

**MINUTES OF A MEETING OF PETWORTH TOWN COUNCIL
HELD ON THURSDAY 21ST SEPTEMBER 2017
at 7.30pm in the Council Offices, Golden Square, Petworth**

Cllrs Present: Mr Chris Kemp (Chairman)
Mr Michael Peet
Mr David Burden (arrived 9.20pm)
Mr Steve Meakin
Ms Juliet Fynes
Mr Jim Scallon
Ms Rosa Pawsey
Mr Roger Hanauer
Mrs Liz Singleton
Mrs Carry Smith
Mr Neville Fox
Mr Alan Copus
Mr Tony Rogers

In Attendance: Amy(press)
Cllr Janet Duncton
Cllr Eileen Lintill

Apologies: Mrs Jennifer Thorpe
Mr Rob Evans

The meeting began at 7.30pm.

1. Representations by the public

Don Simpson asked about progress on re-siting the plaque for the Boys School and on the proposed art work
Cllr Kemp said that there was a meeting taking place between the planning department and the developer today so he assumed they would hear something tomorrow or the following week.

Cllr Hanauer asked Cllr Duncton whether Peter Jerome had held his meeting with the survivors and Cllr Duncton answered in the affirmative.

Jane Page said that she was a new resident of North Street who had no specific question now but was attending to learn about what is going on.

2. Apologies for absence

Cllrs Thorpe and Evans.

3. 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**.

None

4. District and County Councillors

Cllr Kemp said he was unable to attend the meeting on the 20th September. Cllr Lintill said it had been a very interesting presentation and that the cabinet had passed a recommendation to have a litter strategy and that they had been approached by North Hants Council who run a similar scheme. She gave various figures for littering in the area and said people should soon see more signage, posters etc telling them not to do it. As part of their 'Adopt an Area' scheme, they are looking for parish councils to have a nominated person to work with them to set up campaigns etc. She said she will leave PTC to look at the slides from the presentation and then hopefully someone will volunteer to work with them.

Cllr Hanauer asked if there was a plan to work with schools on this and Cllr Lintill confirmed that this would be the case. She added that they're also trying to encourage shop keepers to come on board because they cannot do it on their own. She said that if people catch littering on their dash cam, please send it in to them at the council.

Cllr Pawsey wondered who would be enforcing the fines.

Cllr Lintill said it would be North Hants Council who will come to the district and hit any litter hotspots. She said that if Petworth has a particular problem area, let her know and she will make sure that they police this.

Cllr Kemp said that they have problems with litter on Hampers Common from the kebab van, which is not really the seller's fault, but his customers.

Cllr Lintill said this is everybody's problem and they all had to work together. She said they can start liaising with the PTC council once someone volunteers to work with them on this.

Cllr Kemp said he will forward the presentation to everyone once he has it and hopefully someone will volunteer. He said they could also send it out to someone from the town who may be interested in helping with this.

Cllr Hanauer said they had previously talked about having a clean-up day in Petworth.

Cllr Kemp said they need to get the deep clean done first and commented on the fact that the hedge along the allotments had been cut back along with the grass and he had been amazed at the litter chucked up by the flail.

Cllr Hanauer said they are having a meeting with CDC car parking on the 27th September and that they had received their proposed revamp of the site. He said to Cllr Lintill that they had asked for their remit, but had not yet received this and so they can't make an appraisal of what they've come up with without seeing this first. He asked if she could get this.

Cllr Lintill said she would talk to the team.

Cllr Kemp said the other thing regarding parking is that they have also asked several times for the economic viability report.

Cllr Peet said they want to be able to understand the issues themselves because it may be that the town of Petworth could help with some of the costs for modifying the car park. He added that if the brief to the engineers was to get what they could with a minimal budget, this would be a different result from a brief that was to do an appropriate revamp with an appropriate budget. He said they have also asked for an updated report on the cost of running the car park.

Cllr Lintill clarified that what PTC wanted was the brief given to engineers and the economic viability report.

Cllr Peet said they want to see what it costs the council to run the car park, that they appreciate there are costs involved.

Cllr Duncton and Lintill confirmed that they would be at the meeting on the 27th September.

