



Petworth Town Council

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A MEETING OF THE OPEN SPACES COMMITTEE TOOK PLACE ON TUESDAY 12TH JULY 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 P. Hewlett	Cllr S. Atkins
Cllr J. Thorpe (from 7.07pm)	Cllr J. Scallon
L Smith (Clerk)	

99/22 CHAIRMAN'S ANNOUNCEMENTS

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

100/22 APOLOGIES FOR ABSENCE

There were none.

101/22 DECLARATIONS OF INTEREST

Cllr Desai declared an interest in agenda item 10 as her husband, Mr A Kramp, would be considered for appointment as the Council's Play Area Inspector.

102/22 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 7th June 2022 were agreed and signed as a true and accurate record. Proposed by Cllr Peet, seconded by Cllr Kemp and unanimously approved.

103/22 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

104/22 PUBLIC PARTICIPATION SESSION

There were no members of the public present.

105/22 CLERK'S REPORT

The committee noted the content of the Clerk's report (attached as appendix 1).

- i) Report item 1.1 - Cllr Copus asked the Clerk to clarify the offer from Chichester District Council.
- ii) Report item 1.3 – Cllr Kemp asked the Clerk to source the approval of Full Council at the July meeting.
- iii) Report item 1.6 – Cllr Copus to advise the Clerk of the repairs required to the roof of the tower so she can ask the Handyman to undertake the works.
- iv) Report item 3.2 – Cllr Desai and the Clerk to inspect the allotments on 19th July 2022.

- v) Report item 7.2 – Cllr Peet asked the Clerk to complete & submit the Section 106 form to enable the diversion of funds from the phone box touch screen project to the resurfacing in Trump Alley.

106/22 PLANTING & HORTICULTURE

- i) Cllr Hewlett reported that the judging for the regional in bloom competition had taken place and had gone well.
- ii) She advised that a presentation had been given to the judges, one of whom had offered to provide feedback before the national judging takes place on 27th July 2022.
- iii) Cllr Hewlett reported that over 50 plants had been replaced around the town due to vandalism & theft.
- iv) She advised that with the support of 40 volunteers from Seaford College, the new flower beds had been planted at Petworth Park Sports Ground.

107/22 SPORTS & PHYSICAL ACTIVITY UPDATE

- i) The Clerk reported that she had not received a quote to prepare the license to occupy Petworth Park Sports Ground and advised that she would follow this up with Glanvilles Anderson Rowntree.
- ii) She advised that despite making 2 requests to Mr A. Carrington, he had not sent her a copy of the license currently in place between the Council & Petworth Park Sports.
- iii) It was agreed that Cllrs Peet, Thorpe & Copus would meet to consider what should be included in the license to occupy.

108/22 INSPECTIONS OF PLAY AREAS

- i) Under the proposal of Cllr Peet, seconded by Cllr Kemp, it was unanimously resolved to appoint Mr A Kramp as the Council's Play Area Inspector and to pay him £25 per play area inspection.
- ii) Under the proposal of Cllr Peet, seconded by Cllr Copus, it was unanimously resolved to recommend to the Finance & General Purposes Committee that the Council funds Mr Kramp's participation in a Routine Playground Inspection training day.

109/22 BUS SHELTER

- i) The committee considered a request submitted by Cllr Fynes to provide shelter at the bus stop at St Mary's Church.
- ii) Cllr Kemp advised that the bus stop by the Church was initially installed on a temporary basis.
- iii) Cllr Peet asked the Clerk to confirm whether the bus stop was to remain by the Church permanently or if it was to return to its previous location by the Old Nat West Bank cash machine.
- iv) Cllr Copus asked the Clerk to request the buses use the lorry route to avoid unnecessary travel within the town centre.

110/22 EQUIPMENT & SERVICES FOR PTC EVENTS

Under the proposal of Cllr Peet, seconded by Cllr Desai, it was unanimously resolved that the Clerk should source quotes for the following equipment & services:

- i) Clips for the display boards
- ii) To identify what amperage of power is used in the street lights in Rosemary Gardens & to explore whether power could be installed on one of the street lights
- iii) To request the Handyman jet washes the equipment stored in the manorial waste area twice a year; summer & winter
- iv) High visibility vests
- v) Torches
- vi) Walkie talkies
- vii) Recycling bins

It was agreed that Cllr Kemp would review the barriers & advise of any repairs or replacements required.

111/22 ACTION LIST

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

112/22 DATE OF NEXT MEETING

Tuesday 3rd August 2022 at 7pm.

Meeting closed at 8.05pm.

Signed
Chairman

Dated.....

