



# Petworth Town Council

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## A MEETING OF PETWORTH TOWN COUNCIL TOOK PLACE ON THURSDAY 22<sup>ND</sup> APRIL 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 M. Peet	Cllr S. Frossard
Cllr S. Atkins	Cllr C. Kemp
Cllr N. Fox	Cllr J. Fynes

Also present was Laura Smith (Town Clerk) & Cllr J. Duncton (West Sussex County Council Chairman) for agenda item 7.

#### 52/21 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.

She acknowledged the death of His Royal Highness the Duke of Edinburgh and expressed the Council's sincere condolences to Her Majesty Queen Elizabeth II and the whole Royal Family.

The Chairman advised that she had represented the Council at a steering group meeting to discuss the proposed Petworth Street Party & Concert. She reported that the event is scheduled to take place in the town centre on Sunday 29<sup>th</sup> August 2021 and that it is likely to include afternoon tea style refreshments, afternoon entertainment and live music in the evening. The Chairman advised that she would update the Council with the event organisers' plans over the coming months.

#### 53/21 APOLOGIES FOR ABSENCE

Cllr J. Law, Cllr D. Burden, Cllr J. Scallon & Cllr E. Lintill (Chichester District Council Leader).

#### 54/21 DECLARATIONS OF INTEREST

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

#### 55/21 MINUTES OF LAST MEETING

Upon the proposal of Cllr Atkins, seconded by Cllr Kemp, the minutes of the Full Council meeting held on 18<sup>th</sup> March 2021 were approved as an accurate record and signed as such by the Chairman.

#### 56/21 MATTERS ARISING

There were no matters arising from the minutes of 18<sup>th</sup> March 2021 that were not covered elsewhere in the agenda.

#### 57/21 PUBLIC PARTICIPATION SESSION

There were no members of the public present.

#### **58/21 REPORT FROM DISTRICT AND COUNTY COUNCILLORS**

Cllr J Duncton reported that due to the election taking place on 6<sup>th</sup> May 2021, Councillors are currently in the pre election period during which there are restrictions on communications activity. She advised the Council that she has been approached by residents of Hampers Green requesting a review of the speed limits on the London Road. Cllr Duncton asked the Chairman to pass on her thanks to Cllr Scallon for keeping her updated with the implementation of the Council's Traffic Plan.

#### **59/21 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 16<sup>th</sup> March 2021 were approved.

Cllr Copus presented the accounts for the end of the 2020/21 financial year and reported that the end of year surplus has been finalised as £32,558. He advised that the net impact of COVID-19 was a surplus in the region of £2,000. Cllr Copus reported that the surplus was due to some projects moving slower than expected due to COVID-19.

He advised that at the recent Finance & General Purposes committee meeting, it was resolved to recommend Full Council approve the award of three grants to local organisations. Under the proposal of Cllr Copus, seconded by Cllr Hewlett, it was unanimously resolved to award £250 grant to the Tillington & Petworth Stoolball Club to support their relocation back to Petworth Park Sports Ground. Under the proposal of Cllr Kemp, seconded by Cllr Sproson, it was unanimously resolved to award £250 to the Petworth Festival to support their activities during summer 2021. Under the proposal of Cllr Copus, seconded by Cllr Kemp, it was unanimously resolved to award £500 to Hampers Green Community Centre to support with the redecoration of the interior of the hall.

Under the proposal of Cllr Copus, seconded by Cllr Peet, it was unanimously resolved to pay the invoice for £126 to Petworth Park Sports.

Under the proposal of Cllr Copus, seconded by Cllr Sproson, it was unanimously resolved to pay the invoice for £514.18 to Round Wood Trading Limited.

#### **60/21 HIGHWAYS, TRAFFIC AND PLANNING COMMITTEE**

Upon the proposal of Cllr Atkins, seconded by Cllr Sproson, the minutes of the Highways, Traffic & Planning Committee meeting held on 10<sup>th</sup> March 2021 were approved.

Cllr Atkins reported that two significant applications were discussed at the recent meeting of the committee. He advised that the first was a pre application for nine houses to the south of Rothermead and that a resident from Rothermead attended the meeting to raise his concerns regarding the pre application. Cllr Atkins reported that the second significant application discussed at the recent committee meeting involved the discharge of planning conditions on the development scheduled for Rotherlea. He advised that the committee has concerns regarding the increased height of the buildings and over some potential highway issues. Cllr Atkins reported that the number of applications considered by the committee in the last month are at a similar level to the same period last year.

#### **61/21 OPEN SPACES COMMITTEE**

Upon the proposal of Cllr Peet, seconded by Cllr Desai, the minutes of the Open Spaces Committee meeting held on 3<sup>rd</sup> March 2021 were approved.

Cllr Peet reported that at their recent meeting, the committee resolved to remove the fencing from around the towers at Hampers Common play area. He advised that following a site visit on 21<sup>st</sup> April 2021, the committee would give further consideration to the health and safety requirements recommended through the annual inspection for the play area at Hampers Common. Cllr Peet reported that the committee would also discuss the need to undertake some maintenance on the wood at Hampers Common play area. He advised that the Council has received a revised quote to complete the governance works at Petworth Park Sports. Cllr Peet reported that the Chairman of Petworth Park Sports has advised the quote has increased by £2,500 due to two factors, which contribute roughly equally, namely first advice in connection with the possible removal of a director and secondly the need to convert Petworth Park Sports from a CIC to a charity including its registration with the Charity Commission. Cllr Peet advised that the Chairman of Petworth Park Sports has advised that he expects that in due course the registration as a Charity will enable Petworth Park Sports to benefit from tax advantages, including gift aid, which will exceed the legal costs. Following discussion, it

was agreed that Cllr Peet would seek more detailed financial projections and further information regarding the benefits of Petworth Park Sports being a charity including the cost benefits of doing so, for Council's consideration. It was also acknowledged that the £1,250 expenditure incurred to receive advice in connection with the possible removal of a director has been inadvertently spent.

