

MINUTES OF A MEETING OF PETWORTH TOWN COUNCIL  
HELD ON THURSDAY 20<sup>th</sup> OCTOBER 2016  
at 7.30pm in The Council Offices, Golden Square, Petworth

**Cllrs Present:** Mr Chris Kemp (Chairman)  
Mr Roger Hanauer (Vice Chairman)  
Mr Alan Copus  
Mrs Juliet Fynes  
Mr Michael Peet (L)  
Mrs Liz Singleton (L)  
Dr Rosa Pawsey  
Miss Sam Spriggs  
Mrs Maggie South  
Mr David Burden  
Mr Rob Evans

**In Attendance:** Jenny Mouland - Press  
Temporary employee Mrs Deborah Glover  
District Cllr Eileen Lintill  
County Cllr Janet Duncton

**Apologies:** Mr Hugo Petersens  
Mr Neville Fox  
Mrs Carry Smith  
Mr Tony Rogers

---

The meeting began at 7.32pm.

1. Representations by the public

None

2. Apologies for absence

Apologies were received from Cllrs Petersens, Fox, Smith and Rogers. **NOTED** that Cllrs Peet and Singleton would arrive late.

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

District Cllr Lintill:

Highlighted the fact that the last month's minutes did not register her apologies for not being there – this was **ACCEPTED** by the meeting. The Chair agreed to send her an email of notification if anything came out of the meeting that was pertinent to her.

County Cllr Duncton:

Informed the meeting that she is meeting with the new Deputy Representative for Highways on Friday 21<sup>st</sup> October to go through all the things that need to be done in Petworth with him.

The Councillors left the meeting after giving their reports.

---

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

Cllrs Peet and Singleton arrived at 7.40pm.

**Skate Park** – Cllr Hanauer reported that the meeting with the relevant parties that took place on 14<sup>th</sup> October had been very helpful and that he was much encouraged that things were moving forward in a positive way.

**Operation Watershed** – Cllr Kemp has had a conversation with Sue Furlong at West Sussex who have approved a section of the grant which is going to pay for investigative work on two culverts.

**Bus Shelter**- Cllr Hanauer has spoken to Chris Dye regarding the fact that West Sussex did not want the shelter to be encroaching on sight lines and that this had given way to a very high estimate for the cost of the work. He gave another suggestion to Chris about moving the shelter closer to the road edge whilst still retaining the footpath, hence less of a need for cutting back the bank. **ACTION** Cllr Hanauer to get a working drawing of this plan to Chris Dye by this weekend.

**Winter Maintenance** – Cllr Kemp informed the meeting that Hugo had sent an email to say that once the insurance was sorted everything was in place. West Sussex have agreed to give 12 tonnes of grit – PTC need to give an emergency telephone number. **ACTION** Cllr Kemp to sort a mobile phone through BT. There will be an article going out in the Petworth Pages asking for volunteers should they be needed.

**Farmers Market**- Cllr Kemp reported that everything was now working smoothly since PTC have appointed a Market Steward/Manager. The payment for the steward is coming from market money not Council funds. He pointed out that either a cheque would need to be raised for his payment this evening or they could set up a standing order which would be easier. Council **AGREED** the standing order.

Cllr Copus reported that the financial side of the market is in good shape and that one person now owes a significant amount of money (£140) and that he informed said party yesterday (19<sup>th</sup> Oct) that they will be taken to small claims court if they do not pay.

One stall holder felt that they had paid for 2 months but there was no proof either side so a compromise was reached whereby they pay for one month and PTC pays for one month –the meeting **AGREED**. Proposed by Cllr Copus and seconded by Cllr Spriggs.

Cllr Burden said he prefers the term Market Steward rather than Manager and was supported by Cllr South in this and Cllr Kemp acknowledged that his hi-vis jacket said Steward so the meeting **AGREED** that the term **Market Steward** be adopted rather than Market Manager.

