



Petworth Town Council

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A MEETING OF THE OPEN SPACES COMMITTEE TOOK PLACE ON TUESDAY 3RD AUGUST 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 E. Boyes
Cllr P. Hewlett	Cllr S. Atkins
Cllr J. Thorpe	Cllr J. Scallon
L Smith (Clerk)	

113/22 CHAIRMAN'S ANNOUNCEMENTS

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

114/22 APOLOGIES FOR ABSENCE

Cllr C. Kemp.

115/22 DECLARATIONS OF INTEREST

There were none offered.

116/22 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 12th July 2022 were agreed and signed as a true and accurate record. Proposed by Cllr Peet, seconded by Cllr Copus and unanimously approved.

117/22 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

118/22 PUBLIC PARTICIPATION SESSION

There were no members of the public present.

119/22 CLERK'S REPORT

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

- i) Report item 1.2 – The Clerk clarified that the car boot sale on Hampers Common would take place on Sunday 11th September 2022.
- ii) Report item 2.1 – The Clerk advised that a quote for the changes to the street lights switch regime from all night to part night and to install LED lights in the 3 lighting columns in Rosemary Gardens had been received from Enerveo. Under the proposal of Cllr Scallon, seconded by Cllr Desai, it was unanimously resolved to recommend the works are carried out at a cost of £3,988.70 to the Finance & General Purposes Committee (subject to satisfactory design of the proposed LED lights).

- iii) Report item 3.3 – The Clerk to advise allotment holders of the upcoming hosepipe ban and to request the do not use hosepipes at the allotments whilst the ban is in place.

120/22 PLANTING & HORTICULTURE

Cllr Hewlett presented the following written report:

“Judging for South and South East in Bloom took place on 12th July.

Judging for the national Britain in Bloom took place on the 27th July.

Results will be given at award ceremonies 13th September for the regional competition
10th October for the national competition

The committee and volunteers did an amazing job tidying up for both occasions, though the regional judge criticised leaf litter in the gutters and she didn't see the RHS banner, though it is in a prominent position.

The national judges were charming, they said that the children at the school were enchanting and that it was amazing that Petworth in Bloom had gone from nothing to a national finalist in 5 years...so we were well chuffed.

In the meantime, we are struggling with the drought and the announced hosepipe ban, so watering by bowser and watering can /may take longer as Alex uses the hose to water the square.

People have been fairly generous in supporting Petworth in Bloom and there are finances coming in against which the cost of plants can be set. I am hoping to be within budget by the end of the year!

There has been repeated stealing and vandalism of the plants which we were able to cover because I over ordered in the Spring and by covering gaps by growing plants of our own. Someone has a mass of white geraniums at home and a few red ones scattered in. Otherwise, other than being stolen, plants have just been pulled out and left to die! We had to replace over 50 plants.

I am in the process of choosing the plants for winter/ spring flowering. The plants I have chosen are more expensive than previously, so I am checking quantities again before ordering. The current estimate for the plants for all planters is £485.00 and bulbs for all areas £192.00. We have saved last Spring's bulbs from the planters and these will be planted in outlying areas.

The plants for next summer's troughs and baskets have to be ordered by 1st September, so if anyone has any idea of a theme or colour scheme, please let me know! The colours for next Winter / Spring is multicoloured... a celebration!

The Petworth in Bloom committee are in the process of providing a report to Open Spaces, which will suggest where we will go from here, in terms of planting and maintenance and sustainable planting.

In the meantime, we are looking into donated trees for Fred's bank and Sylvia Beaufoy car park and perhaps some trees for green areas to the south of town.”

Under the proposal of Cllr Hewlett, seconded by Cllr Atkins, it was unanimously resolved to recommend the purchase of plants & bulbs for the winter / spring flowering at a cost of £677 to the Finance & General Purposes Committee.

121/22 SPORTS & PHYSICAL ACTIVITY UPDATE

- i) Cllr Thorpe reported that the Petworth Park Sports (PPS) board had met on 2nd August where it was resolved that the legal members of the company under the new governance structure would be Petworth Town Council, Petworth Football Club & Petworth Park Cricket Club.

