



**PULBOROUGH PARISH COUNCIL**  
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**MINUTES OF THE  
RECREATION AND OPEN SPACES COMMITTEE  
HELD VIRTUALLY USING MICROSOFT TEAMS ON TUESDAY, 8<sup>th</sup> OCTOBER 2020**

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings (England and Wales) regulations 2020 (“the Regulations”) came into force on 4<sup>th</sup> April 2020. The Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May next year.

**PRESENT:** Cllrs Clarke (Chair of Meeting), Court, Harvey (joined at min. no. 124), Henly (joined at min no. 124), Lawson & Riddle

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

***The meeting opened at 7.32pm***

As Cllr. Henly was unable to use the videocall facility, Cllr. Clarke agreed to chair the meeting, which was **AGREED** by all members.

**122. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr. Hare.

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

There were no declarations of interest.

There were no changes to Register of Interests.

**124. MINUTES**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 10th September 2020 as a true and accurate record of the proceedings and the Chairman of the meeting agreed to sign them outside of the virtual meeting.

There was no Clerk’s report.

**125. PUBLIC SPEAKING**

There were no public speakers.

**126. RECREATION CLUB REPORTS**

No recreation reports have been received.

**127. FOLLOW UP TO RESIDENT REQUEST REGARDING TREES ON MAIN RECREATION GROUND**

Following the decisions made at the last R&OS meeting on 10.09.20, min. no. 116 and the reply to the resident from the Parish Office, Members received a response from the resident asking the Council's position should the resident lose Sky signal again in the future. The resident also asked what further course of action they can take regarding the tree next to the driveway.

After some discussion, Members **RESOLVED** to respond as follows:

- The Parish Council will highlight the resident issue with the Sky dish, when the next inspection is due in 2022, to the Tree Inspector appointed.
- Members asked if the resident can take annual photos of the tree causing the resident issue with the Sky dish and send to the Parish Council as a record of growth evidence. This matter will also be highlighted when the next inspection is due in 2022.
- With regard to the tree next to the driveway, Members advised that the resident may get any branches, he feels are causing issues, cut back at his own expense. Any cutting back would need to leave the tree well shaped and be carried out by an accredited Tree Surgeon. If the resident does proceed with any works to the tree, the Parish Council wish to be informed of the details.

**128. TREES IN THE ALLOTMENT**

The Clerk sent in a request asking Members to consider whether an interim tree condition and management survey should be carried out for trees in the allotment as they are not currently included. The Deputy Clerk was unable to get a quotation in time for this meeting. Members asked the Deputy Clerk to obtain a quotation from the company who usually carry out the surveys and bring back to the next available meeting.

The Clerk also advised that it is recommended that trees are replaced when a tree has to be felled due to Ash dieback. The Clerk sent in a further request asking Members if they wish to replace the recently felled diseased Ash tree in the allotments. After some discussion, Members **AGREED** that they would like to replace the tree, but rather than plant it in the allotments, plant it around Cousins Way recreation ground. Cllrs. Lawson & Harvey **AGREED** to meet on site and decide which tree and which area of the recreation ground would be most suitable.

**129. BOILER AND WATER HEATER SERVICE**

Members received 2 quotations for the yearly boiler and water heater service. After some discussion, Members **RESOLVED** to approve Saunders Specialised Services Ltd carrying out the services, as they know the system well, but asked the Deputy Clerk to see if they could come down in price to £240.00 + vat to match the lowest priced quotation.

**130. POCKET PARK – PREPARATION WORK FOR WILDFLOWER AREA**

This item was meant to be on the April 2020 R&OS meeting, but all meetings were cancelled. Members received a quotation for the preparation work to create a wildflower area in Pocket Park – only one quotation was sought at the time in an order to meet budget preparation deadlines for 2020/2021. Members noted that sowing of the seeds would probably take place between March – May 2021. After much discussion, Members **AGREED** that it was too early to decide on this matter at this time and the item should be brought back to the Committee in Jan 2021. In the meantime, the Deputy Clerk will obtain another quotation.

**131. ALLOTMENT SKIP**

Members **RATIFIED** the cost of £330.00 + vat for a 12 yard skip in accordance with the allotment agreement, point 5k, which was already booked for 23.10.20.

**132. SPORTS PAVILION – TOILET BLOCK**

Members received two quotations to resolve the issue of the leaking roof above the toilet block at the Pavilion. Although each quotation was for different recommended work, the majority of Members **RESOLVED** to approve the quotation from Derek Paxton, totalling £2340.00, as this work offered a 10 year guarantee and has proved to be beneficial when solving leaking roof issues in other areas of the building.

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

There were no items for the next agenda.

**134. CORRESPONDENCE****HDC**

Email correspondence between the Parish Office & HDC regarding locations for electric charging facilities in Pulborough. Copied to Committee.

**Memorial Garden**

Email correspondence between the Parish Office and a Memorial Garden volunteer following their requests discussed at the R&OS meeting on 10.09.20, min. no 113. Copied to Committee.

**Publications**

- SDNPA September newsletter.
- Wey & Arun September e-newsletter & quarterly magazine – Sept – Nov 2020.

**135. PAYMENTS RESOLVED**

Members approved the following payments and will be signed by two authorised signatories outside of the virtual meeting.

WSCC	283.82
WSCC	8,403.82
Burgess & Randall Ltd	2.99
McVeigh & Parker Ltd	14.88
Laker Builders Merchant	7.19
Studio 5 (London) Ltd	710.00
Mr F Bushby	43.20
Viking Direct	267.88

***The meeting closed at 8.26pm***

.....CHAIRMAN

.....DATE