



PULBOROUGH PARISH COUNCIL
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**MINUTES OF THE
RECREATION AND OPEN SPACES COMMITTEE
MEETING HELD ON THURSDAY, 13TH OCTOBER 2016
AT THE SPORTS PAVILION**

PRESENT: Cllrs Henly (Chairman), Hare, Lawson and Queded

IN ATTENDANCE: Mrs H Knight (Clerk)

The meeting opened at 7.47pm

49. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs. Court and Clarke.

50. DECLARATIONS OF INTEREST

There were no declarations of interest.

51. MINUTES

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 8th September 2016 as a true and accurate record of the proceedings and the Chairman signed them.

Clerk's Report

Update from 08.09.16

Item 41 - Signage: To Agree Signage for use of Outdoor Gym Equipment

Sovereign have confirmed that there will be no additional costs for the poster. The outdoor gym equipment will be covered by the Council's insurance. The insurance company have been advised of the value of the equipment accordingly.

Item 42 - Provision of Public Art in Lower St

The Assistant Clerk has been trying to obtain the exact location on a map before contacting WSCC, which Cllr. Hare has now provided.

Item 43 - Rivermead: To Discuss the Longer Term Plan for Rivermead, Now That Clearance Work Has Taken Place

The Assistant Clerk has been in touch with WSCC regarding the condition of the footpath, emails relating to this has been circulated to Cllrs under 'Correspondence'. The Assistant Clerk will wait for the Access Rangers' feedback after his site visit.

The Assistant Clerk has initially contacted the Countryside & Policy Manager at SDNPA and the Site Manager at the RSPB site asking for advice or a contact regarding correct management and legislation adherence, but as yet no replies have been received.

Item 46 - Matters Raised by Councillors for Inclusion on the Next Agenda

Quotations were not obtained for discussion for this evening's agenda item no 7, as the correspondence from 'Friends of the Memorial Garden' suggested that the Parish Council did not need to go to the expense of engaging a contractor within the garden itself, except for the removal of the hedge by the Parish Council noticeboard, which will be discussed this evening.

52. PUBLIC SPEAKING

There were no public present.

53. TREES

53.1 Members considered a quotation for works to two trees (oak and birch) at Nutbourne Common. It was agreed that the work was necessary and members therefore **RESOLVED** to approve the work to be undertaken at a cost of £550 + VAT. A Member asked the Clerk to ask the Tree Warden to assess whether an English oak tree at an identified address at Nutbourne Common should be subject to a TPO.

53.2 Members discussed the Tree Warden's recommendation to consider replacing with two new trees a potentially dying red oak tree on the recreation ground (survey ref. 152). It was **AGREED** that the Tree Warden be asked to review the condition of the tree once the leaves had fallen and provide photographs.

53.3 Members discussed the Tree Warden's request to consider removing a large ash tree (survey ref. 1181) in Rivermead Nature Reserve. It was deeply concerning that this tree appeared to have been deliberately damaged, probably in order to destroy it, rendering it potentially dangerous. It was **RESOLVED** to obtain quotations for both removing part of the tree to make safe, and for removing the whole tree, for the Committee to consider.

53.4 Members discussed the Tree Warden's report on a lime tree on the recreation ground (survey ref. 192) which he believed to be in a dangerous condition and needing urgent remedial action. It was **RESOLVED** to obtain a quotation for remedial work and for the clerk to enquire why this was not picked up in the survey.

54. PLAYGROUND WORKS

The Committee considered quotations from ARD Playgrounds following the six monthly playground inspection, which had identified several points requiring remedial action as Priority 2 category. Following a Member's query regarding Priority 1 items, the Clerk advised that any P1s would have been added to the action list for the Council's Groundsman where appropriate, for urgent attention. It was suggested that it would be useful for the Committee to see this list in future as well. It was **RESOLVED** to approve the quotations for the work to the Kiddabout roundabout, cradle seat swing and timber cableway as quoted to the value of £581.90 + VAT. It was further **RESOLVED** that the remaining two items (tarmac path network and new safer surface) would be considered at a future meeting.

55. MEMORIAL GARDEN - CONSIDERATION OF ONGOING MAINTENANCE

As requested at the 8th September 2016 meeting, the Committee discussed plans for maintaining the area. Members noted correspondence received from the 'Friends of the Memorial Garden', including a written letter from one of the original volunteers and electronic mail from a new volunteer. The latter had raised several requests/points for consideration:-

- It was **AGREED** that the Clerk would look into whether a Volunteer Policy was necessary and report back.

