



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 20TH JANUARY 2022 AT THE LECONFIELD HALL, PETWORTH, COMMENCING AT 7PM

MINUTES

PRESENT

Cllr E. Singleton	Cllr A Copus
Cllr S Atkins	Cllr J Law
Cllr H Desai	Cllr C Sproson
Cllr P Hewlett	Cllr J Fynes
Cllr S Frossard	Cllr M Peet
Cllr J Thorpe	

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).

01/22 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed those present to the first meeting of 2022. She requested mobile phones were turned off and pointed out the fire exit. The Chairman advised that a resident of North Street had asked to pay for the purchase and ongoing maintenance of one of the new seats to be sited along the Shimmings Path, in memory of her son. All those present at the meeting unanimously agreed to allow the resident to pay for the purchase and ongoing maintenance of one of the seats to be installed along the path.

02/22 APOLOGIES FOR ABSENCE

Cllr D Burden, Cllr C Kemp, Cllr N Fox & Cllr J Scallon.

03/22 DECLARATIONS OF INTEREST

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

04/22 MINUTES OF LAST MEETING

Upon the proposal of Cllr Singleton, seconded by Cllr Copus, the minutes of the Full Council meeting held on 18th November 2021 and the Extraordinary Council Meetings held on 1st December 2021 & 14th December 2021 were approved as an accurate record and signed as such by the Chairman.

05/22 MATTERS ARISING

There were no matters arising from the minutes of 18th November 2021, 1st December 2021 & 14th December 2021 that were not covered elsewhere in the agenda.

06/22 PUBLIC PARTICIPATION SESSION

The meeting was suspended in order to receive a presentation from the Mr J Galvin, Ms R Harris and three children from Petworth Primary School. The children raised concern regarding the amount of litter around the parish and suggested more freecycling opportunities are made available for residents. Cllr

Lintill asked if she could visit the school to discuss the children's ideas further in order to explore whether Chichester District Council could support their efforts. The Chairman asked the children to design some posters which could be used around the parish and she suggested the school could provide a freecycling stall at the Farmers Market. Cllr Duncton advised that she would submit a press release to the Midhurst & Petworth Observer to promote the children's presentation to the council meeting.

The Chairman thanked the children and their teachers for their presentation and the meeting reconvened at 7.21pm.

07/22 REPORT FROM DISTRICT AND COUNTY COUNCILLORS

Cllr Duncton reported that her written report had been submitted to the Clerk and circulated to the council. There were no questions regarding Cllr Duncton's report.

Cllr Lintill reported that the vaccination programme in the area had been going very well and a high proportion of people had already received their booster. She advised that getting vaccinated was the best defence against Covid-19, especially the Omicron Variant. Cllr Lintill reported that she would appreciate the council's help in making people aware that if they do not have access to transport to get to their vaccination appointment, then free transport was available. She advised that the NHS transport co-ordination team could be contacted on 01444 275008 or by emailing vaccinations@sussexct.org.uk.

Cllr Lintill reported that in December 2021, Chichester District Council worked with the NHS to enable them to expand their vaccination centre at the Northgate car park, which helped them to increase delivery by 400 vaccinations a day, increasing capacity to 2,800 a week. She advised that colleagues from Sussex Community NHS Foundation Trust had written to thank the council and in particular, the staff who went above and beyond to make the expansion happen at pace.

Cllr Lintill reported that the Government had informed Chichester District Council that they would be allocated £2.8 million to distribute in rates relief to those businesses who did not qualify for Extended Retail Relief, for example factories or offices. She advised that two further schemes had been announced: Omicron Hospitality and Leisure and the third tranche of the Additional Restrictions Grant. Cllr Lintill reported that they expected the Extended Retail Relief and Omicron Hospitality and Leisure schemes to go live imminently, followed by the Additional Restrictions Grant scheme shortly thereafter. She advised that the details and application process for all three schemes would be available at <https://www.chichester.gov.uk/businessratesannouncements>.

