

MINUTES OF A MEETING OF PETWORTH TOWN COUNCIL  
HELD ON THURSDAY 15<sup>th</sup> JUNE 2017  
at 7.30pm in the Council Offices, Golden Square, Petworth

**Cllrs Present:** Mr Chris Kemp (Chairman)  
Mr Michael Peet  
Mr Alan Copus  
Mr David Burden  
Mr Steve Meakin  
Ms Juliet Fynes (7.35pm)  
Mr Roger Hanauer (Vice Chair)

**In Attendance:** Jenny Mouland (press)  
Deborah Glover (temporary employee)  
Cllr Janet Duncton  
Mr Jim Scallon  
Mr Alan Sutton

**Apologies:** Mr Rob Evans  
Ms Rosa Pawsey  
District Councillor Eileen Lintill  
Mrs Liz Singleton  
Mr Tony Rogers  
Mrs Carry Smith  
Mr Neville Fox

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The meeting began at 7.31pm.

1. Representations by the public

Jim Scallon – co-option for council.

2. Apologies for absence

Tony Rogers, Carry Smith, Neville Fox, Rosa Pawsey, Rob Evans, Liz Singleton and 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

Cllr Duncton informed the meeting that it is carers' week 12<sup>th</sup>-18<sup>th</sup> June and pointed out that there are a lot of young carers, including in Petworth. She added that the Fire Service is supporting Child Safety Week. She said that the trading standards team are warning parents about buying jewellery online. She said that she has taken the queries that the chair had for her and she is still awaiting answers. She will email the clerk once she has these answers. She informed the meeting that the highways team are hoping to come and re-top Angel St at the end of July.

Regarding the District Council she said that the Southern Gateway is now in draft form and it will probably only require a few alterations. She added that there is a CLC meeting next Tuesday at Rogate.

Cllr Kemp said for her not to be offended if PTC are not represented at the meeting because there is nothing on the agenda for PTC.

Cllr Duncton then said that they appear to have reached a happy resolution regarding the Virgin Mary Springs and WSCC will be removing the walkway within a month.

Cllr Kemp raised the issue of the prospective charges for parking bay suspension for the Farmers' Market. He said that PTC have not been charged for the last 2 years for any suspensions and that the council have never had paperwork saying that the market was a special arrangement.

Cllr Duncton said that when she gets an answer on this from Bob she will let Cllr Kemp know. She added that it is a county wide ruling and she doesn't think they will give Petworth a special arrangement. She added that the council had made the comment to PTC and had been lucky so far to not be charged.

Cllr Kemp said that the cost is a tax. The council is not losing any income from the parking suspension and it doesn't cost the council much to administer it.

Cllr Duncton asked whether it is WSCC or CDC that Cllr Kemp is expecting an answer from.

Cllr Kemp said that CDC is hiding behind WSCC on this matter. He added that Cllr Lintill is shocked that WSCC want to charge us.

Cllr Duncton said that she did not know that the policy had changed or she would have informed PTC.

Cllr Peet asked whether Petfringe will be charged for their road closure. Cllr Kemp then asked whether the fair will be charged. Cllr Duncton said no to which Cllr Kemp asked why not and that she needs to find out why they will not be charged.

Cllr Duncton replied that when she has an answer on this, she will tell Cllr Kemp.

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

**Councillor co-option** – Cllr Kemp asked the meeting if they would like to co-opt Jim Scallon and confirmed that everyone had read his application letter.

Jim Scallon was co-opted on to the council. **Proposed by Cllr Hanauer, seconded by Cllr Copus.**

**Virgin Mary Springs** - Cllr Hanauer informed the councillors that he had had a meeting on the 2<sup>nd</sup> June with representatives from the Petworth Society and WSCC officers and our County Councillor Janet Duncton. He added that the day before the meeting a request had come in from BBC Radio Sussex to give an interview in relation to this current problem, Cllr Hanauer decided not to speak because the situation needed resolving first. He said that he was shocked to find that County Cllr Janet Duncton and Gordon Stevens of the Petworth Society had given an interview on the radio, which he didn't think was appropriate and or helpful to the situation.

