



Petworth Town Council

A MEETING OF THE OPEN SPACES COMMITTEE TOOK PLACE ON WEDNESDAY 6th DECEMBER 2023 AT PETWORTH TOWN COUNCIL, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH COMMENCING AT 7PM

MINUTES

Present: Cllr M. Peet Cllr P. Hewlett Cllr A. Copus
Cllr J. Scallon Cllr J. Thorpe S. Lines (Clerk)

188/23 CHAIRMAN'S ANNOUNCEMENTS

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

189/23 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. Daynes.

190/23 DECLARATIONS OF INTEREST

There were none offered.

191/23 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 1st November 2023 were agreed and signed as a true and accurate record. Proposed by Cllr Peet, seconded by Cllr Scallon and unanimously approved.

192/23 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

193/23 PUBLIC PARTICIPATION SESSION

There were no members of the public present.

194/23 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.

195/23 WATERING RECOMMENDATIONS

Cllr Hewlett advised that given the time of year, there was nothing further to report.

196/23 PLANTING & HORTICULTURE IN 2023

- i) Cllr Hewlett advised that the member of the public she had been speaking to who had offered paid gardening help in Rosemary Gardens was keen to help at a cost of £15/hour. Hours were estimated at 6 hours per month between May and October at a total cost of £540.00, and at 3 hours per month between November and April at a total cost of £270.00; giving a total annual cost of £810.00. Upon 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 £810.00 per annum to take on a helper in Rosemary Gardens.
- ii) Cllr Thorpe asked whether the same individual might be keen to help with some planting at PPS for approximately 1 hour per month and Cllr Hewlett agreed to ask and report back.
- iii) Cllr Hewlett reported that some planters would be replaced in the Spring of 2024 and that an estimate of costs would be obtained at that time.

- iv) Cllr Hewlett confirmed that there was no requirement in the 2024/25 budget for the In Bloom competition.
- v) Cllr Copus advised that in future years the hanging baskets in Market Square may require a carabiner type of attachment to replace the current hook system.
- vi) Cllr Hewlett advised that she would be looking for help with the heavy lifting of compost and sand, when needed.

197/23 ALLOTMENTS

- i) The Clerk reported that a tenant at Angel Street allotments had reported a stolen orange tree and said she would be writing to all tenants asking them to respect neighbours plots.
- ii) The Committee considered the quotes received from HJS Land Services to trim the hedges at each allotment site, where these were the responsibility of the Town Council, and the Clerk was asked to get additional quotes for the Committee to review at its next meeting. The Committee noted that hedge trimming should take place between September and March.
- iii) The Committee noted the date of the Seaford College Community Action Day on 27th June 2024 and agreed to give consideration to suitable projects including any at PPS.

198/23 ROSEMARY GARDENS

- i) The Clerk reported that there was a bin with a missing lid in Rosemary Gardens which the Committee said it would try to locate.
- ii) The possible presence of Honey Fungus in Rosemary Gardens remains under review by the Planting & Horticulture working group.
- iii) The Committee considered the requirement for CCTV and agreed to review this again next year. Cllr Peet advised that the lamp-posts in Rosemary Gardens did not supply sufficient electricity for events such as out-door cinema to be held there, and that the Committee would review alternative options on a case by case basis.
- iv) Cllr Thorpe asked when the land registration of Rosemary Gardens would be completed and Cllr Peet advised that this would be 18-24 months after it was submitted which was in June 2023.
- v) Cllr Copus reported that the Finance & General Purposes Committee would be recommending to Full Council to build up a reserve in the 2024/25 budget for maintenance of the stone wall at Rosemary Gardens, given that it was a Town Council asset with a potentially significant maintenance liability.

199/23 HAMPERS COMMON

- i) Cllr Peet reported that the P&DCA bonfire committee had done a good job of clearing away the debris from the bonfire held in November, but that the debris still needed to be taken off-site.
- ii) Cllr Copus reported that the Traffic & Highways Committee was in discussion with The Leconfield Estate about having more permanent parking along some of the verges at Hampers Common, and that the Traffic & Highways Committee was awaiting a reply from the Leconfield Estate, but it was hoped that a meeting would take place soon.
- iii) Cllr Copus reported that the planning application which had been submitted relating to the use of grassland for a permissible access recreation site for the local community with a circular pathway, two wildlife ponds, a viewing spot with bench, installation of dog proof stock fencing and native hedgerows and trees, was still under review by SDNPA and that although the Town Council's Planning Committee had agreed in principle to the application, it had objected to it on the grounds of inadequate assessment of parking provision and the impact on Ball's Cross Road, the impact on parking and traffic flow for those visiting the cemetery and the impact on the residents of Hampers Common.

