



Midhurst Town Council

**A Meeting of The Midhurst Town Council took place
on Monday 21st June 2021 at 7:00pm at the Midhurst Town Council Office, Old Library,
Knockhundred Row, Midhurst GU29 9DQ**

MINUTES

Present: Cllr C. Lintott (Chairman), Cllr J. Sutton, Cllr D. Coote, Cllr G. McAra, Cllr A. Procter, Cllr M. Richardson, Cllr J. Travers and Cllr D. Fraser

Officer: Julian Quail, Assistant Town Clerk

Also present: Miss Sharon Hurr, Locum RFO

C/82/21 - Apologies for Absence – Cllr L Jeffries, Cllr R Watts and Cllr G Upjohn.

Not Present – Cllr D Smallman

C/83/21 - Declarations of Interest – Cllr Fraser declared an interest in agenda item C95/2/1.

C/84/21 - Public Participation Session:

Mrs McCullough representing Midhurst Vision was not able to attend the meeting but had prepared an update which Cllr Lintott read: *The briefs for tender for the wayfinding and landscaping work have been issued to 3 landscape architect companies and on their request, we have done a tour of the town centre with each of them. All comments and questions have been shared with all for fairness. As a result of this the date for tenders has been pushed back to 25 June – however we do feel that this was a worthwhile exercise. They will each give a short Zoom presentation the week following. The decision on which company to work with should be made by the project group with representatives from key stakeholders in the first week of July. This is not a choice of design, but a choice of which company to work with and will involve further meetings with them and a walk around the town with relevant stakeholders/individuals including representatives from MTC, WSCC, CDC & SDNPA before design work is undertaken.*

MVG are looking for someone to represent MTC on the Business Group please.

It was agreed that further detail was required regarding the role of the representative for the Vision Business Group.

Action: Assistant Town Clerk to liaise with Mrs McCullough to determine the detail of the role for the representative for the Vision Business Group.

Meeting reconvened.

C/85/21 - Minutes of the Previous Meeting

These were agreed and signed as a true record of the meeting held on 17th May 2021.

Proposed Cllr Sutton, seconded Cllr Richardson, all agreed.



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C/86/21 - Matters Arising from those Minutes

Cllr Coote confirmed that the Midhurst Society had agreed to pay for a new bench outside Rosemary's Parlour.

C/87/21 - Report from County and District Councillors

West Sussex County Councillor Kate O'Kelly - Report previously circulated and attached.

District Councillor Gordon McAra - Report previously circulated and attached.

C/88/21 - AGAR – Section 1, Annual Governance Statement 2020-2021.

A statement pertaining to Boxes 1 to 9 were read out individually, considered and unanimously approved by those present. The Chairman and Locum RFO signed and dated (21st June 2021) the form and the recorded minute reference of the meeting was inserted.

C/89/21 - AGAR – Section 2, Accounting Statement 2020-2021.

A statement was considered and unanimously approved by council. The Chair signed and dated (21st June 2021) the form and the recorded minute reference of the meeting was inserted.

C/90/21 - Internal auditor's year-end report for 2020/21

To consider and approve the previously circulated internal auditor's report. There were no questions and the report was unanimously approved.

C/91/21 - Finance, Asset and Policy Committee

Minutes of 26th April 2021 were adopted by Council. Proposed Cllr Procter, seconded Cllr Travers, unanimously approved.

Concern was raised over the length of the gap between the meeting taking place and the minutes being reviewed by Council. It was agreed that this process would be reviewed once a new clerk is appointed.

C/92/21 - Planning and Infrastructure Committee

Minutes of 10th May 2021 were adopted by Council. Proposed Cllr McAra, seconded Cllr Fraser, unanimously approved.

Minutes of 24th May 2021 were adopted by Council. Proposed Cllr Fraser, seconded Cllr McAra, unanimously approved.

Cllr Procter sought clarification regarding the demolition of garages on land west of 21 to 24 New Road Midhurst and the subsequent erection of a new block of flats (**SDNP/21/02078/FUL**). Cllr McAra explained that Hyde were the owners and had withdrawn the leases for the garages and so they had not been used for some time.

C/93/21 – Actions

The actions were provided to the committee before the meeting, who reviewed those that were outstanding. A number were closed and a revised table is attached to the minutes indicating the latest progress.



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C/94/21 – Committee Membership

The committee membership was clarified. The revised list is at Appendix 1 to these minutes.

C/95/21 – Trustees on Local Charities

Cllr Fraser declared an interest in this agenda item. It was agreed that Steve Morley, having left the council, could still represent MTC on Ognells Poor Charity. Proposed Cllr Purves, seconded Cllr Travers, unanimously approved.

It was noted that Cllr Travers had taken over from Nigel Cheshire on The Pest House.

Action: Assistant Clerk to confirm when Judy Fowler was required to have her position on Ognells validated.

C/96/21 – MTC Representatives on Local Groups 2021/22

This was discussed and various changes made. The revised list is at Appendix 2 to these minutes.