Cllr Hanauer said that during the meeting Peter Jerome had admitted that the religious link to the spring was tenuous at best. The walkway was described as a desecration, which Cllr Hanauer said in his personal opinion was nonsense. He said that while he respected Peter Jerome, he felt that the article in the Petworth Society Magazine that had used the term 'wilful disregard', was a slur on the various agencies involved. Cllr Hanauer then apologised to the volunteers whose efforts in relation to the spring had been negated. He added that they were the innocent parties in this. He is going to monitor the site and report back to the WSCC Highways Officer regarding the site and his inspections.

Cllr Kemp then asked the meeting for guidance on how to reply to the emails that have been received.

Cllr Peet suggested that PTC refer people back to WSCC with a 2 line, standard response.

Cllr Hanauer concluded by saying that he felt the article in the Petworth Society Magazine was a needle to prick the town council and that he was not comfortable with this use of the magazine.

**Bus shelter** – Cllr Hanauer reported that he had met a representative from Queensberry Shelters along with Fred Hill, who has been very supportive and communicates with those who will be using the shelter. They are going to have a cantilever structure which is cheaper and means they will not have to reroute the footpath and the shelter can then also be placed nearer to the bus stop. Cllr Hanauer says he has an estimate for the work which includes doing the preparatory groundworks, but that he will need to get another couple of estimates as well. He added that when the work is done, they will need traffic lights and want to park a truck on the verge and that he has asked Chris Dye from the Highways Dept. about this.

Cllr Fynes added that Queensberry provided the shelter by the Leconfield hall and that they were very good.

**Farmers market** – Cllr Peet said that the new barriers were easier to move and use. He added that there are 23 stalls coming for the next market and that because there are lots of things in season now, there is a good attendance. He said that they are going to try and encourage the Petworth Vision Group to put their exhibition inside the hall rather than take spaces from the Market Square.

Cllr Kemp confirmed that they have been told this and Cllr Copus added that he will need to raise an invoice for them for less money.

Cllr Kemp said that they are looking for an extra bit of space at the next market to accommodate the Petworth Town Band Youth Band who would like somewhere to perform.

Cllr Hanauer said that they have talked about getting extra signage for the indoor market to get more people in and he suggested that Steeples could produce something.

Cllr Fynes suggested that a banner might be a good idea and Cllr Kemp said that if they asked Steeples on Monday they may be able to get something ready for the next market.

**Allotments** – Debbie Glover confirmed that all the money for this year's rents was now in and that there had been a request for some people to halve their allotment size.

Cllr Hanauer informed the meeting that Debbie Glover had sent letters out to some people regarding the poor upkeep of their allotment, but due to some confusion with the allotment maps and numbering, some people had had to be placated because their allotment was in good condition. He is going to be looking at the numbering when he does his re-inspection next week.

**Skate park** – Cllr Kemp informed the meeting that they have settled on a site. Cllr Hanauer added that they are still waiting for CDC to come up with a redesign of the bottom end of the car park. He said that PTC’s designers are in contact with CDC and they have reverted to the rectangular design going into the bank because this matches with CDC’s designs and also Saville’s were concerned that the L shaped design was going near their office.

**Highways and traffic** –Cllr Kemp informed the meeting that the lorry survey was currently happening. Cllr Peet said that he has organised questionnaires to go round the town along with the PBA. The questionnaire will go to all business owners in the town centre asking them which categories of vehicles they need for their business. He said they have made it clear that even if the Angel St classification is changed, the lorries can still come in if they have a purpose. He said they have made it clear that PTC are not going to make it illegal for 7.5 tonne vehicles to come through, they’re just saying they would prefer it if they didn’t, unless they need to. He said PTC want to prove to WSCC that no-one in the town actually needs these gigantic vehicles. He added that once the Co-op goes into Swan House, it will be dangerous for people crossing with large vehicles.

Cllr Kemp said that hopefully the data from the survey will give us the evidence we need. He added that even when Angel St was closed recently there were still lorries coming through.