- It was **AGREED** that the Clerk would research the cost of a garden waste (brown) bin (requested by the 'Friends' and liaise with the Village Hall as to a potential site or possible shared use.
- The 'Friends' had requested that the Council provide a tool storage box to be sited discretely in the garden. The Committee felt that this would be too visible and a target for vandalism/theft. It was noted that currently some tools could be left with the Parish Office, although this restricted accessibility times, and other small hand tools could be brought by car by one volunteer only. It was **AGREED** that the Clerk would investigate the possibility of a small tool store at the Village Hall.
- The 'Friends' group wished the Council to remove some of the old boundary hedge. The Committee did not feel this was necessary at this stage. It was noted that the 'Friends' group had moved some small box hedge plants to fill gaps in the old hedge and it was anticipated that in time and with good maintenance the old hedge and the young hedge would integrate. It was **AGREED** that the matter could be reviewed in future, possibly in spring, to monitor if the hedge had improved.
- It was noted that the 'Friends' had purchased and planted daffodil bulbs and lavender (replacing dead plants). It was **AGREED** to reimburse the 'Friends' upon production of receipts up to an annual value of £50 and the Committee wishes to be advised in advance of any planting requests in future. Query was raised as to whether there was a balance from a previous budget for the Memorial Gardens and the Clerk was asked to investigate this.
- Possible sponsorship opportunities suggested by the 'Friends' were noted and the Committee would welcome their proposals.
- The Clerk reported that a visual inspection had taken place but that a more rigorous risk assessment needed to be undertaken and a Member suggested that this be an agenda item for the next meeting.

56. **BOILER SERVICE**

Members discussed two quotations received for an annual boiler service for the boiler installed last year at the Sports Pavilion. It was **RESOLVED** to approve the appointment of Adept Heating & Mechanical Services Ltd to carry out the boiler service at a cost of £70 + VAT.

57. **RISK REGISTER**

Members reviewed the Risk Register entries R3.5, R4.1, R5.1 and R5.2 of the Committee Risk Register. It was **RESOLVED** to amend entry R3.5 to be undertaken annually with the responsible person to be the Groundsman, and to amend entry R4.1 to be undertaken annually.

58. **POCKET PARTY WORKING PARTY**

Members discussed the plans for a volunteer working party following the completion of tree works, previously discussed by Committee on 11th February 2016 (Min. 14 refers). Members considered the list of tasks identified (copied to Committee) and noted the potential offer of assistance by the local Tesco Community Champion who could provide and co-ordinate a volunteer team to undertake projects. Confirmation of Tesco's commitment had been received although specific proposals were yet to be finalised. It was **AGREED** that in the meantime, the Clerk would arrange to meet Cllr Lawson on site to view the area and the extent of work required. St. Mary's School had confirmed they would like to be involved again in maintaining the area where students had previously planted bulbs, however the Committee noted that this area would require vegetation clearance prior to any work by the children.

59. CORRESPONDENCE

Members noted receipt of the following correspondence, as per lists previously circulated.

FP2429 – Rivermead

Email correspondence regarding FP2429. Copied to Committee.

Community Youth Work

- Quarterly Report. Copied to Committee.
- Annual Report – 2016-2016. Copied to Committee.

Wey & Arun Canal Trust

- Quarterly magazine and Christmas raffle tickets available for purchase.
- E-newsletter – September 2016.

Field in Trust

Impact report 2015.

RSPB

- Details for end of ARC project conference on November 7th 2016.
- Notes from meeting held on 19th September 2016. Copied to Committee.

Pocket Park

Notification of a broken fingerpost reported to WSCC.

Sports & Social Club (S&SC)

Email correspondence following the S&SC meeting on 20th September 2016. Copied to Committee.

Environment Agency

Update re proposal to abolish the River Arun internal drainage districts-current position. Copied to Committee.

Memorial Garden & Pocket Park

- Email from Tesco advising Tesco volunteers helped sow poppy seeds in the memorial garden and that they would like to volunteer for works needed in Pocket Park. Copied to Committee.
- Email from 'Friends of the Memorial Garden'. Copied to Committee.

Footpath Sign

Email regarding a sign pointing to FP2330. Copied to Committee.

WSCC

Response from WSCC regarding grass cutting. Copied to Committee.

Came & Company Autumn 2016 Newsletter

Article on 'Volunteers - Duty of Care'. Copied to Committee.

60. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON NEXT AGENDA

Outside Gym Equipment - consideration of fencing (requested by Cllr Quedsted)

61. ITEMS TO BE PUBLICISED ON SOCIAL MEDIA

The achievement of Tommy Dunger of Pulborough Cricket Club, as the highest scoring batsman in the division.

62. PAYMENTS RESOLVED:

Members approved the following payments:

Spaldings Ltd	198.56
Pulborough Social Centre	65.80
Travis Perkins Trading Co Ltd	180.31
Viking	5.99
National Westminster Bank	27.74

The meeting closed at 9.20pm

.....CHAIRMAN

.....DATE