



Petworth Town Council

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A MEETING OF THE OPEN SPACES COMMITTEE TOOK PLACE ON WEDNESDAY 1ST SEPTEMBER 2021 AT PETWORTH TOWN COUNCIL, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH COMMENCING AT 7PM

MINUTES

Present:

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

128/21 CHAIRMAN'S ANNOUNCEMENTS

The Chairman requested that mobile phones should be turned off & advised of the fire exit route.

129/21 APOLOGIES FOR ABSENCE

There were none.

130/21 DECLARATIONS OF INTEREST

No interests were declared.

131/21 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 4th August 2021 were agreed and signed as a true and accurate record. Proposed by Cllr Peet, seconded by Cllr Kemp and unanimously approved.

132/21 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

133/21 PUBLIC PARTICIPATION SESSION

There were no members of the public present.

134/21 HAMPERS COMMON

Cllr Peet reported that a resident had conducted some repairs to the tower on the play area at Hampers Common. The Clerk advised that she had contacted Fineline Joinery to arrange a site visit to discuss the works required on the tower and reported that he had not yet responded to the request. Cllr Copus reported that he had contacted the company that supplied the basketball hoop and football goal on Hampers Common to discuss improvements to the equipment and he advised that they had not yet responded to his enquiry. Cllr Peet asked Cllr Hewlett to arrange a site visit with Etherington & Spicer to discuss the works required to the benches and potentially, the play area. Cllr Hewlett reported that the cost of hiring an accessible portaloo toilet which could be sited in Hampers Green Cemetery instead of a compostable toilet, was £25 a week plus a one off £30 delivery fee. She advised that the £25 a week fee included a weekly service. Cllr Peet asked Cllr Sproson to request a formal quote for the portaloo toilet, including details of the terms and conditions. The Clerk reported

that she had received a request from Shayler's Funfair to hire Hampers Common from Monday 4th to Monday 11th October 2021. She advised that the football goal would need to be removed in order to accommodate the funfair. Cllr Peet asked the Clerk to accept the booking and to remind the committee to remove the goal the week prior to the hire commencing.

135/21 ALLOTMENTS

Cllr Atkins reported that he and Cllr Hewlett had met with representatives of the Leconfield Estate to discuss their request to utilise some of the allotment space at Angel Street to provide parking for their residents. He advised that the Leconfield Estate have 5 or 6 allotment plots in North Street which they would like the Council to consider leasing from the Estate. He reported that any allotment holders who would need to vacate the Angel Street site to enable the parking to be provided could be given an alternative allotment at the North Street site. The Clerk advised that having consulted with WSALC, it is advised to request the Leconfield Estate gain legal advice given that there are laws to protect the disposal of allotments. She suggested that the Council should request a formal proposal from the Leconfield Estate and Cllr Atkins confirmed that this would be forthcoming. Cllr Desai reported that the garden waste recycling bin and a new seat are in situ at the community allotment. She advised that a new bench would be sited at the community allotment in the near future. Cllr Kemp agreed to install the community allotment sign.

136/21 SHIMMINGS PATH

Cllr Atkins reported that he and Cllr Hewlett had met with representatives of the Leconfield Estate, residents of The Hermitage and contractors involved with the repairs to the wall along the Shimmings Path. He updated the committee on the repairs to the wall and advised that the Leconfield Estate requested the Council take responsibility for the grounds maintenance along the path once it has reopened. Cllr Atkins suggested that the Council should progress with caution given concern over potential future structural damage to the wall which would void the warranty on the works taking place. The Clerk advised that the Council should request a formal Service Level Agreement outlining the terms of the engagement for the grounds maintenance which should be checked by a legal representative. Cllr Atkins asked the Clerk to seek quotes from HJS Groundworks to clear the gateway areas at either end of the path where it joins to Bartons Lane and Angel Street, to clear the path route of overgrowth and say a 1m verge either side of the path to allow the path to be used and to clear the overgrowth outside of the 1m verge on the east side of the path Shimmings Valley for the length of the path. Cllr Atkins also asked the Clerk to seek quotes from HJS Groundworks for the regular strimming of the path (price per cut). Cllr Atkins advised that the Council should consider how it installs the 3 new benches along the path as the concrete bases currently in situ are not fit for purpose.

137/21 ASSET REGISTER REVIEW

It was agreed that the next review of the Council's assets would take place at Hampers Common on Thursday 9th September from 6.30pm.

138/21 ROSEMARY GARDENS

Under the proposal of Cllr Sproson, seconded by Cllr Copus, it was unanimously resolved to recommend the purchase of one Halsey Taylor 4420BF1U EVG (Evergreen) bottle filling station and one Direct Bury adaptor at a cost of £3,787 to the Finance & General Purposes committee. Cllr Peet asked Cllr Sproson to get a quote from Sussex Water Mains Ltd for the installation of the bottle filling station. Cllr Copus asked the Clerk to explore whether the office cleaner would clean the bottle filling station on a regular basis.

139/21 PLANTING & HORTICULTURE

Cllr Hewlett advised that a tidy up day in Rosemary Gardens would take place in the near future. She reported that HJS Groundworks had strimmed Fred's Bank and Sheepdown. She advised that the steps up to the Sylvia Beaufoy Centre had been replanted and that she is providing guidance on which plants could be used along the Shimmings Path. Cllr Hewlett reported that the In Bloom results would be announced via a Zoom meeting on Friday 17th September 2021 from 10am – 12pm. She advised that the Zoom meeting would be shown in the Council Office, and she invited the committee to attend. Cllr Hewlett reported that representatives of the Leconfield Estate have expressed interest in being

involved in the town's In Bloom effort and she advised that she would provide them with a list of what they could do. She advised that new volunteers from the Sylvia Beaufoy Centre would be helping with planting & horticulture in the town from October 2021. Cllr Hewlett reported that the date for an autumn tidy up day would be announced in the near future and she advised that an In Bloom fundraising event would be taking place in the Leconfield Hall on Thursday 9th September 2021, from 7.30pm.

140/21 SPORTS & PHYSICAL ACTIVITY UPDATE

The Clerk reported that the second draft of the Petworth Park Sports Articles had been circulated to the PPS Board for feedback. Cllr Peet advised that a new website for PPS was being developed which would help with further promotion of the sports ground and its user groups.

141/21 THE OLD BAKERY PHONE BOX

Cllr Fynes presented the proposed plans for the phone box which had been previously circulated to the committee. Under the proposal of Cllr Kemp, seconded by Cllr Copus, it was unanimously resolved to recommend the purchase of 2 leaflet racks, a shelf, a sign and "Welcome to Petworth" leaflets at a total cost of £400 to the Finance & General Purposes committee.

142/21 ACTION LIST

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

143/21 DATE OF NEXT MEETING

Wednesday 6th October 2021 at 7pm.

Meeting closed at 8.34pm.

Signed
Chairman

Dated.....