



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 22ND
JULY 2021 AT THE LECONFIELD HALL, MARKET SQUARE, PETWORTH & VIA
VIDEO CONFERENCING, COMMENCING AT 7PM**

MINUTES

PRESENT

Cllr E. Singleton (Chairman)	Cllr J. Scallon
Cllr A. Copus (Vice Chairman)	Cllr D. Burden
Cllr J. Thorpe	Cllr J. Fynes
Cllr M. Peet	Cllr J. Law
Cllr S. Frossard	Cllr C. Kemp
Cllr N. Fox	

Also present was Laura Smith (Town Clerk), PCSO Neil Billingham for agenda item 7, Cllr J. Duncton (West Sussex County Councillor) for agenda item 8 and one member of the public.

103/21 CHAIRMAN'S ANNOUNCEMENTS

The Chairman requested mobile phones were turned off and she welcomed those present to the Council's first face to face meeting since March 2020. She advised those present of the fire exits. The Chairman reported that the council had received a letter from Mr Andrew Griffith MP regarding the Boundary Commission's proposals for the West Sussex Parliamentary Constituencies as part of a broader process to equalise the number of electors per seat across the United Kingdom. She advised that Mr Andrew Griffith MP had requested the council comment on the proposals by the end of July 2021, particularly if it felt the proposals were not beneficial to the parish. Following discussion, it was agreed that the council would not object to the proposals. The Chairman asked the Clerk to make Mr Andrew Griffith MP aware of the council's decision. The Chairman advised that government guidelines no longer prevented the council and its committees meeting in person at the council office. Following discussion, it was agreed that the council and its committees would meet in person at the council office from August 2021 onwards.

104/21 APOLOGIES FOR ABSENCE

Cllr S. Atkins, Cllr C. Sproson, Cllr H. Desai, Cllr P. Hewlett & Cllr E. Lintill (Chichester District Council Leader)

105/21 DECLARATIONS OF INTEREST

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

106/21 MINUTES OF LAST MEETING

Upon the proposal of Cllr Peet, seconded by Cllr Fox, the minutes of the Full Council meeting held on 17th June 2021 were approved as an accurate record and signed as such by the Chairman.

107/21 MATTERS ARISING

There were no matters arising from the minutes of 17th June 2021 that were not covered elsewhere in the agenda.

108/21 PUBLIC PARTICIPATION SESSION

There was no adjournment of the meeting for public questions.

109/21 UPDATE FROM PCSO NEIL BILLINGHAM

PCSO Billingham reported that he would continue to send the council monthly updates which include issues upon which Sussex Police provide crime prevention. He invited Councillors feedback regarding what else could be included in the monthly updates. PC Billingham reported that the main issue affecting Petworth at present was anti-social driving of motorbikes, particularly during the weekends. He advised that Sussex Police would be implementing Operation Downsway over the summer months to actively target anti-social driving and riding on local roads. PCSO Billingham reported that a Community Speedwatch group was being set up in Petworth and he advised that where speed limit changes are implemented, these are not updated on sat navs which can cause issues for some drivers. He reported that PCSO Jess Chambers had left Sussex Police and that there is likely to be another PCSO for Petworth in the future. Cllr Scallon asked PCSO Billingham if the Sussex Police Chief Constable had made him aware of the council's intention to apply for a Traffic Regulation Order. PCSO Billingham advised that he had not been made aware and suggested Cllr Scallon write directly to the Chief Constable for an update on the council's request for support of the proposed application. The Chairman asked PCSO Billingham if the Police were providing any early evening patrols in the town. PCSO reported that there were regular patrols however these depended on workload and shift patterns. The Chairman thanked PCSO Billingham for his update.

