

MINUTES OF A MEETING OF PETWORTH TOWN COUNCIL  
HELD ON THURSDAY 16<sup>TH</sup> FEBRUARY 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)  
Deborah Glover –temporary employee  
Fred Hill – member of the public

**Apologies:** Mr Rob Evans  
Mr Tony Rogers

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The meeting began at 7.30pm.

1. Representations by the public

Fred Hill.

FH commented that Cllr Hanauer had shown him on a plan where the bus shelter is to be sited, but that he doesn't agree with this because people waiting will not be able to see the bus until the last minute.

RH said that it will be a maximum of 20 yards from the bus stop. He explained that in order to save money the council wanted to put it where the old phone box was, but that dealing with BT had been a nightmare and that BT had said they had cables in the area that they use, so it was not possible. It was going to cost £8000 just for the groundworks to put it where originally requested and this did not include the cost of the shelter. This alternative reduces the cost of the groundworks significantly. This is the compromise position – that people will have to walk 20 yards to the bus when it arrives. RH added that the bus driver will know where the shelter is. The shelter should be arriving soon, he just needs to send final details to Chris Dye. Highways have been helpful, but they do not want anything to compromise visibility.

FH then asked whether the bank by the fire station is going to be tidied up and he added that highways had trimmed it up before, but that it hasn't been done for several years.

CK asked whether it is the responsibility of CDC, Highways or Martlets.

Cllr Duncton said she did not think it was CDC, but that she will check out who owns it (**ACTION**).

FH asked whether they could tidy it up themselves.

CK said that he saw no reason why not, but that the town council could not instruct them to do it themselves. He added that he needs to understand who owns it and then he can instruct them to keep it tidy.

FH added that it doesn't give a good impression to people coming into Petworth.

2. Apologies for absence

Apologies were received from Cllrs Evans and Rogers.

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 Lintill informed the meeting that the last cabinet meeting agreed to support the Strategy for Business Improvement who have offered 50k per year for the next 5 years, which CDC will match. She also said the cabinet agreed 65k for essential repairs to structures in enclosed churchyards. 2/3 of the churchyards in Petworth have got bits that have been earmarked for repairs.

She referred to the Keeping Places Tidy campaign from 3-5<sup>th</sup> March and said help is available to Petworth if they need it to improve some areas.

She reported that fly tipping is on the increase and that if they can find evidence as to who has done it, CDC will prosecute them. She added that you can report fly tips on the CDC website and the rubbish is usually cleared within 24 hours.

She stated that CDC had been awarded 1.3 million pounds from the government for community led affordable housing initiatives and that they are looking into whether they could set up an umbrella community land trust. The New Housing Bill is out and they are waiting for their analyst to come back and say what it means for them as a district.

Cllr Duncton commented that both she and Cllr Lintill had been to a crime seminar, which made them aware of how this area has less crime than many others. She stated that they have had a visit from the Children's Commissioner who came to look at the prevention agenda at WSCC.

She said that they have been offered over a million pounds for improving the A285, but that there is a lot of paperwork to complete as part of the bid.

She informed the meeting that the existing highways contract ends June 2018. She mentioned the report that states highways have assets of 17.1 billion.

She told the meeting that the body cameras that the crossing patrol people in Camelsdale have been wearing have proved to be successful and that they are now going to expand this.

They have won an award for Operation Watershed which has £500,000 left.

She said that they have refurbished Crawley Fire Station and are currently having a recruitment drive for retained firefighters with sessions in Selsey and Storrington.

She mentioned the apprenticeship levy that the council has to help employers.

She said with reference to the SDNP, they are now at the last policy and they hope to see the local plan by 2018.

FH asked if there was any chance of having Station Road resurfaced .

CK pointed out that he was down there last week with someone from highways who seemed shocked at the state of the road and said it was going to be redone.

Cllr Duncton added that it is all part of a programme of works that are going to be done.

DB spoke with reference to the improvement of the A285 saying he hoped they were not going to be making the road faster.

Cllr Duncton responded by saying that it has a 30 mile an hour speed limit and they can only try and educate drivers to drive more slowly.

CK asked if the councillors had anything to add to the draft consultation regarding the control of dogs.

Cllr Lintill said it will all be explained if you read it.

FH asked if there was any chance of getting bigger signs about dog poo to which CK replied that he has more signs and he will get them put up (**ACTION CK**).

FH and the 2 councillors left at 8pm.

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

**Bus shelter** -RH said he did not have anything additional to add to what had already been said earlier in the meeting.

MP asked if the sign that says bus stop could be moved next to the bus shelter.

