



PULBOROUGH PARISH COUNCIL

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PULBOROUGH PARISH COUNCIL

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MINUTES OF AN ORDINARY MEETING OF PULBOROUGH PARISH COUNCIL 16TH MARCH 2017 AT PULBOROUGH VILLAGE HALL

PRESENT: Cllrs: Qusted (Chairman), Clarke, Court, C Esdaile, Hare, Henly, Kay, Kipp, Lawson, Reddin, Tilbrook and Wilson

IN ATTENDANCE: Mrs H Knight (Clerk)
Ms V Green (Neighbourhood Warden) (part of meeting)
Ms C Boniface (Neighbourhood Warden) (part of meeting)
5 Members of the public
District Cllr B Donnelly

The meeting opened at 7.30pm

139. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs Wallace and J Esdaile.

140. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

There were no declarations of interest or changes to registers of interests made.

141. MINUTES

141.1 Full Council

The Council **RESOLVED** to agree and approve the Minutes of the Meeting held on 16h February 2017 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

Clerk's Report

Min. 129 - Neighbourhood Plan Update: The Clerk had not yet been able to progress registering Lower Street Car Park on the District Council held List of Community Assets.

141.2 Planning & Services Committee

Members received the Minutes of the Meetings held on 16th February and 2nd March 2017.

Clerk's Report

Min. 161, Condition of Pavements on A29, London Rd: Cllr. Qusted had advised that this matter was discussed at the 1st March 2017 CCLC meeting and he could provide an update regarding this.

Min. 175, Clerk's Report - Consultation on proposed land disposal, Pulborough Station, DC/16/0728: As decided at the committee meeting, further clarification had been sought from the developer and subsequently an email communication from Willowmead had been circulated to the Committee. Following brief discussion, Councillors **AGREED** that

a response of 'No objection, subject to the land disposal facilitating the delivery of the scheme as per planning application DC/16/0728' be forwarded in order to prevent further delay. This action would be ratified at the next Planning & Services Committee meeting.

141.3 Recreation & Open Spaces Committee

Members received the Minutes of the Advisory Committee and R&OS Committee Meetings held on 9th February 2017.

Clerk's Report

Advisory Committee Min. No. 24 - PFC: The Caretaker had advised that as at 3rd March 2017 the bags causing a trip hazard remained at the bottom of the stairs in the changing room corridor. The Deputy Clerk had advised that the Council would remove these if not taken away by the 13th March 2017.

R&OS Committee:

Min. No. 79.1 - Pulborough Patriots (PP) - The Deputy Clerk had not yet been able to meet with Contractors to obtain quotes for the MSF surface. However, subsequent to the meeting the MSF Supervisor had commented that there were not serious problems with the surface. The Committee had therefore asked the MSF Supervisor to monitor the situation.

Min No. 83.2 - Trees

The Groundsman has re - supported the recently planted tree by Pocket Park.

Min. No 83.3 - Trees

The tree surgery contractor has confirmed that the lime tree cuttings will be taken away.

The ash tree cuttings at Rivermead would be chipped and left in a suitable area but not removed. The Committee has recently considered different quotations for removal.

Min. 86 - Fencing at the Perimeter of the Sports Pavilion

Cllr. Quested had inspected the fence and concluded poor original fitting and not vandalism was the cause of the damage. The Deputy Clerk is attempting to contact the original installers to deal with accordingly.

Additional Updates

Graffiti found on the outside gym equipment and bus shelter on Stane Street, has been removed by the Neighbourhood Wardens.

There had been a change of S&SC Committee membership following the recent resignation of the former chairman and secretary.

141.4 Finance & Policy Committee

Members received the Minutes of the Meeting held on 22nd February 2017. There was nothing to report under Clerk's Report.

142. ADJOURNMENT FOR PUBLIC SPEAKING - TO INCLUDE REPORT FROM NEIGHBOURHOOD WARDENS IF AVAILABLE

The meeting was **adjourned** between 7.40-7.55pm for public speaking.

