

MINUTES OF A MEETING OF PETWORTH TOWN COUNCIL HELD
ON WEDNESDAY 19TH APRIL 2017
at 7.30pm in the Council Offices, Golden Square, Petworth

Cllrs Present:	Mr Chris Kemp (Chairman)	In Attendance:	Louise Steele (Locum Clerk)
	Mr Roger Hanauer (Vice Chairman)		Jenny Mouland (Press)
	Mr David Burden		Cllr Duncton (CDC & WSCC)
	Ms Juliet Fynes		Insp Ottery (Sussex Police)
	Ms Rosa Pawsey		Judith Spencer (Gardeners Club)
	Mr Michael Peet		
	Mr Tony Rogers	Apologies:	Mr Rob Evans
	Mrs Liz Singleton (arr 8.30pm)		Mr Neville Fox
	Mr Alan Copus		Mrs Carry Smith
			Mrs Maggie South
			Mr Steve Meakin

The meeting began at 7.30pm.

1. Representations by the public

Inspector Kris Ottery

Inspector Ottery introduced himself as the Neighbourhood Police Inspector for Chichester District and explained that he had been invited to talk to the meeting about the HGV route through Petworth but that he was also present in his Neighbourhood Policing role.

Inspector Ottery said that the HGV order had been updated in 2014 and that he had asked colleagues to look at statistics for the intervening time; he reported that there had been five minor injury collisions within the route in that time and that none had involved an HGV. He drew Councillors' attention to Operation Crackdown which deals with anti-social behaviour where members of the public are encouraged to report incidences of such behaviour. The scheme uses a tiered approach where, for example, for a first report a letter might be sent, then a police visit for a subsequent report and perhaps where there are repeated reports a bespoke operation might be set up to catch an individual offending. Inspector Ottery said that under Operation Crackdown there had been no reports referencing HGVs in Petworth town centre; that no breaches of the HGV order are being reported to police.

Inspector Ottery gave the website address www.operationcrackdown.org as the proper way to report incidents of anti-social driving and pointed out that there was a massive amount of information on the website.

Councillor Hanauer asked for clarification of whether an accident would include damage to a building by an HGV and the Inspector responded that if something other than the HGV itself is damaged that counts as a collision, if it is reported.

Councillor Peet observed that there were numerous breaches of the HGV order daily but that he was not sure if the vehicles concerned were acting illegally or that the order could be enforced. The Chairman observed that vehicles exceeding 7.5 tonnes and not entering the town centre to make deliveries were in breach of the order and echoed the uncertainty about enforcing the order.

In summing up the Chairman indicated that the community needed to start increasing the reporting of incidents and told Inspector Ottery that the Council was looking for support to improve the effectiveness of the order that they have. The Inspector said that he would talk to local officers.

Inspector Ottery then invited questions from Councillors about any other Neighbourhood Policing matters. Councillor Hanauer asked about the impact of the potential relocation of the site for a new Skate Park. The Inspector responded that the location of the Skate Park would make no difference to the police input, he asked to be “kept in the loop” and said he would send his email address through to the Clerk for that purpose. In response to a suggestion from Councillor Peet the Inspector indicated that he would consider sending officers to attend an official opening of the Skate Park to talk to the users, he observed that there was no harm in coming to a community event if resources allowed.

The Inspector further reported that a rave planned locally for the Saturday of Easter weekend had been nipped in the bud at the earliest possible stage thanks to the good work of officers. Vehicles were moved on promptly although officers had stones thrown at them. Also a big spike in vehicle crime (break-ins and thefts at beauty spots etc) in Chichester district had been ended with the arrest of three people from Hampshire.

Inspector Ottery left at the conclusion of this item.

