



Petworth Town Council

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A MEETING OF THE OPEN SPACES COMMITTEE TOOK PLACE ON WEDNESDAY 1ST DECEMBER 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 C. Kemp
Cllr P. Hewlett	Cllr C. Sproson
Cllr S. Atkins	L Smith (Clerk)

179/21 CHAIRMAN'S ANNOUNCEMENTS

The Clerk advised that as Cllr Peet had joined the meeting remotely, the meeting should be chaired by someone present, in person. Under the proposal of Cllr Desai, seconded by Cllr Kemp, it was unanimously resolved that Cllr Atkins chair the meeting. Cllr Atkins requested that mobile phones should be turned off & advised of the fire exit route.

180/21 APOLOGIES FOR ABSENCE

Cllr J. Scallon.

181/21 DECLARATIONS OF INTEREST

No interests were declared.

182/21 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 3rd November 2021 were agreed and signed as a true and accurate record. Proposed by Cllr Desai, seconded by Cllr Copus and unanimously approved.

183/21 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

184/21 PUBLIC PARTICIPATION SESSION

There were no members of the public present.

185/21 HAMPERS COMMON

The committee considered 3 quotes received for improvements to the tower at Hampers Common. Under the proposal of Cllr Kemp, seconded by Cllr Hewlett, it was unanimously resolved to recommend the council instruct Petworth Builders & Roofers to undertake the repairs to the tower at a cost of £1,685 to the Finance & General Purposes committee. The Clerk presented a response she had received from Mr A Howard of Chichester District Council following the request for support to site a portable toilet in Hampers Green Cemetery. The Chairman asked the Clerk to respond to Mr Howard's queries and to request his advice on whether the proposed portable toilet would require planning permission. The committee agreed that public consultation would take place via a letter drop to local residents and via signs to be erected at Hampers Green Cemetery and Hampers Common play

area. The Chairman asked the Clerk to draft the consultation letter and signs for the committee's consideration. Under the proposal of Cllr Kemp, seconded by Cllr Copus, it was unanimously resolved to recommend the council instruct Nick Blunt Fencing to supply and install a safety rail at the North-Eastern point of Hampers Common at a cost of £250 to the Finance & General Purposes committee. Cllr Atkins reported that he and Cllr Copus were meeting young people at the Sylvia Beaufoy Centre on the 8th December 2021 to review their ideas and plans for the proposed youth shelter for Hampers Common. Cllr Copus advised that the working party tasked with considering whether the proposed hard standing at the vehicle entrance to Hampers Common was required, had not yet visited the site.

186/21 ALLOTMENTS

The committee considered 3 quotes received for the pruning of the hedge between Grove Street allotments and the tennis club. Following discussion, it was agreed that the sycamore tree at the end of the hedge should also be removed. The Chairman asked the Clerk to request amended quotes to include the removal of the sycamore tree.

187/21 SHIMMINGS PATH

Cllr Copus reported that a meeting involving the owner and agent of The Hermitage, representatives of The Leconfield Estate, of West Sussex County Council and of Petworth Town Council had taken place on 24th November 2021. He advised that the repairs to the wall had been completed and reported that West Sussex County Council would be resurfacing and widening the path during the week commencing 6th December 2021 after which the path would be reopened. The Clerk reported that she was meeting Mr Fred Lucas of The Leconfield Estate on the 14th December 2021 at 1pm to discuss the future maintenance of the path and she invited Councillors to attend the meeting. Cllr Hewlett agreed to attend the meeting. Under the proposal of Cllr Copus, seconded by Cllr Kemp, it was unanimously resolved to recommend the purchase of 3 Victorian seats from Streetmaster Street Furniture at a cost of £2,282.55 to the Finance & General Purposes committee. Cllr Copus asked the Clerk to source a quote from Nick Blunt Fencing to install the 3 Streetmaster seats to be sited along the Shimmings Path and to install the bench in situ at the War Memorial. Cllr Copus reported that the surrounds for 2 of the 3 seats along the path had been rebuilt during the works on the wall which runs alongside the Shimmings Path. Cllr Copus recommended the surround which had not been improved during the works should be replaced and advised that Traditional Stone, the contractors who had undertaken the repairs to the wall and the installation of the new seat surrounds, had quoted £6,080.71. Following discussion, the Chairman requested the Clerk seek 2 further quotes for the replacement of the seat surround for the committee's consideration.

