



Petworth Town Council

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THE ANNUAL MEETING OF PETWORTH TOWN COUNCIL TOOK PLACE ON THURSDAY 16TH APRIL 2020 AT 7PM VIA VIDEO CONFERENCING

MINUTES

PRESENT

Cllr E. Singleton (Chairwoman)	Cllr D. Burden (until 8pm)
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 J. Fynes	Cllr C. Smith

Also present was Laura Smith (Town Clerk).

There were no members of the public present.

85/20 CHAIRMAN'S ANNOUNCEMENTS

The Chairman requested that mobile phones should be turned off. She advised that Cllr R. Booth had resigned from the Council and that a Co-option policy would be presented to the next meeting.

86/20 APOLOGIES FOR ABSENCE

Apologies were received from Cllr N. Fox & Cllr P. Hewlett.

87/20 DECLARATIONS OF INTEREST

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

88/20 MINUTES OF LAST MEETING

Upon the proposal of Cllr Smith, seconded by Cllr Sproson, the minutes of the Meeting of the Town Council held on 19th March 2020 were approved as an accurate record and signed as such by the Chairman.

52/20 MATTERS ARISING

There were no matters arising from the minutes of 19th March that were not covered elsewhere in the agenda.

53/20 FINANCE AND GENERAL PURPOSES COMMITTEE

Upon the proposal of Cllr Copus, seconded by Cllr Peet, the minutes of the F&GP Committee meeting held on 17th March 2020 were accepted.

Cllr Copus reported that the end of 2019/20 accounts are likely to result in a surplus of approximately £6,000 once prepayments and accruals have been carried forward. He advised that the year-end process was taking place on the 17th March 2020 following which the annual audit will be carried out. He reported that the RBS Omega software was installed during March 2020 and that this is now being used to raise all invoices. Cllr Copus advised that at the Finance & General Purposes committee meeting on 14th April, a grant of £500 was awarded to Petworth Park Sports Association to assist with seeding of the pitches. He also reported that he successfully applied for a £10,000 grant available through Chichester District Council which will help with costs incurred as a result of the Coronavirus.

54/20 HIGHWAYS, TRAFFIC AND PLANNING COMMITTEE

Upon the proposal of Cllr Kemp, seconded by Cllr Peet, the minutes of the meeting of the Highways, Traffic and Planning Committee held on the 11th March 2020 were accepted.

Cllr Atkins reported that the Planning Committee met via video conferencing on the 8th April 2020 in order to consult on current planning applications. He also advised that initial proposals for the Rothermead site have been received by the Town Council and also sent to local residents. He reported that the initial proposals were intended to provide residents with the very early concept ideas and that a planning application has not yet been submitted. Cllr Atkins advised that he will review the proposals against the Neighbourhood Plan and write a response on behalf of the Council, which will include statements of comments received from the public. He encouraged Councillors to provide feedback for inclusion in the Council's response to the agents.

55/20 OPEN SPACES COMMITTEE

Upon the proposal of Cllr Peet, seconded by Cllr Sproson, the minutes of the Open Spaces Committee meeting held on 4th March 2020 were accepted.

Cllr Peet reported that following the recent health & safety inspection, replacement equipment has been purchased for Hampers Common play area. He asked the Clerk to query the invoice received from Wicksteed as seats for the swings were not received, nor required. Cllr Peet advised that we are operating very close to full capacity at the allotment sites, with just 3 remaining available.

56/20 TO RECEIVE UPDATES FROM WORKING PARTIES AND OUTSIDE GROUPS

- a) **Petworth Business Association (PBA)** – Cllr Desai advised that the PBA had organised an online meeting via Zoom at which 22 people were present. She reported that the weekly e-newsletters have continued despite many businesses having closed and that the Town Maps are currently being designed.
- b) **Traffic Calming working group** – Cllr Scallon reported that he had taken down the new speed signs prior to the lockdown as any data collated would not be meaningful.
- c) **Petworth Sports** – Cllr Peet reported that Andrew Carrington is reviewing the 10-year lease drafted by the National Trust. He advised that the National Trust would like to use the Sports Ground pavilion as a security post during the remainder of the lockdown and queried whether this was advisable given that volunteers are undertaking improvement works in the building. Cllr Thorpe reported that she is working on producing a Management Plan for the Sports Ground; Cllr Peet, Cllr Copus, Cllr Atkins & Cllr Scallon offered their assistance with this project. Cllr Peet advised that the Town Council should set the aspirations for the Sports Ground and “own” the Management Plan to improve sport & physical activity opportunities for all those living within the Town.
- d) **Petworth Visitors** – Cllr Singleton reported that she is undertaking preparation to ensure visitors are encouraged back to the Town following the end of the current restrictions.
- e) **New Premises** – Cllr Copus advised that consultation with Chichester District Council regarding the new lease are ongoing.
- f) **Community Hub** – Cllr Thorpe reported that she will organise a meeting to discuss the new community links established through the Helpdesk project, to ensure these are harnessed in the

future. Cllr Singleton advised that the Council has become much more visible through the Helpdesk initiative and that this has been well received by the community.

- g) **Planting & Horticulture** – No report. Cllr Kemp asked Cllrs Desai & Scallon to liaise with Cllr Hewlett to ensure the working group is collaborating and reporting through to Council.

57/20 SUPPORTING THE COMMUNITY THROUGH THE CORONAVIRUS

Cllr Kemp thanked Cllr Desai, Cllr Singleton & Ms Sam Moore of Petworth Vision for their efforts in setting up and co-ordinating the Helpdesk which he reported is providing a fantastic service for the local community. Cllr Desai advised that the initiative has provided support for the Chemist and for the Surgery, both of whom were struggling to ensure all those who needed medication were able to receive it during the pandemic. Cllr Desai asked the Clerk to purchase some lanyards to pass on to the volunteers assisting the Helpdesk.

58/20 VIDEO CONFERENCING

Under the proposal of Cllr Kemp, seconded by Cllr Scallon, the Council unanimously approved the purchase of 15 Microsoft Business Premium licenses and 1 day of consultancy to ensure efficient implementation and roll out of the new software.

59/20 INFRASTRUCTURE BUSINESS PLAN

Cllr Peet reported that following a recent meeting with Chris Paterson (SDNPA Community Link), Chris expressed a view that Petworth could benefit from writing an Infrastructure Business Plan, which would help open the door to unlock more for Petworth as a Town from the larger CIL funding funds which are available now and going forward. Cllr Peet advised that Chris suggested we speak with Petersfield Town Council, who recently wrote an Infrastructure Business Plan. Cllr Atkins offered to speak with Petersfield Town Council and report back. Cllr Singleton offered to assist.

60/20 NEXT FULL COUNCIL MEETING (Information Only)

The Annual Town Council meeting will be held on Thursday 21st May.

Meeting closed 8.55pm.

Signed
Chairman

Date.....