



PULBOROUGH PARISH COUNCIL

Working together for a better future

PULBOROUGH PARISH COUNCIL

Swan View, Lower Street
Pulborough
West Sussex RH20 2BF
Telephone: 01798 873532
Email: clerk@pulboroughparishcouncil.gov.uk

MINUTES OF A MEETING OF PULBOROUGH PARISH COUNCIL HELD ON 19TH JULY 2018 AT PULBOROUGH VILLAGE HALL

PRESENT: Cllrs: Qusted (Chairman), Bignell, Clarke, Court,
Hare, Kipp, Lawson, Tilbrook and Wallace

IN ATTENDANCE: Mrs H Knight (Clerk)

The meeting opened at 7.30pm

52. APOLOGIES FOR ABSENCE

Apologies for absence were received and approved from Cllrs Henly, Kay, C Esdaile and J Esdaile due to personal commitments and T Caplin, who was unwell.

53. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

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

54. MINUTES OF FULL COUNCIL

The Council **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 21st June 2018 as a true and accurate record of the proceedings and the Chairman signed them.

Clerk's Report

Min. 11, 17.5.18: Appointment of Parish Council Representatives to Outside Bodies

As requested the Clerk had liaised regarding the two non-councillor representatives of PPC as Village Hall Trustees: Mr L Ellis had confirmed his willingness to continue but confirmation was still awaited regarding Mr D Jolliffe. The Clerk was also waiting to have formal confirmation of Cllr J Wallace being added as a PPC Trustee.

Min. 25, 21.6.18: Correspondence (Velo South Event)

As previously advised to Members, the organisers of the sportive event were contacted following Council's request to meet with them to discuss concerns about the impact of the event on the area. The Velo South Team had advised that they were not available on 21st June as they were already arranging local community drop in sessions from 11-22 June, which they hoped Members would be able to attend. Representatives of the PCP had subsequently attended one of the Pulborough sessions and had provided positive feedback about the arrangements for the event and reducing negative impact (previously copied to Members).

Min. 32, 21.6.18: District and County Reports

The Clerk confirmed that WSCC Highways had been asked to contact land owners requesting that overgrown vegetation be dealt with but no response had yet been received.

Min. 37, 21.6.18: Community Spaces in Pulborough Meeting 3.7.18

Unfortunately this meeting had been postponed by WSCC as the 21st Century Libraries Project underpinning much of the work looking at future use of WSCC library spaces was still being developed and was not at a point where they can fully explore the options open to the Pulborough community. They had hoped things would have progressed further by that point and are hoping to benefit from further clarity of the detail such as funding and other support available so that more pro-active discussion can take place later in the year. In the meantime, WSCC will be drawing together data concerning the use of community facilities and better understanding the picture in terms of lease length and ownership of WSCC facilities in the area. They will be in touch again once they are able to move forward and are happy to meet to discuss anything relating to the project in the meantime.

Min. 44, 21.6.18 - Councillor Training

Cllrs Kipp, Bignell and Caplin have attended recent Cllr Briefing & Awareness training, and Cllr Quedstedt has attended the Chairmans' Networking day, all were understood to be worthwhile and interesting. Cllr Henly had also asked to attend one of the dates, for which Council approved the expenditure, but unfortunately she was unable to attend after all so wasn't registered.

55. COMMITTEE MEETING MINUTES

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

55.1 Planning & Services Committee

Members received the Minutes of the Meetings held on 21st June and 5th July 2018. There was no Clerk's report.

55.2 Recreation & Open Spaces Committee

It was noted that the meeting scheduled for 14th June had been cancelled and the next meeting was scheduled for 12th July 2018.

55.3 Finance & Policy Committee

Members received the Minutes of the Meeting held on 28th June 2018. There was no Clerk's report.

55.3.1 Members received the Final Internal Audit Report and were pleased to note that no serious issues had been raised, the auditor having commended the officers on the exemplary presentation of the statement of accounts and supporting documents during the review. Of the recommendations made regarding minor matters, most were either in hand or had been dealt with.

