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**MINUTES OF THE
RECREATION AND OPEN SPACES COMMITTEE
MEETING HELD ON THURSDAY, 19TH NOVEMBER 2015
AT THE SPORTS PAVILION**

PRESENT: Cllrs E Wallace (Chairman), Court, Hare, Henly & Lawson.

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

The meeting opened at 7.56pm

76. APOLOGIES FOR ABSENCE

Apologies of absence were accepted from Cllrs Clarke & Qusted

77. DECLARATIONS OF INTEREST

There were no declarations of interest.

78. MINUTES

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 8th October 2015 as a true and accurate record of the proceedings and the Chairman signed them.

Clerk's Report from meeting on 8th October 2015

Item 64 - Changing Rooms at the Sports Pavilion

The Assistant Clerk advised that the storage containers in the car park do not belong to the Parish Council, therefore the cricket kit could not be moved to the containers as requested. The cricket kit has now been moved to the committee room and Cllr. Qusted offered to speak to Barrie Feest, asking the kit to be removed. However it looks like the kit is still there, even though the Cricket Team held a meeting in the committee room on 16.11.15. *Can the Committee confirm they are happy for the Parish Office to arrange to have the kit disposed of?* **Members instructed the Assistant Clerk to check if Cllr. Qusted spoke to Barrie Feest and if not ask him to do so and advise the kit will be disposed of within a limited timescale.**

Item 67 - 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, no reply has been received.

Item 71 - Hole in Recreation Ground

The Assistant Clerk contacted WSCC Highways to enquire if the kerbstones were their responsibility. WSCC replied to say they were and the area where the hole has appeared is also the responsibility of WSCC. Therefore, they have requested the job to be carried out by their contractors, but this may take a while, however the Assistant Clerk will continue to chase until the job is completed.

Item 70 – Motte & Bailey

Cllr. Hare reported that after several discussions with various parties he has been advised that Natural England have consulted with Historic England to recommend a management plan to restore the area. Cllr. Hare is not aware if the owner of the land is involved in this plan. This is likely to be considered in January 2016, with no news until spring 2016. Cllr. Hare will keep the Parish Office advised and, as and when appropriate, request this subject to be added to a future R&OS agenda.

79. PUBLIC SPEAKING

There were no public speakers.

80. ELECTRICAL TESTING AT THE SPORTS PAVILION

Following the Advisory Committee meeting held on 8th October 2015, item 14, S&SC, the Assistant Clerk confirmed that a regular safety report on the electrics at the Pavilion is not carried out and the Parish Office is not aware that there is a requirement to do this. Members suggested that this is clarified with our insurance company.

The Assistant Clerk commented that the P&S Committee suggested that any further monies due to be spent on improvements, to the existing building, should be put on hold at their meeting on 1st October 2015, item 78. Redevelopment of the Pavilion is due to be discussed at the Full Council meeting in January 2016. Cllr. Lawson commented that electrics is not an improvement and so this needs to be looked at.

Ahead of this meeting, the Assistant Clerk obtained 2 quotations for an inspection and test of the main building of the Sports Pavilion. However, the Committee commented that in the first instance the problem with the kitchen light should be diagnosed and AGREED to proceed with D Blunden Electrical to carry out the diagnostic work, with a minimum charge of £60.00 for the first hour and instructed the Assistant Clerk to facilitate accordingly.

81. REPLACEMENT TREES ON THE MAIN RECREATION GROUND

Cllr. E Wallace advised that Linden Knight is able to supply replacement trees from his place of work and he has commented that a large Copper Beech would be in the region of £80.00.

After some discussion it was AGREED to replace the three trees needed with a Copper Beech, a Green Beech and a Lime Tree, at a cost of up to £80.00 per tree, in the same areas as the trees being replaced, as long as it is safe to do so. This is also providing that the Groundsman is able to plant and maintain the trees, the trees are staked and tied and these trees are not susceptible to honey fungus. It was also commented that a bigger tree maybe better, to avoid any vandalism taking place on a young tree, which has happened recently. The Assistant Clerk was instructed to liaise with Linden Knight, the Groundsman and the tree surgeon on all these matters.

Resolved: Three replacement trees will be purchased up to £80.00 per tree, providing the conditions, noted above, are taken into consideration.

82. BOWLING CLUB STEPS

Members received a quotation from 'Derek Paxton Property Maintenance Service' to replace the hand rail, giving 3 different finish options. The Assistant Clerk advised members that there is currently no R&OS budget available for this expenditure. Approval would need to be sought from the F&P Committee for the use of another budget (Contingency) and then from Full Council for the final expenditure approval. Members discussed the quotations and AGREED to proceed with the standard paint finish at £515.00. In order to proceed with this work in a timely fashion, the Assistant Clerk advised that the Clerk had authorisation to spend up to £500.00 for matters of safety. Members instructed the Assistant Clerk to advise 'Derek Paxton Property Maintenance Service' that the budget for this work is £500.00 only, and ask if they would consider carrying out the works for this amount.

Resolved: The Assistant Clerk will request the hand rail to be replaced at a cost of £500.00.

Cllr. Henly advised that the Bowling Club have requested to have the steps leading up to the bowling club altered, but on hearing about the budget constraints, Cllr. Henly will advise the Bowling Club that this matter will not be pursued at this time. It was also commented that there is a slope that can be walked along, rather than using the steps.

