



Petworth Town Council

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**A MEETING OF PETWORTH TOWN COUNCIL TOOK PLACE ON THURSDAY 19TH
SEPTEMBER 2019 AT 7.30PM IN THE PETWORTH TOWN COUNCIL OFFICE, THE
OLD BAKERY, GOLDEN SQUARE, PETWORTH**

MINUTES

PRESENT

Cllr S. Atkins	Cllr P Hewlett
Cllr R. Booth	Cllr C. Kemp
Cllr D. Burden	Cllr J. Scallon
Cllr A. Copus	Cllr M Peet
Cllr E. Singleton	Cllr J. Thorpe
Cllr N. Fox	Cllr C. Sproson
Cllr J. Fynes	

Also present were Laura Smith, Town Clerk and Chichester District Councillor Eileen Lintill.

There were no members of the public present.

125/19 CHAIRMAN'S ANNOUNCEMENTS

The Chairman requested that mobile phones should be turned off and advised that the meeting would be recorded for the purposes of the minutes. He pointed out the fire escape route.

The Chairman advised the Council of the recent awards that had been received; a Community Award from the Royal British Legion West Sussex branch for the Town Council's support of the 2019 Poppy Appeal and a Silver Gilt following the Town Council's participation in the Royal Horticultural Society Britain in Bloom competition 2019.

The Chairman reported that he has meetings scheduled with Ian Tant, President of the Royal Town Planning Institute on the 22nd November, with Rob Vince of Stagecoach on the 2nd October and with Officers from Chichester District Council with regards to noise levels at Hampers Common on 7th October.

At the request of Cllr Kemp, under the proposal of Cllr Burden, seconded by Cllr Scallon, Cllr Sproson was appointed to the Finance and General Purposes committee and the Open Spaces committee.

126/19 APOLOGIES FOR ABSENCE

Apologies were received from West Sussex County Councillor Janet Duncton, Cllr H. Desai and Cllr C. Smith.

127/19 DECLARATIONS OF INTEREST

Councillors declared no disclosable pecuniary and non-pecuniary interests in any item of business on the agenda.

128/19 MINUTES OF LAST MEETING

Upon the proposal of Cllr Singleton, seconded by Cllr Scallon, the minutes of the Meeting of the Town Council held on 18th July 2019 were approved as an accurate record and signed as such by the Chairman.

129/19 MATTERS ARISING

There were no matters arising from the minutes of 18th July that were not covered elsewhere in the agenda.

130/19 PUBLIC PARTICIPATION SESSION

There was no adjournment of the meeting for public questions.

131/19 REPORT FROM DISTRICT AND COUNTY COUNCILLORS

Chichester District Councillor Eileen Lintill reported that following the award of a £52,500 grant from the Office for Low Emission Vehicles, 18 electric vehicle charging points will be installed across the District including at Pound Street Car Park. Cllr Lintill also advised the Council that Petworth is the only area in the District which had a zero-vacancy rate in their High Street in August 2019. She advised that Chichester District Council recently decided not to participate in a trial for food waste collection as it would have been at considerable cost and it is felt that Government will make funds available to set up this service across the country in the future. Cllr Lintill advised of a short service of dedication to commemorate the bombing of the Boys' School which is taking place at the new memorial on Sunday 29th September at 12.30pm. Cllr Lintill to send details of the service to the Clerk for circulation. Cllr Kemp advised that HJS Land Services were making the entrance to the Horsham Road Cemetery safe for the memorial service and Cllr Lintill offered to provide funding to support this work.

There were no questions for Cllr Lintill and at this point she left the meeting.

In the absence of Cllr Janet Duncton, Cllr Kemp read out her written report which was as follows:

“So sorry that I have to miss this meeting but to-night I have to chair a meeting of the West Sussex Youth Council in the Council Chamber. Although we meet the Youth Council on other occasions, once a year we have a proper debate in County Hall.

