

MINUTES OF A MEETING OF PETWORTH TOWN COUNCIL
HELD ON THURSDAY 12TH JANUARY 2017
at 7.30pm in the Council Offices, Golden Square, Petworth

Cllrs Present: Mr Chris Kemp (Chairman)
Mr Roger Hanauer (Vice Chairman)
Mr Alan Copus
Mr Hugo Petersens
Mr Michael Peet
Mrs Maggie South
Mr David Burden
Mrs Carry Smith
Mr Neville Fox
Mrs Liz Singleton
Mr Steve Meakin
Ms Juliet Fynes
Ms Rosa Pawsey

In Attendance: Jenny Mouland (press)

Apologies: Mr Rob Evans
Mr Tony Rogers
County Councillor Janet Duncton
District Councillor Eileen Lintill

The meeting began at 7.30pm.

1. Representations by the public

None.

2. Apologies for absence

Apologies were received from Cllrs Evans and Rogers, County Councillor Janet Duncton and District Councillor Eileen Lintill.

3. Declarations of interest

There were no declarations of Pecuniary or non-Pecuniary interests in relation to any items included on the agenda for this meeting in accordance with **THE LOCALISM ACT 2011** and the **Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012**.

4. District and County Councillors

Neither councillor was present but both had confirmed that they had no updates for the meeting.

5. Chairman's Report and other announcements on matters requested

Bus shelter

Cllr Hanauer reported that he and Chris had met with Chris Dye, the new area manager for WSCC Highways and that he was supportive of the council not having to have so much groundwork done. **ACTION Cllr RH** to draw up more drawings for them hopefully to approve.

Cllr Burden asked whether Fred could be co-opted onto the group that's sorting the bus shelter. Cllr Kemp felt that this would not be possible. He said that from the conversation with Chris Dye, it seemed that most of the bus shelter would be able to go into the already dug out retained piece. He said they now need a price to extend a bit further down the bank and put a new brick skin round it so that it's tidy. He suggested that Fred could attend an Open Spaces meeting and he would be able to see the drawings and ask any questions.

Farmers market

Cllr Kemp said that in the last meeting they had agreed to purchase some barriers and there had been a discussion about quality and weight. He now has a price of £725.50 for 30 barriers which is the amount that are currently being hired. He said if everyone was happy he would liaise with Cllr Copus and place the order and also get a price to buy some trolleys on which to place the barriers (**ACTION**).

Cllr Petersens asked where they will be kept and Cllr Kemp said he is going to sort this but in the meantime he will speak to the Estate (**ACTION**) to see if they can be kept temporarily in the yard and that this would necessitate a willing volunteer to get them out on a Friday evening before the yard shuts. He suggested that he will wait to place the order until he has sorted somewhere to store them. He confirmed that the barriers come with feet and hooks at one end and slots at the other. Cllr Peet added that the barriers chosen are for crowd control, not building site type barriers.

Proposal to buy barriers.

Proposed by Cllr South

Seconded by Cllr Hanauer

All agreed.

Skate Park

Cllr Kemp informed the meeting that CDC have agreed to give the council permission to proceed with putting a skate park at the bottom of Pound St car park and that they have also added £20,000 to the budget, giving a total of £70,000. He said that the council now have to take it forward to get planning consent.

Cllr Peet added that because the car park is strategically important to the town, it wasn't the council's first choice for siting which was Sylvia Beaufoy, which was sadly not permitted. He added that the compromise with CDC is that because the skate park will take 10 or 11 parking spaces, the council have to find additional spaces and CDC's strategic planners will be presenting the CDC car parking dept. with a proposal for relining the Sylvia Beaufoy and Pound St car parks. The skate park is to be sited at the end of the car park in the corner behind the BT building near Savills. He added that they need to keep in mind the 750 kids who would use this facility against the 4 or 5 spaces which will be lost.

Cllr Kemp stated that an amendment was put in at the end of the decision relating to replacing the car parking spaces. He said that at the moment it is assumed that the skate park will take 11 spaces and if so they need to replace 7 spaces, but it may be less than 11 in which the case the number to replace will drop proportionately. He added that he feels the council should feel happy and although they do not yet have the skate park things were moving in the right direction.