83. RIVERMEAD

Members received quotations for works to be carried out at Rivermead, along with a summary regarding the area from David Hurst. However, after noticing the correspondence from 'Groundwork' regarding a new funding scheme from Tesco Local Community for community green spaces, Members instructed the Assistant Clerk to apply for funding for the works needed at Rivermead. Cllr.Lawson also suggested that funding for a new footpath is applied for. The Assistant Clerk pointed out that it may not be possible to get a quotation for the footpath in time to complete the application as the deadline is 30.11.15. Also, the receipt of any funding may take some time. The Assistant Clerk will apply for the funding and depending on the outcome will put back on the next R&OS agenda for discussion.

With regard to the tree overhanging from Rivermead into a resident's garden, Members AGREED to proceed with the quotation of £120.00 + vat from Professional Weed Solutions Ltd.

84. POCKET PARK WORKING PARTY

Following the R&OS meeting held on 8th October 2015, item 68, the Assistant Clerk confirmed that Cllr J Wallace would not be able to bring his own equipment to do the heavier work, due to public liability. The Assistant Clerk went on to advise that the Groundsman has recently passed a City & Guilds NPTC level 2 in chainsaw maintenance and cross cutting, so he would be able to carry out the heavier work. However, the equipment needed will have to be purchased and as there is currently no R&OS budget available for this equipment prior budget approval will be required from the F&P Committee for the use of another budget (Election) and then from Full Council for the final expenditure approval. Cllr. Lawson commented that the works needed should be listed and prioritised and the Tree Warden should be consulted on any works before anything is started.

After some discussion, the Committee agreed that there is much more work needed than a volunteer working party can handle. Members felt that an onsite meeting with all the Committee and the Tree Warden was required and instructed the Assistant Clerk to arrange before 14.1.16, after which time a list will be compiled and prioritised ready for discussion at the next R&OS meeting in January 2016.

85. RISK REGISTER

Members received the Risk Register and AGREED to the updating of R3.2, R3.4, R3.5, R4.1, R5.1, R5.2 and R6 on the R & OS risk register.

RESOLVED: Updating of the Risk Register is approved and proposed for ratification to Council.

86. PLAYGROUND WORKS

Members received quotations from ARD Playgrounds of £496.50 +vat, following the 6 monthly playground inspections and an approximate figure between £1000.00 - £2000.00 for installing a tarmac pad. The Assistant Clerk pointed out that these works are all priority 2. The Assistant Clerk advised that there is a sufficient playground budget for the works totalling £496.50, but not for installing the tarmac. Members AGREED to proceed with the priority 2 works, totalling £496.50 + vat, but to leave the tarmac pad at the present time. However, the Committee would like to request that the Clerk increase the playground budget for next year to include installing a new tarmac pad.

Resolved: The Assistant Clerk will arrange for the works to be carried out, totalling £496.50.

87. DOG SHOW

Members received a request from Pulborough Football Club and Lodge Hill Trust to hold a charity dog show on the recreation ground on Sunday 20th March 2016 from 12pm - 4pm. The Assistant Clerk commented that the Pythons do play on the recreation ground on Sundays up until 2pm, but fixtures for that far in advance would not necessarily be known at this time. After some discussion, Members thought it was a good idea, but AGREED to decline the request as this would cause difficulties if any of the sports teams needed to play/train on this date and if the weather was bad the ground would not be suitable to hold such an event at that time of year. Members instructed the Assistant Clerk to advise PFC of this and suggest they might be able to hold the event in Glebe Field.

Resolved: The Assistant Clerk to decline request.

88. WORM CONTROL

Members received a quotation for yearly worm control on the cricket outfield of £140.00 +vat from PWS Ltd. The Assistant Clerk advised that was enough budget for this work. Members AGREED to proceed with the works and instructed the Assistant Clerk to arrange.

Resolved: Accept quotation for worm control of £140.00 + vat.

89. CORRESPONDENCE

Trees

Notification of vandalised tree (newly replaced tree) on the main recreation ground. Beechdown Arboriculture Ltd have repaired the tree as best as they can.

Allotment Holder

Notification and photos of prize winning Dahlias grown at Pulborough allotments. Copied to Committee. *Would the Committee like these photographs to be put on social media? Members AGREED that this would be a nice idea, providing the allotment holder was agreeable, and if so also put the photos in the Parish magazine. The Assistant Clerk was instructed to contact the allotment holder and if agreeable arrange for these photos to be publicised.*

Tesco Local Community Scheme

Notification of new funding for community green spaces from 'Groundwork'. Copied to Committee.

Footpaths

Correspondence from Cllr. Hare and WSCC regarding issues on footpaths. Copied to Committee.

Sports & Social Club (S&SC)

Request from the S&SC to use the Committee room for one hour on Saturday 19th December for the children's Christmas party, to watch a magician. Copied to Committee. *Please can the Committee advise if this is agreeable? **The Committee AGREED to this request and instructed the Assistant Clerk to advise accordingly.***

Saxon Weald

Update regarding the drainage system at Carpenters Meadow. Copied to Committee.

90. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON NEXT AGENDA

- **Footpath 2309 (IH)**

91. ITEMS TO BE PUBLICISED ON SOCIAL MEDIA

- **None**

92. PAYMENTS RESOLVED:

Members approved the following payments and the cheques were signed.

PAYEE	AMOUNT/£
New Call Telecom Ltd T/A Fuel Broadband	12.46
Kent County Council	230.42
Horsham Matters Ltd	4113.35
Pulborough Social Cte	61.25
Natwest	22.77
A. Tilbrook	6.60

The meeting closed at 9.49pm

.....**CHAIRMAN**

.....**DATE**