Cllr Kemp said that they need to resolve the parking suspension process. He said he's not asking them for answers, but he's given up with writing emails because it seems to be going on forever. He added that the last email he received from Caroline Jardine was blunt and said if they want to suspend parking in the town for a community event, it is going to cost £400 to close the Square. He said he sees that as a stealth tax on the community. He has been told that this is the policy, but that the policy is not comfortable for Petworth. He added that they do not have another area where they can hold community events like this and traditionally they have always used the Square. He said he had been told that road closure does not automatically suspend the parking and that if people park in the parking bays when there's a road closure on, they're perfectly legally entitled to do so. This means you have to get parking suspension along with road closure. He said that theoretically it would cost PTC £400 for the Christmas event, so this cost should also be applied to other events like the Petworth Fair etc. He added that his real issue is that the cost justification is set out in four parts. The first part is understandable, which is to do with admin. He said that they pay £50 per year for the farmers' market admin, which is fine. He said that they put the signs up for this which they are happy to do and they've been clearly told that they do not get any other services, so if any cars are parked there on the morning of the farmers' market, enforcement will not do anything about it, because that's apparently in the deal that PTC took, which he still has not seen a copy of. He said he has asked 3 times for this paperwork. He said he was asking Cllrs Lintill and Duncton as our councillors to see if they could sort this out, because it's West Sussex and CDC run their parking services for them. He added that he was also informed that if CDC want to suspend parking for something, they also have to pay. He said they have had a farmers' market in the town for many years and they always suspended the parking even without the proper yellow signs. This service was provided for nothing for CDC's farmers' market, so he does not understand why this process did not apply then. He said that at the conclusion of Caroline's email, she said they would be reviewing arrangements for the farmers' market for next year and he does not know what this means.

Cllr Peet said that what Cllr Kemp is doing is speaking on behalf of Petworth and the events they run. He asked Cllrs Lintill and Duncton to help them. He added that £50 with PTC doing the admin and putting up the suspensions is the kind of deal that is acceptable, but £400 seems disproportionate when you're suspending bays on which there is no income anyway. He concluded by saying it seems like a stealth tax on Petworth and perhaps county wide. He said the councillors need to try and help them figure out why this is happening because charitable events would have to make £400 before they made any money for their charity.

Cllr Hanauer said the frustrating thing is that there's no justification for it.

Cllr Kemp said the £50 cost from the breakdown is for them to log the suspension so their parking officers will know it's happening. He said the Christmas event is a community event not a commercial one and he would be happy if they would let him tell them it's happening and then PTC will put the signs up. They are not asking for the council to come and police it or do anything, PTC will do it all themselves. He concluded by saying if they had to pay a nominal £20 for admin to CDC that's fine.

Cllr Kemp said there was no charge for the Christmas event last year and they got the whole package. This year he went back to them to confirm the farmers' market dates and that's when all this started and this year there is a charge, with the

explanation being it's the policy. He said someone may have written a policy, but it's not one that works for Petworth. Cllr Hanauer said that he was sure Petworth Fair would happily have the same deal and put out the signs themselves if possible.

Cllr Kemp said he was happy to put out the signs for the Fair and said he was going to leave the issue with the 2 councillors to see what they could do for them.

Cllr Duncton asked Cllr Kemp to forward the email to her which he agreed to do (**ACTION CK**).

5. Chairman's Report and other announcements on matters requested

Boys School – Cllr Kemp gave an update on the order of the day saying there would be a short service in the church at 10am and then everyone would move to the graveside. He said there will be a road closure in place so everyone can comfortably walk down the road and that there would also be 2 policemen to help. He added that he hoped some councillors would put on a yellow jacket and help as well. He said they can either communicate through the walkie-talkies or mobile phones. They should be out of the church by 10.15/10.20 and tea and cake were being provided by the primary school afterwards with a minibus to shuttle people from Horsham Road Cemetery to the school if necessary. He said there will be a 100 or so children coming from the school to the service this year.

Cllr Hanauer said they could discuss the stewarding for this event at the Open Spaces meeting next week.