188/21 ROSEMARY GARDENS

The Clerk presented a report received from Valens Water detailing the works required to ensure the council's compliance with water regulations regarding the new bottle filling station. Cllr Spruson reported that she had sought quotes for the works and advised that these would be presented for consideration at the next meeting.

189/21 COMMUNITY HIGHWAYS PARTNERSHIP

The Clerk advised that a request for the Council to sign up to a community highways partnership with West Sussex County Council had been received from a member of the Petworth in Bloom team. Under the proposal of Cllr Kemp, seconded by Cllr Atkins, it was unanimously resolved to sign up to a community highways partnership. Cllr Hewlett agreed to complete the application form and send it to the Clerk for submission.

190/21 GROUNDS MAINTENANCE

Cllr Kemp reported that a review meeting had taken place with Mr H Saxton of HJS Landservices to review the grounds maintenance contract. He advised that at the meeting, the schedule of works was reviewed and that given the contractor's staffing issues during 2021, Mr Saxton would give further consideration as to whether he could fulfil the required works in St Mary's Church, The Rectory and Hampers Green Cemetery as well as the potential requirements along the Shimmings Path (subject to an agreement being reached for the path, with the Leconfield Estate). Cllr Kemp reported that the possibility of planting wildflowers in Pound Street and the Sylvia Beaufoy car parks was also

discussed, which would reduce cutting requirements during 2022. He advised that Mr Saxton had reported that dog mess was an issue in Rosemary Gardens hence it would agree that the Clerk would request Chichester District Council patrol the area, invite Maple class at Petworth Primary School to design some posters that could be installed in Rosemary Gardens and to include an article reading the importance of owners cleaning up their dogs' mess in the spring 2022 edition of Petworth Pages. It was also agreed that Cllr Desai would post on social media to request owners clean up their dogs' mess.

191/21 PLANTING & HORTICULTURE

Cllr Hewlett reported that the planting of bulbs was complete and had been supported by volunteers from Maple & Willow Class at Petworth Primary School and from Petworth Community Garden. She advised that the 3 steel troughs had been planted up and put in their locations behind the public conveniences and along the side of the Leconfield Hall. Cllr Hewlett reported that all the troughs, pots and planters throughout the town had been replanted with spring bulbs and spring bedding. She advised that the pots outside the post office were back in place and that the hanging baskets and the large plant trolleys would be collected by Tawny Nurseries. Cllr Hewlett reported that the 2 trees rescued from the Shimmings bank would be planted in Rosemary Gardens, she advised that consideration was being given to planting a tree in Rosemary Gardens to commemorate the Queen's Platinum Jubilee and she reported that a tree planting scheme for the whole parish was being developed. Cllr Hewlett advised that the In Bloom banner was in situ on the railings outside the Old Bank, that new volunteers are being recruited and that the In Bloom Instagram account had 428 followers. Cllr Hewlett reported that there was a town clean up event on Friday 3rd December starting at 9am to ensure the town was clean and tidy before the Christmas Event. Cllr Hewlett also advised that following the review meeting with the grounds maintenance contractor, she would develop a plan for the planting of wildflowers in Pound Street and the Sylvia Beaufoy Centre car parks for 2022.

192/21 SPORTS & PHYSICAL ACTIVITY UPDATE

Cllr Copus reported that the new kitchen equipment for the pavilion at the Sports Ground had been delivered and would soon be installed. He advised that the new Petworth Park Sports website was up and running, that the catering and subsequent licensing requirements were being developed, that the governance review was ongoing and that grant applications to the Sussex Cricket Foundation and the Football Foundation were being written. Cllr Copus reported that he had produced a new schedule of accounts for Petworth Park Sports and that he was reviewing the previous year's accounts, prior to their submission. He advised that the proposed pavilion makeover project was progressing.

193/21 DEFIBRILLATORS

The Clerk reported that the defibrillators at Hampers Green Community Centre and the Leconfield Hall were not the same model. Cllr Copus agreed to develop a recommendation for the location of new defibrillators for the committee's consideration.

194/21 SKATEPARK

The Clerk reported that at a recent meeting involving representatives of the town council and of Petworth Vision, it was agreed to write letters sent on behalf of both the council and Petworth Vision to the Leconfield Estate and to West Sussex County Council to request meetings at which potential land to site the skatepark and other community facilities could be discussed. She advised that the letters had been sent and an acknowledgement had been received from West Sussex County Council.

195/21 ACTION LIST

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

196/21 DATE OF NEXT MEETING

Wednesday 5th January 2022 at 7pm.

Meeting closed at 8.32pm.

Signed
Chairman

Dated.....