



Petworth Town Council

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THE ANNUAL MEETING OF PETWORTH TOWN COUNCIL TOOK PLACE ON THURSDAY 16TH JULY 2020 AT 7PM VIA VIDEO CONFERENCING

MINUTES

PRESENT

Cllr E. Singleton (Chairwoman)	Cllr D. Burden
Cllr A. Copus (Vice Chairman)	Cllr H. Desai
Cllr J. Thorpe	Cllr C. Sproson
Cllr J. Scallon	Cllr M. Peet
Cllr S. Atkins	Cllr C. Kemp
Cllr J. Fynes	Cllr C. Smith
Cllr N. Fox	

Also present was Laura Smith (Town Clerk) & Cllr J. Duncton (West Sussex County Council Chairman).

Ms S Matson of Petworth Business Association was present during agenda item 6 (public participation).

102/20 CHAIRMAN'S ANNOUNCEMENTS

The Chairman requested that mobile phones should be turned off. She advised that the Co-option policy would be presented to the August meeting.

103/20 APOLOGIES FOR ABSENCE

Apologies were received from Cllr P. Hewlett and Cllr E. Lintill (Chichester District Council Leader).

104/20 DECLARATIONS OF INTEREST

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

105/20 MINUTES OF LAST MEETING

Upon the proposal of Cllr Kemp, seconded by Cllr Smith, the minutes of the Full Council meeting held on 18th June 2020 were approved as an accurate record and signed as such by the Chairwoman.

106/20 MATTERS ARISING

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

107/20 PUBLIC PARTICIPATION SESSION

Ms Matson of the Petworth Business Association queried why one of the car parks in Chichester has

been made available free of charge on Saturdays. She questioned why Pound Street Car Park in Petworth has not been included in the same scheme. Cllr Singleton asked the Clerk to raise this with Cllr E Lintill.

108/20 REPORT FROM DISTRICT AND COUNTY COUNCILLORS

Cllr J Duncton reported that there is a new Chairman at the South Downs National Park Authority with the previous Vice Chairman taking on the position of Chairman. She advised that the County Council continues to undertake business remotely with the first virtual Full Council meeting taking place on the 17th July 2020 during which updates will be provided on the County's response to Covid-19, the Fire & Rescue Service and Children's Services. Cllr Duncton reported that Highways contracts have now been awarded and that all schools in the County were operating for pupils in years 1 & 6. She advised that the County is likely to see a shortfall of £75 million during the current financial year hence they are reviewing budgets to address this major challenge. Cllr Singleton asked Cllr Duncton how the dog warden service will be provided in Petworth given the District's decision to make the Dog Warden redundant. Cllr Duncton advised that she would follow this up with Cllr Lintill.

109/20 FINANCE AND GENERAL PURPOSES COMMITTEE

Upon the proposal of Cllr Copus, seconded by Cllr Kemp, the minutes of the F&GP Committee meetings held on 19th May & 16th June 2020 were accepted.

Cllr Copus reported that excluding Coronavirus expenditure, the Council is currently spending below the budgeted run rate. He advised that Coronavirus expenditure to date has been covered by grants received. Cllr Copus advised that following a recent forecasting exercise, the Council is likely to have a deficit of £2,000 at the end of the 2020/2021 financial year however this is dependent on receiving an additional grant of £10,000 from the Sussex Community Foundation.

Cllr Copus reported that at the meeting on 14th July 2020, the F&GP Committee resolved to recommend Council award a £200 grant to the Arun & Chichester Citizens Advice Bureau to contribute to the costs of upgrading their IT. Under the proposal of Cllr Copus, seconded by Cllr Kemp, it was unanimously agreed to grant £200 to the Arun & Chichester Citizens Advice Bureau. Cllr Copus advised that at the meeting on 14th July 2020, the F&GP Committee resolved to contract Aubergine to redesign the Council's website in order to comply with Website Content Accessibility Guidelines 2.1 AA rating and meets accessibility guidelines as set in the Public Sector Bodies Accessibility regulations. He invited Cllrs feedback on the proposed website with all Cllrs supportive of the decision made by the F&GP Committee.

110/20 HIGHWAYS, TRAFFIC AND PLANNING COMMITTEE

Upon the proposal of Cllr Atkins, seconded by Cllr Kemp, the minutes of the Highways, Traffic & Planning Committee meeting held on 10th June 2020 were accepted.

Cllr Atkins reported that there are no major applications in the system and that the meeting held on 8th July 2020 was very quick.

111/20 OPEN SPACES COMMITTEE

Upon the proposal of Cllr Peet, seconded by Cllr Desai, the minutes of the Open Spaces Committee meeting held on 3rd June 2020 were accepted.

Cllr Peet reported that a working party recently reopened the play areas however the tower at Hampers Common remains closed off due to the concern regarding the ability to socially distance on that piece of equipment. He advised that following recent communication from a resident at Hampers Green, legal advice is currently being sought.

112/20 TO RECEIVE UPDATES FROM WORKING PARTIES AND OUTSIDE GROUPS

- a) **Petworth Business Association (PBA)** – Cllr Desai advised that the PBA has requested the Town Council consider purchasing some picnic benches and bike racks to be sited within the Town Centre. Cllr Singleton advised that this request should be considered by the Open Spaces committee at their next meeting. Cllr Desai reported that the PBA have ordered face masks for businesses within the Town and that Cherry's Deli & Bakery is the only eatery with an outdoor seating area currently open within the Town. Cllr Desai advised that the Dragon Gallery will be displaying pictures produced by local residents during lockdown at an exhibition in September. She reported that there

is a 10p convenience charge to use the MiPermit app which reduces the saving made to the customer. Cllr Desai advised that she will follow this up with Cllr Lintill.

