

# MINUTES OF A MEETING OF PETWORTH TOWN COUNCIL

HELD ON THURSDAY 22 SEPTEMBER 2016 at 7.00 pm

in the

COUNCIL OFFICE, GOLDEN SQUARE, PETWORTH

**Cllrs: Present:** Mr Chris Kemp (Chair)  
Mr Tony Rogers  
Mr David Burden  
Mr Alan Copus  
Mrs Carry Smith  
Mr Michael Peet  
Mrs Maggie South  
Mr Neville Fox  
Mrs Juliet Fynes  
Mrs Liz Singleton  
Mr Hugo Petersen  
Dr Rosa Pawsey  
Mr Rob Evans

**Apologies:** Mr Roger Hanauer  
Miss Samantha Spriggs

**Also in attendance:** County Cllr: Janet Duncton  
District Cllr: Eileen Lintill  
Press: Jenny Mouland

**Town Clerk:** Locum Clerk: Peter Welch JP

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## 57/16 Representations by the public.

There were no representations.

## 58/16 Apologies for absence

Apologies were received from Cllrs. Spriggs and Hanauer

## 59/16 Declarations of Interest.

There were no declarations in accordance with **THE LOCALISM ACT 2011** and the **Relevant Authorities (Disclosure Pecuniary Interests) Regulations 2012.**

## 60/16 Presentation of Gating planting scheme proposals for the town.

It was stated that there are six gateways to Petworth. A garden designer is to produce planting schemes on the gateways to highlight the entrances to the town to enhance its image for visitors. It is proposed that volunteers from Petworth in Bloom club will maintain the gateway schemes. The first phase is for two gateways to be planted. One on Midhurst Road, next to the lodge. The second in Angel Square, next to Sheepdown Drive. It is also proposed that the planters in Market Square be updated at the same time. Concern was raised by councillors about possible road traffic accidents to the new gateways. WSCC Highways agreement for any proposed schemes would be sought.

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Cllr. Peet arrived at 7.27pm

61/16 District and County Councillors

*District Councillor Eileen Lintill*

A27 By-Pass around Chichester

Council was informed of the progress with the A27 by-pass consultation for Chichester. Of the 5 options, Option 2 appeared to be the favoured option but with modifications. More information would be provided.

Results of Recycling week

1500 people had been canvassed regarding the ending of skips for green waste. Following the results, it had been decided that the last skip would be provided at the end of September, since the green bins were being better used.

Community Land Trust

This new trust would provide affordable housing for local people.

*County Councillor Janet Duncton*

Grass verge cutting dates for Petworth

Now on the WSCC web site

Dawtry road/Grove Lane access

Permission had been granted by WSCC for the chicane to be removed allowing access by prams etc.

Fire and Rescue Service

Staff have now received first aid training. All fire pumps now carry defibrillators.

Operation Watershed

An application has been made for a grant to carry out essential drainage work in Hampers Green and the A272.

Shimmings Hill Path

A request has been made to WSCC to clear the Shimmings Hill path of grass and bramble. Currently the path is impassable.

62/16 Chairman's Report and other matters

Neighbourhood Plan update

A draft of the public consultation had been submitted a week before the meeting with the South Downs National Park Authority (SDNP). SDNP had given a favourable response to the paper and were impressed with the Petworth Neighbourhood Plan.

Skate Park

A meeting had been proposed with CDC to review all options. But no date was available at the time of these minutes. A decision was needed for leisure facilities was required in order to incorporate the skate park into the neighbourhood plan.

### Operation Watershed

The application was submitted to WSCC but required quotations for the work. Grant aid may be available and needed to be investigated. County Councillor support would be needed for the project.

### Obsolete and illegal highways signage.

Signage needed to be identified and emailed to WSCC. **In hand Cllr Kemp.**

### Street lighting

All 11 new lights for Market Square and Golden Square were now operational. The old lighting brackets on Leconfield Hall still required removal.

### Winter Maintenance Plan

12 bags of grit have been promised. The bags will be stored at Moor Farm. A council mobile phone number will be distributed in due course for volunteers to use for emergency reporting and when people are required for spreading duties. WSCC can provide training to volunteers on grit spreading techniques.

### Farmer's Market

**Cllr Kemp** thanked councillors for their help and informed the council that a Market Steward/manager had been identified. **Cllr Copus** reported that payments from stall holders had improved.

**Cllr Peet** will write Terms of Reference for the market. **In Hand.**

### Petworth in Bloom

Cllr Kemp reported that proposals and costings are in hand and WSCC highways need to be consulted on final proposals. Then quotes can be obtained.

### *Town maps*

These are nearing completion and almost ready for printing.

### *Town approach Gating*

Councillors wanted alternative proposals for the Gating project. But it was agreed that Metal is preferred to timber for the structures.

