

MINUTES OF A MEETING OF PETWORTH TOWN COUNCIL HELD
ON THURSDAY 20TH JULY 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 (WSCC & CDC)
	Mr Alan Copus		Cllr Lintill (CDC)
	Mr Neville Fox		Jennifer Thorpe (See Minute 4.)
	Ms Juliet Fynes		
	Mr Jim Scallon	Apologies:	Mr Rob Evans
	Mrs Liz Singleton		Mr Steve Meakin
	Mrs Carry Smith		Ms Rosa Pawsey
	Mr Tony Rogers		Mr Michael Peet

The meeting began at 7.30pm.

1. Representations by the public

There were none.

2. Apologies for absence

Apologies were received from Councillors Evans, Meakin and Pawsey.

3. Declarations of interest

There was one declaration 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**.

Councillor Kemp declared a Discloseable Pecuniary Interest in the payment to be made to his wife in reimbursement of expenses incurred (see Minute 8 a) below). The payments were considered and agreed en bloc and it was unnecessary for Councillor Kemp to leave the Chamber or the Chair at that point.

4. Co-option of Town Councillor

Members considered the personal statements from candidates for co-option to the Town Council and heard a further oral statement from the candidate present. Upon the proposal of Councillor Singleton, seconded by Councillor Hanauer, Mrs Jennifer Thorpe was unanimously **ELECTED** to the Council to serve until the next ordinary election. Mrs Thorpe made the Declaration of Acceptance of Office and took a place in the Chamber.

5. District and County Councillors

Councillor Lintill (CDC) said how shocked and saddened all had been by the Grenfell Tower tragedy and that Chichester District Council (CDC) had issued a statement saying that there were no tower blocks in the District and that all CDC housing stock meets fire regulations. Councillor Lintill felt that the tragedy had highlighted the need for a good council response in an emergency and that CDC was looking at this – although the fire at Selsey School had already offered the opportunity to put CDC’s emergency plans into practice.

Councillor Lintill further reported that CDC Cabinet had agreed a scheme to help ensure vulnerable people are accessing the right benefits and do not become homeless. CDC had secured £300,000 over the next two years from the Government’s Flexible Homelessness Support Grant which will be ringfenced for homelessness services – sometimes it is better to pay people’s rent to prevent them from becoming homeless than have to find bed & breakfast or other temporary accommodation. Councillor Lintill urged people to look at the news on the CDC website. [This item may be found here: <http://www.chichester.gov.uk/article/28752/Funding-will-help-people-access-the-benefits-they-need>]

Councillor Lintill then said that CDC Health & Wellbeing advisers were to visit Petworth’s Doctors’ surgery to offer advice to their staff and to encourage them to refer patients to that service. Further, that there is a free online business directory on the CDC website and Councillors were asked to encourage businesses to use it.

Councillor Lintill ended by saying that she had two questions for the Chairman; the answer to the question as to whether the Town Council had received a response to the asbestos survey was “no” for which Councillor Lintill apologised; in answer to a question about risk assessments for grass cutting the Chairman responded that he had met with Andy Howard this afternoon and the risk assessments were in hand. The Chairman observed that Henry Saxton PTC grass cutting contractor has been picking up compliments for the grass cutting.

Councillor Dunton (WSCC & CDC) reported that there were 76 tower blocks within West Sussex mainly in Bognor, Crawley, Littlehampton and Worthing. Following the Grenfell Tower fire all these, plus hospitals and other relevant public building have been inspected.

In an update Councillor Dunton said that WSCC Fire & Rescue service was not now transferring to the Police & Crime Commissioner for the time being; she observed that most callouts were to community incidents and road traffic accidents.

Finally Councillor Dunton made an observation that everyone is working together to address Government changes to funding for school. West Sussex is heavily affected by poor funding to rural schools; it’s a disgrace that the County Council’s schools are not getting fair funding.

Councillors Dunton & Lintill remained for much of the subsequent meeting, leaving at 8.46pm and 8.58pm respectively.

6. Chairman’s Report and other announcements on matters requested

Boys School

The Chairman thanked Councillor Scallon for his draft brief on the Provision of Public Art which had been circulated with the agenda. However, the Chairman reported that the item would have to be deferred for the time being – the Council would not adopt the brief tonight. As the Planning Authority CDC has arranged a meeting of all interested parties on 1 August 2017. There is £7,400 of S106 money to fund this piece of art, a sum over and above the funding of the removal and re-siting of the memorial stone.

PTC will meet with all interested parties and is not intending to do anything unless everyone is in agreement. The council is back in reasonable dialogue with the developer, the finances are agreed and the developer has stopped trying to have the planning condition removed.

Councillor Fox observed that sensitivity must be shown with the involvement of all those affected by the

tragedy. It was further observed that a faculty would be required from the diocese for works to the cemetery entrance.

