

MINUTES OF A MEETING OF PETWORTH TOWN COUNCIL
HELD ON THURSDAY 16TH MARCH 2017
at 7.30pm in the Council Offices, Golden Square, Petworth

Cllrs Present: Mr Chris Kemp (Chairman)

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
Mr Tony Rogers

In Attendance: Jenny Mouland (press)

Deborah Glover (temporary employee)
Peter Drummond Petworth Fringe

Apologies:

Mr Rob Evans
Cllr Janet Duncton
District Councillor Eileen Lintill
Mr Roger Hanauer (Vice Chair)
Mr Alan Copus
Mr Hugo Petersens

The meeting began at 7.30pm.

1. Representations by the public

Peter Drummond – Petworth Fringe to discuss the proposed Dance Marathon.

Peter Drummond confirmed the date of the proposed Dance Marathon as Friday 30th June. Cllr Kemp expressed concern that if the Square is closed for an event that is poorly attended, it will inconvenience a lot of residents for little gain. He said the District and Community Association have offered to close the Square and he assumes they will steward it as well. He added that it takes about 14 days for the closure to be organised, so it needs to be done about 3/4 weeks before the Dance Marathon.

Cllr South asked if it is a ‘pitch up and join in event?’

Peter Drummond responded that they should have a clear idea of how many will turn up. There is a £300 prize fund and an entry pack is available through the Co-op. Information will also be going out to dance schools, etc – the event will be well publicised.

Cllr Singleton added her concerns to the Square being closed and added that previous events have not been that well attended. She said she felt it might be better in the Leconfield Hall.

Peter Drummond disagreed and said that they are committed to making the Petworth Fringe a bigger event each year.

Cllr Smith said she thought it was a great idea for kids and younger people.

Peter Drummond said they are doing 2000 flyers and that Janet Duncton has agreed to publicise it round the organisations she visits.

Cllr Kemp stated that the council would not yet be voting on it, that this was a chance for the council to ask any questions they had. He added that they could hold the Dance marathon anywhere and that he is not convinced that it’s the Square that will make the Dance Marathon. He added that it is the same evening as the Festival of Speed is taking place.

Peter Drummond said the Square would be shut from 4pm and he reiterated that the event will be well publicised and he was confident it would be well attended.

Cllr Kemp asked if it was too big, too early. He said his personal opinion is that you can send out lots of flyers, but that this doesn’t guarantee that people will come to the event.

Cllr South expressed her concern about people coming to the town and the parking situation.

Cllr Kemp added that the council does not want to be negative, but they are obliged to ask difficult questions.

Cllr South asked if they had considered anywhere else. Peter Drummond asked for suggestions.

Peter Drummond said it would be done under a TENs application so there would be no noise restriction.

Cllr Kemp added that they are limited to 500 people under a TENs application.

Cllr Pawsey asked how many people would be dancing at once.

Peter Drummond replied that there would be different categories and those lasting 3 hours would get an award. The £300 prize money would be shared between those that last more than 5 hours.

2. Apologies for absence

Roger Hanauer (holiday), Alan Copus (funeral), Rob Evans (personal circumstances), Hugo Petersens – Cllr Kemp announced that Hugo Petersens has resigned from the council. Apologies were also received from Janet Duncton 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 Kemp fed back the information that Janet Duncton and Eileen Lintill had emailed him. He added that he had had a meeting with Eileen Lintill and Andy Howard re the closed graveyards to establish their current state – this highlighted what they still need to do and PTC will do.

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

Bus shelter – Since Cllr Hanauer was absent Cllr Kemp said there was nothing to report.

Farmers market – Debbie Glover confirmed that they have had no applications for the co-ordinator position. Cllr Smith stated that the indoor market needs to be built up. She said that she had spoken to Harsha who said she felt if it was £10 per table they would attract more interest. Cllr Kemp said it would be better to charge £10 and get more tables taken. He added that the barriers have arrived, but that they probably won't be available for the next market due to the fact they're currently with the person making the trolleys for them.

Skate park – Cllr Peet said he had been chasing up CDC to find out the outcome of their spatial planning meeting. They need to be happy with the proposal before they can proceed. He added that he is hopeful that they will hear imminently. He said he does not want to organise a public meeting until this is confirmed, adding that hopefully by this time next month, he will be able to talk about planning meetings for it. He confirmed that the legal team at CDC have not done anything further because they are waiting on this decision as well. Cllr Kemp reiterated that there will be a public meeting when it's all ready to be pulled together.