A member of the public who wished to speak was advised that as this had not been formally notified in advance, and was regarding an item not on the agenda, this was not permitted. The Chairman further advised that if the member of public contacted the Clerk arrangements could be made to address the appropriate committee.

The Neighbourhood Wardens gave a detailed verbal report to Council of recent activities and projects they were involved with. It was noted that the Pocket Park volunteer day, although low in numbers turning out, had been successful and the project would be

ongoing in partnership with the Tesco Community Champion. Also of note was that there was now a live Neighbourhood Wardens website, accessible via the following link: <https://www.horsham.gov.uk/communitysafety/community-safety/neighbourhood-watch/pulborough-wardens>)

143. DISTRICT AND COUNTY - TO RECEIVE ANY REPORTS FROM THE DISTRICT AND COUNTY COUNCILLORS PRESENT

District Cllr B Donnelly reported on district related matters including: The recent budget and 2.5% council tax increase; Strategic planning and housing numbers, current annual housing allocation being 800 which may be reset in 2-3 years time to a considerably higher figure; New refuse collection protocol introducing fortnightly collections, which will probably commence in 2018-19. Cllr Donnelly sought approval to speak later in the meeting against the agenda item on the Rural Car Parking Strategy, which the Chairman agreed to.

144. NEIGHBOURHOOD PLAN

The Steering Group would next meet on 4th April 2017. In the interim from its 7th February meeting, preparations were in hand for re-visiting Reg. 14 and site assessment by writing to landowners to request up to date information. It was hoped the letter would be sent very shortly, following which responses would be analysed and data updated.

It was noted that, very regrettably, AiRS had recently informed the Council that the officer post supporting Pulborough Neighbourhood Plan was being made redundant and the officer's last day would be this week. Another experienced officer was taking on the workload and AiRS was ensuring full handover took place. The Steering Group chairman had mooted the possibility of requesting partial refund from AiRs as the officer time was not immediately essential until later on. The Clerk advised that an initial conversation with AiRS indicated that refund of the 5 hours officer time remaining would be possible.

During discussion, Members concurred that the crucial time for assistance was not likely to be until May onwards when undertaking site assessment data analysis and felt it would be sensible for the NP Steering Group to direct the best outcome for the situation. However, it was further suggested that it would be prudent to accept the new officer arrangement for the outstanding 5 hours and then request additional officer hours for the site analysis period as compensation for the hiatus in officer allocation. It was **RESOLVED** that the Clerk proceed in liaison with the Steering Group bearing this option in mind. Cllr Clarke reported that at a District Council meeting discussing neighbourhood planning, it was agreed that the Strategic Planning & Sustainability section would be happy to help the steering group over employment sites and spatial strategy.

145. PARISH COUNCIL VACANCY

The Clerk reported that no nominations had been received.

146. SPORTS PAVILION REBUILD PROPOSALS UPDATE

Members received draft Construction Project Manager documentation prepared by the Clerk and Cllr Esdaile for advertising the position, and discussed the process to be undertaken. The Clerk reported on advice sought regarding this, options being to advertise widely in relevant national/local press, or to compile a list of potentially suitable contacts to approach direct for expressions of interest. The Clerk had liaised with senior colleagues in other bodies/authorities and could source appropriate contacts in drawing up such a list: It was felt the latter option would both identify early on appropriately experienced companies/individuals, allow for more local firms to be approached, and also reduce the screening process. Advice received was that the appointment did not need to be advertised on the Contractfinder website as it met the exception of appointing professional advice to the Council, as set out in Standing Orders/Financial Regulations. No amendments were suggested to the draft advertisement brief and it was **RESOLVED** that the Clerk, with Cllr Esdaile's assistance, proceed with compiling a suitable list of contacts to approach, issue the invitation for expressions of interest and report responses back for Council to consider.

