



**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, 22nd MAY 2014  
AT THE SPORTS PAVILION**

**PRESENT:** Cllrs Wallace (Chairman), Gill, Buck, Clarke, Lawson, Queded, & Spillane.

**IN ATTENDANCE:** Lisa Underwood (Assistant Clerk) and 1 member of the public

*The meeting opened at 8.00pm*

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr Henly & Walsh.

**2. DECLARATIONS OF INTEREST**

All members declared a non pecuniary interest in agenda item 5, Nutbourne Common Recreation Ground 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 27th March 2014 as a true and accurate record of the proceedings and the Chairman signed them.

**CLERK'S REPORT**

From R&OS 27 Mar 2014

Item 199 – Clerk's Report – Playgrounds

ARD Playgrounds have completed all the works needed from the last inspection, with the exception of replacement plugs for the 'Big Toys' modular unit. The supplier for these plugs are no longer in business, so an alternative supplier is to be used, but are more expensive, at £150.00 + VAT + delivery and have a minimum order requirement. The Clerk has confirmed to ARD Playgrounds to proceed with ordering them as the safety of the equipment is paramount.

Item 199 – Clerk's Report – Nutbourne Common Recreation Ground (NCRG)

The Perspex for the noticeboard is in the Parish Office. Fred Bushby will fit it tomorrow. At the same time Fred will also see if anymore brushwood can be distributed along the boundary in NCRG to stop dogs getting through.

Item 121 – Allotments

A letter has been sent to all allotment holders regarding car parking. The agreements have also been amended to included a specific clause regarding parking, ready for them to go out in October 2014,

Item 122- Skip to Clear Away Debris from Behind Pavilion

The Groundsman has met someone to arrange the clearance, however the ground is too soft for the truck, at present. Fred will monitor and arrange for the clearance when the ground is harder.

Item 124 – Pocket Park

The working party, due to go to Pocket Park on 26th April, was cancelled, due to Councillor's other commitments. Would the Committee like to re-arrange another date? The map of the site, identifying the Parish Council owned area was circulated to the Committee, along with the original working party poster.

*It was AGREED that this will be looked at again in the Autumn, once Cllr. Tilbrook has met with Harwoods regarding the tree felling, and when there is less vegetation. The Assistant Clerk was instructed to diary this item for September, when Councillors can go and see what will need to be done.*

Item 126 – Risk Register.

The Clerk is yet to order a mobile phone for the Groundsman, but will do so shortly. The Groundsman is booked onto a manual handling course in June.

*Cllr. Clarke advised that he has a spare phone, which can be used, so only a SIM card will be needed.*

Item 129 – Correspondence – West Sussex County Council (WSCC)

Louise Gandolfi, Access Ranger has emailed to advise that their inspection of Pulborough's public rights of way has finished. They will send the Parish Office a list of work that has been carried out once completed. They advised that there wasn't anything too bad; it was mainly signage and a couple of bridge repairs.

*Cllr. Clarke advised that bushes have been cut down and just left on the side, on the A29 down to the railway, close to Sainsbury's. The Assistant Clerk was instructed to wait until the details come through from WSCC and see if these works are on there, if so, WSCC will be advised of the cut down bushes being left.*

Item 129 – Correspondence – Fencing at the Allotments

Ray Biddlecombe has provided a quotation to repair the hole in the fence, at a cost of £84.00 incl VAT. The Assistant Clerk would like confirmation, from the Committee, that the quotation is acceptable and that the work should be carried out.

*Initially the Committee agreed to this quotation, but this was discussed again, under agenda item 6, 'Allotments' and there maybe another solution.*

**4. PUBLIC SPEAKING**

The Chairman welcomed Mrs Audrey Rose and invited her to speak on behalf of the Nutbourne Residents Association regarding agenda item no 5, Nutbourne Common Recreation Ground.

**Meeting adjourned: 8.10pm**

**Meeting reconvened: 8.12pm**

The Chairman thanked Mrs Rose for taking the time to address the Committee.

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

Members noted resident's concerns over constant use of Nutbourne Road, and possible damage to the road by business vans delivering to residents who run businesses from home. It was noted that this practice of home working, and working from home is quite common. After some discussion on what is classed as a business or just working from home, the Assistant Clerk was instructed to obtain information regarding thresholds of business activity, and how they relate to business rates to be paid.

