

MINUTES OF A MEETING OF THE OPEN SPACES COMMITTEE HELD ON  
TUESDAY 7 JULY 2015  
IN THE TOWN COUNCIL OFFICE AT 7 PM

Cllrs Present: Mr Roger Hanauer (Chairman)  
Mr Chris Kemp  
Mr David Burden  
Mr Tony Sneller  
Miss Samantha Spriggs  
Mrs Maggie South

Apologies: Mrs Carry Smith  
Mr Michael Peet

Attending: Town Clerk, Mrs Rebecca Knifton

OS/37/15 Representations by the public  
None.

Cllr Sneller wished to read the following statement which was agreed to form part of these minutes:

**Statement to PTC Open Spaces committee 7<sup>th</sup> July 2015**

I had hoped that, at our last (June) meeting, a line was drawn under the matter of the minutes of the January, February and March Open Spaces meetings. However, part of the agreement was that Tom, Gordon and I should have sight of the minutes at the same time as they were sent to the committee chairman so that we could jointly agree accuracy before they were circulated. I have a recording of myself requesting this, and of Cllr Hanauer agreeing that that was fair, supported by Cllr South - and the meeting seeming to concur.

I would also point out that my comments once Tom and Gordon had left was not 'a muttered derogatory statement about the Clerk'. It was a statement of fact, that whilst much of the first part of the meeting was taken up with discussion of why the minutes could not be changed, the minutes of the of the meeting dated 12th February had been changed, since they were first published in March, in respect to comments made by the Chairman of the Council.

My comment to the effect that 'you must sort out the record keeping' was addressed to the room - and the council as a whole - and not the clerk.

I believe that the integrity of Petworth Town Council is at stake in this matter.

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Cllr Hanauer wished to apologise if there had been some sort of confusion and said that he did not remember saying this.

He went to say that if he had, then this had been through a lack of understanding as to what Cllr Sneller had asked. He clarified that members of the public have no legal right to view draft minutes. The draft minutes belong to the Clerk and remain in draft form until they are adopted by Council. It is then that the minutes enter the public domain. He also mentioned that the minutes are appendix to the agenda and therefore any comments on points of fact could be raised at this point.

OS/38/15 Apologies for absence  
Apologies had been received from Cllrs Peet and Smith.

OS/39/15 Declarations of interest  
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**.

OS/40/15 Minutes of the meetings held on Tuesday 9 June 2015

**NOTED** that following on from Cllr Sneller's statement, Cllr Hanauer had received an email from Messrs Moore and Allan complaining that they had been informed that they could receive a copy draft minutes for their approval and comments prior to them becoming a public document. They had informed Cllr Hanauer that they had been assured that they would be consulted on the draft minutes at the same time as the Chairman and Vice Chairman had received them from the Clerk and that they had recorded this being said at the previous meeting.

Cllr Kemp reminded the Committee that members of the public had no authority to dictate to the Council as to what should be in the minutes. It was again discussed that the minutes belong to the Clerk until they are adopted by Council. Only Cllrs are able to request a change to the minutes prior to adoption and that this must be on a point of fact and nothing more.

Cllr Hanauer stated that upon a more detailed analysis of the June minutes, there was no material difference and that the minutes should be recommended in their existing form.

Proposed by Cllr Burden and seconded by Cllr Kemp that the minutes were a true record of the meeting. **RECOMMENDED** that the minutes be adopted by Council.

Due to Cllr Sneller requesting a leave of absence due to a personal commitment, the order of the agenda was varied. Cllr Hanauer granted this.

OS/41/15 Matters arising that are not already included in this agenda

(a) Bus Shelter – deferred.

(c) De-fib – Cllr Sneller reported that the Badgers had agreed to contribute towards the cabinets and the defib.

**ACTION:** The Clerk to chase the order with Well Medical which had been placed on June the 19<sup>th</sup>.

It was **NOTED** that the wiring to the phone box had been completed and that the cabinet could now be fitted.

**AGREED** that a defib could be placed on display in the Neighbourhood Plan tent at the Fete in the Park.

Steeple are currently costing for the signs.

(g) Phone box – Cllr Sneller confirmed that he was still receiving the forms back regarding the Phone Box at Hampers Green.

**ACTION:** An update will be received at the next meeting.

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Cllr Sneller left the meeting.