**Petworth in Bloom**- Cllr Kemp wanted to express the Council's thanks to the volunteers for all their planting and hard work. Cllr South added a note of special thanks to Cllr Hanauer for his help in removing the compost.

The group will be moving on to tending the War Memorial on the 6<sup>th</sup> November. Cllr South reported that they have 100 small daffodil bulbs to plant on the Jubilee Wall. Cllr Spriggs said that in light of this they would need to liaise with Matthew who she thinks is doing work there this week. **ACTION** Cllr Spriggs will speak to him because the Council do not want him to plant tubs that are going to be thrown away. Cllr Kemp added that the Petworth in Bloom team should also liaise with him so that everyone is happy.

Cllr Fynes commented that the planters outside Leconfield Hall and the CDC bin are blocking access to the seats. Since these are the only seats in the Square it is important that disabled and elderly people have access to them. **ACTION** – Cllr South will speak to the PIB tea and ask the girls to move the planters along and Cllr Kemp will speak to CDC about the litter bins in the town, re both their condition and positioning.

**Licensing**- Cllr Kemp reported that Cllr Copus had added some comments to the application as instructed which he had read and agreed with. **ACTION** Cllr Copus to post off the application with comments.

**Allotments**- Cllr Hanauer reported that Debbie Glover has sent out the allotment invoices for Oct 2016–Mar 2017 and Cllr Kemp added that she has also contacted some people who were waiting to see if they would like one of the abandoned/available plots.

Cllr South feels that there is a need to re-map the allotments and will bring this suggestion to the next Open Spaces meeting.

Cllr Kemp stated that the hedges need cutting and rubbish needs clearing and that money needs to be put aside from the PTC budget to undertake this work.

**Budgeting** – Cllr Kemp reminded everyone that there is a need to start producing a budget from next month to be approved in the December meeting to go to CDC for approval in early January. He asked for everyone to concentrate on the budget and any projects that need to be budgeted including indicative costings. He asked that numbers that are put down be sensible.

Cllr Copus added that he would like any ideas or plans people have to be given to him with numbers attached in time for the November Finance Meeting.

**Grass Cutting Contract**- Cllr Kemp reported that the contract with Henry Saxton is due to be reviewed in October and asked that the members of the Open Spaces team chat to him to check he is happy and comfortable with the contract or whether there are any changes or additions he would like to make in terms of the services he offers. He said the feedback from the parishioners was positive and that people are happy with what he is doing. He asked that the Council feed this praise back to Henry to give him reassurance and the meeting **AGREED**. Cllr Kemp stated that if Henry wants to quote to provide more services he can do this now so that it can be considered in the budget. Cllr Kemp said that Cllr Lintell had said that PTC need to take back the cutting in the cemetery and therefore need to enter into a contractual arrangement with CDC and that this could potentially be more work for Henry. Cllr Kemp said that he has been told about Lengthsmens Grants which Surrey Council have given to their local councils and he has asked Cllr Dunton to investigate and see whether PTC could apply to CDC. He felt that this might help to resolve some of the issues around whose responsibility certain areas came under.

**Co-op** – Cllr Evans reported back on the meeting that was held on the 10<sup>th</sup> Oct re the Co-op which was attended by Cllr Evans, Cllr Kemp, Alex Rees, Pip Aitken (planner) and 2 representatives from the Co-op. He felt it was a civilised and helpful meeting and they had a pre agreed agenda to keep it on track. The conclusion is that the Co-op intend to move to Swan House and they just need to resolve a few issues with the Listed Buildings Department regarding the internal works. PTC still think it will take until approximately February before they are open. The Co-op stated that as an organisation they are not interested in acquiring any more sites for supermarkets and their ideal is units of approx. 3000sq ft. This plan forms part of their business model and they will be relinquishing their larger stores in favour of this. Cllr Evans stated that they are amenable to working with PTC re the outside signage and trying to keep it within the surroundings whilst also retaining their corporate branding. The Co-op will try and find a compromise with PTC. He also stated that they confirmed that they have agreed terms with someone to take over their old store, but no further information was forthcoming on this. Cllr South enquired as to whether an apology was received for the length of time everything has taken and Cllr Evans said no apology was received, but that they now seem keen to push on with their plans as swiftly as possible.

