

## PETWORTH TOWN COUNCIL

### MINUTES OF A MEETING OF THE TOWN COUNCIL HELD ON THURSDAY 16TH JANUARY 2014 IN THE TOWN COUNCIL OFFICE AT 7.30 PM

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

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

CLERK: Mrs. J Huggett.

IN ATTENDANCE: Mrs. H Cruikshank (Assistant Clerk)

1. Apologies were received from Cllr J Robbins, Cllr J Shepherd and Cllr A Sneller.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. CHAIRMAN'S ANNOUNCEMENTS

Office Computer: Cllr Walsh had sent out an e-mail before Christmas proposing what he would recommend to buy. It was agreed in November that the council will purchase a computer, printer, extended hard drive and software. He proposed that this should now be done, Cllr Hodgkins seconded his proposal and on a vote this was agreed. The Chairman then asked if Councillors are happy to go with Cllr Walsh's choice of a Lenovo computer. Cllr Walsh said it has a better graphics card than the HP which will be important when looking at planning applications. Cllr Fox said it didn't matter to him what make the computer was as long as it did the job. Mr Walsh said the broad band router has arrived; he will now purchase the agreed equipment.

Parking Charges: As Councillors will have read parking charges are to rise next April.

<b>Time</b>	<b>Current</b>	<b>Proposed</b>
1 hour	Free	Free
2 hours	20p	40p
4 hours	60p	80p
All day	£1.00	£1.20

There is nothing that can be done about it. Councillors considered that compared with other car park charges the rises were reasonable.

WW1: It is planned to host an exhibition in the St Thomas chapel at St Mary's church to commemorate WW1, possibly at the end July/beginning August. This will be community led and it is hoped to include photographs, memorabilia, documents, etc. The church would like to know if the Town Council is planning anything so that, if appropriate, the two could work together. Mrs Fynes said she understood the Film Club may put on some WW1 films and suggested that a civic church service would be good. After a short discussion it was agreed that the Council would do something.

The Chairman said he knows the Legion will be commemorating it and would find out what they are proposing to do.

#### 4. MINUTES OF THE PREVIOUS MEETING

The minutes of the Council meeting held on Thursday 17th October, having been circulated, it was proposed by Cllr Walsh, seconded by Cllr Chandler, that they be passed and signed

#### 5. POLICE/PCSO REPORTS

In PCSO Luxford's absence the Clerk said on his behalf PCSO Paul Isaac had sent her the following report.

Sylvia Beaufoy Car Park: Due to operational reasons no one is able to make it to the meeting. There is still ASB in the Sylvia Beaufoy car park. We are targeting this and are aiming to resolve it. This includes an upcoming targeted operation on the issue in the near future and hopefully this will show recognisable results.

#### 6. MATTERS ARISING

- (a) Website: Cllr Pawsey said as she had had no communication with the providers since November, and there are no financial implications, the Assistant Clerk has written cancelling the agreement. She has now carried out further research and has come up with four quotations, the cheapest two as follows:

Isle of Wight Geek	Set up £430	Annual Fee £35
Quick and Simple Web	Set up £400	Annual Fee £100

Her preference is for the Isle of Wight Geek as she has received a very specific brief and the council will own the product. It will only take about 10 days to produce it and, apart from a few statutory documents, she has all the information needed. Cllr Walsh said he had looked at various websites produced by the Isle of Wight Geek and he thought Cllr Pawsey should go ahead and get on with it. Cllr E Lintill said she had looked at various local websites hosted by CDC, Midhurst Town Council is one of them, this avenue has now closed, but if the website is as good as Cllr Pawsey thinks, she considers it very good value for the money. Cllr Pawsey said the Assistant Clerk knows of someone who uses it. The Assistant Clerk confirmed they have a business on the Isle of Wight and she found the website impressive. After a short discussion it was proposed by Cllr Kemp, seconded by Cllr Walsh that Cllr Pawsey go ahead with website from the Isle of Wight Geek. On a vote this was unanimously agreed.

- (b) Horsham Road Chapel: As Cllr Sneller was absent there was no update, but he had said at the Open Spaces meeting that he is not leading the project now but the tower and part of the roof have been covered,
- (c) War Memorial: Cllr Walsh said he had met with the Conservation Officer from the District Council. She had recommended that there should be no hard clean, the flagstones and steps need some attention. He had received one quotation from Cathedral Works of £3,000. As soon as he has received the other two he will apply for funding.

#### 7. COUNTY AND DISTRICT COUNCILLORS

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

Cllr E Lintill reported on the following.