Judith Spencer

Ms Spencer reminded Councillors that she and Lorraine Smith had come to talk to them about the gardening project in September 2016. The project was about planting at key entry points (gateways) to the town. Ms Spencer spoke to a set of slides. This year the project has chosen two sites, Angel Square and the Midhurst Road. At Angel Square the work started in February with preparation and planting, with roses, perennials and bulbs, in March. Local residents have been looking after it though watering has been a problem because the anticipated “April showers” have not happened. Water has been taken from the allotment supply to the chagrin of the allotment holders but the Chairman assured Ms Spencer that this was fine since the Town Council pays for the metered supply of water. The Chairman offered further reassurance that regular watering at both sites was being undertaken by John.

Ms Spencer continued with the observation that at Angel Square clearing the footpath had gained an extra foot of pathway. At Midhurst Road the planting areas was smaller but more work had been necessary on preparation. In this area the planting was softer and more naturalistic with perennials and bulbs and again local residents had been significantly involved. The plants had been sourced from Leesa’s Not Just Alpines nursery.

The Chairman informed the meeting that he made a point of thanking all the volunteers and the meeting echoed those thanks. The Town Council’s thanks to all volunteers involved in the garden project are hereby formally recorded.

Some discussion followed about future plans with the emphasis on the next planting season being autumn 2017 or spring 2018. Ms Spencer also indicated that she will be looking at bee friendly planting.

Councillor Hanauer was reminded that he will be writing to Fred and George Hill to inform them of the Town Council’s particular thanks for the work they have undertaken.

Ms Spencer left at the conclusion of this item.

2. Apologies for absence

Apologies were received from Councillors Evans, Fox, Smith, South & Meakin.

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

Councillor Lintill had offered her apologies but Councillor Duncton was in attendance and reported that CDC has been working with WSCC and locals to try and find some sort of solution for the A27 Chichester bypass. Further that there is a lot of, again, joint working on the Chichester Vision and Chichester Southern Gateway the proximity of which is from the Canal Basin to more or less where the Courthouse is and of course including the Train and Bus Stations. However, there was nothing to report that was specific to Petworth.

Councillor Duncton emphasised the issue of unsightly litter adjacent to major roads and expressed her incomprehension as to why people find it necessary to throw things out of vehicles on to the road. She reported that CDC has put £50,000 into the budget to have a good clean up on the A27 and that night time road closures and teams working at night are being used to facilitate this. This is important because the area is a major tourist centre. Councillor Duncton expressed her hope that other Districts and Boroughs will follow suit because in her view the money is well spent.

Councillor Duncton reported that things were slowing at WSCC in the approach to the election. She had recently attended the Corporate Parenting Panel where the emphasis is that CC has responsibility for all children in the WSCC area particularly those in care. Also that she has seen a draft of the South Downs National Park Authority Local Plan which will be published in September.

Councillor Duncton left at the conclusion of this item.

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

Bus shelter

Councillor Hanauer reported that he has finished the plan and given it to Chris Dye at WSCC and will hopefully hear from him this week. When Chris Dye is happy he'll give a specification and Councillor Hanauer will then obtain competitive quotes.

Farmers' market

The Chairman reported that Alistair has agreed to stay on as Market Manager and will have his own stall at the market too. This Saturday's (22nd April 2017) market will be the first of the Town Council's second year and it is doing exceedingly well. Councillors **AGREED** that that a reserve should be created from the surplus generated.

The Chairman had met Leesa (of the aforementioned Leesa's Not Just Alpines) and she had created a questionnaire for users of the market. Future improvements might include a customer loyalty scheme like those available at other farmers' markets.

Carry Smith has started "broccante" in the Leconfield hall and this should have a further positive impact on the market.

Allotments

Payments are good with just five outstanding for the year now. Payments have moved to once annually rather than once every six months. Councillors Kemp & South and separately Councillor Hanauer have inspected the allotments and it is anticipated that once the inspection findings are compared to the payments there will be a correlation between those that were found to be unsatisfactory and those that have not paid.

