

**PETWORTH TOWN COUNCIL**  
MINUTES OF A MEETING OF PETWORTH TOWN COUNCIL  
HELD ON THURSDAY 18 September 2014  
IN THE TOWN COUNCILOFFICE AT 7.30 PM

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

Absent: Mrs Elizabeth Hodgkins  
Mrs Juliet Fynes

In Attendance: County Cllr Janet Duncton  
CDC Cllr Eileen Lintill  
Town Clerk, Mrs Rebecca Knifton  
2 Members of the Public  
1 Member of the Press  
2 Prospective Councillors

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26/14 Apologies

Apologies received from Cllrs Hodgkins and Fynes.

27/14 Representations by the Public

A representation was heard from Mr Morgan. He wished to raise the ongoing concerns of speeding in the town and asked where PTC were with the implementation of the 20mph speed limit. The Chairman confirmed that a resolution had been passed to submit the application and informed Mr Morgan that he and the Clerk would be meeting with WSCC Highways in the coming week.

Mr Morgan reported further on the issues with parking at Sheepdown. County Cllr Duncton reported that a TRO had been set up two years ago for extra yellow lines in consideration of the dangerous junction. Much conversation took place over the general lack of parking in the town and County Cllr Duncton reminded everyone that the Sylvia Beaufoy car park was free.

There was then a representation heard from Lynette Humphry. Further to previous requests, she wished to seek clarity on what was being held by CDC for Petworth under s106. The Chairman confirmed that he had already spoken to Ms Humphry and explained that he and the Clerk were due to meet with CDC and when confirmation was received, the figures and projects would be taken back to Council.

Ms Humphry then spoke of the speeding issues on Grove Lane and explained that her daughter had been knocked down and that on the 4<sup>th</sup> of September a van from the construction site had written off a car. It was noted that construction was due to continue for at least a further 6 months. Cllr Robbins asked why there had been no restrictions placed on the size of the lorries going to and from the site. District Cllr Lintill explained that it could be done.

Cllr Fox declared an interest as he is a Director of the construction site but assured Ms Humphry that he would supply an address for her to write her concerns to.

**ACTION:** The Clerk to speak to the local PCSO to request that they pay more attention to this area.

Lynette Humphry then spoke of the NP and asked why the community were not being consulted. PTC again explained to Ms Humphry that the consultation process was not due to start until November as already explained by the consultants, Nexus at the last two meetings of the NP steering group.

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## 28/14 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**.

## 29/14 Co-option of two Councillors

The Council received 3 applications for 2 vacancies. The following representations were heard:

### Kerensa Northhouse:

She stated that she has lived in the town for over 20 years and raised 4 children who all attended local schools and she is very much a local resident. She has also had business interests in the town previously with some development and a children's nursery.

Whilst she works full time in Haslemere, her schedule has a degree of flexibility and which would ensure she was available to undertake Town Council business. She has some knowledge of planning and would like to make contribution to her community.

### Joan Devine:

She explained that she has lived in the town for 11 years and has high hopes in seeing Petworth prosper. She hopes to be able to assist in promoting Petworth to new businesses so that the town has better facilities and more employment opportunities.

She is passionate about the environment and hopes that, if co-opted, she wishes to assist in promoting and enhancing Petworth's open spaces.

She has kept up-to-date on all issues within the community and is keen on helping Petworth stay 'open for business'.

She also would like to assist in tackling anti-social behaviour and would like to be able to increase efforts to engage with the youth of the town.

### Roger Hanauer:

Roger was unable to attend due to work commitments.

The Chairman asked Members whether it would be a fairer process to wait for Mr Hanauer to make his representation to Council at the next meeting.

Proposed by Cllr Sneller and seconded by Cllr Goldthorp. **AGREED**.

