



# Petworth Town Council

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**A MEETING OF THE OPEN SPACES COMMITTEE TOOK PLACE ON THURSDAY 13<sup>TH</sup> JANUARY 2022 AT PETWORTH TOWN COUNCIL, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH COMMENCING AT 7PM**

## MINUTES

**Present:**

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

### **01/22 CHAIRMAN'S ANNOUNCEMENTS**

The chairman requested that mobile phones should be turned off & advised of the fire exit route. He updated the committee on the content of a letter received from West Sussex County Council regarding the maintenance of four cast iron street light columns. Under the proposal of Cllr Kemp, seconded by Cllr Peet, it was unanimously resolved that the council would not accept replacement of the cast iron columns. The chairman asked the Clerk to inform West Sussex County Council that the council wanted to keep the four street lights currently in situ and undertake any required maintenance in the future.

### **02/22 APOLOGIES FOR ABSENCE**

Cllr J. Scallon.

### **03/22 DECLARATIONS OF INTEREST**

No interests were declared.

### **04/22 MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 1<sup>st</sup> December 2021 were agreed and signed as a true and accurate record. Proposed by Cllr Peet, seconded by Cllr Desai and unanimously approved.

### **05/22 MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

### **06/22 PUBLIC PARTICIPATION SESSION**

There were no members of the public present.

### **07/22 HAMPERS COMMON**

- i) The Clerk reported that Petworth Builders would begin the works on the tower in mid-February 2022.
- ii) She advised that in order to advise on any planning requirements, an Assistant Planner at Chichester District Council had requested a site plan/sketch of the proposed location of the portaloos within Hampers Cemetery, with details of the size of the area to be covered by slabs and the height of the fence that would be used to surround the portaloos. It was agreed that

Cllrs Peet, Atkins & Copus would visit the site and prepare the information requested by the Assistant Planner. The Clerk asked if this information could be prepared by the end of January 2022 so it could be included in the consultation for residents in the next edition of Petworth Pages.

- iii) Cllr Peet reported that the safety railing had been installed at the North-Eastern point of Hampers Common.
- iv) Cllr Atkins advised that he and Cllr Copus had visited the young people at the Sylvia Beaufoy Centre to further discuss the proposed youth shelter. He reported that a project leader had been appointed by the young people and advised that he would organise a further session to take place in February 2022.
- v) Cllr Peet reported that there was no update regarding the request for hard standing at the vehicle entrance to Hampers Common and advised that he, Cllr Atkins and Cllr Copus would visit the site to review whether hard standing was required.

#### **08/22 ALLOTMENTS**

- i) Under the proposal of Cllr Peet, seconded by Cllr Copus, it was unanimously resolved to recommend the council instruct Apples & Pears Trees & Landscaping Ltd to reduce the height of the hedge between Grove Street allotments and the tennis club to the original height at a cost of £445, to the Finance & General Purposes committee.
- ii) The Clerk reported that she had received a report of mole damage at Tillington Road allotments. The Chairman asked the Clerk to seek advice and quotes from pest control services.
- iii) Cllr Peet & Cllr Copus agreed to install the no bonfire signs at the 4 allotment sites.

#### **09/22 SHIMMINGS PATH**

- i) The Clerk reported that she had ordered the 3 seats to be sited along the Shimmings Path on 15<sup>th</sup> December 2021 and advised that they should be delivered by mid-March 2022.
- ii) Under the proposal of Cllr Copus, seconded by Cllr Peet, it was unanimously resolved to recommend the purchase of 3 fixing kits for the new seats from Streetmaster Street Furniture at a cost of £69 to the Finance & General Purposes committee.
- iii) The Clerk reported that she had been due to meet Mr Fred Lucas of The Leconfield Estate on the 14<sup>th</sup> December 2021 to discuss the future maintenance of the path and advised that the meeting had been postponed at Mr Lucas' request.
- iv) The Clerk advised that the agent for the works along the Shimmings Path had requested the council instruct Traditional Stone for the replacement of the final seat surround to ensure the works were consistent with the 2 other seat surrounds along the path. She reported that the total cost of the works would be £6,080.71 with the council paying a third of the cost, the Leconfield Estate paying a third and the owners of The Hermitage paying the remaining third. Under the proposal of Cllr Copus, seconded by Cllr Atkins, it was unanimously resolved to recommend the council instruct Traditional Stone to install the seat surround at a cost of 6,080.71, to the Finance & General Purposes committee.

