



Petworth Town Council

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A MEETING OF PETWORTH TOWN COUNCIL TOOK PLACE ON THURSDAY 17TH MARCH 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 D Burden
Cllr H Desai	Cllr N Fox
Cllr P Hewlett	Cllr J Thorpe
Cllr S Frossard	Cllr M Peet (from 7.46pm)
Cllr J Fynes	Cllr J Scallon
Cllr C Sproson	

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

31/22 CHAIRMAN'S ANNOUNCEMENTS

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

32/22 APOLOGIES FOR ABSENCE

Cllr J Law & Cllr C Kemp.

33/22 DECLARATIONS OF INTEREST

Cllr Fynes declared an interest in the Petworth Town Band grant application to be considered under agenda item 8.

34/22 MINUTES OF LAST MEETING

Upon the proposal of Cllr Singleton, seconded by Cllr Copus, the minutes of the Full Council meeting held on 17th February 2022 were approved as an accurate record and signed as such by the Chairman.

35/22 MATTERS ARISING

- i) The Chairman advised that as a result of an article in the spring 2022 edition of Petworth Pages in which the council encouraged members of the public to contact the Clerk should they be interested in being part of a new Town Twinning working group, one member of public had offered to participate.
- ii) The Chairman reported that the refreshments provided on Hampers Common during the Vintage Cycle Race would be free of charge to cyclists with spectators asked to pay for food and beverage. Under the proposal of Cllr Scallon, seconded by Cllr Copus, it was unanimously resolved to encourage Market Town Developments to make a voluntary donation to a charity supporting those who are affected by the conflict in Ukraine, rather than charging a hire fee for use of Hampers Common.

36/22 PUBLIC PARTICIPATION SESSION

The meeting was suspended in order to receive a presentation from Ms K Chessman & Mr D Sneller of the Sylvia Beaufof Centre. Ms Chessman & Mr Sneller updated the council on the recent improvements to the Centre building, the opportunities provided to young people who live in and around Petworth, their awards evening on 7th April 2022, the partnership they have developed with the Petworth Business Association to help young people find local employment, their school holiday activities and the recruitment of an additional full time Youth Worker who would start employment at the Sylvia Beaufof Centre in May 2022.

The Chairman thanked Ms Chessman & Mr Sneller for their presentation and the meeting reconvened at 7.27pm.

37/22 REPORT FROM DISTRICT AND COUNTY COUNCILLORS

Cllr Lintill reported that Chichester District Council had finalised its budget for 2022/23 and advised that no services would be cut. She advised that she would send a written report regarding the District's budget to the Clerk for circulation to the council.

Cllr Lintill reported that the District Council had opened new accommodation for the homeless which provided excellent facilities.

Cllr Lintill advised that she had spoken with Officers regarding the council's request to replace the damaged dog bin at Hampers Common with a general waste bin. She reported that due to staffing issues, the District Council would prefer to repair the dog bin rather than replace it with a general waste bin. Cllr Lintill advised that the dog bin could be replaced in the future. Cllr Copus asked if the council would be charged for both the repair and the replacement, in due course. Cllr Lintill confirmed that she would speak further with Officers and come back to the council.

Cllr Desai reported that the Petworth Foodbank was running low on supplies and asked Cllr Lintill whether she could provide them with any support. Cllr Lintill advised that the Foodbank was not a District Council responsibility however she would speak with the District Council's PR department to see if they could assist with some promotion.

Cllr Duncton reported that she had circulated a link to the County Council's website where details of refugee resettlement in West Sussex could be found.

Cllr Copus asked Cllr Duncton if she had a discretionary fund which could be used to support the services & events the Town Council provides for the residents of Petworth. Cllr Duncton advised that she no longer had a discretionary fund for these purposes.

The Chairman thanked Cllr Lintill & Cllr Duncton for their attendance.

Cllr Lintill & Cllr Duncton left the meeting at 7.36pm.

