



Petworth Town Council

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**A MEETING OF PETWORTH TOWN COUNCIL TOOK PLACE ON THURSDAY 21ST
OCTOBER 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 S Frossard	Cllr M Peet
Cllr J Thorpe	Cllr A Copus (Vice Chairman)
Cllr N Fox	

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

131/21 CHAIRMAN'S ANNOUNCEMENTS

The Chairman requested mobile phones were turned off. She thanked Cllr P Hewlett, Mrs J Orrow & Mrs C Hamilton for their commitment to the town's planting & horticulture and she presented them with a gift to recognise their efforts.

Mrs J Orrow & Mrs C Hamilton left the meeting.

The Chairman reported that the Petworth branch of the Royal British Legion would be celebrating their centenary by holding an informal party on Friday 1st October 2021. She advised that Jack's Walk would be taking place on Saturday 2nd October 2021 and a service of celebration would take place on Sunday 3rd October 2021. The Chairman reported that a Remembrance event would take place on Sunday 14th November 2021 which would include a traditional Church Parade.

132/21 APOLOGIES FOR ABSENCE

Cllr J Law, Cllr C Kemp, Cllr C Sproson, Cllr J Scallon & Cllr E Lintill (Chichester District Council Leader)

133/21 DECLARATIONS OF INTEREST

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

134/21 MINUTES OF LAST MEETING

Upon the proposal of Cllr Atkins, seconded by Cllr Burden, the minutes of the Full Council meeting held on 19th August 2021 were approved as an accurate record and signed as such by the Chairman.

135/21 MATTERS ARISING

There were no matters arising from the minutes of 19th August 2021 that were not covered elsewhere in

the agenda.

136/21 PUBLIC PARTICIPATION SESSION

There was no adjournment of the meeting for public questions.

137/21 REPORT FROM DISTRICT AND COUNTY COUNCILLORS

Cllr E Lintill reported that the District's Councillors were focused on setting their priorities particularly as their income streams have been affected significantly by COVID-19. She advised that they are reviewing their non statutory services and deciding as a council what their priority projects will be. Cllr Lintill reported that the District's textiles and small electricals trial kerbside collection service which had received a good response despite a few teething problems. She advised that residents who would like to trial the service should contact the District Council. Cllr Lintill reported that Chichester District Council has pledged support for the Government's planned programme to house refugees from Afghanistan and was one of the first local authorities to make accommodation available. She advised that the District Council had provided financial support to the Petworth Heritage Partnership for their website and to Petworth Vision to assist with their IT café. Cllr Lintill reported that the District Council has continued to support businesses that have faced challenges due to COVID-19 and she advised that although there were some vacant shops in Chichester Town Centre, the pandemic had not impacted the High Street as much as it has in other parts of the country. Cllr Lintill reported that a new online tool that enables tenants in the private rented sector to resolve property repair disputes with their landlord or letting agent has been launched by the government. She advised that the District Council was dealing with unauthorised encampments on council parks and land which have caused distress to those living nearby. Cllr Lintill reported that the District Council had agreed to look at a rolling programme of improvements to try and make the community spaces they manage more secure. Cllr Lintill asked Councillors to advise her of how she could help with the Town's Christmas Event.

Cllr Desai asked for Cllr Lintill's assistance with ensuring coaches can use the designated parking spaces in Pound Street car park by requesting that the recovery vehicle often parked in these bays is not authorised to use them during the day. Cllr Lintill advised that she would discuss this issue with colleagues and report back to the council.

Cllr J Duncton reported that she had submitted a written report which had been circulated to Councillors. She advised that the new opening hours for the County Council's waste recycling centres would soon be in place and she reported that it was likely the Billingshurst site would be closed on Thursdays. Cllr Duncton reported that she had requested the Planning Enforcement Officers investigate a breach of condition on the land at Osiers Farm and that a notice had subsequently been issued.

