



Petworth Town Council

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A MEETING OF THE OPEN SPACES COMMITTEE TOOK PLACE ON WEDNESDAY 2ND JUNE 2021 AT PETWORTH TOWN COUNCIL, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH & VIA VIDEO CONFERENCING, COMMENCING AT 7PM

MINUTES

Present:

Cllr J. Scallon	Cllr C. Sproson
Cllr M. Peet	Cllr H. Desai
Cllr C. Kemp	Cllr P. Hewlett
Cllr A. Copus	Cllr S. Atkins
L Smith (Clerk)	

77/21 ELECTION OF CHAIRMAN

Under the proposal of Cllr Kemp, seconded by Cllr Copus, Cllr Peet was unanimously elected the Chairman of the Committee.

78/21 ELECTION OF VICE CHAIRMAN

Under the proposal of Cllr Peet, seconded by Cllr Atkins, Cllr Scallon was unanimously elected the Vice Chairman of the Committee.

79/21 CHAIRMAN'S ANNOUNCEMENTS

The Chairman requested that mobile phones should be turned off and asked that those joining via video remain muted unless invited to speak.

80/21 APOLOGIES FOR ABSENCE

There were none.

81/21 DECLARATIONS OF INTEREST

No interests were declared.

82/21 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 5th May 2021 were agreed and signed as a true and accurate record. Proposed by Cllr Peet, seconded by Cllr Kemp and unanimously approved.

83/21 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

84/21 PUBLIC PARTICIPATION SESSION

There were no members of the public present.

85/21 SPORTS & PHYSICAL ACTIVITY WORKING GROUP TERMS OF REFERENCE

Subject to replacing "Where required, support the PPS Chairman with the liaison with the National Trust" with "Work together with the PPS Chairman on the liaison with the National Trust" in section

5 of the terms of reference, it was unanimously agreed to recommend the terms of reference to Full Council for adoption.

86/21 ELECTION OF CHAIRMAN OF THE SPORTS & PHYSICAL ACTIVITY WORKING GROUP

Cllr Peet suggested that the Chairman of Petworth Park Sports should be elected as Chairman of the working group. It was agreed that Cllr Peet would speak with the Chairman of Petworth Park Sports to see if he would become Chairman of the working group and that if he does not wish to do so, that Cllr Peet would continue in the role of Chairman of the working group.

87/21 GROUNDS MAINTENANCE CONTRACT

Cllr Peet reported that St Mary's Church had requested the council include 12 cuts of the Rectory in their grounds maintenance schedule; one cut in April, twice a month from May through to September inclusive and one cut in October. He advised that each cut would cost £120. Under the proposal of Cllr Peet, seconded by Cllr Kemp it was unanimously resolved to include 12 cuts of the grass at the Rectory in the council's grounds maintenance schedule, the full cost of which would be transferred to the council from St Mary's Church. Cllr Copus advised that at the last Finance & General Purposes committee meeting, the monitoring of the council's grounds maintenance contract was discussed. He reported that informal monitoring takes place however a more formal approach should be considered. Following discussion, Cllr Copus asked the Clerk to circulate details of the grounds maintenance schedule to members of the committee. He asked Councillors to select an area / areas on the schedule which they would monitor monthly before reporting their findings to the Clerk.

88/21 THE OLD BAKERY PHONE BOX TOUCH SCREEN CONTENT

The Clerk reported that she had discussed potential content to be included on the touch screen with the developer. She advised that content could include the Heritage Partnership virtual tour, walks around Petworth, the town map, history of Petworth and a link to Discover Petworth to provide information about shops, places to eat and drink etc. Cllr Desai suggested that a breaking news section could also be included, and Cllr Atkins recommended a feedback button should also be considered. Cllr Peet asked the Clerk to share the ideas with the visitors working group before progressing them with the developer. The Clerk advised that she would provide a further report to the committee when a first draft of the content has been developed. Cllr Peet asked the Clerk to purchase the touch screen as approval for the expenditure had already been received by Full Council. Cllr Kemp queried how the touch screen was going to be fitted to the phone box. It was agreed that Cllrs Kemp, Copus & Peet would develop a recommendation for the committee's consideration, which would also include how to ensure the phone box remains secure overnight.

