



Petworth Town Council

The Old Bakery, Golden Square,
Petworth,
West Sussex, GU28 0AP
T: 01798 344883

E: clerk@petworth-tc.gov.uk

A MEETING OF THE OPEN SPACES COMMITTEE TOOK PLACE ON WEDNESDAY 2ND NOVEMBER 2022 AT PETWORTH TOWN COUNCIL, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH COMMENCING AT 7PM

MINUTES

Present: Cllr M. Peet Cllr J. Scallon
Cllr H. Desai Cllr P. Hewlett
Cllr J. Thorpe Cllr C. Kemp
One member of the public

156/22 CHAIRMAN'S ANNOUNCEMENTS

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

157/22 APOLOGIES FOR ABSENCE

L. Smith, Cllr S. Atkins & Cllr A. Copus.

158/22 DECLARATIONS OF INTEREST

There were none offered.

159/22 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 5th October 2022 were agreed and signed as a true and accurate record. Proposed by Cllr Peet, seconded by Cllr Desai and unanimously approved.

160/22 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

161/22 PUBLIC PARTICIPATION SESSION

A member of the public who lives in Downview Road reported his concerns regarding the allotments advising that his back fence was being damaged by brambles at the allotments as well as items leaning against it. He also reported that open compost bins are attracting rats. Cllr Peet thanked the member of the public for his representation and advised that his concerns would be investigated further by the committee.

162/22 CLERK'S REPORT

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

- i) Report item 9.2 – Cllr Hewlett advised that HJS Landservices have cut back the hedge at Angel Street allotments & are due to remove 2 hedges in Rosemary Gardens on Saturday 12th November 2022.

163/22 ROSEMARY GARDENS

- i) Cllr Hewlett reported that the 2 hedges to be removed from near the vehicle entrance of the Gardens may help to reduce anti-social behaviour.

- ii) Cllr Boyes reported that he had spoken to representatives of Sussex Police who advised that additional lighting at the top of the Gardens may help.
- iii) Cllr Boyes also advised that the Police had reiterated the need for residents to report any crime and antisocial behaviour to facilitate additional patrols in the area.
- iv) Cllr Thorpe requested that the council & councillors regularly encourage people to report crime & anti-social behaviour.
- v) Cllr Thorpe suggested that CCTV may help to reduce crime & anti-social behaviour in Rosemary Gardens.
- vi) Cllr Thorpe suggested the council consider initiating a neighbourhood watch scheme which residents could support & volunteer for.
- vii) The concept of inviting residents to give their thoughts on how the community can take more responsibility for where they live and how, through a roadshow at various locations, was discussed and would be explored further.
- viii) The committee considered a quote to install a power supply from a street light in Rosemary Gardens. Under the proposal of Cllr Peet, seconded by Cllr Desai, it was unanimously resolved to recommend the council instruct Enerveo to install the power supply at a cost of £278.66 to the Finance & General Purposes committee. Cllr Kemp asked the Clerk to confirm what maximum power load could be plugged in to the power supply.

164/22 FARMERS MARKET CONTRACT REVIEW

- i) It was resolved that Cllr Peet & Cllr Desai would review the contract with the Clerk.

165/22 GROUNDS MAINTENANCE

- i) It was resolved that Cllr Kemp, Cllr Hewlett & Cllr Copus would review the grounds maintenance specification with the Clerk.

166/22 FLAGPOLE

- i) Quotes to replace the flagpole weren't available to the committee.
- ii) Cllr Peet asked the Clerk to investigate whether an insurance claim should be made to replace the vandalised flagpole.

167/22 HAMPERS COMMON PLAY AREA REPAIRS

- i) Under the proposal of Cllr Boyes, seconded by Cllr Hewlett, it was unanimously resolved to recommend the council instruct Mr A Goddard to undertake repairs to the roof of the play area towers at a cost of £600 to the Finance & General Purposes committee.

168/22 HAMPERS COMMON HARD STANDING

- i) The committee considered a quote received to install hard standing at the vehicle entrance to Hampers Common, totalling £1,920.
- ii) It was resolved that given the current financial climate and the restraints on budgets, the non-essential works would not be recommended to the council at this time.

169/22 MARSHALLING OF REMEMBRANCE EVENTS

- i) Cllr Scallon reported that he would oversee the marshalling & road closures on Friday 11th November however he could not assist on Sunday 13th November as he was away.
- ii) Cllr Scallon advised of the requirements on Sunday 13th November and offered to circulate the plan for the Sunday to the committee.
- iii) Cllr Desai agreed to request the help of the public to volunteer on Sunday 13th November on social media.
- iv) Cllr Kemp advised the committee that Remembrance Events are civic occasions hence are the responsibility of the Town Council.
- v) Cllr Thorpe & Cllr Hewlett offered to marshal on Sunday 13th November however they advised that they did not want to manage the team.

170/22 ALLOTMENTS

- i) It was agreed that the committee would undertake an inspection of the allotments on Saturday 26th November, from 9.30am.

171/22 SKATEPARK

- i) The committee resolved to undertake consultation with residents to identify whether there was still a demand for a skatepark in the parish and subject to the responses, to build an up-to-date case for the project.
- ii) It was agreed that residents would be encouraged to be part of the project steering group (the user group).
- iii) It was resolved to include the circulated article to update residents on the project in the winter 2022 edition of Petworth Pages.

172/22 ACTION LIST

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

173/22 DATE OF NEXT MEETING

Wednesday 7th December 2022 at 7pm.

Meeting closed at 8.33pm.

Signed(Chairman)

Dated.....



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.
-

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