

MINUTES OF A MEETING OF PETWORTH TOWN COUNCIL
HELD ON THURSDAY 17TH AUGUST 2017
at 7.30pm in the Council Offices, Golden Square, Petworth

Cllrs Present: Mr Chris Kemp (Chairman)
Mr Michael Peet
Mr Rob Evans
Mr David Burden
Mr Steve Meakin
Ms Juliet Fynes
Mr Jim Scallon
Ms Rosa Pawsey
Mrs Jennifer Thorpe
Mrs Liz Singleton
Mrs Carry Smith
Mr Neville Fox

In Attendance: Jenny Mouland (press)
Deborah Glover (temporary employee)
Cllr Janet Duncton
Cllr Eileen Lintill

Apologies: Mr Alan Copus
Mr Roger Hanauer
Mr Tony Rogers

The meeting began at 7.30pm.

1. Representations by the public

None

2. Apologies for absence

Tony Rogers, Roger Hanauer and Alan Copus.

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 said that since CDC do not have a meeting in August she did not have anything to report, but wondered if anyone had anything they wanted to ask her.

Cllr Kemp asked her if she had heard anything on the deep clean.

Cllr Lintill said she had not, but offered to chase this up and find out how they have scheduled it.

Cllr Kemp said PTC had not had a response from Fludes and the questions that had been asked regarding the fire alarm etc. and he added that it would be good to know that the alarm actually works.

Cllr Lintill said she will ask Fludes again (**ACTION EL**).

Cllr Kemp said that he and Cllr Lintill are meeting Amy Loaring regarding the setting up of a hub in Petworth.

Cllr Lintill confirmed that this meeting would be considering the pitfalls of setting up such a hub.

Cllr Kemp stated that he would bring the information from this meeting back to the next council meeting.

Cllr Duncton informed the meeting that they had had a seminar on emergency planning and regarding the bakery building they have told Fludes they need to get in touch with PTC. She asked if anyone had anything they wanted to ask her.

Cllr Lintill said that Cllr Duncton had now prompted her and regarding the emergency planning she said it was decided at the seminar that it was important that if towns/villages etc. had emergency plans, these should dovetail in with those of CDC. She said they believe that the major concern in their district is likely to be flooding. She pointed out that there are templates on the WSCC website for emergency plans and advised PTC to look at these and then if they need further help to ask. **ACTION** PTC to look at the emergency plan templates with a view to creating one for Petworth.

Cllr Kemp said that the Vision minutes were circulated for their last meeting as agreed. He asked for some understanding regarding the car park and the redrawing of spaces which was in the minutes. He said he would like to know why the design is not deemed to be satisfactory.

Cllr Duncton said that CDC parking department had looked at the design and had said that it doesn't work and that they would therefore have to come up with their own plan.

Cllr Kemp replied by saying they were originally told it was an interesting design and he was confused that it is now not seen to work.

Cllr Lintill said that when the design was looked at in detail, the turning spaces were deemed to be too limited and that's where the comment came from as far as she understood.

Cllr Peet then asked if it was because of the skate park. He said the cabinet meeting had said that releasing space was dependent on the spaces available from the 2 car parks. He added that the inference is that 10/11 spaces would be lost to the skate park and it is not clear whether the council will veto the skate park.

Cllr Duncton clarified that the 2 projects together are not allowed to lose 10/11 spaces.

Cllr Peet said that the Vision Group seems to get more information about the car park than the town council who get no answers from the parking team and he added that he is concerned about the impact on the skate park.

Cllr Evans asked Cllr Duncton whether she had said they should go and speak to the head of car parking. He added that they could go as a joint body to meet the head. He said that Patricia is an accomplished architect and that he knows she had measured everything out in her plans and therefore he asked to know what the standard is that's required.

Cllr Duncton said she could not see any problem with them letting the PTC know what the standard is.

Cllr Evans asked if they could speak directly to Tanya about this.

Cllr Peet said that they have not been able to get any information and that it feels as if they are leading up to giving PTC some bad news.

Cllr Kemp asked if they could arrange for Tanya to contact PTC to arrange a meeting.

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

Boys School – Cllr Kemp asked Cllr Duncton if there was any feedback from the survivors.

Cllr Duncton said that from the meeting they had, it seemed that they were potentially happy with the idea that had been put forward.

Cllr Kemp said he was curious as to why the decision is falling back to the developer.

Cllr Duncton replied that it isn't and they will be making the decision.

Cllr Lintill added that under section 106, it's been laid down what the developer needs to do and she said that this has been agreed subject to the survivors' agreement. She said if public money is used to enhance this area further, then it is up to the developer to suggest what he would do.

Cllr Kemp concluded by saying that PTC just want to be kept in the loop.

