



Petworth Town Council

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THE ANNUAL MEETING OF PETWORTH TOWN COUNCIL TOOK PLACE ON THURSDAY 19TH MAY 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 (from 7.28pm)	Cllr J Fynes
Cllr P Hewlett (from 7.15pm)	Cllr J Thorpe
Cllr S Frossard	Cllr M Peet (from 7.25pm)
Cllr C Kemp (from 7.27pm)	Cllr H Desai
Cllr J Scallon	Cllr N Fox
Cllr D Burden	L Smith (Town Clerk)

Also present was Cllr J Duncton (West Sussex County Councillor).

62/22 ELECTION OF CHAIRMAN

Upon the proposal of Cllr Copus, seconded by Cllr Desai, Cllr E Singleton was elected Chairman of the Council and made her Declaration of Acceptance of Office.

63/22 ELECTION OF VICE-CHAIRMAN

Upon the proposal of Cllr Singleton, seconded by Cllr Frossard, Cllr A Copus was elected Vice-Chairman of the Council and made his Declaration of Acceptance of Office.

64/22 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed those present to the meeting. She requested mobile phones were turned off and pointed out the fire exit. The Chairman asked Councillors to review their declaration of interest forms and if necessary, update them no later than 31st May 2022.

65/22 APOLOGIES FOR ABSENCE

The Clerk reported that Cllr E Lintill (Chichester District Council Leader) had given her apologies and that Cllrs Atkins & Peet had advised that they would be late to the meeting.

66/22 DECLARATIONS OF INTEREST

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

67/22 MINUTES OF LAST MEETING

Upon the proposal of Cllr Copus, seconded by Cllr Frossard, the minutes of the Full Council meeting held on 14th April 2022 were approved as an accurate record and signed as such by the Chairman.

68/22 MATTERS ARISING

There were no matters arising from the minutes of 14th April 2022 that were not covered elsewhere in the agenda.

69/22 SQUARE FIELD PRESENTATION

The Chairman reported that the developers of the Square Field site had tendered their apologies for the meeting and advised that they would provide an update on the development at the planning committee meeting on 8th June 2022.

70/22 PUBLIC PARTICIPATION SESSION

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

71/22 REPORT FROM DISTRICT AND COUNTY COUNCILLORS

Cllr Duncton advised that the Clerk had circulated a written report. She reported that plans were being developed to mark the 80th anniversary of the bombing of Petworth Boys' School in September 2022. Cllr Duncton advised that one of the names recorded on the memorial at the site needed to be reviewed. Cllr Copus agreed to establish what works needed to take place to update the memorial accordingly.

Cllr Duncton left the meeting at 7.06pm.

72/22 APPOINTMENT TO COMMITTEES - 2022/23

Under the proposal of Cllr Frossard, seconded by Cllr Copus, it was unanimously resolved to rename the Highways, Planning & Traffic Committee to the Planning Committee. Members were appointed to the following three committees as indicated below:

Finance & General Purposes Committee

Cllr N. Fox
Cllr J. Fynes
Cllr C. Kemp
Cllr M. Peet
Cllr E. Singleton
Cllr A. Copus
Cllr S. Frossard

Planning Committee

Cllr S. Atkins
Cllr D. Burden
Cllr P. Hewlett
Cllr C. Kemp
Cllr E. Singleton
Cllr S. Frossard
Cllr J. Fynes

Open Spaces

Cllr S. Atkins
Cllr H. Desai
Cllr P. Hewlett
Cllr C. Kemp
Cllr M. Peet
Cllr J. Scallon
Cllr A. Copus
Cllr J. Thorpe

73/22 APPOINTMENT TO WORKING PARTIES – 2022/23

Members were appointed to the following working groups as indicated below:

Staffing Group

Chair of Finance & General Purposes Committee
Chair of Traffic & Planning Committee
Chair of Open Spaces Committee
Cllr E. Singleton
Cllr J. Thorpe

