



# Petworth Town Council

The Old Bakery, Golden Square,  
Petworth,  
West Sussex, GU28 0AP  
T: 01798 344883

E: clerk@petworth-tc.gov.uk

---

**A MEETING OF THE OPEN SPACES COMMITTEE TOOK PLACE ON WEDNESDAY  
4<sup>TH</sup> DECEMBER 2019 AT 7.00PM IN THE TOWN COUNCIL OFFICE, THE OLD  
BAKERY, GOLDEN SQUARE, PETWORTH**

## MINUTES

**Present:** Cllr S. Atkins  
Cllr A. Copus  
Cllr J. Fynes  
Cllr M. Peet (Chairman)  
Cllr C. Kemp  
Cllr H. Desai  
Cllr J. Scallon  
Cllr C. Sproson (from 7.30pm)  
Laura Smith, Clerk

### **158/19 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman requested that mobile phones should be turned off and pointed out the fire escape route.

### **159/19 APOLOGIES FOR ABSENCE**

Cllr D. Burden & Cllr N. Fox

### **160/19 DECLARATIONS OF INTEREST**

No interests were declared.

### **161/19 MINUTES OF THE LAST MEETING**

The Minutes of the meeting held on 6<sup>th</sup> November 2019 were agreed and signed as a true and accurate record. Proposed Cllr Scallon, seconded Cllr Atkins, unanimously approved and signed.

### **162/19 MATTERS ARISING FROM THE MINUTES**

There were none.

### **163/19 PUBLIC PARTICIPATION SESSION**

No members of the public were present.

**164/19 HAMPERS COMMON** – Cllr Kemp advised that following his recent site visit with Tracy Reynolds, Property Manager (South) at Hyde Housing, it was advised not to clear the scrub from the boundary as discussed at the previous Open Spaces meeting. Cllr Kemp reported that as there is uncertainty over land ownership at Hampers Common, Tracy Reynolds agreed to identify land drawings to establish which party owns the different sections on and around the Common. Cllr Peet asked the Clerk to contact Tracy Reynolds to see if any land drawings have been identified. The

Clerk advised that a quote for £513 has been received for the purchase of 2 goals at Hampers Common. She reported that the South Downs National Park Authority have agreed to fund the purchase of the goals through the Section 106 Community Facilities Fund. She also advised that this fund could be utilised to cover the cost of ground works on Hampers Common prior to installation of the goals, subject to securing a quote for the required improvements. Cllr Kemp asked the Clerk to speak with Charles Granlund to identify suitable contractors for the work and to seek a quote. Cllr Peet advised that he has a contact in Cranleigh who may also be able to assist with the ground works and offered to send their details to the Clerk.

**165/19 ROSEMARY GARDENS** – Cllr Peet reported that Cllr Hewlett has expressed concern about the maintenance of Rosemary Gardens advising that there has been over pruning. It was agreed that the contractor should be given a landscape management statement to follow in order to get the Gardens back up to the required standard. Cllr Peet asked the Clerk to liaise with Cllr Hewlett, requesting that she produces a landscape management statement for consideration at the January 2020 Open Spaces committee meeting.

**166/19 GROUNDS MAINTENANCE TENDER** – The committee considered tenders received from HJS Landservices, RP Gardening and CCP Groundcare. Following review and having compared the tenders with the cost of the 2019/20 grounds maintenance costs, Cllr Peet proposed the 3-year contract, from 1<sup>st</sup> January 2020 to 31<sup>st</sup> December 2022, be awarded to HJS Landservices. The proposal was seconded by Cllr Desai and unanimously approved. Cllr Copus advised that the recommendation should be made to the Finance & General Purposes committee at the next meeting and requested the Clerk ensure it is on the agenda for the meeting on Tuesday 17<sup>th</sup> December. Cllr Copus asked the Clerk to contact Andy Howard at Chichester District Council to advise that the cost of maintaining the cemeteries has increased to £7,900 a year and to request the grant they provide the Town Council for this maintenance be increased to cover this in full.

**167/19 YOUTH SHELTER** – Cllr Scallon advised that the draft presentation to be given to the young people will be available for the January 2020 Open Spaces committee. Cllr Kemp requested the Clerk write to Lord Egremont to make him aware of the proposals for a youth shelter, outlining the consultation process and the rationale for the project.

**168/19 ALLOTMENTS NOVEMBER INSPECTION** – Cllr Scallon advised that the inspection will take place following the Christmas Event and that he will report back recommendations to the January 2020 Open Spaces committee. Cllr Atkins reported that he has produced the maps for the allotment sites and asked the Clerk to secure quotes for the installation of the maps at each location.

**169/19 SPORTS GROUND UPDATE** – Cllr Kemp and the Clerk reported that a letter from the National Trust has been received advising that they aren't willing to enter conversations about a 25-year lease for at least 6 months. Cllr Kemp advised that the Clerk has drafted a letter, requesting a meeting with representatives from the National Trust in order to agree a plan suitable to all parties, however this has not yet been sent as Andrew Carrington has had a phone call with George Upex of the National Trust within the last few days. Cllr Peet advised that as the lease holders of the Sports Ground, the Town Council must take the lead in negotiations with the Trust and requested Cllr Kemp and the Clerk send a suitable response to George Upex.

**170/19 VISITORS INFORMATION POINT** – The Clerk advised that the Town Council can access grant funding of up to £10,000, to cover 50% of the total cost of the Visitors Information Point and that in order to submit the application, details of all project costs are required. The quote received for electrical work was discussed and Cllr Peet asked the Clerk to contact Michael Levens to request a full breakdown of the quote for inclusion in the funding application.

**171/19 SPORT ENGLAND SKATEPARK GRANT** – Cllr Peet advised that following receipt of a recent email, Sport England remain interested in assisting with the funding of a skatepark. It was agreed that at their upcoming meeting with representatives from Leconfield Estate, Cllr Kemp and Cllr Atkins will request some Estate land to install the skatepark; either through a lease or purchase of the land. Cllr Kemp raised the possibility of installing a skatepark at one of our allotment sites, given that there

are a number of unused plots. The committee welcomed this suggestion, which they agreed to consider further dependent on the outcomes from the upcoming meeting with Leconfield Estate.

**172/19 PROPOSALS TO 55 SHEEPDOWN** – The committee considered a request from Andrew Carrington for changes to allotment plot 55 at the Angel Street site. Following discussion, the committee approved the proposals and Cllr Peet asked the Clerk to reply to Mr Carrington to approve his request on the condition that dwarf stock is used and maintained to ensure the height of the trees does not exceed the specifications detailed on Mr Carrington’s proposal.

**173/19 ACTION LIST**

The action list was reviewed, all updates are recorded on the attached Action List.

**174/19 DATE OF NEXT MEETING**

Tuesday 7<sup>th</sup> January 2020 at 7pm.

Meeting closed at 8:55pm.

Signed .....  
Chairman

Dated.....