next to where any work takes place. The Assistant Clerk advised that signs can be purchased from SETON at £39.23 +vat. Members AGREED that 3 signs should be purchased and instructed the Assistant Clerk accordingly.

Resolved: Order 2 signs from The Sign Shop and get wooden posts up to a maximum of £125.00 +vat for 2 signs and order 3 signs from SETON for £39.23 +vat each.

149. BLACK MOULD IN S&SC

The S&SC have advised that black mould is showing in an internal wall in the room be the end of the bar and seems to be coming through the other side of the door. Members received photographs. Members also received a copy of the S&SC lease which states that " *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.*" Members noted that the lease states that the S&SC will be responsible for the cost of all internal repairs, therefore instructed the Assistant Clerk to advise the S&SC accordingly.

Resolved: Advise the S&SC that they are responsible for all internal repairs.

150. CORRESPONDENCE

Sports & Social Club

Email correspondence regarding a smashed window at the Sports Pavilion and a summary of the S&SC meeting from Cllr. Court. Copied to Committee.

Photographs of black mould and copy of the S&SC lease, see point 11 re repairs. Copied to Committee.

Pulborough Football Club (PFC)

A note from the Caretaker regarding the courts being left open. Copied to Committee.

Footpath 2309/1 at Lowerhill Farm

Notification of Diversion Order 2015 for footpath 2309/1. Copied to Committee.

Easter Egg Hunt

Notification that £180.00 was raised for Cancer Research from the Easter Egg Hunt run by Nutbourne Residents.

Residents

Email from resident enquiring about a bird scarer by Stopham House. Copied to Committee. *Do any Cllrs know anything about this? **Cllrs are unaware of the bird scarer. The Assistant Clerk will advise the resident.***

Two requests from residents asking for additional seating in the play area on the main recreation ground. Copied to Committee. *Would the Committee like this added to the next agenda for discussion? **The Committee would like this on the next agenda.***

Email correspondence regarding the tree at the end of the bowling green. Copied to Committee.

Pulborough Youth Centre (PYC)

Email from Jane Roach regarding the final disbursement of the residual funds of PYC. Copied to Committee.

151. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON NEXT AGENDA

- None

152. ITEMS TO BE PUBLICISED ON SOCIAL MEDIA

- None

153. PAYMENTS RESOLVED:

Members approved the following payments and the cheques were signed.

PAYEE	AMOUNT/£
Lisa Underwood	25.61
New Call Telecom Ltd T/A Fuel Broadband	10.94
George Potbury Forestry Ltd	1002.00
Fire Risk UK Ltd	193.18
Nat West	21.00
Horsham District Council	510.00

The meeting closed at 9.27pm

.....CHAIRMAN

.....DATE