



Petworth Town Council

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A MEETING OF PETWORTH TOWN COUNCIL TOOK PLACE ON THURSDAY 22ND OCTOBER 2020 AT 7PM VIA VIDEO CONFERENCING

MINUTES

PRESENT

Cllr E. Singleton (Chairman)	Cllr J. Fynes
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 C. Smith	Cllr P. Hewlett

Also present was Laura Smith (Town Clerk), Cllr E. Lintill (Chichester District Council Leader) and one additional member of the public.

147/20 CHAIRMAN'S ANNOUNCEMENTS

The Chairman requested mobile phones are turned off. She asked those present to ensure their microphones are muted when they are not speaking and requested they use the hands up feature should they wish to speak.

148/20 APOLOGIES FOR ABSENCE

Apologies were received from Cllr N. Fox & Cllr D. Burden.

149/20 DECLARATIONS OF INTEREST

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

150/20 MINUTES OF LAST MEETING

Upon the proposal of Cllr Smith, seconded by Cllr Singleton, the minutes of the Full Council meeting held on 17th September 2020 & the closed session at the Full Council meeting held on 16th July 2020 were approved as an accurate record and signed as such by the Chairman.

151/20 MATTERS ARISING

There were no matters arising from the minutes of 17th September that were not covered elsewhere in the agenda.

152/20 PUBLIC PARTICIPATION SESSION

There were no members of the public present.

153/20 REPORT FROM DISTRICT AND COUNTY COUNCILLORS

In the absence of Cllr J Duncton, the Chairman requested the Clerk circulate Cllr Duncton's written

report to all Councillors, via email.

Cllr E Lintill reported that although the District has relatively low numbers of Coronavirus cases at present, Chichester District Council is preparing for a potential lock down, so they are ready should the infection rate rise and Government guidelines for the area change. She advised that the District Council is also co-ordinating the distribution of various grants on behalf of the Government including those for people on low income who are self-isolating, for businesses and for community groups. Cllr Lintill reported that the District Council is preparing for the impact the end of the Brexit transition period will have on the area. She advised that car parking charges will increase at a rate of 2%, in line with inflation however those car parks providing free parking will continue to be made available at no cost to users. Cllr Lintill reported that the District's progress with their four Covid-19 recovery action plans will be reviewed by the Council's Overview & Scrutiny Committee on the 29th October 2020 and that it is expected the review will find that many objectives have been achieved. She advised that whilst the District Council's finances have been impacted by the Coronavirus pandemic, they have bounced back quicker than initially thought with the likely deficit at the end of the year likely to be less than expected.

Cllr Desai advised Cllr Lintill that she was concerned the local Members of Parliament had voted against providing free meals to school aged children during the October half term. She also advised that Mr Andrew Griffith MP had held a recent surgery at the Leconfield Hall. She questioned why the Town Council had not been made aware of this. Cllr Lintill advised that she was not able to respond on behalf of Mr Griffith. Cllr Singleton confirmed that Mr Griffith is due to attend the Petworth Remembrance Event on 8th November 2020.

154/20 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 15th September 2020 were accepted.

Cllr Copus reported that excluding Coronavirus expenditure, the Council is currently spending below the budgeted run rate. He advised that the Council is likely to have a loss of approximately £7,000 at the end of the 2020/2021 financial year however this loss may reduce subject to the costs of the Help Desk for the remainder of the year. He reported that the budget for 2021/2022 will be included on the agenda for the November 2020 Finance & General Purposes Committee agenda.

155/20 HIGHWAYS, TRAFFIC AND PLANNING COMMITTEE

Upon the proposal of Cllr Atkins, seconded by Cllr Singleton, the minutes of the Highways, Traffic & Planning Committee meeting held on 9th September 2020 were accepted.

Cllr Atkins reported that there is a steady flow of planning applications being received by the Committee for consultation. He advised that details of an application to convert The Last Drop public house into a dwelling had been received by the Committee. He also reported that the application for 5 new dwellings at Woodlea has been withdrawn and replaced by an application for one new garage.