Cllr Kemp informed the meeting that some parishioners are not happy because they wanted a bigger store but there is nowhere ideally to locate it. The Co-op have said they will try and provide variety with what they stock. He wanted to thank Cllr Evans for managing to get the plan to this point and the Council **AGREED**.

**Clerk**- Cllr Kemp informed the meeting that Rebecca Knifton is still off on sick leave and that she had provided a sick note up till 11<sup>th</sup> November. Since they were unsure of her return date they have asked Debbie Glover to stay until Christmas to help with the administration work.

**Christmas Event** – Cllr Kemp said that they would start to look for people to help with stewarding and that Tony Sneller would produce the necessary forms for the volunteers to complete. They would be starting to fit the lights this Sunday and this would continue every Sunday until the event. He pointed out that The Star would provide coffee and bacon sandwiches for those who volunteered.

**Email Address** – Cllr Kemp reported that Alex Rees, Cllr Peet and himself had decided that the current email accounts need to be amalgamated so everything will go into a gmail account. From the outside this will not look any different. There will be 10 email addresses available within this account, so if a councillor wants to have an email within this account to save using their personal email address they can. PTC will move on to using Google Cloud and the email address will be a .gov one.

Cllr Peet told the meeting that the Google Suite has many different apps with lots of functionality that members of the council may find useful in the future. This included presentation packages, working on shared documents, etc.

Cllr Kemp highlighted the fact there is a calendar that would be available to invite people to meetings.

#### 6. To confirm the minutes of the previous Council meetings

Minutes of the meeting held on 18th August 2016

**Adopted.** Proposed by Cllr South, seconded by Cllr Peet.

Minutes from 22<sup>nd</sup> September 2016

**Adopted** with the following corrections to be made by Cllr Kemp (**ACTION**) – to add -Clerk moved from signatory panel while off sick –**AGREED**. Re the Farmers market Cllr Peet to do the terms of reference not Cllr Copus- **AGREED**. Re the Winter Maintenance Plan the bags are to be stored at Strood Farm only, remove the other two places - **AGREED**.

#### 7. Matters arising – none

#### 8. To receive reports

Cllr Copus informed the meeting that there had been a Finance Meeting on Tues 18<sup>th</sup> Oct which was the half year point and that they had now received the precept for the second half of the year- approx. 50% of the budget had been spent, so PTC were on track. He said that he has had an email from the Exchequer Manager and that PTC were to receive a refund of £3750 re the CCTV. PTC had also received £250 which was a contribution towards the Queen's 90<sup>th</sup> birthday celebration.

Cllr Copus then presented the following figures to the meeting regarding the bank reconciliation. All **AGREED**. Proposed by Cllr Copus and seconded by Cllr Spriggs.

## BALANCE SHEET

Reserve at 1 April 2016 - general	24,478	Nat West balances at Current Account	30/09/2016
Reserve at 1 April 2016 - for allotments	99	Deposit Account	8,614.80
Reserve at 1 April 2016 - for NP	12,829		59,962.46
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	-6,745		
Plus: income	115,731		
Less: expenditure	-59,148		
Less: N Plan expenditure	-17,414		
Plus: N Plan grant	4,000		
Balance at 30/09/2016	<u>68,577.26</u>		<u>68,577.26</u>

Cllr Copus informed the meeting that the external audit for the last financial year had been done and PTC had been given a clean bill of health. There will be an internal audit on 11<sup>th</sup> November. CDC have agreed a grant of £1266 re the New Homes Bonus for seating at Hampers Common. **ACTION** - Cllr Kemp needs to sign this off. There are conditions attached which Cllr Copus read out to the meeting and these were accepted and understood by the meeting. Proposed by Cllr Copus and seconded by Cllr Kemp.

