



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 19TH
AUGUST 2021 AT PETWORTH TOWN COUNCIL, THE OLD BAKERY, GOLDEN
SQUARE, PETWORTH, COMMENCING AT 7PM**

MINUTES

PRESENT

Cllr E. Singleton (Chairman)	Cllr S. Atkins
Cllr H. Desai	Cllr D. Burden
Cllr P. Hewlett	Cllr J. Fynes
Cllr M. Peet	Cllr C. Kemp
Cllr N. Fox	

Also present was Laura Smith (Town Clerk).

117/21 CHAIRMAN'S ANNOUNCEMENTS

The Chairman requested mobile phones were turned off.

118/21 APOLOGIES FOR ABSENCE

Cllr C. Sproson, Cllr S. Frossard, Cllr J. Thorpe, Cllr A. Copus (Vice Chairman), Cllr J. Scallon, Cllr J. Law, Cllr J. Duncton (West Sussex County Councillor) & Cllr E. Lintill (Chichester District Council Leader).

119/21 DECLARATIONS OF INTEREST

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

120/21 MINUTES OF LAST MEETING

Upon the proposal of Cllr Atkins, seconded by Cllr Fynes, the minutes of the Full Council meeting held on 22nd July 2021 were approved as an accurate record and signed as such by the Chairman.

121/21 MATTERS ARISING

There were no matters arising from the minutes of 22nd July 2021 that were not covered elsewhere in the agenda.

122/21 PUBLIC PARTICIPATION SESSION

There was no adjournment of the meeting for public questions.

123/21 REPORT FROM DISTRICT AND COUNTY COUNCILLORS

The Chairman advised that a written report received from Cllr J Duncton had been circulated to Councillors.

124/21 FINANCE AND GENERAL PURPOSES COMMITTEE

Upon the proposal of Cllr Fox, seconded by Cllr Kemp, the minutes of the F&GP Committee meeting

held on 20th July 2021 were approved.

Cllr Fox 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 34%. He advised that this was in line with the budgeted expenditure a third of the way through the financial year. Cllr Fox reported that the most recent full year forecast showed a £4,683 deficit at the end of the 2021/22 financial year. Under the proposal of Cllr Burden, seconded by Cllr Kemp, it was unanimously resolved to pay Total Play £18,764 for the design & installation of the cricket nets at Petworth Park Sports Ground. Cllr Fox reported that at the recent Finance & General Purposes committee meeting, a grant application had been received from Petworth Community Garden to contribute to the costs of their 15th birthday celebration event. He advised that the Finance & General Purposes committee resolved to recommend Full Council award £250 to Petworth Community Garden, to fund the purchase of a gazebo. Under the proposal of Cllr Hewlett, seconded by Cllr Kemp, it was unanimously resolved to award a grant of £250 to Petworth Community Garden. Cllr Fox reported that a grant application from the Sylvia Beaufoy Centre had been considered at the Finance & General Purposes committee meeting in July 2021. He advised that the committee resolved to recommend Full Council award £1,200 to support with the costs of the Centre's upcoming building works. Under the proposal of Cllr Kemp, seconded by Cllr Atkins, it was unanimously resolved to award a grant of £1,200 to the Sylvia Beaufoy Centre. Cllr Fox reported that due to declarations of interest, the grant application received from the Petworth & District Community Association to pay for the cost of the bands and the sound system at the Fete in the Square concert had been deferred to the Full Council meeting. Under the proposal of Cllr Atkins, seconded by Cllr Hewlett, it was unanimously resolved to award a grant of £550 to the Petworth & District Community Association. Cllr Fox advised that a letter received from Mr David Hyland of Chichester District Council requesting the Council's comments on options regarding the continuance of the New Homes Bonus (Parish Allocations) Scheme had been considered at the recent Finance & General Purposes committee meeting. He reported that the committee resolved to recommend Full Council support option 1: the extension of the current scheme for a further year, to allow for another round of applications in 2022 (budget up to £250,000). Under the proposal of Cllr Fox, seconded by Cllr Kemp, it was unanimously resolved to appoint Auditing Solutions Ltd as the Council's internal auditors for the 2021/2022 financial year.

125/21 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 14th July 2021 were approved.

Cllr Atkins reported that he and Cllr Singleton would meet with Mr Andrew Griffith MP on 2nd September 2021 at 3pm to discuss the Square Field & Rotherlea developments. He invited Councillors to attend the meeting. Cllr Atkins advised that the planning committee had sent a letter of support for the Leith House appeal which had been submitted following two unsuccessful planning applications.

126/21 OPEN SPACES COMMITTEE

Upon the proposal of Cllr Peet, seconded by Cllr Desai, the minutes of the Open Spaces Committee meeting held on 8th July 2021 were approved.

Cllr Peet reported that Cllrs Copus and Atkins had consulted with a group of young people at the Sylvia Beaufoy Centre to seek their feedback on the proposed youth shelter at Hampers Common. He advised that the young people had been supportive of the concept and wanted to contribute to the design of the shelter. Cllr Peet reported that a further session would be held with the young people in the autumn. Cllr Peet advised that a quote had been sought from Fineline Joinery to repair the towers at Hampers Common play area. He reported that the committee was considering installing a composting toilet at Hampers Green cemetery and advised that feedback from similar facilities would be sought before any recommendations were made to Full Council. Cllr Singleton reported that at a recent meeting with representatives of the Leconfield Estate, she had sought permission to install the second football goal on Hampers Common. She advised that the request was not approved.