Neighbourhood Plan – Cllr Kemp said the NP can be viewed at the council office on a Thursday morning or at the library as part of the consultation period and that this is the last piece of consultation before it goes to the examiner.

Bus shelter – Cllr Hanauer confirmed that work would be starting w/c 25th September probably on the 27th and that he had passed this information to Fred Hill and had asked him to let the people who will be using the shelter know that this is the case.

Farmers' market – Cllr Kemp reminded the meeting that it is this weekend and he said they have agreed to do more advertising for it and taken out a year's advert in the Sussex Local magazine. This will go into 6 different editions and they have also put an advert in the Vantage Point for 6 months. The cost for this comes out of the farmers' market budget and it's good for Petworth. He added that they do need to have a meeting with the stall holders in the near future. He moved on to mention the indoor market in the Leconfield Hall.

Cllr Smith said numbers are variable and that they hopefully have 6 for this month.

Skatepark – Cllr Kemp said they have a meeting with car parks and that they have drawn a block on the car park drawings for them. The drawings were then put up on the screen for everyone to see.

Cllr Peet said you can ask consultants to do anything and the results will be based on the questions you ask them. He said they had hoped that they would be maximising the parking potential to redesign both car parks, but it sounds like they have asked for a mini redesign to save spaces without spending much money. He added the only thing that seems to have changed is the one in Pound St has a slight change to a herringbone design which frees up a bit of space and enables the skate park to cut into the bank at the bottom corner, right down the end of the car park past Savills. In the Sylvia Beaufoy plans they are going to scalp off the raised kerbs.

Cllr Kemp said an area of curiosity is that we have 3 parking spaces for lorries which are free and that they're there for loading and unloading but they are mainly used by traders who can then trade at no cost. CDC seem obsessed with giving them parking for lorries in the car park, but once the lorry survey results are done, it will be clear that Petworth does not need delivery lorries parking in the car park. He said they need to dispel CDC's thoughts that they need to accommodate lorries in the car park and that they only need slightly larger bays for the vans that frequent the town. He moved on to say another question they had concerned the coaches that come in to the town. He said coaches are getting bigger and that he was not aware of many towns that provide coach parking. He said the coaches that do visit tend to drop their passengers at Church Lodge for the National Trust. He said he cannot understand why they cannot ask the National Trust to ask the coaches to drop them off in their car park. He said these large coaches struggle in places in Petworth and he has seen them drive down East St with one set of wheels on the pavement. They do not need to park in Petworth, they could drop them off and pick them up later.

Cllr Fynes said that she thought the council had already said that if they're not visiting Petworth House, they should be dropped off at the bus stop.

Cllr Kemp agreed that this has been said, but that he wants them to have a clear agenda when they go to the meeting.

Cllr Hanauer said it's a good idea for the coaches to use the bus stop.

Cllr Fynes said they already do this, they drop off by the Leconfield Hall and then come round and park in the car park. She concluded by saying if CDC are concerned about losing spaces and income, they could use the coach parking spaces to create more car parking spaces because they are large.

Cllr Hanauer then said he wanted to say one thing about the skate park re match finding. He said that if they come up with even half of what he's asked for, this will supplement their funding so they can get a really good skate park and if they can rejig the car park at the bottom of Pound St, they may be able to help by contributing financially to this.

Cllr Kemp said their thoughts on the Sylvia Beaufoy seem to be to take away the lump in the middle to create 4 more spaces and that's the 4 they need to find to fulfil the commitment for the skate park.

Cllr Hanauer said this is not quite right because they're going to lose about 10 and they are allowed a loss of 4, so need to gain 6 spaces so 2 more.

Cllr Kemp said it's curious they've left the disabled parking bays in there because they are not used by disabled people because disabled people cannot get down the hill into the town from there. He said the redesign of the SB car park begs some questions such as why have we got 2 sections with 2 way traffic, why not just one way round the loop and then get lots of bays on the left hand side in front of the centre, which would also be an ideal place to put a couple of disabled bays.

Cllr Fox then said you would not get more in there because of needing 6 metres for turning

Cllr Peet said there are oddities in both car parks of spaces that don't fit a car and these could be used to gain spaces.

