



# Petworth Town Council

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## TOWN COUNCIL MEETING

**THESE ARE DRAFT MINUTES AND ARE SUBJECT TO APPROVAL AT THE NEXT MEETING ON THURSDAY 21<sup>st</sup> JUNE 2018.**

**A MEETING OF THE PETWORTH TOWN COUNCIL TOOK PLACE ON THURSDAY 17<sup>th</sup> MAY 2018 AT 7.30PM IN THE PETWORTH TOWN COUNCIL OFFICE, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH**

## MINUTES

**Present:** Cllr Chris Kemp (Chairman)  
Cllr David Burden  
Cllr Alan Copus  
Cllr Rob Evans  
Cllr Neville Fox  
Cllr Juliet Fynes  
Cllr Roger Hanauer  
Cllr Rosa Pawsey  
Cllr Tony Rogers  
Cllr Jim Scallon  
Cllr Liz Singleton  
Cllr Carry Smith  
Melanie Kite – Clerk

Four members of the public and the press were in attendance.

**54/18 APPOINTMENT OF CHAIRMAN AND CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE - 2018/19**

Cllr Hanauer proposed Cllr Kemp. Cllr Kemp said that he would be happy to stand again. Proposed Cllr Hanauer, seconded Cllr Smith unanimously approved. Cllr Kemp accepted and took the office of Chairman of the Council. The Declaration of Acceptance of Office was signed by Cllr Kemp and the Proper Officer.

**55/18 APPOINTMENT OF VICE-CHAIRMAN AND VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE - 2018/19**

Cllr Smith proposed Cllr Hanauer. Cllr Hanauer said that he would be happy to stand again for

another year.

Proposed Cllr Smith, seconded Cllr Copus unanimously approved.

Cllr Hanauer accepted and took the office of Vice-Chairman of the Council.

The Declaration of Acceptance of Office was signed by Cllr Hanauer and the Proper Officer.

**56/18 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman reminded those present of the fire exit, to turn mobile phones to silent and that the meeting was being recorded.

The Chairman formally announced the resignation of Cllr Steve Meakin. Unfortunately, due to a growing work load and heavy work commitments he felt that he could not give the time and commitment that was required. He was thanked for his commitment, dedication and for the work that he had done whilst a councillor and that his contribution would be missed. Councillors were reminded that the vacancy had been posted and if no election was called for by the 30<sup>th</sup> May the council can go for co-option.

There was a reminder for all councillors to review and if necessary update their Register of Interest form. The Clerk will update the profiles on the website.

The Chairman asked for more volunteers to turn up on Sunday to help the Gardening Cub with the planting for Petworth In Bloom.

**57/18 APOLOGIES FOR ABSENCE**

Cllr Michael Peet, Cllr Jennie Thorpe

**58/18 DECLARATIONS OF INTEREST**

None.

**59/18 MINUTES OF THE LAST MEETING**

Minute:

45/18 *Cllr Kemp reiterated the fact that the blocked culvert fulfils the criteria for the Watershed grant. CDC - should read WSCC not CDC - still do not agree that it does.*

47/18 - Cllr Fox pointed out that following the statement on the skate park the discussion with his comments and those of Cllr Hanauer had not been recorded in the Minutes. The Minutes will be corrected and signed at the next meeting in June.

**60/18 MATTERS ARISING**

There were no matters arising from the Minutes.

**61/18 APPOINTMENT TO COMMITTEES - 2018/19**

The following members were appointed to:

Finance and General Purposes – Cllr A. Copus, Cllr N. Fox, Cllr C. Kemp, Cllr R. Pawsey, Cllr M. Peet,

Traffic and Planning – Cllr D. Burden, Cllr N. Fox, Cllr J. Fynes, Cllr R. Hanauer, Cllr C. Kemp, Cllr T. Rogers, Cllr E. Singleton, Cllr C. Smith

Open Spaces – Cllr D. Burden, Cllr A. Copus, Cllr R. Hanauer, Cllr C. Kemp, Cllr M. Peet

**62/18 ELECTION OF COMMITTEE CHAIRS and VICE-CHAIRS**

The following were elected as Chairman of:

Finance and General Purposes – Cllr A. Copus

Proposed Cllr Pawsey, seconded Cllr Fox, all in favour.

Traffic and Planning – Cllr T. Rogers

Proposed Cllr Hanauer, seconded Cllr Fox, all in favour

Open Spaces – Cllr R. Hanauer

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

Vice-Chairmen will be appointed at the first meeting of the committee.