Skate Park

Councillor Hanauer reported that he had sent a letter out to 30 properties closest to the proposed site for the skate park and anticipated a small number of replies. He had also discussed the proposal with some residents he had met and reported that they had been happier when they realised the actual location of the proposed skate park – there had been a degree of misinformation about where it would be sited in relation to nearby homes.

Councillor Hanauer further reported that a definitive visualisation of the skate park is awaited before further progress can be made and that he has a meeting with a planning consultant who might be able to help (but that he will take three quotes for planning consultancy). He is in email correspondence with Tania Murphy who runs the CDC car parks. The proposed realignment of parking spaces produces another 14 car parking spaces.

Highways and traffic

Councillors Peet and Hanauer reported on their recent meeting and walkabout with Chris Dye, Area Highway Manager and Mike Dare, Traffic Engineer both of WSCC. Regarding the HGV route it was reiterated that the anomaly is that there is no weight limit on vehicles entering Angel Street but that the CC officers did not have the detail of the traffic order with them at that meeting. After the meeting Mike Dare responded that the anomaly is to allow deliveries. Councillors **AGREED** that they need to request sight of the Traffic Regulation Order. It was also noted that Chris Dye had indicated that three sets of pressure pads were necessary to gauge the effects of any change to the traffic order – these needed to be deployed before any change so that monitoring could take place before and after the change.

Boys' School

The Chairman reported on the application to remove Condition 29 of the planning permission for the site. The developer has been in touch to ask what Petworth Town Council envisages as the public art for the site. The Chairman further stated that the removal and repositioning of the memorial stone would not in his view satisfy the condition because the stone is a memorial not a piece of public art; Councillors agreed with this view. The Chairman circulated his visualisation of silhouettes of boys playing conkers and the consensus of the meeting was that some sort of sculpture would fulfil the condition. The piece of art needed to be of good quality and reflect the tragic death of 29 boys 75 years ago. It was felt that the developer had not appreciated the significance of the tragedy and its ongoing impact on the community.

De-fibs

The Chairman reported that sets of new pads had been sourced for the defibrillators at Hampers Green and Grove Lane but that those for the de-fib at the Square had yet to be obtained.

Sports ground

The Chairman reported that he had hoped to circulate a copy of the lease of the sports ground at this meeting but that had not proved possible. Councillors would have sight of the lease, which would include all the amendments requested, next week. This will be a short-term lease but the national Trust has agreed that as soon as this short lease is in place parties will start negotiating a longer 25-year lease. Those negotiations may take twelve months but the parties will not have to wait until the end of the shorter lease before putting the longer one in place.

Annual Meeting

The Annual Town Meeting will take place on Friday 26th May 2017; the Chairman reported on plans (Councillor South's note is appended to these minutes) for the meeting and how it should be advertised was discussed.

War Memorial

Councillors considered the report circulated as Appendix A on the agenda and noted the power granted to the Council under Section 1 of the War Memorials (Local Authorities' Powers) Act 1923 to "incur reasonable expenditure in the maintenance, repair and protection of any war memorial within their district whether vested in them or not". Councillors **ACCEPTED** and **APPROVED** the document at Appendix A and further **AGREED** that the Council will effect insurance of the War Memorial.

Fire extinguisher quotes

Councillors noted that the finance meeting had considered three competitive quotes for the provision and maintenance of fire extinguishers. Councillors **APPROVED** the acceptance of the cheapest of those quotes at £116 for two extinguishers and annual maintenance costs of £36

Social Media and Email Policy

Councillors considered the draft policy circulated as Appendix B of the agenda and, with two amendments (the addition of a requirement to copy the Clerk into any communication required by the policy and the insertion of the words "the code of" before the word "conduct" at paragraph 8.7), **ADOPTED** the policy.

A Board Policy

The Chairman reported on the documents circulated as Appendix C of the agenda and Councillor noted that the document had been drafted by the Business Association but had no legal status; all members of the Business Association had agreed to abide by the terms of the document. Councillors **AGREED THE ADOPTION** the document as a guidance document.

