



Petworth Town Council

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A MEETING OF PETWORTH TOWN COUNCIL TOOK PLACE ON THURSDAY 16TH JANUARY 2020 AT 7.30PM IN THE PETWORTH TOWN COUNCIL OFFICE, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH

MINUTES

PRESENT

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

Also present was Janet Duncton (West Sussex County Councillor), Eileen Lintill (Chichester District Councillor) and Laura Smith (Town Clerk).

There were no members of the public present.

1/20 CHAIRMAN'S ANNOUNCEMENTS

The Chairman requested that mobile phones should be turned off and pointed out the fire escape route.

2/20 APOLOGIES FOR ABSENCE

Apologies were received from Cllr R. Booth.

3/20 DECLARATIONS OF INTEREST

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

4/20 MINUTES OF LAST MEETING

Upon the proposal of Cllr Copus, seconded by Cllr Smith, the minutes of the Meeting of the Town Council held on 21st November 2019 were approved as an accurate record and signed as such by the Chairman.

5/20 MATTERS ARISING

There were no matters arising from the minutes of 21st November that were not covered elsewhere in the agenda.

6/20 PUBLIC PARTICIPATION SESSION

There was no adjournment of the meeting for public questions.

7/20 REPORT FROM DISTRICT AND COUNTY COUNCILLORS

Chichester District Councillor Eileen Lintill reported thanked the Town Council for embracing the District Council's Countdown to Christmas campaign which reached over 1 million people. She advised that the new electric charging points in Pound Street car park are now up and running. She reported that the District Council's Cabinet is reviewing their car park charging which may result in a small increase on the cost of season tickets but will not affect the free parking in the Sylvia Beaufoy Centre car park or the one hour free parking in Pound Street car park. Cllr Lintill advised that following the District Council's announcement of a climate emergency last summer, the District Council is recruiting a Climate Emergency Officer to develop an action plan. She asked to attend the Town Council's Community Hub meetings in the future, which was welcomed by Cllr Thorpe.

West Sussex County Councillor Janet Dunton reported that the County is experiencing some difficult times at present. She advised that the Department for Education has appointed John Coughlan to carry out a report into Children's Services in the County following an "inadequate" Ofsted inspection published in May 2019. Cllr Dunton reported that a decision on whether to move Children's Services to an independent Trust has not yet been made. She advised that the County now has a shortfall of social workers by 2%, an increase from the previously reported 20% shortfall. Cllr Dunton suggested the Town Council consider the family centre as an office base and reported that the County has awarded funding for a new pedestrian crossing by the Sylvia Beaufoy Centre on the A272 Tillington Road. Cllr Kemp requested Cllr Dunton's support with addressing the proposed price of the parking suspension notices for the monthly Farmer's Market. Cllr Dunton asked the Clerk to send her further details and agreed to liaise with the County's Officers on the Town Council's behalf.

8/20 FINANCE AND GENERAL PURPOSES COMMITTEE

Upon the proposal of Cllr Copus, seconded by Cllr Singleton, the minutes of the F&GP Committee meeting held on 19th November & 17th December 2019 were accepted.

Cllr Copus reported that the final budget for 2020/21 is a separate item on the agenda hence will be covered later in the meeting. He advised that there is likely to be a surplus of circa £12,000 at the end of the 2019/20 financial year.

Cllr Copus advised that the Finance and General Purposes Committee is developing Terms of Reference for the Visitors Working Group and the Planting & Horticulture Working Group with final versions recommended to Full Council at the next meeting.

9/20 HIGHWAYS, TRAFFIC AND PLANNING COMMITTEE

Upon the proposal of Cllr Atkins, seconded by Cllr Smith, the minutes of the meeting of the Highways, Traffic and Planning Committee held on 13th November & 11th December 2019 were accepted.

Cllr Atkins reported that a meeting had taken place with the developers of the Square Fields site to review initial plans and that he and Cllr Kemp recently met colleagues at the Leconfield Estate to consider their design intent for land to the South of Petworth.

10/20 OPEN SPACES COMMITTEE

Upon the proposal of Cllr Peet, seconded by Cllr Atkins, the minutes of the Open Spaces Committee meeting held on 6th November & 4th December 2019 were accepted.

The Clerk advised that she has not yet received a response from Simon Knight following the Town Council's formal request to mole drain and install 2 football goalposts at Hampers Common.