## 30/14 Chairman's Announcements

SDNPA Meeting in September – **NOTED**: County Cllr Duncton and District Cllr Lintill to attend, alongside PTC Cllrs and Members of the SG.

s106 Meeting with CDC – **UPDATE**: The Chairman and the Clerk to meeting with CDC on Friday the 26<sup>th</sup> of September. The outcome of the meeting will be brought back to the next meeting Council.

4 Year Plan – **NOTED** that the Chairman with to propose that PTC puts together a 4 year plan. He presented a wish list of items that he would like to see implemented and budgeted for and asked all Members for their comments. It was **AGREED** that an informal meeting should take place to throw ideas around in readiness for the setting of the budget later this year.

## 31/14 To confirm the minutes of the Council meeting held on Thursday 17 July 2014

Proposed by Cllr Robbins and seconded by Cllr Burden.

**RESOLVED** that the minutes of the last meeting are signed as a true record.

## 32/14 Police/PCSO Reports

None received.

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## 33/14 Matters Arising from previous minutes

(a) Rosemary Gardens – **NOTED** that emergency repair work had been undertaken to the wetpour by Playsafe at no cost to the Council and as a good will gesture. The Chairman explained that the previous Clerk had been informed by the contractor prior to the works that the partial wetpour works requested would not be sufficient and would have a limited lifespan. Playsafe had been told to do the work in any event. It was **NOTED** that this will now have caused an unnecessary cost to the Council of more than £4k due to the fact that it will have to be replaced completely next year.

The first quote for replacement to the wetpour had been received.

**ACTION:** The Clerk to obtain 2 further quotes.

(b) Tour of Britain – Council wished to praise CDC for their organisation of the event. It was **NOTED** that the event had been a complete success and had drawn in 100's of visitors to the town.

(c) Leconfield Hall – **NOTED** that Cllr Hodgkins was dealing with the planning permission for the tap but to date, no further progress had been made.

(d) Defibrillator – **NOTED** that Cllr Hodgkins was dealing with the listed building consent but further progress is yet to be made. **NOTED** that the Martin Dallon charity has provided the money for the equipment. Further discussion were had regarding suitable alternatives to siting the equipment to include old BT Telephone Box and Hampers Green Community Centre.

**ACTION:** Tony to look into the possibility of utilising the Grove Lane Telephone Box.

County Cllr Duncton informed Members that training to use the equipment was available.

(e) Allotment Audit -

**NOTED** that the Clerk and Cllr Robbins had started to undertake an allotment audit due to missing and incomplete information held in the office. When the paperwork has been received back from the Internal Auditor, a proper database will be drafted.

(f) Councillor's opportunity to raise matter from the previous minutes not already on this agenda - None.

## 34/14 District and County Councillors

District Cllr Lintill reported. She informed Members that the CDC Local Plan inspection was due to take place on the 30<sup>th</sup> of September and should take 8 days to complete.

**NOTED** that the cabinet had met the previous week and have revised their enforcement strategy to ensure that there are extra resources at hand, for the District to be more proactive and a greater review of conditions.

Get Active Festival - took place in Chichester on **Sunday 7 September** 12pm – 4pm at Oaklands Park. It was celebrating ten years of encouraging people across the district to take up sport. More than 40 local sports and arts clubs from around the district attended.

Tour of Britain – A great day for Petworth. Talks underway with Local Councils to support the Tour of France.

Stoptober - Residents are being invited to spend half an hour being active during National Fitness Day on Friday the 26<sup>th</sup> of September.

The aim of this year's National Fitness Day is to encourage people to raise their heart rate and take part in a Power Half Hour.

The Council's Wellbeing Team will also be on hand to promote Stoptober – a national campaign to encourage people to stop smoking.

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Wish list – CDC has a general grants pot.

NHB – **NOTED** that 2 years running, PTC has not applied.

County Cllr Duncton reported. She reiterated that points made in Cllr Lintill's report regarding the Local Plan and CiL funding for the future.

She spoke of the next meeting to be held at County regarding the ongoing issues with the County's gas and anabolic digesters in November.

