

MINUTES OF A MEETING OF THE OPEN SPACES COMMITTEE HELD ON
TUESDAY 4th OCTOBER 2016
IN THE TOWN COUNCIL OFFICE AT 7 PM

Cllrs Present: Mr Roger Hanauer (Chairman)
Mr Chris Kemp
Mrs Maggie South
Mr David Burden (L)
Mr Michael Peet (L)

In attendance: Temporary employee, Debbie Glover

Apologies: None received

Mr Michael Peet arrived at 7.10pm

1. Representations by the public

None.

2. Apologies for absence

None received.

3. Declarations of interest

To receive from Members declarations of Pecuniary and 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**.

None received.

4. Minutes of the meeting held on Thursday 8th September 2016

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.

5. Matters arising that are not already included in this agenda

(a) Bus Shelters – Station Road

RH reported that J&G Ground works had withdrawn from the quote process due to the complication of the work. David Hamilton will provide an estimate by 6/10/16. Tim Burley who is a resident of the PTC building had provided a quote of £8,500 which CK commented was reasonable for all the work needed. It was **AGREED** that perhaps there was an underestimate of the cost involved in the project in terms of budgeting. All **AGREED** that the work completed must be to a high standard and be reflective of Petworth itself. MS asked whether the bus stop could be moved, but after discussion it was deemed that this would not be practical. **AGREED** that the Council would continue on with their plans but that they might need to re-budget for the project next year.

b) Skatepark

There is a meeting re this on the 14th October in the PTC office. MP said that when attending the meeting they must have everything to hand regarding the matter including H & S reports, options appraisal document, etc.

ACTION RH to send an email to David to see if there is any additional information he may have that would be useful for PTC before the meeting.

c) Footpath round the hills

MS mentioned that the hedge by the Catholic Church was encroaching on the footpath and was informed that Henry would be dealing with this along with various other locations. CK pointed out that there will be a review with Henry in Oct regarding the cutting back and it was **AGREED** that he is doing a good job thus far.

MS has been doing some noticeboard research and once it is decided what it needs to say she will acquire a third quote. She has been in discussion with users of Jubilee Walk regarding the noticeboard and location of it.

MS has started on a plan for Petworth including

- Planting bulbs next month
- Discussing with Henry the extent of the strimming to take place
- Weedkilling edges
- Controlling the bracken around Barton Road
- Giving attention to the memorial
- Giving attention to the oak tree
- Looking at whether it would be a good idea to add a couple of natural plant species to the area with the 3 spindle bushes

ACTION MS to talk to Judith and see whether the November working party could include bulb planting. MS will get costings for signs to see whether more needs to be set aside in the budget.

RH commented that the Estate need to be brought on board with the plans once they have them.

Kissing gates – RH has them and they will be installed once everything has been agreed.

ACTION – MS will email highways and find out about permission needed for the gates.

d) Phone Boxes

Hampers Green

CK suggested that the Council start from scratch again.

ACTION RH will contact BT re the phone box.

Leconfield Hall

RH reported that the box functions but probably needs cleaning. CK reported on BT's response which was that they would provide the paint.

ACTION RH will pursue finding out more about who is available to paint the box.

Grove Lane

This has been painted.

ACTION CK will find out who did this. **AGREED** that they had done a good job.

CK suggested that a panel from the box needs to be taken to Steeples so that they can provide a quote for putting 'defib' on it.

ACTION MP will contact Steeples to get a quote for this work.

e) Hampers Common Playpark

Signage – **AGREED** that signs are needed to include a comment about using at your own risk and that PTC manage the park and how to contact them if there are issues.

ACTION RH to get information on having these signs made.

Picnic tables- CK informed the meeting that £1266 had been approved by CDC for the tables. There was a discussion about the best time of year to install them.

ACTION AC to check whether there are any conditions attached to the money from CDC re the installation date.

There was a discussion about some of the seating needing to be repaired but CK pointed out that additional seating would be provided for within the picnic tables.

Litter bins - People have complained that there are not enough litter bins. **ACTION CK** to email Simon to find out about having more.

Verge Protection – discussion that it is not working well and **AGREED** that the Council will go to the site after the fair has left and then discuss the best way forward.

Mole draining – **ACTION CK** needs to finish Watershed Grant and get a broken down quote from David Hamilton.

French drain- Discussion about the difficulty of getting to meet with ‘Digger Rob’. MP suggested a final attempt at a meeting before going to someone else.

ACTION MP, CK or RH to get an agreed meeting with him.

f) Planters and hanging baskets –

Sunday Working Party going to remove planters.

ACTION RH to attend on Sunday between 10.00-10.30am to help with their removal.

g) Petworth in Bloom

MS reported that there are only 2 hanging baskets left up and CK confirmed that these would be removed and that a discussion had taken place that indicated it was quicker and cheaper to buy new baskets rather than recycle.

h) Allotments

Survey

CK and MS have undertaken a survey and discovered that Station Road has 2 abandoned allotments and 3 that need a warning letter.

Re-allocation

ACTION DG/CK Check and update the waiting list and once it is correct offer out the available allotments.

There was a discussion about the invoice and letter that need to be sent out in October.

ACTION MS to provide **DG** with a copy of an invoice to use as a template. **AC** to discuss any changes to the letter with **DG** and assist **DG** with ensuring information on invoices is correct.

ACTION DG Send out letter about contract change and invoice to all current allotment holders.

Clearance

It was **AGREED** that before this is done the Council need a comprehensive list of those allotments which are not used. The hedges on Grove Lane have become too large for the allotment holders to deal with.

ACTION The Council need to have a walk round the allotments to see all the jobs that need doing and then discuss this with Henry.

Water supply

CK commented that there is possibly a company in Kirdford who could be approached for a quote.

i) Finger posts

ACTION RH is going to paint and repair the post on Grove Road on Friday. He will then do the others.

j) General maintenance

Grass cutting – Council members had a general discussion about WSCC and their responsibility for upkeep of certain areas. It was agreed that some areas under their remit were not being dealt with.

ACTION CK to contact Janet at WSCC to relay this information.

Foliage clearance

MS commented that the hedge on the path from Rosemary Gardens was excellent. CK mentioned Lengthsman Grants which are available to get some money from a parish council for help with clearance of areas and that this is an entitlement under the Localism Act.

ACTION MS will investigate this and get more information.

Drain clearance

Complaint about the drain on the path leading from Pound St Car Park to Windlesham Road.

ACTION RH to walk the path, see where the problem is and then contact Chris Dye.

Path clearance

It was **NOTED** that W.S Highways staff who helped with this had done a good job.

k) Recent grievances aired by the public

Simon Penny, the Co-ordinator of Streets and Litter, came and spoke to PTC on Friday and is keen to discuss how they can improve the service they are providing to PTC.

l) Farmers Market

Signage- discussion about the barriers used and that they are not practical for a person to set up on their own. Also discussed a garage that is available to let and how this could store the barriers, signs, etc for PTC. Discussion about whether it would be better for the Council to buy their own barriers because they are used so many times a year.

ACTION MP to find out about the renting of the garage and then a decision can be made about the barriers.

Revenue – AC reported that this is fairly up to date with only one client still owing a significant amount. MS suggested having a pop up stall that people could rent on a one off basis and it was agreed that this idea will be revisited in a future meeting.

MP and CK agreed to discuss further how best to deal with the extension lead that goes into the basement of flats during the Farmers Market and the subsequent issues this causes for residents of the flats.

m) To consider items at the Chairman’s discretion

None raised.

Signed.....
Chair

Dated.....

Meeting closed – 9.05pm