

**PETWORTH TOWN COUNCIL**  
MINUTES OF A MEETING OF PETWORTH TOWN COUNCIL  
HELD ON THURSDAY 19<sup>TH</sup> OF JUNE 2014  
IN THE TOWN COUNCILOFFICE AT 7.30 PM

Cllrs Present:           Mr Chris Kemp (Chairman)   Mr John Robbins           Absent: Dr Rosa Pawsey  
                          Mr Alan Copus               Mr Neville Fox           Mrs Carol Goldthorp  
                          Mrs Elizabeth Hodgkins   Mr David Burden         Mr Richard Chandler  
                          Mrs Juliet Fynes           Mr Tony Sneller  
                          Mr Rawden Rogerson

In Attendance:       District Cllr Eileen Lintill                   2 members of public  
                          County Cllr Janet Duncton                 1 member of the press  
                          Locum Clerk, Mrs Rebecca Knifton

1/14   Apologies

Apologies received from Cllrs Pawsey, Chandler and Goldthorp.

2/14   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**.

3/14   Chairman's Announcements

The Chairman reminded Members that the North East Parishes Forum had been held on Thursday, 12<sup>th</sup> June in Petworth at Hampers Green Community Centre.

It was agreed that Cllr Hodgkins would be attending the presentation by Nick Boles MP, Parliamentary Under Secretary of State for Planning on 3<sup>rd</sup> July 2014 at CDC.

It was noted that the litter bin at Sylvia Beaufoy still needed fixing. District Cllr Lintill said she would look into the matter.

Council were informed that there had been a request to PTC for the use of Hampers Green from the Children and Family Centre. It was agreed that Cllr Sneller will check the booking for the fete.

The Chairman mentioned that he had informally met with Chris Patterson from SDNPA the previous week and informed Members that he had received an offer from him and Margaret Perrin, also from SDNPA to visit PTC at a convenient time during the first two weeks of September to discuss the neighbourhood plan process.

4/14   Minutes of the Meeting held on Thursday 15<sup>th</sup> of May 2014

The Minutes of the Meeting held on 15<sup>th</sup> of May 2014 had been circulated to all Members.

Proposed by Cllr Robbins and seconded by Cllr Sneller.

**RESOLVED** that the minutes be approved and signed as a true record of the meeting.

5/14   Police/PCSO Reports

No Police/PCSO's in attendance. District Cllr Duncton informed Members that for the next couple of months the local Police have commissioned motorcycle Officers to deal with the growing number of speeding and other driving offences within the Parish.

6/14   Matters Arising

a) Flag in Rosemary Gardens: The Chairman had removed the deteriorated flag. He proposed that a new pole and flag should be purchased. To be referred to the Open Spaces Committee for inclusion on the agenda at their next meeting.

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b) Horsham Road Chapel: No further update but it was noted that Chambers would be advising on ownership.

c) Tour of Britain Race: It was noted that the event is scheduled for Saturday the 13<sup>th</sup> of September. The Chairman confirmed that the predicted race route starts in Camberley and finishes in Wisborough Green and will come straight through the middle of Petworth. Members agreed that Petworth would be a good place to view the race and a discussion with SDNPA was suggested regarding parking. It was noted that the Business Association were keen to assist. There were discussions regarding setting up a market in the square and encouraging members of the public to 'get on their bikes'. The Chairman proposed that PTC supports the initiative with a unanimous vote in favour.

d) Defibrillator: Cllr Sneller reported that he had met with the South East Ambulance Service in order to assess the processes involved. It was noted that the Martin Dallan Charity had organised a fundraising event and had agreed to give £1k to PTC to purchase and install the defibrillator. Discussions took place over the best position for the equipment to be installed and Leconfield Hall was noted as being central although issues may arise as the building is listed. Cllr Fynes highlighted the fact that an electrical source would be needed and spoke of placing the equipment in a phone box. The taps at Leconfield Hall were mentioned and it was noted that Cllr Hodgkins was in the process of completing the forms for submission to the Planning Authority. District Cllrs Duncton and Lintill both gave their support.

e) Courtauld Paintings: Noted that the paintings are safely stored in the Parish Office. Members agreed they should be hung.

## 7/14 District and County Councillors

District Cllr Lintill reported. She informed Members that the deadline for applications under the New Homes Bonus Scheme was the 25<sup>th</sup> of July.

