



Petworth Town Council

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27th October 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 2ND NOVEMBER 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 5th October 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. **ROSEMARY GARDENS** – to consider how to combat antisocial behaviour in Rosemary Gardens & to review a quote received from Enerveo to install a power supply from a street light (appendix 3).
9. **FARMERS MARKET CONTRACT REVIEW** – to agree which Cllrs will undertake a 6-month contract review with Food Rocks Ltd (Farmers Market).
10. **GROUNDS MAINTENANCE** – to agree which Cllrs will review the schedule in preparation for the tendering of the Council's grounds maintenance contract.
11. **FLAGPOLE** – to review quotes to replace the flagpole in Rosemary Gardens (to follow).
12. **HAMPERS COMMON PLAY AREA REPAIRS** – to consider a quote received for repairs to the tower at Hampers Common play area (appendix 4).
13. **HAMPERS COMMON HARD STANDING** – to consider a quote received to install hard standing at the vehicle entrance to Hampers Common (appendix 5).
14. **MARSHALLING OF REMEMBRANCE EVENTS** – to finalise plans for the marshalling at the Remembrance Events on 11th & 13th November 2022.
15. **ALLOTMENTS** – to finalise a date for the inspection of the allotments.
16. **SKATEPARK**
17. **REVIEW ACTION LIST** (appendix 6)
18. **DATE OF NEXT MEETING** – 7th December 2022

****End of Agenda****

Appendix 2



Petworth Town Council

Report 06/2022

Agenda Item No: 7
Committee: Open Spaces
Date: 2nd November 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 I haven't received a response to the letter sent to the Leconfield Estate on 12th September 2022 to seek approval to site a toilet at the entrance to the Industrial Estate.
- 1.2 I've received a quote from Mr A Goddard to repair the tower at the play area and have included this as an agenda item for the committee's consideration. We also have a quote from Petworth Builders, which was reviewed at the October committee meeting.
- 1.3 I've received a quote from R A Dallyn & Sons to install hard standing at the vehicle entrance to Hampers Common which I've included as an agenda item for the committee's consideration.
- 1.4 I recently changed the battery on the defibrillator at Hampers Green Community Centre.

2. Street Lights

2.1 I haven't yet received a start date for the works booked in for street lights in Rosemary Gardens. They were booked in on 30th August at which time, I was advised that the lanterns may take 8-10 weeks to arrive.

2.2 I've received a quote from Enerveo to install power on a street light in Rosemary Gardens which I've included as an agenda item for the committee's consideration.

3. Allotments

3.1 I've invited the resident who has complained about rats at the Tillington Road site to the meeting so he can advise the committee directly about his concerns.

4. Church Clock

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

5. Handyman

5.1 Andrew Goddard is replacing the damaged piece of play equipment in Rosemary Gardens.

5.2 The pressure washing of the manorial waste area & the equipment stored there will take place when the area is clear of building material.

5.3 Andy has installed a plaque on a seat in Rosemary Gardens (a donation for which has been received).

6. Trumps Alley

6.1 I've requested a quote for the works from J Harper however I haven't received it yet.

7. Rosemary Gardens

7.1 Cascade Water Systems serviced the bottle filler on 13th September 2022 with no issues raised.

7.2 I've instructed J Harper to undertake the works on the wall and requested he contact Chris Kemp to discuss the works before they commence.

7.3 We have had some damage to the play area in Rosemary Gardens and received reports of anti social behaviour hence I have included this as an agenda item for further discussion at the meeting.

7.4 Ms C Foster at Glanvilles Anderson Rowntree is looking at registering PTC's ownership of Rosemary Gardens on the land registry.

8. Skatepark

8.1 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. As a response hadn't been received, as requested by the committee, I drafted a piece to be included in the winter edition of Petworth Pages.

8.2 Having sent the draft article to Mr Knight and to Lord Egremont for comment prior to print, Mr Knight called me and I will update the committee on that conversation during the meeting.

8.3 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. Grounds Maintenance

- 9.1 It has been 3 years since the grounds maintenance contract was put out to tender. I have therefore included this as an agenda item for the meeting. In the first instance, the schedule of requirements will need to be reviewed.
- 9.2 HJS Landservices have been instructed to cut back the hedge at Angel Street allotments & to remove 2 bushes in Rosemary Gardens. They will be undertaking these works on Saturday 29th October.

End of Report