156/20 OPEN SPACES COMMITTEE

Upon the proposal of Cllr Peet, seconded by Cllr Desai, the minutes of the Open Spaces Committee meeting held on 2nd September 2020 were accepted.

Cllr Peet reported that at the Open Spaces Committee meeting on 7th October 2020, the Committee approved the planting & horticulture costs for the summer 2021 hanging baskets. He advised that Cllr Kemp will undertake the repairs to the Rosemary Gardens wall when the weather allows and that the Towers at Hampers Common Play Area remain closed. Cllr Peet reported that there is now a waiting list across all four allotment sites with any plots that do become available, being taken on by new tenants.

157/20 FARMERS MARKET

The Clerk reported that several applications for the Farmers Market Manager vacancy have been received. She advised that the deadline for applications is Friday 30th October and requested Councillors' support with the selection and interview process. Cllr Kemp & Cllr Smith offered to assist the Clerk. Cllr Singleton thanked Cllr Smith for putting the signs up for the October Farmers Market and advised that there are three new stalls attending on 24th October 2020. Cllr Hewlett

advised that she would deliver the key for the toilet block to Cllr Scallon before the Market takes place.

158/20 HELP DESK

The Clerk reported that following the September Council meeting, she wrote to all those who had volunteered to assist with the collection and delivery of prescriptions asking for support with “manning” the Help Desk should there be a need to provide this service again in the future. She advised that there had been a pleasing response following which she and Cllr Singleton had virtually met with 5 individuals. The Clerk reported that following these meetings, 3 volunteers have kindly offered to man the Help Desk, providing office cover on Tuesdays, Wednesdays and Thursdays. She proposed that should Council agree to the reopening of the Help Desk, she would arrange for the volunteers to undergo an induction to the role and the office so the service can be reinstated and provided from the office in the near future. All Councillors agreed with this proposal. Cllr Thorpe suggested a programme called Echo could be beneficial for some residents and Cllr Desai advised that a similar programme called Well Pharmacy is also available for those who choose to use it. Cllr Kemp raised concern that these programmes could result in a loss of business for Lloyds Pharmacy in the Town Centre.

159/20 SPORT ENGLAND GRANT

Cllr Copus reported that the award letter & bundle detailing the grant that has been awarded to part fund the installation of cricket nets at Petworth Park Sports Ground have been circulated to the Council. He advised that following the September Council meeting, he has received proof that Petworth Park Cricket Club have sufficient funds to cover the balance of the works. Under the proposal of Cllr Copus, seconded by Cllr Peet, it was resolved that the Town Council would accept the grant awarded from Sport England.

160/20 REMEMBRANCE DAY

The Clerk provided an update on the Royal British Legion’s arrangements for Remembrance events in the Town on the 8th & 11th November 2020. She reported that the laying of wreaths will be split across both dates to enable social distancing. The Clerk requested Cllrs’ assistance in putting out the road closure signs prior to each event and Cllr Kemp confirmed that the signs should be located by Newlands Gallery and at the Stonemasons roundabout. Cllr Copus offered to locate the 2 road closure signs which Cllr Kemp advised would be in the Town Council office. Cllr Smith offered to marshal at the events on the 8th & 11th November. Cllrs Singleton, Peet and Scallon agreed to put the Silent Soldiers out around the Town on 23rd October 2020. Cllr Desai reported that there is a national campaign encouraging people to have a two-minute silence on their doorsteps on Remembrance Day. She also suggested a local campaign whereby residents decorate their windows with poppies. Cllr Desai offered to design a poster to promote these suggestions which can be used across the Town and shared with the Petworth Business Association.

