



Petworth Town Council

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

clerk@petworth-tc.gov.uk

A MEETING OF PETWORTH TOWN COUNCIL TOOK PLACE ON THURSDAY 17TH NOVEMBER 2022 AT PETWORTH TOWN COUNCIL, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH COMMENCING AT 7PM

MINUTES

PRESENT

Cllr E Singleton	Cllr J Scallon
Cllr A Copus	Cllr S Frossard
Cllr J Thorpe	Cllr J Fynes
Cllr N Fox	Cllr E Boyes
Cllr S Atkins	Cllr J Truscott
Cllr M Peet	Cllr H Desai
Cllr P Hewlett	Cllr C Kemp
L Smith (Town Clerk)	

Also present were CDC Cllr E Lintill, WSCC Cllr J Duncton & one member of the public.

162/22 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed those present to the meeting, requested mobile phones were turned off and pointed out the fire exit. She thanked Councillors who had helped with the Remembrance events in Petworth which she advised had been very well attended. The Chairman asked the Clerk to record the Council's thanks to the Royal British Legion for their excellent organisation of the events on Friday 11th & Sunday 13th November.

163/22 APOLOGIES FOR ABSENCE

The Clerk reported that Cllr D Burden had given his apologies.

164/22 DECLARATIONS OF INTEREST

Cllr Desai declared an interest in agenda item 8 as the Council would consider an invoice submitted by her husband.

165/22 MINUTES OF LAST MEETING

Upon the proposal of Cllr Singleton, seconded by Cllr Thorpe, the minutes of the Council Meeting held on 20th October 2022 were approved as an accurate record and signed as such by the Chairman.

166/22 MATTERS ARISING

The Chairman advised that the Council had recorded their thanks to Cllr Hewlett & the In Bloom volunteers at the last meeting however as Cllr Hewlett was not present on the 20th October 2022, she thanked Cllr Hewlett for making the town look beautiful during 2022 and congratulated her and the In Bloom volunteers for their awards at the National and the South & South East In Bloom ceremonies.

167/22 PUBLIC PARTICIPATION SESSION

A Trustee of the Sylvia Beaufoy Centre thanked the Council for securing £20,660 of CIL funding to

assist with the cost of installing solar panels at the Centre. He advised that the cost of the works would exceed £20,660 hence the Centre had submitted a grant application to the Council to cover the shortfall of £4,300. The Trustee thanked Cllr Copus & the Clerk for their assistance with the grant application submission. Cllr Fox asked the Trustee if the Centre had sought a survey of the roof adding that in his view, it was designed to take load caused by snow only hence works to the roof may be required in order to install solar panels. The Trustee confirmed that a roof survey would take place before any installation works commenced and he advised that the contract for the solar panels works could be withdrawn should the roof survey identify any issues which would require further consideration.

The Chairman thanked the Trustee for his presentation to the Council.

168/22 REPORT FROM DISTRICT AND COUNTY COUNCILLORS

- i) Cllr Lintill reported that Chichester District Council's Supporting You service had started on 1st November 2022, advising that referrals were coming through. She encouraged Councillors to refer residents who may need support & assistance through to the team as they were there to help the community.
- ii) Cllr Lintill reported that the Chichester Youth Connections service was available to young people aged 13 to 19 who live or go to school in the District. She advised that the Youth Connections service provides help to young people who may feel lonely, isolated, have low self-confidence and who need help to work towards employment. Cllr Lintill reported that between 6 and 8, one to one tailored sessions, were available to young people through the service.
- iii) Cllr Lintill advised that the District Council was working on its budget which she reported was very difficult as they have not received details of their settlement from Central Government.
- iv) Cllr Lintill reported that the Government's Autumn Statement included local councils being able to increase council tax by 5% a year without a local vote, instead of the current 3%. She advised that Officers at the District were looking at the detail of the Statement which she thought may only be relevant to local councils that provide adult services.
- v) Cllr Lintill reported that the ShopAppy app, which enables local independent shops and businesses to show information, products and services they have for sale, would be available to businesses in Petworth from the 25th November.
- vi) She advised that the District Council was working with the County Council to identify streets in which electric vehicle charging points could be installed.
- vii) Cllr Lintill reported that the District Council had provided 2 electric vehicles for staff use and electric bikes for staff to use in and around Chichester. She advised that the District Council was encouraging residents to shop locally through their Christmas promotional work.
- viii) Cllr Duncton reported that she had submitted a written report to the Council. She advised that caution would be needed when assessing suitable locations for on street electric vehicle charging points as they could impinge upon already narrow streets & each parking bay that provided electric vehicle charging could not be used at any time by non-electric cars.
- ix) Cllr Duncton reported that the 1st "safe drive, stay alive" session, an initiative aimed at young people approaching the legal age to drive, had been provided since the Covid-19 pandemic. She informed the Council that 3,000 students at Chichester College had participated in the session which had been a success.
- x) Cllr Duncton reported that there were 850 young people in care in West Sussex and she advised that there was a great need for good foster parents across the County.

