



Petworth Town Council

The Old Bakery, Golden Square,
Petworth,
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Petworth Town Clerk
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30th December 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 4TH JANURAY 2023 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 2nd November 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 (to follow).
8. **LECONFIELD ESTATE** – to consider the draft heads of terms received from the Leconfield Estate (appendix 2).
9. **ANGEL STREET ALLOTMENTS** – to consider a response received from the Leconfield Estate (appendix 2).
10. **TILLINGTON ROAD ALLOTMENTS** – to review security of the site in light of the report of a break in, to a plot holder's shed.
11. **ROADSHOW**
12. **PLANTING & HORTICULTURE** – to consider the working group's plans for 2023.
13. **REVIEW ACTION LIST** (appendix 3)
14. **DATE OF NEXT MEETING** – 1st February 2023

****End of Agenda****



Petworth Town Council

Report 01/2023

Agenda Item No: 7
Committee: Open Spaces
Date: 4th January 2023
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 Mr A Goddard has been instructed to repair the towers at the play area.
- 1.3 Mr A Ashton-Smith has been advised of the Council's decision not to undertake any works at the vehicle entrance to the Common.

2. Street Lights

- 2.1 The works on the streetlights, including the installation of the commando socket, are due to take place on Wednesday 4th January.
- 2.2 I've queried what power load can be connected to the commando socket but to date, I haven't had a response.

3. Allotments

- 3.1 A Queens Green Canopy Tree of Trees was planted at Petworth Community Garden on 8th November.
- 3.2 A plot holder at Tillington Road allotments reported theft of equipment in December. He asked that security of the site was considered by the council – I have included this as an agenda item for the meeting.
- 3.3 Mr F Lucas has provided additional information following our response to the Estate regarding Angel Street allotments – I have included this as an agenda item for the meeting.

4. Church Clock

- 4.1 Peter Hyde, Engineer from the Cumbria Clock Company, will be removing the clock in order to carry out the repairs to it, on Friday 13th January 2023.

5. Handyman

- 5.1 Andrew Goddard has refitted signs & glass frames in the phone box at the Old Bakery.
- 5.2 Andrew has attempted to repair the rocking horse in Rosemary Gardens however he has been unable to remove the head from its base. Andrew thinks there must be nuts under the base which he can't access. He has suggested removing the horse head, leaving the spring in situ and covering this with a cone whilst the head is repaired.

6. Trumps Alley

- 6.1 I've received a quote from John Harper to undertake the works in Trumps Alley. The total cost being £13,340 + VAT.
- 6.2 I've submitted the paperwork to SDNPA to transfer the money earmarked for the phone box to be diverted to the Trumps Alley project.
- 6.3 £7,000 has been included in the budget for 23/24 to cover the balance of the costs.

7. Rosemary Gardens

- 7.1 J Harper has been instructed to undertake the works with Chris Kemp in touch with him, to discuss the works before they commence.
- 7.2 Glanvilles Anderson Rowntree have sent us a quote to register the land at Rosemary Gardens - £752.40.

8. Skatepark

- 8.1 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 A working group including A Copus, P Hewlett & C Kemp reviewed the grounds maintenance specification.
- 9.2 The revised specification has been put out to tender for a 3-year contract, with a closing date for submissions of 27th January 2023.

10. Sylvia Beaufoy Centre Solar Panels

10.1 SDNPA cannot fund the difference in cost of the solar panels hence PTC's resolution to award a grant of £3,000 to SBC, subject to their roof survey, is likely to be called upon.

End of Report