



# Petworth Town Council

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## TOWN COUNCIL MEETING

A MEETING OF THE PETWORTH TOWN COUNCIL TOOK PLACE  
ON THURSDAY 17<sup>th</sup> JANUARY 2019 at 7.30PM IN THE PETWORTH LIBRARY,  
PETWORTH

### MINUTES

**Present:** Cllr C. Kemp (Chairman), Cllr Simon Atkins, Cllr David Burden, Cllr Alan Copus,  
Cllr Neville Fox, Cllr Juliet Fynes, Cllr R. Hanauer, Cllr R. Pawsey,  
Cllr Tony Rogers, Cllr Jim Scallon, Cllr E. Singleton, Cllr J. Thorpe  
Melanie Kite, Clerk

County Councillor J. Duncton and District Councillor E. Lintill and 2 members  
of the public were in attendance.

#### 1/19 CHAIRMAN'S ANNOUNCEMENTS

The Chairman requested that mobile phones should be turned off, and advised that the meeting would be recorded for the purposes of the minutes. He pointed out the fire escape routes.

#### 2/19 APOLOGIES FOR ABSENCE

Cllr R. Evans, Cllr M. Peet, Cllr C. Smith

#### 3/19 DECLARATIONS OF INTEREST

None

#### 4/19 MINUTES OF THE LAST MEETING

the mis-spelling of C Cllr Duncton's surname was corrected.

Item 142/18 – Public Participation. C Cllr Duncton requested that her name be corrected to Mrs Duncton as she had spoken as a resident of the parish.

Item 142/18 – Cllr Kemp ask for clarification from Cllr Fynes over how the annual financial support to the Sylvia Beaufoy Youth Club had been recorded. As Cllr Fynes was unable to confirm if it was via a grant or from the annual budget Cllr Kemp asked for the statement to be amended to read 'grant' and not 'budget' as it was his recollection that it was not from the budget.

Following these amendments, the Minutes of the meeting held on 22<sup>nd</sup> November 2018 were approved and signed as a true and accurate record of the meeting.

Proposed Cllr Kemp, seconded Cllr Copus, unanimously agreed.

**5/19 MATTERS ARISING**

Cllr Hanauer raised the issue of the call-in on Rotherlea. It was confirmed that the letter from PTC had already been sent to the planning casework manager.

The Clerk had received a copy of the letter from local MP, Nick Herbert to the Secretary of State, which she had circulated to all councillors.

The call-in is still in progress.

**6/19 PUBLIC PARTICIPATION SESSION**

Meeting adjourned.

Dr. Page asked if the town council would consider having a Speed Watch in Petworth.

Cllr Scallon responded saying that this is something that would be considered and is now on the Petworth Traffic calming agenda for discussion.

Mrs Duncton reiterated her request for the council to consider financial support for the Sylvia Beaufoy Youth Centre and Petworth Community Gardens as part of the annual budget.

Cllr Copus confirmed that this had been discussed in the finance meeting after she had left.

Meeting reconvened

**7/19 REPORT FROM DISTRICT AND COUNTY COUNCILLORS**

County Councillor J. Duncton

The peer review report had been received. On the whole Chichester had received a satisfactory report. The areas of criticism would be addressed.

The Scrutiny Committee had not agreed with the areas or size of cut backs that the council had made in its budget for 2019/20. The budget will be discussed further before being approved.

Questions from council members.

Cllr Kemp asked if either C Cllr Duncton or D Cllr Lintill could help regarding getting the hedge cut which runs from Dawtry Road down to the main road and belongs to Hyde Housing.

C Cllr Duncton said that it was already in-hand.

District Councillor E. Lintill

Chichester District has completed the budget for 2019/20.

It is looking at doing a 5yr forecast, though with so many variables to consider in the 2019/20 financial year, this is proving to be difficult.

The project discussing the future of the Old Bakery is ongoing.

Questions from the councillors:

Cllr Kemp asked for an update on the electric points in the Pound Street car park.

D Cllr Lintill was unable to give any further update from the last council meeting.

**8/19 FINANCE AND GENERAL PURPOSES COMMITTEE.**

The Minutes of the meeting of 20<sup>th</sup> November and 18<sup>th</sup> December 2018 were adopted by full council. Proposed Cllr Copus, seconded Cllr Hanauer, unanimously approved.