CK said that he thinks the sign belongs to the bus company and that there are 2 pieces of development down there which will increase the traffic flow down by the junction.

MS added that the bus drivers on that route are very friendly and will stop for people.

NF added that you cannot move the bus stop because the bus would then block the roundabout.

### **Farmers market**

CK said that CS is organising an indoor market for the next farmer's market. He added that new signage has been ordered since the times have changed to 9-1pm. He added that he is going to order the barriers (**ACTION**) and he will have them sent to the man who is making the trolleys for them. There will be an advert going on Indeed regarding hiring a new co-ordinator. Since CK and MP are both away next weekend, CK stated that Alex will need some help.

RH said that regarding the barriers and the trolleys, it is going to be very heavy for one person to move these but CK reassured him that there are going to be 3 trolleys and plans are in place to make the job easier.

### **Skate Park**

RH said that it is sensible to engage a planning consultant and that they had met someone from Midhurst who had dealt with similar projects. He is too expensive but has said that he can be flexible with his fees. He added that Tom Debnam is producing another couple of alternative designs.

MP said that the consultant had said we can gain car parking spaces because the current design is not great. CDC car parks dept have seen this work and will take it forward.

CK said that an officer from CDC thinks the scheme put forward by PBA, Vision, etc won't cause a loss of spaces and it will look better at the end of it.

MP said that we need to deliver this and that it's 20 years late in the delivery. He added that he and RH are going to be organising a public meeting in the Leconfield Hall to explain everything to people. He asked whether people are clear that PTC have to take a 10k loan for the skate park.

AC said that it has been factored into the budget.

CK said they can tell people that the car park will be better organised, look better and have some parent and child spaces and electric points for electric cars.

MP added that CDC do not mind paying to reconfigure the car parks for the skate park and that the project is deliverable, but they just need to consult with local people.

### **Highways and traffic**

CK mentioned the 6 points on the lorry survey, but said he did not feel 24 hours was long enough. He said they need to go back to highways to get the exact criteria and see if there was a way PTC could manage the survey themselves. He said they have to demonstrate that 3% of the lorries coming through the town should not be doing so. He said the information we provide must be evidence based. (**ACTION**) **DG** to write to Chris Dye to get the criteria.

JF wanted to clarify whether the lorries driving through the town when not delivering was illegal or advisory.

CK confirmed that it is illegal and that this is what the current sign means.

JF added that people assumed it was advisory because the lorries are not prosecuted.

LS said that last week 2 lorries came into the town and she had to call the police who were not interested in coming out.

CK suggested that he invites someone from traffic to find out why they are not interested in the illegality of lorries coming through the town.

### **Watershed –**

CK commented that the jetting and camera work on the culverts had been done and that the report for this is on its way. He added that he has contacted Sue Furlong to find out whether they need 3 competitive tenders or can just go with the company that has produced the report. He said that some time this year they will get 2 new culverts.

## **Boys School**

CK said that he has had an initial meeting with Father Mark and John Galvin and that Father Mark has asked the bishop if he will take the service, which he hopes to hold in the church and then have a parade to the Horsham Road cemetery afterwards. CK said that an army liaison officer from the Canadian High Commission will be coming. John Galvin is keen to hold a reception afterwards in the school. CK said that this event needs to start to be organised now and he asked RH whether he and the Petworth Society could help and suggested an exhibition to show where Petworth went after the bombing.

CK informed the meeting that Cllr Lintill is going to join the working group for this. He said we need to get the message out to people that we're doing something to mark this occasion.

JF suggested that the hall at Hampers Common would be nearer for a reception, but CK said that John Galvin is keen for it to take place in the school and he confirmed that the date is 29<sup>th</sup> September.

DB asked whether they would be speaking to Don Simpson about this and CK confirmed that this is the case because he is aware of his concerns.

## **De-fibs**

CS said that she had postponed the training with the lady because she didn't know whether it was okay to pay the requested £100. She added that this is cheaper than it normally costs.

CK said that they are trying to make the public and residents aware that the de-fibs exist and help them know what to do. He said that he had asked Anthony in Lloyds whether they might sponsor this.

RH said that he thinks the farmers market is the right place to do the training.

RP added her support for the training stating that she herself would not know what to do.

Council to spend £100 on the training

**Proposed by MS      seconded by DB . Agreed.**

CK asked if anyone had any connection with any retained firefighters because they may be able to provide some training. CS confirmed that she will ask her to do the training at March's farmers market (**ACTION**).

## **Veg share – appendix B**

CK referred to the email he had received and asked people how they felt about this.

