



Petworth Town Council

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**A MEETING OF PETWORTH TOWN COUNCIL TOOK PLACE ON THURSDAY 18TH
NOVEMBER 2021 AT THE LECONFIELD HALL, PETWORTH, COMMENCING AT
7PM**

MINUTES

PRESENT

Cllr S Atkins	Cllr J Law
Cllr H Desai	Cllr N Fox
Cllr P Hewlett	Cllr J Fynes
Cllr S Frossard	Cllr D Burden
Cllr J Thorpe	Cllr M Peet
Cllr C Sproson	

Also present was Cllr J Duncton (West Sussex County Councillor) & Cllr E Lintill (Chichester District Council Leader) for agenda item 7 & Laura Smith (Town Clerk).

159/21 CHAIRMAN'S ANNOUNCEMENTS

In the absence of the Chairman & the Vice Chairman, Cllr Atkins agreed to chair the meeting. He requested mobile phones were turned off and pointed out the fire exit.

160/21 APOLOGIES FOR ABSENCE

Cllr E. Singleton, Cllr A Copus, Cllr C Kemp & Cllr J Scallon.

161/21 DECLARATIONS OF INTEREST

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

162/21 MINUTES OF LAST MEETING

Upon the proposal of Cllr Burden, seconded by Cllr Thorpe, the minutes of the Full Council meeting held on 21st October 2021 were approved as an accurate record and signed as such by the Chairman.

163/21 MATTERS ARISING

There were no matters arising from the minutes of 21st October 2021 that were not covered elsewhere in the agenda.

164/21 PUBLIC PARTICIPATION SESSION

There was no adjournment of the meeting for public questions.

165/21 REPORT FROM DISTRICT AND COUNTY COUNCILLORS

Cllr Lintill reported that Chichester District Council had launched the Chichester Youth Hub, which supports 18-24 year olds to gain the skills and confidence they need to enter the working world. She advised that through working with local businesses, The Chichester Youth Hub supported clients into finding employment, work experience, apprenticeships or Kickstart roles. Cllr Lintill reported that the

Kickstart programme was a Government scheme that provides young people with six months paid work placements to gain key skills and experience that will help them to find long-term employment.

Cllr Lintill advised that the first stage of a project to increase the amount of much-needed short stay accommodation for people facing homelessness had been completed, with three refurbished flats ready for use. She reported that work was progressing well at the Freeland Close site, which would provide a further 17 flats.

Cllr Lintill advised that more than 8,000 free trees would be planted in the Chichester District over the winter as part of a scheme to increase tree planting across the district. She reported that the scheme, which was funded by The Department for Environment, Food and Rural Affairs (DEFRA), is testing ways to increase tree coverage in rural and urban areas. Cllr Lintill advised that Chichester was one of five local authorities in England taking part in the £2.5 million tree planting pilot.

Cllr Lintill reported that there was an upcoming exhibition, Brick Wonders, which opens on 4th December 2021 and runs until 5th June 2022. She advised that Brick Wonders takes visitors on a global journey of wonders old and new, recreated from 500,000 LEGO Bricks. Beginning with the seven wonders of the ancient world, the exhibition includes sights such as the Grand Canyon, Old London Bridge, the International Space Station and an installation of the Great Barrier Reef – complete with underwater lighting and sound effects.

Cllr Lintill reported that Petworth Vision was progressing the Chichester District Council part-funded creation of a dedicated website for the Petworth Heritage Partnership, with the design of the logo. She advised that the website would be going live in mid November 2021. Cllr Lintill reported that the partnership comprised the following organisations: St Mary's Church, United Reformed Church, The Leconfield Hall, Sacred Heart Church, The Old Railway Station, Petworth & District Community Association, Petworth Vision CIC, The Petworth Society, Petworth Business Association and the Petworth Town Band. Cllr Lintill advised that the aim is to promote the organisations together on one dedicated website to help showcase Petworth's large number of heritage sites in a more efficient way, encourage greater community engagement and increase visitor numbers. Cllr Lintill reported that the ongoing maintenance of the new website would be funded by donations raised during the Heritage Weekends and throughout the year.