Discussion took place as to whether to establish a committee to oversee the appointment process and / or entire Sports Pavilion rebuild project, and the Clerk circulated draft terms of reference for a potential Sports Pavilion Development Committee reporting to Council. On balance, it was felt that the Council should initially oversee the appointment of the Construction Project Manager for the time being and a review of the situation undertaken later on, although it was likely that a small group assisting to direct the project would probably be sensible.

147. POTENTIAL RATE RELIEF FOR MAIN RECREATION GROUND

Members had received correspondence detailing the possibility of Goodman Nash applying for rate relief of potentially in excess of £8,000 for the Council backdated to 2010. Members noted the recommendation from the Finance & Policy Committee supporting the appointment of Goodman Nash subject to satisfactory financial terms being agreed. As instructed by the Committee, the Clerk had sought a reduction to the 35% fee normally charged. An offer of 27.5% had been received and following further negotiation this now stood at 22.5%. Following discussion, it was **RESOLVED** that the Clerk advise Goodman Nash that the Council would be pleased to appoint the company to act for the Council at a revised commission of 20%.

148. HORSHAM DISTRICT COUNCIL CAR PARK CHARGING STRATEGY

Members noted receipt of the formal Notice made by the District Council for the introduction of charges in market town and village car parks, and modifications to Amendment Orders.

A Member circulated a paper to Councillors and commented that she had undertaken some research which she believed challenged some of the District Council's findings in their consultation and proposal. It was noted that, notwithstanding this research and the fact that the scheme was not popular in many quarters, the scheme would now be operating from 3rd April 2017. It was hoped that the District Council would undertake an early review of the scheme and any impact it had on village economy. The parish Council was very disappointed that the District Council had not allowed for an initial free period of parking in line with other similar neighbouring districts but had continued with the proposal for charging 75p for the first hour.

Following a request earlier in the meeting, it was **RESOLVED** to allow District Councillor Donnelly to address the meeting for this item. Cllr Donnelly reported on the high uptake of purchasing the new parking discs and confirmed that this had significantly contributed to recovering HDC costs of maintaining car parks. He concurred that a one year review of the scheme would be sensible. Council **AGREED** to obtain from HDC, after a period of one year in operation, figures relating to the viability of the Car Park Charging Strategy particularly as it related to Pulborough, with specific reference to the visitor charging arrangements.

149. PARISH COUNCIL SPORTS & SOCIAL CLUB CAR PARK: PROPOSAL TO LET PARKING SPACES

Cllr Quedstedt reported on the possibility of letting the 30-40 car parking spaces at the Sports Pavilion to traders. The car park is predominantly empty during weekdays and it may be possible to assist local traders by providing staff parking there, subject to considering suitable fees, administration and enforcement arrangements. Comment was made that the bowling club uses the car park 3-4 times during summer weekdays and also that with the potential sports pavilion rebuild project the car park was likely to have to be closed for building site equipment possibly within the year. Following brief discussion, it was therefore **AGREED** not to progress this initiative.

150. RISK REGISTER

It was **RESOLVED** to ratify the current register following recommendations made by each committee.

