



PULBOROUGH PARISH COUNCIL

Working together for a better future

PULBOROUGH PARISH COUNCIL

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MINUTES OF A MEETING OF PULBOROUGH PARISH COUNCIL HELD ON 18TH APRIL 2019 AT PULBOROUGH VILLAGE HALL

PRESENT: Cllrs: Qusted (Chairman), Bignell, Caplin, Clarke, C Esdaile, Hare, Henly, Kay, Lawson, Tilbrook and Wallace

IN ATTENDANCE: Mrs H Knight (Clerk)
County Cllr P Arculus (WSCC) (part of meeting)
1 member of public (part of meeting)

The meeting opened at 7.31pm

176. APOLOGIES FOR ABSENCE

Apologies for absence were received, and reasons approved, from Cllrs Kipp (personal commitment) and Trembling (ill health).

177. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

Cllr Tilbrook declared a personal interest in agenda item 11 (Min. 186) as he lives next door to the building in question. There were no changes made to register of interests.

178. MINUTES OF FULL COUNCIL

The Council **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 21st March 2019 as a true and accurate record of the proceedings and the Chairman signed them. There was no Clerk's Report.

179. COMMITTEE MEETING MINUTES

Members considered and **RESOLVED** to **APPROVE** the Minutes, Reports and Recommendations of Committees (other than separate agenda items) as follows: -

179.1 Planning & Services Committee

Members received the Minutes of the Meetings held on 21st March and 4th April 2019. There was no Clerk's report.

179.2 Recreation & Open Spaces Committee

Members received the Minutes of the Advisory and Committee Meetings held on 14th March 2019. There was no Clerk's Report.

179.3 Finance & Policy Committee

Members received the Minutes of the Meeting held on 28th March 2019. There was no Clerk's Report.

It was **RESOLVED** to adopt without amendment the recommended policies on Training & Development, Equality & Diversity, Staff Recruitment, Disciplinary Proceedings and Grievance Proceedings.

180. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public speakers.

181. DISTRICT AND COUNTY REPORTS

County Cllr Arculus had sent her apologies and Cllr Clarke gave apologies on behalf of District Cllr Donnelly.

Cllr Clarke, in his capacity as a District Cllr, reported on various District Council matters. HDC was investigating options for the construction of more affordable housing in the district and funds had been allocated to Saxon Weald Housing Association to provide bed & breakfast housing to alleviate housing accommodation issues.

He reported on a review of the planning consideration process being discussed: Proposals included training of councillors, a change to one planning committee instead of the current two, changes to the triggers for committee / officer decision, changes to the time parish council representatives could speak. HDC decision on the proposals would be advised as soon as possible.

Some discussion ensued and the Clerk advised that the item was on the agenda for the next Planning & Services Committee meeting for discussion, when full details would be available.

182. SPORTS PAVILION REBUILD PROJECT

Members considered the revised outline proposals and estimated project costings from Studio 5 (previously circulated). It was noted that the Steering Group would be looking at these at a meeting on 23rd April 2019. It would be useful for Studio 5 to attend the meeting, but this would be at an additional charge for their time at their hourly rate. The building footprint was not quite as large as was hoped for due to the slope of the ground and resulting potential for undesirable roof access issues. The estimated project cost was now in the region of £700,000 but there may be some additional items on top, so £800,000 was a more realistic figure. The Chairman and Vice Chairman had met with HDC officers to discuss potential district council funding, in addition to anticipated S106 funds and PPC earmarked funds. A final decision from HDC was awaited and a further meeting was likely.

Following a query and discussion, it was clarified that the revised proposals no longer included a demolition and rebuild project but were instead a single storey refurbishment and replacement programme. The Working Group meeting on the 23rd would be an opportunity to discuss any changes with the architect. It was **RESOLVED** to approve payment of an additional invoice from Studio 5 for the architect's attendance at the Steering Group meeting on 23rd April 2019. No changes were made to the outline proposals.

183. NEIGHBOURHOOD PLAN

The Steering Group had met on 27th March 2019 and several other meetings had taken place with some site owners/representatives to iron out some final points. Progress had been made and the Neighbourhood Plan was almost at pre-submission stage. The Site Assessment Report and Green Spaces Study were almost concluded. Once ready, the draft (pre-submission) documents would be sent to HDC for a 'healthcheck'. If not submitted soon, there was a risk that the District Council would have to make housing number allocations. PPC may need to hold an Extraordinary Council meeting very soon to approve the Pre-submission Neighbourhood Plan prior to commencing Reg 14 (public consultation) stage.

