



# Petworth Town Council

Petworth Town Clerk  
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16<sup>th</sup> April 2021

**To All Town Councillors**  
**YOU ARE HEREBY SUMMONED TO A MEETING OF THE PETWORTH TOWN COUNCIL TO BE HELD ON THURSDAY 22<sup>ND</sup> APRIL 2021 AT 7PM VIA VIDEO CONFERENCING**

*Laura Smith*

**CLERK & RFO**

## **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 18<sup>th</sup> March 2021 (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. REPORT FROM DISTRICT AND COUNTY COUNCILLORS**  
To receive reports from West Sussex County Councillor Janet Duncton and Chichester District Councillor Eileen Lintill.
- 8. FINANCE AND GENERAL PURPOSES COMMITTEE**  
To accept the minutes of the meeting of 16<sup>th</sup> March 2021 (Appendix 2). Cllr Copus to inform the council of any specific issues that arose at the Finance & General Purposes meeting on 20<sup>th</sup> April 2021 and to seek Council approval for any grants and required unbudgeted expenditure.
- 9. HIGHWAYS, TRAFFIC AND PLANNING COMMITTEE**  
To accept the minutes of the meeting of 10<sup>th</sup> March 2021 (Appendix 3). Cllr Atkins to inform the members of any specific applications or planning related information from the Planning meeting on 14<sup>th</sup> April 2021.
- 10. OPEN SPACES COMMITTEE**  
To accept the minutes of the meeting of 3<sup>rd</sup> March 2021 (Appendix 4). Cllr Peet to inform the council of any specific issues that arose at the Open Spaces meeting on 7<sup>th</sup> April 2021.
- 11. PETWORTH HERITAGE PARTNERSHIP**  
To consider an invitation to join the Petworth Heritage Partnership including representation on the Partnership's Steering Group (Appendix 5 & 6).
- 12. ALLOTMENT TENANCY AGREEMENT**  
To consider the Open Space's committee's recommendation to permanently ban bonfires from the Council's four allotment sites.
- 13. ANNUAL TOWN MEETING 2021**  
To finalise plans for the Annual Town Meeting to be held via Microsoft TEAMS on Tuesday 4<sup>th</sup> May 2021.
- 14. TOWN COUNCIL MEETINGS FROM 7<sup>TH</sup> MAY 2021**  
To finalise plans for the Council's meetings from 7<sup>th</sup> May 2021.
- 15. TO RECEIVE UPDATES FROM WORKING PARTIES AND OUTSIDE GROUPS**
  - a) **Petworth Business Association** - Cllr Desai
  - b) **Traffic** - Cllr Scallon
  - c) **Petworth Visitors** - Cllr Singleton
  - d) **New Premises** – Cllr Copus
  - e) **Community Hub** – Cllr Thorpe
  - f) **Planting & Horticulture** – Cllr Hewlett
  - g) **Infrastructure Business Plan** – Cllr Atkins
  - h) **Farmers Market** – Cllr Scallon
  - i) **Sports & Physical Activity** – Cllr Peet
- 16. NEXT FULL COUNCIL MEETING (Information Only)**  
Thursday 20<sup>th</sup> May 2021.
- 17. EXCLUSION OF MEMBERS OF THE PUBLIC AND PRESS**  
The Motion: "In accordance with the provisions of section 1(2) of the Public Bodies (admission to Meetings) Act 1960 the press and public be excluded from the meeting by reason of the confidential nature of the business to be transacted"

The excluded session is to consider premises matters.

**\*\* End of Agenda \*\***