Cllr Lintill advised that Petworth Vision was also progressing the Chichester District Council part-funded scheme of setting up and running computer training at the United Reformed Church for residents of Petworth and the surrounding areas. She reported that it was being presented as an IT café and training ranges from online banking and shopping, to using Zoom and Skype and IT security. Cllr Lintill advised that the sessions run every Tuesday morning and were scheduled to finish in September 2022. She reported that the IT café was being promoted through Facebook, Instagram, leaflets, the Petworth Business Association website and an article in the Midhurst & Petworth Observer.

Cllr Lintill reported that on Sunday 7th November 2021 between 10am and 3pm Chichester city centre welcomed for the first time a new quality street market featuring local designers and producers. She advised that the Cross Market had been created by the council's Events and Promotions Officer and organised by their Farmers' Market Co-ordinator. Cllr Lintill reported that the market delivered on the increased demand for more varied types of events across the district and supported the objectives of the council's adopted Events Strategy published in 2020. She advised that one of the main features of the event was to showcase the 'traders of tomorrow'. Cllr Lintill reported that the council teamed up with Chichester and Brinsbury Colleges to offer students an opportunity to sell their products along with a variety of other stall holders. She advised that there was also a choice of street food and entertainment.

Cllr Lintill reported that vulnerable households across the country would be able to access a new £500m support fund to help them with essentials over the coming months as the country continues its recovery from the pandemic. She advised that the new Household Support Fund would support millions of households in England and would be distributed by councils in England, who know their

local areas best and can directly help those who need it most, including for example, through small grants to meet daily needs such as food, clothing, and utilities. Cllr Lintill reported that cash would be made available to Local Authorities in October 2021. She advised that Chichester District Council was working with West Sussex County Council on the criteria for the scheme who are responsible for the administration of the Household Support Fund. Cllr Lintill reported that as soon as the scheme had been developed, Chichester District Council's website would be updated to reflect this.

Cllr Lintill advised that information was available on the Chichester District Council detailing how residents may benefit from financial support and / or check that they are receiving everything they are due.

Cllr Lintill reported that Chichester District Council's public toilets had been recognised as some of the most accessible in the country. She advised that overall, Chichester District Council was ranked fourth in the country which was really pleasing, because public toilets were important especially to those who have particular medical conditions, older people, those who are pregnant and parents with young children.

Cllr Lintill reported that Chichester District Council was running their Support Local campaign again over the Christmas period, along with partners across the district, including the Observer series and V2 Radio. She advised that as part of the campaign, Chichester District Council had announced that they would be introducing a package of parking incentives in council owned car parks to further support local businesses during the Christmas period.

Cllr J Duncton reported that the A285 remained closed at Duncton and advised that it was hoped that one lane would be open in early December with the whole road open again before Christmas. She reported that the first of West Sussex County Council's children's homes that had been refurbished was open. Cllr Duncton advised that two children's homes located in Worthing were also ready with the refurbishment of two children's homes located in Crawley expected to begin soon. She reported that the new Fire Station at Broadbridge Heath was nearer to a start date and advised that it would provide a training Station for other Fire Stations to make use of and also be a part of the County Council's income. Cllr Duncton advised that together with District and Borough Councils, the County Council had been taking care of refugees. She reported that the District and Boroughs provide housing with the County Council providing social services and education. Cllr Duncton advised that trading standards had prosecuted 3 rogue traders in the building trade, with sentences issued. She reported that there had been several OFSTED inspections of the County Council's children's services with the most recent inspection highlighting improvement. Cllr Duncton reported that the County Council was working towards a minimum rating of good. She advised that the South Downs National Park Authority had purchased the Seven Sisters Country Park and reported that improvements of the site were moving forwards. Cllr Duncton reported that the County Council was not expecting too many cuts in services for 2022/23 however they were hoping for some fairer funding from the Government to assist with the following year's budget.

Cllr Desai expressed her concern regarding a Facebook post made by Cllr Duncton following the recent Bonfire & Fireworks event at Hampers Green which included "Pity I didn't see Town Councillors there but maybe they were". Cllr Desai advised that Councillors had been at the event and that Councillors had also been putting the Christmas lights up in town that weekend and installing the shelf and leaflet holders in the telephone box at The Old Bakery. She also suggested that Cllr Duncton's Facebook post could be seen as divisive, suggesting that organisations should aim to work collaboratively for a common purpose. Cllr Atkins advised that although he wasn't at the event, he had helped build the bonfire. Cllr Thorpe reported that she had been unable to attend the Bonfire event for personal reasons and suggested that it was not possible for Councillors to be at every event because they may have things going on in their lives preventing this. Cllr Duncton apologised if her Facebook post had caused any offence and advised that she had not seen any Town Councillors at the Bonfire event.