**63/18**

**APPOINTMENT TO WORKING PARTIES - 2018/19**

Staffing Group - Cllr C. Kemp, Cllr R. Hanauer, Cllr A. Copus, Cllr R. Pawsey

Farmers Market -Cllr C. Kemp, Cllr M. Peet, Cllr C. Smith, Harsha Desai, Leesa Barrett, Clerk

Skate Park – Cllr C. Kemp, Cllr R. Hanauer, Cllr M. Peet

Petworth Tourism – Cllr R. Hanauer, Cllr E. Singleton

The Hub – Cllr C. Kemp, Cllr J. Scallon, District Cllr Eileen Lintill

**64/18**

**APPOINTMENT TO OUTSIDE BODIES AND LIAISON GROUPS - 2018/19**

PBA – Cllr C. Kemp, Cllr M. Peet

Petworth Vision – This was moved to be discussed under item 17c.

**65/18**

**PUBLIC PARTICIPATION SESSION**

Adjournment of the meeting for public questions.

Questions from members of the public:

Regarding the skate park. On a health and safety issue which is complex and lengthy, can you confirm that an independent body and not the Town Council assess the site and makes the final decision?

Cllr Kemp explained that PTC is still in the process of working through the project and that when planning is applied for there would be an independent survey done on the site area. As the land is owned by CDC they may well do their own assessment. However, the project is not at this stage yet.

Member of the Public - At the last meeting Cllr Hanauer had said that he had been dealing with an acquaintance with regards to H&S and that, that person had confirmed that the site was sound and safe. He felt that this was an inappropriate and unprofessional comment to make as it did not come from anyone in 'this room' and should be dismissed.

Cllr Hanauer explained that PTC had engaged a H&S consultant for the Sylvia Beaufoy site and that this same consultant had offered to look at the Pound Street car park site on an informal basis. The consultant had verbally assured Cllr Hanauer that there were no inherent health and safety problems with a few caveats such as a path and gate being put in at the top end so that the children would not have to go through the car park

No formal report had been written as evidence is not required at this stage in the project.

Cllr Fox confirmed that when submitting a planning application for a skate park it will have to have a design and access statement. Within this statement health and safety issues will have to be addressed. This would therefore, be in the public domain and available for comment.

Member of the Public: At the last meeting it was said that there are approximately 700 children in Petworth. Cllr Kemp explained that data had been taken from the 2011 Census and working on the numbers and using the numbers in the different age groups this approximate figure of 700 had been arrived at.

The member of the public, having looked at the national statistics, did not agree with this figure believing it to be much lower and that the number of children in the age range who would be interested in a skate park was also much lower.

Meeting re-convened

**66/18**

**REPORT FROM DISTRICT AND COUNTY COUNCILLORS**

No representatives were present to give a report.

67/18

**ANNUAL RETURN SECTION 1- GOVERNANCE STATEMENT 2017/18**

Each individual statement on the Annual Governance Statement was read out, considered and confirmed verbally by councillors.

Statement 1 – all agreed

Statement 2 – all agreed

Statement 3 – all agreed

Statement 4 – all agreed

Statement 5 – all agreed

Statement 6 – all agreed

Statement 7 – all agreed

Statement 8 – all agreed

Statement 9 – all agreed

All statements 1 – 9 stated as ‘yes’.

Proposed Cllr Evans, seconded Cllr Copus unanimously agreed. The Statement was signed by the Chairman and the Proper Officer.

68/18

**ANNUAL RETURN SECTION 2 – ACCOUNTING STATEMENT 2017/18**

The Accounting Statement figures are derived from the financial year end spread sheet. These were considered at the Finance and General Purposes Committee meeting in April and approved by Full Council on 19<sup>th</sup> April 2018. The RFO read the figures out again.

Proposed that the figures in section 2 of the Annual Return be approved for signing off by the Chairman and Responsible Finance Officer.

Proposed Cllr Copus, seconded Cllr Smith unanimously agreed.

The clerk pointed out that due to the internal auditor not coming until June 13<sup>th</sup> the Annual Return will be sent to the external auditor with the internal audit report from 2016/17. The 2017/18 internal report will be forwarded when available.

69/18

**TO RECEIVE REPORTS FROM THE COMMITTEES**

**Finance and General Purpose Committee**

F/45/18 – was amended to include Cllr Pawsey as having checked the electronic payments as well. The corrected Minutes of the meeting held on 5<sup>th</sup> April were adopted.

