



Petworth Town Council

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A MEETING OF PETWORTH TOWN COUNCIL TOOK PLACE ON THURSDAY 19TH NOVEMBER 2020 AT 7PM VIA VIDEO CONFERENCING

MINUTES

PRESENT

Cllr E. Singleton (Chairman)	Cllr P. Hewlett
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	

Also present was Laura Smith (Town Clerk), Cllr E. Lintill (Chichester District Council Leader), PC Walsh and PCSO Keen for agenda item 7 and one additional member of the public.

163/20 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.

164/20 APOLOGIES FOR ABSENCE

Apologies were received from Cllr N. Fox, Cllr J. Fynes, Cllr D. Burden & West Sussex County Council Chairman Cllr J. Duncton.

165/20 DECLARATIONS OF INTEREST

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

166/20 MINUTES OF LAST MEETING

Upon the proposal of Cllr Hewlett, seconded by Cllr Singleton, the minutes of the Full Council meeting held on 22nd October 2020 were approved as an accurate record and signed as such by the Chairman.

167/20 MATTERS ARISING

There were no matters arising from the minutes of 22nd October that were not covered elsewhere in the agenda.

168/20 PUBLIC PARTICIPATION SESSION

There were no members of the public present.

169/20 UPDATE FROM PC WALSH OF THE NEIGHBOURHOOD POLICING TEAM

PC Walsh & PCSO Keen presented the idea of a "Cuppa with a Copper"; a regular meeting where

local residents could meet with PC Walsh and / or her colleagues to discuss any concerns they have in the area, over a cup of tea. PC Walsh advised that similar schemes have been successful in other force areas including London, Essex and South Wales. Cllr Singleton asked PC Walsh & PCSO Keen a number of questions relating to recent anti-social behaviour in the Town Centre and was advised that any anti-social behaviour should be reported through 101 and discussed in more detail with PCSO Billingham & Sergeant West.

170/20 REPORT FROM DISTRICT AND COUNTY COUNCILLORS

In the absence of Cllr J Duncton, the Chairman advised that the Clerk has circulated Cllr Duncton's written report to all Councillors, via email.

Cllr E Lintill reported that the District Council has plans in place to be ready for a tough winter which will include the winter flu, Covid-19 and Brexit transition. She advised that the recovery group is meeting regularly and their work has been reviewed positively by the District's Overview & Scrutiny Committee. Cllr Lintill reported that the District is working with many unknown factors for the short and medium term hence they are regularly reviewing their finances. She advised that is anticipated the District Council's deficit for the current financial year is likely to be in the region of £4 million. Cllr Lintill reported that the District Council is reviewing its operations, services and processes to improve efficiency and make savings from the revenue budget. She advised that the distribution of additional Government grants to businesses has led to increased workload for Officers. Cllr Lintill reported of the launch of the Great Sussex Way, which is a rebranding of Visit Chichester and is supported by the District Council. She advised that the District Council's consultation on improving housing standards will close on the 4th December and she encouraged Councillors to participate and share their views.

171/20 FINANCE AND GENERAL PURPOSES COMMITTEE

Upon the proposal of Cllr Copus, seconded by Cllr Peet, the minutes of the F&GP Committee meetings held on 20th October 2020 were accepted.

Cllr Copus reported that the current run rate at the 7 month point in the year was 63%. He advised that excluding the Coronavirus income and expenditure, the run rate was 54% which is less than the flat run rate of 58%. Cllr Copus reported that the Council is likely to have a loss of approximately £3,000 at the end of the financial year however this may reduce to a break even position over the coming months. He advised that a first draft of the 2021/2022 budget, which includes numerous assumptions due to the current situation with the Coronavirus, was presented to the Finance & General Purposes committee on the 17th November. Cllr Copus reported that the 2021/2022 budget will be presented to Full Council in January 2021. He advised that to date, Petworth Park Sports Association have not been invoiced by the Council for their use of Petworth Park Sports Ground for the current financial year. He reported that the Council has paid the National Trust £700 towards the £1,000 license fee for the current year, with the National Trust reducing the rate by 30% due to the restrictions in use during the lockdown which started in March 2020. Under the proposal of Cllr Copus, seconded by Cllr Peet, it was unanimously resolved that the Council waives the £1,000 fee to Petworth Park Sports Association for the 2020/2021 financial year.

