

## PETWORTH TOWN COUNCIL

### MINUTES OF A MEETING OF THE TOWN COUNCIL HELD ON THURSDAY 18TH APRIL 2013 IN THE TOWN COUNCIL OFFICE AT 7.30 PM

PRESENT: Cllr K Lintill (Chairman), Cllr G Allan, Cllr D Burden,  
Cllr R Chandler, Cllr C Goldthorp, Cllr C Duncton,  
Cllr N Fox, Cllr J Fynes, Cllr C Kemp, Cllr J Robbins,  
Cllr A Simmons, Cllr A Sneller and Cllr B Walsh.

Cllr E Lintill (District Councillor)  
Cllr J Duncton (District Councillor).

CLERK: Mrs J Huggett.

1. Apologies were received from Cllr L Pearce and Cllr R Pawsey.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman had no announcements.

4. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on Thursday 21st March had been circulated. Cllr Pawsey had asked that an amendment be made to Item 10, Website, but as she wasn't present this could not be done. They will be passed and signed at the next meeting.

5. POLICE/PCSO REPORTS

In PCSO Ian Luxford's absence there was no report.

6. MATTERS ARISING

- (a) New Pedestrian Crossing in Church Street: The Chairman said the pedestrian crossing is worse than useless, no one takes any notice of it, the small sign put up indicating elderly people crossing the road is not obvious. Cllr Sneller said it should be wider and Cllr E Lintill said there is no legality to make vehicles stop and better signage is needed. After a short

discussion the Chairman referred the matter back to the Traffic and Planning committee.

- (b) Economic Development: Cllr Kemp asked for an update. Cllr E Lintill said she will be giving one in her report.
- (c) Fete in the Park: Cllr Sneller read out a statement he had prepared. (Attached as Addendum 1). The Chairman said his last paragraph was not correct. Mr Castle and Mr Riddell were not asked to leave the meeting, they went of their own accord. Cllr Sneller disagreed. Cllr Fynes said the committee didn't consider that the concert was an integral part of the fete, should the fete need equipment this would be a better use of the Council's grant money.

## 7. COUNTY AND DISTRICT COUNCILLORS

### (a) **District Council**

Cllr E Lintill reported on the following.

Concessionary Fares Scheme: The issue of passes will now be facilitated by an outside provider. There is a phone number and e-mail address on the website.

Economic Development: An initial meeting is about to be set up. This will be chaired by Mr Kenrick Garroway, but Mr Stephen Oates will be working closely with him.

Road Closure: Park Road will be closed overnight on 2nd May for resurfacing.

Children's Family Centre: The Council are supporting a 'community play bag' which benefits families who can borrow toys and games to play with at home, this also includes a sport play bag for cricket, stoolball, golf, etc.

The Noveum: The Noveum has been nominated for 2 Civic Trust awards. It has won the Michael Middleton award for new build in a conservation area, and in June she will be going to Swindon where it has been nominated for an RBA award. Cllr Fynes said it has been reported that visitor numbers at the Noveum are disappointing. Cllr E Lintill replied they are higher than the old museum, it is evolving and a lot of extra curricular activities are held there, including workshops.

Cllr J Duncton reported on the following.

SDNP: Regular meetings are held with the National Park to liaise and discuss development plans.

Festival Theatre: The building is well under way and it should be open for the 2014 season. Barnham under canvas this year should be an

exciting production. The theatre received 13 nominations at the Olivia Awards, it won 4, three for Sweeney Todd and one for 'Goodnight Mr Tom'.

Cabinet: Meetings are ongoing to look at where service cuts can be made.

**(b) County Council**

Cllr C Duncton reported on the following.

County Council Elections: He reminded Councillors that elections are taking place two weeks to-day and this will be his last meeting. He had been invited to a lunch and had received a plaque as a thank you for his 6 years service to the Council.

Roads and Potholes: As he had said before potholes have been his greatest problem. They have to meet certain criteria before they can be filled and work is concentrated on the A roads. However once a pothole has been reported and it meets the criteria, wherever it is it should be repaired within 4 days. There are large ones in Dawtrey Road and Kingspit Lane. Cllr C Duncton took note.

Rother Academy: The official opening of the Academy is being held tomorrow.

On behalf of Councillors the Chairman thanked Cllr C Duncton for all he had done for the parish during his time as its County Councilor, and wished him well for the future.

