



PULBOROUGH PARISH COUNCIL

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PULBOROUGH PARISH COUNCIL

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MINUTES OF AN ORDINARY MEETING OF PULBOROUGH PARISH COUNCIL 20TH APRIL 2017 AT PULBOROUGH VILLAGE HALL

PRESENT: Cllrs: Qusted (Chairman), Clarke, Court, C Esdaile (to Min. 172), Hare, Henly, Kay, Kipp, Lawson, Tilbrook and Wallace

IN ATTENDANCE: Mrs H Knight (Clerk)
County Cllr P Arculus
1 Member of the public

The meeting opened at 7.30pm

157. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs Reddin, Wilson and J Esdaile.

158. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

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

159. MINUTES

159.1 Full Council

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

Clerk's Report from Council Meeting 16th March 2017:

Min. 145, Parish Council Vacancy: Two possibly interested individuals had come to attention but unfortunately these did not progress. The notice of casual vacancy will be routinely added to Council agenda from time to time, and the vacancy continue to be advertised.

Min. 147 Potential Rate Relief for Main Recreation Ground: The company accepted the re-negotiated commission terms of 20% and the Clerk has now signed the necessary paperwork and Agreement to proceed.

159.2 Planning & Services Committee

Members received the Minutes of the Meetings held on 16th March and 6th April 2017.

Clerk's Report

From 6th April meeting: Min. 203 Mentions that a diagram or information on Lower St regeneration plans by WSCC is hoped to be available for the Annual Parish meeting, therefore the Clerk has included this as an agenda item for that meeting.

Min. 203: Comments regarding WSCC grants for pavements - if Cllr Kipp hasn't already sourced this, it formed an article in a WSCC County News e-letter previously circulated. The Clerk may still have the information in the office but it was some time back.

159.3 Recreation & Open Spaces Committee

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

Clerk's Report - Additional update by Clerk on Min. 96, S&SC maintenance issues:

The majority of the issues have been dealt with or are in progress, viz:

Leaking Roof: R&OS provisionally approved roof repair quote, subject to some other information, to be discussed under later Council agenda item; The cellar roof remains to be dealt with but the roofwork contractor advised there is no point until the roof leak is resolved. It's anticipated that this will be in early July.

Toilets and dishwasher odour: Dishwasher output hose was moved and separately a draintrap has been installed by S&SC - problem appears to be solved, pending ongoing monitoring.

External Fire Exit door: Locksmith was due to replace broken hinge yesterday (19th) but unfortunately couldn't attend, this is now scheduled for next week. The door functions properly as an emergency exit

Update from the meeting held on 09.03.17

Min No 97 - Pocket Park: Due to workload, the Deputy Clerk and Cllr. Lawson are yet to meet to discuss the list of requirements.

The Clerk has authorised PWS Ltd to spray the stinging nettles along the Harwood's fence, whilst ground treating the main recreation ground, at a cost of £25.00 + vat.

159.4 Finance & Policy Committee

Members received the Minutes of the Meeting held on 23rd March 2017. There was nothing to report under Clerk's Report.

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

The meeting was not adjourned as there were no public present and no Neighbourhood Wardens or report was available.

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

County Cllr Pat Arculus reported on various County matters: Following a query about WSCC grants for pavement improvements, she thought that this grant was spent but would find out whether the funding was to be re-established. Regarding previously discussed possibilities of car parking allocation at the WSCC owned land adjacent to the Corn Store/Swan Corner bridge area, TROs (traffic regulation orders) can be applied for through the County Council's website. It is now understood that a restriction can be put on an area without white line markings for parking and Cllr Arculus would support an application made. Discussion also took place over possible solutions to the narrow road at Church Hill. Cllr Arculus would provide the Clerk with relevant WSCC website links for proposals for road widening schemes and TROs, for dissemination [NB These are: TROs: <https://www.westsussex.gov.uk/roads-and-travel/traffic-regulation-orders/about-tros/apply-for-a-traffic-regulation-order-tro/> Roads: <https://www.westsussex.gov.uk/leisure-recreation-and-community/supporting-local-communities/apply-for-a-community-highways-scheme/>]

Following a query, Cllr Arculus would follow up the delay in WSCC providing some manpower to join parish council volunteers in clearing a footpath of overgrown vegetation.