110/21 REPORT FROM DISTRICT AND COUNTY COUNCILLORS

Cllr J Duncton advised that she had submitted a written report to the Clerk and asked the Clerk to circulate it to the council. She encouraged the Council to begin planning for the Queen's Platinum Jubilee in June 2022. Cllr Duncton advised that she is reporting pot hole and highway signage issues to West Sussex County Council for repair. Cllr Copus asked Cllr Duncton if she had followed up on his queries regarding the pot hole claim process advising that he had not received a response from West Sussex County Council following his claim made in 2020. Cllr Duncton advised that she has no involvement in this area and that she would write to the Cabinet Member for Highways. Cllr Kemp asked Cllr Duncton to support Petworth Cottage Nursing Home's application for the provision of private signs due to ongoing safety concerns. Cllr Duncton advised that she would explore whether West Sussex County Council would provide signage to avoid a private application having to be made. The Chairman thanked Cllr Duncton for her update.

The meeting adjourned at 7.31pm and those present were shown the improvements made to the first floor of the Leconfield Hall.

The meeting reconvened at 7.46pm.

111/21 FINANCE AND GENERAL PURPOSES COMMITTEE

Upon the proposal of Cllr Copus, seconded by Cllr Kemp, the minutes of the F&GP Committee meeting held on 15th June 2021 were approved.

Cllr Copus reported that the run rate on the council's expenditure, after adjustments had been made for the transfer of reserves and the deposit payment made for the cricket nets, was 26.8%. He advised that the committee reviewed a full year forecast at their meeting on 20th July 2021 and that this was currently showing a forecasted deficit of £6,000 at the end of the 2021/22 financial year. Cllr Copus reported that the forecast would be reviewed by the committee at their monthly meetings. Under the proposal of Cllr Copus, seconded by Cllr Burden, it was unanimously resolved to accept the quote received from Etherington & Spicer to paint and repair the benches in Rosemary Gardens at a cost of £550. Cllr Copus reported that a request had been received from the Leconfield Hall to support an application for the use of Section 106 community facilities funding, to contribute to the costs of further improvements to the Hall. As Trustees of the Leconfield Hall, Cllr Peet and Cllr Fynes declared an interest and abstained from any discussion on the matter. Under the proposal of Cllr Copus, seconded by Cllr Singleton, it was unanimously resolved to support the Leconfield Hall's

application for Section 106 funding to the value of £5,000. Cllr Kemp advised that the council needed to decide how to use the £1,992 of New Homes Bonus funding available to Petworth. Cllr Frossard suggested the money could be used to commemorate the Queen's Platinum Jubilee in 2022, perhaps paying for a plaque on a new bench to be sited on Jubilee Walk.

112/21 HIGHWAYS, TRAFFIC AND PLANNING COMMITTEE

Upon the proposal of Cllr Atkins, seconded by Cllr Scallon, the minutes of the Highways, Traffic & Planning Committee meeting held on 9th June 2021 were approved.

The Clerk advised that the request for a site meeting at the Square Field had been sent to West Sussex County Council, South Downs National Park Authority and the developers of the Square Field & Rotherlea. She reported that the South Downs National Park Authority had declined the invitation with the Officer at West Sussex County Council also seeming unwilling to attend. The Clerk advised that Cllr Atkins had agreed to call the Officer at West Sussex County Council given that the main concerns of the Town Council and local residents were related to the highways. Cllr Kemp suggested the council should write to Mr Andrew Griffith MP to request a meeting with him where the Town Council could express theirs and the local resident's concerns regarding the developments. The Chairman asked the Clerk to write to the MP on behalf of the council.

113/21 OPEN SPACES COMMITTEE

Upon the proposal of Cllr Peet, seconded by Cllr Copus, the minutes of the Open Spaces Committee meeting held on 2nd June 2021 were approved.

Cllr Peet reported that members of the committee had recently reviewed some of the council's assets and quotes are being sought where required. He advised that a review of other assets would take place in the near future. Cllr Peet reported that a quote was being sought to reclad the towers at Hampers Green play area. Cllr Frossard asked if the bus shelter opposite the sports ground had been reviewed by the committee and Cllr Peet confirmed that it had and that quotes for the required works had been sought by the Clerk.

