

MINUTES OF A MEETING OF PETWORTH TOWN COUNCIL
HELD ON THURSDAY 14 JANUARY 2016
at 7.30pm in The Council Offices, Golden Square, Petworth

**** This meeting was recorded****

Cllrs Present: Mr Chris Kemp (Chairman)
Mr Roger Hanauer (Vice Chairman)
Mrs Juliet Fynes
Mr Hugo Petersens
Mrs Carry Smith
Mr Michael Peet
Mrs Liz Singleton
Dr Rosa Pawsey
Miss Sam Spriggs
Mr Tony Rogers
Mrs Maggie South
Mr David Burden
Mr Rob Evans
Mr Neville Fox

In Attendance: Town Clerk - Mrs Rebecca Knifton
Jenny Mouland - Press
District Cllr Eileen Lintill
Mr Andrew Carrington
Apologies: County Cllr Janet Duncton

1/16 Representations

There was a public representation by Mr Andrew Carrington on behalf of the Petworth Fringe Festival. The following was presented:

*PETFRINGE*2016
Presentation to Petworth Town Council 14 January 2016

Following the success of the inaugural PetFringe 2015 we have committed to a more expansive, enhanced programme over 1 - 10 July 2016. Our plans include a wide range of music, stand-up comedy, children's events and drama at the same locations at Hampers Green, Black Horse Byworth and Leconfield Hall to be joined by the refurbished Welldiggers and two major events for which the Square is the only location which has the ambience and capacity to stage the quality entertainment we propose to provide.

We have consulted with local business people and associations, the P&DCA, retailers, infrastructure contractors and operators and are sure that the Square is both the most suitable and the most impressive venue for a major event. It is also the area for which the TC has in the past provided restricted access arrangements for vehicles and the location of the major town attractions such as the Christmas tree, the annual fair and in the future the proposed Queen's Birthday Tea Party.

We are actively putting together a programme of events throughout the period, Shepherds Neame will again be the lead sponsor of the Fringe via its Spitfire brand and Spirit FM have agreed to be both our media partner and non-financial sponsor of the first and possibly the second event scheduled for the Square.

On 2nd July we will launch Petworth's first ever two stage music festival. During the afternoon we propose to stage a live entertainment programme in Rosemary Garden on a fully equipped mobile stage which will be hosted by Rupert Bonner, a singer/guitarist and former WEA International producer who will be holding prior monthly open-mike evenings at the Black Horse starting this month to encourage talented performers to participate. The event itself will enable local food providers to service those attending and we propose to locate the Shepherd Neame BarBus in the adjacent car park for which we recognise a TEN licence will be required. We hope to continue the usage of this stage into the evening to host a dance marathon to be organised by Sylvia Beaufoy Youth Centre which will benefit from the funds raised by the event.

>From 1700 onwards we will stage a three or four band evening of music in the Square varied in genre with each of several well-known groups taking a set of 90 minutes and individual performers linking whilst the sets are changed. We will install a high spec professional stage with lighting, sound and floodlighting for the entire area and quality suppliers with the BarBus will provide food and beverages for the event which we intend will finish before 2300 when the stage and stalls will immediately be broken down.

When planning the music event we recognised that there would be a number of expenses which could not be curtailed and these will aggregate some £8,000 for which we have invited funding. The responses have not provided confidence of sufficient sponsorship nor stallholders' fees to cover the cost so we are driven to accept the option of paid access. Whilst this is novel for Petworth it is by no means a novelty elsewhere: both London and Edinburgh close large sections of their cities to un-ticketed users at New Year's Eve and further examples may be found in other locations and events.

We hold to the ethos of providing entertainment for the people of Petworth and aim to promote residents' enthusiasm by pitching prices at an acceptable level and engaging local youth bodies in producing events, stewarding and even pre-selling tickets at discount prices. Wherever possible we will use local equipment operators to supply the security fencing and will invite the Football Club and Community Garden Association to undertake pre-event ticket sales in return for a 20% commission. Face value of the tickets will be £10 each but will be available at half that price prior to the day of the event itself.

In addition we would be happy to acknowledge funding from such as the Town Council, P&DCA and others by allocating blocks of tickets at discount values to enable them to be distributed free of charge.