38/22 FINANCE AND GENERAL PURPOSES COMMITTEE

Upon the proposal of Cllr Copus, seconded by Cllr Frossard, the minutes of the Finance & General Purposes Committee meetings held on 18th January 2022 & 15th February 2022 were approved. Cllr Copus reported that at the 11 month point of the year the net income over expenditure including movement to & from the general reserves was £39,885. He advised that the most recent full year forecast showed that the council would have a surplus of £9,941 at the end of the 2021/22 financial year however he reported that this figure was likely to decrease to £5,000 after accruals had been actioned. Under the proposal of Cllr Copus, seconded by Cllr Fox, it was unanimously resolved to approve the following upcoming costs:

- i) £186.60 to Anderson Rowntree to carry out the conveyancing on the new lease of Petworth Park Sports Ground.
- ii) £3,350 to LED Screen Hire to hire a screen for the Platinum Jubilee event on Saturday 4th June 2022.
- iii) £10.99 to purchase 10 black arm bands from Amazon UK.
- iv) £30 to Southern Regalia to purchase 10 black mourning rosettes.
- v) £95 to Royal Images to purchase a framed photo of Queen Elizabeth II.
- vi) £50 to Petworth Ukraine Relief to assist with the costs of printer ink & paper.
- vii) £200 to Cllr Hewlett to purchase stationery for Petworth in Bloom 2022.
- viii) £539.25 to Hampshire Flag Company for 500m of Union Jack bunting.

Under the proposal of Cllr Copus, seconded by Cllr Singleton, it was unanimously resolved to approve a contract with SSE Energy Solutions to provide electricity for street lighting from 1st April 2022 for a period of 36 months.

Under the proposal of Cllr Copus, seconded by Cllr Atkins, it was unanimously resolved to pay an invoice for £648 received from Apples & Pears Trees & Landscaping & an invoice for £145.36 received from SSE.

Under the proposal of Cllr Copus, seconded by Cllr Hewlett, it was unanimously resolved to purchase a Starter Kit that could be used by the Petworth Community Speedwatch group from the Community Speedwatch Shop at a cost of £479.98.

Under the proposal of Cllr Scallon, seconded by Cllr Copus, it was resolved to provide a grant of £500 to the Petworth Town Band to assist with the cost of uniforms for the Band's new members.

Under the proposal of Cllr Copus, seconded by Cllr Desai, it was unanimously resolved to open a 1 year Business Bond with Hampshire Trust Bank or with another Bank if they are offering better terms. The Clerk asked Cllr Copus to advise when he wanted her to action this resolution.

39/22 HIGHWAYS, TRAFFIC AND PLANNING COMMITTEE

Upon the proposal of Cllr Atkins, seconded by Cllr Frossard, the minutes of the Highways, Traffic & Planning Committee meeting held on 9th February 2022 were approved.

The Chairman reported that there were no significant planning applications in the system. He advised that a letter had been received from a resident of Sheepdown Drive complaining about dangerous parking in the area. The Chairman reported that the Clerk had requested a meeting with a representative of West Sussex County Council highways department to discuss the complaint and other highways related matters. The Clerk advised that she had requested Chichester District Council's Enforcement Officer undertake regular patrols in the area to ensure parking restrictions are enforced, thereby maintaining the public's health & safety.

40/22 OPEN SPACES COMMITTEE

Upon the proposal of Cllr Peet, seconded by Cllr Atkins, the minutes of the Open Spaces Committee meeting held on 2nd February 2022 were approved.

Cllr Peet reported that the committee had submitted a planning application to site a portable toilet in the Petworth Cemetery, at Hampers Green. The Clerk advised that Petworth Builders had been unable to carry out the repairs to the play area at Hampers Common in February 2022. She reported that the works had been scheduled for the week commencing 4th April 2022.

41/22 NEIGHBOURHOOD PLAN REVIEW

Cllr Atkins reported that he had requested a quote from Nexus Planning to undertake a review of the Neighbourhood Plan. He advised that the review was likely to cost in excess of £12,000. Cllr Atkins suggested that the Infrastructure Business Plan working group be used as a vehicle to undertake the initial stages of the review of the Neighbourhood Plan. Cllr Atkins advised that he would circulate the quote and overview of the process to be followed to the council, when he had received the details from Nexus Planning.

42/22 PETWORTH PARK SPORTS GROUND LEASE

Cllr Copus reported that the National Trust had incorporated feedback from Petworth Town Council and Petworth Park Sports and produced a final draft of the lease. He advised that Anderson Rowntree were undertaking the conveyancing work on behalf of the council. Cllr Copus asked the Clerk to circulate the final draft of the lease to all Councillors so they could review the document.

43/22 FARMERS MARKET

The Clerk reported that the 6-month review with the council's contractor, Food Rocks South, was due. It was agreed that Cllr Desai & Cllr Peet would represent the council at the meeting, with the Clerk taking the minutes. The Clerk agreed to organise the review meeting. It was agreed that the Farmers Market would be a standing item on the Open Spaces committee's agenda. Cllr Scallon agreed to put the cones out for the March 2022 market, on Friday 25th March.

