



Petworth Town Council

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A MEETING OF THE OPEN SPACES COMMITTEE TOOK PLACE ON WEDNESDAY 2ND FEBRUARY 2022 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 C. Sproson	Cllr S. Atkins
L Smith (Clerk)	

18/22 CHAIRMAN'S ANNOUNCEMENTS

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

19/22 APOLOGIES FOR ABSENCE

Cllr J. Scallon & Cllr P. Hewlett.

20/22 DECLARATIONS OF INTEREST

No interests were declared.

21/22 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 13th January 2022 were agreed and signed as a true and accurate record. Proposed by Cllr Peet, seconded by Cllr Copus and unanimously approved.

22/22 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

23/22 PUBLIC PARTICIPATION SESSION

There were no members of the public present.

24/22 HAMPERS COMMON

- i) Cllr Atkins reported that he had produced a planning application for the portable toilet. Cllr Peet asked the Clerk to send the planning application documents to Mr A Ransom & Mr A Howard at Chichester District Council to update them of the council's plans and request a letter of support which could be submitted with the planning application. Cllr Peet asked the Clerk to send the drawings to M J Brown Loos to ensure the proposal meets with their requirements for maintaining the facility and to organise a public consultation by way of a letter drop to the residents of Hampers Common & the installation of a notice at Hampers Cemetery.
- ii) Cllr Peet reported that a working party had considered the request received for hard standing at the vehicle entrance to Hampers Common. He asked the Clerk to source quotes for the provision of 50m of single width temporary trackway.

- iii) Cllr Peet reported that the grass verges along the east of the common had been significantly damaged. He asked the Clerk to organise a site visit with a representative of West Sussex County Council highways department in order to discuss how the verges could be protected and to improve the safety of those who are parking in the area to use the play area.
- iv) The committee considered an email received from Mr J Harris of Chichester District Council regarding the repairs required to the dog bin at Hampers Common. Cllr Peet asked the Clerk to request a quote to replace the dog bin with a regular bin, which could be used for general waste as well as dog mess and would cost the council less money to empty.

25/22 ALLOTMENTS

- i) Under the proposal of Cllr Peet, seconded by Cllr Copus, it was unanimously resolved to recommend the council instruct G.S Pest Control to address the mole infestation at Tillington Road allotments at a cost of £225, to the Finance & General Purposes committee.
- ii) Cllr Peet & Cllr Copus agreed to install the no bonfire signs at the 4 allotment sites.

26/22 SHIMMINGS PATH

- i) The Clerk reported that Traditional Stone would build the new seat surround in March 2022. She advised that Mr N Blunt would install the 3 new seats on the seat surrounds in March 2022, once the final seat surround had been built.
- ii) The Clerk reported that she & Cllr Singleton had met Mr F Lucas of The Leconfield Estate on 1st February 2022. She advised that she had informed Mr Lucas of the need for the Estate to produce a written agreement to include a schedule of works should the Estate want the council to consider whether to maintain the grass on land which does not belong to the council.

27/22 ROSEMARY GARDENS

- i) Cllr Desai reported that on 2nd June 2022 a beacon would be lit in Rosemary Gardens as part of the town's Platinum Jubilee events. It was agreed that Cllr Copus would take the beacon out of the container and store it in the office so a working party could design, produce & fix new lettering on the beacon.
- ii) Cllr Sproson advised that the pressure of the water coming out of the bottle filler was too high. It was agreed that a working party would investigate this further.
- iii) Cllr Sproson reported that Valens Water had completed the first TVC tests on the bottle filler. She advised that coliform had been identified however not at a concerning or dangerous level.

28/22 PLANTING & HORTICULTURE

There was no update.

29/22 SPORTS & PHYSICAL ACTIVITY UPDATE

- i) Cllr Copus reported that Petworth Park Sports had applied for a unique tax reference number and advised that they had a £5,000 tax bill, which included a penalty for not submitting a return to the income revenue within the required timescales and needed addressing before July 2022.
- ii) Cllr Copus reported that it was likely the Council's award of £5,000 to assist with the mini makeover of the pavilion at the sports ground would not be required given that South Downs National Park Authority were expected to award £11,100.70 of Section 106 funding to the project. Under the proposal of Cllr Peet, seconded by Cllr Copus, it was unanimously resolved to recommend the council utilise these funds to instruct Muckle LLP to complete the PPS governance review at a cost of £4,500, to Full Council.
- iii) Cllr Peet reported that Mr R Muir, Chairman of Petworth Park Sports was liaising with Ms L. Finlay regarding the new lease of the sports ground. It was agreed that Cllr Copus would attend the next meeting on 1st March 2022.
- iv) The Clerk reported that she had prepared and submitted a Section 106 funding application on behalf of Petworth Park Sports and she advised that Cllr Thorpe had submitted an application for funding to the England & Wales Cricket Board's County Grants Scheme. She reported that both grants had been requested in order to assist with the costs of the pavilion mini makeover project.

30/22 GROUNDS MAINTENANCE

- i) The Clerk reported that Mr H Saxton of HJS Landservices had agreed to the revised grounds maintenance schedule for 2022. She advised that she was waiting for confirmation of whether Mr Saxton wanted to cut the grass at St Mary’s Church during 2022. The Clerk reported that if Mr Saxton did not want to cut at St Mary’s Church, she would source quotes for this work for the committee’s consideration.
- ii) The Clerk advised that she had not received confirmation from Cllr Hewlett with regards to whether the In Bloom volunteers would plant the proposed wildflowers at the Stonemasons and Pound Street car park bank.

31/22 DEFIBRILLATORS

- i) The Clerk advised that St Mary’s Church was planning on installing a defibrillator at the church. Cllr Copus asked the Clerk to advise the Church that the council was developing a plan to ensure the same devices are provided across the parish and request they purchase the same device.

32/22 SKATEPARK

- i) Cllr Atkins reported on the outcomes from a recent meeting with Ms S Adams, Valuation & Estates Manager at West Sussex County Council, with representatives from Petworth Vision and with Mr A Griffith MP.
- ii) The Clerk advised that following the meeting she had written to Ms Adams to ask whether the position of West Sussex County Council Estates department may have changed given that she had been made aware that the town council would pay for the purchase of the land to the East of Petworth Primary School and did not expect to be given it at no cost.
- iii) The Clerk reported that she had followed up the letter sent to Mr S Knight of the Leconfield Estate, requesting a meeting to discuss the potential purchase of Estate land for infrastructure projects, at a recent meeting with Mr F Lucas. She advised that as a response had not been received from Mr Knight, she had asked Mr Lucas to look into whether any Estate land could be sold to the town council to enable the delivery of infrastructure projects on behalf of the community.

33/22 ACTION LIST

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

34/22 DATE OF NEXT MEETING

Wednesday 2nd March 2022 at 7pm.

Meeting closed at 8.37pm.

Signed
Chairman

Dated.....