



# Petworth Town Council

The Old Bakery, Golden Square,  
Petworth,  
West Sussex, GU28 0AP  
Tel: 01798 344883

[clerk@petworth-tc.gov.uk](mailto:clerk@petworth-tc.gov.uk)

---

## A MEETING OF PETWORTH TOWN COUNCIL TOOK PLACE ON THURSDAY 17<sup>TH</sup> SEPTEMBER 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 N. Fox	Cllr C. Smith
Cllr P. Hewlett	

Also present was Laura Smith (Town Clerk), Cllr E. Lintill (Chichester District Council Leader) & Cllr J. Duncton (West Sussex County Council Chairman).

#### 117/20 CHAIRMAN'S ANNOUNCEMENTS

The Chairman requested mobile phones are turned off. Cllr Singleton reported that she and the Clerk recently attended a meeting regarding the Shimmings Wall & Path. She advised that at the meeting it was reported that the planning conditions have been met and are close to being signed off by the South Downs National Park Authority following which, repair works on the wall can commence. Cllr Singleton advised that the owners of The Hermitage and representatives of the Leconfield Estate have thus far been unable to reach an agreement on the financing of the repairs which is likely to delay the start of the works. She reported that there is a small window of opportunity for the works to be completed before the winter season hence time is of the essence. Cllr Singleton advised that she and the Clerk are often asked the status of the repairs by members of the public hence she hopes the owners of The Hermitage and the Leconfield Estate can reach an agreement in the very near future. Cllr Kemp asked the Clerk to liaise with the Highways Department at West Sussex County Council to establish their view. Cllr Desai advised that local reporters have contacted Petworth residents regarding the closure of the Shimmings Path.

#### 118/20 APOLOGIES FOR ABSENCE

Apologies were received from Cllr J. Fynes.

#### 119/20 DECLARATIONS OF INTEREST

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

#### 120/20 MINUTES OF LAST MEETING

Upon the proposal of Cllr Kemp, seconded by Cllr Burden, the minutes of the Full Council meeting held

on 16<sup>th</sup> July 2020 were approved as an accurate record and signed as such by the Chairman.

#### **121/20 MATTERS ARISING**

There were no matters arising from the minutes of 16<sup>th</sup> July that were not covered elsewhere in the agenda.

#### **122/20 PUBLIC PARTICIPATION SESSION**

There were no members of the public present.

#### **123/20 REPORT FROM DISTRICT AND COUNTY COUNCILLORS**

Cllr E Lintill reported that at a recent meeting of Chichester District Council's Full Council, approved a Covid Recovery Plan focusing on four key areas: community and housing, economic, planning, health and environmental protection, and organisational. Cllr Lintill reported that Chichester District Council has also agreed to spend £500,000 on creating a Community Recovery Grants Fund and an Economic Recovery Grants Fund. She advised that the Council is anticipating an £8.5 million loss hence there is major pressure on their budgets. Cllr Lintill reported that the Government's Planning for the Future consultation which proposed reforms of the planning system is proposing significant changes hence is being considered closely by Chichester District Council. She advised that she has a meeting regarding the Planning consultation soon following which she will provide an update to Cllr Atkins. Cllr Lintill reported that the Council is continuing to help the District recover from the Coronavirus. Cllr Desai asked Cllr Lintill whether she had been able to discuss the MiPermit app with colleagues following the issue raised at the last meeting. Cllr Lintill advised that she is in discussion with Officers and will report back to Cllr Desai in due course. Cllr Desai thanked Cllr Lintill for her support in setting up a meeting with Ms Pam Bushby regarding the Community Hub project.

Cllr J Duncton reported that West Sussex County Council has awarded three contracts to provide Highways Services across the County. These include reactive maintenance, safety repairs, tree maintenance, weed spraying and small scale patch and repair, and grass cutting. She advised that all libraries in West Sussex are now open and that the County will receive a special report regarding Children's Services in September.