Cllr Hanauer confirmed that CDC had been very helpful and Cllr Kemp added that CDC have said they will help them as much as possible to move to the next stage,

Cllr Hanauer wanted to publicly express thanks to Gillian Keegan for the productive meeting she had had with them.

Cllr Peet said that if they are not allowed to lose more than 5-7 car parking spaces across the 2 car parks putting back the disabled spaces in Sylvia Beaufoy, which they have talked about doing, would already make up 5 or 6. He also wondered whether the recycling bins could be re-sited to free up bays. He added that the town council have to put in £10,000. He informed the meeting that another reason for having the park in the corner of the car park was that there are 2 banks there which means they can take a sliver out of the end of the car park and put a fence there which means that the path can be accessed to and from the facility without users coming out of a gate straight into the car park and skating through the park. This lowers risk which CDC will be happier about because young people will not need to skate through the car park. He said that the council need to balance the needs of young people with business needs.

Cllr Kemp said they need to share the designs for the skate park with businesses, etc. so that everyone's aware of what is happening. He added that this means that people who are perfectly entitled to their opinions will have all the information on which to base their opinion. He said the working group will continue to push things forward.

Cllr Peet said that they are going to invite the youth of Petworth to give their opinion and look at some of the schemes to say what they would like to see in the park within the confines of the space and the budget. He felt it would be helpful if they had ownership of the scheme to give them pride in it. He also added there would be some parents who would want to share their views.

Cllr Copus expressed a vote of thanks for the working group at reaching such a milestone. The meeting agreed. Cllr Kemp added that Cllrs Peet and Hanauer had been extremely persistent on everyone's behalf.

Highways and traffic

Cllr Kemp reported that he and Cllr Hanauer had met with the area manager and that he is going to be arranging a meeting with Mike Dare who seems to be the more technical man. Mike Dare is going to come and look at the planting schemes. He said that he needs to be comfortable that it doesn't interfere with sight lines etc. and then they grant a licence which means they will be the council's responsibility. He checked and WSCC do not have a copy of the fingerposts the council signed up to so this needs to be sorted (**ACTION**). Cllr Kemp then referred to the lorry survey they have discussed and said he had got a price of £12,000 which is a shocking amount. Highways have sent him a link for several contractors they use so he will go to them (**ACTION**). He added that he learnt from the meeting that if they can demonstrate that 3% of the lorries that go through the lorry route actually come into town, Highways will do something about it. This includes anything over 7.5 tonnes that's not delivering goods. He said the council needs to run a proper survey and that WSCC will help them to do anything they want providing they have sound information from PTC.

Cllr Pawsey asked whether WSCC would give any guidance as to what information is needed.

Cllr Kemp said there are 9 places around the town that you must take information from and they have to track the lorries on what they're actually doing. He added that the easiest way to do this is with number recognition but that this is expensive. He said he could go back and get more criteria but basically the council needs evidence and they need to find a professional company to provide a report. He said they have to work the traffic consultant's report into something that WSCC are happy to work with but that he felt this could be done in the next 12 months.

Cllr Kemp then referred to a quote from Allan Baxter for £2500 to take all the information from the public consultation the council did on Market Square and turn it into one concise option to be considered.

He suggested that this quote be accepted.

Proposed by Cllr South

Seconded by Cllr Hanauer

Proposal accepted.

Christmas event

Cllr Kemp reminded everyone about the thank you party tomorrow night. He said they had had a wash up meeting last night which provided some good suggestions. He asked if anyone knows someone who has a telehandler for getting the Christmas tree down because John Riddell who normally does it is in New Zealand. **ACTION CS** to ask John Bridle and Cllr Hanauer suggested asking digger Rob as another plan.

Defibrillators

Cllr Smith confirmed that she had not yet arranged the awareness training but would do so soon **ACTION**.