Neighbourhood Plan

Members considered the Submission Draft of the Petworth Neighbourhood Plan which had been distributed with the agenda. The Chairman observed that a number of typographical errors had been corrected and a corrected draft circulated. Councillor Fynes drew attention to two further typographical corrections required (not “St Thompson” and Orchard Close rather than Orchard Court) and the Chairman agreed to ensure that these corrections were made.

Upon the proposal of Councillor Copus, seconded by Councillor Smith, the Council **RESOLVED** that its Neighbourhood Plan can be submitted to the South Down National Park Authority (SDNPA) in accordance with Regulation 15 of SI 2012 No. 637 The Neighbourhood Planning (General) Regulations 2012.

Councillor Scallon asked what would happen if the eventual referendum goes against the Neighbourhood Plan. The Chairman observed that the SDNPA would then have full responsibility for planning in the town and its views as to where houses should go do not match what the residents want.

Bus Shelter

Councillor Hanauer reminded Members that it had been agreed to go for a cantilever type bus shelter because a) it can be located closer to the bus stop and b) there will be no front posts to encroach upon the footpath.

Councillor Hanauer supplied the meeting with details of three competitive quotes he had obtained and it was agreed that one quote, from a supplier previously used satisfactorily by PTC was the cheapest and most convenient in that the contractor could supply the bus shelter and undertake the necessary ground works.

It was noted that the cheapest quote was £500 above the sum provided in the budget and discussion followed about whether this sum could be funded from the New Homes Bonus (NHB). The meeting concluded that the timescales for applying for money from NHB (applications to CDC by 31 July, decision on 27 September) together with the six week lead time for the contractor would delay the installation of the bus shelter. The Chairman undertook to speak to David Hyland or Shona Turner at CDC with a view to seeking a fast track grant (available for sums up to £1,000).

Upon the proposal of Councillor Scallon, seconded by Councillor Hanauer, it was **AGREED** to accept the quote of £6083.80 from Queensbury Shelters, subject to all funding being in place.

Councillor Fox advised that all provisions and conditions of the contract be reviewed carefully and he agreed to undertake that task.

Farmers' Market

Councillor Smith reported that 23 stalls are coming to market this Saturday (22 July 2017) and that there will be no indoor market because of the Petworth Festival. Petworth Band now has a youth section which will be playing. After a month off the indoor market needs to be pushed more. Five stalls are booked for August already.

Allotments

The substantive part of this item was deferred until the next meeting.

However, the Chairman had an idea to put to the meeting regarding an allotment. The Petworth Gardening Club (a working group of PTC) which is taking responsibility for the planting of the town gateways has a new idea which it would like PTC to support. The club would like to divide its allotment up into 3m plots and get people to plant up the plots. The plots will be judged and the winning planting scheme transferred to the gateways. To make this an inclusive project the council would need to think about finding money from grants for the plants.

The meeting accepted the idea positively.

Skate Park

Councillor Hanauer reported that the proposed skate park is now reverting to the rectangular design let into the bank. Significant groundworks will be required to cut into the bank but the design will mitigate against loss of car parking and separate the skate park as far as possible from other property. Cllr Hanauer has now applied to Sport England for £40,000 of funding on a matched asset basis.

Highways & Traffic

The Chairman updated that the counters have been taken out. The Petworth Business Association (PBA) has gone round to all businesses asking them to fill in a form about their delivery vehicles. The most common type of delivery vehicle in Petworth is an estate car or a small van. A handful of businesses, e.g. the Co-op use larger vehicles.

Sports Ground

The Chairman updated, saying that he, Councillor Peet and Alex Reece had met with George Upex the National Trust land agent. The lease is negotiated and signed/witnessed and the side letter has been agreed. A Community Interest Company (CIC) has been formed called the Petworth Park Joint Sports Association (PPJSA) and the town's various clubs are agreeing their membership of the CIC.

PTC is the leaseholder of the sports ground but has licensed the PPJSA to run the ground. PPJSA will have a board of directors which will include two representatives of PTC but these do not have to be Town Councillors. PTC has a "golden vote" because of the lease.

A business plan has been started by the task and finish group – this represents an exciting opportunity and new uses of the facilities need to be encouraged.

The meeting **AGREED** that it wished to record that Andrew Carrington has been a fantastic asset in this process.

The annual rent payable by PTC is £1,000 there will be a formula devised to calculate how much of that each club pays.

Staffing

Councillors Kemp, Copus & Hanauer had interviewed two of the ten applicants for the Town Clerk position. An offer of employment had been made and accepted but some details of the contract had still to be finalised. The Chairman outlined further interim measures until the new clerk is in post.

Correspondence

Members considered a letter addressed to CDC and copied to PTC from the Post Office & Newsagents in Petworth outlining changes in Post Office funding, effective from 30 September, which will make the Petworth Post Office uneconomical to run. The letter request rate relief from CDC. The meeting agreed that it would support the request.