#### **124/20 FINANCE AND GENERAL PURPOSES COMMITTEE**

Upon the proposal of Cllr Copus, seconded by Cllr Singleton, the minutes of the F&GP Committee meetings held on 14<sup>th</sup> July 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 the Council is likely to have a surplus of £2,000 at the end of the 2020/2021 financial year following a refund received from Flude Commercial and the transfer of the balance of the In Bloom bank account to Petworth Town Council.

Cllr Copus reported that at the meeting on 18<sup>th</sup> August 2020, the F&GP Committee resolved to recommend Council award a £200 grant to Victim Support to assist with the cost of training volunteers. Under the proposal of Cllr Copus, seconded by Cllr Atkins, it was unanimously agreed to grant £200 to Victim Support. Cllr Copus also reported that at the meeting on 18<sup>th</sup> August 2020, the F&GP Committee resolved to recommend Council award a £250 grant to Petworth Festival to assist with the cost of streaming their Autumn programme. Under the proposal of Cllr Copus, seconded by Cllr Burden, it was unanimously agreed to grant £250 to Petworth Festival.

#### **125/20 HIGHWAYS, TRAFFIC AND PLANNING COMMITTEE**

Upon the proposal of Cllr Kemp, seconded by Cllr Singleton, the minutes of the Highways, Traffic & Planning Committee meeting held on 8<sup>th</sup> July 2020 were accepted.

Cllr Atkins reported that a pre application has been submitted for 9 dwellings at Rothermead and advised that the Town Council and residents had been consulted prior to the submission, which was beneficial and appreciated.

He advised that a planning application has been submitted detailing the conversion of 5 buildings in Angel Street to a hotel.

Cllr Atkins reported that the developers of the Square Fields site will be presenting an update at the Planning Committee meeting on 9<sup>th</sup> September 2020.

## 126/20 OPEN SPACES COMMITTEE

Upon the proposal of Cllr Peet, seconded by Cllr Singleton, the minutes of the Open Spaces Committee meeting held on 1<sup>st</sup> July 2020 were accepted.

Cllr Peet reported that a response was sent following the receipt of a Freedom of Information request received from a resident of the Parish and that no further communication from this resident has been received. He advised that all the railings around the play area in Rosemary Gardens have now been painted. Cllr Peet reported that a letter has been sent to all allotment holders at Grove Street following the receipt of several complaints regarding the behaviour of some tenants. Cllr Peet advised that Mr Simon Knight of the Leconfield Estate has expressed a willingness to remove the covenant on the land adjacent to Petworth Primary School should the Council wish to explore the development of the site. Cllr Peet asked the Clerk to formally write to Mr Knight to request removal of the covenant.

