



# Petworth Town Council

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

E: [clerk@petworth-tc.gov.uk](mailto:clerk@petworth-tc.gov.uk)

---

## A MEETING OF THE OPEN SPACES COMMITTEE TOOK PLACE ON WEDNESDAY 7<sup>TH</sup> APRIL 2021 AT 7PM VIA VIDEO LINK

### MINUTES

<b>Present:</b>	<b>Cllr S. Atkins</b>	<b>Cllr C. Sproson</b>
	<b>Cllr M. Peet</b>	<b>Cllr H. Desai</b>
	<b>Cllr C. Kemp</b>	<b>Cllr P. Hewlett</b>
	<b>Cllr A. Copus</b>	<b>Cllr J. Scallon</b>
	<b>Cllr L. Singleton</b>	<b>L Smith (Clerk)</b>

#### **46/21 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman requested that mobile phones should be turned off.

#### **47/21 APOLOGIES FOR ABSENCE**

There were no apologies.

#### **48/21 DECLARATIONS OF INTEREST**

No interests were declared.

#### **49/21 MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 3<sup>rd</sup> March 2021 were agreed and signed as a true and accurate record. Proposed by Cllr Copus, seconded by Cllr Kemp and unanimously approved.

#### **50/21 MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

#### **51/21 PUBLIC PARTICIPATION SESSION**

There were no members of the public present.

#### **52/21 PLAY AREAS**

The committee considered whether to remove the heras fencing in place at the play area at Hampers Common. It was agreed that the fencing would be removed following the repairs to the hole in the ground beneath the slide on the multiplay unit and subject to Cllr Kemp's inspection of the general condition of the multiplay unit. Cllr Peet asked the Clerk to request a quote from HJS Landservices for the repairs to the hole in the ground beneath the slide. Cllr Kemp advised that he would inspect the multiplay equipment during the week commencing 12<sup>th</sup> April 2021. The committee considered the quote received from Playsafe Playgrounds Ltd for various repairs to the play areas at Hampers Common and Rosemary Gardens. Under the proposal of Cllr Peet, seconded by Cllr Copus, it was unanimously resolved to recommend the repairs totalling £624 at Rosemary Gardens and £702 at Hampers Common to the Finance & General Purposes committee for approval. The committee considered the complaints received from residents regarding the litter signs which have been installed at Rosemary Gardens & Hampers Common. It was agreed that Cllr Hewlett would take the signs

down on 9<sup>th</sup> April 2021 and that Cllr Atkins would subsequently reposition the signs away from the play areas.

- 53/21 ALLOTMENTS** – The Clerk reported that invoices for the 2021/22 allotment rent have been issued and many payments have already been made. She advised that a number of plots have recently changed hands however they remain at full capacity with no vacant plots. Cllr Sproson reported that the committee should consider the requirements of the Water Supply (Water Fittings) Regulations 1999. Cllr Peet asked Cllr Sproson to identify the requirements at the 4 allotment sites and to obtain a quote for the works for the committee’s consideration. Cllr Desai asked if bonfires were allowed at the allotments or whether the ban on these remains in place. Cllr Peet asked the Clerk to seek clarification on current bonfire regulations from Chichester District Council. Cllr Kemp suggested the committee should seek Full Council approval to have a permanent ban on bonfires at the Council’s allotment sites. Cllr Peet asked the Clerk to include this recommendation on the agenda at the Full Council meeting on 22<sup>nd</sup> April 2021. Cllr Desai reported that some residents are being inconsiderate of allotment holders when parking near the main entrance to Station Road allotments. It was agreed that Cllr Desai should put a sign on the gate requesting that the entrance is not blocked, enabling emergency access at all times. Cllr Desai advised that the turf would be installed at the Council’s allotment on 14<sup>th</sup> May 2021.
- 54/21 HAMPERS COMMON** – Cllr Peet asked the Clerk to order the football goal to be installed at Hampers Common, the expenditure for which has been approved by Full Council. It was agreed that once the new goal has been installed, the current goal on the Common would be removed.
- 55/21 ROSEMARY GARDENS** – Cllr Sproson reported that Sussex Water Mains Services have installed the water main and standpipe. She advised that Southern Water would connect the water & install the meter in the near future. Cllr Peet advised that he would inspect the damage to the flagpole which has been reported by Cllr Hewlett. Cllr Hewlett advised that Etherington & Spicer installed the litter bins in their new locations and reported that one of these had been vandalised, requiring Etherington & Spicer to secure it in position a second time. She reported that the railings are to be repositioned & removed on the 19<sup>th</sup> April 2021. Cllr Peet confirmed that the railings that have been removed should be sited in his garden so he can take them to the storage container. The Clerk reported of a request from the Chairman of the Petworth Business Association to site some picnic tables in Rosemary Gardens. Cllr Hewlett advised of a company that supply recycled plastic furniture. She suggested that the picnic benches could be sited in Rosemary Gardens initially and then moved to other areas of the Town, including the Council’s allotment, for the community to use. Cllr Peet asked the Clerk to secure quotes for the purchase of 3 picnic benches. Cllr Kemp asked the Clerk to report the damage to the flagpole and the litter bins in Rosemary Gardens, to the Police.
- 56/21 PLANTING & HORTICULTURE** – Cllr Hewlett reported that the spring tidy up is taking place in the Town Centre on 9<sup>th</sup> April 2021. She advised that the Midhurst & Petworth Observer would be promoting the tidy up day. Cllr Hewlett advised that she will be collecting the shrubs for the War Memorial on the 8<sup>th</sup> April 2021 and ordering the planters to be sited at the War Memorial and behind the toilets in the Car Park, for delivery in May 2021. She reported that she is working out how many wildflower seeds are required to cover the area that has been identified for this project. Cllr Hewlett advised that the 3 box cones in the square are struggling, so she will move them to Rosemary Gardens and plant the planters with canna lilies for this year. She reported that she has contacted Mr D. Sneller of the Sylvia Beaufoy Centre to invite the young people to assist with the planting in Rosemary Gardens and she is awaiting his response. Cllr Hewlett advised that Mr J. Bridle is unable to assist with the Town’s watering this year hence she is working on identifying someone else who will do it. The Clerk asked Cllr Hewlett to let her know if she is unsuccessful in identifying someone, following which she & Cllr Desai would advertise the role. Cllr Singleton suggested Cllr Hewlett speak with the staff in Austens to see if they know of anyone who might like to water and to ask if the role could be advertised in their shop. Cllr Peet asked the Clerk to liaise with Mr J. Bridle to ensure safe return of the watering lance. Cllr Hewlett advised that she and Cllr Desai would like to establish a small community garden at the Council’s allotment, to provide somewhere for people to sit in the Southern part of the Town.