For the second weekend in the Square we have formed a partnership with Fantastic British Food Festivals, a division of TCE Group which is a corporate event agency handling major events at such venues as Blenheim Palace, Leeds and Bodiam Castles, Sandown and Wimbledon Parks and Polesden Lacey. On their website (www.fantasticbritishfoodfestivals.com) you will not only find reference to these locations but also to the Petworth Fringe indicating its commitment to provide a whole range of food and drink produce and stalls, a cookery theatre (which we will establish in Leconfield Hall), tasting and childrens' activities.

We are told that TCE expect to showcase 30 – 40 stalls and already has positive feedback from a number of its regular operators; in addition the Hungry Guest organisation has expressed interest. This event must necessarily run over a two day period to make it viable and, while allowing free access to the public area, will require a closure to vehicle traffic in the Square for both days.

In terms of logistics we aim to entertain at least 1,000 ticket-holders at the musical event on 2nd July for which we will provide security fencing and licenced entrance operatives as well as drawing on assistance from volunteer stewards. We would ask the Town Council to obtain and then grant the necessary TEN authority for both weekends in the Square and take the power to close it to vehicles from early each Saturday until 0100 on Sunday 3 July and 1900 on Sunday 10 July.

To ease access for visitors we propose to lay on a shuttle bus service to bring in park and ride users from locations at Hampers Green, the Grove and the estates north and south of the town. With cost-only fares operating we would expect to ferry up to 500 people into the music event alone.

Our request to the Town Council this evening is that it should:-

- 1 Express its support of the Fringe events particularly on 2, 9 & 10 July 2016;
- 2 Consider any availability of funding to alleviate the cost of the music event;
- 3 Agree to progress its intended permanent TEN licence for the Square in time for grant for Fringe '16;

- 4 When granted issue TEN licences for each of the events in the Square;
- 5 Apply for then grant a TEN licence for Rosemary Gardens;
- 6 Permit the parking of vehicles on Hampers Green to enable the operation of park and ride;
- 7 Close the Square to vehicular traffic on 2, 9 & 10 July;
- 8 Close the Square to un-ticketed pedestrian access after 1700 on 2 July; and
- 9 Such other permits and support as may be needed to ensure the success of the events.

Individually we are grateful for Town Councillors' encouragement of our plans to date and the opportunity to present to you this evening – and of course your favourable consideration of the requests we make.

The Chairman thanked Mr Carrington for his representation and informed him that an extraordinary meeting will be called in order to decide his request. **AGREED** that PTC are supportive but will actively make sure that the Petworth Festival and Petworth Fringe do not clash.

Cllrs Rogers and Spriggs arrived at 7.42pm

NOTED that PTC is in the process of obtaining a Licence for such events.

Cllr Peet arrived at 7.44pm

2/16 Apologies for absence

An apology was received from County Cllr Duncton due to a previous engagement.

3/16 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**.

4/16 District and County Councillors

District Cllr Lintill reported that she is now the Parking Forum representative at Cabinet Level.

NOTED that full Council in February will agree the District's Council Tax Level but highlighted that the Revenue Support Grant is being phased out over the next 2 years. The Clerk confirmed that she had circulated the amount to be received in Precept Support Grant and that this had been factored into the Town Council's budget. PTC's Precept request had been submitted to CDC in early January.

NHB Grants had been granted for 6 years but that this will be reduced to 2 years.

CDC will be applying for a Grant to supply the Parish with an electric charging point, another 'green initiative'. Cllr Kemp confirmed that he had already spoken with Nick Simpson at Car Parks regarding this and Cllr Lintill confirmed that Simon Ballard is the first point of contact.

Cllr Peet asked for an update on the Skatepark Feasibility Study and when it will go to Cabinet. Cllr Lintill explained that it will go to Cabinet in February, but advised that PTC should request Planning Permission in any event. Cllr Lintill explained that she would be declaring an interest and taking no part in the decision on

the skate facility.

5/16 Chairman's Report and other Announcements on matters requested

Winter Maintenance – **ACTION:** Working Group to be arranged.

Farmers Market – Cllrs Kemp and Peet had met with Stallholders and agreed a commitment to the Farmers Market and confirmed that the Stallholders are happy to move forward as a co-operative and will form their own Committee. **NOTED** that the Stallholders will take responsibility and PTC will merely act as an overseer and facilitator to deal with parking bay suspensions etc. Further **NOTED** that Petworth deserves ‘a thriving Market in a thriving Market town’.