Cllr Duncton & Cllr Lintill left the meeting.

166/21 FINANCE AND GENERAL PURPOSES COMMITTEE

Upon the proposal of Cllr Fox, seconded by Cllr Frossard, the minutes of the F&GP Committee meeting held on 19th October 2021 were approved.

Cllr Fox reported that at the 7 month point of the year 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 58% which was in line with the anticipated run rate for the time of year. He advised that the most recent full year forecast showed that the council would have a small surplus at the end of the 2021/22 financial year. Cllr Fox reported that the sales income was in a good position with all payments for the allotments, Christmas Event and the Farmers Market received. He advised that the committee had reviewed the first draft of the 2022/23 budget with the second draft to be considered at the December committee meeting. Cllr Fox reported that the committee had considered a grant application from UK Harvest and resolved that it could not be supported as the Council's grants budget had almost been expended. He advised that the committee had also considered a grant application submitted by Petworth Cottage Nursing Home for a contribution towards Highways signage and resolved that the Nursing Home should have County Council approval for their project before a grant application could be considered. Under the proposal of Cllr Burden, seconded by Cllr Hewlett, it was unanimously resolved to approve an invoice for £632.19 received from Etherington & Spicer for the installation of 17 double check valves on the allotment taps, for payment. Under the proposal of Cllr Atkins, seconded by Cllr Burden, it was unanimously resolved to purchase "peace, hope and joy" Christmas decorations from Steeple Graphics at a cost of £640.

167/21 HIGHWAYS, TRAFFIC AND PLANNING COMMITTEE

Upon the proposal of Cllr Atkins, seconded by Cllr Hewlett, the minutes of the Highways, Traffic & Planning Committee meeting held on 13th October 2021 were approved.

The Chairman reported that the planning application for the Angel Hotel had been approved and he advised that the Town Council had been misquoted in an online article written by the Midhurst & Petworth Observer. The Chairman advised that the Council's objection was based solely upon safety concerns regarding the proposed vehicle access point. The Clerk advised that following a complaint made to the Midhurst & Petworth Observer regarding the misquote, they had removed reference to the Town Council on their online article however she reported that the Editor had not responded to the council's request for a correction and apology to be published.

168/21 OPEN SPACES COMMITTEE

Upon the proposal of Cllr Atkins, seconded by Cllr Desai, the minutes of the Open Spaces Committee meeting held on 6th October 2021 were approved.

Cllr Peet reported that a working party had installed the new sign, leaflet holders and shelf in the phone box at the Old Bakery. He advised that the committee was waiting for a third quote for works on the towers at the play area on Hampers Common before a recommendation would be made to the Finance & General Purposes committee. Cllr Atkins reported that the skatepark project had been discussed by the committee and the Clerk reported that representatives of the council would be meeting with Petworth Vision on 23rd November to discuss a potential collaboration to identify and secure land for infrastructure projects in the Town.

169/21 CORRESPONDENCE RECEIVED FROM PETWORTH PRIMARY SCHOOL

The council considered letters received from pupils of Maple Class at Petworth Primary School regarding litter in the town and the request for a free cycle shop. Following discussion it was agreed that Cllr Atkins would invite representatives of the class to attend the January 2022 Full Council meeting to share their thoughts further with the council.

170/21 TO RECEIVE UPDATES FROM WORKING PARTIES AND OUTSIDE GROUPS

a) **Petworth Business Association (PBA)** – Cllr Desai reported that Ms S Matson had recently been appointed as the Chairman of the PBA for another year. She advised that the PBA had held a networking event on 17th November 2021 which had been well attended and included fundraising for two charities. Cllr Desai reported that the PBA and its members were busy preparing for the Christmas period.

b) **Infrastructure Business Plan** – Cllr Atkins reported that the application for Community

Infrastructure Levy funding for works in the Leconfield Hall had been successful and advised that the Hall had been awarded £20,000. The Clerk reported that the annual call for infrastructure projects has opened and would close on the 28th February 2022. Cllr Akins asked the Clerk to organise a meeting of the Infrastructure Business Plan working group in order to identify which projects would be submitted for CIL funding in 2022.