- ii) Cllr Thorpe confirmed that at their meeting on 2nd August, the PPS board resolved that Petworth Park Joint Sports Association, Petworth Darts Club & Mr A Carrington would not be legal members of PPS within the new governance structure.
- iii) Cllr Peet advised that Mr R Muir & the Clerk would finalise the suite of governance documents with Muckle LLP after which they would be adopted by the board of PPS.
- iv) Cllr Peet reported that the Cllr representatives on the sports & physical activity working group had met to agree the requirements of the license to occupy. He advised that the detail would be discussed with PPS once the new governance documents had been adopted by the board.
- v) Cllr Desai asked Cllr Thorpe whether a matter regarding Petworth Football Club had been discussed at the PPS board meeting. Cllr Thorpe advised that due to the length of the meeting agenda, it had not been raised. Cllr Thorpe suggested that she & Cllr Desai discuss the matter with the Chairman of Petworth Football Club.

122/22 EQUIPMENT & SERVICES FOR PTC EVENTS

- i) Under the proposal of Cllr Desai, seconded by Cllr Hewlett, it was unanimously resolved to recommend the purchase of high vis vests at a cost of £200 to the Finance & General Purposes committee.
- ii) Cllr Atkins offered to look at the Council’s walkie talkies to establish if they require any repairs.
- iii) Cllr Boyes to explore whether Chichester District Council could supply PTC with any bins to be used for PTC events.

123/22 BOTTLE FILLER

Under the proposal of Cllr Boyes, seconded by Cllr Copus, it was unanimously resolved to recommend the Council sign up to MIW Water Cooler Experts silver maintenance plan for a period of 24 months at a cost of £200 per annum to the Finance & General Purposes committee.

124/22 SKATEPARK

- i) The Clerk reported that following the committee’s recent request to meet with Mr S. Knight of the Leconfield Estate to discuss the potential use / purchase of Estate land to site a skatepark which he had not responded to, at a recent meeting with her & Cllr Singleton, Mr Knight had expressed the view that the skatepark should be located on the WSCC land next to Petworth Primary School. She advised that she had informed Mr Knight that WSCC had told the Council the land next to the school was not available to the Council.
- ii) Under the proposal of Cllr Peet, seconded by Cllr Thorpe, it was unanimously resolved to write to the Leconfield Estate to again request a meeting regarding the purchase / use of Estate land to site a skatepark. The Clerk advised that she would circulate the draft letter to the committee for review & feedback.
- iii) Under the proposal of Cllr Peet, seconded by Cllr Copus, it was unanimously resolved that the Clerk would set up a meeting with a representative of Skateboard GB to discuss a skatepark for Petworth and utilise their experience to benefit the Council’s project.

125/22 ACTION LIST

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

126/22 DATE OF NEXT MEETING

Tuesday 7th September 2022 at 7pm. Cllr Hewlett gave her apologies for the next meeting.

Meeting closed at 8.10pm.

Signed
Chairman

Dated.....

Agenda Item No: 7

Committee: Open Spaces

Date: 3rd August 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 Eileen Lintill has confirmed that should PTC repair the dog bin at Hampers Common (which PTC deems isn't required as it is still functional), and at a later stage CDC is able to replace it with a multi purpose bin, the repair cost would be deducted from the cost of the new bin.
- 1.2 Hampers Green Community Centre have booked & paid for hire of the common for a car boot sale on Saturday 11th September, to raise funds for the community centre.
- 1.3 I have chased John Townsend of Hampers Green Community Centre to establish if he has spoken to the Trustees regarding the committee's request to discuss the potential provision of toilet facilities for the general public on the community centre land.
- 1.4 I have asked Petworth Builders to look at the inside of the tower roof, on the play area, to advise on what works are required to make it less likely to be vandalised, and for a quote.
- 1.5 On the 4th July 2022, I received an email from a resident of Hampers Green complaining about the noise coming from children using the play area. I replied to the resident requesting that he reports any experiences of anti-social behaviour to the Police.

2. Street Lights

- 2.1 Following my initial request for 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, which was sent on 24th May 2022, I have chased the quotes on 22nd June & 27th July 2022 with no response.
- 2.2 Tony McCarthy (Street Lighting Officer at WSCC) has been copied in to these email requests. I have also left a voicemail for Tony, asking him to let me know if there is another representative of Enerveo who may be able to provide us with the quotes we have requested.

