

MINUTES OF A MEETING OF PETWORTH TOWN COUNCIL
HELD ON THURSDAY 28 MAY 2015
at 8pm in The Council Offices, Golden Square, Petworth

Cllrs Present: Mr Chris Kemp (Chairman)

Mr David Burden

Dr Rosa Pawsey

Mr Roger Hanauer (Vice Chairman)

Mr Michael Peet

Mr Neville Fox

Mr Tony Rogers

Mrs Carry Smith

Mrs Liz Singleton

Mrs Juliet Fynes

Mrs Maggie South

In Attendance: Town Clerk: Mrs Rebecca Knifton

Members of the public x 2

West Sussex County Cllr Mrs Duncton

District Councillor Eileen Lintill

Apologies: Mr Hugo Petersens

Mrs Sam Spriggs

Mr Rob Evans

Mr Tony Sneller

The Chairman opened the meeting and thanked members of the public for their attendance.

36/15 Representations by the public

Mr Tom Moore asked the Chairman for permission to address the Council.

He wished to raise the following comments:

He congratulated the newly elected Cllrs. He stated that he had attended many meetings in order to correct what he thought were errors. He believed that this was a failure by the Clerk. He wished for the word 'threatened' to be removed from the previous minutes as he did not believe that he had been threatening by warning the Chairman that he would continue to attend meetings until he believed business was being conducted properly. He informed PTC that he had received a warning letter from Sussex Police. He wished it noted that he had been seeking accuracy in the minutes and wanted to warn Cllrs that they are approving a legal document.

Cllr Hanauer informed Mr Moore that at the end of the previous meeting he had claimed that he would keep returning 'like the ghost of Christmas past'. The word 'threat' in Oxford Dictionary is defined as an 'indication of something undesirable'. Cllr Hanauer stated that Mr Moore had alluded to do just that.

37/15 Apologies for absence

Apologies were received from Cllrs Spriggs, Petersens, Evans and Sneller.

38/15 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**. All interest forms to be returned to the Clerk.

39/15 District and County Councillors

District Councillor Eileen Lintill reported that it had been a manic month due to the recent elections. There had been training session undertaken by the new Members. There are now 18 new District Cllrs with 48 in total consisting of 42 Conservative, 3 Liberal Democrats and 3 Independents.

The main news at the District is that the Local Plan has been agreed to be passed.

Reminder – the NHB deadline is in July. **NOTED** that PTC had opened its offices for David Hyland and Shona Turner to host a NHB surgery.

Cllr Lintill remains as Deputy Leader and is Cabinet Member for Community Services. She continues to be responsible for leisure and sports development; health and wellbeing; community engagement and development; Chichester Careline; foreshores; grants; partnerships; culture and arts support; and the voluntary sector.

Other changes in the Cabinet had been emailed to the Clerk and are as follows:

Cllr Tony Dignum is the new Leader of the council. The new Chairman of the council is Nick Thomas, councillor for Plaistow, and the Vice-Chairman is Elizabeth Hamilton, councillor for West Wittering.

Gillian Keegan, councillor for Rogate, has been made Cabinet Member for Commercial Services, and is responsible for economic development; tourism; rural affairs; car parks and CCTV; The Novium Museum and the Tourist Information Centre; e states and leisure centres.

Roger Barrow, councillor for Selsey South, is now Cabinet Member for the Environment. He is responsible for: waste, cleansing and recycling services; grounds maintenance; cemeteries; parks and open spaces; vehicle workshops and MOTs; public conveniences; environmental protection; licensing; environmental policy; health protection; coast protection; land drainage; emergency planning; and, Farmers' Markets.

Philippa Hardwick, councillor for Fernhurst, has been made Cabinet Member for Finance. She is now responsible for financial services; audit; procurement; corporate health and safety; legal services; elections; revenues, business rates and benefits; business continuity; and, member services.

Susan Taylor, councillor for East Wittering, is the new Cabinet Member for Housing and Planning. She has responsibility for housing; land charges; development management; conservation and design; building control; planning enforcement; planning policy and Local Plan; the Community Infrastructure Levy and Neighbourhood Planning.

Bruce Finch, councillor for Southbourne, is now Cabinet Member for Support Services. He is responsible for all of the council's support services, including corporate policy; ICT; PR; personnel; customer services; and, building and facilities.