Neighbourhood Plan – Cllr Kemp said that he had sent everyone a copy of the letter that has gone to the SDNP- everything is now officially on its way.

Bus shelter – Cllr Kemp informed the meeting that Cllr Hanauer has placed the order for the shelter and they are now waiting for the contract to come through. He added that Cllr Hanauer has had a conversation with Shona Turner and David Hyland and that he had put in a request for a grant for £1000 for the bus shelter.

Cllr Lintill confirmed that it will be a fast track grant and Cllr Kemp said that the application went in at least 2 weeks ago.

Farmers' market – Cllr Peet said that they need some volunteers to help with the next farmers' market. He added that they are carrying a surplus of money, which can be put in to other ways of further developing the market. They average 22-26 stallholders and it is a success.

Cllr Kemp said the stall holders have commented that they would like to increase the advertising for the market.

Cllr Peet replied by saying that they need to speak to them because the budget is there to improve the advertising. He added that the new alloy barriers make it much easier to set up now. They also have someone marshalling the market, so it's not too difficult a job to help with the set up.

Cllr Smith said they have 4 stallholders for the next indoor market and that Robert is not doing refreshments any more. She asked who would be opening up this time.

Cllr Peet said that the key can be left in the lock box for someone to access it.

Cllr Smith said someone needs to open up at 6am.

Cllr Scallon offered to do this and Cllr Evans said he should be able to help with the farmers' market.

Skate park – Cllr Peet said there was not much to report at the moment, but that they are hoping for some news soon.

Highways and traffic – Cllr Kemp said that the PTC need to put their mind as to what they are doing regarding the lorries and arrange a meeting with highways, now that they have the evidence they were asked to provide.

Cllr Peet said that the PBA members had been completing questionnaires and they were trying to demonstrate that they know what needs to come into town and how often. These questionnaires have shown that the big trucks that are coming through the town are not needed.

Cllr Pawsey said she wanted to ask about the big tractors that come into the town and how they fit into this. She said that she is concerned that the things sticking out from these tractors can bang people on the head.

Cllr Kemp said he did not know whether they fall under HGV regulation. He said that although tractors are a part of their rural community, he agreed with Cllr Pawsey that they were becoming very large.

Cllr Peet added that they have all sorts of exemptions and that part of the dialogue will be to find out what can be done about them. He said that the data tags they had had on the roads as part of the lorry survey, were not sophisticated enough to differentiate between tractors and arctics.

Cllr Evans suggested that a mixed group should go and talk to highways, consisting of planning committee members and some of the retailers from the town.

Cllr Peet agreed that an umbrella group should go to the meeting and show that they do not need these vehicles. He added that the message to the big vehicles is only come if you need to.

Cllr Kemp said that they get a lot more arctics up North St than they realise.

Cllr Peet commented that all the work that has been done on the road/pavements on New St has already been ruined. He said there should be a task and finish group consisting of the town council, PBA, Vision and other community groups.

Cllr Evans agreed to set this up with Cllr Peet (**ACTION**).

Cllr Kemp said that he had emailed Mike Dare/Chris Dye to tell them that the lorry sign was not working. They told him he should complain online in future, but this time they would pass the information on. Chris Dye then sent a photo that afternoon saying it's working. He said he had asked Chris Dye if there was a way of knowing if it was working and what triggers it.

Cllr Smith said it was working this morning, but not this evening.

Cllr Kemp asked Cllr Dunton if she could go back and tell them there's a problem with the sign, which she agreed to do. (**ACTION JD**). He added that it's critical to stop lorries from getting stuck on the wall.

Cllr Dunton said she had spoken to Chris Dye, who said he had not yet seen the lorry survey and Cllr Kemp said it has not yet been sent, because PTC need to analyse the results first themselves.

Sports ground – Cllr Kemp said that the JSA and Cricket Club have accepted that a CIC is taking over and that they will have the Petworth Park Sports Association CIC. He said he had had a meeting with Andrew Carrington to sort out a few of the questions that were raised. Andrew sorted out the issues that they had with the 'letter of comfort'. He said that by the beginning of October they will be presenting their requirements for the long term lease, which will hopefully be sorted by the end of the year. It will be a 20 or 25 year lease. He said they had thought it would be 2 years of negotiations, but this is not so. He said they need 2 representatives for the CIC and that Jennie Thorpe and Michael Peet had put themselves forward.

Cllr Fox said that in Jennie Thorpe's email she had mentioned that she was involved with the cricket club and he asked if this would be a conflict of interest. He added that he was concerned that if PTC was the leaseholder and there was a maintenance issue where would Cllr Thorpe stand.