West Sussex Credit Union - This Credit Union is based in Worthing and is fully supported by West Sussex County Council. It can be used to save money for which you get a small dividend once a year or to borrow at very advantageous rates. It has worked very well for those who are finding hard times and to try and stop using Pay Day Loans and even Loan Sharks.

The rates of interest charged are very low compared to those previously mentioned and also considerably lower than Banks. It is a safe system covered by all the appropriate financial regulations.

Carers – the support systems are finding it hard to find carers, some of whom are young carers. Cllr Duncton wished to get schools involved by handing out leaflets.

**ACTION:** The Clerk to put a link on the website once received from Cllr Duncton.

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Cllr Burden left the meeting due to personal reasons.

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## 35/14 To receive Reports

(a) Finance and General Purposes Committee, to include approval of payments and signing of cheques:

Nexus	5,820.00	4,850.00	Neighbourhood Planning
R Knifton	1,083.85	1,083.85	Clerk's Salary
HMRC	505.39	505.39	Clerk's Salary
Naldrett	497.50	497.50	Rosemary Gdns/Hampers Com Contract
Khameleon	30.00	30.00	General Maintenance
Nat West	35.00	35.00	General Maintenance
R Knifton	11.88	11.88	Office Expenditure
			Hanging
John Bridle	960.00	960.00	Baskets
R Welch	188.09	188.09	Office Expenditure
Steeple	18.00	15.00	Office Expenditure

**NOTED:** The following comments were made.

John Bridle - £1k will take the PTC over budget.

Farmer's Market – PTC were paying £500.

Website – Should be £45 per annum.

Clock – Should be £260 per annum.

Proposed by Cllr Pawsey and seconded by Cllr Robbins.

**RESOLVED** that the list of payments be made.

Financial Regulations and Terms of Reference – **NOTED** that PTC does not currently have a standalone document for Financial Regulations or Terms of Reference in place for the Committee. A draft of both documents had been sent out by the Clerk. The Finance Committee to update and put through a proposal for adoption.

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The minutes of the Finance Committee meeting held in August were approved.

Proposed by Cllr Pawsey and seconded by Cllr Kemp.

**RESOLVED.**

(b) Traffic and Planning Committee – Noted that the minutes of the previous meetings be approved en mass.

Proposed by Cllr Rogerson and seconded by Cllr Kemp.

**RESOLVED** that the minutes are agreed as a true record.

(c) Neighbourhood Plan – Cllr Hodgkins was absent so a full report was unavailable.

It was **NOTED** that the Baseline Report had been completed and that prior to the Chairman and Clerk’s meeting with CDC regarding the Community Facilities Audit, Nexus will be supplied with the a copy of the existing Audit.

(d) Open Spaces Committee - **NOTED** that the next meeting is scheduled for the 25<sup>th</sup> of September at 7.30pm.

(e) Petworth Business Association – **NOTED** that the AGM will be held on the 16<sup>th</sup> of October at 6pm.

(f) Petworth Pages – Cllr Fynes reported that she has undertaken the production of the Petworth Pages since 2004. The productions and distribution are soon to be taken over by the PBA but with Cllr Fynes remaining as Editor for the time being.

Proposed by Cllr Kemp and seconded by Cllr Sneller that a Member of PTC will always remain as Editor , for PTC to have an editorial and for there to be a town communication for the Chairman.

**RESOLVED**

**NOTED** that Cllr Fynes will remain in charge of the Newsletter for a further 3 months.

36/14 To consider other items at the Chairman's discretion

**NOTED** that Cllrs need updated lists of meeting dates.

**ACTION:** The Clerk to organise.

**NOTED** that the Star is putting more flower tubs in the square.

**NOTED** that the town Bonfire will be held on the 8<sup>th</sup> of November at 6.30pm.

Meeting closed – 9.43pm

Signed..... Dated.....

Chairman