Poster and Banner Policy

The Chairman asked Councillors to consider the need for and content of a local policy for the public display of posters and banners in the town. He put some initial thoughts about criteria before Councillors. Councillors **AGREED** that Deborah Glover be asked to develop those thoughts into a draft policy to be considered further by Council.

Health and Safety Training Event

Councillors considered an email from SSALC circulated as Appendix D of the agenda. It was **AGREED** that Councillor Singleton would attend on Thursday 15th June 2017 at Chichester Park Hotel.

Petworth in Bloom

The Chairman stressed how lucky the Town and the Town Council were to have Judith Spencer and Lorraine Smith working on this project.

Staffing

Councillor Pawsey reported that the Staffing Sub-Committee had agreed the recruitment process for an Administrative Officer/Clerk and that the recruitment pack is 99% complete. The post will be advertised locally and through SSALC with a proposed closing date of 31st May 2017. It is hoped to recruit soon thereafter.

Councillor Co-option

The Chairman reported that the Town Council currently has one councillor vacancy and that since no election has been requested the vacancy may be filled by co-option. The vacancy is advertised and Councillors were invited to consider who might be approached to fill the vacancy.

Seaford College

Councillors considered the suggestion that a clean up project be identified for students from Seaford College to undertake on their big day out planned for 6th July 2017 (suggestion circulated as Appendix E of the agenda). It was suggested that the students be invited to paint the swings at Hampers common

Councillor Hanauer further suggested that Seaford College be invited to contribute to the anniversary of the tragedy at the Boys' School. _____

6. To confirm the minutes of the previous council meeting 16th March 2017

The minutes of the council meeting held on 16th March 2017 were **AGREED** as a correct record and the Chairman was **AUTHORISED** to sign them as such.

7. Matters arising

There were no matters arising.

8. To receive reports

a) Finance and General Purposes Committee

Councillor Copus presented the report of the Finance and General Purposes Committee. The payments listed below were **APPROVED** and the cheques were to be signed at the close of the meeting.

	Total £	VAT £	Net £		
Leconfield Estates	10.00		10.00	Allotments Water	20/12/16 to 31/3/17 no usage
Link Hire	168.00	28.00	140.00	Farmers Market	March barriers
John Bridle	345.00		345.00	Safety checks	Nov to March 23 weeks @ £15
Reed	373.63	62.27	311.36	Office temp	w/e 3/3
Reed	560.45	93.41	467.04	Office temp	w/e 10/3
Reed	624.67	104.11	520.56	Office temp	w/e 17/3
Reed	525.42	87.57	437.85	Office temp	w/e 24/3
Reed	386.70	64.45	322.25	Office temp	w/e 31/3
Southern Electric	221.03	10.52	210.51	Street Lighting	24 Dec to 31 March Continuous and Dusk to Dawn
Southern Electric	14.76	0.70	14.06	Street Lighting	1 Mar to 31 March Half night pre dawn
HJS Land Services	2,595.00		745.00	Rosemary Gdns/Hampers Com Contract	
			1,850.00	Cemeteries	
CDC	150.00		150.00	Farmers Market	2 Canopies
Leesa Barrett	634.80		634.80	Traffic consultant recommended works	PiB plants
Austens	5.49	0.92	4.57	N Plan	magnetic tape
Leconfield Hall	143.00		143.00	Farmers Market	February
Leconfield Hall	589.00		589.00	N Plan	31st March Public consultation
Leconfield Hall	79.00		79.00	Xmas Event - General	Thank you event
Leconfield Hall	143.00		143.00	Farmers Market	March
Wire & test	188.86		188.86	Office Expenditure	Electrical inspection
Viking	20.68	3.45	17.23	N Plan	A4 paper
Viking	93.56	15.59	77.97	N Plan	Print cartridges