Cllr Arculus clarified some misinformation circulating around the UKOG exploratory drilling application: WSCC could not take potential traffic issues into consideration for such applications; A further planning application would not be required by UKOG if oil is found.

District Cllr Donnelly was not in attendance. District Cllr Clarke advised that planning application DC/17/0347 (relating to property south of A29 bridge) to which the Parish Council had objected, was likely to go to HDC committee decision. Cllr Tilbrook offered to represent the Council should this happen and this was **AGREED**. Cllr Clarke also reported on the District Council's Local Plan and various policies within it which were now undergoing review. Consultation was opening on 21st April on Gypsy & Traveller sites for the district, with three or four Pulborough sites included. Any suggestions for suitable sites should be forwarded to HDC. The District Council had discussed the Government's Housing White Paper and would be formally responding to the Government by the comments deadline of 2nd May 2017.

162. **NEIGHBOURHOOD PLAN**

Cllr Tilbrook gave an update of the slow progress of the Neighbourhood Plan. The Steering Group had thought it was in a position to contact land owners for updated information but the District Council has now advised that due to the length of time since the original call for sites, a further call for sites would be prudent. This may add to the time before the Neighbourhood Plan reached completion. A draft timeline recently discussed by the Steering Group had been:

| | | |
|----------------------------|---|--------------------------------------|
| End July 2017 | : | Conclusion of Site Assessments |
| End August 2017 | : | Revised overall Neighbourhood Plan |
| End September 2017 | : | Reg 14 six week public consultation |
| December 2017/January 2018 | : | District Council public consultation |
| May or June 2018 | : | Examination |
| September 2018 | : | Referendum |

It was noted, however, that this was still draft and would need to be kept under review. The Clerk reported that a press release was planned shortly and the Community Bulletin newsletter would contain an update.

163. **SPORTS PAVILION REBUILD PROPOSALS UPDATE**

The Clerk was in the later stages of compiling a list of contacts from whom to invite Expressions of Interest for the appointment of a Contracts Manager and anticipated that this exercise would be completed very shortly. Results would be brought to either a scheduled or extraordinary full Council meeting as soon as possible.

The 13th April 2017 Recreation & Open Spaces Committee had considered quotations for roof repairs to the Sports Pavilion. However, a recommendation and final decision had been referred to full Council owing to the need to move several items of ancillary equipment on the roof to facilitate the work and unknown associated additional costs, and the fact that the roof work cost exceeded the Committee delegated powers. The Clerk confirmed that the quotation recommended by the Committee included moving of ancillary roof items apart from the CCTV camera. This would need to be liaised with the Sports & Social Club management. Following discussion, it was **RESOLVED** that the Council would fund the removal and re-siting of the CCTV camera up to a maximum of £150 and officers would liaise accordingly. It was **RESOLVED** to approve the Committee recommendation to appoint Derek Paxton Property Maintenance Service for the roof work as quoted at a cost of £1,950 (no VAT).

164. **CODE OF CONDUCT TRAINING**

The Clerk confirmed that the training was scheduled to take place on 28th June 2017. **[NB: This has subsequently been changed to Friday 12th May 2017, 7.30pm at the Village Hall]**

165. ANNUAL PARISH ELECTORS MEETING, THURSDAY 11TH MAY 2017 - TO CONFIRM MEETING ARRANGEMENTS, INCLUDING AGENDA TOPICS

Members considered the previously circulated draft Notice/Agenda. Following discussion, it was **RESOLVED** that:

- The Clerk would arrange the usual refreshments, to be noted on the Notice
- The meeting start time would be changed to 7.30pm
- Agenda topics would not include Sports Pavilion but would include Pulborough Neighbourhood Warden presentation; Pulborough Parish Neighbourhood Plan update (Steering Group Chairman to be asked to present); Lower Street Regeneration (Chairman of P&S Committee to talk); District Council's Car Park Charging Scheme (Cllr Clarke to talk); Annual Report, Minutes, Questions

166. POTENTIAL GYPSY AND TRAVELLER SITES: TO CONSIDER HORSHAM DISTRICT COUNCIL SIX WEEK CONSULTATION COMMENCING 21ST APRIL 2017 (REFERRED FROM P&S COMMITTEE 6.4.17 MIN. 204)

It was noted that this consultation would commence the following day and that no formal notice had yet been received from the District Council. It was therefore **RESOLVED** that the Council would consider this item at the 18th May Council Meeting, in time to meet the response deadline of end May/early June. The Clerk would circulate the documentation as soon as this was received.