Highways and traffic – Cllr Kemp informed the meeting that after his meeting with Mike Dare, Highways have moved the no parking sign in front of Nat West Bank to the railings line of the bank which makes it easier for the farmers' market and looks much tidier. They have also replaced the sign by Savills regarding no cycling and he will put a 'No Dog Poo' sign on there as well. He added that Debbie Glover has been writing to various people regarding the lorry signage situation and that they now have the support of Janet Duncton. He said the latest lorry survey estimate is still too much and wondered whether the CCTV in the Square could be used to monitor the lorries going through the town since PTC already pay for this. **ACTION** Debbie Glover to find out about how the CCTV is used and whether the camera could be turned round to record the lorries. Cllr Pawsey said even with CCTV they wouldn't be able to film the lorries at both ends of the town. Cllr Kemp agreed but said it would let Highways know that they do want the signage altered.

Boys School – Cllr Kemp said he has asked for a meeting with the developers about moving the memorial stone. They have asked for 2 conditions to be lifted, the first one is ok to go, but PTC have said no to lifting the other one which was related to art work. Cllr Fox said the memorial as it stands is small, but the site is still there and PTC felt that a bit of art work would enhance the effect of the memorial. Cllr Kemp added that the Estate is also involved with this because they own part of this land.

De-fibs – Cllr Smith said that the training which had taken place was good. She said since people had asked her where the defibs are, it might be a good idea to put something in the Petworth Pages about their location. Cllr Kemp asked Cllr Fynes if there was someone available at Hampers Green who could do regular checks of the defib there for the council. **ACTION** Cllr Fynes agreed to ask. Cllr Smith agreed to do the regular checks on the Leconfield Hall defib. Cllr Meakin agreed to do the checks on the one at Grove Lane.

Allotments – Debbie Glover confirmed new contracts have all gone out and there has been a positive response so far.

Sports ground – Cllr Kemp said the National Trust lease is being assembled by everyone at the moment and that it should be ready before the April meeting. He added that it is the council's decision about whether the lease is accepted.

He said that he thinks the Sports Association is a bit male heavy and that it would be good to get a woman's football team, stoolball team, etc going. He said they may have to purchase some signs to discourage dog owners from using the grounds. Cllr Singleton added that she felt it would be important to have these signs.

Cllr Burden said a man from Tillington had asked him why the town council were getting involved in this.

Cllr Kemp said it is because the council have to take on the lease due to the changes to the Charities Act which means the lease cannot be given to the joint Sports Association.

Cllr Peet added that if PTC don't take it on, they will no longer have a sports field. PTC will be responsible for everything, that PTC have to be the overseers because the 'buck stops with them' and this needs to be articulated to everyone, including the Sports Association. It was the National Trust that made that decision not PTC. He added that PTC are trying to help the Sports Association, not make it more bureaucratic.

Cllr Kemp said that when the management committee comes over to PTC, we need to make sure it's all being managed in a suitable way. He added that PTC are investing public money so they have to be accountable. He said that as Cllr Fox had mentioned at a previous meeting, other councils do this, it is not strange or odd for PTC to be doing this.

Data Protection Policy - Cllr Meakin fed back on the policy and the amendments necessary.

Councillors were happy for Debbie Glover to make amendments and then send the updated version back out to councillors.

Proposed by Cllr Meakin Seconded by Cllr Pawsey. All in favour – adopted.

Retention of Documents Policy –

Proposed by Cllr Meakin seconded by Cllr Smith. All in favour – adopted.

The meeting expressed its thanks to Debbie Glover for creating the policies.

Annual Meeting – Cllr South informed the meeting that the new date is now May 26th due to the Leconfield Hall being booked on the original chosen date. She foresaw a potential problem with this – it is the bank holiday weekend which means people may be away. She said she has an organisation list and that she will be contacting organisations in the next week by email. She raised the issue about how the council will promote the annual meeting. She confirmed that the Petworth Pages has the information and Cllr Kemp suggested talking to Harsha at the Petworth Business Association. Cllr Kemp informed the meeting that PTC now has its own display panels.

Hampers Common Hire – Debbie Glover gave further information on the company hiring the Common on May 31st.

Statement from the Chair – CK read the following statement to the meeting

'Mrs Rebecca Knifton has left her position as Town Clerk of the Petworth Town Council by mutual agreement'.

He confirmed that the council has asked Debbie Glover to remain in post until a new clerk is appointed. He asked whether the council are happy for the staffing group to create the job advert.

Proposed by Cllr Kemp seconded by Cllr Smith. All in favour.

Cllr South said that they will need to have an interview panel and Cllr Pawsey confirmed that she is happy to come back onto the staffing group.

Petworth Festival Sponsorship – Cllr Kemp pointed out that he had sent out information regarding the Festival to everyone because PTC usually support them.

Cllr South said she felt quite strongly that the music festival had nothing for young people and children and that it was a bit 'highbrow'. She said she feels more comfortable sponsoring the Literary Festival and in particular a poet in residence at the school.

Cllr Pawsey asked if this would be someone appointed by the school.

Cllr South said that the Literary Festival invite a poet to take up residence and PTC sponsor this. She said she feels this is a better option than sponsoring the music festival.

