



Petworth Town Council

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30th September 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 5TH OCTOBER 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 Wednesday 7th September 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. **WATERING** – to consider the Council's watering schedule for 2023.
9. **ROSEMARY GARDENS WALL** – to consider a quote received for works on the wall (to follow).
10. **FLAG POLE** – to consider whether to replace the flag pole in Rosemary Gardens.
11. **HEDGE ON THE PERIMETER OF ANGEL STREET ALLOTMENTS** - to consider the quote received to cut back the hedge (appendix 3).
12. **SILENT SOLDIERS** – to arrange the installation of the Silent Soldiers for Remembrance in Petworth.
13. **TRUMPS ALLEY** – to consider a quote for works in Trumps Alley (to follow).
14. **SKATEPARK**
15. **REVIEW ACTION LIST** (appendix 4)
16. **DATE OF NEXT MEETING** – 2nd November 2022

****End of Agenda****

Appendix 2



Petworth Town Council

Report 05/2022

Agenda Item No: 7
Committee: Open Spaces
Date: 7th September 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

Recommendations

You are recommended:

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

- 1.1 Hampers Green Community Centre booked & paid for hire of the common for a car boot sale. This was scheduled to take place on Sunday 11th September however it was postponed & will be rearranged for the spring of 2023.
- 1.2 I wrote to the Leconfield Estate to seek approval to site a toilet at the entrance to the Industrial Estate – I haven't had a response to the letter.
- 1.3 I wrote to OS committee members to request views on the Petworth & District Community Association's request to ensure the common was available to them to set up the bonfire on the weekends of 22nd & 29th October. This given that I had received an enquiry from a funfair to hire the common in October although they hadn't confirmed the specific dates. The view of those who responded was that we should support the bonfire organisers and ensure the funfair has left the common by Friday 21st October. I have shared

this with the organisers. I have had no further contact from the funfair so am unsure if they would like to hire the common next month.

1.4 I've chased Petworth Builders for the quote to repair the inside of the tower roof, on the play area, and to advise on what works are required to make it less likely to be vandalised. As I have not heard back from them, I will ask the Handyman to do this upon his return to town, week commencing 3rd October.

2. Street Lights

2.1 I booked the works on the street lights in with Enerveo on 30th August. At that time, I was advised that the lanterns may take 8-10 weeks to arrive with the contractor so we are likely to have to wait at least another month for the works to commence.

2.2 I have chased Enerveo for a quote to make power available from one of the street lights in Rosemary Gardens.

3. Allotments

3.1 Members of the OS committee were due to inspect the allotments on 21st September however this was postponed.

3.2 When the inspection takes place, it would be appreciated if members could look at the compost bins at the Tillington Road & Station Road sites in particular. I have received a complaint from a resident in Downview Road claiming that compost bins without lids are attracting rats.

4. Church Clock

4.1 I have chased the works on the clock and requested a start date.

5. Sports & Physical Activity

5.1 Michelle Jones at Glanvilles Anderson Rowntree has advised that Claire Foster is drafting a license. I suggest that when we have a first draft, we feedback to Claire on the copy and advise of the additional information that has been prepared by the sports & physical activity working group for inclusion in the document.

5.2 The Chairman of PPS has suggested some minor changes to the latest draft of governance documents received from Muckle LLP. He has asked me to make these amendments which I will have ready for when he returns from holiday.

6. Handyman

6.1 Andrew Goddard has fitted another lock on the PTC noticeboard.

6.2 As per section 1 above, I will ask Andy to look at the inside of the roof of the tower at Hampers Common play area.

6.3 The pressure washing of the manorial waste area & the equipment stored there will take place upon Andy's return from holiday.

6.4 Andy will install a plaque on a seat in Rosemary Gardens (a donation for which has been received).

6.5 I have ordered a defibrillator battery for the unit at Hampers Common Community Centre which I will ask Andy to fit once it has been delivered.

7. Trumps Alley

7.1 I've again chased Petworth Builders for their quote for the works. They've advised the quote will be with me before the meeting hence I've included it as an agenda item for the meeting.

8. Rosemary Gardens

8.1 I've not yet had confirmation that MIW Water Cooler Experts have completed the free service of the bottle filler – I've chased this.

8.2 I've chased John Harper for his quote on the wall between Rosemary Gardens and the footpath. He has advised this will be with me on Monday 3rd October hence I've included it as an agenda item for the meeting.

9. Skatepark

9.1 As was resolved at the August committee meeting, I wrote to Mr S Knight of the Leconfield Estate to request a meeting regarding the proposed purchase or lease of Estate land to site a skatepark. At the time of writing, I have not had a response to the letter.

9.2 As was resolved at the September committee meeting, I wrote to BT to query whether the BT Telephone Exchange site could be used for a skatepark. At the time of writing, I've not received a response.

9.3 I received an email from an Officer at Chichester District Council asking for an update on progress with locating a suitable site. I replied and asked whether there was anything CDC could do to help us with the challenge of securing some land. I have not received a response to this question.

9.4 I've asked our MP if there is anything he can do to assist with the identification of a suitable site. I have not yet received a response.

9.5 I've included the skatepark as an agenda item for the meeting so the committee can consider any next steps. Perhaps a specific piece on this project in the winter edition of Petworth Pages should be considered?

10. Grounds Maintenance

10.1 A resident of Sheepdown has requested the hedge on the perimeter of the allotments at Angel Street is cut back to enable pedestrians to pass safely. I have received a quote from HJS Land Services for the works which I have included on the agenda for the meeting.

End of Report