

MINUTES OF A MEETING OF PETWORTH TOWN COUNCIL
HELD ON TUESDAY 23 JUNE 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 Hugo Petersens
Mr Tony Rogers
Mrs Carry Smith
Mrs Liz Singleton
Mrs Juliet Fynes
Mrs Maggie South
Miss Sam Spriggs
Mr Rob Evans
Mr Tony Sneller

In Attendance: Town Clerk: Mrs Rebecca Knifton

Apologies: Mr Neville Fox
West Sussex County Cllr Mrs Duncton
District Councillor Eileen Lintill

The Chairman welcomed all to the meeting.

45/15 Representations by the public

None

46/15 Apologies for absence

Apologies were received from Cllr Fox, CDC Cllr Lintill and WSCC Cllr Duncton.

47/15 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.

48/15 District and County Councillors

None

49/15 Chairman's Report and other Announcements on matters requested

- Office redecoration – Deferred to the next meeting.
- Staffing Committee – **NOTED** that the Clerk's first appraisal is due to take place on Friday the 10th of July at 10.30am.

Reference was made to the proposal by the F&GP Committee to agreeing a Staffing Group.

The name, 'Staffing Management Group' was proposed by Cllr Pawsey and seconded by Cllr Hanauer.

RESOLVED that the new Staffing Group be known as the Staffing Management Group.

AGREED that members will be Cllrs Kemp, Hanauer, Pawsey and South with the Clerk joining the Group for all other members of staff.

AGREED that a statement of purpose be drafted along the lines of the ToR the Clerk had drafted for all other committees.

ACTION: The Clerk to deal.

- Skatepark update – Cllr Hanauer reported on the letter received from Lord Egremont. **NOTED** that there had been a number of objections from residents of Hampers Green.

Cllr Kemps and Hanauer are due to meet with the Chairman of the Sylvia Beaufof and the local Youth Co-ordinator. Cllr Hanauer had also attempted to make contact with the manager of the Youth Club but there has been no response to date.

Cllr Hanauer has taken accurate measurements at the proposed site and will forward this to the designers. The area in question is 22m s – narrowing to 10m at the opposite end. Cllr Hanauer hopes to have the designs by the next meeting.

NOTED that the two ‘youth-liaisons’ that Cllr Hanauer had been working with have collected 75 signatures on their petition in support of the skatepark. Cllr Kemp wished it **NOTED** that there had been a lot of Parishioner support in general.

NOTED that District Cllr Lintill had informed PTC at the last meeting that she knew of an alternative site but to date, she has not been able to divulge this information.

NOTED that Sarah Peyman at CDC had written to the Clerk raising concerns that the s106 money held by the District for the project might be subject to a timescale cut-off unless PTC were actively progressing with the project.

NOTED that CDC owns the car park at the Sylvia Beaufof and have agreed that the site is the most appropriate.

ACTION: The Clerk to talk with CDC and arrange a further meeting.

Cllr Sneller raised his concerns over the impact to the Centre on staffing and stated that he might know of another possible site but that he couldn’t mention where until further enquiries had been made.

Cllr Peet spoke of a friend in Oregon who works with a worldwide skater who might be able to assist with the project.

AGREED that PTC is actively working on showing the Youth of the Parish that they are not forgotten.

- Five Year Plan – Cllr South proposed setting up a small Task and Finish Group. Cllr Sneller expressed a wish to join the Group.

ACTION: Cllrs to email Cllr South by the end of the week should they wish to join the Group.

Cllr South presented the following paper in conjunction with her PowerPoint presentation:

PETWORTH TOWN COUNCIL BUSINESS PLAN 2015 – 2020

Insert Vision Statement here.

Example;

“Petworth Town Council will work in partnership with the community to make Petworth a special place to live and to work. We will value our historic surroundings and maximise their potential.”

INTRODUCTION

In this document, Petworth Town Council have produced their first Business Plan. The Plan sets out the vision and priorities of the Council for five years; 2015 – 2020. The Plan has been drawn up in agreement by Full Council and is presented to all residents of Petworth as a reference document and a performance indicator. We are presenting our ambition for the Town and will review our performance as a Town Council against the priorities laid out in this document.

Purpose of the Business Plan

1. To set out the objectives and plans of the Town Council. These will reflect how we plan to work with residents, businesses and the local community. They will also reflect how the Town Council plans to address the challenges of the Neighbourhood Plan, the Petworth Vision document and the plans of local and national organisations which may impact upon the Town.
2. To support the Town Council in fulfilling its role within the community
3. To communicate the Town Council's vision and intended actions to the residents of the Town and our neighbours. This will enable clear dialogue and consultation at all levels and ensure that all residents and visitors to the Town feel included and have had an opportunity to contribute
4. To provide a basis for the community of Petworth to become involved in shaping the future of the Town and in activities which take place

The Business Plan has been written after discussion with other local organisations including; Petworth Business Association, Petworth Community Association and Petworth Area Churches Together, all of which work for the good of the Town.