Pension Enrolment

Cllr Copus said that this had been discussed and approved in the finance meeting on Tuesday. He said that their choice was to use the government scheme NEST which involves making the minimum contribution of 1%, rising to 3% sometime next year. He added that this is fair to the electorate and they are legally obliged to provide a pension. He suggested that they should set up a direct debit with NEST.

Proposed by Cllr South

Seconded by Cllr Hanauer

Accepted.

Committee Appointments

Cllr Kemp confirmed that Cllr Meakin wanted to join the finance committee.

Proposed by Cllr Petersens

Seconded by Cllr South.

Accepted.

Planning – Cllr Kemp said that they have temporarily lost Cllr Evans so he is going to ask Cllr Rogers who is the vice chair if he would like to temporarily be chair. He added that since the meetings are ad hoc it would be useful to have someone else on the committee - Cllr Fynes volunteered.

Open Spaces committee – stayed the same.

Staffing Group – Cllr Pawsey has agreed that she is now able to return to this group and take a more active role.

Farmers Market Working Party- Cllr Evans standing down at the moment. Cllr Kemp confirmed that Cllr Smith is in this group.

Skate Park Action Group –Cllr Evans standing down at the moment. Cllr Meakin joined.

The following groups are unchanged:

North East Forum, County Local Committee, SDNP, West Sussex ALC, Leconfield Hall, Services and Facilities for Young People, PBA and Petworth Society.

Petworth primary School – Cllr Meakin has joined Cllr South.

Cllr South proposed that there should be an **Annual Meeting Group** to help plan this event and that she would be happy to lead this. Cllr Pawsey confirmed that she would join Cllr South on this group.

Christmas Event – stayed the same.

Police Action Group- Cllr Kemp to send Cllr Pawsey (**ACTION**) the link to the lady who sends out the crime information, which comes directly from the police.

Petworth Vision – Cllr Evans standing down at the moment, now just Cllr Fynes.

Services for the Elderly – staying the same.

Bank Signatories – Cllr Kemp stated that they need to remove Cllr Spriggs and add Cllr Meakin.

Proposed by Cllr Copus Seconded by Cllr Hanauer. Agreed.

Queen's Accession Anniversary

Cllr Kemp told the meeting that he had been formally invited to the church service that's taking place on February 5th at 4.00pm and been told to pass this invite to his councillors.

6. To confirm the minutes of the previous Council meetings

15th December - **adopted.**

Proposed by Cllr South

Seconded by Cllr Peet

7. Matters arising

None.

8. To receive reports

a) Cllr Copus confirmed that they couldn't complete a bank reconciliation this month due to the late arrival of the bank statement. He then presented the following figures as payments to be made.

31/12/2016	Austens	26.46	4.41	22.05	Xmax Event - Lighting	batteries
05/01/2017	Link Hire	18.00	3.00	15.00	Farmers Market	November delivery charge
		174.00	29	145.00	Farmers Market	December
		36.00	6.00	30.00	Xmas Event - General Rosemary Gdns/Hampers	Delivery & collection only
31/12/2016	HJS Land Services	260.00		260.00	Com Contract	RG 4 visits
07/12/2016	British Red Cross	309.60	51.60	258.00	Xmas Event - General	3 First Aiders, 3 Refreshments
28/12/2016	Southern Electric	268.35	12.77	255.58	Street Lighting	23 Sept to 23 Dec
23/12/2016	Southern Water	73.99		73.99	Allotments Water	21 Oct to 23 Dec estimate
12/12/2016	Health Assured	190.80	31.8	159.00	HR Consultancy	Medical assessment
09/12/2016	Reed	326.93	54.49	272.44	Office temp	w/e 9/12/16
16/12/2016	Reed	64.22	10.70	53.52	Office temp	w/e 16/12/16
16/12/2016	Leconfield Estates	323.22		323.22	Hampers Common Lease	25/12/16 to 24/12/17
30/12/2016	Leconfield Estates	25.01		25.01	Allotments Water	1/10/16 to 20/12/16
16/12/2016	Bexley Printers	110.00		110.00	Xmas Event - General	Leaflets/posters
13/12/2016	Fiona Kemp	33.06		33.06	Xmas Event - General	Tinsel, baubles, gifts
19/12/2016	Rusty (M R Welch)	150.00		150.00	Xmas Event - General	PA rig
26/10/2016	Datacenta	60.00	10.00	50.00	Comms/IT	email accounts 9/11/16 to 8/11/17
10/01/2017	Chris Kemp	47.72		37.72	Xmas Event - General	batteries pegs glue
				10.00	Xmas Event - General	electricity refunds
04/01/2017	BT	37.20	6.20	31.00	Comms/IT	Jan b/band + line

