



# Petworth Town Council

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**A MEETING OF PETWORTH TOWN COUNCIL TOOK PLACE ON THURSDAY 21<sup>ST</sup> JULY 2022 AT PETWORTH TOWN COUNCIL, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH COMMENCING AT 7PM**

## MINUTES

### PRESENT

Cllr A Copus	Cllr S Frossard
Cllr D Burden	Cllr C Kemp
Cllr P Hewlett	Cllr N Fox
Cllr M Peet	Cllr H Desai
Cllr E Boyes	L Smith (Town Clerk)

Also present was Cllr E Lintill (Chichester District Council Leader) & Cllr J Duncton (West Sussex County Councillor).

### 101/22 CHAIRMAN'S ANNOUNCEMENTS

In the absence of Cllr E Singleton, Cllr A Copus chaired the meeting. He welcomed those present to the meeting, requested mobile phones were turned off and pointed out the fire exit.

### 102/22 APOLOGIES FOR ABSENCE

The Clerk reported that Cllr E Singleton, Cllr J Scallon, Cllr J Thorpe, Cllr J Fynes, Cllr S Atkins & Cllr J Truscott had given their apologies.

### 103/22 DECLARATIONS OF INTEREST

Cllr Desai declared an interest in agenda item 11; her husband (Mr A Kramp) had submitted an invoice for the council's approval.

### 104/22 MINUTES OF LAST MEETING

Upon the proposal of Cllr Peet, seconded by Cllr Burden, the minutes of the Council Meeting held on 16<sup>th</sup> June 2022 were approved as an accurate record and signed as such by the Chairman.

### 105/22 MATTERS ARISING

There were no matters arising from the minutes of 16<sup>th</sup> June 2022 that were not covered elsewhere in the agenda.

### 106/22 PUBLIC PARTICIPATION SESSION

Cllr Lintill asked the Clerk to ensure appendices referred to on agendas for the council's meetings were published for public perusal.

### 107/22 REPORT FROM DISTRICT AND COUNTY COUNCILLORS

Cllr Lintill reported that the Summer Street Party returned to Chichester city centre on Sunday 17th July. She advised that it was run as an all-day event for the very first time, showcasing city centre businesses as well as food and entertainment from across the district. Cllr Lintill reported that the event was held in conjunction with the popular Cross, Market & More market, which celebrates local

designers and producers. She advised that there were a variety of businesses there including two from Duncton.

Cllr Lintill reported that the Pop Up Shops scheme relaunched on Monday 20<sup>th</sup> June and was an initiative which enabled local entrepreneurs and small businesses to trade in a high street location without the commitment or cost of a longer-term lease. She advised that as part of the scheme, businesses could apply to rent a council-owned shop in Crane Street, Chichester, for a minimum of four weeks and a maximum of eight weeks, giving them the chance to engage with customers and launch products and services. Cllr Lintill reported that the retail unit costs £75 per week, plus VAT, which also covers rates and utility bills. She advised that previously, applications opened for certain periods of the year and had to be submitted by a specific deadline. Cllr Lintill reported that under the relaunched scheme, businesses would be able to submit their application for a temporary pop-up shop space in Crane Street, at any time, making it easier for them to register their interest. She advised that eligible applications would be assessed as and when they are submitted, and selection would be on a first come, first served basis with accepted applicants being placed on a waiting list. Cllr Lintill reported that businesses could find more information on eligibility criteria and the application process at: [www.chichester.gov.uk/popupshop](http://www.chichester.gov.uk/popupshop).

Cllr Lintill reported that the Household Support Fund (HSF) had been extended from 1<sup>st</sup> April 2022 to 30<sup>th</sup> September 2022. She advised that the fund was administered by West Sussex County Council (WSCC) and the allocation for WSCC for this period was £4,870,362. Cllr Lintill reported that although the HSF was administered by WSCC, Chichester District Council's officers were able to make professional referrals and issue food & fuel vouchers to customers that they were working with directly. She advised that this fund was predominantly for support with energy, food and water however, it could include support for wider essentials associated with these costs, such as white goods and clothing etc. Cllr Lintill asked Cllrs to promote this scheme to those who may be struggling with food or energy bills, encouraging residents to contact the Community Hub to access the funding. Cllr Lintill advised that where CDC has a professional relationship with individuals or households, through Benefits, Revenues, Housing or Communities, they would continue to make assisted referrals into the Community Hub for wider essentials or issue food and/or fuel vouchers to alleviate an immediate need.

Cllr Lintill reported that further to the approval given by Cabinet in January 2022, a new agreement with the South Downs National Park Authority (SDNPA) under section 101 of the Local Government Act 1972 had been completed. She advised that the agreement would enable the council to continue to provide a development management service to the SDNPA for up to two years initially, until 30<sup>th</sup> September 2024.