**8. PUBLIC QUESTIONS**

The Chairman invited Mrs Humphry and Mrs Eames from Grove Lane to speak.

Conservation Area: Mrs Humphry said that at an SDNP Planning meeting on 14th March a Consultation Draft of a Character and Appraisal and Management Plan for the Petworth Conservation Area was approved. This includes some proposed changes to the boundary to include New Grove and the allotments, but at a Resident's meeting it was suggested that as the wall of New Grove extends to Soanes, which is listed on a 1785 map, this should also be included. This has not yet gone out to public consultation but when it does she asked that Councillors give it their support.

Seat: Mrs Eames thanked the Clerk and Councilors for the new seat in Grove Lane.

Lorries: Lorries are still coming up and down Grove Lane and now one of the large Co-op lorries is coming along morning and evening. She has spoken to the driver who says he is being directed that way by his Sat Nav. The Chairman said they are only allowed to enter the town through Angel Street.

Cllr Fox said they should talk to the Manager, Mrs Humphry said she has done so and has also written to Head Office on behalf of the residents. The Chairman suggested that rather than send one letter on behalf of a group it will have far more impact if all residents write individual letters of complaint.

Phone Box: Currently residents are looking after the phone box in Grove Lane and would very much like the Council to purchase it. They will continue to maintain it. The Clerk said she will contact BT, Tillington Parish Council has already bought two phone boxes, BT continue to pay for the electricity and the box will come under the Town Council's insurance.

Mrs Humphry and Mrs Eames thanked Councilors for listening to them. The Chairman invited Mr Morgan to speak.

Angel Street: Mr Morgan said he has read that there is no money in the budget to do any work on Angel Street until at least 2014/2015, yet there is talk about yellow lines along Sheepdown Drive which he considered is less of a priority. Vehicles are still mounting the pavements, paviors have been broken and wheelchair users are in danger of being hit. Vehicles are still going too fast, a pinch point is needed. He has a further collection of wing mirrors and even a number plate. The Chairman said he and Cllr Walsh had met Mr Scammell, SDNP Historic Buildings Officer, on site to discuss this, he had come up with a couple of ideas but no cost. The Clerk to follow this up.

9. S106 MONEY

Cllr Kemp had requested that this be an agenda item and the Chairman asked him to speak.

Cllr Kemp said he had been led to understand that there was S106 money from the Courthouse/Courtlea development that could be used for the community and it might be possible to apply for money for light sockets on lamp posts, but he had been misled. The current application is only for 9 dwellings so S106 money is not available. Cllr Fox said this is not quite correct, there is a general S106 agreement made with each developer by the planning authority whereby money is set aside for essentials such as new school places, roads, etc.

10. REPORTS

(a) **Finance and General Purposes**

Cllr Allan said an Extraordinary meeting had been held on Tuesday 9th April, the minutes had been circulated, and he updated Councillors.

Assistant to the Clerk: A draft Job Description had been circulated which is an amended version of the SALC Job Description. Clauses 1-14 set out the possible duties, clauses 15-18, the objectives to work for, clause 19 should stand alone. He had asked Cllr Fox and Cllr Chandler, as respective Chairmen of the Traffic and Planning and Open Spaces committees, to sit in on the meeting, the Job Description had been agreed

by them and the committee. It is planned to advertise in the Observer, County Times and on the SALC website. Cllr Sneller said he thought further clarification was needed as to where responsibility stops. Cllr Allan said the Clerk had been in touch with the Clerk at Midhurst, who said that as the applicants were of a higher standard than expected the position of her assistant had evolved as time went along. The job would be advertised as a post for one year, renewable subject to funding and at the Council's discretion. Cllr Fynes asked how many hours the assistant would be employed for, Cllr Allan said about 8 hours a week, he/she would be required to shadow the Clerk at meetings, etc. After a short discussion he said he would like to propose that the Job Description be adopted. This was unanimously agreed.

Petworth Festival: The original request had been too vague and the Clerk had asked for further clarification. They had received another general response which only said 'local schools', there was no mention of Petworth and so they couldn't recommend making a grant.

Accounts: A copy of the accounts for the year ending March 2013 had been circulated with a carry forward figure of £25,000 which was more than he had anticipated although some items, such as the Jubilee board still had to be paid for. At the next meeting he planned to look at the budget again.