3. Allotments

- 3.1 I inspected the allotments on 26th July 2022. Cllr Desai helped with the inspections at the Station Road & Tillington Road sites. Overall, the allotments across all 4 sites were in good order and are clearly well used by the majority of tenants. There was no evidence of dog poo, nor of bonfires.
- 3.2 I have followed up on my inspection with a small number of tenants to request they maintain their plots better. I have advised these tenants that we do have a waiting list for allotments hence if they are unable to devote the time required to their allotment, I have people on standby who could take the plot on.
- 3.3 I observed a handful of hosepipes that had not been put away correctly and have followed up with these tenants to request they ensure hoses are disconnected from the water supply and rolled up when they aren't in use.
- 3.4 A tenant at Tillington Road allotments decided that she could not continue with the plot. The plot was offered to a resident on the waiting list who has taken it on.

4. Church Clock

- 4.1 The time on the clock is no longer accurate.
- 4.2 Following the resolution at the July meetings, I have instructed our contractors to complete the "workshop overhaul & fitting of new automatic winding units". They have acknowledged the order and will confirm a start date in due course.

5. Sports & Physical Activity

- 5.1 I've chased Claire Foster at Glanvilles Anderson Rowntree for the 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 between the National Trust & PTC is in place. She has advised that as she is hoping to give us a discount for this work, she is waiting for approval from a partner of the firm.
- 5.2 Cllrs Copus, Thorpe, Peet & Kemp have met to consider the requirements of the license to occupy and will be sharing their thoughts with the Petworth Park Sports board at their next meeting.
- 5.3 Following the resolution at the July council meeting, I have transferred £2,300 to Petworth Park Sports so they can purchase equipment to increase recreational use of the sports ground, by the community.

6. Handyman

- 6.1 Andrew Goddard has treated / painted the 2 benches outside the Old Bakery & 4 benches in Rosemary Gardens.
- 6.2 Andrew has applied a coat of wood stain to the bare timber on the tower at Hampers Common. He will return at a later date to oil the rest of the wood at the play area.
- 6.3 He has also replaced the pane of glass which has been damaged, in the Old Bakery phone box.
- 6.4 Andrew has been asked to clean and tidy the bus shelters by the Sylvia Beaufoy Centre & Hampers Common and to jet wash the manorial waste & the equipment stored there.

7. Trumps Alley

- 7.1 I tried to chase the quote requested from E P Clark & Co for the work in Trump Alley. I couldn't get through on the phone (dead line) and their website has been taken down so I assume they have gone out of business.
- 7.2 I spoke with Jim at JC Allfrey who were recommended to me for the work. They have turned down the opportunity to quote due to a heavy workload.
- 7.3 I've discussed the project with Petworth Builders who have confirmed they will provide a quote.
- 7.4 I will complete the S106 application form, to rubber stamp the diversion of SDNPA funds initially awarded for the touch screen in the phone box to the Trumps Alley project, once I have received the quote from Petworth Builders.

8. Rosemary Gardens

- 8.1 MIW Water Cooler Experts, who we purchased the bottle filler from, have offered a 6-month service of the machine free of charge. This has been booked in with them and they will send me a service sheet once the service has taken place.
- 8.2 Any future servicing of the bottle filler will come at a cost to the council (servicing every 6 months for £200 a year, minimum of 24 months contract). I've included this as an agenda item so the committee can make a resolution regarding this.
- 8.3 Dee Thornton of Valens Water has tested the water in the bottle filler. There is no legionella detected. There was a small increase in the presence of E Coli however Dee has advised that as the level is so low, no further action is required at this time.
- 8.4 I have spoken with John Harper regarding the wall between Rosemary Gardens and the footpath. I have sent him the specification for the works prepared by Cllr Kemp and await his thoughts & quote for the works.

9. Play Areas

- 9.1 Alex Kramp is booked on to a RPII Play Area Routine Inspectors Course in Poole, Dorset on 13th October 2022. The cost is £265. The finance committee have already approved this (a total of £500 was approved to cover mileage & Alex's time as well as the course fee).

10. Shimmings Path

- 10.1 Jonathan Golden has an idea for the existing column which has the Silver Jubilee plaque on it. He and Simon Knight of the Leconfield Estate have asked to meet with Cllr Singleton and I, to discuss it.
- 10.2 The restoration work to the Hermitage Wall received an Award from the Sussex Heritage Trust; an article regarding this will be included in the autumn edition of Petworth Pages.

End of Report