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**MINUTES OF THE
RECREATION AND OPEN SPACES COMMITTEE
MEETING HELD ON THURSDAY, 9TH JULY 2015
AT THE SPORTS PAVILION**

PRESENT: Cllrs E Wallace (Chairman), Clarke, Court, Lawson, Queded & Wilson.

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

The meeting opened at 8.10pm

28. APOLOGIES FOR ABSENCE

Apologies of absence were accepted from Cllrs Hare and Henly.

29. DECLARATIONS OF INTEREST

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

30. MINUTES

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 11th June 2015 as a true and accurate record of the proceedings and the Chairman signed them.

Clerk's report - from meeting held on 28th May 2015

Item 3 - Clerk's Report - Flooding behind Carpenters Meadow

The Assistant Clerk contacted the Environment Agency to ask their advice on this matter and they advised that the watercourse is not one which the Environment Agency maintains or owns, but one which is the responsibility of the landowner. The landowner on both sides of the watercourse will own to the centre line of the ditch unless their deeds state otherwise. In some cases the deed will state that both landowners own to the top of the bank, where this is the case the centre line is still valid and it is assumed in this case it would be the owners of Carpenters Meadow and the adjacent landowner.

Upon this reply the Environment Agency were advised that according to Land Registry the ditch is not registered, but the Environment Agency stated that even if the ditch is not registered, but the land either side of it is then; under Common Law the ownership is deemed to the centre line of the watercourse. This forms part of 'Riparian' responsibilities.

The Assistant Clerk informed Saxon Weald of this and the matter has been referred to the Land Manager, who is investigating the matter.

Item 5 - Oddstones - Public Open Spaces

The Assistant Clerk wrote to the developers, copying in the Planning Compliance team at HDC, as instructed. The developers have not replied, however HDC have replied, a copy of which has been issued to the Committee under correspondence. Upon receipt of the outcome of HDC's investigation, it will then be decided if this matter needs to be added to a future agenda.

From R&OS 11th June 2015

Item 19 - Overgrown Vegetation at Rivermead

The Assistant Clerk is still to obtain quotations from Contractors, but would like to visit the site before meeting them to ascertain Pulborough Parish Council's (PPC) boundary. In the meantime David Hurst met with the Manager of Arundel Wetland Centre (AWC) at Rivermead who has provided some advice and an offer to forward contact details of ecologically minded contractors, which is copied to the Committee under Additional Correspondence.

Item 22 - Public Art

This item has not been added to this evening's agenda as confirmation is required from the Committee as to whether the attendance of the Arts Development Office at HDC (as mentioned at the Full Council meeting on 18th June 2015) is required or whether any questions should be put to him in advance of this item appearing on an agenda. *The Committee instructed the Assistant Clerk to contact the Arts Development Officer and ask the following questions, and if he felt he would be able to help, then invite him to the next R&OS meeting:*

- *What is public art for?*
- *PPC have S106 monies for public art, which haven't been used for, are you able to help, would it be beneficial for you to attend one of our meetings?*
- *Do you know the area? (In preparation of positioning the art).*

Item 23 - Pocket Park Update

All works by Brierley Groundworks at Pocket Park have been completed.

Item 27 - Payments Resolved.

Please note the incorrect amount for bank charges of £17.84 was printed on the circulated minutes, but the correct amount of £23.84 is on the copy to be signed by the Chairman.

31. PUBLIC SPEAKING

There were no public speakers.

32. SPORTS PAVILION

Members received 3 quotations for a replacement boiler from Saunders Specialised Services, RB Commercial Heating Contractors and Adept Heating & Mechanical Services Ltd. The Assistant Clerk advised of the budgets available; £4150 in repairs and £2402.00 in refurbishment. Funds could also be taken from the general reserves.