ACTION: An agreement in writing is being drafted.

NOTED that the April Market will be held on the 3rd Saturday of the month and will be the first overseen by PTC.

AGREED that PTC fully supports the initiative. Proposed by Cllr Hanauer and seconded by Cllr Spriggs.
RESOLVED

Skate Park – **NOTED** that the feasibility study should go to Cabinet in February. Cllr Hanauer is now in possession of the final design which will be taken to the next OS Meeting on the 20th of January.

NOTED that there is a covenant on the land dating back to 1937 restricting use but that Cllr Kemp has spoken to the Leconfield Estate who have agreed to vary it.

NOTED that each contractor has agreed to undertake a full consultation.

Playgrounds & Inspections – **NOTED** that the Clerk has instructed Des Bone Ltd to undertake the inspections until John Bridle has been trained by Eibe. **NOTED** that Mr Bridle has **AGREED** to undertake weekly inspections on behalf of PTC.

Rosemary Gardens is completed. Hampers Common is still awaiting completion.

ACTION: Cllr South will place up notices at Hampers Common to say ‘Opening Soon’.

AGREED that Hampers Common should be mole drained.

NOTED that Estates have offered to chainsaw the logs and turn them into seats.

Grass Cutting – **NOTED** that the Tenders have been sent out. The return date is the 9th of February. Deferred until the next meeting.

War Memorial update – **NOTED** that the work has been completed.

ACTION: The Clerk will inform the War Memorial Trust in order to complete the Grant process.

NOTED that some pruning needs to be done to the cherry trees and that PTC will notify the Church and Estates out of courtesy before actioning any works.

Co-op – Cllr Evans gave a further update that his contact at the Co-op knew nothing about the planning application submitted on behalf of Lloyds. He went on to explain that the Co-op had a department that deals with acquisitions and one that deals with disposals but that they apparently did not communicate with each

other. His contact deals only with acquisitions.

Cllr Evans wished it **NOTED** that the Co-op and Lloyds have no contractual obligations and as no paperwork exists.

He will continue to volunteer to communicate with Head Office.

Neighbourhood Plan – **NOTED** that the Plan is progressing and that the Working Groups have now been set up. These are: Leisure and Wellbeing; Getting Around; Housing; Environment and Sustainability; Working and Shopping. All Working Groups have a Cllr representative.

The SDNPA have just Granted £8k to PTC.

The SDNPA are currently in consultation over their own Local Plan and have threatened those who are in the process of undertaking an NP in taking away their right to nominate their own land. Sarah Nelson had explained to the NPWG that if the Park nominate the Land and the Landowner refuses to sell, there is nothing further that can be done as the Land cannot be Compulsory Purchased. Cllr Kemp explained that Petworth is an interesting Town on the basis that the majority of the Land is owned by the Estate. Cllr Peet created the slogan ‘Do they want it right or do they want it right now’. The matter is ongoing.

Streetlighting – Cllr Kemp has been chasing SSE for a year with regards to the quotes for the historical lamps since the upgrade of the Streetlighting in late 2014, early 2015. He confirmed that a quotes had been sent in for £9,546.90.

Cllr Fox wished to challenge the quote as he has dealings with the supplier and stated that the quote was too high and should be in the region of £6k.

Proposed by Cllr South and seconded by Cllr Peet that authority is given to Cllr Fox to negotiate the price.
RESOLVED

Cockermouth – **NOTED** that the Appeal has raised substantial funds and is still ongoing. A further update will be given at the next meeting.

6/16 To confirm the minutes of the previous Council meetings

The minutes of the meeting held on 17 December 2015 were agreed as a true record.

Proposed by Cllr Smith and seconded by Cllr Peet.

RESOLVED

7/16 Matters arising from previous minutes not already on this agenda

To include:

(a) Defibrillator & Tap on the Leconfield – The Estate have installed the Box. **NOTED** that this item will no longer form part of the Agenda.

(b) Councillor’s opportunity to raise matters from the previous minutes not already on this agenda.
Nothing to report.

