



Petworth Town Council

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TOWN COUNCIL MEETING

THESE ARE DRAFT MINUTES AND ARE SUBJECT TO APPROVAL AT THE NEXT MEETING ON THE 16th NOVEMBER 2017.

A MEETING OF THE PETWORTH TOWN COUNCIL TOOK PLACE ON THURSDAY 19th OCTOBER 2017 AT 7.30PM IN THE PETWORTH TOWN COUNCIL OFFICE, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH

MINUTES

Present: Cllr Chris Kemp (Chairman)
Cllr Alan Copus
Cllr Neville Fox
Cllr Juliet Fynes
Cllr Roger Hanauer
Cllr Rosa Pawsey
Cllr Jim Scallon
Cllr Jenny Thorpe
Melanie Kite – Clerk

1 member of the public and the press were in attendance.

1/17 CHAIRMAN'S ANNOUNCEMENTS

The Chairman reminded those present of the fire exit and mobile phones.
The Chairman welcomed Melanie Kite as the new Town Clerk, Proper Officer and Responsible Finance Officer.

2/17 APOLOGIES FOR ABSENCE

Cllr Michael Peet, Cllr Rob Evens, Cllr Steve Meakin, Cllr Carry Smith, Cllr Liz Singleton, Cllr Tony Rogers
District Councillor Eileen Lintill and County Councillor Janet Duncton

3/17 **DECLARATIONS OF INTEREST**
Cllr Alan Copus declared a particular interest in an invoice having been submitted by him.

4/17 **MINUTES OF THE PREVIOUS MEETING**
The Minutes of the meeting held on 21st September 2017 were approved.
Proposed Cllr Hanauer, seconded Cllr Copus, unanimously approved.

5/17 **MATTERS ARISING FROM THE MINUTES**
There were no matters arising from the meeting.

6/17 **PUBLIC PARTICIPATION SESSION**
Adjournment of the meeting for public questions.

Public Questions - Not On the Agenda

Dr. Page commented on the high and disturbing levels of noise and air pollution from the traffic in the town but especially in North Street due to the narrowness of the road and asked if there had been a survey done on this. Cllr Kemp responded saying that County Councillor Janet Duncton had previously said a survey was done but there was no information as where this had taken place, for how long or when it had been done, only that the survey showed an acceptable level. There was a discussion regarding the traffic situation around town. Cllr Kemp said that the Council were well aware of the problem and that her comments would be passed to County Councillor Duncton.

Public Questions - On the Agenda

There were no questions.

Meeting re-convened

7/17 **REPORT FROM THE DISTRICT and COUNTY COUNCILLORS**
The District and County Councillors were not present. No report had been received from either Councillor.

8/17 **MEMORIAL SERVICE FOR THE BOYS' SCHOOL**
Cllr Kemp reported that the 75th Commemoration had been appreciated by many of the approximately 300 people who attended. He thanked all those who had helped make it a success and said that he had sent a letter of thanks to Lt Col Rushen.
Cllr Kemp will use £50 of his Chairman's allowance to donate to the Petworth Community Bus as a thank you for all their help on the day.

9/17 **NEIGHBOURHOOD DEVELOPMENT PLAN**
Cllr Kemp updated the Members on the situation. The public consultation period has now closed, SDNP have passed the Neighbourhood Plan and it was now with the external examiner.
In future all planning applications will need to be assessed against the Neighbourhood Plan.

10/17

TRANSPORT SURVEY

A vote on a proposal to have West Sussex County Council Highways agree to a lorry ban on North Street and Pound Street and a '7½ ton except for loading' limit on Angel Street was taken.

In addition it was decided to include coaches although this would need to be discussed with Petworth House as the town welcomes visitors and realises that coaches are essential.

Proposed Cllr Hanauer, seconded Cllr Scallon unanimously agreed.

11/17

APPOINTMENT OF THE RESPONSIBLE FINANCE OFFICER

The Clerk was appointed as the Responsible Finance Officer.

Proposed Cllr Copus, seconded Cllr Fynes, unanimously agreed.

Cllr Juliet Fynes thanked Cllr Copus on behalf of the Council for having undertaken the finances for the Town Council.

