

ROGATE PARISH COUNCIL

OPEN SPACES COMMITTEE MEETING

Please direct any emails to -
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DRAFT minutes subject to approval

MINUTES OF THE MEETING OF ROGATE PARISH COUNCIL OPEN SPACES COMMITTEE HELD ON Monday, 27th January 2014 at 7.30pm In ROGATE VILLAGE HALL PAVILION

Councillors Present: Cllr Pauline Berrisford-Hill (PBH) (Chairman); Cllr Sara O'Brien-Twohig (SO'BT); Cllr Elizabeth Brown (EB); Cllr F Dix (FD); Cllr Peter Howland and Cllr Val Farren

1. REPRESENTATIONS BY THE PUBLIC

1/14 None.

2. APOLOGIES FOR ABSENCE

2/14 Apologies were approved for Cllrs Spalding and Carter.

3. DECLARATIONS OF INTEREST

3/14 None.

4. MINUTES OF LAST MEETING

4/14 The committee agreed and signed the minutes of the meeting held on **16th September 2013**, subject to the following amendment, as follows:-

Minute 20/13 the end of the sentence should read - "*to report*" (not to manage);

5. MATTERS ARISING FROM PREVIOUS MINUTES

5/14 The committee raising the following items from matters which arose from the last OSC meeting dated 16 September 2013, as follows:-

Actions

- Minute 5/13 and 6/13: Actioned;
- Minute 10/13 PH spoke with Emma Yellop following CAW's email of completed forms.
ACTION: CAW to give VF blank copies of playground inspection forms. PH confirmed he went to the playground (near Rogate pub) and found the timber rotten, in places and also the spring on the gate is broken, as the gate is often left open. OSC noted that RAP holds money to finance; repair and refurbish.

It was **unanimously agreed** for CAW to research local contractors for equipment maintenance of the playgrounds, who can be recommended, to comply with RPC's insurance requirements. It was also suggested that CAW make contact with Debbie Pattison who designed the said playground and who also would like to put in a replacement tree.

ACTION: EB to ask both schools who deals with their playground equipment

ACTION: OSC to organise quotations and circulate by email to CAW and OSC members, to be discussed and future proposals made to full Council, when required.

ACTION: OSC propose to RPC for OSC to manage maintenance contracts.

- Minute 11/13: Actioned
- Minute 13/13: not applicable – the management of this will hopefully come within SDNP and Woodland Trust management plan;
CAW confirmed solicitors' charges to deal with first registration of parcels of land. CAW stated that it would be advisable to have a solicitor to go through the title deeds, as CAW is unable to comment whether the deeds are complete, they are certainly not in any particular order, confirm what is registered, what is not and if RPC had the funds to spend, it would be prudent to do so.
- Minute 15/13: Actioned;
- Minute 17/13: **ACTION: SO'BT contact Highways Department Rural Team re: dangerous trees as they should inspect it as if it is dangerous and then they have an obligation to write to landowner.**

NB: Agenda item 7 has been moved up the Agenda to allow FD to report to OSC on Garbetts' Wood Project.

7. REVIEW OF PROPOSED PROJECTS

FD referred to her report and her dealings with Nina Williams of SDNP (Forestry *****) and the proposal to manage RPC's woodlands in collaboration with the Woodlands Trust.

- Nina Williams of SDNP will be attending RPC full Council meeting on 10.2.14;

- FD referring to architect plans prepared and OSC members reviewing the same.
- The types of material being suggested were discussed and it was confirmed that both Rogate and Rake schools are taking on the risk assessment, insofar as pupil/children safety is concerned, in relation to the safety of the steps. SO'BT raised concerns over the legal/safety requirements for the railings and width/depth of steps. FD will double-check this with Stuart Mc**** of ****.
- **Unanimously agreed** that RPC should not deal with dangerous trees in Terwick Woodland and Fyning Rec Ground as these should come within the proposed management plan;
- **9/14SDNPA have costed the project at £5,000. CAW confirmed that she received a remittance advice via email from SDNPA to confirm that £4,800 has been transferred to RPC bank account.**
- SO'BT asked if enquiries could be made of Nina Williams as to whether a vehicular lay-by by Garbetts' Lane could be incorporated within the proposed plan or future plans. Also, commented on that there as a part of the neighbourhood plan where there would be a pedestrian loop around the village/circular walks. **ACTION: FD to ask Nina Williams. NO**
- EB proposed; PBH seconder for a letter of thanks to be sent to CDC confirming RPC's support to the proposed SDNP project. EB and PBH both signed pre-prepared letter. FD to confirm to CAW whose attention in CDC the letter must go.
- FD pointed out that the architect did plans for free. Nina Williams of SDNP has funds within her budget so she may be able to pay out of these funds.
- It was **unanimously agreed** to send a letter of thanks to the architect (SWR Architects) **ACTION:** PBH will draft letter; FD will then email it to CAW to send.

6. ORIGINAL TITLE DEEDS

7/14 OSC considered M&L Solicitors letter dated 2 January 2014, which was previously circulated. It was CAW undertook a property by enquiry description search with HMLR online for Oliver's piece, but, no search results. CAW confirmed that a plan would be needed to file an index map search, to establish the title number of this piece of registered land.

ACTION: It was **unanimously agreed** for CAW to email Studio LK Limited to ascertain on how she has deciphered the boundary and to write a letter to HMLR seeing if they can assist.

ACTION: **SO'BT to propose to RPC that a team of Cllrs should look through RPC documents in filing cabinet in the village hall loft;**

ACTION: **PROPOSE TO RPC RE: TITLE DEEDS TO STORE WITH MACKARNESS & LUNT SOLICITORS IN PETERSFIELD FOR AN ANNUAL FEE OF £12.50 (+ VAT) PBH TO SPEAK WITH M&L.**

8/14 CAW confirmed that Nina Williams of SDNP has asked for a very about pieces of land in 4 parcels of land and PH provided a plan with all pieces of RPC land marked on a plan. **ACTION: CAW to email Nina Williams of SDNP a colour copy of the plan to see if this is suffice for her purposes. If so, Friday's proposed meeting, will not need to go ahead. NB: to return copy plan to PH.**

9/14 CAW reminded OSC that they will need to get their terms of reference drafted and approved by Council. **ACTION: CAW to include this on next Agenda.**

10/14 OSC **unanimously agreed** to hold 3 OSC meetings each Council year.

8. DATE OF NEXT MEETING

11/14 The proposed date of the next Finance Committee meeting will be **Tuesday 29th April 2014 at Rogate Village Hall Pavilion at 7.30pm.**

The following forthcoming dates were agreed:

Tuesday 29th April 2014;
Monday 29th September 2014

CATHRYN WOOLLEY CILEX
 CLERK

Meeting Closed 20:54pm

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 CHAIRMAN

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 DATED