We always give them the choice of what they would like to debate and for instance last year it was the age of Voting and this year they have chosen knife crime. All the MP's are invited and a small number do attend.

It's always a good debate and the youth are not shy to say what they feel. I am inviting the Chairman of the Youth Council to sit at the podium with me and act as Vice Chairman if you like. Although they use the microphones I won't have any name badges to go by and she will know them all to call when we want them to speak. Could be interesting.

Children's Services have already made some significant advances with the Service and we have a Commissioner working with us from Hampshire County Council. It's not all doom and gloom though and last week I made a visit to 2 children's homes in Crawley and the head of the team that look after our Children's Homes told me that the Homes are inspected by Ofsted often on an annual basis and all our Homes are either Good or Outstanding so that can't be bad. Speaking of the Ofsted this week with the Chief Executive he tells me that we have recruited a considerable number of new Social Workers. This is excellent news because one of our problems was not having enough Social Workers and those did have had about twice as many cases to deal with as they should have.

Fire and Rescue is also progressing well. We have a new Chief Fire Officer Sabrina Cohen-Hatton (listen out for her soon on Desert Island Discs, Radio 4), she is certainly getting to grips with the Service in West Sussex and is working well with the deputy Chief Fire Officer Neil Stocker. I am sure the difference is already being felt by the teams out in West Sussex Fire Stations.

Last week we had an awards ceremony at Arundel Castle and the Lord Lieutenant presented the Awards and Sabrina gave a very good speech to the assembled crowd. It all went down very

well. One of our Petworth retained Fire fighters received an award. The retained system is something that will be looked at to see how we can improve things for them and also talk to employers about the time needed. Organisations like Body Shop are very good in allowing their Staff the time to do Fire Service duties.

We still want Foster Parents. A meeting inviting some looking at the Fostering Service was held earlier in the month in Chichester for them to find out more about what the job involves. More of these are planned in different parts of the County. Please encourage anyone you know who may be thinking of fostering to come along when the dates are announced.

For the last 2 years or so I have been chairing a committee called the Member Development Working Group and we report back to the main committee. We have spoken to different Groups within the County like Carers, disabled, BEM, GL and of course those with School age Children to find out what the difficulties are for them and whether we can make improvements. This is so that when we hold events for prospective Candidates in the 2021 County elections, we can give a clearer picture of what they can expect. Not only that of course but time commitments and many other things involved in becoming a County Councillor.

Our first public event for those interested in standing for election is on the 23rd October at County Hall North in Horsham. In 2020 we will hold similar events in other parts of the County. I have also made a short video which can be viewed on YouTube and I think you can view it on the County website. I know I keep getting told off for not putting it on Twitter but I will get around to that perhaps next week.

As you may or may not know, as Chairman I get to hold a Carol Service in the Cathedral in December and of course I get the opportunity to invite some that I feel have worked hard in their communities. I am pleased to say that I have asked for a small contingent from both Sylvia Beaufoy and Petworth Community Garden and they have both accepted to attend and will let me know soon who will come. I look forward to welcoming them and I am sure they will have a good time.

Please let me know if there is something in particular that you need me to look into for you and on that note the Clerk has asked who to contact about Petworth School transport and I am awaiting to hear from the appropriate Officer and will send to the Clerk as soon as I receive the name.”

132/19 FINANCE AND GENERAL PURPOSES COMMITTEE

Upon the proposal of Cllr Copus, seconded by Cllr Peet, the minutes of the F&GP Committee meeting held on 16th July and 20th August 2019 were accepted.

Cllr Copus reported that the accounts are in a good position with an underspend on the run rate for the year to date and the second half of the precept having been received.

Upon the proposal of Cllr Copus, seconded by Cllr Burden, it was agreed to grant £250 to Petworth Festival as a contribution to the costs of their Literary Week.

