



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 17TH FEBRUARY 2022 AT PETWORTH TOWN COUNCIL, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH COMMENCING AT 7PM

MINUTES

PRESENT

Cllr E. Singleton	Cllr A Copus
Cllr S Atkins	Cllr J Law (from 7.30pm)
Cllr H Desai	Cllr N Fox
Cllr P Hewlett	Cllr J Thorpe
Cllr S Frossard	Cllr M Peet

Also present were two members of the public, Cllr E Lintill (Chichester District Council Leader) for agenda item 7 & Laura Smith (Town Clerk).

14/22 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed those present to the meeting. She requested mobile phones were turned off and pointed out the fire exit.

15/22 APOLOGIES FOR ABSENCE

Cllr D Burden, Cllr J Fynes, Cllr C Kemp, Cllr J Scallon, Cllr C Sproson & Cllr J Dunton (West Sussex County Councillor).

16/22 DECLARATIONS OF INTEREST

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

17/22 MINUTES OF LAST MEETING

Upon the proposal of Cllr Singleton, seconded by Cllr Atkins, the minutes of the Full Council meeting held on 20th January 2022 were approved as an accurate record and signed as such by the Chairman.

18/22 MATTERS ARISING

There were no matters arising from the minutes of 20th January 2022 that were not covered elsewhere in the agenda.

19/22 PUBLIC PARTICIPATION SESSION

The meeting was suspended in order to receive a presentation from a representative of St Mary's Church. They Church requested the council pay for the electricity supply to a new defibrillator which was to be sited outside the Church. Cllr Copus advised that the council's policy was to support community groups through grants for capital items & one off spend. He queried whether electricity was required for the defibrillator and advised the Church to research further, with the assistance of the Town Clerk.

The Chairman thanked the members of the public for their presentation and the meeting reconvened at

7.25pm.

20/22 REPORT FROM DISTRICT AND COUNTY COUNCILLORS

Cllr Lintill reported that 2022 was expected to be quite a year for the district. She advised that not only was it the Queen's Platinum Jubilee, but residents could also look forward to an exciting season of events, performances, live entertainment and community projects through CultureSpark.

Cllr Lintill informed the council that the District had launched a £10,000 funding pot to help communities commemorate the Platinum Jubilee. She advised that Parish Councils could apply for grants of up to £250 to pay for lasting tributes such as tree planting, street furniture and equipment for celebrations that could be reused.

Cllr Lintill reported that the Freeland Close project, which would provide much needed short stay accommodation for people facing homelessness, was progressing really well and was hoped to be ready for occupation towards the end of March 2022.

She advised that the District Council's Cabinet considered some really interesting projects at their meeting on 1st February 2022. Cllr Lintill reported that one of the projects was a pilot scheme to support young people across the District who had been adversely impacted by the pandemic. She advised that the council's adult social prescribing scheme had been so successful that Officers were recommending the council funds a two year pilot project to support young people aged 13- 19. Cllr Lintill reported that the project would run from April 2022, would be managed & funded by the council, with financial support also coming from Hyde Housing Association and Clarion Housing Association.

Cllr Lintill advised that the waste collection, street cleaning and parks teams were continuing to face considerable challenges due to the amount of staff affected by the pandemic and the measures they had put in place to keep the staff as safe as possible. She reported that Chichester District Council was one of a few across the country that had continued to deliver these services without disruption throughout the pandemic. Cllr Lintill advised that the council fully intended to try and continue with their normal high standards of delivery, but were asking residents to understand if their collections, street cleaning or parks maintenance had been affected.

Cllr Lintill reported that the opening hours for customers at East Pallant House were changing. She advised that from Monday 7th February 2022, the customer services centre would be open to visitors from 9am until 4pm, Monday to Friday with phone lines continuing to operate from 9am until 5pm Monday to Friday.

The Chairman thanked Cllr Lintill for her attendance.

There was no report from Cllr Duncton.

21/22 TOWN TWINNING

The council considered an email from the Mayor of Ranville. Cllr Fox and Cllr Lintill advised the council of the history of Petworth's twinning with Ranville and the considerable time and effort required to run a successful Twinning committee. Cllr Thorpe suggested the council seek the views of the community in order to make an informed decision on whether a new Petworth Twinning committee could be set up.