Cllr Meakin said he agreed with Cllr South.

Cllr Kemp said that PTC should get more information on this.

Cllr Meakin said that his school had just had an author in residence and that it had had a huge impact.

Cllr Kemp said that since it is the parishioners' money, there is a need to target it in certain areas for maximum benefit.

There is a desperate need to reach out to the younger generation and he is quite happy to go back and say this is the decision of PTC (**ACTION**).

Proposed by Cllr South seconded by Cllr Meakin. All in favour.

6. To confirm the minutes of the previous council meeting

16.2.17

Proposed by Cllr Singleton

seconded by Cllr Smith. Adopted.

7. Matters arising from previous minutes not already on this agenda.

Cllr Kemp said the meeting should record thanks to Fred Hill for clearing the bank and to John Riddell for collecting rubbish and his donation of mushroom compost. He gave a reminder that there is another 65k for closed graveyards available. He asked Cllr Fynes whether anything had happened about the veg share suggestion from the last meeting. She responded that she has not yet heard back from the gentleman she has contacted regarding this.

Cllr Kemp confirmed that the grit bags would not be removed yet because winter is not yet over. He said that he needs to sign the Licence to Plant in the Highway form from WSCC which they looked at in the Open Spaces meeting. **ACTION** Sign and post off the form.

Proposed by Cllr Meakin

seconded by Cllr Smith. Approved to sign.

8. To receive reports

a) Cllr Kemp presented the following invoices for approval. He added that the council has only spent 89% of their budget and the meeting gave thanks to Alan Copus for his hard work on this. He said that due to sending a new unmetered supply certificate to SSE, the bill had been reduced saving the council £1200 per annum. The meeting expressed thanks to Debbie Glover for doing this. Cllr Smith pointed out that the lights in Lombard St are not working and Cllr Kemp said a new maintenance agreement with WSCC needs to happen to sort this out (**ACTION DG**).

Invoices for approval

Nexus	2850	475	2375	N Plan	Revisions to draft plan, start consultation material, 2 SG meetings
Southern Water	61.68		61.68	Office Water	Last bill 16 Sept to 31 March 17
Southern Water	-0.15		-0.15	Allotments Water	Last bill 21 Oct to 31 March 17
Reed	449.53	74.92	374.61	Office temp	w/e 10/2/17
Reed	350.28	58.38	291.9	Office temp	w/e 17/2/17
Reed	537.1	89.52	447.58	Office temp	w/e 24/2/17
Hennings	152.47	25.42	127.05	Xmas Event - General	Thank you refreshments
Maria Harding	100		100	Unallocated budget/contingency	De-fib training
1&1	-71.86	-11.98	-59.88	Web Site	Cancelled contract refund
Krokus	30		30	General Maintenance	bus shelter clean
Landbuild	2352	392	1960	General Maintenance	A272 etc culvert
Steeple	318	53	265	N Plan	banner +3 panels
Link Hire	174	29	145	Farmers Market	Feb barriers
Austins	27.93	4.66	23.27	Xmas Event - General	WD40, tape, sacks
				Rosemary Gdns/Hampers Com	
HJS Land Services	880		260	Contract	4 visits
			580	Allotments Maintenance	Sheepdown & Grove Rd hedges
			40	War Memorial	Tidy & weed
BT	64.8	5.4	59.4	Comms/IT	Feb & March
Viking	46.15	1.09	45.06	Allotments Maintenance	Stamps, glue
Bexley Printers	338		338	N Plan	2000 A5 leaflets
Timber Resources	1392	232	1160	New Homes Bonus	Hampers Green picnic tables

Proposed by Cllr Burden

seconded by Cllr Meakin. All in favour.

b) Minutes of previous finance meeting 10.01.2017

Proposed by Cllr Pawsey

seconded by Cllr Smith. Adopted.

c) Highways and Planning meeting minutes –

12.1.17 **Proposed by Cllr Singleton**

seconded by Cllr Rogers. Adopted.

30.1.17 **Proposed by Cllr Singleton**

seconded by Cllr Rogers. Adopted.

Cllr Meakin to join the planning committee.

Proposed by Cllr Rogers seconded by Cllr Smith. Approved.

d) Open Spaces – Minutes of previous meetings

Proposed by Cllr South seconded by Cllr Burden. Adopted.

e) Vision Group – Cllr Fynes said they had not had a meeting since the last council meeting so there was nothing to report.

f) Neighbourhood Plan- CK said that there is no one to do coffees and teas during the day. Debbie Glover offered to be there to help for part of the day. Cllrs Singleton and Burden also offered to help.

10. Other items at Chairman's discretion

Cllr Burden wanted to commend the people who had been doing the planting including Sheepdown Drive. Cllr Kemp confirmed that the planting licence covers all the verges.

Meeting closed – 9.17pm

Signed.....
Chairman