- c) **Petworth Visitors** – The Clerk reported that the working party had installed the shelf, leaflet holders and leaflets in the phone box and she advised that a further leaflet holder had been ordered. Cllr Sproson advised that she had promoted the phone box visitors’ information point on BBC Radio Sussex.
- d) **New Premises** – The Clerk advised that a meeting would be held with Mr Gareth Edwards, Library Manager for Petworth, and other representatives from WSCC on 19th November 2021.
- e) **Community Hub** – Cllr Thorpe reported that the helpdesk had reopened and advised that it would be operating remotely until a facility suitable to accommodate a community hub had been identified. Cllr Frossard suggested the Community Hub working group could work up a list of the services available to Petworth residents in order to signpost them based on their needs.
- f) **Planting & Horticulture** – Cllr Hewlett reported that the planting of bulbs in outlying areas was underway and being supported by volunteers from the community garden and pupils in Maple Class at Petworth Primary School. She advised that pupils at Willow Class would be joining Petworth in Bloom volunteers in planting bulbs at South Grove during the week commencing 22nd November 2021 and would plant a willow tree sapling she had donated to the school. Cllr Hewlett reported that the troughs and planters around the town were being replaced with multi coloured tulips, daffodils and winter bedding plants. She advised that the Petworth in Bloom banner had been erected on the railings at the Old Nat West Bank. Cllr Hewlett reported that the steel planters for the side of the Leconfield Hall and behind the public conveniences had arrived and would be placed in their locations over the coming days, replacing the old planters which would be destroyed. She advised that the quotation for the summer 2022 planting scheme had been sent to the Clerk and Cllr Copus for consideration at the December 2021 committee meetings. Cllr Hewlett reported that the three trees that had been rescued from the Shimmings footpath were ready to be planted. She advised that one of the trees had died and suggested that the other two trees should be planted in Rosemary Gardens. Councillors unanimously supported Cllr Hewlett’s suggestion to plant both trees in Rosemary Gardens. Cllr Hewlett reported that once the troughs and bulbs have been planted this autumn, she would be working with representatives from the Sylvia Beaufoy Centre and Petworth Primary School to develop plans for a tree planting scheme, to include a tree for the Queen’s Platinum Jubilee. She advised that Petworth in Bloom has an Instagram account which was being manned by one of the volunteers and had 422 followers. Cllr Hewlett reported that in order to be more environmentally friendly, it had been decided that laminated posters advertising Petworth in Bloom activities would no longer be distributed around the town instead being promoted through social media, email and displays in shop windows and notice boards. She advised that the next town clear up would take place on 3rd December 2021 and encouraged Councillors to participate.
- g) **Leconfield Hall** – Cllr Peet reported that the Leconfield Hall was showing 4 films per week and advised that National Theatre and Opera performances would be shown in the near future. He advised that the Hall had updated its terms and conditions which would affect the pricing structure for some groups and would be communicated to users in January 2022.
- h) **Petworth Heritage Partnership** – Cllr Fox reported that the partnership had not met since the Heritage Day. Cllr Fynes advised that the Partnership’s new website was up and running.

- i) **Christmas Event** – Cllr Desai reported that plans for the Christmas Event were on track and advised that the tree would be delivered on the 19th November 2021 and decorated on 20th December 2021. She reported that the Christmas lights had been put up around the town, that Cllr Scallon was still looking for volunteers to help steward throughout the event and that paid stewards would be in place at the National Trust car park to supervise the parking there from 4pm. Cllr Desai advised that pupils from Petworth Primary School and Lord Egremont would participate in an informal lights switch on at 5pm on the 20th December 2021. She reported that the St Edmund’s Fair would be officially opened and closed on the 20th December 2021, a requirement of that event despite there being no activities provided as part of the Fair this year. Cllr Desai advised that the entertainment for the Christmas Event had been organised and that live window displays would take place later in the day, during the event.

- j) **Petworth Park Sports** – Cllr Peet reported that the Sports & Physical Activity working group had met on the 25th November 2021 and agreed that the governance of Petworth Park Sports must be prioritised in order to achieve the council’s objectives at the sports ground.

- k) **The Queen’s Platinum Jubilee 2022** – Cllr Fynes reported that the working group had not met since the last Full Council meeting and she advised that enquiries continue to be made.

171/21 NEXT FULL COUNCIL MEETING (Information Only)

The Chairman advised that the next Full Council meeting would be held on Thursday 20th January 2022.

Meeting closed 8.05pm.

Signed (Chairman) Date.....