Cllr Copus informed council that the ground maintenance contract had not been awarded and that tenders will go out again at a later date in the year. It had been agreed to offer a one-year contract to the current contractor, HJS Landscapes, to end February 2020.

Cllr Copus confirmed that the finances were on track at the 9 month period.

Cllr Copus mentioned that the council had still not received compensation from the Leconfield Estate for the damage the fallen tree had done to the slide at Hampers Common. Pressure will continue to be put on the Estate to get this compensation and clear up this long outstanding disagreement on liability.

**9/19 BUDGET 2019/20**

Cllr Copus summarised the major points in the budget for 2019/20 over the previous years. A Precept increase of 4.36% or 8 pence per week per Band D property. Increase in funding of £16,900 is offset by a decrease in funding of £12,200. An increase in spending on allotments, staff costs and Petworth Park Sports ground made up the top three against a decrease in spending on cemeteries, farmer's market and traffic works.

Cllr Copus took questions from the members.

Cllr Hanauer felt that the budget for grounds maintenance was too low given the quotations that had been received and against the costs incurred in this financial year.

It was resolved to look at the figures again and hold an Extraordinary Meeting on Wednesday 23<sup>rd</sup> January 2019 to agree the budget.

**10/19 GRANT APPLICATIONS**

The Finance committee recommended to council not to award a grant to Home Start. The application being for general running costs.

The Sylvia Beaufoy youth centre had been asked to return with more supporting evidence for its application.

Council noted and accepted the recommendations from the Finance committee for the two applications.

**11/19 PETWORTH PARK SPORTS CLUB**

On the proposal of Cllr Kemp, seconded Cllr Burden the sum of £2,500 was approved towards the upkeep and maintenance of the sports ground.

All in favour.

**12/19 TREE AND FOLIAGE CUTTING**

A quotation of £1,120 from Wilbar Associates to cut back the foliage round the main lorry signs had been received.

Cllr Fox felt that it was incumbent on WSCC highways to maintain the overgrown vegetation around lorry signs and not the town council. Cllr Kemp understood that although this was the case for some highways' signs, due to the immediacy of the work the town council would undertake to do it.

It was resolved to accept the quotation.

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

**13/19 HIGHWAYS, TRAFFIC AND PLANNING COMMITTEE**

The Minutes of 14th November and 12th December, having been approved at the planning meetings, were adopted by full council.

Proposed Cllr Rogers, seconded Cllr Kemp, unanimous.

**14/19 OPEN SPACES**

On the proposal of Cllr Hanauer, seconded by Cllr Atkins, the Minutes of 8<sup>th</sup> November and 5<sup>th</sup> December were approved. All in favour.

Cllr Hanauer informed the council members that the Clerk had written to the National Trust to ask that the stewards do not direct visitors from Petworth House over to the Hampers playground.

**15/19 MAINTENANCE OF CCTV**

It was resolved to cancel the direct debit until further clarification and more detailed analysis of the service had been received.

**16/19 ANNUAL TOWN MEETING**

The meeting will be held on Friday 26<sup>th</sup> April

**17/19 LOCAL ELECTIONS and TOWN COUNCIL MEETING**

The members were reminded that local elections will be held on Thursday 2<sup>nd</sup> May 2019.  
Election forms can be obtained from the council office from beginning of March.

Following the local elections on Thursday 2<sup>nd</sup> May, it was agreed that the first meeting of the new council – the Annual Town Council meeting - will be held on Thursday 16<sup>th</sup> May in accordance with the 14 working days' legal time frame.

**18/19 OFFICE RELOCATION**

Cllrs Copus, Rogers, Atkins and Fox will form a working party to research suitable premises for the council office.

**19/19 TO RECEIVE UPDATES FROM WORKING PARTIES AND GROUPS**

**a) Petworth Business Association**

There was nothing to report

**b) Traffic, Bus and Highways**

The new car park and HGV signs are up.

The next working party meeting is 28<sup>th</sup> January and a residents meeting will be arranged for end February or March.

**c) Leconfield Hall**

The Petworth Film House is to merge with the Leconfield Hall under a new business plan

The architectural plans and planning application for the redevelopment of the hall is still being discussed.

A discussion over raising hiring rates is underway.

**d) Petworth Sports**

the consultant for working on the Master Plan for the future development of the club has been agreed.

The signing of the extension of the Lease is in progress.

Meeting Closed 9:17pm.

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

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