



# Petworth Town Council

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28<sup>th</sup> July 2022

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 3<sup>RD</sup> AUGUST 2022 AT  
PETWORTH TOWN COUNCIL, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH  
COMMENCING AT 7pm.**

*Laura Smith*

**CLERK & RFO**

## AGENDA

1. **CHAIRMAN'S ANNOUNCEMENTS**  
Reminder about mobile phones.
2. **APOLOGIES FOR ABSENCE**
3. **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.
4. **MINUTES OF LAST MEETING**  
To approve and sign minutes of the meeting held on Tuesday 12<sup>th</sup> July 2022 (appendix 1).
5. **MATTERS ARISING FROM THE MINUTES**  
To consider any matters arising from the Minutes not on the agenda.
6. **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

7. **CLERK'S REPORT** – to note the content of the Clerk's report (appendix 2).
8. **PLANTING & HORTICULTURE** – to review the town's entry in the regional & national In Bloom competitions. To consider plans for the autumn planting.
9. **SPORTS & PHYSICAL ACTIVITY** – to receive an update on the latest position regarding the governance of Petworth Park Sports & the license to occupy.
10. **EQUIPMENT & SERVICES FOR PTC EVENTS** – to consider the quotes received for the purchase of new equipment & services required for PTC events.
11. **BOTTLE FILLER** – to consider whether to sign up to MIW Water Cooler Experts silver maintenance plan (appendix 3).
12. **SKATEPARK**
13. **REVIEW ACTION LIST**
14. **DATE OF NEXT MEETING** – 7<sup>th</sup> September 2022

**\*\*End of Agenda\*\***



# Petworth Town Council

Report 03/2022

Agenda Item No: 7

Committee: Open Spaces

Date: 3<sup>rd</sup> August 2022

Title: Clerk's Update

By: Laura Smith, Town Clerk

Purpose of Report: To provide an update on various matters relevant to the Open Spaces committee

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## Recommendations

You are recommended:

1. To take note of the information within this report.
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### 1. Hampers Common

- 1.1 Eileen Lintill has confirmed that should PTC repair the dog bin at Hampers Common (which PTC deems isn't required as it is still functional), and at a later stage CDC is able to replace it with a multi purpose bin, the repair cost would be deducted from the cost of the new bin.
- 1.2 Hampers Green Community Centre have booked & paid for hire of the common for a car boot sale on Saturday 11<sup>th</sup> September, to raise funds for the community centre.
- 1.3 I have chased John Townsend of Hampers Green Community Centre to establish if he has spoken to the Trustees regarding the committee's request to discuss the potential provision of toilet facilities for the general public on the community centre land.
- 1.4 I have asked Petworth Builders to look at the inside of the tower roof, on the play area, to advise on what works are required to make it less likely to be vandalised, and for a quote.
- 1.5 On the 4<sup>th</sup> July 2022, I received an email from a resident of Hampers Green complaining about the noise coming from children using the play area. I replied to the resident requesting that he reports any experiences of anti-social behaviour to the Police.

## **2. Street Lights**

- 2.1 Following my initial request for quotes to change the street lights in Sheepdown Lane and in the Roman Catholic Church Lane from all night to part night and also to convert the 3 lights in Rosemary Gardens to an LED light source, which was sent on 24<sup>th</sup> May 2022, I have chased the quotes on 22<sup>nd</sup> June & 27<sup>th</sup> July 2022 with no response.
- 2.2 Tony McCarthy (Street Lighting Officer at WSCC) has been copied in to these email requests. I have also left a voicemail for Tony, asking him to let me know if there is another representative of Enerveo who may be able to provide us with the quotes we have requested.

## **3. Allotments**

- 3.1 I inspected the allotments on 26<sup>th</sup> July 2022. Cllr Desai helped with the inspections at the Station Road & Tillington Road sites. Overall, the allotments across all 4 sites were in good order and are clearly well used by the majority of tenants. There was no evidence of dog poo, nor of bonfires.
- 3.2 I have followed up on my inspection with a small number of tenants to request they maintain their plots better. I have advised these tenants that we do have a waiting list for allotments hence if they are unable to devote the time required to their allotment, I have people on standby who could take the plot on.
- 3.3 I observed a handful of hosepipes that had not been put away correctly and have followed up with these tenants to request they ensure hoses are disconnected from the water supply and rolled up when they aren't in use.
- 3.4 A tenant at Tillington Road allotments decided that she could not continue with the plot. The plot was offered to a resident on the waiting list who has taken it on.

