



Petworth Town Council

A MEETING OF THE OPEN SPACES COMMITTEE TOOK PLACE ON WEDNESDAY 7TH JUNE 2023 AT PETWORTH TOWN COUNCIL, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH COMMENCING AT 7PM

MINUTES

Present:	Cllr M. Peet	Cllr J. Thorpe	Cllr G. Evans
	Cllr P. Hewlett	Cllr S. Atkins	S. Lines (Clerk)
	Cllr A. Copus	Cllr. D. Daynes	

86/23 ELECTION OF CHAIRMAN

Upon the proposal of Cllr Copus, seconded by Cllr Thorpe, Cllr Peet was elected Chairman of the Open Spaces Committee.

87/23 ELECTION OF VICE-CHAIRMAN

Upon the proposal of Cllr Copus, seconded by Cllr Hewlett, Cllr Daynes was elected Vice-Chairman of the Open Spaces Committee.

88/22 CHAIRMAN'S ANNOUNCEMENTS

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

89/23 APOLOGIES FOR ABSENCE

Apologies had been received from Cllr R. Harris and Cllr J. Scallon.

90/23 DECLARATIONS OF INTEREST

There were none offered.

91/23 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 3rd May 2023 were agreed and signed as a true and accurate record. Proposed by Cllr Peet, seconded by Cllr Copus and unanimously approved.

92/23 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

93/23 PUBLIC PARTICIPATION SESSION

There were no members of the public present.

94/23 CLERK'S REPORT

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

- i) Report item 3.1 – The Clerk advised that the Handyman had weeded and cleaned the Manorial waste area and Cllr Hewlett reported that the War Memorial had also been cleaned.
- ii) Report item 3.6 – The Clerk advised that she was still waiting to hear from the two Contractors who had been approached to confirm their quotes for the re-surfacing of Trumps Alley.
- iii) Report item 7.1 – The Clerk reported that she would be meeting with Holly from GAR on Thursday 15th June to discuss the Licence to Occupy with PPS and would report back.

95/23 WATERING RECOMMENDATIONS

- i) Cllr Hewlett advised that Alex Kramp had commenced watering around the Town.
- ii) Cllr Hewlett reported that the Petworth Business Association member shops had been asked to water the planters outside their premises and that Alex Kramp would also be doing so if needed.
- iii) 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.

96/23 PLANTING & HORTICULTURE IN 2023

- i) Cllr Hewlett reported that approximately 74 planters and 26 hanging baskets around town were now planted and in place, together with some privately owned ones.
- ii) Cllr Hewlett reported that three more planters had been purchased and would be positioned at the northern end of East Street.
- iii) Cllr Hewlett reported that the Planting & Horticulture Working Group had been asked to plant planters for the Hungry Guest butchers, for which Petworth Town Council would issue an invoice.
- iv) Cllr Hewlett advised that she would be approaching Savilles to ask if they would like to sponsor any of the planting and horticulture projects in the town.
- v) Cllr Hewlett reminded the Committee that the In Bloom judging would take place on 28th June and that the community bus would be used to transport the judges. There will be tea in Rosemary Gardens after the judging, to which all Councillors are invited to show support.
- vi) The Clerk reminded the Committee of the Seaford College Community Day taking place on 6th July. Cllr Thorpe offered to host a group of year 5/6 students at PPS with Cllrs Hewlett and Daynes offering to supervise. Cllr Peet offered to host a group of 6th formers at the Grove Street allotments and if required, would arrange for a skip to be delivered. The Clerk agreed to respond to Seaford College accordingly.
- vii) The Clerk reported that before HJS Land Services could commence grass cutting along Jubilee Walk and the Shimmings, written confirmation was required from the Leconfield Estate. Upon the proposal of Cllr Peet, seconded by Cllr Copus, it was unanimously agreed to ask the Clerk to draft a letter to the Leconfield Estate seeking such confirmation.

97/23 ALLOTMENTS

- i) Cllr Copus reported that Plots 4 and 5 at Station Road allotments were overgrown. Upon the proposal of Cllr Peet, seconded by Cllr Copus, it was unanimously agreed to inspect the Station Road allotments on Monday 12th June at 6pm, weather permitting.
- ii) The Clerk reported that the tenant of plot 11 Grove Street had asked for a small shed (6'x4') to be placed on his plot. Upon the proposal of Cllr Peet, seconded by Cllr Hewlett, it was unanimously agreed to permit the shed to be erected, but to ask the tenant to be mindful of any shadow that it might cast onto neighbouring plots, and to advise the tenant that if there was a base already located on the plot from a previous shed or greenhouse, to use the same base if possible.
- iii) Upon the proposal of Cllr Peet and seconded by Cllr Thorpe, it was agreed to ask the Clerk to research the regulations relating to the supply of water to allotment sites.