JF suggested that they could do it at one of the coffee mornings since they already had veg there.

CK agreed that Friday am in the United Reform Church would be a good place to do it.

MS added that it would also help to advertise the coffee morning.

JF said she will ask the church about this (**ACTION**).

## **Hampers Common Letting Agreement – appendix C**

AC informed the council about the suggested amendments from the finance meeting.

**Proposed by HP      seconded by SM . Accepted the new agreement.**

## **Allotment Tenancy Agreement – appendix D**

AC outlined the amendments suggested at the finance meeting.

**Proposed by MS      seconded by RH. Accepted the new agreement.**

## **Fixed wire testing – appendix A**

AC said that at the finance meeting they had recommended the first quote which was the cheapest from Rupert Young.

**Proposed by RP      seconded by AC. Quote accepted.**

(**ACTION**) DG to arrange a date for the testing to be done.

## **Sports ground –**

CK said that PTC have been asked to take on the lease but that he had never negotiated a sports ground lease before. He added that Andrew Carrington had been very helpful and was happy to be a part of the working group. Alex Rees has also joined the group which would work like a task and finish group to bring the lease back to the council for approval. He said they will need to find a paid solicitor to verify the lease.

HP asked whether it will also impact on the council's insurance?

CK felt it would and said that they will need to set up a management group to manage it. The council should be just keeping a watching brief, not running it.

JF asked whether this means that joint sports will be coming under the council.

MP confirmed that the National Trust will not grant the lease to the sports association.

JF asked what the relationship between the council and the sports association would be.

CK confirmed that the sports association would no longer exist in its current format and that they will have to conform to the agreed lease. He added that they needed to feel certain that the sports association will promote sport in the town.

JF questioned whether the council would agree if any sports groups wanted to use the land.

CK said that this is what the working group is for and that he has briefing information from Sport England to say how you set up and manage a joint council and sports association venture.

MP stated that if the council do not take the lease there will be no sports facility in Petworth. He added that the town council cannot subsidise these clubs and that this is a good opportunity for them.

CK said they are looking for more members for the working group -AC and HP volunteered.

He said that the National Trust originally gave them 3 options, but that 2 had been discarded. The only option left is for the council to take on the lease.

DB said that people need to understand clearly what's happening and that no-one should be excluded.

CK agreed with this and confirmed that the time limit is running out, but that the NT have agreed to give PTC a letter of intent.

MP informed the meeting that initially the lease will be for 5 years. He said that if the council want longer it will take longer to get because it has to go to the top of the NT. There is money out there to completely remodel the cricket ground – 30-40k of grants – but the lease must be for 20 years. The suggestion is to take the lease initially and show the council are good managers and then apply for the longer lease.

CK said that the NT realise that the 2 things are interlinked and that there's no shortage of money for sport in the UK. He said the NT have started to talk to the council about signing a 5 year lease and then within 12 months moving to a 20 year lease.

MP said that he would like to be part of the group and thinks it should also contain people that represent sports in Petworth.

## **Grants**

CK said that there is a little bit of grant money left and that when the new financial year is here there will be a grant fund. The council has a set of forms and a process to apply for grants. He said that he has sent information to everyone today regarding the Petworth Festival and thinks the Petworth Fringe will also ask for help.

He stated that the council need to think about where they want to put their money. He said he is keen to do something more with the literary festival and that they can discuss it more next month.

## **6. To confirm the minutes of the previous planning meeting**

Planning – minutes from 15.12.2016

**Proposed by LS      seconded by CS. Adopted.**

## **7. Approve the minutes of the full council meeting 12.1.2017**

**Proposed by MS      seconded by RH. Adopted**

## **8. Matters arising**

None

## **9. To receive reports**

a) AC presented the following invoices for approval.