Cllr Thorpe said she has thought about this. She said that she co-ordinates the junior cricket and is not part of the management.

Cllr Fox said he was only asking in case there was a dispute and Cllr Evans said that if this happened she could just declare an interest at this point.

Cllr Thorpe said that from a user's point of view, she is keen that the area is maintained.

Proposal for Cllrs Thorpe and Peet to go on to the CIC

Proposed by Cllr Scallon, seconded by Cllr Evans. All were in favour of the 2 being appointed.

Cllr Dunton said that she is seeing the highways team tomorrow and Louise Goldsmith and she asked if PTC would like her to find out about the categorisation of tractors etc, to which Cllr Kemp replied that he would like her to. **ACTION JD**.

Cllr Kemp said that Andrew Carrington would pass the paperwork to Cllrs Thorpe and Peet to sign and added that he will also draw up the constitution of the CIC. Cllr Kemp said that he thinks that they need to draw up some terms of reference for both of them and he asked them to give this some thought **ACTION JT and MP**. He said these terms would then go to the FGP committee and then on to full council. He said that the pest control man is doing a good job at the site. He added that they normally nominate new representatives every 12 months in May, but suggests that since they have only just been elected, this is postponed until May 2019.

Cllr Peet said that he is offering to stay on because he has been involved with it since the beginning, but he is happy to stand aside if and when someone else wants to take this on.

Staffing – Cllr Kemp said he will be putting a closed meeting in place for the full town council to consider the new clerk’s contract etc. It was not on the agenda for this evening because they are still waiting for some information.

6. To confirm the minutes of the previous council meeting
20.7.17

Proposed by Cllr Smith, seconded by Cllr Scallon . Adopted.

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

8. To receive reports

a) Cllr Meakin presented the bank reconciliation and invoices as below.

Bank reconciliation

BALANCE SHEET			
Reserve at 1 April 2017 - general	27,336	Nat West balances at	31/07/2017
Reserve at 1 April 2017 - for allotments	1,369	Current Account	12907.91
Reserve at 1 April 2017 - for FM	3,122	Deposit Account	14040.16
Reserve at 1 April 2017 - for Playparks	-5,923		
Reserve at 1 April 2017 - for Bus shelter	3,000		
Less: Recoverable VAT 2015/16	669		
Less: Recoverable VAT 2016/17	-1,011		
Less: Recoverable VAT 2107/18	-5,037		
Plus: income	62,641		
Less: expenditure	-59,219		
Balance at	31/07/2017	26948.07	26948.07

Invoices for approval

	Gross	VAT	Net		
27/04/2017				Scottish Water Business Stream	Allotments Water Station Rd 1/4/17 to 26/4/17
08/08/2017	4.27		4.27	Total	
26/06/2017	44.48		44.48	£48.75 Quality Traffic Surveys	Allotments Water Station Rd 26/4/17 to 3/8/17
30/06/2017	840.00	140.00	700.00	Leconfield Hall	Traffic consultant recommended works
28/07/2017	148.00		148.00		Payment on completion
06/08/2017	292.96	48.83	244.13	Reed Louise Steele	Farmers Market 24th June lower hall
31/07/2017	164.85		164.85		Office temp w/e 28/7/17
	5,124.00	854.00	4,270.00	Nexus	Office temp Neighbourhood Plan
					clerking for July Council meeting
					Final invoice re Submission Document

31/07/2017	Austens	11.67	1.95	9.72	Hampers Common Maintenance	Paint brushes
02/08/2017	SSE	3.36	0.16	3.20	Street Lighting	July continuous
		23.99	1.14	22.85	Street Lighting	July Dusk to dawn
	Total					
	£41.47	14.12	0.67	13.45	Street Lighting	July Half night pre dawn
30/07/2017	HJS Land Services	3,705.00		260.00	Rosemary Gardens	July
				440.00	Hampers Common	
				2,500.00	Cemeteries	
				505.00	Other areas	
31/07/2017	Leconfield Estates	80.74		80.74	Allotments Water	1/4/17 to 23/6/17
25/07/2017	Krokus	30.00		30.00	General Maintenance	Clean bus shelter
02/08/2017	BT	18.00	3.00	15.00	Comms/IT	Mobile August
27/07/2017	Viking	63.61	4.42	59.19	Expenses/Postage	Stamps, A4 paper, files etc

Proposed by Cllr Peet, seconded by Cllr Smith. All in favour to pay invoices.

b) Minutes of previous finance meeting 13.06.2017

Proposed by Cllr Peet, seconded by Cllr Meakin . Adopted.

c) Highways and Planning meeting minutes – 19.07.17

Proposed by Cllr Singleton, seconded by Cllr Smith. Adopted.

d) Open Spaces – Minutes 21.06.17

Proposed by Cllr Meakin, seconded by Cllr Evans. Adopted.

e) Vision Group – Cllr Kemp asked Cllr Fynes about the comment on the Vision minutes that said the press presence at the PTC meeting needs monitoring.