Cllr Lintill spoke of the Think Family scheme which was set up to help vulnerable families change their lives for the better. Figures released by the County Council show that 1,197 families have been identified as being eligible for the programme. To date, 639 families have been turned around which is 55 per cent of the full target of 1,165 families to be helped by the end of March 2015. Successes include stopping anti-social behaviour and helping parents back into work.

CDC had agreed funding of £30k to the CAB to work with Steve Hill.

Cllr Lintill reported that the Novium in Chichester had hosted a night at the Museum which had been a huge success. She further informed Members that The Novium Museum had won a prestigious national architecture award, awarded by the RIBA (Royal Institute of British Architects) for its architectural excellence.

Changes in the way individuals register to vote were highlighted and it was noted that for the 2015 elections, Electors will have to register to vote online as an individual, not as occupiers of the same property.

County Cllr Duncton reported. She spoke of ongoing concerns in the local area regarding oil and gas exploration and spoke of the recent meeting in Pulborough on the 20<sup>th</sup> of June which she had attended. Officers from the Environment Agency (EA), Health and Safety Executive (HSE), Department for Energy and Climate Change (DECC) as well as the County Council attended. She informed Members that due to her involvement at WSCC on the Children and Young People's Services Select Committee and the Corporate Parenting Panel, she is due to visit 6 children's homes.

## 8/14 Public Questions

There was a representation by Ms Lynnette Humphry who spoke of her interest in joining the NP Steering Group. She mentioned that she had initially made contact last year but had received little response. Cllr

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Hodgkins informed Ms Humphry that there would be a Steering Group meeting on the 26<sup>th</sup> of June which will include a presentation by the appointed NP Consultants, Nexus. Cllr Hodgkins confirmed that she would keep Ms Humphry informed and invited her to attend the meeting.

There was a representation by Mr Morgan. He referred to previous representations whereby he had highlighted that if Chichester can get a 20 mph speed limit why can't Petworth. He informed Members that he had been waiting for 6 years for Highways to take action and still nothing had been done. He asked whether the Town Council were able to apply to Highways for a 20mph speed limit to be enforced. It was again noted that the paving slabs had recently been repaired in Angel Street but vehicles were still driving on the pavement and damaging them again. Much discussion took place over speeding motorists and the ongoing dangers for pedestrians within the Town. The Police have confirmed that a fatality is simply waiting to happen.

Cllr Fox informed Mr Morgan that the Chairman and he had undertaken a survey of maintenance issues within the town. Over the past 3 months there had been much correspondence to this effect, with Highways maintaining that there were no real issues. PTC had listed more than 10 items that needed urgent attention and had forwarded this to Highways, copying in the WSCC Cllr. When PTC had chased the matter, the response from Highways was that the officer dealing with maintenance was not in the office due to 'family issues'.

WSCC Cllr Duncton was asked by Members to chase the matter and Cllr Fox confirmed that he would highlight all the issues on a map of the town. Cllr Duncton informed PTC that she had written a letter to the depot but it was unlikely, due to County cuts that anyone would be out to action the repairs. She further mentioned that the leader of the Council has now taken responsibility for maintenance. Cllr Pawsey stated that Petworth Vision have highlighted the traffic calming issue.

**ACTION:** It was agreed that a letter will be written on behalf of PTC to Highways. Cllr Fox to lead.

**ACTION:** The Clerk to speak to WSCC regarding the new bollards on Middle Street.

### 9/14 Clerk

a) Locum Clerk: The Chairman introduced the Locum, Mrs Rebecca Knifton. Mrs Knifton explained that she was a Clerk to two other local Councils and that she had undertaken various Locum work for SSALC. She also stated that she would be able to cover until the beginning of August if needed.

b) Appointment of Clerk: It was noted that the closing date for applications was the 27<sup>th</sup> of June. SSALC were assisting with recruitment. Expected timeframe: 2<sup>nd</sup> July complete shortlist and send out invites for interview; 9<sup>th</sup> July – hold interviews; 10<sup>th</sup> July – notify the successful candidate; 21<sup>st</sup> July – predicted start date. Noted that there had been 3 applicants to date. SSALC will apply for references.

c) Office Hours in July: Noted that the Assistant Clerk will remain in post until the end of June. The Locum Clerk will cover the office on Friday mornings. A temporary sign will be placed on the door informing parishioners that the office will be closed on Tuesdays.

