

MINUTES OF A MEETING OF PETWORTH TOWN COUNCIL
HELD ON THURSDAY 23rd JUNE 2016
at 7.30pm in The Council Offices, Golden Square, Petworth

Cllrs Present: Mr Chris Kemp (Chairman)
Mr Roger Hanauer (Vice Chairman)
Mr Alan Copus
Mrs Juliet Fynes
Mr Rob Evans
Mrs Liz Singleton
Dr Rosa Pawsey
Mr David Burden
Mrs Maggie South

In Attendance: Jenny Mouland - Press
Clerk Rebecca Knifton
District Cllr Eileen Lintill
County Cllr Janet Duncton

Apologies: Mr Hugo Petersens
Mr Neville Fox
Mr Michael Peet
Miss Sam Spriggs

1. Representations by the public

None

2. Apologies for absence

Apologies were received from Cllrs Petersens, Fox, Spriggs and Peet.

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**.

4. District and County Councillors

District Cllr Lintill:

Cllr Lintill reported that Trading standards have found a couple of places selling illegal cigarettes. Also that the elderly are getting stung by con men and scams and they are doing as much as they can to help them. She is now a member of the South Downs National Park board.

County Cllr Duncton:

Cllr Duncton said that regarding the Local Government Boundary, CDC put forward recommendations but they have announced a delay because there is going to be a further consultation going ahead in Crawley. This will not impact on the fact that anything that comes out of it will be implemented by 2019. Highways England will be starting the consultation with residents regarding the A27 by the end of June. The Council Retail Development by Sainsbury's is continuing. Phase 1A, opposite Homebase, with 3 self-contained units is fully let. Phase 1B is let to Aldi for fit out in Oct. The car parks in Petworth have been inspected by the Police and the District Parking Association and both have achieved a Safer Parking Award. The Council are still looking for foster parents.

Cllr Kemp reported that he is to have a meeting with Joel Sykes during which he would be stating that the repairs to the pavements in Petworth were not acceptable. He said he would appreciate it if either of them could enquire why the licence granted for the Fringe Festival had a noise level set at 67 – he wanted to know how they come up with their figures for setting these levels?

The Councillors left the meeting after giving their reports.

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

NP Update – Cllr Pawsey reported that the Neighbourhood Plan Community Engagement Meeting had been a great success with over 400 people attending. People from different parts of the town were there. A questionnaire has also been completed. She informed the meeting that she had had a complimentary email from Sarah Nelson (SDNPA) saying that she was very impressed with the meeting. She said that the map on display is about 1 of 20 posters that are available and that they have been put on the website and there will also be paper copies available in the library. The next steering group meeting will be 6th July at 7pm. Cllr Kemp expressed his thanks to everyone who had been involved in the NP and especially those involved in organising the meeting. He also commented that the use of social media meant that the younger members of the community were also getting involved.

Skate Park – Cllr Hanauer informed the meeting that he and Cllr Peet have produced an options appraisal and that they had a useful meeting with Piers and David who recommended they made a few tweaks to the appraisal which they have done. They have added a few sites and walked the course of various sites. This amended appraisal is soon to be sent to CDC and presented to the Cabinet in September. Cllr Kemp added that although it was taking a long time he felt things were heading in the right direction.

Hampers Common Play Area – Cllr Kemp said the contractor was just waiting to set a date to do the final remedial work. Cllr Hanauer stated that he had had an email from them thanking them for the cheque and asking for a reference from the Council. Cllr Kemp stated that he has had a request for picnic benches which he has sourced but that he will be taking this to the Open Spaces meeting for discussion.

Car Parks – The Clerk confirmed that she had had an email from Nick Simpson who would be coming to do the remedial work next week.

Cllr Kemp said that they have not heard about the wall on Pound St which will soon collapse. The Clerk informed the meeting that responsibility had been accepted and Cllr Kemp asked her to get some dates for the work to be completed.

Footpaths and Pavements – Cllr Kemp will speak to Joel about the problem. He commented that it is not just in the centre of town but also on the estates. He also added that Petworth does not have appropriate dropped kerbs for disabled people.

Cllr Burden commented on the brambles in Station Road last year that caused a nuisance to those trying to walk along the pavement.

Cllr Kemp said that he has spoken to CDC and that the Council now has four sections of land on a map with who is responsible for them and he also has a car parks map to show who is responsible for what area. He said it is helpful to know who to contact.