Cllr Fynes said there was some concern that if the minutes are in the public domain, this limits the freedom of the Vision Group, which has lots of ideas which are not always definite plans.

Cllr Kemp said that the PTC has to have things in the public domain.

Cllr Peet said perhaps there could be an announcement that says that the minutes of the Vision Group are not committing them to do the things they are suggesting.

Cllr Fynes said that the Vision Group is not wanting to be secretive. She said it's just that if something is suggested at a council meeting, because it is an open forum, these things may be presented in the press and that the Vision Group is about ideas.

Cllr Kemp added that any correspondence that comes to the council has to be in the public domain.

Cllr Fynes said that the discussion which takes place at Vision Group meetings goes far and wide and that if someone makes a suggestion, this is not always discussed further.

Cllr Scallon suggested that perhaps if someone makes any speculative comments there could be a note made on the minutes to keep this private.

Cllr Fox added that as a town council, because they have representatives on the Vision Group, they should also have the minutes of their meetings.

Cllrs Kemp and Peet said that councillors can request minutes from PBA and Leconfield Hall meetings for this reason.

Cllr Fynes said in that case they should have minutes from all groups that have town council representatives.

Cllr Evans pointed out that he joined the Vision Group as a private individual before joining the town council. He said his suggestion would be that they air PTC's concerns about this comment.

Cllr Burden said that people need to be prepared to work together. He said that he had been to the directors meeting for the Community Garden and that 2/3 children from Duncton are benefitting from this, but they have been told that Duncton say they have no money to contribute, so Kate has to fund this. He said it had been raised with the headmistress, who said she appreciated what Kate has done, but he said he feels that Duncton need to look at this differently.

Cllr Kemp suggested that they go back to the Vision Group and talk to them about the issue of the press presence (**ACTION PTC**).

(f) PBA – Cllr Peet said the PBA have been focusing on getting the lorry surveys back in. They have also been talking about rejigging the Petworth pages.

Cllr Kemp said the proposal is that the PBA and PTC look at the Petworth Pages and see how more community information can be put into it. They are looking to create a revised version by next spring. People can offer proposals via the PBA. They are still progressing with the small town maps to give to visitors, but are not doing brochures again as they are very expensive. The AGM is on the 18th October and Alex Rees is standing down as chair. They need to encourage more people to come on to the PBA committee.

9. Other items at Chairman’s discretion

Cllr Evans gave the background to the Co-op issue and said that the property department have said there is currently no decision on Swan House and any decision is likely to be made in the first few months of next year. They have told Lloyds Pharmacy that the deal is no longer in existence, but this does not mean that they won’t talk to them about it in the future. He said he had been informed that there have been some changes of personnel in the Co-op. He has spoken to James Carter who is responsible for getting rid of old branches. Samantha Moore, who had been involved, is currently on garden leave. He said that James Carter had asked him to tell PTC that they are very conscious of the uncertainty and are trying to push general management to a decision. Cllr Evans spoke to the CDC planners and Ross Neill is now the point of contact for the Co-op in the planning department. He told Cllr Evans that they are processing the planning applications because legally they have to do so. He added that PTC had been helpful with trying to get compromises to help push things through. Cllr Evans said he had also spoken to Jamie Brown from the highways department, who confirmed that he had heard nothing from the Co-op. He said they can pass on to the residents of Petworth that they are tracking it, but have nothing definite at the moment.

Cllr Kemp said it would be useful to know how Jamie fits in to the highways team and Cllr Evans said he will find this out **ACTION**.

Cllr Singleton said that she had noticed that bus drivers were not taking great care in Petworth at the moment and that mounting pavements had become a real problem. She asked if there was anything PTC could do without upsetting the bus companies too much. She said she felt that an accident will happen and that sooner or later someone will be clipped by one of these buses.

Cllr Fox commented that the SDNP had sponsored some of the advertising on these buses, and that the ones with this advertising are very long and possibly too long to get around the streets of Petworth.

Cllr Kemp said they need to find out which bus company it is and then PTC can write to that company stating their concerns.

Cllr Fynes said that the Compass buses are smaller and their drivers usually very careful. She added that if South Downs were going to be approached regarding this matter, they could also be told that the bus timetable holder outside the Leconfield hall was looking very shabby.

Cllr Kemp said that once they have the information about which bus company it is, PTC will write a letter. **ACTION CK and DG**.

Meeting closed –8.55pm

Signed.....
Chairman