8/16 To receive Reports

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

Datacenta	210.00	Comms/IT	Domain Registration & Email Address set up
British Red Cross Society	211.20	Xmas Event - General	First Aiders for the Christmas Event
Viking	388.18	Xmas Event - General	Ink Cartridges & Laminator Pouches

Bexley Printers Ltd	52.80	Xmas Event - General	Christmas Lights Posters
Naldrett	497.50	Rosemary Gdns/Hampers Com Contract	
Start Traffic	240.00	General Maintenance	Traffic Cones
Alan Baxter	3,000.00	Traffic & roads consultant	
One Stop	181.81	Contingency	Replacement of Flagpole
Petworth Town Band	220.00	Xmas Event - General	Town Band
Maggie South	51.90	Planters	Flowers for Tubs

Proposed by Cllr Spriggs and seconded by Cllr Smith that the above payments be made.

RESOLVED

BALANCE SHEET AND BANK RECONCILIATION

Reserve at 1 April 2015 - not allocated		4,742
Reserve at 1 April 2015 - N'hood Plan		30,533
Reserve at 1 April 2015 - Allotments		1,408
Income to date		89,256
Less: Expenditure to date		-45,918
Less: Recoverable VAT		-9,964
Less: Neighbourhood Plan		-14,294
Plus: Neighbourhood Plan Grant		700
S106 receipt		1,049
S106 spend		-1,049
PWLB loans		79,950
Playpark donations		3,300
New Homes Bonus		9,257
Playpark spend		-32,458
Balance at	31/12/2015	<u><u>116,512.82</u></u>

	Balances at	31/12/2015	
Nat West Current Account			47,247.40
Nat West Deposit Account			69,265.42

116,512.82

The Bank Reconciliation was proposed by Cllr Fox and seconded by Cllr Burden.

RESOLVED

(a2) Minutes of the previous meeting - Proposed by Cllr Evans and seconded by Cllr Peet that the minutes were a true record of the meeting.

RESOLVED

(b) Highways, Traffic and Planning Committee, minutes of the previous meeting - Proposed by Cllr Fox and seconded by Cllr Burden that the minutes were a true record of the meeting.

RESOLVED

NOTED that the date of the next meeting has been changed to Monday the 25th of January.

NOTED that there were urgent planning applications for NatWest that had been previously circulated which needed to be decided at this meeting.

Proposed by Cllr Fox and seconded by Cllr South that Cllrs Evans and Kemp have due authority to make the decision on behalf of PTC.

Cllr Kemp proposed and Cllr Evans seconded no objection to the following planning applications:

1 no. non-illuminated fascia sign, 1 no. non-illuminated projecting sign, 1 no. nameplate.

Planning Application

National Westminster Bank Market Square Petworth West Sussex GU28 0AL

Ref. No: SDNP/15/05866/ADV

Replace existing ATM with new and associated works including new signage.

Planning Application

National Westminster Bank Market Square Petworth West Sussex GU28 0AL

Ref. No: SDNP/15/05121/LIS

Replace existing ATM with new and associated works.

Planning Application

National Westminster Bank Market Square Petworth West Sussex GU28 0AL

Ref. No: SDNP/15/05120/FUL

(c) Open Spaces - Proposed by Cllr Smith and seconded by Cllr Peet to continue with the Grant Application for the Bus Shelter.

RESOLVED

(d) Petworth Business Association – **NOTED** that there was nothing further than the previously discussed Farmers Market. A further update will be presented at the next meeting.

(e) Petworth Pages – **NOTED** that Cllr Kemp had attended a meeting that morning and it had been **AGREED** that the quarterly editions will be referred to as Spring, Summer, Autumn and Winter. The first edition of the year is due for publication on the 14th of March 2016.

AGREED that the next publication will include an article/profile on a Petworth person. The suggestion of Mrs Beaufoy was made.

9/16 To consider other items at the Chairman's discretion

AGREED that the Extraordinary Meeting will be held on the 28th of January at 7pm.

Cllr South requested that she would like to construct a 'skills' database and asked members to contact her with their contributions.

Cllr Fynes then made a representation to PTC asking why her email of the 18th of November regarding improper financial transactions with the previous Clerk had not been answered to her satisfaction. The Chairman stated that he had emailed Cllr Fynes regarding this but confirmed that the Clerk will respond further to this query in due course.

Cllr Hanauer wished to reiterate from the previous meeting that PTC should recognise the many years of service to the town that Mr Tony Sneller has given. **AGREED** that this matter will be discussed further.

Meeting closed – 9.34pm

Signed.....
Chairman