Cllr Fynes then asked a question referring to the drawing about the left hand corner of the car park and suggested it could be a potential additional parking space.

Cllr Kemp said the point of discussing it was so that everyone knew what the tone of the conversation at the meeting would be. He said they have to accept that the brief that went to their engineers had a financial caveat and that there are financial constraints on the purse of CDC.

Cllr Fox said he would suggest that the brief was to get as many parking spaces as possible and that cost is possibly not the main issue.

Cllr Kemp said they need to ascertain what their budget cycle is for re-marking the car park because it was done a couple of years ago and they'll be setting aside money for this re-marking and so they should have a scheme that fits in with this.

Highways and traffic – Cllr Kemp said that Cllr Copus has taken the lorry survey data and started crunching figures. He said that some anomalies had arisen and that they need to find answers for the questions that is has raised. He said they have too many lorries in the town that they do not need. He added that they are trying to work out the accuracy of the figures, because they can't build an argument without the numbers.

Cllr Copus said the basic problem had been thrown up the analysis. They recorded at 3 sites over 36 days and they should therefore be able to see how many HGVs come in and out. However, according to the data, on one day, they have 23 lorries more going out than came in. He believes the issue is to do with congestion and he said that if the traffic is crawling up the road at a few miles an hour, how does the sensor know whether there are 2 cars or a lorry going over it. He said that he has gone back to the contractors that did the survey to ask how the sensor deals with congestion. He added that if you look at the data in more detail it seems to correlate with congestion with the figures being around the busy time of day 4-6pm. He said he's asked the contractors how they can adjust their figures to take account of this. He said that the only other issue is that the survey doesn't pick up 2 axled HGVs and he assumes that they have fallen into the van category on the data, but they're not vans. He said this category is missing and therefore there could be more HGVs than the data suggests.

Cllr Kemp said they have done some more tidying of the data with dust carts and timings through the town which might account for some of the lorries coming in but not going out, because they travel on a route without a sensor on it. They have also done this for the buses and he needs to go in to the post office and find out when their truck arrives. He said they are getting it all assembled in to a workable format and are still working with the PBA survey. He said he would say that the businesses in the town require no more than 5 lorries a day and not big ones. They have an average of 8 articulated lorries a day, which should not be in the town.

Cllr Peet said that the businesses in the town do not use articulated lorries.

Cllr Hanauer added that there is no reason for agricultural vehicles to come through the town either.

Cllr Kemp said that they are 3 tonnes and that the government is currently looking at the legislation around agricultural vehicles. He said that he sent everyone a link to the Telegraph article saying there's money available from the government to help sort this. He said they need to change the mindset that Chichester have on Petworth and that for HGVs they do have an alternative route, they do not need to go through the town. He added that he's had a conversation with the bus company who have offered to come and meet PTC with regards to the length of the new buses. They have said the problem is with badly parked cars which he doesn't think is actually the issue. He said he will let them know when the meeting is going to happen, so that if others want to go along they can.

Cllr Kemp then introduced Jim's report on the traffic situation. The report was put up on the screen and Cllr Scallon talked through it. He said there were many issues so they need to get their priorities in order. He said they need to decide what their policy is and what they want to do and what actions this will require. He then talked about traffic calming, town gateways, safety hotspots, public transport and pedestrian crossings.

Cllr Kemp pointed out that this report had been revised from the one sent out with the agenda. He said he would send out this new one and then at the next meeting, they could discuss priorities and get the report filled in. He said that although the lorry issue is the main one, he does not want this to stop them considering the other issues they need to deal with. He said many of the suggestions will fall due to financial issues, which they will have to deal with, but they need to work towards their priorities and get a plan and cost by December, which is when they need to budget for things.

Cllr Hanauer said Cllr Scallon had done brilliant work which has clarified things. He said they need to focus their minds whilst the government funding is available to ensure meeting the time frame.

Cllr Kemp said the first initiative is the lorries and they need to come up with what the town council's policy is going to be. They can then say to West Sussex this is what we want and here's our evidence. We will need some traffic regulation orders and they will advise us on which ones.

Cllr Hanauer asked whether it was worth doing an investigation in to what evidence they need to provide.