It is intended that the Business Plan will be reviewed annually in *month* at a Full Council meeting and also in 2017 at an open meeting for residents, businesses and other interested parties.

VISION

The vision of Petworth Town Council is to ensure that there are effective policies and initiatives in place which will support the development of Petworth as a focal point within the South Downs National Park. We wish to enhance the Town to the benefit of residents, businesses and visitors and to maximise our potential as an historic market town with ancient traditions and modern approaches.

The Town Council will promote the involvement of the community, ensure that actions and initiatives are sustainable and encourage a vibrant economy for Petworth.

We wish to conduct our business by means which are as transparent as possible within our statutory duties and to be open to question.

The Town Council will work in partnership with planners, businesses and the local authorities to ensure the best for the residents and the community.

We hope that people of all ages and from all walks of life will be able to feel civic pride in their Town and that Petworth continues to thrive within its beautiful setting.

WHAT DO WE HOPE TO ACHIEVE?

Objectives.

This five year Business Plan aims to meet the Town Council's vision by;

1. improving communication with the community and instilling confidence in actions taken
2. enhancing the role of the Town Council and fostering positive relationships within the community
3. maintaining an up to date and inter-active website for the Town
4. enhancing the physical surroundings of Petworth and ensuring that there is access for all
5. continuing the development of our green spaces to promote wellbeing
6. promoting local democracy by encouraging residents to stand for the Town Council and/or become involved in working parties
7. ensuring that the best outcome possible is negotiated for the Town and its community through partnership working with planning authorities including; the South Downs National Park Authority, West Sussex County Council and Chichester District Council
8. work closely with our local schools and the Youth Service to ensure that children and young people feel involved in their Town and have a contribution to make
9. work closely with all residents including those in residential care to ensure that every adult feels valued and has a contribution to make
10. support the development of the Neighbourhood Plan and ensure it is disseminated to and welcomed by the community
11. support the development of Petworth Vision and ensure it is disseminated to and welcomed by the community
12. continue to ensure that local services, transport links and road traffic issues are developed to the benefit of the Town and its residents and businesses
13. maintain a professional and informed Town Council where members feel valued and are

WHAT ARE WE DOING IN 2015?

Summary of current activities.

This list should include our current plans and who we are working with. Consider the ways in which we currently communicate with residents, our budget allocations etc

They could come under the following headings;

PLANNING

OPEN SPACES – GREEN SPACES

ROADS & TRAFFIC

TRANSPORT LINKS

ANNUAL ACTIVITIES

COMMERCIAL ACTIVITIES

PARTNERSHIPS & CONSULTATION

COMMUNICATIONS

WHAT WILL WE HAVE DONE BY 2020?

Summary of our aims

These should be linked to our stated objectives

They should be listed objectively and with a planned outcome or impact measure so that we will know when we have achieved. This will then match the action plan below. Too many priorities is not a good idea so probably a maximum of 6.

HOW DO WE PLAN TO GET THERE?

ACTION PLAN

PRIORITY	ACTION	BY WHEN?	PARTNERS	OUTCOME – how will we know we have got there?
1				
2				
3				
4				
5				
6				

SUMMARY

Other possible sections

WHO WILL WE BE WORKING WITH? – Partners

IMPORTANT DOCUMENTS

EVIDENCE – What works and how do we know?

References

The Chairman thanked Cllr South for her exceptional work on the 5 year plan.

AGREED that this will be a standing item on all future agendas.

AGREED that regular publicity on the project will be placed on the Town Council Website, Petworth Pages, the Petworth Society Magazine and the Observer.

- Play Park Update – The Clerk reported that all 3 companies have accepted to tender for the redevelopment of both Hampers Common and Rosemary Gardens and have visited the sites in order to quote.

A basic spec has been given to all 3 companies. A further update will be provided at the next meeting of Council. **AGREED** that NHB money will be applied for, for the projects.

- Allotments – as per F&GP minute F/52/15: **NOTED** that the Clerk reported that there had been a water leak at Station Road Allotments which needed to be fixed as a matter of urgency. A local plumber had been sourced and in accordance with PTC's Financial Regulations, authority to action the work was requested by the Clerk. Cllr Sneller proposed actioning the works. Seconded by Cllr Petersens. **AGREED**. **RECOMMENDED** for approval by Council.

Proposed by Cllr Burden and seconded by Cllr Hanauer.
RESOLVED that the Clerk instructs the plumber.

The Clerk also reported that there were ongoing issues with access to water as there has never been an adequate amount of standpipes.

AGREED that the Clerk will instruct the plumber to quote for the associated works.

AGREED that the quote will be brought back to Council.

- War Memorial – **NOTED** that all 3 quotes had been circulated and that Tillys were happy to proceed at a cost of £2,040.

Cllr Sneller proposed to authorise the contract. Seconded by Cllr Burden.
RESOLVED to instruct Tillys.

