



Petworth Town Council

The Old Bakery, Golden Square,
Petworth,
West Sussex, GU28 0AP

Petworth Town Clerk
clerk@petworth-tc.gov.uk

Tel: 01798 344883

2nd 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 7TH SEPTEMBER 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 3rd August 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. **HAMPERS COMMON HARDSTANDING** – to consider whether to install hardstanding / trackway on Hampers Common.
9. **HAMPERS GREEN TOILET** – to consider correspondence received from Hampers Green Community Centre (appendix 3).
10. **SPORTS & PHYSICAL ACTIVITY** – to receive an update regarding the license to occupy Petworth Park Sports Ground & to consider how to utilise the CIL funding for sports & recreation equipment.
11. **SKATEPARK**
12. **REVIEW ACTION LIST** (appendix 4)
13. **DATE OF NEXT MEETING** – 5th October 2022

****End of Agenda****



Petworth Town Council

Report 04/2022

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.
-

1. Hampers Common

- 1.1 The Community Centre Chairman has sent the committee a letter in response to the request to discuss whether a public convenience could be sited there. This has been included as an agenda item for the committee meeting.
- 1.2 I have 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.
- 1.3 I've received an enquiry from Peter Shayler regarding hiring the Common during October half term. At the time of writing, I haven't received a booking form or payment.
- 1.4 A volunteer involved in the annual bonfire has asked the committee to revisit whether hardstanding could be installed at the Common. This has been included as an agenda item for the committee meeting.

2. Street Lights

- 2.1 Following the resolution at August Full Council, to proceed with the works 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, I have placed the order with Enerveo.
- 2.2 Our contact at Enerveo has advised the lanterns may take 8-10 weeks to arrive with them, following which they will be installed.

3. Allotments

- 3.1 We have had a complaint from a resident of Downview Road regarding weeds coming from the allotment. I have followed up with the allotment holder who has committed to maintaining his plot better.
- 3.2 More residents have joined the waiting list hence we remain in a good position to transfer tenancies to others should any plot holders give their notice.
- 3.3 At the last meeting I was asked to write to allotment holders to advise them of an imminent hosepipe ban. Having checked following the meeting, the ban didn't cover Petworth hence I did not write to the allotment holders asking them not to use hoses at any of the 4 sites.

4. Church Clock

- 4.1 I have chased the works on the clock and been advised by The Cumbria Clock Company that they will confirm a start date following their planning meeting on 5th September.

5. Sports & Physical Activity

- 5.1 I've again 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. I've included this as an agenda item for the committee meeting in the hope that the quote is received before it takes place.
- 5.2 £20,000 of CIL funding has been awarded to the Council, to pay for sports & recreation equipment at Petworth Park Sports Ground. I've included this as an agenda item for the committee meeting so Cllrs can consider how this funding is spent.

6. Handyman

- 6.1 Andrew Goddard has been asked to fit another lock on the PTC noticeboard as it has been tampered with recently, causing injury to a passer-by.
- 6.2 The pressure washing of the manorial waste area & the equipment stored there will take place imminently; it has been delayed due to works taking place in an adjacent building as they are storing equipment in the manorial waste area.

7. Trumps Alley

- 7.1 I've chased Petworth Builders for their quote for the workse.
- 7.2 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 I've not yet had confirmation that MIW Water Cooler Experts have completed the free service of the bottle filler.
- 8.2 They have also been advised of the Council's resolution to sign up to their 2 year maintenance schedule, with servicing to take place every 6 months.
- 8.3 I've chased John Harper for his quote on the wall between Rosemary Gardens and the footpath.

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. I have included the skatepark as an agenda item for the meeting so the committee can consider any next steps.

10. Watering

- 10.1 I will include watering on the agenda for the October Open Spaces Committee meeting as a review of the watering schedule is required for 2023; the Council is currently paying for the watering of plants on residential and business premises, which should be considered by the committee ahead of next year.

11. Grounds Maintenance

- 11.1 PTC's Contractor has been instructed to trim Fred's Bank so the area is clear for planting / bulbs to appear in the spring, to trim the bank at the bottom of Pound St car park so the dogwoods planted there can take on moisture over the winter and be visible with their coloured stems and to trim the wildflower areas at Sheepdown.

End of Report