County and District Cllr Duncton reported that it has been a very full year both at District and County level. Cllr Duncton looks after 4 Parishes as District Cllr, namely Tillington, Fittleworth, Ebernoe and Petworth and was pleased to announce that she is back on the Planning Panel.

She is Deputy Cabinet member for Residents Services which covers West Sussex Fire and Rescue and Communities. She has recently visited 6 Fire and Rescue Stations in the District to look at how the new streamlining process is working.

Cllr Duncton confirmed that she is still Children's safeguarding Champion, Vice Chairman of the Rights of Way committee and sit on Children and Young people Services select committee and the Corporate Parenting Board.

The plans for Kent, West and East Sussex and Hampshire County Councils to work together is ongoing.

The Chairman queried Cllr Duncton over PTC's requests to assist with the pavements and the issue with the recent work with BT as there are now loose bricks which could cause injury. He also mentioned the ongoing issue with the caps for the bollards which had been put in by WSCC contractors as they are the wrong size. Cllr Duncton informed PTC that she would make enquiries.

40/15 Chairman's Report and other Announcements on matters requested

Office redecoration – **NOTED** that it is a requirement in the lease and that PTC are supposed to undertake redecoration every 5 years. Two quotes have been received for the new lights, the best of which was £350. Further quotes to be obtained and brought back to Council.

Staffing Committee – **NOTED** that this was a requirement. Members should consist of the Chairman and Vice Chairman. Both Cllrs Pawsey and South had been working together on appraisal documents and it was **AGREED** that they would form part of the Committee.

The title Staffing Group in opposed to Staffing Committee was proposed by Cllr Pawsey and Seconded by Cllr South.

RESOLVED.

Cllr Fynes confirmed that Cllr Sneller had wished to put himself forward for Committee Membership.

The Chairman confirmed that Membership will be brought to the F&GP and then back to Council.

Skatepark update – **NOTED** that the Sylvia Beaufoy had recently held its AGM. Cllrs Hanauer and Kemp have made an agreement with the Centre to hold a meeting.

ACTION: Cllr Hanauer to set up a time and date for the meeting.

It was **AGREED** that the skatepark should have its own Working Group and the item will be separate to the Open Spaces Committee.

Proposed that the Working Group consists of the following Members: Cllrs Hanauer, Sneller, Peet and Smith with the Chairman as ex-officio.

RESOLVED

The Chairman spoke of a recent email received from Sarah Peyman at CDC regarding a deadline for the Skatepark s106 money. Cllr Lintill confirmed that the money is ringfenced and that PTC should not be worrying about timeframes.

NOTED that there has always been an issue with siting the Skatepark and Cllr Lintill confirmed that she may have a new potential site.

Further **NOTED** that there is a real need for the facility in Petworth and that the young skaters in the carpark are putting themselves at risk of harm.

Amendment to Traffic and Planning Terms of Reference – **AGREED**

Confirm the appointment of Alan Copus as Finance Consultant to the Council – Proposed by Cllr Hanauer and Seconded by Cllr Smith.

RESOLVED

ACTION: The Clerk to prepare a scoping document.

Farmer's Market – Members of Council discussed the following information:

Just over 12 months ago the Farmers Market in Petworth changed from bi monthly to monthly which the council endorsed.

In order to trade in Chichester the market would also be required to trade in Midhurst and Petworth. The stall holders were unhappy with the general financial return from trading in Midhurst but apparently felt that Petworth was much better.

CDC had agreed to drop Midhurst and go monthly in Petworth. The understanding was that stall numbers

would therefore increase to a much larger vibrant market. This has not been the case and there has been a decline in stall holders in the last twelve months.

The PBA and Cllr Kemp have had several meetings with CDC regarding the Market including meeting with the business owners in Golden Square that are directly affected by the market. All suffer a loss in takings on the Saturday of the market but would not want to see the market go from Petworth.

The residents of the High Street are disturbed from before 6:00 am on the morning of the market and then witness next to no market stalls and generally a poor attendance of the public.

As far as the passing public are concerned they are generally unaware of the market and more aware of a road closure signs.

The advertising for the market consists of poor signage on the four roads in and out of Petworth, the colours of these signs are poor and they look abandoned rather than promoting a forthcoming event. They are generally collapsing or especially at this time of the year covered by long grass.