172/20 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 14th October 2020 were accepted.

Cllr Atkins reported that there is a steady flow of planning applications being received by the Committee for consultation with no major projects to report. He advised that details of an application to convert The Last Drop public house into a residential property dwelling are being resisted by the District Council as they see the property as a public house whilst the applicant is arguing that it is a restaurant.

173/20 OPEN SPACES COMMITTEE

Upon the proposal of Cllr Peet, seconded by Cllr Desai, the minutes of the Open Spaces Committee meeting held on 7th October 2020 were accepted.

Cllr Peet reported that at the Open Spaces Committee meeting on 4th November 2020, the Committee resolved to retain the fencing around the towers at Hampers Common play area, ensuring it is closed

to the public. He advised that Cllr Copus is organising some posts to enable littering signs to be erected at Hampers Common and Rosemary Gardens. Cllr Peet reported that Cllr Kemp is undergoing repairs to the damaged wall at Rosemary Gardens and that the allotments remain full, with plots providing good opportunities for residents to enjoy the outdoors and grow their own produce during the current challenging times.

174/20 INFRASTRUCTURE BUSINESS PLAN

Under the proposal of Cllr Kemp, seconded by Cllr Scallon, the terms of reference for the Infrastructure Business Plan working group were adopted by the Council. Cllr Atkins presented the draft Infrastructure Business Plan and reported that it had been an enjoyable project which involved representatives from across the Petworth community. He advised that the Infrastructure Business Plan is ready to go out to public consultation, following which it will be submitted in January 2021. He reported that the Infrastructure Business Plan will be submitted annually, reviewed bi-annually and will include a list of priority projects for capital investment across the Town. Cllr Atkins reported that the projects will be funded through Community Infrastructure Levy and Section 106 funding. Cllr Singleton thanked Cllr Atkins for his efforts producing the Plan, encouraging Councillors to read the document in detail and share their feedback with Cllr Atkins. Under the proposal of Cllr Atkins, seconded by Cllr Kemp it was unanimously resolved to consult the public on the draft document.

175/20 HELP DESK

Cllr Desai reported that three new volunteers are now manning the Help Desk, with cover in place Monday to Friday, from 10am to 4pm. She advised that whilst it is not very busy at the moment, the Help Desk is a service that has been well received by the public and requests for assistance are likely to increase in number over the winter months.

176/20 PETWORTH PARK SPORTS

Cllr Peet presented a report which had been circulated to the Council. He advised that the Sports & Physical Activity Working Group had sought advice on the governance of Petworth Park Sports Association from Muckle LLP, a Law Firm that provides legal support to the Football Association and it's County Football Associations across England & Wales. Under the proposal of Cllr Copus, seconded by Cllr Kemp, it was unanimously agreed to adopt the following recommendations:

1. Develop and implement a membership structure which can be incorporated by way of creating an Affiliate Membership Structure for direct users, which can have its own unique set of club rules and bylaws.
2. Representation of clubs/user groups to be established through an 'Advisory Panel' (a management committee), as opposed to the Board. The Advisory Committee to be a vehicle for user group representatives to have a voice in, and organise the day-to-day harmonious use of the facility, while only escalating matters to the board that cannot be resolved there.
3. The purpose of the board to focus on strategic direction rather than day-to-day operations, including a robust system of appointments.

Under the proposal of Cllr Copus, seconded by Cllr Kemp, it was unanimously agreed to take the following actions:

1. Appoint a Petworth Park Sports skills based Board to include a representative from the legacy Football & Cricket clubs (responsible for strategic direction).
2. Review and update Petworth Park Sports Articles including legal members & board appointments.
3. Create an Affiliate membership structure to enable direct users of Petworth Park Sports Ground to access a broader range of sports and physical activities at the sports ground.
4. Appoint an 'Advisory Panel' / Management Committee who will be responsible for the day to day running of the facility.
5. Create terms of reference for the Management Committee / Advisory Panel.
6. Implement any changes required to bar licensing arrangements.
7. To ensure the governance of the Sports Ground enables Petworth Town Council's representatives to have both positive and negative Golden voting powers as was the intention from the outset however is not currently reflected in the Articles of Petworth Park Sports Association.