114/21 FARMERS MARKET

The Clerk advised that following the Farmers Market Manager's resignation, the Farmers Market working group had met with a potential contractor to explore his company's suitability for the management and operation of the Town's Farmers Market. Cllr Frossard suggested that the resignation of the Farmers Market Manager as well as the upcoming move of the Market back to the Market Square presents the council with an opportunity to review the Farmers Market in its entirety. She suggested that the council should prepare a scoping document for the potential contractor to ensure they deliver the council's objectives. Cllr Kemp advised that a Job Description had been developed last year and he asked the Clerk to circulate it to the Farmers Market working group. The Clerk reported that the potential contractor had agreed to attend the next Farmers Market following which he would submit his thoughts to the working group. She advised that the current Farmers Market Manager had agreed to organise the stalls for the August Farmers Market but that she could not attend on the day of the Market due to other commitments.

115/21 TO RECEIVE UPDATES FROM WORKING PARTIES AND OUTSIDE GROUPS

- a) **Petworth Business Association (PBA)** – Cllr Fynes reported that the PBA had had their first face to face networking meeting since before COVID-19 and that approximately 20 people had attended.
- b) **Traffic** – Cllr Scallon reported that he had not yet received the approval of Sussex Police's Chief Constable regarding the council's application for a Traffic Regulation Order. He advised that he would follow this up with Mr Chris Stark (West Sussex County Council Highways Manager). Cllr Scallon reported that he, Cllr Singleton and the Clerk had met with a local resident who has offered to set up and manage a Community Speedwatch group in Petworth. He advised that he anticipates the council will be asked to support the new group to help them buy the necessary equipment.
- c) **Infrastructure Business Plan** – There was no update.
- d) **Petworth Visitors** – Cllr Singleton reported that the Visitors Group had met to discuss the content for the proposed touch screen device to be sited in the phone box at the entrance to the Old Bakery.

She advised that the group felt the installation of a touch screen device should be put on hold due to COVID-19 suggesting that leaflets detailing the history of the Town, places of interest, walks, heritage sites etc. should be sited in the phone box for the time being. Under the proposal of Cllr Singleton, seconded by Cllr Peet, it was agreed that the installation of the touch screen device would be put on hold and reviewed again in the spring of 2022. It was agreed that the content should be developed so it is ready for when the device is purchased.

- e) **New Premises** – Cllr Copus reported that there is a lease break on the council’s office in April 2022 and suggested that a meeting of the working group should take place in order to review the council’s options.
- f) **Community Hub** – There was no update.
- g) **Planting & Horticulture** – The Clerk reported that Cllr Hewlett had submitted a written report which she would circulate to the council.
- h) **Leconfield Hall** – Cllr Peet reported that the Trustees were bringing the Film House under the umbrella of the Leconfield Hall with representatives of the Film House included on the Hall’s management committee. He advised that following the improvements made to the Hall, first run films can be shown on the same release dates as they are shown at cinemas such as Odeon, Vue and Everyman. Cllr Peet reported that first run films shown on their release date would need to be shown for a minimum of 7 consecutive days. He advised that representatives from Everyman Cinema and Vue had asked to visit the Hall to look at the new projector which is much smaller than those used in the majority of cinemas and provides a better quality of film.
- i) **Petworth Heritage Partnership** – Cllr Fox reported that he had been to a meeting of the Heritage Partnership at which they were planning for the local events which would be part of the Heritage Open Day scheme. He advised that the partnership includes representatives from the 3 churches in the town and that the members were sharing some interesting ideas. Cllr Fox suggested that the council should have a presence at the Heritage Open Day events and it was agreed that he would report back to the council following the Heritage Partnership’s next meeting with ideas of how the council could be involved.
- j) **Fete in the Square** – The Chairman reported that the Fete in the Square was taking place in the town centre on Sunday 29th August 2021 from 1pm with a concert from 6 – 9pm. She advised that the event would involve the business association and would include street entertainment, a window trail, stalls, music, catering, king tours, face painting and more. The Chairman reported that the organising group had requested use of Rosemary Gardens and following discussion, she asked the Clerk to advise Mr T Sneller that the council was happy to allow activities to take place in Rosemary Gardens during the event.

116/21 NEXT FULL COUNCIL MEETING (Information Only)

The Chairman advised that the next Full Council meeting would be held on Thursday 19th August 2021. Cllr Copus tendered his apologies for the August meeting due to being on holiday.

Meeting closed 8.52pm.

Signed (Chairman) Date.....