



# Petworth Town Council

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## TOWN COUNCIL MEETING

A MEETING OF THE PETWORTH TOWN COUNCIL TOOK PLACE ON THURSDAY  
15<sup>th</sup> MARCH 2018 AT 7.30PM IN THE PETWORTH TOWN COUNCIL OFFICE, THE  
OLD BAKERY, GOLDEN SQUARE, PETWORTH

### MINUTES

**Present:** Cllr Chris Kemp (Chairman)  
Cllr D. Burden  
Cllr Alan Copus  
Cllr R. Evans  
Cllr Neville Fox  
Cllr Juliet Fynes  
Cllr Roger Hanauer  
Cllr Rosa Pawsey  
Cllr Tony Rogers  
Cllr Jim Scallon  
Cllr L. Singleton  
Cllr Carry Smith  
Cllr J. Thorpe  
Melanie Kite – Clerk

Two members of the public were present.

- 27/18 CHAIRMAN'S ANNOUNCEMENTS**  
The Chairman reminded those present of the fire exit and to turn mobile phones to silent. The meeting was not being recorded.
- 28/18 APOLOGIES FOR ABSENCE**  
Cllr M Peet and County Councillor J. Dunton
- 29/18 DECLARATIONS OF INTEREST**  
Cllr C. Kemp declared a particular interest having submitted an expense claim form.
- 30/18 MINUTES OF THE PREVIOUS MEETING**  
The Minutes of the meeting held on 15<sup>th</sup> February 2018 were approved and signed as a true and accurate record of the meeting.

Proposed Cllr Hanauer, seconded Cllr Smith, unanimously approved.

**31/18 MATTERS ARISING and ACTIONS RESULTING FROM THE MINUTES**

There were no matters arising from the Minutes.

**32/18 PUBLIC PARTICIPATION SESSION**

Adjournment of the meeting for public questions.

A member of the public asked why there are no food recycling bins in Petworth.

District Councillor Eileen Lintill replied saying that at present Chichester District Council do not recycle food waste. She was aware that the waste management group have a pilot scheme in action but that there are no intentions to roll this out across the district yet.

Roger Barrow is the cabinet member at Chichester District Council in charge of waste management and can be contacted should the resident wish to do so.

**33/18 VISION GROUP**

The Clerk had received an email from the Vision Group saying that they will not now be presenting at the meeting. They wish to present to councillors at a private session prior to the Full Council meeting. The Clerk informed the members that she had replied to the Vision, explaining why a closed session could not be granted and that a general meeting could be arranged.

Meeting re-convened

**34/18 REPORT FROM THE DISTRICT and COUNTY COUNCILLORS**

County Councillor Duncton

I am afraid that I cannot attend the Town Council meeting this coming Thursday as it clashes with Prize Giving at Midhurst Rother College at which most of you know I am a Governor and I need to be there. Many of Petworth young people attend this Academy and it is a very good School with an excellent reputation. We are very glad to have it for our young people. I think on 2 occasions Petworth has been home to the Head Boy at the College.

This morning I am off to Newcastle for the Firefighters annual Conference and as ever there will be the opportunity to speak to Firefighters and indeed Councillors from other authorities for quite a lot of networking. We are always open to see how you can do things better even though our West Sussex Fire & Rescue it is second to none in the UK.

You will have seen in the local paper that we now have a Drone which when needed will be used by other emergency Services and has indeed already been used by the Police.

Always under pressure financially it's good to talk to others and see how we can alter the provision of the Services. We now also have a new 30mtr Platform Ladder which although you hope not too have to use too often but it's there for any occasion that may arise. Grenfell still plays quite a big part in Fire and Rescue Services thinking for the future.

We now have a new provider for our Highways Services and they will begin working for West Sussex from the 1st July.

Budgets are now done and indeed every section is looking to-wards the 2019/20 budgets and you know you are going to have to look for improvements.

Our Children's Services and indeed the adult Services are ever under pressure but a lot of work goes on in all departments to make improvements where needed against ever tightening purse strings but as I have said before we are not closing any of our Libraries despite the fact that our neighbours both Surrey and East Sussex are closing Libraries. We hope to introduce other uses into our Libraries and already we have introduced mobile shelves in Petworth so that the books can be moved to help accommodate other uses in Petworth Library.

District Councillor Lintill

Council approved budget and increase in council tax. They also approved the NHB scheme for the next year.

We have agreed our Corporate Plan for the period 2018 -2021 and if anyone wonders what we do it is a good reference document.

Exciting project called Social Prescribing. SP is defined as the skill of connecting people to services and support in local places. GP's recognise that many of their patients present with illnesses that are caused by issues that cannot be solved by the GP, e.g. housing, debt isolation. GP's don't know where to signpost them to. There will be a two year pilot project with two groups of GP practices one north and one south of the downs. The District Council have committed £114,000 over a two year period towards the project and have been able to find partners to match fund. There will be two community referees in each pilot and they will work across the practices helping link people into groups, etc. that can help them with the issues they face.

Taking Chairman to meet the lady who has been involved in the Selsey Works programme. Whilst it sounds a great idea to set up a hub it is not as straightforward as it sounds and Selsey have learnt a lot through the process. I think the Town Council need to be clear exactly what they are hoping to achieve. I have seen nothing in the minutes to indicate it has been discussed and I think this is essential before we go too much further.

At the last meeting the chairman said PTC had not been consulted about the Barton(s) Lane name issues. I was disturbed by this so have done a bit of digging and I can confirm that the PTC were consulted in 2017 a letter was sent to the clerk (R. Knifton) in May and a response with evidence was sent back to CDC by Debbie in June. This is what has been acted upon.