Cllr. Quedsted feels that the adder signs currently displayed at NCRG maybe an unnecessary deterrent for visitors to NCRG, however it was noted that adders had been seen there. It was suggested that signs could be displayed that gave information about adders, rather than just a warning, much like the ones at the RSPB in Pulborough. Cllr. Spillane suggested an artistic way of displaying them, using bark. Cllr Quedsted will go to the site and look around the notice board to see where the signs could be displayed, and report back at the next R & OS meeting on 12th June 2014.

## 6. ALLOTMENTS

A request from an allotment holder has been received, asking if a tree at the bottom of the new allotments can be cut down. Members thought that the tree acted as an ideal screen between the houses and the allotments, and agreed that it doesn't take any space away from the allotments, so it was AGREED that it will not be moved. The Assistant Clerk was instructed to inform the allotment holder.

**Resolved: The Assistant Clerk to inform the allotment holder that the tree will not be taken down.**

An allotment holder requested if there could be an access between the old and new allotments. The Assistant Clerk advised that a quotation has been received to fit a gate between the two allotments, which would be at a cost of £864.00 incl. vat, and in addition a further £222.00 incl. vat to level out a path. Cllr Quedsted advised that having spoken to Mr Nunns about this matter, he felt that the other allotment holders would be happy with this as they could un-load from their vehicles in the middle part of the allotments and use a wheelbarrow more easily through the whole of the allotments. It was suggested that rather than have a gate, the whole fence could come down, and possibly that part of the fence could be used for the hole that needs to be repaired, and any leftover be kept for future repairs. The Assistant Clerk was instructed to obtain costs for this.

Complaints have been received from residents of Aston Rise regarding the size of structures on the allotments. The structure on plot no.19a has been there for some time, and the green cover used around the edge of the structure is a temporary measure to protect the young plants within the plot. Members questioned if there have been previous complaints about this structure, and if so why had it been allowed to remain. Cllr. E Wallace will review the file of previous complaints from residents, and report back at the next meeting.

Cllr Gill gave some background of some complaints by Aston Rise residents and advised that resentments had been built up over the years because, although Aston Rise residents were historically consulted over the allotments, this has not taken place regarding subsequent changes to the terms and agreements.

With regards to plot 14a, this structure appears to be quite new, but members felt that it was quite far away from the houses at Aston Rise, and was not inappropriate, and doesn't break any of the tenancy regulations.

Members received a quotation from Stuart Brierley for clearance of the ditches along the allotment, and the recreation ground, at a cost of £3500.00. The quotation was for a grab lorry in the lane, alongside the allotments, but this wouldn't be practical because the lane would have to be blocked off. If a digger was used within the allotments, this would be at a cost of approx. £2000.00, a formal quotation is yet to be sent. The other option for the recreation ground was for Fred Bushby to be trained to use a small digger and then one could be hired in as and when required. After some discussion, the Assistant Clerk was instructed to obtain 2 more quotations, to include PJ Browns.

Members noted that there is currently no waiting list for the allotments at the moment, so the Clerk was instructed to advertise the allotments in the next Parish Newsletter. The Assistant Clerk advised of an allotment holder who would like to take over a plot next to theirs, which has just become available. It was AGREED that was acceptable, at this time, given that there is no waiting list. The Assistant Clerk was instructed to inform the allotment holder.

Cllr Gill advised of a recent situation, where a resident of Aston Rise required Ambulance care, within his back garden, and there was much difficulty in gaining access, as there is only access through the houses or garages. After some discussion it was AGREED that Cllr. Gill will hold the code of the lock to the allotments should emergency access be required, with Cllrs Quedsted and Clarke as the next contacts. Cllr. Gill will inform Aston Rise residents. The Assistant Clerk was instructed to provide the code to Cllr. Gill.

**Resolved: The Assistant Clerk to advise Cllr. Gill of the allotment code.**

**7. COUSINS WAY TRIM TRAIL**

Cllrs. Spillane and Gill advised that only one member of the various groups were able to attend their focus group meeting, but Maurice, from the cricket club said that everyone he had spoken to was very interested and would make lots of use of the proposed equipment.

The Assistant Clerk advised that HDC have confirmed that planning permission will be required. The planning application fee was discussed and it was questioned if the whole of the recreation ground would need to be taken into account, or just the area where the equipment would stand. It was AGREED that planning permission should be applied for, up to the Standing Orders permitted amount of £1000.00 limit. The Clerk was instructed to proceed with a planning application.