Members discussed the fact that if a new boiler was installed it needs to be able to be used again or sold on if there was ever the option of having a new sports pavilion building. Cllr. Clarke pointed out that even if a new building was an option, the time frame would realistically be 3 – 5 years, so having a new boiler installed now and not worrying too much about using it again or selling it on needs to be considered. Members thought this was a sensible approach, and so, after some discussion AGREED to recommend to Full Council Adept Heating & Mechanical Services Ltd's option 3 quotation of £4985.00, with extra warranty, subject to annual servicing.

Resolved: Recommend to Full Council Adept Heating & Mechanical Services Ltd's option 3 quotation of £4985.00, with extra warranty, subject to annual servicing.

33. TREES ON RECREATION GROUND

Members received a quotation from Beechdown Arboriculture Ltd for tree felling and pruning to 2 diseased trees on the recreation ground of £580.00 incl vat. Members AGREED to proceed with the quotation and instructed the Assistant Clerk to facilitate accordingly.

Resolved: Accept quotation from Beechdown Arboriculture Ltd for tree felling and pruning to 2 diseased trees on the recreation ground of £580.00 incl vat.

34. NUTBOURNE COMMON RECREATION GROUND

Firstly Cllr. Lawson pointed out that when the minutes recorded her stating '...bracken is growing in the central clearing where the heather is flourishing, however she advised that it is too dry at the present time to carry out the work', what she meant was it was too dry to pull up the bracken.

Following Cllrs Lawson & Quested's visit to Nutbourne Recreation Ground, they advised that bracken treatment is needed, not only in the middle but also the sides. Members received a quotation from PWS Ltd for bracken treatment to the central clearing of £96.00 + vat, which members AGREED to accept. However Cllr. Lawson would like to be there when the treatment is being carried out, so that she can put in precautionary measures to protect the heather.

Cllr. Quested advised that Frank Riddle has said that he would be happy to get a working party to help get the silver birch seedlings out. Cllr. Lawson advised that this couldn't be done at this time of year as it would ruin the heather, however in November PPC will put up the usual notices of requesting volunteers to join a working party. (The Assistant Clerk will diary). Cllr. Quested will advise Frank Riddle accordingly. It was also noted that a lot of commitment is needed to get the silver birch seedlings out.

Resolved: Contact PWS Ltd to accept their quotation, making sure Cllr. Lawson attends when they are on site.

35. BENCH AT MEMORIAL GARDEN

Cllr. Lawson reported that there is bird mess on one of the benches in the memorial garden as it is under tree branches. Cllr. Wallace advised that she will go and clean the bench. Cllr. Lawson suggested that the branches above the bench could be trimmed back, although not until the autumn. Members AGREED and instructed the Assistant Clerk to obtain quotations for the work to be carried out.

36. PARKING RESTRICTIONS ON THE RECREATION GROUND

Cllr. Wilson advised that the two cars that kept parking on the edge of the recreation ground have now moved since the Parish Office wrote to the owners. However other cars, vans and a trailer have since parked along the side. Cllr. Clarke suggested that the Parish Office write to the residents along that stretch asking them not to park on the recreation ground or PPC will be forced to install bollards/wooden posts along that edge. Members AGREED to this suggested and Cllr. Wilson advised that no's 14-22 Rectory Close are the relevant houses to write to. The Assistant Clerk was instructed to send a letter out accordingly.

Resolved: The Assistant Clerk to write to residents at no's 14-22 Rectory Close advising them not to park on the recreation ground.

37. LITTER

Cllr. Wilson has noticed that groups of youths have been congregating in the middle of the main recreation ground and leaving litter. It was also noted that Pocket Park has litter left there. The Assistant Clerk advised that even though the Groundsman and the litter picker remove a lot of rubbish the 'Adopt a Street' scheme might be beneficial in these two areas. Members AGREED and instructed the Assistant Clerk to obtain 100 leaflets from HDC and give to Cllr. Wilson, who will distribute them in the relevant area.

Resolved: The Assistant Clerk will obtain 100 'Adopt a Street' leaflets for Cllr. Wilson to distribute.