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Further discussions took place regarding the draft minutes being sent out to members of the public to amend. It was **AGREED** that although this is not allowed, for clarity, two additional clauses should be added to the Standing Orders to avoid any issues in the future.

**ACTION:** The Clerk to draft two clauses regarding public representation and viewing the minutes.

- (b) SkatePark – **NOTED** that Cllr Hanauer and Cllr Kemp had met with Sarah Peyman and Steve Hansford. CDC have asked to see whether there is still a demand for the facility.

Cllr Kemp confirmed that there had been 29 requests received from the NP Consultations.

Cllrs Hanauer and Kemp had also met with Clive Fish and Jonny Welsh from the SBYC. It appeared that their main concern was the impact an accident in the SkatePark would have on the liability of the YC. They stated that if such an event arose, they wouldn't be able to help but get drawn into it.

They had one further concern regarding anti-social behavior that could be borne from the siting of the SkatePark at the YC and that this could reflect badly on them.

It was **NOTED** that the meeting had highlighted much misinformation between both parties. It had been discussed that Piers Taylor and PCSO Paul Isaac be contacted to give their support for the project.

**NOTED** that CCTV is already in situ at the YC.

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Cllr South arrived at 7.45pm.

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- (d) Footpath around the hills – Cllr South informed members that an investigation into who owns what had been started.  
Cllr South explained that she had been in contact with Peter Jupp, Rights of Way, at County who had confirmed that WSCC had resurfaced the path in 1977.

An informal survey has been undertaken and has confirmed that there is a great deal of public support to manage the area.

**AGREED** that this will be an autumn project and will commence with replacing the bench and moving the bins. **NOTED** that the bench will be fitted by Tim Ticehurst.

**ACTION:** The bins to be emptied. Further discussions to take place between Cllr Kemp and Bob Riley. PTC to consider employing a contractor to undertake the work.

**ACTION:** Cllr South to wait for a map of the site for Peter Jupp. To be brought back to the next meeting.

- (e) War memorial – **NOTED** that Tilleys are booked in for a start date shortly.
- (f) Hanging baskets and brackets – **NOTED** that a bill for watering had been received at the Star at a cost of £1,000.  
**ACTION:** PTC to monitor as the cost appears to be very high. PTC will reimburse.

- (g) Litter Bins – minuted in (d)

- (i) Grass cutting and hedges – **NOTED** that the Chairman and the Clerk had met with Michael Naldrett and have instructed him to cut the hedges at Tillington Road, Sheepdown and near the Catholic Church.

(j) Bus stop quotes – **NOTED** that Cllr Hanauer had contacted County Cllr Duncton requesting grant support for repair of the Bus Shelter at Hampers Green and for a new Shelter, similar to that which was assisted for Tillington. County Cllr Duncton informed Cllr Hanauer that WSCC have no grants available but that the CLC may be able to assist.

**ACTION:** The Clerk to look for quotes and other grant funding.

(k) Hanging basket quotes – minuted in (f)

(l) Naldrett – minuted in (i)

(m) Flag pole – **ACTION:** Clerk to place the order.

(n) Dog bins – **NOTED** that the signs have been ordered but there had been a printing issue. Cllr Kemp to chase.

OS/42/15 Play Areas

Rosemary Gardens & Hampers Common. **NOTED** that Tenders to be received. The Tender Committee consisting of the Clerk, Cllrs Kemp, Petersens and Hanauer to open the sealed bids on Thursday the 16<sup>th</sup> of July in order to make recommendations.

**NOTED** that a couple of quotes had already been received which the Committee considered. No action to be taken on this until the Tender has gone out.

OS/43/15 Allotments

Cllr Kemp proposed and Cllr South seconded that the list of ploholders to evicted is approved. **RECOMMENDED** for approval by Council.

In the meantime, it was **AGREED** that Naldrett be instructed to ‘make good’ the plots until they are let. Proposed by Cllr Kemp and seconded and Cllr Spriggs to instruct. **RECOMMEND** approval by Council.

OS/44/15 To consider other items at the Chairman’s discretion

**NOTED** that a formal thank you be given to John Robbins for all his hard work.

**ACTION:** Redraft ToR’s to include delegation of rights for a small task and finish group.

Meeting closed – 9.05pm

Signed.....  
Chairman

Dated.....