C/97/21 – St Ann's Hill, Midhurst

The committee reviewed the proposal from Cllr McAra to purchase St Anne's Hill and adjacent land, including parts of the Wharf. As a first step, MTC would have to confirm to CDC that they understood the responsibility that comes with ownership of an ancient monument to CDC. Concern was raised about the potential future costs of taking on this responsibility. It was agreed that a site visit would be necessary. CDC required an undertaking from MTC that they are aware of the responsibilities relating to ownership of an ancient monument before they could present the matter to cabinet.

Action: Cllr McAra to arrange a site visit to St Ann's Hill and the adjoining land that falls under this proposal.

Motion: Midhurst Town Council confirm they are aware of the responsibility that comes with owning property which is registered as an Ancient Monument under the Ancient Monuments and Archaeological Areas Act 1979 i.e., that the owner must ensure that the monument is not damaged intentionally or through neglect, and that any physical changes to the site have to be approved through Historic England. Management of the site will therefore need to be subject to ongoing specialist advice in order to ensure that it is protected and preserved.

Proposed Cllr Yeo, seconded Cllr Purves, unanimously approved.

Action: Assistant Clerk to provide a copy of the minutes to CDC confirming the Council understood and agreed to the associated responsibilities of owning an ancient monument.

C/98/21 – Reports from Outside Meetings – There were none.

C/99/21 - Matters of Report

Cllr Sutton reported that she had met with Nick Ward from South Downs ecoscapes today to review the draft of the concept layout and accompanying mood board, which shows what plants and flowers are being recommended to frame the new sign at the Northern Gateway. The paperwork is available to view in the office.



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Action: The Assistant Town Clerk to e-mail the soft copy of the concept layout for the Northern Gateway to all councillors.

Cllr Richardson provide a brief summary of progress to date for the replacement boiler. This involves a complex series of issues, including a 3-phase installation, which needs to be discussed as a matter of urgency. The upgrade of the electricity meter is in hand and will take 4 - 6 weeks. While quotes for boiler installation are coming soon.

Action: The Assistant Town Clerk to add the issue of the boiler to the FAP meeting on 28th June 2021.

Cllr Purves asked if we could obtain an update from the new Rural Town Co-ordinator in relation to Midhurst.

Action: The Events Officer to ask the Rural Town Co-ordinator for a report on progress to date and future plans for Midhurst.

Cllr Fraser asked if his proposal for a performing artists open stage at the Market Square on Sunday afternoons in the Spring and Summer could be considered. It was agreed that this should be discussed at the next C&E meeting and if approved a working party be formed to drive the idea forward.

Action: The Assistant Town Clerk to add the requirement for a performing artists open stage at the Market Square on Sunday afternoons at the July C&E meeting.

Cllr Lintott said she was pleased to announce that Miss Sharon Hurr would be joining MTC as the new Town Clerk and RFO on 9th August. Those present voiced their congratulations to Miss Hurr.

C/100/21 - Date of Next Meeting – The next meeting will be Monday 26st July 2021 at 7pm.

There being no further business the Chairman declared the Meeting closed at 20:10.

Signed:..... Dated.....

Chairman

Appendix 1



Midhurst Town Council

Committee membership

Council Chairman and Vice Chairman sit across all committees.

	Full Council	Finance, Asset & Policy	Planning & Infrastructure	Community & Environment
Chairman	Carol Lintott	Mark Richardson	David Coote	Mark Purves
Vice Chairman	Jeanette Sutton	John Travers	Gordon McAra	Nigel Yeo
Committee:	Mark Richardson David Coote Gordon McAra Nigel Yeo John Travers Alison Procter Laura Jefferies Richard Watts Glyn Upjohn Mark Purves Debbie Smallman Don Fraser	Alison Procter Don Fraser Gordon McAra	Glyn Upjohn Mark Purves Richard Watts Don Fraser	Debbie Smallman Alison Procter Steve Morley Richard Watts Glyn Upjohn Laura Jeffries



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MTC Representatives on Local Groups 2021/22

Group	Administrator	MTC Nominees
Community Transport Group	Lesley Gilbert	Rev David Coote
MADhurst	Jess Brown-Fuller	John Travers
Crime Reduction Forum	Piers Taylor	Nigel Yeo
		Laura Jeffries
Midhurst Area Cycling	Jane Crawford	Gordon McAra
		Debbie Smallman
Midhurst Museum	Peter Nightingale	Gordon McAra
		Glyn Upjohn
Midhurst Tourism Partnership	Phillipa McCullough	Gordon McAra
North Chichester County Local Committee	Jenna Barnard	Don Fraser
		David Coote
Rother Valley Together	Margaret Guest	Glyn Upjohn
South Pond Group	Barbara Coote	Debbie Smallman
Town Team CIC	Andrew Chiverton	Laura Jeffries
Midhurst Vision Group	Phillipa McCullough	Nigel Yeo
		Laura Jeffries
Midhurst Youth Trust	Anne Murphy	Carol Lintott
		Mark Purves
Pendean Sand Quarry Liaison Group	Inert Limited	John Travers