



Petworth Town Council

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A MEETING OF THE OPEN SPACES COMMITTEE TOOK PLACE ON WEDNESDAY 5TH OCTOBER 2022 AT PETWORTH TOWN COUNCIL, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH COMMENCING AT 7PM

MINUTES

Present:

Cllr M. Peet	Cllr A. Copus
Cllr H. Desai	Cllr P. Hewlett
Cllr S. Atkins	Cllr J. Thorpe
Cllr C. Kemp	Cllr J. Scallon
L Smith (Clerk)	

140/22 CHAIRMAN'S ANNOUNCEMENTS

The chairman requested that mobile phones should be turned off & advised of the fire exit route.

141/22 APOLOGIES FOR ABSENCE

Cllr E. Boyes.

142/22 DECLARATIONS OF INTEREST

There were none offered.

143/22 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 7th September 2022 were agreed and signed as a true and accurate record. Proposed by Cllr Peet, seconded by Cllr Desai and unanimously approved.

144/22 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

145/22 PUBLIC PARTICIPATION SESSION

There were no members of the public present.

146/22 CLERK'S REPORT

The committee noted the content of the Clerk's report (attached as appendix 1).

- i) Report item 1.3 – The Clerk confirmed that the Funfair would not be booking Hampers Common due to a clash with the setup of the bonfire. The funfair would not agree to attending on alternative dates.
- ii) Report item 1.4 – The Clerk to ask the Handyman to quote for repairs to the inside of the roof of the tower on the play area and to reinstate tiles on the outside of the roof.
- iii) Report item 3.1 – Cllrs to organise an inspection of the allotments.

147/22 WATERING

It was agreed that the Clerk & Cllr Hewlett would draft a letter to send to businesses who do not water their plants outside their shops requesting they either water the plants themselves during 2023, or they make a donation to the Town Council to contribute to the cost of the Council's waterer.

148/22 ROSEMARY GARDENS WALL

- i) The committee considered a quote received from Mr J Harper to undertake repairs to the wall based on the specification produced by Cllr Kemp.
- ii) Under the proposal of Cllr Copus, seconded by Cllr Scallon it was unanimously resolved to recommend the council instruct Mr J Harper to undertake the works at a cost of £7,850 to the Finance & General Purposes committee.
- iii) Cllr Kemp agreed to meet Mr Harper on site to discuss the works, including the need to consider the railing stanchions which may to be better secured when the works take place.

149/22 FLAGPOLE

- i) Cllr Desai suggested the council purchase a new flagpole as the key to the current unit was damaged recently.
- ii) Cllr Peet to measure the socket so quotes for a new flagpole can be sought.

150/22 HEDGE ON THE PERIMETER OF ANGEL STREET ALLOTMENTS

- i) Under the proposal of Cllr Atkins, seconded by Cllr Copus, it was unanimously resolved to recommend the council instruct HJS Landservices to cut back the hedge on the perimeter of Angel Street allotments at a cost of £650.
- ii) It was agreed that the annual trimming of the hedge should be included on the grounds maintenance specification from 2023.

151/22 SILENT SOLDIERS

It was agreed that Cllr Copus would collect the Silent Soldiers from the container and that Cllrs Copus, Peet (& potentially Atkins) would put the Silent Soldiers in position around the town on Saturday 29th October 2022.

152/22 TRUMPS ALLEY

- i) The committee considered a quote received from Petworth Builders & Roofers for the proposed works to lay York stone flags on a 15 x 1.5 m section of the footpath in Trumps Alley.
- ii) The Clerk confirmed that grant funding of £4,637 was available towards the cost of the works.
- iii) Cllr Atkins asked the Clerk to request a quote from Mr J Harper for the committee's consideration.

153/22 SKATEPARK

- i) It was agreed that the Clerk would include an article in the winter edition of Petworth Pages to provide residents with an update on the skatepark project, including the lack of engagement from the Leconfield Estate to the council's request for a meeting to discuss the potential lease or purchase of Estate land and to invite residents to form a user group to assist with the development of the project.
- ii) It was agreed that the Clerk would speak to Mr D Sneller at the Sylvia Beaufoy Centre & to Midhurst Rother College to discuss whether young people might wish to get involved in the project.

154/22 ACTION LIST

The action list was reviewed, all updates are recorded on the attached Action List.

155/22 DATE OF NEXT MEETING

Wednesday 2nd November 2022 at 7pm.

Meeting closed at 8.16pm.

Signed(Chairman)

Dated.....



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