127/21 FARMERS MARKET

The Clerk advised that the working group would meet at the start of September 2021 to finalise plans for the long term future of the Farmers Market, following the Farmers Market Manager's resignation. She advised that volunteers were required to assist at the August market, particularly as it was the first

market back in Market Square following the relocation to the car park due to COVID-19. Cllr Atkins agreed to be a steward at the August market. Cllr Desai agreed to put the traffic cones out to highlight the parking bay suspensions at approximately 5pm on Friday 27th August. Cllr Singleton advised that she hoped to be able to support at the August market. The Clerk advised that high-vis jackets were in the Town Council office, and she agreed to ask Cllrs Copus & Scallon to help at the market. She confirmed that the Event Safety Management Plan for the August market would be uploaded to the Town Council website.

128/21 THE QUEEN'S PLATINUM JUBILEE 2022

The Clerk advised that the Council should establish a working group to co-ordinate the town's plans to commemorate the Queen's Platinum Jubilee. Cllrs Hewlett, Desai, Singleton and Fynes agreed to be members of the working group.

129/21 TO RECEIVE UPDATES FROM WORKING PARTIES AND OUTSIDE GROUPS

- a) **Petworth Business Association (PBA)** – Cllr Desai reported that the PBA had a networking event at the new Hungry Guest venue which had been well attended. She advised that Therapy had closed down and that the PBA was supporting the upcoming Fete in the Square and Christmas events.
- b) **Traffic** – Cllr Kemp asked the Clerk to speak to Cllr Scallon to establish whether he had received confirmation of the Chief Constable of Sussex Police's support of the Council's Traffic Regulation Order. The Clerk agreed to submit a letter to the Chief Constable on behalf of the Town Council if confirmation of support had not been received.
- c) **Infrastructure Business Plan** – Cllr Atkins asked the Clerk to send a reminder requesting project update reports from the working group members and to confirm a date for the next meeting.
- d) **Petworth Visitors** – There was no update.
- e) **New Premises** – Cllr Singleton reported that she and the Clerk had recently viewed Swan House to see if it would be a suitable base for the Town Council office and community hub. She advised that further information had been requested which had not yet been received. Cllr Fynes advised that the Police were no longer using the office space in Petworth Library and the Clerk agreed to follow this up with Mr Lawrence of West Sussex County Council. Cllr Singleton confirmed that the new premises working group would be meeting on Tuesday 24th August at 7pm. The Clerk advised that any information received regarding Swan House and / or the library would be forwarded to the working group.
- f) **Community Hub** – There was no update.
- g) **Planting & Horticulture** – Cllr Hewlett reported that Mr J Bird is maintaining the area around the War Memorial and she advised that Mr C Marsh had been watering the town's planters and hanging baskets. She advised that the replacement troughs that had been approved for purchase were still out of stock and the damaged square box planter at the Leconfield Hall would be replaced with a steel version in due course. Cllr Hewlett reported that she had agreed to develop a planting plan for the bank at Jubilee Walk and she advised that the awards ceremony for In Bloom 2021 would be taking place by Zoom on 17th September 2021 from 10am – 12pm.
- h) **Leconfield Hall** – Cllr Peet reported that the Hall was up and running following the recent improvements and that it hosted some events that were part of the Petworth Festival. He advised that the Hall would be the primary venue for the Petworth Fringe event. Cllr Peet reported that the floor had been restored to a high standard and that the new seating for the first floor had been ordered.
- i) **Petworth Heritage Partnership** – Cllr Fynes reported that the Heritage Open Day events would take place on the 11th & 12th September 2021. She advised that a vintage bus would transport

visitors to the various Heritage sites. Cllr Fynes reported that a programme of events would be produced, and she advised that volunteers were being recruited to help over the 2 days.

- j) **Fete in the Square** – The Chairman reported that the organising committee were recruiting volunteers to assist at the event, particularly with the set up and break down.

- k) **Christmas Event** – Cllr Desai reported that the working group had met and that sub-groups had been established to oversee the various elements of the event which would take place on Saturday 4th December 2021. She advised that Cllr Thorpe and Mrs L Mills would be organising the entertainment. Cllr Desai reported that she had written to Lord Egremont to formally invite him to the event and to seek his support with offering the opportunity to switch on the lights to Petworth Primary School’s Ambassadors. She advised that consideration was being given to utilising Hampers Common for event parking, with quotes sought for surface matting, lighting and stewards, the cost of which could be covered through sponsorship. Cllr Desai confirmed that the National Trust had offered use of the Petworth House car park from 4pm on the condition that lighting and stewards would be in situ. She advised that some Petworth based businesses had requested white lights are used rather than the coloured bulbs currently used to decorate the town centre. Cllr Desai advised that the cost of changing the bulbs would be in the region of £1,500 and she reported that the PBA would ask businesses to cover this cost. The Clerk reported that Cllr Copus requested any decision on potentially changing the light bulbs be taken at Full Council in September 2021. Cllr Atkins agreed to send the size of Hampers Common to Cllr Desai, to enable her to seek quotes for the matting and lighting. Cllr Desai confirmed that the Christmas event had been promoted on Facebook and she advised that it had reached over 4,000 people after just a few days.

- l) **Petworth Park Sports** – The Clerk reported that she and the Chairman of Petworth Park Sports had met with a representative of Muckle LLP to provide feedback on the first draft of the PPS Articles. She advised that the second draft would be circulated to the Sports & Physical Activity working group for review and comment.

130/21 NEXT FULL COUNCIL MEETING (Information Only)

The Chairman advised that the next Full Council meeting would be held on Thursday 16th September 2021. Cllr Fox tendered his apologies for the September meeting due to being on holiday.

Meeting closed 8.28pm.

Signed (Chairman) Date.....