Visitors Group

Cllr E. Singleton
Cllr J. Fynes
Cllr C. Kemp
Cllr J. Thorpe
Cllr H. Desai

Christmas Event

Cllr E. Singleton
Cllr H. Desai
Cllr J. Scallon
Cllr A. Copus
Cllr S. Atkins

Sport & Physical Activity

Cllr M. Peet
Cllr J. Thorpe
Cllr C. Kemp
Cllr A. Copus
Robert Muir

Cllr J. Thorpe
Cllr S. Frossard

Alex Rees

New Premises & Community Hub

Cllr D. Burden
Cllr A. Copus
Cllr N. Fox
Cllr C. Kemp
Cllr S. Atkins
Cllr E. Singleton
Cllr J. Thorpe
Cllr S. Frossard
Cllr H Desai

Traffic

Cllr J. Scallon
Cllr A. Copus
Cllr J. Fynes
Cllr P. Hewlett
Cllr M. Peet
Cllr E. Singleton

Planting & Horticulture

Cllr P. Hewlett
Cllr J. Thorpe
Jean Orrow
Maggie South
Charlotte Hamilton

Infrastructure Business Plan

Cllr S. Atkins
Cllr M. Peet
Cllr E. Singleton
Cllr A. Copus
Cllr D. Burden
Cllr J. Scallon

Under the proposal of Cllr Copus, seconded by Cllr Singleton, it was unanimously agreed to disband the farmers market working group and to merge the new premises & community hub working groups.

74/22 APPOINTMENT TO OUTSIDE BODIES & LIAISON GROUPS – 2022/23

Representatives (or nominated trustees, as appropriate) were appointed, as indicated, to the following outside bodies:

- Petworth Business Association – Cllr H. Desai & Cllr J. Scallon
- Petworth Park Sports – Cllr M. Peet & Cllr J. Thorpe
- Leconfield Hall – Cllr J. Fynes & Cllr M. Peet
- Petworth Heritage Partnership – Cllr N. Fox & Cllr J. Fynes

75/22 FINANCE AND GENERAL PURPOSES COMMITTEE

- Upon the proposal of Cllr Copus, seconded by Cllr Fox, the minutes of the Finance & General Purposes Committee meeting held on 12th April 2022 were approved.
- Cllr Copus reported that the 2021/2022 financial year accounts had been finalised and advised that the year ended with a surplus of £1,582.
- Cllr Copus reported that the run rate on expenditure for the first month of the 2022/23 financial year was at 10.1%.
- Under the proposal of Cllr Copus, seconded by Cllr Frossard, it was unanimously resolved to instruct BHIB Councils Insurance to provide the council's insurance on a 3-year arrangement from 1st June 2022 to 31st May 2025, with the first year's cost being £1,457.95.
- Under the proposal of Cllr Frossard, seconded by Cllr Singleton, it was unanimously resolved to approve the following invoices for payment:

Supplier / Payee	Net (£)	VAT (£)	Total (£)	Goods & Services
Inca Creative Print	3550		3550	Printing of summer 2022 Petworth Pages
BHIB Councils Insurance	1457.95		1457.95	Insurance from 1 st June 2022 – 31 st May 2023
Valens Water / Delia Thornton	280		280	Bottle filler legionella & water sample in February 2022

76/22 PUBLISHING OF THE NOTICE OF EXERCISE OF PUBLIC RIGHTS

Under the proposal of Cllr Scallon, seconded by Cllr Frossard, it was unanimously resolved to publish the notice of exercise of public rights for the year ending 31st March 2022.

77/22 PUBLISHING OF THE 2021/22 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR)

Under the proposal of Cllr Copus, seconded by Cllr Scallon, it was unanimously resolved to publish the 2021/22 AGAR.