Cllr Copus thanked Cllr Duncton for organising the repair of the railings in North Street. Cllr Duncton advised that she had also organised repairs to the pavement in Pound Street.

Cllr Kemp asked Cllr Duncton whether the bollards in The Cut were the responsibility of West Sussex County Council. Cllr Duncton advised that she expected they were and offered to look into the matter.

The Chairman thanked Cllrs Lintill & Duncton for attending the meeting. They left the meeting at 7.30pm.

169/22 FINANCE AND GENERAL PURPOSES COMMITTEE

- i) Upon the proposal of Cllr Copus, seconded by Cllr Kemp, the minutes of the Finance & General Purposes Committee meeting held on 18th October 2022 were received by the Council.
- ii) Cllr Copus reported that the run rate on expenditure excluding the transfer of ear marked reserve was at 57.7%, which was just below the assumed run rate for the time of year.
- iii) Cllr Copus advised that the full year forecast displayed a surplus of £5,751 at the end of the financial year.
- iv) Under the proposal of Cllr Copus, seconded by Cllr Kemp, it was unanimously resolved to instruct Mr A Goddard to undertake repairs to the towers at Hampers Common play area at a cost of £600.
- v) Under the proposal of Cllr Copus, seconded by Cllr Desai, it was unanimously resolved to instruct Enerveo to install a power supply on a streetlight in Rosemary Gardens at a cost of £278.66.
- vi) Under the proposal of Cllr Copus, seconded by Cllr Singleton, it was unanimously resolved to pay invoices received from Mr A Kramp for playground inspections from 28th June to 20th September 2022 at a cost of £350, from Krokus for a bus shelter & phone box clean on the 9th November 2022 at a cost of £40, from SSE for street lights electricity from 4th October to 1st November 2022 at a cost of £180.54 and from the Leconfield Estate for water at Tillington Road allotments from 29th June to 26th September 2022 at a cost of £186.70.
- vii) Under the proposal of Cllr Copus, seconded by Cllr Hewlett, it was unanimously resolved to award a grant of £68.66 to the Petworth Fair to enable the purchase of 6 high viz jackets & 4 traffic wands.

170/22 PLANNING COMMITTEE

- i) Upon the proposal of Cllr Atkins, seconded by Cllr Singleton, the minutes of the Planning Committee meeting held on 12th October 2022 were received by the Council.
- ii) Cllr Atkins reported that the Rotherlea site was being cleared.
- iii) Cllr Atkins advised that Cllr Frossard had attended a planning seminar at which it had been reported that the weighting given to Neighbourhood Plans through the new planning system would be reduced. He suggested the Council put a hold on reviewing their Neighbourhood Plan until the new planning system has been established.
- iv) Cllr Atkins reported that he had asked the Clerk to allocate a budget for the review of the Market Square for the 2023/24 financial year.
- v) Cllr Fox advised that Mr & Mrs Howard had put a lot of work in to the proposals previously developed for Market Square & suggested they should be invited to join any working groups that are set up for the project.
- vi) Cllr Atkins reported that the committee had resolved to invite residents thoughts regarding Market Square through an article in the spring 2023 edition of Petworth Pages with a working group potentially set up at a later date.

171/22 OPEN SPACES COMMITTEE

- i) Upon the proposal of Cllr Peet, seconded by Cllr Copus, the minutes of the Open Spaces Committee meeting held on 5th October 2022 were received by the Council.
- ii) Cllr Peet reported that Mr J Harper would undertake works on the wall at Rosemary Gardens & advised that Cllr Kemp was liaising with Mr Harper to clarify the Council's requirements.

172/22 WINTER SUPPORT & RESILIENCE PLANNING

- i) The Chairman reported that the working group had agreed to produce a flyer, for distribution to residents, which promoted sessions available across the parish where people could enjoy some warmth, refreshments and socialise with others.
- ii) She advised that these may include sessions at the National Trust, the Friendship Centre, the Sylvia Beaufoy Centre, the library and the Community Garden.
- iii) The Chairman advised that the flyer would also encourage residents to look out for each other,

- particularly those that live nearby, over the winter months.
- iv) She reported that the Council's contact details would be included on the flyer should anyone wish to seek support and may need signposting to other organisations.
 - v) Cllr Scallon suggested the flyer should include a request for volunteers to come forward, should they wish to support the initiative.
 - vi) She asked Cllr Copus to speak to the Royal Mail to ask whether they would be willing to deliver the flyer on behalf of the Council.