Cllr Copus then presented the following figures as invoices to be paid by PTC. All **APPROVED**. Proposed by Cllr Copus, seconded by Cllr Spriggs.

27/09/2016	Littlejohn	480.00	80	400.00	Audit Fee
14/05/2016	Auditing Solutions	102.00	17	85.00	Audit Fee
26/09/2016	Southern Water	62.90		62.90	Office Water
23/09/2016	Southern Electric	254.36	12.11	242.25	Street Lighting
20/08/2016	Judith Spencer	100.80		100.80	General Maintenance
28/07/2016	Hrservices partnership	390.00	65	325.00	Unallocated budget/contingency
23/09/2016	Reed	251.04	41.84	209.20	Unallocated budget/contingency
30/09/2016	Reed	461.21	76.87	384.34	Unallocated budget/contingency
31/9/16	HJS Land Services	995.00		995.00	Rosemary Gdns/Hampers Com Contract
31/9/16	HJS Land Services	375.00		375.00	General Maintenance
30/09/2016	Link Hire	149.10	24.85	124.25	Farmers Market
30/09/2016	Austens	67.99	11.33	56.66	General Maintenance
30/09/2016	Leconfield Estates	750.00		750.00	Allotments Lease
24/09/2016	Post Office Ltd (HMRC)	836.76		836.76	Clerk's Salary
18/10/2016	Chris Kemp	9.90		9.90	Unallocated budget/contingency
09/10/2016	Judith the Gardener	1,422.76		1,422.76	Planters
22/10/2016	Tom Fuller	120.00		120.00	Farmers Market

(a2) **Adopted** minutes from September Finance Meeting. Proposed by Cllr Copus, seconded by Cllr Spriggs.

(b) **Highways** – last meeting was 13<sup>th</sup> October, all up to date.

(c) **Open Spaces** – Cllr Hanauer reported that he has sent a letter to Wheelscape re the Skatepark to alert them to the fact he feels things are moving forward. He included the fact that they are the preferred supplier as requested by Wheelscape. The next meeting regarding this is 1<sup>st</sup> November.

(d) **PBA** – Cllr Peet informed the meeting that PBA had their AGM last night and they now have a new committee member and that the membership is growing with more than 145 companies now. He said that the collaboration between PTC and Petworth Pages has been good and members felt it was an incentive being able to advertise in there at a discounted rate. The ads in the back pages had been generating work for the companies advertising there. There is also good co-operation between PTC, PBA and the Vision Group and Neighbourhood Plan Group. He said that updated town maps of shops are going to be printed and put into shops. Also that the green noticeboards in the Leconfield Hall will be changed so that one side is for notices and the other will hold a large town map. There is a suggestion that the key for the noticeboard gets changed so that flyers etc cannot be placed over the town map. Cllr Kemp pointed out that people will also be able to download the map on mobile phones. Cllr Hanauer asked if extra maps were to be printed for hotels and places that are rented out to visitors and Cllr Peet confirmed that 20,000 were to be printed for this.

(e) **Vision Project** – Cllr Fynes reported that there is a new committee member who has lots of experience in this area. She said that the Vision Group are very pleased to have the support of PTC. She said that they have looked at the 3 plans for the Gateway Project, but that no decision had yet been reached and that the land belongs to CDC so there may be planning issues and in future there will probably need to be an open meeting. Whatever scheme is chosen will require a lot of money and grants, so it was agreed that Cllr Copus would chat to the group to see what help PTC could offer (**ACTION**).

Cllr Kemp said that the group had been informed that PTC could allocate grants providing they could show maximum benefit to the parishioners.