## **4. Church Clock**

- 4.1 The time on the clock is no longer accurate.
- 4.2 Following the resolution at the July meetings, I have instructed our contractors to complete the “workshop overhaul & fitting of new automatic winding units”. They have acknowledged the order and will confirm a start date in due course.

## **5. Sports & Physical Activity**

- 5.1 I've chased Claire Foster at Glanvilles Anderson Rowntree for the quote for a license to occupy, which PTC could utilise for the delivery of sport & physical activity at Petworth Park Sports Ground, now the new 10 year lease between the National Trust & PTC is in place. She has advised that as she is hoping to give us a discount for this work, she is waiting for approval from a partner of the firm.
- 5.2 Cllrs Copus, Thorpe, Peet & Kemp have met to consider the requirements of the license to occupy and will be sharing their thoughts with the Petworth Park Sports board at their next meeting.
- 5.3 Following the resolution at the July council meeting, I have transferred £2,300 to Petworth Park Sports so they can purchase equipment to increase recreational use of the sports ground, by the community.

## **6. Handyman**

- 6.1 Andrew Goddard has treated / painted the 2 benches outside the Old Bakery & 4 benches in Rosemary Gardens.
- 6.2 Andrew has applied a coat of wood stain to the bare timber on the tower at Hampers Common. He will return at a later date to oil the rest of the wood at the play area.
- 6.3 He has also replaced the pane of glass which has been damaged, in the Old Bakery phone box.
- 6.4 Andrew has been asked to clean and tidy the bus shelters by the Sylvia Beaufoy Centre & Hampers Common and to jet wash the manorial waste & the equipment stored there.

## **7. Trumps Alley**

- 7.1 I tried to chase the quote requested from E P Clark & Co for the work in Trump Alley. I couldn't get through on the phone (dead line) and their website has been taken down so I assume they have gone out of business.
- 7.2 I spoke with Jim at JC Allfrey who were recommended to me for the work. They have turned down the opportunity to quote due to a heavy workload.
- 7.3 I've discussed the project with Petworth Builders who have confirmed they will provide a quote.
- 7.4 I will complete the S106 application form, to rubber stamp the diversion of SDNPA funds initially awarded for the touch screen in the phone box to the Trumps Alley project, once I have received the quote from Petworth Builders.

## **8. Rosemary Gardens**

- 8.1 MIW Water Cooler Experts, who we purchased the bottle filler from, have offered a 6-month service of the machine free of charge. This has been booked in with them and they will send me a service sheet once the service has taken place.
- 8.2 Any future servicing of the bottle filler will come at a cost to the council (servicing every 6 months for £200 a year, minimum of 24 months contract). I've included this as an agenda item so the committee can make a resolution regarding this.
- 8.3 Dee Thornton of Valens Water has tested the water in the bottle filler. There is no legionella detected. There was a small increase in the presence of E Coli however Dee has advised that as the level is so low, no further action is required at this time.
- 8.4 I have spoken with John Harper regarding the wall between Rosemary Gardens and the footpath. I have sent him the specification for the works prepared by Cllr Kemp and await his thoughts & quote for the works.

## **9. Play Areas**

- 9.1 Alex Kramp is booked on to a RPII Play Area Routine Inspectors Course in Poole, Dorset on 13<sup>th</sup> October 2022. The cost is £265. The finance committee have already approved this (a total of £500 was approved to cover mileage & Alex's time as well as the course fee).

## **10. Shimmings Path**

- 10.1 Jonathan Golden has an idea for the existing column which has the Silver Jubilee plaque on it. He and Simon Knight of the Leconfield Estate have asked to meet with Cllr Singleton and I, to discuss it.
- 10.2 The restoration work to the Hermitage Wall received an Award from the Sussex Heritage Trust; an article regarding this will be included in the autumn edition of Petworth Pages.

\*End of Report\*