7. Council meeting 15th June 2017

Upon the proposal of Councillor Copus, seconded by Councillor Hanauer, the minutes of the council meeting held on 15th June 2017 were **AGREED** as a correct record and the Chairman was **AUTHORISED** to sign them as such.

8. Matters arising

There were no matters arising.

9. To receive reports

a) Finance and General Purposes Committee

Councillor Copus presented the report of the Finance and General Purposes Committee. Upon the proposal of Councillor Copus, seconded by Councillor Smith, the payments listed below were **APPROVED**.

Councillor Copus observed that most payments were to be made by internet banking and of those the two

that were to be paid by cheque the one for Fiona Kemp could not be signed at the close of the meeting because Councillor Kemp cannot sign it and there was no other second signatory present.

Payments due	Gross	VAT	Net	
	£	£	£	
Barnsfold Nurseries	808.80	134.80	674.00	Hanging Baskets - Maintenance
Southern Electric	3.48	0.16	3.32	Street Lighting
	26.18	1.24	24.94	Street Lighting
Total £44.90	15.24	0.72	14.52	Street Lighting
WSCC	886.32	147.72	738.60	Street Lighting
HJS Land Services	3,295.00	0.00	260.00	Rosemary Gardens
			440.00	Hampers Common
			1,900.00	Cemeteries
			695.00	Other areas
Julie Aguilar	285.00		285.00	Petworth Pages contribution
Austens	91.21	15.20	76.01	Hampers Common Maintenance
Reed	374.98	62.50	312.48	Office temp
	328.10	54.68	273.42	Office temp
	398.41	66.40	332.01	Office temp
Link Hire	38.40	6.40	32.00	Unallocated budget/contingency
Fiona Kemp	89.69		29.93	Neighbourhood Plan
			4.77	Office Expenditure
			54.99	Expenses/Postage
Quality Traffic Surveys	840.00	140.00	700.00	Traffic consultant recommended works

Two grants were **AGREED**: £1,000 to the Petworth Park Sports Association and £100 to Victim Support

Councillor Copus further set out the bank reconciliation figures below and upon the proposal of Councillor Kemp, seconded by Councillor Copus, the bank reconciliation was **APPROVED**

BALANCE SHEET

	£	£
Reserve at 1 April 2017 - general	27,336	30/06/2017
Reserve at 1 April 2017 - for allotments	1,369	Current Account
Reserve at 1 April 2017 - for FM	3,122	Deposit Account
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	-13,202	
Less: Recoverable VAT 2107/18	-4,072	
Plus: income	61,376	
Less: expenditure	-49,370	
Balance at 30/06/2017	24,305.79	24,305.79

b) Upon the proposal of Councillor Copus, seconded by Councillor Smith, the Minutes of previous Finance and General Purposes Committee meeting held on 13 June 2017 were

RECEIVED & ADOPTED

c) The Chairman reported on the previous Highways, Traffic and Planning Committee meetings updating Members on the help and encouragement of CDC Councillor Lintill in getting CDC to do a deep clean of Petworth through the whole town (from the 30mph signs) with the back line being the back of the footpath against walls, fences and hedges.

d) The Minutes of the Open Spaces Committee meeting had just been circulated by Councillor Hanauer; he updated the meeting on the excellent community support work of a team of twelve pupils and two teachers from Seaford College who had painted the swings at Hampers Common. At the last Open Spaces meeting, John Edgar a local sculptor had attended to give his thoughts on how PTC should approach a piece of public art, vis a vis where art work should be placed, how it was best appreciated. Councillor Scallon had subsequently produced the excellent brief considered earlier in this meeting and Councillor Scallon was thanked. The Chairman observed that public art has been written back in to the Neighbourhood Plan. Councillor Singleton observed that Seaford College would like to get more involved.

e) Vision Group: the Chairman said that because of comments made at the last Town Council meeting the Vision Group (a CIC) had asked to meet with the PTC Chairman and Councillor Peet, Douglas Cooper, Chairman of the Neighbourhood Plan were also in attendance. It was agreed they all will meet quarterly, minutes of PV meetings will now be taken and shared with PTC . The problem seems to be that the group and PTC are not liaising productively and therefore the workload for Councillor Fynes will increase. The Vision Group works like a separate entity and PTC does not want to duplicate effort or undermine someone else’s work because people have not communicated properly. The model works well with the PBA.

f) Petworth Business Association – the Chairman said that the last PBA meeting had been postponed. The main thing from the PBA was the delivery vehicle questionnaire previously referred to (Minute 6 Highways & Traffic above).

10. Other items at the Chairman’s discretion

Councillor Burden enquired about repairs to the allotment wall at Grove Street. Councillor Hanauer replied that it was difficult to know how far this retaining wall can be repaired within the budget and it is likely to have to be undertaken on a day or metre rate.

Meeting closed – 9.30pm

Signed.....
Chairman