- b) **Traffic Calming working group** – Cllr Scallon reported that the speed indicator device is currently installed nearby Fred’s Bank having recently been moved from Hampers Green. He advised that the device is collating some good data which can be used to support the proposal for a 20mph zone within the Town Centre. Cllr Scallon reported that Mr Chris Stark of West Sussex County Council has recommended the Council produce a detailed plan & undertake thorough consultation regarding the 20mph zone prior to bringing a proposal to the County Council. Cllr Scallon advised that he met with the Traffic Consultant on Monday 13th July and he will be providing a rough plan and costs. He reported that he hopes to have all the information required for the 20mph application by the middle of August and that the Traffic Working Group will meet before the next Council meeting to finalise the report, the consultation process and to agree a recommendation on how the Council proceeds.
- c) **Petworth Sports** – Cllr Thorpe reported that a development group has been formed which will be led by Alex Rees. She advised that a PTC working group to oversee the Sports Ground is very much needed. Cllr Thorpe reported that cricket has resumed at the Sports Ground with the first match for many months taking place on 12th July 2020. Cllr Peet reported that following a recent meeting with Andrew Carrington, progress is being made with the Football Club who now appear supportive of the goal to offer recreational sport at the Ground. He advised that the Stoolball Club may return to the Sports Ground in the coming months.
- d) **Petworth Visitors** – Cllr Singleton reported that the Clerk is arranging meetings with key partners across the Town in order to collaborate more, and to achieve shared objectives. She advised that meetings have taken place with Petworth Vision and with the Leconfield Estate with a meeting date requested from the National Trust.
- e) **New Premises** – Cllr Copus reported that the draft 3 year lease of the current unit in the Old Bakery has now been received. He advised that whilst the rental charge is slightly higher than in the previous lease, the service charge is much lower. He reported that Chichester District Council have offered the Council the opportunity to take a lease on a ground floor retail unit in the Old Bakery. Following discussion, it was agreed that the Council would not take the lease on the ground floor unit and Cllr Copus asked the Clerk to inform Chichester District Council of this decision. Cllr Copus also asked the Clerk to request one year and two year break clauses are included in the draft lease on the current unit, to ensure the Council can give notice should a more appropriate space become available elsewhere.
- f) **Community Hub** – Cllr Desai reported that there is a desire from all parties to continue the Helpdesk for the long term and that it is likely the Helpdesk will organically transition in to a Community Hub should there be support from the Council to continue. She advised that over the summer period, opening hours for the Helpdesk will be 10am – 2pm and that an extra volunteer has been recruited to cover the desk. Cllr Kemp requested that a long-term plan with a proposal should be drawn up by the Community Hub working group for the Council’s consideration. It was agreed that the Helpdesk should continue under the leadership & ownership of the Town Council however the support of partner organisations would be welcome.
- g) **Planting & Horticulture** – In the absence of Cllr Hewlett, no update was available. Cllr Singleton asked the Clerk to request a written update from Cllr Hewlett for circulation to Councillors.
- h) **Infrastructure Business Plan** – Cllr Atkins reported that there have been 2 meetings of the working group with the third meeting taking place on Thursday 23rd July. He advised that there have been 12-14 in attendance at each meeting, representing a variety of organisations and groups from across the Town. Cllr Atkins reported that the working group is currently producing a list of

infrastructure projects which will then be scored and prioritised before it is presented at the next Council meeting. He advised that the plan will be shared with South Downs National Park Authority in September in order to be adopted in their 2021 plan.

- i) **Farmers Market** – Cllr Smith advised that the Farmers Market was held in the Car Park at the end of June and proved to be a big success. She reported that the July Farmers Market would take place in the same location, in the car park, and that a license for this has now been agreed with Chichester District Council.

113/20 SPORT & PHYSICAL ACTIVITY WORKING GROUP MEMBERSHIP

Cllr Peet reported that a working group was required in order to set the strategic direction for sport & physical activity at the Sports Ground. It was agreed that Cllr Copus, Cllr Peet, Cllr Thorpe, Cllr Kemp & Cllr Scallon would form the working group with Cllr Atkins offering advice where required. Cllr Peet asked the Clerk to participate in the working group, which she confirmed she would be pleased to do.

114/20 LEASE OF THE PTC OFFICE AT THE OLD BAKERY

Cllr Copus advised that he would send a short summary of the draft lease to all Cllrs for consideration and he asked the Clerk to liaise with Chichester District Council with regards to the break clause, as discussed earlier in the meeting.

115/20 VJ DAY

Cllr Singleton reported that she has been in discussion with the Petworth Division of the Royal British Legion with regards to VJ Day which is taking place on 15th August 2020. She advised that the Royal British Legion have circulated some guidance with regards to what activities could be provided to commemorate VJ Day. It was agreed that Cllr Singleton would liaise with Mr Nick Wheeler to finalise local plans for VJ Day and that the Town Council would live stream the events on the day.

116/20 NEXT FULL COUNCIL MEETING (Information Only)

The next Full Council meeting will be held on Thursday 20th August.

Meeting closed 8.50pm.

Signed
Chairman

Date.....