Cllr Kemp said they need to get their thinking caps on about where they want to go with it. He said Market Square has had 2 consultations, so they have a lot of feedback on this. He said he was previously told by Highways that there are companies available who could come and set out the Square to try out the scheme before committing to it permanently.

Sports ground – Cllr Kemp said the National Trust have told him the lease should have been with him, but he is still waiting for it. He said that Cllr Peet has been starting to sort some terms of reference for the 2 reps on the CIC board, which will come to council for approval when ready.

Cllr Peet said they need to get a calendar of meetings for the CIC and then he and Cllr Thorpe will go to the meetings and report back.

Cllr Kemp said that putting in a crossing by the sports ground could be a priority because it would make it easier to promote the sports ground in the town.

Cllr Peet said it would be easier for children.

Staffing Approve minutes of EOM

Proposed by Cllr Copus, seconded by Cllr Smith. Approved.

Approve Melanie Kite as a bank signatory.

Proposed by Cllr Kemp, seconded by Cllr Copus. Approved.

Approve Risk Assessment

Cllr Copus said that he has tidied up this document and updated the final remarks column. There was a discussion about trees on council land but Cllr Kemp said they're generally looked after by CDC or West Sussex. Cllr Copus said the only trees owned and managed by PTC were in Rosemary Gardens and these should be covered by their insurance, under part of the asset register.

Cllr Kemp said they do not have responsibility for trees in closed graveyards, but that they're obliged to inform CDC/West Sussex if there are any issues with the trees there. He said he is still waiting for a report on a dead tree in St Mary's Churchyard that he reported ages ago and there is also a general report on trees in all the churchyards that he is waiting to receive.

Cllr Copus said they must just make sure that the trees are listed on their asset register.

Proposed by Cllr Copus, seconded by Cllr Scallon. Adopted.

Electronic banking amendment to Financial Regulations – Cllr Copus said they are working towards electronic payments. He said they agreed at finance that when payments were approved at council meetings, they would be paid through the internet banking system and each transaction would be printed off. Then at the next finance meeting, 2 bank signatories would go through these print outs and check they were correct and in order. This would replace the 2 bank signatories who would usually sign cheques.

Proposed by Cllr Copus, seconded by Cllr Rogers. Adopted.

All parishes on 20th September –Cllr Kemp said he went to this meeting in Midhurst on 6th September and that it had been interesting. He said it was attended by Justin Buttersworth, the chief constable of the Police Hub, who had given a presentation 14 months ago in the Leconfield Hall, in which he had talked about how the policing would be rearranged. At the meeting he said he was very pleased with how it's working and that they would be making some adjustments. The main problem had been with some people using the 999 and 101 services inaccurately. Cllr Kemp said that he had said that any of the councillors were welcome to join a police officer in one of their cars at any time. Cllr Kemp said that Cllr Lintill had done this and found it very interesting. He said the other discussion at the meeting had been around cycling and improving the cycling routes in the area.

The Hub – Cllr Kemp said he had had a meeting with Amy Loaring and that John Riddell had also attended. He said the idea of a community hub is that it can provide a resource for the town for job seeking and training, training courses, housing advice, business support, benefit advice, craft courses, money advice, pop up shops, hot desks for local businesses, working with schools and a child and family centre. Although they already have a child and family centre this could mean moving it to a more central position. He said Amy is going to do an audit for the council. She will complete a community asset audit which analyses who we have in Petworth i.e. what's the level of unemployment, social housing needs, etc. This means we can then see if developing a hub is a good idea. He said they would be helped by CDC and just be the facilitators for this. He concluded by saying a lot of people struggle to get to Chichester to access these services and that it would also give Citizens Advice and other charities an opportunity to come in to the town. It would provide services to people living in the outlying villages.

Cllr Burden arrived at 9.20pm.

6. To confirm the minutes of the previous council meeting 17th August 2017

Cllr Fynes raised an issue and Cllr Kemp amended some wording on the previous minutes, now saying that councillors can request the minutes from PBA and Leconfield Hall meetings, rather than that they have the minutes.

Proposed by Cllr Scallon, seconded by Cllr Smith. Adopted.