177/20 TO RECEIVE UPDATES FROM WORKING PARTIES AND OUTSIDE GROUPS

- a) **Petworth Business Association (PBA)** – Cllr Desai reported that she recently attended an online session led by Visit Chichester which will soon be rebranded as The Great Sussex Way. She advised that the Great Sussex Way is likely to be a positive initiative for Petworth. Cllr Desai reported that the PBA would like to work in partnership with the Council on an event to mark The Queen's Platinum Jubilee in 2022. She advised that the PBA is working towards the reopening of shops when the lockdown ends on 2nd December. Cllr Desai reported that it is now unlikely all shops will be open every Sunday during December.
- b) **Traffic Calming working group** – Cllr Scallon reported that everything is in place in order to submit the application for a 20mph zone within the Town Centre. He advised that the application will be submitted on the 20th November 2020 and it is likely to be a year before the Council is advised of the outcome. Cllr Scallon reported that the cost of the application may be £8,000 however he advised that West Sussex County Councillor J Dunton has advised that the relevant Cabinet Member can at his discretion approve the funding of a second Traffic Regulation Order in any one year. Cllr Scallon reported that he will follow this up, with Cllr Dunton's support, once the application has been submitted. Cllr Singleton thanked Cllr Scallon for his efforts preparing the application.
- c) **Petworth Sports** – Cllr Thorpe reported that the Sports & Physical Activity Working Group is meeting regularly, with numerous sub-groups also in place, to enhance and improve the opportunities available to the community at the Sports Ground.
- d) **Petworth Visitors** – Cllr Singleton reported that the Great Sussex Way initiative will enhance the Town's profile in the region. She advised that it is up to representatives within the Town to submit information to the staff at the Great Sussex Way for wider promotion, hence this should be prioritised. Cllr Desai reported that she has submitted a variety of content.
- e) **New Premises** – The Clerk reported that she has not had a response from the library following a request for confirmation that the proposed office space is available to the Council, should it be required.
- f) **Community Hub** – No update given the prioritisation of the Help Desk.
- g) **Planting & Horticulture** – Cllr Hewlett reported that the scheduled work on the top of Rosemary Gardens has been postponed until February 2021 due to the Coronavirus. She advised that the Planting & Horticulture Working Group Meeting was postponed and a report of progress circulated to working group members. Cllr Hewlett reported that the hanging baskets are down and are now with Tawny Nurseries, for storage and replanting in July 2021. She advised that all the troughs except for those outside the Post Office and at the War Memorial have been emptied and replanted. Cllr Hewlett reported that bulbs have been planted in most areas with South Grove to be completed within the next 2 weeks. She advised that the beds in Rosemary Gardens will be tidied up in the near future and reported that these have been vandalised by someone walking over the beds. Cllr Hewlett reported that the planter behind the toilets by the Old Bakery needs replacing and that the specification for summer 2021 planting has been sent off to be costed. She advised that she would bring some recommendations regarding the required improvements to street furniture around the Town to next month's Open Spaces committee meeting.
- h) **Infrastructure Business Plan** – Under the proposal of Cllr Atkins, seconded by Cllr Singleton, it was resolved to submit a right to bid on the piece of land identified for community provision.
- i) **Farmers Market** – The Clerk reported that she had received 12 applications for the position of

Farmers Market Manager. She advised that 4 candidates will be interviewed via TEAMS on the afternoon of Thursday 26th November. She recommended the Council work towards the successful candidate taking the lead on organising the Farmers Market from January 2021; giving them the opportunity to shadow and observe at the remaining Markets during 2020.

- j) **Christmas Event** – It was agreed that the Clerk would request delivery of the tree on Friday 27th November enabling the working group representatives to erect and decorate the tree on Saturday 28th November. Cllr Scallon reported that most of the Christmas lights have now been installed around the Town.

178/20 NEXT FULL COUNCIL MEETING (Information Only)

The next Full Council meeting will be held on Thursday 21st January 2021.

Meeting closed 8.37pm.

Signed
Chairman

Date.....