Cllr Lintill reported that as the weather gets colder and the nights darker, it was really important that we all look out for vulnerable neighbours, family and friends. She advised that Chichester District Council was encouraging everyone to keep an eye out for anyone who might be alone or need some extra support. She suggested that a friendly face could make a huge difference but making sure that people are warm and safe was also important, particularly at the time of year when the temperature drops and there is a risk of severe weather. Cllr Lintill reported that one of the schemes that Chichester District Council had introduced to help keep people warm and well was the Chichester Warm Homes Initiative. She advised that the scheme was for residents on low income living in a property with poor energy efficiency. Cllr Lintill reported that the initiative could contribute towards the installation of an efficient heating system, as well as loft and wall insulation. She asked that if the council knew of anyone who might benefit from the Warm Homes Initiative, they encouraged them to get in touch with the delivery partners by visiting <https://arunchichestercab.org.uk/contact-us/energy-2021> or calling 01243 974063.

Cllr Lintill reported that residents would see an increase in energy bills over the coming months due to a rise in the wholesale cost of gas. She advised that Chichester District Council had been making people aware that if they are on a low income the Government's Warm Home Discount could save £140 off their electric bill. Cllr Lintill reported that residents should check with their electricity provider to see if they are eligible. She also advised that further details about the scheme could be found at <https://www.gov.uk/the-warm-home-discount-scheme> and residents could get help with their application at: <https://arunchichestercab.org.uk/contact-us/energy-2021>. Cllr Lintill reported that the

web page also provided further advice for people who were be worried about their energy costs or would like to know how to reduce their home energy consumption.

Cllr Lintill reported that Chichester District Council was continuing to support West Sussex County Council with the Community Hub. She advised that the important service was available to those who were struggling to access food, medicine and essential supplies and she reported that the team could be contacted on 03302227980 or at www.westsussex.gov.uk/covid19communityhub.

Cllr Lintill asked the council to refer residents to Chichester District Council's help with finances web page at www.chichester.gov.uk/helpwithfinances advising that the page lists the support available should someone be struggling to pay their bills or rent, or if they have had changes in their income. Cllr Lintill reported that the web page included a link to a free benefits calculator www.entitledto.co.uk/benefits-calculator, which provided people with an estimate of their entitlement to benefits, tax credits and Universal Credit.

Cllr Lintill reported that in January 2022, Chichester District Council would be launching some new communications around energy efficiency measures people could take in their homes. She advised that the District Council had developed a range of messages and visuals which councils across the county also intended to use.

Cllr Lintill advised that following the success of the inaugural cross market/event in November 2021 Chichester District Council had announced 3 more dates for 2022 in March, August and October, with the August market to run alongside the 3rd annual Summer Street Party after feedback from visitors who wanted the event moved to a weekend. She reported that the District Council would continue their partnerships with Chichester College and Petworth Pop-Up and would be working to grow the market even more with further partnerships, more traders, more street food and more entertainment.

Cllr Lintill reported that the Environment Act 2021 finally received Royal Assent on 9th November 2021. She advised that it was an umbrella Act and much of the detail would be in secondary legislation or statutory guidance. Cllr Lintill reported that the Environment Act 2021 would set long-term environmental targets for the key areas in the Act; waste and resource efficiency, air quality, water, nature and biodiversity. She advised that the Government was expected to consult on the targets in Spring 2022 and announce them late in 2022. Cllr Lintill reported that the Act required the Government to produce an Environmental Improvement Plan (EIP), setting out the steps to improve the environment and achieve the targets. She advised that public bodies would report annually on performance towards the targets, with the Government reviewing the EIP every 5 years. Cllr Lintill reported that a new office, the "Office for Environmental Protection" (OEP) would provide governance through advice, scrutiny and enforcement. She advised that the requirements of key areas in the Act that impact Chichester District Council were;