New Homes Bonus: The paper work for the next set of grants will be out in February and parishes must have their bids in by the beginning of June. David Hyland is the person to contact.

Gypsies: Chichester District Council is the only council to have found a transit site in West Sussex. It will be situated at Westhampnet north of the entrance to Jewsons. The site is not enormous; it will have 9 pitches, and has been agreed by the Cabinet and all councils in the county who will contribute to its cost. It is going out to public consultation, will require planning permission, and it is hoped it will be up and running in 2015.

Kirdford Neighbourhood Plan: The Kirdford Neighbourhood Plan has been examined and accepted, albeit with some recommendations. She thought it is very well done and it is something this council should look at.

(b) **County Council**

Cllr Duncton reported on the following.

Children in Care: In her capacity as Safeguarding Champion for Children she has been sitting on a Foster Panel. There are around 600 children waiting for fostering or adoption.

TROs: The three TRO limit is to be scrapped and there will be no restriction on the number of TROs going through the CLC group.

CLC: The next meeting is on Tuesday 21st January at Rogate.

The chairman welcomed Mr Morgan to the meeting.

8. PUBLIC QUESTIONS

Angel Street: Mr Morgan said once again he has to report that nothing appears to be happening, vehicles still speed along the road and continue to mount the kerb causing danger to pedestrians. He has been asking for something to be done for over two years now and he cannot understand why Chichester has managed to get a 20mph limit, but Petworth can't. The Chairman assured Mr Morgan it is not for want of trying, the 20mph is in the list of TROs but as yet there is no date given. Cllr Duncton said the priority for 20mph speed limits is where there is a school. The Chairman said a reduced speed limit will not help unless it is policed and this will not happen. Cllr Fox said the Clerk has now written to ask for senior Highway officials to meet the Traffic and Planning committee. The Chairman assured Mr Morgan that the Council will continue to pursue the subject.

9. REPORTS

(a) **Finance and General Purposes**

Cllr Walsh said a meeting had been held on Tuesday 7th January, the minutes have been circulated, and he updated Councillors. The main items under discussion were the website, computer and budget. The website and computer have already been discussed to-night.

Current Financial Situation: One or two areas are overspent but generally PAGE \\*Arabic 4 it is expected the end the year will have a similar carry forward to this year.

Budget: The District Council is cutting its grant in 2014 and to make up the shortfall it is recommended that the precept rise by 2%. He then took Councillors through the budget explaining the changes in figures. The committee has asked him to recommend this budget to the council. A short discussion followed during which Cllr Walsh answered questions. It was proposed by Cllr Kemp seconded by Cllr Burden that the precept be increased by 2%. On a vote this was unanimously agreed. It was then proposed by Cllr Fox, seconded by Cllr

Goldthorp that the budget for 2014/2015 be approved. On a vote this was unanimously agreed.

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

(b) **Open Spaces**

Cllr Chandler said a meeting had been held on 31st October, the minutes have been circulated and he took Councillors through them, updating on the following.

Bus Shelter: The Assistant Clerk is obtaining quotations and he asked her how she is getting on. The Assistant Clerk said she has two and is waiting for a third one. It has been difficult to find companies who manufacture wooden bus shelters.

Skateboard Ramp: He has visited the proposed site by the telephone exchange; the area is about 30m x 10m, which is just about big enough to site the ramp. Unfortunately it is on a slope so will need levelling; the entrance will be from Rosemary Gardens. He estimated it will cost about £2,000 to put a 2 metre high chain link fence and posts round the area, but this does not include installation. Planning permission will be required. To move this forward the Assistant Clerk will let BT have details of the proposed security measures.

Trees in Rosemary Gardens: Cllr Robbins has obtained two estimates and is waiting for a third.

Hedge: An estimate of £300 to cut down the hedge along the path between the allotments on Grove Lane has been received from Naldrett Garden Services. Two more are awaited.

Street Cleaner: Cllr Kemp had asked that this be raised and Cllr Chandler asked him to talk on this. Cllr Kemp said he wanted to know the number of hours, and the areas he is contracted to clean, he thought there are other parts of the town that should be swept and this Council should take control of the work. Cllr Chandler said Cllr Robbins had asked if he would be able to empty the bins in Rosemary Gardens. Cllr Walsh said the steps from the Sylvia Beaufoy car park to Station Road are covered in leaves and there are briars hanging down. Cllr Fox said work is needed to clear the path between Mant Road and Rosemary Gardens. It was questioned PAGE \\*Arabic 5 PAGE \\*Arabic 5 as to whether Highways would have money to give the council to carry out the work. The Clerk to look into this.