	Total £	VAT £	Net £		
Viking	129.28	21.55	107.73	Office Expenditure	Hard drive, tower drawers, pockets
Julie Aguilar	122.11		122.11	N Plan	Consultation adverts, stationery, refreshments
Nexus	3,714.00	619.00	1,700.00	N Plan	Consultation consultancy
			1,395.00	N Plan	Consultation printing
Alistair Baldwin	60.00		60.00	Farmers Market	March support
RAL Display	888.60	148.10	740.50	Unallocated budget/contingency	Display stands
Start Traffic	28.08	4.68	23.40	Farmers Market	Road sign frame
Alan Baxter	3,054.00	509.00	2,545.00	Traffic consultant recommended works	Review consultation responses, options for Squares, boards for public consultation

Councillor Copus further set out the bank reconciliation figures below and the bank reconciliation was **APPROVED**

BALANCE SHEET

Reserve at 1 April 2016 - general	24,478	Nat West balances at	31/03/2017
Reserve at 1 April 2016 - for allotments	99	Current Account	11,405.31
Reserve at 1 April 2016 - for NP	12,829	Deposit Account	4,966.17
Reserve at 1 April 2016 - for playparks	-1,551		
Less: Playpark spend	-4,372		
Less: Recoverable VAT 2015/16	669		
Less: Recoverable VAT 2016/17	-12,682		
Plus: income	127,941		
Less: expenditure	-107,989		
N Plan	-30,519		
N Plan grants	7,466		
Balance at	31/03/2017	16,371.48	16,371.48

b) The Minutes of previous Finance and General Purposes Committee meeting held on 12.02.2017 were **RECEIVED & ADOPTED**

c) The Minutes of the Highways, Traffic and Planning Committee meetings held on 27.02.17, 13.03.17 and 27.03.17 were **RECEIVED & ADOPTED**. It was noted that the anticipated WSCC planning application to the South Downs National Park Authority (SDNPA) is not expected soon. However, the Chairman

reported that the planning officer has indicated that the Town Council’s local knowledge will be useful in the consideration of that application.

d) The Minutes of the Open Spaces Committee meeting held on 22.02.17 were **RECEIVED & ADOPTED**

e) Vision Group – on this occasion Councillor Fynes had nothing to report.

f) Neighbourhood Plan- Councillor Pawsey updated on successful public consultation held on Saturday 31st March 2017 attended by 500+ people. The feedback was that the public are supportive of what is being reported and filled in questionnaires which will be considered at the end of the six-week pre submission consultation period. The consultation finishes in mid-May.

g) Famers’ Market – this was covered above at item 5

h) Petworth Business Association – this too was covered above at item 5

9. Other items at Chairman’s discretion

Councillor Hanauer reported that his has received the contract from BT for the adoption of the telephone box and the contract is signed. BT will notify about completion (i.e. when the box is disconnected) and then there shall be a small window in which to move the box and volunteers will be needed.

Councillor Fynes enquired about the future of the Co-op but no-one present had a definitive answer.

Meeting closed – 9.45pm

Signed.....
Chairman

Annual Town Meeting

Update on planning for PTC meeting April 19th 2017

- Debbie has sent out invitations to all Petworth organisations which hold a membership list
- So far we have 9 confirmed
- Offer as last year: table/stall for a display and/or 5 minute presentation. We will prioritise those organisations that did not present last time on the programme
- We will need the data-projector and a trusty IT geek to set this up.
- I will send out a programme for the evening and a request for named support for various jobs at the beginning of May. Please let me know if you are NOT available on the night and then you will not be assigned a job!
- Timing will be 5.30 set up for a 6.30 start and hopefully finishing at 9.30. We will offer drinks and nibbles at the end of the evening
- Please can we have volunteers to organise the refreshments?
- We need ideas on how to advertise the meeting to residents and this will need actioning by the end of the month.....please discuss!
- I have agreed with PetFringe that they will have a display stand but not do a presentation as an opportunity for them to share their plans and dates

Many thanks

Maggie