Cllr Copus reported that it was the council's view that the land owned by the County Council at the Herbert Shiner site was the best location to site a skate park and he requested Cllr Duncton's assistance in opening discussion with the County Council regarding this. He advised that is likely the council would buy a piece of the land if necessary. Cllr Duncton reported that she would speak to the Leader of the County Council to explore this further and Cllr Lintill advised that she would also raise the matter at an upcoming meeting.

138/21 FINANCE AND GENERAL PURPOSES COMMITTEE

Upon the proposal of Cllr Copus, seconded by Cllr Singleton, the minutes of the F&GP Committee meeting held on 17th August 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 payments made for the cricket nets, was 45.2%. He advised that this was slightly higher than the flat run rate for the time of year but that the council had a surplus in cash of around £14,000. Cllr Copus reported that the most recent full year forecast showed that the council would break event at the end of the 2021/22 financial year with some areas likely to change during the second half of the year.

139/21 HIGHWAYS, TRAFFIC AND PLANNING COMMITTEE

Upon the proposal of Cllr Atkins, seconded by Cllr Law, the minutes of the Highways, Traffic & Planning Committee meeting held on 11th August 2021 were approved.

Cllr Atkins reported that the planning application for 45 houses on the Square Field site had been submitted in August 2021, the outcome of which was expected in November 2021. He advised that the developers of the Square Field site had attended the committee's meeting on 8th September 2021. Cllr Atkins reported that the committee had resolved to support the Square Field planning application subject to concerns about the safety of the access to the site being addressed. Cllr Atkins advised that he, Cllr Singleton and the Clerk had met with Mr Andrew Griffith MP on 2nd September 2021 to discuss the Square Field & Rotherlea developments. He reported that following the meeting, the developers of Rotherlea had contacted the council and a meeting would take place on Thursday 23rd September 2021.

140/21 OPEN SPACES COMMITTEE

Upon the proposal of Cllr Copus, seconded by Cllr Desai, the minutes of the Open Spaces Committee meeting held on 4th August 2021 were approved.

The Clerk reported that the committee had resolved to replace the taps at the four allotment sites with double check valve taps to meet water regulations requirements. She advised that a water fountain and bottle filling station was being purchased for installation in Rosemary Gardens, that the committee was researching options for a toilet facility at Hampers Green and that five wooden benches around the parish would soon be cleaned and treated.

141/21 FARMERS MARKET

Cllr Copus & Cllr Singleton agreed to marshal at the market on 25th September 2021. Cllr Desai & Cllr Singleton agreed to put the traffic cones out to highlight the parking bay suspensions on Friday 24th September 2021. The Council considered the long-term future of the market and under the proposal of Cllr Singleton, seconded by Cllr Desai, it was unanimously resolved to appoint Food Rocks as the Council's Farmers Market contractor on the basis that the Council would receive 10% of the stalls income and that all monthly fixed costs would be paid for by Food Rocks. The Chairman asked the Clerk to draft a service level agreement for the Council's perusal.

142/21 TRAFFIC

Cllr Scallon reported that he had received a response from Mr C Stark at West Sussex County Council regarding the council's proposed 20mph traffic regulation order application. He advised that Mr Stark's email included a response from Sussex Police in which they advised the application would need to exclude North Street (unless the council could identify suitable physical traffic calming measures) and Angel Street beyond The Angel Inn. Cllr Scallon reported that he had previously been advised that traffic calming measures were not suitable for these areas of the town hence the council was caught in a "catch 22" situation. Cllr Scallon advised that he had drafted a letter to be sent to the Chief Constable of Suffolk Police and to Mr Andrew Griffith MP. The Chairman asked the Clerk to circulate the letter to the council for consideration and feedback. Cllr Scallon presented his thoughts on the West Sussex County Council Transport Plan consultation. He advised Councillors to review page 69 of the document should they wish to review the Council's proposals most relevant to Petworth. Cllr Scallon reported that the main issue that had been missed through the plan is Heavy Goods Vehicles. Cllr Scallon asked the Clerk to collate Councillors' feedback and submit the council's feedback.