Grants – Cllr Kemp said 2 applications for grants had been approved by the Finance Committee on Tuesday – agreed a donation to the Petworth festival to be listed as a sponsor £750 and Sylvia Beaufof £800. Approved by the meeting.

Operation Watershed – Cllr Kemp said that he has had costs in to drain and do slitting work on Hampers Common. The clay is poor quality and the Council could spend a lot of money but he is not sure of the value of this. Land Filled are preparing 2 quotes to do repairs to the culverts, one under the 272 – 1 has collapsed, 2 are blocked. The other one is at the end of Hampers Green where it has been broken and repaired several times.

Bus Shelters – Cllr Kemp referred the meeting to Appendices A and AA repairs to the 2 bus stops in Kirdford total of £504. He reminded the meeting that PTC own these bus stops and that children use them and the repairs were necessary. He informed the meeting that he has also asked for an additional quote which is £175.94 to treat the timber whilst doing the repairs.

Meeting approved these repairs. Proposed by Cllr Singleton, seconded by Cllr Hanauer.

Cllr Hanauer informed the meeting that he has sent a proper plan to Joel Sykes of where PTC want to site the base for the bus shelter on Station Road. He said that once WSCC approved it, they would get a couple more estimates.

WSCC Highways – Cllr Kemp informed the meeting that the next stage is to work with WSCC. He said that the Council want approval for the suggested plan from the consultant and then how it is funded can be worked out later. He suggested that he and Cllr Hanauer walk with Joel down to the bus stop site.

Street Lighting – Cllr Kemp said that it was best that the annual maintenance and inventory goes to the Open Spaces meeting so that an appropriate amount of time can be spent on it. He said that he was confused about why the Town Council has to maintain some areas of the lighting and that a lot of money comes out of the precept for lighting. **Action** – Clerk to send out the document again outlining the costs. He talked about the 3 new historic lights in the Square and said that the other 8 that are due have been held up due to stock availability. **Action** Clerk and Cllr Fox to ensure that the work gets completed. Cllr South asked about the antique lamps and Cllr Kemp informed the meeting that the remote work for one had thus far been completed. He said he has been given a quote of approx. £3000 to put on new tops and restore them which considering they have been in the town since the 1800s is an important thing to do. He suggested that money from the lighting budget could be set aside for this.

Winter Maintenance – Cllrs Spriggs and Copus are to have a meeting next week and hope that the Clerk and Chair can also attend.

Farmer's Market – Cllr Kemp mentioned that BBC Sussex are to be doing an outside broadcast from the Farmer's Market this Saturday. The Clerk stated that PTC are to write some terms of reference for the market. Cllr Kemp said that they have asked the stall holders to sort a member of staff to manage the market and PTC will pay the employee from the receipts from the stalls.

Cllr Burden queried whether people were happy with the market taking place when Goodwood was happening and Cllr Kemp said it is too late to move the market and that it would be good marketing for it if people were to drive through and see it taking place.

Petworth in Bloom – Cllr Copus said the Finance Committee are happy to support this by offering a free allotment to Judith the Gardener. Cllr Kemp said that they have been told they can have financial support but not this year and they would get it once they produce a business plan. Cllr South said that she has spoken to Judith and suggested that the Leconfield Estate be made a stakeholder. Cllr Kemp said that Judith has asked whether the Council would like her to do a full presentation at a meeting and he has said that he is happy for her to do this.

Proposed by Cllr South, seconded by Cllr Copus

Licensing – The Clerk reported that she had answered questions from the Finance Committee regarding the times on the application. She has requested from 8-11 and has included a section on alcohol to be from mid-afternoon to ten o'clock. Cllr Kemp asked her if she could check that it will also cover the Farmer's markets who sell cider. **ACTION**

Cllr Kemp said that they have gone for a full licence which will be £100 for the first 12 months and then £70 to renew thereafter. This would mean all future events would be covered.

Proposed by Cllr Copus, seconded by Cllr South.

Petworth Sports Association – The Clerk read out a statement that the PSA would like assistance from PTC in underwriting and being a guarantor for a new lease from 2017. They wanted to get this before starting negotiations with the National Trust about the new lease. Cllr Kemp pointed out that the sports field had been in use since 1844 and it was important that the Town Council helped. Also that lots of people are coming forward to restore the cricket square and Cllr Evans added that they were starting the reinvigoration of this with the juniors.

Proposed by Liz Singleton Seconded by Cllr Copus.