Bus Shelter in Market Square: Cllr Fynes said the bus shelter outside the Leconfield Hall is very dirty, the roof is a green and there are strips of selotape where people have put up notices. It was agreed that this should be cleaned. The Clerk to action.

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

(c) **Traffic and Planning Committee**

Cllr Fox said a meeting had been held on 18th December, the minutes have been circulated, and he updated councillors.

Angel Street and North Street: The Clerk has been asked to arrange a meeting with senior Highways officers.

Planning Applications: A few amendments have been proposed for the Woodlea and Laundry Cottage development. The changes are very minimal involving a car parking area for the cemetery, two visitor parking spaces, and a wrought iron gate with access to the cemetery. He considered they are an improvement. Two applications which will be before the committee at

its next meeting will be development of the land next to Rotherlea and the Coop's application to changes on the ground floor, formerly Richard Gardner Antiques.

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

(d) **Petworth Pages**

Cllr Fynes said January's edition is out, it is a bit smaller than usual, 16 pages instead of the usual 20. At last night's meeting of the PBA at the Angel a report was given by Carol Martin from Vanatge Point, a new free magazine. It is being published monthly, is centred on towns north of Petworth and Midhurst but she is concerned that it could have an effect on the advertising she receives.

(e) **Petworth Business Association**

Cllr Kemp said the new committee has met four times; they are on a learning process and are finding out what members want from the PBA. A meeting has been held to discuss the Farmers' market. The National Trust is considering erecting a board outside the Church Lodge entrance with map of the town, and is hoping there could be contribution from the Town Council towards this. Cllr Goldthorp asked if membership of the PBA is increasing. Cllr Kemp said it is.

(f) **Neighbourhood Planning**

Cllr Fox said he has relinquished the Chairmanship to Mr Cooper. He will hold office on an interim basis until next February when Cllr Hodgkins will take over and he suggested that she give the report. Cllr Hodgkins said the base has been broadened to include representatives from the PBA, Community Association and PACT. A meeting has been held with Mr Simon Knight, Mr Charles Granlund and Mr Lee Scott who will be the link between the Leconfield Estate and the group. The Neighbourhood Plan area was designated by the SDNPA yesterday. Cllr Walsh has been working with Mrs Tyler from AirS on a funding request to Locality and this was submitted a week ago. Mr Triggs, Planning Policy Officer, SDNPA, has indicated to Cllr Walsh that, as strategically Petworth is one of the largest areas in the park, after designation there could be funding available.

(g) **Christmas Events**

Cllr Kemp said the day had been a success and he thanked everyone from the Town Council who had helped. As everyone knows the Christmas tree had come down during one of the storms and had taken the post with it. He has spoken to Cllr Duncton who is looking into its replacement. It did well financially but he hasn't yet had time to study the accounts. Cllr Walsh had agreed to advance some money from next year's budget to buy additional LED lights. There will be a 'wash up' meeting on 28th January. Cllr Hodgkins said she preferred the new LED lights, they are much brighter, and asked if anything further had been heard from the 'white lights brigade'. Cllr Kemp said no. He will have to replace the damaged Christmas tree lights. Cllr Chandler said he had recycled the old lights bulbs.

(h) **Clerk**

The Clerk had nothing to report.

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

TV Screen or Projector: Cllr Walsh said now it has been agreed to purchase the computer, etc., he would like a decision made as to whether it is to be a TV screen or projector. He has spoken to IT experts from PC World, and the website company who have revamped the CDC site and others, and they concur with the view that a 50ins HD TV screen would better suit the council's needs. Cllr

Kemp said Cllr Sneller had offered the use of the Community Association's projector and screen. Cllr Fox said that the Traffic and Planning committee need to be able to look at several drawings at the same time and also to be able to display an index. A 50ins TV screen will be needed. Cllr Walsh said there won't be the same definition from a projector; Councillors need to be able to see the small detailed written word as well. Cllr Kemp said as Cllr Sneller had offered the projector a comparison should be made between the two. Cllr Fox said the Traffic and Planning committee will be using the equipment, they must agree to the final choice and he proposed that Cllr Walsh buy a 50 ins TV screen. Cllr Walsh seconded this, but Cllr Kemp didn't consider a decision should be taken; it is not an agenda item and should go to the next full council meeting. Other Councillors disagreed and, on a vote, it was agreed that Cllr Walsh purchase a TV screen.

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