



Petworth Town Council

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A MEETING OF THE OPEN SPACES COMMITTEE TOOK PLACE ON WEDNESDAY 1ST JULY 2020 AT 7PM VIA VIDEO LINK

MINUTES

Present: Cllr S. Atkins
Cllr A. Copus
Cllr J. Fynes
Cllr C. Kemp
Cllr H. Desai
Cllr M. Peet
Cllr C. Sproson
Cllr J. Scallon
Cllr E. Singleton
Laura Smith, Clerk

75/20 CHAIRMAN'S ANNOUNCEMENTS

The Chairman requested that mobile phones should be turned off.

76/20 APOLOGIES FOR ABSENCE

Cllr P. Hewlett

77/20 DECLARATIONS OF INTEREST

No interests were declared.

78/20 MINUTES OF THE LAST MEETING

The Minutes of the meeting held on 3rd June 2020 were agreed and signed as a true and accurate record. Proposed by Cllr Peet, seconded by Cllr Sproson and unanimously approved.

79/20 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

80/20 PUBLIC PARTICIPATION SESSION

Ms Lucia Dean Taylor was present at the meeting and expressed concerns regarding perceived inconsistencies in the pricing structure of allotments at Grove Street. The Clerk advised that given the feedback received from Ms Dean Taylor and from other allotment holders at Grove Street, she will review the numbering and size of each plot to ensure better clarity and more accurate invoicing in the future. Cllr Peet thanked Ms Dean Taylor for sharing her thoughts with the Committee.

The meeting re-convened at 7.15pm.

81/20 PLAY AREAS

The Clerk advised that following the recent Government announcement that play areas can reopen from 4th July 2020, the Committee need to decide if and how the play areas at Hampers Common and Rosemary Gardens should be re-opened. The Clerk reported that she has sought advice from the Council's insurers, from Chichester District Council, from SSALC from the Association of Play Industries and from other Town and Parish Councils, through the Society of Local Council Clerks Forum. As a result of this advice, the Clerk reported that she has produced a Covid-19 risk assessment for play areas and signage for display at both locations, should the committee resolve to re-open the play areas. It was agreed that a working party will meet at Rosemary Gardens, at 6pm on 9th July 2020 to implement the actions detailed in the risk assessment. It was agreed that the tower at Hampers Common would remain closed, as social distancing would be particularly challenging on this piece of equipment. Cllr Peet asked the Clerk to organise the signage and to draft a communication to go out on the Council's website & Facebook page, to advise of the re-opening of the play areas and the associated guidance.

82/20 ALLOTMENTS – Cllr Desai updated the committee on the progress made with the PTC plot at Station Road. Cllr Peet asked Cllr Desai and Cllr Sproson to liaise with plot holders at Station Road to develop the future plans for the PTC plot and to report back to the committee. It was agreed that whilst PTC will not fund the hire of another skip at this time, they would give permission to plot holders to fund the hire of a skip should they choose to do so. The committee considered the quote of £525 received from Nick Blunt Fencing to supply and install a chain link gate to replace the damaged fencing at Station Road allotments. Under the proposal of Cllr Peet, seconded by Cllr Sproson, it was unanimously resolved to seek approval from the Finance & General Purposes Committee for the installation of the gate. Cllr Peet asked the Clerk to seek a contribution from Hyde Housing for the cost of this work, given that the damaged fencing is owned by Hyde and that they have not repaired it despite it being reported to them over 6 months ago. The Committee considered an email received from Ms Diana Palmer regarding alleged theft of property at Grove Street allotments. Cllr Peet asked the Clerk to advise Ms Palmer that although the security of plot holders belongings is not technically the Council's responsibility, should she and the other allotment holders at Grove Street wish to fund any fencing and / or gates, they should submit their plans to the committee for consideration and approval.

83/20 HAMPERS COMMON - The committee considered correspondence received from Ms Tracey Mawby. Cllr Peet asked the Clerk to liaise with CDC and SSALC to prepare a response for PTC's review.

84/20 ROSEMARY GARDENS –The committee considered the quote of £1,250 received from K&R Decorators for the painting of the remaining fencing between the play area in the Gardens and the pathway along the perimeter of Pound Street car park. Under the proposal of Cllr Peet, seconded by Cllr Copus, it was unanimously resolved to seek approval from the Finance & General Purposes Committee for the painting to take place. The Clerk reported that the cost of the painting could be covered through Section 106 funding and she advised that she and Cllr Atkins will raise this with Ms Gill Wiseman of South Downs National Park Authority at an upcoming meeting. The Clerk advised that CDC were unaware of the capped water main at Rosemary Gardens hence she has contacted Southern Water for further details and is awaiting a response.

85/20 PLANTING & HORTICULTURE – In the absence of Cllr Hewlett, the Clerk advised of the plans for a clean up working party on the weekend of 4th & 5th July 2020. She reported that Cllr Hewlett has purchased a water lance to better enable watering of the hanging baskets and troughs this summer. The Clerk reported that the baskets are being put up in Town on the evening of 1st July 2020 and that CDC have provided a 2nd key for the service cupboard in the Pound Street toilet block which has been given to Cllr Hewlett, to pass on to Mr John Bridle. The Clerk advised that she has asked Cllr Hewlett to produce a map of the locations of the troughs and hanging baskets we require Mr Bridle to water over the summer, to ensure clarity of our requirements. The Clerk also reported that Mr Bridle has committed to watering at least 3 times a week and that this will be monitored closely by Cllr Hewlett with any issues reported to the Clerk for investigation and where appropriate, action. Cllr Peet asked the Clerk to see if Mr Bridle has a water bowser which PTC could offer to purchase from him. The Clerk advised that Cllr Hewlett has been given a quote of £137.95 for a 6-foot metal trough to be sited

in Golden Square. Under the proposal of Cllr Peet, seconded by Cllr Desai, it was unanimously resolved to seek approval from the Finance & General Purposes Committee for the purchase of the trough. The Clerk advised that Cllr Hewlett has now paid all cheques in to the In Bloom bank account however she has not yet been able to organise the closure of the In Bloom account. Cllr Peet asked the Clerk to request Cllr Hewlett transfer the balance of the account to the PTC bank account with details of income received and to no longer use the In Bloom bank account.

86/20 BT PHONE BOX PROJECT – The Clerk reported that she, Cllr Singleton & Cllr Desai will meet to progress this project within the next 2 weeks.

87/20 SPORTS GROUND UPDATE – Cllr Peet asked the Clerk to request all documents received regarding the 10-year lease of the Sports Ground for PTC’s consideration and to request Mr Carrington takes no further action regarding the lease until instructed to the contrary. He reported that there had been a breach of Government Covid-19 guidelines at the Sports Ground over the last weekend hence he is liaising with the Chairman of Petworth Park Sports Association to ensure such an incident does not occur again. Cllr Peet advised that Cllr Thorpe has prepared a situational report on behalf of the Sports Association and asked the Clerk to share the documents with members of the Open Spaces committee.

88/20 ACTION LIST

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

89/20 DATE OF NEXT MEETING

Wednesday 5th August 2020 at 7pm.

Meeting closed at 9.17pm.

Signed
Chairman

Dated.....