7. Matters arising from previous minutes not already on this agenda.

None.

8. To receive reports

a) Cllr Copus presented the bank reconciliation and invoices as below.

Invoices for payment

Leconfield Hall	148.00		148.00	Farmers Market	August
Southern Electric	3.48	0.16	3.32	Street Lighting	continuous 2 Aug to 1 Sept
	25.41	1.21	24.20		dusk to dawn
total £43.81	14.92	0.71	14.21		half night pre dawn
Reed	281.23	46.87	234.36	Office temp	w/e 4/8
	287.09	47.85	239.24		w/e 11/8
	275.38	45.90	229.48		w/e 18/8
1,347.57	333.96	55.66	278.30		w/e 25/8
	169.91	28.32	141.59		w/e 1/9
HJS Land Services	3,245.00		260.00	Rosemary Gardens	4 to 25 Aug
			530.00	Hampers Common	
			1,900.00	Cemeteries	
			555.00	Other areas	
BT	18.00	3.00	15.00	Comms/IT	mobile Sept
SALC	57.60	9.60	48.00	Training	GDPR 5/9/17
				Hampers Common	
Wicksteed	208.32	34.72	173.60	Maintenance	4 swing seats
Alan Copus	149.99		149.99	Cemetery seat	Teak garden bench 5ft
	28.00		28.00	Cemetery seat	Seat ground anchors
PFK Littlejohn LLP	480.00	80.00	400.00	Audit Fee	External audit 2016/17
Sussex Local	24.02	4.02	20.00	Farmers Market	6 Whats On Listings November
Datacenta	150.00	25.00	125.00	Comms/IT	web site 6/11/17 to 5/11/19
CDC	1,560.00	256.00	1,300.00	Office Rent & Service Charges	Q3
Vantage Publishing	78.00	13.00	65.00	Farmers Market	October issue

Cllr Copus proposed that these invoices be paid, seconded by Cllr Hanauer. Approved

Bank Rec

BALANCE SHEET

Reserve at 1 April 2017 - general	27,336	Nat West balances at	31/08/2017
Reserve at 1 April 2017 - for allotments	1,369	Current Account	10116.96
Reserve at 1 April 2017 - for FM	3,122	Deposit Account	9040.28
Reserve at 1 April 2017 - for Playparks	-5,923		
Reserve at 1 April 2017 - for Bus shelter	3,000		
Less: Recoverable VAT 2015/16	669		
Less: Recoverable VAT 2016/17	-1,011		
Less: Recoverable VAT 2107/18	-6,109		
Plus: income	67,720		
Less: expenditure	-71,015		
Balance at	31/08/2017	19157.24	19157.24

Cllr Copus proposed that this bank reconciliation be adopted by Council, seconded by Cllr Smith. Adopted.

Cllr Copus proposed accepting the direct debit for the Sussex Local advertising for the farmers' market.
Proposed by Cllr Copus, seconded by Cllr Peet. Adopted.

Cllr Peet proposed accepting the terms of reference for the Petworth Pages.
Proposed by Cllr Peet, seconded by Cllr Hanauer. Adopted.

Cllr Copus asked councillors to think about any items that they would wish to see in next year's budget and to let him know by the end of September so they can be considered at the next finance meeting.
Cllr Kemp said he would need to speak to the girls regarding next year's planting schedule.

b) Minutes of previous finance meeting – 18th July 2017
Proposed by Cllr Copus, seconded by Cllr Peet. Adopted.

c) Highways and Planning meeting minutes – 31.7.17
Proposed by Cllr Kemp, seconded by Cllr Hanauer. Adopted.

d) Open Spaces – 26th July 2017
Proposed by Cllr Hanauer, seconded by Cllr Scallon. Adopted.

e) Vision Group – Cllr Fynes had nothing to report.

f) PBA – Cllr Kemp reported that their annual meeting was on 18th October at the Angel pub.

9. Other items at Chairman's discretion

Cllr Burden reported that he had been to the PACT meeting.
Cllr Kemp reminded everyone that the new clerk would be starting on the 9th October.

Meeting closed –9.36pm

Signed.....
Chairman