Cllr Lintill left the meeting at 7.34pm.

22/22 FINANCE AND GENERAL PURPOSES COMMITTEE

Cllr Copus reported that at the 10 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 under the flat 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 £9,000 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

some of the forecasted costs would not be incurred. Under the proposal of Cllr Copus, seconded by Cllr Fox, it was unanimously resolved to instruct GS Pest Control to deal with the moles at Tillington Road allotments at a cost of £225. Under the proposal of Cllr Copus, seconded by Cllr Hewlett it was unanimously resolved to pay Business Stream £50.72 for the water supply at the council office from October 2021 – February 2022. Under the proposal of Cllr Copus, seconded by Cllr Peet, it was unanimously resolved to instruct Muckle LLP to complete the governance review of Petworth Park Sports at a cost of £4,500. Cllr Copus reported that costs for the Platinum Jubilee events being organised by the working group had been considered at the Finance & General Purposes committee on Tuesday 15th February 2022 and advised that they were within the approved budget. Under the proposal of Cllr Copus, seconded by Cllr Fox, it was unanimously resolved to approve a contract with Cloudy IT to provide IT licenses, security and support as per quote number 2126 and to remove the Websecure Business software from the Council's iPads at a cost of £450.

23/22 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 12th January 2022 were approved.

The Chairman reported that there were no significant planning applications in the system and he advised that the council's planning application for Trump Alley had been considered at the meeting on 9th February 2022.

24/22 OPEN SPACES COMMITTEE

Upon the proposal of Cllr Peet, seconded by Cllr Desai, the minutes of the Open Spaces Committee meeting held on 13th January 2022 were approved.

Cllr Peet reported that the committee had produced drawings for a proposed portaloo to be sited in Hampers Green cemetery and advised that a planning application would be made once feedback on the drawings had been received from the toilet supplier. He reported that the committee had received a report of moles at Tillington Road allotments which was being addressed. Cllr Peet advised that the council would not undertake any maintenance of the grounds along the Shimmings Path until a written agreement had been received from the Leconfield Estate and considered by the committee. He advised that a safety rail had been installed on Hampers Common to ensure the health & safety of it's users, particularly children using the play area.

25/22 INFRASTRUCTURE BUSINESS PLAN

Cllr Atkins reported that a meeting of the Infrastructure Business Plan working group took place on 9th February 2022. He advised that the working group had reviewed the project list and presented the 6 shovel ready projects which would be submitted for Community Infrastructure Levy funding during the application window which was open until 28th February 2022. The Clerk reported that £20,000 of CIL funding had been awarded to the Leconfield Hall in 2021 and that since February 2020, £36,344.74 of Section 106 community facilities funding had been awarded to projects in Petworth. Cllr Atkins advised that the council would undertake a review of the town's Neighbourhood Plan during the 2022/2023 financial year.

26/22 THE QUEEN'S PLATINUM JUBILEE

Cllr Desai advised that the Platinum Jubilee working group had developed some exciting plans to commemorate the Queen's Platinum Jubilee. She reported that a beacon lighting event would take place in Rosemary Gardens on Thursday 2nd June 2022, that the Party in the Palace would be shown on a big screen in Market Square on Saturday 4th June 2022 and that a Big Lunch event would take place in Market Square on Sunday 5th June 2022. Cllr Desai advised that concessions had been booked to provide food and drink at all 3 events with the Sylvia Beaufoy Centre raising funds by providing refreshments on the 2nd June and the scouts raising funds by providing refreshments in the Leconfield Hall on the 4th June. She informed the council that volunteers from Petworth & District Community Association would provide free refreshments from the Leconfield Hall on the 5th June. Cllr Desai requested the support of Councillors at all events and advised that as Market Square would be closed on the 4th & 5th June, she would welcome Cllr Scallon's assistance in organising marshals to manage the traffic flow through the town centre. She advised that the Leconfield Hall planned on showing the Queen's coronation over the course of the bank holiday weekend. The Clerk reported that the seat to be installed at the bottom of Lombard Street had been ordered and advised that the

Leconfield Estate had agreed to install the seat free of charge. She informed the meeting that Cllr Hewlett was organising a commemorative tree which would be planted in Rosemary Gardens and she reported that a grant application for £250, to pay for the tree, had been submitted to Chichester District Council.