- 151. HORSHAM ASSOCIATION OF LOCAL COUNCILS (HALC) CONFERENCE SATURDAY 8TH APRIL 2017**
Members noted the previously circulated invitation to all parish councillors and clerks to attend the HALC conference at a cost of £5 for refreshments. No members wished to be registered to attend.
- 152. VILLAGE MARKET - TO AGREE ATTENDEES AT THE MARKET ON SATURDAY 25TH MARCH 2017**
Attendees with Mr L Ellis at the market were **AGREED** as follows: Cllrs C and J Esdaile 10am-12pm; Cllr Court 11am-12pm; Cllr Henly attending throughout the morning.
- 153. REPRESENTATIVES - TO RECEIVE REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OTHER ORGANISATIONS**
- Cllr Kipp had contacted Nat West as a resident to complain about lack of information on their mobile banking service: The bank had confirmed that they will be putting posters up soon
 - Cllr Tilbrook updated on the meeting he and Cllr Kipp attended earlier that day with WSCC to discuss Lower St regeneration, which would be reported through the P&S Committee
 - Cllr Tilbrook reported on a recent meeting he and Cllr Qusted had with Nick Herbert MP to discuss the neighbourhood planning process
 - Cllr Qusted updated Members on the recent PCP meeting, and plans to for the proposed public art trail
 - Cllr Qusted updated on the last CLC meeting, at which St Mary's School Parents' Association was awarded funding towards its swimming pool boiler and the Youth Club was awarded funding towards its new floor
 - Cllr Henly advised that the PDCC AGM takes place on 27th March 2017 at 2pm, and includes talks on supporting older people to remain living in their homes
 - Cllr Qusted advised that he had attended the recent Fairtrade Celebration event and as Chairman had received the new Fairtrade accreditation certificate on behalf of the Council and village
 - Cllr Kay advised that the PP Link meeting will take place in the Village Hall on 27th March at 7pm
- 154. CORRESPONDENCE**
The Correspondence list (previously circulated to Council) is attached as Appendix 1. The Clerk highlighted various items of note.
- Additionally, correspondence had been circulated from the District Council and its appointed consultant, Thinkingplace / Acorn Tourism regarding the Visitor Economy Strategy Consultation. The consultant was to hold meetings with parishes and stakeholders to discuss their views. Members discussed dates offered and it was **AGREED** that the Clerk would arrange to reserve Tuesday 4th April, 7pm at the Sports Pavilion for this meeting, and would liaise with Pulborough Community Partnership and local business representatives for attendance. It was **AGREED** that Cllrs Kipp and Court would attend the meeting and the Clerk would email confirmed details to them.
- 155. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON THE NEXT AGENDA**
None were raised. The Clerk advised that the April meeting would take place in the Rother Hall as another group needed to use the larger main hall.
- 156. PAYMENTS**
Members approved the following payments / direct debits and the cheques were signed:-

Payee	£
Burgess & Randall Ltd	74.95
Kent County Council	146.52
Horsham District Council	295.88
Horsham District Council	77.69
National Westminster	18.20
Horsham District Council	167.96

The meeting closed at 9.09pm

.....Chairman

.....Date

CORRESPONDENCE

Appendix 1

HDC

- Horsham Tourism Strategy - News Release and link to HDC website re appointment of consultants to take forward the Visitor Economy Strategy work, who will be in touch soon regarding consultation (copied to Council)
<https://www.horsham.gov.uk/latest-news/news/february-2017/boost-to-the-districts-visitor-economy>
- Visitor Economy Strategy Consultation: Notification that HDC has recently appointed Acorn Tourism Consulting Ltd to develop a Visitor Economy Strategy for the Horsham District. As part of consultation, they have been asked to hold meetings in each of the market towns early on in the process to capture thoughts and aspirations of parish councils, community partnerships and business groups. The organisation will be contacting the councils shortly to arrange meetings and it is hoped councils will be able to provide a meeting room for this . (Copied to Council)
- Correspondence has been received from Thinkingplace / Acorn Tourism seeking a meeting to discuss the foregoing, with some available dates. (Copied to Council)
Council may wish to consider confirming arrangements for a meeting - date, venue, attendance and advise Clerk accordingly during meeting.