**8. FOOTPATH BEHIND PARK MOUND**

Members noted that part of the path behind Park Mound has been blocked off, and Cllr. Tilbrook has requested if it is possible to have it added to the definitive map. Members discussed a case in Coldwaltham where a path was granted permitted rights, whereby the residents of Coldwaltham were given permission to use a path in Coldwaltham by the landowner, but no sign is displayed to say it is a public footpath. Members noted that the path, behind Park Mound is on the Ordnance Survey map, and is used by people, but this does not make it a public footpath. Evidence needs to be gathered to show a 20 year use of it, before it can be added to the definitive map. After some discussion, it was decided that Cllr. E Wallace, who knows the tenants of the house at the back of the blocked part of the path, will make initial enquiries with them to see why it has been blocked off and report back.

**9. MAIN RECREATION GROUND**

Members received a request from a resident, asking for permission to inflate a slide onto the main recreation ground, during a birthday party. Members voted and the vote was tied, so, as per the standing orders, the Chairman had the casting vote and voted in favour, provided that public liability insurance of 10 million is held and shown to the Parish Office. The Assistant Clerk was instructed to contact the resident.

**Resolved: The Assistant Clerk to contact the resident to advise this is acceptable, provided that public liability insurance of 10 million is in place.**

Members received a request asking if set up for the two rides, for the Pulborough Family Day, could be done on the Saturday (23rd August). The Assistant Clerk was instructed to find out which company the two rides are coming from, and if there are any matches on that day, and report back at the next meeting on 12th June 2014.

Members received a request from Pulborough Stoolball Club, asking for permission to take cars onto the field on Sunday 20th July, and Sunday 7th September. Cllr Quersted queried if the 'Open Class Day' on the Bowling Club fixtures would cause a problem. The Assistant Clerk was instructed to find out, and if this date didn't clash, ask the Stoolball Club to check with Fred beforehand to make sure this is ok.

A complaint about the position of the football goals had been received but the goals have since been moved.

**10. DOG FOULING**

Two particular problem areas were discussed on Lower Street between Rivermead and the Post Office and on New Place Road. If this is to be reported, evidence has to be gathered, which would be difficult to do. It was AGREED to highlight these problem areas in the Parish Newsletter and advise that the Parish Council will be monitoring the situation. The Clerk was instructed to add an article in the Parish Newsletter.

**Resolved: The Clerk was instructed to add an article in the Parish Newsletter, highlighting these problem areas.**

**11. R&OS POWERS & DUTIES**

Members noted the existing Powers and Duties of the Recreation and Open Spaces Committee and after discussion, AGREED that no changes were necessary.

**12. S & SC**

It was AGREED that Cllrs Henly & Wallace would attend the meeting of the Sports & Social Club Committee on 24th June and 29<sup>th</sup> July meeting, and all the other meeting dates for the rest of this year.

**13. CORRESPONDENCE**

**Message Of Thanks**

A couple from West Chiltington thanked and complimented Fred Bushby on the condition of the recreation ground, and advised that they came over this way to walk their dog. *The Clerk was instructed to mention this in the Parish Newsletter.*

**Purple Bus**

Email notification from Carlton Long (Youth Worker), advising about his work with the 'Purple Bus', and confirming that he will contact Fred Bushby to ask about parking the bus on the recreation ground, weather permitting. Copied to Committee.

**New Youth Club Launch**

Email notification from Dan Jenkins advising of a new younger youth group starting on 14th May.

**Pulborough Bowling Club**

Fixtures for 2014, including a Pulborough Parish Council one on Thursday 24th July 2014 at 7pm. Copied to Committee.

**Attachment Of A Wooden Pulley For A Garden Antenna**

Email request from a resident asking to attach a wooden pulley with string to a Parish owned tree. *Committee's response required.* Copied to Committee. *The Committee AGREED to this request and instructed the Clerk to advise the resident.*

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

Profit & Loss accounts for the S&SC. Copied to Committee.

Minutes of meeting held on 25th March 2014. Copied to Committee.

**Changing Rooms at the Pavilion**

Correspondence from Lisa Richards regarding the changing rooms after a cricket game. Copied to Committee.

**14. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON NEXT AGENDA.**

- i) Carpe Diem signage to go on P & S (RQ)

**15. PAYMENTS RESOLVED:**

That the payment of the following payments be approved and cheques signed:

<b>PAYEE</b>	<b>AMOUNT/£</b>
A. Manuell	946.86
Wightman & Parrish	37.14
Information Commissioner's Office	35.00
British Telecom	66.86
British Telecom	65.77
Pulborough Social Centre	96.60
Kent County Council	247.92
Natwest	12.87

**The meeting closed at 10.10pm**

.....CHAIRMAN

.....DATE