



# Petworth Town Council

**A MEETING OF THE OPEN SPACES COMMITTEE TOOK PLACE ON WEDNESDAY 6<sup>TH</sup> SEPTEMBER 2023 AT PETWORTH TOWN COUNCIL, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH COMMENCING AT 7PM**

## MINUTES

**Present:**

<b>Cllr M. Peet</b>	<b>Cllr. D. Daynes</b>
<b>Cllr P. Hewlett</b>	<b>Cllr J. Thorpe</b>
<b>Cllr A. Copus</b>	<b>Cllr J. Scallon</b>
<b>S. Lines (Clerk)</b>	

### **149/23 CHAIRMAN'S ANNOUNCEMENTS**

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

### **150/23 APOLOGIES FOR ABSENCE**

There were no apologies received.

### **151/23 DECLARATIONS OF INTEREST**

There were none offered.

### **152/23 MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 2<sup>nd</sup> August 2023 were agreed and signed as a true and accurate record. Proposed by Cllr Scallon, seconded by Cllr Peet and unanimously approved.

### **153/23 MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

### **154/23 PUBLIC PARTICIPATION SESSION**

There were no members of the public present.

### **155/23 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.

### **156/23 WATERING RECOMMENDATIONS**

Cllr Hewlett advised that watering will continue as dictated by the weather. She reported that the plants in the Town are still looking good and will last a few more weeks but when they reach the end of their life they will be removed and Winter plants will be prepared. Cllr Hewlett advised that Alex Kramp has been asked to submit his invoices monthly going forward.

### **157/23 PLANTING & HORTICULTURE IN 2023**

- i) Cllr Hewlett reported that levels of vandalism in Rosemary Gardens has reduced, as has littering. Cllr Hewlett proposed replacing the two trees that were vandalised in Rosemary Gardens earlier in the year and will submit a quote to the Finance & General Purposes Committee to consider.
- ii) Cllr Hewlett reported that the In Bloom Award Ceremony will take place at RHS Wisley on 29<sup>th</sup> September 2023 and that she would be submitting an invoice for three members of the In Bloom working group to attend, in the amount of £66. Upon the proposal of Cllr Hewlett, seconded by

- Cllr Peet, it was agreed to recommend the Finance & General Purposes Committee approve the invoice for payment.
- iii) Cllr Hewlett reported that she will shortly be purchasing Winter plants for the Town, at a cost of approximately £500.
  - iv) Cllr Hewlett advised that she has inspected the outside area behind the Library prior to the Town Council office move and that it is currently untidy. The Clerk reported that she had spoken to the WSCC Libraries Facilities Manager and had requested that the outside area behind the Library be cleared by WSCC prior to the Town Council taking occupancy and that after this had been done, the Planting & Horticulture working group could consider new planting in the area.
  - v) Cllr Hewlett reported that the Planting & Horticulture working group is looking for additional volunteers. She reported that someone has volunteered who charges £15 per hour. On the proposal of Cllr Hewlett, seconded by Cllr Peet, it was unanimously resolved to ask the Finance & General Purposes Committee to approve as an upcoming cost, the amount of a maximum of £120 per month to assist with planting and horticulture maintenance around the Town.
  - vi) Cllr Thorpe asked if the same person could also spend a few hours every few weeks tending to the PPS flower beds. Cllr Hewlett agreed to speak to the individual and report back.