#### **10/22 ROSEMARY GARDENS**

- i) The Clerk reported that children at Petworth Primary School were designing posters to encourage dog owners clean up their dogs' mess which could be used in Rosemary Gardens and around the parish.
- ii) She advised that she had requested Chichester District Council increase their patrols in Rosemary Gardens given the reports of dog mess in the area, however a response had not yet been received from the District Council.
- iii) Cllr Sproson provided an update on her efforts to source quotes for the testing of the water provided via the bottle filling station in Rosemary Gardens. Under the proposal of Cllr Sproson, seconded by Cllr Copus, it was unanimously resolved to recommend the council instruct Valens Water to undertake the following tests on the water fountain / bottle filler at a cost of £830 per year:

- Six-monthly sampling of the fountain for E Coli, total coliforms, aerobic counts @ 22/37°C at

a cost of £145.00 per sample, £290 per year.

- Legionella sampling on a quarterly basis at a cost of £85.00 plus travel of £50.00 = £135.00 per sample. Total for Legionella x 4 = £540.00

#### **11/22 PLANTING & HORTICULTURE**

- i) Cllr Hewlett reported that it was a quiet time for gardening and planting but advised that maintenance was continuing including the tidying of flower beds, cutting back dead foliage and picking up litter.
- ii) She advised that the working group was in the process of planning the planting around town for the summer, with much more emphasis to be placed on perennial plants, sustainable planting to hopefully mitigate climate change and to increase pollinators supporting the wildlife. Cllr Hewlett reported that this would include flowering and berried plants to support birds.
- iii) Cllr Hewlett advised that she would be visiting nurseries to select a tree to commemorate the Queen's Platinum Jubilee and find small trees to plant in other areas around the parish. She reported that the council needed to finalise the position of the tree for the Platinum Jubilee as it would need to be planted in early spring 2022 at the latest. The chairman asked Cllr Hewlett to send the Clerk details of where she would like to site the tree to enable the Clerk to seek the necessary permissions.
- iv) Cllr Hewlett reported that the working group was identifying the In Bloom volunteers' skills and was planning to increase their volunteer membership in readiness for the Spring.

#### **12/22 SPORTS & PHYSICAL ACTIVITY UPDATE**

- i) The chairman reported that Petworth Park Sports had resolved to fundraise £30,000 in order to undertake a mini makeover of the club house at the sports ground. He advised that the makeover was important in order to create a better environment for the club teams and the community who might want to join the sports association as social members.
- ii) The chairman reported that Mr Dan Harbert had joined the board of Petworth Park Sports and advised that he would be heading up the food and beverage offering to be provided at the sports ground.
- iii) He advised that new kitchen equipment to be installed at the club house had been delivered and would be installed once the necessary preparation works had taken place.
- iv) The chairman reported that the council might need to contribute to the cost of some of the scheduled works to take place in the club house to ensure it is meeting the terms of the full repairing lease. He advised that this would be discussed further at the next Finance & General Purposes committee meeting.

#### **13/22 GROUNDS MAINTENANCE**

- i) The Clerk reported that following the review meeting in December 2021, she had circulated a revised grounds maintenance specification for 2022 to Mr H Saxton of HJS Landservices and to Cllrs Kemp and Hewlett. She advised that she had requested Mr Saxton review the revised specification and meets with her, Cllr Kemp and Cllr Hewlett to sign it off.
- ii) The Clerk asked Cllr Hewlett to consider whether the In Bloom volunteers would plant the proposed wildflowers at the Stonemasons and Pound Street car park bank.

#### **14/22 DEFIBRILLATORS**

There was no update.

#### **15/22 SKATEPARK**

- i) The Clerk reported that following the recent letter sent to Mr Lee Harris at West Sussex County Council, a meeting with Ms Sally Adams, Valuation & Estates Manager at West Sussex County Council, had been scheduled for Thursday 20<sup>th</sup> January 2022.
- ii) Cllr Peet asked the Clerk to invite representatives from Petworth Vision to the meeting.
- iii) Cllr Atkins asked the Clerk to draft an agenda for the meeting.

**16/22 ACTION LIST**

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

**17/22 DATE OF NEXT MEETING**

Wednesday 2<sup>nd</sup> February 2022 at 7pm.

Meeting closed at 8.02pm.

Signed .....  
Chairman

Dated.....