



# Petworth Town Council

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16<sup>th</sup> November 2020

To All Town Councillors

**YOU ARE HEREBY SUMMONED TO A MEETING OF THE PETWORTH TOWN COUNCIL TO BE HELD ON THURSDAY 19<sup>TH</sup> NOVEMBER 2020 AT 7PM VIA VIDEO CONFERENCING**

Liz Singleton  
CHAIR

## AGENDA

**1. CHAIRMAN'S ANNOUNCEMENTS**

Reminder about mobile phones and the use of the hands up feature on TEAMS should Councillors wish to be invited to speak. Reminder to keep microphones muted unless invited to speak.

**2. APOLOGIES FOR ABSENCE**

**3. DISCLOSURE OF INTERESTS**

Councillors are reminded of their responsibility to declare any disclosable pecuniary and non-pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.

**4. MINUTES OF LAST MEETING**

To approve and sign minutes of the meeting held on 22<sup>nd</sup> October 2020 (Appendix 1).

**5. MATTERS ARISING FROM THOSE MINUTES**

To discuss matters arising from those Minutes not otherwise stated in the agenda.

**6. PUBLIC PARTICIPATION SESSION**

Adjournment of the meeting for public questions.

Public Questions.

Members of the public may ask the Chairman for permission to address Council with respect to:

(a) items not on the agenda.

**Please be advised that a request should be submitted no less than 48 hours prior to the meeting.**

(b) about business on the agenda at the discretion of the Chairman.

7. **UPDATE FROM PC RACHEL WALSH OF THE NEIGHBOURHOOD POLICING TEAM**
8. **REPORT FROM DISTRICT AND COUNTY COUNCILLORS**  
To receive reports from West Sussex County Councillor Janet Duncton and Chichester District Councillor Eileen Lintill.
9. **FINANCE AND GENERAL PURPOSES COMMITTEE**  
To accept the minutes of the meetings of 20<sup>th</sup> October 2020 (Appendix 2). Cllr Copus to inform the council of any specific issues that arose at the Finance & General Purposes meeting on 17<sup>th</sup> November 2020 and to seek Council approval for any required unbudgeted expenditure.
10. **HIGHWAYS, TRAFFIC AND PLANNING COMMITTEE**  
To accept the minutes of the meeting of 14<sup>th</sup> October 2020 (Appendix 3). Cllr Atkins to inform the members of any specific applications or planning related information from the Planning meeting on 11<sup>th</sup> November 2020.
11. **OPEN SPACES COMMITTEE**  
To accept the minutes of the meeting of 7<sup>th</sup> October 2020 (Appendix 4). Cllr Peet to inform the council of any specific issues that arose at the Open Spaces meeting on 4<sup>th</sup> November 2020.
12. **INFRASTRUCTURE BUSINESS PLAN**  
To approve the working group's terms of reference (Appendix 5) and the draft consultation documents.
13. **HELPDESK**  
To receive an update on the staffing of the Help Desk.
14. **PETWORTH PARK SPORTS**  
To consider the advice received from Muckle LLP regarding governance at the Sports Ground (Appendix 6).
15. **TO RECEIVE UPDATES FROM WORKING PARTIES AND OUTSIDE GROUPS**
  - a) **Petworth Business Association** - Cllr Desai
  - b) **Traffic Calming working group** - Cllr Scallon
  - c) **Petworth Sports** - Cllr Thorpe, Cllr Peet
  - d) **Petworth Visitors** - Cllr Singleton
  - e) **New Premises** – Update
  - f) **Community Hub** – Cllr Thorpe
  - g) **Planting & Horticulture** – Cllr Hewlett
  - h) **Infrastructure Business Plan** – Cllr Atkins
  - i) **Farmers Market** – Cllr Smith
  - j) **Christmas Festivities** – Cllr Singleton
16. **NEXT FULL COUNCIL MEETING (Information Only)**  
Thursday 21<sup>st</sup> January 2021.

\*\* End of Agenda \*\*