



Petworth Town Council

A MEETING OF THE OPEN SPACES COMMITTEE TOOK PLACE ON WEDNESDAY 2nd AUGUST 2023 AT PETWORTH TOWN COUNCIL, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH COMMENCING AT 7PM

MINUTES

Present: **Cllr J. Scallon (Chair)** **Cllr A. Copus**
 Cllr J. Thorpe **S. Lines (Clerk)**

129/23 CHAIRMAN'S ANNOUNCEMENTS

- i) In the absence of Cllrs Peet and Daynes, and upon the proposal of Cllr Copus, seconded by Cllr Thorpe, Cllr Scallon was appointed the Chair of the meeting.
- ii) The Chairman requested that mobile phones should be turned off & advised of the fire exit route.
- iii) The Chairman announced that Cllr G. Evans had resigned from the Open Spaces Committee.

130/23 APOLOGIES FOR ABSENCE

Apologies had been received from Cllr M. Peet, Cllr. P. Hewlett and Cllr D. Daynes.

131/23 DECLARATIONS OF INTEREST

There were none offered.

132/23 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 5th July 2023 were agreed and signed as a true and accurate record. Proposed by Cllr Copus, seconded by Cllr Scallon and unanimously approved.

133/23 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

134/23 PUBLIC PARTICIPATION SESSION

- i) A member of the public who has two allotment plots on Grove Street was present at the meeting and asked whether she could swap one of her plots for another plot which is currently vacant, so that she might have two plots adjacent to one another. She explained that she would like to take on the vacant plot now, but would only be in a position to release her current plot on or before 31st December 2024 after fruit had been harvested. Owing to the current poor state of the vacant plot she asked if she could have it rent-free for the remainder of the 2023/24 tenancy year and for the full 2024/25 tenancy year.
- ii) The same member of the public asked if maintenance of pathways could be added to the Tenancy Agreement and the Clerk advised that this had been done previously.
- iii) The same member of the public asked if tenants might be permitted to hold bonfires at the allotment sites during set months of the year. The Chairman advised that this would be considered further by the Committee.
- iv) The same member of the public advised that she believed there to be a leak from a pipe by plot 7 and the Chairman advised that this would also be considered further by the Committee.

The Chairman thanked the member of the public for her representation and advised that her questions and concerns would be considered further by the Committee and addressed where appropriate.

135/23 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.

136/23 WATERING RECOMMENDATIONS

In the absence of Cllr Hewlett, this item was deferred to the next meeting.

137/23 PLANTING & HORTICULTURE IN 2023

In the absence of Cllr Hewlett, this item was deferred to the next meeting.

138/23 ALLOTMENTS

- i) The Clerk advised that a tenant at Grove Street allotments had reported that the hedge along the northern end of plots 29, 30 & 31 had become very overgrown and that plans of the area showed this to be the responsibility of the Leconfield Estate. The Clerk was asked to write to the Estate to ask if this hedge could be trimmed as well as other hedges at the site for which the Estate had responsibility.
- ii) The Clerk reported that the tenant of Plot 2b at the Grove Street allotments wished to take a smaller plot, and the Clerk was asked to offer Plot 13a to the tenant, which would be available from 1st January 2024.

139/23 ROSEMARY GARDENS

- i) Cllr Copus advised that he would be ordering a new bin for Rosemary Gardens, to replace one with a broken lid, and that he would speak to Cllr Peet about suitable fixings for the bin.
- ii) The Clerk reported that the water samples for the bottle filler in Rosemary Gardens had been submitted to Envirochem on 27th July and that the results had detected zero E-coli and Coliforms, with the results of the Legionella testing still awaited.

140/23 HAMBERS COMMON

- i) Cllr Copus reported that the towers roofs at the playpark had been repaired very well and thanked the Handyman for his work. The Committee agreed that no further repairs were required at this time.
- ii) Cllr Copus reported that the Handyman had been asked to purchase and apply another coat of anti-climb paint to the towers at the playpark
- iii) Cllr Copus reported that the damaged verges at Hambers Common had been repaired by HJS Land Services.

141/23 PETWORTH PARK SPORTS (PPS)

Cllr Thorpe reported that plans for improving the pathways and patio at the Sports Pavilion were under discussion and that Alex Rees had met with Cllr Atkins to discuss progressing a planning application for these improvements and for replacing the score hut and adding an outside storage unit. Cllr Thorpe reported that the next step would be to consult with key stakeholders and then to ask the National Trust for approval prior to submitting a planning application.

142/23 SKATE PARK

The Clerk reported that she was still awaiting a reply from the Leconfield Estate regarding possible sites for the Town Council to lease or purchase for a multi-use sports park.

143/23 TRUMPS ALLEY

The Clerk advised that upon instruction from Cllr Singleton, she had asked Mr. Harper to commence works to resurface Trumps Alley as soon as possible. The Clerk was asked to obtain the final costs and specification from Mr. Harper to do this work together with details of the materials to be used, and if necessary to verify with Cllr Atkins whether any variation to planning consent might be required.

144/23 FARMER’S MARKET

- i) The Clerk advised that the fee to hire the downstairs area of the Leconfield Hall for the Farmer’s Market from 7am to 2pm would be £126 each month. The Clerk was asked to enquire from Food Rocks whether it wished to host additional stalls in the Leconfield Hall at the market.
- ii) The Committee discussed the draft Event Safety Management Plan (ESMP) for the Farmer’s Market and the Clerk was asked to prepare a revised draft incorporating the Committee’s comments. Cllr Peet was asked to liaise with Alistair Baldwin about the ESMP and in particular the areas and persons of responsibility. Cllr Peet was also asked to find out if an emergency pack with items such as a first aid kit, fire blanket and loud hailer could be stored at the Leconfield Hall.

145/23 GROUNDS MAINTENANCE

- i) Cllr Copus reported that he and Cllr Fox had visited the Horsham Road cemetery and the grounds were being well maintained but that the hedges had become overgrown and some trees needed canopies raised. The Clerk was asked to speak to CDC to arrange a site visit.

146/23 LEASE OF BUS SHELTER AT LECONFIELD HALL

Upon the proposal of Cllr Copus, seconded by Cllr Thorpe, it was unanimously resolved to recommend to Full Council the approval of a Licence between the Trustees of the Leconfield Hall and Petworth Town Council for the maintenance of a bus shelter adjoining the fire exit on the north-western side of the Leconfield Hall at a cost of £50 per annum, such fee to be payable annually in advance on 17th April each year and such fee to be increased by RPI on each 3rd anniversary of the Licence.

147/23 ACTION LIST

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

148/23 DATE OF NEXT MEETING

Wednesday 6th September at 7pm.

Meeting closed at 20:42 pm.

Signed(Chairman)

Dated.....