



Petworth Town Council

A MEETING OF THE OPEN SPACES COMMITTEE TOOK PLACE ON WEDNESDAY 4TH OCTOBER 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 **Cllr J. Scallon**
 S. Lines (Clerk)

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

Apologies for absence were received from Cllr J. Thorpe and Cllr A. Copus.

151/23 DECLARATIONS OF INTEREST

There were none offered.

152/23 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 6th September 2023 were agreed and signed as a true and accurate record. Proposed by Cllr Hewlett, seconded by Cllr Scallon 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

- i) Cllr Hewlett advised that the hanging baskets would need to be removed at the same time as the Christmas lights were put up around the Town, after which watering would stop. The Clerk was requested to ask the Christmas Cracker Working Group to do this.
- ii) Cllr Hewlett advised that she would remind Mr. Kramp to issue his invoices monthly for watering services, as this was not currently being done.

157/23 PLANTING & HORTICULTURE IN 2023

- i) Cllr Hewlett advised that at its meeting in September, Full Council had expressed concerns about paying a contractor to assist with Planting & Horticulture matters and whether this might result in the contractor being considered an employee of the Town Council. Cllr Hewlett reminded the Committee that she had been approached by someone who wished to be paid £15 per hour to assist with specific planting & horticulture projects eg: Rosemary Gardens, after an initial introductory period. Cllr Hewlett advised that the Planting & Horticulture Working Group was

- in need of additional support. Cllr Peet reminded the Committee of the sensitivity of setting a precedent to pay for volunteers and the Committee agreed that there would need to be a good rationale for payment. Upon the proposal of Cllr Hewlett, seconded by Cllr Peet, it was unanimously agreed for Cllr Hewlett to contact the individual again to find out her availability and how she felt about taking on specific projects, together with putting together an estimate of the hours required and corresponding costs.
- ii) Cllr Hewlett reported that the South and South-East Region of Britain In Bloom had recently awarded Petworth Town a Gold Award at the In Bloom 2023 competition. The Committee thanked Cllr Hewlett and her team for all their hard work and offered their congratulations.
 - iii) Cllr Hewlett reported that she had made a wreath for the remembrance service for the Boy's School on 29th September and had placed the wreath onto the grave on behalf of the Town Council. She advised that she would also be making a wreath for the Service of Remembrance on 11th November.
 - iv) Cllr Hewlett reported that the Winter bulbs had now been ordered and would be delivered soon.
 - v) The Clerk reported that she had received an email from a resident reporting overgrown hedges and shrubs between Rothermead and Martlet Road on the pavement of the A285. Upon the proposal of Cllr Peet, seconded by Cllr Scallon, it was unanimously agreed for the Clerk to ask HJS Land Services to quote to tidy the area twice per year and if approved, to place an article in the next edition of Petworth Pages to advise that although WSCC Highways has responsibility for maintenance of verges on main roads, budgets are tight so the Town Council has used Community funds to keep the Town looking neat and tidy.
 - vi) Cllr Daynes enquired about the Tree Planting Scheme being offered by CDC to help increase tree cover in rural and urban areas. Cllr Hewlett advised that there was nothing currently needed by the Town Council, but that an article could be put into Petworth Pages to encourage other community groups to consider. The Clerk was asked to submit an article.