Cllr Lintill reported that CDC would stop accepting cheques as a payment method from 1<sup>st</sup> November 2022. She advised that there were numerous reasons for this; cheques are much slower to handle, subject to an increased risk of fraud and cost more than the alternative methods of payments offered by the council. Cllr Lintill reported that all customers and businesses paying by cheque between 1<sup>st</sup> April and 31<sup>st</sup> October 2022 would receive a letter informing them of this change and the alternative payment methods available. She advised that the CDC Communications team had prepared social media and communication updates and there would be a short section on this in the council's initiatives magazine over the summer.

Cllr Lintill reported that the following items were recently agreed by CDC Full Council:

- Annual report – a report of what had been achieved in 21/22;
- Community Support for Ukrainian Refugees as part of the Homes for Ukraine Scheme – WSCC receive £10,500 per refugee under the scheme. £1000 per refugee to be passported to CDC. The fund was expected to reach in excess of £150,000. £100,000 would be passed to Voluntary Action Arun & Chichester to allocate to voluntary organisations including Sanctuary in Chichester. £50,000 to be distributed to smaller groups to bid for via a simple application form;

- Cultural Grant Funding Agreement Extension – one year extension for Theatre and Pallent House Gallery;
- Supporting You – a holistic support service for residents in the Chichester District- Council agreed £300,000 to set up a help and support service for residents facing cumulative problems of financial, debt and other cost of living issues, run as a two year pilot with a review built in at 6 months after going live. They will work with partners to ensure no duplication.

Cllr Dunton reported that she had submitted a written report which had been circulated by the Clerk. She advised that she had reported the 30mph limit signs that had been vandalised in the town. Cllr Copus reported that he had reported these damaged signs as well as the timber railings on North Street, which needed repair, via the Love West Sussex app some weeks ago yet action had not been taken by WSCC. Cllr Dunton asked Cllrs to ensure she always reports incidents needing the attention of WSCC to her for her to action.

Cllr Frossard reported that the clothing bank in Pound Street car park had a “Chichester Distant Council” sticker on it. She advised that she had reported the matter to CDC through their online platform, yet no action had been taken. Both Cllr Lintill and Cllr Dunton asked Cllrs to report matters directly to them so they could take the necessary action.

Cllr Boyes asked what the latest position was regarding the proposed skatepark for Petworth. Cllr Lintill reported that Chichester District Council was holding funding for a skatepark in Petworth but that it was a Petworth Town Council project and not a Chichester District Council matter. Cllr Copus advised that Petworth Town Council was committed to delivering a skatepark in Petworth but could not do so unless the council had the support of a landowner, as Petworth Town Council does not own any land upon which a skatepark could be built.

Cllr Lintill & Cllr Dunton left the meeting at 7.14pm.

#### **108/22 TO APPOINT COUNCILLORS TO COMMITTEES AND WORKING GROUPS**

Under the proposal of Cllr Copus, seconded by Cllr Frossard it was unanimously resolved to appoint Cllr Truscott to the Planning Committee & the Christmas Event working group and to appoint Cllr Boyes to the Open Spaces Committee & the Planning Committee.

#### **109/22 PETWORTH PARK SPORTS GROUND CRICKET NETS**

Under the proposal of Cllr Copus, seconded by Cllr Kemp, it was unanimously resolved to gift the cricket nets installed at the sports ground in July 2021 to Petworth Park Cricket Club.

#### **110/22 PROPOSAL TO RECRUIT AN EVENTS & PROMOTIONS OFFICER**

Under the proposal of Cllr Desai, seconded by Cllr Hewlett, it was unanimously resolved to adopt the following recommendations contained in the Clerk’s report:

1. The Council’s staffing working group to produce a draft job description, person specification and contract of employment (including recommended hours & salary) for the Council’s review.
2. The Council’s Finance & General Purposes committee to consider the financial implications of employing an Events & Promotions Officer.
3. Subject to approval at the August 2022 Council meeting, the recruitment of the new member of staff to take place; led by the staffing working group & supported by the Town Clerk.

Cllr Frossard suggested including general council administration in the job description for the role, so the post holder could provide support to the Clerk. She asked the Clerk to check whether a part time employee would be entitled to be automatically enrolled in to a pension scheme.

### **111/22 FINANCE AND GENERAL PURPOSES COMMITTEE**

- i) Upon the proposal of Cllr Copus, seconded by Cllr Fox, the minutes of the Finance & General Purposes Committee meeting held on 14<sup>th</sup> June 2022 were received by the Council.
- ii) Under the proposal of Cllr Copus, seconded by Cllr Peet, it was unanimously resolved to pay an invoice received from Muckle LLP to the value of £1,298.50 for legal services.
- iii) Under the proposal of Cllr Copus, seconded by Cllr Kemp, it was unanimously resolved to pay an invoice received from Mr A Kramp to the value of £746.25 for watering the towns plants from 12<sup>th</sup> June – 17<sup>th</sup> July 2022 inclusive.