- 1) Waste: The long-term target was as yet unknown. A weekly food waste collection. The Government had announced in their Net Zero Carbon Strategy that £295million of capital funding would be made available for local authorities to bring in food waste collection by 2025. Local authorities must ensure there is less confusion for residents about what they can recycle. The implications of this are that the council might have to collect different waste streams separately. A charge can now be imposed on single-use items made from any material, not just plastic.
- ii) Air Quality: Two new legally binding air quality targets will be introduced – PM2.5 (fine particulate matter) and a 15-year target (as yet unknown). Changes to the Clean Air Act to address emissions from domestic burning in Smoke Control Areas, smoke from chimneys, fixed boilers and industrial plant. In our new draft AQAP, CDC is examining the options of declaring a Smoke Control Area for Chichester.
- iii) Nature and Biodiversity: A new legally binding target to halt the decline of species by 2030 (detail as yet unknown). Local areas will need a Local Nature Recovery Strategy (LNRS) with a duty for a broad range of groups to work together to deliver priorities for nature recovery, including a local habitat map, a statement of biodiversity priorities, habitat and species priorities for recovering or enhancing biodiversity. Biodiversity Net Gain (BNG) is where developers must provide a minimum 10% BNG as a condition of planning permission for new developments. A biodiversity credits system will be introduced and a register maintained. Improved protection for ancient woodland, including a

new category of long- established woodlands with revised guidance to planners.

iv) Water: The Act introduces measures to enhance resilience of water and wastewater; improved collaboration to manage supply and demand, deliver resilience against droughts and facilitate environmental improvement. The key bodies this work relates to are; Southern Water, the Environment Agency and OFWAT, however, given the water issues in the harbour, the council will follow this area with interest. There is a new statutory duty on sewage undertakers to secure a progressive reduction in the adverse impacts of discharges from storm overflows. Adverse impacts include reducing adverse impacts on the environment and on public health. It should be noted that this duty relates to storm overflows and not the sewerage system as a whole. The council will continue to monitor legislation and guidance as it emerges and will update the Environment Panel as appropriate.

Cllr Lintill advised that the Chichester District Council grants panel had approved the provision of grants for local councils to support with events to commemorate the Queen's Platinum Jubilee. She asked the council to inform St Mary's Church of their plans for the Platinum Jubilee.

Cllr Peet thanked Cllr Duncton for making various points on behalf of the local community at a recent meeting with West Sussex County Council's Valuation & Estates Manager regarding the land to the East of Petworth Primary School.

The Chairman thanked Cllr Duncton & Cllr Lintill for their attendance. Cllr Duncton gave her apologies for the Full Council meeting on 17th February 2022. Cllr Duncton & Cllr Lintill left the meeting at 7.36pm.

08/22 FINANCE AND GENERAL PURPOSES COMMITTEE

Upon the proposal of Cllr Copus, seconded by Cllr Singleton, the minutes of the F&GP Committee meetings held on 16th November 2021 & 14th December 2021 were approved.

Cllr Copus reported that at the 9 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 74.6% which was in line with the assumed run rate for the time of year. He advised that the most recent full year forecast showed that the council would have a surplus of £4,930 at the end of the 2021/22 financial year however he reported that this figure was likely to increase to circa £10,000 as it was expected that the forecasted traffic costs would not be incurred. Under the proposal of Cllr Copus, seconded by Cllr Peet, it was unanimously resolved to move £4,000 from the farmers market ear marked reserve to the Rosemary Garden wall ear marked reserve. Under the proposal of Cllr Copus, seconded by Cllr Frossard, it was unanimously resolved to instruct Apples & Pears Trees & Landscaping Ltd to reduce the height of the hedge at Grove Street allotments to its original height at a cost of £445, to instruct Traditional Stone Restoration Ltd to build a new seat surround along the Shimmings Path at a cost of £6,080.71 (actual cost to the council of £2,026.90 as the remaining £4,053.81 would be paid for by the Leconfield Estate and the residents of The Hermitage), to purchase 3 fixing kits from Streetmaster Furniture at a cost of £69, to instruct Valens Water to undertake the compliance testing of the bottle filler in Rosemary Gardens at a cost of £830 per year and to instruct the Cumbria Clock Company to undertake the annual servicing of the church clock at a cost of £185 per year. Cllr Copus reported that Petworth Park Sports were undertaking a makeover of the pavilion at the sports ground which was likely to cost circa £30,000. He advised that he and the Chairman of Petworth Park Sports had met with the Planning Project Management Officer of the South Downs National Park Authority who had encouraged Petworth Park Sports to submit a Section 106 funding application for the remaining Section 106 funds available to Petworth, which he advised was £11,100.70. Under the proposal of Cllr Copus, seconded by Cllr Peet, it was unanimously resolved that Petworth Town Council would contribute £5,000 to the cost of the pavilion makeover if the £11,100.70 Section 106 funds were not approved for the project.