**62/21 PETWORTH HERITAGE PARTNERSHIP**

The Chairman reported that the Council has received an invitation to join the Petworth Heritage Partnership. Under the proposal of Cllr Singleton, seconded by Cllr Copus, it was unanimously resolved that Cllr Fox would represent the Council on the Petworth Heritage Partnership.

**63/21 ALLOTMENT TENANCY AGREEMENT**

Cllr Peet reported that at the recent Open Spaces meeting, the committee resolved to recommend Full Council ban the use of bonfires at their four allotment sites. Under the proposal of Cllr Peet, seconded by Cllr Desai, it was unanimously resolved to permanently ban the use of bonfires at the Council's four allotment sites. The Chairman asked the Clerk to advise all allotment holders that bonfires have been permanently banned and to add a clause to that effect in the Council's allotment tenancy agreement.

**64/21 ANNUAL TOWN MEETING**

The Chairman and the Clerk presented the plans for the Annual Town Meeting to be held via Microsoft TEAMS on Tuesday 4<sup>th</sup> May 2021. The Clerk advised that Cllr Desai had produced a poster to promote the meeting which had been uploaded to the Council's website and Facebook page. Cllr Fox tendered his apologies for the Annual Town Meeting.

**65/21 TOWN COUNCIL MEETINGS FROM 7<sup>TH</sup> MAY 2021**

The Clerk reported that virtual meetings would not be legal from 7<sup>th</sup> May 2021. She advised that the position could change following a court case, the outcome of which was expected during the week commencing 26<sup>th</sup> May 2021. Following discussion, it was agreed that the Council would hold hybrid meetings from 7<sup>th</sup> May 2021 until 21<sup>st</sup> June 2021. The Clerk advised that she would circulate the document detailing which Councillors would attend meetings in person and which Councillors would join the meetings using Microsoft TEAMS.

**66/21 TO RECEIVE UPDATES FROM WORKING PARTIES AND OUTSIDE GROUPS**

- a) **Petworth Business Association (PBA)** – Cllr Desai reported that the majority of businesses in the Town have reopened although indoor hospitality remains closed in line with government guidelines. She advised that there are some empty units in the town centre which the PBA is working to address.
- b) **Traffic Calming working group** – There Clerk advised that traffic surveys had recently taken place in North Street, Angel Street, and in two locations on the London Road, at Hampers Green. She reported that Cllr Scallon had not received the requested information regarding the Traffic Regulation Order from West Sussex County Council and that she had recently chased this on behalf of Cllr Scallon.
- c) **Petworth Visitors** – Cllr Singleton reported that the Council's involvement in the Petworth Heritage Partnership will support the Visitors Working Group's objectives. She advised that the Council continues to liaise with the National Trust to encourage visitors to the town.
- d) **New Premises** – Cllr Copus reported that the Council's highest bid of £380,000 on the Old NatWest Bank had been rejected. He advised that at the closed session following the recent Finance & General Purposes committee, it was resolved to advise the agent of the Council's continued interest in the property, to speak with the Leconfield Estate in order to identify whether they have a preferred bidder and to speak with NatWest's property department to explore whether they might support the Council's bidden given the community benefits the hub project would provide.
- e) **Community Hub** – There was no update.

- f) **Planting & Horticulture** – Cllr Hewlett reported that twenty volunteers helped with the recent town clear up which took place to ensure the town was well presented when the shops reopened in early April 2021. She advised that the new planters for the War Memorial have been ordered, that options for picnic tables to be sited within the town over the summer months will be considered by Open Spaces at their next meeting, that Etherington & Spicer are moving the piers in Rosemary Gardens on 23<sup>rd</sup> May 2021, that the water supply and standpipe is sited in Rosemary Gardens and that young people from the Sylvia Beaufoy Centre will be volunteering with the In Bloom team over the summer. Cllr Hewlett reported that she is finalising plans for watering the town’s planters and hanging baskets this summer and she advised that plants have been stolen from the planters by the public toilets. She reported that wildflowers will be sown when the weather allows and that the entrants manual and marking sheets for the 2021 In Bloom competition has been sent to the Clerk for circulation to Councillors.
  
- g) **Infrastructure Business Plan** – Cllr Atkins reported that he will include an article in the summer edition of Petworth Pages to invite residents and community groups to put forward projects for consideration by the Infrastructure Business Plan at a working group meeting in June 2021.
  
- h) **Farmers Market** – The Clerk reported that stall holders have been informed of the Council’s plan to relocate the market back to the Market Square from July 2021. Cllr Singleton confirmed that she would give the previous Farmers Market Manager a gift voucher at the April 2021 market.
  
- i) **Sports & Physical Activity** – Cllr Peet reported that Petworth Park Sports has been given a six month extension to spend the COVID-19 grant received from Chichester District Council. He advised that the pavilion makeover project is ongoing and that the new Chairman of Petworth Park Sports is building a good relationship with colleagues at the National Trust.

**67/21 NEXT FULL COUNCIL MEETING (Information Only)**

The next Full Council meeting will be held on Thursday 20<sup>th</sup> May 2021.

Meeting closed 8.45pm.

Signed ..... (Chairman) Date.....