### **112/22 PLANNING COMMITTEE**

- i) Upon the proposal of Cllr Kemp, seconded by Cllr Hewlett, the minutes of the Planning Committee meeting held on 8<sup>th</sup> June 2022 were received by the Council.
- ii) Cllr Frossard reported that having reviewed the latest information received from the developers of the Square Field site, the access to the development has not changed which continued to cause concern. She agreed to send details of the development to Cllr Boyes for his perusal.

### **113/22 OPEN SPACES COMMITTEE**

- i) Upon the proposal of Cllr Desai, seconded by Cllr Copus, the minutes of the Open Spaces Committee meeting held on 7<sup>th</sup> June 2022 were received by the Council.
- ii) Cllr Peet reported that there had been some damage to the inside of the roof on the tower at Hampers Common play area.
- iii) Cllr Fox commended the committee for declining the offer to manage the allotments at North Street, advising that the slope on the site makes the plots very difficult to work.

### **114/22 TO RECEIVE UPDATES FROM WORKING PARTIES AND OUTSIDE GROUPS**

- a) **Petworth Business Association (PBA)** – Cllr Desai reported that PBA summer party took place at Langham Brewery on Wednesday 13<sup>th</sup> July where funds were raised for Petworth Ukraine Relief. She advised that the PBA Annual General Meeting would take place in the near future.
- b) **Petworth Visitors** – There was no update.
- c) **New Premises & Community Hub** – The Clerk reported that a meeting regarding the potential new premises would take place on Tuesday 16<sup>th</sup> August 2022.
- d) **Planting & Horticulture** – Cllr Hewlett reported that the judging for the regional In Bloom competition took place on Tuesday 12<sup>th</sup> July. She advised that the judging had gone well however it was noted that the kerbs needed sweeping before judging for the national competition on the 27<sup>th</sup> July 2022. Cllr Hewlett asked Cllrs for support at the clean up day on 24<sup>th</sup> July and in advance of the judging on the 27<sup>th</sup> July. She informed the council that 2 new flower beds had been dug out and planted at Petworth Park Sports Ground. Cllr Hewlett advised that plants for the autumn need to be ordered by the end of July 2022. Cllr Copus asked her to submit a proposal to the Clerk for the Finance & General Purposes committee's consideration. Cllr Hewlett reported that donations & sponsorship had been received hence it was expected that planting would be under budget for the 2022/23 financial year. She advised that the regional In Bloom awards day would take place on the 13<sup>th</sup> September and the national In Bloom awards day would take place on the 10<sup>th</sup> October. Cllr Copus thanked Cllr Hewlett for all her efforts and it was agreed that the Clerk would write to the E Street Bar & Grill to thank them for providing space for the In Bloom presentations on the regional and national judging days.
- e) **Leconfield Hall** – Cllr Peet reported that the Hall was busy with Petworth Festival events taking place. He advised that whilst the Festival was not using the facility, the Hall was available for other bookings. He reported that the improvements to the ground floor of the Hall were being developed by the Trustees.
- f) **Petworth Heritage Partnership** – Cllr Fox reported that the partnership was planning for the

2022 Heritage weekend which would take place in September. He advised that the partnership's meetings had been taking place at 5.30pm which was difficult for him due to his work commitments.

- g) **Traffic** – Cllr Copus reported that Cllr Scallon was optimistic regarding the outcome of the council's Community Highway Scheme application for a 20mph zone in Petworth, which should be known later in the year.
  
- h) **Petworth Park Sports (PPS)** – Cllr Peet reported that the final draft of the new governance documents & membership rules had been circulated to the board of Petworth Park Sports. He advised that PPS had taken delivery of new sports equipment which would be used to encourage increased community use of the sports ground. Cllr Peet informed the council that there would be a welcome day at the sports ground on Friday 22<sup>nd</sup> July at which it was hoped new members would join Petworth Park Sports. He advised the council that a Director of Petworth Park Sports had queried whether opinions given & decisions made by Cllr Peet & Cllr Thorpe were in fact the view of the council or those of the Cllrs themselves. The Clerk advised that the council's representatives at Petworth Park Sports were appointed at the council's annual meeting each year and that they were appointed by the council to fully represent the whole council, at all PPS meetings, events & in all communications with PPS Directors & Members. Under the proposal of Cllr Boyes, seconded by Cllr Frossard, it was unanimously resolved that the council noted the progress at the sports ground and continued to support the 2 representatives on the board of Petworth Park Sports with the decisions they make on behalf of the Petworth community.

**115/22 NEXT FULL COUNCIL MEETING (Information Only)**

The Chairman advised that the next Full Council meeting would be confirmed in due course.

Meeting closed 8.05pm.

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