55.3.2 Members considered the Committee recommendations to adopt various policies and **RESOLVED** to approve adoption without amendment of: Complaints Procedure & Code of Practice for the Handling of Complaints; Privacy Notice (general); Document Retention Policy; and Data Subject Access Request form. Following discussion, it was further **RESOLVED** to adopt the Grant Aid Funding Policy and Grant Aid application form without amendment but that when contacting organisations with the application form for the following year, they should be asked to inform the Council of the outcome, ie how the previous year's grant had benefitted the organisation / community.

56. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public present.

57. DISTRICT AND COUNTY REPORTS

District Cllr Donnelly had sent his apologies. District Cllr Clarke reported on various District Council matters. He advised that the GTTS at Lane Top had been subject to a judicial review, which was won by the applicant.

58. SPORTS PAVILION REBUILD PROJECT

Members noted the Sports Pavilion Working Group meetings held on 25th June (Notes circulated) and 16th July 2018. The Clerk and Chairman had met with the Sussex Community Development Manager of the Football Association to discuss eligibility for grants. He had advised that the changing rooms would be deemed as adequate and therefore the project was unlikely to meet grant criteria, but suggested taking another look at Sport England funding, which the Clerk will research again. Unfortunately it was looking very unlikely that the shortfall of approximately £1m could be funded and the Council now needed to consider the best way forward: This may include whether to re-look at proposals from several years ago for a single storey refurbishment and extension project. A copy of these earlier proposals had been circulated to Members.

Members discussed the positives and negatives of reverting to former proposals in the interests of economy and also that the Council's preferred provider, MacConvilles Surveying, had originally presented a single storey project. Comments were made regarding the importance of: involving the sports clubs in assisting with fund raising, consulting residents and publicizing proposals, and the need for a professional outcome. Suggestions were made about letting public know of the proposals via social media and displays at the Harvest Fair, and of seeking financial support from local businesses or individuals.

Following lengthy discussion, it was **RESOLVED** that the Clerk should liaise with MacConvilles to obtain approximate costs for a single storey proposal and that the Sports Pavilion Development Working Group should meet as soon as possible with delegated authority to develop and implement a strategy, including the following points:-

- consulting public regarding proposal options and costs for the two concepts, using social media, Harvest Fair stand, press release and other means
- investigating local commercial or private investment in the project
- engaging with the sports clubs and social club to help with promotion and fund raising

59. NEIGHBOURHOOD WARDEN STEERING GROUP

Members noted receipt of the July report and that the Steering Group had met on 9th July 2018. The Clerk had been unable to attend and the two Councillor representatives were not present to report. A Councillor reported on the successful mobility scooter training that the wardens had recently organised.

60. NEIGHBOURHOOD PLAN STEERING GROUP

Cllr Tilbrook gave a verbal update to Members. The Housing Needs figure for Pulborough of 294 over the next 15 years was clarified, including that the figure includes houses already built or given permission since November 2015. This results in approximately 140-150 houses or around 10 per year. If the Neighbourhood Plan does not pass referendum, Pulborough would be vulnerable to a much higher development figure. The NP Steering Group is reasonably confident that the recent site assessment methodology was compliant with HDC's criteria: Feedback from checks by both HDC and AECOM was awaited.

The Steering Group will shortly be reviewing the pre-submission Neighbourhood Plan document and it was still hoped to reach Reg. 14 stage by the end of this quarter or early next. It was important to progress the Neighbourhood Plan as soon as possible as HDC were reviewing the Local Plan, which would affect the weight of the Neighbourhood Plan. Cllr Clarke advised that the Steering Group should be mindful of the natural capacity or features of sites and notify HDC accordingly, eg TPOs, ancient ditches etc.

The second Community Land Trust (CLT) meeting on 4th July 2018 had been successful and the group now had an independently constituted body to take the project forward.

61. COMMUNITY BENEFIT PAYMENT (referred from 21.6.18, Min. 39): To consider proposals for allocation of £4,000 Community Benefit Payment, including update on proposed drinking fountain as part of RSPB/PCP WildArt Trail

Cllr Quested had mentioned the matter to the PCP who were interested but further feedback was awaited. In the absence of firm proposals the matter was again deferred for future consideration. Currently the payment is shown under 'Other Income'. Once Members decide how they wish to spend it, the sum will be need to be re-allocated to an appropriate cost centre to offset the spend. The Clerk mentioned that agenda item 15 regarding the WW1 Centenary campaign may have potential for spending some of this grant.