184. COMMUNITY YOUTH WORKER

The Clerk reported that the formal Agreement with Sussex Clubs for Young People Ltd (SCYP) had been signed on behalf of the Council and the new arrangements were now in place. She was hopeful of being able to report progress shortly. Termly reports would be directed to the R&OS Committee.

185. NEIGHBOURHOOD WARDENS

Members noted the Neighbourhood Wardens' written April report (previously circulated). The April Steering Group meeting had unfortunately been cancelled due to other priorities.

Members noted receipt from HDC of the projected 2019/20 costs for the Pulborough Neighbourhood Warden scheme and copy of the new three-year agreement (previously circulated) for signing. Members spoke positively in support of the scheme in principle and of the work of the two wardens. Some concern was raised, however, regarding commitment to a three-year agreement when HDC would no longer be contributing financially from 2020. The Clerk reminded Members that the last financial contribution from HDC would be in the form of a reduced invoice for the end of the current year, however HDC would still be continuing with the in-kind contribution going forward: HDC was committing long-term to the scheme by introducing new parish warden schemes and by the appointment of a dedicated Warden Supervisor. The longer agreements provide job security for the Neighbourhood Wardens and still include provision for termination of the scheme. Whilst it was acknowledged that when the Council first introduced the scheme, it was understood that precept increases would be necessary beyond the two-year pilot, Members did not feel comfortable with a three-year agreement at the present time.

It was **RESOLVED** that the Council would seek a one-year only agreement to 31st March 2020 and would review the position for 2020/21 regarding a three-year agreement.

186. REGISTERING AN ASSET OF COMMUNITY VALUE – PULBOROUGH RC CHURCH AND CAR PARK

Cllr Tilbrook re-declared his personal interest in this item as his house is next door to the Catholic Church.

Cllr Tilbrook gave a verbal background and report on his proposal that the Council register the RC Church and car park at Church Place as an Asset of Community Value. Registration would maintain the existing character of the area and provide an opportunity for the Anglican church to purchase the premises/land to be retained for community purposes. He had completed a draft version of the application with required supporting statements. Unfortunately, this had not been available for the Clerk to circulate for Members to consider. Two members of the public had written to the Parish office in support of the registration. Following some discussion, it was **RESOLVED** to approve the application, subject to the Clerk and Chairman reviewing the content of the application form and reporting back if further discussion was felt necessary: If all was in order, the Clerk and Chairman were authorised to submit the application to HDC.

187. ANNUAL PARISH MEETING

Arrangements and the draft agenda for the APM on Thursday 9th May 2019 were considered (previously circulated). It was **RESOLVED** to approve the agenda and items. It was further **RESOLVED** to approve the quotation from EyeLevel Design of £438.00 + VAT for design/print of 2500 copies of the Annual Report for distribution in the next Community Bulletin, which it was hoped would be available for the APM, and an estimate of £156.00 + VAT for delivery and posting.

188. PARISH COUNCIL ELECTIONS

The Clerk reported that 12 Councillors would be appointed uncontested on 2nd May 2019, including one new Member and 11 returning Members. There would, however, be 3 vacancies available for co-option. The Chairman expressed thanks and a farewell to Cllrs. Tilbrook, J. Esdaile, Bignell and Caplin who had not stood for re-election.

189. COUNCILLOR INDUCTION AND TRAINING

The Clerk had circulated details of Councillor Briefing & Awareness Training sessions by SALC, which it was highly recommended both returning and new Members participate in. An external session was available at Billingshurst on 21st May at a cost of £70+VAT per delegate. Alternatively, bespoke training was provisionally arranged at Pulborough Village Hall on Tuesday 11th June at 6.00pm, at a cost of £45 + VAT per delegate, plus venue hire and refreshment costs. The Clerk had provisionally booked both sessions. With the addition of venue hire, the bespoke option still offered best value with the potential for places to be re-sold to other Councils. It was **RESOLVED** to approve confirming the arrangements for the bespoke session on 11th June. It was anticipated that all Councillors would attend.

190. SUSSEX ASSOCIATION OF LOCAL COUNCILS MEETING WITH CHIEF CONSTABLE OF SUSSEX POLICE ON FRIDAY 24TH MAY 2019

SALC had invited councils to forward any strategic or unresolved topics that they would like to be raised at the SALC representatives' biannual meeting with Giles York, chief Constable of Sussex Police on 24th May 2019. Following discussion and a proposal, it was **RESOLVED** that the Clerk forward the following question to SALC:

"Please can the Chief Constable advise where the new police / PCSO positions will be allocated as a result of the additional funding following the increase in the police portion of the precept?"

