



# Petworth Town Council

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12<sup>th</sup> May 2022

To All Town Councillors

**YOU ARE HEREBY SUMMONED TO A MEETING OF THE ANNUAL MEETING OF THE PETWORTH TOWN COUNCIL TO BE HELD ON THURSDAY 19<sup>TH</sup> MAY 2022 AT PETWORTH TOWN COUNCIL, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH, COMMENCING AT 7pm.**

**Laura Smith**  
Clerk

## AGENDA

- 1. ELECTION OF CHAIRMAN**  
To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.
- 2. ELECTION OF VICE-CHAIRMAN**  
To elect the Vice Chairman of the Council and to receive the Vice Chairman's Declaration of Acceptance of Office.
- 3. CHAIRMAN'S ANNOUNCEMENTS**  
Reminder about mobile phones and request Councillors review their declaration of interest forms and if necessary, update them no later than 31<sup>st</sup> May 2022.
- 4. APOLOGIES FOR ABSENCE**
- 5. DISCLOSURE OF INTERESTS**  
Councillors are reminded of their responsibility to declare any disclosable pecuniary and nonpecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.
- 6. MINUTES OF LAST MEETING**  
To approve and sign minutes of the Council Meeting held on 14<sup>th</sup> April 2022 (Appendix 1).
- 7. MATTERS ARISING**

To consider matters arising from the meeting not already on this agenda.

**8. SQUARE FIELD PRESENTATION**

To receive an update from the developers of the Square Field site.

**9. PUBLIC PARTICIPATION SESSION**

Adjournment of the meeting for public questions

Public Questions. Members of the public may ask the Chairman for permission to address Council with respect to:

(a) items not on the agenda.

**Please be advised that a request should be submitted no less than 48 hours prior to the meeting.**

(b) about business on the agenda at the discretion of the Chairman.

Meeting re-convened

**10. DISTRICT AND COUNTY COUNCILLORS**

To receive reports from West Sussex County Councillor, Cllr Janet Duncton and District Councillor, Cllr Eileen Lintill.

**11. APPOINTMENT TO COMMITTEES - 2022/23**

To appoint Members to the following three committees:

- Finance and General Purposes - minimum 5 members
- Traffic and Planning – minimum 5 members
- Open Spaces - minimum 5 members

**12. APPOINTMENT TO WORKING PARTIES - 2022/23**

To appoint the membership of the following working parties:

- Staffing Group
- Farmers Market
- Petworth Visitors
- Christmas Event
- New Premises
- Traffic
- Community Hub
- Planting & Horticulture
- Infrastructure Business Plan
- Sports & Physical Activity

**13. APPOINTMENT TO OUTSIDE BODIES AND LIAISON GROUPS - 2022/23**

To appoint representatives (or nominate trustees, as appropriate) to the following outside bodies:

- Petworth Business Association
- Petworth Park Sports
- Leconfield Hall
- Petworth Heritage Partnership

**14. FINANCE AND GENERAL PURPOSES COMMITTEE**

To accept the minutes of the meeting of 12<sup>th</sup> April 2022 (Appendix 2). Cllr Copus to inform the council of any specific issues that arose at the Finance & General Purposes meeting on 17<sup>th</sup> May 2022 and to seek Council approval for any required unbudgeted expenditure.

**15. PUBLISHING OF THE NOTICE OF EXERCISE OF PUBLIC RIGHTS**

To agree to publish the notice of exercise of public rights for the year ending 31<sup>st</sup> March 2022.

**16. PUBLISHING OF THE 2021/22 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR)**

To agree to publish the 2021/22 AGAR.

- 17. HIGHWAYS, TRAFFIC AND PLANNING COMMITTEE**  
To accept the minutes of the meeting of 13<sup>th</sup> April 2022 (Appendix 3). Cllr Atkins to inform the members of any specific applications or planning related information from the Planning meeting on 11<sup>th</sup> May 2022.
- 18. OPEN SPACES COMMITTEE**  
To accept the minutes of the meeting of 6<sup>th</sup> April 2022 (Appendix 4). Cllr Peet to inform the council of any specific issues that arose at the Open Spaces meeting on 12<sup>th</sup> May 2022.
- 19. PETWORTH PARK SPORTS GROUND LEASE**  
To review the draft 10-year lease of Petworth Park Sports Ground.
- 20. PLATINUM JUBILEE EVENTS**  
To finalise plans for the Platinum Jubilee events in Petworth.
- 21. RECEIVE UPDATES FROM WORKING PARTIES AND OUTSIDE GROUPS**
  - a) **Petworth Business Association** - Cllr Desai
  - b) **Petworth Visitors** - Cllr Singleton
  - c) **New Premises** – Cllr Copus
  - d) **Community Hub** – Cllr Thorpe
  - e) **Planting & Horticulture** – Cllr Hewlett
  - f) **Leconfield Hall** – Cllr Peet
  - g) **Petworth Heritage Partnership** – Cllr Fox
  - h) **Traffic** – Cllr Scallon
  - i) **Petworth Park Sports** – Cllrs Thorpe & Peet
- 22. NEXT FULL COUNCIL MEETING (Information Only)**  
The next meeting of the Town Council is scheduled to be held on Thursday 16<sup>th</sup> June 2022.