## 127/20 TO RECEIVE UPDATES FROM WORKING PARTIES AND OUTSIDE GROUPS

- a) **Petworth Business Association (PBA)** – Cllr Desai advised that with the reduced number of food & drink shops currently open throughout the week, the PBA has been discussing a mobile unit setting up either at the bottom of Lombard Street or on the area outside The Star. Cllr Peet asked whether the permanent Coffee Shops & Cafes had been invited to provide this service and Cllr Desai advised that this was suggested to the PBA committee. Cllr Desai reported that the PBA are exploring the potential to site some picnic tables in Rosemary Gardens and that they have applied for some grants to aid the Town Centre's recovery from Covid. Cllr Singleton asked for the Town Council's appreciation to Mr Simon Cooke for the production of the Town's video to be minuted and suggested a gift is purchased to show the Council's appreciation. She suggested the Council consider producing similar videos showcasing other aspects of the Town and its events, in the future.
- b) **Traffic Calming working group** – Cllr Scallon reported that the proposal and application for a 20mph zone within the Town Centre has now been prepared. He advised that consultation regarding the proposal has been included in the Autumn edition of Petworth Pages, inviting residents' comments. Cllr Scallon reported that the Traffic Regulation Order is expected to cost £8,000 and sought Council's approval for this expenditure. Under the proposal of Cllr Copus, seconded by Cllr Kemp it was resolved to submit the TRO application once the consultation process has taken place. Cllr Scallon advised that the proposal will be available for residents to view on the Council's website. He reported that the proposal includes significant signage, particularly at the four entry points to the town
- c) **Petworth Sports** – Cllr Thorpe reported that the Sports & Physical Activity Working Group have met a number of times, as have a number of sub groups which have been set up to address governance issues as well as the lease of the Sports Ground. Cllr Peet advised that there is increased interest in use of the Sports Ground with the Stoolball Club likely to return in 2021 and a fitness trainer expressing interest in delivering sessions at the site. Cllr Thorpe reported that the community will be consulted with regards to the sports & physical activities made available at the Sports Ground, in the near future.
- d) **Petworth Visitors** – Cllr Singleton reported that the National Trust have not yet responded to the Clerk's request for a meeting. She advised that she is working closely with the PBA to help the Town recover from Covid. The Clerk reported that she, Cllr Singleton & Cllr Desai recently met with Square Apple to discuss the phone box project which could link in with the finalisation of the Town's apps. She advised that further information will be shared with the Council in due course.
- e) **New Premises** – Cllr Copus presented the Heads of Terms of the draft lease of the Council's unit at the Old Bakery. Cllr Peet queried why the rent has been increased given that the office is being used less due to Covid and that Chichester District Council have advised minimal improvements will be made to the building. Cllr Copus asked the Clerk to liaise with Chichester District Council to request the rent remains at the same cost as it was in the previous lease and to advise that subject to their confirmation of this, Petworth Town Council is in agreement with the lease. Cllr Kemp asked the Clerk to liaise with Mr Peter Lawrence to explore whether the library could be used for the Council's office and community hub.

- f) **Community Hub** – Cllr Desai reported that following a recent meeting of the hub working group, a subsequent meeting with Ms Pam Bushby of Chichester District Council was very beneficial. She advised that Ms Bushby suggested a call with Mr Mike Nicholls who has set up successful community projects in Selsey and that this call was also useful. Cllr Desai advised that she would prepare recommendations for the community hub for the Council’s consideration at the next meeting. Cllr Scallon expressed his support for a long-term venture which will support the community.
  
- g) **Planting & Horticulture** – Cllr Hewlett reported that a first meeting of the Planting & Horticulture Working Group recently took place with the main, current priority being the identification of a replacement for Hillside Nursery, which is closing soon. She advised that Ms Leesa Barrett is interested in providing the Town Council’s plants. Cllr Singleton asked Cllr Hewlett to provide a brief to Ms Barrett and request a full costing and proposal for consideration by the Open Spaces committee. Cllr Hewlett reported that a “tidy up” in Rosemary Gardens is scheduled for October and that the Town’s in Bloom application was recently submitted with the outcome expected in September.
  
- h) **Infrastructure Business Plan** – Cllr Atkins reported that there have been 4 meetings of the working group with 42 potential projects included in the plan. He advised that Mr Robert Muir has produced a draft version of the Plan which has been sent to the working group for comment. He reported that the draft version of the Plan will be sent to Councillors following feedback from the working group and that a consultation has been included in the Autumn edition of Petworth Pages. Cllr Atkins advised that a scoring matrix produced by Cllr Scallon has been used to assess each project and that the next meeting of the working group would take place in the next fortnight.
  
- i) **Farmers Market** – The Clerk advised that the Petworth Business Association have asked if a “coffee & cake” unit could be included in the August Farmers Market. She reported that the trader’s certificates were not up to date and as a result, it was agreed that the unit would not be invited to participate in the August market.

**128/20 SPORT & PHYSICAL ACTIVITY WORKING GROUP TERMS OF REFERENCE**

Under the proposal of Cllr Peet, seconded by Cllr Copus, the terms of reference for the Sport & Physical Activity Working Group were adopted by the Council.

**129/20 NEXT FULL COUNCIL MEETING (Information Only)**

The next Full Council meeting will be held on Thursday 17<sup>th</sup> September.

Meeting closed 8.41pm.

Signed .....  
Chairman

Date.....