### 10/14 Co-option of three Councillors

Noted that there were no applications to date but that PTC were actively advertising the vacancies. Advertising on the website and in various conspicuous places around the town was agreed.

### 11/14 Email from Parishioner re: Hampers Common

Items highlighted:

Speeding between Hampers Green and Balls Cross: Agreed that the local PCSO be asked to assist with enforcing the 30mph speed limit.

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Investment in the play equipment at Hampers Green: **ACTION:** The matter to be referred to the Open Spaces Committee for inclusion in their next agenda.

Pedestrian crossing near to the Petworth Park entrance: **ACTION:** The matter to be referred to the Open Spaces Committee for inclusion in their next agenda.

District Cllr Lintill mentioned that CDC may be able to assist with grant funding.

**ACTION:** the Clerk to respond to the email.

12/14 To receive reports

a) Finance and General Purposes Committee: Cllr Copus reported on the recommendations made by the Committee and presented the list of payments to be made.

**RESOLVED** that the following recommendations are approved:

- The minutes of the 6<sup>th</sup> and 28<sup>th</sup> of May are ratified;
- The new Accounts system is approved;
- The following grants are authorised:
  - Sylvia Beaufoy - £1k
  - Samaritans - £100
- The new cheque signing process is adopted; and,
- The following payments are made:
  - Barnsfold - £777.40
  - Travis Perkins - £62.16
  - Zurich - £1,963.53

Cllr Fox referred to the proposed retirement celebration for the previous Clerk and the **RECOMMENDATION** made by the Committee to set aside £200 from PTC's contingency fund. Proposed by Cllr Sneller and seconded by Cllr Fox.

**RESOLVED**

The Chairman explained to Members that the Locum should be made RFO in the interim. Proposed by Cllr Sneller and seconded by Cllr Rogerson.

**RESOLVED**

b) Traffic and Planning Committee: Noted that at the meeting held on the 27<sup>th</sup> of May, Cllr Fox had been re-elected as Chairman. It was noted that an application by the Co-Op for new signage had been objected. Reference was made to the minutes of the meeting which were confirmed as a true record.

c) Petworth Pages: Noted that the advertisement for Co-option will be placed in next month's edition.

d) PBA: Noted that businesses in the town were in favour of the market with the first market consisting of 20 stalls and the 2<sup>nd</sup>, 17. It was discussed that the traders had received free parking for the main car park but not Sylvia Beaufoy. The Chairman proposed supporting the market and all were in agreement.

**NOTED:** that the Chairman and Cllr Sneller will assist as a 'one-off' with stewarding.

e) Neighbourhood Plan: Noted that there will be an inception meeting on the 26<sup>th</sup> of June with Nexus giving a representation. The next process will be to agree terms of reference and a setting up of various sub-groups.

13/14 To consider other items at the Chairman's discretion

Cllr Fox spoke of the proposed retirement celebration for the previous Clerk. It was noted that nothing had been budgeted.

It was agreed that a **RESOLUTION** is made by Council to set aside £200 from PTC's contingency fund in the current absence of a Chairman's allowance.

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The Chairman wished to thank Cllrs Sneller and Copus, along with Rod Tyler and Chris Pew for all their help with the hanging baskets. Cllr Copus wished to return thanks back to the Chairman for all his hard work.

Cllr Fynes spoke of the War Memorial and asked when it was due to be cleaned. Cllr Kemp confirmed that the grant provider will be dealing with the matter and that the grant money to pay for the cleaning should be received by the end of the June.

Event noted: Nick Boles, MP, Parliamentary Under Secretary of State for Planning - 3 July 2014 at CDC.

Cllr Fynes reminded the Committee that there was still an outstanding advertising invoice from the Stonemasons.

**ACTION:** The Clerk to write to the Stonemasons requesting settlement within 14 days.

The water tap at Leconfield Hall. **NOTED.**

Cllr Kemp raised updating the Standing Orders and the adoption of the scoping document and terms of reference for both the neighbourhood plan and planning. This matter is ongoing.

Meeting closed – 9.25pm

Chairman                      Signed.....                      Dated.....