### **158/23 ALLOTMENTS**

- i) The Clerk reported that Marie Leavens has asked previously to take on Plot 4b at Grove Street, and to give back plot 13a by the end of the year. Upon the proposal of Cllr Peet, seconded by Cllr Thorpe, it was agreed that Ms. Leavens should be permitted to do this, and that she could take Plot 4b rent-free until 31<sup>st</sup> March 2024.
- ii) The Clerk reported that the current tenant of Plot 2b Grove Street wished for a smaller plot and it was agreed to offer her Plot 13a with effect from 31<sup>st</sup> December 2023.
- iii) The Clerk reported that the Handyman had been to investigate a possible leaking pipe at Grove Street allotments and had suggested fitting a pressure gauge in the first instance to ascertain whether there was a leak. On the proposal of Cllr Peet, seconded by Cllr Copus, it was unanimously agreed to ask the Handyman to fit a pressure gauge and report back with the results.
- iv) The Clerk reported that the hedges at Grove Street allotments need attention, especially the Eastern and Southern hedges in the western half of the Grove Street allotment site which are the responsibility of the Town Council under the terms of its lease with the Leconfield Estate.
- v) The Clerk reported that some Allotment Tenants had asked if bonfires may be permitted at the allotments at certain times of the year. The Committee unanimously agreed that bonfires should not be permitted and that the Tenancy Agreement (which reflects this) should not be amended.
- vi) The Clerk reported that the lock on the gate at Station Road allotments had broken, and that the Handyman had carried out an interim repair, but that he had advised that a replacement gate could be required in the near future.

### **159/23 ROSEMARY GARDENS**

- i) The Clerk reported that Apples & Pears had advised of a dying Sycamore Tree in Rosemary Gardens, which would soon need attention given its location in a public park. Cllr Hewlett agreed to look at the tree and report back to the Committee.
- ii) Daisy Daynes asked about CCTV in Rosemary Gardens and the Clerk reported that she and Cllr Scallon had met with the Police a few weeks ago to discuss. Cllr Thorpe advised that PPS had recently installed CCTV and was asked to arrange a Committee visit to PPS to view the CCTV, and to invite Shaun Guy.
- iii) The Clerk advised that the footpath between Rosemary Gardens and the car park would be closed between 18-20<sup>th</sup> September inclusive, for the wall to be repaired, and that Notices had been put up in the vicinity.
- iv) The Committee discussed the power supply to Rosemary Gardens, which is currently brought in from the public toilets when required. The Clerk was asked to enquire from Enerveo/SSE as to the supply capacity currently at the lamp-post in Rosemary Gardens.

### **160/23 HAMPERS COMMON**

- i) The Committee considered the contract received from Showtime Amusements to lease land at Hampers Common for a fairground between 9-16<sup>th</sup> October 2023 inclusive. Upon the proposal of Cllr Peet, seconded by Cllr Copus and with all in agreement, it was resolved to ask the Clerk

- to sign the Letting Agreement and to ask the RFO to issue an invoice for £400 for 8 days hire, to Showtime Amusements.
- ii) The Clerk reported Traffic & Highways Committee has asked the Leconfield Estate if they will approve semi-permanent matting to be placed on the verge at Hampers Common with a view to making a more permanent parking area, and that the Traffic & Highways Committee will provide an update to Full Council in due course.
- iii) Cllr Copus reported that he would affix caps to the swings at Hampers Common for safety.

#### **161/23 PETWORTH PARK SPORTS (PPS)**

- i) Cllr Thorpe reported that PPS had held its Management Committee meeting the previous Saturday 2<sup>nd</sup> September, and advised that the cricket season was nearing an end, with the football season about to commence.
- ii) Cllr Thorpe reported that PPS had been approached by a Petanque Club currently based in Kirdford, looking for a new location to operate from. She advised that Petanque is a recognised sport which is both inclusive and played year-round, and the Club currently had 30 members who trained on a Wednesday and played matches on a Sunday morning. She reported that CIL money allocated to PPS may be used to fund the installation of a Petanque terrain, and that planning permission would be required. If the Petanque Club did set up at PPS, other PPS members would be permitted to play the sport. Cllr Thorpe advised that she would be speaking to the Petanque Club in due course to ascertain their requirements and the location of the terrain.
- iii) Cllr Thorpe reported that PPS is currently in the second month of a 3-month trial with the chef and that the season has been busy so far so the situation will continue to be reviewed by the PPS Board during the forthcoming months.
- iv) Cllr Thorpe reported that the Town Council's Sports & Physical Activity Working Group had nominated Alex Rees to head up the PPS improvement plan and that he, with other Town Council representatives on the Working Group could attend meetings with the National Trust. Upon the proposal of Cllr Peet, seconded by Cllr Copus, Cllr Thorpe was asked to arrange for PPS to ask Alex Rees to send a letter to the Town Council, asking the Town Council to set up and sanction a meeting with the National Trust.
- v) The Clerk referred to an email received from Holly Armstrong at Glanvilles Anderson Rowntree regarding a Licence to Occupy / Lease between the Town Council and PPS. Upon the proposal of Cllr Peet, seconded by Cllr Thorpe, it was unanimously agreed for Cllrs Thorpe, Copus, Peet to meet with Alex Rees to discuss the next steps.