Cllr Copus proposed that the BT bills be paid by direct debit.

Proposed by Cllr Copus

Seconded by Cllr Hanauer. Agreed.

Council **agreed** invoices to be paid.

Proposed by Cllr Copus

Seconded by Cllr Hanauer

b) Minutes of previous finance meeting

Proposed by Cllr Copus

Seconded by Cllr Peet. Adopted.

c) Highways and Planning meeting minutes – not available at this meeting, will be approved at next meeting.

d) Open Spaces – Cllr Hanauer confirmed that the adoption of a telephone box by Petworth Town Council had been approved. Cllr Kemp confirmed that the people of Hampers Green do not want it to stay where it is so it will be moved. Cllr Fynes enquired as to where and Cllr Hanauer confirmed somewhere near the office, but to enable this to happen it would need to be refurbished first to a level where it is considered safe. Cllr Fynes added that she did not know this and thought that the Petworth Vision did not know this either.

e) Vision Group – Cllr Fynes confirmed that they had had a meeting on Monday which was also attended by a representative from Petworth house who said that they are going to permanently have a rep attend these meetings and that they want to work more closely with the town. The National trust have chosen 8 properties called transformation properties, one of which is Petworth House. In this process both the house and Petworth are going to be rebranded and they are in the process of appointing a project manager who will work more closely with Petworth Vision so that their aims are in line with what Vision want to do.

Gateway Project – Cllr Fynes said that a small subgroup were scaling back on the hugely expensive proposals that had been made and that their amended plan should be ready within the next week or so. Cllr Fynes mentioned an idea that had been discussed to enhance computer literacy in the elderly and Cllr Kemp said that the Neighbourhood Plan and library were in the process of setting up a community hub which would include this. He added that the Neighbourhood Plan and Vision group need to communicate more so that they know what each is doing and he suggested that the people who are on both committees should be feeding things like this back at the meetings so that they are not doubling up on things. Cllr Hanauer asked about which elements in the town the National Trust is responsible for and Cllr Peet suggested that this could be discussed at the council’s annual meeting. Cllr Kemp pointed out that the National Trust are having their own Community Forum meeting, which makes it difficult since the council has a legal obligation to hold the annual meeting which is the same as their community Forum and it means things are crossing over and some organisations will not turn up to the council meeting because they have already discussed it at the National Trust one. He added that one of the purposes of the Vision Group was to pull all the separate groups together and that he and Juliet need to work together to work out the best way forward with this (**ACTION**).

f) Neighbourhood Plan- Cllr Kemp said that the draft plan had come through and that he, Douglas Cooper and Julie Aguilar were going to Nexus tomorrow, Friday the 13th January, to have a meeting regarding amendments. He added that he felt it was too weighty and that they need to get it down to approximately 30 pages with a 2 page A4 overview for people to read. He said it is important that the document is accessible to everyone in the community who should be able to read and understand it. He said there will be a day and evening conciliation in the Leconfield Hall as part of the process.

9. Other items at Chairman’s discretion

Cllr Peet said he had spoken to some people who are having to clear litter from Hampers Common and take it to their home to put it in a bin. Cllr Kemp said that he will speak to the street cleaning team about putting a bin there (**ACTION**).

10. Exclusion of Press and Public

Staffing

Proposed by Cllr South

Seconded by Cllr Hanauer – agreed to public exclusion.

Meeting closed – 9.25pm

Signed.....

Chairman