



Petworth Town Council

A MEETING OF THE OPEN SPACES COMMITTEE TOOK PLACE ON WEDNESDAY 5TH JULY 2023 AT PETWORTH TOWN COUNCIL, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH COMMENCING AT 7PM

MINUTES

Present: **Cllr M. Peet** **Cllr. D. Daynes**
 Cllr P. Hewlett **S. Lines (Clerk)**
 Cllr A. Copus

107/23 CHAIRMAN'S ANNOUNCEMENTS

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

108/23 APOLOGIES FOR ABSENCE

Apologies had been received from Cllr J. Thorpe, Cllr J. Scallon and Cllr R. Harris. Cllr G. Evans was not in attendance.

109/23 DECLARATIONS OF INTEREST

There were none offered.

110/23 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 7th June 2023 were agreed and signed as a true and accurate record. Proposed by Cllr Peet, seconded by Cllr Copus and unanimously approved.

111/23 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

112/23 PUBLIC PARTICIPATION SESSION

There were no members of the public present.

113/23 CLERK'S REPORT

The Committee noted the content of the Clerk's report (previously circulated and attached as appendix 1) and noted that the items listed for further consideration would be discussed later in the meeting.

114/23 WATERING RECOMMENDATIONS

Cllr Hewlett advised that two of the hanging baskets had recently died and had been removed. It was noted that if the weather required more frequent watering, Cllr Hewlett would ask the watering assistant to do this.

115/23 PLANTING & HORTICULTURE IN 2023

- i) Cllr Hewlett reported that the In Bloom judging took place on 28th June and had gone well.
- ii) The Clerk advised that HJS Land Services had been asked to strim the hedges on the footpaths alongside Rosemary Gardens at short notice which would be invoiced in due course.

116/23 ALLOTMENTS

- i) Cllr Peet reported that he and Cllr Copus would be working at the Grove Street allotment site on 6th July with the students from Seaford College as part of their Community Action Day.
- ii) The Clerk reported that the rent payment for plot 20 at Station Road had not been received from the tenant although the tenant said it had been sent. The Clerk was asked to contact the tenant.
- iii) The Clerk was asked to enquire from the tenant of plot 17a at Station Road if he had use for the shed and decking left by the previous tenant, and if not then to ask the previous tenant to remove these items at their own cost.

117/23 ROSEMARY GARDENS

- i) Cllr Hewlett advised that a resident wished to donate a bench to Rosemary Gardens in memory of family members and Cllr Hewlett presented the style and design. Upon the proposal of Cllr Hewlett and seconded by Cllr Peet, it was unanimously agreed that the style was acceptable but noted that being made of wood it might not last as long as other benches in the Gardens.
- ii) Cllr Hewlett reported that she had seen graffiti on a bench on Jubilee Walk which she had now cleaned off.
- iii) Cllr Hewlett advised that the sign on the entrance to Rosemary Gardens needed replacing as the current one had been damaged. The Clerk was asked to look at replacement options.
- iv) Cllr Hewlett advised that the bin with the broken lid needed replacing. Under the proposal of Cllr Hewlett, seconded by Cllr Peet, it was unanimously resolved to recommend the purchase of a Glasdon Plaza litter bin at a cost of £284.48 plus VAT to the Finance & General Purposes Committee. The Clerk was asked to confirm with CDC that CDC would empty this bin as it had done previously.
- v) The Clerk presented quotes from HJS Land Services and from Apples and Pears to trim the tree in Rosemary Gardens and the Committee considered the quotes. Upon the proposal of Cllr Peet, seconded by Cllr Copus, it was unanimously resolved to recommend Apples and Pears trim the tree and remove all waste at a cost of £620 plus VAT to the Finance & General Purposes Committee.
- vi) The Clerk reported that she would be meeting Oliver Budgen from the Leconfield Estate on Tuesday 11th July at 10am to discuss repairs to the wall in front of Rosemary Gardens. Cllr Copus & Cllr Hewlett agreed to join the meeting, after which the Clerk would meet with John Harper.

118/23 HAMPERS COMMON

- i) The Committee considered the quote received from HJS Land Services to fill the dips in the verge along Balls Cross Road. Upon the proposal of Cllr Copus, seconded by Cllr Peet, it was unanimously resolved to recommend HJS Land Services fill the dips in the verges at a cost of £100 plus VAT to the Finance & General Purposes Committee.
- ii) Cllr Copus advised that the bonfire area had been cleared and that HJS Land Services was now able to mow the area.

