



Rogate Parish Council

MEETING OF COUNCIL

Please direct any correspondence to -
CLERK to ROGATE PARISH COUNCIL: CATHRYN WOOLLEY
clerkrogateparishcouncil@hotmail.co.uk
0844 357 5798
www.rogate-parish.co.uk

Minutes subject to confirmation

**MINUTES OF THE OPEN SPACES COMMITTEE MEETING OF ROGATE PARISH COUNCIL
HELD ON Monday 16th September 2013 at 7.30pm
In
ROGATE VILLAGE HALL PAVILION**

Councillors Present: Cllr Pauline Berrisford-Hill (PBH) (Chairman); Cllr Sarah O'Brien-Twohig (SOBT) (Vice-Chairman); Cllr Murray Spalding (MS); Cllr Val Farren and Cllr Peter Howland (PH)
Clerk Present: Cathryn Woolley (CAW)

1. **Representations by the public**
1/13 There were no representations by the public
2. **Apologies for absence**
2/13 Elizabeth Brown's absence due to prior engagement was approved by the Committee.
3. **Declaration of Interests**
3/13 There were no declarations of pecuniary or non-pecuniary interests in relation to any items included on the agenda for this meeting in accordance with **THE LOCALISM ACT 2011** and the **Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012**.
4. **Urgent matters**
4/13 The committee wanted to hear Stephen Allberry's (SA) (RPC's contracted tree surgeon) views on Garbett's Lane. It was agreed to deal with this matter first.
5/13 Discussions around the best way to move forward with the proposed access steps at Garbett's Lane. SA was of the opinion that RPC should make a planning application to deal with the steps.
Decision: **OSC to propose to full Council to lodge a planning application, in respect of Garbett's Lane steps.**
Action: **PH**
**It should be noted that SA left the meeting, at 19.54.*
5. **Minutes of last meeting**
6/13 The minutes of the last meeting dated 24th April 2013 was approved as a true record (and all action points had been undertaken).
6. **Matters Arising**
8/13 **Bull Hill:** OSC examine the title deeds – referred to minute 12/13 below.
9/13 **Garbett's Lane:** OSC refer to SA's recommendations referred to at minute 4/13 above.
10/13 **Playgrounds:** Discussion regarding inspection and maintenance of playgrounds.
Decision: **PH to speak with Emma Yellop re: standard inspection forms. (1)**
OSC to propose to full Council that the OSC take charge of the OSC maintenance contracts. (2)
Action: **PH and CAW**
11/13 **Woodland Management**
Decision: **PH to write an article in parish magazine**
Action: **PH**
7. **Examination of deeds and documents of RPC Owned Lands**
12/13 Cllrs were given the opportunity to review the original title deeds of the Parish.



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- 13/13 Discussions took place regarding the acreage of Bull Hill Field and in particular concerns over potential adverse possession. Discussions were had regarding protection and usage of the common land (such as a community orchard, which is referred to again at minute 19/13 below).

Decision: To propose to full Council, to consider instructing a surveyor to draw up a plan of the common land, consider erecting a post and wire fence on the common land and consider first registration of the land (CAW to look into costs).

Action: SOBT and PH

**It should be noted that at 20.35, Elizabeth Brown called into meeting to sign a form for CAW.*

8. To discuss maintenance of RPC Owned Lands

- 14/13 Fyning Recreation Ground - a lengthy discussion ensued about problem trees and the consideration of felling dead and dangerous trees at Fyning Rec Ground and in Terwick Woodland.

Decision: OSC members to contact their contacts with regard to wood management.

Action: All Committee Members

- 15/13 Oliver's Piece – general maintenance of pathways, vegetation and bench and the consideration of the concept of a 'Parish Countryside Team' could be proposed to Council.

Decision: To propose the idea of organising a Parish Countryside Team to full Council.

Action: SOBT

9. Update on Garbett's Lane – Access Steps Project

- 16/13 This matter was brought forward into discussion by OSC referred to in minutes 4/13 and 5/13 above.

10. To report on trees overhanging parish roads near infrastructure.

- 17/13 Discussed the issues of overhanging trees.

Decision: To write a general article in the parish magazine appealing to owners to deal with this issue.

To establish who landowners are and to propose to full Council, that letters are sent to them.

Action: PH and SOBT

11. To discuss future of Bull Hill Field

- 18/13 This matter was brought forward into discussion by OSC, as referred to in minute 8/13 above.

12. To discuss Community Orchard Proposal

- 19/13 There was a discussion regarding Community Orchard and/or allotments proposal. Considerations were given to the fact that these ideas may naturally be extracted in the Neighbourhood Plan.

Decision: To propose to full Council the idea of Community Orchard and allotments.

Action: SOBT & MS

13. To review committee management of OSC



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20/13 A discussion about designating pieces of RPC land to individual OSC committee members to manage.

Decision: **MS – Fyning Common and Terwick Woodland;**
VF - Both playgrounds (Rogate and Parsonage Estate) (Hugo Platt);
PBH – Bull Hill Field and Oliver's Piece;
PH – Fyning Recreation Ground;
SOBT – Terwick Woodland;

14. OSC contribution to Neighbourhood Plan

21/13 Proposed contributions already referred to at minute 19/13 above, regarding proposed allotments and community orchard. The idea of a 'Footpath Walks Brochure' for Rogate for tourists to the area, which may add value to infrastructure, was explored.

15. Confirm dates of forthcoming OSC meetings

22/13 The next OSC meeting date is scheduled for January 27th 2014 at 7.30pm in Rogate Village Hall (Pavilion).

16. Any other business

23/13 Reference was made to an email received concerning horses on a footpath.

Decision: **OSC agreed that this was not a Council matter and the Writer should be referred to West Sussex County Council.**

Action: **CAW**

There being no further business, the meeting ended at 9.15 pm.

CATHRYN WOOLLEY CILEX T.E.P
Clerk to Rogate Parish Council

Chairman:.....

Dated:



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ACTION LIST

MINUTE REFERENCE	PERSON TO ACTION	**ACTION REQUIRED**
Minute 5/13	PH	To propose to full Council at next meeting 14 th October, to make a formal planning application, in respect of Garbett's Lane access steps project
Minute 6/13	PBH	To sign minutes of last meeting dated 24 th April 2013 and hand to CAW
Minute 10/13	PH CAW	To speak with Emma Yellop about standard playground inspection forms and to propose to full Council about OSC taking charge of maintenance contracts. CAW to establish what maintenance contracts there are.
Minute 11/13	PH	To write an article in parish magazine about woodland management
Minute 13/13	SOBT and PH CAW	To propose to full Council at next meeting 14 th October, to consider instructing a surveyor to produce a plan of Bull Hill Field and to consider erecting a wire and post fence on common land. Also to consider first registration costs of common land. To enquire of CDC and other sources, regarding costs to deal with first registration of common RPC lands.



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Minute 14/13	All OSC committee	To contact their contacts with regard to problem dangerous trees at Fyning Rec Ground and Terwick Woodland
Minute 15/13	SOBT	To propose to full Council at next meeting 14 th October, the concept of a Parish Countryside Team
Minute 17/13	PH/SOBT & VF	PH to write a general article in parish magazine re: overhanging branches SOBT & VF to establish who landowners are and to propose to full Council that letters are sent to them.
Minute 19/13	SOBT & MS	To propose to full Council the idea of a Community Orchard (SOBT) and allotments (MS)