Cllr Scallon reported that he and the Clerk will be meeting Dan Sneller, Youth & Community Worker at the Sylvia Beaufoy Centre, on 21st January to discuss how best to consult young people regarding the proposed Youth Shelter at Hampers Common.

11/20 TO RECEIVE UPDATES FROM WORKING PARTIES AND OUTSIDE GROUPS

a) **Petworth Business Association (PBA)** – Cllr Desai reported that the PBA organised a very successful networking event on the 15th January which included a presentation from Petworth

Festival. She advised that the PBA is undertaking a survey of its members in order to shape the future direction of the Association.

- b) **Traffic Calming working group** – Cllr Scallon advised that CIL funding has been awarded to design and install a pedestrian crossing on the A272 Tillington Road, near the Sylvia Beaufoy Centre. He reported that the initial design of the crossing has been received and it will go out to public consultation once feedback has been received from all agencies. Cllr Scallon advised that he will soon deliver a letter to residents in the vicinity of where the crossing will be installed advising of the County Council's plans. He reported that the speed limit reminder device will be delivered imminently.
- c) **Petworth Sports** – Cllr Kemp reported that a meeting with George Upex and Adam Hastie of the National Trust is taking place on 20th January to further discuss a long term lease of the Sports Ground.
- d) **Petworth Visitors** – Cllr Singleton advised that Terms of Reference have been approved by the Finance & General Purposes Committee and will be recommended for approval to Full Council at the March 2020 meeting.
- e) **New Premises** – Cllr Kemp advised that this item would be covered under agenda item 12.
- f) **Community Hub** – Cllr Thorpe advised that the group has not met in recent weeks as it is very difficult to plan when the location of the hub is not yet known. She reported that the Leconfield Hall is a possibility and that Eileen Lintill will be included in future meetings of the working group.
- g) **Christmas Event** – Cllr Kemp thanked all those who helped in the preparation and delivery of the Event, particularly the stewards who gave them time throughout the day. He advised that the Town Council has received a lot of positive feedback. Cllr Copus reported that there is likely to be a deficit of circa £500 on the Event itself. Cllr Peet asked the Clerk to investigate how we can best deal with street traders who turn up and expect to trade at the Event without having pre booked a pitch.

12/20 THE OLD BAKERY LEASE

Cllr Copus advised that Andrew Carrington has been consulted regarding the draft lease received from Chichester District Council. He reported that a meeting of the New Premises working group will be taking place next week following which any queries will be directed to the District Council. Cllr Copus asked the Clerk to chase the Leconfield Hall to identify the proposed cost of leasing appropriate space in the Hall.

13/20 2020/2021 BUDGET

Cllr Copus reported that the Finance & General Purposes committee have considered the next financial year's budget in great detail and following 4 drafts, a final budget detailing a band D increase of 4.59% is recommended to Full Council for approval. He advised that a request from the Chairman of Tillington Parish Council to donate a percentage of the Town Council's annual precept to the Sylvia Beaufoy Centre had been considered by the committee but has not been included in the recommended budget. Under the proposal of Cllr Copus, seconded by Cllr Fox and unanimously approved, Full Council adopted the 2020/2021 budget which includes a precept of £130,380.

14/20 A BOARD AND PAVEMENT SIGNAGE POLICY

Cllr Atkins reported that the Traffic, Planning & Highways Committee has considered the Council's current policy and recommends it is shared with businesses in the Town, requesting they adhere to it. Cllr Kemp requested the Clerk update the policy to reflect that the businesses will need appropriate insurance in place and to provide evidence of this to the Council when requested.

15/20 TRUMPS ALLEY FOOTPATH

Cllr Kemp reported that the footpath in Trumps Alley is a difficult surface for some of those accessing the Friendship Centre. He advised that at the recent Open Spaces committee meeting, it was agreed that Section 106 funding should be utilised to improve the surface of the footpath. Given the uncertainty over land ownership of the Alley, Cllr Atkins advised the Council make a pre application for planning and offered to undertake this. Under the proposal of Cllr Kemp, seconded by Cllr Burden and unanimously approved, it was resolved that Cllr Atkins undertake a pre planning application on behalf of the Council

16/20 NEXT FULL COUNCIL MEETING (Information Only)

The next meeting of the Town Council is scheduled to be held on Thursday 20th February 2020.

Meeting closed 8.57pm.

Signed
Chairman

Date.....