



Petworth Town Council

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

clerk@petworth-tc.gov.uk

A MEETING OF PETWORTH TOWN COUNCIL TOOK PLACE ON THURSDAY 18TH MARCH 2021 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 D. Burden	Cllr M. Peet
Cllr S. Atkins	Cllr C. Kemp
Cllr N. Fox	Cllr J. Fynes
Cllr J. Scallon	Cllr S. Frossard
Cllr J. Law	

Also present was Laura Smith (Town Clerk), Cllr E. Lintill (Chichester District Council Leader) & Cllr J. Duncton (West Sussex County Council Chairman) for agenda item 7 and one additional member of the public.

32/21 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 she requested they use the hands up feature should they wish to speak.

The Chairman advised that Mr A. Sneller of the Petworth & District Community Association has requested the Town Council's support with an event to include a tea party and concert in the Market Square on Sunday 29th August 2021.

She reported that from September 2021 Petworth Vision are going to be delivering an IT café to include 2 sessions per week, each lasting for 2.5 hours, in the United Reformed Church. The Chairman advised that the drop-in sessions will be free of charge to participants.

The Chairman reported that a meeting regarding the Chapel at Horsham Road Cemetery is taking place on Wednesday 24th March 2021.

33/21 APOLOGIES FOR ABSENCE

There were none.

34/21 DECLARATIONS OF INTEREST

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

35/21 MINUTES OF LAST MEETING

Upon the proposal of Cllr Singleton, seconded by Cllr Sproson, the minutes of the Full Council meeting held on 18th February 2021 were approved as an accurate record and signed as such by the Chairman.

36/21 MATTERS ARISING

There were no matters arising from the minutes of 18th February 2021 that were not covered elsewhere in the agenda.

37/21 PUBLIC PARTICIPATION SESSION

There were no members of the public present who wished to make a representation to the Council.

38/21 REPORT FROM DISTRICT AND COUNTY COUNCILLORS

Cllr E Lintill reported that Chichester District Council has agreed its budget for the 2021/2022 financial year. She advised that the District Council's proportion of council tax on a band D property will increase by £5 per year. Cllr Lintill reported that the District Council has received funding from the Department for Work & Pensions to deliver a one-year pilot scheme whereby a youth hub supports 18-25 year olds who have been unable to find work through the Job Centre. She advised that the District Council continues to administer government grants provided to support businesses, community groups and individuals through COVID-19. Cllr Lintill reported that the recent webinar delivered by the District Council to assist businesses was well received. She advised that Chichester Contract Services have continued to carry out waste & recycling collections without any disruptions to their service. Cllr Lintill reported that the District Council has given the go-ahead to trial a kerbside collection scheme for textiles and small waste electrical and electronic items. She advised that the trial would start in the summer and would cover 75% of the district hence it is likely to include Petworth. Cllr Lintill reported that the Christmas tree recycling programme raised over £17,500 for St Wilfrid's Hospice at the start of the year. She advised that she been informed of a fly tipping report on the outskirts of Petworth, and she asked Councillors to contact her if they heard anything further regarding this. Cllr Lintill reported that a resident has raised concerns with her regarding the language used on the litter signs at Hampers Common. She informed the Council that she has given the resident the Clerk's email address should she wish to make a formal complaint.

Cllr J Duncton reported that she had submitted a written report which the Clerk had circulated to Councillors via email. Cllr Scallon asked Cllr Duncton to confirm the process by which the Town Council can make a 3rd party Traffic Regulation Order application. He advised Cllr Duncton that Officers within West Sussex County Council's Highways department have not yet responded to our direct communication and asked Cllr Duncton to confirm the application and payment process. Cllr Duncton confirmed that she would investigate the matter and respond to Cllr Scallon in due course.

39/21 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 16th February 2021 were accepted.

