



# Petworth Town Council

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**A MEETING OF PETWORTH TOWN COUNCIL TOOK PLACE ON THURSDAY 17<sup>TH</sup> JUNE 2021 AT PETWORTH TOWN COUNCIL, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH & VIA VIDEO CONFERENCING, COMMENCING AT 7PM**

## MINUTES

### PRESENT

Cllr E. Singleton (Chairman)	Cllr J. Scallon
Cllr A. Copus (Vice Chairman)	Cllr H. Desai
Cllr J. Thorpe	Cllr C. Sproson
Cllr M. Peet	Cllr J. Law
Cllr S. Atkins	Cllr C. Kemp
Cllr N. Fox	Cllr J. Fynes

Also present was Laura Smith (Town Clerk), Cllr E. Lintill (Chichester District Council Leader) & Cllr A. Sutton (Chichester District Councillor) for agenda item 7 and six members of the public.

### 89/21 CHAIRMAN'S ANNOUNCEMENTS

The Chairman requested mobile phones are turned off and she asked those present via video to ensure their microphones are muted when they are not speaking. She advised that Councillors needed to decide upon how to hold the committee and Full Council meetings during July 2021. Following discussion, it was unanimously agreed to have hybrid meetings for the 3 committees and an in-person meeting for all Councillors, for the Full Council meeting. The Chairman asked the Clerk to enquire about hiring the Leconfield Hall or the United Reformed Church for the Full Council meeting on 22<sup>nd</sup> July 2021.

### 90/21 APOLOGIES FOR ABSENCE

Cllr S. Frossard, Cllr D. Burden, Cllr P. Hewlett & Cllr J. Duncton (West Sussex County Councillor).

### 91/21 DECLARATIONS OF INTEREST

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

### 92/21 MINUTES OF LAST MEETING

Upon the proposal of Cllr Atkins, seconded by Cllr Thorpe, the minutes of the Annual meeting held on 21<sup>st</sup> May 2021 were approved as an accurate record and signed as such by the Chairman.

### 93/21 MATTERS ARISING

There were no matters arising from the minutes of 21<sup>st</sup> May 2021 that were not covered elsewhere in the agenda.

### 94/21 PUBLIC PARTICIPATION SESSION

Three members of the public made representations regarding the proposed plans for the Square Field site, advising of their concerns regarding access to the development as well as to the neighbouring

Rotherlea site. They also advised that the parking issues in the area, which are already challenging, would be exacerbated by the new development. Cllr Atkins reported that he shared the residents' concerns regarding the width of the highway on Dawtrey Road and the allocation of existing on street parking spaces to the Rotherlea development, which he advised was highlighted as requiring revision by West Sussex County Council during the planning consultation phase. Following discussion, it was agreed that the Clerk would organise an on-site meeting with the residents who made representations to the council and with representatives from West Sussex County Council, the South Downs National Park Authority and Chichester District Council to address the concerns raised.

A member of the public made a representation regarding the decision made by the council at their last meeting, to move the Farmers Market to its "pre COVID" location in the Town Centre citing public safety and COVID-19 as the two main reasons why he felt the market should remain in the car park. The Clerk advised that the committee would consider his representation during agenda item 13.

#### **95/21 REPORT FROM DISTRICT AND COUNTY COUNCILLORS**

Cllr E Lintill encouraged councillors to read details of the District Council's grant giving during COVID-19 which had been published through a recent press release. She advised that the next edition of the Initiatives magazine would be published in July 2021 and featured a piece encouraging residents to support local. Cllr Lintill reported that the District Council had spent just under £6 million of the £11 million restart grant and asked councillors to encourage those eligible to speak to the District Council if they may need assistance through the scheme. She advised that the District Council was expecting a further £1.1 million of grant funding from Government and it is deciding how the additional money would be distributed. Cllr Lintill reported that the District Council's subsidised tree scheme was entering the free tree phase whereby applications could be made to plant trees which would be provided in bundles of 10 and 20. She advised that further information about the tree scheme was available on the District Council's website. Cllr Lintill reported that the District Council was trialling a hot bin scheme in 15 properties, for a 6-month period. She advised that the scheme was intended to reduce food waste.

#### **96/21 GENERAL POWER OF COMPETENCE**

The Chairman congratulated the Clerk on achieving the Certificate in Local Council Administration. Under the proposal of Cllr Copus, seconded by Cllr Kemp, it was unanimously resolved that the council meets the eligibility requirements to utilise the General Power of Competence.