167. MEETING WITH SUSSEX CHIEF CONSTABLE: TO NOTE DETAILS FROM SALC OF THE HALF YEARLY MEETING ON 19TH MAY 2017 AND TO CONSIDER ANY STRATEGIC OR UNRESOLVED TOPICS THE PARISH COUNCIL WOULD LIKE RAISED (DEADLINE FRIDAY 5TH MAY 2017)

Following discussion, it was **RESOLVED** that the Clerk forward the following questions to SALC on behalf of the Council:

1. Police resources are concentrated in the urban areas and rural areas are getting very little police support, yet the policing element of council tax is spread across the whole area. Can the Chief Constable please consider the option of charging council tax according to where the resources are deployed?
2. There have been three occasions where police have turned up to the same address in Pulborough and each time it seemed that officers were unaware of the other attendances. Can the Chief Constable explain why a central database is apparently not being utilised?

168. UKOG DRILLING AT BROADFORD BRIDGE ROAD, WEST CHILTINGTON: TO CONSIDER INVITATION FROM WEST CHILTINGTON PARISH COUNCIL TO APPOINT A REPRESENTATIVE TO A NEW COMMUNITY LIAISON GROUP WITH WEST CHILTINGTON AND BILLINGSHURST PARISH COUNCILS, TO ESTABLISH REGULAR CONTACT WITH UKOG

Following brief discussion, it was **RESOLVED** to appoint Cllr P Clarke to this new group, with Cllr A Tilbrook as the reserve.

169. VILLAGE MARKET - TO AGREE ATTENDEES AT THE MARKET ON SATURDAY 22ND APRIL 2017

Attendees at the market were **AGREED** as follows: Cllr Clarke 10am-11am; Cllrs C and J Esdaile and Cllr Court 11am-12pm; Cllr Henly attending during the earlier morning.

170. REPRESENTATIVES - TO RECEIVE REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OTHER ORGANISATIONS

- Cllr Quedstedt reported on the recent Neighbourhood Warden Steering Group meeting he attended, which had provided a most impressive overview of their activities and their obvious enjoyment of their role

- Cllr Court reported on the new initiative of the Good Neighbour Scheme. It was subsequently **AGREED** that Cllr Court would be the Council's representative on this group and report back in due course
- Cllr Hare updated the meeting on PAGNE activities and Noise Management Board meetings
- Cllr Kipp reported on the recent HDC Visitor Economy Strategy meeting she and Cllr Court had attended, which had been useful. Further consultation would be taking place and HDC wanted to know about PPC projects. Some potential projects that could be notified were mentioned, including Lower St regeneration, Pulborough Railway Station, Rivermead conservation area
- Cllr Kipp had requested an item on the forthcoming HALC meeting agenda: The impact of the Car Parking Charges in rural villages and towns

171. **CORRESPONDENCE**

The Correspondence list (previously circulated to Council) is attached as Appendix 1. The Clerk highlighted various items of note.

The Clerk would forward the SALC / WSALC commissioned report 'Opportunities for Parish and Town Council involvement in Health and Wellbeing in West Sussex' to Members in case felt to be of interest for future committee consideration.

172. **MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON THE NEXT AGENDA**

Cllr Wallace queried a previous matter of a tree causing wall/embankment damage in Station Approach. The Clerk would investigate and update him on the matter in the first instance.

- The potential impact of the new HDC car park charging scheme on on-street parking and emergency access - requested by Cllr Henly - referred to P&S Committee
- Pulborough Railway Station Update - requested by Cllr C Esdaile for Cllr J Esdaile
- Update on Harwoods Planning Application - requested by Cllr C Esdaile for P&S Committee
- Lower Street Regeneration Plans

The Chairman advised that the May Annual Council Meeting would normally include only statutory and necessary administrative items, therefore any non-urgent agenda topics would be put to the June meeting, with the exception of the previously agreed Gypsy & Traveller Sites Consultation due to the response deadline.

Cllr Esdaile gave his apologies and left the meeting

173. **PAYMENTS**

There were no payments for approval.

174. **STAFFING: TO CONSIDER RECOMMENDATION FROM FINANCE & POLICY COMMITTEE FOR CHANGE OF CONTRACTED HOURS OF EMPLOYEE (F&P 23.3.17 MIN. 115 REFERS)**

It was **RESOLVED** that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they were instructed to withdraw for this item (Agenda item 19, SO 1c staffing refers).