### *Planters*

It was reported that the planters in the town are now rotten and require replacement. The suggestion of using imitation lead planters was suggested although due to cost, it may mean fewer planters. The suggested start date for replacement and replanting was 4 October 2016.

Proposed **Cllr Petersens**

Seconded **Cllr Evans**

**APPROVED**

## Licensing

A public event licence is being obtained to cover the following events:

Farmer's Market, Christmas event, Food Festival.

The licence permits events as stated and the sale of Beers, Wines and Cider. The licence cost is £100 with renewal annually at £75. The terms of the licence allow other events to come under the umbrella, with prior approval from Petworth Town Council. The areas covered are:

Market Square, Golden Square. High Street and Rosemary Gardens

### 63/16 To adopt the minutes of the previous Council meeting held on 18 August 2016

Minutes were unable to be distributed to councilors in time for this meeting. Adoption will take place at the next council meeting on 20 October 2016.

### 64/16 To receive reports from various committees for adoption.

#### Finance and General Purposes committee

#### *Invoices for approval*

01/08/2016	DD		Timetalk	48.66		48.66	Comms/IT	July month		
01/08/2016	412		The Leconfield Hall	143.00		143.00	Farmers Market	hall hire		
01/08/2016	420		The Leconfield Hall	491.00		491.00	N Plan	hall hire		
01/08/2016	434		Link Hire	102.00	17.00	85.00	Farmers Market	Barriers and sign		
02/08/2016	411		Fiona Kemp	42.20		42.20	N Plan	refreshments		
03/08/2016	443		SSALC	138.00	23.00	115.00	Training	Legal & Finance 14/7/16		
03/08/2016	445		Petworth Community Gard	475.00		475.00	Grants Awarded			
11/08/2016	413		Roger Hanauer	31.27		31.27	General Maintenance	Concrete for Jubilee Walk bin		
11/08/2016	414		Roger Hanauer	13.50		13.50	Expenses/Postage	Gift		
16/08/2016	444		Chris Kemp	32.40		32.40	Training	Mileage expenses		
18/08/2016	446		Chris Kemp	52.50		52.50	Office Expenditure	Microphone		
24/08/2016	SO		J Aguilar	541.67		541.67	N Plan	Aug month		
24/08/2016	455		Viking	428.29	60.88	367.41	Office Expenditure	ink, stamps, paper etc		
25/08/2016	450		HJS Land services	995.00		995.00	Rosemary Gdns/Hampers Com Contract	July month		
25/08/2016	454		Lucking Bros	715.13	119.19	595.94	General Maintenance	Bus shelter repairs		
26/08/2016	451		Alan Baxter	1,320.00	220.00	1,100.00	N Plan	June month (final)		
31/08/2016	Chaps		R Knifton	2,042.56		2,042.56	Clerk's Salary	Sept month		

Proposed Cllr Smith

Seconded Cllr Peet

APPROVED

#### *Bank Reconciliation*

Reserve at 1 April 2016 - general	24,478		Bank balances at	31/08/2016
Reserve at 1 April 2016 - for allotment	99		Nat West Current Account	5,651.06
Reserve at 1 April 2016 - for NP	12,829		Nat West Deposit Account	20,118.22
Reserve at 1 April 2016 - for playpark	-1,551			
Less: Playpark spend	-4,372			
Less: Recoverable VAT 2015/16	669			
Less: Recoverable VAT 2016/17	-5,689			
Plus: income	59,026			
Less: expenditure	-51,319			
Less: N Plan expenditure	-12,403			
Plus: N Plan grant	4,000			
Balance at 31/08/2016	<b>25,769.28</b>			<b>25,769.28</b>

Proposed Cllr South

Seconded Cllr Peet

APPROVED

*Finance and General Purposes Committee Report*

Signatures are required for online banking reinstatement. This to be set up as soon as possible and that the Clerk Mrs. R Knifton be removed as a signatory due to long term sickness.

Proposed by **Cllr South**

Seconded by **Cllr Evans**

**ADOPTED**

Highways, Traffic and Planning Committee

Minutes of meeting of 27<sup>th</sup> July 2016.

Proposed by **Cllr Smith**

Seconded by **Cllr Fox**

**ADOPTED**

Open Spaces Committee

Council were asked to approve additional spending for extra hedge and grass cutting amounting to £580 in total. The work would cover the removal of brambles on the path to Rosemary Gardens, clear ground cover and for hedge cutting bordering the allotment site on A 272. Chichester District Council permission would be required for this work to be carried out. Quotes were being sought for a bus shelter in Station Road.

Proposed by **Cllr South**

Seconded by **Cllr Singleton**

**APPROVED**

65/16 To consider other items at the Chairman's discretion.

The Chairman informed Council that he had been invited to a community meeting with the Petworth District Community Association. Date to be advised.

The meeting closed at 9.25 pm.

Signed.....

Chair