



West Grinstead Parish Council

OPEN SPACES COMMITTEE MEETING

Partridge Green Village Hall
Wednesday 8th September 2010
at 7.30 p.m.

MINUTES

Present: - Councillors: Mr. A. Childs (Chairman), Mr. R. Hill (Vice Chairman), Mr. D. Green, Mrs. C. Watts, Mrs G. Nash, Mr. A. Russ, Mrs H. Bullingham, Mr. N. Berry.
Clerk: Mrs. H. Dayneswood.

OS_065/10 Apologies: Cllrs: Mr. G. Taylor, Mr. C. Neal and Mr M. Sheath.

OS_066/10 Declarations of Interest: none

OS_067/10 Chairman's Announcements: none

OS_068/10 Minutes:

It was **RESOLVED** (proposed Cllr. Watts, seconded Cllr. Hill) that the Minutes of the meeting held on 11th August 2010 be approved as a true record.

OS_069/10 Matters Arising:

- a) Cllr Berry had spoken with the residents at 1, Oakwood and Eldon Villa. They have both verbally agreed that they would be happy with the placing of a dog bin on the small green at the corner of Oakwood and Littleworth Lane. ***The Clerk to write to both residents to confirm this. The Clerk to contact HDC to get a dog bin installed (forward photo and diagram for location).***
- b) The Clerk explained that the sub-contractor's licence for the use of Ordinance Survey data within the Parish Online product would take some time to get sorted out because the rules were currently being revised. In the meantime, Parish Online would allow WGPC to have use of the Parish Online product (as soon as payment for the product was received). There is no fee for the licence. Members were happy with this arrangement.
- c) A local resident had suggested installing an outdoor table tennis table in one of the open areas. These are usually constructed of concrete or metal. A table tennis table may appeal to some of the youngsters who don't want to take part in more extreme sports as well as some adults. The idea to be considered further.

OS_070/10 Correspondence: none

OS_071/10 Dial Post Issues:

- a) The extension on the Dial Post Village Hall has been started.
- b) The Clerk passed to Cllr Childs details of a mobile skateramp service offered by HDC.
- c) The Clerk reported on a news item about a girl losing her sight in one eye as a result of putting her hand in dog mess while in a playground and then rubbing her eye. ***The Clerk to display the information on the KGV main gates and on the Dial Post playground.***

OS_072/10 Allotments Update

Cllr Russ updated members on the progress of preparation of the allotments:

- a) It has come to light that it may only be necessary to provide water piping of 32mm diameter rather than 63mm at the allotments. The Clerk pointed out there would still need to be a 50mm pipe for the first part of the connection from the main on the western side of the B2135.
- b) Possibilities were being investigated for a cost-effective way of getting the water pipe laid across the fields.
- c) An application for funding from HDC would be submitted shortly. For this application, a copy of the signed lease between the Parish Council and the Allotments Association would need to be included. ***The Clerk to include an item on the PC meeting agenda for the authorisation of two councillors to execute the lease on behalf of the PC.***
- d) The tree surgery work at the allotments was completed on 8th September.
- e) The site of the old bothy is suitable for a communal shed.

- f) All the allotments are marked out and 34 out of 35 are allocated.
- g) The stock fence is due to be installed at the end of September. **The Clerk to advise Mr D. Marshall.** Cllr Nash did suggest that if a short-term solution was needed in order to allow sheep to graze in the front part of the field a.s.a.p, an electric fence could be installed temporarily.
- h) It was unanimously agreed that the list of set-up costs and funding sources provided by the Allotments Association was adequate for present requirements – it just needed a few more details included, e.g., the hedging grant, costs for cutting keys for plot holders, details of grant applied for that were refused. As the list was focussing on set-ups costs rather than ongoing running costs, it was not necessary to provide a full-blown business plan.
- i) The Allotments Association were planning to operate a key deposit system for keys issues to plot holders.
- j) It was agreed that when Mr C. Johnson submits his invoice to the Parish Council of £939.75 + VAT for the gates and passing place work on the access road, that the Clerk makes a request to Ms G. Bloomfield at HDC for the net amount to be re-imbursed to the Parish Council from the remaining Section 106 Hillreed money.
- k) It was suggested that the Allotments Association make an application to HDC for Section 106 community facilities money to cover some of their outstanding set-up costs, e.g., for the water supply connection. **Cllr Russ to liaise with the Clerk regarding the process for applying for Section 106 funding.**
- l) Cllr Green thanked Cllr Russ for all his hard work in progressing the allotments project.
- m) It was agreed that it would be a good idea to let the PC Allotments Working Group run for a little longer, at least until a meeting had taken place with the Youth Football Club and a few councillors.