The Clerk gave a verbal report to the Committee on the recommendation and detailed plans for ongoing management. Following discussion, it was **RESOLVED** to approve the temporary change in hours as discussed with effect from 1st May 2017, for monitoring and review in July 2017, and the Clerk would arrange and issue appropriate documentation to the employee and payroll provider.

The meeting closed at 9.34pm

.....Chairman

.....Date

CORRESPONDENCE

Appendix 1

HDC

- Notification that Thakeham Neighbourhood Plan has passed referendum and will now be 'made'
- Details of Auntie Vals CIC, a local catering business interested in getting involved with activities and community initiatives in Storrington/Pulborough areas

WSCC

County News Horsham district March 2017

Sussex Police & Crime Commissioner

PCC Newsletters 17th, 24th, 31st March and 7th April 2017

Sussex Police and Horsham Police

- Horsham Police weekly updates 20th, 24th and 31st March 2017
- Correspondence from Horsham District Neighbourhood Policing Team regarding monitoring of community impact relating to Broadford Bridge Oil Exploration, and Clerk's reply (copied to Council)

Neighbourhood Alert Scheme

Weekly bulletin 3rd April 2017, and fraud alert 'Law Abiding Citizen' (previously copied to Council)

SALC/NALC

- Press release from Sussex Police & Crime Commissioner detailing Crime Summit on 23rd March 2017 a 6pm (previously copied to Council)
- Letter advising of forthcoming Parish Member appointments to the National Park Authority
- NALC Chief Executive's Bulletin 14, 13th April 2017
- Details of South East Coast Ambulance Services events 'Your Call 2017' - find out more about your local ambulance service, on 16th May at the Ambulance Make Ready Centre, Tangmere, West Sussex from 4-6pm
- Opportunities for Parish and Town Council involvement in Health and Wellbeing in West Sussex - Report commissioned by West Sussex Association of Local Councils - **to be forwarded by email to Members, in case of interest for future agenda item**

CAGNE

Bulletin 67

Village Market

- Notes from L Ellis from the Village Market held on 25th March 2017
- Email reminder of bookings and information regarding attendance by a political party at a previous market

Local Action Team

Email: change of direction for LAT (previously copied to Council)

Minutes of LAT meeting 22nd March 2017

Publications

NALC DIS issue 905 7th April 2017

NALC LCR Spring 2017 issue

Sussex Police & Crime Commissioner

PCC Newsletter 13th April 2017 - A round-up from HMIC

Sussex Police

Horsham Weekly Bulletin 13th April 2017 2017 - Crime summary, and wanted suspect arrested in Horsham

Neighbourhood Watch

e-Newsletter 23rd March 2017 - Cold caller alert

Houses of Parliament

Details of UK Parliament Week 13th-19th November 2017 and how to get involved

Came & Company Insurance

Spring Council Matters 2017 newsletter

HALC

Agenda and papers for HALC Annual Meeting 27th April 2017 (forwarded to PPC reps)

Pulborough Community Partnership (PCP)

- Briefing from David Hurst of HDC Tourism Strategy Meeting of 4th April 2017, including meeting notes and PCP project list
- Briefing from David Hurst of recent Supercar Event

Pulborough Community Rail Partnership

Email from Rowena Tyler introducing herself as the new Sussex CRP Community Development Officer, Arun Valley Line, and arranging a meeting with various interested parties (held 18th April 2017)

PAGNE

Gatwick Noise Management Board 5 Report

Nutbourne Residents' Association

Agenda for meeting 25th April 2017

Members of Public

- Correspondence from West Sussex resident regarding alleged dog training event in Pulborough allegedly using e-collars, at which protests are being planned
- Email from Chairman of Nutbourne Residents' Association regarding planned UKOG exploratory oil drilling at Broadford Bridge, Adversane (forwarded to Council)
- Email and papers (Safety Data Sheet and CPRE Sussex Representation) from member of public regarding UKOG exploratory oil drilling at Broadford Bridge, Adversane (forwarded to Council)

Parish Councillors

- Email from Cllr E Kipp (Councillors copied) regarding comments on HDC & Horsham Community Facebook pages relating to car parking charges
- Emails from various Cllrs, including Cllrs Kipp and Clarke, (Councillors copied) regarding geology and chemical data for oil drilling