



PULBOROUGH PARISH COUNCIL
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**MINUTES OF THE
RECREATION AND OPEN SPACES COMMITTEE
HELD IN THE COMMITTEE ROOM AT PULBOROUGH SPORTS PAVILION
ON THURSDAY 8th JUNE 2023**

PRESENT: Cllrs Hunt (Chairman) Clarke, Court, Ellis-Brown, Esdaile, Hands, Lee Marcuson and Riddle.

IN ATTENDANCE: Mrs H Knight (Clerk) Ms B Nobbs (Deputy Clerk) and eight members of the public.

The meeting opened at 7.30pm

1. APOLOGIES FOR ABSENCE

Apologies for absence were received and reason approved from Cllr Martin (personal commitment).

2. DECLARATIONS OF INTEREST & CHANGES TO REGISTER OF INTERESTS

There were no declarations of interest or changes to the Register of Interests made.

3. MINUTES

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 13th April 2023 as a true and accurate record of the proceedings and the Chairman signed them.

Clerk's Report

The Clerk advised that she had accepted a kind offer from past councillor Mrs Lawson to continue watering the commemorative wild cherry tree at Nutbourne Common and also to continue to put council notices on the Council's Nutbourne notice board.

4. PUBLIC SPEAKING

The Chairman welcomed residents who had given formal notice to speak on agenda items and invited them to speak. The meeting was **adjourned** at 7.40pm and **reconvened** at 7.49pm for this purpose.

During the adjournment, the manager of Pulborough Football Club U9 Youth Team addressed Members regarding agenda item 5 Recreation Club Reports. The speaker raised concerns about the deteriorating condition of the MUGA, which they felt to be unsafe, and that they were moving training sessions to another village. They also commented on grass arisings making pitch marking difficult, that it was unclear whether they had an official area for the youth team pitch, and the issue of

dog fouling on the recreation ground. In closing, the speaker noted that the arrival of travellers today was likely to mean cancellation of a planned BBQ event on the 17th.

A resident spoke about agenda item 12 Sports & Social Club Sub-Committee proposals, in particular the Council's proposals for a part rebuild part refurbishment, which they felt would not provide a facility fit for the future.

A resident spoke about agenda item 14 Allotments Sub-Committee proposal: They advised that there used to be an Allotments Society in operation some years ago which had failed. Some plot holders were concerned about plots that appear to be left vacant; Plot holders would like to help the council to improve the allotments.

A resident spoke about agenda item 12 Sports & Social Club Sub-Committee proposals and the need for providing premises fit for purpose following public consultation.

The Chairman thanked the speakers for taking the time to address the Committee.

5. RECREATION CLUB REPORTS

There were no reports for this meeting.

6. PULBOROUGH SPORTS AND SOCIAL CLUB – PAVILION MAINTENANCE

Cllrs Lee and Hunt reported that they had undertaken an impromptu look around the pavilion premises and noted various issues and repairs needing attention. Considerable discussion took place regarding the best way of dealing with these. Members did not address item 6a relating to a quotation obtained for testing and inspection of 4no shower mixers. The Clerk advised that the roof repairs (item 6b) had taken place and it was **RESOLVED** to ratify the cost of £250 for this work. Agenda items 6c and 6d relating to water ingress and plaster work to the water tower, and internal Snooker Room ceiling damage and internal Changing Room connecting door repair were not discussed.

Members commented on the need to have planned maintenance in place rather than a 'sticking plaster' approach and that a professional survey and advice should be sought to establish what needs doing. It was important, however, to avoid spending funds unnecessarily in view of the plans to replace parts of the building. A full building report identifying the Priority 1s, 2s and 3s would assist in forward planning and identify urgent work.

It was **RESOLVED** to seek quotations from surveyors to provide a detailed report on the whole building and works required as high (essential), medium or low priority and that this would be referred to the Finance & Policy Committee for action and monitoring.

7. PULBOROUGH PARISH FOOTPATH CHARTER

At the proposal of the Committee Chairman, it was **AGREED** to defer this item again, pending further investigation by Cllr Riddle.

8. PULBOROUGH RECREATION GROUND – PROTECTIVE MEASURES

Horsham DC Head of Development and Building Control had suggested that the Parish Council make a 'Do I Need Planning Permission' enquiry as a first route, for which £30 is charged. It was **RESOLVED** to approve that such an enquiry be submitted at cost of £30.00, to ascertain whether planning permission is required for the proposed berms.

The Clerk gave a verbal update on the arrival of an unauthorised traveller encampment at the recreation ground today. Immediate contact had been made

with WSCC traveller section lead officer to commence the process of eviction, and with the Neighbourhood Policing Team Inspector. It was noted that all that could be done had been actioned, and that whilst police have additional powers of dispersal, it is at their discretion to decide if /when that legislation is triggered and that in the first instance it remains a civil and not a police matter. Members briefly commented on the need for more robust barriers such as additional posts or other quickly implemented deterrents.

9. REQUEST FOR TREE PLANTING IN TRIBUTE TO THE LATE QUEEN

The Committee considered a request from Pulborough Meadows WI for permission to plant a tree in tribute to HM Queen Elizabeth II, noting that they also sought advice on a suitable species and location. It was **RESOLVED** to approve permission in principle, and that Cllrs Hunt and Esdaile be delegated to liaise with the WI as to suitable type and siting, which may not be on Parish Council land, and report back. If the recommendation does not involve Parish Council land then the relevant landowner permission would be required.