78/22 HIGHWAYS, TRAFFIC AND PLANNING COMMITTEE

- i) Upon the proposal of Cllr Atkins, seconded by Cllr Kemp, the minutes of the Highways, Traffic & Planning Committee meeting held on 13th April 2022 were approved.
- ii) The Chairman reported that there were no significant planning applications in the system and that the developers of the Square Field site would provide an update to the planning committee on Wednesday 8th June 2022.

79/22 OPEN SPACES COMMITTEE

- i) Upon the proposal of Cllr Peet, seconded by Cllr Desai, the minutes of the Open Spaces Committee meeting held on 6th April 2022 were approved.
- ii) Cllr Peet reported that following feedback from the planning authority, the committee resolved to withdraw the planning application for a portable toilet proposed to be sited in Petworth Cemetery. He advised that the committee resolved to liaise with the Trustees of Hampers Green Community Centre to explore whether toilet facilities for the general public could be sited at their facility.
- iii) Cllr Peet advised that the repairs to the tower at Hampers Common play area had been completed.

80/22 PETWORTH PARK SPORTS GROUND LEASE

- i) Cllr Copus reported that following discussion with the National Trust, he had annotated clause 6.3.8 of the lease to read “keep the vehicular gate to the Purple Access Way and the gate to the Blue Access Way locked at all times when not in use by the tenant”.
- ii) Under the proposal of Cllr Copus, seconded by Cllr Peet, it was unanimously resolved that Cllrs Singleton & Copus would sign the 10 year lease on behalf of the council.
- iii) Under the proposal of Cllr Copus, seconded by Cllr Frossard, it was unanimously resolved to request the Clerk complete and return the Tenant’s Statutory Declaration that the lease is to be excluded from the security of tenure provisions of the Landlord & Tenant Act 1954, including instructing an independent solicitor to administer the oath at a cost of £5 to £10.

81/22 PLATINUM JUBILEE EVENTS

- i) Cllr Desai updated Cllrs on the plans to mark the Queen’s Platinum Jubilee. She reported that posters had been ordered with delivery imminent and advised that these would be put up around the town.
- ii) Cllr Desai reported that bunting would be put up around the town from 9am on Sunday 29th May and she asked Cllrs to support with traffic management.
- iii) The Clerk advised that details of the events had been included in the summer edition of Petworth Pages which would be delivered during the week commencing 23rd May 2022.
- iv) It was agreed that the Queen’s Canopy plaque to be sited by the new tree planted in Rosemary Gardens would be unveiled on Thursday 2nd June 2022.
- v) Cllr Fynes reported that the Leconfield Estate would install the seat at the bottom of Lombard Street during the week commencing 23rd May. It was agreed that the seat would be sited beneath the side wall of the Post Office, leaving enough space behind the seat for a person to pass.
- vi) Cllr Scallon reported that volunteers were required to ensure the events on Saturday 4th & Sunday 5th June could take place. He asked Cllrs to let him know when they would be available to marshal and Cllr Desai agreed to post a request for volunteers to help at the events on the council’s social media channels.
- vii) Cllr Kemp confirmed that he had organised gas to light the beacon on the 2nd June.
- viii) The Clerk advised that first aiders had been organised for the events on Saturday 4th & Sunday 5th June.

82/22 TO RECEIVE UPDATES FROM WORKING PARTIES AND OUTSIDE GROUPS

- a) **Petworth Business Association (PBA)** – Cllr Deai reported that businesses were preparing for the Platinum Jubilee and advised that a PBA networking event had taken place on Tuesday 18th May 2022.
- b) **Petworth Visitors** – There was no update.
- c) **New Premises** – There was no update.
- d) **Community Hub** – There was no update.
- e) **Planting & Horticulture** – Cllr Hewlett submitted the below written report:

“The spring flowers are over and we are starting to clear the troughs in readiness for the summer planting. The plants will arrive next week and the hanging baskets the week of the 23rd May. I suggest the bunting and baskets are put up on the 29th May and the bunting taken down shortly after the Jubilee weekend. It needs to come down well before judging day to allow the hanging baskets to flourish.

