



# Petworth Town Council

**A MEETING OF THE OPEN SPACES COMMITTEE TOOK PLACE ON WEDNESDAY 3<sup>RD</sup> MAY 2023 AT PETWORTH TOWN COUNCIL, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH COMMENCING AT 7PM**

## MINUTES

**Present:**            **Cllr M. Peet**                      **Cllr J. Thorpe**  
                         **Cllr P. Hewlett**                **Cllr S. Atkins**  
                         **Cllr A. Copus**                   **S. Lines (Clerk)**

### **64/23 CHAIRMAN'S ANNOUNCEMENTS**

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

### **65/23 APOLOGIES FOR ABSENCE**

Apologies had been received from Cllr E. Boyes and Cllr J. Scallon.

### **66/23 DECLARATIONS OF INTEREST**

There were none offered.

### **67/23 MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 5<sup>th</sup> April 2023 were agreed and signed as a true and accurate record. Proposed by Cllr Peet, seconded by Cllr Copus and unanimously approved.

### **68/23 MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

### **69/23 PUBLIC PARTICIPATION SESSION**

There were no members of the public present.

### **70/23 CLERK'S REPORT**

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

- i) Report item 1.2 – Cllr Copus reported that there is debris on the pavement and grass after a recent accident at Hampers Green and agreed to clear up as much as he could.
- ii) Report item 1.2 – Cllr Copus reported that cars have been parking on the grass verges between Hampers Green and Balls Cross Road and it was unanimously agreed for the Clerk to ascertain the owner of the land and report back with a view to finding possible solutions.
- iii) Report item 1.2 – Cllr Copus reported that the site of the bonfire on Hampers Common is full of debris and it was unanimously agreed for the Clerk to ask the PNDCA if they could assist.
- iv) Report item 10.1 – The Clerk reported that she had met with Chichester District Council regarding CDC's financial contribution towards grounds care and maintenance at the four cemeteries and reported that CDC had suggested entering into a 3-year Memorandum of Understanding. It was unanimously agreed for the Clerk to ask CDC to draft a suitable Memorandum of Understanding for the Town Council to review.

#### **71/23 LECONFIELD ESTATE**

- i) Cllr Copus reported that he and the Clerk had met with Fred Lucas and Simon Knight of the Leconfield Estate earlier that day to discuss the outstanding items. Cllr Copus reported that the Leconfield Estate would be updating the leases relating to land leased by the Town Council and would be asking Petworth Town Council for comment.
- ii) Cllr Copus reported that the Leconfield Estate had provided a map showing the grass and verges to be maintained along Jubilee Walk and Bartons Lane. It was unanimously agreed to ask HJS Land Services to quote for that aspect of work which was addition to their current grounds care maintenance contract.

#### **72/23 WATERING RECOMMENDATIONS**

- i) Cllr Hewlett advised that she would be speaking to Alex Kramp to agree when watering will commence.
- 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.

#### **73/23 PLANTING & HORTICULTURE IN 2023**

- i) Cllr Hewlett reported that a donated Crabapple tree in Rosemary Gardens had been vandalised and was unlikely to recover. Under the proposal of Cllr Hewlett and seconded by Cllr Peet, it was agreed that Cllr Hewlett would obtain a quote to replace the tree and it was unanimously resolved to recommend the purchase of a replacement tree to the Finance & General Purposes Committee.
- ii) Cllr Hewlett reported that 100 Nerines bulbs had been planted in Rosemary Gardens and in Sheepdown Close.
- iii) Cllr Hewlett reported that she would be meeting with Martyn Burkinshaw (Gardens and Outdoors Manager, Petworth House & Park) to establish a planting scheme for land outside Church Lodge.
- iv) Cllr Hewlett reported that she would be attending the In Bloom seminar on 24<sup>th</sup> May with another In Bloom colleague. She reported that the judging date for the In Bloom competition is now 28<sup>th</sup> June 2023.
- v) Cllr Hewlett reported that Seaford College will be having its Community Action Day on 6<sup>th</sup> July 2023 and encouraged all Councillors to suggest tasks for the students to undertake.
- vi) Cllr Hewlett reported that the wall by St. Mary's Church is in a bad state and was in need of repair.