98/23 ROSEMARY GARDENS

- i) The Clerk presented the quote received from HJS Land Services to cut back the tree in Rosemary Gardens and it was unanimously agreed to ask the Clerk to request a quote from "Apples & Pears".
- ii) The Clerk reported that she had received advice from Valens Water to analyse the water in the bottle filler every 6 months for Legionella, and once per year (during the hotter months) for E.coli. The Clerk reported that Envirochem (based in Fareham, Hampshire) had provided a quote to analyse the water samples remotely at their lab, at a price of £27.50 plus VAT for each Legionella sample, and £13.75 plus VAT for each Ecoli sample, and that Legionella samples could be sent through the post, but that Ecoli samples would need to be sent to Envirochem by courier, to arrive within 24 hours of the water sample being taken. On the proposal of Cllr Peet, seconded by Cllr Hewlett, it was unanimously resolved to recommend to the Finance & General Purposes Committee to receive invoices from Envirochem for £68.75 per year for two Legionella

sample tests and one E.coli sample test, and to recommend to the Finance & General Purposes Committee the approval of an upcoming cost once per year for a courier to take the E.coli sample from Petworth to Fareham.

- iii) On the proposal of Cllr Copus, seconded by Cllr Thorpe, it was unanimously agreed to use the flagpole in Rosemary Gardens to fly the flags of Ukraine and of West Sussex on an alternate basis, until such time as the Union flag should be flown. On the proposal of Cllr Copus, seconded by Cllr Thorpe, it was unanimously resolved to recommend to the Finance & General Purposes Committee to approve the upcoming cost to purchase new flags for Ukraine and for West Sussex.
- iv) Upon the proposal of Cllr Peet, seconded by Cllr Hewlett, it was unanimously agreed to ask the Clerk to promote on social media and in Petworth Pages, the Sussex Police website address for reporting matters of anti-social behaviour and vandalism, and to encourage anyone who witnesses or encounters anti-social behaviour, vandalism and/or any similar incident, to report these directly to Sussex Police. The website to be promoted is: www.sussex.police.uk/report-online.

99/23 HAMPERS COMMON

- i) The Committee discussed the provision of a public toilet facility at Hampers Common and unanimously agreed to take no further action at this time, but to leave the item on the Action List for future reference.
- ii) The Committee discussed the parking of vehicles on the verge at Hampers Common and noted that WSCC Cllr Duncton had agreed to find out the exact location of the WSCC boundary between the road and the common. The Committee unanimously agreed to return to this item at a later date, once the information had been received from WSCC Cllr Duncton.
- iii) Upon the proposal of Cllr Copus, seconded by Cllr Thorpe, it was unanimously agreed to ask HJS Land Services to provide a quote to repair the grass verge at Hampers Common where it had previously been damaged by a car entering the ditch on Balls Cross Road.
- iv) The Committee asked the Clerk to obtain an update from the Handyman on the status of repairs to the Hampers Common playpark towers and netting.

100/23 PETWORTH PARK SPORTS (PPS)

- i) Cllr Thorpe reported that PPS is seeking planning permission for a new scoring hut, a storage area near to the cricket nets and to re-surface the walkway and surrounding area between the side gate and the Pavilion. Upon the suggestion of Cllr Copus, Cllr Thorpe agreed to ask Mr. Rees to discuss with Cllr Atkins the next steps for the Town Council to apply for planning permission.
- ii) Cllr Thorpe advised that PPS would like to purchase sun umbrellas for its terrace. Upon the proposal of Cllr Thorpe, seconded by Cllr Peet, it was unanimously resolved to recommend to the Finance and General Purposes Committee to approve an upcoming cost (amount to be confirmed by Cllr Thorpe) to purchase sun umbrellas for PPS.

101/23 SKATE PARK

- i) Under the proposal of Cllr Thorpe, seconded by Cllr Peet, it was unanimously agreed to ask the Clerk to send the draft email previously circulated, to the Leconfield Estate, asking if there was land available for a multi-use sports pitch.
- ii) The Committee noted that Cllr Thorpe would work with the Clerk to set up a time, date and location for the next meeting of the Sports and Physical Activity Working Group, and that Cllr Thorpe would provide a list of invitees to the Clerk.

102/23 TRUMPS ALLEY

The Committee noted the contents of the Clerk's report item 3.6 referred to at Minute 94/23 above.

103/23 FARMER'S MARKET

On the proposal of Cllr Peet, seconded by Cllr Daynes, it was unanimously agreed to ask the Clerk to set up a Zoom meeting of the Farmer's Market Working Group on Tuesday 27th June. The Clerk was asked to invite CDC Cllr Desai to join the Working Group.

104/23 VANDALISM

The Clerk reported that scratches had been found on the three benches on Jubilee Walk, as well as damage caused to trees and shrubs in Rosemary Gardens. The Clerk advised that she had reported these matters to the Police and would encourage members of the public to do the same as noted in Minute 98/23(iv).

105/23 ACTION LIST

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

106/23 DATE OF NEXT MEETING

Wednesday 5th July 2023 at 7pm.

Meeting closed at 9.29pm.

Signed(Chairman)

Dated.....