Cllr Robbins proposed and Cllr Chandler seconded that the minutes be passed. This was carried unanimously.

**(b) Open Spaces**

Cllr Chandler said a meeting had been held on Thursday 11th April, the minutes have been circulated, and he updated Councillors.

Hanging Baskets: The baskets have been ordered, when they are ready to go up the brackets and fixings will be looked at.

Health and Safety: Cllr Robbins has carried out an inspection of the seats, bus shelters, bins, etc., there were no major problems.

Skateboard Park: This is ongoing.

Play Area Inspection Reports: The only 'High Risk' item was the swing on Hampers Common, which has been mended.

Allotments: The inspection showed they are all looking good. Cllr Robbins said the stakes to mark the number of the allotment have been well received.

Hampers Common: Cllr Goldthorp said as it doesn't appear there is any room in the car park at Petworth House as a large number of vehicles are parking along the road, and on the grass verges along the side of the common, which are in a dreadful state. This could also be because the

National Trust has introduced parking charges so visitors are walking over from the common. This will be monitored.

Cllr Walsh proposed and Cllr Robbins seconded that the minutes be passed. This was carried unanimously.

(c) **Traffic and Planning**

Cllr Fox said a meeting had been held on Thursday 28th March, the minutes have been circulated, and he updated Councillors.

Angel Street and North Street: This is ongoing, the Clerk is waiting to hear from Mr Scammell.

Planning Applications: A planning application had been put in to turn an artists/garden studio in The Mews into a dwelling. The committee had objected, as had local residents, and the application had been refused.

The Courthouse and Courtlea: Conditions 14 and 15 attached to the development on the Courthouse and Courtlea sites had been discussed. Condition 14 states that no building work is to be carried out prior to the vehicular access road being built on to Rosemary Lane and that no access will be used from Wyndham Road. Condition 15 states that a new section of footpath to the southern side of Rosemary Lane must be in place prior to development. The Agent had asked that this could be done after development, the footpath is likely to be damaged by heavy vehicles and would have to be dug up when the services are installed. Cllr Robbins stated that there had already been complaints about large lorries using Grove Lane. Cllr Fox said he had asked for a clause to be inserted that when building commences only small lorries be used.

Cllr Fox concluded by saying the minutes are not quite correct, he will amend them at the next meeting so he will not be putting them forward for adoption.

(d) **Petworth Pages**

Cllr Fynes said she is receiving more and more requests for advertising, which is very good news but she doesn't want go for more than the current 20 pages.

(e) **Petworth Business Association**

Cllr Kemp said he hadn't been able to attend the last meeting but had met with some of the Retail Committee who want to enter Petworth in Bloom in 2014. They are looking at ways to enhance the town with hanging baskets, window boxes, tubs and would like the support of the Town Council. Cllr Fynes suggested that planters be placed by the large entry signs to the town. Cllr Kemp said they are looking at all sorts of ideas.

(f) **Neighbourhood Planning**

Cllr Fox said they had not met since the last council meeting. The Clerk is waiting confirmation of dates from invited guests, a briefing document has been circulated and the proposed Neighbourhood Area has been registered with the South Downs National Park Authority.

(g) **Clerk**

PBA Meeting: The next PBA meeting is on Wednesday 24th April, 6.00 pm in The Star.

11. TO CONSIDER OTHER ITEMS AT THE CHAIRMAN'S DISCRETION

Motor Bikes: Cllr Sneller said motor bikes have been coming through 'the Cut' at about 10.00 on a Sunday morning, and he questioned that as there is no signage if it is still a highway. Cllr Fox said it is still a public highway, the motorcyclists probably decide between themselves to try this as a route. Cllr Sneller suggested that some more planters be put there. The Chairman asked that this be put to the Finance and General Purposes committee.

Annual Meeting of the Parish: Cllr Sneller asked if a speaker had been arranged for the meeting in May. The Clerk said Carolyn Couch, Community Officer from BIFFA, will be coming to speak on the new waste disposal system. Cllr Sneller suggested that Kate Brickell also be asked to come along to talk about her Community Garden project. The Chairman said if she liked to come and put on a display that would be fine, but there isn't the time for more than one speaker.

Website: Cllr Allan said Cllr Pawsey is looking into quotes for the web site, she had one for £300 for the first year which was within the agreed budget.

There being no further business the meeting closed at 9.25 pm.