Cllr Copus reported that with expenditure reducing in recent months, the run rate was below the calendarized budget even allowing for Coronavirus costs. He advised that the Council is likely to have a surplus of around £27,000 at the end of the financial year however this surplus would reduce to closer to £20,000 after accruals and prepayment adjustments given that some grants have been received but not yet spent. Cllr Copus reported that at recent Open Spaces committee meetings, it was resolved to recommend Full Council approve the replacement of the wetpour safety surface beneath the "old" swings at Hampers Common at a cost of £3,569, the turfing of the Town Council allotment at Station Road at a cost of £1,185 and the removal and repositioning of the fencing piers in Rosemary Gardens at a cost of £450. Cllr Copus advised that at the recent Finance & General Purposes committee meeting, it was resolved to recommend Full Council approve the £600 cost of 4, week-long traffic surveys to support the Council's Traffic Regulation Order application. Under the proposal of Cllr Copus, seconded by Cllr Kemp, it was unanimously resolved to purchase the following goods & services:

- Wetpour resurfacing - £3,659 (Playsafe Playgrounds Ltd)
- Turfing allotment - £1,185 (The Lawn Turf Laying Company)
- Removal & reposition of fencing piers - £450 (Etherington & Spicer)
- Traffic surveys x4 - £600 (Phoenix Traffic Surveys)

Cllr Copus reported that the Finance & General Purposes committee considered the £3,500 cost of completing the Town Council's iOS phone application. He requested Cllr Desai confirm the cost of any ongoing support required for the app in order to consider the long-term cost & commitment of the

project. Under the proposal of Cllr Copus, seconded by Cllr Kemp, it was unanimously resolved to pay the invoice for £530 to Public Clocks Ltd.

40/21 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 10th February 2021 were accepted.

Cllr Atkins reported that there has been a slight increase in the number of applications in recent weeks. He advised that the committee are reviewing the application for a variation on the conditions at the Rotherlea development and confirmed that a formal response will be submitted to the planning authority in due course.

41/21 OPEN SPACES COMMITTEE

Upon the proposal of Cllr Peet, seconded by Cllr Kemp, the minutes of the Open Spaces Committee meeting held on 3rd February 2021 were accepted.

Cllr Peet reported that the committee reviews whether to retain the fencing around the towers at Hampers Common play area at each month's meeting. He thanked Cllr Kemp for repairing the water leaks at Station Road allotments. Cllr Peet advised that good progress is being made at the Sports Ground, that Cllr Hewlett continues to make good progress with the Town's planting & horticulture, and he reported that the Phone Box project has stalled of late. Cllr Sproson reported that the water supply and standpipe works in Rosemary Gardens will commence on 24th March 2021.

42/21 APPOINTMENT TO COMMITTEES

Under the proposal of Cllr Atkins, seconded by Cllr Scallon, it was unanimously resolved to appoint Cllr Law & Cllr Frossard to the Finance & General Purposes Committee and to the Highways, Traffic & Planning Committee. It was noted that Cllr Sproson has stepped down from the Finance & General Purposes Committee.

43/21 APPOINTMENT TO WORKING PARTIES

Under the proposal of Cllr Copus, seconded by Cllr Thorpe, it was unanimously resolved to appoint Cllr Law to the New Premises Working Group and Cllr Frossard to the Community Hub Working Group. Cllr Singleton reported that membership of the Council's Committees & Working Groups will be reviewed again at the Annual Town Council meeting in May 2021.

44/21 COUNCILLOR CODE OF CONDUCT

Under the proposal of Cllr Copus, seconded by Cllr Scallon, it was unanimously resolved to adopt the LGA Model Councillor Code of Conduct 2020 subject to the Clerk confirming nothing relevant from the previous version of the Code of Conduct is missing from the latest edition.

45/21 PETWORTH TOWN COUNCIL HELPDESK

The Council considered the report prepared by Cllr Frossard. Cllr Singleton thanked Cllr Frossard for her efforts with the Helpdesk and the Council resolved to close the Helpdesk from the 30th of April 2021. Cllr Frossard agreed to write to the regular users of the Helpdesk advising them of the closure and signposting to other services that they can utilise.