09/22 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 10th November 2021 & 9th December 2021 were approved. The Chairman reported that there were no significant planning applications in the system and he advised that the volume of applications was down on the previous year by approximately 40%.

10/22 OPEN SPACES COMMITTEE

Upon the proposal of Cllr Peet, seconded by Cllr Atkins, the minutes of the Open Spaces Committee meeting held on 3rd November 2021 & 1st December 2021 were approved.

Cllr Peet reported that a working party had installed the information sign and the A4 leaflet holders in the phone box at the Old Bakery. He advised that the committee was developing drawings for a proposed portaloo to be sited in Hampers Green cemetery.

11/22 2022/2023 BUDGET

Cllr Copus presented the budget for the 2022/2023 financial year. He reported that the Finance & General Purposes committee have considered the budget in great detail and following 4 drafts, a final budget detailing a band D increase of 8.13% is recommended to Full Council for approval. Under the proposal of Cllr Copus, seconded by Cllr Singleton and unanimously approved, Full Council adopted the 2022/2023 budget which included a precept of £145,736.

12/22 TO RECEIVE UPDATES FROM WORKING PARTIES AND OUTSIDE GROUPS

- a) **Petworth Business Association (PBA)** – Cllr Desai reported that the PBA had held a networking event on 20th January 2022 which had been well attended. She advised that the PBA was preparing for the events taking place within the town over the coming months.
- b) **Infrastructure Business Plan** – Cllr Atkins reported that a meeting had taken place with representatives from West Sussex County Council, from Petworth Vision, from Petworth Town Council and with Mr A Griffith MP to better understand the County Council's intended use for the land to the East of Petworth Primary School and potential for incorporation of projects detailed in the Infrastructure Business Plan. He advised that the County Council had informed the meeting that they were not prepared to let the green space be used in case they needed to use it in the future. Cllr Atkins reported that the County Council appeared to be open to incorporate the field in to the development on the site to the South in order to provide community facilities as part of the new development. The Clerk advised that Mr S Knight of the Leconfield Estate had not responded to the council's letter dated 1st December 2021 in which the council & Petworth Vision requested a meeting to discuss the purchase of Leconfield Estate land in order to site facilities for the local community. Cllr Atkins agreed to coordinate a sketch plan to illustrate co-located Infrastructure Business Plan projects on a single site. It was agreed that the council would write directly to Lord Egremont to request a meeting whereby the purchase of Leconfield Estate land in order to facilitate the delivery of the infrastructure projects could be discussed. Cllr Atkins asked the Clerk to organise a meeting of the Infrastructure Business Plan working group at which the development of projects within the IBP could be considered and the working group members updated regarding the recent meeting with the County Council.
- c) **Petworth Visitors** – The Chairman advised that she would organise a meeting of the working group within the next month.
- d) **New Premises** – The Clerk advised that a meeting would be held with Mr Gareth Edwards, Library Manager for Petworth, on 25th January 2022. She reported that a meeting regarding the council's community right to bid application would be held with Mr David Hyland, Community Engagement Manager, on 25th January 2022.
- e) **Community Hub** – Cllr Frossard advised that there was one volunteer able to assist with the helpdesk since it had reopened. The Clerk reported that she had not received any requests for helpdesk support since the previous full council meeting.
- f) **Planting & Horticulture** – Cllr Hewlett reported that January was a quiet month for gardening and planting, but advised that the working group had continued to keep the beds and planters tidy and where they had looked a little sad, have added additional pansies etc. Cllr Hewlett reported that she had been away since before Christmas but had been informed that the bulbs were coming up and that the town would soon have a lovely spring display. She advised that in the meantime the working group had been investigating the best tree to plant for the Queen's Platinum Jubilee and

