

PETWORTH TOWN COUNCIL

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

PRESENT: Cllr K Lintill (Chairman), Cllr D Burden,
Cllr R Chandler, Cllr A Copus, Cllr J Fynes,
Cllr E Hodgkins, Cllr C Kemp, Cllr R Pawsey,
Cllr A Simmons, Cllr A Sneller and Cllr B Walsh.

Cllr J Duncton (County and District Councillor)

CLERK: Mrs J Huggett.

1. Apologies were received from Cllr N Fox, Cllr C Goldthorp and Cllr E Lintill (District Councillor). Cllr J Robbins did not attend.

2. CO-OPTION OF TWO COUNCILLORS

The Chairman welcomed Mr Copus and Mrs Hodgkins to the meeting and proposed that they be co-opted as Councillors. This was seconded by Cllr Kemp and, on a vote, unanimously agreed.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. CHAIRMAN'S ANNOUNCEMENTS

S106 Money: A request had been received from the Over 60s Centre that they be considered for a grant for secondary glazing from the S106 money from the McCarthy and Stone development. This was proposed by the Chairman, seconded by Cllr Sneller and, on a vote, unanimously agreed.

5. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on Thursday 20th June, having been circulated, it was proposed by Cllr Sneller, seconded by Cllr Kemp, that they be passed and signed.

6. POLICE/PCSO REPORTS

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

7. MATTERS ARISING

- (a) Council Vacancy: The Chairman welcomed Jan Sheppard. She is interested in filling the vacancy and has come to sit in on the meeting. The closing date is 31st July.
- (b) Website: Cllr Pawsey said she had received the specification for the website, the domain name will be www.petworth-pc-org.uk Cllr Sneller said he was reticent about not using 'tc'. Cllr Pawsey said up to 10 e-mail addresses can be used, and she has also been advised that a 'pop 3' account should be used rather than a 'webmail' one. Her husband has taken some photos of Petworth, Cllr Fynes asked if she intended to use many photos, Cllr Pawsey said only one at the present time. A short discussion followed during which Cllr Pawsey answered further questions.
- (c) Assistant to the Clerk: The Chairman said a short list of four has been drawn up and they will be interviewed next Wednesday evening. Cllr Sneller asked if a Job Description has been drawn up. The Chairman said not yet, but this will be done.

8. COUNTY AND DISTRICT COUNCILLORS

(a) **District Council**

Cllr Dunton reported on the following.

SDNPA Workshop Management Plan: The workshop is on their Management Plan but some of it is work already done by the District Council. This Management Plan will form the basis for their Local Plan which they hope to have approved by 2017.

Fracking: Contrary to some reports there will be no fracking near Kirdford at the present time. Exploration is taking place but by conventional means.

Housing: The District Council is evaluating the comments made during the consultation on their Local Plan. As they are the housing authority they will also be letting the SDNP know the number of houses they require up to 2031.

Website: She asked Cllr Pawsey if, when looking into websites for the Town Council, she had visited the District Councils' website as there is a great deal of help and advice there, and had she spoken to other parishes with websites. Cllr Pawsey said she had only looked at other Parish Council's websites. Cllr Dunton said it is very important that the website is kept up to date.

(b) **County Council**

Cllr Dunton reported on the following.

Schools: Cllr Peter Evans, the Cabinet Member for Schools and Children, has to find some 200 places for children over the next few years. There has been a big increase in births, hence they will need extra school places. She has visited 2 of the 6 schools in her County and has diary dates to visit the others next term.

Full Council: This meets to-morrow. UKIP Councillors have put forward a motion that the European Union flag be removed from the Council's building.

Gatwick Airport: The government are looking into the increased expansion of the airport. The Council are supporting this expansion, a report will be out on 23rd July. A survey of over a 1,000 people was carried out, plus businesses, over 50% of those asked were in favour of development there.

The Chairman welcomed Mr Morgan to the meeting.

9. PUBLIC QUESTIONS

Angel Street: Mr Morgan said at the Town Council's Annual Meeting he had been led to understand that the SDNP were going to come up with some ideas. He had contacted them to be told this was not the case, that it was up to Highways. It is now 5 years since he was told something would be done, this week he retrieved half a mudguard from a heavy vehicle. The Chairman assured Mr Morgan that the Council are pursuing this. Following Mr Scammell's meeting with the Chairman and Cllr Walsh, although the Clerk had written to him, still no response had been received. The Clerk to follow this up again.