OS_073/10 Christmas Lights 2010

- a) It was agreed that the date for the Christmas Lights switch-on event should be the first Saturday in December – 4th December.
- b) **The Clerk to ask Mr N. Hedley if he would be prepared to put up the lights and trees again this year.** The installation would need to be under the supervision of a qualified electrician; the electrician to ‘sign off’ the work as well. **Cllr Hill offered to contact a local electrician to see if he would like to help.**
- c) It was agreed to use the same supplier for the Christmas trees as last year. Two trees at about 21 foot and one at about 16 foot to be ordered. **The Clerk to action.**
- d) The lights over Wilton Close shops plus the lights in both oak trees are in need of replacement. They are of the old type that draws a lot of power and they are old and keep failing. It was suggested that perhaps just the Wilton Close ones are replaced this year with modern LED lights. **The Clerk to investigate.**

Extraordinary KGV Playing Fields Business (to be ratified at the next KGV Meeting)

Declarations of Interest: Cllrs Russ, Hill and Green all expressed an interest, due to their membership of the Sports & Social Club.

Skateramp

The skateramp was recently taken out of use due to a safety issue. 3BRamps had carried out emergency repair work to the high barrier at a cost of £550 +VAT. **The Clerk to write to 3BRamps to confirm that WGPC accepts the quote for £550 for the repair work.**

The Clerk had been instructed by the KGV Trustee to ask 3BRamps if they would match the quotation of £2450 + VAT from Fearless Ramps for re-plying the skateramp. 3BRamps had agreed to this and the re-plying work has been completed.

3BRamps had asked for prompt payment of both invoices, as they had had to buy a lot of wood up front. It was agreed that the Clerk waits for the keys to be returned plus a response received to the query about a guarantee for the work before releasing payment. **The Clerk to make 3BRamps aware of this.**

Cllr Childs will organise the removal of the heras fencing from around the skateramp.

The Clerk to ask for a message to go up on the web site about the skateramp being operational again.

Tree Survey in KGV Playing Fields

The Clerk had circulated by email the following quotes for a tree survey in KGV Playing Fields:

Bartlett Consulting: £600 + VAT

John Harraway: £540 + VAT

Andrew Gale: £1050 + VAT

The Bartlett & John Harraway quotes are based on the understanding that WGPC will provide the map (via the Parish Online facility). Andrew Gale's quote was inclusive of him providing the digitised map.

It was unanimously agreed that the quote from John Harraway should be accepted. *The Clerk to action.*

KGV pond works

It has been established that Mr R. Smith (RPS) only has public liability cover for £5 million (£10 million is required for significant work in public spaces) and that the description of the business does not cover pond work. Also, the Clerk had not received from RPS the requested written confirmation of coverage of the 12 points in the specification for the work.

Mr N. Seal has public liability cover of £10million and has revised his quote to £3,400 + VAT. He could carry out the work in October or November. It was unanimously agreed that the quote from Mr N. Seal be accepted. Written confirmation from Mr Seal to be received shortly. *The Clerk to contact RPS and explain why the contract is being awarded elsewhere.*

The meeting closed at 9.10pm

Next Open Spaces meeting: **Wed 13th October** 2010, 7.30 p.m., Partridge Green Village Hall.

Signed as a true copy.....Date.....