143/21 TO RECEIVE UPDATES FROM WORKING PARTIES AND OUTSIDE GROUPS

- a) **Petworth Business Association (PBA)** – Cllr Desai reported that the PBA would have an AGM in October 2021. She advised that they were preparing for the live windows competition as part of the town's Christmas Event and that they were producing a map to promote the Christmas Event entertainment. Cllr Desai reported that the PBA had produced an updated version of the town map.
- b) **Infrastructure Business Plan** – Cllr Atkins reported that the Clerk had sent a reminder requesting project update reports from the working group members and she was organising a date for the next meeting.
- c) **Petworth Visitors** – There was no update.

- d) **New Premises** – Cllr Copus reported that Cllr J Duncton was assisting with the council’s efforts to secure space in Petworth Library. The Clerk advised that a meeting would be held with Mr Gareth Edwards, Library Manager for Petworth, upon his return from annual leave. Cllr Frossard suggested the Clerk look into submitting a community right to bid on the library.
- e) **Community Hub** – There was no update.
- f) **Planting & Horticulture** – Cllr Hewlett thanked the council for the gift she had been presented with at the start of the meeting. She reported that the weather had been challenging and that the planters would be trimmed back in the near future. Cllr Hewlett advised that the planters for the War Memorial were in stock and would be delivered soon. She reported that the planters for the back alley were still out of stock and that the plants and bulbs for the winter and spring had been ordered. Cllr Hewlett advised that Mr C Marsh had been watering the town’s planters and hanging baskets and that the baskets would be taken down when the Christmas lights were put up. She reported that she had met with Mr F Lucas of the Leconfield Estate to discuss how they could support the town’s planting & horticulture programme and that the Piet Oudolf film had been shown in the Leconfield Hall to fundraise for Petworth In Bloom. Cllr Hewlett advised that an autumn tidy up day would take place soon, with the involvement of the Petworth Business Association. She reported that the awards ceremony for In Bloom 2021 would be taking place by Zoom on 17th September 2021 from 10am – 12pm and she invited Councillors to watch the awards in the Town Council office.
- g) **Leconfield Hall** – There was no update.
- h) **Petworth Heritage Partnership** – There was no update.
- i) **Christmas Event** – Cllr Desai reported that the working group had decided there would not be a procession or lights switch on at the event on the 4th December 2021 to ease congestion given the ongoing impact of COVID-19. She advised that there would be an informal light switch on involving Lord Egremont and pupils from Petworth Primary School when the tree is erected on Sunday 21st November 2021. Cllr Desai reported that the installation of trackway on Hampers Common to enable cars to park there during the event had been explored but due to the cost, this could not be implemented. She advised 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. Cllr Desai reported that the Petworth Business Association would produce a Christmas map to include advertising which would generate some revenue. She advised that the number of stalls at the Christmas market would reduce to 40 in 2021 for COVID-19 reasons and that the price of each stall would increase by £5.
- j) **Petworth Park Sports** – There was no update.
- k) **The Queen’s Platinum Jubilee 2022** – Cllr Fynes reported that the working group had met to discuss plans for the Queen’s Platinum Jubilee which would take place from the 2nd to 5th June 2022. She advised that they are exploring the installation of a big screen in the Market Square or Rosemary Gardens to show the “Platinum Party at the Palace” taking place at Buckingham Palace on Saturday 4th June 2022. Cllr Fynes reported that the working group is also looking at organising an event for families on Sunday 5th June 2022 and the installation of a memorial bench, to be sited on the area beside the Post Office at the bottom of Lombard Street.

The Chairman advised that the next Full Council meeting would be held on Thursday 21st October 2021.

Meeting closed 8.32pm.

Signed (Chairman) Date.....