- Chairman’s update on issues not included on this agenda
NOTED that Cllrs Kemp and Hanauer to meet with Bob Riley regarding street cleaning.

NOTED that Cllr Kemp and the Clerk had met with the Estate regarding overhanging foliage.

ACTION: Cllrs South and Kemp to meet with Cllr South’s husband to consider the grass cutting contracts.

50/15 To confirm the minutes of the previous Council meetings

- Annual Meeting of Council – 21 May 2015
Proposed by Cllr South and Seconded by Cllr Smith.
The minutes of the Meeting were **AGREED** and signed as a true record.
RESOLVED
- Full Council – 28 May 2015
Proposed by Cllr Hanauer and Seconded by Cllr Petersens.
The minutes of the Meeting were **AGREED** and signed as a true record.
RESOLVED

51/15 Matters Arising from previous minutes not already on this agenda

To include:

(a) Defibrillators – **NOTED** that the phone box at Grove Lane is being dealt with by John West. The invoice to be amended.

(b) Tap on the Leconfield – **NOTED** that the Estate have **AGREED** to do the works for the tap and the box.

ACTION: When the invoice has been received, the Clerk to forward to Cllr Sneller.

NOTED that a defib will be on display at the Fete in the Park.

NOTED that Malcolm Legg from the South East Coast Ambulance Service will be available to give training on the equipment.

(c) Councillor’s opportunity to raise matters from the previous minutes not already on this agenda
NOTED that a meeting to discuss the Farmer’s Market is scheduled for Thursday 25 June.

Cllr Peet explained that he had spoken with Alison Stevens on 22 June who is Environment Manager, Health Protection and Environmental Management at Chichester District Council. Alison is the person with overall responsibility for the CDC Farmers Market events.

He explained to Alison that both PTC and the PBA were keen to see the monthly Farmers Market moved into Market Square and that together a way to make it more vibrant and appealing rather than the current offering is essential. He mentioned how PTC wished to have the criteria for the market broadened to allow a wider array of stall holders to participate from different categories and had cited the example of arts and crafts. Alison had said that CDC would be receptive to the idea and

also supported the PTC and PBA initiative to move the market into Market Square provide all the necessary health and safety criteria could be met.

AGREED

52/15 To receive Reports

(a1) Finance and General Purposes Committee, to include approval of payments and signing of cheques.

Austens	6.95	Hanging Baskets - Maintenance
SSALC	180.00	New Cllr Training
WSALC	806.95	SALC/SLCC Subscriptions/Contracts
Wilmers	20.00	Xmas Event - Lighting
Hampers Community Centre	72.00	N Plan – Rental for Public Consultation
Hampers Community Centre	36.00	Rental for Annual Parish Meeting
Hennings	103.18	Refreshments for Annual Parish Meeting
Hennings	39.20	Refreshments for Annual Parish Meeting
Tony Sneller	7.99	Bollard Cap Box
J Aguilar	549.84	N Plan Clerk's Salary
R Knifton	1,114.38	Clerk's Salary
Post Office (HMRC)	664.61	Tax and NI

Proposed by Cllr Pawsey and Seconded by Cllr Evans.

That the list of payments is approved along with the **RECOMMENDATION** from the F&GP Committee for the £1,010 payment for the Defib.

RESOLVED

(a2) Minutes of the previous F&GP meeting held on 28 May 2015

Proposed by Cllr Sneller and Seconded by Cllr South.

The minutes of the Meeting were **AGREED** as a true record.

RESOLVED

(b) Traffic and Planning Committee – the minutes from the meeting held on 2 June 2015 were discussed but were not available to adopt. **NOTED** that Cllr Evans is now Chairman of the Committee and Cllr Rogers is Vice Chairman.

AGREED that the Committee should add 'Highways' to its title.

RESOLVED that the Committee will now be known as Highways, Traffic & Planning.

(c) Neighbourhood Plan – Cllr Pawsey reported that the 3 consultations held at the beginning of May had been a success. All data is now being analysed. **NOTED** that when collated, a pamphlet will be drafted for circulation.

NOTED that the PNPWG are due to meet on 30 June 2015.

(d) Petworth Business Association.

Cllr Peet recorded that since the previous meeting there was no further update other than notifying members that the Memorandum of Understanding for the agreement between the PBA and PTC regarding Petworth Pages was being formalised.

(e) Petworth Pages – to include a new representative.

Nothing to report.

53/15 To consider other items at the Chairman's discretion

NOTED that Cllr Sneller had drafted a letter for Hampers Green residents regarding the phone box.

NOTED that the Fete in the Park is due to take place on Saturday 11 July 2015.

NOTED that Cllr Smith had received some complaints regarding street furniture in Lombards Street.

ACTION: Cllr Smith to deal and to report back at the next meeting of Council.

NOTED that Cllr Hanauer had reported a derelict car to the Police.

Meeting closed – 9.40pm

Signed.....

Chairman