Allotments – The Clerk reported that she had had a meeting with John Robbins today and she will write any letters after he has completed a full inspection. She said only a few people had not paid. One vacant plot was going to Judith Spencer and the other would be taken up shortly by a new tenant.

6. To Confirm the Minutes of the Previous Council Meetings

May 19 2016 – Cllr Copus pointed out that his nomination for the Christmas Event Committee had been missed off,. Clerk agreed to amend the list.

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

June 7th 2016 – adopted. Proposed by Cllr Copus, seconded by Cllr Evans

7. Matters arising – none.

8. To receive reports.

(a1) The Clerk read through the following invoices –

Barnfold Nurseries – hanging baskets £676.80

Alan Baxter- 2 invoices £3000 and £1551.74

Austins

CDC Farmer’s market traffic signs £50

Hiscox Insurance £2113.12

Granger Partnership £420

Internal Audit £270

Tax and Insurance £836.76

2 shortfalls from her standing order £17.53 £35.26

Leconfield Estate £7.72

Contract Hampers Common/Rosemary Gardens £965.00

Bexley printers (NP) £216.00

3 invoices for Staples - £42.00 £540.00 £480.00

Leconfield Hall Hire £491.00

Bexley Printers Farmer’s market flyers £132.00

Link Hire £99.00

Playsafe final invoice £354.0

Chameleon Bus Shelter £30.00

Cllr Kemp microphone £52.00

Cllr hanauer gift for Cllr Kemp £13.50

Clerk milk and biscuits £2.72

Cllr hanauer for ballast £31.27

Leconfield Hall Hire £491.00

Refreshments Fiona kemp £42.20

Council agreed. Proposed by Cllr Copus, seconded by Cllr South.

Cllr Copus said they had looked at the bank reconciliation in the finance meeting and wanted the Council to adopt this.

Adopted. Proposed by Cllr Kemp, seconded by Cllr Evans.

(a2) Minutes of the previous meeting adopted. Proposed by Cllr Hanauer, seconded by Cllr Copus.

(b) Need to adopt Appendices E and F. Have been approved and signed.

Proposed by Cllr Kemp, seconded by Cllr Evans

Cllr Evans updated the meeting on the Co-Op's plans and said that they haven't yet put in revised plans to the planning meeting, He proposed that he writes a letter to try and get them to move things along more so the issue can be resolved. Proposed by Cllr South, seconded by Cllr Hanauer.

(c) Open Spaces -There were no minutes due to the meeting being next week.

(d) PBA Cllr Kemp reported that they are in the process of redoing the town maps.

(e) Petworth Pages – Cllr Kemp reiterated another stunning edition had just been released and said it was getting excellent feedback. Council agreed that they are doing a great job .

(f) Petworth Vision – Cllr Evans reported that 4 firms were interviewed for the Gateway Project and 2 of these had now been selected to go forward with producing a presentation to the nominated panel. He suggested that the 2 firms be sent the transport consultant's report and this was accepted. Proposed by Cllr Kemp, seconded by Cllr Hanauer.

Cllr Hanauer questioned whether the project was to be self-funding and Cllr Evans confirmed that the plan was for them to find sponsors. Cllr Kemp added that the Town Council should be willing to help them if possible, possibly by the project applying for a grant.

9. Other items

Cllr Fynes reported that she had attended the AGM for the over 60s during which the problem of the cobbles in the road at the back of Austins was raised as a problem for disabled people to walk on. This is an un-adopted road and no-one was showing willing to deal with the problem. Cllr Kemp suggested some money could be used from the 106 money from the Macarthy and Stone Development. **ACTION** Cllr Kemp agreed to go and look at the cobbles to see what might be done to help the situation whilst bearing in mind the need to keep the historical nature of Petworth. Cllr Fynes informed the meeting that District Cllr Lintell was going to talk to someone at CDC about this because she is on the over 60s committee.

Cllr South suggested that the Clerk ask people before the meeting if they want hard copies of documents to save printing unnecessary amounts. Council agreed.

Cllr Copus congratulated Cllr Burden on being made a BEM. The meeting agreed.

10. Exclusion of the Public

Proposed by Cllr Evans, seconded by Cllr Singleton

Cllr Kemp read out a statement asking for the Council to approve that he can write to the Clerk regarding concerns about her performance. The Clerk remained for this discussion.

Proposed by Cllr South, seconded by Cllr Copus.

Signed
Chair
Date.....

Meeting closed at 9.30pm