The new data protection regulations I am sure are taxing us all. Could I ask that any council business is dealt with through my CDC account rather than my personal one. I think this affects the chairman mostly and I don't think I should be emailing him on his Gmail account as it is a joint account. I am attending training next Monday so if anything changes I will let you know.

Cllr Hanauer had done some research himself and found that the regulations on renaming a street is down to the town or parish council's decision.

It was agreed that as this took place when the council did not have a full time Clerk and the Chairman was unaware of having seen any paperwork; it was therefore not brought to a council meeting to be discussed. Cllr Kemp asked District Councillor Lintill to provide the council with the paperwork and the issue would be brought up at another more appropriate meeting in the future.

District Councillor Lintill also said that she would find out the process and report back.

Cllr Fynes enquired why Petworth could not have more appealing bus stops similar to those further south. She also thought that the buses should have SNNPA branding, emphasising the fact that we are right in the National Park, and especially as the number 60, Midhurst to Chichester has the SDNPA logo. D.Cllr will look into this.

Cllr Kemp reported on his meeting at WSCC meeting where Rachael North presented on "Unlocking the power of the community" He was optimistic that more cohesion and closer working relationship with the town and parish councils would come from her appointment.

Cllr Hanauer reiterated his frustration that County Councillor Janet Duncton had not attended the meeting, the fourth month in a row.

District Councillor left the meeting.

35/18

**TO RECEIVE REPORTS FROM THE COMMITTEES**

**Finance and General Purpose Committee**

The Minutes of the Meeting held on 13<sup>th</sup> March 2018 were adopted.  
Proposed Cllr Copus, seconded Cllr Evans, all in favour.

**Payments**

Cllr Copus explained that an estimate had been received for sandblasting the BT phone box. It had been agreed that it was reasonable and acceptable and therefore, due to the difficulty in moving the phone box no other estimates had been sought.

All payments were approved.

Proposed Cllr Copus, seconded Cllr Kemp, all agreed.

**Bank Reconciliation**

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

Cllr Copus asked that a sum of up to £1,000 be agreed to buy a new laptop for the office which would have Windows 10 Pro and therefore be compliant with the new GDPR regulations coming in at the end of May 2018. Cllr Copus, Cllr Meakin and the Clerk would research laptops.

Proposed Cllr Scallon, seconded Cllr Burden all in favour.

**Planning Committee**

The Minutes of the meeting held on 7<sup>th</sup> February 2018 were adopted.

Proposed Cllr Rogers, seconded Cllr Hanauer all in favour.

36/18

**TO RECEIVE UP DATES FROM WORKING PARTIES AND GROUPS**

**(a) Petworth Business Association**

An update was received from Cllr Kemp.

15,000 mini maps are now ready for distribution. A large one will be commissioned or the main visitor's board at the top of the car park.

'Plastic Free Petworth' is being considered. However, there is a lot to research first.

PBA stickers are now in all the shop windows of the members' shops.

Membership is slowly increasing.

**(b) Neighbourhood Development Plan**

Next week on the 23<sup>rd</sup> will be the end of the 6 week consultation period for the additional piece of land, H8. As SDNPA are managing this the PTC will be notified as soon as it has analysed the results.

The Clerk had been contacted by a resident to say that a man is doing a door to door petition on H8 and asked whether he was acting on behalf of the Town Council. He had no more information on the man. The Clerk confirmed that on no account had a person been asked to act on behalf of the council or the NDP steering group. This would be illegal and contravene the regulations governing consultation periods and ahead of a referendum.

**(c) Traffic Working Party**

The working party will be meeting West Sussex Highways on 22<sup>nd</sup> March to discuss the PTC document and especially phase 1 action points.

There has been a very good response to the bus survey with over 100 forms having being received so far. The comments will be fed in to the transport survey.

**(d) Skate Park**

The dimensions of the area required for the skate park were sent to CDC in CAD format as requested.

A letter will be sent to the residents closest to the area inviting them to a meeting to discuss and hear their comments and concerns. This will be held on 22<sup>nd</sup> March at 7pm in the council office.

Invitation to tender for the design and construction of the skate park have been sent to four companies.

Heads of Terms for the lease of the car park area is being reviewed by legal.

**(e) Petworth Park Sports – Grant**

Mr. Andrew Carrington has been appointed Chairman of the newly formed CIC.

A Darts Club has been formed.

The Football Federation has agreed the grant for the purchase of ground machinery for the sports ground. This is match funded by PTC.

**37/18**

**CLERK’S LEAVE**

This was noted.

**38/18**

**MATTERS TO BE DISCUSSED AT THE CHAIRMAN’S DISCRETION**

Cllr Hanauer asked that the Barton(s) Lane issue be put on next month’s agenda.

A resident had spoken to Cllr Hanauer regarding having a suitable footpath or pavement along the road from Hampers Green to the playground. This will be looked into and Hyde housing will be spoken to about the existing paving in front of the houses there.

Cllr Thorpe and Cllr Singleton left the meeting.

Information regarding the forthcoming GDPR will be on next month’s agenda.

Cllr Burden reported that there are a number of loose paving slabs around The Square which are dangerous and need attention. The Clerk will report this via the WSCC web site.

Cllr Kemp informed the councillors that a meeting with Nick Herbert, MP will take place on 11<sup>th</sup> May in the town council office. Any councillors wishing to attend please let the Clerk know.

Meeting Closed: 9:05pm.

Signed: \_\_\_\_\_  
Chairman.

Dated: \_\_\_\_\_