89/21 HAMPERS COMMON

The committee noted the Information Commissioner's Office decision notice dated 17th May 2021. Cllr Copus reported that the maintenance manual for the play area advises that the timber is treated and should have a 15 year life span. He also advised that 2 planks on the play area had been broken. It was agreed that Cllrs Peet, Copus, Kemp & Scallon would visit the play area at 6pm on Tuesday 8th June 2021 to agree what repairs are required and to produce a specification for the works. It was also agreed that the working party would make a recommendation regarding what should be done with the multi sports area on Hampers Common.

90/21 ALLOTMENTS

Cllr Sproson reported that Sussex Water Mains had not yet visited the allotments hence a survey of the works required on the taps has not been received. She advised that it may be necessary to pay Sussex Water Mains in order to produce the survey. Cllr Peet asked Cllr Sproson to organise the survey and to request Sussex Water Mains also provide a quote for the required repairs. Cllr Desai advised that the council's allotment had been turfed and had been well received by the local community. Cllr Peet asked the Clerk to organise a sign to be installed at the allotment and it was agreed that an article about the allotment would be included in the next edition of Petworth Pages. Cllr Sproson advised that details of the town council's allotment have been included in the next edition of Sussex Local.

91/21 ROSEMARY GARDENS

Cllr Hewlett reported that over 100 plants and shrubs donated by the public had been planted in Rosemary Gardens. She advised that having put a sign up asking the public not to walk over the flower beds, the damage appears to have lessened. Cllr Hewlett reported that she was unable to use the water supply as the connector did not work with her hose. Cllr Kemp advised that he would order an adaptor to enable Cllr Hewlett to use the standpipe. Cllr Hewlett reported that the benches were in need of repair. Cllr Peet advised that he would review what is required and provide details to Cllr Hewlett & the Clerk in order to obtain a quote for the works.

92/21 PLANTING & HORTICULTURE

Cllr Hewlett reported that the judging for the In Bloom competition would take place on 12th July 2021. She advised that the Clerk was organising the hire of the Leconfield Hall, including time to set up on the evening of 11th July 2021. She encouraged members of the committee to visit the Hall on the 11th or 12th July and advised that members of the public would also be welcome to view the displays which would be themed around sunrises and sunsets. Cllr Hewlett reported that young people from the Sylvia Beaufoy Centre had been helping with planting and deadheading over recent weeks. She advised that the box planters at the War Memorial are in situ with the plants being planted around the town over the coming days. Cllr Hewlett reported that the hanging baskets had not yet arrived, and she requested members of the committee’s help to put them up in due course. She advised that her neighbour had offered to help with watering over the summer and reported that she would follow this up with him. Under the proposal of Cllr Hewlett, seconded by Cllr Peet, it was unanimously resolved to recommend the purchase of a water backpack at a cost of £104.95 to Full Council. Cllr Hewlett reported that there would be Town Clear Up days on the 9th & 11th July 2021, which would be supported by the Petworth Business Association. She advised that the 6 50cm troughs recently purchased were too small and requested they be replaced with 60cm troughs. Under the proposal of Cllr Hewlett, seconded by Cllr Copus, it was unanimously resolved to recommend replacement of the troughs at a cost of £45.90 to Full Council.

93/21 SPORTS & PHYSICAL ACTIVITY UPDATE

Cllr Peet reported that Petworth Park Sports would welcome Cllr Atkins advise in order to scope the improvement works to the pavilion at the sports ground. Cllr Atkins agreed to attend the next meeting of Petworth Park Sports. Cllr Peet asked the Clerk to request Cllr Thorpe send her feedback on the draft Articles of Association received from Muckle LLP so a response to Muckle can be submitted.

94/21 ACTION LIST

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

95/21 DATE OF NEXT MEETING

Wednesday 7th July 2021 at 7pm.

Meeting closed at 8.39pm.

Signed
Chairman

Dated.....