46/21 TRAFFIC REGULATION ORDER

Cllr Scallon presented a briefing note which updated the Council on the latest position with regards to the Traffic Regulation Order. He advised that a more detailed report is available to view on the Council's website. Cllr Scallon reported that the cost of a third-party Traffic Regulation Order application is £8,000. He advised that it is not guaranteed that a Traffic Regulation Order application will be approved, in which case the £8,000 would not be refunded. Cllr Scallon reported that subject to a successful Traffic Regulation Order application, the subsequent traffic calming measures could cost from £20,000 to £60,000. He advised that he estimates the cost of the traffic calming measures would be £35,000. Under the proposal of Cllr Kemp, seconded by Cllr Copus, it was unanimously resolved to apply for the third-party Traffic Regulation Order.

47/21 OPERATION BRIDGE

Cllr Singleton invited Councillors to assist in developing a policy to be implemented upon the death of

Senior Members of the Royal Family. Cllr Desai and Cllr Hewlett agreed to assist Cllr Singleton with the production of a policy, and it was agreed this would be presented to the next Full Council meeting.

48/21 TO RECEIVE UPDATES FROM WORKING PARTIES AND OUTSIDE GROUPS

- a) **Petworth Business Association (PBA)** – Cllr Desai reported that many businesses in the Town are closed due to the lockdown and that they are hoping to reopen when restrictions allow on 12th April 2021. The Clerk asked Cllr Desai to liaise with the Chairman of the PBA to identify whether to take up the offer of a meeting with Chichester District Council’s Covid Information Recovery Officer.
- b) **Traffic Calming working group** – There was no update.
- c) **Petworth Visitors** – Cllr Singleton reported that a new take away café has been set up by the National Trust and advised that it is accessible to all (not just National Trust members). She advised that the café is located within the Cowyard entrance to Petworth Park.
- d) **New Premises** – To be considered under agenda item 19.
- e) **Community Hub** – There was no update however Cllr Singleton advised that subject to the outcome of agenda item 19, this working group may need to meet soon.
- f) **Planting & Horticulture** – Cllr Hewlett reported that the plants around the town are now blooming. She advised that the continual damage to the flower bed in Rosemary Gardens should cease when the piers have been relocated. Cllr Hewlett reported that Etherington & Spicer have built the bases for the bins in Rosemary Gardens and advised that they will be put in position during the week commencing 22nd March 2021. She advised that the proposed locations for the “cut and collect” road verge cutting trial will be sent to the Clerk to share with South Downs National Park Authority. Cllr Hewlett reported that children from Petworth Primary School and young people from the Sylvia Beaufoy Centre will support with the planting of trees, bulbs and wildflowers later in the year.
- g) **Infrastructure Business Plan** – Cllr Atkins reported that the Clerk is administering the project list and has submitted the applications for CIL funding.
- h) **Farmers Market** – The Clerk asked Councillors for their thoughts on when the Market might return to the Market Square. She advised that the Farmers Market Manager has generated interest from potential new traders however they cannot be accommodated at present due to available space in the Car Park. Cllr Desai advised that she has had enquiries from groups wishing to trade in the Leconfield Hall. It was agreed that the Clerk would include this as an agenda item on April’s Open Spaces meeting with a Farmers Market Working Group meeting taking place thereafter.
- i) **Sports & Physical Activity** – Cllr Peet reported that the working group has made good progress of late. He advised that a resolution will be passed at a Petworth Park Sports Board meeting on 25th March 2021 whereby a new Chairman will be elected. He reported that the current Chairman of Petworth Park Sports has been supportive of the changes and he advised new governance documents will be prepared within the next 2-3 weeks. The Clerk reported that she is meeting with Muckle to discuss the new governance model on 19th March 2021.

49/21 NEXT FULL COUNCIL MEETING (Information Only)

The next Full Council meeting will be held on Thursday 22nd April 2021.

50/21 EXCLUSION OF MEMBERS OF THE PUBLIC AND PRESS

Upon the proposal of Cllr Singleton, seconded by Cllr Copus, it was resolved that in accordance with the provisions of section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public should be excluded by reason of the confidential nature of the business to be transacted.

51/21 Cllr Singleton presented the information received from Avison Young regarding the sale of the Old NatWest bank.

Meeting closed 9.05pm.

Signed (Chairman) Date.....