Sheepdown Drive: Mr Morgan said he has been told that two way signals are to be installed in Sheepdown Drive outside Fieldings. Why is this? The Chairman said he knew nothing about it, the Clerk to follow this up.

Swan House: Mr Morgan asked for the Council's view on Morrisons coming to Petworth. He said the town does not need another convenience store. The Chairman said until the planning application is received they are not making any comments.

HSBC: Mr Morgan said the closure of the HSBC in October is also causing great concern within the town. The Chairman concurred.

10. STANDING ORDER 44

Cllr Pawsey said that as Mr Allan was no longer a Councillor, as Vice-Chairman of last year's F&GP committee she had been asked to present the financial report at the May meeting. She considered that 44 days was too long a period for the F&GP committee to function without a Chairman, this put too much responsibility on the Chairman of the Council and the Clerk. She has

therefore proposed, seconded by Cllr Kemp, that Standing Order 44 be amended to read:

‘Every Committee shall, at its first meeting, **which must be held as soon as possible and not more than 14 days following the date of the AGM**, before proceeding to any other business, elect a Chairman and may elect a Vice-chairman who shall hold office until the next Annual Meeting of the Council.’
A discussion followed. Cllr Sneller said the committee Chairmen and Vice-Chairmen have always been elected at the first meeting and this had never caused a problem in the past. Cllr Walsh considered that should a meeting be urgently needed the Chairman could always give 7 days notice and convene one. All Councillors should attend the Annual Meeting and it was suggested that three short meetings be held following that meeting when elections could take place. Cllr Walsh said this would work provided all Councillors were there. Cllr Fynes agreed, there may be valid reasons for non-attendance. Finally, on a vote, it was agreed that Cllr Pawsey’s amendment be adopted, and that meetings to elect the Chairmen and Vice-Chairmen will be held following the Annual Meeting in May.

11. REPORTS

(a) **Finance and General Purposes**

Cllr Walsh said a meeting had been held on Tuesday 2nd July, the minutes had been circulated, and he updated Councillors.

Budget 2013/2014: As there are no Business Rates, £780, payable this year, and there has been no call for an election, £3,000, it had been agreed that these two items be deleted from the budget and the money re-allocated. The account for the Welldiggers Signs, £853.84, has now been paid out of Contingency. £2,000, 7 months salary, has been allocated for the Assistant Clerk, the remaining £1,780 to Contingency, he asked that this be ratified by the Council and called for a proposer and seconder. Cllr Kemp proposed, and Cllr Simmons seconded this. On a vote the budget changes were unanimously agreed.

Grants: A grant had been given to the Leconfield Hall but the Clerk had been asked to find out more information on the Chichester Access Group’s proposed guide for Petworth and District.

War Memorial: Cllr Fynes said the War Memorial needs cleaning. The Clerk is looking into this.

Church Clock: St Mary’s church has asked that, as the clock needs adjusting almost every other week, the Council give consideration to its auto-regulation which could cost in the region of £2,800 - £3,400. This is something to think about for the next year.

Cllr Sneller 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 27th June, the minutes had been circulated, and he updated Councillors.

Hanging Baskets: New brackets will be bought next year.

Seats along the Hills: Having heard nothing further from family of the late Mrs Doris Scott (nee Wakeford), the Clerk has written again.

Skateboard Park: The design had been sent to Lord Egremont and Mr Knight. Nothing had been heard from Lord Egremont but, at the recent meeting with the Estate, Mr Knight had not been too enthusiastic about siting it opposite an entrance to the park. Cllr Sneller said it must be visible. A short discussion followed, it was agreed that the word 'Park' is misleading, it should be referred to as a 'Ramp'.

Rosemary Gardens: Cllr Robbins is looking at the condition of some of the trees. The Probation Service has started work on painting the play equipment, seats and railings.

Hampers Common: The area outside the ditch along Balls Cross Road is very worn and looking untidy. Cllr Sneller suggested a membrane could be put down, but the Chairman said he has looked at the plans and, as the Council only lease the land inside the ditch, technically this is not ours.