62. GENERAL DATA PROTECTION REGULATION (GDPR) TRAINING

Members were asked to consider dates for previously agreed Member GDPR training by the Council's External Data Protection Officer (DPO) from choices in July and August. Unfortunately, no mutually convenient date for a majority of Members could be reached. It was therefore **AGREED** that the Clerk would seek some September dates from the provider and also whether the session could be split over two dates if in August, and liaise with Members.

63. CO-OPTION TO FILL CASUAL VACANCY

Members considered the one nomination and the applicant's statement (previously circulated). Following voting, it was **RESOLVED** to appoint Mrs Lissette Trembling to the Council. The Clerk would arrange for her to complete the Declaration of Acceptance of Office and the first formal meeting she would be summoned to would be the September Council meeting.

64. APPOINTMENTS TO COMMITTEES

The Clerk asked Members again to consider joining the Finance & Policy Committee as it now only had 5 members out of a possible 10. No nominations were forthcoming. The newly appointed Councillor would be asked to consider joining the Committee.

65. 'THERE BUT NOT THERE' WW1 CENTENARY SILHOUETTE SCHEME

65.1 As requested, the Clerk had applied to the Armed Forces Covenant Fund for a grant to receive up to 9 seated silhouettes of servicemen. One of the conditions of the grant was to provide a self funded event to bring the community together linked to the silhouette/s. The application result was anticipated by the end of July. It was **RESOLVED** to approve that upon a successful application, the Clerk would make arrangements for a small community event with refreshments, up to a spending limit of £200, to be funded from the Community Benefit Payment grant. A Member suggested that the Council should consider holding an event to mark Armistice Sunday on 11th November 2018.

65.2 The Clerk reported on the parallel scheme of 'Silent Soldier' silhouettes co-ordinated by the Royal British Legion. These full length silhouettes of various WW1 servicemen/women could be purchased for a minimum donation of £250. Installation and maintenance costs were the purchaser's responsibility and all liability would rest with the Council. The Council had previously chosen not to participate due to the cost. Members were asked whether this could potentially now be considered as a suitable project for using the Community Benefit Payment grant discussed earlier. Suitable locations, such as the Memorial Garden and/or at the A29 Village Sign area were suggested. Sites, necessary permissions, and installation costs would need to be investigated. It was **RESOLVED** to approve the purchase of 2 x army silhouettes at a cost of £250 each plus installation costs, to be funded from the Community Benefit Payment grant.

66. VELO SOUTH COMMUNITY ENGAGEMENT EVENT

Members considered the invitation to send up to four representatives, either Cllr or community, to a WSCC/Velo South Team Community Engagement Event on 26th July 2018. It was **AGREED** that Cllr Quested would attend on behalf of the Council prior to the F&P Committee meeting.

67. HARVEST FAIR: ROTA OF MEMBERS FOR SATURDAY 22ND SEPTEMBER 2018

The following was **AGREED**:-

Set up 9am-10am	:	Cllrs Clarke and (if available) C Esdaile
10am-11am	:	-
11am-12pm	:	-
12pm-1pm	:	-
1pm-2pm	:	-
2pm-3pm	:	-
3pm-4pm	:	Cllr Kipp (if available)
4pm-5pm/pack up	:	Cllr Qusted

The Committee Room key would need to be collected on the preceding Friday to obtain the Council's gazebo, and returned on the following Monday. Any Councillors able to cover gaps in the rota should contact the Clerk.

It was hoped publicity material for the Sports Pavilion project would be available and that the sports clubs would also be involved with the stand.

68. VILLAGE MARKET: ROTA OF MEMBERS FOR SATURDAY 28TH JULY 2018

The following rota was **AGREED**: Cllr Court would cover the Council's stand at 11am; Cllr Wallace would attend at some point; Cllr Qusted would attend at some point.

Any Councillors able to cover gaps in the above should contact the Clerk. Members were reminded that this would be Mr Ellis' last market cover and Councillors would have to take on setting up / packing up of the stand from September. Mr Ellis had kindly provided a written guide which had been circulated to all with the Correspondence List.

