



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
2ND OCTOBER 2019 AT 7.00PM IN THE TOWN COUNCIL OFFICE, THE OLD BAKERY,
GOLDEN SQUARE, PETWORTH

MINUTES

Present: Cllr S. Atkins
Cllr A. Copus
Cllr M. Peet (Chair)
Cllr C. Sproson
Cllr J. Scallon
Laura Smith, Clerk

123/19 CHAIRMAN'S ANNOUNCEMENTS

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

124/19 APOLOGIES FOR ABSENCE

Cllr C. Kemp, Cllr D. Burden, Cllr H. Desai & Cllr N. Fox

125/19 DECLARATIONS OF INTEREST

No interests were declared.

126/19 MINUTES OF THE LAST MEETING

The Minutes of the meeting held on 4th September 2019 were agreed and signed as a true and accurate record. Proposed Cllr Peet, seconded Cllr Scallon, unanimously approved and signed.

127/19 MATTERS ARISING FROM THE MINUTES

There were none.

128/19 PUBLIC PARTICIPATION SESSION

A resident and allotment holder attended the meeting and expressed her concern at the disrepair of 2 allotments at Grove Street which she reported is resulting in challenges for the other allotment holders. Cllr Peet thanked the resident for attending the meeting and sharing her views before advising the resident that Councillors would consider her feedback later in the meeting.

The meeting reconvened.

129/19 ROSEMARY GARDENS – Cllr Copus reported that Cllr Fox has confirmed the tarmac improvement works are complete and advised that Sussex Land Works have been paid in full. Cllr Peet asked Councillors to inspect the works and to report any snags to the next Open Spaces committee meeting. Cllr Peet asked Cllr Sproson to take photos of the completed works to pass on to

the Clerk. Cllr Peet reported that the brickwork repairs are due to take place and the Clerk advised that the painting of the benches will be taking place next week. Cllr Peet reported that some of the wooden benches at Rosemary Gardens and at Hampers Common are in need of refurbishment. It was agreed that Cllr Peet would send the Clerk details of which benches we would like refurbished in order for the Clerk to contact Hugo Sturt for a quote.

130/19 HAMPERS COMMON – The committee considered an email received from a resident expressing concern at the recent changes to the direction of the slide, the need to apply more anti-climb paint on the equipment and the need for improved signage at the play area. It was agreed that a working party involving Cllr Copus, Cllr Scallon and Cllr Peet would visit Hampers Common on Saturday 5th September in order to identify the appropriate course of action regarding these matters. The Clerk was asked to respond to the resident's email, inviting him to attend the Common with the working party on the 5th September. Cllr Copus agreed to contact Roger Hanauer to identify whether he has any anti-climb paint in storage which can be used on the equipment. The Clerk agreed to speak with John Bridle to explore the possibility of adding the applying of anti-climb paint on to the play equipment every 6 months to the play area maintenance schedule. Cllr Peet advised that a meeting involving Environmental Health & Community Safety Officers from Chichester District Council as well as Cllr Peet and Cllr Kemp is taking place on Monday 7th October. The meeting will consider the findings of a recent survey involving the use of noise recording equipment in to a first-floor bedroom overlooking the play area from 30th July to 13th August.

131/19 LITTER BINS – Cllr Scallon reported that all bins across the Town, including the type of the bins, have been added to Parish Online. Cllr Peet requested that the working group review the current bins and bring any recommendations for changes to the location and / or type of bins, to the November Open Spaces committee meeting.

132/19 JUBILEE WALK WALL – The Clerk advised that she has emailed Craig Hawes to request an update on the repairs to the wall however a response had not yet been received. The Clerk agreed to send a formal letter to Craig Hawes requesting an anticipated programme of works enabling us to update residents when queries regarding the wall are received.

133/19 GRASS CUTTING – Cllr Atkins reported that he has included all areas requiring grass cutting to Parish Online for distribution with the schedule of works. The Clerk agreed to distribute the tender pack during the week commencing 7th October. It was agreed that tenders should be received within 4 weeks of distribution with the aim of the new contract commencing 1st January 2020.

134/19 HEALTH AND SAFETY POLICY – Cllr Copus reported that he and the Clerk have made the required amendments to the Health & Safety policy. It was unanimously agreed that the revised policy should be recommended for approval at the October Full Council meeting.

135/19 YOUTH SHELTER – The Clerk reported that Cllr Desai has been in touch with Caroline Hottenbacher at the Sylvia Beaufoy Centre to request her assistance in consulting young people regarding the proposed youth shelter. Caroline has agreed to assist by setting up a session with the young people currently using the Centre (approximately 60 on the current register) and she suggested we look to consult with the remaining 140 young people who live in the Town that don't use the Centre through the MRC parent mail. It was agreed that the committee would take up Caroline's offer of setting up a session with the Centre's current users and ask her who we need to speak with regarding including a piece in MRC's parent mail. The Clerk agreed to speak with Cllr Desai to request she liaises with Caroline.

136/19 ALLOTMENT MARKINGS & INSPECTIONS – Cllr Atkins reported that he has produced a map of one of our allotment sites using Parish Online and will produce maps for the other sites for review at the next Open Spaces committee meeting. The Clerk agreed to send Simon the layouts of all allotment sites. The committee considered the feedback provided by a local resident during the public participation session of this meeting. It was agreed that Cllr Scallon would inspect Grove Street allotments on the 5th or 6th October and report his findings to the committee. Cllr Copus advised the committee of Cllr Kemp's idea of creating a Community Orchard at Station Road allotments. It was

agreed that the ground would need considerable clearing before an Orchard could be developed. Cllr Scallon agreed to visit Station Road allotments and report his findings back to the committee.

137/19 PETWORTH PARK SPORTS GROUND – Cllr Peet provided an update on the Sports Ground, the CiC and the Football & Cricket Clubs. He reported that discussions are ongoing with the National Trust regarding the extension of the lease which is now crucial in order for the CiC to access funding to improve the facilities and equipment at the Sports Ground. Cllr Peet advised that he will speak with Cllr Kemp and Andrew Carrington in order to write to the Petworth Park General Manager regarding the lease extension.

138/19 DOG POO SIGNS – The Clerk presented the revised proof of the signs which will be located on all 4 pedestrian entrances to the Sports Ground. It was agreed that the signs are now suitable for installation. The Clerk agreed to liaise with Reade Signs to organise production of 4 A3 size signs on 5 foot posts and to include this expenditure on the next Finance committee meeting. The production of 6 smaller, portable signs was discussed and it was agreed that these would be considered after production of the 4 A3 signs.

139/19 ACTION LIST

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

140/19 DATE OF NEXT MEETING

Tuesday 6th November at 7pm.

Meeting closed at 8:49pm.

Signed
Chairman

Dated.....