161/20 TO RECEIVE UPDATES FROM WORKING PARTIES AND OUTSIDE GROUPS

- a) **Petworth Business Association (PBA)** – Cllr Desai advised that the PBA will be distributed on Friday 23rd October 2020. She reported that the PBA will be aligning with and utilising Chichester District Council’s Christmas campaign. She reported that there have been significant challenges with the phone lines in the Town Centre of late and that there has also been a spike in thefts within the Town’s shops which the Police have been made aware of.
- 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 and will be submitted during the week commencing 26th October 2020. He advised that following the consultation, several responses have been received with many residents and stakeholders positive about the proposals. Cllr Scallon reported that 2 negative comments have been received which will be addressed as part of the application. He advised that various requests regarding reducing the speed limits on the edges of Town have been received and reported that these are being directed to Chichester District Cllr Alan Sutton. Cllr Scallon advised that through the application, he will endeavour to tweak the speed limits on the Angel Street approach and on the exit from Petworth, by Hampers Common. Cllr Kemp asked Cllr Scallon whether any update had been received regarding the Pelican Crossing by

the Sports Ground. Cllr Scallon advised that the project is progressing however a firm date for the works has not yet been received.

- c) **Petworth Sports** – Cllr Thorpe reported that at the last Sports & Physical Activity Working Group meeting, a new membership structure which would allow for more activities at the Sports Ground was approved. She advised that the new membership structure will now progress to the Petworth Park Sports Association for consideration. Cllr Thorpe reported that other work regarding governance, pricing models, licensing, facilities and surveying residents is ongoing. Cllr Copus reported that he, Mr Alex Rees & Mr Andrew Carrington met with Mr Adam Hastie and Ms Lucinda Finlay of the National Trust on Wednesday 21st October 2020. He advised that the meeting was productive with the major issue being the length of the proposed lease. Cllr Copus reported that he will follow up on the detailed points of the meeting in writing with the National Trust.
- d) **Petworth Visitors** – Cllr Singleton reported that she and Cllr Desai have met with representatives from Visit Chichester, which will soon be relaunched as the South Downs Way. At these meetings, the wider representation of Petworth businesses in their material was discussed and it was agreed that the Council and Petworth Business Association send more content to those at South Downs Way, for inclusion in their promotional assets.
- e) **New Premises** –The Clerk reported that she has followed up on the recent meeting regarding Petworth Library to identify whether the Police are vacating the office space which could be utilised by the Town Council however a response has not been received.
- f) **Community Hub** – No update given the prioritisation of the Help Desk.
- g) **Planting & Horticulture** – Cllr Hewlett reported that the winter planting has been ordered and that the Open Spaces Committee have approved the plans for the summer 2021 hanging baskets. She requested the Christmas lights working group take down the hanging baskets so they can be prepared for next year. Cllr Hewlett advised that some of the lamp posts around the Town are in a poor state and that there is a broken manhole cover which she has reported to the Clerk. Cllr Hewlett advised that she would reschedule the planting & horticulture working group meeting planned for next week as it is half term. She reported that a working group would be tidying up the Town during the weekend of 24th & 25th October 2020, focusing on Fred’s Bank, Rosemary Gardens and Hampers Common.
- h) **Infrastructure Business Plan** – Cllr Atkins reported that the deadline for Community Infrastructure Levy applications has been confirmed as 31st January 2021. He advised that he would organise a meeting of the Infrastructure Business Plan working group within the next week.
- i) **Farmers Market** – Cllr Singleton advised that there would be a Poppy Appeal stall at the Farmers Market on Saturday 24th October 2020.
- j) **Christmas Event** – Cllr Singleton advised that whilst the Event has been cancelled, the plan is to provide some roving street entertainment during December and some small-scale outdoor refreshments. Cllr Kemp asked the Clerk to confirm with the Leconfield Estate when the Christmas Tree would be delivered to the Town Centre.

162/20 NEXT FULL COUNCIL MEETING (Information Only)

The next Full Council meeting will be held on Thursday 19th November.

Meeting closed 8.31pm.

Signed

Date.....

Chairman