



# Petworth Town Council

**A MEETING OF THE OPEN SPACES COMMITTEE TOOK PLACE ON WEDNESDAY 5<sup>th</sup> APRIL 2023 AT PETWORTH TOWN COUNCIL, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH COMMENCING AT 7PM**

## MINUTES

**Present:**            **Cllr M. Peet**                      **Cllr. C. Kemp**  
                         **Cllr H. Desai**                   **Cllr P. Hewlett**  
                         **Cllr A. Copus**                   **S. Lines (Clerk)**

### **47/23 CHAIRMAN'S ANNOUNCEMENTS**

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

### **48/23 APOLOGIES FOR ABSENCE**

Apologies had been received from Cllr E. Boyes, Cllr J. Thorpe, Cllr S. Atkins and Cllr J. Scallon.

### **49/23 DECLARATIONS OF INTEREST**

There were none offered.

### **50/23 MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 1<sup>st</sup> March 2023 were agreed and signed as a true and accurate record. Proposed by Cllr Peet, seconded by Cllr Kemp and unanimously approved.

### **51/23 MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

### **52/23 PUBLIC PARTICIPATION SESSION**

There were no members of the public present. It was noted that Mr. Fred Lucas from the Leconfield Estate office had been invited to attend the meeting to discuss the agenda items listed below, but that he had been unable to attend. The Committee resolved to ask Mr. Lucas if they could attend a meeting at his office at a mutually convenient time, to discuss the following agenda items:

- a) Allotments;
- b) Shimmings path;
- c) Toilet at Hampers Common Industrial Estate;
- d) Survey of wall at Rosemary Gardens;
- e) Skate-park;
- f) Overgrown brambles, ivy and plants on Leconfield Estate boundary walls; and
- g) Additional goal post at Hampers Green park.

### **53/23 CLERK'S REPORT**

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

- i) Report item 3.2 – The Committee resolved to ask Seaford College if they would like to help at the allotments as part of the College's Community Action Day on Thursday 6<sup>th</sup> July 2023.
- ii) Report item 5.1 – It was unanimously resolved to ask Mr. Lucas if the Leconfield Estate might have funds available to contribute towards the cost of re-surfacing Trumps Alley.
- iii) Report item 6.2 – The Committee resolved to ask Glasdon UK if they could provide a new rubbish bin lid for the bin in Rosemary Gardens.

- iv) Report item 6.3 – Cllr Kemp said he would assess the damage at the water fountain in Rosemary Gardens and report back to the Clerk.
- v) Report item 8.1 – The Committee resolved to ask Glasdon UK if it could return one of the bollards in The Cut for a refund.
- vi) Report item 11.1 – It was unanimously resolved to ask the Handyman to provide a quote to repair the broken panel at the bus shelter at Downview Road.

#### **54/23 LECONFIELD ESTATE**

There was nothing further to report.

#### **55/23 WATERING RECOMMENDATIONS**

- i) It was noted that Alex Kramp had agreed to assist with watering in the town and that he would liaise with Cllr Hewlett.
- ii) Cllr Peet reported that he still needed to carry out a site visit of the tanks beneath Market Square to assess the water levels, and that he would be joined by Cllr Atkins and Cllr Copus.

#### **56/23 PLANTING & HORTICULTURE IN 2023**

- i) Cllr Hewlett reported that Rosemary Gardens has 3 new trees and that several planters had been planted in the town.
- ii) It was resolved to ask the Leconfield Estate if they could assist with hanging up some hanging baskets at the Leconfield Hall whilst putting up bunting for the Coronation event. Cllr Hewlett was asked to contact Mr. Burkenshaw.
- iii) It was reported that both Cllr Peet and Alex Kramp were happy to undertake a course to learn how to drive a cherry picker.
- iv) Cllr Hewlett reported that wires were needed for climbing roses in Rosemary Gardens and she was asked to contact Mr. South for assistance.
- v) Cllr Hewlett reported that the War Memorial would be planted soon.
- vi) It was unanimously resolved to hold a Community Day on Monday 8<sup>th</sup> May 2023 to clean up and weed the town.

#### **57/23 ALLOTMENTS**

It was noted that the allotment walk-round scheduled for 29<sup>th</sup> March had been postponed due to poor weather, and that it would be re-scheduled for Monday 17<sup>th</sup> April at 6:30pm.

#### **58/23 ROSEMARY GARDENS**

It was noted that an additional table and benches would be of benefit at Rosemary Gardens, should there be available budget.

#### **59/23 HAMPERS COMMON**

- i) Cllr Copus was asked to take photos of cars parked on the grass verges at Hampers Common.
- ii) It was noted that cars waiting for entry to Petworth House car park are queuing along the road and causing a blockage.

#### **60/23 PETWORTH PARK SPORTS (PPS)**

- i) It was noted that the PPS Governance documents had been submitted to Companies House and that an AGM would be held in the near future to re-elect the Board of Directors.
- ii) Cllr Copus was asked to purchase an all-weather container for the defibrillator at PPS.
- iii) It was unanimously resolved to recommend to Full Council the establishment of a Working Group to draft Heads of Terms for a new lease between Petworth Town Council and PPS.
- iv) It was noted that the cesspit tank at PPS had been emptied and that PPS would organise an annual maintenance programme for the tank.

#### **61/23 KINGS CORONATION BENCH**

It was unanimously resolved to recommend to Full Council the purchase of an item of furniture to commemorate the Coronation of King Charles III. It was further resolved to recommend to Full Council that the plaque located at Jubilee Walk be updated to commemorate the reign of Queen Elizabeth II.

**62/23 ACTION LIST**

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

**63/23 DATE OF NEXT MEETING**

Wednesday 3<sup>rd</sup> May 2023 at 7pm.

Meeting closed at 8.42pm.

Signed .....(Chairman)

Dated.....