27/22 PETWORTH PARK SPORTS GROUND

Under the proposal of Cllr Thorpe, seconded by Cllr Copus, it was unanimously resolved to submit a grant application to the Sport England Queen's Platinum Jubilee Activity Fund to assist with the cost of installing outdoor gym equipment at Petworth Park Sports Ground. Cllr Peet agreed to attend a meeting with the Chairman of Petworth Park Sports and a representative of the National Trust, on 22nd February 2022, to discuss the new lease of the sports ground and request landowner's consent to install the outdoor gym equipment. Cllr Thorpe reported that Tillington & Petworth Stoolball Club were likely to fold due to a lack of volunteers to assist with the running of the club. She advised that she had asked representatives of Petworth Park Sports whether they could provide any support to the stoolball club, so they could continue to operate. Cllr Peet reported that Petworth Park Sports was undertaking a makeover of the pavilion, works for which would soon start and were estimated to complete within 8 weeks.

28/22 USE OF HAMPERS COMMON FOR GOODWOOD VINTAGE CYCLE RACE

The Chairman reported that the council had received a request to use Hampers Common to provide refreshments for those taking part in the vintage cycle rally event Goodwood are running on 7th August 2022. Under the proposal of Cllr Singleton, seconded by Cllr Copus, it was unanimously resolved to allow use of Hampers Common free of charge if refreshments were to be provided at no cost, or for a nominal fee if cyclists and / or spectators were being charged for the refreshments.

29/22 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 16th February 2022 at which they received a performance from Petworth Players. She advised that a representative of Petworth Society was giving a talk at the Leconfield Hall on 18th February 2022 at 7.30pm. Cllr Desai reported that the PBA was developing their links with community groups and working towards providing young people with apprenticeship opportunities at businesses in the parish. She advised that the PBA had received a presentation regarding the Shopappy digital platform from Chichester District Council.
- b) **Petworth Visitors** – There was no update.
- c) **New Premises** – The Chairman reported that she and the Clerk met with West Sussex County Council's Head of Libraries & Heritage at which they were advised that a decision on whether the council could move to Petworth Library would be made in the summer of 2022.
- d) **Community Hub** – There was no update.
- e) **Planting & Horticulture** – Cllr Hewlett reported that the planting & horticulture working group had met on 16th February 2022. She advised that the spring bulbs were coming up around the town and that she had ordered 5 faux lead troughs to be sited at the War Memorial. Cllr Hewlett reported that the working group was developing designs for wildflowers to be planted at the Pound Street car park bank and the Sylvia Beaufoy Centre car park. She announced that Petworth had been nominated in to the national Britain in Bloom competition, advising that Petworth was one of 6 entries in the small towns category for 2022. Cllr Hewlett advised that the town would be judged twice; once in July and once in August. She requested the support of the council to ensure the town was well presented for the judging and advised that she would also be asking the town centre businesses to provide their support. Cllr Peet asked Cllr Hewlett to consider planting at the front of the pavilion in Petworth Park sports ground. The Clerk asked Cllr Hewlett to confirm if Mr C Marsh would undertake the council's watering of plants and hanging baskets in 2022.
- f) **Leconfield Hall** – Cllr Peet reported that the Trustees were considering what improvements should take place to the ground floor of the Leconfield Hall and were determining the cost of the

project.

- g) **Petworth Heritage Partnership** – Cllr Fox reported that the Heritage Partnership had met on 16th February 2022 to review the 2021 Heritage weekend and develop plans for the 2022 event.
- h) **Farmers Market** – Cllr Peet advised that the market was at capacity in terms of stalls in January 2022. The Clerk reported that Food Rocks had confirmed their manager had returned to good health and was scheduled to attend the February 2022 market.
- i) **Traffic** – Under the proposal of Cllr Copus, seconded by Cllr Frossard, it was unanimously resolved to award a grant of £1,200 to the Petworth Cottage Nursing Home to assist with the costs of traffic signage and markings on the highway. Cllr Copus advised that payment for the grant would be made after 1st April 2022.

30/22 NEXT FULL COUNCIL MEETING (Information Only)

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

Meeting closed 8.43pm.

Signed (Chairman) Date.....