158/23 ALLOTMENTS

- i) The Clerk reported that Ms Leavens no longer wished to take a tenancy of Plot 4b at Grove Street, but wished to retain the tenancy of Plot 13a. Upon the proposal of Cllr Peet, seconded by Cllr Scallon, it was unanimously resolved to offer Plot 4b at Grove Street to the current tenant of Plot 2b to see if she wished to swap plots, and to offer a rent free period until 31st March 2024 for her to tidy and begin cultivating the plot. If the tenant did not require the plot then it was unanimously resolved to offer it to the next person on the waiting list.
- ii) The Clerk reported that the Handyman had fitted a pressure gauge to the water pipe at Grove Street allotments and had reported that on two separate occasion he had measured a rapid loss of pressure in the pipe, indicating a possible leak. On the proposal of Cllr Peet, seconded by Cllr Copus, it was unanimously agreed for the Clerk to advise the Committee who invoices the Town Council for the water supply at this location, and to ask the Tenants at the site to alert the Town Council if they saw evidence of a water leak in the area.
- iii) The Clerk reported that the hedges at the Grove Street allotments needed attention, in particular 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. Under the proposal of Cllr Peet, seconded by Cllr Hewlett, it was unanimously agreed for Cllr Peet to visit the area to review the hedges and to report back to the Committee.
- iv) The Clerk reported that she had received an email from a 2nd year PhD student at the University of Sheffield, asking if the Town's allotment tenants would be willing to participate in a study to investigate the seasonal impact of food growing participation on the diet of allotment growers. Upon the proposal of Cllr Scallon, seconded by Cllr Peet, it was unanimously resolved for the Clerk to send an email to all allotment tenants inviting them to participate in the survey if they wished, but to advise them that this was not a survey being undertaken by the Town Council.
- v) The Clerk advised that she had received an email from a Tenant at Angel Street allotments, reporting overgrown hedges and an overgrown sapling tree. Upon the proposal of Cllr Peet, seconded by Cllr Daynes, it was unanimously agreed for Cllr Peet to visit the area to review the hedges and to report back to the Committee.

159/23 ROSEMARY GARDENS

- i) The Clerk reported that Apples & Pears had submitted a planning application to cut back the Lime tree and to remove the dying Sycamore Tree, both in Rosemary Gardens. The Clerk further reported that Apples & Pears had submitted a quote to remove the dying Sycamore tree in the sum of £715.00 plus VAT. Upon the proposal of Cllr Hewlett, seconded by Cllr Scallon, it was unanimously resolved for Cllrs Hewlett and Peet to assess the Sycamore tree to determine if it should be removed and if so, to ask the Finance & General Purposes Committee to approve as an upcoming cost the amount of £715.00 plus VAT.
- ii) The Clerk advised that the footpath between Rosemary Gardens and the car park had been closed between 18-20th September for the wall to be repaired, and that the works had been completed and an invoice received from J.B. Harper Building Contractor in the sum of £7,850 plus VAT. Upon the proposal of Cllr Hewlett, seconded by Cllr Peet, it was unanimously resolved to recommend the Finance & General Purposes Committee approve the invoice for payment.
- iii) The Clerk reported that the Handyman had requoted to replace the bin in Rosemary Gardens at a cost of £60 and that the cost had previously been approved by the Finance & General Purposes Committee. Upon the proposal of Cllr Peet, seconded by Cllr Scallon, it was unanimously resolved to ask the Handyman to proceed with replacing the bin and for Cllr Peet to dispose of the old bin.
- iv) Cllr Peet reported that The Petworth Fringe had erected a banner on the fence at Rosemary Gardens which was causing the fence to sway, thereby affecting its integrity. Upon the proposal of Cllr Peet, seconded by Cllr Hewlett, it was unanimously agreed that the Clerk should ask Petworth Fringe to remove the banner.
- v) The Clerk reported that she had asked SSE about the electricity supply capacity currently at the lamp-posts in Rosemary Gardens and had received a comprehensive reply. Upon the proposal of Cllr Peet, seconded by Cllr Scallon, it was unanimously agreed for Cllr Peet to investigate further and for the Clerk to ask Cllr Fox if he knew about ownership of the lamp posts.
- vi) The Clerk reported that she had received an email from an individual sharing a design for a new flag to be flown in Petworth. Upon the proposal of Cllr Hewlett, seconded by Cllr Peet, it was unanimously agreed that the Town Council did not require a new flag at the current time.

160/23 HAMPERS COMMON

- i) In the absence of Cllr Copus the Clerk reported that Cllr Copus had replaced the broken bolt covers on the climbing frame at Hampers Common.
- ii) The Clerk advised that she had received an enquiry from Mr. Ashton-Smith regarding increasing the footprint of the hardstanding at Hampers Common for the annual bonfire. Upon the proposal of Cllr Peet, seconded by Cllr Scallon, it was unanimously resolved that as in 2022, given the current financial climate and the restraints on budgets, the non-essential works would not be recommended to the council at this time.