Cllr Hanauer asked whether if a business needed an arctic they could apply for a special dispensation for it.

Cllr Peet said that PTC need to get a restriction in place on Angel St to 7.5 tonnes with access.

**Boys School** – Cllr Kemp referred to the article in the Midhurst and Petworth Observer regarding the removal of clause 29. He said the planning committee were firm that the clause must stand as it is. He added that he hasn’t heard from the developer and that he has asked what the budget is for the piece of art, but that this has not been answered.

Cllr Hanauer said that Cllr Rogers has arranged to meet a sculptor before the next planning meeting called Jonathan Knight just to look through some designs. He added that John Edgar, another sculptor, is happy to come and meet with the council at one of their meetings. He can then explain the options and price guides in relation to these options. He added that he does not feel that the developer is being fair.

Cllr Kemp said that we must get costings from another sculptor as well and that the council should get 3 presentations on one evening from 3 different sculptors.

Cllr Hanauer clarified that the meeting he was referring to was not in reference to a particular sculpture, but was a more general meeting in terms of what you can get for your money.

Cllr Fynes asked if the community was going to have a say on the sculpture and Cllr Kemp said they will, PTC are just overseeing the process. He added that the community will be involved once the council knew which way they were going.

Cllr Hanauer concluded by saying they need a figure from Joe Gormley and then they can look at public subscriptions to top up the fund if necessary.

**Sports ground** – Cllr Kemp said they currently have a draft of the policy but that they do not yet have a clean copy. The National Trust have confirmed that it has been sent off, but that it will be another month before they are able to sign it off. He said that the council legal advisers at SSALC do not see any pitfalls and he asked the meeting whether they are happy for 2 councillors to sign the lease, or whether they wished to see it first as a council.

Cllr Hanauer said the council should rely on the professionals and their advice.

Cllr Copus added that the lease is okay from a legal basis but asked if it is okay commercially.

Cllr Kemp said that the financial liability is £1000 per year and either PTC can arrange insurance, or the NT will insure it and bill PTC.

Cllr Copus said that the Joint Sports Association have it insured until next January.

Cllr Kemp suggested that it might be possible to tag it on to the council’s insurance as an extra. He added that the council is liable for repairing the pavilion, but not the boundaries and fences which are the NT’s responsibility. He added that the council will be licensing the Sports Association and therefore passing their responsibility on to them. He stated that if they do not run it as per the council’s instructions, they will need to find someone else to do so. He clarified that it’s a 5 year lease and that they have been advised by SSALC and other bodies that any break clause would be deemed by Sports England etc. as a short lease and would affect funding.

The meeting agreed that 2 councillors, Cllrs Kemp and Hanauer were allowed to sign the lease in order to avoid waiting until next month’s meeting.

**Annual Meeting**- Cllr Kemp said that it would have been good to have had more councillors and more members of the public there. He suggested that next year they might persuade clubs to do the static display during the day and then get more presentations in during the evening.

Cllr Hanauer suggested getting a speaker to come along.

Cllr Kemp said that numbers were up from the past so this was positive.

Cllr Hanauer said that people think of it as a town council event rather than something for the public.  
Cllr Kemp added that it was surprising how many of the clubs did not know about each other's existence.

**Staffing** – Cllr Kemp informed the meeting that they had had 10 applications for the clerk post, which had been shortlisted to 6 and then 3 invited for interview. Thus far 2 of the 3 have confirmed attendance. He added that he was very pleased with the high standard of the applications. The interviews will be on the 29th June.

6. To confirm the minutes of the previous council meeting  
18.5.17

**Proposed by Cllr Peet                      seconded by Cllr Hanauer. Adopted.**

7. Matters arising from previous minutes not already on this agenda.  
None.

8. To receive reports

a) Cllr Copus presented the following figures and explained that the bank reconciliation was out by 6p due to an underpayment of this amount to Reed for Debbie Glover's services. The meeting also agreed to add the £10 per month calls package to their BT account.