191. PULBOROUGH DUCK RACE

An application form for a stand at the event on Saturday 15th June 2019 had been received and Members were asked whether a stand should be booked for the Council. Members did not wish to book a PPC stand, therefore no action will be taken.

192. VILLAGE MARKET: ROTA OF MEMBERS FOR SATURDAY 27TH APRIL 2019

The following rota was **AGREED**: 9.00-10.00am - Cllrs Henly and Kay; 10.00am-12.00pm - Cllrs C and J Esdaile and Cllr Henly. It was noted that the Neighbourhood Wardens would not be able to attend the market on this occasion.

193. REPRESENTATIVES ON OUTSIDE BODIES

No reports were made on this occasion.

194. CORRESPONDENCE

The Correspondence list (previously circulated to Council) is attached as Appendix 1. Some discussion took place regarding HDC road closure notifications and whether WSCC should be asked to carry out pothole repairs in Church Road in tandem with road closures. It was **AGREED** that the Chairman would contact WSCC to suggest this and raise concerns about the road condition and traffic.

195. ITEMS FOR NEXT AGENDA

Cllr Esdaile proposed discussion on whether the A29 should be designated as an MRN. The Clerk reminded Members that this had been discussed on previous occasions and that there was no choice in the matter for the Parish Council. It was noted that the May Council agenda would consist of statutory and annual items required. All other items would be deferred to future meetings, unless urgent.

196. PAYMENTS

Members approved the following payments by cheque / direct debit / bank transfer and the relevant paperwork was signed:-

Payee	£
Pulborough Social Centre (Form to Sign)	15.00
Kent County Council	272.68
Mrs E Kipp	9.90
Daisy Communications	26.30
Mr F Bushby - already transferred	20.00
HALC	15.00
The Lock Cte Security Ltd	215.40
Pulborough Social Centre (Form to Sign)	71.05
Studio 5 Architects	1800.00
Mr R Quested	10.32

The meeting closed at 9.29pm

.....Chairman

.....Date

CORRESPONDENCE**Appendix 1****WSCC**

- Town & Parish Council News March 2019 (email forwarded to Cllrs)
- Unconfirmed Minutes of Chanctonbury CLC meeting 13th March 2019
- 'Your Voice' - next Chanctonbury CLC meeting Wednesday 3rd July 2019, 7pm, The Parish Hall, Thakeham Road, Storrington RH20 3PP
- Budget communications – How did we do? Survey for Parish Councillors (email forwarded)

HDC

- Temporary road closure applications: Horsham Plum Jam Event 26th May; Steyning May Fair 27th May and Pulborough Ducks Race 13th-16th June.
- Email from Community Development Officer: Notes of Pulborough Voluntary/community groups meeting 2nd April 2019 and notice of next meeting Wednesday 22nd May 2019, 11am at the URC, Pulborough.

Sussex Police

Sussex PCC e-letters 15.03.19, 22.03.19, 29.03.19 and 05.04.19.

In the Know alerts

- Sussex Police Horsham Bulletins 19.03.19, 02.04.19 and 09.04.19
- Neighbourhood Watch Bulletin: 05.04.19

NALC/SALC/HALC

- NALC Chief Executive's bulletin 12.04.19 (forwarded to Cllrs)
- SALC weekly bulletin 18.03.19 (forwarded to Cllrs)
- SALC email detailing 'Health Watch/What would you do? (forwarded to Cllrs) Survey: Public are being encouraged to have their say about the future of the NHS in our area. More information and to complete the survey, visit: www.healthwatch.bo.uk/what-would-you-do
- HALC Agenda and Minutes of meeting 25.03.19

South Downs National Park Authority

SDNP e-news 03.04.19

There But Not There (Remembered/Silent Soldier campaign)

Update and summary of the past year

Open Minds

Anti-stigma and mental health awareness raising in the community: Mental Health Awareness Week 13th-19th May 2019.

Resident/South East Climate Alliance

Various communications regarding Climate Emergency / Call for Action / Climate Change (forwarded to Cllrs)

APCAG

- Email 16.03.19: New Gatwick Noise Management Board Plans
- Detailed APCAG feedback to questions in Gatwick document on Airspace modernisation – Introduction to Design Principle Development

CAGNE

Bulletin 88 April 2019.

PAGNE

Email 02.04.19 and letter from Gatwick providing details of Gatwick's new noise and Track Keeping System.

DD-Community Gatwick Airport

Invitation to Discover Gatwick 2018/19

Publications

Clerks & Councils Direct, March 2019, Issue 122