Cllr Copus reported that the proposed cost of the autumn planting schedule would total £935.09. He advised that there is approximately £550 in the budget. A discussion took place concerning the new areas in which planting was proposed and it was agreed that the planting in these areas should be undertaken by the community rather than the Town Council. Under the proposal of Cllr Kemp, seconded by Cllr Singleton, it was agreed to proceed with the proposed schedule of autumn planting excluding Sheepdown Green. Cllr Kemp requested that Cllr Hewlett prioritise the formulation of Terms of Reference for the Petworth in Bloom working group to ensure openness and transparency. It was agreed that a presentation of proposed planting schemes for the future will be presented to the Finance & General Purposes committee once the working group's Terms of Reference have been produced.

Cllr Fox reported on the Rosemary Gardens project and advised that the cost of the improvements to the brickwork would take the spend over budget. Under the proposal of Cllr Atkins, seconded by Cllr Booth, it was agreed to proceed with the repairs to the brickwork at a cost of £1,565.

Under the proposal of Cllr Copus, seconded by Cllr Fox, it was agreed to upgrade the Town Council's finance software to the Omega package at a total cost of £1,321 in year 1 and £376 per annum thereafter. The Clerk to follow this up with RBS Software to ensure the new system is operational

prior to the 2020/21 financial year.

Under the proposal of Cllr Kemp, seconded by Cllr Hewlett, it was agreed to pay Square Apple £800 to develop the software concept for the Phone Box Information Point. Cllr Atkins advised that clarity is required on ownership of the Phone Box and Cllr Peet suggested that maintenance of the Phone Box will come at a cost.

133/19 HIGHWAYS, TRAFFIC AND PLANNING COMMITTEE

Upon the proposal of Cllr Atkins, seconded by Cllr Burdon, the minutes of the meeting of the Highways, Traffic and Planning Committee held on 10th July 2019 were accepted.

Cllr Atkins reported two planning issues of concern, both of which have been reported to the Enforcement Officers.

Cllr Atkins advised that legislation regarding transparency of CIL charges changed in September 2019. Petworth Town Council should be able to see the charges and allocations of funds to the community in simple terms. The Planning Committee will record and report to Full Council via a tracker.

Cllr Atkins reported that Petworth Town Council has been consulted on the West Sussex County Council Electric Vehicle Strategy and that comments should be sent to the Clerk for submission on or before Friday 20th September 2019.

134/19 OPEN SPACES COMMITTEE

Upon the proposal of Cllr Peet, seconded by Cllr Scallon, the minutes of the Open Spaces Committee meeting held on 3rd July 2019 were accepted.

Cllr Peet reported that licenses for the hanging baskets and the Phone Box were now in place and that the Phone Box has been installed in the desired location. He advised that before and after photos of the work in Rosemary Gardens were required. He reported on the successful youth shelter consultation events held at Hampers Community Centre on the 30th August and recommended other committees undertake similar consultation for projects where appropriate. Cllr Peet advised that although the consultation events were well attended, we are yet to speak to many young people hence contact has been made with the Sylvia Beaufoy Centre to address this. Cllr Peet advised that the schedule of works for grounds maintenance is being finalised and that these will go out to tender in the New Year to ensure a contractor is in place for 1st April 2020. He advised that Cllr Atkins was producing maps to sit alongside the grounds maintenance schedule to ensure detailed tender documents can be circulated. He thanked Cllr Scallon for the effort he has gone to in mapping the Council's bins, benches etc. to ensure we have up to date records and he advised that signs are being produced to install at the Sports Ground in order to reduce dog waste.