To be approved

BACS	26/05/2017	Steeple LDZ Designs	30.00	5	25.00	Annual meetings	Banner	paid BACS 30/5/17
chq611	01/06/2017	Ltd	20.00		20.00	Farmers Market	Refund for Indoor Market	
	28/04/2017	Nexus	1,500.00	250	1,250.00	Neighbourhood Plan	Amendments to draft plans	
	24/05/2017	Viking	96.43	16.07	80.36	Office Expenditure	print cartridges & paper	
	26/05/2017	Viking	11.47	1.91	9.56	Office Expenditure	print paper	
	12/06/2017	Quality Traffic Surveys Ltd	840.00	140	700.00	Traffic consultant recommended works	Traffic survey	
	02/06/2017	Southern Electric	3.36	0.16	3.20	Street Lighting	3/5/17 to 1/6/17 Continuous	
			24.63	1.17	23.46	Street Lighting	Dusk to dawn	
		Total £42.42	14.43	0.68	13.75	Street Lighting	Half night pre dawn	
DD	16/06/2017	BT	18.00	3	15.00	Comms/IT	mobile June	
DD		BT	88.56	14.76	73.80	Comms/IT	Package June	
	08/06/2017	SSALC	96.00	16	80.00	Training	H&S training 15/6/17	
	10/06/2017	Tim Ticehurst Auditing	570.00	0	570.00	Farmers Market	Barrier trolleys	
	14/05/2017	Solutions Pitchcare/Alex	384.00	64	320.00	Audit Fee Unallocated	2016/17 Final visit	
	25/05/2017	Rees	299.34	49.89	249.45	budget/contingency	Herbicide	
	19/05/2017	Reed	369.12	61.52	307.60	Office temp	w/e 12/5/17	
			369.12	61.52	307.60	Office temp	w/e 19/5/17	
		£1628.86 total	562.46	93.74	468.72	Office temp	w/e 26/5/17	
			328.10	54.68	273.42	Office temp	w/e 2/6/17	
			0.06			Office temp	outstanding on previous cheque	
	02/06/2017	Flude	2,119.20	353.2	1,766.00	Office Rent & Service Charges	1/1/17 to 30/6/17, refund of £1750 due for 2016 year	
	28/05/2017	Debbie Leconfield	35.40	5.9	29.50	Web Site	Hosting year to 24/5/18	
	31/05/2017	Hall	278.00		148.00	Farmers Market	lower hall 27 May morn	
					130.00	Annual meetings	Entire hall 26 May eve	
	27/05/2017	Hennings	120.28	16.59	103.69	Annual meetings	Refreshments	
	27/05/2017	Fiona	41.49		41.49	Annual meetings	Flowers for Maggie	
BACS	31/05/2017	Austens HJS Land	6.49	1.08	5.41	Maintenance	Polypropalene rope	
BACS	31/05/2017	Services	3,745.00		2,500.00	Cemeteries		
					260.00	Rosemary Gardens		

				530.00	Hampers Common	
				455.00	Other areas	
22/05/2017	Fire Risk UK Johnston	139.2	23.2	116.00	Office Expenditure Unallocated	Extinguishers
11/05/2017	Publishing Surrey Hills	686.25	114.37	571.88	budget/contingency	Clerk advertisement
14/06/2017	solicitors	834.00	138.00	696.00	Petworth Sports	Review of Lease
BACS 07/06/2017	Steeple	30.00	5.00	25.00	General Maintenance	Play park signs

#### BALANCE SHEET

Reserve at 1 April 2017 - general	27,336.14	Nat West balances at	31/05/2017
Reserve at 1 April 2017 - for allotments	1,368.82	Current Account	4,639.32
Reserve at 1 April 2017 - for FM	3,121.60	Deposit Account	34,039.85
Reserve at 1 April 2017 - for Playparks	-5,922.71		
Reserve at 1 April 2017 - for Bus shelter	3,000.00		
Less: Recoverable VAT 2015/16	669.40		
	-		
Less: Recoverable VAT 2016/17	13,201.77		
Less: Recoverable VAT 2107/18	-2,746.85		
Plus: income	60,720.18		
	-		
Less: expenditure	35,665.70		
Balance at 31/05/2017	38,679.11		38,679.17

difference of 6p is because cheque 580 to Reeds was 6p light

Acceptance of figures **proposed by Cllr Copus, seconded by Cllr Peet – accepted.**

Cllr Copus went on to discuss the 7 grant applications received thus far and the allocations of money as below.