42759	HMRC	836.76		836.76	Clerk's Salary	Jan month
42753	Viking	55.38	4.83	50.55	Office Expenditure	stamps, markers etc
42767	Viking	73.57	12.26	61.31	Office Expenditure	key cabinet etc
42751	IOW Computer Geek	64.99	9.99	55	Web Site	hosting & name 1 yr to Feb 2018
42754	Bexley Printers	271		271	Farmers Market	2000 flyers
42748	Reed	105.08	17.51	87.57	Office temp	w/e 30/12/16
42741	Reed	496.24	82.71	413.53	Office temp	w/e 6/1/17
42748	Reed	461.21	76.87	384.34	Office temp	w/e 13/1/17
42762	Reed	572.12	95.35	476.77	Office temp	w/e 20/1/17
42762	Reed	554.62	92.44	462.18	Office temp	w/e 27/1/17
42769	Reed	607.15	101.19	505.96	Office temp	w/e 3/2/17
42751	RMK	83.1	13.85	69.25	Office Expenditure	PAT testing
42493	Leconfield Hall	127		127	Annual meetings	27/4/16 meeting
42766	Leconfield Hall	143		143	Farmers Market	Lower Hall 28/01/2017
42766	Julie Aguilar	285		285	Petworth Pages net contribution	Spring 2017 issue
42766	Julie Aguilar	27.3		27.3	N Plan	travel to London meeting
42766	Austens	36.75		36.75	Office Expenditure	rubbish sacks
42773	Chris Kemp	15.8		15.8	Office Expenditure	keys for safe
42748	Chris Kemp	39.3		39.3	N Plan	London visit
42780	Fiona Kemp	75.13		75.13	Xmas Event - General	Thank you event
42766	HJS Land Services	420		420	Rosemary Gdns/Hampers Com Contract	RG 4 visit + clearance
42769	Link Hire	174	29	145	Farmers Market	January
		18	3	15	Xmas Event - General	Collection
43100	Nexus	1800	300	1500	N Plan	Draft Plan, review WG submissions and housing sites assessment
42790	Julie Aguilar	537.34		537.34	N Plan	Feb net of 0.8% pension
42780	Steeple	90	15	75	Farmers Market	Banners

**Proposed by AC      seconded by MS.      Approved.**

AC set out the following bank reconciliation figures for approval.

**BALANCE SHEET**

Reserve at 1 April 2016 - general	24,478	Nat West balances at	31/01/2017
Reserve at 1 April 2016 - for allotments	99	Current Account	14,861.09
Reserve at 1 April 2016 - for NP	12,829	Deposit Account	14,965.95
Reserve at 1 April 2016 - for playparks	-1,551		
Less: Playpark spend	-4,372		
Less: Recoverable VAT 2015/16	669		
Less: Recoverable VAT 2016/17	-9,933		
Plus: income	124,510		
Less: expenditure	-96,023		
Less: N Plan expenditure	-24,880		
Plus: N Plan grant	4,000		
Balance at	31/01/2017	<b>29,827.04</b>	<b>29,827.04</b>

**Proposed by AC      seconded by MP.      Approved.**

b) Minutes of previous finance meeting 12.01.2017  
Not sent out, will be approved at next month's meeting.

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

d) Open Spaces – RH has contacted Nick Blunt who is going to make good and allow the council to get the kissing gate in. The quotation for this has been approved by the finance meeting for no greater than £400.  
**Proposed by RH seconded by HP. Quote accepted.**

e) Vision Group – JF read out a statement from Melanie at CDC and said that it had been mentioned at the vision meeting that the skate park could result in a gain of parking spaces.

f) Neighbourhood Plan- CK said that the next piece of public consultation is 31<sup>st</sup> March and that the press release for this is going to Jenny Mouland on Monday. It is also going to be in the Petworth Pages. He emphasised that they must get as many people as possible to come and look at the draft plan which is based on prior consultation and that they have spent over 60k as a council on this piece of work. It is from 10am-9pm in the Leconfield Hall and the consultation window is then open for 6 weeks after that. This is the point when any adjustments to the plan get made. He added that after the 31<sup>st</sup> March it becomes a live document. He reiterated the need for all councillors to be up to speed and said that flyers would be going to all households. He said the plan would be in the library, council office and other places for 6 weeks so that people can go and look at it.

10. Other items at Chairman's discretion

CK said he has written an article in the Petworth pages which mentions the annual general meeting. MS referred to the last council meeting where the council proposed having a working group to organise this meeting. She said that this is different from a normal council meeting and that it's an important public face for them. **ACTION DG** to book Leconfield Hall for the meeting.

She added that they need to decide what the aim is for this year's meeting. They could have an exhibition about the skate park and clarification on the new look car park. They could also contact any sports associations.

JF agreed that it should be different from last year.

CK said he feels it's an opportunity for the organisations in the town to peddle their wares.

**ACTION MS** to do an open letter to different organisations and see what happens.

RH suggested that they could also introduce the boys' school event at the meeting.

CK informed the meeting that the Discover Petworth website has been relaunched. The tennis club is keen to get their listing on the site as they are looking for new members, as is the bowls club.

**ACTION MS** to draft out a plan and send it round by email.

LS suggested that the de-fibs could also be discussed.

Meeting closed – 9.45pm

Signed.....  
Chairman