Proposed Cllr Copus, seconded Cllr Hanauer, all agreed.

There was little to report on the April finances being the first month of the new year. There was nothing specific to point out.

Payment to the Royal Mail for the distribution of Petworth Pages was paid by the RFO ahead of it being approved by the committee. This was necessary as payment had to be received before the deadline date or the magazine will not be delivered. As PTC have taken back the administrative work for Petworth Pages payment to Royal Mail will be required ahead of the Finance meeting.

FGP approved setting up a direct debit or if this is not possible then authorisation to pay the invoice was given to the Proper Officer/RFO.

**Planning Committee**

The Minutes of the meeting held on 5<sup>th</sup> April 2018 were adopted.

Proposed Cllr Rogers, seconded Cllr Smith all in favour.

70/18

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

**(a) Petworth Business Association**

Cllr Kemp updated the members on the PBA’s plan for reducing the use of plastic in town and a working group has now been set up. CDC have a similar working group and will be helping the towns and villages in the district. Some members of the PBA will be going on a site visit to the plastic recycling plant to gain a better understanding of how and what sort of plastic can be recycled.

A proposal will be brought to council to consider making a commitment on their policy.

15,000 mini maps have now been delivered and will be distributed around town. A larger version will be made and put in the main information board. CDC has given permission for the board to be lowered.

### **(b) Neighbourhood Development Plan**

Cllr Kemp reminded everyone of the date, June 7<sup>th</sup>, for the referendum. Voting cards have been posted by Electoral Services at Chichester. All the flyers have been posted. Cllr Kemp emphasised the importance of getting residents to understand the importance of getting the NP understood and to vote.

Cllr Fynes enquired if it was possible to do a postal vote.

Postal and proxy votes are both possible. The Clerk explained the procedure and gave contact details.

Cllr Copus asked when we were likely to get the results of the count. This is not yet known

### **(c) Petworth Vision**

Cllr Kemp began by updating the councillors on recent events. A meeting had been arranged between CDC, PTC and the Vision. CDC, Cllr Kemp, Cllr Peet and the Clerk had attended but there were no representatives from the Vision. CDC were not keen to discuss the relationship between PTC and Vision, however, there had been a good discussion on various items concerning Petworth town which were being addressed by the Town Council.

Cllr Kemp enquired as to the amount of funding CDC had put into the Vision's budget.

Unfortunately, the CDC representatives "could not remember". Cllr Pawsey asked if they were going to get back to PTC with this figure but the question had not been pursued.

Following the end of the meeting Cllr Peet and Kemp had had a conversation with Steve Hill, Rural Towns Co-ordinator. He made it clear that CDC had thought that they had set up a community forum and that he thought there should be a distinct separation between the CIC and the committee of the community forum. Cllr Kemp explained that the Town Council cannot take part in a community forum and moreover, should the Town Council's Neighbourhood Plan be voted into action, PTC would require its own working party or community group to take action on the infrastructure requirements that came out of public consultation. There will be CIL money which no other outside body can use.

Furthermore, CDC also said that any differences of opinion over Vision projects within the town then PTC would have to negotiate with them before approaching CDC and CDC would not consider PTC's ideas. This supposes that they are forcing PTC to work with another body, not constituted in a legal manner, and there is great cause for concern over such a statement.

The Clerk was asked if she had any comment. The Clerk explained why the Statement had been posted. The Vision's newsletter had an insert asking for public donations and the Town Council had been portrayed as 'working closely with' the Vision giving the impression that the council was asking for public donations along with the Vision. The Statement was to correct any misunderstanding and confusion that local residents had. The Town Council cannot by law ask for public donations and it was also not working with the Vision on their gateway project.

The Chairman informed the Councillors that the Clerk, writing under her own title, and prior to the meeting with CDC and the Vision had written to Diane Shepherd at CDC asking for clarification on the status of the Vision and its background to enable her to advise her councillors appropriately. A reply had been received from a member of Diane Shepherd's team and unfortunately, did not address the main questions.

The Chairman asked for questions and comments from the Councillors:

Cllr Hanauer expressed his misgivings over the way the Vision had done an event to which the money went both to the Vision and the Petworth Nursing Home. He felt that there was an element of using the Nursing Home to legitimise themselves and was confusing for people. He was very concerned about the comment from CDC about being forced into a scenario with an unelected body and ‘representing who’? and that this required clarification from CDC.

Cllr Rogers had been approached by six parishioners who were extremely concerned about the tone and the content of the Vision’s newsletter, thinking it was inappropriate and wondering how they could express their concern. Cllr Smith had also been approached.