119/23 PETWORTH PARK SPORTS (PPS)

- i) Cllr Peet reported that the PPS AGM had taken place on 4th July and that himself and Cllr Thorpe would be continuing as the Town Council's appointed representatives on the Board. Cllr Peet reported that the PPS Constitution documents had previously been approved and were now registered at Companies House.
- ii) Cllr Hewlett reported she and Cllr Daynes would be working with students from Seaford College at PPS on 6th July as part of the College's Community Action Day.
- iii) The Clerk reported that she had met with Holly Armstrong from GAR on 15th June to discuss the Licence to Occupy / Sub-lease between the Town Council and PPS, and that she was waiting to hear back from Ms. Armstrong with advice for next steps.

120/23 SKATE PARK

- i) The Clerk reported that she had written to Fred Lucas and Simon Knight at the Leconfield Estate on 12th June to ask if the Estate had any land (for lease or for purchase) which might be suitable for a multi-use sports facility and that she was awaiting a reply.

- ii) The Clerk was asked to set up a meeting of the Skate Park Working Group and to circulate the date and time for such meeting in either late July or early August, after the Town Council had relocated to its new offices.

121/23 TRUMPS ALLEY

The Clerk advised that she hoped to meet with John Harper to discuss the re-surfacing project during the week of 10th July and would update the Committee further after that meeting.

122/23 FARMER'S MARKET

- i) Cllr Daynes reported that the Farmer's Market Working Group had met on 27th June and that Food Rocks had been happy for the Town Council to take over the organisation of the Farmer's Market. The Clerk was asked to draft a collaborative letter from the Town Council and Food Rocks to WSCC regarding the suspension of the parking bays, such letter to be approved by Food Rocks prior to it being sent.
- ii) Cllr Daynes reported that CDC Cllr Desai had agreed to provide Food Rocks with a list of the stall-holders who had previously occupied the downstairs area at the Leconfield Hall during the Farmer's Market and the Clerk was asked to find out the current fee to hire the downstairs hall.

123/23 GROUNDS MAINTENANCE AT CEMETERIES

- i) Cllr Copus advised that a path had been cut through the cemetery at Horsham Road which had passed over some graves and agreed to ask HJS Land Services if they had cut the path or if this had been done by the Leconfield Estate.
- ii) The Committee noted that CDC would be visiting the Hampers Common cemetery on 7th July and would be strimming a path on that date towards the tree donated by the Over 60s Centre.

124/23 GROUNDS MAINTENANCE AT JUBILEE WALK

The Clerk reported that she had written to Fred Lucas at the Leconfield Estate asking for confirmation that neither the Town Council nor its contractor would be liable for damage to the wall nor for invasive species, should the Town Council's contractor undertake the grounds maintenance work at Jubilee Walk. The Clerk referred to the reply received from Mr. Lucas which had been circulated prior to the meeting. Upon the proposal of Cllr Peet, seconded by Cllr Copus, it was unanimously agreed that the Clerk should respond to Mr. Lucas asking for express confirmation that neither the Town Council nor its contractor would be responsible for either damage to the wall nor for invasive species, whether now or in the future.

125/23 PHONE BOX OUTSIDE CO-OP

The Clerk advised that a resident had reported the unkempt condition of the BT phone box opposite Co-Op. Upon the proposal of Cllr Peet, seconded by Cllr Hewlett, it was unanimously agreed to ask BT to refurbish the phone box opposite Co-Op and also the one on East Street, or worst case to send a refurbishment kit to the Clerk so that the Town Council may instruct the Handyman to do the refurbishment works.

126/23 CCTV REQUIREMENT

Cllr Copus noted that if CCTV was to be installed in Rosemary Gardens, electricity would be required and further investigation would be needed on the methodology. The Clerk was asked to look into the various CCTV options and requirements, and also to ask the Police if they would be able to advise on a suitable way forward.

127/23 ACTION LIST

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

128/23 DATE OF NEXT MEETING

Wednesday 2nd August 2023 at 7pm.

Meeting closed at 21:03 pm.

Signed(Chairman)

Dated.....