173/22 CHRISTMAS 2022

- i) Cllr Copus reported that a working group meeting had taken place on 16th November 2022.
- ii) He informed the Council that the tree to be erected in Market Square was being delivered at 10am on 18th November 2022. Cllr Copus asked Councillors to help with putting it in position and decorating the tree.
- iii) Cllr Copus informed the Council that some of the lights had been put up around the town with the remainder put up once the tree had been decorated.
- iv) He advised that a resident in High Street had requested that there are no coloured lights put up outside her house. It was agreed that this section of the High Street would remain clear, with no lights installed there by the Council.
- v) Cllr Copus confirmed that the lights switch on would take place at 5.30pm on Saturday 19th November, during the Petworth Fair.
- vi) Cllr Scallon reported that 18 of the 70 one hour stewarding slots for the Christmas Cracker had been filled, advising that he would chase volunteers up over the following days. He asked Cllrs to help with the recruitment of volunteers.
- vii) Cllr Scallon advised that he would be meeting with the Event Manager, Stewarding Managers and the Clerk on Tuesday 22nd November to outline the roles & tasks that needed to be completed in advance of, and on the day of the event.
- viii) Cllr Scallon confirmed that he would speak to the Co-op and the Post Office to request they avoid deliveries & parcel collections during the event.
- ix) Cllr Copus advised that the Lombard Street stalls would be put up from 6pm on Friday 2nd December and he asked Cllrs to assist with this.
- x) Cllr Singleton requested the assistance of Councillors during the set up of the event, on the day itself and during the close down of the event during the evening.
- xi) All Councillors except Cllrs Kemp, Atkins & Fynes confirmed they would assist with the set up on the evening of Friday 2nd December.
- xii) All Councillors except Cllrs Kemp, Fynes, Scallon & Peet confirmed they would assist with the event on Saturday 3rd December.
- xiii) Cllr Desai advised that she would provide hot drinks for the volunteers from the Leconfield Hall kitchen. She reported that any donations made for drinks, from the volunteers or others attending the event, would be given to the 3 charities the Petworth Business Association was supporting.

174/22 SYLVIA BEAUFOY CENTRE SOLAR PANELS

- i) Under the proposal of Cllr Kemp, seconded by Cllr Frossard, it was resolved to award a grant of £3,000 to the Sylvia Beaufoy Centre subject to no further funding being available from the South Downs National Park Authority and subject to a roof survey confirming the infrastructure is suitable for the installation of solar panels.
- ii) The Clerk offered to contact the South Downs National Park Authority on behalf of the Sylvia Beaufoy Centre to request their support in funding the shortfall of £4,300.

175/22 TO RECEIVE UPDATES FROM WORKING PARTIES AND OUTSIDE GROUPS

- a) **Petworth Business Association (PBA)** – Cllr Desai reported that the PBA Annual General Meeting took place on 19th October and advised that the committee had remained the same as was elected in the previous year. She advised that the PBA had held their last networking meeting of 2022 and that the businesses were preparing for Petworth's Christmas Cracker
- b) **Petworth Visitors** – There was no update.

- c) **New Premises & Community Hub** –The Chairman reported that a draft lease for a potential new premises was being drafted and would be considered by the Council in due course. Cllr Singleton informed the Council that she had been advised that the owner of the Midhurst Pharmacy may take over the Lloyds Pharmacy in Petworth and it could potentially move premises to Swan House. The Chairman reported that she had been asked if the Council might want some space in the proposed Pharmacy at Swan House which she suggested the Council could consider at a later date, should the Pharmacy relocate.
- d) **Planting & Horticulture** – Cllr Hewlett reported that the hedge on the perimeter of Angel Street allotments had been cut back and the berberis hedges in Rosemary Gardens, removed. She advised that plants that had been donated would be planted in the area vacated by the hedges in Rosemary Gardens. Cllr Hewlett reported that the bulbs & plants had arrived, and she advised that the planters would be made up over the coming days. She advised that Petworth in Bloom has had a display in Austens shop front window, with Austens selling calendars and donating £1 for every sale to Petworth in Bloom.
- e) **Leconfield Hall** – Cllr Fynes reported that she had resigned as a Trustee of the Leconfield Hall. Cllr Peet advised that the improvements to the upstairs of the Hall has resulted in increased usage and hire. He reported that improvements to the ground floor were planned but were unlikely to take place within the next 2 years.
- f) **Staffing** – The Chairman reported that representatives of the staffing working group would meet with the Clerk in the New Year to review her performance, priority projects and her terms & conditions of employment.
- g) **Traffic** – Cllr Scallon advised that the outcome of the council’s Community Highway Scheme application for a 20mph zone in Petworth should be known before the end of the calendar year.
- h) **Petworth Park Sports (PPS)** – Cllr Thorpe reported that membership of Petworth Park Sports was growing, with various new activities taking place at the Sports Ground. She advised that because of this, there would be a drive to recruit new volunteers to help there, particularly with the food & beverage operation. Cllr Fox queried the latest position with regards to the alleged sewerage problem to which Cllr Thorpe advised it was not thought to have been caused by the Sports Ground & that the Chairman of Petworth Park Sports was taking the matter up with Southern Water.
- i) **King Charles III Coronation** – The Chairman reported that CDC Cllr Lintill & WSCC Cllr Duncton were meeting with Lord Egremont to discuss the Coronation in Petworth following which a working group would be formed.

176/22 NEXT FULL COUNCIL MEETING (Information Only)

The Chairman advised that the next Full Council meeting would be held on Thursday 19th January 2023.

Meeting closed 8.29pm.

Signed (Chairman) Date.....