Horsham Road Chapel: Although the ownership is unknown and the Town Council aren't necessarily responsible for its upkeep, this doesn't alter the fact that there is the danger of falling masonry injuring someone. The committee considered that the chapel be demolished and had suggested that an article be put in the Observer. He therefore proposed that if no one came forward to claim ownership and there were no objections the chapel be demolished. This was seconded by Cllr Walsh and agreed. Cllr Kemp asked about the value of the stone, Cllr Chandler replied that it is not very good quality. The Council will still look after the Boys' Memorial and graves.

Cllr Simmons proposed and Cllr Burden seconded that the minutes be passed. This was carried unanimously.

(c) **Traffic and Planning Committee**

In Cllr Fox's absence Cllr Walsh said a meeting had been held on Thursday 27th June, the minutes had been circulated, and he updated Councillors.

Crossing in Church Street: This is ongoing.

Angel Street: This is ongoing.

Hovis Sign: The Hungry Guest has won its appeal and does not have to replace the signs. He explained the background to the signs and how they've been 'lost'. When the planning application was put in there was

a condition that the signs had to be replaced, they were taken down, supposedly stored, but have never been seen since. Cllr Kemp said it was also agreed that if they weren't put back they were returned to the council. Cllr Pawsey suggested some new signs could be made.

Cllr Kemp proposed and Cllr Fynes seconded that the minutes be passed. This was carried unanimously.

(d) **Petworth Pages**

Cllr Fynes said she has nothing to report.

(e) **Petworth Business Association**

Cllr Kemp said a meeting had been held yesterday. There was a great deal of discussion on Vision Petworth, a questionnaire is going out to all businesses. Morrisons was also talked about. They will be helping with the advertising for the Christmas Event.

(f) **Neighbourhood Planning**

In Cllr Fox's absence the Clerk said he had given her a report. Cllr Hodgkins said she could speak on the meeting and the Chairman invited her to do so. She said that the group had been going for nearly a year now and had produced a draft Scoping document. Following a meeting with Mr Warder and Mr Homer, where interesting presentations had been given, they have produced a document, can carry out research, compile facts and obtain funding. This will be discussed at the next meeting on 5th August.

(g) **North East Parishes Forum**

Cllr Sneller said there is nothing to report.

(h) **Clerk**

Papers: Copies of the notes on the Christmas Event meeting, an updated list of Councillors' contact details and the accounts to 16th July 2013 had been circulated.

Water Resources Management Plan: Southern Water are holding a consultation on this which runs until 13th August. With it there is a DVD featuring a short introduction.

South Downs National Park Partnership Management Plan: A consultation on the draft plan is now available and goes on until 16th September. Cllr Burden circulated cards giving details of how to access it.

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

New Homes Bonus: Cllr Kemp said on behalf of the Christmas Events team he would like to apply for funding to put plug points on lamp posts, and he asked for the Town Council's support. The Chairman said Cllr Kemp could

look into this and, providing it meets the criteria, put in an application on behalf of the Council.

Flower Tubs: Cllr Fynes said the wooden flower tub by the Leconfield Hall has lost its metal band and is falling to bits. Other tubs are in a similar state. To Open Spaces.

Tourist Information Sign: Cllr Fynes said the sign by the Nat West Bank is very misleading, she recently met two couples looking for the TIC. One couple were in the library hoping to book accommodation. The Clerk to follow this up.

Lorry Route: Cllr Chandler said with the Goodwood Revival Traffic diverted via the Lorry Route it was chaos. The road is becoming narrower and narrower, the foliage needs to be cut back Cllr Kemp said this diversion also affects the shops and they don't do so well. To Traffic and Planning.

Neighbourhood Police Meeting: Cllr Pawsey said she attended a meeting earlier this month. PCSO Luxford had outlined recent crime, so called 'Shed' crime is causing the most problems. In Petworth there are many complaints about motor bikes in North Street on a Sunday morning, children have damaged cars but this was not picked up by CCTV. The Chairman said some Councillors had visited the CCTV Centre in Chichester and he explained how the system worked.

Fete in the Park: Cllr Sneller said it had been a very successful day with wonderful weather, it was only sad that they couldn't fund a concert in the evening.

Local Strategic Partnership: Cllr Sneller said Petworth Youth Association are taking part in a scheme whereby money that is given to them can be match funded. Full details at localgiving.com/petworthyouth

There being no further business the meeting closed at 9.30 pm.