Cllr Fox agreed with Cllr Hanauer’s remarks. He strongly felt that PTC should not be a member of the Vision group but that they should have the opportunity to come to town council meetings as any member of the public can and express their views. The Petworth Vision should be treated in the same way as the public. If the councillors do decide not to take part in the Vision group then they should be written to. This was agreed by Cllr Kemp as all meetings are open and transparent and all views from the public are welcome.

Cllr Evans, as a member of the Vision group but not a Council representative, made the following comments.

He felt that there was a lot of confusion over the Vision and conflict between the Town Council and the Vision and it needs to be addressed as it is not good for the town.

The Vision had asked 3 times to make a presentation to the council and have not been granted this. Cllr Kemp corrected him saying that they had not wanted to do this in the public domain, in a closed session. He reiterated that it had been explained in various emails from the Clerk that this is constitutionally not permissible as closed sessions are only for councillors to discuss business that is not in the general public’s interest.

The CIC have Articles of Association which he thought should be forwarded to the Clerk for distribution to the Councillors. The two groups should try to understand what each group are trying to do.

8:45 District Councillor E. Lintill left the meeting.

Cllr Hanauer and Cllr Rogers asked for clarification on the two points –

To seek clarification from CDC as to why they are pushing for PTC to agree on Vision’s projects. There is no good reason behind it, it is confusing and it is up to them to give us a good reason for this comment.

It is not acceptable to say that they cannot remember how much money CDC invested in the Vision. It must have been audited.

The Clerk will contact CDC.

On the Motion: should a councillor represent the PTC on the Vision - Cllr Kemp recommended that until the Vision decide what they are at the PTC should stand back and wait for the Vision to approach the Town Council not for the Town Council to approach them. PTC has a mandate as a council, a Neighbourhood Plan and have achieved a phenomenal amount of work. Proposal is to withdraw from the Vision until there is more clarity.

Resolution: 12 in favour, Cllr Evans and Cllr Fynes abstained. Motion passed.

Cllr Evans had projects taken on by the Vision will be funded externally and not from Precept money.

Early on some of work from the Vision, which Cllr Kemp had been involved with had been used for the NP.

It was explained that some work had been taken into account but the NP working group had to do its own consultations. The NP working group was a working group of the Town Council and had to work according to the government rules controlling neighbourhood plans.

Cllr Evans wanted confirmation that despite the Resolution being passed there would be no objection to the Council receiving a presentation on the Vision's constitution and what its aims and ambitions are. This was agreed.

Cllr Kemp pointed out that there was some confusion surrounding the Town Council's flier for the Referendum on the Neighbourhood Plan and the Vision's newsletter talking about their gateway plan. Residents were concerned that the gateway plan was part of the NP. This is very worrying due to the importance of the Neighbourhood Plan.

Cllr Kemp advised Cllr Evans on his role as both a Town Councillor and member of the Vision. He must make it very clear that he is there as a residential member and not representing the Town Council.

Cllr Fynes will now step down as the Town Councillor's representative.

Cllr Fynes and Cllr Peet are Trustees of the Leconfield Hall. There is no conflict of interest in them being Trustees and the hall doing fund raising events.

**(d) Skate park**

This had been covered in Public Participation Session.

The Clerk confirmed she had contacted the consultant asking for further information on dimensions as requested by CDC. When these have been received they will be forwarded to CDC and a meeting will be arranged.

**71/18 DATES OF MEETINGS 2018/19**

This was noted.

**72/18 GRANT APPLICATIONS**

Petworth Festival:

At the Finance Committee on 15<sup>th</sup> May it was agreed to recommend to Full Council to grant an award of £250.00.

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

Petfringe:

Cllr Kemp read out the statement supporting the grant application. Mr. Andrew Carrington, representing Petfringe, took questions and explained the family event for which the group are requesting a grant of £800.00. This is a free event to all residents and the film being shown in Rosemary Gardens will be Paddington 2.

Mr. Carrington confirmed that Petfringe had changed from being a limited company to a CIC. Motion: to award a grant of £800.00 for this event.

Proposed Cllr Evans, seconded Cllr Singleton unanimously approved.

**73/18 RISK ASSESSMENT**

The Risk Assessment updated as at 30<sup>th</sup> April 2018 was considered and with no questions it was approved.

Proposed Cllr Copus, seconded Cllr Hanauer, all agreed

Meeting Closed 9:25pm.

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

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