



# Petworth Town Council

The Old Bakery, Golden Square,  
Petworth,  
West Sussex, GU28 0AP  
Tel: 01798 344883

[clerk@petworth-tc.gov.uk](mailto:clerk@petworth-tc.gov.uk)

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**A MEETING OF PETWORTH TOWN COUNCIL TOOK PLACE ON THURSDAY 14<sup>TH</sup> APRIL 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 Fynes
Cllr P Hewlett	Cllr J Thorpe
Cllr S Frossard	L Smith (Town Clerk)

### 47/22 CHAIRMAN'S ANNOUNCEMENTS

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

### 48/22 APOLOGIES FOR ABSENCE

PTC Cllrs J Law, H Desai, N Fox, D Burden, J Scallon, M Peet & C Kemp.  
Cllr E Lintill (Chichester District Council Leader) & Cllr J Dunton (West Sussex County Councillor).

### 49/22 DECLARATIONS OF INTEREST

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

### 50/22 MINUTES OF LAST MEETING

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

### 51/22 MATTERS ARISING

There were no matters arising from the minutes of 17<sup>th</sup> March 2022 that were not covered elsewhere in the agenda.

### 52/22 PUBLIC PARTICIPATION SESSION

There were no members of the public present who wished to make a representation to the Council.

### 53/22 REPORT FROM DISTRICT AND COUNTY COUNCILLORS

There were no reports from the District & County Councillors.

### 54/22 FINANCE AND GENERAL PURPOSES COMMITTEE

- i) Upon the proposal of Cllr Copus, seconded by Cllr Singleton, the minutes of the Finance & General Purposes Committee meeting held on 15<sup>th</sup> March 2022 were approved.
- ii) Cllr Copus reported that the 2021/2022 financial year accounts would be finalised by Rialtas Business Solutions on the 11<sup>th</sup> May 2022 and advised that a surplus of circa £11,000 had been forecast.

- iii) Cllr Copus reported that the electrical works required at the sports ground pavilion would cost more than had been budgeted for. He advised that the increased cost of the works had been identified once the refurbishment project had commenced and suggested that community use of the pavilion was likely to increase once the improvements had been implemented. Cllr Copus reported that due to a potential Petworth Park Sports cash flow issue as a result of grants for the pavilion makeover not being paid until the completion of the refurbishment project, the Chairman of Petworth Park Sports had requested the Council's support with the cost of the electrical works. He advised that the Finance & General Purposes committee had considered this request and subsequently asked Petworth Park Sports for the original quotes for the electrical works, an itemised quote for the revised work & to clarify whether Petworth Park Sports would pay for equipment for community users of the sports ground should the Council use the budget earmarked for this purpose to pay for the electrical works as part of the refurbishment project. Cllr Copus reported that Petworth Park Sports had not submitted this information. Under the proposal of Cllr Copus, seconded by Cllr Fynes, it was unanimously resolved to loan Petworth Park Sports £5,000 for up to 3 months at zero interest.
- iv) Under the proposal of Cllr Copus, seconded by Cllr Hewlett, it was resolved to provide a grant of £200 to Victim Support (Sussex Area) to assist with their work in Petworth.

#### **55/22 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 9<sup>th</sup> March 2022 were approved.

The Chairman reported that there were no significant planning applications in the system and that he had not been made aware of any updates regarding the Square Field development.

#### **56/22 OPEN SPACES COMMITTEE**

Upon the proposal of Cllr Copus, seconded by Cllr Atkins, the minutes of the Open Spaces Committee meeting held on 2<sup>nd</sup> March 2022 were approved.

Cllr Copus reported that repairs had taken place on the play area tower at Hampers Common. Cllr Atkins offered to paint the wood of the tower and it was agreed that a working party would visit the site to undertake an inspection of the recent works.

#### **57/22 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 some queries remained which he would follow up with Anderson Rowntree & the National Trust. It was agreed that once the lease had been finalised, a review of the license in place with Petworth Park Sports should take place.

#### **58/22 ANNUAL TOWN MEETING**

Cllr Frossard reported that the Annual Town Meeting which would take place in the Leconfield Hall on 28<sup>th</sup> April 2022 had been organised. She advised that 12 community organisations would attend to promote the opportunities they provide for the residents of Petworth, with 2 additional organisations also hoping to participate. Cllr Frossard reported that she would put posters up around the town and in the shops to promote the meeting. She asked Councillors to assist during the evening, advising that they should attend from 6pm.

#### **59/22 PROPOSAL FOR A GROUNDSMAN**

Cllr Frossard provided the following report:

“Over the past few weeks it has been necessary for the Clerk to request logistical assistance and authorization to fund unbudgeted minor works around the town. This is a two-fold process involving both the spend and the resource to carry out the works.

PTC's Financial Regulations (Section 4.5) cover authorization for the Clerk to deal with emergency repairs, without prior permission from the Council, but still the logistics of finding a councillor or contractor able to deal with an immediate problem were a challenge.

In the case of non-emergency minor repairs there are further challenges. Finding a councillor to carry out the works or, if it is necessary to hire a contractor, then to obtain quotes and obtain authorization for the spend (Financial Regulations Section 4.1).

My proposals seek to simplify the process in both respects for non-emergency, minor works and repairs. Under Proposal 1a, if the right person is found then I am of the opinion this will result in incurring less costs than if a specialist contractor is the only option. It will certainly save the time and administrative cost of always obtaining three quotes and presenting these to council for each, relatively minor piece of work. Proposal 1b seeks to cut down delays in getting minor works completed.