135/19 TO RECEIVE UPDATES FROM WORKING PARTIES AND OUTSIDE GROUPS

- a) **Petworth Business Association (PBA)** – AGM taking place in October with various changes to the structure of the committee and revisions to the Constitution. The water refill scheme is now operational in the Town; businesses can sign up through Sally at Red Card. Southern Water have offered to install public water fountains free of charge; Cllr Kemp requested that this is considered by the Open Spaces committee. Cllr Burden suggested that the public should be consulted regarding the location of any water fountain prior to a decision being made.
- b) **Traffic Calming working group** – Cllr Scallon reported of the upcoming improvements to be implemented within the Town. These included the installation of a portable slow down sign which will enable the Council to monitor the speed of traffic in the Town at different locations and the installation of white lines at various points in North Street. The total cost of these works will not exceed £5,225 and remain within budget. Cllr Scallon advised that these plans will be finalised with the signage contractor at a meeting on 30th September 2019. He reported that the application for a 20 mile per hour limit zone has been submitted and the likely response will be that a Traffic

Regulation Order is required at a cost of approximately £7,500 over a 2 year period. Cllr Scallon will provide an update for residents which he will hand deliver in the required areas of the Town and pass to the Clerk for upload to the Town Council's website.

- c) **Petworth Sports** – Cllr Kemp and Cllr Peet recently met with Adam Hastie, the new General Manager at Petworth House. Discussions regarding the extension of the lease for the Sports Ground are ongoing. Junior football has grown during the year and the cricket club is hoping to enter a league next season. There have been significant changes to the club and the management plan for the development of the site is now in place.
- d) **Petworth Tourism** – Cllr Kemp advised that he will be meeting with the members of this group in the near future.
- e) **New Premises** – Under the proposal of Cllr Peet, seconded by Cllr Kemp, it was agreed that the Clerk and Cllr Peet would write to Leconfield Hall to express an interest in basing our office from the Hall at the end of our lease with the current premises and on working in partnership with the Hall regarding the development of a Community Hub there in the future. Cllr Kemp advised that he has a meeting with representatives from West Sussex County Council on the 4th October to discuss the potential use of the Library for our new premises and a Community Hub.
- f) **Community Hub** – next meeting of the working group scheduled for 7th October.
- g) **Christmas Event** – a new star for the Christmas Tree has been purchased. Stalls are filling up well. Tesla and Volkswagen have been invited. Tesla have declined the invitation, Volkswagen have not yet responded.

136/19 RIGHT TO BID

Under the proposal of Cllr Kemp, seconded by Cllr Burden, it was agreed that the Clerk would submit the relevant right to bid paperwork with regards to all land and facilities at the Petworth Library site.

137/19 RESPONSIBLE FINANCE OFFICER

Under the proposal of Cllr Copus, seconded by Cllr Fox, it was agreed to appoint the Clerk as the Town Council's Responsible Finance Officer.

138/19 BOYS SCHOOL MEMORIAL BLESSING

Cllr Kemp requested that Councillors attend the memorial service on the 29th September at 12.30pm. Cllr Hewlett suggested the tubs from outside the Post Office could be moved to the site for the service. Cllr Kemp offered to organise a van to transport the tubs.

139/19 BUS STOPS AND PROPOSALS TO CHANGE ROUTES

Cllr Kemp reported that a number of letters have been received from residents complaining about the current location of bus stops within the Town. He also advised that there have been a number of accidents within the Town recently, involving buses and large vehicles. He questioned why school buses are coming through the Town rather than using the lorry route. Cllr Kemp advised that these concerns will be raised with the bus companies at upcoming meetings in the hope that appropriate action will subsequently be taken.

140/19 ENDORSEMENT OF AMENDMENTS REQUIRED TO THE BANKING MANDATE

Under the proposal of Cllr Copus, seconded by Cllr Burden, the amendments required to the banking mandate agreed at the recent Finance & General Purpose committee were endorsed by the Council.

141/19 GRANTS POLICY

Under the proposal of Cllr Copus, seconded by Cllr Burden, the following amendments to the grants policy were approved:

“Grants are awarded towards specific events or projects of a capital nature. In very exceptional circumstances, Council may consider making an award to support a revenue activity”.

142/19 NEXT FULL COUNCIL MEETING (Information Only)

The next meeting of the Town Council is scheduled to be held on Thursday 17th October 2019.

Meeting closed 21:45.

Signed
Chairman

Date.....