#### **74/23 ALLOTMENTS**

- i) Cllr Peet reported that the allotment walk-round had taken place on Monday 17<sup>th</sup> April at 6:30pm focussing initially on the allotments at Grove Street, and that following the walk-round, the Clerk had written to two plot holders regarding the condition of their plots.
- ii) The Clerk reported that the tenant of plot 2B at Grove Street Allotments had asked permission to erect a tool shed and had provided dimensions and a picture. It was unanimously agreed to grant permission for this to be done.

#### **75/23 ROSEMARY GARDENS**

- i) Cllr Copus reported that the Leconfield Estate had agreed to ask their Foreman to survey the wall adjacent to Rosemary Gardens and would report back so that the Town Council could establish repair costs.
- ii) Cllr Copus reported that the large tree inside Rosemary Gardens was growing down onto the swings in the play area and may need cutting back. On the proposal of Cllr Copus and seconded by Cllr Peet, it was unanimously resolved that Cllr Hewlett should inspect the tree and report back with a view to asking HJS Land Services to provide a quote to cut it back.
- iii) The Clerk reported that the bin with the broken lid was not supplied by CDC, nor by Glasdon UK. Cllr Hewlett agreed to look at suitable replacement bins and report back with styles and costs.

**76/23 HAMPERS COMMON**

- i) Cllr Copus reported that the Leconfield Estate had suggested siting a toilet facility in the Community Centre at Hampers Common but it was noted that this had previously been suggested and declined. It was agreed that the Clerk would investigate the previous request and report back.

**77/23 PETWORTH PARK SPORTS (PPS)**

- i) Cllr Thorpe reported that she was in discussions with Dan Sneller with regard to PPS working with the Sylvia Beaufoy Centre to provide facilities for young persons. She further reported that tents were due to be erected at SBC on 3<sup>rd</sup> May as part of the Duke of Edinburgh Awards Scheme.
- ii) On the proposal of Cllr Peet and seconded by Cllr Thorpe, it was unanimously agreed to recommend to Full Council the re-establishment of the Sports and Physical Activity Working Group.

**78/23 SKATE PARK**

- i) Cllr Copus reported that the Leconfield Estate had suggested providing a sports/recreation facility as part of the Infrastructure Business Plan for the new development to south of the town. On the proposal of Cllr Thorpe and seconded by Cllr Peet, it was unanimously agreed that the Sports and Physical Activity Working Group should revisit what the town needed and would like, and host an information evening to gather information. It was further agreed that the Clerk would draft a letter to the Leconfield Estate asking if there was any available and viable land for a community use sports/recreation facility.

**79/23 KING'S CORONATION STREET FURNITURE.**

- i) Cllr Copus reported that the Leconfield Estate is happy for the Town Council to update the Plaque on Jubilee Walk to commemorate Queen Elizabeth II and that he would suggest suitable wording for the Leconfield Estate to approve.

**80/23 TRUMPS ALLEY**

- i) The Clerk reported that in late 2022 two quotes had been received from contractors to carry out the re-surfacing works of Trumps Alley in accordance with the planning permission previously granted. It was unanimously agreed that the Clerk should ask if these quotes were still valid and seek confirmation that they both met the requirements of the specification.

**81/23 DEFIBRILLATORS**

- i) Cllr Copus reported that the all-weather case for the defibrillator at PPS is awaiting fitting by the Handyman.
- ii) Cllr Copus reported that he and Cllr Singleton together with the Clerk, would be meeting Judy Howard on 4<sup>th</sup> May to agree the siting of a new defibrillator near to St. Mary's Church.
- iii) Cllr Copus reported that the defibrillator at Hampers Green is working and the new spare battery and pads which were purchased but not currently required would be retained for future use.

**82/23 FARMER'S MARKET**

- i) On the proposal of Cllr Peet and seconded by Cllr Copus, it was unanimously agreed to re-establish the Farmer's Market Working Group to consider the requirements for the monthly Farmer's Market.

**83/23 PARKING AT DAWTREY ROAD**

- i) The Clerk advised that a resident had reported cars parking on the grass verges in DawtreY Road, causing congestion in the area. It was unanimously agreed that this was not in the jurisdiction of Petworth Town Council and was a matter for West Sussex County Council.

**84/23 ACTION LIST**

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

**85/23 DATE OF NEXT MEETING**

Wednesday 7<sup>th</sup> June 2023 at 7pm.

Meeting closed at 8.50pm.

Signed .....(Chairman)

Dated.....