Agenda Item No: 7

Committee: Open Spaces

Date: 12th July 2022

Title: Clerk's Update

By: Laura Smith, Town Clerk

Purpose of Report: To provide an update on various matters relevant to the Open Spaces committee

Recommendations

You are recommended:

1. To take note of the information within this report.
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1. Hampers Common

- 1.1 At June's Full Council meeting, Eileen Lintill reported that should PTC resolve to replace the dog bin at Hampers Common with another dog bin (rather than a general waste bin as CDC aren't able to provide this service at present), CDC would not charge for the labour required. She also advised that if PTC replace the new dog bin with a general waste bin in the future, CDC would credit PTC with the difference in cost.
- 1.2 Following recent enquiries, the Leconfield Estate have cut the low hanging branches from the trees between the common and the London Road.
- 1.3 The Petworth Ukraine Relief group have enquired about hiring the common for a car boot sale on Saturday 20th August. As they aren't a registered charity or community group yet, they have asked to use PTC's insurance for that event.
- 1.4 Hampers Green Community Centre have enquired about hiring the common for a car boot sale on Saturday 11th September.
- 1.5 I wrote to John Townsend of Hampers Green Community Centre to request a discussion or meeting regarding the proposal to provide a public convenience at the community centre. He advised that he would consult with the Trustees and then come back to me.
- 1.6 Petworth Builders have advised the anti climb paint used on the tower at Hampers Common should last 1 year. They offered to schedule this in for a refresh every year so I have asked them to do this; the next time being April 2023.

2. Street Lights

- 2.1 I've chased Enerveo for the quotes to change the street lights in Sheepdown Lane and in the Roman Catholic Church Lane from all night to part night and also to convert the 3 lights in Rosemary Gardens to an LED light source.

3. Allotments

3.1 I wrote to Fred Lucas of the Leconfield Estate advising of the committee's resolutions regarding North Street & Angel Street allotments and have not received a response from him.

3.2 I wrote to all allotment holders on the 20th June to advise that should dogs not be kept on leads at the allotments and that they must be kept under control, not walking on other people's plots. I advised that "If the Council receives any reports of dogs at the allotments which aren't on leads or are on a lead but being walked across other people's plots, it is highly likely that the plot holder not adhering to the rules will have their tenancy terminated by the Council with immediate effect with no refund of paid rent."

4. Church Clock

4.1 The contractors have replaced the weight and the time appears to be accurate (for now).

4.2 Nick Wheeler has sent me some history as to how PTC may have assumed responsibility for the maintenance of the clock. He hasn't yet come back to me regarding whether the Friends of St Mary's might pay for 50% of the £7,520 for a "workshop overhaul & fitting of new automatic winding units".

5. Sports & Physical Activity

5.1 The lease of the sports ground was completed on Friday 10th June 2022.

5.2 The final draft of governance documents which include Articles of Association, Membership Rules and the terms of reference for a Management Committee were reviewed by the Sport & Physical Activity Working Group and subsequently sent to the Directors of Petworth Park Sports. 75% of PPS members would need to vote in the new documents, in order for them to be adopted.

5.3 I've asked Claire Foster at Glanvilles Anderson Rowntree to quote for a license to occupy, which PTC could utilise for the delivery of sport & physical activity at Petworth Park Sports Ground, now the new 10 year lease is in place.

5.4 Following discussion at the last Open Spaces committee meeting, Alex Rees has submitted a formal request for funding to purchase equipment to increase recreational use of the sports ground, by the community. This will be put to the Finance & General Purposes committee on the 19th July 2022.

6. Handyman

6.1 Andrew Goddard has installed the third plaque on a seat in the Shimmings.

6.2 He will be treating / painting the 2 benches outside the Old Bakery & 4 benches in Rosemary Gardens before the Petworth in Bloom judging.

6.3 Andrew will treat / paint the rest of the tower on the play area in the near future. He will return at a later date to oil the rest of the wood at the play area.

6.4 Andrew has also been asked to clean and tidy the bus shelters by the Sylvia Beaufoy Centre & Hampers Common.

6.5 Andrew will use our Austens account to purchase the products he needs to undertake work for PTC.

7. Trump Alley

7.1 I have not yet received a quote from E P Clark & Co for the work in Trump Alley.

7.2 Gill Welsman of SDNPA has confirmed that in principle, SDNPA would allow funds initially awarded for the touch screen in the phone box could be diverted to the Trump Alley project, as it directly benefit the community facility that is the Friendship Centre.

8. Rosemary Gardens

8.1 A response received from the Royal British Legion Industries regarding The Queen's Canopy Plaque was circulated to the committee. It confirmed there is no fault with the plaque in situ, in Rosemary Gardens.

8.2 The resident who had enquired about installing a memorial plaque on a seat in Rosemary Gardens has paid the requested donation. He is organising the plaque and will advise of the size, font used etc. so we can ensure any additional plaques installed in the Gardens are consistent in style.

9. Play Areas

9.1 Bill from Greenscape advised that he would not be renewing his play areas inspection certificate hence he had decided not to inspect the play areas at Rosemary Gardens & Hampers Common any longer.

9.2 Alex Kramp has agreed to inspect the play areas on the same terms as Greenscape. I have included this on the main agenda for the meeting so you can resolve whether to appoint Alex to this role.

9.3 Ideally Alex would undertake the one day "routine playground inspection training". The nearest venue I can find is a ROSPA session which takes place in Sittingbourne on 10th November and costs £295. Again, this is on the main agenda for the meeting.

10. Leconfield Estate Heads of Terms

10.1 Having sent the committee's comments on the draft document to the Leconfield Estate, I haven't received any further communication from them.

End of Report