## **PROPOSALS**

1. To delegate authority to the Clerk, in the event that voluntary assistance is not available, to effect minor, non-emergency works and repairs through either:
  - a. engaging the services of a self-employed/sole trader groundsman who can be called upon regularly to carry out such repairs as the Clerk deems necessary with no requirement to obtain three quotes.
  - b. (in the event that the groundsman is unable to carry out the works) obtaining three quotes for minor works and repairs and to appoint a contractor without recourse to the council.
2. To allocate £1,000 for 2022-2023, that can be spent on minor works in any area of PTC's remit and to authorize the Clerk to draw down from this amount to cover the costs of the above minor works. To report on this line in the accounts at each meeting and to note within the accounts the detail of the works.
3. To review the amount when the budget is set each year.
4. To review the delegation to the Clerk annually.”

Under the proposal of Cllr Frossard, seconded by Cllr Singleton it was unanimously resolved to adopt the above proposals 1 to 4 inclusive.

## **60/22 TO RECEIVE UPDATES FROM WORKING PARTIES AND OUTSIDE GROUPS**

- a) **Petworth Business Association (PBA)** – There was no update.
- b) **Petworth Visitors** – Cllr Singleton advised that she would organise a meeting of the visitors working group to consider the future plans for the phone box at the Old Bakery.
- c) **New Premises** – There was no update.
- d) **Community Hub** – There was no update.
- e) **Planting & Horticulture** – Cllr Hewlett submitted the below written report:

“A Japanese flowering cherry has been planted on the mound in Rosemary Gardens to mark the Jubilee and is flourishing as are the trees, donated crab apples, planted earlier this spring.

A plaque has been ordered to mark this event and a ceremony will take place once it has arrived.

All flower beds in Rosemary Gardens, Tillington Road and Sheepdown have been weeded and mulched, supplied free of charge by John Riddell.

The old barrel planters at the War Memorial have been demolished and the area tidied. New trough planters

have arrived and shrubs purchased, which will provide permanent evergreen planting supplemented with annuals for summer colour and bulbs for the Spring.  
They will be planted tomorrow.

Preparations for the summer planting and hanging baskets are underway, ordered last September. The colour scheme is shades of purple and lavender, with silver and whites and a touch of crimson, Royal colours to celebrate the jubilee.

The bedding plants for the troughs will be delivered the week of the 16<sup>th</sup> May and the hanging baskets the week of the 23<sup>rd</sup> May, so that bunting can be hung at the same time as the hanging baskets. A cherry picker will be required for this.

Preparations for the In Bloom competition are steaming ahead. The regional judge will tour the town on 12<sup>th</sup> July and the national judging will take place in the following fortnight. We have yet to be informed of that date. In case you haven't heard, Petworth is 1 of only 6 in the national competition in the small town category. Good odds!

We are in the process of planning the route, bringing in the National Trust and Petworth House, as well as the community garden, the school and local businesses, residents and shops.

Following a walk round with Laura, she has written to the local stakeholders, asking for their support on this momentous occasion...

Simon Knight has said the Armoury will be repaired and painted and has asked for further areas that need doing.... In writing ... I am going to suggest the weeds in the walls. He has also sent out a letter to the tenants, asking for their support.

The telephone exchange is going to be tidied up as is the ground and fencing on Station Road, belonging to the gas board.

CDC are going to paint the lamp posts and hopefully some of the road signs and sort out the pot holes and broken paving.

Even if this doesn't get done in time, we have a starting point to work from.

Seaford College are coming for a day on the 30<sup>th</sup> June and we have yet to organise time with the scouts and the primary school.

We have new volunteers including a D of E student for the silver category who will spend the next 6 months with us and Petworth in Bloom organised a town tidy up last weekend, with 21 counted volunteers, collecting about 15 bags of rubbish, including a full sack of cans and plastic from around the library area...collected by Jen and her family ... a clear need for more rubbish bins!... and we haven't finished yet!

Funds are being raised through sponsorship and donations, both financial and in the form of plants and we will be holding stalls in Rosemary Gardens, on the 19<sup>th</sup> June to be part of the Secret Gardens day. We hope to run a refreshments café on a market day if this is feasible.

Finally, we are having continuous problems with vandalism.

The planter outside the ladies' loo has been kicked in. We probably cannot replace this until the autumn due to the rose, so hope to disguise the damage by additional planting.

The planter under the town map has had its plants ripped out and scattered about.

A planter in the square has been kicked in. We have turned it to face the wall, but it will need replacing if kicked in again and a lorry smashed one of the planters on the Barrie Light Standard, which will need to be replaced.

The bench by the Old Bakery entrance has been defaced with swastikas and abusive language and the telephone box sprayed with racist language.

We are also having a continuous problem with rubbish in Rosemary Gardens and in Back Alley with broken glass and bottles thrown into the flower beds. Plants have been pulled out, branches torn off the new trees...we can't keep up with it!

We tidy up as much as we can on a daily basis, but it is a detriment to the time we need for planting and maintenance and is becoming more aggressive. For example, a fire was lit in the alley behind Barringtons at the weekend!"

- f) **Leconfield Hall** – There was no update.
- g) **Petworth Heritage Partnership** – There was no update.
- h) **Traffic** – There was no update. Cllr Fynes requested that the working group meet.
- i) **Petworth Park Sports** – Cllr Thorpe reported that the pavilion makeover was progressing. She advised that the cricket nets had been vandalized and that the clubs were following this up with their members. Cllr Thorpe reported that CCTV options for the site were being considered by Petworth Park Sports.
- j) **Platinum Jubilee** – It was agreed that Cllrs would be appointed to the required roles for the Platinum Jubilee events at the next meeting.

**61/22 NEXT FULL COUNCIL MEETING (Information Only)**

The Chairman advised that the next Full Council meeting would be held on Thursday 19<sup>th</sup> May 2022.

Meeting closed 8.33pm.

Signed ..... (Chairman) Date.....