**57/21 FARMERS MARKET** – The Clerk reported that the Farmers Market working group met on 30<sup>th</sup> March 2021. She advised that the working group recommend the Market returns to the Market Square and the Leconfield Hall from July 2021. She reported that this recommendation has been made to coincide with the commencement of step 4 of the Government’s roadmap and to give stall holders good notice of the scheduled change. The Clerk advised that she and the Council’s Farmers Market Manager have been working with Cloudy IT to develop an online booking portal, enabling traders to book their pitches online and reducing administration for the Council’s staff. She reported that the Farmers Market Manager is developing recommendations for how the Leconfield Hall can best be used on Market Days, for the working group’s consideration. Cllr Peet advised that Mr T. Sharp & Mr A. Baldwin will be included in the working group meetings, to ensure their active involvement in the planning and delivery of the Farmers Market.

**58/21 SPORTS GROUND UPDATE** – Cllr Peet reported that Mr R. Muir has been appointed to the position of Chairman of Petworth Park Sports (PPS). He advised that PPS are developing plans to improve the inside of the pavilion and to slightly increase the footprint of the building. Cllr Peet reported that these improvements are subject to being granted permission by the National Trust and advised that Mr R. Muir is optimistic that this permission will be achieved. He advised that Chichester District Council have given PPS a 6-month extension to spend the Covid Recovery Grant, enabling a claim to be made up to and including 13<sup>th</sup> October 2021. The Clerk advised that she and Mr R. Muir have met with Muckle LLP to instruct the governance documents review and reported that a first draft of the revised documents should be received soon. She reported that in order to complete the governance documents, to change PPS’ legal status to a Charity and to register the Charity with the Charities Commission, approval would be required from Full Council for an additional £2,500 expenditure.

**59/21 HORSHAM ROAD CHAPEL** – Cllr Sproson reported that she, Cllr Singleton & the Clerk had met with representatives from St Mary’s Church, South Downs National Park Authority and the Chichester Diocese to discuss the Chapel at Horsham Road Cemetery. She advised that the Church reported they do not have the funds to undertake any works on the Chapel. She reported that it was agreed Cllrs Atkins & Law would survey the Chapel and report their findings. This report has been submitted and will be considered at the next meeting of the group. Cllr Sproson advised that Cllr E. Lintill is securing a legal opinion on whether the District Council has any responsibility for the Chapel and that she has arranged for some safety signs to be erected at the site.

**60/21 ACTION LIST**

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

**61/21 DATE OF NEXT MEETING**

Wednesday 5<sup>th</sup> May 2021 at 7pm.

Meeting closed at 8.59pm.

Signed .....  
Chairman

Dated.....