10. REQUEST FOR ALLOTMENT GREENHOUSE

Members considered a plot holder's request to build a timber framed greenhouse on their new plot, dimensions of which had been circulated with the agenda. Subsequently the plot holder had submitted revised details for a larger, dome shaped construction, details of which were circulated at the meeting. Having considered the request, it was **RESOLVED** to refuse permission as it was felt the construction was too large.

11. PULBOROUGH MENS SHED

The Parish Council had previously given in principle approval for the Pulborough Shedders to erect premises on the Cousins Way recreation ground, subject to establishing that there was no restriction preventing this and also to further investigation by the group regarding provision of utilities services (Min. 6, 26.05.22 refers). It had since emerged that the land was subject to two restrictive covenants when conveyancing took place from Horsham DC to the Parish Council, one of which stipulated "not to use the land or permit the same to be used, for any purposes whatsoever other than for recreation". Officers had sought clarification from HDC's legal team as to the definition of recreation purposes and whether this restriction would prevent the Men's Shed at that location. The response had not provided clarity and the clerk suggested that to avoid future issues it might be prudent to seek legal advice from the Parish Council's solicitor. It was noted that the premises would probably need planning application in any event. The Pulborough Shedders were keen to establish any restrictions before committing further efforts or any funding into the project.

It was **RESOLVED** to seek the legal opinion of the Council's Solicitor and report back.

12. SPORTS AND SOCIAL CLUB – SUB-COMMITTEE PROPOSALS

Members considered proposals and draft Terms of Reference (previously circulated) from Cllr Hunt for the formation of three sub committees, namely a Buildings Sub-committee, a Management Sub-committee and a Fundraising Sub-committee. Members discussed this at length. It was noted that there was already a Sports Development Working Group, which reported to full Council. Members also commented that the proposed sub-committee activities would sit more appropriately with the Finance & Policy Committee than the Recreation & Open Spaces Committee. It was **RESOLVED** that Cllr Ellis-Brown would liaise with the Clerk to draft a project/initiation scoping document incorporating the three elements proposed, for reporting back to full Council. It was noted that this may take several weeks.

13. ASSET MANAGEMENT OF RECREATION & OPEN SPACES – SUB-COMMITTEE PROPOSAL

Members considered a proposal and draft Terms of Reference by Cllr Hunt for the creation of an Asset Management Sub-Committee (previously circulated). The proposed sub-committee would create a database of all village recreation and open spaces with details of who owns what area and how those are managed. Mixed views were expressed regarding the relevance or remit to review land not in the Council's ownership. The Clerk advised that records were available of assets, including land, that the council is responsible for. Following considerable discussion, it was **RESOLVED** that the Clerk would circulate the Asset Register to all Councillors for information.

14. ALLOTMENT – SUB COMMITTEE

Members considered a proposal and draft Terms of Reference by Cllr Hunt for the creation of an Allotments Sub-Committee (previously circulated). It was noted that a letter of complaint about the condition of the allotment site, signed by 6 plot holders, had been received (listed in correspondence list). It was also noted that in the past an Allotments Society had existed but this had failed.

Members debated the proposal and there was general support for the principle of setting up a group comprising councillors and plot holder representatives but that it must be very clear what the group could and could not do: It should report to the Committee without delegated decision making.

It was **RESOLVED** that an Allotments Working Group be established, with Cllrs Hunt, Marcuson and Court appointed to it, and that the Working Group is first tasked with drafting new proposed Terms of Reference to be reported back to this Committee.

15. COUSINS WAY RECREATION GROUND - WATERMAIN RENEWAL

Members noted receipt of details from Southern Water for water main renewal at Broomers Hill, which included works affecting Cousins Way recreation ground. It was **RESOLVED** to approve the request by Southern Water for early access and that the Clerk duly sign this, so that they can complete the work

16. CORRESPONDENCE

The following items were noted, as per the list previously circulated:

SDNPA

South Downs Planning Committee Agenda for 8th June 2023 (*Copy forwarded to Committee*)

WSCC

Email 11.04.23 Sussex roadside routes being surveyed for Ash Dieback.

S&SC

Minutes of Committee Meeting held on 25th April 2023 (Copied to Committee)
Agenda for Meeting 23rd May 2023

Action in Rural Sussex (AirS)

E-Newsletter May 2023.

CPRE Sussex

Email 26th May 2023 – PRIORITY booking for events (*forwarded to Committee*)

Sussex Green Living

April Newsletter – Local Elections, Fast Fashion, and Earth Day.

Email 10.05.23 Sussex Green Hub: No Mow May; Sussex Green Idea's
 Email 1st June 2023 Sussex Green Living; World Environment Day

Members of the Public

- Email 3rd May 2023 – Secretary from 'Mens Shed's' proposed men's shed on Recreation Field
- Email 20th May 2023 – complaint regarding allotment site (*Copied to Committee*)

Publications

- Email 4th April 2023 - Wey & Arun Canal Trust News- April 2023 e-newsletter.
- Email 06th May 2023 - Wey & Arun Canal Trust News - May 2023 e-newsletter.
- Email 5th April 2023 - Rural Services Network – RSN Rural Funding Digest – April 2023 Edition. (*Copied to Committee*)
- Email 25th April 2023 Rural Services Network - The Rural Bulletin 25th April 2023
- Email 31st May 2023 - Rural Services Network - The Rural Bulletin 31st May 2023

17. PAYMENTS

Members **RESOLVED** approval of the Payments List, which was duly signed by two authorising members, comprising the following payments:

Mulberry and Co	£168.00
Derek Paxton	£250.00
West Sussex County Council	£9,474.00
DCK Accounting Solutions	£240.00
Horsham District Council	£26.80
Horsham District Council	£26.90

The meeting closed at 9.38pm

.....CHAIRMAN

.....DATE