#### **97/21 SPORTS & PHYSICAL ACTIVITY WORKING GROUP TERMS OF REFERENCE**

Under the proposal of Cllr Copus, seconded by Cllr Kemp, it was unanimously resolved to adopt the terms of reference subject to changing "All expenditure on any costs must be approved in advance by the Open Spaces Committee" to "All expenditure on any costs must be approved in advance".

#### **98/21 FINANCE AND GENERAL PURPOSES COMMITTEE**

Upon the proposal of Cllr Copus, seconded by Cllr Fox, the minutes of the F&GP Committee meetings held on 18<sup>th</sup> May 2021 were approved.

Cllr Copus reported that the run rate on the council's expenditure was slightly higher than budgeted hence the committee would review a full year forecast at their July 2021 meeting. He advised that the council's insurance costs had increased by 40% and as a result, the Clerk would be seeking alternative quotes for the council's insurance in the spring of 2022. Under the proposal of Cllr Copus, seconded by Cllr Kemp, it was unanimously resolved to purchase the council's insurance through Came and Company at a cost of £2,012.62.

#### **99/21 HIGHWAYS, TRAFFIC AND PLANNING COMMITTEE**

Upon the proposal of Cllr Atkins, seconded by Cllr Kemp, the minutes of the Highways, Traffic & Planning Committee meeting held on 12<sup>th</sup> May 2021 were approved.

Cllr Atkins reported that a planning application for the Square Field site would be submitted imminently. He asked the Clerk to circulate details of the planning application to Full Council for their consideration in due course.

#### **100/21 OPEN SPACES COMMITTEE**

Upon the proposal of Cllr Peet, seconded by Cllr Scallon, the minutes of the Open Spaces Committee

meeting held on 5<sup>th</sup> May 2021 were approved.

Cllr Peet reported that a working party was developing recommendations for the play area at Hampers Common which had been subject to vandalism and the drying out of wood and boards on the equipment. Cllr Copus advised that a complete proposal would be required in order to consider the working party's recommendations at the Open Spaces and Finance committees.

#### **101/21 TO RECEIVE UPDATES FROM WORKING PARTIES AND OUTSIDE GROUPS**

- a) **Petworth Business Association (PBA)** – Cllr Desai reported that the 2 picnic tables were due to be delivered during the week commencing 21<sup>st</sup> June 2021. She advised that the PBA and the Petworth Society would be sharing a stand at the Antiques Fair and that the new town maps had been produced. She reported that the app was being developed and that all the shops in the town were open.
- b) **Traffic** – Cllr Scallon reported that he, Cllr Hewlett and Cllr Burden had a positive meeting with Mr Chris Stark (West Sussex County Council Highways Manager) at which Mr Stark gave his support of the council's application for a Traffic Regulation Order. He advised that the council would need the agreement and approval of the Sussex Police Chief Constable in order to ensure a successful TRO application and he reported that Mr Stark agreed to speak to the Chief Constable on behalf of the council. Cllr Kemp asked if Cllr Scallon had confirmed how the council applies for the TRO and Cllr Scallon advised that Mr Stark would advise on the process once the Police's approval had been confirmed.
- c) **Infrastructure Business Plan** – Cllr Atkins reported that the working group would meet to review the priority list on Wednesday 23<sup>rd</sup> July 2021.
- d) **Petworth Visitors** – Cllr Desai reported that a meeting involving the Chairman of the PBA, representatives of PTC and the developer of the app, had taken place. She advised that the branding and name of the app were being considered and confirmed that a draft of the app would be presented to the council in due course. The Chairman reported that a meeting of the Visitors Group would take place on Wednesday 23<sup>rd</sup> June 2021 to discuss the content to be included on the touch screen display to be fitted in the phone box at the Old Bakery.
- e) **New Premises** – There was no update.
- f) **Community Hub** – The Chairman reported that a video was being produced to thank the volunteers who had helped the community during the Coronavirus pandemic.
- g) **Planting & Horticulture** – The Chairman reported that Cllr Hewlett had produced a written report which had been circulated to Councillors in advance of the meeting.
- h) **Farmers Market** – The Chairman reported that following the Prime Minister's announcement on 14<sup>th</sup> June 2021, she recommended the council hold the Farmers Market in the car park up to and including the July 2021 market. Following discussion, it was unanimously agreed to request Chichester District Council's permission to hold the July 2021 market in the car park. The Chairman asked the Clerk to follow up with Chichester District Council.

#### **102/21 NEXT FULL COUNCIL MEETING (Information Only)**

The Chairman advised that the next Full Council meeting would be held on Thursday 22<sup>nd</sup> July 2021.

Meeting closed 8.06pm.

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