38. ADDITION OF FOOTPATH TO THE DEFINITIVE MAP

The Assistant Clerk advised that the landowner had responded to one point in the PPC's letter regarding FP1995, offering to put up better signage that says "horses galloping please cross with caution" and cut the hedge back. The landowner also advised that she was happy to move the jump if need be but it has been in that location for the last 15 years without any problems. The landowner agrees it is important to make walkers aware that horses are jumping in the area and make the visibility as good as possible. Members appreciated the response from the landowner and instructed the Assistant Clerk to reply and agree to the landowner putting up better signage and cutting back the hedge.

Cllr. Clarke commented that there was still a problem for dog walkers going over the stiles on FP1996, as they are an old model with wire mesh on either side, which means that the dog owner has to let go of the dog's lead when going over the stile, which they are not supposed to do. If they could be replaced with a kissing gate, that would enable the dogs to be held with the lead when going through them. Cllr. Lawson thought that kissing gates maybe provided free of charge (FOC) from WSCC, although the landowner would still have to pay for the installation of them. The Assistant Clerk was instructed to find out from the Rangers at WSCC. If they are FOC, perhaps the landowner might consider replacing the stiles on FP1996. The Assistant Clerk will find out and contact the landowner accordingly.

The Assistant Clerk pointed out that the Landowner's reply did not mention FP1996, which PPC suggested it could be changed to be along the metalled track, further south, which runs west. Members AGREED not to pursue this matter, at this point.

39. PULBOROUGH YOUTH CLUB (PYC)

Members received a letter from PYC regarding the building lease and the option of handing it back to WSCC or hand over the remaining lease to Horsham Matters Ltd. PYC have requested comments from PPC. Members AGREED to support the option of handing over the remaining lease to Horsham Matters by agreement with WSCC and instructed the Assistant Clerk to advise PYC accordingly.

Resolved: Advise PYC members supported the option of handing over the remaining lease to Horsham Matters by agreement with WSCC.

40. RECREATION GROUND NOTICEBOARD

Members received quotations for wooden and aluminium noticeboards to replace the damaged noticeboard, which has currently been removed. After some discussion members thought the two best options were the aluminium frames, one at £575 and one at £605.00, which were two different designs. Members instructed the Assistant Clerk to get the Groundsman to decide, as he will be installing it. Upon his decision, the Assistant Clerk will order one.

Resolved: Obtain Groundsman's decision on which noticeboard and order accordingly.

41. CORRESPONDENCE

Wey & Arun Canal Trust

Quarterly magazine & 'Canal News' June 15 edition.

R&OS Committee Standing Orders

To note updated R&OS Standing Orders as agreed at the Annual Meeting of the Council on 21st May 2015. Copied to Committee.

Horsham District Council

Response from HDC regarding public open space in Oddstones. Copied to Committee.

Resident Letter

To receive a resident letter regarding the re-drawing of the OS map following the division of Bramfold House/Bramfold Court.

Public Rights of Way

Landowner response to Pulborough Parish Council's letter regarding FP1995. Copied to Committee.

ARD Playgrounds

Quotation from ARD Playgrounds for the 6 monthly inspection for the playgrounds at the main recreation ground and Masons Way. Accepted by the Clerk as there is no increase from last year and so that it can coincide with a bench repair. Copied to Committee.

Rivermead Nature Reserve

Advice regarding Rivermead, following an on-site meeting with the Manager of Arundel Wetland Centre. Copied to Committee.

42. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON NEXT AGENDA

- **PPC's responsibility & powers regarding BBQ's and use of fire extinguishers (RQ) – the Assistant Clerk to obtain any relevant information prior to the meeting.**

43. ITEMS TO BE PUBLICISED ON SOCIAL MEDIA

- **Question – Any ideas about tackling the bird mess on benches?**

44. PAYMENTS RESOLVED:

Members approved the following payments and the cheques were signed.

PAYEE	AMOUNT/£
Mrs S Norman	58.25
BSW Electrical	775.00
DVLA	55.00
Black Dot Systems	78.01

The meeting closed at 9.46pm

.....**CHAIRMAN**

.....**DATE**