69. REPRESENTATIVES ON OUTSIDE BODIES

Members received brief verbal reports from those representing the Council on other organisations as follows:-

- Cllr Bignell reported on the recent Cllr Briefing & Awareness training, which had been very thorough
- Cllr Qusted gave an overview of the excellent Chairman's Networking Day he had attended
- Cllr Hare gave an update on APCAG and PAGNE activity: The main issue has been agreement regarding night flight trials of a 'sat nav' system. Agreement had been reached that it would not be concentrated on just one route but inevitably communities will be affected.

70. CORRESPONDENCE

The Correspondence list (previously circulated to Council) is attached as Appendix 1. The Clerk drew attention to some items of note.

71. ITEMS FOR NEXT AGENDA

- HDC Rural Car Parks Strategy - Proposal that the Council considers writing again to HDC to re-state its request for a 1 hour free parking period in Lower St car park - Cllr C Esdaile. (Deferred from previous meetings due to Cllr Esdaile's absence)
- Availability of Council owned land being developed in order to fund Sports Pavilion project and sports/recreation field being relocated - Cllr Tilbrook. Clerk to investigate covenants on recreation ground in the first instance.
- S106 funding for air quality monitoring at Swan Corner - Cllr Clarke.
- Potential Government plans to make the A29 a strategic route and PPC response - Cllr Tilbrook. Clerk to investigate substantiation from WSCC in the first instance.

72. PAYMENTS

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

Payee	£
Travis Perkins	8.33
West Sussex County Council	8563.61
West Sussex County Council	8739.66
Taylorred Investments Ltd	194.99
Legal & General	430.85
West Sussex County Council	5429.86

The meeting closed at 9.33pm

.....Chairman

.....Date

CORRESPONDENCE**Appendix 1****WSSC**

- Cabinet Member for Adults and Health - Newsletter 11.7.18
- Chanctonbury County Local Committee meeting scheduled for 11.7.18 - various communications, including notice of cancellation (email forwarded to Cllrs) *NB: Meeting subsequently rearranged for Monday 30.7.18 at Ashurst, preceded by a Velo South event at 6.15pm, details available from Parish Office.*

HDC

- Press release on annual canvass 2018 - Your Vote Matters, Don't Lose It - reminder for residents to complete and return the annual canvass form as soon as possible
- Launch of Refill Horsham District on 8.7.18: Details of national practical tap water campaign aiming to make refilling water bottles easy, convenient and cheap and reducing litter through the introduction of Refill Stations on every street. Refill Horsham District is the first Refill Scheme in West Sussex (email forwarded to Cllrs)
- Press release following the success of Horsham's Armed Forces Sunday

Sussex Police

- PCC Newsletters 15.6.18 and 29.6.18 regarding Op Street and 21st Century Policing

In the Know alerts

- Horsham Weekly bulletins 15.6.18, 22.6.18 and 6.7.18
- National Neighbourhood Watch Week 16.6.18 - New ways to protect you; 29.6.18 Request for new stock keeper for Horsham District NhW
- Action Fraud 16.6.18 - Courier Fraud; Action Fraud 10.6.18 - Follow up calls computer software service fraud

Neighbourhood Wardens (NHW's)

- Copy of thank you to PPC NHW's from St Mary's School for their participation in World at Work day (Copied to Cllrs)

Groundwork Community Awards

Details of award available for community groups that deserve special recognition for making your local area a better place to live. Nominations are simple to enter online where groups can highlight their own achievements or can be nominated to receive an award in one of 10 categories, using the link: <https://www.groundwork.org.uk/Sites/communityawards/Pages/nominate-a-project-aw>

House of Commons Debate on Air Quality

Details of Nick Herbert MP speech on Storrington air quality - link to his speech: <https://goo.gl/QUTZjK> Link to entire debate: <https://hansard.parliament.uk/commons/2018-06-28/debates/5D1E8521-F068-4531-A8F3-3CE36CA503FE/ImprovingAirQuality>

CAGNE

Gatwick Reduced night Noise Trial (RNN) Bulletin 78 June 2018

Pulborough Village Market

Notes from Mr L Ellis from market held 23.6.18 and schedule for setting up PPC market stand (copied to Cllrs)

Publications

Clerks & Councils Direct July 2018, issue 118