



Petworth Town Council

The Old Bakery, Golden Square,
Petworth,
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28th May 2021

To Open Spaces Committee Members and all other Councillors

**YOU ARE HEREBY SUMMONED TO A MEETING OF PETWORTH TOWN COUNCIL'S
OPEN SPACES COMMITTEE TO BE HELD ON WEDNESDAY 2ND JUNE 2021 AT
PETWORTH TOWN COUNCIL, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH AND
VIA VIDEO CONFERENCING, COMMENCING AT 7pm.**

Laura Smith

CLERK & RFO

AGENDA

1. **ELECTION OF CHAIRMAN**
To elect the Chairman of the Open Spaces Committee
2. **ELECTION OF VICE CHAIRMAN**
To elect the Vice Chairman of the Open Spaces Committee
3. **CHAIRMAN'S ANNOUNCEMENTS**
Reminder about mobile phones.
4. **APOLOGIES FOR ABSENCE**
5. **DISCLOSURE OF INTERESTS**
Councillors are reminded of their responsibility to declare any disclosable pecuniary and non-pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.
6. **MINUTES OF LAST MEETING**
To approve and sign minutes of the meeting held on Wednesday 5th May 2021 (appendix 1).

7. **MATTERS ARISING FROM THE MINUTES**
To consider any matters arising from the Minutes not on the agenda.
8. **PUBLIC PARTICIPATION SESSION**
Adjournment of the meeting for public questions.
Public Questions.
Members of the public may ask the Chairman for permission to address Council with respect to:
 - (a) items not on the agenda.
Please be advised that the nature of your question should be submitted to the Clerk no less than 48 hours prior to the meeting.
 - (b) Items on the agenda.
Meeting re-convened
9. **SPORTS & PHYSICAL ACTIVITY WORKING GROUP TERMS OF REFERENCE**
To review the working group's terms of reference following the resolutions at the May 2021 Full Council meeting (appendix 2).
10. **ELECTION OF CHAIRMAN OF THE SPORTS & PHYSICAL ACTIVITY WORKING GROUP**
To elect the Chairman of the Sports & Physical Activity Working Group as per the terms of reference.
11. **GROUNDS MAINTENANCE CONTRACT**
To consider how the Council monitors the grounds maintenance contract. To review the cost of cutting the grass at The Rectory and resolve whether to include this in the Council's grounds maintenance schedule, at the cost of St Mary's Church.
12. **THE OLD BAKERY PHONE BOX TOUCH SCREEN CONTENT**
To consider the proposed content for inclusion on the touch screen display in the phone box.
13. **HAMPERS COMMON** – To note the response received from the Information Commissioner's Office (appendix 3). To receive an update regarding the works required on the Hampers Common play area.
14. **ALLOTMENTS** – To consider Cllr Sproson's research into the water supplies at the allotments. To receive an update regarding the Town Council's allotment.
15. **ROSEMARY GARDENS**
16. **PLANTING & HORTICULTURE** – To review progress with the delivery of the planting & horticulture plan. To receive an update regarding the plans for watering over the summer.
17. **SPORTS & PHYSICAL ACTIVITY UPDATE** – To receive an update from the Sports & Physical Activity Working Group.
18. **REVIEW ACTION LIST**
19. **DATE OF NEXT MEETING** – 7th July 2021

****End of Agenda****