12/17

TO RECEIVE REPORTS FROM THE COMMITTEES

Finance and General Purpose Committee

Cllr Copus gave a report on the meeting

Adoption of the Minutes of the Meeting held on 15th August 2017

Proposed Cllr Copus, seconded Cllr Pawsey, all in favour.

Payments

Cllr Copus gave an analysis of the payments.

He asked for a vote to set up a Direct Debit for Southern Electric

Proposed Cllr Copus, seconded Cllr Kemp, all in favour

Bank Reconciliation

Proposed Cllr Copus, seconded Cllr Pawsey, all in favour

Cheques

There were only two cheques this month

Budget 2018/2019

Cllr Copus explained the main areas of the draft budget for 2018/2019 and that it had been discussed at the last FGP meeting.

There is an increase in the amount allocated to grounds maintenance and a new cost line has been added for Jubilee Walk. Also for the Gateway Planting, Grove Lane allotment wall and a new line for the purchase of grit boxes.

The draft budget will be discussed again at FGP meeting next month. Members are asked to look at the draft budget and to contribute their comments.

The Sports Association have put in a request for grant money to PTC to help purchase machinery for the maintenance of the football and cricket ground. It will be applying for a grant of £5,000 from the Football Association, the club has £2,500 in their budget and it is requesting £2,500 from PTC.

It was decided that this would be a great benefit to the sports ground especially as the PTC now owns the lease of the ground.

Proposed Cllr Hanauer, seconded Cllr Kemp, all in favour.

Highways, Traffic and Planning Committee

Adoption of the Minutes of 18th September 2017.
Proposed Cllr Scallon, seconded Cllr Hanauer, all in favour.

Open Spaces Committee

The Minutes of 27th September 2017 had not been circulated in time for the meeting and will therefore be approved at the next meeting.

Bus shelter – it was accepted that the company had done a good job.

Skate Park – A Child Protection Policy needs to be drawn up before the grant to Sports England is submitted. The Clerk will do this. The Land Registry Document has been received from CDC.

A meeting should be set up with all the relevant parties to discuss the planning advice on the skate park. To take the project forward money should be drawn down from the loan to pay the fees of the Consultant.

Cllr Kemp reported on the meeting he had with CDC regarding the car park spaces. The next meeting will be 1st November 2017 when it is hoped that it will be agreed that the town does not require the lorry bays at the top end of the Pound Street car park.

The new dual purpose waste bin for Hampers Common will be placed where the dog waste bin is at present.

Farmers Market

A meeting had taken place on the 12th October 2017. This was a very productive and it was reported that the market is going from strength to strength.

It was agreed that advertising would now be on Facebook and Discover Petworth website. Different signage is now required and Nicola Peet has agreed to come up with some new ideas.

There was a discussion to have notice boards at the gateways where PTC general notices can be displayed. This was thought to be a good idea and will be discussed further.

The Community Garden will be hosting tea and cakes in the Leconfield Hall at the Farmers Market in October and it is hoped that more organisations will want to do this on a rotational basis in the future.

Vision Group

There was nothing to report as the last meeting was cancelled.

Petworth Business Association

The PBA held its Annual General Meeting on 18th October when three members stepped down. New members were elected.

The PBA are in agreement with PTC on the ban on lorries and that there is no need for lorry bays in the car park.

13/17

SPORTS CLUB

A few details still need to be completed before the CIC is finalised and Terms of Reference are being drawn up by Cllr Peet.

Discussions with the National Trust over the length of the Lease to 25 years will be continued at the meeting on 30th October.

14/17

THE HUB

Cllr Kemp invited all Councillors to attend the meeting on 23rd October. This will be an exploratory meeting about having a 'Hub' based in the Petworth Library.

15/17

MATTERS TO BE DISCUSSED AT THE CHAIRMAN'S DISCRETION

The letter from the Worshipful Master of the Petworth Masonic Lodge, received by all Councillors, and the article titled 'An Introduction to Freemasonry' which was sent to the Editor of Petworth Pages for publication was discussed.

The majority of Members agreed the article to be sexist and inappropriate for inclusion in the Petworth Pages magazine.

The Clerk will reply to the Petworth Masonic Lodge on behalf of the Council.

Meeting closed: 9:13

Signed: _____ Dated: _____

Chairman