200/23 PETWORTH PARK SPORTS (PPS)

- i) Cllr Thorpe reported that a PPS Management Committee meeting would be taking place on 9th December.
- ii) Cllr Thorpe reported that the PPS working group hoped to meet in early January to begin preparing a planning application for improvements at PPS including a new Petanque terrain. She advised that there was a local Petanque Club looking for a terrain who were currently using the PPS Pavilion as a social meeting place over the Winter months. She advised that PPS was considering engaging a firm of architects to carry out a feasibility study.

- iii) Cllr Peet enquired about the drainage odour at PPS and Cllr Thorpe advised that Robert Muir (Chairman of the Board of PPS) was looking into it but that in the meantime, PPS was cleaning the pump on a weekly basis and would continue to monitor odours.

201/23 SKATE PARK AND MULTI USE GAMES AREA

The Clerk reported that she had previously circulated an update from WSCC regarding various sites at the Herbert Shiner School but that none had been forthcoming as an option for available land. She reported that she was still awaiting a response from the Leconfield Estate as to whether it might have any plots of land available for lease or purchase for use as a Skate Park / Multi-Use Games Area.

202/23 FARMER'S MARKET

Cllr Scallon reported that the traffic cones & barriers should be stored away neatly after each Farmer's Market, and placed on the left side of the Manorial Waste area. The Clerk was asked to remind Food Rocks of this requirement, and to review the lease.

203/23 GROUNDS MAINTENANCE

- i) Cllr Peet advised that the brass plaque at Jubilee Walk should be fitted within a few weeks.
- ii) Upon the proposal of Cllr Copus, seconded by Cllr Scallon, it was unanimously agreed for Cllr Copus to speak to his contact at CDC Grounds Maintenance in the Spring to ask if, on their next visit to Horsham Road cemetery, they would be able to cut back the brambles and hedges adjacent to Old School Close.
- vii) The Clerk advised that HJS Land Services had provided a quote of £250 per cut to strim the land at Jubilee Walk, with an estimate of 4 cuts per year at a total annual cost of £1,000. Upon the proposal of Cllr Peet, seconded by Cllr Scallon, it was unanimously resolved to ask the Finance & General Purposes Committee to approve as an upcoming cost, the amount of £1,000.00 per annum for HJS Land Services to cut and strim at Jubilee Walk.
- iii) Cllr Peet advised that there was a section of wall at the cemetery on Bartons Lane that was badly cracking, due to the land on one side of the wall being higher than the other. The Clerk was asked to notify HJS Land Services and recommend that he did not strim in the vicinity.

204/23 CHRISTMAS LIGHTS

The Committee noted the current methodology used to put up and take down the Christmas lights in the Town. Upon the proposal of Cllr Peet, seconded by Cllr Hewlett, it was unanimously resolved to ask the Clerk to seek assistance for a survey of the current system to be undertaken, together with suggestions of financing options for alternative schemes.

205/23 SDNPA RE-NATURE GRANTS

The Committee noted the update from SDNPA regarding Re-Nature grants and its terms, and after due consideration agreed unanimously that there were no current projects that would benefit from a grant.

206/23 DHSC DEFIBRILLATOR GRANT

The Committee noted the DHSC Defibrillator grant scheme and its terms, and after due consideration agreed unanimously that it would not be applying for a grant at this time.

207/23 ADDITIONAL GRIT BIN

The Clerk advised that a resident had requested a new grit bin to be located near the top of Pound Close, to provide salt/grit for the slope through Pound Close to Station Road. Upon the proposal of Cllr Copus, seconded by Cllr Peet, it was unanimously resolved for Cllr Copus to undertake a site visit and to report back with a suitable location. The Clerk advised that a licence for a new grit bin would be required from WSCC at no charge, and that the Town Council would need to purchase the bin at its own cost, between 200-400 litres in size.

208/23 ACTION LIST

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

209/23 DATE OF NEXT MEETING

Wednesday 3rd January 2023 at 7pm.

Meeting closed at 21:24pm.

Signed(Chairman)

Dated.....