#### GRANT APPLICATIONS RECEIVED 2017/18

<u>Applicant</u>		<u>What they do/need</u>
Revitalise	25/11/2016	250 Respite breaks for carers
United Reform Church	05/06/2017	250 Help towards dishwasher
Victim Support	Jan-16	0 Supports victims and witnesses of crime
Air Ambulance	10/02/2017	250 Provide advanced pre-hospital care
Leconfield Hall	16/04/2017?	
Citizens Advice	06/04/2017	0 Provide a variety of advice
Petworth Festival		250 Support family and community event
Scouts	?	
Youth Centre	?	0
Community Garden	?	0 We are providing non-financial support
Sports Club	hold	

**Proposed by Cllr Copus, seconded by Cllr Peet.**

He then confirmed that he had sent the internal audit to everyone and Debbie Glover confirmed that it is also now available on the PTC website.

b) Minutes of previous finance meeting 16.05.2017

**Proposed by Cllr Copus                      seconded by Cllr Meakin. Adopted.**

c) Highways and Planning meeting minutes –

To be approved next time, had not been sent out by Cllr Kemp.

d) Open Spaces – Cllr Hanauer said they are still awaiting notification of completion from BT re the phone box. He mentioned that Greenspan were at Hampers Common looking at the zip wire issue. They had said they couldn't see any movement, but had put more concrete down anyway.

Cllr Kemp said that he had been informed the work was out of guarantee now and that to do it would cost £1300. He said he had then asked them to send him a report with photos and engineers calculations etc. but that they hadn't done this, but had come and done some work to it instead. He added that he will go and look at the work they have done tomorrow and will await an email from them confirming that they have done this work.

Cllr Hanauer added that he had not been impressed with Greenspan all the way through the process. He added that they said they had dug all round the zip wire but had not found evidence of movement.

Cllr Kemp said regardless of this he would like to see the specification.

Cllr Hanauer said PTC need them to sign a form saying they have done the work and that it is safe to use and that it was poor service from them.

e) Vision Group – Cllr Fynes told the meeting that Samantha Moore is doing fortnightly coffee mornings and that she had done a couple of sessions in the Leconfield Hall, but that not many people had come. They are currently writing the proposal for the gateway Project and there is a proposed Family Fun Day on 3<sup>rd</sup> September.

Cllr Peet asked whether they had found it useful being at the Farmers' Market and Cllr Fynes said that Samantha Moore had not mentioned that they were going to be in the hall, she thought they were still going to be in front of the newsagent.

Cllr Peet said that it is a mistake by the Farmers market committee, but that the Vision does not meet the criteria for the Farmers' Market, which may be oversubscribed. He said they were waiting to speak to Sam once they knew the numbers for the market.

Cllr Fynes said that she senses some hostility towards the Petworth Vision from the council meeting which she feels needs to be sorted out. She added that as the council's representative on the Vision group she didn't feel she was getting all the information to give to them.

Cllr Kemp stated that he does not feel that the Vision group are giving her the information to bring back to the council.

Cllr Peet said that because the council operates in a very public way with minutes etc. Cllr Fynes has all the information she needs to go back to the group. However, he added that the council do not seem to get an update from Vision each month about what they're working towards. He said that when Alex Rees provides a PBA update they are able to glean a lot of information. He said he wondered whether decisions and things were being decided outside of the meetings and whether that meant that Cllr Fynes was not being kept in the loop.

Cllr Hanauer asked if the meetings are minuted.

Cllr Fynes said that if minutes are taken they are not circulated. She added that there are representatives from the town council, WSCC and community associations, the National Trust, Charles from the Leconfield Estate and Patricia Hewlett all at the meetings.

Cllr Hanauer said that he does not understand how it functions to which Cllr Fynes said that that is Nicola's role.