Cllr Evans pointed out that if the plans went ahead it would take away some of the car parking which links to the Neighbourhood Plan and that there needs to be collaboration between the 2 projects. He has written to the travel consultant about the minor work re the Square and the Neighbourhood Plan and the cost implications of this. He has requested a quote for the fee to do 3 specific things for PTC.

Cllr Kemp stated that both the Vision Group and the Neighbourhood Plan Group have councillors and parishioners on them and that they need to work together for the benefit of Petworth and that PTC might be the lynchpin to bring them together.

Cllr South suggested that all the groups be able to share their work at next year's Annual Meeting.

Cllr Kemp said he just wanted to reiterate the importance of everyone working together.

(f) **Neighbourhood Plan**- Cllr Kemp read out a statement from Douglas Cooper to the meeting as follows:

This year so far, has been dominated by the Public Consultation in June. This was inevitably dominated by the alternative options offered to the public for the three major sites for the 150 houses that Petworth is obliged to provide in the next fifteen years. It also showed alternative solutions to some of the traffic problems in the town. The public opted overwhelmingly for the Southern option for housing which included a new access road to the school.

The steering team is now working to produce draft policies for our consultants to write into the Draft Consultation document to be submitted to the statutory consultees before the final Public Consultation in spring 2017. In the meantime the Steering Team is also working with the Leconfield Estate and the other principal landowners to produce a master-plan that will unite the three sites in the southern edge of the town. They are also pursuing solutions to both pedestrian safety and traffic management in the town centre, and the development of future possibilities for retail and other local employment.

9. To consider other items at the Chairman's discretion

Cllr Kemp informed the meeting that upon tidying the office, forms have been found from many months ago that need completing. Form re defibrillators **ACTION** Cllr Hanauer to complete. Other form re Waste **ACTION** Cllr Kemp to complete.

Cllr Kemp informed the meeting that there are problems with the phone and Broadband in the office at the moment, which he and Debbie Glover are trying to rectify.

Cllr Peet informed the meeting that the Angel Inn had been sold to Nicole Jones today.

Cllr Evans said that he had met a lady from WSCC who informed him that they are holding a recruitment show in the Leconfield Hall at the end of November to try and recruit carers and that West Sussex is in a state of crisis regarding finding suitable care. She has asked PTC to help spread the news about the show and for it to be announced at this council meeting. Cllr Evans gave her the details for Harsha and the PBA. The lady is going to be sending Cllr Evans some more information regarding the recruitment show.

Cllr Evans read out an email from Hugo re photo voltaic panels. Cllr Kemp explained that this was in relation to whether the council wanted to put in solar generating panels in a local farm but the meeting **AGREED** that PTC had no current plans for this to happen.

Cllr Burden pointed out that 600 people in Petworth were estimated to have Alzheimer's and that the issue of care is very relevant to Petworth. It was confirmed by Cllr Spriggs that the recruitment fair is on 23<sup>rd</sup> November and her contact is Eleanor Shipton. Cllr Fynes pointed out that there is a fair on the 19<sup>th</sup> Nov that perhaps could be used to help advertise this recruitment event.

Cllr Kemp announced that Cllr Spriggs has resigned from PTC due to moving to Arundel. Cllr Spriggs said that she would still be a trustee for the Petworth Cottage Nursing Home. Cllr Kemp thanked her for her contribution and the meeting **AGREED**. It was confirmed that this would be her last meeting.

Cllr Copus raised the issue of what needs to happen now regarding Cllr Spriggs not being able to sign cheques. **ACTION** Cllr Copus to phone electoral services on what to do next.

Cllr Hanauer pointed out that the finger post at the end of Grove Road was now painted in black and white and that he would soon be adding the fingers!

Cllr South said that she had noticed some defective lampposts and upon taking their number and reporting them, they had been repaired within 2 days which was impressive.

Meeting closed – 9.20pm

Signed.....  
Chairman