#### **162/23 SKATE PARK**

The Clerk reported that she had heard nothing further from the Leconfield Estate about securing a piece of land for a multi-use sports area, but that she would ask again.

#### **163/23 TRUMPS ALLEY**

The Clerk advised that the re-surfacing of Trumps Alley had commenced on Monday 4<sup>th</sup> September and would last a maximum of 3 weeks and that since works had commenced, she had received phone calls, emails and visits from residents of Trumps Alley. The Committee discussed the planning application granted in 2022 and the requirement for Chichester District Council to advertise accordingly.

#### **164/23 FARMER'S MARKET**

- i) The Clerk reported that Petworth Town Council is now submitting applications for parking suspensions each month which was working well, and that CDC had offered the discounted fee.
- ii) Upon the proposal of Cllr Peet, seconded by Cllr Thorpe, the Clerk was asked to write to Food Rocks to request that Food Rocks reimburses the Town Council each month for the parking suspension fees which are now paid directly by the Town Council, in accordance with the terms of the contract between the Town Council and Food Rocks dated October 2021.
- iii) The Clerk reported that she had asked Food Rocks if it would be viable to have stalls inside the Leconfield Hall during the Farmer's Market but that Food Rocks had thought it to be cost prohibitive. On the proposal of Cllr Peet, seconded by Cllr Copus, the Clerk was invited to ask Food Rocks to trial having stalls inside the Leconfield Hall in October, November and December each year to see if this would be profitable, given the time of year and the build-up to Christmas.

- Cllrs Scallon and Daynes agreed to liaise regarding setting up a volunteer-run café inside the Hall and to communicate with other groups in the Community to assist.
- iv) The Clerk asked the Committee to review the latest draft of the Farmer's Market Event Safety Management Plan (ESMP) which had been circulated prior to the meeting and which would be sent to Food Rocks once approved, for adoption and signature. A copy also to be sent to the Police and to WSCC Highways Department, once finalised. Upon the proposal of Cllr Peet, seconded by Cllr Scallon, it was unanimously agreed for all members of the Committee to review the latest draft of the ESMP and to feed comments into the Clerk, who would create a final draft for approval.

#### **165/23 GROUNDS MAINTENANCE (including Cemeteries)**

- i) Cllr Copus advised that he and Cllr Fox had inspected the Horsham Road Cemetery with CDC a few days prior to the meeting, and that CDC had agreed to tidy up the hedges, trees and brambles. After this has been done, Cllrs Copus and Fox will inspect the cemetery again to see if PTC wishes to carry out further maintenance works.
- ii) Cllr Hewlett offered to make a wreath on behalf of the Town Council to place on the school boys' grave at their service of remembrance on 29<sup>th</sup> September, which was agreed by the Committee.
- iii) Cllr Copus advised that he had asked Nick Wheeler for a plan of the graves, so as to ensure the paths in the cemetery are in the most suitable place.
- iv) The Clerk reported that a bike had been discarded by a hedge at the end of Angel Street and Cllr Scallon agreed to take a look.

#### **166/23 DEFIBRILLATORS**

- i) The Clerk reported that the defibrillator at the Co-op had received a software upgrade and was now back in place.
- ii) The Clerk reported that a business owner had complained about the location of the new defibrillator outside St. Mary's Church, and the Clerk was asked to respond.

#### **167/23 ACTION LIST**

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

#### **168/23 DATE OF NEXT MEETING**

Wednesday 4<sup>th</sup> October 2023 at 7pm.

Meeting closed at 21:09 pm.

Signed .....(Chairman)

Dated.....