44/22 ANNUAL TOWN MEETING

The Chairman reported that the Annual Town Meeting would take place in the Leconfield Hall on 28th April 2022. It was agreed that presentations would be given by the Chairman of the council and the Chairman of the Finance & General Purposes committee. Cllr Scallon suggested community groups could be invited to set up tables in the Hall from which they could distribute information about their club or group and encourage the public to get involved. Cllr Frossard offered to organise the meeting and to invite the community groups to attend. She asked the Clerk to send her the contact details for the community groups.

Cllr Burden left the meeting at 8.51 pm.

45/22 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 March 2022. She advised that the PBA's next networking meeting would include young people from the Sylvia Beaufoy Centre, where opportunities for local employment would be discussed.
- b) **Petworth Visitors** – There was no update.
- c) **New Premises** – There was no update.
- d) **Community Hub** – Cllr Desai advised that the Petworth Ukraine Relief group had co-ordinated the collection & distribution of supplies which had been transported to help those in need as a result of the crisis in Ukraine. She reported that aid continued to be collected and would be made available to refugees who are offered housing in Petworth and the surrounding villages.
- e) **Planting & Horticulture** – Cllr Hewlett submitted the below written report:

“Earlier this month, Mike, Maggie and I| chose a tree for the jubilee, a white flowering cherry which was planted last Saturday in Rosemary Gardens. It is intended that it should have a plaque and have a celebration, to mark the event, perhaps on the Queen's birthday, if we can get a plaque made in time.

All the flower beds in Rosemary Gardens have been tidied, pruned and weeded and John Riddell donated and delivered a full trailer load of mulch which has been spread on all the beds. Three crab apples have also been planted in the garden.

Unfortunately, there has been quite a bit of vandalism in the town. The bark of one of the trees has been damaged, shrubs damaged, litter thrown about, the plaque for one of the trees removed and no one can find it.

On top of this, racist graffiti was sprayed on the telephone box, the water fountain filled with soil, planters have been kicked in in Rosemary Gardens and in the town square and daffodils and

plants pulled out of the troughs and thrown about, which is soul destroying and very down heartening.

For those who don't know, Petworth in Bloom has entered the regional In Bloom competition with the hope of achieving gold again and has been nominated and selected by the RHS for the national Britain in Bloom finals, representing the south and south- east of England: a tremendous accolade and a tremendous amount of work! Judging includes the whole town and is not just horticulturally based. The committee are in contact with the numerous groups in the town, including the National Trust and the Leconfield Estate, encouraging businesses to tidy up their frontages, seeking more volunteers for planting, weeding, watering and holding fundraising events. We are also seeking donations and sponsorship so that we can make this a truly momentous event.

We are also working alongside the Community Garden to reinstate the Secret Gardens, closed for the last 2 years because of Covid and are working on our judging route around the town. We are asking everybody to be mindful of litter, graffiti, street weeds, fly posting, damaged paving stones, areas that need painting... to be involved in promoting our town and making it truly beautiful. We are also attending seminars to meet our judges and pick up hints!

Dates for your diary, for the coming month....

2nd April afternoon - placing and filling new troughs at the War memorial. Bashing up old barrel planters, filling with compost and cleaning the site.

9th April - Town Clean Up from 9am onwards, so we look lovely for Easter visitors!"

- f) **Leconfield Hall** – Cllr Peet reported that the Chairman of the Charity was unwell which had slowed progress in some areas. Cllr Desai asked whether tickets to events at the Leconfield Hall could be purchased in person. Cllr Peet advised that this was not possible however it would be explored for bigger events taking place at the Hall in the coming months.
- g) **Petworth Heritage Partnership** – Cllr Fox reported that there had not been a meeting of the Petworth Heritage Partnership since the last Full Council meeting.
- 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** – Cllr Scallon reported that an article regarding the proposed 20 mph zone had been included in the spring 2022 edition of Petworth Pages. He advised that a Community Highway Scheme application had been submitted and an acknowledgement received. Cllr Scallon reported that the application had requested a departure from the County Council's speed limit policy and the outcome should be decided towards the end of 2022. He advised that should the application be successful, it would likely take 2 years to implement any designs.
- j) **Petworth Park Sports** – Cllr Thorpe reported that the pavilion at the sports ground was undergoing a big renovation to revamp the facility and encourage more use by the community. She advised that grant applications to assist with the cost of the works had been submitted and that the review of the governance of Petworth Park Sports was ongoing.

46/22 NEXT FULL COUNCIL MEETING (Information Only)

The Chairman advised that the next Full Council meeting would be held on Thursday 14th April 2022.

Meeting closed 9.30pm.

Signed (Chairman) Date.....