Cllr Hanauer asked how things are followed up on if nothing is written down.

Cllr Fynes said that there is an agenda, everyone is introduced and that there's lots going on, but the only thing that's made lots of progress is the Gateway Project.

Cllr Hanauer stated that they have not been interfacing with other agencies in the town and that therefore this is not a democracy.

Cllr Fynes stated that there is a presentation about the Gateway Project in July.

Cllr Hanauer said that they had asked to be kept informed by the Vision group on the progress for their design but that this had not happened and that they had had to contact Patricia Hewlett to get the necessary information. He asked why they are not minuting things and being more democratic.

Cllr Peet added that PTC are working to a more structured process and he suggested that perhaps the group see themselves as volunteers doing something good and he suggested that Samantha Moore could bridge the gap between the Vision group and the council. He finished by saying it is a small town trying to achieve things, a lot of which overlap.

Cllr Fynes said that perhaps the Vision is becoming a victim of its own enthusiasm – they have too many ideas and they can't act on them all.

Cllr Hanauer said that some organisations are not willing to engage with each other and he felt this was sad.

Cllr Fynes said that Cllr Peet and Alex Rees are involved with the PBA and Alex is also involved with the Vision, so she thought the council would get some information this way.

Cllr Peet suggested that on behalf of the council Cllr Fynes could say to Samantha Moore that the council look forward to a more structured communication going forward.

Cllr Kemp said there is a strong confusion between the Neighbourhood Plan and the Vision group. He added that the NP's the one that's going to deliver for the people of Petworth, not the Vision group. He added that the Vision webpage on the Discover Petworth website is using photos of the council's farmers' market, jazz in the stables, the NP consultation day and that none of these are Vision things. They need to clarify what they do. He said he has spoken to David Hornby about this.

Cllr Peet said it would be good to have a monthly report officially from the Vision group. He added that it seems unfair on Cllr Fynes that she is sent back to council with nothing much to say. He said it was useful that Patricia Hewlett came and gave a presentation, but that she hasn't stayed in touch as was requested. This is important because both organisations are trying to keep CDC happy about the parking bays. He said they do not want the skate park to be scuppered due to lack of communication.

Cllr Fynes stated that the Vision group have no intention of undermining the skate park.

Cllr Peet said it would have been nice to have heard from Vision on how the meeting with CDC had gone.

Cllr Hanauer said that the council had been struggling to get a skate park for the youth and younger members of Petworth for many years and he is not happy that the prettying up of Petworth could affect this. He said they need to keep in touch with the council.

(f) Neighbourhood Plan – Cllr Kemp said there is a meeting next Tuesday with the consultants where they will be starting to look at the reviews. He said there would not need to be a huge adjustment. They have started to complete the form to appoint an examiner and they are on track for a referendum this side of Christmas. 80% of those who replied are in favour of the draft plan.

(g) Petworth Pages – Cllr Kemp asked whether there were any comments on the document he sent round. Cllr Copus said it was not an easy read and Cllr Kemp said it was just meant to provide an overview of the next edition.

Cllr Hanauer asked whether Julie Aguilar will be writing something about the boys school and when informed that she was, added that there would need to be a lot of sensitivity around the piece.

#### 9. Other items at Chairman's discretion

Cllr Fynes said that she had received the email regarding the programme that repairs objects coming to Petworth. She suggested that the list of chairmen and clerks on the wall in the office could be presented for repair. She also mentioned that one of the ladies at the Vision coffee morning mentioned the vandalism that had been recently taking place.

Cllr Kemp said that the pavilion had been broken into and that it was an insurance claim situation.

Cllr Burden referred to Kate at the Community Garden wanting to extend their shed and that someone from the council would need to oversee this.

Cllr Kemp replied that she normally emails him and the estate asking for approval.

Cllr Kemp ended the meeting by announcing that Debbie Glover would be terminating her work for the council at the end of June. Cllr Hanauer thanked Debbie Glover for all her hard work since joining the council as a temporary employee. He then presented her with a gift.

Meeting closed – 9.26pm

Signed.....  
Chairman