161/23 PETWORTH PARK SPORTS (PPS)

- i) Cllr Hewlett reported that she had provided Cllr Thorpe with contact details for Mr. Burkenshaw regarding the provision of mulch for the flower beds at PPS. Upon the proposal of Cllr Hewlett, seconded by Cllr Daynes, it was unanimously resolved for the Town Council to provide assistance to maintain the flower beds when ready.
- ii) Cllr Peet reported that boiler at PPS had been fixed temporarily but that it was likely to need replacement and that PPS was considering grant options to assist with the cost.

162/23 SKATE PARK

- i) 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. Upon the proposal of Cllr Peet, seconded by Cllr Hewlett, it was unanimously agreed for the Clerk to ask again, and for the Clerk to ask WSCC Cllr Duncton if she had managed to speak to her representative at WSCC.

163/23 TRUMPS ALLEY

- i) The Clerk advised that the re-surfacing of Trumps Alley had now been completed and that several Councillors had received positive feedback regarding the works. The Clerk advised that an invoice had been received from J.B. Harper Building Contractor in the sum of £13,340 plus VAT. Upon the proposal of Cllr Hewlett, seconded by Cllr Peet, it was unanimously resolved to recommend the Finance & General Purposes Committee approve the invoice for payment and to recommend to the Finance & General Purposes Committee that invoices be issued to the Leconfield Estate for £1,000 and to the Over 60s Centre for £2,000 following their kind offers of contribution towards the costs of the project.

164/23 FARMER'S MARKET

- i) The Clerk reported that she had written to Food Rocks to ask it to reimburse the Town Council each month for the parking suspension fees which were now being paid directly by the Town Council, and that Food Rocks had agreed.
- ii) The Clerk reported that she had asked Food Rocks if it was happy 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, but that she had not received a reply despite chasing this up, so would ask again.
- iii) The Clerk advised that she had asked Food Rocks to sign the Farmer's Market Event Safety Management Plan but had not received a reply, so would ask again.
- iv) The Clerk reported that Food Rocks had asked if the December Farmer's Market could be held on the 4th Saturday in December this year, on Saturday 23rd December as the stall-holders had requested this date and it would also avoid a clash with a market in Arundel on 16th December. Upon the proposal of Cllr Scallon, seconded by Cllr Peet, it was unanimously resolved to agree to the change of date and to ask the Clerk to inform Food Rocks.

165/23 GROUNDS MAINTENANCE (including Cemeteries)

- i) In the absence of Cllr Copus, the Clerk advised that CDC had done a good job tidying up the grounds at Horsham Road cemetery, but that there was an area of overgrowth adjacent to Old School Close which was obscuring a number of graves. Upon the proposal of Cllr Peet, seconded by Cllr Hewlett, it was unanimously resolved to ask HJS Land Services quote to clear the area.
- ii) In the absence of Cllr Copus, the Clerk advised that the brass plaque for Jubilee Walk was due to be delivered imminently and would be ready for installation. Cllr Peet kindly offered to assist Cllr Copus to install the plaque.
- iii) The Committee considered the reply received from the Leconfield Estate regarding responsibility for cutting the grass verges along Jubilee Walk / Shimmings. Upon the proposal of Cllr Peet, seconded by Cllr Scallon, it was unanimously resolved to pass the information received from the Leconfield Estate on to HJS Land Services and to ask if HJS Land Services would be happy to undertake the works.

166/23 DEFIBRILLATORS

- i) The Clerk reported that she had completed an application for a Government funded defibrillator for the Town and would advise when a decision had been made.
- ii) The Clerk reported that the Church and Leconfield Estate were considering relocating the defibrillator at St. Mary's Church to an alternative location but that she had not received any further information.

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 1st November 2023 at 7pm.

Meeting closed at 20:58pm.

Signed(Chairman)

Dated.....