The proposal was that PTC work with CDC to obtain improvements to the road side advertising and generally in the promotion and advertising of the market to Petworth. To move the market to the Market Square to make it more visible and to look at ways to turn the ailing market into a vibrant market that Petworth can be proud of and to a benefit to all.

ACTION: Cllrs Smith and Singleton to push this initiative forward.

Chairman's update on issues not included on this agenda – NHB Grant of £10k is available and should be set aside for the play equipment.

ACTION: The Clerk to apply.

NOTED that Cllr Peet is organising generic PTC email addresses for Members. Personal email addresses are not to be in the public domain.

41/15 Minutes of the Meeting of the 16th of April 2015

Cllr Fynes asked if the minutes would be amended with Mr Moore's requested word change.

The Chairman confirmed that the minutes belong to the Council and can only be changed by resolution.

Cllr Fynes proposed that the word 'threatened' is removed. Seconded by Cllr South with Cllr Fox supporting. Cllr Peet stated that he could now vote as he didn't know.

A vote by way of a show of hand took place with 6 in favour and 5 abstentions. Carried.

Proposed by Cllr Hanauer and Seconded by Cllr South.

The minutes of the Meeting held on the 16th of April 2015 were **AGREED** and signed as a true record.

RESOLVED

Cllr Fynes then wished to refute Council minute 33/15. The Chairman confirmed that the minute had represented exactly what was said and therefore the minute stands. Cllr South wished to highlight that there had not been any blame apportioned by the minute as it was a statement of fact said at the meeting.

42/15 Matters Arising from previous minutes not already on this agenda

(a) Defibrillators – Cllr Sneller was absent.

(b) Tap on the Leconfield – Cllr Sneller was absent.

(c) Councillor's opportunity to raise matters from the previous minutes not already on this agenda –

Proposed that PTC should have a new representative for the Petworth Pages.

ACTION: To be added as an agenda item for the next meeting.

43/15 To receive Reports

(a1) Finance

Viking	395.05	N Plan	stationery
Viking	84.37	Office Expenditure	stationery
Bexley Printers	566.00	N Plan	A5 booklets
Leconfield Hall	25.00	General Maintenance	Bus shelter licence
Austens	11.98	General Maintenance	Cable ties
Leconfield Estates	10.00	Allotments Lease and Water	16 March to 31 March
Naldrett	497.50	Rosemary Gdns/Hampers Com Contract	April month
Nexus	2,626.50	N Plan	April work
Wicksteed	45.00	Rosemary Gardens Maintenance	Annual inspection
Wicksteed	45.00	Hampers Common Maintenance	Annual inspection
SSALC	17.00	Office Expenditure	Quarterly review
CDC	1,173.14	Dog Bins	Emptying
Steeple	258.00	N Plan	Banners
R Knifton	1,114.58	Clerk's Salary	
Post Office (HMRC)	664.41	Tax and NI x 2	
J Aguilar	549.84	Additional Clerk's hours	

The following payments were proposed by Cllr Fox and Seconded by Cllr Fynes.
RESOLVED that the following payments are approved.

(a2) Minutes of the previous meeting

The minutes of the meeting held on the 14th of April 2015 were **AGREED**

Proposed by Cllr Burden and Seconded by Cllr South.

RESOLVED

(b) Traffic and Planning Committee – **NOTED** that the last meeting was on the 16th of April. Ongoing issues with the development at Rotherlea.

NOTED that PTC are soon to employ a consultant to assist with the request for a 20mph speed limit for the town.

(c) Neighbourhood Plan – **NOTED** that there had been 3 very successful public consultations held on the 12th, 13th and 14th of May.

Every household had been contacted and 2,500 leaflets had been distributed by hand.

The end of the consultation is due on Friday the 29th of May. The data will then be analysed and a report will be produced.

The Steering Group will have a stand at the Fete in the Park on the 11th of July.

(d) Petworth Business Association – The brochure has been published.

The PBA was investigating who to send the brochures out to, to help bring more foot fall to the town. A town map was being printed to be given out to visitors already in the town to save on the new brochures being used just for the map.

(e) Petworth Pages Chairman suggested that a resident called Trish Stevens be introduced to the PP team as she had expressed an interest in helping.

44/15 To consider other items at the Chairman's discretion

ACTION: add 5 year plan to the next agenda.

Meeting closed – 9.48pm

Signed.....
Chairman