where to plant it, suggesting a variety of flowering cherry. Cllr Hewlett informed the meeting that the tree needed to be planted in the next 2 months if it was to thrive otherwise she advised leaving the planting of the tree until the autumn, which would mean that it could not be considered for the in Bloom entry. Cllr Hewlett suggested planting a tree on the mound in Rosemary Gardens advising that it would need constant care and irrigation which was a consideration as to where it should be planted. She advised that another suggestion had been to plant the tree by the ladies toilets or somewhere in the carpark, but she suggested this would require a raised bed and permission from Chichester District Council which she didn't feel could be obtained or the bed built in the timescale. Cllr Hewlett reported that she would visit tree nurseries to select a tree for the Platinum Jubilee and also possible trees or shrubs for planting in other areas, which need consideration i.e. on the bank at the bottom of Pound Street car park and the bank to the right of the entry to Sylvia Beaufoy car park. She advised that in February 2022, the working group would submit the town council's entry into Petworth in Bloom 2022.

- g) **Leconfield Hall** – Cllr Peet reported that the upstairs makeover of the Leconfield Hall had been well received and had generated lots of use. He advised that the Trustees were considering what improvements should take place to the ground floor of the Leconfield Hall.
- h) **Petworth Heritage Partnership** – There was no update.
- i) **Christmas Event** – Cllr Desai reported that the Christmas Event had been a great success. She advised that a wash up meeting had taken place and that a survey would be included in the spring edition of Petworth Pages. Cllr Desai reported that switching on the lights in advance of the Christmas Event worked well for the town centre businesses who enjoyed a constant flow of customers throughout the day. She suggested working with the organisers of the St Edmund's Fair again in December 2022 to handover from one event to the next. Cllr Copus reported that the Christmas Event was forecast to generate the budgeted surplus of £2,000.
- j) **Petworth Park Sports** – Cllr Peet reported that Mr D Harbert had been appointed to the board of Petworth Park Sports and advised that he would be responsible for the food and beverage operation at the pavilion. He reported that Petworth Park Sports were undertaking various improvements to the pavilion in order to create a more welcoming environment and to encourage more residents to become members of the clubs based at the sports ground.
- k) **The Queen's Platinum Jubilee 2022** – Cllr Fynes reported that plans to commemorate the Queen's Platinum Jubilee in June 2022 were being developed and included the installation of a seat at the bottom of Lombard Street, the lighting of a beacon in Rosemary Gardens on the 2nd June, the streaming of the "Platinum Party at the Palace" on a big screen in Market Square on the 4th June and a Big Jubilee Lunch in Rosemary Gardens on 5th June. It was agreed that Cllr Fynes would include a save the date regarding these events in the spring edition of Petworth Pages.
- l) **Farmers Market** – Cllr Peet advised that he would put the cones out to highlight the parking bay suspensions for the January market. The Clerk advised that Food Rocks South were advertising for a Market Manager as the previous incumbent had some health issues.
- m) **Traffic** – In the absence of Cllr Scallon, the Clerk advised that following extensive and helpful discussions and meetings throughout 2020 and 2021, with West Sussex County Council Highways and Sussex Police, the council has been advised that most of North Street and Angel Street do not meet the National and County guidelines for a 20 mph Zone. She reported that any application that includes North Street and Angel Street would be rejected or modified to exclude these roads. The Clerk advised that there was overall support for a 20mph Zone restricted to just the town center. She reported that Cllr Scallon suggests the council prepares a revised application using the

Community Highways Scheme (CHS). Which would include a request that an exception to guidelines should be made for North Street and Angel Street to be included in the zone. She advised that exceptions to guidelines could be made at a County Council level in exceptional circumstances, but Highways and Police officials are obliged to follow guidelines and do not have authority to grant exceptions. All were in agreement to proceed as advised and suggested by Cllr Scallon.

13/22 NEXT FULL COUNCIL MEETING (Information Only)

The Chairman advised that the next Full Council meeting would be held on Thursday 17th February 2022.

Meeting closed 8.52pm.

Signed (Chairman) Date.....