The new troughs at the War Memorial are in place and have been planted with lavender and pittosporum as permanent planting. Cherry red Canna lillies and summer bedding will be popped in as and where there are spaces. The concrete planters will remain and be planted with summer bedding. Last year’s Canna lillies have overwintered in my greenhouse and will be planted in pots around the town.

In co-ordination with Petworth Park Sports I have laid out and designed a planting scheme for the front of the pavilion, which will be a more formal reflection of the gateway planting on the Tillington Road. As it is National Trust land we must follow their rules hence the plants supplied must be grown in peat free compost and go in to a fenced off area to quarantine for 6 weeks prior to planting. Currently I am struggling to achieve the supply of all the plants, but as of this morning I have sourced some that meet the National Trust criteria.

In the mean time we are getting on with additional planting. Eleven large cornus were planted at the bottom of Pound Street car park last week by employees of Savills, to create a wildlife bank with red stemmed cornus as focal points. These will be underplanted with bulbs for spring flowering and will be maintained by Savills.

Due to the drought we have delayed the planting of tree whips on Fred’s Bank until the autumn.

We are supporting the Community Garden’s opening of Secret Gardens on the 19th June and will be holding a plant stall and floral bric-a-brac stall in Rosemary Gardens as a fundraising event for the Community Garden and Britain in Bloom.

We have designed permanent signage for the flower beds and green corridors, and window stickers for supporting businesses and residents. This will save on our plastic usage and will be smarter and cheaper on materials in the long run.

The Royal Horticultural Society have sent us a large banner which has been placed on the railings outside the Old Bank, with last year’s banner now in Rosemary Gardens.

A number of plastic pots have been damaged by vandalism and we need to replace them. A number of large planters that I own can be used but we may need to purchase some more. These will be positioned around the town and planted with canna lillies and summer bedding.

We continue to struggle with vandalism. I recently caught some young people climbing over the back fence of Rosemary Gardens. The hose connection has been broken and the padlock for the tap vandalised. Plants and flowers are going missing, litter is thrown on the flower beds on a continuous

basis and window boxes damaged.

The judging criteria for Petworth in Bloom has arrived. We are deciding upon the tour and organising the presentation. Regional judging will take place on the 12th July with national judging on the 27th July. The criteria themed Local Identity and Pride of Place is relevant to the Open Spaces committee. In order to achieve high marks, cleanliness, absence of litter, graffiti, vandalism, temporary signage, dog fouling are all important factors. Street furniture including seats and litter bins should also be in an excellent condition.”

- f) **Leconfield Hall** – Cllr Peet reported that the Chairman of the Leconfield Hall Trustees had been unwell for some time hence the other Trustees had been working together to ensure business as usual was maintained. He advised that the Royal Opera House’s Swan Lake was being shown in the Hall. Cllr Desai queried whether the Hall was showing a film of the Queen’s Coronation during the Jubilee festivities. Cllr Peet suggested Cllr Desai contact Mr A Rees to confirm this.
- g) **Petworth Heritage Partnership** – Cllr Fynes reported that the Bignor Roman Villa would be included in the 2022 event.
- h) **Traffic** – Cllr Scallon reported that the council had submitted a Community Highway Scheme application for a 20mph zone in Petworth to West Sussex County Council. He advised that the outcome of the application was expected in December 2022.
- i) **Petworth Park Sports** – Cllr Thorpe reported that the pavilion makeover was progressing and should be open for use from 28th May 2022. She advised that they were experiencing issues with dog fouling and young people staying in the sports ground until late in the evening. Cllr Thorpe reported that PPS were liaising with the National Trust to address these issues. Cllr Copus requested the Clerk include an item to formally gift the cricket nets to the cricket club on the June 2022 Full Council agenda.

83/22 NEXT FULL COUNCIL MEETING (Information Only)

The Chairman advised that the next Full Council meeting would be held on Thursday 16th June 2022.

Meeting closed 8.20pm.

Signed (Chairman) Date.....