WSSC

- County News Horsham district February 2017: items include Support child sexual exploitation awareness day Saturday 18th March (campaign, advice/guidance at www.westsussex.gov.uk/cse); 'Responsible dog walkers' posters to appear at popular dog walking locations; Call for new adopters - parish councillors urged to spread the word, more information from the Adoption Team on 0330 222 7777 or www.westsussex.gov.uk/adoption; Operation Watershed and SALC partner up to support community flood resilience using Parish Online GIS mapping system
- Letter from WSSC Leader detailing Operation Watershed and SALC partnership in purchasing licences with Parish Online GIS mapping system to all parish and town councils free of charge for the next three years. WSSC has set aside £500,000 for parish councils to bid again to fund new flooding projects to help deal with localised flooding issues
- Unconfirmed minutes of the Chanctonbury CLC meeting 1st March 2017 are available at: <http://www2.westsussex.gov.uk/ds/clc/cby/cby010317ucmins.pdf>
- Cabinet Member for Adult Social Care & Health - Newsletter March 2017

Sussex Police & Crime Commissioner

PCC Newsletters for 17th and 24th February and 3rd and 10th March. Topics: new class of Business Wardens unveiled; visit by HRH The Princess Royal to celebrate restorative justice; HMIC report and Crime Summit into Elder Exploitation; International Women's Day

Sussex Police and Horsham Police

Horsham Police weekly bulletins 6th and 10th March 2017

Neighbourhood Alert Scheme and Neighbourhood Watch

forwarded Neighbourhood Alert: Sussex Fraud Newsletter 27th February 2017; Neighbourhood Watch e-Newsletter 14th March 2017 Finding additional support in a power cut

SALC/NALC

SSALC March 2017 Newsletter (forwarded to Council)

NALC Chief Executive's Bulletin 8, 3rd March 2017 (copied to Council)

APCAG

Information and recommendations for responses to DoT consultation on night flights (deadline 28th February 2017)

CAGNE

Bulletin 65 and details of CAGNE AGM 3rd March 2017, and Bulletin 66

PAGNE

Details of PAGNE AGM 15th March 2017

Member/s of Public

- Copy email from resident to John Smiths Brewery following residents' roadside litter pick near Nutbourne which resulted, amongst other items, with 30 John Smith beer cans, requesting that the company actively contribute to a UK wide anti-litter and recycling campaign. **Clerk has acknowledged the copy letter.**
- Email from resident inspired by recent television coverage of 'community fridges' being used as food banks, asking if the Council or any business in the area is interested in such a proposal she would be willing to investigate. **Clerk has acknowledged and forwarded details to Neighbourhood Wardens, PCP, Pulborough Society, PDCCA and Tesco Community Champion**
- Details of potential telephone scam currently sweeping USA where caller asks 'Can you hear me?' If this reaches the UK, residents are warned to hang up as this is to trick people into answering 'yes' which caller records to form a verbal purchase contract

Horsham District Older Peoples Forum

Details of questions for the meeting with Nick Herbert MP on 3rd March, which some 50 people registered to attend

Village Market

Notes from L Ellis from the Village Market held on 25th February 2017 (Copied to Council, personal data redacted)

Local Action Team

Information and notes of meeting held 15th February 2017 (copied to Council for information, sensitive data redacted)

The Pulborough Society

Newsletter February/March 2017 and 8th March 2017 AGM details

Fairtrade West Sussex

Details of Annual Fairtrade Celebration event and AGM on 9th March 2017, celebrating 10 anniversary of being a Fairtrade Village - Chairman of Council attended on behalf of the Council to receive new certificate

Publications

Clerks and Councils Direct, Issue 110 March 2017

NHS Coastal West Sussex CCG

Details of online NHS survey 'Help support our NHS' which individuals may wish to participate in, councils are asked to help reach as many people as possible encouraging them to complete the OurNHS survey, available online: <https://www.surveymonkey.co.uk/r/CoastalOURNHS> or request paper copies by emailing contactus.coastal@nhs.net (email forwarded to Council)

Pulborough Community Partnership (PCP)

Minutes of Management Group meeting 8th March 2017, including details of LEADER funding: EU funds are available for rural industries and communities but budgets must be allocated by end of 2018 and maximum grants are reduced to £75k, with some projects possible eligible for 100% funding, details available from WSCC (Richard Chalk)