



# Petworth Town Council

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To All Town Councillors

**YOU ARE HEREBY SUMMONED TO A MEETING OF THE PETWORTH TOWN COUNCIL ON THURSDAY 19<sup>th</sup> OCTOBER 2017 IN THE PETWORTH TOWN COUNCIL OFFICE, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH COMMENCING AT 7:30PM**

**MELANIE KITE  
CLERK**

## AGENDA

### **1. CHAIRMAN'S ANNOUNCEMENTS**

Telephones, fire exits & recording of the meeting.

To welcome the new Clerk.

To ask for volunteer Stewards for the Remembrance Day Service and Parade.

### **2. APOLOGIES FOR ABSENCE**

### **3. DISCLOSURE OF INTERESTS**

Councillors are reminded of their responsibility to declare any disclosable pecuniary and non-pecuniary

interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the **Localism Act 2011 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012**. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.

### **4. MINUTES OF LAST MEETING**

To approve and sign minutes of the meeting held on 21<sup>st</sup> September 2017 (**Appendix 1**)

**5. MATTERS ARISING**

To consider matters arising from the meeting not already on this agenda

**6. PUBLIC PARTICIPATION SESSION**

Adjournment of the meeting for public questions.

Public Questions.

Members of the public may ask the Chairman for permission to address Council with respect to:

(a) items not on the agenda.

**Please be advised that a request should be submitted no less than 48 hours prior to the meeting.**

(b) about business on the agenda at the discretion of the Chairman.

Meeting re-convened

**7. REPORT FROM DISTRICT AND COUNTY COUNCILLORS**

To receive reports from West Sussex County Councillor, Cllr Janet Duncton and District Councillor, Cllr Eileen Lintill.

**8. MEMORIAL SERVICE FOR THE BOY'S SCHOOL**

Cllr Kemp to report on the memorial service and to give a vote of thanks to all those involved.

**10. NEIGHBOURHOOD DEVELOPMENT PLAN**

To receive an update following the approval by the SDNPA of the NDP.

**11. TRANSPORT SURVEY**

To vote on a proposal to have West Sussex County Council, Highways, to agree to a lorry ban on North Street and Pound Street and a '7½ ton except for loading' limit on Angel Street.

**12. APPOINTMENT OF THE RESPONSIBLE FINANCE OFFICER**

To appoint the Clerk as the Responsible Finance Officer.

**13. TO RECEIVE REPORTS FROM THE COMMITTEES**

**(a) Finance and General Purposes Committee.**

To adopt the Minutes of the meeting on 15th August 2017 (**Appendix 2**)

To approve payments, signing of cheques and bank reconciliation

To agree the 1st draft of the **Budget for 2018/19 (Appendix 3).**

**(b) Highways, Traffic and Planning Committee**

To accept the Minutes from the meeting 18<sup>th</sup> September 2017 (**Appendix 4**)

To discuss the Transport Plan Draft Policy Action Report (**Appendix 5**)

**(d) Open Spaces Committee**

To adopt the Minutes 23<sup>rd</sup> August 2017 (**Appendix 6**)

New Bus Shelter – Report from Cllr Hanauer

Skate Park and Car Park – To receive a report from Cllr Kemp following the meeting with CDC on 27<sup>th</sup> September 2017 and to update Members on the survey

**(e) Farmers Market**

To receive a report from the meeting 12<sup>th</sup> October 2017 – Cllr Kemp

**(f) Vision Group**

To receive a report from Cllr Fynes (**Appendix 7**)

**(f) Petworth Business Association**

Cllr Kemp to report on the AGM.

**14. SPORTS CLUB**

To discuss having a 25 year lease on the sports club following the five year lease, which has been signed, and what best way this can be set up.

**15. THE HUB**

To invite all Councillors to the meeting on 23<sup>rd</sup> October to continue discussions on the way forward.

**16. TO CONSIDER OTHER ITEMS AT THE CHAIRMAN'S DISCRETION**